

Minutes of the proceedings of the **REGULAR PUBLIC MEETING** held on Wednesday, January 22, 2025, in person at Teaneck High School located at 100 Elizabeth Avenue, Teaneck, NJ 07666 and virtually via Zoom app located at the district website, at 7:00 PM. *Edward Ha, 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, January 22, 2025, in person at Teaneck High School located at 100 Elizabeth Avenue, Teaneck, NJ 07666 and virtually via Zoom app located at the district website, at 7:00 PM. Adequate notice of this meeting has been sent to the Record and The Star Ledger, filed with the Municipal Clerk and posted on the school district website at www.teaneckschools.org, on January 9, 2025."

III. Roll Call

Board Member	Present	Absent
Dr. Gruber (David)	x	
Mrs. Hosein (Nadia)	x	
Dr. Kirshenbaum (Gerald)	x	
Mrs. Levy (Jennifer)	x	
Mrs. Reyes (Kassandra) - Vice President	x	
Mr. Rodriguez (Jonathan)	x	
Mrs. Williams (Clara)	x	
Mr. Wolf (James)	x	
Mr. Ha (Edward) - President	x	

Student Board Liaison	Present	Absent
Blake Ricketts - 12th Grade	x	
Angel Porras - 11th Grade	x	
Mostafa Abouganba - 10th Grade	x	
Peyton Garlington - 9th Grade	x	

IV. Reaffirmation of District Goals

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.

V. SUPERINTENDENT'S REPORT

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

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

VI. PUBLIC COMMENTS SESSION I: (AGENDA ITEMS ONLY)

Thank you all for being here tonight. This portion of the meeting is open to residents for comment. Residents are to state their names, addresses, and subject matter. Comments are limited to three minutes per person. The Public Comment session will last for thirty-minutes. This Public Comment session I is limited to comments on agenda items only. The Public Comment session II is open to comments on other matters of public concern. Individuals may not give their time to another individual. Groups speaking on the same topic should combine your message into one. Members of the public are discouraged from speaking negatively about an employee or a student. Do not call an employee or student by name. The Board bears no responsibility for comments made by the public. Comments regarding employees or students cannot be legally responded to by the Board. The Superintendent may respond to some questions at the conclusion of the public comment session. If you have a question or comment that requires a direct response, we encourage you to put your questions in an email to the Board secretary. All meetings are recorded and, therefore, statements made during public participation cannot be altered or amended and shall be included in the minutes as presented

Please click on the link below to view the public comments session I:

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

VII. Board Presentations - NONE

VIII. BOARD COMMITTEE REPORT - NONE

Please click on the link below to view the Board Committee report:

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

IX. POLICY 01 THRU 02

January 22, 2025

1. Policy 5520 - Demonstrations - Second Reading

THEREFORE BE IT RESOLVED the Teaneck Board of Education upon the recommendation of the Superintendent approves the **SECOND READING** of the following Board Policies and Regulations listed below.
See pages 28-31.

Bylaw/Policy/Reg. No.	Topic
Policy 5520 <i>(Policy 5520 Version 1 attached)</i>	Demonstrations – (Revised)

2. Policies & Regulations - First Reading

THEREFORE BE IT RESOLVED the Teaneck Board of Education upon the recommendation of the Superintendent approves the **FIRST READING** of the following Board Policies and Regulations listed below. See page 32-86.

Bylaw/Policy/Reg. No.	Topic
Policy 2200	Curriculum Content - (Revised) – Mandated
Policy 3160	Physical Examination Teaching Staff Members (Revised) – Mandated
Regulation 3160	Physical Examination Teaching Staff Members (Revised) – Mandated
Policy 4160	Physical Examination Support Staff Members (Revised) – Mandated
Regulation 4160	Physical Examination Support Staff Members (Revised) – Mandated
Policy 5200	Attendance - (Revised) - Mandated
Policy 5350	Student Suicide Prevention (Revised) – Mandated
Policy 8420	Emergency and Crisis Situations (Revised) – Mandated
Policy 8467	Firearms and Weapons (Revised) – Mandated
Regulation 8467	Firearms and Weapons (Revised) – Mandated

Ms. Reyes motioned to approve Policy #1 (5520) under Policy. Said motion was seconded by Mr. Rodriguez. Motion Failed.

Motion: K. Reyes	Second: J. Rodriguez			
Board Member	Yes	No	Abstain	Absent
Dr. Gruber (David)		x		
Mr. Ha (Edward)	x			
Mrs. Hosein (Nadia)		x		
Dr. Kirshenbaum (Gerald)	x			
Mrs. Levy (Jennifer)		x		
Mrs. Reyes (Kassandra)		x		
Mr. Rodriguez (Jonathan)		x		
Mr. Wolff (James)		x		
Mrs. Williams (Clara)		x		

Mr. Rodriguez motioned to table policy listed under #2 (policy and regulation #3160) to go back to the Policy Committee to be discussed. Said motion was seconded by Ms. Levy and carried by a unanimous vote.

Motion: J. Rodriguez	Second: J. Levy			
Board Member	Yes	No	Abstain	Absent
Dr. Gruber (David)	x			
Mr. Ha (Edward)	x			
Mrs. Hosein (Nadia)	x			
Dr. Kirshenbaum (Gerald)	x			
Mrs. Levy (Jennifer)	x			
Mrs. Reyes (Kassandra)	x			
Mr. Rodriguez (Jonathan)	x			
Mr. Wolff (James)	x			
Mrs. Williams (Clara)	x			

Ms. Reyes motioned to table all policies listed under #2 to go back to the Policy Committee for discussion. Said motion was seconded by Mr. Rodriguez and carried by a unanimous vote.

Motion: K. Reyes	Second: J. Rodriguez			
Board Member	Yes	No	Abstain	Absent
Dr. Gruber (David)	x			
Mr. Ha (Edward)	x			
Mrs. Hosein (Nadia)	x			
Dr. Kirshenbaum (Gerald)	x			
Mrs. Levy (Jennifer)	x			
Mrs. Reyes (Kassandra)	x			
Mr. Rodriguez (Jonathan)	x			
Mr. Wolff (James)	x			
Mrs. Williams (Clara)	x			

1. **RESOLUTION IN HONOR OF NEW JERSEY SCHOOL BOARD RECOGNITION MONTH**

WHEREAS, the New Jersey State Board of Education has established rigorous standards through its promulgation of the New Jersey Student Learning Standards, which set the expectations of academic achievement for nearly 1.4 million public schoolchildren and;

WHEREAS, New Jersey's locally elected and appointed boards of education play a vital role in ensuring that their local school districts meet state standards and adhere to state and federal education statute and regulations, with the goal of preparing all students for college and the workplace, thereby enabling them to compete in a global economy; and

WHEREAS, New Jersey's 5,000 non-partisan local board of education members and charter school trustees are public servants who dedicate their time, without pay or benefit, to the oversight of school district operations, through sound financial practices and comprehensive policies on curriculum, staffing and other areas to ensure the well-being and academic achievement of all students in the district; and

WHEREAS, local boards of education, in conjunction with state education officials and local educators, have built a foundation of success that has led to New Jersey's status as a leader in student achievement, as evidenced by the National Assessment of Educational Progress scores; and

WHEREAS, the New Jersey School Boards Association has declared January 2025 to be School Board Recognition Month; now,

THEREFORE BE IT RESOLVED that the New Jersey State Board of Education recognizes the contributions of our state's local boards of education to the academic success of its public school students and expresses its sincere appreciation to local board of education members for their continued focus on the achievement of children throughout New Jersey; and

BE IT FURTHER RESOLVED that the New Jersey State Board of Education encourages qualified New Jersey citizens to consider serving as members of their local school boards.

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

1. December 18, 2024 - Regular Public Meeting
2. December 18, 2024 - Executive Session

3. **WHEREAS**, the Teaneck Board of Education has reviewed the Superintendent’s report of incident(s) of Harassment/Intimidation/Bullying (“HIB”) and has reviewed the Superintendent’s recommendations with respect to those incident(s) of HIB.

NOW, THEREFORE BE IT RESOLVED, that the Board accepts the Superintendent’s recommendations.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 18A:37-15(d), the Superintendent of Schools shall inform the applicable parents/guardians of the students involved in these incidents with the following information within five school (5) days of this Board meeting:

1. The nature of the investigation;
2. Whether the District found evidence of HIB;
3. Whether discipline was imposed;
4. Whether services were provided to address the incident of HIB.
5. Campus Case Numbers listed below.

School	HIB Case #	Founded/ Unfounded
Thomas Jefferson Middle School	285832-TJM-01172025	Unfounded
Lowell Elementary School	285166-LE-01072025	Founded

<i>Motion: J. Rodriguez</i>	<i>Second: K. Reyes</i>			
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
Dr. Gruber (David)	x			
Mr. Ha (Edward)	#1		#2	
Mrs. Hosein (Nadia)	#1		#2	
Dr. Kirshenbaum (Gerald)	x			
Mrs. Levy (Jennifer)	#1		#2	
Mrs. Reyes (Kassandra)	x			
Mr. Rodriguez (Jonathan)	x			
Mr. Wolff (James)	1, 2.1		2.2 exec sess.	
Mrs. Williams (Clara)	x			

1. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves an agreement with The Community Food Bank of New Jersey for eight workshops on the topic of nutrition on January 7, 14, 21, 28 for forty students at Benjamin Franklin Middle School in an amount not to exceed \$0.

2. **WHEREAS**, the Community Based Instruction (CBI) course for Autistic, Multiply Disabled and Transition classes that practice life skills (i.e. public transportation/travel, working on various job sites, and following directions) by participating in structured community outings and activities;

NOW THEREFORE BE IT RESOLVED that the Teaneck Board of Education upon the recommendation of the Superintendent approves the list of **Community Based Instruction** locations. See page 87.

3. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the volunteers for the 2024-2025 school year pending criminal history review.

First Name	Last Name
Bergen READS Volunteers	
Ann	Baker
Cherita	Batiste
Laraine	Chaberski
Martin	Schwam
Joangie	Torres
Ray	Sahadi
FORUM Volunteer	
Indiana	Suriel

Motion: J. Rodriguez	Second: K. Reyes			
Board Member	Yes	No	Abstain	Absent
Dr. Gruber (David)	x			
Mr. Ha (Edward)	x			
Mrs. Hosein (Nadia)	x			
Dr. Kirshenbaum (Gerald)	x			
Mrs. Levy (Jennifer)	x			
Mrs. Reyes (Kassandra)	x			
Mr. Rodriguez (Jonathan)	x			
Mr. Wolff (James)	x			
Mrs. Williams (Clara)	x			

1. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the **amended** payments of the claims for the months of August 2024 - November 2024.

AUGUST 2024

<u>Fund</u>	<u>Amount</u>
General Fund	\$6,358,352.25
Capital Outlay	\$507,237.27
Special Revenue	\$576,620.90
Community Education	\$95,906.15
Food Service	\$12,302.32
Total Payments	\$7,550,418.89

SEPTEMBER 2024

<u>Fund</u>	<u>Amount</u>
General Fund	\$11,007,294.30
Capital Outlay	\$902,209.85
Special Revenue	\$765,080.33
Community Education	\$27,913.56
Food Service	\$46,261.13
Total Payments	\$12,748,759.17

OCTOBER 2024

<u>Fund</u>	<u>Amount</u>
General Fund	\$7,973,972.60
Capital Outlay	\$450,174.88
Special Revenue	\$1,195,615.59
Community Education	\$81,981.72
Food Service	\$42,559.99
Total Payments	\$9,744,304.78

NOVEMBER 2024

<u>Fund</u>	<u>Amount</u>
General Fund	\$8,046,601.99
Capital Outlay	\$103,469.74
Special Revenue	\$764,519.18
Community Education	\$79,592.88
Food Service	\$469,261.07
Total Payments	\$9,463,444.86

2. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the payments of the claims for the month of December 2024.

<u>Fund</u>	<u>Amount</u>
General Fund	\$11,766,381.80
Capital Outlay	\$221,733.28
Special Revenue	\$657,497.26
Community Education	\$65,835.22
Food Service	\$189,004.69
Total Payments	\$12,900,452.32

3. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the payments of the claims for the period of January 2, 2025 - January 16, 2025.

<u>Fund</u>	<u>Amount</u>
General Fund	\$4,648,371.24
Capital Outlay	\$96,325.78
Special Revenue	\$323,037.04
Community Education	\$40,580.60
Food Service	\$8,408.88
Total Payments	\$5,116,723.54

4. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, has received and accepts the financial reports of the **Board Secretary and Treasurer of School Monies** for the months ending August, September and October 2024 and certifies that the reports indicate that no major account or fund is over expended in violation of N.J.A.C. 6:20-2.13 and that sufficient funds are available to meet the district's financial obligations for the remainder of the school year. See page 89.

5. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, has received and accepts the financial reports of the **Board Secretary** for the months ending November and December 2024 and certifies that the reports indicate that no major account or fund is over expended in violation of N.J.A.C. 6:20-2.13 and that sufficient funds are available to meet the district's financial obligations for the remainder of the school year.

6. **WHEREAS** N.J.S.A.18A:22-8.1 authorizes a school district to transfer amounts among line items and program categories;

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the line item transfers for the months of September - December 2024. See page 92.

7. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education affirms its Membership, in the Bergen County Region V Council for Special Education for the 2025-2026 school year; does hereby accept, adopt, and agree to comply with the Region V Bylaws; designates, Dr. Andre Spencer, Superintendent, as its representative to Region V; and empowers him to cast all votes and take all other actions necessary to represent its interest in Region V.

8. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the following workshops for the Ma’ayanot High School: Five (5) virtual “Lunch and Learn” professional development sessions January 14, 2025; February 18, 2025; March 19, 2025; May 20, 2025 and June 10, 2025 at a rate of \$1,000 per session for a total amount not to exceed \$5,000. The workshops will be provided from The Windward Institute. Funded from Title IIA non-public allocation #20-270-200-580-92-606-000.
9. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the following final credit Change Order #3. See page 100.

PROJECT NO.: GC-03

ARCHITECT: Di Cara Rubino

PROJECT: Electrical Upgrade at Teaneck High School

CONTRACTOR: TSUJ Corporation

DATE: 1/22/2025

<u>CONTRACTOR</u>	<u>DESCRIPTION</u>	<u>ORIGINAL CONTRACT AMOUNT</u>	<u>CHANGE ORDER AMOUNT</u>	<u>ADJUSTED CONTRACT AMOUNT</u>
TSUJ Corp	Credit of unused allowances Allowance #1 = (\$-12,147.25) Allowance#2 = (\$-10,000.00)	\$666,577.00	(-\$22,147.25)	\$644,429.75

10. **RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF TEANECK IN THE COUNTY OF BERGEN, NEW JERSEY AUTHORIZING CERTAIN ACTIONS IN CONNECTION WITH PROPOSED SCHOOL FACILITIES PROJECTS**

WHEREAS, The Board of Education of the Township of Teaneck in the County of Bergen, New Jersey (the “Board” when referring to the governing body and the “School District” when referring to the territorial boundaries governed thereby), seeks to submit to the voters school facilities projects (the “Projects”);

WHEREAS, the School District will seek Debt Service Aid with respect to the Projects; and

WHEREAS, the Board now seeks to take the initial steps in order to proceed with the planning and authorization of: (i) the Projects; and (ii) a School District election at which time a bond referendum authorizing the Projects shall be presented to the voters of the School District.

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

Section 1. In accordance with the requirements of Section 6A:26-5.1 through 6A:26-5.3 of the New Jersey Administrative Code, the Board, if warranted, hereby authorizes and/or ratifies the *preparation* of Schematic Plans and Educational Specifications, by the Board’s architect of record (the “Architect”). in connection with the Projects. The Board, if warranted further authorizes/ratifies and directs the Architect to submit the same to the New Jersey Department of Education and to the Bergen County Superintendent of Schools for review and approval. The Board, if warranted further authorizes and directs the submission of the Schematic Plans to the planning board for its review, to the extent required by law.

Section 2. In accordance with the requirements of Section 6A:26-2.3 of the New Jersey Administrative Code, the Board, if warranted hereby ratifies any amendments to the Long Range Facilities Plan, as necessary, to reflect the Projects and approves the submission of any such amendment to the New Jersey Department of Education.

Section 3. In accordance with the requirements of Section 6A:26-3.2 of the New Jersey Administrative Code, the Board, if warranted hereby authorizes and/or ratifies the submission of the Projects Applications and its decision seeking debt service aid for the Projects.

Section 4. With respect to the Projects, the Board, if warranted hereby authorizes and directs the Board President, the Superintendent and the Business Administrator/Board Secretary, as applicable, to execute the schematic plans and educational specifications, the amendment to the Long Range Facilities Plan, the Projects cost estimate sheets and all related Projects documents allowing submission of same to the New Jersey Department of Education.

Section 5. The Board, if warranted hereby authorizes and directs the Board President, the Superintendent, the Business Administrator/Board Secretary, the Architect, and Wilentz, Goldman & Spitzer, P.A., as Bond Counsel, as applicable, to take all action required to preserve the opportunity to present the Projects to the voters via a bond referendum at a School District special election or at an annual election.

11. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the facilities use requests listed below.

Organization Purpose	Facilities Use Request	Date(s) Time	Fees
Lentz and Lentz SAT/PSAT Prep	Teaneck High School Classroom	March 5, 12, 19, 26, 2025 April 23, 29, 2025	No Charge, in partnership with Teaneck Community Education. Tuition for Teaneck students is \$499. Out-of-District students is \$599.
Jack & Jill Bergen/Passaic Chapter Educational experience in African Dance and Drumming for Black History Month. Katherine Frink-Hamlet	Thomas Jefferson Middle School Auditorium	Saturday February 8, 2025 4:30 pm – 6:30 pm	No Charge Jack & Jill is a non-profit organization. No charge to Teaneck students
Bergen County NAACP Martin Luther King Youth Program	Teaneck High School Student Center	Friday January 17, 2025 6:30 pm – 8:30 pm	No Charge, community-based event.

12. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the attendance of staff members at a **Professional Development and Conference with a grand total of \$5,416.25** (District Funded: \$4,636.25; Title II Funded: \$780). See page 101.
13. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves **Student Field Trips** listed on the attached summary totaling **\$22,185** (District Funded: \$3,450; Parent Funded: \$15,535; Student Activity Funded: \$3,200.) See page 104.
14. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves out-of-district tuition contracts for students requiring Special Education out-of-district placements in accordance with their respective Individualized Educational Plans (IEPs) for the **2024-2025** school year in the amount of \$397,521.55. See page 108.

15. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves contracts with clinicians and agencies to provide related services and independent evaluations as needed for the **2024-2025** school year per the attached list in an amount not to exceed. See page 109.
16. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the attached list of **Student Fundraising Activities**. See page 110.
17. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves bedside instruction payments to LearnWell in the amount of \$60.75 per hour, 10 hour sessions per week, for student ID#106864. Services will commence 11/20/2024 through 12/20/2024. Not to exceed \$3,037.50 (5 weeks).
18. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves bedside instruction payments to LearnWell in the amount of \$60.75 per hour, 10 hour sessions per week, for student ID#107824. Services will commence 12/18/2024 through 1/01/2025. Not to exceed \$1,215.50 (2 weeks).
19. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves bedside instruction payments to LearnWell in the amount of \$60.75 per hour, 10 hour sessions per week, for student ID#104452. Services will commence 1/05/2025 through 1/10/2025. Not to exceed \$607.50 (1 week).
20. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent approves the agreement between Mr. Jim Vagias to present to Hawthorne students on March 11, 2025 between noon and 2:05pm; the show will support student safety and bullying prevention and use magic, humor, and audience participation to help students make good and valuable choices. Not to exceed \$1,395.00
Funded by Title I grant to support social emotional learning and climate/culture goals.
21. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent approves the agreement with Mr. Brian Chevalier of Respect Tour/Mindfulness to present to Hawthorne School students on January 23, 2025; two sessions for 3rd & 4th grades at 9:30am -10:15 am and K - 2 grades at 10:30 am -11:15am. Through collaborative music making, students learn to listen attentively, take turns, and appreciate each other's contributions. This approach not only enhances their musical abilities but also instills a sense of respect and teamwork. The performance celebrates good character and sends a solid message about Respect, Fairness, Cooperation, Bullying, Good Citizenship, Teamwork, Responsibility, Making Healthy Choices, Caring, Sharing, and Empathy. Cost not to exceed \$875.00
22. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent approves the agreement with Health Barn to support Mental and Physical Health Awareness Month; Health Barn will present at Hawthorne Elementary school-wide on May 9th, between 9:00- 9: 45 am and 10:00- 10:45 am. This assembly is a unique, hands-on, healthy lifestyle experience that empowers children of all ages to make healthy choices and to be active. The interactive program is designed for all students. It fulfills several Core Curriculum Content Standards while providing students with a practical healthy lifestyle experience that promotes their health and well-being Cost is not to exceed \$1,725. Funded by Title I grant to support social emotional learning and climate/culture goals.

23. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent approves the agreement with The Harlem Magic Masters to present at Hawthorne School on February 28, 2025, two assembly sessions (TBD); the program is designed to educate, stimulate, entertain, and motivate students, promoting a message of empowerment. It will feature a 45-minute show with two players and a live DJ. Students may be invited to participate with the players on stage, and some will have interactive roles in the performance. This will be a building-wide assembly, with two sessions to accommodate all of the students in the gym/auditorium. Cost not to exceed \$2,100. Funded by Title I grant to support social emotional learning and climate/culture goals.
24. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, approves an agreement with JHasHeart, LLC for a 45 - minute puppet show assembly on self -awareness, kindness and responsible decision-making for sixty (60) Theodora Lacey School students. Amount not to exceed \$1,000. Grant funded: Title IV: 20-280 100- 300- 00-300-0 00.
25. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves an agreement with CarePlus NJ for four assemblies at Lowell Elementary School on the topics of healthy habits and mindfulness practices in an amount not to exceed \$600 during the month of February. Grant funded: Title IV: 20-280-100-300-000-00-000.

<i>Motion: K. Reyes</i>	<i>Second: J. Rodriguez</i>			
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
Dr. Gruber (David)	x			
Mr. Ha (Edward)	x			
Mrs. Hosein (Nadia)	x			
Dr. Kirshenbaum (Gerald)	x			
Mrs. Levy (Jennifer)	x			
Mrs. Reyes (Kassandra)	x		#5	
Mr. Rodriguez (Jonathan)	x			
Mr. Wolff (James)	x			
Mrs. Williams (Clara)	x			

1. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the following **Retirement(s)**:

Staff Name	Position	Location	Effective Date	Position Control	Years of Service
Ivy Stern	CST Speech Language Therapist	TJMS/ Hawthorne	07/01/2025	API	17
Marisol Urena	World Language Teacher	TJMS	04/01/2025	AOF	25
Kathryn King Dyker	School Nurse	THS	02/01/2025	AHQ	22

2. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, with regret, approves the following **Resignation(s)**:

Staff Name	Position	Location	Effective Date	Position Control	Years of Service
Travis Grundy	Public Safety Officer	District	12/31/2024	CMQ	8 Months
Lisa Ingrasselino	Executive Assistant	Special Services	01/10/2025	AWR	1
Robert Villegas	CST LDTC	BFMS	02/14/2025	BTJ	2

3. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the following **Certificated Appointment(s)**, pending successful completion of all mandatory requirements.

Staff Name	Position	Location	Guide/Step	Salary	Effective Dates	Notes/ PCN#
Nicole Barbarino	School Psychologist	District	MA +32, Step 14	\$109,088.00	03/24/2025-06/30/2025	Replacement Standard PC#ANG
Cao Hang Guo	Teacher of Pre-K	Bryant Elementary School	BA, Step 9	\$68,000.00	01/27/2025-06/30/2025	Replacement Standard PC#CHZ
Melissa Norena	School Social Worker	BFMS	MA, Step 4	\$65,200.00	01/13/2025-06/30/2025	Replacement Standard PC#CEJ
Erica Owens	Teacher of Special Education	Whittier	MA, Step 11	\$84,200.00	02/03/2025-06/30/2025	Replacement TBD PC#CNR
Preethy Scariah	Teacher of Social Studies	TJMS	MA, Step 8	\$75,200.00	03/24/2025-06/30/2025	Replacement Standard PC#BLD

*Employees may begin their assignment sooner than noted, pending clearance.
All salaries are prorated from date of hire.*

4. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the Appointment of the following staff, assigned to a **Non-Certificated Position**, effective as indicated.

Staff Name	Position	Location	Amount	Effective Dates	Notes
Kelly Cambridge	Secretary D	Lacey Elementary School	\$56,301.00 Secty. Step, 6 (prorated)	01/23/2025-06/30/2025	Replacement PCN#CLX
Dumar E. Beltran	Driver	Transportation	\$40,000.00 Off-Guide	02/24/2025-06/30/2025	Replacement PCN#CHR
Michaëlle Tyre	Secretary B	Office of Special Services	\$69,951.00 Secty., Step 5 (prorated)	01/13/2025-06/30/2025	Replacement PCN#AWR

5. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the Appointment of the following **Long-Term and Leave Replacements Teacher(s)** assigned to a non-tenure track position.

Staff Name	Position	Location	Amount	Effective Dates	Benefits	Notes
Cinthia Riveria	Long-Term Substitute Teacher	THS	\$200.00 per day	01/23/2025 TBD	N/A	Standard PCN# -
Skye Gregory	Long-Term Substitute Teacher	TJMS	\$200.00 per day	01/23/2025 06/30/2025	Eligible	Replacement PCN#AML

6. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the following **Transfer(s)**:

Name	From Position/Location/PCN	To Position/Location/PCN	Effective Dates	Notes
Douglas Post	Groundsman II/AWI	Groundsman III/Forman/AVV	01/22/2025- 06/30/2025	Salary \$75,000.00

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

Staff ID#	Type	Dates of Paid Leave	Days Used	Dates of Unpaid Leave	Days Used	Return Day
4660	Paternity	02/03/2025- 02/10/2025	6 sick days	02/11/2025- 02/14/2025	4	02/17/2025
2256	Medical	01/15/2025- 02/03/2025	13 Sick Days	N/A	N/A	02/04/2025
2117	Medical	N/A	N/A	12/02/2024- 12/20/2024	15	01/02/2025
5311	Medical	N/A	N/A	01/14/2025- 06/30/2025	119	09/01/2025
4581	Medical	N/A	N/A	01/02/2025- 03/28/2025	62	03/31/2025
5697	Maternity	12/16/2024- 01/24/2025	20 Sick Days/ 2 Personal Business Days	01/27/2025- 06/30/2025	93	05/27/2025
5131	Maternity	10/07/2024- 12/20/2024	47 Sick Days	01/03/2025- 04/04/2025	82	04/07/2025

8. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the following student teacher(s) placements pending fingerprints and medical clearance receipt. The Board adopts **Student Teachers/Unpaid Interns** at the request of partnering colleges/universities to promote and support scholars in becoming qualified educators in the State of New Jersey.

Name of Student	College/Institution	Location	Effective Dates
Joshua McCollum	William Patterson University	Bryant Elementary School	01/23/2025-05/14/2025
Rhianna Barry	Fairleigh Dickinson University	Whittier Elementary School	01/13/2025-06/30/2025
Marissa Colloca	Fairleigh Dickinson University	TJMS	01/13/2025-06/30/2025
Giselle Martinez	Fairleigh Dickinson University	Whittier Elementary School	01/13/2025-06/30/2025
Allie Hopper	Fairleigh Dickinson University	TJMS	01/13/2025-06/30/2025

9. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent approves the following staff members as **Home Instructors**, on an as-needed basis for the 2024-2025 school year.

Staff Name	Job Title	Stipend Amount
Danielle Amato	Home Instructor	\$50.00 per hour
Ivy Stern	Home Instructor	\$50.00 per hour
Anila Hoxha	Home Instructor	\$50.00 per hour

10. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent approves the following employees for participating in the **Hawthorne Elementary School Title I After School Math & ELA Program**. To be funded with 24-25 Title 1 Funds (20-231-100-101-00-110-000).

Name	Position	Salary	Effective Dates	Notes
Kara Lindner	Substitute Teacher	Not to exceed \$2,800.00	12/10/2024-04/10/2024 A total of 16 weeks on Tuesdays and Thursdays	This program will be held at Hawthorne Elementary School

11. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent approves the employees listed below for **Extra Work, Extra Pay** stipends at Benjamin Franklin Middle School for the 2024-2025 school year, in accordance with the TTEA Collective Bargaining Agreement:

Staff Name	Activity	Location	Stipend Amount
Kitt Blessing	Palestine Club	Benjamin Franklin Middle School	Volunteer

12. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the following **Extra Work, Extra Pay** Assignment, at the **Teaneck High School** for the 2024-2025 school year, in accordance with the TTEA Collective Bargaining Agreement.

Staff Name	Title of Stipend	Amount
Luke Short	Jazz Band	\$1,050.00
Cody Conrad	Activism Club	\$550.00

13. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent approves the payment to the following teachers, for assuming the temporary **Sixth Period Assignments/Seventh Period Assignments** as negotiated contractual per class rates. 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	Class Covering	Amount	Effective Date	Location
Anila Hoxha	Algebra 1 / 6th Period Assignment	\$70.00 (MA)	12/04/2024	THS
Florenca Koldani	Geometry/ 6th Period Assignment	\$60.00 (BA)	12/04/2024	THS
Nurdan Musa	Algebra 1/ 6th Period Assignment	\$70.00 (MA)	12/04/2024	THS
Nurdan Musa	Algebra 1 / 7th Period Assignment	\$90.00 (MA)	12/04/2024	THS
Somia Benali	Algebra 1/ 6th Period Assignment	\$70.00 (MA)	12/04/2024	THS
Anila Hoxha	Algebra/ 7th Period Assignment	\$90.00 (MA)	12/04/2024	THS
Michelle Greenwood	Biology/ 6th Period Assignment	\$80.00 (MA+32)	01/02/2025	THS
Cody Conrad	US 1 / 6th Period Assignment	\$60.00 (BA)	12/02/2024	THS

14. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the following **Recission of Extra Work, Extra Pay Stipend(s)** at Teaneck High School:

Staff Name	Name of Club	Stipend Amount
Joey Hochgesang	Jazz Band	\$1,050.00

15. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the establishment of the job title and corresponding job description for Financial Analyst. See page 113.

16. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the payment of Tuition Reimbursement to the TTEA staff members for their completion of graduate courses. See page 115.

17. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent approves the **For the Record Amendment(s)**.

Staff Name	Job Title	Amount	Guide/Degree	Effective Dates	Notes
Caridad Clavelo	World Language Teacher	N/A	N/A	10/01/2025	Change in retirement date
Adria Warfield	Dance MD Class	\$70.00	MA	09/01/2024-06/30/2025	Change in Reclassification BA to MA
Nancy Loiacono	Assistant School Business Admin/Board Secretary	\$130,000 (prorated)	N/A	01/16/2025-06/30/2025	Change in start date
Marques Robinson	Head Girls Basketball Coach	\$3,000.00		2024-2025 SY	Change in job title
Christian Cabrera	CST Social Worker	N/A	N/A	01/10/2025	Change in resignation date
Kiana Caines	Part-time Tech. Support Specialist I	\$15.59 p/hr	NA	01/01/2025-06/30/2025	Change in hourly rate
Jessica Bernard	Part-time Tech. Support Specialist I	\$15.59 p/hr	NA	01/01/2025-06/30/2025	Change in hourly rate
Michelle Greenwood	Teacher of Science	\$87,200	MA+32, Step 9	01/02/2025-06/30/2025	Change in step

All items under Personnel (#1- 14 and 16-17) approved except for item#15 tabled.

Motion: J. Rodriguez	Second: K. Reyes			
Board Member	Yes	No	Abstain	Absent
Dr. Gruber (David)	x	#4		
Mr. Ha (Edward)	x			
Mrs. Hosein (Nadia)	x			
Dr. Kirshenbaum (Gerald)	x			
Mrs. Levy (Jennifer)	x	#17.3		
Mrs. Reyes (Kassandra)	x			
Mr. Rodriguez (Jonathan)	x			
Mr. Wolff (James)	x			

Mrs. Williams (Clara)	x		
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Motion to Table item#15 under Personnel to have more discussion and get more information in the Personnel Committee meeting.

Motion: J. Rodriguez	Second: C. Williams			
Board Member	Yes	No	Abstain	Absent
Dr. Gruber (David)	x			
Mr. Ha (Edward)	x			
Mrs. Hosein (Nadia)	x			
Dr. Kirshenbaum (Gerald)	x			
Mrs. Levy (Jennifer)	x			
Mrs. Reyes (Kassandra)	x			
Mr. Rodriguez (Jonathan)	x			
Mr. Wolff (James)	x			
Mrs. Williams (Clara)	x			

X. PUBLIC COMMENTS SESSION II: (AGENDA AND NON-AGENDA ITEMS)

Thank you all for being here tonight. This portion of the meeting is open to residents for comment. Residents are to state their names, addresses, and subject matter. Comments are limited to three minutes per person. This Public Comment session will last for thirty-minutes. The Public Comment session II is open to comments on other matters of public concern. Individuals may not give their time to another individual. Groups speaking on the same topic should combine your message into one. Members of the public are discouraged from speaking negatively about an employee or a student. Do not call an employee or student by name. The Board bears no responsibility for comments made by the public. Comments regarding employees or students cannot be legally responded to by the Board. The Superintendent may respond to some questions at the conclusion of the public comment session. If you have a question or comment that requires a direct response, we encourage you to put your questions in an email to the Board secretary. All meetings are recorded and, therefore, statements made during public participation cannot be altered or amended and shall be included in the minutes as presented.

Please click on the link below to view the public comment session II:

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

XIX. EXECUTIVE SESSION

Ms. Reyes motioned to adjourn the public meeting and convene into the Executive session at 8:54pm. Said motion was seconded by Mr. Rodriguez and carried by a unanimous vote.

<i>Motion: K. Reyes</i>	<i>Second: J. Rodriguez</i>			
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
Dr. Gruber (David)	x			
Mr. Ha (Edward)	x			
Mrs. Hosein (Nadia)	x			
Dr. Kirshenbaum (Gerald)	x			
Mrs. Levy (Jennifer)	x			
Mrs. Reyes (Kassandra)	x			
Mr. Rodriguez (Jonathan)	x			
Mr. Wolff (James)	x			
Mrs. Williams (Clara)	x			

Mr. Rodriguez motioned to open the public session back 10:10pm. Said motion was seconded by Ms. Reyes and carried by a unanimous vote.

Motion: J. Rodriguez	Second: K. Reyes			
Board Member	Yes	No	Abstain	Absent
Dr. Gruber (David)	x			
Mr. Ha (Edward)	x			
Mrs. Hosein (Nadia)	x			
Dr. Kirshenbaum (Gerald)				x
Mrs. Levy (Jennifer)	x			
Mrs. Reyes (Kassandra)	x			
Mr. Rodriguez (Jonathan)	x			
Mr. Wolff (James)	x			
Mrs. Williams (Clara)	x			

Ms. Reyes to bring the HIB resolution (#3 Board operation) that was discussed in Executive Session for the Board approval. Said motion was seconded by Mr. Rodriguez and carried by a unanimous vote.

Motion: K. Reyes	Second: J. Rodriguez			
Board Member	Yes	No	Abstain	Absent
Dr. Gruber (David)	x			
Mr. Ha (Edward)	x			
Mrs. Hosein (Nadia)	x			
Dr. Kirshenbaum (Gerald)				x
Mrs. Levy (Jennifer)	x			
Mrs. Reyes (Kassandra)	x			
Mr. Rodriguez (Jonathan)	x			
Mr. Wolff (James)	x			
Mrs. Williams (Clara)	x			

XX. ADJOURNMENT

Ms. Hosein motioned to adjourn the public meeting at 10:15pm. Said motion was seconded by Ms. Reyes and carried by a unanimous vote.

