

Minutes of the proceedings of the **PUBLIC WORK MEETING** held on Wednesday, December 2, 2020, in the virtually via zoom app, at 7:00 PM. *Dr. Ardie Walser, 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, December 2, 2020, virtually via zoom app, at 7:00 PM. Adequate notice of this meeting has been sent to the Record, filed with the Municipal Clerk and posted on the school district website at www.teaneckschools.org, on November 19, 2020."

III. Roll Call

<i>Board Member</i>	<i>Present</i>	<i>Absent</i>
Ms. Burns (Linda)	x	
Ms. Fisher (Victoria)	x	
Mrs. Rappoport (Sarah)		x
Mr. Reiner (Gerald)	x	
Mr. Rodriguez (Sebastian)	x	
Mr. Rose (Howard)	x	
Ms. Sanders (Denise)	x	
Dr. Walser (Ardie)	x	
Mrs. Williams (Clara)	x	

IV. Reaffirmation of District Goals

V. Superintendent's Report (if needed)

VI. Board Presentations (if needed)

VII. Public Comment (agenda ONLY)

For public comments please click below:

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

VIII. Board Committee Reports (as available)

NONE

IX. Agenda Items

X. Public Comment (non-Agenda)

For public comments please click below:

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

XI. Executive Session (if needed)

Mr. Rodriguez motioned to adjourn the public meeting and convene into the Executive session at 10:50pm. Said motion was seconded by Mr. Rose and carried by unanimous vote.

Motion: S. Rodriguez	Second: H. Rose			
Board Member	Yes	No	Abstain	Absent
Ms. Burns (Linda)	x			
Mrs. Fisher (Victoria)	x			
Mrs. Rappoport (Sarah)				x
Mr. Reiner (Gerald)	x			
Mr. Rodriguez (Sebastian)	x			
Mr. Rose (Howard)	x			
Ms. Sanders (Denise)	x			
Dr. Walser (Ardie)	x			
Mrs. Williams (Clara)	x			

Ms. Fisher motioned to adjourn the Executive Session and convene back into the Regular Public meeting at 12:39 am. Said motion was seconded by Mr. Rose and carried by unanimous vote.

Motion: V. Fisher	Second: H. Rose			
Board Member	Yes	No	Abstain	Absent
Ms. Burns (Linda)	x			
Mrs. Fisher (Victoria)	x			
Mrs. Rappoport (Sarah)				x
Mr. Reiner (Gerald)	x			
Mr. Rodriguez (Sebastian)	x			
Mr. Rose (Howard)	x			
Ms. Sanders (Denise)	x			
Dr. Walser (Ardie)	x			
Mrs. Williams (Clara)	x			

XII. Adjournment

Mr. Reiner motioned to adjourn the regular public meeting at 12:40 am. Said motion was seconded by Mr. Rodriguez and carried by an unanimous vote.

Motion: G. Reiner	Second: S. Rodriguez			
Board Member	Yes	No	Abstain	Absent
Ms. Burns (Linda)	x			
Mrs. Fisher (Victoria)	x			
Mrs. Rappoport (Sarah)				x
Mr. Reiner (Gerald)	x			
Mr. Rodriguez (Sebastian)	x			
Mr. Rose (Howard)	x			
Ms. Sanders (Denise)	x			
Dr. Walser (Ardie)	x			
Mrs. Williams (Clara)	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

DECEMBER 2, 2020

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

1. **POLICY - SECOND READING**
 - 1620 Administrative Employment Contracts
 - 6440 Cooperative Purchasing
 - 6470.01 Electronic Fund Transfer & Claimant Certification
 - 5330.05 Seizure Action Plan
 - 2464 Gifted and Talented Students

BOARD OPERATIONS**DECEMBER 2, 2020**

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 from the Workshop Public Meeting and the Regular Public Meeting held respectively on November 4, 2020 and November 11, 2020 and the Special Public Meeting/Executive Session held on November 18, 2020.

2. that the Board approve the naming of the central office board room to the Margaret Angeli Board Room in memory of Mrs. Angeli, who served as a Board Trustee for over thirty years and also served as Board President. Mrs. Angeli passed away on March 19, 2020.

**SCHOOL OPERATIONS and
CURRICULUM**

DECEMBER 2, 2020

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 accept with grateful appreciation a donation of eight Little Free Libraries book sharing boxes purchased by the TTEA Families & Schools Together Program (FAST) (approximate cost \$2,950). Little Free Libraries book sharing boxes would be placed at each Teaneck Public School in the District. Ms. Delores Connors, teacher at Thomas Jefferson Middle School, would coordinate donations of books and maintain these libraries at each location.

2. that the Board approve upon the recommendation of the Superintendent of Schools to authorize the submission of the 2020-2021 New Jersey Quality Single Accountability Continuum (NJQSAC) Statement of Assurance (SOA) and the District Performance Review (DPR) for NJQSAC monitoring to the Executive County Superintendent.

FINANCE AND BUDGET

DECEMBER 2, 2020

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.

October 1, 2020 through October 31, 2020

General	\$8,376,823
Special Revenue	\$649,509.25
Enterprise	\$15,160.68
Food Service	\$3,803.50
Capital Projects	\$1,085,994.65
Total of Approved Payments	\$10,131,291.08

- 2. that the Board approve the budget transfers for the months of October 2020 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 October 2020 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 are no budgetary transfers that cumulatively exceed 10% that would require the approval of the Executive County Superintendent.

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 \$279.00) (Title II Funded \$0) total cost \$279.00
5. that the Board approve the attached list of Student Field Trips, as approved by the Superintendent (FORUM Grant Funded \$0) and (District Funded \$0 (Parent Funded \$0) total cost \$0.
6. that the Board approve the attached list of Student Fundraising activities by school.
7. that the Board approve the contracts, for out-of-district tuition, for students who would require a Special Education program during the 2020-2021 school year, as per the attached list.
8. that the Board approve the contracts with those clinicians and agencies on the attached list who would provide related services and / or independent evaluations during the 2020- 2021 school year.
9. To approve the application and submission of the New Jersey Department of Education Division of Early Childhood Education 2021-2022 Annual Preschool Operational Plan.
10. **Whereas** the Board approve for the month of November 2020, the additional funding of \$13,263. for **Chapter 192/193** in accordance with the fees approved by the NJDOE (Breakdown below).
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.

Chapter 192 - Compensatory Education	\$5,972.
Chapter 193 – Corrective Speech	\$7,291.
Total	\$13,263.

11. that the Board approve the donation from Helping Hands Teaneck Food Pantry of 56 turkeys for distribution among our McKinney Vento and families in need for Thanksgiving.
12. that the Board approve the donation of 45 Winter Care Kits from Grace in Motion. The

kits contain hats, scarves, gloves, and various other items to be able to endure the winter weather. Grace in Motion will also provide groceries, for Thanksgiving side entrees.

13. that the Board approves the professional development bundle package from The Jeremy Anderson Group, Inc. This package focuses on five professional development training on: Conquering COVID19, Implicit Bias, Equity, Diversity, and Inclusion, School Culture, and Self Care. Not to exceed \$5,000.

14. that the Board approve payment, as per contract, to Dr. Howard M. Knoff in relation to the School Climate Transformation Grant.

	<u>Not to Exceed</u>	
March 2020 – September 2020	\$68,160.	From the 2019-2020 funding year.
October 2020 – December 2020	\$45,450.	From the 2020-2021 funding year.
Total	\$113,610.	

