

Minutes of the proceedings of the **REGULAR PUBLIC MEETING** held on Wednesday, December 14, 2022, in the in-person at the Teaneck High School located at 100 Elizabeth Avenue and virtually via Zoom app, at 8:00 PM. *Sebastian Rodriguez, Board President, presided.*

**I. Salute to the Flag**

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

"I hereby call to order the Regular Public Meeting of the Teaneck Board of Education, held on Wednesday, December 14, 2022, in-person at the Teaneck High School located at 100 Elizabeth Avenue and virtually via Zoom app, at 8:00 PM. Adequate notice of this meeting has been sent to the Record, filed with the Municipal Clerk and posted on the school district website at [www.teaneckschools.org](http://www.teaneckschools.org), on January 5, 2022 and December 8, 2022."

**III. Roll Call**

<i>Board Member</i>	<i>Present</i>	<i>Absent</i>
Ms. Burns (Linda)	x	
Mr. Fisher (Victoria) - Vice President	x	
Mrs. Gee (Danielle)	x	
Dr. Klein (Dennis)	x	
Mr. Rodriguez (Jonathan)	x	
Mr. Rodriguez (Sebastian)-President	x	
Ms. Sanders (Denise)	x	
Ms. Vatsky (Sharon)	x	
Mrs. Williams (Clara)	x	

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

**IV. Reaffirmation of District Goals**

**V. Superintendent's Report**

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

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

**VI. Student Board Liaison Report**

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

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

### VII. Public Comment (non-Agenda and Agenda Items)

Please click on the link below to view the public comments from the meeting:

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

### VIII. Board Presentations

Please click on the link below to view the Presentation:

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

- 2022-2023 Achievement Results - School Based Initiatives

### IX. Board Committee Reports

NONE

### X. Agenda Items

Please click on the link below to view the public meeting:

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

### XI. Executive Session

Ms. Fisher motioned to adjourn the public meeting and convene into executive session at 8:04 pm. Said motion was seconded by Ms. Burns and carried by a unanimous vote.

<b><i>Motion: V. Fisher</i></b>	<b><i>Second: L. Burns</i></b>			
<b><i>Board Member</i></b>	<b><i>Yes</i></b>	<b><i>No</i></b>	<b><i>Abstain</i></b>	<b><i>Absent</i></b>
Mrs. Burns (Linda)	x			
Ms. Fisher (Victoria)-Vice President	x			
Mrs. Gee (Danielle)	x			
Dr. Klein (Dennis)	x			
Mr. Rodriguez (Jonathan)	x			
Mr. Rodriguez (Sebastian)-President	x			
Ms. Sanders (Denise)	x			
Ms. Vatsky (Sharon)	x			
Mrs. Williams (Clara)	x			

Ms. Burns motioned to adjourn the public meeting and convene into executive session at 8:21 pm. Said motion was seconded by Ms. Fisher and carried by a unanimous vote.

<b>Motion: L. Burns</b>	<b>Second: V. Fisher</b>			
<b>Board Member</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Mrs. Burns (Linda)	x			
Ms. Fisher (Victoria)-Vice President	x			
Mrs. Gee (Danielle)	x			
Dr. Klein (Dennis)	x			
Mr. Rodriguez (Jonathan)	x			
Mr. Rodriguez (Sebastian)-President	x			
Ms. Sanders (Denise)	x			
Ms. Vatsky (Sharon)	x			
Mrs. Williams (Clara)	x			

## XII. Adjournment

Ms. Fisher motioned to adjourn the public meeting at 11:34 pm. Said motion was seconded by Mr. Jonathan Rodriguez and carried by a unanimous vote.

<b><i>Motion: V. Fisher</i></b>	<b><i>Second: J. Rodriguez</i></b>			
<b><i>Board Member</i></b>	<b><i>Yes</i></b>	<b><i>No</i></b>	<b><i>Abstain</i></b>	<b><i>Absent</i></b>
Mrs. Burns (Linda)	x			
Ms. Fisher (Victoria)-Vice President	x			
Mrs. Gee (Danielle)	x			
Dr. Klein (Dennis)	x			
Mr. Rodriguez (Jonathan)	x			
Mr. Rodriguez (Sebastian)-President	x			
Ms. Sanders (Denise)	x			
Ms. Vatsky (Sharon)	x			
Mrs. Williams (Clara)	x			

Respectfully submitted,

Dora E. Zeno  
Interim Business Administrator

## **Teaneck Public Schools**

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

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

### **Board Goals**

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

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

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

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

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

**POLICY**

**DECEMBER 14, 2022**

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

1. Policy & Regulation Updates

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

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

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

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

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

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

**Policy 01 thru 01**

<b>Motion: V. Fisher</b>	<b>Second: L. Burns</b>			
<b>Board Member</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Ms. Burns (Linda)	x			
Ms. Fisher (Victoria)-Vice President	x			
Mrs. Gee (Danielle) - absent from room				x
Dr. Klein (Dennis)	x			
Mr. Rodriguez (Jonathan)	x			
Mr. Rodriguez (Sebastian)-President	x			
Ms. Sanders (Denise)	x			
Ms. Vatsky (Sharon)	x			
Mrs. Williams (Clara)	x			

**BOARD OPERATIONS**

**DECEMBER 14, 2022**

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

1. that the Board approve the minutes from the following meetings:  
  
 Workshop Public Meeting held Wednesday, November 9, 2022  
 Regular Public Meeting held Wednesday, November 16, 2022  
  
 Executive Session held on Wednesday, November 9, 2022 meeting  
 Executive Session held on Wednesday, November 16, 2022 meeting
  
2. that the Board approve the provisions of Board Policy #7510 Use of Facilities for the 2022-2023 school year at no cost to the Girl Scouts of Northern New Jersey, for the use of Benjamin Franklin Middle school Cafeteria on Tuesday, March 21, 2023 from 6:00pm -9:15pm for custodial and building use fees.
  
3. that the Board approve the Settlement Agreement and General Release resolving the matter of ID#4272 v. Board of Education of the City of Teaneck, docketed before the Superior Court of New Jersey, as BER-L-5780-20. A copy of the Settlement Agreement is on file in the Board Secretary’s office.
  
4. **Whereas**, the Teaneck Board of Education in the Township of Teaneck and the Teaneck Association of the Administrators and Supervisors (TAAS) have negotiated and agreed upon a Memorandum of Agreement (MOA) which lists the proposed term which will be included in the Collective Bargaining Agreement (CBA), and;  
**Whereas**, the term of the CBA is July 1, 2022 through June 30, 2025, and;  
**Whereas**, the TAAS has ratified the CBA;  
**Now Therefore Be It Resolved**, that the Teaneck Township Board of Education hereby ratifies the CBA for the term of July 1, 2022 through June 30, 2025.

**APPROVE ITEMS 1-4**

<i><b>Motion: V. Fisher</b></i>	<i><b>Second: L. Burns</b></i>			
<i><b>Board Member</b></i>	<i><b>Yes</b></i>	<i><b>No</b></i>	<i><b>Abstain</b></i>	<i><b>Absent</b></i>
Ms. Burns (Linda)	x			
Ms. Fisher (Victoria)- VP	x			
Mrs. Gee (Danielle)	x			
Dr. Klein (Dennis)	x			
Mr. Rodriguez (Jonathan)	x			
Mr. Rodriguez (Sebastian) - President	x			
Ms. Sanders (Denise)	x			



Ms. Vatsky (Sharon)	x			
Mrs. Williams (Clara)	x			

**SCHOOL OPERATIONS and CURRICULUM**

**DECEMBER 14, 2022**

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

1. that the Board approve three thirty minute presentations on Internet Safety for Lowell Elementary School's staff, parents, and students in grades 3 and 4 on January 24, 2023. The presentations will be held at 9:30 am, 11:00 am and 6:30 pm. Detective Sergeant James Calaski from the Glen Rock Police Department, Bergen County Prosecutor’s Office, Cyber Crimes Unit will be presenting the sessions at no cost to the district.
  
2. that the Board approve the volunteers for the 2022 -2023 school year.

Brown, Nakira  
 Gilbert, Jane  
 Hamilton, Philip  
 Weinpahl, Pat

3. that the Board approve the following project under the School Climate Transformation Grant for the 2022-2023 school year to be completed by Ms. Amanda Meller (approved for project stipends at the November BOE meeting) at Theodora Smiley Lacey School: January '22 - June '23:
  - Research/survey (input from staff)
  - Design/Sketch a scale composition
  - Research Color Match/Swatches for ordering
  - Compile Requisitions/Order supplies
  - Wipe/Wash down walls of faculty lounge at Lacey
  - Start to layout physical space/transfer image onto walls

**APPROVE ITEMS 1-3**

<i>Motion: L. Burns</i>	<i>Second: J. Rodriguez</i>			
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
Ms. Burns (Linda)	x			
Ms. Fisher (Victoria) Vice President	x			
Mrs. Gee (Danielle)	x			
Dr. Klein (Dennis)	x			
Mr. Rodriguez (Jonathan)	x			
Mr. Rodriguez (Sebastian)- President	x			
Ms. Sanders (Denise)	x			

Ms. Vatsky (Sharon)				
Mrs. Williams (Clara)	x			

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

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

**November 1, 2022 through November 30, 2022**

General	\$9,389,530.78
Special Revenue	\$1,482,732.88
Community Ed	\$ 31,738.82
Food Service	\$ 7,017.49
Capital Outlay	\$ 86,812.63

**Total of Approved Payments \$10,997,832.60**

2. **WHEREAS**, the Board of Education has received the Report of the Interim Board Secretary for the month of September 2022; and **WHEREAS**, in compliance with N.J.A.C. 6A:23A-16.10(c)3 the secretary has certified that, as of the date of the reports, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Board of Education except as noted; now **BE IT RESOLVED**, that in compliance with N.J.A.C. 6A:23A-16.10(c)4, the Board of Education certifies that, after review of the secretary’s monthly financial reports (appropriate section) and upon consultation with the appropriate district officials, to the best of it’s knowledge, no major account or fund has been over-expended in violation of N.J.A.C.6A:23A-16.10(c)4, and that sufficient funds are available to meet the district’s financial obligations for the remainder of the year (which would become a part of the Minutes of this meeting).
3. that the Board approve 2022-2023 budget transfers for the month of November 2022 which are attached and a part of the official record.
4. that the Board approve the attached list of virtual and or in-person Professional Development for the staff listed on the attached list as approved by the Superintendent (District funded \$2,312.70) (Grant funded \$2,000.24) (Title II funded \$1,151.23) total cost of \$5,464.17.

5. that the Board approve the attached list of Student Field Trips, as approved by the Superintendent (District Funded \$9,264.56).
6. that the Board approve the attached list of Student Fundraising activities by school.
7. that the Board approve the contracts, for out-of-district tuition, for students who would require a Special Education program during the 2022-2023 school year, as per the attached list.
8. that the Board approve contracts with clinicians and agencies on the attached list who would provide related services and/or independent evaluations during the 2022-2023 school year.
9. **Whereas**, N.J.A.C.6A:23a-14.1(h) authorizes a district Board of Education to establish, by resolution a Capital Reserve account to be used for improvements to the district's facilities, and

**Whereas**, this statute permits a Board of Education to withdraw, by resolution from the Capital Reserve account, to be used to supplement bids that when received, exceeded the budget estimates, and

**Whereas**, the bids were for fire alarm, electrical and HVAC improvements to district facilities; all of which are health and safety related projects, all of which are included in the district's Long Range Facilities Plan (LRFP), and

**Whereas**, a delay to rebid these projects could result in higher bid amounts and potentially delay the construction improvements an additional year,

**Now, Therefore Be It Resolved**, that, the Board authorize a transfer from the Capital Reserve account to the Capital Outlay Fund in the amount of \$1,119,269.

10. that the Board reject the bids submitted by Pattman Plumbing for HVAC upgrades in the amounts shown below, for failure to submit a Consent of Surety with the bid documents, which is a fatal flaw that cannot be corrected and thus disqualifies the bidder.

