

Minutes of the proceedings of the **PUBLIC WORK MEETING** held on Wednesday, April 14, 2021, in the 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 Public Work Session Meeting of the Teaneck Board of Education, held on Wednesday, April 14, 2021, 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 April 7, 2021."

**III. Roll Call**

<i><b>Board Member</b></i>	<i><b>Present</b></i>	<i><b>Absent</b></i>
Mrs. Burns (Linda)	x	
Mr. Clark, Sr. (Harold)	x	
Mr. Cooper (Damen)	x	
Mrs. Fisher (Victoria)	x	
Mrs. Gee (Danielle)	x	
Mrs. Rappoport (Sarah)	x	
Mr. Reiner (Gerald)		x
Mr. Rodriguez (Sebastian)	x	
Ms. Sanders (Denise)	x	

**IV. Reaffirmation of District Goals**

**V. Superintendent's Report (if needed)**

Please click below for the Superintendent's Report:

<https://eduvision.tv/?emmyteO>

**VI. Public Comment (Agenda AND Non-Agenda Items)**

Please click below for the Public Comments:

<https://eduvision.tv/?emmyAtg>

**VII. Board Presentations (if needed)**

## **VIII. Board Committee Reports (as available)**

Mrs. Burns presented the Community Relations & Personnel Committee Report

Mrs. Fisher presented the Finance Committee meeting Report

Mrs. Rappoport presented the Policy Committee Report

Ms. Sanders presented the Special Ed. Committee Report

## **IX. Agenda Items**

Please click the link below for the meeting:

<https://eduvision.tv/l?emmyAtg>

**X. Executive Session (if needed)**

Ms. Rappoport motioned to adjourn the public meeting and convene into the Executive Session at 9:25pm. Said motion was seconded by Mrs. Gee and followed by a unanimous vote.

<b>Motion: S. Rappoport</b>	<b>Second: D. Gee</b>			
<b>Board Member</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Mrs. Burns (Linda)	x			
Mr. Clark, Sr. (Harold)	x			
Mr. Cooper (Damen)	x			
Mrs. Fisher (Victoria)	x			
Ms. Gee (Danielle)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Reiner (Gerald)				x
Mr. Rodriguez (Sebastian)	x			
Ms. Sanders (Denise)	x			

Ms. Rappoport motioned to adjourn the Executive Session and convene back into the workshop meeting at 9:40pm. Said motion was seconded by Mrs. Fisher and followed by a unanimous vote.

<b>Motion: S. Rappoport</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			
Mr. Clark, Sr. (Harold)	x			
Mr. Cooper (Damen)	x			
Mrs. Fisher (Victoria)	x			
Ms. Gee (Danielle)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Reiner (Gerald)				x
Mr. Rodriguez (Sebastian)	x			
Ms. Sanders (Denise)	x			

**XI. Adjournment**

Mrs. Rappoport motioned to adjourn the public meeting at 9:46pm. Said motion was seconded by Mr. Clark and followed by a unanimous vote.

<b>Motion: S. Rappoport</b>	<b>Second: H. Clark</b>			
<b>Board Member</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Mrs. Burns (Linda)	x			
Mr. Clark, Sr. (Harold)	x			
Mr. Cooper (Damen)	x			
Mrs. Fisher (Victoria)	x			
Ms. Gee (Danielle)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Reiner (Gerald)				x
Mr. Rodriguez (Sebastian)	x			
Ms. Sanders (Denise)	x			

Respectfully submitted,

Melissa Simmons  
 Business Administrator/Board Secretary

## **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

APRIL 14, 2021

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

1. that the Board approve the **SECOND READING** of the following Board Policies:
  - Policy 0145 - Board Member Resignation and Removal - **Revised**
  - Policy 1642 - Earned Sick Leave - **New**
  - Policy 7425 - Lead Testing of Water in Schools - **Revised**
  
2. that the Board approve the **FIRST READING** of the following *Revised* Board Policies:
  - P2415 - Every Student Succeeds
  - P2431 - Athletic Competition
  - P4125 - Employment of Staff Members
  - P6360 - Political Contributions
  - P8330 - Student Records
  - P9713 - Recruitment of Special Interest Groups
  - P5600 - Student Code of Conduct

**BOARD OPERATIONS****APRIL 14, 2021**

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

1. that the Board approve the minutes of the Public Workshop meeting, Regular Public meeting held on Wednesday, March 10, 2021, and March 17, 2021 respectively.

**SCHOOL OPERATIONS and CURRICULUM**

**APRIL 14, 2021**

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

1. that the Board approve Dr. Constance McKenzie, to provide a presentation focused on careers in law enforcement to high school students in grades 9-12 enrolled in the PASS (Police/Parents and Student/School Partnership Program) on May 3, 2021. This is a free program with no cost to the district.
  
2. that the Board approve the students to remain in the Teaneck Public Schools tuition-free for the 2020-2021 school year as indicated:  
Whittier School  
 Student# **104764** - Grade 4  
  
Thomas Jefferson Middle School  
 Student# **102545** - Grade 5  
 Student# **105659** - Student# **102357** - Grade 7  
 Student# **103310** - Student# **102178** - Grade 8  
  
Teaneck High School  
 Student# **102343** - Grade 11

Mrs. Rappoport motioned to add the walk-in motion #2 under the School Operations and Curriculum. Said motion was seconded by Mr. Cooper and carried by a unanimous vote.

<b>Motion: S. Rappoport</b>	<b>Second: D. Cooper</b>			
<b>Board Member</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Mrs. Burns (Linda)	x			
Mr. Clark, Sr. (Harold)	x			
Mr. Cooper (Damen)	x			
Mrs. Fisher (Victoria)	x			
Ms. Gee (Danielle)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Reiner (Gerald)				x
Mr. Rodriguez (Sebastian)	x			
Ms. Sanders (Denise)	x			



**FINANCE AND BUDGET**

**APRIL 14, 2021**

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

1. that the Board approve payment of the following 2020-2021 bills and payroll, as detailed in lists attached to the Minutes of this meeting, including adjustments to previously approved bill payments, and that the Business Administrator/Board Secretary be hereby authorized to release the warrants in payments of these bills per the list appended to and made part of the minutes.

**February 1, 2021 through February 28, 2021**

General	\$9,066,690.77
Special Revenue	\$649,904.28
Enterprise	\$7,212.67
Food Service	\$1,428.28
Capital Projects	\$106,366.00
Capital Outlay	\$150,534.88

**Total of Approved Payments    \$9,982,136.88**

2. that the Board approve the budget transfers for the month of February 2021 previously approved by a member of the Finance Committee, which are attached and a part of the official record.

3. **WHEREAS**, the Board of Education has received the Report of the Board Secretary and the Report of the Treasurer of School Monies for the month of February 2021 and determined that both reports are in agreement; and  
**WHEREAS**, in compliance with N.J.A.C. 6A:23A-16.10(c)3 the secretary has certified that, as of the date of the reports, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Board of Education except as noted; now  
**BE IT RESOLVED**, that in compliance with N.J.A.C. 6A:23A-16.10(c)4, the Board of Education certifies that, after review of the secretary's monthly financial reports (appropriate section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been over-expended in violation of N.J.A.C.6A:23A-16.10(c)4, and that sufficient funds are available to meet the district's financial obligations for the remainder of the year (which would become a part of the Minutes of this meeting); and  
**BE IT FURTHER RESOLVED**, that pursuant to P.L. 2004 Ch. 73 (S-1701), the Board certifies that after a review of the Secretary's Monthly Financial Report and upon consultation with the appropriate district officials, that there is a budgetary transfer that cumulatively exceeds 10% that would require the approval of the Executive County Superintendent. The letter has been sent to the county for approval.
  
4. that the Board approve the attached list of virtual Professional Development for the staff indicated for professional improvement or development, as approved by the Superintendent (District funded \$0) (Title II Funded \$7,650) total cost \$7,650.
  
5. that the Board approve the attached list of Student Fundraising activities by school.
  
6. that the Board approve the contracts, for out-of-district tuition, for students who would require a Special Education program during the 2020-2021 school year, as per the attached list.
  
7. that the Board adopt the budget for the 2021-2022 school year.

	GENERAL FUND	SPECIAL REVENUE	DEBT SERVICE	TOTAL
Total Appropriations	\$105,589,239	\$7,467,856.00	\$716,950	\$113,774,045
LESS: Anticipated Revenue	\$10,566,732	\$7,467,856.00	\$0.00	\$18,034,588
Taxes to be Raised	\$95,022,507	\$0.00	\$716,950	\$95,739,457

8. **Be It Resolved**, that the Board approve the motion to accept Budgeted Excess Surplus of \$2,257,313 and Maintenance Reserve in the amount of \$250,000 to support required maintenance projects to be appropriated in the 2021-2022 Budget. The Budget Hearing public meeting is scheduled for Wednesday, April 28, 2021.

9. **RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF TEANECK  
AUTHORIZING THE TOWNSHIP TO PARTICIPATE IN THE UNION COUNTY  
COOPERATIVE PRICING AGREEMENT**

**WHEREAS**, N.J.S.A. 40A:11-1 et. seq. authorizes contracting units to enter into Cooperative Pricing Agreements; and

**WHEREAS**, the County of Union hereinafter referred to as "the Lead Agency" has offered voluntary participation in a renewal participation in a Cooperative Pricing System for the purchase of work, materials and supplies; and

**WHEREAS**, the Township of Teaneck in the County of Bergen desires to participate in the Union County Cooperative Pricing Agreement.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Teaneck, in the county of Bergen, State of New Jersey, that the Township Council authorizes the Township of Teaneck to participate in the Union County Cooperative Pricing Agreement and execute a Cooperative Pricing Agreement with the County of Union upon its approval by the Division of Local Government Services; and

**BE IT FURTHER RESOLVED**, that that County of Union as Lead Agency is expected to comply with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq. and all of the provisions of the revised statutes of the State of New Jersey).

10. that the Board approve the Teaneck School district to join The Interlocal Purchasing System (TIPS) Cooperative Purchasing unit to use different services in the Coop. Application on file in the Business Office.
11. **Whereas**, the current trackless snow removal machine that was purchased in 1997 is now 24 years old, does not operate well, and has passed its useful life. The original cost of this machine is \$76,620.  
**Whereas**, this machine is vital for the bulk of snow removal and salting of the District sidewalks.  
**Be It Resolved**, that the Board approve the purchase of the trackless tractor through US Municipal Supply authorized distributor of the Trackless Vehicles Ltd. product lines for the States of Pennsylvania, Maryland, New Jersey, Delaware and Virginia. The total amount of the tractor less 5% discount is \$158,729.75. The price includes freight, installation and services. (see quote and Coop attached).

12. **WHEREAS**, the Public School Contracts Law, N.J.S.A. 18A:18A-4.1a, authorizes district Boards of education to competitively contract for the procurement of proprietary computer software and services; and
- WHEREAS**, the New Jersey School Boards' Association (NJSBA), N.J.S.A. 18A:6-45 et. seq., on behalf of its membership has competitively contracted to procure on an aggregated basis digital and electronic products and services, E-Rate Consulting and Processing Services, and other technology products and programs to enhance Members readiness for Future Ready Schools, as well as energy aggregation services, supplies and materials, time and materials; and such other services and products as two or more participating local boards in the system agree can be purchased on a cooperative basis; and
- WHEREAS**, N.J.S.A. 18A:18A-11 specifically authorizes two or more local district boards of education (hereinafter referred to as local Boards) to enter into a Cooperative Pricing Agreement for the purchase of work, materials, and supplies; and
- WHEREAS**, NJSBA is conducting a voluntary Cooperative Pricing System within the State of New Jersey, utilizing the administrative purchasing services and facilities of NJSBA; and
- WHEREAS**, this Cooperative Pricing Agreement (hereinafter referred to as the Agreement) is to effect substantial economies in the purchase of energy and technology products and services for local Boards across this State; and
- WHEREAS**, all parties to this Agreement have approved this Agreement by resolution, in accordance with N.J.S.A. 18A:18A-1 et. seq. and regulations promulgated thereunder; and
- WHEREAS**, it is the desire of all parties to enter into such Agreement for said purposes;
- NOW, THEREFORE, IN CONSIDERATION OF** the promises and of the covenants, terms, and conditions hereinafter set forth, it is mutually agreed as follows: (in the attached agreement).

13. RESOLUTION AUTHORIZING THE EXECUTION OF A SETTLEMENT AGREEMENT WITH DR. HOWARD M. KNOFF D/B/A PROJECT ACHIEVE

**WHEREAS**, on June 10, 2019, Dr. Howard M. Knoff and the Board entered into an Independent Contractor Agreement (the “ICA”); and

**WHEREAS**, the ICA provided that Dr. Knoff, on behalf of himself and Project ACHIEVE, would assist the Board in applying for the U.S. Department of Education’s School Climate Transformation Grant (the “Grant”); and

**WHEREAS**, after receiving the Grant from the U.S. Department of Education, the ICA provides that the District would compensate Dr. Knoff over the five years of the Grant for consultation services and web-based publications; and

**WHEREAS**, on October 15, 2020, Dr. Knoff and Project ACHIEVE filed a complaint in the Pulaski County Circuit Court, Pulaski County, Arkansas captioned Dr. Howard M. Knoff d/b/a Project ACHIEVE v. Teaneck (New Jersey) Public Schools and Dr. Christopher Irving, Docket No. 60CV-20-5743 (the “Litigation”); and

**WHEREAS**, the Litigation alleges, inter alia, that the Board failed to pay Dr. Knoff and Project ACHIEVE for various consulting and grant writing services provided; and

**WHEREAS**, while not admitting to any amount of liability, the Board and Dr. Knoff wish to resolve the claims which are the subject of the Litigation; and

**WHEREAS**, the Board and Dr. Knoff desire to affect an amicable resolution of the matters in dispute between them in the Litigation in order to avoid the time, expense, uncertainty and inconvenience of litigation; and

**WHEREAS**, the Board and Dr. Knoff have reduced their agreement to writing in the form of a Settlement Agreement, which will be attached to the minutes.

**NOW THEREFORE, BE IT RESOLVED**, by the Teaneck Board of Education, that:

1. The aforesaid recitals be and hereby are incorporated as if repeated in full at length herein; and

2. The Board President and Business Administrator be and hereby are authorized to execute a Settlement Agreement with Dr. Howard M. Knoff d/b/a Project ACHIEVE in a form acceptable to the Board Attorney; and

3. The Board hereby authorizes payment to Dr. Howard M. Knoff in the amount of Fifteen Thousand Dollars (US\$15,000.00) in full settlement of his claim for attorney’s fees in the Litigation; and

4. District Administration be and hereby is authorized to take all necessary and appropriate actions to effectuate the same.

14. **WHEREAS**, the Board approves the SEMI Corrective Action Plan (CAP) for Fiscal Year 2022.

**Be It Resolved**, that the Board approve the 2021-2022 SEMI Corrective Action Plan. (See attached)

15. that the Board accept funds awarded to Hawthorne Elementary School from the Exxon Mobil Educational Alliance Program, in the amount of \$500.

16. **Whereas**, the Board approve for the month of March 2021, the additional funding of \$20,399. for **Chapter 192/193** in accordance with the fees approved by the NJDOE. **Be It Resolved**, that the Board approve the New Jersey Department of Education Chapter 192/193 additional funding on an as-needed basis for students attending non-public schools.

<b>Chapter 193 – Supplementary Instruction</b>	\$20,399.
<b>Total</b>	<b>\$20,399.</b>

17. that the Board approve payment to the listed staff member for conducting a Parent Engagement Event at the rate of \$50 per hour, (1 hour preparation and 1.5 hours presentation) not to exceed \$150.00:

Amanda Meller

18. that the Board approve payment to Up In Arms to perform their program Helping Drew on March 24, 2021 at Theodora Smiley Lacey School. A virtual presentation of Helping Drew will be provided by the artists for online viewing. Title IV funds will be utilized in an amount not to exceed \$300.00. Account # 20-280-100-300-73-50-I-0 (Title IV Purchased Professional Services).

19. that the Board approve both the submission of and subsequent acceptance of the 2020-2023 **Coronavirus Response and Supplemental Appropriations Act of 2021 (CRRSA)** Consolidated Grant Application and its allocations in the following amounts:

<b>Elementary and Secondary School Emergency Relief Fund (ESSER II) Grant</b>	\$2,142,715.00
<b>Learning Acceleration Grant</b>	\$ 137,509.00
<b>Mental Health Supports and Services Grant</b>	\$ 45,000.00
<b>Total</b>	<b>\$2,325,224.00</b>

20. that the Board approve Daniele Kaplan, to conduct one workshop to be held on May 4, 2021 with the PASS (Police/Parents and Student/School Partnership Program) for middle school students grades 5-8 and one session held on May 5, 2021 with high school students grades 9-12 on Art Therapy, in an amount not to exceed \$200. (Account #: 20-009-100-300-73-50-G-H FORUM/J. Justice Purchase Ed. Svs)

21. that the Board approve Daniele Kaplan, to conduct one workshop on Art Therapy on May 26, 2021 with the Young Women’s Institute, high school students grades 9-12 in an amount not to exceed \$200. (Account #: 20-010-100-300-73-50-G-H Township Forum Purchase Ed. Svs)
  
22. that the Board approve compensation to Lisa Athan, MA, Grief Recovery Specialist to conduct one session held on June 2, 2021 with the Young Women’s Institute high school students grades 9-12 on Grief and Loss: Overcoming Hard Times, in an amount not to exceed \$250. (Account #: 20-010-100-300-73-50-G-H Twnshp Forum Purchase Ed. Svs.)
  