15. that the Board approve remuneration to the Staff Development Workshops for a virtual professional development session for the high school counselors. Consultant Robert Jamison, via the National Youth Center for Youth Issues, will present to the School Counseling Department on December 11, 2020 in an amount not to exceed \$2,500. He will provide a virtual professional development training on Diversity and Equity in School Counseling as it relates to college and career readiness. Account # 20-280-200-320-08-58-I-0 (Title IV Professional Services)

16. **Whereas** the Board approve the replenishment of the petty cash account to assist homeless students in an amount not to exceed \$1,000. Title I funds would be used to reimburse the district.
Be it Resolved that the Board approve the replenishment of the McKinney Vento petty cash account.

17. **Whereas**, in lieu of the Teaneck Public Schools being in a remote learning environment during the first marking period, the South Bergen Jointure Commission (SBJC) provided in person learning gratis to students of the 18-21 STAR Program at the Lodi Campus of SBJC for the first marking period.
Whereas, due to the continuation of remote learning in the Teaneck Public Schools for the second marking period, the SBJC will continue to provide services for the 18-21 Program at the Lodi Campus of the SBJC starting November 16, 2020 through January 22, 2021.
Be It Resolved, that the Board approve a revised linkage agreement between the Teaneck Board of Education and South Bergen Jointure Commission to provide

services for the 18-21 Program at the Lodi Campus of the SBJC starting November 16, 2020 through January 22, 2021 in an amount not to exceed \$108,480 (\$226/day x 12 students x 40 days).

18. that the Board approve the Stipulation of Settlement between the parents of Student ID#104509 and the Teaneck Board of Education in the amount of \$8,485.00 per month for reimbursement of Telos Academy Residential Placement for May 22, 2020 to no later than June 30, 2021.

19. that the Board approves the Stipulation of Settlement between the parents of Student ID#98109 and the Teaneck Board of Education in the amount of \$82,500.00 from October 1, 2019, through June 30, 2020, and \$7,000.00 per month from July 1, 2020, through January 31, 2021, for reimbursement of Gateway Academy Residential Placement.

20. **Whereas**, the Board approves afterschool activities managed by outside providers; and
Whereas, Hobby Quest has submitted the attached proposal for "all remote" (virtual) afterschool programs beginning late January 2021 to run for 8 weeks (once per week) for students at Theodora Smiley Lacey, Hawthorne, Lowell and Whittier Schools plus 5th graders at Benjamin Franklin and Thomas Jefferson Middle Schools; and
Whereas, these programs would be run by Hobby Quest and funded by a grant given to them by the Puffin Foundation; and
Whereas, the district would be reimbursed by Hobby Quest at a \$20.00 per registered student pass-through grant;
Be It Resolved that the Board approves the 2021 winter Hobby Quest virtual program for Teaneck Public Schools.

21. **Whereas**, the Dare to Be program is an afterschool program that provides young women student support for career and college program and opportunities to connect with their talents and skill and provide life planning opportunities to prepare for their post-high school lives;

Whereas, this program successfully ran in 2019-20 school year with over 30 High school female juniors and seniors during the months of October to February (cut short due to COVID)

Be It Resolved that the Board approves the virtual Dare to Be program for High school female students at the amount not to exceed \$7,000 for the school year 2020-2021.

PERSONNEL

DECEMBER 2, 2020

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 non-certificated staff appointments for the 2020-2021 school year, following a 90-day probationary period, effective date as indicated, pending criminal history review:
 - a. Deosarran Ganesh, Lead Bus Driver, at an annual salary of \$47,000 (off-guide), assigned to Central Administration Office, effective November 30, 2020 through June 30, 2021, new position.
 - b. Sheila Moore, Secretary B, at an annual salary of \$65,750 (TTEA Sec 12M B/Step 4), assigned to Teaneck High School, effective January 4, 2021, through June 30, 2021, replacing Charles Hollis, retired (PC#: 30-12-73/avo).
 - c. TBD, Secretary C, at an annual salary of TBD, assigned to Teaneck High School, effective January 4, 2021 through June 30, 2021, replacing Carol Friedel, retired (PC#: 31-12-71/axl).
 - d. TBD, Secretary C, at an annual salary of TBD, assigned to Teaneck High School, effective January 4, 2021 through June 30, 2021, replacing Sheila Moore, promoted (PC#: 30-12-74/axt).

2. the Board approve the appointment of Adrienne Williams as Team Leader for the Whole School, Whole Community, Whole Child School Health NJ Project Grant. September 2020 – June 30th 2021. At a grant funded stipend of \$4000.

Account# 20-010-100-100-73-10-G-H: \$2500
Account# 20-072-200-100-73-15-G-H: \$1500

3. that the Board approve the following leaves of absence for the dates and reasons stated:
 - a. Employee #4596 unpaid child rearing leave of absence without benefits, from December 18, 2020 through June 30, 2021.
 - b. Employee #4581, paid maternity leave of absence with benefits using 32.50 personal illness days from November 13, 2020 through January 5, 2021 under FMLA. January 6, 2021 through January 12, 2021 paid with benefits under FMLA and NJFLA. January 13, 2021 through February 12, 2021 unpaid with benefits under FMLA and NJFLA. February 15, 2021 through March 18, 2021, unpaid with benefits under NJFLA.
 - c. Employee #2184 paid medical leave of absence with benefits using 11 personal

illness days, from December 7, 2020 through December 21, 2020 under FMLA.

d. Employee #0688, unpaid maternity leave of absence with benefits from November 23, 2020 through November 25, 2020, under NJFLA. Unpaid child rearing leave of absence without benefits from November 30, 2020 through June 30, 2021.

4. that the Board approve the following athletic coaches for the 2020-2021 school year, stipend in accordance with the TTEA contract, pending approval of NJSIAA and program/activity completion. Stipends will be prorated in the event of cancellation:

<u>Sport</u>	<u>Position</u>	<u>Name</u>	<u>Stipend Amount</u>
a. Boys Basketball	Head Coach	Damon Wright	\$7,927.00
b. Boys Basketball	Assistant	Alteriq Taylor	\$5,661.00
c. Boys Basketball	Volunteer	Owen Barnes	\$0.00
d. Boys Basketball	Volunteer	Jaden Pinkett	\$0.00
e. Boys Basketball	Volunteer	Marquise Robinson	\$0.00
f. Boys Basketball	Volunteer	Vance Steinbergin	\$0.00
g. Girls Basketball	Head Coach	Bradley Allen	\$7,927.00
h. Girls Basketball	Assistant	Raina Warren	\$5,661.00
i. Girls Basketball	Volunteer	Jessica Ruffin	\$0.00
j. Girls Basketball	Volunteer	Brandon Howell	\$0.00
k. Bowling	Head Coach	Stephanie Baer	\$4,529.00
l. Indoor Track	Head Coach	Brian Walker	\$6,795.00
m. Indoor Track	Assistant	Carlene Cummings	\$4,529.00
n. Indoor Track	Assistant	Joel Garcia	\$4,529.00
o. Indoor Track	Assistant	Taylor Martin	\$4,529.00
p. Swim	Head Coach	Samantha Singer	\$7,927.00
q. Swim	Volunteer	Amanda Teich	\$0.00
r. Winter Cheerleading	Head Coach	Atyana Hyatt	\$4,353.50
s. Boys Fencing	Head Coach	Joshua Gertner	\$6,795.00
t. Boys Fencing	Assistant	Alex Hill	\$4,529.00
u. Girls Fencing	Head Coach	Sarah Duffy-Lawrence	\$6,795.00
v. Girls Fencing	Assistant	Danielle Jones	\$4,529.00
w. Girls Fencing	Volunteer	Krystal Jones	\$0.00
x. Wrestling	Head Coach	James Nonas	\$7,927.00
y. Wrestling	Assistant	Patrick Delaney	\$5,661.00
z. Wrestling	Volunteer	Randy Morales	\$0.00
aa. Wrestling	Volunteer	James Evans	\$0.00
TOTAL:			\$100,603.50

5. that the Board approves payment to Barbara Metzler, substitute teacher to be part of the Child Study Team, on an as-needed, per diem basis, from December 2020 to June 2021 at the rate of \$50 per hour, in an amount not to exceed \$5,000.