<i>Motion: N. Hosein</i>	<i>Second: K. Reyes</i>			
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
Dr. Gruber (David)	x			
Mr. Ha (Edward)	x			
Mrs. Hosein (Nadia)	x			
Dr. Kirshenbaum (Gerald)				x
Mrs. Levy (Jennifer)	x			
Mrs. Reyes (Kassandra)	x			
Mr. Rodriguez (Jonathan)	x			
Mr. Wolff (James)	x			
Mrs. Williams (Clara)	x			

Teaneck Board of Education

District Policy

5520 – DEMONSTRATIONS

Section: Students

Date Created: March 2012

Date Edited: November 2024

Students have a right to peacefully assemble and express their views in accordance with Board policies and the District Code of Conduct, as stipulated in the Student Handbook.

Students are protected in the exercise of their constitutionally guaranteed rights to assemble peacefully and to express ideas and opinions provided their activities do not infringe on the rights of others and do not interfere with the operation of the educational program.

The Teaneck Board of Education is responsible for the safety of students and staff. When a student-initiated demonstration becomes known to the building principal, the Superintendent should collaborate to ensure the safety of all students and staff, and the Board should be notified.

Demonstrations should not obstruct the free movement of people including but not limited to blocking hallways or doors. In addition, staff should not block hallways or doors in response to a demonstration.

The building principal should direct demonstrators to venues that have controlled access points and have been successfully used for large gatherings and events. Areas within the school and/or athletic fields should be designated for demonstrations in order to properly secure participants and maximize safety. The site should be designated based upon safety and security risks. Sufficient security personnel should be consulted and remain on hand should they deem it appropriate.

The Superintendent may summon law enforcement officers to ensure the safety of all students and staff. Maintaining a collaborative relationship with law enforcement and the District is a central tenet for maximum safety.

Visitors or outside attendees are **not** permitted on school premises during any demonstration.

Students will conduct themselves in accordance with the Code of Conduct and in a manner that enhances the integrity and impact of their message. The Board will not permit the conduct of an individual or group to interfere with the orderly operation of the educational program or negatively affect the rights of others. Any assembly of students that communicates obscene, slanderous, or prejudicial words, uses force or violates the law or school rules is prohibited. Violations of the Code of Conduct during the course of a demonstration will be addressed consistent with Board Policy 5600.

After a demonstration, a review session should be convened by the building principal between students, counselors, and/or other trained staff to facilitate an open dialogue about the demonstration, its objectives, and student responses. This forum should aim to foster mutual understanding, address any issues that arose during the demonstration and explore constructive ways to further advocate for their concerns.

All decisions related to a demonstration shall be content neutral without evaluating the subject matter of the assembly.

N.J.S.A. 2C:12-3; 2C:33-1; 2C:33-2; 2C:33-8

N.J.S.A. 18A:6-1; 18A:37-1; 18A:37-2

Adopted:

Teaneck Board of Education

District Policy

5520 – ~~[DISORDER AND]~~ DEMONSTRATIONS

Section: Students

Date Created: March 2012

Date Edited: March 2024

The Board of Education is responsible for providing a thorough and efficient system of education for pupils in this district and is authorized to ~~[preserve order so]~~ **ensure** that the system may function properly. Pupils will not be disturbed in the exercise of their constitutionally guaranteed rights to assemble peaceably and to express ideas and opinions, privately or publicly, provided that their activities do not infringe on the rights of others and do not interfere with the operation of the educational program.

While students are encouraged to exercise their right to peacefully assemble and express their views, it is expected that students comport themselves in a manner that enhances the integrity and impact of their message. Behavior inconsistent with the values or objectives of the demonstration, including acts of vandalism, violence, or acts of physical harm and/or threats motivated by animus based on race, color, national origin, religion, gender, sexual orientation, gender identity, or disability demoralize the intended message and undermines the purpose of the demonstration.

The Board will not permit the conduct on school premises of any willful activity engaged in by an individual acting alone or by a group of individuals that interferes with the orderly operation of the educational program or offends the rights of others. The Board specifically prohibits any assembly or expression that **prevents students from accessing classrooms or facilities or that** materially disrupts instruction; is obscene, slanderous, or grossly prejudicial; advocates the use of dangerous or harmful materials; advocates the use of force or the violation of law or school rules; or advertises goods or services for unauthorized commercial gain.

Disorderly pupils will be disciplined in accordance with law and Board Policy No. 5600; staff members who assist pupils in disorderly conduct may be subject to disciplinary measures.

The Board directs all staff members to attempt to resolve pupil conflict and dissent by reason and arbitration. Pupils who express dissent should be made aware of the lawful procedures available to them for the resolution of their grievances.

The Superintendent shall establish procedures for the prompt resolution of any disorder that occurs on school premises. The Building Principal shall be responsible for the identification and resolution of disorders in any school building and may summon law enforcement officers as necessary.

After a demonstration, a review session may be convened at the discretion of the Building Principal, between students and relevant adults to facilitate an open dialogue about the demonstration, its objectives, and any concerns or feedback. This forum aims to foster mutual understanding, address any issues that arose during the demonstration, and explore constructive ways to further advocate for the demonstrated cause within the school community.

N.J.S.A. 2C:12-3; 2C:33-1; 2C:33-2; 2C:33-8

N.J.S.A. 18A:6-1; 18A:37-1; 18A:37-2

Adopted: 14 March 2012

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2200 CURRICULUM CONTENT

The Board of Education will provide the instruction and services mandated by law and rules as necessary for the implementation of a thorough and efficient system of free public education and such other instruction and services as the Board deems appropriate for the thorough and efficient education of the students of this district. The Board shall annually approve a list of all programs and courses that comprise the district’s curriculum and shall approve any subsequent changes in the curriculum in accordance with Policy 2220 – **Adoption of Courses**.

For **the** purposes of this **P**olicy “curriculum” means planned learning opportunities designed to assist students toward the achievement of the intended outcomes of instruction.

The curriculum will be reviewed by the Superintendent and ~~approved annually by the Board. In accordance with law, the curriculum~~ shall, as a minimum, include the curricular mandates of N.J.S.A. 18A – Education, ~~and~~ N.J.A.C. ~~6~~ and 6A – Education, and ~~all of~~ the New Jersey **Student Learning Standards Core Curriculum Content Standards and Cumulative Progress Indicators**.

Districts with secondary school(s)

[and the courses required by Policy 5460 – **High School Graduation** and N.J.A.C. 6A:8-5 for high school graduation.]

The Superintendent is responsible for implementing the curriculum approved by the Board.

The ~~Board directs the~~ curriculum **shall** be consistent with the educational goals and objectives of this district ~~and~~; the New Jersey **Student Learning Standards Core Curriculum Content Standards** and **be** responsive to identified student needs. The Superintendent shall, in consultation with ~~teaching~~ staff members, assure the effective articulation of curriculum across all grade levels



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Choose one or more of the following alternatives:

and among the schools of this district.

and among the constituent districts of the _____ Regional School District.

and among the school districts sending to the _____ School District.

~~The curriculum shall provide programs in accordance with Board policies and the New Jersey Core Curriculum Content Standards including but not limited to:~~

- ~~1. Preparation of all students for employment or post secondary study upon graduation from high school;~~
- ~~2. Instruction in workplace readiness skills, visual and performing arts, comprehensive health and physical education, language arts literacy, mathematics, science, social studies (including instruction on the Constitution of the United States, United States history, Community Civics, and the geography, history and civics of New Jersey), and World Languages;~~
- ~~3. Continuous access to sufficient programs and services of a library/media facility, classroom collection, or both, to support the educational program of all students in accordance with Policy 2530;~~
- ~~4. Guidance and counseling to assist in career and academic planning for all students, in accordance with Policy 2411;~~
- ~~5. A continuum of educational programs and services for all children with disabilities, in accordance with Policy and Regulation 2460;~~
- ~~6. Bilingual education, English as a Second Language, and English language services for students of limited English language proficiency, when the number of such students so necessitates, in accordance with Policy 2423;~~



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- ~~7. Programs and services for students at risk who require remedial assistance in accordance with Policies 2414, 2415, and 5460;~~
- ~~8. Equal educational opportunity for all students in accordance with Policies 2260, 5750, and 5755;~~
- ~~9. Career awareness and exploration as required, and vocational education as appropriate;~~
- ~~10. Educational opportunities for students with exceptional abilities, in accordance with Policy 2464;~~
- ~~11. Instruction in accident and fire prevention;~~
- ~~12. A substance abuse prevention program;~~
- ~~13. A program for family life education; and~~
- ~~14. Programs that encourage the active involvement of representatives from the community, business, industry, labor and higher education in the development of educational programs aligned with the standards.~~

N.J.S.A. ~~18A:6-2; 18A:6-3~~; 18A:35-1 et seq.

N.J.A.C. 6A:8-1.1 et seq.; 6A:14 et seq.

New Jersey **Student Learning Standards Core Curriculum Content Standards**

Adopted: 14 March 2012

Revised: 9 November 2016

Revised: 22 January 2025



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TEACHING STAFF MEMBERS

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Physical Examination

June 24

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3160 PHYSICAL EXAMINATION

The Board of Education **shall** requires ~~any each~~ candidate for employment who **has received** ~~receives~~ a conditional offer of employment to undergo a physical examination~~(s)~~ **pursuant to N.J.S.A. 18A:16-2.a.** to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA), **pursuant to N.J.A.C. 6A:32-6.3.**

If upon completing an examination~~(s)~~ it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

In accordance with N.J.A.C. 6A:32-6.2(a), the Board will develop the requirements for the physical examination **and provide for notification to candidates for employment regarding the requirements for the physical examination which** shall include, but **not be** ~~is not~~ limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include, **but not be limited to**, a health screening to include, but not **be** limited to: height and weight; blood pressure; pulse and respiratory rate; vision screening; and hearing screening.

Teaching staff member ~~School-employee~~ physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.

The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools. ~~A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.~~



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Physical Examination

Health records of candidates for employment and current teaching staff members ~~All staff members' medical and health records~~, including computerized records, ~~shall will~~ be secured, stored, and maintained separately from other personnel files **pursuant to N.J.A.C. 6A:32-6.3(d)**. The information contained in medical records ~~shall will~~ be kept confidential. Only the **teaching** staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual **teaching staff member employee**. Health records **shall be the property of the Board and** may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 **and N.J.A.C. 6A:32-6.3(d)**.

Pursuant to N.J.A.C. 6A:32-6.3(c), an individual ~~The teaching~~ staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, ~~a the teaching~~ staff member may also choose to share with the ~~staff member's Building~~ Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.

Pursuant to N.J.S.A. 18A:16-2, the Board may require ~~Additional individual psychiatric or~~ **physical or psychiatric** examinations of **a teaching any** staff member ~~may be required by the Board~~ whenever, in the **Board's** judgment ~~of the Board~~, **a teaching** staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3**(b)**. Additional examinations and/or certifications may be required to verify fitness in accordance with Policy 3161 – **Examination for Cause** or disability in accordance with Policies 3425 – **Work Related Disability Pay** and 3435 – **Anticipated Disability**.

42 U.S.C.A. 12101
N.J.S.A. 18A:16-2; **18A:16-3; 18A:16-5**
N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted: 14 March 2012
Revised: 22 January 2025



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TEACHING STAFF MEMBERS

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Physical Examination

June 24

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R 3160 PHYSICAL EXAMINATION

A. Definitions

1. “Employee assurance statement” means a statement signed by the employee certifying that information supplied by the employee is true to the best of the employee’s knowledge.
2. “Employee” or “staff member” means the holder of any full-time or part-time position of employment.
3. “Health history” means the record of a person’s past health events obtained in writing, completed by the individual or their physician.
4. “Health screening” means the use of one or more diagnostic tools to test a person for the presence or precursors of a particular disease.
5. “Physical examination” means the assessment of an individual’s health by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant. **Physical examination includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.**
6. “Physician assistant” means a health care professional licensed to practice medicine with physician supervision.
7. “Psychiatric examination” means an examination for the purpose of diagnosis and treatment of mental disorders.

B. Employees’ Initial Physical Examination

1. Candidates for employment who have received a conditional offer of employment shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history and health screenings to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336,



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Physical Examination

Americans with Disabilities Act of 1990 (ADA). The candidate for employment will be provided the Board's requirements for the physical examination.

- a. A health history shall include, but is not limited to, the candidate's:
 - (1) Past serious illnesses and injuries;
 - (2) Current health problems;
 - (3) Allergies; and
 - (4) A record of immunizations.
- b. A health screening shall include, but is not limited to:
 - (1) Height;
 - (2) Weight;
 - (3) Pulse and respiratory rate;
 - (4) Hearing screening;
 - (5) Blood pressure;
 - (6) Vision screening;

C. Medical Requirements Upon Employment

1. **The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.** ~~A Mantoux tuberculosis test shall be given upon employment of all newly hired staff members (full time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact~~



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~~with students. Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.~~

~~a. Tuberculosis testing is not required:~~

~~(1) For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or~~

~~(2) For a school district staff member transferring between school districts or from a non-public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.~~

~~b. Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB-8 Form). If TB-like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.~~

~~(1) The school district shall determine the criteria essential to document a valid religious exemption.~~

~~c. Procedures for the administration of the Mantoux tuberculosis test, interpretation of reactions, follow up procedures, and reporting shall be conducted in accordance with the guidelines and requirements of the New Jersey Department of Health.~~

2. An individual teaching staff member may provide health-status information, including medications, that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the teaching staff member may also choose to share with the Principal and, if desired, with the certified



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school nurse, information regarding current health status to assure ready access in a medical emergency **pursuant to N.J.A.C. 6A:32-6.3(c).**

D. Health Records

1. ~~All~~ **H**health records of candidates for employment who have received a conditional offer of employment and of current employees, including computerized records, shall be secured, stored, and maintained separately from other personnel files **in accordance with N.J.A.C. 6A:32-6.3(d).**
2. Health records **shall be the property of the Board and** may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 **and N.J.A.C. 6A:32-6.3(d).**

E. **Teaching Staff Member** ~~Employees~~² Physical Examinations and Medical Updates

1. **Teaching staff member** ~~School—employee~~ physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.

F. Examination of Candidates for Employment

1. Candidates for employment who have received a conditional offer of employment will also be required to undergo a comprehensive fitness for duty physical examination by a school district approved physician or institution at the Board's expense.
 - a. This pre-employment physical examination shall not be used to determine a candidate's disabilities; and
 - b. This examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to ADA.

G. Controlled Dangerous Substance Testing

Candidates for teaching staff member positions, who have received a conditional offer of employment must complete testing, conducted at the



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Board's expense, for the usage of **CDS** as ~~they are~~ defined in N.J.S.A. 2C:35-2.

1. Candidates will be allowed privacy during specimen collection. Control and accountability of specimens will be maintained with a chain of custody in accordance with accepted practices and as recommended by the approved laboratory. The laboratory will be selected by the Board and approved by the New Jersey Department of Health.
2. The laboratory will conduct an initial or screening test and a confirmatory test. Refusal of employment will not be based on the results of a screening test alone. An initial test is an immunoassay test to eliminate negative test results from further consideration and to identify the potentially positive specimens for the purpose of further testing and confirmation. A confirmatory test is a second analytical procedure to identify the presence of a specific drug which uses more sophisticated technique to ensure reliability and accuracy.
3. A Medical Review Officer, who **shall be is** a licensed physician, will review the final results of all positive tests to determine if there is a medical explanation for the results. The Medical Review Officer will review the candidate's medical history and may conduct a medical interview with the candidate to determine any relevant factors contributing to the results of the test. The Medical Review Officer will communicate the results of an investigation regarding positive drug tests for CDS to the candidate and to the Superintendent.
4. The American with Disabilities Act (ADA) prohibits employment discrimination against qualified individuals with disabilities. Persons who use drugs illegally (the use of controlled dangerous substances (CDS) and the illegal use of prescription drugs) are not protected by the ADA.
5. After a conditional offer of employment, the school district may ask questions concerning present drug or alcohol use; however, information obtained may not be used to exclude an individual with a disability, based on the disability, unless it can be shown that the reason for exclusion meets the following three tests:



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- a. It must be job-related and cannot be met with reasonable accommodation;
 - b. It must be consistent with the demonstrated necessity of conducting business; and
 - c. It must be related to legitimate job criteria.
6. The school district shall refuse to hire an applicant based upon a test result that indicates the illegal use of drugs. This action shall be taken even if the applicant claims he/she recently stopped illegally using drugs.

H. Review of Examinations and Assessments

1. The results of **a the** physical examination **or testing** of a candidate for employment who has received a conditional offer of employment will be reviewed by the **Superintendent and the school physician and/or the Medical Review Officer, who, in consultation with the Superintendent, will to** determine **a the** candidate's physical and mental fitness to function with reasonable accommodation in the position for which **the candidate he/she** has made application. That determination will be made a part of the candidate's application.

I. Candidate Records

1. All records regarding pre-employment physicals and drug tests will be maintained in separate medical files and treated as confidential medical records. These records will be:
 - a. Kept separate from a candidate's personnel file;
 - b. Kept in a locked cabinet in a central school district location; and
 - c. Accessible only to the Superintendent and/or designee.
2. The records of a candidate's physical examination will be submitted to the school medical inspector, who will determine the candidate's physical and



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mental fitness to function with reasonable accommodation in the position for which he/she has made application. That determination will be made a part of the candidate's application.

3. A candidate's medical records will be maintained separately from his/her application and will be kept confidential in accordance with paragraph D.
 - a. If and when the candidate is employed by this district, the records will be kept in the person's medical file.
 - b. If the candidate is not employed by this district within three years, the records will be destroyed.