Lowell School	\$372,000
TJMS	\$776,500

11. that the Board accept and award the bid submitted by Haig's Service Corp. for Fire Alarm Upgrades in the total amount of \$425,000.00 as shown below: Source of funds: 2022-2023 budget, Capital Projects (Bid breakdown sheet attached)

Whittier School	\$425,000.00
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12. that the Board accept and award the bids submitted by Sal Electric for Fire Alarm Upgrades in the total amount of \$1,409,747.00 as shown below: Source of funds: 2022-2023 budget, Capital Projects (Bid breakdown sheet attached)

Bryant School	\$444,322.00
Teaneck HS	\$965,425.00

13. that the Board accept and award the bids submitted by TSUJ Corporation for Electrical Upgrades in the total amount of \$1,215,754.00 as shown below: Source of funds: 2022-2023 budget, Capital Projects (Bid breakdown sheet attached)

BFMS	\$613,577.00
Teaneck HS	\$602,177.00

14. that the Board accept and award the bids submitted by TM Brennan Service for Cafeteria HVAC improvements in the total amount of \$1,685,000.00 as shown below: Source of funds: ESSER (Bid breakdown sheet attached)

Lowell School	\$376,000.00
BFMS	\$414,000.00
TJMS	\$895,000.00

15. **Be It Resolved**, that the Board accept and approve the bid received on Tuesday, November 22, 2022 from First Student Inc. to transport students to Frisch High School, in the daily amount of \$363.00 for the period of December 1, 2022 - June 30, 2023; and

**Be It Further Resolved**, that this rate is in effect for the 2022-2023 school year.

16. that the Board accept a donation from Mr. Danny Reyes of 20 "Ella's Handwriting Books" for Hawthorne School kindergarten students. The approximate value of the books is \$119.
17. that the Board accept a donation of four used burgundy office sled chairs to be used in Lowell School's main office. The chairs are donated by Mr. Jordan Salzberg, husband of a Lowell School staff member. The approximate value of the chairs is \$400.
18. that the Board appoint Claire Drootin as sponsor representative for the district to apply for our State license to operate a child care center at the Benjamin Franklin Middle School. The application is processed through the State of New Jersey's Department of Children and Families Office of Licensing, and by being State-licensed, our families in need are able to take advantage of our childcare services at a reduced rate (subsidized by the State).

19. **Whereas**, the State of New Jersey, in an effort to hire and retain employees in the childcare sector, is offering state licensed providers the opportunity to apply for the \$1077 Hiring and Retention Bonus Grant per child care employee; and  
**Whereas**, funding for the grant is provided by the Federal American Rescue Plan (ARP) and the New Jersey Revitalization Fund in conjunction with the New Jersey Department of Human Services, Division of Family Development; and  
**Whereas**, to be eligible, providers must be State licensed and in good standing with the New Jersey Licensing, Manual of Requirements; and eligible employees include those that have completed specific safety/training courses and required background checks.

**Be It Resolved**, that the Teaneck Board of Education accepts receipt of \$33,387 from The New Jersey Hiring and Retention Bonus Grant and

**Be It Further Resolved**, the SACC employees will receive \$1000 each as a bonus. List of employees is attached to the agenda under the Personnel section.

20. that the board approve payment to Educational Productions (Jim Vagias) for presenting BullyProof Your School at Lowell Elementary School. On 1/11/2023, at 9:30, 10:30, 11:30, and 12:30, he will present to K – 4th grade students for a total not to exceed \$1,990.00 (Performance Fee = \$1,795.00 and Travel Fee = \$195.00). Title IV funds from account # 20-280-100-300-73-50-I-0 will be utilized.
21. that the Board approve Parent Matterz to organize an Opportunities Expo at Benjamin Franklin Middle School on Tuesday, January 10, 2023, to expose resources to students in grades 5-8 about various career opportunities and vocations. The amount of the workshop not to exceed \$3000. Account Number: 20-231-200-320-85-58-I-F.
22. that the Board approve the Agreement with Bergen County Special Services School District, for the 2022-2023 school year, to provide Chapter 192/193 Services (Compensatory, Education, ESL, Home Instruction, Examination and Classification, Annual Review, Speech Correction and Supplemental Instruction), in accordance with the fees approved by the NJDOE.
23. that the Board approve three, \$200 teacher incentive grants from Montclair State University to fund the purchase of supplies for innovative student/classroom projects.
24. Whereas, the New Jersey State FY2023 budget includes a direct appropriation of \$75 million to the New Jersey Schools Development Authority (SDA) to provide funding for projects related to emergent and capital maintenance needs; and  
Whereas, the funding is available to SDA Districts and Regular Operating Districts to address emergent projects as well as capital maintenance projects. Upon submission of the documents to the SDA and DOE will review the project(s) identified by the district and provide the identified funds in the amount of \$89,685 to the district through the electronic transfer;  
**Be It Resolved** that the Board accept the funds in the amount of \$89,685 from the New Jersey Department of Education and New Jersey Schools Development Authority.

25. **Whereas**, the Board approve tuition payment to Neptune Township Public Schools in the amount of \$29.00 per course, per week, for student ID#102318. Services will commence October 17, 2022 through June 30, 2023. The home instruction charge, as per contract, will reflect an amount not to exceed \$3,750. (32 weeks at \$116 per week); and

**Be It Resolved** that the Board approve the home instruction contract for student ID#102318

26. that the Board approve Velez Educational Services (VES) to provide consultation on the development of Teaneck High School’s master schedule and support the scheduling team throughout the 2022-2023 school year, at a cost of \$13,000. Additionally, Velez Educational Services will provide consultation on the development of Thomas Jefferson Middle School and Benjamin Franklin Middle School’s master schedules and support their scheduling teams throughout the 2022-2023 school year, at a cost of \$3,000 for each middle school. The total cost will not exceed \$19,000. Account #20-270-200-320-19-50-I-0.

**APPROVE ITEMS 1-26**

<i><b>Motion: V. Fisher</b></i>	<i><b>Second: L. Burns</b></i>			
<i><b>Board Member</b></i>	<i><b>Yes</b></i>	<i><b>No</b></i>	<i><b>Abstain</b></i>	<i><b>Absent</b></i>
Ms. Burns (Linda)	x			
Ms. Fisher (Victoria) Vice President	x			
Mrs. Gee (Danielle)	x			
Dr. Klein (Dennis)	x			
Mr. Rodriguez (Jonathan)	x			
Mr. Rodriguez (Sebastian)- President	x			
Ms. Sanders (Denise)	x			
Ms. Vatsky (Sharon)				
Mrs. Williams (Clara)	x			



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

1. that the Board approves the following non-certificated staff appointment, following a 90-day probationary period, effective dates as indicated, pending criminal history review:
  - a. Carol Rainford, Custodian, at an annual salary of \$38,000 assigned to Theodora Smiley Lacey School, effective December 19, 2022 through June 30, 2023, replacing Milton Maye, transferred (PC#:50-03-89/cju).
  
2. that the Board approve the following non-certificated staff transfer:
  - a. Milton Maye, Custodian, transferred from Theodora Lacey Smiley School to Teaneck High School, effective December 19, 2022 through June 30, 2023, replacing James Williams, retired (PC#:50-12-89/bcj).
  
3. that the Board accept the resignations of the following staff members:
  - a. Kristen Richter-Brophy, PreK Teacher, Bryant Elementary School, effective December 14, 2022.
  
  - b. Dora E. Zeno, Interim Business Administrator, Central Office, effective on or about January 31, 2023.
  
  - c. Dr. Steven Lewis, Assistant Business Administrator, Central Office, effective January 29, 2023.
  
  - d. [Agustin Garcia, Substitute Safety Officer, Teaneck High School, effective December 17, 2022.](#)
  
4. that the Board approve the retirement of the following staff members:
  - a. Katherine Crimmins, English Teacher, Benjamin Franklin Middle School, effective July 1, 2023, 31 years of service.
  
  - b. Dennis Hiel, Grade 3 Teacher, Lowell Elementary School, effective July 1, 2023, 31 years of service.
  
  - c. Sandy Joseph, Grade 2 Teacher, Lowell Elementary School, effective July 1, 2023, 18 years of service.

5. that the Board approve the following leaves of absence for the dates and reasons indicated:
  - a. Employee #5164, paid medical leave of absence with benefits, using 1 personal days, 10 personal illness days from November 28, 2022 through December 12, 2022 under FMLA. Unpaid medical leave with benefits from December 13, 2022 through February 10, 2023 under FMLA.
  - b. Employee #4583, paid maternity leave of absence with benefits, using 1 personal business day, 1 family illness day and 27 personal illness days from January 27, 2023 through March 9, 2023 under FMLA. Unpaid maternity leave with benefits from March 10, 2023 through May 2, 2023 under NJFLA. Unpaid child rearing leave with benefits from May 3, 2023 through June 30, 2023.
  - c. Employee #5311, paid maternity leave of absence with benefits, using 3 personal days, 2.5 family illness days, 45.5 personal illness days from February 21, 2023 through May 10, 2023 under FMLA.
  - d. Employee #2663, paid medical leave of absence with benefits, using 10 personal illness days from November 18, 2022 through December 5, 2022 under FMLA. Unpaid leave from December 6, 2022 through June 30, 2023 under FMLA and NJLA.
  - e. Employee #0499, paid medical leave of absence with benefits, using 28.5 personal illness days from December 12, 2022 through January 27th, 2023 under FMLA.
  - f. Employee #0614, paid medical leave of absence with benefits, using 37 personal illness days from January 25, 2023 through March 17, 2023 under FMLA.

6. that the Board approve payment to the following teachers for the BFAST (**BeForeAfterSchoolTutoring**) Program at Benjamin Franklin Middle School. The BFAST Program will provide students from Benjamin Franklin Middle School in grades 5 through 8 with morning and afternoon instructional support in Mathematics, Language Arts, Science, Social Studies, and Robotics starting November 29, 2022 at 7:30-8:15 am and 3:10-3:55 pm. While the emphasis in instructional support will focus on Mathematics and Language Arts, the other areas of instruction will be taught to provide the same level of support for students in Math and Language Arts. Teachers will work in small instructional groups with students to assist in recognized "points of confusion (POC)." In addition to small group instruction, students will have access to computer-based programs to support their targeted area. Homework assistance to students enrolled will also be available.

Name	Position	Total Stipend (not to exceed)
a. Jeanne McVerry	Lead Teacher	\$2,200
b. Josephine Cinnella	ELA 5/6	\$1,225
c. Angelina Cusack	Math 5/6	\$1,225
d. Shanice Wright	ELA 5-8	\$1,850
e. Roberta Weiss	Math 5-6	\$1,225
f. Paula Fischkelta	ELA	\$1,850
g. Victor Stanic	Enrichment 5-8	\$1,225
h. Ashley Andrealia	ELA 6-7	\$1,850
i. Laurel Lahullier	ELA	\$1,850
j. Angela Avery-DeVlugt	SS/Sci	\$1,850
k. Rafaelina Cepeda	ELA	\$1,850
l. Muniyva Munguti	ELA	\$1,850
m. Aaron Gulko	SS/Sci	\$1,850
n. Lawrence Hart	Math	\$1,225
TOTAL:		\$22,925

7. that the Board approve the following Extra Pay for Extra Work assignment, for the 2022-2023 school year, at Thomas Jefferson Middle School, stipends in accordance with TTEA contract:

Staff Member	Activity	Tier	Stipend
Monica Bagan	Film Critics Club	I	\$500
Gina Geronimo	Supply & Book Room	III	\$1,000

8. that the Board approve the reappointment of Gianniil (Hidalgo) Jaramillo to Student Support Counselor, at an annual salary of \$56,219 assigned to the FORUM, effective January 3, 2023 through June 30, 2023.

9. that the Board approve payment to the following staff members for conducting a Peer Leadership program during zero period for the 2022-2023 school year, total cost not to exceed 2% of base salary:

NAME:	PROGRAM:	SALARY:	STIPEND:
Katierose Augustine	Peer Leadership	\$82,400	\$3,000
Dan Olender	Peer Leadership	\$86,400	\$3,000

10. that the Board approve the following annual Auto Allowances, for the 2022-2023 school year, payable in 20 equal installments, September 2022 through June 2023:

Staff Member	Auto
Patricia Dent, Director of School Innovation, English & ESL	\$465
Rolando Monserrat, Supervisor of Science, Engineering & Technology	\$465
Ashley Sularz, Supervisor of Humanities & Gifted Education	\$465
Ramon Medina, Supervisor of Visual & Performing Arts	\$465
Edward Klimek, Supervisor of Physical Education/Athletic Director	\$465
Lisa Zucker, Supervisor of Early Childhood	\$465
Alicia Lyle, Supervisor of Mathematics	\$465
Emilio Jennette, Federal and State Grants Coordinator	\$465
Dr. Maura Tuite, Director of Special Education and Nursing Services	\$465
Shellian Mirander, Assistant Director of Special Education	\$465
Lorena Meadows, Director of Guidance, Career Services and Technical Education*	\$465
<b>TOTAL:</b>	<b>\$5,115</b>

11. that the Board amend the resolution adopted at the October 19 meeting and approve payment to the following employee who separated from the district for unused vacation days and unused personal days:

a. Dorothy Singletary, Central Office, 50 vacation days at \$350.20 per day, plus 4 personal days at \$350.20 per day for a total payment of \$18,559.43.