6. that the Board approve non- certificated staff appointments, effective November 13, 2020 through June 30, 2021, for up to 12 hours per week at a rate of \$120 per hour, to be paid out of the School Climate Transformation Grant Funds. Acct. # 20-427-200-100-57-15-0-0 (School Climate salaries/stipends)

<u>Staff Member</u>	<u>Activity</u>	<u>Stipend Amount</u>
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a. Jhree Davis Part-time Mental Health Clinician \$120.00/hr.

7. that the Board approve the salaries of Grounds Crew, Mechanics and Custodians, for the 2020-2021 school year, effective July 1, 2020 through June 30, 2021, in accordance with the Teamsters Local 97 contract:

<u>Location</u>	<u>Grounds Crew</u>	<u>Title Level</u>	<u>Salary</u>
OM	Joseph Miraglio	Groundsman	\$ 39,571.00

8. 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. Antoinette Burns, September 01, 2020 through June 30, 2021, with benefits, assigned to Hawthorne Elementary School, replacing employee #4596.

9. that the Board approve payment to the following employee who separated from the district for unused vacation/sick days, not to exceed the information listed below:

a. Hina Mehta, Library Media Specialist, 9 unused sick days at \$75.00 per day, total payment of \$675.00 max.

10. that the Board approve the following teachers serving as teacher mentors to provisionally certified novice teachers as required under the New Jersey Department of Education Provisional Teaching Process:

<u>Novice Teacher</u>	<u>Mentor Teacher</u>	<u>School</u>
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a. Jokeldy Hernandez Patrick O'Connor Benjamin Franklin Middle School

11. that the Board approve reimbursement to the following administrator for the costs incurred during their participation in the New Jersey Leader to Leader Residency Program for principal certification as follows:

a. Shellian Mirander - \$1,000.

12. that the Board approve the following Extra Work for Extra Pay assignments, for the 2020-2021 school year, at Teaneck High School, stipend in accordance with TTEA contract:

<u>Staff Member</u>	<u>Activity</u>	<u>Stipend Amount</u>
a. Yaneth Mesa	Cancer Awareness	\$779.00
b. Jahaziel Valeriano	SOLVE	\$2,731.00
TOTAL:		\$3,510.00

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ADMINISTRATION

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Administrative Employment Contracts

Sept 20

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[See POLICY ALERT Nos. 182, 184, 188 and 221]

1620 ADMINISTRATIVE EMPLOYMENT CONTRACTS

The Executive County Superintendent shall review and approve for all Superintendents of Schools, Superintendents of Schools reappointed pursuant to N.J.S.A. 18A:17-20.1, Deputy Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators, including any interim, acting, or person otherwise serving in these positions, in school districts, county vocational school districts, county special services school districts and other districts, except charters, within the County under the supervision of the Executive County Superintendent:

1. New employment contracts, including contracts that replace expired contracts for existing tenured and non-tenured employees;
2. Renegotiations, extensions, amendments, or other alterations of the terms of existing employment contracts that have been previously approved by the Executive County Superintendent; and
3. Provisions for contract extensions where such terms were not included in the original employment contract or are different from the provisions contained in the original approved employment contract.

In counties where there is no Executive County Superintendent, **an Executive County Superintendent from another county shall be designated by the Commissioner to** ~~or Acting Executive County Superintendent, the Assistant Commissioner for Field Services shall~~ review and approve all above contracts listed above.

The contract review and approval shall take place prior to any required public notice and hearing pursuant to N.J.S.A. 18A:11-11 and prior to the Board of Education approval and execution of ~~these~~ **the** contracts to ensure compliance with all applicable laws, including but not limited to N.J.S.A. 18A:30-3.5, 18A:30-9, 18A:17-15.1 and 18A:11-12.

~~The public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 is applicable to a Board that renegotiates, extends, amends, or otherwise alters the terms of an existing contract with the Superintendent of Schools, Deputy Superintendent, Assistant Superintendents, or School Business Administrator.~~



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Administrative Employment Contracts

{Select One Option

~~_____ The public notice and public hearing requirements of N.J.S.A. 18A:11-11 do not apply to new contracts that replace expired contracts for existing employees in one of these positions, whether tenured or not tenured.~~

~~_____ Although the public notice and public hearing requirements of N.J.S.A. 18A:11-11 do not apply to new contracts and contracts that replace expired contracts for existing employees in one of these positions, whether tenured or not tenured, the Board may issue a public notice and/or hold a public hearing on new contracts, including new contracts that replace expired contracts for existing tenured and non-tenured employees.}~~

In accordance with the provisions of N.J.S.A. 18A:11-11 and N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required shall be applicable to a Board of Education that renegotiates, extends, amends, or otherwise alters the terms of an existing contract with a Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator. In accordance with N.J.S.A. 18A:11-11, notice must be provided to the public at least thirty days prior to the scheduled action by the Board. The Board shall also hold a public hearing and shall not take any action on the matter until the hearing has been held. The Board shall provide the public with at least ten days' notice of the public hearing.

In accordance with N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 shall not apply to new contracts, including contracts that replace expired contracts for existing employees in one of these positions, whether tenured or not tenured. Nothing shall preclude a Board from issuing a public notice and/or holding a public hearing on new contracts, including new contracts that replace expired contracts for existing tenured and non-tenured employees.

The public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 is also required in the event an existing contract for a Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator is rescinded or terminated by the Board of Education before it is due to expire and the parties agree to new employment terms.



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Administrative Employment Contracts

In connection with the Executive County Superintendent's review of the contract, the Board shall provide the Executive County Superintendent with a detailed statement setting forth the total cost of the contract for each applicable year, including salary, longevity (if applicable), benefits, and all other emoluments.

The review and approval of the employment contracts of **Superintendents of Schools, Deputy Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators conducted by the Executive County Superintendent** shall be consistent with the following additional standards outlined in **N.J.S.A. 18A:7-8.1 and N.J.A.C. 6A:23A-3.1**:

1. Contracts for each class of administrative position shall be comparable with the salary, benefits and other emoluments contained in the contracts of similarly credentialed and experienced administrators in other school districts in the region with similar enrollment, academic achievement levels and challenges, and grade span.
2. No contract shall include provisions that are inconsistent with the travel requirements pursuant to N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7 including, but not limited to, the provisions for mileage reimbursement and reimbursement for meals and lodging in New Jersey. Any contractual provision that is inconsistent with law is superseded by the law.
3. No contract shall include provisions for the reimbursement or payment of employee contributions that are either required by law or by a contract in effect in the **school** district with other teaching staff members, such as payment of the employee's State or Federal taxes, or of the employee's contributions to FICA, Medicare, State pensions and annuities (TPAF), life insurance, disability insurance (if offered), and health benefit costs.
4. No contract shall contain a payment as a condition of separation from service that is deemed by the Executive County Superintendent to be prohibited or excessive in nature. The payment cannot exceed the lesser of the calculation of three months pay for every year remaining on the contract with pro-ration for partial years, not to exceed twelve months, or the remaining salary amount due under the contract.