Adopted: 14 March 2012

Revised: 22 January 2025



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4160 PHYSICAL EXAMINATION

The Board of Education **shall** requires ~~any each~~ candidate for employment who **has received** ~~receives~~ a conditional offer of employment to undergo a physical examination~~(s)~~ **pursuant to N.J.S.A. 18A:16-2.a.** to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA), **pursuant to N.J.A.C. 6A:32-6.3.**

If upon completing an examination~~(s)~~ it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

In accordance with N.J.A.C. 6A:32-6.2(a), the Board will develop the requirements for tThe physical examination **and provide for notification to candidates for employment regarding the requirements for the physical examination which** shall include, but ~~is not~~ **not be** limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include, **but not be limited to**, a health screening to include, but not **be** limited to: height and weight; blood pressure; pulse and respiratory rate; vision screening; and hearing screening.

Candidates for employment who have received a conditional offer of employment will be required to be tested for the usage of controlled dangerous substances **(CDS)** as they are defined in N.J.S.A. 2C:35-2. This testing will be completed in accordance with New Jersey Department of Health and Department of Education guidelines. Testing for the usage of **CDS** ~~controlled or dangerous substances~~, if required by the Board, will be required for all candidates for employment who have received a conditional offer of employment.



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Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of physical examinations required by this Policy performed by a physician or institution designated by the Board. However, the candidate shall bear the cost if the examination is performed by a physician or institution designated by the candidate with approval of the Board. In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.

Support staff member ~~School-employee~~ physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.

The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools. ~~A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.~~

Health records of candidates for employment and current support staff members ~~All staff members' medical and health records~~, including computerized records, ~~shall will~~ be secured, stored, and maintained separately from other personnel files **pursuant to N.J.A.C. 6A:32-6.3(d)**. The information contained in medical records ~~shall will~~ be kept confidential. Only the **support** staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual **support staff member** ~~employee~~. Health records **shall be the property of the Board and** may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 **and N.J.A.C. 6A:32-6.3(d)**.

Pursuant to N.J.A.C. 6A:32-6.3(c), an individual ~~The support~~ staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, **a the support** staff member may also choose to share with the ~~staff member's Building~~ Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.

Pursuant to N.J.S.A. 18A:16-2, the Board may require ~~Additional individual psychiatric or~~ physical **or psychiatric** examinations of **a support any** staff member ~~may be required by the Board~~ whenever, in the **Board's** judgment ~~of the~~



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Board, a **support** staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3**(b)**. Additional examinations and/or certifications may be required to verify fitness in accordance with Policy 4161 – **Examination for Cause** or disability in accordance with Policies 4425 – **Work Related Disability Pay** and 4435 – **Anticipated Disability**.

42 U.S.C.A. 12101
N.J.S.A. 18A:16-2; **18A:16-3; 18A:16-5**
N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

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R 4160 PHYSICAL EXAMINATION

A. Definitions

1. “Employee” or “staff member” means the holder of any full-time or part-time position of employment.
2. “Health history” means the record of a person’s past health events obtained in writing, completed by the individual or their physician.
3. “Health screening” means the use of one or more diagnostic tools to test a person for the presence or precursors of a particular disease.
4. “Physical examination” means the assessment of an individual’s health **by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant. Physical examination includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.**
5. “Physician assistant” means a health care professional licensed to practice medicine with physician supervision.
6. “Psychiatric examination” means an examination for the purpose of diagnosis and treatment of mental disorders.

B. Employee’s Initial Physical Examination

1. **Candidates for employment who have received a conditional offer of employment** ~~Each newly employed support staff member~~ shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history and health screenings to determine whether the candidate is able to perform **with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA). The candidate for employment will be provided the Board’s requirements for the physical examination.**



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- a. A health history shall include, but is not limited to, the candidate's:
 - (1) Past serious illnesses and injuries;
 - (2) Current health problems;
 - (3) Allergies; and
 - (4) A record of immunizations.

- b. A health screening shall include, but is not limited to:
 - (1) Height;
 - (2) Weight;
 - (3) Pulse and respiratory rate;
 - (4) Hearing screening;
 - (5) Blood pressure;
 - (6) Vision screening;

C. Medical Requirements Upon Employment

1. **The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.** ~~A Mantoux tuberculosis test shall be given upon employment of all newly hired staff members (full time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students. Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.~~



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- a. ~~Tuberculosis testing is not required:~~
- (1) ~~For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or~~
 - (2) ~~For a school district staff member transferring between school districts or from a non-public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.~~
- b. ~~Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB-8 Form). If TB-like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.~~
- (1) ~~The school district shall determine the criteria essential to document a valid religious exemption.~~
- c. ~~Procedures for the administration of the Mantoux tuberculosis test, interpretation of reactions, follow up procedures, and reporting shall be conducted in accordance with the guidelines and requirements of the New Jersey Department of Health.~~
2. An individual support staff member may provide health-status information, including medications, that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the support staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency **pursuant to N.J.A.C. 6A:32-6.3(c).**



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D. Health Records

1. ~~All~~ **H**health records of candidates for employment who have received a conditional offer of employment and of current employees, including computerized records, shall be secured, stored, and maintained separately from other personnel files **in accordance with N.J.A.C. 6A:32-6.3(d).**
2. Health records **shall be the property of the Board and** may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 **and N.J.A.C. 6A:32-6.3(d).**
3. The portion of the employee's medical record containing a health history may be shared with the Principal and the school nurse with the consent of the employee, as provided in paragraph **C.2.** above.

E. ~~Support Staff Member Employees'~~ **Support Staff Member** Physical Examinations and Medical Updates

1. **Support staff member** ~~School-employee~~ physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.

F. Examination of Candidates for Employment

1. Candidates for employment who have received a conditional offer of employment will also be required to undergo a comprehensive fitness for duty physical examination by a school district approved physician or institution at the Board's expense.
 - a. This pre-employment physical examination shall not be used to determine a candidate's disabilities; and
 - b. This examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to ADA.
2. **The physician or institution completing the examination will be provided the fitness requirements for each position.**



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H. Controlled Dangerous Substance Testing

1. Candidates for employment who have received a conditional offer of employment will be required to complete testing, conducted at the Board's expense, for the usage of **CDS controlled-dangerous substances** as ~~they are~~ defined in N.J.S.A. 2C:35-2.
 - a. Candidates will be allowed privacy during specimen collection. Control and accountability of specimens will be maintained with a chain of custody in accordance with accepted practices and as recommended by the approved laboratory. A laboratory approved by the New Jersey Department of Health will be selected by the Board for such testing.
 - b. The laboratory will conduct the test in accordance with industry standard practices for testing for **CDS controlled dangerous-substances**.
 - c. A Medical Review Officer, who ~~shall be is~~ a licensed physician, will review the final results of all positive tests to determine if there is a medical explanation for the results. The Medical Review Officer will review the candidate's medical history and may conduct a medical interview with the candidate to determine any relevant factors contributing to the results of the test. The Medical Review Officer will communicate the results of an investigation regarding positive ~~drug~~ tests **for CDS** to the candidate and to the Superintendent.
 - d. The ADA prohibits employment discrimination against qualified individuals with disabilities. Persons who use drugs illegally (the use of ~~controlled dangerous substances (CDS)~~ and the illegal use of prescription drugs) are not protected by the ADA.



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- e. After a conditional offer of employment, the school district administration and/or the Medical Review Officer may ask the candidate questions **concerning current present CDS drug** or alcohol use; however, information obtained may not be used to exclude an individual with a disability, based on the disability, unless it can be shown that the reason for exclusion meets the following three tests:
 - (1) It must be job-related and cannot be met with reasonable accommodation;
 - (2) It must be consistent with the demonstrated necessity of conducting business; and
 - (3) It must be related to legitimate job criteria.
 - f. The school district **shall** refuse to hire a candidate based upon a test result that indicates the illegal use of **a CDS** as confirmed by the Medical Review Officer. This action **shall** be taken even if the candidate claims **they he/she** recently stopped **the illegal use of a CDS illegally using drugs**.
2. ~~The school district would incur liability under ADA if a person is excluded from a job if the school district erroneously regarded the candidate to be an addict currently using drugs illegally when the drug test showed the presence of a lawfully prescribed drug. The Superintendent will confer with the Medical Review Officer regarding all positive tests to prevent any ADA liability. The Superintendent will confer with the Medical Review Officer regarding all positive tests to prevent any ADA violation.~~

I. Review of Examinations and Assessments [New Section]

1. The results of **a the** physical examination **or testing** of a candidate for employment who has received a conditional offer of employment will be reviewed by the **Superintendent and the** school physician **and/or Medical Review Officer, who, in consultation with the Superintendent, will to** determine **a the** candidate's physical and mental fitness to function with reasonable accommodation in the position for which **the candidate he/she** has



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made an application. That determination will be made a part of the candidate's application.

J. Candidates Records

1. All records regarding pre-employment physicals and drug tests will be maintained in separate medical files and treated as confidential medical records. These records will be:
 - a. Kept separate from a candidate's personnel file;
 - b. Kept in a locked cabinet in a central school district location; and
 - c. Accessible only to the Superintendent and/or designee.
2. The records of a candidate's physical examination will be submitted to the school medical inspector, who will determine the candidate's physical and mental fitness to function with reasonable accommodation in the position for which he/she has made application. That determination will be made a part of the candidate's application.
3. A candidate's medical records will be maintained separately from his/her application and will be kept confidential in accordance with paragraph D.
 - a. If and when the candidate is employed by this district, the records will be kept in the person's medical file.
 - b. If the candidate is not employed by this district within three years the records will be destroyed.

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Revised: 22 January 2025



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R 5200 ATTENDANCE

A. Attendance Recording

1. School Register – ~~(N.J.A.C. 6A:32-8.1)~~
 - a. The Board of Education shall carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic format of the school district's choosing.
 - b. The Commissioner **of Education** will issue and publish on the **New Jersey Department of Education's (NJDOE)** website guidance for recording student attendance in all public schools of the State operated by district Boards ~~of Education~~, except adult high schools.
 - c. Student attendance shall be recorded in the school register during school hours on each day in session, pursuant to N.J.A.C. 6A:32-8.3. An employee designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and the guidance **issued by the Commissioner in accordance with** ~~at~~ N.J.A.C. 6A:32-8.1(c) and A.1.b. above.
 - d. A student who has been placed on home instruction shall have their attendance status recorded on the regular register for the program in which the student is enrolled. The student shall be marked absent 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. Absences shall not be recorded for the student while on home instruction, provided 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 in membership for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.



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- (1) “Days in membership” means the number of school days in session in which a student is enrolled **in accordance with N.J.A.C. 6A:32-2.1**. A student’s membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.
2. Day in Session – ~~(N.J.A.C. 6A:32-8.3)~~
 - a. A day in session shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for reasons such as holidays and teachers’ institutes, or inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a day in session.
 - b. A day in session shall consist of not less than four hours, exclusive of recess and lunch periods, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten.
3. Student Attendance – ~~(N.J.A.C. 6A:32-8.4)~~
 - a. For all State attendance submissions, a student shall be recorded as present, absent, or excused for a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below, on every day the school is in session after the student enrolls until the date the student is transferred to another school or officially leaves the school district.
 - b. A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. The employee designated by the Superintendent shall keep the attendance records according to N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.



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- c. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.
- d. A student enrolled in a school who is not participating in instruction or instruction-related activities pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. above shall be recorded in the school register as absent, unless the student is recorded as a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below.
- e. State-excused absences shall be as follows:
 - (1) Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.
 - (a) The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis;
 - (2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
 - (3) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
 - (4) Take Our Children to Work Day;
 - (5) College visit(s), up to three days per school year for students in grades eleven and twelve; ~~and~~



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- (6) Closure of a busing school district that prevents a student from having transportation to the receiving school; **and-**
- (7) **Attendance at a civic event, one day per school year for students in grades six through twelve, pursuant to N.J.S.A. 18A:36-33.2.**
- (a) **“Civic event” means an event sponsored by a government entity, a community-based organization, or a nonprofit organization that incorporates elements of service learning whereby students learn and develop through organized service. A civic event shall address an issue of public concern such as community health and safety or environmental, economic, or community well-being in accordance with N.J.S.A. 18A:36-33.1.**
- (b) **The parent of a student shall provide a signed written notice of an intended excused absence to attend a civic event at least five school days in advance of the intended excused absence and such other documentation as the Superintendent deems necessary to prove that the student meets the requirements for an excused absence pursuant to N.J.S.A. 18A:36-33.2.b.**
- f. For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered as an absence in the submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.



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

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

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

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

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

b. If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.

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

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

1. Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit is a Board decision outlined in Policy 5200 – **Attendance** and this Regulation.



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2. N.J.A.C. 6A:16-7.6(a)3 requires the Board ~~of Education~~ policies and procedures contain, at a minimum, a definition of unexcused absence that counts toward truancy, student conduct, promotion, retention, and the award of course credit.
- a. “An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined in B.2.b. below.
- b. “An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

[Select one or more options below]

- The student’s illness
- supported by a written letter from the parent upon student’s return to school;
- supported by notification to the school by the student’s parent;
- The student’s required attendance in court;
- Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§794 and 705(20), and individualized health care plans;
- The student’s suspension from school;
- Family illness or death
- supported by a written letter from the parent upon the student’s return to school;
- supported by notification to the school by the student’s parent;



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- College visit(s), up to **3** days per school year for students in grades eleven and twelve;
- Interviews with a prospective employer or with an admissions officer of an institution of higher education;
- Examination for a driver's license;
- Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
- Take Our Children to Work Day;
- Religious observance, pursuant to N.J.S.A. 18A:36-14 through 16;
- Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
- Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
- Attendance at a civic event(s), pursuant to N.J.S.A. 18A:36-33.2;**
- Closure of a busing school district that prevents a student from having transportation to the receiving school;
- An absence considered excused by the Commissioner of ~~Education~~ and/or a **NJDOE New Jersey Department of Education** rule;
- An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence;
- _____;
- _____;
- _____.



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[Optional

3. “Unexcused tardiness” may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240 – **Tardiness.**]

C. Notice to School of a Student’s Absence

1. The parent or adult student shall notify the school office before the school day when the student will not be in school. **However, notice for attendance at a civic event shall be provided in accordance with the procedure set forth in N.J.S.A. 18A:36-33.2.b. and A.3.e.(7)(b) above.**
2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session shall provide notice to the school office before the start of the afternoon session.
3. The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.
4. 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.

D. Readmission to School After an Absence

1. A student returning from an absence of **three (3) consecutive school days any length of time (___ may _x_ will) be required to ~~must~~** provide a written statement to the Principal or designee that is dated and signed by the parent or adult student listing the reason for the absence.
2. A student who has been absent by reason of having or being suspected of having a communicable disease may be required to present to the school nurse written evidence of being free of a communicable disease.



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3. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school.
 - a. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

E. Instruction

1. Teachers will cooperate in the preparation of home assignments for students who anticipate an absence of **three (3)** school days duration.
2. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
3. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up the work missed.
4. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.
5. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412 – **Home Instruction Due to Health Condition**. The parent must request home instruction.

F. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.



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[Optional

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

Options – District may select one or more of the options below if 2. above is selected.

- ___ Exceptions to this rule may be made for students who have demonstrated to the teacher through completion of make-up assignments that they have mastered the proficiencies established for the course of study.
- ___ A secondary student who has been dropped from a course of study may be assigned to an alternate program.
- ___ A secondary student denied course credit after completing the course will be permitted to attend a credit completion session to regain the denied credit, provided the student has not been absent from the class more than _____ times.]

[Optional

3. An elementary student may be retained at grade level, in accordance with Policy 5410 – **Promotion and Retention**, when the student has been absent **eighteen (18)** (number, fraction, or percentage) or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, and absences due to student's suspension will not count toward the total.



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Option – District may select the option below if 3. above is selected.

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

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

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student’s parents of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student’s parent(s);
 - c. Identify, in consultation with the student’s parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate;
2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student’s parent(s) of each unexcused absence prior to the start of the following school day;



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- b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);
- c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and G.1.c. above;
- d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;
 - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
 - (7) Engage the student's family.
- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.



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3. For cumulative unexcused absences of ten or more that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
 - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and
4. A court referral may be made as follows:
 - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board's of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court;
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
 - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g., the student may be referred to Superior Court, Chancery Division, Family Part;
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.



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5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's Individual Education Program (IEP), pursuant to 20 U.S.C. §§1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b)3.xii.
6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and G.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
 - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
 - (1) The sending school district shall proceed in accordance with the Board's of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and G.2. through G.4. above and N.J.A.C. 6A:16-7.6(b) and G.5. above, as appropriate.

H. Discipline

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



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I. Recording Attendance

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

J. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A **parent of a student or an adult student** who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410 – **Promotion and Retention**.
3. A **parent of a student or an adult student** who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. ~~The student shall file~~ A written appeal **shall be filed with** the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
 - b. The Principal or designee will respond in writing no later than seven school days after receiving the **written student's** appeal.



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- c. If the **parent or adult** student is not satisfied, the **parent or adult** student may submit a written request to the Principal for consideration by an Attendance Review Committee.
- d. **In response to** ~~On~~ a ~~student's~~ request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the ~~student's~~ appeal. The student's parent, **the student**, and teacher(s) may attend the meeting.
- e. The Attendance Review Committee shall decide the appeal and inform the **parent and** student in writing within seven school days of the meeting.
- f. The **parent or adult** student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board ~~of Education~~, and the Commissioner ~~of Education~~ in accordance with Policy 5710 – Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

K. Attendance Records

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

Adopted: 14 March 2012
Revised: 22 January 2025



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5350 STUDENT SUICIDE PREVENTION

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among students. Students under severe stress cannot benefit fully from the educational program and may pose a threat to themselves or others.

The Board directs all school district staff members to be alert to a student who exhibits warning signs of self-destruction or who threatens or attempts suicide. Any such warning signs or the report of such warning signs from another student or staff member shall be taken with the utmost seriousness and reported immediately to the Building Principal/Assistant Principal or designee, who shall notify the student's parent and other professional staff members in accordance with administrative regulations. Immediate action is required regardless of time or day of week, including evenings, weekends and holidays.