12. that the Board amend the hours for the previously approved Coordinator of the Title 1 program for Thomas Jefferson Middle School:

Name	Hours	Stipend Amount (not to exceed)
Paulette Szalay, Coordinator	72	\$3,600

13. that the Board approve Hawthorne Scholars after school program (Grades K-4) at Hawthorne Elementary School December 6, 2022 through April 27, 2023. Previously approve at Regular Public Meeting on November 16, 2022 under Personnel #29. Adding two additional staff members and change in one teacher's hours.

Name	Hours	Total Stipend (Not to exceed)
Filiz Zeybek	25	\$1,250
Saundra Warren Givens	25	\$1,250
Tara Costa	25	\$1,250

14. that the Board approve the following certificated staff members to serve on the Intervention and Referral Services (I&RS) Committee for Hawthorne Elementary School for the 2022-2023 school year, stipend \$1,200 per staff member:

Staff Member	Activity	Tier	Stipend Amount
Colette Brantley	I&RS	3	\$1,200
Jemara Blount	I&RS	3	\$1,200
Tawana Smith	I&RS	3	\$1,200
Tara Costa	I&RS	3	\$1,200
Amber Halpern	I&RS	3	\$1,200

15. that the Board approve the Head Baseball coach for the 2022-2023 school year, effective March 1, 2023 through June 30, 2023, pending criminal history review:

Sport:	Position:	Name:	Stipend Amount:
Boys Baseball	Head Coach	Michael Apreda	\$8,165

16. that the Board approve the following staff members to coordinate, lead or teach in the Teaneck High School SAT Program:

Name	Position	Hours	Stipend Amount
John Dean	SAT Program Coordinator	42	\$2,100
Richard Rodda	SAT Verbal Teacher	42	\$2,100
Matt Lynskey	SAT Verbal Teacher	42	\$2,100
Ken Chung	SAT Mathematics Teacher	42	\$2,100
Sharon Bellin	SAT Mathematics Teacher	42	\$2,100
Total:			\$10,500

17. that the Board approve the following staff members to teach in the Multilingual After-School Support Program at Teaneck High School. Teachers will provide small group instruction in the areas of mathematics and science to English language learners at Teaneck High School in the languages of French and Dari-Persian. This program will be 19 weeks in length on Tuesdays, Wednesdays and Thursdays for one-hour each day.

Name	Position	Hours	Stipend
Somia Benali	Bilingual Arabic Speaking Teacher for Mathematics and Science	70	\$3,500
Abdoulaye Diallo	Bilingual French Speaking Teacher for Mathematics and Science	70	\$3,500

18. **Whereas**, the Board approve the clinical placement of Kean University Graduate School Speech Therapist Certification Program students to work in district four days a week at the following locations.

**Be It Resolved**, that the Board approves these individuals to conduct their student practicum.

<b>Name</b>	<b>Location</b>	<b>Supervisor</b>
Kiara Dejesus	THS & TJMS	Ivy Stern & Lisa Viggiano
Gianna Farro	BFMS & Whittier Elementary	Leanna Barbosa
Francielis Hernandez	Bryant	Lucy Ramos

19. that the Board approve Allison Palmeri, student intern from Rutgers University, as a Counseling intern at Hawthorne school, effective January 2, 2023 through June 30, 2023, pending medical clearance and criminal history review.

20. that the Board approve the following long term substitute teacher at \$260 per diem assigned to a non-tenure track position, effective date as indicated, pending criminal history review:

a. Nina Odood, December 6, 2022 through January 20, 2023, assigned to Thomas Jefferson Middle School, replacing employee #5164, leave of absence (PC#:10-11-25/chj).

21. that the Board approve payment for the following teachers for conducting Parent Math and Literacy Nights at Lowell School. The program will run from December 14, 2022 until February 28, 2023. Teachers will preview curriculum material with parents in ELA and Math. Teachers will receive 12 hours of planning at \$50.00 per hour and 4 hours of presentation to parents at \$50.00 per hour. :

Name	Hours	Stipend Amount (not to exceed)
Jennifer Ahearn	16	\$800
Anitha Giannikos	16	\$800
Justine Lopez	16	\$800
Ann Park	16	\$800
Total:		\$3,200

22. **Whereas**, additional nursing services are required at Bryant and Whittier Schools due to screenings, immunizations, religious exemptions, physical examination records, registrations, state and local reporting along with compliance. The District nursing staff (listed below) will work to bring Bryant and Whittier Schools up to date on compliance and reporting, from December 7, 2022 through April 30, 2023, at the extra work for extra pay rate of \$50 per hour.

**Be it Resolved** that the Board approve payment for additional services provided to Bryant and Whittier Schools, not to exceed \$1,750.00 per staff member.

Ms. Rita Urevitch	Ms. Cecilia Chan
Ms. Amis Aguero	Ms. Monique Ellington-Frazier
Ms. Yadira Bustamante	Ms. Lauren Mattiace

23. **Whereas**, the Teaneck's Community Education child care staff (SACC staff) are eligible to receive \$1,000 bonus, per employee, and the district applied on their behalf (see chart below for number of eligible employees & total award amount) and have received approval notifications from the State. (see list of Employees attached)

**Whereas**, approved providers will be awarded \$1,077 per employee from the Federal American Rescue Plan (ARP) per eligible employee of which \$1,000 will be awarded to those employees as a bonus; and the additional funds (\$77) are to offset the employers payroll taxes; and

**Be It Resolved**, that the Teaneck Board of Education accepts receipt of \$33,387 from The New Jersey Hiring and Retention Bonus Grant of which \$31,000 will be paid via payroll to 31 SACC employees (\$1,000 each) throughout the district pending approval and the remaining \$2,387 will be kept to offset the employer's payroll taxes. List of employees is attached.

<i>Program</i>	<i># of Employees</i>	<i>Award Amount</i>
Bryant School	9	\$9,693
Theodora Smiley Lacey	5	\$5,385
Whittier	5	\$5,385
Hawthorne	6	\$6,462
Lowell	4	\$4,308
Thomas Jefferson	2	\$2,154

**TOTAL** **\$33,387**

\*BF employees are ineligible for the grant because the program license is currently pending. These employees will receive the bonus from the SACC budget.

24. that the Board approve the Extra Work for Extra Pay assignment for the 2022-2023 school year, at Bryant Elementary School, stipend in accordance with the TTEA contract:

Name	Activity	Tier	Stipend Amount
Vanessa Watt-St. Clair	Student Activity Treasurer	3	\$1,100

25. that the Board approve the Extra Work for Extra Pay assignment for the 2022-2023 school year, at Theodora Smiley Lacey School, stipend in accordance with the TTEA contract:

Name	Activity	Tier	Stipend Amount
Channon McDuffie	School Treasurer	3	\$1,100



26. that the Board approves the following certificated staff appointments, following a 90 -day probationary period, effective dates as indicated, pending criminal history review:
- a. Diandra Lelaind, PreK Teacher, at an annual salary of \$63,500 (BA/ Step 8) assigned to Bryant Elementary School, effective December 15, 2022 through June 30, 2023, replacing Kristen Richter-Brophy, resigned (PC#:10-06-60/cjp).
  - b. Danyelle Balaskovits, Physical Education and Health Teacher, at an annual salary of \$57,250 (BA / Step 3) assigned to Thomas Jefferson High School, effective February 21, 2023 through June 30, 20223, replacing Christina Cusmano, resigned (PC#:10-11-08/aot).
  - c. Donna Jackson, Social Studies Teacher, at an annual salary of \$62,400 assigned to Benjamin Franklin Middle School, effective January 2, 2023 through June 30, 2023, replacing Barbara Preziosi, resigned (PC#:10-10-15/ali).

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

Name	Activity	Tier	Stipend
Abdoulaye Diallo	French Club	1	\$1,100
Jen Joyce	FCCLA/Culinary	2	\$1,800

28. that the Board approve Paula Huber as Athletics Treasurer, Extra Work for Extra Pay stipend of \$8,748 in accordance with the TTEA Contract Agreement, for the 2022-2023 school year.
29. that the Board approve payment of a Differential to the following secretarial staff members, not to exceed the amount listed. Additional tasks would be assigned from the Executive Assistant for Curriculum & Instruction position.

- Tracey Strand-Coley – Differential - \$10,000
- LeeAnn McClain – Differential - \$8,000

30. that the Board approve the following staff members for services during the 2022-2023 school year, at the following athletic events:

Clock Operator

Michael Guthrie	Basketball - High School Boys/Girls	\$40/game
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Clock Operator and Announcer

Ted Orlouski	Wrestling	\$70/game
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31. that the Board approve the following long term substitute teachers at \$260 per diem, after twenty-one days of employment, assigned to a non-tenure track position, effective date as indicated, pending criminal history review:
- a. Anthony Van Zwaren, September 1, 2022 through January 30, 2023, assigned to Teaneck High School, replacing employee #1491, leave of absence (PC#: 10-12-15/adh).
32. Upon the recommendation of the Interim Superintendent of Schools, the Teaneck Board of Education (“Board”) hereby resolves to employ Haquisha Q. Taylor as its School Business Administrator, effective on or about March 14, 2023 through June 30, 2023, based upon terms and conditions agreed upon between Ms. Taylor and the Board, and pursuant to the contractual approval by the Essex County Executive Superintendent of Schools on December 9, 2022.
33. The Teaneck Board of Education (“Board”) hereby resolves to employ Dr. Andre D. Spencer as its Superintendent of Schools from January, 2023, until June 30, 2026 based upon terms and conditions agreed upon between Dr. Spencer and the Board, and pursuant to the contractual approval by the Essex County Executive Superintendent of Schools on December 13, 2022. At its January 2023 meeting, the Board will re-ratify Dr. Spencer's appointment. See attached Dr. Spencer's Biodata.
34. that the Board accept the resignation of the Interim Superintendent Ms. Barbara Pinsak effective on or about December 31, 2022.
35. that the Board approve payment to the following high school teacher, for assuming a sixth period assignment, on a temporary basis, at their negotiated contractual per class rate, effective October 31, 2022, staff members will receive payment upon submission of appropriate payroll bill form for each pay date, and will receive their payment on the subsequent pay date:

Name:	Subject:	Rate:
Michael Germinario	Lang/Lit 9 (Pd 8)	\$60.00 (BA)

36. that the Board approve payment to the following high school teachers, for assuming a seventh period assignment, on a temporary basis, at their negotiated contractual per class rate effective October 21, 2022, staff members will receive payment upon submission of appropriate payroll bill form for each pay date, and will receive their payment on the subsequent pay date.

Name:	Subject:	Rate:
Lynn Sac	Spanish 10 H (Pd 3)	\$70.00 (MA)

**APPROVE ITEMS 1-36 (INCLUDING THE WALK-ONS #35 & 36)**

<b>Motion: V. Fisher</b>	<b>Second: L. Burns</b>			
<b>Board Member</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>

Ms. Burns (Linda)	x			
Ms. Fisher (Victoria) Vice President	x			
Mrs. Gee (Danielle)	x			
Dr. Klein (Dennis)	x			
Mr. Rodriguez (Jonathan)	x			
Mr. Rodriguez (Sebastian)- President	x			
Ms. Sanders (Denise)	x			
Ms. Vatsky (Sharon)	x			
Mrs. Williams (Clara)	x			

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# WEINER LAW GROUP<sub>LLP</sub>

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

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

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

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

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

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

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## 2425 EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

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

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

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

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



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

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

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

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

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



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

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

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





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

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

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

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

Adopted:



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Oct 22

## R 2425 EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

### A. Definitions

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

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



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



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



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



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

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



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Instruction Program

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

Adopted:



# WEINER LAW GROUP<sup>LLP</sup>

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

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

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

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



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

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

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## 5512 HARASSMENT, INTIMIDATION, OR BULLYING

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- Q. Students with Disabilities
- A. Prohibiting Harassment, Intimidation, or Bullying

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

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

- B. Definition of Harassment, Intimidation, or Bullying

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

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



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

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

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

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



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## C. Student Behavior

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

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

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

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

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



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

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

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

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

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

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



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## D. Consequences and Remedial Actions

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

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

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

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

### Factors for Determining Consequences

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



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## Factors for Determining Remedial Measures

### Personal:

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

### Environmental:

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

## Examples of Consequences and Remedial Measures

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





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## Examples of Consequences:

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

## Examples of Remedial Measures

### Personal:

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



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

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

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



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

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

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

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

## Consequences and Appropriate Remedial Actions – Adults

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



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## E. Reporting Harassment, Intimidation, or Bullying

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

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

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



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

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

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

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

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

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



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

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

The district Anti-Bullying Coordinator shall:

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



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The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
  - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
  - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety/School Climate Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/School Climate Team.