23. that the Board amend Motion #7 under Finance and Budget of the September 11, 2019 Agenda to correct the placement for student #95415 from Camp HASC to JCC Camp.
  
24. **Be It Resolved**, that the Teaneck Board of Education appoint the following Mental Health Clinicians as independent contractors, to work with students for the period November 13, 2020 to June 30, 2021 at the rate of \$120 per hour, not to exceed 12 hours per week, to be paid out of the School Climate Transformation Grant Funds Acct # 20-427-200-320-57-50-0-0. The vendors were procured through the process of submitted quotes for services.

Mr. Jose Posos  
 Ms. Mariana Peralta  
 Ms. Jhiree Davis

Motion to approve #13 under Finance and Budget with the addition of the consultant amount of \$15,000.

<b>Motion: S. Rappoport</b>	<b>Second: D. Gee</b>			
<b>Board Member</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Mrs. Burns (Linda)	x			
Mr. Clark, Sr. (Harold)	x			
Mr. Cooper (Damen)	x			
Mrs. Fisher (Victoria)	x			
Ms. Gee (Danielle)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Reiner (Gerald)				x
Mr. Rodriguez (Sebastian)	x			
Ms. Sanders (Denise)	x			

**PERSONNEL**

**APRIL 14, 2021**

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

- 1. that the Board approve the following certificated staff appointment, following a 90-day probationary period, effective dates as indicated, pending criminal history review:
  - a. Aishwarya Nair, Computer Science Teacher, at an annual salary of \$56,000 (TTEA BA/step 2) assigned to Teaneck High School, effective September 01, 2021 through June 30, 2022, replacing Rachel Lee, resigned (PC#: 10-12-11/afb).
  
- 2. that the Board approve the following non-certificated staff appointments, following a 90-day probationary period, effective dates as indicated, pending criminal history review:
  - a. Caren Spooner, Coordinator of Payroll & Employee Benefits, at the annual salary of \$70,000 (off-guide), assigned to the Business Office, effective April 26, 2021 through June 30, 2021 (Resume attached).
  - b. Linval Joseph, Grounds Crew I, at an annual salary of \$45,000 assigned to Operations & Maintenance, effective April 29, 2021 through June 30, 2021, replacing Marc Trama, resigned (51-16-89/avf).
  
- 3. that the Board approve the salary guide reclassification effective April 29, 2021 for the following Operations and Maintenance staff members:

<b>Name</b>	<b>Title</b>	<b>Salary</b>	<b>Title</b>	<b>New Salary</b>
a. Joseph Miraglio	Groundsman	\$39,571	Grounds Crew I	\$45,000
b. Douglas Post	Grounds Crew	\$49,225	Grounds Crew II	\$60,000

- 4. that the Board approve the following long term substitute teacher at \$260 per-diem, after twenty-one days of employment, assigned to a non-tenure track position, effective date as indicated, pending criminal history review:
  - a. Tanya Rivera, April 29, 2021 through June 30, 2021, with no benefits, assigned to Lowell Elementary School, replacing employee #4830.



5. that the Board accept the resignation of the following staff member:
  - a. Jose DeJesus, Bus Driver, Central Office, effective May 21, 2021.
  - b. Michelle Dilullo, Grade 1 Teacher, Hawthorne Elementary School, effective June 30, 2021.
  - c. Anthony Bianchi, School Treasurer, Business Office, effective June 30, 2021.
  
6. that the Board approve the following leaves of absence for the dates and reasons indicated:
  - a. Employee ID# 0226, paid medical leave of absence with benefits, from March 04, 2021 through April 1, 2021, using 21 sick days under FMLA.
  - b. Employee ID# 2536, paid medical leave of absence with benefits, from March 08, 2021 through March 19, 2021, using 10 sick days under FMLA. Unpaid family leave of absence with benefits, from March 22, 2021 through April 13, 2021, under FMLA and NJFLA.
  - c. Employee ID# 2226, paid medical leave of absence with benefits, from March 05, 2021 through April 1, 2021, using 20 sick days under FMLA.
  - d. Employee ID# 4634, unpaid maternity leave of absence with benefits, from September 1, 2021 through November 23, 2021, under FMLA and NJFLA.
  - e. Employee ID# 5116, paid medical leave of absence with benefits, from March 26, 2021 through April 1, 2021, using 5 sick days under FMLA.
  - f. Employee ID# 5388, paid medical leave of absence with benefits, from March 29, 2021 through April 6, 2021, using 5.5 sick days under FMLA. Unpaid medical leave of absence with benefits, from April 7, 2021 through April 9, 2021 under FMLA.
  
7. that the Board rescind the appointment of Joseph Costa as a substitute safety officer for the 2020-2021 school year, effective immediately.
  
8. that the Board approve Olivia Betances and Lourdes Melendez, for the 2020-2021 school year, to volunteer as advisors for the newly formed Fashion Club.

9. that the Board approve payment to the following teachers, for assuming a sixth period assignment, on a temporary basis, at their negotiated contractual per class rate, effective February 22, 2021 through April 19, 2021. Staff members will receive payment upon submission of appropriate bill form for each pay date, and will receive their payment on the subsequent pay date:

<u>Name</u>	<u>Subject</u>	<u>Rate</u>
a. Hazel Santana Rivas	Language Arts	\$60.00 (BA)
b. Paula Fischkelta	Language Arts	\$70.00 (MA)
c. Amanda Detrick	Language Arts	\$70.00 (MA)
d. Allen Gonzalez	Language Arts	\$80.00 (MA+32)

10. that the Board approve the attached job description for the Television and Production Teacher.

11. that the Board approve the revision of the following job descriptions (attachment) for the 2021-2022 school year:

- a. Assistant Superintendent for Curriculum and Schools
- b. Assistant Superintendent of Education Services

12. that the Board approve the revision and title change for the Supervisor of Instructional Programs and Services: Humanities and Gifted Education job description (attachment) for the 2021-2022 school year:

13. that the Board approve the appointment of the following staff as Strive site supervisors, effective April 29, 2021 - June 10, 2021, to be funded by the Forum/Township of Teaneck Grant, for up to 3 hours per week at a rate of \$50 per hour.

<u>Name</u>	<u>Position</u>	<u>Stipend Amount (Not to exceed)</u>
a. Joseph LaBorde	Strive site supervisor	\$1,050.00
b. Christina DeLeon	Strive site supervisor	\$1,050.00
<b>TOTAL:</b>		<b>\$2,100.00</b>

14. that the Board approve the following staff members as Extended School Year Program Lead Teachers, at a rate of \$50 per hour, effective April 01, 2021 through August 02, 2021, 120 hours working without students and 60 hours working with students, not to exceed \$18,000:

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Stipend Amount</u>
a. Iris Hernandez	Lead Teacher	180	\$9,000.00
b. Gillian Iappelli	Lead Teacher	180	\$9,000.00
<b>TOTAL:</b>			<b>\$18,000.00</b>

# POLICY GUIDE

## 0145 BOARD MEMBER RESIGNATION AND REMOVAL

The membership of a Board of Education member shall terminate immediately upon:

1. The cessation of the member's bona fide residency in the school district the member represents (**N.J.S.A. 18A:12-2.2**); or
2. The member's election or appointment to the office of mayor or member of the governing body of \_\_\_\_\_ **the Township of Teaneck (municipality(ies) within district)** (**N.J.S.A. 18A:12-2.2**); or
3. The member's disqualification from voting pursuant to N.J.S.A. 19:4-1 (**N.J.S.A. 18A:12-2.2**); or
4. The member's ~~conviction for false swearing for having falsely affirmed or declared that he/she is qualified to vote~~ **falsely affirms or declares that he/she is not disqualified as a voter pursuant to N.J.S.A. 19:4-1 or that he/she is not disqualified from membership on the Board due to conviction of a crime or offense listed in N.J.S.A. 18A:12-1**; or
5. The removal of the member by the Commissioner of Education; or
6. Recall of a Board member pursuant to N.J.S.A. 19:27A-1 et seq.

~~A member who fails to attend three consecutive~~

### **Optional**

~~{regular}~~

**A member who fails to attend three consecutive** meetings of the Board without good cause may be removed from office on the affirmative votes by majority of the remaining Board members, provided that:



# POLICY GUIDE

BYLAWS  
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Board Member Resignation and Removal

1. The member's removal was proposed at the immediately previous Board meeting; and
2. Notice of the proposed removal was given to the affected member at least \_\_\_\_\_ **forty-eight** hours in advance of the meeting at which the vote will be taken.

N.J.S.A. 18A:12-2; **18A:12-2.2**; 18A:12-3; 18A:12-29  
N.J.S.A. 19:27A-1 et seq.

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# POLICY GUIDE

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## 1642 EARNED SICK LEAVE LAW

All persons holding any office, position, or employment in local school districts, regional school districts, or county vocational schools of the State who are steadily employed by the Board of Education or who are protected by tenure in their office, position, or employment under the provisions of N.J.S.A. 18A:30-2 or any other law, except persons in the classified service of the civil service under Title 11, Civil Service, of the Revised Statutes, shall be allowed sick leave with full pay for a minimum of ten school days in any school year in accordance with the provisions of N.J.S.A. 18A:30-2.

However, a Board of Education may determine some persons holding an office, position, or employment are not eligible for sick leave in accordance with N.J.S.A. 18A:30-2. These persons shall be covered under the provisions of the New Jersey Earned Sick Leave Law (Act), N.J.S.A. 34:11D-1 through 34:11D-11. Policy and Regulation 1642 outline the provisions of the Act for those persons the Board of Education determines are not eligible for sick leave in accordance with the provisions of N.J.S.A. 18A:30-2 or any rule or law of New Jersey other than the Act.

For the purposes of Policy and Regulation 1642, “employer” means a local school district, regional school district, county vocational school, or charter school of the State who does not provide sick leave with full pay to an employee pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is required to comply with the requirements of the Act.

For the purposes of Policy and Regulation 1642, “employee” means an individual engaged in service for compensation to a local school district, regional school district, county vocational school, or charter school of the State who is not provided sick leave with full pay pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is eligible to accrue earned sick leave in accordance with the requirements of the Act.

In accordance with the provisions of N.J.S.A. 34:11D-2, for every thirty hours worked, an employee eligible to accrue earned sick leave under the Act shall accrue one hour of earned sick leave commencing no later than October 29, 2018.



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Earned Sick Leave Law

The employer ~~{ will }~~ **X will not** provide an employee with the full complement of earned sick leave for a benefit year as required under N.J.S.A. 34:11D-2 on the first day of each benefit year in accordance with the provisions of N.J.S.A. 34:11D-2.a.

The employer ~~{ will }~~ **X will not** permit the employee to accrue or use in any benefit year, or carry forward from one benefit year to the next, more than forty hours of earned sick leave.

Unless the employee has accrued earned sick leave prior to October 29, 2018, the earned sick leave shall begin to accrue on October 29, 2018 for any employee who is hired and commences employment before October 29, 2018 and the employee shall be eligible to use the earned sick leave beginning February 26, 2019 after the employee commences employment.

If the employee's employment commences after October 29, 2018, the earned sick leave shall begin to accrue upon the date that employment commences. The employee shall be eligible to use the earned sick leave

**Select one option below:**

~~{ X Option 1 }~~ **beginning on the 120<sup>th</sup> calendar day after the employee commences employment.**

**OR**

~~{ Option 2 } \_\_\_\_\_ days after employment commences, but no longer than 120 calendar days after employment commences.~~

The employer shall be in compliance with N.J.S.A. 34:11D-2 if the employer offers paid time off to an employee, which is fully paid and shall include, but is not limited to personal days, vacation days, and sick days, and may be used for the purposes of N.J.S.A. 34:11D-3 in the manner provided by the Act, and is accrued at a rate equal to or greater than the rate described in N.J.S.A. 34:11D-2.

The employer shall pay the employee for earned sick leave at the same rate of pay with the same benefits as the employee normally earns, except that the pay rate shall not be less than the minimum wage required for the employee pursuant to N.J.S.A. 34:11-56a4.



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Earned Sick Leave Law

The employer shall permit an employee to use the earned sick leave accrued pursuant to the Act for any of the reasons outlined in N.J.S.A. 34:11D-3.a.

No employer shall take retaliatory personnel action or discriminate against an employee who accrues sick leave under the Act because the employee requests or uses earned sick leave either in accordance with the Act or the employer's own earned sick leave policy for employees covered under the Act. Any complaints alleging a violation of the Act shall be filed in accordance with the provisions of N.J.S.A. 34:11D-4.

In accordance with N.J.S.A. 34:11D-5, failure of the employer to comply with the provisions of the Act shall be regarded as a failure to meet the wage payment requirements of the "New Jersey State Wage and Hour Law."

The employer shall retain records documenting hours worked and earned sick leave taken by employees covered under the Act in accordance with the provisions of N.J.S.A. 34:11D-6.

The employer shall provide notification, in a form issued by the Commissioner of Labor and Workforce Development, to employees of their rights under the Act; post the notification; and provide a copy of the notification to employees eligible to accrue earned sick leave under the Act in accordance with the provisions of N.J.S.A. 34:11D-7.

N.J.S.A. 34:11D-1 through 34:11D-11

Adopted:





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## 7425 LEAD TESTING OF WATER IN SCHOOLS

The health, safety, and welfare of the children in the school district are of utmost importance to the Board of Education. The potential exposure to lead-contaminated drinking water poses serious health problems, particularly for children, as well as for teachers and school personnel, since the risk of lead contamination can come from pipe and plumbing fixtures in school facilities or on school grounds. The Board shall assure the availability of potable drinking water through sanitary means in school facilities or on school grounds. The Board of Education shall provide, in accordance with N.J.A.C. 6A:26-12.4, testing for lead in all district sources of drinking water.

The Board shall conduct lead sampling and analysis in all drinking water outlets to which a student or staff member has, or may have, access in each school facility, other facility, or temporary facility, as soon as practicable, but no later than July 13, 2017, unless the district qualifies for an exemption in accordance with N.J.A.C. 6A:26-12.4(d)(h)(i)(j). This ~~testing~~ **lead sampling and analysis** shall be conducted with a lead sampling plan in accordance with N.J.A.C. 6A:26-12.4(d)1, 2, and 3, and shall be in accordance with the Safe Drinking Water Act, N.J.S.A. 58:12A-1.

**The Superintendent of Schools or designee shall complete a review of the final laboratory results within seventy-two hours of receipt.** Within twenty-four hours after the ~~Board~~ **Superintendent** or designee has completed a review of final laboratory results in accordance with the provisions of N.J.A.C. 6A:26-12.4(e), the test results shall be made publicly available at the school facility and on the Board of Education's website. If any results exceed the permissible lead action level, the Board shall provide written notification to the parents of all students attending the facility, facility staff, and the New Jersey Department of Education. This **written** notification shall include: a description of the measures taken by the ~~Board~~ **Superintendent** or designee to immediately end the use of each drinking water outlet where the water quality exceeded the permissible lead action level; **any additional remedial action taken or planned by the Board of Education**; the measures taken to ensure that alternate drinking water has been made available to all students and staff members; **where the water outlet(s) is located**; and information regarding the health effects of lead in accordance with N.J.A.C. 6A:26-12.4(e)1 and 2. ~~After the initial screening, the Board will conduct these lead screenings every six years and~~



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Lead Testing of Water in Schools

**Notwithstanding the results or date of any prior testing, the Board shall continue to test drinking water outlets in the designated Statewide required testing year, which shall be every third school year beginning with the 2021-2022 school year and subsequently occurring in the 2024-2025 school year. By no later than June 30 of the designated Statewide required testing year, the Board shall test all drinking water outlets in accordance with N.J.A.C. 6A:26-12.4(g)1. The Board shall sample for lead after the replacement of any drinking water outlet or any other alteration to plumbing or service lines that may impact lead levels at the outlet, in accordance with N.J.A.C. 6A:26-12.4(f)(g)1. and 2.**

The Board shall submit to the New Jersey Department of Education by June 30 of each year a statement of assurance, that the school district completed lead testing in accordance with N.J.A.C. 6A:26-12.4; that notifications were provided consistent with N.J.A.C. 6A:26-12.4; and that alternative drinking water continues to be made available to all students and staff, if necessary, pursuant to N.J.A.C. 6A:26-12.4(g)(i).

The Board may apply for reimbursement for the costs of any water supply testing and analysis conducted, in accordance with N.J.A.C. 6A:26-12.4(j)(k).