The Principal or designee shall immediately contact the parent(s) of the student exhibiting warning signs of suicide to inform the parent(s) the student will be referred to the Child Study Team or a Suicide Intervention Team, appointed by the Superintendent or designee, for a preliminary assessment. Upon completion of the preliminary assessment, the Principal or designee shall meet with the parent(s) to review the assessment. Based on the preliminary assessment, the parent(s) may be required to obtain medical or psychiatric services for the student. In the event the parent(s) objects to the recommendation or indicates an unwillingness to cooperate in the best interests of the student, the Principal or designee will contact the New Jersey Department of Children and Families, Division of Child Protection and Permanency to request intervention on the student's behalf.

In the event the student is required to obtain medical or psychiatric services, the parent(s) will be required to submit to the Superintendent a written medical clearance from a licensed medical professional, selected by the parent(s) and approved by the Superintendent, indicating the student has received medical services, does not present a risk to themselves or others, and is cleared to return to school. The written medical clearance may be reviewed by a Board of Education healthcare professional before the student is permitted to return to school. The parent(s) shall be required to authorize their healthcare professional(s) to release relevant medical information to the school district's healthcare professional, if requested.



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In accordance with N.J.A.C. 6A:14-1.1(d), special education and related services shall be provided to students with disabilities at public expense, with no charge to the parents. A clearance by a psychiatrist or other medical professional as a requirement to return to school is considered an assessment provided at public expense. The district shall not require the parents to incur the cost of psychiatric clearance.

~~Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall immediately report the information to the Principal or designee or their immediate supervisor who will immediately report it to the Superintendent or designee. The Superintendent or designee shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families in accordance with N.J.S.A. 30:9A-24. In accordance with N.J.S.A. 30:9A-24i, any person who reports an attempted or completed suicide shall have immunity from any civil or criminal liability on account of the report, unless the person has acted in bad faith or with malicious purpose.~~

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. 6A:9C-3 et seq., every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with training and experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and 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.

Not including teaching staff members subject to the requirements of N.J.S.A. 18A:6-112.a. and not including licensed mental health care professionals, a school employee or an employee of a contracted service provider who has regular and direct contact with students, as determined by the Board, shall complete a one-time training program in suicide prevention, awareness, and response identified by the New Jersey Department of Education (NJDOE) pursuant to N.J.S.A. 18A:6-112.c. A person subject to the requirements of N.J.S.A. 18A:6-112.b. shall complete the required training program not less than twelve months from the date of the identification by the NJDOE of training programs or twelve months from the person's date of hire, whichever occurs later.



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Not less than twelve months following the date of the identification by the NJDOE of the training programs or not less than twelve months from the person's date of hire, and annually thereafter, the district shall provide to their employees who are subject to the requirements of N.J.S.A. 18A:6-112.a. or b., in a hard copy paper form or in an electronic form, guidelines on the district's reporting and suicide prevention, awareness, and response protocols including, but not limited to, contact information for each school's designated staff who should be notified whenever an employee believes a student may be at risk for suicide.

Each person who is required pursuant to N.J.S.A. 18A:6-112.a. or b. to complete a suicide prevention training program shall have a duty to warn and protect when the following conditions exist:

1. A student has communicated to that person a clearly identifiable threat of imminent, serious physical violence against oneself and the circumstances are such that a reasonable person would believe the student intended to carry out the threat; or
2. The circumstances are such that a reasonable person would believe the student intended to carry out an act of imminent, serious physical violence against oneself.

A person acting in good faith and who takes reasonable steps to discharge a duty to warn and protect shall be immune from civil and criminal liability in regard to that disclosure.

Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall immediately report the information to the Principal or designee or their immediate supervisor who will immediately report it to the Superintendent or designee. The Superintendent or designee shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families in accordance with N.J.S.A. 30:9A-24. In accordance with N.J.S.A. 30:9A-24.i., any person who reports an attempted or completed suicide shall have immunity from any civil or criminal liability on account of the report, unless the person has acted in bad faith or with malicious purpose.



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The Superintendent shall prepare and disseminate guidelines to assist school district staff members in recognizing the warning signs of a student who may be contemplating suicide, to respond to a threat or attempted suicide, and to prevent contagion when a student commits suicide.

N.J.S.A. 18A:6-111; 18A:6-112

N.J.S.A. 30:9A-23; 30:9A-24

N.J.A.C. 6A:9C-3 et seq.; **6A:14-1.1**

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8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district **shall will** develop and implement comprehensive ~~written~~ plans, procedures, and mechanisms **that to** provide for **safety and security in the district’s public elementary and secondary schools. Plans and procedures, which shall be in written form, and mechanisms shall provide for, at a minimum:** the protection of **the** health, safety, security, and welfare of the school population; the prevention of, intervention in, response to, and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and support services for staff, students, and their families, **in accordance with N.J.A.C. 6A:16-5.1(a).**

Pursuant to N.J.S.A. 18A:41-6, “sSchool security drill” means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and **other** community resources, as appropriate, in the development of the ~~school~~ district’s plans, procedures, and mechanisms for school safety and security **in accordance with N.J.A.C. 6A:16-5.1(b).** The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education. **The plans, procedures, and mechanisms** shall be reviewed annually, and updated as appropriate.

Pursuant to N.J.S.A. 18A:41-15, in developing its districtwide school safety and security plan, the district shall: demonstrate that it has considered the individual needs of each student with a disability, as enumerated in the students’ individualized education programs (IEP), individualized health care plans, 504 plans, or, in the case of students with disabilities enrolled in nonpublic schools, service plans pursuant to N.J.S.A. 18A:46-2.15; and incorporate protocols into the districtwide school safety and security plan for



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communicating the individual needs of each student with a disability, when appropriate and in compliance with the “Family Educational Rights and Privacy Act of 1974,” (20 USC §1232g), to third parties including, but not limited to, first responders and emergency management agencies.

A copy of the ~~school-district’s~~ school safety and security plan shall be disseminated to all ~~school-district~~ employees **pursuant to N.J.A.C. 6A:16-5.1(c)**. New employees shall receive a copy of the school ~~district’s~~ safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be notified in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The ~~school~~ district shall develop and provide an in-service training program for all ~~school-district~~ employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crises, consistent with the ~~school~~ district’s plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive **the this** in-service training, ~~as appropriate~~, within sixty days of the effective date of their employment. **The This** in-service training **program for all employees** shall be reviewed annually and updated, as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district’s practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.**b. In the event an individual is employed in a substitute capacity in the district at the time the school safety and security training is being provided to full-time employees pursuant to N.J.S.A. 18A:41-7.a., the district shall include the individual in the training.**

Any information or training provided pursuant to N.J.S.A. 18A:41-7 shall address the unique needs of students with disabilities in the event of a fire drill, school security drill, or actual emergency situation. All full-time employees and individuals employed in the district in a substitute capacity shall be made aware of any anticipated mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making support needs of students in the care of the employee and any supports, modifications,



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accommodations, and services to be provided to students, as enumerated in their IEPs, individualized health care plans, 504 plans, or service plans pursuant to N.J.S.A. 18A:46-2.15.

The district shall ensure a student's unique mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making needs in the event of a fire drill, school security drill, or an actual emergency situation that may occur on school grounds is maintained in the student record. The documentation maintained in the student record shall indicate whether or not the student is able to safely and fully participate in fire drills or school security drills without the use of supplementary supports, modifications, accommodations, or services, or if any accommodations are needed, including determining areas of refuge during an emergency, in accordance with N.J.S.A. 18A:46-2.15.a.

If it is determined a student requires supplementary supports, modifications, accommodations, or services in order to safely and fully participate in a fire drill or school security drill, a written plan shall be maintained in the student record, pursuant to N.J.S.A. 18A:46-2.15.b. The written plan shall: describe the anticipated mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making support needs of the student during a fire drill or school security drill and during an actual emergency situation; describe the supports, modifications, accommodations, and services to be provided to the student during a fire drill or school security drill and during an actual emergency situation; and describe the role of school employees in supporting the student during a fire drill or school security drill and during an actual emergency situation, including the need for any specific training of school employees. The district shall on a regular basis, but not less than once annually, perform a review of any determinations made pursuant to N.J.S.A. 18A:46-2.15 to evaluate the school security needs of a student.

Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, ~~and shall require all teachers of all schools,~~ **Employees of the district**, whether occupying buildings of one or more stories, ~~shall to keep all exterior doors and exits of their respective rooms and buildings unlocked during the school hours, except locked at all times except when necessary to comply with the~~



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Emergency and Crisis Situations

requirements set forth in the Uniform Fire Code, including applicable requirements during an emergency lockdown or an emergency lockdown drill. **All students and staff shall fully participate in each drill conducted to the greatest extent practicable and, when appropriate, utilize procedures for assisting in the rescue of persons unable to use the general means of egress to ensure that participation does not pose a safety risk.** Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual ~~fire or~~ school security emergency that occurs at a school during the month ~~and~~ that includes activities which are the equivalent of a drill shall be considered a **school security** drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year. **In accordance with N.J.S.A. 18A:41-7a., n**otwithstanding any other provision of law to the contrary, the ~~school~~ district shall ensure that a school security drill that occurs when students are present:

1. Includes clear, developmentally and age-appropriate messaging to students and staff at the conclusion of the drill that the event is a drill and that no current danger exists;
2. Does not expose students to content or imaging that is not developmentally or age-appropriate;
3. Is paired with trauma-informed approaches to address any student inquiries or concerns which may arise as a result of a school security drill;
4. Does not include the use of fake blood, real or prop firearms, or the simulations of gun shots, explosions, or other sounds or visuals that may induce panic or a traumatic response from a student or school district employee;
5. Does not require a student to role play as a victim, but may include first aid training in which students participate; and



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Emergency and Crisis Situations

6. Is accessible to students with disabilities and mental health conditions, and provides all necessary accommodations for these students.

The Principal or designee shall provide written notification to the parent of a student enrolled in the school following completion of a school security drill, which notice shall be provided to the parent by no later than the end of the school day on which the school security drill is conducted.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1. The ~~school~~ district may permit emergency personnel access to the buildings and grounds of its schools for school security drills that are scheduled outside of school hours and during such times as students are not present, **pursuant to N.J.S.A. 18A:41-7a.c.**

The ~~school~~ district shall review and update its school security drill procedures using a process that coincides with the review of the school safety and security plan developed pursuant to N.J.A.C. 6A:16-5.1 and collects input from emergency personnel; parents of students enrolled in the ~~school~~ district; teachers and staff employed in the district; mental health professionals; and student government representatives from multiple grade levels, **pursuant to N.J.S.A. 18A:41-7a.d.**

The ~~school~~ district shall annually track data on such measures and information as required by the Commissioner of Education, and shall report the data to the Commissioner, **pursuant to N.J.S.A. 18A:41-7a.e.**

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds in accordance with N.J.A.C. 6A:16-5.1.



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Emergency and Crisis Situations

The ~~school~~ district will be required to annually submit a security drill statement of assurance **attesting to the completion of monthly school security drills** to the New Jersey Department of Education/**County Office of Education** by June 30 of each school year, **in accordance with N.J.A.C. 6A:30 App.A.** Each school in the district will be required to complete **and retain** a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3

N.J.S.A. App.A.:9-86

N.J.S.A. 18A:41-1; 18A:41-2; 18A:41-6; 18A:41-7; 18A:41-7a.;

18A:41-15; 18A:46-2.15

N.J.A.C. 6A:16-5.1; **6A:30 App.A.**

Adopted: 14 March 2012

Revised: 23 June 2021

Revised: 13 October 2021

Revised: 19 October 2022

Revised: 22 January 2025



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Firearms and Weapons
June 24
M

8467 FIREARMS AND WEAPONS

The Board of Education prohibits the possession, use, or exchange of any **firearm or** weapon in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation except as the possession and use of a **firearm or** weapon is authorized by law and required in the performance of the possessor's duty.

For the purpose of this **P**policy, "weapon" means **items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f). anything readily capable of lethal use or of inflicting serious bodily injury. "Weapon" includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms.** For the purposes of this **P**policy, "firearm" means those items enumerated in N.J.S.A. 2C:39-1(f) and 18 U.S.C. §921.

Pursuant to N.J.A.C. 6A:16-6.3(b), whenever a school employee develops reason to believe a firearm, as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, or other deadly weapon, whether enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, has unlawfully been brought onto school grounds or a student or other person is in unlawful possession of a firearm or other deadly weapon on or off school grounds, or a student or other person has committed an offense with or while in possession of a firearm on or off school grounds or during school operating hours, the matter shall be reported as soon as possible to the Principal or designee, or in the absence of the Principal or designee, to the staff member responsible at the time of the alleged violation. Either the Principal or designee or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the county prosecutor or other law enforcement official designated by the county prosecutor to receive such information. The Superintendent or designee shall provide to the county prosecutor or designee all known information concerning the matter, including the identity of the student or staff member involved.



POLICY GUIDE

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Firearms and Weapons

~~Any student or school employee who has reasonable grounds to suspect the presence of a weapon prohibited by this policy shall immediately report his/her suspicion to the _____.~~ The **Principal or designee** _____ ~~(same as previous sentence)~~ shall conduct an appropriate search in accordance with Policy ~~No.~~ 5770 – **Student Right of Privacy** and, **if appropriate and feasible**, confiscate any **firearm or** weapon discovered in the course of the search. **The Principal or designee** ~~He/she shall, if appropriate and feasible, may~~ **may** summon the aid of law enforcement **officials** ~~officers~~ in the conduct of the search. Any school employee who confirms the presence of a **firearm or** weapon under circumstances that place persons at serious risk may confiscate the **firearm or** weapon immediately and may use such force as is reasonable and necessary to obtain possession.

Unless the **firearm or** weapon has been taken into custody by a law enforcement **official** ~~officer~~, the **Principal or designee** _____ shall immediately **secure the** ~~store any~~ confiscated **firearm or** weapon in a **securely and** locked **location** ~~box or container~~ and report the presence of the **firearm or** weapon to the Superintendent. **Pursuant to N.J.A.C. 6A:16-6.3(b)**, ~~t~~The Superintendent shall promptly notify, ~~by telephone call and by letter,~~ **local law enforcement** ~~the Chief of Police of _____ (the municipality; regional districts state "the municipality in which the school district is located")~~ that a **firearm or** weapon is present on school premises; ~~the notice shall and~~ request removal of the **firearm or** weapon by an authorized law enforcement **official** ~~officer~~. The Superintendent shall obtain and file a receipt for any **firearm or** weapon removed by a law enforcement **official** ~~officer~~.

Any student who possesses, uses, or exchanges a **firearm or** weapon in violation of this **P**olicy shall be subject to stringent discipline, ~~which may include expulsion.~~ Any student or school employee who suspects or knows of the presence of a **firearm or** weapon in violation of this **P**olicy and fails to report the same shall be subject to discipline. **Pursuant to N.J.A.C. 6A:16-6.3(b)**, ~~a~~Any person who possesses a **firearm or** weapon on school premises or school transportation or at a school-sponsored function shall be reported to the appropriate law enforcement agency.

The Board shall immediately remove a student who is convicted or adjudicated delinquent for possession of a firearm on school grounds; convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds; or found knowingly in possession



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Firearms and Weapons

of a firearm on school grounds from the school's general education program for a period of not less than one calendar year, in accordance with N.J.A.C. 6A:16-5.5(a) and Policy and Regulation 5611 – Removal of Students for Firearms Offenses.

~~Any student who is convicted or is an adjudicated delinquent for possession of a firearm or who is found to be in possession of a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. Students convicted or found to be delinquent for possessing a firearm on school property, on a school bus, or at a school sponsored function or committing a crime while possessing a firearm shall be immediately removed from the regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the student. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)~~

The Board shall immediately remove a student who commits an assault, as defined under N.J.S.A. 2C:12-1a(1), with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 USC §921, upon a teacher, administrator, other school board employee, district Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5, from the school's general education program for a period not exceeding one calendar year, in accordance with N.J.A.C. 6A:16-5.6(a) and (b) and Policy and Regulation 5613 – Removal of Students for Assaults with Weapons Offenses. ~~Any student who commits an assault upon members of the school community with a weapon other than a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)~~

Students with disabilities violating the provisions of this **P**olicy shall be **addressed dealt with** in accordance with **the provisions of** N.J.A.C. 6A:14--2.8.

Nothing in this **P**olicy shall be construed to prohibit the reporting of a crime committed by a child with a disability to the appropriate law enforcement or judicial authorities, or to prevent such authorities from exercising their responsibilities with regard to the application of Federal or State law to crimes committed by a child with disabilities.



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Firearms and Weapons

The procedures for ~~Any student requiring~~ removal from ~~and return to~~ the general ~~regular~~ education program of a student for firearms offenses and assaults with weapons offenses for the reasons enumerated above shall be removed in accordance with Policy and Regulation ~~No.~~ 5611 – **Removal of Students for Firearms Offenses and Policy and Regulation 5613 – Removal of Students for Assaults with Weapons Offenses.**

The Superintendent, or designee, shall prepare regulations to implement this **P**olicy for the guidance of school staff in dealing with incidents involving **firearms or** weapons in the school district.

The school district's reporting requirements to law enforcement officials and the handling of firearms and weapons outlined in this Policy and Regulation 8467 and in accordance with N.J.A.C. 6A:16-3 and N.J.A.C. 6A:16-4 shall be in addition to any reporting and handling requirements included in the current Memorandum of Agreement Between Education and Law Enforcement Officials.

N.J.S.A. **2C:12-1(a)1**; 2C:39-1-~~et seq.~~; 2C:58-6.1; 2C:58-15

N.J.S.A. 18A:6-1; **18A:37-2.2; 18A:37-2.3; 18A:37-2.4; 18A:37-2.5**

N.J.S.A. 23:4-16

N.J.A.C. 6A:14-2.8 et seq.; **6A:16-5.5; 6A:16-5.6; 6A:16-6.3; 6A:16-6.4**

Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act

18 U.S.C. 921

20 U.S.C. 1415

Adopted: 14 March 2022

Revised: 22 January 2025



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R 8467 **FIREARMS AND WEAPONS**

A. Definitions – N.J.A.C. 6A:16-1.3

1. “Weapon” means items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f).
2. “Firearm” means items enumerated in N.J.S.A. 2C:39-1(f) and 18 USC §921.
3. “School grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider. School grounds also includes school buses, school-sponsored functions, structures that support the buildings, such as school district wastewater treatment facilities; generating facilities; and other central service facilities including, but not limited to, kitchens and maintenance shops. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by municipalities, private entities, or other individuals during times when the school district has exclusive use of a portion of the land.