The School Safety/School Climate Team shall:

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



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

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

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

[Select Option 1 or Option 2]

### [Option 1 – Investigate All Reports

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





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

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

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

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



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

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

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



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

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

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

## [Option 2 – Principal's Preliminary Determination

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

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



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

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

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

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

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



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

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

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

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



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

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

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

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



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

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

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

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



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

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

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

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





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

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

## I. Reprisal or Retaliation

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

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

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

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



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

## K. Additional Policy Requirements

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

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

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



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

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

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

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

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

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



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

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

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

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

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

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

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



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

## N. School and District Grading Requirements

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

## O. Reports to Law Enforcement

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

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

## P. Collective Bargaining Agreements and Individual Contracts

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



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

Q. Students with Disabilities

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

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

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

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

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

Adopted:



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

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

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

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

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

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

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





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



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

Adopted:



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

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

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

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

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## R 9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES

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



# REGULATION GUIDE

COMMUNITY

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Cooperation with Law Enforcement Agencies

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



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Cooperation with Law Enforcement Agencies

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



# REGULATION GUIDE

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Cooperation with Law Enforcement Agencies

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



# REGULATION GUIDE

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Cooperation with Law Enforcement Agencies

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





# REGULATION GUIDE

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Cooperation with Law Enforcement Agencies

## C. Mandatory Reporting

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



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Cooperation with Law Enforcement Agencies

- e. Whenever any school district staff in the course of their employment develops reason to believe that an assault upon a teacher, administrator, other school Board employee, or district Board of Education member has been committed, with or without a weapon, pursuant to N.J.A.C. 6A:16-5.7(d)5;
  - f. Whenever any school district staff in the course of their employment develops reason to believe a “bias-related act” has been committed or is about to be committed on or off school grounds, pursuant to N.J.A.C. 6A:16-6.3(e); and
  - g. Whenever any school employee in the course of their employment develops reason to believe a student is potentially missing, abused, or neglected, pursuant to N.J.A.C. 6A:16-11.1(a)3i. through iii.
- D. Nothing in the policies and procedures required under N.J.A.C. 6A:16-6 and Policy 9320 and this Regulation shall be construed to prohibit school district staff from disclosing information, pursuant to N.J.A.C. 6A:32-7.2 and 7.5(f), if necessary, to protect the immediate health or safety of a student or other persons.
- E. The Superintendent or designee shall annually review Policy 9320 and this Regulation as adopted by the Board to ensure each are in accordance with the requirements outlined in the MOA.

Adopted:



				AMOUNT TRANSFERRED	
ACCOUNT		DESCRIPTION	From	To	
20090	11-000-261-420-89-53-1-D	CONTRACTS BLDG MAINT	(400)		
20090	12-000-261-730-89-32-1-D	MAINTENANCE EQUIPMENT		400	
			(400)	400	
EXPLANATION: O&M-MaintEquip-ReplSnowBlowers Adjustment					
20091	20-270-200-320-19-50-I-H	TITLE IIA/EXT SERV PROV/HATORA	(1,800)		
20091	20-270-200-580-92-50-I-H	TITLE IIA/TRAVEL CONF/HATORAH		1,800	
			(1,800)	1,800	
EXPLANATION: TSD-TITLE2-HH-NP-PD ExpReimb Adjustment					
20096	11-212-100-610-35-40-C-F	SUPPLIES/MD	(2,400)		
20096	11-204-100-890-33-49-C-D	OTHER EXPENSE/LLD		2,400	
			(2,400)	2,400	
EXPLANATION: SPC-ED-SpcEd FieldTrip Adjustment					
20100	11-000-211-173-85-15-I-0	EQUITY & DIVERSITY OFFICER	(17,415)		
20100	11-000-230-100-82-10-0-8	CONTR SAL/SUPT OF SCHLS		17,415	
			(17,415)	17,415	
EXPLANATION: To COver Neg Balance Adjustment					
20101	11-000-270-517-18-52-0-D	TRANSPORTATION PUBLIC/CTSA-REG	(10,000)		
20101	11-000-270-160-83-19-0-D	SUBS/OT/TRANSPORTATION		10,000	
			(10,000)	10,000	
EXPLANATION: BO-Driver Over-Time Account Adjustment					
20102	11-190-100-610-63-42-Z-S	SUPP/MATH/ELEM	(74)		
20102	11-190-100-640-66-42-Z-S	TEXTBOOKS/MATH/Districtwide		74	
			(74)	74	
EXPLANATION: C&I-PurchAddtlTextbooksGradeK Adjustment					
20103	11-000-270-615-83-49-0-0	TRANSPORTATION SUPPLIES/MAINT	(4,000)		
20103	11-000-270-420-83-49-0-0	VEHICLE REPAIR & MAINTENANCE		4,000	
			(4,000)	4,000	
EXPLANATION: TRNP-QtrBusInsp&VehRepExp22-23 Adjustment					
20104	11-000-270-512-46-52-0-C	FIELD TRIP/WORK PRGM THS	(50,550)		
20104	11-000-270-503-92-52-0-0	AILO PAYMENTS FOR NON-PUBLIC		50,550	
			(50,550)	50,550	
EXPLANATION: Transportation Transfer Adjustment					
20107	11-000-266-590-71-50-0-0	SECURITY SERVICES	(1,508)		
20107	11-000-266-300-71-50-0-0	PURCH PROF TECH SVC		1,508	
			(1,508)	1,508	
EXPLANATION: Safety Transfer Adjustment					
20108	20-231-100-610-22-71-I-0	TITLE I M VENTO INST'L SUPPL	(1,346)		
20108	20-231-290-290-99-22-I-0	TITLE I/TPAF & FICA		96	
20108	20-231-100-101-22-10-I-0	TITLE I/STIPENDS		1,250	
			(1,346)	1,346	
EXPLANATION: Transfer to Stipend acct Adjustment					
20109	20-483-100-610-22-49-I-0	ESSER II Student Testing Suppl	(2,160)		
20109	20-483-200-600-22-49-I-C	ESSER-II SP.ED WRK PRGM SUPPL		2,160	
			(2,160)	2,160	
EXPLANATION: TSD-CRSSA-ESSR2-IA-MobilStands Adjustment					
20110	11-190-100-610-25-40-Y-D	SUPP/FINE PER ARTS/ALLOC	(700)		
20110	11-190-100-590-02-50-Y-D	OTHER PUR SERV/ART D-WIDE		700	
			(700)	700	
EXPLANATION: C&I-AdditnalPerformanceLicense Adjustment					
20116	11-219-100-320-38-58-C-D	HOME INSTR/SE/OTHR PROF	(10,000)		
20116	11-150-100-320-38-10-H-D	Home Instr/ Purch Serv. Contra		10,000	
			(10,000)	10,000	

	ACCOUNT	DESCRIPTION	AMOUNT TRANSFERRED	
			From	To
EXPLANATION: Transfer for Home Instruction Adjustment				
20118	11-000-100-567-49-61-C-C	TUITN/PRIV SCH/SP ED/OUT STATE	(50,000)	
20118	11-000-100-562-49-61-C-C	TUITN/PUB SCH/SP'L ED		37,000
20118	11-000-100-565-49-65-C-C	TUITN/REG'L DAY/BOSS		13,000
			<u>(50,000)</u>	<u>50,000</u>
EXPLANATION: Transfer requested by SS Adjustment				
20120	11-000-240-600-71-49-T-S	GRAD SUPPL/THS	(4,319)	
20120	11-000-240-590-71-49-T-S	GRAD PURCHASED SERVICES/THS		4,319
			<u>(4,319)</u>	<u>4,319</u>
EXPLANATION: Transfer for graduation rental Adjustment				
20121	20-483-100-610-22-49-I-0	ESSER II Student Testing Suppl	(21,663)	
20121	20-483-100-101-34-10-I-0	CONTR SAL TCHR S.E. RESOURCE	(16,135)	
20121	20-483-200-516-22-52-I-0	ESSER-II / Student Transpor		37,798
			<u>(37,798)</u>	<u>37,798</u>
EXPLANATION: TSD-CRSSA-ESSR2-StudentTranspt Adjustment				

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FINANCE COMMITTEE SIGNATURE

\_\_\_\_\_  
DATE

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**Professional Development**

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Name: Odette Vovra  
School or Department: Whittier Elementary School  
Conference/Seminar/Workshop: Foreign Language Educators of New Jersey 2023 Annual Conference  
Location: New Brunswick, New Jersey  
Dates: March 17, 2023  
Estimated Cost: \$230.04 –Substitute Required – District Funded

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Name: Eric Akselrad  
School or Department: Teaneck High School  
Conference/Seminar/Workshop: Freedom Summer  
Location: New Brunswick, New Jersey  
Dates: February 3, 2023  
Estimated Cost: \$97.75 –Substitute Required – District Funded

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Name: Eric Akselrad  
School or Department: Teaneck High School  
Conference/Seminar/Workshop: Images of American History  
Location: New Brunswick, New Jersey  
Dates: March 31, 2023  
Estimated Cost: \$97.75 –Substitute Required – District Funded

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Name: Zeno Cho  
School or Department: Lowell Elementary School  
Conference/Seminar/Workshop: First Presbyterian Pre-School and Kindergarten Movement Classes  
Location: Englewood, New Jersey  
Dates: January 5, 2023 & February 22, 2023  
Estimated Cost: \$0.00 –Substitute Required – No Funding Required

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Name: Ashley Sularz  
School or Department: Office of Curriculum and Instruction  
Conference/Seminar/Workshop: New Jersey Association for Gifted Children 2023 Conference  
Location: West Windsor, New Jersey  
Dates: March 17, 2023  
Estimated Cost: \$224.35 –Substitute Not Required – District Funded

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Name: Delores Connors  
School or Department: Thomas Jefferson Middle School  
Conference/Seminar/Workshop: IB International School Reading and Writing Project  
Location: Tokyo, Japan  
Dates: February 20-26, 2023  
Estimated Cost: \$0.00 –Substitute Required – No Funding Required

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**Professional Development**

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Name: Aretha Blake-Arroyo  
School or Department: Lowell Elementary School  
Conference/Seminar/Workshop: New Jersey Association for Gifted Children 2023  
Conference  
Location: West Windsor, New Jersey  
Dates: March 17, 2023  
Estimated Cost: \$298.73 –Substitute Not Required – Title II Funded

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Name: Amber Halpern  
School or Department: Hawthorne Elementary School  
Conference/Seminar/Workshop: New Jersey Association for Gifted Children 2023  
Conference  
Location: West Windsor, New Jersey  
Dates: March 17, 2023  
Estimated Cost: \$294.50 –Substitute Not Required – Title II Funded

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Name: D’Aisha Smith  
School or Department: Thomas Jefferson Middle School  
Conference/Seminar/Workshop: Junior Achievement Financial Literacy Workshop  
Location: Madison, New Jersey  
Dates: January 11, 2023  
Estimated Cost: \$31.58 –Substitute Required – District Funded

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Name: Gervonn Romney Rice  
School or Department: Bryant School  
Conference/Seminar/Workshop: New Preschool Community Parent Involvement Specialists  
in State Funded Preschool Programs  
Location: Trenton, New Jersey  
Dates: January 26, 2023 & April 27, 2023  
Estimated Cost: \$191.83 –Substitute Not Required – District Funded

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**Professional Development**

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**Name:** Mary Joyce Laqui  
**School or Department:** THS  
**Conference/Seminar/Workshop:** Next Generation Science Standards Instruction  
**Location:** Raritan Valley Community College  
**Dates:** 12/7/22 – Full Day – Grant Funded  
**Estimated Cost:** \$181.54 (\$125 Registration Fee; \$46.44; Mileage Reimbursement; \$10.10 Tolls)  
**Explanation:** Focused PD on using core ideas to construct explanations for science phenomena utilizing Next Generation Science Standards.

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**Name:** Paulette Szalay  
**School or Department:** TJMS  
**Conference/Seminar/Workshop:** Next Generation Science Standards Instruction  
**Location:** Raritan Valley Community College  
**Dates:** 12/7/22 – Full Day – Grant Funded  
**Estimated Cost:** \$180.60 (\$125 Registration Fee; \$45.50; Mileage Reimbursement; \$10.10 Tolls)  
**Explanation:** Focused PD on using core ideas to construct explanations for science phenomena utilizing Next Generation Science Standards.

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**Name:** Jennifer Dominques  
**School or Department:** Hawthorne  
**Conference/Seminar/Workshop:** Next Generation Science Standards Instruction  
**Location:** Raritan Valley Community College  
**Dates:** 12/7/22 – Full Day – Grant Funded  
**Estimated Cost:** \$180.13 (\$125 Registration Fee; \$45.03; Mileage Reimbursement; \$10.10 Tolls)  
**Explanation:** Focused PD on using core ideas to construct explanations for science phenomena utilizing Next Generation Science Standards.

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**Name:** Christina Chopra  
**School or Department:** TJMS  
**Conference/Seminar/Workshop:** Next Generation Science Standards Instruction  
**Location:** Raritan Valley Community College  
**Dates:** 12/7/22 – Full Day – Grant Funded  
**Estimated Cost:** \$180.60 (\$125; Registration Fee; 45.50; Mileage Reimbursement; \$10.10 Tolls)  
**Explanation:** Focused PD on using core ideas to construct explanations for science phenomena utilizing Next Generation Science Standards.