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Administrative Employment Contracts

5. No contract shall include benefits that supplement or duplicate benefits that are otherwise available to the employee by operation of law, an existing group plan, or other means; e.g., an annuity or life insurance plan that supplements or duplicates a plan already made available to the employee. Notwithstanding the provisions of this section, a contract may contain an annuity where those benefits are already contained in the existing contract between the employee and the district.
6. Contractual provisions regarding accumulation of sick leave and supplemental compensation for accumulated sick leave shall be consistent with N.J.S.A. 18A:30-3.5. Supplemental payment for accumulated sick leave shall be payable only at the time of retirement and shall not be paid to the individual's estate or beneficiaries in the event of the individual's death prior to retirement. Pursuant to N.J.S.A. 18A:30-3.2, a new Board of Education contract may include credit of unused sick leave in accordance with the new Board of Education's policy on sick leave credit for all employees.
7. Contractual provisions regarding accumulation of unused vacation leave and supplemental compensation for accumulated unused vacation leave shall be consistent with N.J.S.A. 18A:30-9. Contractual provisions for payments of accumulated vacation leave prior to separation can be included but only for leave accumulated prior to June 8, 2007 and remaining unused at the time of payment. Supplemental payments for unused vacation leave accrued consistent with the provisions of N.J.S.A. 18A:30-9 after June 8, 2007 as well as unused vacation leave accumulated prior to June 8, 2007 that has not been paid, shall be payable at the time of separation and may be paid to the individual's estate or beneficiaries in the event of the individual's death prior to separation.
8. Contractual provisions that include a calculation of per diem for twelve month employees shall be based on a two hundred sixty day work year.



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Administrative Employment Contracts

9. ~~No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to N.J.A.C. 6A:23A-3.1, where compensation is deemed reasonable relative to the established performance objectives, and achievement of the performance objectives has been documented to the satisfaction of the Board of Education.~~ **No provision for a merit bonus shall be made except where payment is contingent upon achievement of quantitative merit criterion and/or qualitative merit criterion:**
- a. **A contract may include no more than three quantitative merit criteria and two qualitative merit criteria per contract year.**
 - b. **The Executive County Superintendent shall approve or disapprove the selection of quantitative merit and qualitative merit criteria and the data that forms the basis of measuring the achievement of quantitative merit and qualitative merit criteria.**
 - c. **A contract may provide for merit bonuses in an amount not exceeding 3.33 percent of annual salary for each quantitative merit criterion achieved and 2.5 percent of annual salary for each qualitative merit criterion achieved. Any such merit bonus shall be considered "extra compensation" for purpose of N.J.A.C. 17:3-4.1 and shall not be cumulative.**
 - d. **The Board of Education shall submit to the Executive County Superintendent a resolution certifying that a quantitative merit criterion or a qualitative merit criterion has been satisfied and shall await confirmation of the satisfaction of that criterion from the Executive County Superintendent prior to payment of any merit bonus.**



POLICY GUIDE

ADMINISTRATION

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Administrative Employment Contracts

10. ~~No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized above.~~ **No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to N.J.A.C. 6A:23A-3.1, where compensation is deemed reasonable relative to the established performance objectives and achievement of the performance objectives has been documented to the satisfaction of the Board of Education.**
11. **No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized in N.J.A.C. 6A:23A-3.1 and N.J.S.A. 18A:7-8.1.**
1244. No contract shall include a provision for a monthly allowance except for a reasonable car allowance. A reasonable car allowance **shall not** ~~cannot~~ exceed the monthly cost of the average monthly miles traveled for business purposes multiplied by the allowable mileage reimbursement pursuant to applicable law and regulation and **New Jersey Office of Management and Budget (NJOMB)** circulars. If such allowance is included, the employee **shall not** ~~cannot~~ be reimbursed for business travel mileage nor assigned permanently a car for official district business. Any provision of a car for official district business must conform with N.J.A.C. 6A:23A-6.12 and be supported by detailed justification. No contract **shall** ~~can~~ include a provision of a dedicated driver or chauffeur.
1342. All Superintendent contracts shall include the required provision pursuant to N.J.S.A. 18A:17-15.1 which states that in the event the Superintendent's certificate is revoked, the contract is null and void.



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Administrative Employment Contracts

- 1413.** No contract shall include a provision for additional compensation upon the acquisition of a graduate degree unless the graduate degree is conferred by a **regionally duly** accredited **college or university** ~~institution of higher education~~ as defined in **applicable regulations** ~~N.J.A.C. 6A:9-2.1~~. No contract shall include a provision for assistance, or tuition reimbursement, or for additional compensation for graduate school coursework, unless ~~the such~~ coursework culminates in the acquisition of a graduate degree conferred by a **regionally duly** accredited **college or university** ~~institution of higher education~~ as defined in **applicable regulations** ~~N.J.A.C. 6A:9-2.1~~.

The review and approval of an employment contract for the Superintendent of Schools shall not include maximum salary amounts pursuant to N.J.S.A. 18A:7-8.j.

Any actions by the Executive County Superintendent undertaken pursuant to **N.J.S.A. 18A:7-8.1**, N.J.A.C. 6A:23A-3.1, and this Policy may be appealed to the Commissioner of Education pursuant to the procedures set forth at N.J.A.C. 6A:3, **Controversies and Disputes**.

N.J.S.A. 18A:7-8; 18A:7-8.1; 18A:11-11
N.J.A.C. 6A:23A-3.1; 6A:23A-7 et seq.

Adopted:



POLICY GUIDE

FINANCES
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Cooperative Purchasing
Sept 20
M

[See POLICY ALERT Nos. 144, 168 and 221]

6440 COOPERATIVE PURCHASING

The Board of Education recognizes that centralized, cooperative purchasing ~~tends to~~ **may** maximize the value received for each dollar spent. The **Board of Education Administration** is encouraged to seek savings that may accrue to ~~this~~ **the school** district by means of joint agreements for the purchase of goods or services with the governing body of ~~any~~ **the** municipality or ~~the~~ county ~~within whose boundaries the school district is wholly or partly located, or by means of contracts entered into by the New Jersey State Treasury Department, Division of Purchase and Property.~~

For the purpose of this Policy, A “cooperative pricing system” means is a purchasing system in which the lead agency advertises for bids, awards a master contract to the vendor providing for its own ~~needs~~ **quantities** and ~~for the estimated quantities submitted by the individual registered members~~ **prices to be extended to registered members, and notifies them of the bid prices awarded.** ~~The registered members then contract directly with the vendor for their own needs, subject to the specifications in the master contract.~~

For the purpose of this Policy, “cooperative purchasing system” means a cooperative pricing system, joint purchasing system, commodity resale system, county cooperative contract purchasing system, or regional cooperative pricing system which has been approved and registered subject to N.J.A.C. 5:34-7.1 et seq.

For the purpose of this Policy, “electronic data processing” means the storage, retrieval, combination, or collation of items of information by means of electronic equipment involving the translation of words, numbers, and other symbolic elements into electrical impulses or currents.

For the purpose of this Policy, A—“joint purchasing system” means is a cooperative purchasing system in which the lead agency **serves as the purchasing agent for the membership of the system with all of the duties and responsibilities attendant. The lead agency advertises for bids and awards a single contract to a vendor providing for the payment to the contractor for**



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Cooperative Purchasing

its own needs and for the needs of the participating registered members of the system. The only contractual relationship is between the lead agency and the vendor. ~~has complete purchasing responsibility for the registered members, and the only contractual relationship is between the lead agency and the vendor.~~

For the purpose of this Policy, “lead agency” means the contracting unit which is responsible for the management of the cooperative purchasing system.