B. Reporting to Law Enforcement – N.J.A.C. 6A:16-6.3

1. Whenever a school employee develops reason to believe a firearm, as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, or other deadly weapon, whether enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 USC §921, has unlawfully been brought onto school grounds or a student or other person is in unlawful possession of a firearm or other deadly weapon on or off school grounds, or a student or other person has committed an offense with or while in possession of a firearm on or off school grounds or during school operating hours, the matter shall be reported as soon as possible to the Principal or designee, or in the absence of the Principal or designee, to the staff member responsible at the time of the alleged violation.



REGULATION GUIDE

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Firearms and Weapons

- a. Either the Principal or designee or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the county prosecutor or other law enforcement official designated by the county prosecutor to receive such information.
- b. The Superintendent or designee shall provide to the county prosecutor or designee all known information concerning the matter, including the identity of the student or staff member involved.
- c. All incidents shall be reported under N.J.A.C. 6A:16-6.3 utilizing the Student Safety Data System, pursuant to N.J.A.C. 6A:16-5.3(e)1, where appropriate.

C. Handling of Firearms and Dangerous Weapons – N.J.A.C. 6A:16-6.4

1. In accordance with N.J.A.C. 6A:16-6.4(b), whenever a school employee seizes or comes upon a firearm or dangerous weapon, school officials shall:
 - a. In the case of a firearm, immediately advise the county prosecutor or appropriate law enforcement official, and secure the firearm pending the response by law enforcement to retrieve and take custody of the firearm; and
 - b. In the case of a dangerous weapon other than a firearm, immediately advise the county prosecutor or appropriate law enforcement official, and secure the dangerous weapon pending the response by law enforcement to retrieve and take custody of the dangerous weapon.
2. School employees in custody of a firearm or dangerous weapon shall take reasonable precautions, according to Board procedures, to prevent the theft, destruction, or unlawful use of the firearm or dangerous weapon by any person, pursuant to N.J.A.C. 6A:16-6.4(c).



REGULATION GUIDE

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Firearms and Weapons

- a. The Principal shall place the firearm or dangerous weapon in a secure and locked location.
 - b. In the event any person other than the Principal is permitted access to the firearm or dangerous weapon prior to its retrieval by a law enforcement official, that person shall enter their name and signature on the record along with the time and date of inspection and the reason for the access. Access to the firearm or dangerous weapon will be permitted only in the presence of the Principal.
 - c. The law enforcement official who takes custody of the firearm or dangerous weapon shall be required to sign and date the record to indicate their receipt of the firearm or dangerous weapon.
3. The Principal shall provide to the law enforcement official who takes custody of the firearm or dangerous weapon:
- a. All information concerning the manner in which the firearm or dangerous weapon was confiscated;
 - b. The identity of all persons who had custody of the firearm or dangerous weapon following its confiscation; and
 - c. The identity of any student or staff member believed to have been in possession of the firearm or dangerous weapon.
4. Any person employed or engaged in a school or educational institution may, within the scope of their employment, use and apply such amounts of force as is reasonable or necessary to obtain possession of weapons or other dangerous objects upon the person or within the control of a student, pursuant to N.J.S.A. 18A:6-1.

Adopted Issued: 14 March 2012
Revised: 22 January 2025



CBI Locations January 2025

Michael's	Towne Center, 240 NJ-17 #1, Paramus, NJ 07652 - 551-497-4338
DJ Domino*	225 Main Street, Nyack, NY 10960 - 914-810-4068
Zoophoria NJ**	30 Fairview Avenue, Long Valley, NJ 07853 - 973-464-0335
Bergen Community College	400 Paramus Rd, Paramus, NJ 07652 - 201-447-7100
Parisian Beauty Academy Paul Mitchell Partner School	21 Passaic St, Hackensack, NJ 07601 - 201-487-2203
Lincoln Tech	70 McKee Dr, Mahwah, NJ 07430, 201-529-1414
Eastwick College	250 Moore St, Hackensack, NJ 07601 - 201-488-9400
Universal Technical Institute	1515 Broad St, Bloomfield, NJ 07003 - 973-866-2200
Ramapo College	505 Ramapo Valley Rd, Mahwah, NJ 07430 - 201-684-7500
Walgreens	520 Cedar Ln, Teaneck, NJ - 07666 - 201-347-3137
CVS	540 Cedar Ln, teaneck, NJ 07666 - 201-836-6990

CBI Locations January 2025

Dunkin	332 Cedar Ln, Teaneck, NJ - 07666 - 201-523-6804
7-Eleven	107 Cedar Ln, Teaneck, NJ 07666 - 201-692-9533
Teaneck Farmers Market	Garrison Avenue and Beverly Road Teaneck NJ 07666 201-904-0493
Dollar Tree	1187 Teaneck Rd, Teaneck, NJ 07666 - 201-371-2114

**TREASURER OF SCHOOL FUNDS REPORT
TO THE BOARD OF EDUCATION**

TEANECK BOARD OF EDUCATION
ALL FUNDS

For the Month Ending August 31, 2024

Cash Report					
	FUNDS	(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balances (1) + (2) - (3)
	GOVERNMENTAL FUNDS				
1	Fund 10 - General Fund	27,623,641.53	9,881,749.93	6,892,036.47	30,613,354.99
2	Fund 20 - Special Revenue Fund	570,131.21	140,261.00	576,620.90	133,771.31
3	Fund 40 - Debt Service Fund	(483,732.35)	107,991.34	0.00	(375,741.01)
	Subtotal	27,710,040.39	10,130,002.27	7,468,657.37	30,371,385.29
4	Fund 30- Capital Projects Fund	34,570.47	0.00	0.00	34,570.47
5	Total Governmental Funds	27,744,610.86	10,130,002.27	7,468,657.37	30,405,955.76
	ENTERPRISE FUNDS				
6	Fund 60 - SACC & AD ED	1,934,332.27	82,604.61	95,906.15	1,921,030.73
7	Fund 61 - Food Service Fund	2,782,453.39	3,291.85	12,302.32	2,773,442.92
8	Total Enterprise Funds	4,716,785.66	85,896.46	108,208.47	4,694,473.65
	TRUST AND AGENCY FUNDS				
9	Fund 10 - Net Payroll	31,540.15	1,737,210.98	1,739,013.29	29,737.84
10	Fund 10 - Payroll Agency	1,122,202.84	557,223.57	1,314,996.43	364,429.98
11	Fund 10-Healthcare Fund	0.00	1,000,000.00	0.00	1,000,000.00
12	Unemployment Fund	23,108.40	0.00	0.00	23,108.40
13	Flexible Spending Fund	37,923.78	1,606.64	15,041.47	24,488.95
14	Fund 20-Student Activity Fund	218,045.50	25,532.03	2,258.81	241,318.72
15	Fund 20-Scholarship Fund	140,867.03	0.00	0.00	140,867.03
16	Total Trust & Agency Funds	1,573,687.70	3,321,573.22	3,071,310.00	1,823,950.92
17	Total All Funds	34,035,084.22	13,537,471.95	10,648,175.84	36,924,380.33

Prepared by:

Antoinette Kelly
Treasurer of School Funds

12/20/2024

Date

**TREASURER OF SCHOOL FUNDS REPORT
TO THE BOARD OF EDUCATION**

**TEANECK BOARD OF EDUCATION
ALL FUNDS**

For the Month Ending September 30, 2024

Cash Report					
	FUNDS	(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balances (1) + (2) - (3)
	GOVERNMENTAL FUNDS				
1	Fund 10 - General Fund	30,613,354.99	27,642,036.96	27,323,460.35	30,931,931.60
2	Fund 20 - Special Revenue Fund	133,771.31	626,428.87	765,080.33	(4,880.15)
3	Fund 40 - Debt Service Fund	(375,741.01)	107,991.34	0.00	(267,749.67)
	Subtotal	30,371,385.29	28,376,457.17	28,088,540.68	30,659,301.78
4	Fund 30- Capital Projects Fund	34,570.47	0.00	0.00	34,570.47
5	Total Governmental Funds	30,405,955.76	28,376,457.17	28,088,540.68	30,693,872.25
	ENTERPRISE FUNDS				
6	Fund 60 - SACC & AD ED	1,921,030.73	97,703.63	27,913.56	1,990,820.80
7	Fund 61 - Food Service Fund	2,773,442.92	81,654.44	46,261.13	2,808,836.23
8	Total Enterprise Funds	4,694,473.65	179,358.07	74,174.69	4,799,657.03
	TRUST AND AGENCY FUNDS				
9	Fund 10 - Net Payroll	29,737.84	2,887,817.29	2,899,179.81	18,375.32
10	Fund 10 - Payroll Agency	364,429.98	2,471,806.93	2,462,575.69	373,661.22
11	Fund 10-Healthcare Fund	1,000,000.00	1,000,000.00	0.00	2,000,000.00
12	Unemployment Fund	23,108.40	0.00	0.00	23,108.40
13	Flexible Spending Fund	24,488.95	11,299.64	10,076.57	25,712.02
14	Fund 20-Student Activity Fund	241,318.72	9,164.45	1,740.68	248,742.49
15	Fund 20-Scholarship Fund	140,867.03	327.63	20.00	141,174.66
16	Total Trust & Agency Funds	1,823,950.92	6,380,415.94	5,373,592.75	2,830,774.11
17	Total All Funds	36,924,380.33	34,936,231.18	33,536,308.12	38,324,303.39

Prepared by:

Antoinette Kelly
Treasurer of School Funds

01/07/2025
Date

**TREASURER OF SCHOOL FUNDS REPORT
TO THE BOARD OF EDUCATION**

**TEANECK BOARD OF EDUCATION
ALL FUNDS**

For the Month Ending October 31, 2024

Cash Report					
	FUNDS	(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balances (1) + (2) - (3)
	GOVERNMENTAL FUNDS				
1	Fund 10 - General Fund	30,931,931.60	10,819,309.41	8,653,198.62	33,098,042.39
2	Fund 20 - Special Revenue Fund	(4,880.15)	950,750.80	1,195,615.59	(249,744.94)
3	Fund 40 - Debt Service Fund	(267,749.67)	107,991.34	0.00	(159,758.33)
	Subtotal	30,659,301.78	11,878,051.55	9,848,814.21	32,688,539.12
4	Fund 30- Capital Projects Fund	34,570.47	0.00	0.00	34,570.47
5	Total Governmental Funds	30,693,872.25	11,878,051.55	9,848,814.21	32,723,109.59
	ENTERPRISE FUNDS				
6	Fund 60 - SACC & AD ED	1,990,820.80	124,703.83	81,981.72	2,033,542.91
7	Fund 61 - Food Service Fund	2,808,836.23	73,556.99	42,559.99	2,839,833.23
8	Total Enterprise Funds	4,799,657.03	198,260.82	124,541.71	4,873,376.14
	TRUST AND AGENCY FUNDS				
9	Fund 10 - Net Payroll	18,375.32	2,922,864.47	2,916,259.79	24,980.00
10	Fund 10 - Payroll Agency	373,661.22	2,467,446.21	2,483,989.13	357,118.30
11	Fund 10-Healthcare Fund	2,000,000.00	1,000,000.00	0.00	3,000,000.00
12	Unemployment Fund	23,108.40	0.00	0.00	23,108.40
13	Flexible Spending Fund	25,712.02	11,419.64	9,108.32	28,023.34
14	Fund 20-Student Activity Fund	248,742.49	38,612.72	24,681.15	262,674.06
15	Fund 20-Scholarship Fund	141,174.66	0.00	0.00	141,174.66
16	Total Trust & Agency Funds	2,830,774.11	6,440,343.04	5,434,038.39	3,837,078.76
17	Total All Funds	38,324,303.39	18,516,655.41	15,407,394.31	41,433,564.49

Prepared by:

Antoinette Kelly

Treasurer of School Funds

1/15/2025

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	9/30/2024	+ or - Data	Col5/Col3	Col4+Col5
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	24,505,289	44,604	24,549,894	2,454,989	2,424	0.01%	2,457,413	2,452,565
10300 11160	Total Special Education - Instruction, Total Basic	11-2XX-100-XXX	15,582,286	6,415	15,588,701	1,558,870	0	0.00%	1,558,870	1,558,870
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	1,106,919	6,300	1,113,219	111,322	(7,095)	-0.64%	104,227	118,417
19620 20620	School-Sponsored Athletics – Instr, Total Before/After School									
21620 22620	Programs, Total Summer School, Total Instructional									
23620 25100	Alternative 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	15,800,420	7,707	15,808,127	1,580,813	0	0.00%	1,580,813	1,580,813
29680 30620	Total Undistributed Expenditures – Atten, Total Undistributed	11-000-211, 213,	7,644,781	28,917	7,673,698	767,370	(2,000)	-0.03%	765,370	769,370
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	1,558,484	2,757	1,561,241	156,124	0	0.00%	156,124	156,124
45300	Support Serv. - General Admin	11-000-230-XXX	1,687,156	583	1,687,739	168,774	(2,050)	-0.12%	166,724	170,824
46160	Support Serv. - School Admin	11-000-240-XXX	3,752,514	550	3,753,064	375,306	(2,000)	-0.05%	373,306	377,306
47200 47620	Total Undist. Expend. – Central Services, Total Undist. Expend. – Admin. Info. Tec	11-000-25X-XXX	1,578,920	18,466	1,597,386	159,739	19,189	1.20%	178,928	140,549
51120	Total Undist. Expend. – Oper. & Maint. O	11-000-26X-XXX	9,764,173	136,705	9,900,878	990,088	(68,436)	-0.69%	921,652	1,058,524
52480	Total Undist. Expend. – Student Transpor	11-000-270-XXX	9,926,788	0	9,926,788	992,679	0	0.00%	992,679	992,679
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	11-XXX-XXX-2XX	16,314,570	56,577	16,371,146	1,637,115	(23,388)	-0.14%	1,613,726	1,660,503
72020	Total Undistributed Expenditures – Food	11-000-310-XXX	0	0	0	0	0	0.00%	0	0
72120	Transfer of Property Sale Proceeds Res.	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		109,222,301	309,581	109,531,882	10,953,188	(83,356)	-0.08%	10,869,832	11,036,544

District: **Teaneck Board of Education**

Monthly Transfer Report NJ

Month / Year: **Sep 30, 2024**

01/14/25

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	9/30/2024	+ or - Data	Col5/Col3	Col4+Col5
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	11,486	3,865	15,351	1,535	58,370	380.23%	59,905	(56,835)
76260	Total Facilities Acquisition and Constr	12-000-4XX-XXX	1,040,962	1,534,149	2,575,111	257,511	232,286	9.02%	489,797	25,225
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		1,052,448	1,538,014	2,590,462	259,046	290,656	11.22%	549,702	(31,610)
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	8,679,907	0	8,679,907	867,991	0	0.00%	867,991	867,991
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		118,954,656	1,847,595	120,802,251	12,080,225	207,300	0.17%	12,287,525	11,872,925

School Business Administrator Signature

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	+ or - Data	Col5/Col3	Col4+Col5	Col4-Col5
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	24,505,289	44,604	24,549,894	2,454,989	(171)	-0.00%	2,454,819	2,455,160
10300 11160	Total Special Education - Instruction, Total Basic	11-2XX-100-XXX	15,582,286	6,415	15,588,701	1,558,870	0	0.00%	1,558,870	1,558,870
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	1,106,919	6,300	1,113,219	111,322	(7,095)	-0.64%	104,227	118,417
19620 20620	School-Sponsored Athletics – Instr, Total Before/After School									
21620 22620	Programs, Total Summer School, Total Instructional									
23620 25100	Alternative 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	15,800,420	7,707	15,808,127	1,580,813	0	0.00%	1,580,813	1,580,813
29680 30620	Total Undistributed Expenditures – Atten, Total Undistributed	11-000-211, 213,	7,644,781	28,917	7,673,698	767,370	(2,000)	-0.03%	765,370	769,370
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	1,558,484	2,757	1,561,241	156,124	0	0.00%	156,124	156,124
45300	Support Serv. - General Admin	11-000-230-XXX	1,687,156	583	1,687,739	168,774	(2,050)	-0.12%	166,724	170,824
46160	Support Serv. - School Admin	11-000-240-XXX	3,752,514	550	3,753,064	375,306	(2,000)	-0.05%	373,306	377,306
47200 47620	Total Undist. Expend. – Central Services, Total Undist. Expend. – Admin. Info. Tec	11-000-25X-XXX	1,578,920	18,466	1,597,386	159,739	19,189	1.20%	178,928	140,549
51120	Total Undist. Expend. – Oper. & Maint. O	11-000-26X-XXX	9,764,173	136,705	9,900,878	990,088	(68,436)	-0.69%	921,652	1,058,524
52480	Total Undist. Expend. – Student Transpor	11-000-270-XXX	9,926,788	0	9,926,788	992,679	2,595	0.03%	995,274	990,084
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	11-XXX-XXX-2XX	16,314,570	56,577	16,371,146	1,637,115	(23,388)	-0.14%	1,613,726	1,660,503
72020	Total Undistributed Expenditures – Food	11-000-310-XXX	0	0	0	0	0	0.00%	0	0
72120	Transfer of Property Sale Proceeds Res.	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		109,222,301	309,581	109,531,882	10,953,188	(83,356)	-0.08%	10,869,832	11,036,544

District: **Teaneck Board of Education**

Monthly Transfer Report NJ

Month / Year: **Oct 31, 2024**

01/14/25

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	+ or - Data	Col5/Col3	Col4+Col5	Col4-Col5
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	11,486	3,865	15,351	1,535	58,370	380.23%	59,905	(56,835)
76260	Total Facilities Acquisition and Constr	12-000-4XX-XXX	1,040,962	1,534,149	2,575,111	257,511	232,286	9.02%	489,797	25,225
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		1,052,448	1,538,014	2,590,462	259,046	290,656	11.22%	549,702	(31,610)
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	8,679,907	0	8,679,907	867,991	0	0.00%	867,991	867,991
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		118,954,656	1,847,595	120,802,251	12,080,225	207,300	0.17%	12,287,525	11,872,925