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**Name:** Kara Lindner  
**School or Department:** Hawthorne  
**Conference/Seminar/Workshop:** Next Generation Science Standards Instruction  
**Location:** Raritan Valley Community College  
**Dates:** 12/7/22 – Full Day – Grant Funded  
**Estimated Cost:** \$180.13 (\$125 Registration Fee; 45.03; Mileage Reimbursement; \$10.10 Tolls)  
**Explanation:** Focused PD on using core ideas to construct explanations for science phenomena utilizing Next Generation Science Standards.

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**Name:** Kerrie Viray  
**School or Department:** Hawthorne  
**Conference/Seminar/Workshop:** Next Generation Science Standards Instruction  
**Location:** Raritan Valley Community College  
**Dates:** 12/7/22 – Full Day – Grant Funded  
**Estimated Cost:** \$181.54 (\$125 Registration Fee; 46.44; Mileage Reimbursement; \$10.10 Tolls)  
**Explanation:** Focused PD on using core ideas to construct explanations for science phenomena utilizing Next Generation Science Standards.

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**Name:** Giuseppina Ciannella  
**School or Department:** BFMS  
**Conference/Seminar/Workshop:** Conquer Mathematics  
**Location:** Pompton Plains, NJ  
**Dates:** 3/8/23 – Full Day – Grant Funded  
**Estimated Cost:** \$190.68 (\$170.00 = Registration Fee and \$20.68 = Mileage Reimbursement)  
**Explanation:** Focused PD to gain a deeper understanding of how to utilize Conquer Mathematics strategies to best support all learners.

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**Name:** Joe Murphy  
**School or Department:** TJMS  
**Conference/Seminar/Workshop:** 2023 NJTESOL Spring Conference  
**Location:** Hyatt Regency Hotel, New Brunswick  
**Dates:** 5/25/23 – Full Day – Grant Funded  
**Estimated Cost:** \$343.66 (\$325.00 = Registration Fee and \$18.66 = Mileage Reimbursement)  
**Explanation:** Focused PD to learn new strategies to teach and advocate for our ELL students. Title III funded event.

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**Name:** Lauren Mattiace  
**School or Department:** BFMS  
**Conference/Seminar/Workshop:** Holy Name Hospital  
**Location:** Teaneck, NJ  
**Dates:** 2/28/23  
**Estimated Cost:** \$95.00 – District Funded  
**Explanation:** CPR certification is required for Registered School Nurse's.

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**Name:** Lisa Viggiano  
**School or Department:** THS/BFMS  
**Conference/Seminar/Workshop:** The Vocal Athlete Certification  
**Location:** Zoom Conference  
**Dates:** 1/02/23 – 1/04/23  
**Estimated Cost:** \$0.00  
**Explanation:** The Vocal Athlete Certification will strengthen the speech therapist's problem solving skills to promote clear, strong speech techniques for students.

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**Name:** Roberta Weiss  
**School or Department:** BFMS  
**Conference/Seminar/Workshop:** Conquer Mathematics – It's in the System  
**Location:** Pompton Plains, NJ  
**Dates:** 2/15/23  
**Estimated Cost:** \$190.68 – Grant Funded  
**Explanation:** Focused PD to gain a deeper understanding of how to utilize Conquer Mathematics strategies to best support all learners.



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**Name:** Roberta Weiss  
**School or Department:** BFMS  
**Conference/Seminar/Workshop:** Conquer Mathematics – It's in the System  
**Location:** Pompton Plains, NJ  
**Dates:** 12/19/22  
**Estimated Cost:** \$190.68 – Grant Funded  
**Explanation:** Focused PD to gain a deeper understanding of how to utilize Conquer Mathematics strategies to best support all learners.

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**Additional Professional Development**

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**Name:** Colette Brantley  
**School or Department:** Hawthorne Elementary  
**Conference/Seminar/Workshop:** Section 504 Law  
**Location:** Virtual  
**Dates:** 2/03/2023  
**Estimated Cost:** \$219.99 (District funded)  
**Explanation:** This virtual webinar will update and keep the participant in compliance with 504 laws, rules, and regulations.

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**Additional Professional Development**

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Name: Maika Schulman  
School or Department: Teaneck High School  
Conference/Seminar/Workshop: Help Your Students Who Struggle with Mathematics  
Location: Virtual Workshop  
Dates: January 5, 2023  
Estimated Cost: \$279.00 –Substitute Required – Title II Funded

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Name: Christina Gieselmann  
School or Department: Teaneck High School  
Conference/Seminar/Workshop: Help Your Students Who Struggle with Mathematics  
Location: Virtual Workshop  
Dates: January 5, 2023  
Estimated Cost: \$279.00 –Substitute Required – Title II Funded

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Name: Nicholas Veni  
School or Department: Technology Department  
Conference/Seminar/Workshop: Techspo 23 NJASA  
Location: Atlantic City, New Jersey  
Dates: January 25-27, 2023  
Estimated Cost: \$1,094.14 – Substitute Required – District Funded

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Name: Suzette Brown  
School or Department: Teaneck High School  
Conference/Seminar/Workshop: Junior Achievement of New Jersey Financial Literacy Workshop  
Location: Madison, New Jersey  
Dates: January 11, 2023  
Estimated Cost: \$30.27 – Substitute Required – District Funded

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**Additional FIELD TRIP**

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**Trip Leader(s):** Danielle Amato, Michele Doonan (Plus 3 para chaperones)

**School/Department:** THS

**Trip Planned:** Bowler City

**Destination:** Hackensack, NJ

**Date(s):** 2/15/23, 3/15/23, 4/19/23, 5/17/23, 6/06/23

**Estimated Cost:** \$600.00 No Substitute Required (District Funded)

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

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

**School/Department:** BFMS

**Trip Planned:** Monster Mini Golf

**Destination:** Paramus, NJ

**Date(s):** 1/27/23

**Estimated Cost:** \$906.00 (District Funded)

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

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

**School/Department:** BFMS

**Trip Planned:** Monster Mini Golf

**Destination:** Paramus, NJ

**Date(s):** 1/13/23, 3/10/23, 4/28/23 (District Funded)

**Estimated Cost:** \$1,200.00

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

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## CBI Locations 2022-2023

<b>Medieval Times Dinner &amp; Tournament</b>	149 Polito Ave, Lyndhurst, NJ 07071	(888) 935-6878
<b>Bergen Performing Arts Center</b>	30 N Van Brunt St, Englewood, NJ 07631	(201) 227-1030
<b>Sloomoo Institute</b>	475 Broadway, New York, NY 10013	sloomoo@sloomooinstitute.com
<b>MUSEUM OF ICE CREAM</b>	558 Broadway, New York, NY 10012	hello@museumoficecream.com
<b>American Museum of Natural History</b>	200 Central Park West, New York, NY 10024	(212) 769-5100
<b>Tac Ops - Tactical Laser Tag - Fairfield</b>	373 US-46 d110, Fairfield, NJ 07004	(973) 753-2651
<b>Sensory Taekwon-Do</b>	155 S Washington Ave, Bergenfield, NJ 07621	(201) 374-1213
<b>Xtreme Edge Martial Arts</b>	300 -304 Stuyvesant Ave, Lyndhurst, NJ 07071	(862) 357-5718
<b>The Graycliff</b>	122 Moonachie Ave, Moonachie, NJ 07074	(201) 939-9233
<b>Fiesta Banquets</b>	255 Route 17 South Wood-Ridge, NJ 07075	(201) 939-5409

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**Additional FIELD TRIP**

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**Trip Leader(s):** Danielle Amato, Michelle Doonan (Plus 4 para chaperones)

**School/Department:** THS

**Trip Planned:** Life Town

**Destination:** Livingston, NJ

**Date(s):** March 14, 2022

**Estimated Cost:** \$935.00 – (District Funded)

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

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**Field Trips**

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**OVERNIGHT TRIP**

Name: Dan Olender, Katie Rose Augustine, Michael Moldovan, Three Parent Chaperones

School or Department: Teaneck High School

Trip Planned: Hyatt Place

Location: Fairlawn, New Jersey

34 Students

Date(s): January 26-27, 2023

Depart: 9:00 AM (1/26)

Return: 2:30 PM (1/27)

Estimated Cost: \$3,523.56- Substitute Required (District Funded)

EXPLANATION: The Peer Leaders will participate in a variety of activities that focus on skills that will help the freshmen deal with academic and social challenges.

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Name: Goldie Minkowitz, Adina Lefkowitz, Aliza Rabinowitz

School or Department: Teaneck High School

Trip Planned: Holocaust Museum

Location: Washington, District of Columbia

45 Students

Date(s): February 8, 2023

Depart: 7:00 AM

Return: 11:00 PM

Estimated Cost: \$2,100.00- Substitute Required (District Funded)

EXPLANATION: The students will visit the Holocaust Museum and will attend a presentation on Kristallnacht and learn about the history of the Holocaust.

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**WALKING TRIP**

Name: Molly Neff, Three Parent Chaperones

School or Department: Thomas Jefferson Middle School

Trip Planned: Teaneck High School

Location: Teaneck, New Jersey

30 Students

Date(s): January 26, 2023

Depart: 8:30 AM

Return: 11:30 AM

Estimated Cost: \$0.00- Substitute Not Required (No Funding Required)

EXPLANATION: The Chorus students will be participating in the Choral Festival at Teaneck High School and will perform a short selection of songs.

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**Additional Fundraising Activities by School**

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School or Department: Teaneck High School

Activity: **Sale of Fan Cloth Merchandise**

Sponsoring Organization: Teaneck Swim Team

Name of Sponsors: Sumie Takashima, Kara Brady, parent volunteers

Participants: Teaneck Swim Team to the community.

Date(s): December 15 – 31, 2022

Location: Teaneck High School

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for Teaneck Swim expenses.

---

School or Department: Teaneck High School

Activity: **Sale of Hot Chocolate, Candy Canes, and Cookies**

Sponsoring Organization: Student Council for Class of 2025

Name of Sponsors: Lynn Sac, staff member

Participants: Student Council will sell to students.

Date(s): January 2 – 13, 2023

Location: THS after school on Monday, Wednesday, and Friday.

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

Funds to sponsoring organization 100%

EXPLANATION: The funds would be used for the Class of 2025.

---

School or Department: Teaneck High School

Activity: **Movie Night Fundraiser (sale of water, chips, snacks)**

Sponsoring Organization: Student Council for Class of 2025

Name of Sponsors: Lynn Sac, staff member

Participants: Student Council will sell to students.

Date(s): January 12, 2023

Location: Cheryl Miller-Porter Student Center 5:30 pm – 8:30 pm

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

Funds to sponsoring organization 100%

EXPLANATION: The funds would be used to aid in lowering the cost for future events for the Class of 2025.

---

School or Department: Teaneck High School

Activity: **Sale of Flowers at Graduation**

Sponsoring Organization: Student Council

Name of Sponsors: Natasha Green, staff member

Participants: Student Council will sell Commencement Flowers to parents of graduates.

Date(s): June 16, 2023

Location: Cheryl Miller-Porter Student Center 5:30 pm – 8:30 pm

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

Funds to sponsoring organization 100%

EXPLANATION: The funds would be used to aid in lowering the cost for future events for the Class of 2025.

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**Fundraising Activities by School**

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School or Department: Benjamin Franklin Middle School

Activity: **Bake Sale**

Sponsoring Organization: Empower Book Club

Name of Sponsors: Javalda Powell, Staff Member

Participants: Students in club sell to students and faculty.

Date(s): January 2, 2023 – June 9, 2023

Location: BFMS Lobby after school

Estimated funds to be raised by this activity: \$150

Funds to sponsoring organization 100%

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

---

School or Department: Benjamin Franklin Middle School

Activity: **School Dance Admission & Concessions**

Sponsoring Organization: Student Council

Name of Sponsors: Javalda Powell and Munyiva Munguti, Staff Members

Participants: Student Council Students & Faculty sell to students.

Date(s): February 2023 – May 2023

Location: BFMS Cafeteria after school

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for Student Council sponsored events and supplies.

---

School or Department: Benjamin Franklin Middle School

Activity: **Pizza Sale**

Sponsoring Organization: Student Council

Name of Sponsors: Javalda Powell and Munyiva Munguti, Staff Members

Participants: Student Council sell to students and faculty.

Date(s): December 18, 2022 – June 9, 2023

Location: BFMS lobby after school

Estimated funds to be raised by this activity: \$150

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for Student Council sponsored events and supplies.

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School or Department: Benjamin Franklin Middle School

Activity: **Bake Sale**

Sponsoring Organization: Student Council

Name of Sponsors: Javalda Powell and Munyiva Munguti, Staff Members

Participants: Student Council sell to students and faculty.