N.J.S.A. 58:12A-1 et seq.  
N.J.A.C. 6A:26-12.4

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# POLICY GUIDE

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**Every Student Succeeds Act**  
**No Child Left Behind Programs**  
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## 2415 EVERY STUDENT SUCCEEDS ACT NO CHILD LEFT BEHIND PROGRAMS

The ~~No Child Left Behind Act (NCLB) of 2001~~ **Every Student Succeeds Act (ESSA)** is a reauthorization of the Elementary and Secondary Education Act (ESEA)/~~Improving America's Schools Act (IASA) 1994~~, **of 1965 that provides providing Federal funds to help all New Jersey's school children achieve, at a minimum, proficiency in the State standards. NCLB embodies four key principles or pillars of education reform: accountability, flexibility, choice, and methodology. The purpose of the ESSA is to ensure all students have equitable access to high-quality educational resources and opportunities and to close educational achievement gaps.** The Board of Education elects to augment the instructional program of students by projects supported by Federal funds allocated under **the ESSA NCLB** and the district will comply with the requirements of all the programs authorized by **the ESSA NCLB**.

The district may be eligible for several grant programs funded through **the ESSA NCLB**, including, but not limited to, Title I through Title VII. Many of the Titles of **the ESSA NCLB** have several parts and subparts that provide a funding source for specific purposes.

### Application Procedure

The district will submit an annual **ESSA No Child Left Behind Consolidated Formula Subgrant Application** to the New Jersey Department of Education (NJDOE). The school district's application shall include all information required by the NJDOE and **the ESSA NCLB** for the district to be considered for funding under **the ESSA NCLB**.

### Covered Programs

**Formula grants under the ESSA are non-competitive grants that school districts are eligible for based on the make-up of their student bodies. These formula grants for each Title are committed to different purposes and may be used to support different activities and programs.**



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**Every Student Succeeds Act**  
**No Child Left Behind Programs**

The intent of NCLB is that all children will meet State academic achievement standards to reach their potential through improved programs. The NCLB Consolidated Formula Subgrant includes the following programs:

1. Title I, Part A provides the programs and resources for disadvantaged students to meet this intent. It requires the State and the district to close the achievement gap by placing a highly qualified teacher in every classroom, improving the qualifications of paraprofessionals who work with disadvantaged students, and using instructional practices that have proven to be effective.
2. Title I, Part D serves neglected and delinquent youth in institutions, community day programs, and correctional facilities to assure they also attain high academic levels of performance.
3. Title II, Part A provides the resources for improving teacher and Principal quality and increasing the number of highly qualified teachers and Principals in classrooms and schools, thereby raising student achievement in the academic subjects. It focuses on preparing, training, and recruiting high quality teachers and Principals and requires the State to develop plans with annual measurable objectives that will ensure all teachers teaching in core academic subjects are highly qualified by the end of the 2005-2006 school year.
4. Title II, Part D facilitates comprehensive and integrated educational technology strategies that target the specific needs of individual schools. It improves student academic achievement through the use of technology in elementary and secondary schools, while addressing the digital divide such that every student is technologically literate by the end of eighth grade. Effective integration of technology resources and systems with teacher training and curriculum development are encouraged in order to identify and showcase best practices in educational technology.
5. Title III, Part A focuses on the teaching of English to limited English proficient (LEP) children, including immigrant children and youth.



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**Every Student Succeeds Act**  
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6. ~~Title IV, Part A provides resources for fostering a safe and drug-free learning environment that supports academic achievement.~~
7. ~~Title V, Part A provides a flexible source of funding to help districts in the development and implementation of various innovative reform initiatives.~~
8. ~~Title VI, Part B addresses the unique needs of rural school districts.~~
9. ~~Title IX covers the general provisions applicable to some/all of the programs.~~

~~Throughout NCLB, the use of solid research to improve teaching and learning as well as student behavior is required and promoted, and parent(s)/legal guardian(s) are provided with information and options to improve the educational opportunities provided for their children. The emphasis on scientifically based methodology encourages the use of teaching techniques and practices that are founded on research and proven to produce positive results.~~

## Title I

The largest Federal program supporting elementary and secondary education is Title I. ~~The ESSA NCLB~~ strengthens Title I requirements for the State's assessments, accountability system, and support for school improvement. The law also ~~establishes~~ **requires** minimum qualifications for teachers and paraprofessionals in Title I programs.

The school district must use the best available measure for identifying children from low-income families to: identify eligible school attendance areas, determine the ranking of each area, and determine allocations as identified in the Title I guidelines and regulations.

The school district will offer Title I services to eligible children enrolled in private elementary and secondary schools. The services and benefits will be equitable in comparison to services and benefits for participating public school children.



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**Every Student Succeeds Act**  
**No Child Left Behind Programs**

The school district will provide the New Jersey Department of Education assurances it will provide the maximum coordination between the Title I program, the regular school program, and services provided by other programs for specialized populations. The Title I program will consider the special needs of homeless children, migrant children, children with disabilities and limited English proficient ~~(LEP)~~ **Language Learner (ELL)** children. Title I funds will be reserved so that migrant children who are otherwise eligible to receive Title I services, even if they arrive during the school year, are served.

Type of Title I Program

The school district will offer a \_\_\_\_\_ (**School-wide or Target Assistance or Public School Choice**) Title I program.

School-wide Program

High-poverty schools (**a school with at least ~~those with~~ 40% poverty or any school below 40% poverty with a waiver issued by the New Jersey Department of Education) ~~more students from low-income families~~**) are eligible to adopt school-wide programs to raise the achievement of low-achieving students by improving instruction throughout the entire school, thus using Title I funds to serve all children **in the school**. A school-wide program must be established in accordance with the Title I guidelines and regulations and the New Jersey Department of Education.

Target Assistance Program

Schools that are not eligible for (or do not choose to operate) school-wide Title I programs must use Title I funds to provide targeted services to low-achieving students. A Target Assistance program must be established in accordance with the Title I guidelines and regulations and the New Jersey Department of Education.]

~~Academic Standards, Academic Assessments, and Accountability~~ **New Jersey Department of Education Accountability System**



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**Every Student Succeeds Act**  
~~No Child Left Behind Programs~~

The district will comply with the **accountability system requirements established by** ~~of the New Jersey Department of Education and outlined in the New Jersey State Plan and approved by the United States Department of Education as outlined in Policy 2415.01 – Academic Standards, Academic Assessments, and Accountability in accordance with the NJDOE and NCLB.~~

## Fiscal Responsibility

The district will comply with the requirements as outlined in Policy 2415.02 Title I – Fiscal Responsibilities in accordance with the NJDOE and **the ESSA NCLB.**

## Staff

The district will comply with the **staff certification requirements of the ESSA and the NJDOE** ~~requirements as outlined in Policy 2415.03 – Highly Qualified Teachers in accordance with the NJDOE and NCLB.~~ In addition, the district will ensure all paraprofessionals meet the requirements as **established required by the ESSA NCLB** and as outlined in Policy 4125 – Employment of Support Staff Members.

## Parental Involvement

The district will comply with the requirements as outlined in Policy 2415.04 – Parental Involvement in accordance with the NJDOE and **the ESSA NCLB.**

## Student Surveys, Analysis, and/or Evaluations

The Protection of Pupil Rights Amendment (PPRA) applies to school districts that receive Federal funding from the United States Department of Education. The district will comply with the requirements as outlined in Policy 2415.05 - Student Surveys, Analysis, and/or Evaluations in accordance with the PPRA.

## Unsafe School Choice Option

In the event there is a school in the district designated as Persistently Dangerous in accordance with the Victims of Violent Criminal Offenses as outlined in **the ESSA NCLB**, the district will comply with the requirements of Policy 2415.06 – Unsafe School Choice Option in accordance with the NJDOE and **the ESSA NCLB.**



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~~No Child Left Behind Programs~~

## Property

Property acquired through Title I funds for use in public or private schools will be acquired in accordance with the Public School Contracts Law, will be held in title by the Board of Education, and will not be used for other purposes so long as it is required in the Title I program. Property no longer required for Title I purposes will be used for other, similarly funded projects or disposed of in accordance with State and Federal guidelines.

## Capital Expenses

The Superintendent will assure the district abides by New Jersey's Public Contracts Law; consults appropriate private school officials prior to making any decisions regarding capital expenses; ensure funds that are received to cover capital expenses provide equitable Title I services to private school students; ensure accounts for any capital funding is separately maintained; and assure lease purchase agreements are consistent with applicable statute and administrative code.

## Post-Award Requirements

The school district will maintain all project records for five years following the completion of the activity for which the funds were used. The school district will prepare and submit all reports as required by the State Department of Education in a timely manner.

## Supplement, Not Supplant

Grant funds provided under Federal programs, including **the ESEA of 1965 as amended by the ESSA** ~~No Child Left Behind funding~~, shall supplement, not supplant **the funds that would, in the absence of such other non-Federal funds, be made** ~~that are available to provide programs and services to eligible from State and local sources for the education of students; participating in unless otherwise provided in the grant~~ **programs assisted under the ESEA of 1965 as amended by the ESSA.**





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**Every Student Succeeds Act**  
**No Child Left Behind Programs**

## ~~State Waiver from Certain Provisions of No Child Left Behind (NCLB)~~

~~The State of New Jersey may receive a waiver(s) from certain provisions of NCLB from the United States Department of Education. A waiver(s) may affect the applicability of the school district's NCLB policies and/or regulations. In the event a waiver(s) affects the applicability of Board of Education NCLB policies and/or regulations, the waiver provisions shall supersede current Board policies and/or regulations and the school district shall comply with the requirements as outlined by the New Jersey Department of Education in accordance with the waiver(s) application and approval(s) from the United States Department of Education.~~

## Evaluation

The Superintendent or designee will evaluate the **ESSA NCLB** programs as required by the United States and the New Jersey Departments of Education.

## ~~No Child Left Behind Act of 2001~~

**Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.**

Adopted:



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## 2415.02 TITLE I – FISCAL RESPONSIBILITIES

The \_\_\_\_\_ Board of Education will comply with the requirements of the Elementary and Secondary Education Act (**ESEA**) of 1965 (20 U.S.C. 2701 et seq.) as amended by the **Every Student Succeeds Act (ESSA)** ~~No Child Left Behind Act of 2001~~.

### Maintenance of Effort

To be in compliance with the requirements of the ~~Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.)~~ **ESEA** as amended by the **ESSA** ~~No Child Left Behind Act of 2001, §1120A(a)~~, the \_\_\_\_\_ Board of Education will maintain **either** a combined fiscal effort per student; or aggregate expenditures; of State and local funds with respect to the provision of the free public education **by** ~~in~~ the Local Education Agency (LEA) for the preceding fiscal year that is not less than ninety percent of the combined fiscal effort per student; or the aggregate expenditures; for the second preceding fiscal year.

### Comparability with Multiple Schools

To be in compliance with the requirements of the ~~Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.)~~ **ESEA** as amended by the **ESSA** ~~No Child Left Behind Act of 2001, §1120A(e)~~, the \_\_\_\_\_ Board of Education directs the Superintendent to assign teachers, administrators, and auxiliary personnel to the schools in such a way that the equivalence of personnel is ensured among schools. **The school district will ensure that State and local funds are used to provide comparable services for Title I and non-Title I schools.**

### Comparability of Materials and Supplies

To be in compliance with the requirements of the ~~Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.)~~ **ESEA** as amended by the **ESSA** ~~No Child Left Behind Act of 2001, §1120A(e)~~, the \_\_\_\_\_ Board of Education directs the Superintendent to distribute curriculum materials and instructional supplies to the schools in such a way that the equivalence of such material is ensured among schools.



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Title I – Fiscal Responsibilities

## **Supplement, Not Supplant**

**Grant funds provided under Federal programs, including the ESEA as amended by the ESSA, shall supplement, not supplant the funds that would, in the absence of such Federal funds, be made available from State and local sources for the education of students participating in programs assisted under the ESEA as amended by the ESSA.**

No Child Left Behind Act of 2001, §1120A

**Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.**

Adopted:



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## 2415.05 STUDENT SURVEYS, ANALYSIS, AND/OR EVALUATIONS

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. §1232h; 34 CFR Part 98) applies to school districts that receive funding from the United States Department of Education.

### Consent

PPRA requires written consent from parents/~~legal guardians~~ **of unemancipated minor students** and students who are eighteen years old or emancipated minor students before **such minor** students are required to participate in a survey, analysis, or evaluation funded in whole or in part by a program of the United States Department of Education that concerns one or more of the following ~~nine~~ areas referred to as “protected information surveys”:

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as with lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
9. Social security number.



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Student Surveys, Analysis, and/or  
Evaluations

This consent requirement also applies to the collection, disclosure or use of student information for marketing purposes, referred to as “marketing surveys”, and for certain physical examinations and screenings.

## “Opt a Student Out” Notice

The parents **of unemancipated minor students** and **eligible students** who are eighteen years old or emancipated minor students will be provided an opportunity to opt ~~a student~~ out of participating in:

1. The collection, disclosure, or use of personal information obtained from students for marketing, to sell, or otherwise distribute information to others;
2. The administration of any other “protected information survey” not funded in whole or in part by the United States Department of Education; and
3. Any non-emergency, invasive physical examination required as a condition of attendance, administered by the school district or its agents, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, scoliosis screenings, or any physical examination or screening permitted or required under State law.

## Inspection

The parents **of unemancipated minor students** and **eligible students who are eighteen years old or emancipated minor students**, upon request and before administration or use, have the right to inspect:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.



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The **Superintendent or designee** \_\_\_\_\_ shall be responsible for obtaining the consent, annual direct notification to parents and eligible students at the start of each school year and after any substantive changes of the “opt a student out” rights, and the inspection rights provisions of PPRA and this Policy. The “opt a student out” notice shall include any specific or approximate dates of the activities eligible for a student to “opt out.”

## PPRA Consent/Opt Out Violations

Parents or students who believe their rights under PPRA may have been violated may file a complaint with United States Department of Education.

The Protection of Pupil Rights Amendment (PPRA)  
(20 U.S.C. §1232h; 34 CFR Part 98)

~~No Child Left Behind Act of 2001, Title X, Part F, §1061~~

**Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.**

Adopted:



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**Every Student Succeeds Act**  
~~No Child Left Behind~~ Complaints  
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## 2415.20 EVERY STUDENT SUCCEEDS ACT NO CHILD LEFT BEHIND COMPLAINTS

Pursuant to ~~20 USC 7844, Sec 9304 (a)(3)(C), of the No Child Left Behind Act of 2001 (NCLB)~~, **The Every Student Succeeds Act (ESSA) reauthorized the Elementary and Secondary Education Act of 1965 (ESEA)**. A Board of Education shall adopt a policy and written procedures **for resolving a written complaint presented by an individual or organization that alleges** ~~that offer parent(s) or legal guardian(s), public agencies, other individuals, or organizations a method for receipt and resolution of complaints alleging~~ violations in the administration of the **ESSA NCLB** programs as identified by the New Jersey Department of Education (NJDOE).

Policy and Regulation 2415.20 set forth the requirements for resolving complaints presented by any individual or organization that:

1. A school, school district, other agency authorized by the school district, or by the NJDOE violated the administration of education programs **authorized required** by the ~~Elementary and Secondary Education Act ESEA~~ as amended by **the ESSA NCLB**; and/or
2. The NJDOE violated the administration of education programs required by the ~~ESEA Elementary and Secondary Education Act~~ as amended by the **ESSA NCLB**.

**Complaints regarding nonpublic school officials alleging school district noncompliance must pertain to at least one of the following three specific reasons:**

1. **The school district did not engage in consultation that was meaningful and timely;**
2. **The school district did not give due consideration to the views of the nonpublic school officials; or**



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~~No Child Left Behind~~ Complaints

- 3. The school district did not make a decision that treats the nonpublic school or its students equitable and in accordance with ESEA Section 1117 or Section 8501.**

A ~~€~~complaint shall be a written **and must identify, at a minimum, the alleged ESEA violation; a description of previous steps taken to resolve the matter; allegation that shall identify the alleged NCLB violation, the facts supporting the alleged violation as understood by the complainant at the time of submission;** and any supporting documentation.

A ~~€~~complaint alleging a school in the district, school district, or other agency authorized by the school district, or the NJDOE violated the administration of a program must be submitted to the \_\_\_\_\_ (**district administrator responsible for ESSA NCLB compliance**). The \_\_\_\_\_ (**district administrator responsible for ESSA NCLB compliance**) shall be responsible to coordinate the investigation of the ~~€~~complaint. The \_\_\_\_\_ (**district administrator responsible for ESSA NCLB compliance**) shall submit a written report regarding the outcome of the investigation to the complainant.