For the purpose of this Policy, “registered members” means Boards of Education who have been approved by the Director of the New Jersey Department of Community Affairs for participation in the cooperative purchasing system.

~~A “cooperative purchasing system” is either a joint purchasing or cooperative pricing system.~~

When the lead agency is a Board of Education or Educational Service Commission and the entire membership of the cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services **in the Department of Community Affairs** are Boards of Education, the **provision and performance of goods or services** ~~purchase of work, materials or supplies~~ shall be conducted pursuant to the Public Schools Contract Law. (N.J.S.A. 18A:18A-11 et seq.)

The **School Business Administrator/Board Secretary** _____ is hereby authorized to negotiate such joint agreements for goods and services which the Board may determine to be required and which the Board may otherwise lawfully purchase for itself with such approved contracting units as may be appropriate in accordance with State law, the policies of this Board, and the dictates of sound purchasing procedures.

In accordance with the provisions of N.J.S.A. 18A:18A-12, a ~~No~~ cooperative or joint purchase **agreement(s) shall be entered into by resolution adopted** ~~may be entered without Board approval by each participating Board of Education, municipality, or county, and shall set forth~~ ~~of an agreement that specifies the categories of goods or services to be provided or performed~~ ~~work, materials and supplies to be purchased;~~ the manner of advertising for bids and the awarding of contracts; the method ~~by which~~ **of payment will be made** by each participating



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Cooperative Purchasing

Board of Education, municipality or county, and ~~such~~ other **matters terms** deemed necessary to carry out the purposes of the agreement. Agreements for cooperative and joint purchasing will be subject to all bidding requirements imposed by law. Purchases made through the State Treasury Department may be made without bid.

Each participant's share of expenditures for purchases under any such agreement shall be appropriated and paid in the manner set forth in the agreement and in the **same** manner as for other expenses of the participant.

In accordance with the provisions of N.J.S.A. 18A:18A-14.2, ~~t~~The Board may by contract or lease provide electronic data processing services for the Board of Education of another school district; and may undertake with such other Board, the joint operation of electronic data processing of their official records and other information relative to their official activities, services and responsibilities. The records and other information originating with any Board participating in such contract or lease may be combined, compiled, and conjoined with the records and other information of any and all participating local units for the purposes of such electronic data processing; and any provisions of law requiring such records to be kept confidential or to be retained by any Board or any officer or agency thereof shall be deemed to be isolated thereby.

A contract or lease to provide electronic data processing services shall set forth the charge for all services provided, or in the case of a joint undertaking the proportion of the cost each party thereto shall assume and specify all the details of the management of the joint undertaking, and any other matters that may be deemed necessary for insertion therein, and may be amended from time to time by the contracting parties **in accordance with N.J.S.A. 18A:18A-14.3.**

For the purpose of carrying into execution a contract or lease for a joint enterprise under N.J.S.A. 18A:18A-14.4, ~~a~~Any party to **such** a contract ~~for joint operation of electronic data processing services~~ may act as agent for any or all parties in acquiring, by lease, purchase or otherwise, any property, facilities or services, in appointing such officers and employees as may be necessary and directing its activities, to the same extent as a Board of Education is authorized to do separately.



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In the event that any controversy or dispute shall arise among the parties (except a municipality or a county) to any such **contract agreement**, the same shall be referred to the **Executive** County Superintendent of the county in which the districts are situated for determination and the determination shall be binding, subject to appeal to the Commissioner of Education ~~and the State Board~~ pursuant to law. In the event the districts are in more than one county, the controversy or dispute shall be referred to the **Executive** County Superintendents of the counties for joint determination, and if they shall be unable to agree upon a joint determination within thirty days, the controversy or dispute shall be referred to the Commissioner of Education for determination.

~~In a cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services where the lead agency is a Board of Education or Educational Service Commission and the membership of the system is Boards of Education and local contracting units as defined in N.J.S.A. 40A:11-2(1), the purchase of any work, materials or supplies shall be conducted pursuant to the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and N.J.A.C. 5:34-7.~~

N.J.S.A. 18A:18A-10 **11** through 14
N.J.S.A. 40A:11-1 et seq.
N.J.A.C. 5:34-7
N.J.A.C. 6A:23-7.423A-**21.5**

Adopted:



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Electronic Funds Transfer and
Claimant Certification
Sept 20
M

[See POLICY ALERT No. 221]

6470.01 ELECTRONIC FUNDS TRANSFER AND CLAIMANT CERTIFICATION

The Board of Education permits the School Business Administrator/Board Secretary to use standard electronic funds transfer (EFT) technologies for EFTs for payment of claims pursuant to N.J.A.C. 5:30-9A.1 et seq. and 5:31-4.1, implementing N.J.S.A. 40A:5-16.5.

“Electronic funds transfer” for the purpose of Policy and Regulation 6470.01 means any approved method of transferring moneys permitted by N.J.A.C. 5:30-9A.1 et seq. that does not involve the physical presentation of a paper check, draft, or similar paper instrument including, but not limited to, wire transfers, e-checks, automated clearing house (ACH) transfers, and transactions initiated by phone or fax.

In accordance with N.J.S.A. 40A:5-16.5.b.(1), the Board of Education authorizes the use of only the forms of standard EFT technologies that are approved to be used by a Board of Education for EFTs for payment of claims. A Board of Education may not utilize procurement cards, charge cards, charge accounts, or any payment services such as PayPal or Venmo.

In accordance with N.J.S.A. 40A:5-16.5.b.(2), the Board designates the School Business Administrator/Board Secretary as being responsible for the oversight and administration of the provisions of N.J.S.A. 40A:5-16.5, N.J.A.C. 5:30-9A.1 et seq.; N.J.A.C. 5:31-4.1, and Policy and Regulation 6470.01.

The Board of Education will only initiate and approve electronic funds in accordance with N.J.A.C. 5:30-9A.1 et seq. Standard EFT technologies shall incorporate, at a minimum, the features and safeguards outlined in N.J.A.C. 5:30-9A.4(a). The Board will only utilize standard EFT technologies upon instituting, at a minimum, the fiscal and operational controls outlined in N.J.A.C. 5:30-9A.4(b).

The School Business Administrator/Board Secretary shall initiate a claim for payment by presenting a claim that has been approved by the Board, to be paid using an EFT technology. The School Business Administrator/Board Secretary



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Electronic Funds Transfer and
Claimant Certification

shall submit the claim for payment with all supporting documentation to the Superintendent of Schools or a designee who is not under the direct supervision of the School Business Administrator/Board Secretary, who shall review the claim for payment and authorize, in writing, the EFT claim using an EFT method.

The Board of Education shall annually approve the School Business Administrator/Board Secretary as the person authorized to initiate a claim for payment and the Superintendent of Schools or a designee not under the direct supervision of the School Business Administrator/Board Secretary as the person responsible to review a claim for payment presented by the School Business Administrator/Board Secretary and authorize payment using an approved EFT method.

On no less than a weekly basis, activity reports on all transactions utilizing standard EFT technologies shall be reviewed by an individual designated and approved by the Board that is not under the direct supervision of the School Business Administrator/Board Secretary and is not empowered to initiate or authorize EFTs.

Claimant certification for a Board of Education shall be in accordance with the provisions of N.J.S.A. 18A:19-3 and rules promulgated by the New Jersey Department of Education.