Date(s): December 18, 2022 – June 9, 2023

Location: BFMS lobby after school

Estimated funds to be raised by this activity: \$150ake

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for Student Council sponsored events and supplies.

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**Fundraising Activities by School**

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School or Department: Benjamin Franklin Middle School

Activity: **Empanada Sales**

Sponsoring Organization: Student Council

Name of Sponsors: Javalda Powell and Munyiva Munguti, Staff Members

Participants: Student Council sell to students and faculty.

Date(s): December 18, 2022 – June 9, 2023

Location: BFMS lobby after school

Estimated funds to be raised by this activity: \$150

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for Student Council sponsored events and supplies.

---

School or Department: Benjamin Franklin Middle School

Activity: **Carnation Sales**

Sponsoring Organization: Student Council

Name of Sponsors: Javalda Powell and Munyiva Munguti, Staff Members

Participants: Student Council sell to students and faculty.

Date(s): January 30, 2023 – February 14, 2023

Location: BFMS at lunch, recess, and after school

Estimated funds to be raised by this activity: \$150

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for Student Council sponsored events and supplies.

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School or Department: Benjamin Franklin Middle School

Activity: **Movie Night Admission and Concessions**

Sponsoring Organization: Student Council

Name of Sponsors: Javalda Powell and Munyiva Munguti, Staff Members

Participants: Student Council sell to students and faculty.

Date(s): December 21, 2022

Location: BFMS auditorium and after school

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for Student Council sponsored events and supplies.

---

School or Department: Benjamin Franklin Middle School

Activity: **Snacks and Bake Sale**

Sponsoring Organization: Student Services Club

Name of Sponsors: Javalda Powell, Staff Member

Participants: Students in club to sell to students and faculty.

Date(s): December 20, 2022 – June 9, 2023

Location: BFMS lobby after school

Estimated funds to be raised by this activity: \$150

Funds to sponsoring organization 100%

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

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**Fundraising Activities by School**

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School or Department: Teaneck High School

Activity: **Bake Sale**

Sponsoring Organization: Studio 2B

Name of Sponsors: Jessica Murphy, Staff Member

Participants: Students in club to sell to students and faculty.

Date(s): December 16, 2022 – June 2023

Location: THS at lunch time and after school

Estimated funds to be raised by this activity: \$600

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for gifts and prizes for the Mother Daughter Brunch and Empowerment Camp. To offset the cost for guest speakers, senior gifts, activities and supplies.

---

School or Department: Teaneck High School

Activity: **Candy Grams**

Sponsoring Organization: Studio 2B

Name of Sponsors: Jessica Murphy, Staff Member

Participants: Students in club to sell to students and faculty.

Date(s): December 16, 2022 – December 23, 2022

Location: THS at lunchtime and after school

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for gifts and prizes for the Mother Daughter Brunch and Empowerment Camp. Offset cost for guest speakers, senior gifts, activities and supplies.

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School or Department: Teaneck High School

Activity: **Candy Cane Sale**

Sponsoring Organization: Studio 2B

Name of Sponsors: Jessica Murphy, Staff Member

Participants: Advisor to sell to students and faculty.

Date(s): December 16, 2022 – December 23, 2022

Location: THS at lunch time

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for gifts and prizes for the Mother Daughter Brunch and Empowerment Camp. Payment for guest speakers, senior gifts, activities and supplies.

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School or Department: Teaneck High School

Activity: **Bake Sale**

Sponsoring Organization: Medical Club

Name of Sponsors: Kathleen deMoncada and Yaneth Mesa, Staff Members

Participants: Advisor to sell to students and faculty.

Date(s): January 2023 – June 2023

Location: THS after school

Estimated funds to be raised by this activity: \$400

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for prom and homecoming tickets, offset cost of field trips, and supplies for activities done throughout the year.

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Tuitions

December 2022

<u>Student ID#</u>	<u>Placement</u>	<u>Tuition</u>	<u>Start Date</u>	<u>1:1 Aide</u>
95241	New Beginnings - 2022-2023SY	\$59,580.96	11/14/2022	\$35,955.00
96129	Burlington CSS School District 2022-2023 SY		9/6/2022	\$45,759.00
100088	Holmstead School - 2022-2023 SY	\$64,620.00	10/24/2022	
102281	Bergenfield BOE 2022-2023 SY	\$34,182.17		
105206	Ridgefield BOE 2022-2023 SY	\$41,581.08	11/21/2022	
106825	Sage Alliance 2022-2023 SY	\$68,900.00	9/1/2022	
104043	Sage Alliance Summer Session 2022	\$4,175.00	6/27/2022	
106852	Sage Alliance Summer Session 2022	\$4,175.00	6/27/2022	
106852	Sage Alliance 2022-2023 SY	\$68,900.00	9/1/2022	
106158	CTC Academy Summer Session 2022	\$10,986.00	7/5/2022	\$3,408.00
99705	BCSS - Gateway School 2022-2023 SY	\$62,955.00	9/1/2022	
104453	Chapel Hill Academy - 2022-2023 SY	\$69,120.00	9/7/2022	
	<b>Sub-totals</b>	<b>\$489,175.21</b>		<b>\$85,122.00</b>
	<b>Grand total</b>	<b>\$574,297.21</b>		

<u>Student ID#</u>	<u>Placement</u>	<u>Discipline/Rate</u>	<u>NOT TO EXCEED</u>
	Thera-Pede, LLC	PT \$93 per hr, PT Eval \$375	\$200,000.00



(SENT VIA EMAIL)  
November 11, 2022

Teaneck Board of Education  
651 Teaneck Road  
Teaneck, New Jersey 07666

ATT: Dora Zeno,  
Interim Business Administrator / Board Secretary

RE: **Bid Results**  
**Fire Alarm Upgrades at:**  
**Bryant School, Whittier School & Teaneck High School**  
**D | R Project No. 4019**

Dear Ms. Zeno:

We are writing to you with the results of the bid opening held on November 10, 2022 for the following project:

**Contract A: Single Overall Contract- All Project Work for:**  
Fire Alarm Upgrades at Bryant School

**Contract B: Single Overall Contract- All Project Work for:**  
Fire Alarm Upgrades at Whittier School

**Contract C: Single Overall Contract- All Project Work for:**  
Fire Alarm Upgrades at Teaneck High School

**Contract D: Single Overall Contract- All Project Work for:**  
Fire Alarm Upgrades at Bryant School, Whittier School & Teaneck High School

In attendance at the bid opening were:

- Steven Lewis, Assistant Business Administrator, Teaneck Board of Education
- Anthony D'Angelo, Director of Facilities and Grounds, Teaneck Board of Education
- Colin Burke, Teaneck Board of Education
- See attached sign-in sheet for additional attendees

**Contract A: Single Overall Contract- All Project Work for:**  
Fire Alarm Upgrades at Bryant School

Two (2) bids were submitted for this contract as per the attached recapitulation sheet, the bid amounts are as follows:

1.	Sal Electric	\$ 444,322.00
2.	Haig's Service Corp.	\$ 575,000.00

**Contract B: Single Overall Contract- All Project Work for:**  
Fire Alarm Upgrades at Whittier School

Two (2) bids were submitted for this contract as per the attached recapitulation sheet, the bid amounts are as follows:

1.	Haig's Service Corp.	\$ 425,000.00
2.	Sal Electric	\$ 472,977.00

**Contract C: Single Overall Contract- All Project Work for:**  
Fire Alarm Upgrades at Teaneck High School

Two (2) bids were submitted for this contract as per the attached recapitulation sheet, the bid amounts are as follows:

1.	Sal Electric	\$ 965,425.00
2.	Haig's Service Corp.	\$ 1,350,000.00

**Contract D: Single Overall Contract- All Project Work for:**  
Fire Alarm Upgrades at Bryant School, Whittier School & Teaneck High School

One (1) bid was submitted for this contract as per the attached recapitulation sheet, the bid amount is as follows:

1.	Haig's Service Corp.	\$ 1,882,725.00
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A review for material defects in of the bidders proposals shall be performed by the Board's Attorney. Copies of the lowest bidder's Proposals, Forms, Bid Bonds, etc., has been forwarded to the Attorney by the District.

**Contract A: Single Overall Contract- All Project Work for:**  
Fire Alarm Upgrades at Bryant School

\$20,000.00 Contingency Allowance is included in the base bid amount. Any amount not used at the project completion will be returned back to the District.

Based on the above, we take no exception to awarding **Contract A: Single Overall Contract - All Project Work for Fire Alarm Upgrades at Bryant School to Sal Electric** in the amount of \$ 444,332.00.



Based on the above, we take no exception to awarding **Contract A: Single Overall Contract - All Project Work for Fire Alarm Upgrades at Bryant School to Sal Electric** in the amount of \$442,322.00.

If you have any further questions regarding the above, please do not hesitate to contact our office.

Very truly yours,

**DI CARA | RUBINO ARCHITECTS**

*Roderick G. Watkins, AIA*

Roderick G. Watkins, A.I.A.  
Principal

RGW/

Attachment

cc: Steven Lewis, Ass. Business Administrator, Teaneck BOE  
Anthony D'Angelo, Director of Facilities and Grounds, Teaneck BOE  
Denis Murphy, Esq., Weiner Law, Board Attorney  
File





PROJECT: 4019		Teaneck BOE - Fire Alarm Upgrades at Various Schools				BID TABULATION FORM	
DUE DATE: 11/10/2022		11/10/2022				Di Cara   Rubino Architects	
TIME: 10:45 AM		10:45 AM				30 Galeesi Drive, Wayne, NJ 07470	
PLACE: BOE		BOE				(973) 256-0202	
						Fax (973) 256-0227	
		di cara   rubino architects					
		BIDDER					
		CONTRACT A (BRYANT SCHOOL ONLY)	CONTRACT B (WHITTIER SCHOOL ONLY)	CONTRACT C (TEANECK H.S. ONLY)	CONTRACT D (BRYANT, WHITTIER & THS)		
1	Haig's Service Corp	\$ 575,000.00	\$ 425,000.00	\$ 1,350,000.00	NO BID		
2	Sal Electric	\$ 444,322.00	\$ 472,977.00	\$ 965,425.00	\$ 1,882,725.00		
3	United Federated Systems	NO BID	NO BID	NO BID	NO BID		
4							
5	<b>LOW BIDDER FOR EACH CONTRACT</b>	\$ 444,322.00	\$ 425,000.00	\$ 965,425.00	\$ 1,834,747.00		
6	<b>TOTAL OF LOW BIDDER FOR EACH CONTRACT FOR ALL SCHOOLS</b>			\$	\$	1,882,725.00	
<b>BOLD INDICATES LOW BIDDER FOR THAT CONTRACT</b>							



(SENT VIA EMAIL)  
November 11, 2022

Teaneck Board of Education  
651 Teaneck Road  
Teaneck, New Jersey 07666

ATT: Dora Zeno,  
Interim Business Administrator / Board Secretary

RE: **Bid Results**  
**Electrical Upgrades at:**  
**Benjamin Franklin Middle School & Teaneck High School**  
**D | R Project No. 4020**

Dear Ms. Zeno:

We are writing to you with the results of the bid opening held on November 10, 2022 for the following project:

**Contract A: Single Overall Contract- All Project Work for:**  
Electrical Upgrades at Benjamin Franklin Middle School

**Contract B: Single Overall Contract- All Project Work for:**  
Electrical Upgrades at Teaneck High School

**Contract C: Single Overall Contract- All Project Work for:**  
Electrical Upgrades at Benjamin Franklin Middle School & Teaneck High School

In attendance at the bid opening were:

- Steven Lewis, Assistant Business Administrator, Teaneck Board of Education
- Anthony D'Angelo, Director of Facilities and Grounds, Teaneck Board of Education
- Colin Burke, Teaneck Board of Education
- See attached sign-in sheet for additional attendees

**Contract A: Single Overall Contract- All Project Work for:**  
Electrical Upgrades at Benjamin Franklin Middle School

Two (2) bids were submitted for this contract as per the attached recapitulation sheet, the bid amounts are as follows:

1.	TSUJ Corp	\$ 613,577.00
2.	Sal Electric	\$ 2,900,000.00



**Contract B: Single Overall Contract- All Project Work for:**  
 Electrical Upgrades at Teaneck High School

One (1) bid was submitted for this contract as per the attached recapitulation sheet, the bid amount is as follows:

- 1. TSUJ Corp. \$ 602,177.00

**Contract C: Single Overall Contract- All Project Work for:**  
 Electrical Upgrades at Benjamin Franklin Middle School & Teaneck High School

Two (2) bids were submitted for this contract as per the attached recapitulation sheet, the bid amounts are as follows:

- 1. Sal Electric \$ 965,425.00
- 2. Haig's Service Corp. \$ 1,350,000.00

In addition to the Base Bid amount, bidders were requested to submit prices for alternates as listed in the specifications. Attached to this correspondence is the Bid Tabulation Sheet, which contains the "Schedule of Alternates" along with a description of each alternate.