If the complainant is not satisfied with the outcome of the investigation **by the school district**, the complainant **must submit a written complaint** ~~may initiate a Complaint by submitting a written Complaint to the NJDOE to the attention of the Executive County Superintendent for the county where the school district is located.~~ **This process does not apply to alleged violations concerning participation of nonpublic school children.**

The **Executive County Superintendent** will coordinate the investigation of a ~~€~~complaint. When the investigation is complete, the **Executive County Superintendent** will notify the complainant in writing regarding the outcome of the investigation. If it is determined a violation has occurred, the **Executive County Superintendent will identify and impose the appropriate consequences or corrective action in accordance with statute and/or regulation to resolve the complaint.** ~~Assistant Commissioner assigned to oversee the matter shall identify and impose appropriate consequences or corrective actions as required by regulation to resolve the Complaint.~~ If the complainant **is not satisfied with the determination that is made by the Executive County Superintendent does not agree with the NJDOE's decision,**





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**Every Student Succeeds Act**  
~~No Child Left Behind~~ Complaints

the complainant may **submit a written request for review of that determination to the Assistant Commissioner** ~~appeal to the United States Department of Education Secretary.~~

A ~~€~~complaint alleging the NJDOE violated the administration of a program must be submitted to the **designated** New Jersey Department of Education **Assistant Commissioner** ~~Chief of Staff or the United States Department of Education Secretary.~~ The NJDOE requests the complainant first contact the New Jersey Department of Education Chief of Staff to resolve the issue. The **appropriate** NJDOE Office **assigned by the Assistant Commissioner** ~~of Strategic Initiatives and Accountability~~ will coordinate the investigation of a ~~€~~complaint. When the investigation is complete, the **Assistant Commissioner** ~~Chief of Staff~~ will notify the complainant in writing regarding the outcome of the investigation. If it is determined a violation has occurred, the **Assistant Commissioner** ~~Chief of Staff~~ **shall will identify and impose the** ~~identify and impose~~ appropriate consequences or corrective actions as required by **statute and/or** regulation to resolve the ~~€~~complaint.

If a complainant does not agree with the NJDOE's decision, the complainant may appeal to the **Secretary of the** United States Department of Education ~~Secretary.~~

**To initiate a complaint regarding participation of nonpublic school children, a complainant must submit a written complaint to the NJDOE Nonpublic Ombudsman in accordance with NJDOE procedures.**

New Jersey Department of Education ~~1/26/07 Memorandum — No Child Left Behind~~ **Elementary and Secondary Education Act (ESEA) Complaint Policy and Procedure**

Adopted:



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## 2431 ATHLETIC COMPETITION

The Board of Education recognizes the value of athletic competition as an integral part of the total school experience. ~~Game activities and practice sessions~~ **Sports and other athletic activities** provide opportunities to learn the values of competition and good sportsmanship.

For the purpose of this Policy, programs of athletic competition include all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students when such events occur within or between schools within this district or with any schools outside this district. The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.

### Eligibility Standards

A student who wishes to participate in a program of athletic competition must submit, on a form provided by the district, the signed consent of his/her parent. The consent of the parent of a student who wishes to participate in a program of athletic competition will include an acknowledgment of the physical hazards that may be encountered in the activity **in accordance with N.J.A.C. 6A:32-9.1(d) and (e)**.

Student participation in a program of athletic competition shall be governed by the following eligibility standards:



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Athletic Competition

## [For School Districts with High School Students and NJSIAA Athletics]

1. To be eligible for participation in the interscholastic athletic program of a New Jersey State Interscholastic Athletic Association (NJSIAA) member school, all high school students must meet, at a minimum, all the eligibility requirements of the Constitution, Bylaws, and Rules and Regulations of the NJSIAA.]

## [Home School Options for High School Students and NJSIAA Athletics]

\_\_\_\_\_ Home schooled children are not eligible to participate in the high school interscholastic athletic program of this district.

\_\_\_\_\_ Home schooled children are eligible to participate in the high school interscholastic athletic program of this district only if the school district, the parent, and the home schooled child comply with the Guidelines, Constitution, Bylaws, Rules and Regulations of NJSIAA, and the policies and regulations of the Board of Education.]

## [Options for School Districts with Elementary and Middle School Students]

2. \_\_\_\_\_ A student in grades \_\_\_\_\_ through \_\_\_\_\_ is eligible for participation in school district sponsored programs of athletic competition if he/she passed all courses required for promotion or graduation in the preceding \_\_\_\_\_ (**semester, marking period, or other**).

\_\_\_\_\_ A student in grades \_\_\_\_\_ through \_\_\_\_\_ is eligible for participation in school district sponsored programs of athletic competition if he/she \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_ Home schooled children in grades \_\_\_\_ through \_\_\_\_ are (\_\_\_ eligible \_\_\_ not eligible) to participate in school district sponsored programs of athletic competition of this district.]



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## [Options for All Students]

3. \_\_\_ A student in any grade must maintain a satisfactory record of attendance to be eligible for participation in school district sponsored programs of athletic competition. An attendance record is unsatisfactory if the number of unexcused absences exceed \_\_\_\_\_ school days in the ( \_\_\_ school year \_\_\_ marking period \_\_\_ semester \_\_\_ other \_\_\_\_\_ ) prior to the student commencing participation in school district sponsored programs of athletic competition.

\_\_\_ A student who is absent ( \_\_\_ with an excused absence \_\_\_ with an unexcused absence) for a school day may not participate in school district sponsored programs of athletic competition the afternoon or evening of that school day.

\_\_\_ A student who is serving an ( \_\_\_ in-school \_\_\_ out-of-school \_\_\_ in-school or out-of-school) suspension may not participate in school district sponsored programs of athletic competition while serving the suspension.]

## [Optional]

4. A student in any grade who fails to observe school rules for student conduct may forfeit his/her eligibility for participation in school district sponsored programs of athletic competition.]

Notice of the school district's eligibility requirements shall be available to students.

## Required Examinations – Interscholastic or Intramural Team or Squad

Students enrolled in grades six to twelve must receive a medical examination, in accordance with the provisions of N.J.S.A. 18A:40-41.7, prior to participation on a school-sponsored interscholastic or intramural team or squad and any cheerleading program or activity.



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The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season with examinations being conducted at the medical home of the student. The “medical home” is defined as a health care provider and that provider’s practice site chosen by the student’s parent for the provision of health care pursuant to N.J.A.C. 6A:16-1.3. If a student does not have a medical home, the school district shall provide the examination at the school physician’s office or other comparably equipped facility. The parent may choose either the school physician or their own private physician to provide this medical examination. The medical examination required prior to participation shall be in accordance with the requirements as outlined in N.J.A.C. 6A:16-2.2(h)1 and Regulation 2431.2 and shall be documented using the Preparticipation Physical Evaluation form required by the Department of Education.

The school district shall distribute the Commissioner of Education developed sudden cardiac arrest pamphlet to a student participating in or desiring to participate in an athletic activity, as defined in N.J.S.A. 18A:40-41.e., and the student’s parent(s) shall each year and prior to participation by the student in an athletic activity comply with the requirements of N.J.S.A. 18A:40-41.d.

The school district shall annually distribute the Commissioner of Education developed educational fact sheet relative to use and misuse of opioid drugs for sports related injuries to parents of students who participate in athletic activities and comply with the requirements of N.J.S.A. 18A:40-41.10.

Information concerning a student’s HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq. The health findings of this medical examination shall be maintained as part of the student’s health record.

## Emergency Procedures

Athletic coaches shall be trained in first aid to include sports-related concussion and head injuries, the use of a defibrillator, the identification of student-athletes who are injured or disabled in the course of any athletic program or activity, and any other first aid procedures or other health related trainings required by law or the Superintendent.



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## [Required for School Districts with any of the Grades Six through Twelve

**The Superintendent or designee shall establish and implement an emergency action plan for responding to a serious or potentially life-threatening sports-related injury in accordance with N.J.S.A. 18A:40-41.11. The plan shall document the proper procedures to be followed when a student sustains a serious injury while participating in sports or other athletic activity in accordance with N.J.S.A. 18A:40-41.11.**

**The emergency action plan shall be reviewed annually and updated as necessary. The plan shall be rehearsed annually in each school by the individuals who will be responsible for executing the plan in an emergency pursuant to N.J.S.A. 18A:40-41.11.]**

~~The Superintendent or designee shall prepare and present to the Board for its approval procedures for the emergency treatment of responding to a non-serious or non-life-threatening injury sustained by a student while participating in sports or other athletic activity. injuries and disabilities that occur in the course of any athletic program or activity. Emergency~~ **These** procedures shall be reviewed **annually, updated as necessary, not less than once in each school year** and shall be disseminated to appropriate staff members.

## Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts the Constitution, Bylaws, Rules, and Regulations of the New Jersey State Interscholastic Athletic Association as Board policy and shall review such rules on a regular basis to ascertain they continue to be in conformity with the objectives of this Board.



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## [For School Districts with High School Students and NJSIAA Athletics]

The Superintendent shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics that includes a complete schedule of athletic events.]

### [District may choose one of the following options if above is included:

\_\_\_\_\_ and may inform the Board of changes in that schedule.

\_\_\_\_\_ and shall request Board approval of any changes in the schedule.]

N.J.S.A. 2C:21-11

N.J.S.A. 18A:11-3 et seq.; 18A:40-41; 18A:40-41.10; **18A:40-41.11**

N.J.A.C. 6A:7-1.7(d); 6A:16-1.3; 6A:16-2.1 et seq.; **6A:32-9.1**

Adopted:



# POLICY GUIDE

## SUPPORT STAFF MEMBERS

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Employment of Support Staff Members

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### 4125 EMPLOYMENT OF SUPPORT STAFF MEMBERS

The Board of Education believes it is vital to the successful operation of the school district that support staff member positions be filled with highly qualified and competent professionals.

In accordance with the provisions of N.J.S.A. 18A:27-4.1, the Board shall appoint, transfer, remove, or renew a certificated or non-certificated officer or employee only upon the recommendation of the Superintendent of Schools and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. The Board shall approve the employment, fix the compensation, and establish the term of employment for every support staff member employed by this district.

The Board ~~may will~~ employ substitutes **and/or contract for substitutes** for absent support staff members in order to ensure continuity in a program. **The Board and will annually approve a list of substitutes and rate of pay and/or the Board will approve a contract for a contracted service provider to provide substitute support staff members.** ~~The Superintendent or designee shall select substitutes from the list approved by the Board to serve in the place of an absent support staff member.~~

~~The Board may use a private contractor to secure a substitute support staff member.~~

The Board of Education shall not employ for pay or contract for the paid services of any support staff member or any other person serving in a position which involves regular contact with students unless the Board has first determined consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq. that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.





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## SUPPORT STAFF MEMBERS

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### Employment of Support Staff Members

An individual employed by the Board or a school bus contractor holding a contract with the Board, in the capacity of a school bus driver, shall be required to meet the criminal history record requirements as outlined in N.J.S.A. 18A:39-19.1.

The Board will employ paraprofessional school aides and/or classroom aides to assist in the supervision of student activities under the direction of a Principal, teacher, or other designated certified professional personnel. Aides will serve the needs of students by performing nonprofessional duties and may work only under the direct supervision of a teaching staff member(s).

In accordance with the requirements of ~~No Child Left Behind Act of 2001~~, **the Every Student Succeeds Act (ESSA)**, paraprofessionals hired after January 8, 2002, who work in a program supported with Title I, Part A funds, with certain exceptions, must meet one of the following criteria:

1. Completed at least two years of study at an institution of higher education;
2. Obtained an associate's (or higher) degree; or
3. Met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing, reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).

Paraprofessional staff working in a Title I school, and whose salary is paid for in whole or in part with Title I funds, must ~~meet~~ ~~have met~~ one of the criteria listed above ~~by the end of the 2005-2006 school year~~. The Superintendent **or designee** will ensure paraprofessionals working in a program supported with Title I funds meet the above stated requirements.

An individual employed by the Board in any substitute capacity or position shall be required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1b.

An individual, except as provided in N.J.S.A. 18A:6-7.1g, shall be permanently disqualified from employment or service in the school district if the criminal history record check reveals a record of conviction for any crime or offense as defined in N.J.S.A. 18A:6-7.1 et seq.



# POLICY GUIDE

## SUPPORT STAFF MEMBERS

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### Employment of Support Staff Members

The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history record check if the Board or contracted service provider demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.1c. In the event the criminal history record check is not completed for an emergent hired employee within three months, the Board or contracted service provider may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the employee.

No criminal history record check shall be performed unless the applicant shall have furnished written consent to such a check. The applicant shall bear the cost for the criminal history record check, including all costs for administering and processing the check. The district will deny employment to an applicant if the applicant is required and refuses to submit to a criminal history record check.

The Board of Education prohibits any relative of a Board member or the Superintendent of Schools from being employed in an office or position in the school district in accordance with the provisions of N.J.A.C. 6A:23A-6.2 and Board Policy 0142.1 – Nepotism.

A support staff member's misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

N.J.S.A. 18A:6-5; 18A:6-6; 18A:6-7.1; 18A:6-7.1b; 18A:6-7.1c; 18A:6-7.2;  
18A:16-1 et seq.; 18A:26-1 et seq.; 18A:27-1 et seq.; 18A:27-4.1;  
18A:27-7; 18A:27-8; 18A:39-19.1

N.J.S.A. 18A:54-20 [**vocational districts**]

Adopted:



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## 6360 POLITICAL CONTRIBUTIONS

### Political Contribution Disclosure Requirements

In accordance with the requirements of Section 2 of P.L. 2005, Chapter 271 (N.J.S.A. 19:44A-20.26), the Board of Education shall have on file, to be maintained with other documents related to a contract, the following documents to award a contract to any business entity receiving a contract with an anticipated value in excess of \$17,500, regardless of the basis upon which the contract is awarded:

1. A Political Contribution Disclosure (PCD) form submitted by the business entity (at least ten days prior to award); and
2. A Business Registration Certificate (anytime prior to award).

“Business entity” means a **for-profit entity that is a** natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other State or foreign jurisdiction.

The \$17,500 contract amount is not related to the Board’s bid threshold and does not exempt the district from the requirements of the Public School Contracts Law or other applicable purchasing statutes.

The \$17,500 contract amount threshold is subject to the principle of aggregation rules in accordance with the Division of Local Government Services guidance. Unlike the Public School Contracts Law, aggregation thresholds for this Policy and Chapter 271 purposes shall be calculated at the vendor level – meaning, when a vendor receives more than \$17,500 in a school district’s fiscal year, a PCD form shall be required.



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The disclosure provisions of N.J.S.A. 19:44A-20.26 do not apply in cases where there is a “public emergency” that requires the immediate delivery of goods or services.

Insurance companies and banks are prohibited under State law from making political contributions. However, because the PCD form reflects contributions made by partners, Boards of Directors, spouses, etc., PCD forms are required ten days prior to the approval of a depository designation resolution or insurance company contract awarded by the Board. A PCD form is also required when a contract in excess of \$17,500 is made to an insurance broker. A PCD form is required from the company receiving the contract, regardless of the entity issuing an insurance policy.

PCD forms are required for Board of Education contracts in excess of \$17,500 with a New Jersey Department of Education “Approved In-State Private School for the Disabled.” Chapter 271 also applies to in-State private special education schools, ~~supplemental~~ educational services under **any Federally funded program NCLB**, early childhood school providers – DHS approved, and other similar programs.

If the school district spends more than \$17,500 in a school year with a newspaper, the selection of the newspaper is subject to the provisions of Chapter 271.

PCD forms are not required for regulated public utility services, as the Board is required by the Board of Public Utilities to use a specific utility. This exception does not apply to non-regulated public utility services, such as generated energy (not tariffed), or long-distance telephone services where other procurement practices are used.

PCD forms are not required for membership to the New Jersey School Boards Association.

A non-profit organization having proper documentation from the Internal Revenue Service (IRS) showing it is registered with the IRS as a 501(c) type corporation is not required to file a PCD form.



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A PCD form is not required for contracts with governmental agencies, including State colleges and universities.

If the original contract provided for the possibility of an extension(s), Chapter 271 compliance is not required if the extension/continuation is based on that original contract.

N.J.S.A. 19:44A-1 et seq.

N.J.A.C. 6A:23A-6.3

New Jersey Department of Community Affairs Local Finance Notices - 6/4/07 & 1/15/10

Adopted:



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## 8330 STUDENT RECORDS

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

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

### General Considerations

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

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



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

## Student Information Directory

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

In the event the school district publishes a student information directory, the Superintendent or designee will provide a parent or adult student a ten-day period to submit to the Superintendent a written statement prohibiting the school district from including any or all types of information about the student in any student information directory before allowing access to such directory to educational, occupational, and military recruiters pursuant to N.J.S.A. 18A:36-19.1 and ~~P.L. 107-110 sec. 9528, 20 U.S.C. §8528~~ - Armed Forces Recruiter Access to Students and Student Recruiting Information of the **Elementary and Secondary Education Act (ESEA) of 1965** ~~No Child Left Behind Act of 2001~~. **In accordance with N.J.S.A. 18A:36-19.1, military recruiters will be provided the same access to a student information directory that is provided to educational and occupational recruiters.**

## School Contact Directory for Official Use

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



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## Mandated and Permitted Student Records

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

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

## Maintenance and Security of Student Records

The Superintendent or designee shall be responsible for the security of student records maintained in the school district. Policy and Regulation 8330 assure that access to such records is limited to authorized persons.

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

Student health records, whether stored on paper or electronically, shall be maintained separately from other student records, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. Records shall be accessible during the hours in which the school program is in operation.