Providers of ACH and wire transfer services must be financial institutions chartered by a State or Federal agency, with the further requirement that these financial institutions providing ACH and wire transfer services be covered under the Governmental Unit Deposit Protection Act (GUDPA), N.J.S.A. 17:9-41 et seq.

EFTs through ACH must utilize Electronic Data Interchange (EDI) technology, which provide transaction related details including invoice numbers, pay dates, and other identifying information as appropriate for each transaction. The Board must approve an ACH Origination Agreement with the financial institution(s).

N.J.S.A. 18A:19-3

N.J.S.A. 40A:5-16.5

N.J.A.C. 5:30-9A.1 et seq.

Adopted:



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STUDENTS
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Seizure Action Plan
Sept 20
M

[See POLICY ALERT No. 221]

5330.05 SEIZURE ACTION PLAN

The Board of Education requires the development of a seizure action plan, an individualized health care plan, and an individualized emergency health care plan for students with epilepsy or a seizure disorder to care for and treat these students while at school pursuant to N.J.S.A. 18A:40-12.34 et seq.

In accordance with N.J.S.A. 18A:40-12.35, the parent of the student with epilepsy or a seizure disorder seeking epilepsy or seizure disorder care while at school shall submit the student's seizure action plan annually to the school nurse.

The school nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student, provided the parents annually provide to the Board written authorization for the provision of epilepsy or seizure disorder care. The school nurse shall update these plans on an annual basis and as necessary in the event there is a change in the health status of the student. These plans shall include the information outlined in N.J.S.A. 18A:40-12.35.

In accordance with N.J.S.A. 18A:40-12.35, all staff members including staff working with school-sponsored programs outside the regular school day shall be trained in the care of students with epilepsy and seizure disorders. All school bus drivers, contracted and district-employed, shall be provided notice and information if they are transporting a student with epilepsy or a seizure disorder pursuant to N.J.S.A. 18A:40-12.36. The school nurse shall obtain a release from the parent of the student to authorize the sharing of medical information in accordance with N.J.S.A. 18A:40-12.37.

No school employee, including a school nurse, school bus driver, school bus aid, or any other officer or agent of the Board, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.34 through N.J.S.A. 18A:40-12.38, nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person trained in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.34 through N.J.S.A. 18A:40-12.38. Good faith shall not include willful misconduct, gross negligence, or recklessness.

N.J.S.A. 18A:40-12.34 et seq.

Adopted:



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Gifted and Talented Students
Sept 20
M

2464 GIFTED AND TALENTED STUDENTS

The Board of Education recognizes its responsibility to identify gifted and talented students within the school district and to provide these students with appropriate instructional adaptations and services. To that end, the Board directs each such student in the school district be identified and offered an appropriate educational program and services.

For purposes of this Policy, “gifted and talented students” means students who possess or demonstrate high levels of ability in one or more content areas when compared to their chronological peers in the district and who require modification of their educational program if they are to achieve in accordance with their capabilities.

For the purpose of this Policy, “instructional adaptation” means an adjustment or modification to instruction enabling a student who is gifted and talented to participate in, benefit from, and demonstrate knowledge and application of the New Jersey Student Learning Standards in one or more content areas at the instructional level of the student, not just the student’s grade level.

The Superintendent of Schools or designee shall ensure that the appropriate instructional adaptations are designed for students who are gifted and talented.

~~The Superintendent will develop appropriate curricular and instructional modifications used for gifted and talented students indicating content, process, products, and learning environments.~~

The Superintendent **or designee** will develop procedures for an ongoing Kindergarten through grade twelve identification process for gifted and talented students that includes multiple measures **in order to identify student strengths in intellectual ability, creativity, or a specific academic area.** The district shall ensure equal access to a continuum of gifted and talented education services. The identification process shall include consideration of all students, including those who are English language learners and those with Individualized Education Plans or 504 Plans. ~~Multiple measures may include,~~

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Gifted and Talented Students

~~but are not limited to: achievement test scores; grades; student performance or products; intelligence testing; parent, student, and/or teacher recommendation; and other appropriate measures. The identification methodology will be developmentally appropriate, non-discriminatory, and related to the programs and services offered by the district. The identification procedures will be reviewed annually.~~

The Superintendent or designee will develop and document appropriate curricular and instructional modifications used for gifted and talented students indicating content, process, products, and learning environments, and including, but not limited to, additional education activities such as academic competitions, guest speakers, and lessons with a specialist.

~~The Superintendent or designee will take into consideration the Pre-Kindergarten through Grade Twelve Gifted Programming Standards of the National Association for Gifted Children, Position Statements, and White Papers of the National Association for Gifted Children in identifying and serving gifted and talented students in developing programs for gifted and talented students. The educational program offered to gifted and talented students will encourage and challenge them in the specific areas of their abilities, but will not replace the basic instructional program of the various grades of this district. The program offered to gifted and talented students may include, but are not limited to: pull-out programs; classroom differentiated instruction; acceleration; flexible pacing; compacted curricula; distance learning; advanced classes; or individual programs infused into the student's regular instructional program, provided that a written description of the infusion has been prepared and filed in the student's record.~~

The district will provide the time and resources to develop, review, and enhance instructional tools with modifications for helping gifted and talented students acquire and demonstrate mastery of the required knowledge and skills specified by the standards at the instructional level of the student.

The district will actively assist and support professional development for teachers, educational services staff, and school leaders in the area of gifted and talented instruction.



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Gifted and Talented Students

The district shall file with the New Jersey Department of Education Coordinator for Gifted and Talented Services a report by October 1, 2020 and thereafter on a schedule that coincides with the school district's New Jersey Quality Single Accountability Continuum (QSAC) review pursuant to N.J.S.A. 18A:7A-11. The report shall include, but not be limited to, the gifted and talented continuum of services, policies, and procedures implemented in the school district; the total number of students receiving gifted and talented services in each grade level Kindergarten through grade twelve disaggregated by race, gender, special education designation, and English language learner designation; the professional development opportunities provided for teachers, educational services staff, and school leaders about gifted and talented students, their needs, and educational development; and the number of staff employed by the school district whose job responsibilities include identification of and providing services to gifted and talented students. Programs for gifted and talented students will be periodically evaluated for their continuing efficacy and adjusted accordingly.

The parent of any student identified as gifted or talented shall be consulted regarding any program designed to address the student's particular needs.

An individual who believes the district has not complied with the provisions of N.J.S.A. 18A:35-34 et seq. may file a complaint with the Board of Education. This policy for filing a complaint shall be linked to the homepage of the Board's Internet website. The Board shall issue a decision, in writing, to affirm, reject, or modify the district's action in the matter. The individual may then file a petition of appeal of the Board's written decision to the Commissioner of Education through the Office of Controversies and Disputes in accordance with N.J.S.A. 18A:6-9 and the procedures set forth in State Board of Education regulations.



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Gifted and Talented Students

The district shall make detailed information available on its website regarding the policies and procedures used to identify students as gifted and talented and the continuum of services offered to gifted and talented students. The information shall include the criteria used for consideration for eligibility for the gifted and talented services, including the multiple measures used in the identification process to match a student's needs with services, and any applicable timelines in the identification process.

N.J.S.A. 18A:61A-2; 18A:35-4.16; **18A:35-34 through 39**
N.J.A.C. 6A:8-1.3; 6A:8-3.1(a)5
P.L. 108-382, Sec. 10201 et seq.