**CONTRACT "B" ELECTRICAL UPGRADES AT TEANECK HIGH SCHOOL**

ALT No. 1B: State the cost difference to the Base Bid to provide the additional electrical work as shown on drawings.

ALT No. 2B: State the cost difference to the Base Bid to provide the additional electrical work as shown on drawings.

The following alternate should be selected – 1B & 2B

<b>Name of Bidder</b>	TSUJ, Corp.
<b>Base Bid Contract B:</b>	\$ 602,177.00
<b>Alternate No. 1B</b>	\$ 7,700.00
<b>Alternate No. 2B</b>	\$ 56,700.00
<b>Total Amount</b>	\$ 666,577.00



A review for material defects in of the bidders proposals shall be performed by the Board's Attorney. Copies of the lowest bidder's Proposals, Forms, Bid Bonds, etc., has been forwarded to the Attorney by the District.

**Contract A: Single Overall Contract- All Project Work for:**  
Electrical Upgrades at Benjamin Franklin Middle School

\$40,000.00 Contingency Allowance is included in the base bid amount. Any amount not used at the project completion will be returned back to the District.

Based on the above, we take no exception to awarding **Contract A: Single Overall Contract - All Project Work for Electrical Upgrades at Benjamin Franklin Middle School to T.S.U.J. Corp.** in the amount of **\$613,577.00.**

**Contract B: Single Overall Contract- All Project Work for:**  
Electrical Upgrades at Teaneck High School

\$40,000.00 Contingency Allowance is included in the base bid amount. Any amount not used at the project completion will be returned back to the District.

Based on the above, we take no exception to awarding **Contract B: Single Overall Contract - All Project Work for Electrical Upgrades at Teaneck High School to T.S.U.J. Corp.** in the amount of **\$666,577.00.**

If you have any further questions regarding the above, please do not hesitate to contact our office.

Very truly yours,

**DI CARA | RUBINO ARCHITECTS**

*Roderick G. Watkins, AIA*

Roderick G. Watkins, A.I.A.  
Principal

RGW/

Attachment

cc: Steven Lewis, Ass. Business Administrator, Teaneck BOE  
Anthony D'Angelo, Director of Facilities and Grounds, Teaneck BOE  
Denis Murphy, Esq., Weiner Law, Board Attorney  
File



**BID TABULATION FORM**  
 Di Cara | Rubino Architects  
 30 Gabel Drive, Wayne, NJ 07470  
 (973) 256-0202  
 Fax (973) 256-0227



**PROJECT:** 4020  
 Teaneck BOE - Electrical Upgrades at BF and THS  
**DUE DATE:** 11/10/2022  
**TIME:** 11:30 AM  
**PLACE:** BOE

BIDDER	CONTRACT A (BEN FRANKLIN MS ONLY)	CONTRACT B (TEANECK HIGH SCHOOL)	CONTRACT C (BFMS & THS)	ALTERNATE 1B	ALTERNATE 2B
1	SAL ELECTRIC \$ 2,900,000.00	NO BID	NO BID	NO BID	NO BID
2	TSUJ CORP \$ 613,577.00	602,177.00 \$	1,215,754.00 \$	7,700.00 \$	56,700.00 \$
3	VPV ELECTRICT, INC NO BID	NO BID	NO BID	NO BID	NO BID
4					
5	LOW BIDDER FOR EACH CONTRACT \$ 613,577.00	602,177.00 \$	1,215,754.00 \$	7,700.00 \$	56,700.00 \$
6	TOTAL OF LOW BIDDER FOR EACH CONTRACT FOR ALL SCHOOL				
					1,215,754.00 \$

**BOLD INDICATES LOW BIDDER FOR THAT CONTRACT**

(SENT VIA EMAIL)  
November 11, 2022

Teaneck Board of Education  
651 Teaneck Road  
Teaneck, New Jersey 07666

ATT: Dora Zeno,  
Interim Business Administrator / Board Secretary

RE: **Bid Results**  
**Cafeteria HVAC Upgrades at:**  
**Lowell School, Benjamin Franklin M.S. & Thomas Jefferson M.S.**  
**D | R Project No. 4002**

Dear Ms. Zeno:

We are writing to you with the results of the bid opening held on November 10, 2022 for the following project:

**Contract A: Single Overall Contract- All Project Work for:**  
Cafeteria HVAC Upgrades at Lowell School

**Contract B: Single Overall Contract- All Project Work for:**  
Cafeteria HVAC Upgrades at Benjamin Franklin Middle School

**Contract C: Single Overall Contract- All Project Work for:**  
Cafeteria HVAC Upgrades at Thomas Jefferson Middle School

**Contract D: Single Overall Contract- All Project Work for:**  
Cafeteria HVAC Upgrades at Lowell School, Benjamin Franklin Middle School & Thomas Jefferson Middle School

In attendance at the bid opening were:

- Steven Lewis, Assistant Business Administrator, Teaneck Board of Education
- Anthony D'Angelo, Director of Facilities and Grounds, Teaneck Board of Education
- Colin Burke, Teaneck Board of Education
- See attached sign-in sheet for additional attendees

**Contract A: Single Overall Contract- All Project Work for:**  
Cafeteria HVAC Upgrades at Lowell

Three (3) bids were submitted for this contract as per the attached recapitulation sheet, the bid amounts are as follows:





1.	Pattman Plumbing	\$ 372,000.00
2.	TM Brennan Service	\$ 376,000.00
3.	AMCO Enterprises, Inc.	\$ 460,000.00

**Contract B: Single Overall Contract- All Project Work for:**  
Cafeteria HVAC Upgrades at Benjamin Franklin Middle School

Three (3) bids were submitted for this contract as per the attached recapitulation sheet, the bid amounts are as follows:

1.	TM Brennan Service	\$ 414,000.00
2.	Pattman Plumbing	\$ 426,000.00
3.	AMCO Enterprises, Inc.	\$ 470,000.00

**Contract C: Single Overall Contract- All Project Work for:**  
Cafeteria HVAC Upgrades at Thomas Jefferson Middle School

Three (3) bids were submitted for this contract as per the attached recapitulation sheet, the bid amounts are as follows:

1.	Pattman Plumbing	\$ 776,500.00
2.	TM Brennan Service	\$ 895,000.00
3.	AMCO Enterprises, Inc.	\$ 911,000.00

**Contract D: Single Overall Contract- All Project Work for:**  
Cafeteria HVAC Upgrades at Lowell School, Benjamin Franklin Middle School & Thomas Jefferson Middle School

Three (3) bids were submitted for this contract as per the attached recapitulation sheet, the bid amounts are as follows:

1.	Pattman Plumbing	\$ 1,574,500.00
2.	TM Brennan Service	\$ 1,685,000.00
3.	AMCO Enterprises, Inc.	\$ 1,841,000.00

A review for material defects in of the bidders proposals shall be performed by the Board’s Attorney. Copies of the lowest bidder’s Proposals, Forms, Bid Bonds, etc., has been forwarded to the Attorney by the District.

**Contract B: Single Overall Contract- All Project Work for:**  
Cafeteria HVAC Upgrades at Benjamin Franklin Middle School

\$50,000.00 Contingency Allowance is included in the base bid amount. Any amount not used at the project completion will be returned back to the District.

Based on the above, we take no exception to awarding **Contract B: Single Overall Contract - All Project Work for Cafeteria HVAC Upgrades at Benjamin Franklin Middle School to T.M. Brennan Service, Inc.** in the amount of **\$ 414,000.00.**



**Contract C: Single Overall Contract- All Project Work for:**  
**Cafeteria HVAC Upgrades at Thomas Jefferson Middle School**

\$50,000.00 Contingency Allowance is included in the base bid amount. Any amount not used at the project completion will be returned back to the District.

Based on the above, we take no exception to awarding **Contract C: Single Overall Contract - All Project Work for Cafeteria HVAC Upgrades at Thomas Jefferson Middle School to Pattman Plumbing** in the amount of **\$776,500.00**.

If you have any further questions regarding the above, please do not hesitate to contact our office.

Very truly yours,

**DI CARA | RUBINO ARCHITECTS**

*Roderick G. Watkins, AIA*

Roderick G. Watkins, A.I.A.  
Principal

RGW/

Attachment

cc: Steven Lewis, Ass. Business Administrator, Teaneck BOE  
Anthony D'Angelo, Director of Facilities and Grounds, Teaneck BOE  
Denis Murphy, Esq., Weiner Law, Board Attorney  
File



PROJECT: 4002		Tenneck BOE - Cafeteria HVAC Upgrades at Lowell, BF and TJ			
DUE DATE: 1/10/2022		BIDDER			
TIME: 10:00 AM		CONTRACT A (LOWELL SCHOOL ONLY)	CONTRACT B (BFMS ONLY)	CONTRACT C (TJMS ONLY)	CONTRACT D (LOWELL, BFMS & TJMS)
PLACE: BOE					
1	AMCO Enterprises, Inc.	\$ 460,000.00	\$ 470,000.00	\$ 911,000.00	\$ 1,841,000.00
2	C.M.G. Group	NO BID	NO BID	NO BID	NO BID
3	In-Line Air Conditioning	NO BID	NO BID	NO BID	NO BID
4	M & M Construction Co., Inc.	NO BID	NO BID	NO BID	NO BID
5	Mark Construction, Inc.	NO BID	NO BID	NO BID	NO BID
6	Northeastern Interior Services, LLC	NO BID	NO BID	NO BID	NO BID
7	Paltman Plumbing	<del>372,000.00</del> \$	426,000.00 \$	<del>776,500.00</del> \$	1,574,500.00 \$
8	Pennetta Industrial Automation	NO BID	NO BID	NO BID	NO BID
9	Straight Edge Construction, Inc.	NO BID	NO BID	NO BID	NO BID
10	TM Brennan Service, Inc.	<u>376,000.00</u> \$	414,000.00 \$	<u>895,000.00</u> \$	1,685,000.00 \$
11					
12	LOW BIDDER FOR EACH CONTRACT	<del>372,000.00</del> \$	414,000.00 \$	<del>776,500.00</del> \$	1,562,500.00 \$
13	TOTAL OF LOW BIDDER FOR EACH CONTRACT FOR ALL SCHOOL	<u>376,000.00</u> \$		<u>895,000.00</u> \$	1,574,500.00 \$
BOLD INDICATES LOW BIDDER FOR THAT CONTRACT					

### Bid Sign-in Sheet

Project: Cafeteria HVAC Upgrades at Lowell, BFMS and TJMS

Project #: 4002

Bid Date: 11/10/22 10:00am

Name:	Company:	Phone #:
<i>Angelo</i>	<i>Pat Men Plumbing</i>	<i>861-944-6667</i>
Mitchell Scilingo	T.M. Brennan	973-500-2501
ANTHONY D'ANGELO	TBOE	
<i>Alessa Baig</i>	TBOE	
<i>FOO WATKINS</i>	<i>DRJ</i>	
Nick Martin	AMCO Enterprises, Inc	908-241-4177



**BERGEN COUNTY  
Special Services School District**

**NONPUBLIC  
PUBLIC LAW 1977 CHAPTERS 192-193 AGREEMENT  
2022-2023**

This AGREEMENT made the 13 day of JUNE 2022, by and between the BOARD OF EDUCATION OF Teaneck in the County of Bergen, New Jersey (hereinafter the "Local Education Agency" or "LEA"); and the BERGEN COUNTY SPECIAL SERVICES SCHOOL DISTRICT (hereinafter "BCSSSD"), located at 327 East Ridgewood Avenue, Paramus, NJ 07652.

**WITNESSETH:**

In the consideration of the mutual covenants contained herein, the parties agree as follows:

1. **Education Program.** The LEA agrees to purchase the auxiliary and remedial services described herein pursuant to P.L. 1977, Chapters 192-193 from the BCSSSD.

The BCSSSD agrees to provide the auxiliary and remedial services described herein to those eligible students identified in accordance with applicable New Jersey statutes, the rules and regulations of the State Board of Education, and the policies of the Board of Education of the BCSSSD.

The auxiliary and remedial services to be provided are limited to P.L. 192 Compensatory Education, English as a Second Language, and Home Instruction, P.L. 193 Supplementary Instruction, Speech Correction, and Evaluation and Determination for eligible pupils.