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





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## Access to Student Records

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

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

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

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

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

Nothing in N.J.A.C. 6A:32-7.1 et seq. or in Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.

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



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## Conditions for Access to Student Records

All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7.1 et seq. shall have access to the records of a student subject to conditions outlined in N.J.A.C. 6A:32-7.6(a).

## Rights of Appeal for Parents and Adult Students

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

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

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

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

## Retention and Disposal of Student Records

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



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Student Records

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

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

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

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

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

**20 U.S.C. §8528**

Adopted:



# POLICY GUIDE

COMMUNITY  
9713/page 1 of 2

Recruitment by Special Interest Groups  
M

## 9713 RECRUITMENT BY SPECIAL INTEREST GROUPS

~~Choose only one of the following alternatives:~~

### ~~Option 1~~

~~{The Board of Education prohibits recruitment activities by outside organizations on school premises, regardless of the purpose of the recruitment or the nature of the recruitment agency. Except as required and referenced below no information about individual students will be released for the purpose of approaching students for educational, occupational, military, or any other recruitment purpose.~~

~~However, a school district that receives funds under ESEA, on request from a military recruiter or an institution of higher education, must provide access to the names, addresses, and telephone listings **of each** ~~for~~ secondary students **served by the Board of Education**. Parents(s), legal guardian(s) and/or the adult students may **submit a written request to the Superintendent or designee to opt out of the disclosure of such information for the student in which case the information will not be released without the parent's or adult student's written consent** ~~request that such information not be released for the child without the prior written parental, legal guardian and/or adult student approval.~~~~

~~Parent(s) or legal guardian(s) **of secondary students** and adult students **shall** will be informed annually in writing of their right to request a **secondary** student's excusal from participation in all recruitment activities and/or from a **having their child's name, address, and/or telephone listing provided to a military recruiter, an institution of higher education, or a prospective employer listing in the student information directory distributed for recruitment purposes.**~~

~~The district will give military recruiters the same right of access to secondary students as generally provide to post-secondary institutions and prospective employers.}~~



# POLICY GUIDE

COMMUNITY  
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Recruitment by Special Interest Groups

## **Option 2**

~~[The Board of Education will permit access to school students on school premises and access to certain information about individual students for educational, occupational, and military recruitment activities. Access for recruitment purposes will be equally available to all recruitment agencies, in accordance with law.]~~

Representatives of bona fide educational institutions, occupational agencies, and the United States Armed Forces may recruit students on school premises by participation in assembly programs, career day activities, and the like and by distributing literature. Permission to recruit on school premises must be requested in writing **at least forty-five** \_\_\_\_\_ working days before the planned activity and must be approved in advance by the Superintendent **or designee**. The Superintendent **or designee** shall not favor one recruiter over another, but shall not approve an activity that, in the ~~Superintendent's~~ judgment **of the Superintendent or designee**, carries a substantial likelihood of disrupting the educational program of **the school or school** ~~this~~ district.

~~Each representative of a bona fide educational institution, occupational agency, and the United States Armed Forces will be given, on request, a copy of the student information directory, compiled in accordance with Policy No. 8330.]~~

~~Parent(s) or legal guardian(s) and adult students will be informed annually in writing of their right to request a student's excusal from participation in all recruitment activities and/or from a listing in the student information directory distributed for recruitment purposes.~~

Nothing in this ~~P~~policy shall be construed as requiring the Board to approve or participate in an activity that appears to advance or inhibit any particular religious sect or religion generally.

N.J.S.A. 18A:36-19.1

Elementary and Secondary Education Act of 1965 – §8528

~~No Child Left Behind §9528~~

~~Cross reference: Policy Guide No. 8330~~

Adopted:



# POLICY GUIDE

STUDENTS

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Student Discipline/Code of Conduct

M

## 5600 STUDENT DISCIPLINE/CODE OF CONDUCT

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules. **The Student Discipline/Code of Conduct Policy shall be based upon concepts of restorative justice that focus on mediation and agreement rather than punishment and shall be based on respect, responsibility, accountability, relationship-building and relationship-repairing.**

The Superintendent of Schools will establish a process for the annual review and update of the district's Student Discipline/Code of Conduct Policy and Regulation that may involve a committee of parents, students, and community members that represent, where possible, the composition of the district's schools and community. **This annual review shall examine ways of building a strong community within the school and laying the groundwork for responsibility and respect; attempts to resolve conflicts within the schools and heal the harm caused by students behaviors that are in violation of the Code of Conduct; supports for students reentering the school community after a suspension or expulsion and individualized support.** The Superintendent will report to the Board the process used for the annual review of this Policy and Regulation and will recommend to the Board updates, if any, to the Student Discipline/Code of Conduct Policy and Regulation.

The Student Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, students, and parents. The Board of Education shall provide to all employees annual training on the Student Discipline/Code of Conduct Policy and Regulation, which shall include training on **restorative justice**, the prevention, intervention, and remediation of student conduct that violates the district's Policy and Regulation. Information on the Student Discipline/Code of Conduct Policy and Regulation shall be incorporated into the orientation for new employees.

The Board provides for the district's Student Discipline/Code of Conduct's equitable application. Student discipline and the Code of Student Conduct will be applied without regard to race; color; religion; ancestry; national origin;



# POLICY GUIDE

STUDENTS

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Student Discipline/Code of Conduct

nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical or sensory disability; or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.-1 et seq.

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act and accommodation plans under 29 U.S.C. §§ 794 and 705(20), the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

The Student Discipline/Code of Conduct is established for the purposes outlined in N.J.A.C. 6A:16-7.1(b).

Policy and Regulation 5600 include a description of student responsibilities that include expectations for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 12.1; a description of behaviors that will result in suspension or expulsion, pursuant to N.J.S.A. 18A:37-2; and a description of student rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii; **a description of mediation, peer mediation and conflict resolution programs centered upon preventing harmful behavior and repairing and restoring positive relationships.**

The Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports include, but are not limited to, positive reinforcement for good conduct and academic success including the programs that honor and reward student conduct and academic achievement; supportive intervention and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the behavior's nature, the students' developmental ages and the students' histories of problem behaviors and performance; and for students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

Policy and Regulation 5600 include a description of school responses to violations of behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.



# POLICY GUIDE

STUDENTS

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Student Discipline/Code of Conduct

Students are required to be in compliance with Policy and Regulation 5200 – Attendance pursuant to N.J.A.C. 6A:16-7.6 and Policy 5512 – Harassment, Intimidation, and Bullying pursuant to N.J.A.C. 6A:16-7.7.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a student and the student’s family, as appropriate, and a list of legal resources available to serve the community.

The Building Principal or designee shall have the authority to assign discipline to students. School authorities also have the right to impose a consequence on a student for conduct away from school grounds that is consistent with the district’s Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.5. This authority shall be exercised only when it is reasonably necessary for the student’s physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences pursuant to N.J.A.C. 6A:16-7.5 shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.4. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

Consequences and appropriate remedial action for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying. Consequences for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student’s history of problem behaviors and performance, and shall be consistent with this Policy and the school district’s Student Discipline/Code of Conduct Policy pursuant to N.J.A.C. 6A:16-7.1. Remedial measures for one or more acts of harassment, intimidation, or bullying shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support





# POLICY GUIDE

STUDENTS

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Student Discipline/Code of Conduct

for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school district's Student Discipline/Code of Conduct Policy. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are included in Policy and Regulation 5519 – Dating Violence at School and shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved. Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident. Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

**The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment, in accordance with N.J.A.C. 6A:16-7.1(d).**

Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A:16-7.2 through 7.4.

In accordance with the provisions of N.J.A.C. 6A:16-7.9, when a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a) and N.J.A.C. 6A:32-7.5.



# POLICY GUIDE

STUDENTS

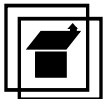
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Student Discipline/Code of Conduct

The Superintendent may be required to submit a report annually to the New Jersey Department of Education on student conduct, including all student suspensions and expulsions, and the implementation of the Student Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education. The Superintendent shall report to the Commissioner of Education each incident of violence, including harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses, pursuant to N.J.A.C. 6A:16-4.3, in the school district utilizing the Student Safety Data System (SSDS), pursuant to N.J.A.C. 6A:16-5.3.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;  
18A:37-1 et seq.; 18A:37-13.1 et seq.  
N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Adopted:



[1732-001/00676127-]  
8199 • 732-255-1500

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Teaneck Board of Education Transfer List  
Transfers 2/28/2021

	ACCOUNT	DESCRIPTION	AMOUNT TRANSFERRED	
			From	To
18943	11-190-100-640-15-44-L-D	SOC STUD/TEXTBOOKS/DIST	(4,750.00)	
18943	12-000-100-730-14-31-S-D	INSTR'L TECH/EQUIP		4,750.00
			<u>\$ (4,750.00)</u>	<u>\$ 4,750.00</u>
	EXPLANATION: C&I-keyboardconsultnts Adjustment			
18946	11-000-252-580-86-59-2-D	TRAVEL/CONFERENCES/TECH	(2,501.00)	
18946	11-000-230-530-75-51-2-D	INTERNET SERVICE		2,501.00
			<u>\$ (2,501.00)</u>	<u>\$ 2,501.00</u>
	EXPLANATION: Tech Upgrde-cable&Inet BOE adj Adjustment			
18947	11-190-100-640-15-44-L-D	SOC STUD/TEXTBOOKS/DIST	(600.00)	
18947	11-000-221-320-85-58-I-D	ED/CONSULT/C& I		600.00
			<u>\$ (600.00)</u>	<u>\$ 600.00</u>
	EXPLANATION: C&I-Make better 4 youth PD adj Adjustment			
18948	11-000-100-566-49-61-C-C	TUITN/PRIV SCH/SP'L ED	(257,677.92)	
18948	11-000-100-567-49-61-C-C	TUITN/PRIV SCH/SP ED/OUT STATE	(77,184.19)	
18948	11-000-262-444-89-51-1-D	EQUIPMENT LEASE PURCHASE		334,862.11
			<u>\$ (334,862.11)</u>	<u>\$ 334,862.11</u>
	EXPLANATION: EQUIP LEASE PURCHASE Adjustment			
18949	11-000-251-590-84-50-H-R	PRCH SERV/RECRUITMENT/HRM	(1,497.00)	
18949	11-000-262-610-89-53-1-D	FURNITURE SUPPLIES/GENERAL		1,497.00
			<u>\$ (1,497.00)</u>	<u>\$ 1,497.00</u>
	EXPLANATION: HR-Legal Accomodations Adj Adjustment			
18951	11-000-240-105-71-18-H-H	CLERICAL OVERTIME	(10,000.00)	
18951	11-000-240-105-71-19-H-D	SUBS/SECRETARIAL/DISTRICT WIDE	(12,000.00)	
18951	11-000-266-105-71-10-0-0	CONTR/SAL SECRETARIAL		22,000.00
			<u>\$ (22,000.00)</u>	<u>\$ 22,000.00</u>
	EXPLANATION: BUDGET ADJ - SECURITY SECY.110 Adjustment			
18961	11-000-270-512-29-52-T-H	TRANS/EXTRA CURRIC ACTIVITIES	(20,000.00)	
18961	11-000-270-512-20-52-T-H	FIELD TRIPS/ALL	(1,500.00)	
18961	12-000-240-730-71-32-T-H	EQUIP/THS/ADMIN		21,500.00
			<u>\$ (21,500.00)</u>	<u>\$ 21,500.00</u>
	EXPLANATION: THS-Buy Promethan Boards Adj Adjustment			
18981	20-234-100-600-22-40-I-T	REALLOC TITLEI SUPPL THS	(1,499.00)	
18981	20-234-200-600-22-40-I-T	TITLE I REALLOC. SUPPLIES THS		1,499.00
			<u>\$ (1,499.00)</u>	<u>\$ 1,499.00</u>
	EXPLANATION: THS-NonInstructSupplies Adj Adjustment			
18986	11-190-100-610-02-31-S-D	EQUIP/ART/SUPT - DW	(80,000.00)	
18986	11-000-252-610-86-49-2-D	SUPPLIES & MATERIALS/TECH-NTWK		80,000.00
			<u>\$ (80,000.00)</u>	<u>\$ 80,000.00</u>
	EXPLANATION: SuprintendentOffice Adj Adjustment			
19001	11-190-100-610-63-49-7-7	INST'L SUPPLIES/LOWELL	(18,700.00)	
19001	12-120-100-730-18-31-7-7	EQUIPMENT LOWELL SCHOOL		18,700.00
			<u>\$ (18,700.00)</u>	<u>\$ 18,700.00</u>
	EXPLANATION: LOWELL-ProMethanBoards Adj Adjustment			
19024	12-000-400-450-89-81-0-D	BLDG IMPR/RENO	(10,122.93)	
19024	12-000-451-450-93-93-1-0	ADMIN. BLDG. CONSTRUCTION		10,122.93
			<u>\$ (10,122.93)</u>	<u>\$ 10,122.93</u>
	EXPLANATION: Admin Bldg Constr Adj Adjustment			
19028	11-120-100-101-10-10-0-E	CON SAL/TCH EL/MUSIC VOC	(58,000.00)	
19028	11-110-100-101-61-10-0-3	CONTR SAL/K TEACHERS/T.LACEY		58,000.00
			<u>\$ (58,000.00)</u>	<u>\$ 58,000.00</u>
	EXPLANATION: TCHR SAL ACCT, ADJ LACEY Adjustment			

ACCOUNT		DESCRIPTION	AMOUNT TRANSFERRED	
			From	To
19033	11-130-100-101-66-10-0-J	CONTR SAL/CORE TCHRS/TJ	(46,717.20)	
19033	11-140-100-101-11-10-0-H	CONTR SAL/TCHR HS/MATH		46,717.20
			<u>\$ (46,717.20)</u>	<u>\$ 46,717.20</u>
EXPLANATION: THS TCHR SAL ACCT. ADJ Adjustment				
19034	11-000-216-320-72-58-C-A	PURCH'D PROF'L SERV/ABA	(13,200.00)	
19034	11-000-217-104-46-10-0-E	CONTR SAL/BEHAVIORIST		13,200.00
			<u>\$ (13,200.00)</u>	<u>\$ 13,200.00</u>
EXPLANATION: ContrSal Behaviorist Adj Adjustment				
19042	11-213-100-101-34-10-0-F	CONTR SAL/TCHR SE/RR BF	(62,400.00)	
19042	11-212-100-101-35-10-0-E	CONTR SAL/TCHR/MULT DISBL		62,400.00
			<u>\$ (62,400.00)</u>	<u>\$ 62,400.00</u>
EXPLANATION: TEACHER SALARY ACCT ADJ Adjustment				
19046	11-213-100-101-34-10-0-H	CONTR SAL/TCHR SE/RR HS	(104,306.00)	
19046	11-216-100-101-36-10-0-6	CONTR SAL/TCHR/PSD		104,306.00
			<u>\$ (104,306.00)</u>	<u>\$ 104,306.00</u>
EXPLANATION: TCHR SAL ACCT. ADJ Adjustment				
19047	11-000-263-100-89-10-0-0	CONTR SAL/GROUNDS	(15,903.95)	
19047	11-000-261-100-89-10-0-M	CONTR SAL/ MAINT. MECH	(3,937.59)	
19047	11-000-262-610-89-53-1-D	FURNITURE SUPPLIES/GENERAL		19,841.54
			<u>\$ (19,841.54)</u>	<u>\$ 19,841.54</u>
EXPLANATION: FurnitureSupp/General Adj Adjustment				
19048	11-213-100-101-34-10-0-H	CONTR SAL/TCHR SE/RR HS	(121,777.80)	
19048	11-230-100-101-22-10-0-D	CON SAL/REMEDIAL & PRE K		121,777.80
			<u>\$ (121,777.80)</u>	<u>\$ 121,777.80</u>
EXPLANATION: TCHR SAL ACCT. ADJ Adjustment				
19051	11-000-216-106-46-15-C-A	STIPENDS/ABA SERVICES/IN-DIST	(7,300.00)	
19051	11-219-100-101-38-10-H-D	OTHR SAL/HOME INSTR/SPED	(40,184.40)	
19051	11-240-100-101-21-10-0-D	E.S.L./TCHR CONTR SALRYS		47,484.40
			<u>\$ (47,484.40)</u>	<u>\$ 47,484.40</u>
EXPLANATION: ATHLETICS SAL ACCT ADJ Adjustment				
19055	11-000-222-600-75-40-W-D	MEDIA CTR SUPPLIES/DW	(2,055.65)	
19055	11-000-211-100-84-10-0-D	CONTR SAL/ATTENDANCE		430.16
19055	11-000-211-110-86-10-0-D	CONTR SAL./STUDENT INFO SYSTEM		1,625.49
			<u>\$ (2,055.65)</u>	<u>\$ 2,055.65</u>
EXPLANATION: ATTENDANCE SAL. ACCT ADJ Adjustment				

\_\_\_\_\_  
 FINANCE COMMITTEE SIGNATURE

\_\_\_\_\_  
 DATE

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**Professional Development**