Adopted:



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FINANCE & BUDGET

**MOTION # 2
Teaneck Board of Education Transfer List
Transfers 10/30/2020**

		AMOUNT TRANSFERRED	
ACCOUNT	DESCRIPTION	From	To
18655	11-000-221-600-85-49-I-O	(15,641.43)	
18655	11-000-221-320-85-50-I-O		15,641.43
		<u>\$ (15,641.43)</u>	<u>\$ 15,641.43</u>
EXPLANATION: PURCHASE VIRTUAL LICENSES Adjustment			
18658	20-218-200-103-71-10-0-K	(10,000.00)	
18658	20-218-200-173-61-10-0-K	(9,493.49)	
18658	20-218-200-176-61-10-0-K	(52,038.59)	
18658	20-218-100-600-61-40-K-K		10,000.00
18658	20-218-100-600-61-40-K-K		9,493.49
18658	20-218-100-600-61-40-K-K		52,038.59
		<u>\$ (71,532.08)</u>	<u>\$ 71,532.08</u>
EXPLANATION: Instructional Supplies Adj Adjustment			
18683	11-000-223-320-11-50-Z-0	(1,200.00)	
18683	11-000-223-320-11-50-Z-0	(8,800.00)	
18683	11-190-100-610-63-42-Z-S		1,200.00
18683	11-190-100-610-66-42-Z-S		8,800.00
		<u>\$ (10,000.00)</u>	<u>\$ 10,000.00</u>
EXPLANATION: IFL MATH SUPPLIES Adjustment			
18684	20-018-270-512-73-52-G-H	(9,400.00)	
18684	20-018-100-600-73-40-G-H		9,400.00
		<u>\$ (9,400.00)</u>	<u>\$ 9,400.00</u>
EXPLANATION: Juv Justice_trip supplies ADJ Adjustment			
18725	20-477-100-600-92-40-I-T	(15,000.00)	
18725	20-477-200-320-92-50-I-T		15,000.00
		<u>\$ (15,000.00)</u>	<u>\$ 15,000.00</u>
EXPLANATION: TORAH PROF. SERVICES Adjustment			
18728	11-000-251-610-83-49-0-0	(2,054.78)	
18728	11-000-251-890-83-49-0-0		2,054.78
		<u>\$ (2,054.78)</u>	<u>\$ 2,054.78</u>
EXPLANATION: Other Exp_OSBM adj Adjustment			
18729	11-000-261-420-89-53-1-D	(1,969.42)	
18729	11-000-261-610-89-49-1-D		1,969.42
		<u>\$ (1,969.42)</u>	<u>\$ 1,969.42</u>
EXPLANATION: Maint Suppl Adj Adjustment			

FINANCE COMMITTEE SIGNATURE

DATE

Professional Development

Name: Adina Lefkowitz
School or Department: Teaneck High School
Conference/Seminar/Workshop: What is New in Google Tools and Google Classroom to Enhance Math Instruction
Location: Virtual Conference
Dates: December 15, 2020
Estimated Cost: \$279.00 – Substitute Not Required (District Funded)

Name: Lee Ann Newland
School or Department: Teaneck High School
Conference/Seminar/Workshop: Midwest Band Clinic
Location: Virtual Conference
Dates: December 16-18, 2020
Estimated Cost: \$0.00 – Substitute Not Required (No Funding Required)

Field Trips

Name: Molly Neff

School or Department: Thomas Jefferson Middle School

Trip Planned: Caroling on Salem Street and Hartwell Street

Location: Teaneck, NJ 07666

20 Students

Date(s): December 18, 2020

Depart: 2:30 PM

Return: 4:00 PM

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

Rain Date: December 23, 2020

EXPLANATION: The 7th and 8th grade Choral students will sing together as an ensemble and raise the community's holiday spirits. Students will go caroling up and down Hartwell Street and Salem Street, staying socially-distant from each other, and will be singing from the sidewalks rather than going up to front doors.

Fundraising Activities by School

School or Department: Teaneck High School

Fundraising Activity: Apparel & Masks

Sponsoring Organization: BYO

Name of sponsors: Ms. Mayers - Staff

Participants: BYO will sell apparel (shirts, hoodies) & masks to staff, faculty, parents and the community.

Location(s): Teaneck Community

Date(s): December 14, 2020 - February 15, 2021

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

Funds to sponsoring organization: 100%

EXPLANATION: The funds will offset the cost of sashes, and raise money for scholarships.

Tuitions

Student ID#	Placement	Tuition	Start Date	1:1 Aide
96117	Bergenfield Board of Education	\$2,033.96	7/6/2020	
102798	Sage Day	\$64,620.00	9/6/2020	
100435	The Craig School - ESY 2020	\$2,100.00	7/6/2020	
105455	Windsor Bergen Academy	\$65,870.25	7/1/2020	
98210	Northern Valley Regional High School	-		\$47,736.00
105631	Celebrate the Children	\$53,724.00	11/19/2020	\$19,800.00
	Subtotals	\$188,348.21		\$67,536.00
	Total	\$255,884.21		

Clinicians

Student ID#	Placement	Discipline/Rate	NOT TO EXCEED	Start Date
100435	The Craig School	Speech and Language \$115 per hour for Group Session \$57.50 per 30mins. \$150 per hour for individual Servies and \$75.00 per 30mins.	\$5,000.00	
91434	Berger Learning Group	ABA Program Set up \$150hr. ABA Program Supervision/Coordination by BCBA \$150 per hr, including direct service by BCBA. 1:1 ABA direct instruction \$80 per hr. ABA clinic (BCBA) \$150 per hr, ABA clinic \$80 per hr (per therapist). Make up session due to COVID-19 closure	\$1,075.00	
		Total	\$6,075.00	

CH192/193 Funding Statement and Additional Funding Request

11/18/2020

*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 =	\$56,734.00	30	\$20,902.00	\$77,636.00
E.S.L.*	\$1,015.00	X 24 =	\$18,270.00	0	\$0.00	\$18,270.00
Transportation*			\$15,338.00		\$0.00	\$15,338.00
Total Alloc. for CH.192 Services - 2020-21			\$90,342.00		\$20,902.00	\$111,244.00 (A)

* Prorated at 75%

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	0	\$0.00	\$102,804.00
Total Alloc. for CH.193 Services - 2020-21			\$353,720.00		\$7,291.00	\$361,011.00 (B)

* Prorated at 98%

Total CH. 192/193 Allocation Payable (A + B):

\$472,255.00

Calculated Monthly Payments:

SEP	\$44,406.00	NOV	\$46,065.00	JAN	\$47,960.00	MAR	\$47,960.00	MAY	\$47,960.00
OCT	\$46,065.00	DEC	\$47,960.00	FEB	\$47,960.00	APR	\$47,960.00	JUN	\$47,959.00

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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.*

**PUFFIN FOUNDATION WINTER 2020-21 ONLINE PROGRAMS
TEANECK SCHOOL DISTRICT**

Covid-19:

As we navigate through this uncharted time, Hobby Quest is very much committed to bringing our students the engaging and exciting learning experience that they deserve, all while keeping them safe. For that reason, we have created our Hobby Quest [Online Interactive Classrooms](#).

Our remote STEAM based curriculums are designed to allow our students to have a meaningful, hands-on learning adventure and stay engaged and inspired. Hobby Quest activities and learning groups are also providing the interaction and social outlet that the kids need to be part of, specially at now days, where social interaction is very limited.