Services shall be scheduled as follows to the extent that State fiscal allocations make these services practical. Please check off all requested services (LEA):

- A minimum of thirty (30) minutes per week of compensatory education.
- A minimum of thirty (30) minutes per week of E.S.L. instruction.
- A minimum of thirty (30) minutes per week of speech correction.
- A minimum of thirty (30) minutes per week of supplemental instruction.
- Evaluation and Determination of eligibility as deemed necessary by the Child Study Team.
- Annual Review services deemed necessary by the Child Study Team.
- Maintenance/Mobile Vans
- Home Instruction

The BCSSSD shall complete all State required reports including the nonpublic auxiliary and remedial report and provide data for project completion reports for the review of the LEA.

The LEA shall require that schools forward all State mandated reports, forms and pupil applications directly to the BCSSSD offices.

2. **Term/Termination.** This Agreement shall be in effect from the date of adoption by the LEA until June 30, 2023, unless terminated sooner as provided herein. This Agreement may be terminated by either party upon 90 days written notice to the other party.

3. **Payment of State Aid.**

- a. The LEA agrees to make a monthly payment to the BCSSSD of 10% of the fee by the 15<sup>th</sup> of the month. September 2022 through June 2023, of the amount, which is equal to the full funding that, is allocated by the State Department of Education, under the provisions of Chapters 192 and 193. The BCSSSD will submit a monthly invoice for payments to the LEA, and it shall be processed as an annual purchase order payable in ten (10) installments. In the event a funding allocation is changed at any time during the Agreement term, the LEA shall forward the funding amount until such time as the BCSSSD forwards an updated billing statement. The LEA also agrees to accept any changes in billing and collection procedures that are provided in any revisions of statutes, regulations or Department of Education procedures. The maximum amount permitted to be charged shall be set in accordance with appropriate State Guidelines.
- b. The forwarding of the allocated funds to the BCSSSD by the LEA is of utmost importance in order for the BCSSSD to meet its obligations in a timely manner. In the event that the LEA fails to forward the necessary funds within 30 days of billing, the BCSSSD shall have the right to discontinue services without further notice.
- c. A report of services will be forwarded to the LEA during the month of October for the period of September-October 15<sup>th</sup>. In addition, the final project completion report(s) will be completed by the LEA and verified by the BCSSSD.
- d. The annual billing charge for each eligible pupil provided services in compensatory education, supplemental instruction, speech correction, English as a Second Language, and evaluation and determination of eligibility shall be based on approved State Aid figures and listed on Schedule A of this Agreement when provided by the Department of Education.

4. **School Year.** The BCSSSD, in its sole discretion, shall fix the school calendar for the school year, and it is understood by the LEA that the BCSSSD's school year and school calendar may not coincide with the school year calendar of the LEA. A copy of the BCSSSD's school calendar shall be furnished to the LEA by the BCSSSD on or before September 1<sup>st</sup> of the school year. The BCSSSD reserves the right, in its sole discretion, to cancel or otherwise alter the scheduling of any classes due to inclement weather or other reasons. The BCSSSD staff will begin work under this agreement the week of September 12, 2022.

5. **District Authorizations**

The LEA authorizes parents or nonpublic schools to submit student applications directly to the BCSSSD. The LEA authorizes the BCSSSD to verify eligibility and complete the disposition section of the student application

The LEA authorizes the BCSSSD to sign the Superintendent section of the 407-1 student application.

The LEA authorizes the BCSSSD to maintain electronic files and to make those files available as needed.

The LEA authorizes the BCSSSD to list the Supervisor, Child Study Team, as the contact person on services plan instead of the District's Director of Special Services.

The LEA authorizes the BCSSSD to hold student assessment results and/or other educational documentation (standardized test results, portfolio, etc.) and will make this information available to the LEA's, the non-public schools, or NJDOE when requested.

6. **Staff.** The BCSSSD shall employ all staff required to provide the educational programs and services identified in this Agreement. The BCSSSD shall ensure that all staff have the appropriate certifications and are employed in accordance with all rules and regulations of the New Jersey Department of Education.
7. **Facilities.** The BCSSSD shall maintain existing instructional trailers or mobile classrooms as needed. Whenever possible, instruction will take place in the nonpublic school.
8. **Records.** The BCSSSD shall maintain all student records and shall provide the names of students and new student applications to the LEA. The BCSSSD shall also make said records available to the LEA in electronic media whenever possible.

“(The contract partner) shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.”

9. **Administration.** The BCSSSD shall provide all administrative staff required to manage and evaluate the staff and services provided. The BCSSSD shall ensure that all administrative staff are properly certified and employed in accordance with all rules and regulations of the New Jersey Department of Education.
10. **Application Documents and Procedure.** Enrollment in the education programs is based upon State eligibility requirements.
11. **Independent Contractor.** The LEA is not an agent of the BCSSSD. The LEA shall have no authority to bind the BCSSSD by any representation, warranty or agreement, unless specifically authorized in writing by the BCSSSD. The BCSSSD is an independent contractor under this Agreement, and no employee, officer or director of the LEA shall have the authority to bind the BCSSSD by any representation, warranty or agreement unless specifically authorized in writing. The BCSSSD and LEA employees shall not be deemed or treated as employees or agents of the BCSSSD.
12. **Default.** The failure of the LEA to cure or remedy a default, within ten (10) days after written notice of the default has been given, shall be deemed an uncured default. This Agreement may, at the option of the BCSSSD, be terminated upon the occurrence of any uncured default or in the event the LEA becomes insolvent or bankrupt, makes an assignment for the benefit of creditors, a trustee or receiver is appointed for the LEA, or if bankruptcy, reorganization, arrangement, insolvency or liquidation proceedings are instituted by or against the LEA.
13. **Compliance with Governmental Laws.** Each party hereto, in the performance of this Agreement, shall comply with all applicable governmental laws, rules and regulations.
14. **Execution of Documents.** The parties agree to execute this and any other documents that may be necessary to affect the intent and purpose of this Agreement.
15. **New Jersey Law.** This Agreement shall be governed by the laws of the State of New Jersey and shall be construed in accordance therewith.

This contract is further subject to the rules and regulations of the State of New Jersey as to programming and services provided. The BCSSSD shall not be liable for delays or termination of services by reason of actions by the State of New Jersey or the State Department of Education, which results from the withdrawal of funding, facility approval, or lack thereof.

16. **No Waiver.** No provision hereof may be waived in any instance except by an agreement in writing signed by the both parties. The waiver of any term or provision shall not be construed or deemed to be an estoppel or waiver in the future of any such term or provision, but the same shall continue in full force and effect.
17. **Benefit.** This Agreement shall bind the parties hereto, their successors and assigns.

18. **Notices.** Any notice required or permitted to be given under this Agreement shall be sufficient if in writing, and if served personally or sent by registered or certified mail, return receipt requested, to a party at the address set forth below. Notice by mail shall be deemed given when deposited at a United States Post Office with postage prepaid thereon, addressed as follows:

Bergen County Special Services School District  
 327 East Ridgewood Avenue  
 Paramus, NJ 07652  
 Attn: Supervisor of Instruction

19. **Entire Agreement.** This document represents the entire Agreement between the parties and supersedes all prior negotiations, representations or agreements, either written or oral.
20. **Amendments.** No amendments or additions to this Agreement shall be binding unless in writing and signed by the parties hereto.
21. **Severability.** The provisions of the Agreement shall be deemed to be severable. If any provision herein is adjudged to be invalid or unenforceable, by a court of competent jurisdiction or by operation of any applicable law, such provision shall be deemed amended to conform to law, and it shall not affect the validity of any other provisions herein, but such other provisions shall remain in full force and effect.

The Board of Education of Teaneck  
 and the Board of Education of the Bergen County Special Services School District have, by resolution, authorized their respective Superintendents/Business Administrators to set their signatures and affix their seals upon the within document to memorialize the Agreement of the parties.

BOARD OF EDUCATION OF THE DISTRICT OF Teaneck  
 Approved Dora E. Zeno Jun 13, 2022  
 Superintendent/Business Administrator Date

BOARD OF EDUCATION OF BERGEN COUNTY SPECIAL SERVICES SCHOOL DISTRICT  
 Approved [Signature] 9/8/22  
 Superintendent Date  
 Approved [Signature] 10/31/2022  
 County Superintendent Date



**BERGEN COUNTY SPECIAL SERVICES  
SCHOOL DISTRICT**

**SCHEDULE A**

**PUBLIC LAW 1977 CHAPTERS 192-193  
2022-2023**

**Per Pupil Costs:**

Compensatory Education	\$
ESL	\$
Evaluation/Determination	\$
Annual Review	\$
Speech Correction	\$
Supplemental Instruction	\$
Home Instruction	\$
Maintenance/Vehicular Classroom	\$

**\*\*Allocations will be sent when information is released by New Jersey Department of Education in July.**

**HIRING & RETENTION BONUS GRANT**

**Staff Recipient List**

1	Claudette	Peterkin	Bryant
2	Keisha	James	Bryant
3	Deidra	James	Bryant
4	Monique	Brown	Bryant
5	Sheryl	Wingster	Bryant
6	Saira	Bano	Bryant
7	Norris	Perch	Bryant
8	Rubina	Abbasi	Bryant
9	Claire	Drootin	Bryant
10	Rosalind	Griffin	Lacey
11	Jennifer	Talmadge	Lacey
12	Bonnie	Sommer	Lacey
13	Jewel	McKee	Lacey
14	Raina	Warren	Lacey
15	Angie	Tavarez	Whittier
16	Avery	Lewis	Whittier
17	Carmen	Recinos	Whittier
18	Ashley	O'Connor	Whittier
19	Chandler	Davenport	Whittier
20	Florence	Hadnot	Hawthorne
21	Shahida	Bano	Hawthorne
22	Mona	Segal	Hawthorne
23	Kyjah	Harris	Hawthorne
24	Colleen	Collins-Reamer	Hawthorne
25	Renee	Warren	Hawthorne
26	Feona	Turner	Lowell
27	Patrice	Coleman	Lowell
28	Linda	Campbell	Lowell
29	Ajare	Murphy	Lowell
30	Gulshir	Khan	TJ
31	Brenda	Savage	TJ
32	Helen	Hamilton	BF *
33	Jalen	Harris	BF *

\* BF employees are ineligible for the grant because the program license is currently pending  
 These employees will receive the bonus from the SACC budget



**Andre D. Spencer, Ed.D.**

Dr. Andre D. Spencer is a servant leader who currently serves as superintendent of schools for the Manor Independent School District (MISD). Under Dr. Spencer’s leadership, Manor ISD has increased the graduation rate from 87.7% to 92.3%, while also increasing the overall number of scholars earning career and technical education certifications and associate degrees. Prior to coming to Manor ISD, Dr. Spencer served as an executive superintendent in the New York City Department of Education, educating 111,000 scholars in Queens South. He also served as superintendent of schools for Harrison School District 2 in Colorado Springs, Colorado for over five years. In addition, Dr. Spencer spent three years as a school leadership officer (regional superintendent) in the Houston Independent School District. As a native of Baltimore, Maryland, he worked in the Baltimore City Public School System for 13 years as a science teacher, assistant principal, principal, and network team lead.

Dr. Spencer is an educational leader who strongly believes that every scholar should receive a quality education in a diverse, equitable, and inclusive environment. He is a graduate of the National Superintendent Certification program through AASA: The School Superintendents Association. Dr. Spencer is the former Superintendents’ Commission Chairperson for the National Alliance of Black School Educators; and was recognized as the Superintendent of the Year by The Education Center in Denver, Colorado. Dr. Spencer received the Colorado Springs Mayor’s Inspirational Leader Award and was recognized as an Influential African American Leader in Colorado Springs. He is a graduate of The Broad Academy Class of 2017 and the Thompson Executive Leadership Institute Superintendent Academy, 2021 Cohort. Dr. Spencer is a recipient of the Texas Music Educators Distinguished Administrator Award, as well as a graduate of the Harvard University Public Education Leadership Project and Leading Now Cohort #2, where he currently serves on the advisory board.

“I am excited to join the Teaneck Public Schools family. I want to thank the Board of Education for entrusting me with this extraordinary opportunity and empowering me to ensure that every scholar in Teaneck Public Schools receives a high-quality education. I look forward to working closely with our staff, scholars, parents, community members and Board of Education to ensure excellence in Teaneck Public Schools.”

“It is a pleasure to welcome Dr. Spencer to Teaneck Public Schools. We are thrilled to have him at the helm to lead our district,” said Sabastian Rodriguez, Board President. “We strongly believe that Dr. Spencer will lead us to become one of the best school districts in Bergen County and New Jersey.”

Dr. Spencer holds a Bachelor of Science degree in Biology from the University of Maryland Eastern Shore, a Master of Science degree in Science (Biology) from Morgan State University, Doctoral Fellowship in Science Education from Morgan State University and a Doctor of Education degree in Educational Leadership and Management from Capella University. He also holds a Human Resource Management Certificate from Southern New Hampshire University and a Graduate Certificate in Diversity, Equity & Inclusion from South Florida Muma College of Business.

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