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**Name:** Debbie Salkin

**School or Department:** Yeshiva He'Atid (Non-Public)

**Conference/Seminar/Workshop/Vendor:** Teachers College, Columbia University – Writing Institute: June 2021 (Reading and Writing Project Network, LLC)

**Dates:** June 21<sup>st</sup> – June 25<sup>th</sup>, 2021 (Virtual)

**Estimated Cost:** \$850.00 (Funded with Title II Non-Public Funds: 20-270-200-320-92-50-I-9)

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**Name:** Debbie Golubtchik

**School or Department:** Yeshiva He'Atid (Non-Public)

**Conference/Seminar/Workshop/Vendor:** Teachers College, Columbia University – Writing Institute: June 2021 (Reading and Writing Project Network, LLC)

**Dates:** June 21<sup>st</sup> – June 25<sup>th</sup>, 2021 (Virtual)

**Estimated Cost:** \$850.00 (Funded with Title II Non-Public Funds: 20-270-200-320-92-50-I-9)

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**Name:** Jenny Goldstein

**School or Department:** Yeshiva He'Atid (Non-Public)

**Conference/Seminar/Workshop/Vendor:** Teachers College, Columbia University – Writing Institute: June 2021 (Reading and Writing Project Network, LLC)

**Dates:** June 21<sup>st</sup> – June 25<sup>th</sup>, 2021 (Virtual)

**Estimated Cost:** \$850.00 (Funded with Title II Non-Public Funds: 20-270-200-320-92-50-I-9)

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**Name:** Geela Weisburg

**School or Department:** Yeshiva He'Atid (Non-Public)

**Conference/Seminar/Workshop/Vendor:** Teachers College, Columbia University – Writing Institute: June 2021 (Reading and Writing Project Network, LLC)

**Dates:** June 21<sup>st</sup> – June 25<sup>th</sup>, 2021 (Virtual)

**Estimated Cost:** \$850.00 (Funded with Title II Non-Public Funds: 20-270-200-320-92-50-I-9)

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**Name:** Kara Siegel

**School or Department:** Yeshiva He'Atid (Non-Public)

**Conference/Seminar/Workshop/Vendor:** Teachers College, Columbia University – Writing Institute: June 2021 (Reading and Writing Project Network, LLC)

**Dates:** June 21<sup>st</sup> – June 25<sup>th</sup>, 2021 (Virtual)

**Estimated Cost:** \$850.00 (Funded with Title II Non-Public Funds: 20-270-200-320-92-50-I-9)

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**Name:** Matthew Rudoy

**School or Department:** Yeshiva He'Atid (Non-Public)

**Conference/Seminar/Workshop/Vendor:** Teachers College, Columbia University – Writing Institute: June 2021 (Reading and Writing Project Network, LLC)

**Dates:** June 21<sup>st</sup> – June 25<sup>th</sup>, 2021 (Virtual)

**Estimated Cost:** \$850.00 (Funded with Title II Non-Public Funds: 20-270-200-320-92-50-I-9)

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**Professional Development**

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**Name:** Janice Jacobs

**School or Department:** Yeshiva He'Atid (Non-Public)

**Conference/Seminar/Workshop/Vendor:** Teachers College, Columbia University – Writing Institute: July 2021 (Reading and Writing Project Network, LLC)

**Dates:** July 12<sup>th</sup> – July 16<sup>th</sup>, 2021 (Virtual)

**Estimated Cost:** \$850.00 (Funded with Title II Non-Public Funds: 20-270-200-320-92-50-I-9)

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**Name:** Noah Kalter

**School or Department:** Yeshiva He'Atid (Non-Public)

**Conference/Seminar/Workshop/Vendor:** Teachers College, Columbia University – Writing Institute: July 2021 (Reading and Writing Project Network, LLC)

**Dates:** July 12<sup>th</sup> – July 16<sup>th</sup>, 2021 (Virtual)

**Estimated Cost:** \$850.00 (Funded with Title II Non-Public Funds: 20-270-200-320-92-50-I-9)

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**Name:** Leiku Perles

**School or Department:** Yeshiva He'Atid (Non-Public)

**Conference/Seminar/Workshop/Vendor:** Teachers College, Columbia University – Writing Institute: July 2021 (Reading and Writing Project Network, LLC)

**Dates:** July 12<sup>th</sup> – July 16<sup>th</sup>, 2021 (Virtual)

**Estimated Cost:** \$850.00 (Funded with Title II Non-Public Funds: 20-270-200-320-92-50-I-9)

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**Fundraising Activities by School**

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School or Department: Teaneck High School

Fundraising Activity: Clothing Drive

Sponsoring Organization: PTSO - Project Graduation

Name of sponsors: Ms. Melanie Gonzalez - Parent Organization

Participants: The parent organization will host a clothing drive for THS graduates.

Location(s): Teaneck Community

Date(s): May 2, 2021

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

Funds to sponsoring organization: 100%

EXPLANATION: The funds will be used to purchase gifts for the senior class.

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School or Department: Teaneck High School

Fundraising Activity: Food Drive

Sponsoring Organization: National Honor Society

Name of sponsors: Ms. Luigi Venezia & Ms. Brenda Cierech - Staff

Participants: The students of the national honor society with the helping hands of Teaneck/Smile.

Location(s): Teaneck High School

Date(s): May 2021

Time: 10am - 2pm

Estimated funds to be raised by this activity:

Funds to sponsoring organization: 100%

EXPLANATION: The items collected will be donated to local shelters to help the less fortunate.

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Tuitions

Student ID#	Placement	Tuition	Start Date	1:1 Aide
106516	Cornerstone Day School	\$26,026.00	3/22/2021	





**INTERLOCAL CONTRACT FOR  
COOPERATIVE PURCHASING**

ILC No.:  
**ILC21-11168**  
Permanent Number assigned  
by H-GAC

THIS INTERLOCAL CONTRACT ("Contract"), made and entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code (the "Act"), by and between the Houston-Galveston Area Council, hereinafter referred to as "H-GAC," having its principal place of business at 3555 Timmons Lane, Suite 120, Houston, Texas 77027, and **Teaneck Board of Education**, a local government, a state agency, or a non-profit corporation created and operated to provide one or more governmental functions and services, hereinafter referred to as "End User," having its principal place of business at **TEANECK PUBLIC SCHOOLS, 651 Teaneck Rd TEANECK, NJ 07666**.

**WITNESSETH**

**WHEREAS**, H-GAC is a regional planning commission and political subdivision of the State of Texas operating under Chapter 391, Texas Local Government Code; and

**WHEREAS**, pursuant to the Act, H-GAC is authorized to contract with eligible entities to perform governmental functions and services, including the purchase of goods and services; and

**WHEREAS**, in reliance on such authority, H-GAC has instituted a cooperative purchasing program under which it contracts with eligible entities under the Act; and

**WHEREAS**, End User has represented that it is an eligible entity under the Act, that its governing body has authorized this Contract on **04/28/2021** (Date), and that it desires to contract with H-GAC on the terms set forth below;

**NOW, THEREFORE**, H-GAC and the End User do hereby agree as follows:

**ARTICLE 1: LEGAL AUTHORITY**

The End User represents and warrants to H-GAC that (1) it is eligible to contract with H-GAC under the Act because it is one of the following: a local government, as defined in the Act (a county, a municipality, a special district, or other political subdivision of the State of Texas or any other state), or a combination of two or more of those entities, a state agency (an agency of the State of Texas as defined in Section 771.002 of the Texas Government Code, or a similar agency of another state), or a non-profit corporation created and operated to provide one or more governmental functions and services, and (2) it possesses adequate legal authority to enter into this Contract.

**ARTICLE 2: APPLICABLE LAWS**

H-GAC and the End User agree to conduct all activities under this Contract in accordance with all applicable rules, regulations, and ordinances and laws in effect or promulgated during the term of this Contract.

**ARTICLE 3: WHOLE AGREEMENT**

This Contract and any attachments, as provided herein, constitute the complete contract between the parties hereto, and supersede any and all oral and written agreements between the parties relating to matters herein.

**ARTICLE 4: PERFORMANCE PERIOD**

The period of this Contract shall be for the balance of the fiscal year of the End User, which began **07/01/2021** and ends **06/30/2022**. This Contract shall thereafter automatically be renewed annually for each succeeding fiscal year, provided that such renewal shall not have the effect of extending the period in which the End User may make any payment due an H-GAC contractor beyond the fiscal year in which such obligation was incurred under this Contract.

**ARTICLE 5: SCOPE OF SERVICES**

The End User appoints H-GAC its true and lawful purchasing agent for the purchase of certain products and services through the H-GAC Cooperative Purchasing Program. End User will access the Program through HGACBuy.com and by submission of any duly executed purchase order, in the form prescribed by H-GAC to a contractor having a valid contract with H-GAC. All purchases hereunder shall be in accordance with specifications and contract terms and pricing established by H-GAC. Ownership (title) to products purchased through H-GAC shall transfer directly from the contractor to the End User.

**ARTICLE 6: PAYMENTS**

H-GAC will confirm each order and issue notice to contractor to proceed. Upon delivery of goods or services purchased, and presentation of a properly documented invoice, the End User shall promptly, and in any case within thirty (30) days, pay H-GAC’s contractor the full amount of the invoice. All payments for goods or services will be made from current revenues available to the paying party. In no event shall H-GAC have any financial liability to the End User for any goods or services End User procures from an H- GAC contractor.

**ARTICLE 7: CHANGES AND AMENDMENTS**

This Contract may be amended only by a written amendment executed by both parties, except that any alterations, additions, or deletions to the terms of this Contract which are required by changes in Federal and State law or regulations are automatically incorporated into this Contract without written amendment hereto and shall become effective on the date designated by such law or regulation.

H-GAC reserves the right to make changes in the scope of products and services offered through the H-GAC Cooperative Purchasing Program to be performed hereunder.

**ARTICLE 8: TERMINATION PROCEDURES**

H-GAC or the End User may cancel this Contract at any time upon thirty (30) days written notice by certified mail to the other party to this Contract. The obligations of the End User, including its obligation to pay H-GAC’s contractor for all costs incurred under this Contract prior to such notice shall survive such cancellation, as well as any other obligation incurred under this Contract, until performed or discharged by the End User.

**ARTICLE 9: SEVERABILITY**

All parties agree that should any provision of this Contract be determined to be invalid or unenforceable, such determination shall not affect any other term of this Contract, which shall continue in full force and effect.

**ARTICLE 10: FORCE MAJEURE**

To the extent that either party to this Contract shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed; provided, however, force majeure shall not excuse an obligation solely to pay funds. Determination of force majeure shall rest solely with H-GAC.

**ARTICLE 11: VENUE**

Disputes between procuring party and Vendor are to be resolved in accord with the law and venue rules of the State of purchase.

**THIS INSTRUMENT HAS BEEN EXECUTED BY THE PARTIES HERETO AS FOLLOWS:**

**Teaneck Board of Education**

Name of End User (local government, agency, or non-profit corporation)

**TEANECK PUBLIC SCHOOLS, 651 Teaneck Rd**

Mailing Address

**TEANECK, NJ 07666**

City, State ZIP Code

  
Melissa Simmons (Apr 1, 2021 14:20 EDT)

Signature of chief elected or appointed official | **Date**

4/1/21

**MELISSA SIMMONS, Business Administrator**

Typed Name & Title of Signatory

***Houston-Galveston Area Council***

3555 Timmons Lane, Suite 120, Houston, TX  
77027

By:

\_\_\_\_\_  
Executive Director

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



**END USER DATA**

Please sign and return the Interlocal Contract, along with this completed form, to H-GAC by emailing it to [cpcontractfax@h-gac.com](mailto:cpcontractfax@h-gac.com) or by faxing it to 713-993-2424. The contract may also be mailed to:

**H-GAC Cooperative Purchasing Program**  
**P.O. Box 22777, Houston, TX 77227-2777**

Name of End User Agency: **Teaneck Board of Education** County Name: **Bergen**

Mailing Address: **TEANECK PUBLIC SCHOOLS, 651 Teaneck Rd TEANECK, NJ 07666**

Main Telephone Number: **201-833-5527** FAX Number: **201-837-2274**

Physical Address: **TEANECK PUBLIC SCHOOLS, 651 Teaneck Rd TEANECK, NJ >07666**

Web Site Address: **[www.teaneckschools.org](http://www.teaneckschools.org)**

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**Official Contact: MELISSA SIMMONS**

Mailing Address: **TEANECK PUBLIC SCHOOLS, 651 Teaneck Rd TEANECK, NJ 07666**

Title: **Business Administrator**

Ph No.: **201-833-5527**

FX No.: **201-833-2274**

E-Mail Address:

**[Msimmons@teaneckschools.org](mailto:Msimmons@teaneckschools.org)**

**Authorized Official: MELISSA SIMMONS**

Mailing Address: **TEANECK PUBLIC SCHOOLS, 651 Teaneck Rd TEANECK, NJ 07666**

Title: **Business Administrator**

Ph No.: **201-833-5527**

FX No.:

E-Mail Address:

**[Msimmons@teaneckschools.org](mailto:Msimmons@teaneckschools.org)**

**Authorized Official: Anthony D'Angelo**

Mailing Address: **1315 Taft Road TEANECK, NJ 07666**

Title: **Director of Facilities**

Ph No.: **201-833-5527**

FX No.:

E-Mail Address: **[ad'angelo@teaneckschools.org](mailto:ad'angelo@teaneckschools.org)**



**CONTRACT PRICING WORKSHEET**  
For Catalog & Price Sheet Type Purchases

**Contract No.:** GR01-20

**Date Prepared:** 3/5/2021

**This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.**

<b>Buying Agency:</b>	Teaneck Township	<b>Contractor:</b>	U.S. Municipal Supply, Inc.
<b>Contact Person:</b>		<b>Prepared By:</b>	Bob Connell
<b>Phone:</b>		<b>Phone:</b>	610-292-9450
<b>Fax:</b>		<b>Fax:</b>	610-275-4270
<b>Email:</b>		<b>Email:</b>	rcc@usmuni.com

<b>Catalog / Price Sheet Name:</b>	Trackless / Suggested H-GAC U.S.A Retail Price List January 01, 2020
<b>General Description of Product:</b>	Municipal Tractor / Grounds & Turf Contract GR01-20

**A. Catalog / Price Sheet Items being purchased - Itemize Below - Attach Additional Sheet If Necessary**

Quan	Description	Unit Pr	Total
1	MT-7 74 hp tractor w/16" radial tires, Aux Power Up/Dn Front Mount OPH09, Extra pump & Kickout valve system, Intermittent Front Wiper, FNR on Joystick, Reversing Engine Fan, Air Conditioning, Backup Camera, Battery Disconnect Switch, Articulation Lock, Remote Battery Terminal, Low Hydraulic Oil Warning, Ride Control, Cruise Control,	132,403.00	132403
1	Break in Filter Kit	426.00	426
1	Rear Mounted Sand & Salt Spreader	7,353.00	7353
1	51" Ribbon Snow Blower w/Sidewalk Chute	17,059.00	17059
1	Extra Keys	11.00	11
1	Rear License Plate Holder w/Light	253	253
			0
			0
			0
<b>Total From Other Sheets, If Any:</b>			
<b>Subtotal A:</b>			157505

**B. Unpublished Options, Accessory or Service items - Itemize Below - Attach Additional Sheet If Necessary**

(Note: Unpublished Items are any which were not submitted and priced in contractor's bid.)

Quan	Description	Unit Pr	Total
1	Delay Warranty Start on Tractor (not including JD engine) to 11/01/2021	0	0
			0
			0
			0
<b>Total From Other Sheets, If Any:</b>			
<b>Subtotal B:</b>			0

**Check:** Total cost of Unpublished Options (B) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).

**For this transaction the percentage is:**

0%

**C. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges**

<b>Less the 5% discount</b>	-7,875.25
<b>Freight</b>	5,300.00
<b>Installation &amp; Service</b>	3,800.00
<b>Subtotal C:</b>	1224.75

**Delivery Date:** 30 Days ARO

**D. Total Purchase Price (A+B+C):**

158729.75

## COOPERATIVE PRICING SYSTEM AGREEMENT

### NJSBA ACES CPS #E8801

This Agreement, made and entered into this 14 day of Apr, 2021, by and between the New Jersey School Boards Association on behalf of the NJSBA Cooperative Pricing System and (insert name of participants) and other local district boards of education located in the State of New Jersey who may in the future choose to participate in the ACES (NJSBA) Cooperative Pricing System.