School Business Administrator Signature

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	+ or - Data	Col5/Col3	Col4+Col5	Col4-Col5
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	24,505,289	44,604	24,549,894	2,454,989	2,329	0.01%	2,457,319	2,452,660
10300 11160	Total Special Education - Instruction, Total Basic	11-2XX-100-XXX	15,582,286	6,415	15,588,701	1,558,870	0	0.00%	1,558,870	1,558,870
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	1,106,919	6,300	1,113,219	111,322	(10,095)	-0.91%	101,227	121,417
19620 20620	School-Sponsored Athletics – Instr, Total Before/After School									
21620 22620	Programs, Total Summer School, Total Instructional									
23620 25100	Alternative 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	15,800,420	7,707	15,808,127	1,580,813	0	0.00%	1,580,813	1,580,813
29680 30620	Total Undistributed Expenditures – Atten, Total Undistributed	11-000-211, 213,	7,644,781	28,917	7,673,698	767,370	(2,000)	-0.03%	765,370	769,370
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	1,558,484	2,757	1,561,241	156,124	(2,500)	-0.16%	153,624	158,624
45300	Support Serv. - General Admin	11-000-230-XXX	1,687,156	583	1,687,739	168,774	(2,050)	-0.12%	166,724	170,824
46160	Support Serv. - School Admin	11-000-240-XXX	3,752,514	550	3,753,064	375,306	(2,000)	-0.05%	373,306	377,306
47200 47620	Total Undist. Expend. – Central Services, Total Undist. Expend. – Admin. Info. Tec	11-000-25X-XXX	1,578,920	18,466	1,597,386	159,739	19,189	1.20%	178,928	140,549
51120	Total Undist. Expend. – Oper. & Maint. O	11-000-26X-XXX	9,764,173	136,705	9,900,878	990,088	(68,436)	-0.69%	921,652	1,058,524
52480	Total Undist. Expend. – Student Transpor	11-000-270-XXX	9,926,788	0	9,926,788	992,679	5,595	0.06%	998,274	987,084
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	11-XXX-XXX-2XX	16,314,570	56,577	16,371,146	1,637,115	(23,388)	-0.14%	1,613,726	1,660,503
72020	Total Undistributed Expenditures – Food	11-000-310-XXX	0	0	0	0	0	0.00%	0	0
72120	Transfer of Property Sale Proceeds Res.	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		109,222,301	309,581	109,531,882	10,953,188	(83,356)	-0.08%	10,869,832	11,036,544

District: **Teaneck Board of Education**

Monthly Transfer Report NJ

Month / Year: **Nov 30, 2024**

01/14/25

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	11/30/2024	Col5/Col3	Col4+Col5	Col4-Col5
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	11,486	3,865	15,351	1,535	58,370	380.23%	59,905	(56,835)
76260	Total Facilities Acquisition and Constr	12-000-4XX-XXX	1,040,962	1,534,149	2,575,111	257,511	232,286	9.02%	489,797	25,225
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		1,052,448	1,538,014	2,590,462	259,046	290,656	11.22%	549,702	(31,610)
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	8,679,907	0	8,679,907	867,991	0	0.00%	867,991	867,991
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		118,954,656	1,847,595	120,802,251	12,080,225	207,300	0.17%	12,287,525	11,872,925

School Business Administrator Signature

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	+ or - Data	Col5/Col3	Col4+Col5	Col4-Col5
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	24,505,289	44,604	24,549,894	2,454,989	2,709	0.01%	2,457,699	2,452,280
10300 11160	Total Special Education - Instruction, Total Basic	11-2XX-100-XXX	15,582,286	6,415	15,588,701	1,558,870	0	0.00%	1,558,870	1,558,870
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	1,106,919	6,300	1,113,219	111,322	(10,095)	-0.91%	101,227	121,417
19620 20620	School-Sponsored Athletics – Instr, Total Before/After School									
21620 22620	Programs, Total Summer School, Total Instructional									
23620 25100	Alternative 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	15,800,420	7,707	15,808,127	1,580,813	0	0.00%	1,580,813	1,580,813
29680 30620	Total Undistributed Expenditures – Atten, Total Undistributed	11-000-211, 213,	7,644,781	28,917	7,673,698	767,370	(2,000)	-0.03%	765,370	769,370
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	1,558,484	2,757	1,561,241	156,124	(2,500)	-0.16%	153,624	158,624
45300	Support Serv. - General Admin	11-000-230-XXX	1,687,156	583	1,687,739	168,774	(2,050)	-0.12%	166,724	170,824
46160	Support Serv. - School Admin	11-000-240-XXX	3,752,514	550	3,753,064	375,306	7,500	0.20%	382,806	367,806
47200 47620	Total Undist. Expend. – Central Services, Total Undist. Expend. – Admin. Info. Tec	11-000-25X-XXX	1,578,920	18,466	1,597,386	159,739	19,189	1.20%	178,928	140,549
51120	Total Undist. Expend. – Oper. & Maint. O	11-000-26X-XXX	9,764,173	136,705	9,900,878	990,088	(68,436)	-0.69%	921,652	1,058,524
52480	Total Undist. Expend. – Student Transpor	11-000-270-XXX	9,926,788	0	9,926,788	992,679	5,215	0.05%	997,894	987,464
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	11-XXX-XXX-2XX	16,314,570	56,577	16,371,146	1,637,115	(32,888)	-0.20%	1,604,226	1,670,003
72020	Total Undistributed Expenditures – Food	11-000-310-XXX	0	0	0	0	0	0.00%	0	0
72120	Transfer of Property Sale Proceeds Res.	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		109,222,301	309,581	109,531,882	10,953,188	(83,356)	-0.08%	10,869,832	11,036,544

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	+ or - Data	Col5/Col3	Col4+Col5	Col4-Col5
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	11,486	3,865	15,351	1,535	58,370	380.23%	59,905	(56,835)
76260	Total Facilities Acquisition and Constr	12-000-4XX-XXX	1,040,962	1,534,149	2,575,111	257,511	232,286	9.02%	489,797	25,225
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		1,052,448	1,538,014	2,590,462	259,046	290,656	11.22%	549,702	(31,610)
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	8,679,907	0	8,679,907	867,991	0	0.00%	867,991	867,991
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		118,954,656	1,847,595	120,802,251	12,080,225	207,300	0.17%	12,287,525	11,872,925

School Business Administrator Signature

Date

CHANGE
ORDER

AIA DOCUMENT G701



OWNER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

PROJECT: Electrical Upgrade at Teaneck High School

CHANGE ORDER NUMBER: GC-03
 DATE: 1/2/2025

TO CONTRACTOR: TSUJ Corporation
 P.O. Box 4621
 Wayne, NJ 07474

ARCHITECT'S PROJECT NO.: 4020
 CONTRACT DATE: 03/29/23
 CONTRACT FOR: General Construction

The Contract is changed as follows:

The following item shall be CREDITED back to the original Contract Sum from the remaining balance from Allowance #1 & #2

Remaining balance of Allowance #1 before this credit is **\$12,147.25**

Remaining balance of Allowance #2 before this credit is **\$10,000.00**

Total cost for this Change Order #3: -\$22,147.25

ALLOWANCE REMAINING BALANCE:		
Allowance #1	\$0.00	Unforeseen Conditions
Allowance #2	\$0.00	Utility company cost
Remaining Allowance Balance:		\$0.00

Not valid until signed by the Owner, Architect and Contractor.

The original Contract Sum was	\$666,577.00
Net change by previously authorized Change orders	\$0.00
The Contract Sum prior to this Change order was	\$666,577.00
The Contract Sum will be increased by this Change Order in the amount of	(\$22,147.25)
The new Contract Sum including this Change order will be	\$644,429.75

The Contract Time will be changed by (0) days

The date of Substantial Completion as of the date of this Change Order therefore is:

Di Cara | Rubino Architects
 ARCHITECT
 35 Waterview Blvd., Suite 303
 Address
 Parsippany, New Jersey 07054
 BY *Roberto Sigurson*
 DATE 1/2/2025

TSUJ Corporation
 CONTRACTOR
 P.O. Box 4621
 Address
 Wayne, NJ 07474
 Address
 BY:
 DATE:

Teaneck Board of Education
 OWNER
 651 Teaneck Road
 Address
 Teaneck, NJ 07666
 BY
 DATE

Professional Development

Name: Anthony D'Angelo

School or Department: Director of Facilities & Grounds, Department of Operations & Maintenance

Conference/Seminar/Workshop: 2025 New Jersey School Buildings & Grounds Association (NJSBGA) Conference & Expo

Sponsored by: New Jersey School Buildings & Grounds Association

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

Date(s): March 24 – 26, 2025

Estimated Cost(s): \$851.53

Substitute Not Required **(District Funded)**

Explanation: To obtain continuing educational credits for Certified Educational Facilities Manager (CEFM) as required by the State of NJ.

Name: Robert Carella

School or Department: Technology

Conference/Seminar/Workshop: Techspo "25

Sponsored by: New Jersey Association of School Administrators

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

Date(s): January 29 – 31, 2025

Estimated Cost(s): \$1,287.00

Substitute Not Required **(District Funded)**

Explanation: To keep abreast of industry standards.

Name: Ernesto Taveras

School or Department: Technology

Conference/Seminar/Workshop: Techspo "25

Sponsored by: New Jersey Association of School Administrators

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

Date(s): January 29 – 31, 2025

Estimated Cost(s): \$1,287.00

Substitute Not Required **(District Funded)**

Explanation: This conference would provide me with training for best practices utilized by other districts throughout the state.

Professional Development

District Funded – \$1,210.72 Title II Grant Funded - \$780.00
Total Cost: \$1,990.72

Name: Ashley Sularz
School or Department: Curriculum & Instruction
Conference/Seminar/Workshop: New Jersey Social Studies Supervisor Association Winter Meeting
Location: 321 Village Road East, West Windsor, NJ 08550
Dates: 2/4/2025
Estimated Cost: \$84.23 - (Title II Funded)
Explanation: The in-person PD will be the Winter Meeting for the New Jersey Social Studies Supervisor Association. Key Topics of discussion will focus on topics pertinent to the instruction of social studies.

Name: Ashley Sularz
School or Department: Curriculum & Instruction
Conference/Seminar/Workshop: New Jersey Social Studies Supervisor Association Spring Meeting
Location: NJPSA, 12 Center Dr, Monroe Township, NJ 08831
Dates: 5/1/2025
Estimated Cost: \$72.53 - (Title II Funded)
Explanation: The in-person PD will be the Winter Meeting for the New Jersey Social Studies Supervisor Association. Key Topics of discussion will focus on topics pertinent to the instruction of social studies.

Name: Jahari Jacobs
School or Department: BFMS & TJMS
Conference/Seminar/Workshop: Nonfiction Comprehension Strategies Across the Curriculum
Location: 560 Roosevelt Blvd, Paramus, NJ 07652
Dates: 1/28/2025
Estimated Cost: \$6.11 - (Title II Funded)
Explanation: This professional development session will offer valuable insights into nonfiction comprehension strategies across the curriculum offers practical approaches for enhancing students' understanding of nonfiction texts in various subjects. This resource will knowledge of effective strategies to improve reading comprehension, critical thinking, and content retention.

Name: Jahari Jacobs
School or Department: BFMS & TJMS
Conference/Seminar/Workshop: An MTSS Professional Series: Implementing, and Sustaining a Multi-Tiered System of Supports PSEL 3,4, and 10
Location: FEA Conference Center, 12 Center Dr, Monroe Township, NJ 08831
Dates: 1/24/2025, 3/3/2025
Estimated Cost: \$437.13 - (Title II Funded)

Explanation: This professional development series will provide an in-depth opportunity for our schools to enhance their MTSS (Multi-Tiered System of Supports) framework, while receiving targeted coaching from district specialists.

Name: Emily Ferreira

School or Department: Teaneck High School

Conference/Seminar/Workshop: Douglas Conference Center

Location: Rutgers University

Dates: 2/6/2025

Estimated Cost: \$180.00 – (Title II Funded)

Explanation: This conference will provide knowledge and strategies for preparing students to use AI in an ethical and responsible manner.

Name: Ed Klimek

School or Department: District

Conference/Seminar/Workshop: DAANJ Annual Conference

Location: Hard Rock Hotel and Casino 1000 Boardwalk Atlantic City, Nj 08401

Dates: 3/11/205-3/14/2025

Estimated Cost: \$953.52 – (District Funded)

Explanation: This is the annual meeting of athletic directors and leaders throughout New Jersey to understand current legislation around comprehensive health, physical education and athletics.

Name: Janine Lawlor, Keith Orapello

School or Department: Lowell Elementary School

Conference/Seminar/Workshop: NJ Coalition for Inclusive Education

Location: Galloway, NJ

Dates: 1/10/2025

Estimated Cost: \$257.20 (District funded)

Explanation: This conference is a requirement for members of the Systemic Change Committee.

FIELD TRIP

District Funded - \$3,450.00 Parent Funded - \$15,535.00 Student Activity Funded - \$3,200.00
Grand Total: \$22,185.00

Trip Leader(s): James Lagomarsino, Vance Steinbergin, James Belluzzi

School or Department: Teaneck High School

Trip Planned: Thomas Jefferson /Benjamin Franklin Middle Schools

Location: Teaneck, New Jersey

Number of Students: 45

Date(s): January 29, 2025

Estimated Cost: \$440.00 (District Funded)

No Substitute Required

EXPLANATION: The Heroes and Cool Kids have received training to serve as mentors to middle school students. Students in the sixth grade will participate in a variety of conversations and exercises aimed at encouraging them to make wise decisions throughout middle school.

Trip Leader(s): Christine Mayers, Kharisma Bettis

School or Department: Teaneck High School

Trip Planned: Benjamin Franklin Middle School

Location: Teaneck, New Jersey

Number of Students: 30

Date(s): February 19, 2025

Estimated Cost: \$440.00 (District Funded)

Substitute Required

EXPLANATION: Students in the Black Youth Organization will expose middle school students to the rich history of African culture.

Trip Leader(s): Emmanuel Viray, James Pruden, Christina Chopra, Amanda Zoran, Kerry Rose, Antoinette Bush, Mark Martinez, Brielle Feorenzo, Ashley Alcott, Lydia DeRuieter, Robert Davis, Saah Hali, 20 Parent Chaperones

School or Department: Thomas Jefferson Middle School

Trip Planned: Museum of Natural History

Location: New York, New York

Number of Students: 214

Date(s): March 27, 2025

Estimated Cost: \$5800.00 (Parent Funded)

Substitute Required

EXPLANATION: Students will gain a real-life experience of seeing actual displays in order to create their own, connecting to a variety of topics from the curriculum.

Trip Leader(s): Molly Neff, Mitsael Trinidad, Brittany Eisele, Cecilia Chan, 13 Parent Chaperones

School or Department: Thomas Jefferson Middle School

Trip Planned: Bergen County Teen Arts Festival/The Funplex

Location: Paramus and East Hanover, New Jersey

Number of Students: 111

Date(s): May 16, 2025

Estimated Cost: \$6530.00 (\$3330.00 Parent Funded), (\$3200.00 Student Activity Funded)

No Substitute Required

EXPLANATION: Band, orchestra, chorus, and art students will be afforded the opportunity to showcase their talents, gain feedback, and connect with peers and professionals in the arts community. Afterwards, the students will celebrate their successful day by going to The Funplex.

FIELD TRIP

Trip Leader(s): Linea Rondael, James Bermudez, Adria Warfield

School or Department: Teaneck High School

Trip Planned: Westminster Choir College

Location: Lawrenceville, New Jersey

Number of Students: 42

Date(s): March 5, 2025

Estimated Cost: \$660.00 (District Funded)

Substitute Required

EXPLANATION: Chorus students will engage in workshops with college level ensembles. Students will be talking to professors about the college program and how to prepare.

Trip Leader(s): James Bermudez, Alexandra Cavello

School or Department: Teaneck High School

Trip Planned: Pratt Institute

Location: Brooklyn, New York

Number of Students: 30

Date(s): February 25, 2025

Estimated Cost: \$660.00 (District Funded)

Substitute Required

EXPLANATION: Students will gain exposure to its cutting-edge programs, world-class faculty, and state-of-the-art facilities while drawing inspiration from its creative environment and interdisciplinary approach to design education.

Trip Leader(s): Kara Lindner, Lisa Brown, Felix Mejia, Filiz Zeybek, Claudette Peterkin, Jaqwaysia Edge, Ellen Buechel, 14 Parent Chaperones

School or Department: Hawthorne Elementary School

Trip Planned: Newark Museum

Location: Newark, New Jersey

Number of Students: 69

Date(s): March 19, 2025

Estimated Cost: \$2685.00 (Parent Funded)

No Substitute Required

EXPLANATION: First grade students will learn about the relationship between the sun, moon, stars and constellations.

Trip Leader(s): Carole Petit-Bielen, Caridad Clavelo, Abdoulaye Diallo, Marissa London, Yvette Ortega-Ulubay

School or Department: Teaneck High School

Trip Planned: Van Saun Park Zoo

Location: Paramus, New Jersey

Number of Students: 54

Date(s): February 11, 2025

Estimated Cost: \$550.00 (District Funded)

Substitute Required

EXPLANATION: Students studying French will get a taste of how the language works outside of the classroom. Students will engage in target language interviews, a picnic, and a scavenger hunt.

FIELD TRIP

Trip Leader(s): Emmanuel Viray, Jean McVerry, Stephanie Paz, Anthony Bruno, Margaret Tewey, Tiffany Torres, Bydette Dostie, Natalie Goris, Spencer Crump, Lauren Mattiace, 20 Parent Chaperones

School or Department: Benjamin Franklin Middle School

Trip Planned: St. Mark's Episcopal Church, St. Anastasia Roman Catholic Church, Darul Islah Center, Jewish Center of Teaneck

Location: Teaneck, New Jersey

Number of Students: 120

Date(s): May 29, 2025

Rain Date: May 30, 2025

Estimated Cost: (No cost to the district)

Substitute Required

EXPLANATION: Eighth grade World History students will gain a fundamental understanding of the different faiths, along with an understanding of the symbols and artifacts specific to each. A Q&A session will be held at each location. The purpose of this trip is to enhance community relations while providing students with a practical experience related to the monotheistic unit.