Mission Statement:

Hobby Quest is committed to reducing educational disparities in communities that cannot afford to pay for high-quality STEAM programs. Today more than ever, low income areas are experiencing a lack of outlets and opportunities for extracurricular and enrichment activities. Hobby Quest provides STEAM (Science, Technology, Engineering, Arts & Math) classes. The Aviation program reinforces Next Gen Science standards and 21st-century skills in project-based learning, develops problem-solving skills, and generalizes modeled principles to the real world. The Magic Performance program reinforces students' self-esteem and self-confidence while helping students develop communication skills and public speaking abilities in a creative environment. This allows students to reinforce generalization of modeled principles to the real world. By serving low-income populations and high-needs children with enjoyable and educational classes, Hobby Quest serves to create experiences that spark creativity and wonder in students whose worldview may be limited by economic stressors. This helps students engage in project-based learning - a key concept motivating success in critical thinking, especially in STEAM fields. Ultimately, Hobby Quest's programs serve to impart fundamental skills that our students will use for a lifetime. We believe that a child's possibilities are as limitless as their imagination. The Puffin Foundation Interactive Online full STEAM ahead program is designed to encourage children to believe - if they can dream it, they can build it or perform it. We are proud to support great minds of the future by building the foundation upon which the innovators of tomorrow can play and grow today.

Target population of this program:

The target population of our program is students in grades K-5 in the Teaneck School District. We currently serve approximately 6,000 students through our Hobby Quest operations located in the NY/NJ area.

Project Title:

The Puffin Super Strides
Interactive Online full STEAM ahead Classrooms with Hobby Quest



The Programs:

Hobby Quest will host a one semester online program in the 2020/21 school year that will start in January and continue for eight weeks. On our virtual learning platform, students will engage in remote learning groups and will learn the science behind flight and/or the performance art of Magic through defined STEAM curriculum and hands-on activities. These programs are developed to teach STEAM curriculums while stimulating creative growth in a fun and protective environment.

Online Remote Learning Experience:

Before the semester begins, each student will receive a package, that contains all the materials and supplies they will need to work and complete their projects. Once classes start, each student will be emailed with a secure and private Zoom link, to allow them to connect to our online classroom at the chosen day and time. Our highly qualified instructors will be managing our STEAM sessions in the supportive and encouraging atmosphere we are promoting in our classes. Our proprietary projects that have been developed in-house for over 15 years of seeing what works best in the classroom have been adjusted to comply with the online learning experience. The carefully chosen remote learning projects will engage our students while they use the online platform. This allows students to accomplish more than they even thought possible. With their newly acquired skills, they begin to envision themselves as designers, engineers, performers, and much more.

** Hobby Quest will handle registration and sign up this semester and will move it to an online platform. Hobby Quest will implement a registration system to collect the addresses and email addresses of our students which will simplify the sign-up process for the parents. Hard copies of sign up forms will also be available for those who need it.

Planned outcome and results:

The intended outcome is to inspire our students to explore and discover their talents and passions, all while gaining skills for a lifetime. By providing hands-on projects, children are encouraged to continue to express their individuality while learning important principles. All of our instructors are highly qualified with remote teaching. Through our well trained-instructor guidance, we manage to promote confidence and encourage creative thinking in an intuitive fashion, even on uncharted times as today, and as a result impart fundamentals that our students will use for a lifetime. Our secondary intended outcome is to provide our students the stability and continuity of their learning routine from the safety of their home. This will help minimize the consequences of the pandemic on their educational development. We understand that the reality today requires all of us to become better than ever and provide creative solutions for our student's needs.

At the conclusion of each semester program children will have learned:

Aviation: Basic principles of math and physics, and how to build and fly multiple model airplanes. Children will have engineered and created flight machines using their own hands and imagination and all models will be taken home. They will have learned to visualize the outcome and work towards it – problem solve, overcome obstacles, complete a project from A-Z, work over a period of time, develop resiliency in the face of challenges, and build self-confidence.

Magic: How to master several magic tricks, story-telling skills, public speaking skills, performance skills and gained greater self- confidence. Math and measuring skills will be reinforced as part of the programs and each child will take home all of the tricks. Children will have learned to visualize the outcome and work towards it – problem solve, follow instructions, use basic math skills, work over a period of time and develop self-confidence while learning public speaking skills.

Parents payment and DOE reimbursement:

Parents will pay at sign up a participation fee of \$20 per child. Hobby Quest will collect the payments using the online platform or checks and will reimburse the Teaneck Community Education Center with a \$20 per student fee, no later than February 15th.

Monitor and evaluate:

We will monitor and evaluate our progress and results through an online survey to be completed by assigned instructors, children, and parents. Surveys will be done online on the last day of the programs and results will be analyzed and available for review.

General results: Ultimately, students will discover new interests, develop confidence in their abilities, and learn new skills that will stay with them for a Lifetime.

Program Dates and specifics:

Programs will be offered in the Teaneck School District beginning mid-late January, running for 8 weeks. The initial program will be broken down into classes for each subject (Aviation & Magic) for each elementary school and for each age group. There will be up to 15 children in each class at each school location. Classes will be 60 minutes. We will run each class for each school once a week for 8 weeks.

- Whittier:** 2 classes of Aviation, 2 classes of Magic (K-2nd grade, 3-4th grade)
- Hawthorne:** 2 classes of Aviation, 2 classes of Magic (K-2nd grade, 3-4th grade)
- Lowell:** 2 classes of Aviation, 2 classes of Magic (K-2nd grade, 3-4th grade)
- BF & TJ (5th grade):** 2 classes of Aviation, 2 classes of Magic (5th grade only)
- Theodora Smiley Lacey:** 1 class of Aviation, 1 class of Magic (Kindergarten only)

Total number of children impacted:

15 children per class x 2/4 classes per school x 5 schools = 270 children

Total of kids participating = 270 kids

Hobby Quest will provide the following:

Equipment, Materials, and Supplies – This includes all original models, projects, as well as necessary tools which our students will be using during The Puffin Foundation Full STEAM Ahead with Hobby Quest program.

Online software (COVID-19) – Secure and Private online meeting platform to ensure the online safety of our students. Password and identification information will be required.

Online teaching stations -(COVID-19) – structure of a teaching station for the instructors to be able to demonstrate and lead the class in the most efficient way (exp:2 view camera frontal and work space, high speed network connection, work pad)

Shipping (For Supplies and Materials- (COVID-19) – Cost of distributing supplies and materials to the different students at their homes all around Teaneck as well as to the various instructors.

Instructors – Recruiting, hiring, and employment of our highly qualified instructors who will inspire the students at The Puffin Foundation Full STEAM Ahead with Hobby Quest program.

Virtual classroom management training (COVID-19) - Instructors will be trained and qualified with class management methods for online teaching such as class control, conflicts, relying messages, as well as become processioned with operating the video platform technology.

Online Sign-up system (COVID-19) –Implementation of a fully function online registration system to allow parents to type in their information and connect with Hobby Quest for all their needs online.

Professional Staff Training & Fingerprinting – Intensive in-person and online training sessions, thorough and complete background check, fingerprinting of all instructors/management associated with our programs.

Training Materials – Program manuals and curriculum cards for requirements and policies related to conducting our programs.

Supply Maintenance – Replenishment of consumable, non-durable supplies, such as markers, glue, rubber bands, etc.

Management/Program Director – Assigned manager to oversee all 4 locations, instructors, supplies, shipments, class management issues, class assignments, quality control and assurance of programs, metric measurements, parents and site interactions, etc.

Administrative Assistance – Back-end support to the project manager for student registrations, roster sheets, replenishment of supplies, budget control, etc.

Program Liability Insurance – Full Insurance coverage for all instructors, staff, and facilities.

We are proud to be working hand in hand with the Puffin Foundation and the Teaneck BOE to bring an equal opportunity to the Teaneck youth especially during these challenging times.

We appreciate all your support.

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