#### **WITNESSETH**

**WHEREAS**, the Public School Contracts Law, N.J.S.A. 18A:18A-4.1a, authorizes district boards of education to competitively contract for the procurement of proprietary computer software and services; and

**WHEREAS**, the New Jersey School Boards' Association (NJSBA), N.J.S.A. 18A:6-45 et. seq., on behalf of its membership has competitively contracted to procure on an aggregated basis **digital and electronic products and services, E-Rate Consulting and Processing Services, and other technology products and programs to enhance Members readiness for Future Ready Schools, as well as energy aggregation services, supplies and materials, time and materials; and such other services and products as two or more participating local boards in the system agree can be purchased on a cooperative basis; and**

**WHEREAS**, N.J.S.A. 18A:18A-11 specifically authorizes two or more local district boards of education (hereinafter referred to as local boards) to enter into a Cooperative Pricing Agreement for the purchase of work, materials, and supplies; and

**WHEREAS**, NJSBA is conducting a voluntary Cooperative Pricing System within the State of New Jersey, utilizing the administrative purchasing services and facilities of NJSBA; and

**WHEREAS**, this Cooperative Pricing Agreement (hereinafter referred to as the Agreement) is to effect substantial economies in the purchase of energy and technology products and services for local boards across this State; and

**WHEREAS**, all parties to this Agreement have approved this Agreement by resolution, in accordance with N.J.S.A. 18A:18A-1 et. seq. and regulations promulgated thereunder; and

**WHEREAS**, it is the desire of all parties to enter into such Agreement for said purposes;

**NOW, THEREFORE, IN CONSIDERATION OF** the promises and of the covenants, terms, and conditions hereinafter set forth, it is mutually agreed as follows:

1. The products and services to be priced cooperatively may include, on an **aggregated basis or not, digital and electronic products and services, E-Rate Consulting and Processing Services, and other technology products and programs to enhance Members readiness for Future Ready Schools-NJ, as well as energy aggregation services, supplies and materials, time and materials; and such other services and products as two or more participating local boards in the system agree can be purchased on a cooperative basis.**
2. The services and classes of services which may be designated by the participating local boards hereto may be purchased cooperatively for the period commencing with the execution of this Agreement and continuing until terminated as hereinafter provided.
3. The NJSBA, on behalf of all participating contracting units, shall, upon approval of the System's registration and upon the anniversary of the system's registration publish a legal ad in such format as required by N.J.A.C. 5:34-7.12 in a newspaper normally used for such purposes by it, to include such information as:
  - a. NJSBA's full name and the fact that it may be soliciting competitive bids or informal quotations; and
  - b. NJSBA's address and telephone number; and
  - c. The names of the participating contracting units; and
  - d. The State Identification Code for the Cooperative Pricing System, and
  - e. The expiration date of the Agreement.
4. Each of the participating local boards shall designate, in writing, to NJSBA, products and services to be purchased and indicate therein the approximate quantities desired, the location for delivery and other requirements, to permit the preparation of specifications as provided by law.
5. The specifications shall be prepared and approved by NJSBA and no changes shall thereafter be made except as permitted by law. Nothing

herein shall be deemed to prevent changes in specifications for subsequent purchases.

6. A single advertisement for bids or the solicitation of informal quotations for the work, materials or supplies to be purchased shall be prepared by NJSBA on behalf of all of the participating local boards desiring to purchase products and services and some or all of the other services specified in this Agreement.
7. NJSBA shall receive bids or quotations on behalf of all participating local boards. Following the receipt of bids, NJSBA shall review said bids and on behalf of all participating local boards, either reject all or certain of the bids or make one award to the lowest responsible bidder. This award shall result in the opportunity for individual local boards to enter into individual contracts with the successful bidder providing for the estimated aggregate quantities to be purchased during the term of the individual contracts.
8. Upon determining to accept the bid provided through this Agreement, each participating local board shall:
  - a. Certify the funds available only for its own needs ordered;
  - b. Enter into a formal written contract directly with the successful bidder(s);
  - c. Issue purchase orders in its own name directly to successful bidder(s) against said contract;
  - d. Accept its own deliveries;
  - e. Be invoiced and receive statements from the successful bidder(s);
  - f. Make payment directly to the successful bidder(s) and
  - g. Be individually responsible for any tax liability associated with the individual contract.
9. No participating local board in the Cooperative Pricing System shall be responsible for payment for any services ordered or for performance generally by any other participating local board. Each participating local board shall, accordingly be liable only for its own performance and for items ordered and received by it and none assumes any additional responsibility or liability.


The provisions of paragraphs 7, 8 and 9 above shall be quoted or referenced and sufficiently described in all specifications so that each

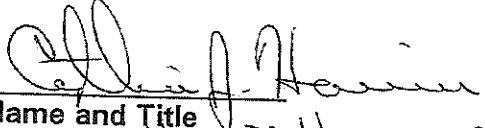
bidder shall be on notice as to the respective responsibilities and liabilities of the participating contracting units.

10. No participating local board in the Cooperative Pricing System shall issue a purchase order or issue a contract for a price which exceeds any other price available to it from any other such system in which it is authorized to participate or from bids which it has itself received.
11. NJSBA reserves the right to exclude any item or service from within said system if, in its opinion, the pooling of purchasing requirements or needs of the participating contracting units is either not beneficial or practicable.
12. NJSBA shall appropriate sufficient funds to enable it to perform the administrative responsibilities assumed pursuant to this Agreement.
13. This Agreement shall become effective upon signing, subject to the review and approval of the Director of the Division of Local Government Services and shall continue in effect for the duration of the Cooperative Pricing System's Registration with DCA unless any party to this Agreement shall give written notice of its intention to terminate its participation.
14. Additional local boards may from time to time, execute this Agreement by means of a Rider attached hereto, which addition shall not invalidate this Agreement with respect to the other signatories. NJSBA is authorized to execute the Rider(s) on behalf of the members of the Cooperative Pricing System.
15. All records and documents maintained or utilized pursuant to the terms of this Agreement shall be identified by the code number assigned to the System by the Director, Division of Local Government Services, and such other numbers as are assigned by the Lead Agency for purposes of identifying each contract and item awarded.
16. This Agreement shall be binding upon and enure to the benefit of the successors and assigns of the respective parties hereto.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be signed and executed by their authorized corporate officers and their respective seals to be hereto affixed the day and year above written.



BY:   
Name and Title  
New Jersey School Boards Association  
Dr. Lawrence S. Feinsod  
Executive Director

ATTEST BY:   
Name and Title  
Cynthia I. Harrison  
Executive Admin. Asst.

FOR THE PARTICIPATING LOCAL DISTRICT BOARD OF EDUCATION:

BY: Melissa R. Simmons  
Name and Title

ATTEST BY: Karla Starks, Comptroller/Assistant Board Secretary  
Name and Title

Signature:   
Melissa Simmons (Mar 30, 2021 19:03 EDT)

Email: msimmons@teaneckschools.org

**Teaneck Public Schools Special Education Medicaid Initiative (SEMI) Action**

In accordance with N.J.A.C. 6A:23A-5.3(f) and (g), failure to maximize SEMI, each district that has less than 90 percent participation of SEMI eligible students in the p set forth in N.J.A.C. 6A:23A-5.3(e) shall submit a SEMI action plan to the Executive County Superintendent for review and approval as part of the district's proposed t relate to their specific areas of weakness and then specify activities to be implemented to improve and maximize SEMI participation.

County: Bergen

District: Teaneck 03-5150

**Sample Corrective Action Plan Table**

<b>SEMI Action Plan Components</b>	<b>District Activities for Compliance</b>	<b>Person(s) Responsible</b>	<b>Projected Timelines</b>
<p><b>COVID-19: The failure to achieve the revenue benchmark directly related to the State-wide declaration of a public health emergency, which resulted in school closures, thus reducing the number of Medicaid eligible services provided.</b></p> <p>Attestation that district will strive to deliver all required health-related direct and evaluation services in a safe manner and will submit for billing in a timely manner.</p>	<p>District will provide all required health-related direct via remote/virtual and/or in person sessions as per IEPs. Person(s) responsible will log such services. Distict will provide evaluation services in person in a safe manner following state, federal, and local timelines and in accordance with social distancing protocols and CDC recommendations and in accordance with</p>	<p>Case Managers, SEMI Coordinator, and Director of Special Services &amp; Nursing Services</p>	<p>Current/On-going (February - June)</p>

<p><b>Establishing Benchmarks for Maximum SEMI Participation:</b> Establish a benchmark of x percent for the current school year or for the first year that the district does not have an approved waiver pursuant to the provisions of N.J.A.C. 6A:23A-5.3(b), whichever is applicable, for obtaining maximum participation of all SEMI eligible students by the start of the subsequent school year.</p> <p>The benchmarks for the current school year or for the first year that the district does not have an approved waiver pursuant to (b) above, whichever is applicable, for achieving maximum participation shall close, at a minimum, the gap between current participation and maximum participation by 50 percent by the beginning of the subsequent school year; and</p> <p>The benchmarks shall be based on the percentage of parental consent forms collected from eligible students. The number of parental consent forms shall reflect one parental consent form or one document noting parental refusal for each eligible student.</p>	<p>As per N.J.A.C 6A:23A-5.3(f), an action plan is required because 100 percent of budgeted revenue was not met. The FY 2020 SEMI program performance report showed 65% of revenue was achieved and triggered an action plan. In order to increase the maximum participation and increase the budgeted revenue to the required 100%, the following activities will take place: 1) Ensure all services are delivered as per IEPs and logs maintained of sessions. 2) Ensure all independent contractors and agencies are included on the staff pool.</p>	<p>Case Managers, SEMI Coordinator, and Director of Special Services &amp; Nursing Services</p>	<p>Current/On-going (February - June)</p>
<p><b>Documenting Health-related Evaluation Services:</b> Procedures to ensure that all SEMI eligible health-related evaluation services are documented in the third-party administrator's system. Health-related evaluation Services are only claimable are only claimable for Medicaid if all requirements outlined in the SEMI Provider Handbook are</p>	<p>We upload our student database containing IEP start and end dates monthly.</p>	<p>SEMI Coordinator and Child Study Team Case Managers</p>	<p>Monthly</p>
<p><b>Documenting SEMI Eligible Health-Related Services:</b> Procedures to ensure that all SEMI eligible health-related services, including those provided by entities where the district has placed SEMI eligible students, are documented in the third-party administrator's system.</p>	<p>Logs are collected and the services entered monthly.</p>	<p>SEMI Coordinator and Child Study Team Case Managers</p>	<p>Report Health Related Evaluations to be Logged is monitored monthly.</p>
<p><b>Validation of IEP on File:</b> Procedures to ensure that a valid IEP is on file and the correct IEP date is documented in the third-party administrator's system for each SEMI eligible student for whom parental consent has been obtained.</p>	<p>We upload our student database containing IEP start and end dates monthly.</p>	<p>Child Study Team Case Managers</p>	<p>Monthly</p>

<p><b>Validation of Service Provider Qualifications:</b> Procedures to ensure that service providers used by the district and entities where the district has placed SEMI eligible students have valid licenses and certifications and that these SEMI provider qualifications are documented in the third-party administrator's system.</p>	<p>To be documented in district data base.</p>	<p>SEMI Coordinator</p>	<p>Monthly</p>
<p><b>Participation in SEMI Training Opportunities:</b> Procedures to ensure that staff participate in relevant training opportunities provided by the third-party administrator, including, but not limited to, regional meetings and online training.</p>	<p>District attends regional meetings and online webinars.</p>	<p>SEMI Coordinator and Director of Special Education and Nursing Services</p>	<p>As needed</p>
<p><b>Timely Certification of Quarterly Staff Pool List:</b> Procedures to ensure that the quarterly staff pool list is certified under the time frames required in the implementation of cost settlement via the third-party</p>	<p>SEMI Coordinator to update staff pool list as staff leave district or new staff are hired or to add contracted agencies and their service providers.</p>	<p>SEMI Coordinator</p>	<p>Quarterly/Annually</p>

**Plan**

rebudget year or has failed to comply with all program requirements budget submission. Districts should determine which items below

**Date: February 19, 2021**

<b>Documentation of Completion/Implementation</b>	<b>Date</b>
IEPs and provider logs. Contact with PCG is current and ongoing. List of eligible students in and out of district will be maintained by the SEMI Coordinator. Contracts and information from outside consultants.	

IEPs and provider logs. Contact with PCG is current and ongoing. List of eligible students in and out of district will be maintained by the SEMI Coordinator. Contracts and information from outside consultants.

The database is sent via secure email provided by PCG.

Report Health Related Evaluations Logged and monitored monthly.

IEP Direct Data Base, Skyward

Personnel records indicating employment of appropriately certified staff, vendor contracts outlining services to be rendered and provider certifications and licensures of consultants.	
Attendance taken at off site training and online training.	
Staff pool list completed and certified by specified due date.	

CH192/193 Funding Statement and Additional Funding Request

03/24/2021

**UNOFFICIAL Funding Statement \***

County: 03-BERGEN

District: 5150-TEANECK TWP

2020-21 FUNDING STATEMENT FOR SERVICES UNDER CHAPTERS 192 & 193 LAWS OF 1977 AS AMENDED

STATE AID AMOUNTS FOR SERVICES UNDER CHAPTER 192

<u>Program</u>	<u>2020-21 Rate/Pupil</u>	<u>Pupils</u>	<u>Alloc. for each Service 2020-21</u>	<u>Add'l Pupils</u>	<u>Additional 2020-21 Funding</u>	<u>Total 2020-21 Funding to Date</u>
Compensatory Education*	\$995.33 X	76 =	\$66,189.00	52	\$36,752.00	\$102,941.00
E.S.L.*	\$1,015.00 X	24 =	\$21,315.00	0	\$0.00	\$21,315.00
Transportation*			\$17,894.00		\$0.00	\$17,894.00
Total Alloc. for CH.192 Services - 2020-21			\$105,398.00		\$36,752.00	\$142,150.00 (A)

\* Prorated at 81 %

STATE AID AMOUNTS FOR SERVICES UNDER CHAPTER 193

<u>Program</u>	<u>2020-21 Rate/Pupil</u>	<u>Pupils</u>	<u>Alloc. for each Service 2020-21</u>	<u>Add'l Pupils</u>	<u>Additional 2020-21 Funding</u>	<u>Total 2020-21 Funding to Date</u>
Initial Exam & Class.*	\$1,326.17 X	113 =	\$146,860.00	0	\$0.00	\$146,860.00
Annual Exam & Class.*	\$380.00 X	113 =	\$42,081.00	0	\$0.00	\$42,081.00
Corrective Speech*	\$930.00 X	68 =	\$61,975.00	10	\$7,291.00	\$69,266.00
Supplemental Instr.*	\$826.00 X	127 =	\$102,804.00	69	\$23,313.00	\$126,117.00
Total Alloc. for CH.193 Services - 2020-21			\$353,720.00		\$30,604.00	\$384,324.00 (B)

\* Prorated at 98%

Total CH. 192/193 Allocation Payable (A + B): \$526,474.00

Calculated Monthly Payments:

SEP	\$44,406.00	NOV	\$46,065.00	JAN	\$50,384.00	MAR	\$54,239.00	MAY	\$61,038.00
OCT	\$46,065.00	DEC	\$47,961.00	FEB	\$54,239.00	APR	\$61,038.00	JUN	\$61,039.00

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*\*Official monthly Funding Statements are available through School Aid - School Aid Payments and Notices website on the homeroom after requests have been certified and the payment is processed each month.*



## CAREN SPOONER

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### EXPERIENCE:

Bergen County Special Services School, Paramus NJ

March 2018-present

#### **Accountant**

- Review and sign off on monthly purchase orders, and assist with accounts payables,
- Manage SNEARS reimbursements, lunch application, bond reimbursements and SEMI reports.
- Responsible for monthly journal entries, deposits, bank reconciliations, accounts receivable invoice receipts entries and data management
- Handle all administrators and staff work related travel, including board approval and reimbursements  
Monitor consultants and professional providers budget and expenses

Bergen County Special Services Schools, Paramus NJ

#### **Payroll Assistant**

- Updated State of New Jersey Report of Contribution (ROC) including employee retro salary information
- Maintained employees' pension data in Computer Solution Inc. (CSI) for payroll processing
- File and distribute employee pensions payroll certification; scan documents to data base

Bergen County Special Services Schools, Paramus NJ

#### **Purchasing Agent**

- Worked in collaboration with purchasing manager to approve purchase orders
- Prepared resolution and award letters, and organized bid logs with current bids and contracts,
- Assisted with bid openings, request for quotes (RFQ), request for proposal (RFP), affirmative action, political disclosure, and Iran statement request

Roseville Community Charter School, Newark, NJ

#### **Business Manager/Purchasing Agent**

Oct. 2011- June 2017

- Prepared and administered the school payroll, providing accounting documents and controls to meet state and local auditing requirements,
- Maintained contractual salaries, stipend and payment as approved by the board of education
- Reconciled and transmitted all payroll agency deductions, including FICA state and federal taxes, quarterly pension report, health benefit, professional dues, tax sheltered annuity programs and garnishments
- Assisted staff in learning payroll processes and systems by delivering informational presentations at new hire orientation
- Troubleshooted and resolved staff inquiries and concerns, and ensured comprehensive employee understanding of policies and procedures as needed
- Effectively maintained communications and work cooperatively with administration to resolve payroll issues and concerns
- Handled all documentation and forms for TPAF, PERS, DCRP, State of New Jersey Pension Plan, including loans, back deduction, retirement, withdrawals and interfund transfer
- Collaboratively work with administrators in creating and updating procedures in accordance with New Jersey school law, state, board of education rules and regulations and contractual obligations
- Reviewed the reconciliation of the school financial accounts including federal and state monthly and quarterly reporting, annual W2's, and 1099
- Managed the distribution of payroll to budget line-item account and budgetary codes and changes