Trip Leader(s): Richard Rodda, Jared Meli, Kiera Skerritt, Maryem Gobji-Haouari

School or Department: Teaneck High School

Trip Planned: Bergen Community College Writing Center

Location: Paramus, New Jersey

Number of Students: 23

Date(s): February 19, 2025

Estimated Cost: (No cost to the district)

Substitute Required

EXPLANATION: Writing center coaches will have the opportunity to watch college-level collaboration between experienced writers and editors as part of their continued training as writing instructors.

Trip Leader(s): Dr. Antoinette Bush, One Parent Chaperone

School or Department: Thomas Jefferson Middle School

Trip Planned: Benjamin Franklin Middle School

Location: Teaneck, New Jersey

Number of Students: 23

Date(s): March 14, 2025

Estimated Cost: (No cost to the district)

Substitute Required

EXPLANATION: Seventh-grade accelerated science students will collaborate with New Joy Farm Petting Zoo, where they will conduct mini-exams and work with Vernier probes.

Trip Leader(s): Dr. Antoinette Bush, Lisa Rosen, Paulette Szalay, KerryAnn Rose, Delores Connors, Cecilia Chan

School or Department: Thomas Jefferson Middle School

Trip Planned: Buehler Challenger & Science Center

Location: Paramus, New Jersey

Number of Students: 131

Date(s): May 19, 2025 & May 22, 2025

Estimated Cost: \$3500.00 (Parent Funded)

Substitute Required

EXPLANATION: Students will gain hands-on learning experiences in science, teamwork, and space exploration that enhance their curiosity and critical thinking skills.

FIELD TRIP

Trip Leader(s): Kelley Blessing, Jessica Bergen
School or Department: Benjamin Franklin Middle School
Trip Planned: Teaneck High School
Location: Teaneck, New Jersey
Number of Students: 16
Date(s): March 5, 2025
Estimated Cost: (No cost to the district)
No Substitute Required
EXPLANATION: Eighth- grade theatre classes will preview the high school's spring musical and participate in a series of short workshops.

Trip Leader(s): Danielle Amato
School/Department: Teaneck High School
Trip Planned: Bowler City
Destination: Hackensack, NJ
Date(s): 3/12/25, 4/11/25, 5/16/25, and 6/05/25
Estimated Cost: \$480.00 (District Funded)
Explanation: The students in the Autism/MD and Transition classes participate in structured community outings and activities as part of the curriculum in correlation with IEP driven goals.

Trip Leader(s): Danielle Amato
School/Department: Teaneck High School
Trip Planned: Yo-Delight Frozen Yogurt
Destination: Teaneck, NJ
Date(s): 5/22/25 and 6/04/25
Estimated Cost: \$220.00 (Parent Funded)
Explanation: The students in the Autism/MD and Transition classes participate in structured community outings and activities as part of the curriculum in correlation with IEP driven goals.

Trip Leader(s): Colleen Pagan and Varelle Graves
School/Department: Benjamin Franklin Middle School
Trip Planned: Garden State Plaza
Destination: Paramus, NJ
Date(s): 2/07/25
Estimated Cost: \$0.00
Explanation: The students in the Autism/MD and Transition classes participate in structured community outings and activities as part of the curriculum in correlation with IEP driven goals.

Trip Leader(s): Danielle Amato
School/Department: Teaneck High School
Trip Planned: Sensory TaeKwonDo
Destination: Bergenfield, NJ
Date(s): 2/19/25
Estimated Cost: \$220.00 (District Funded)
Explanation: The students in the Autism/MD and Transition classes participate in structured community outings and activities as part of the curriculum in correlation with IEP driven goals.

Tuitions**January 2025**

<u>Student ID#</u>	<u>Placement</u>	<u>Tuition</u>	<u>Start Date</u>	<u>1:1 Aide</u>
106163	Northern Valley Regional - Valley Program	\$45,325.15	6-Jan-25	n/a
106852	Sage Day School Mahwah	\$74,878.20		n/a
107528	Banyan School	\$77,927.64	1/13/2025	n/a
99795	Windsor School - Tuition 2024-2025	\$147,105.00	7/5/2024	Yes
102676	Westbridge Academy	\$52,285.56		
	Total	\$397,521.55		

Student ID#	Placement	Discipline/Rate	NOT TO EXCEED
AMENDMENT	HILLMAR, LLC.	<p>BILINGUAL: Spanish - speech-language, psychological, educational, social, occupational, BDI evaluation= \$ 675.00 per evaluation. (Note: Bilingual (Spanish) Psychologicals requiring cognitive with/and adaptive testing = \$900.00; Bilingual(Spanish) Educational with/and oral language testing=\$900.00)</p> <p>Bilingual: Hebrew, Arabic, Mandarin, Cantonese, Hindi/Kannada, Ukrainian, Russia; Korean, Italian; Portuguese, Polish, Turkish, Gujarati and others \$900.00 per evaluation. (Note: Bilingual (specialty language) PPsychological requiring cognitive with/and adaptive testing = \$1,125.00; Bilingual (specialty languages) educational with/and oral language testing = \$1,125.00)</p> <p>Monolingual: English- speech-language, psychological, educational, social, occupational, BDI evaluation= \$ 525.00 per evaluation; (Note: Monolingual (English) Psychologicals requiring cognitive with/and adaptive testing=\$775.00; Monolingual (English) Educational with/ and oral language testing=\$775.00.)</p> <p>CST Evaluations for the Hearing Impaired- speech-language, psychological, educational and social evaluation= \$675.00 per evaluation;Note: hearing impaired Psychological requiring cognitive with/and adaptive testing = \$900.00; educational with/and oral language testing = \$900.00</p> <p>Occupational Therapy Services: \$100.00 per treatment.</p> <p>Telepractice Services are also available. Counseling Services: \$95.00 per group session per hour; \$110.00 per individual session per hour; Telepractice Services are also available.</p> <p>Applied Behavior Services (ABA): Discrete Trial and Therapy: \$ 95.00 per hour</p> <p>Professional Development: \$ 145.00 per hour Functional Behavioral Assessments: \$145.00 per hour</p> <p>Coordination/Advisory and Oversight: \$145.00 per hour</p> <p>Telepractice Services are also available.</p> <p>Participation at I.E.P. Meetings: \$150.00 per hour (minimum 1 hour);</p> <p>Oral Interpreter (Spanish) at I.E.P. Meeting: \$ 150.00 per hour (minimum 1 hour); Other Specialty Languages: \$175.00 per hour (minimum 1 hour);</p> <p>Sign Language Translator: \$ 175.00 per hour (minimum 1 hour);</p> <p>Written Translation of Hillmar, LLC child study teams assessments involving bilingual psychological, educational, social, occupational, physical and speech-language evaluation impressions and/ or results and/ or summary from English to Spanish continue to be available. Translation of Hillmar's English evaluation reports to Spanish : 15 cents per word which includes the direct translation as well as proofreading of the translation by Hillmar's certified Spanish/English professional translator. Copies of Test Protocols: \$10.00 per test protocol. Speech</p> <p>Therapy Services Rates (Monolingual: English): \$120.00 per 60 min @ a maximum of 5 students in group session or individual sessions. Speech</p> <p>Therapy Services Rates (Bilingual: English): \$140.00 per 60 min @ a maximum of 5 students in group session or individual sessions.</p>	\$35,000.00

Fundraising Activities by School

School or Department: Benjamin Franklin Middle School

Activity: **Double Good Popcorn**

Sponsoring Organization: Crochet Club

Name of Sponsors: Javalda Powell, Staff Member

Participants: Students would sell to faculty and family.

Date(s): January 23 – February 28, 2025

Location: Online

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for t-shirts, supplies and club activities.

School or Department: Benjamin Franklin Middle School

Activity: **Volleyball Fundraiser**

Sponsoring Organization: Student Council

Name of Sponsors: Javalda Powell, Staff Member

Participants: Students would sell to students, faculty and parents.

Date(s): January 23 – March 1, 2025

Location: Online

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used vendors for club activities and programs.

School or Department: Benjamin Franklin Middle School

Activity: **Game Night Event**

Sponsoring Organization: Student Council

Name of Sponsors: Javalda Powell, Staff Member

Participants: Students would sell to students, faculty and parents.

Date(s): January 23 – March 21, 2025

Location: Online

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used to offset the cost of the 8th grade dance and other student activities.

Fundraising Activities by School

School or Department: Teaneck High School

Activity: **Talent Show – French Club**

Sponsoring Organization: French Club

Name of Sponsors: Abdoulaye Diallo, Staff Member

Participants: French Club Members would sell tickets to students staff and parents.

Date(s): January 23 – February 28, 2025

Location: THS lobby.

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for the trip to New Orleans.

School or Department: Teaneck High School

Activity: **Sale of Bottled Water and Snacks at Graduation**

Sponsoring Organization: Junior Class Student Council

Name of Sponsors: Natasha Green, staff member

Participants: Students would sell to friends, family, and teachers.

Date(s): June 23, 2025

Location: THS Graduation

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for the Junior Class and to pay for senior expenses.

School or Department: Teaneck High School

Activity: **Talent Show Ticket Sales**

Sponsoring Organization: Freshman Class Student Council

Name of Sponsors: Natasha Green, staff member

Participants: Students would sell to friends, family, and teachers.

Date(s): April 1 – 10, 2025

Location: THS Lobby

Estimated funds to be raised by this activity: \$900

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used to raise funds for Freshman Class and pay senior expenses and activities.

Fundraising Activities by School

School or Department: Teaneck High School

Activity: **Urban Air**

Sponsoring Organization: Senior Class

Name of Sponsors: Nurdan Musa and Kharisma Bettis, staff members

Participants: Students would sell to faculty, staff, students and community.

Date(s): February 2025 – June 2025

Location: THS Lobby

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used to pay dues, cost of activities and trips.

School or Department: Teaneck High School

Activity: **Chick-fil-A**

Sponsoring Organization: Senior Class

Name of Sponsors: Nurdan Musa and Kharisma Bettis, staff members

Participants: Students would sell to faculty, staff, students and community.

Date(s): February – June 2025

Location: THS Lobby

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used to defray cost of Senior activities and to pay dues, cost of activities and trips.

School or Department: Thomas Jefferson Middle School

Activity: **Sale of Bottled Water**

Sponsoring Organization: National Junior Honor Society

Name of Sponsors: Nina Odatalla, Principal

Participants: Faculty/NJHS Members would sell to faculty and students

Date(s): February 3 – June 19, 2025

Location: TJMS Lobby on Thursday afternoon

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used to purchase NJHS folders, certificates and pins for the Induction Ceremony and cords for Graduation.



THE TEANECK PUBLIC SCHOOL DISTRICT
Office of Human Resources and Compliance

JOB DESCRIPTION FOR FINANCIAL ANALYST

REPORTS TO: Reports to School Business Administrator/Board Secretary

ESSENTIAL QUALIFICATIONS:

1. Must be able to perform essential job functions with or without reasonable accommodation.
2. High school graduate; post-high school training in the principles of accounts payable, including computerized payables and accounting. BA degree in Accounting or Finance, highly preferred but not required if substituted w/ five years of applicable experience.
3. Proven experience working with accounts payable preparation and reporting, preferably in a public-school environment.
4. Strong analytical and problem-solving skills.
5. Proven knowledge of accounting principles and practices.
6. Attention to detail and exceptional accuracy working with figures.
7. Demonstrated ability to manage multiple tasks and meet deadlines.
8. Experience in process improvement and implementing best practices.
9. Knowledge of tax regulations and compliance requirements.
10. Understanding of NJ purchasing laws and applicable mandates.
11. Ability to effectively use computer hardware and software applicable to assignment.
12. Ability to communicate effectively with staff, vendors and public, and work in a collaborative manner.
13. Demonstrated ability to work harmoniously in a multicultural, diverse community.
14. Such alternatives to the above qualifications as the Chief School Administrator or Business Administrator may find appropriate and acceptable.

ESSENTIAL FUNCTIONS OF POSITION:

1. May plan, organize and assigns appropriate tasks and workload to team members.
2. Assists the accounts payable team, ensuring timely and accurate processing of invoices, payments and expense reports.
3. Manages the district's free and reduced lunch program.
4. Manages vendor relationships, negotiate payment terms and resolve disputes related to payments or invoices.
5. Processes IRS 1099 forms for vendors for district filing and state reports.
6. Provides support to district administration and school supports as needed to ensure proper procurement.
7. Collaborates with other departments such as procurement and finance to ensure timely and accurate payment of invoices.
8. Prepares and analyze accounts payable reports, including aging reports, cash flow projections and vendor performance metrics.
9. Develops and maintain accounts payable policies and procedures to ensure compliance with district policies and regulations.
10. Reviews and approve payment runs, resolve any concerns or discrepancies.
11. Process district requisitions for check requests through board accounts.
12. Ensures accurate and timely-month end and year-end close processes for accounts payable.
13. Monitors district bill list for Board of Education approval.
14. Maintains accurate and detailed accounts inclusive but not limited to: cash entries, contracts, insurance, lunch service, maintenance and other pertinent areas.
15. Assists with district audits and provide necessary documentation and support.
16. Assists with new operational procedures inclusive of adopted software programming.
17. Implements reporting procedures and internal controls for the purpose of maintaining accurate records.
18. Maintains a master list of current vendors and programs for administrative distribution.
19. Maintains various fiscal information, files and records (e.g. accounts payable, contracts and vendor information).
20. Validates coding to ensure accuracy of data input into the financial system.
21. Communicates and affirms payment transactions as needed.
22. Records vendor payments and handles mailings as needed.
23. Ability to interpret, apply and explain rules, regulations, policy and procedures to district personnel.
24. Compiles and prepares financial reports as requested by department administration.
25. Assists in budget preparation and monitoring.
26. Prepares monthly financial reports for the SBA or ABA.

- 27. Assists the School Treasurer/ABA with reconciling bank accounts and school monies.
- 28. Assists with collection of district fees and financial processing as requested by the SBA or ABA.
- 29. Ensures accurate processing of reimbursement rates pursuant to the IRS.
- 30. Perform any other duties or responsibilities as assigned by the School Business Administrator or their designee, as may add to the effectiveness of the education program of the Teaneck Public Schools.

TERMS OF EMPLOYMENT:

- Non-Affiliated.
- Twelve-month position.
- Salary based on approved budget; commensurate to experience and education.

EVALUATION:

- The annual performance evaluation will be based on this position description, any applicable state regulations and/or Board of Education policies.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer
- Ability to lift up to 15 pounds at times.

OTHER:

- Must be willing to work necessary hours to perform functions of the job.

Position descriptions are established by the Office of Human Resources & Compliance and adopted by the Board of Education and are intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position’s role as part of the overall organization. Position descriptions are not designed to contain or be interpreted as a comprehensive inventory of all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed. Individuals shall perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload. Every employee has a duty to perform all assigned tasks. The order, of essential functions and duties of the position as listed in the position description, is not designed or intended to rank the duties in any order of importance relative to each other.

EEO/AA/Vet/Disability Employer

Management Processing Only

Name of Employee: _____

Job description Reviewed with Employee on: _____

Supervisor Name: _____

A signed copy of the implemented job description must be filed with the Office of Human Resources

Office of Human Resources & Compliance
Tuition Reimbursement Worksheet January 22, 2025 Regular BOE Meeting

Last Name	First Name	Institution	Total # of Credits	Rate	Total Cost	24.71% of Contractual Allowance Reimbursement Due to Staff
Fall 2024 TTEA Staff						
Banker	Jenna	FDU	3	\$884.00	\$2,652.00	\$655.38
Bassett	Daniel	American College of Education	6	\$235.00	\$1,410.00	\$348.45
Benali	Somia Benali	Univerisity of Laverne	9	\$140.00	\$1,260.00	\$311.38
Cho	Gyu-Ho	Montclair State University	6	\$720.00	\$4,320.00	\$1,067.58
Conil	Carmen	American College	6	\$705.00	\$4,230.00	\$1,045.34
Diallo	Abdoulaye	Rockhurst University	18	\$816.00	\$14,688.00	\$3,629.78
Diaz	Suletty	Rutgers University	3	\$859.00	\$2,577.00	\$636.84
Hoxha	Anila	Andrews Univeristy	12	\$158.30	\$1,899.60	\$469.44
Kim	Dasom	University of La Verne	9	\$140.00	\$1,260.00	\$311.38
Kolb	Jennifer	University of La Verne	6	\$420.00	\$2,520.00	\$622.76
London	Marissa	American College of Education	6	\$235.00	\$1,410.00	\$348.45
Lynskey	Matthew	Greenville University	6	\$142.40	\$854.40	\$211.14
Martino	Meredith	Montclair State University	6	\$892.00	\$5,352.00	\$1,322.62
Miuccio	Michael	William Paterson University	3	\$865.00	\$2,595.00	\$641.29
Morik	Amy	Montclair State University	9	\$871.00	\$7,839.00	\$1,937.22
Ramos	Lucy	Montclair State University	3	\$892.00	\$2,676.00	\$661.31
Reyes	Johanna	NJCU	6	\$856.80	\$5,140.80	\$1,270.42
Ruiz	Eloisa Cardona	NJCU	3	\$850.00	\$2,550.00	\$630.17
Smith	Tawana	American College of Education	6	\$235.00	\$1,410.00	\$348.45
Vargas	Brandon	American College of Education	15	\$235.00	\$3,525.00	\$871.12
Vovra	Nadia	Fairleigh Dickinson University	3	\$2,532.00	\$2,532.00	\$625.72
Zeybek	Filiz	NJCU	3	\$809.00	\$2,427.00	\$599.77
				Total Amount	\$75,127.80	\$18,566.00
				TTEA Allowance Fall Semester Not Exceed	\$18,566.00	