Schomburg Charter School, Jersey City, NJ

Sept. 2010-Dec. 2011

#### **Treasurer of School monies**

- Managed bank reconciliation statements immediately upon receipt
- Submitted written report for all bank accounts and generated monthly treasury report

# CAREN SPOONER

Jersey City Board of Education, Jersey City, NJ

Nov. 2008 – Aug. 2009

## Accountant

- Worked in collaboration with budget manager on budget to resolve over expensed account line item
- Reconciled financial management reports and prepared journal entries as needed
- Calculated payroll encumbrances each month for budget funding accuracy
- Reconciled bank and petty cash accounts using QuickBooks
- Computed all financial management reports for management

Red Bank Charter School, Red Bank, NJ

Aug. 2008 – Jan. 2009

## Business Manager

- Worked remotely 50% of the time
- Managed the areas of accounting, budget, purchasing, capital planning, human resources, the child nutrition program and assisted with strategic planning
- Assisted with meeting agenda and attended Board meeting

Essex Valley School, West Caldwell, NJ

Nov. 2006 – Dec. 2007

## Business Manager

- Managed operations, budgeting, financial reporting, purchasing, payroll, accounts payables
- Responsible for reviewing controls, procedures, and policies for compliance with State and Federal rules and regulations
- Implemented new accounting program that closely follow the chart of accounts and financial reporting

Gray Charter School, Newark, NJ

Sept. 2003 – Sept. 2006

## Business Manager

- Maintained the day-to-day function of the business office, and oversaw the preparation of the district payroll and payroll tax returns
- Handled record keeping including grants processing and payment
- Managed all purchase orders and check disbursements for vendors
- Verified and posted all books and records to the general ledger
- Prepared board agenda and monthly board secretary reports
- Managed personnel files and records, pension accounts, and medical and dental insurance benefits
- Supervised the Food Service department

## COMPUTERS SKILLS

- FileMaker Pro
- CDK Systems

- Microsoft office
- Computer Solutions

- Docuware
- QuickBooks

## Volunteer

New Jersey Performing Arts Center, Newark, NJ

Sept. 2017-Present

## EDUCATION:

Masters in Business Administration - Management

Salem International University, Salem, WV

Bachelor of Science in Finance

NJ City University, Jersey City, NJ

## CERTIFICATE:

Qualified Purchasing Agent, SBA

**THE TEANECK PUBLIC SCHOOL DISTRICT**  
**Human Resource Management**

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**POSITION DESCRIPTION**

**POSITION TITLE:** Television and Production Teacher

**ADMINISTRATIVE RELATIONSHIP:** Reports to the building Principal and/or Supervisor/Director of Instructional Programs

**ESSENTIAL QUALIFICATIONS:**

1. Hold a master's degree from an accredited college or university.
2. Standard New Jersey certification in Audio, Visual, Broadcasting Technology, Television Broadcasting or Interactive Media required.
3. Strong foundational background knowledge in television, audio and video production theories and concepts, cinematography equipment and editing media content.
4. Knowledge of industry-standard programs related to television production and cinematography.
5. Demonstrate excellent leadership and organizational skills as well as the ability to motivate people.
6. Demonstrate effective instructional delivery techniques and excellent communication skills.
7. Exhibit a personality that exemplifies excellent interpersonal skills in order to engage with students, staff, administration, parents and the community.
8. Demonstrate excellent communication skills, both in spoken and in written English.
9. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations and telecommunications.
10. Ability to develop and utilize diverse techniques in order to reach all learners.
11. Proven ability to work harmoniously with diverse populations.
12. Other qualifications as the Board and/or Superintendent of Schools finds appropriate.

**ESSENTIAL FUNCTIONS OF POSITION:**

1. Instructs secondary school students in all phases of video production (to include scripting, recording, editing, audio, studio lighting, directing and computer graphics) in accordance with the course of study adopted by the Board of Education.
2. Develops clear and concise instructional lesson plans and organizes class time to provide a balanced program of preparation, instruction, and on-air time.
3. Provides individual and small group instruction and adapts the curriculum to the needs of students with varying abilities.
4. Uses a variety of instructional techniques appropriate for the ages and skill level of students.
5. Establishes and maintains standards of pupil behavior and creates a safe, orderly, and effective environment for learning during class time and on-air productions.
6. Instructs students in the proper care and use of video production equipment.
7. Organizes storage areas and controls the use of materials and equipment to prevent loss, abuse, injury or security breach.
8. Makes minor adjustments to video production equipment and requests repairs as appropriate.
9. Evaluates student performance and growth in knowledge and understandings and prepares regular progress reports.
10. Conferences regularly with parents/guardians regarding behavior observations and the performance of students.
11. Identifies student needs and cooperates with other professional staff members in helping students solve health, attitude, and learning problems.
12. Maintains thorough records for each student.
13. Selects, requisitions, and maintains books, instructional materials, video production equipment, and instructional aids.
14. Attends staff development programs, curriculum development meetings, and other professional activities.
15. Keeps abreast of developments, research, and new technology in the field of mass communications.

- 16. Supervise, monitor and assist students in various after hour productions when applicable.
- 17. Completes any additional duties as directed by the Superintendent of Schools.

Position descriptions are established by the Human Resource Management Office and adopted by the Board of Education. They are intended only to summarize the essential duties, responsibilities, qualifications, and requirements of the position for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Position descriptions are not designed to contain or be interpreted as a comprehensive inventory of all tasks an employee might be expected to perform. Nor do they not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed. Individuals shall perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload. Every employee has a duty to perform all assigned tasks. The order of essential functions and duties of the position as listed in the position description is not designed or intended to rank the duties in any order of importance relative to each other.

**TERMS OF EMPLOYMENT:**

Ten-month position. Salary determined by negotiations between the Teaneck Board of Education and the Teaneck Township Educators Association

**EVALUATION:**

The annual performance evaluation will be based upon this position description and any applicable State regulations and/or Board of Education policies.

*Board Approved: 04/28/2021*

**THE TEANECK PUBLIC SCHOOL DISTRICT**  
**Human Resource Management**

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**POSITION DESCRIPTION**

**POSITION TITLE:** Assistant Superintendent for Curriculum and Schools

**JOB GOAL:** Assumes the major duties of organizing, coordinating and directing the development, implementation and coordination of all district curriculum projects and academic programs, as well as the student registration process for all grades of the district, and is responsible for evaluating all District school principals and the Director of ELA, ESL and School Innovation.

**ESSENTIAL QUALIFICATIONS:**

1. Must be able to perform essential job functions with or without reasonable accommodations.
2. Doctorate preferred, Master's degree is required from an accredited college/university with specialization in the areas of educational administration, supervision, and evaluation.
3. Minimum of seven (7) years' experience as a school administrator.
4. Valid New Jersey Administrative Certificate with School Administrator, or Principal endorsement.
5. Demonstrated success in the supervision, development, implementation and evaluation of curriculum and instruction.
6. Demonstrated success in evaluation of school principals and other administrative professionals.
7. Such other qualifications of academic, professional and personal excellence as the Teaneck Board of Education may specify.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
10. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with current federal immigration law.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6A:32-6.3.
13. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6A:32-6.3.

**ESSENTIAL FUNCTIONS OF POSITION:**

1. Direct the development, implementation and evaluation of all phases of the regular instructional program.
2. Participate in the selection and recommendation for adoption for all textbooks and supplementary instructional materials, achievement and professional journals.
3. Organize and review school level plans to ensure compliance with NJDOE and federal mandates.
4. Direct all phases of the district's testing programs.
5. Serve as district liaison to county and state agencies for areas of responsibility, including NJQSAC, Curriculum Council and federal mandates.
6. Determine annual and long-range budget needs.
7. Coordinate the major activities, processes and development of the District Strategic Plan.
8. Prepare for publication of the school report card data.
9. Direct and ensure the advancement of technology integration across the curriculum for teaching and for assessment as well as student information data applications.
10. Coordinate the state-mandated mentoring program.
11. Direct and supervise all phases of the district's in-service/staff development program for certified and non-certified personnel.
12. Prepare performance evaluations for all personnel who report directly to the Assistant Superintendent for Curriculum and Schools.
13. Ensure that the quality of observation and performance reports as written capture and reinforce Teaneck's instructional standards as articulated in the BOE-adopted curriculum/programs and New Jersey Student Learning Standards.
14. Serve as district liaison to county and state agencies for oversight of the Local Professional Development Committee.
15. Ensure that all administrators meet the requirements for the NJDOE-required Professional Growth Plans.

16. Monitor annual programs of all professional teaching staff to comply with the 100-hour Professional Development Mandate.
17. Ensure district compliance of the NJDOE Comprehensive Equity Plan and relevant instructional/staff development areas of NJQSAC.
18. Direct and coordinate district scheduling of students and report card distribution.
19. Monitor compliance of all teacher observation and evaluation procedures and regulations.
20. Facilitate meetings for the Teaneck Curriculum Coordinating Committee.
21. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent of Schools.
22. Establish operational objectives, work plans, timelines and assignments for proposal development, determining how to use resources to meet objectives and schedule and collaborate with appropriate District staff and external partners.
23. Performs related duties as assigned.
24. Superintendent reserves the right to reassign department oversight at any time based upon the needs of the district.

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

**TERMS OF EMPLOYMENT:**

Confidential, twelve-month position. No bargaining unit affiliation. Salary determined by negotiation with the Superintendent of Schools and approved by the Board of Education.

**SALARY RANGE:**

\$150,000 - \$175,000

**EVALUATION:**

The annual performance evaluation will be based upon this position description and any applicable State regulations and/or Board of Education policies.

*Board Approved: 04/28/2021*

# THE TEANECK PUBLIC SCHOOL DISTRICT

## Human Resource Management

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### POSITION DESCRIPTION

**POSITION TITLE:** Assistant Superintendent of Educational Services

**JOB GOAL:** Assumes the major duties of organizing, coordinating and directing the development, implementation and coordination of all Special Education services, Nursing Services, Homeless Issues, Title I, guidance and counseling services, and is responsible for assuming the second-in-command responsibilities pursuant to the Job Description of the Superintendent of Schools in the absence of the Superintendent of Schools.

**ESSENTIAL QUALIFICATIONS:**

1. Must be able to perform essential job functions with or without reasonable accommodations.
2. Doctorate preferred, Master's degree is required from an accredited college/university with specialization in the areas of educational administration, supervision, and evaluation.
3. Minimum of seven (7) years' experience as a school administrator.
4. Valid New Jersey Administrative Certificate with School Administrator, or Principal endorsement.
5. Demonstrated success in the supervision, development, implementation and evaluation of curriculum and instruction.
6. Demonstrated success in evaluation of school principals and other administrative professionals.
7. Such other qualifications of academic, professional and personal excellence as the Teaneck Board of Education may specify.
8. Knowledge of issues associated with student homelessness, including, but not limited to McKinney-Vento requirements.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
11. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with current federal immigration law.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6A:32-6.3.
14. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6A:32-6.3.

**ESSENTIAL FUNCTIONS OF POSITION:**

1. Direct the development, implementation and evaluation of all phases of the District Special Education instructional programs.
2. Continually monitors student achievement, using multiple sources of data, and recommends actions and initiatives to foster continuous improvement in student achievement.
3. Formally reports to the Superintendent of Schools and Board of Education at least annually on student achievement measures, and recommends refinements and improvements in the instructional program to address areas of concern or opportunities for growth.
4. Effectively communicates student achievement measures to the administration, instructional staff and to parents/guardians and the community at large; and, educates the entire school community about efforts and initiatives to improve student achievement.
5. Ensures that appropriate Intervention & Referral Services are available for pupils who are having difficulty in their classes and who have not been classified in need of special education.
6. Supervise and evaluate Special Education Department leadership.
7. Direct the development, implementation and evaluation of all phases of the District Nursing Services.
8. Direct the development, implementation and evaluation of all phases of the District Homelessness supports and programs.
9. Direct the development, implementation and evaluation of all phases of the District Title I programs.
10. Assists the Superintendent of Schools in the development, implementation and evaluation of all phases of the Superintendent of Schools' duties and responsibilities.
11. Determine annual and long-range budget needs.
12. Coordinate the major activities, processes and development of the District Strategic Plan.

13. Work closely with special education and content area supervisors to coordinate program development and implementation.
14. Ensure compliance with Intervention and Referral Services Procedures and response to intervention procedures.
15. Direct and supervise all phases of the district's in-service/staff.
16. Prepare performance evaluations for all personnel who report directly to the Assistant Superintendent of Educational Services.
17. Ensure that the quality of observation and performance reports as written capture and reinforce Teaneck's instructional standards as articulated in the BOE-adopted curriculum/programs and New Jersey Student Learning Standards.
18. Ensure district compliance of the NJDOE Comprehensive Equity Plan and relevant instructional/staff development areas of NJQSAC.
19. Monitor compliance of all teacher observation and evaluation procedures and regulations.
20. Coordinate school-level Cultural Understanding Initiative/Equity Plans.
21. Establish operational objectives, work plans, timelines and assignments for proposal development, determining how to use resources to meet objectives and schedule and collaborate with appropriate District staff and external partners.
22. Assumes the responsibilities for administering the District in the absence of the Superintendent.
23. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent of Schools.
24. Superintendent reserves the right to reassess department oversight at any time based upon the needs of the district.

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

**TERMS OF EMPLOYMENT:**

Confidential, twelve-month position. No bargaining unit affiliation. Salary determined by negotiation with the Superintendent of Schools and approved by the Board of Education.

**SALARY RANGE:**

\$160,000 - \$175,000

**EVALUATION:**

The annual performance evaluation will be based upon this position description and any applicable State regulations and/or Board of Education policies.

*Board Approved: 04/28/2021*



**THE TEANECK PUBLIC SCHOOL DISTRICT**  
**Human Resource Management**

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**POSITION DESCRIPTION**

**POSITION TITLE:** SUPERVISOR OF INSTRUCTIONAL PROGRAMS AND SERVICES

- Humanities
- Gifted Education

**REPORTS TO:** Director of School Innovation, English and ESL

**ESSENTIAL QUALIFICATIONS:**

1. Must be able to perform essential job functions with or without reasonable accommodation.
2. Valid New Jersey Administrative Certificate with Supervisor endorsement.
3. Valid New Jersey Teaching Certificate in one or more of the following areas:
  - Social Studies K-12; or
  - Middle School with Subject matter Specialization: Social Studies in Grades 5 - 8 *alongside* an instructional certificate.
4. Master's degree from an accredited college/university with extensive course work and recent evidence of advanced study in area of responsibility.
5. Minimum of five (5) years of successful social studies /history teaching experience.
6. In-depth knowledge of educating gifted students.
7. In-depth knowledge of equity within education and recognizes that different students need different resources to achieve the same goals as their peers.
8. In-depth knowledge of the New Jersey Learning Standards for Social Studies.
9. Strong background in instructional methodology for the teaching of Social Studies and Gifted Instruction methodology.
10. Ability to analyze formative, summative and demographic data to make informed decisions regarding instructional programming.
11. Demonstrated leadership in the application of high-quality social studies and gifted education.
12. Ability to work effectively with staff, parents, community members and students to maintain and strengthen sound human relations for the improvement of the school program.
13. Demonstrated ability to work harmoniously in a multicultural, diverse community.
14. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with current federal immigration law.
15. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
16. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6A:32-6.3.
17. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6A:32-6.3.

Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**ESSENTIAL FUNCTIONS OF POSITION:**

1. Assist in the improvement of classroom instruction through a variety of means including conducting classroom observations and evaluations of teacher performance.
2. Evaluate social studies curriculum offerings and ability to make recommendations for effective modifications.
3. Evaluate and oversee the district's gifted and talented programming meet the Strengthening Gifted and Talented Education Act.
4. Review findings with department members and recommend program adjustments to enhance academic achievement and professional development opportunities.
5. Ability to plan, organize and deliver district-level professional development programs as well as run district-wide department meetings.
6. Recommend and lead the adoption of new textbooks and instructional materials in accordance with district procedures.
7. Assist department members in developing budgetary requests and recommending department priorities.
8. Provide comprehensive instructional coaching in instructional practices for elementary and secondary practitioners.
9. Participate in the recruitment, selection and retention of department personnel.
10. Assume responsibility for the orientation and induction of new staff within the department to ensure a smooth adjustment to their new position.

11. Perform, as assigned by the Superintendent or his/her designee, additional or alternate duties which are within the scope of employment and certification.

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

**TERMS OF EMPLOYMENT:**

Twelve-month position. Salary determined by negotiations between the Teaneck Board of Education and the Teaneck Association of Administrators and Supervisors.

**SALARY RANGE:**

\$115,000-\$135,000

**EVALUATION:**

The annual performance evaluation will be based upon this position description and any applicable State regulations and/or Board of Education policies.

*Board Approved: 04/28/2021*