

Minutes of the proceedings of the **REGULAR PUBLIC MEETING** held on Wednesday, April 29, 2020, in the Virtually via the Zoom app on the district website, 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 Regular Public Meeting/Budget Hearing of the Teaneck Board of Education, held on Wednesday, April 29, 2020, Virtually via the Zoom app on the district website, 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 April 13, 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 2019-2020 District Goals

V. Superintendent's Report (If Needed)

- Budget Hearing 2020-2021

Superintendent's complete report is posted on the district website after each Board meeting. Dr. Irving would like all Board members and community members to join him in a moment of silence for those passed away due to Coronavirus. These surely are difficult and sad times, we have lost a few of our parents to this virus and several faculty and staff members tested positive for this virus and it has been very tough for the students who would love to grieve and support who has lost a loved one and it has been tough on our staff and Admin staff as well. Please lets have a moment of silence for them.

- Mental Health services and support are available to students, parents and families- Please reach out to the school guidance counselors as well, we have resources available to all who needs it
- People who go above and beyond their duties

Mr. Rolando Monserrat, science supervisor & Elias Sanchez, 10th grade student at the high

school made over 300 face shields and donated to the Holy Name Hospital. The Board and the district thanks both of them. Bravo!

Briana Andrade, 3rd grade student donated \$240 to the Teaneck Volunteer Ambulance, she made and sold bracelets. The Board and the district thanks Briana for a job well done! Fabulous Briana, we are so proud of you!

Our Google classroom has been in effect and students and staff are engaging in a virtual learning and have chrome books and have internet access. We have served over 2100 meals in the past six weeks and will continue to do so in the weeks to come until we are home under the stay home orders Mon-Fri between the hours of 11-1 pm at the high school Cranford Ave side.

At a recent Webinar school preparedness and emergent planning from NJ Dept of Education, our district Teaneck Public School was cited to having the best practice for drive through model. Three district were highlighted from all the school districts in the State in reference to how they are deploying services to parents and our district was one of the district that was highlighted. I would like to thank Mr. Cox, our school security officer for his work and to facilitate that and ensuring the process is smooth, quick and most importantly respectful of our families and the social distancing guidelines we are in.

Unfortunately, we are also having to cancel the summer camp K programs for 2020 but potentially having summer bridge program, NJLSA and other State testing has been eliminated for this year. Prek program will receive funding and has extended to 95% of total universe

Theodora Smiley Lacey school construction continues and a little bit down the street the new Admin building is also underway by TJ. We are also postponing the Teaneck 125th Anniversary to next year Nov. 2021.

Dr. Irving received a memo from the Superintendent of Waldwick school district that some of the towns in Bergen County is requesting the schools districts to honor the class of 2020 in light of what is going on by turning on the football field lights every Friday starting May 1 - end of June at 8:20 pm for 20 mins and so Dr. Irving requested the Board to think about joining in with the other towns in the Bergen county to honor the class of 2020.

VI. Public Comment (Agenda Items)

VII. Board Presentations (If Needed)

Ms. Simmons thanked the Board and noted:

Advertised Budget and presentation was emailed to the Board and has been posted to the district website and we are proposing/recommending and would like the Board to adopt the Budget with 2% increase tax levy income and some adjustments were made to the Budget in light of COVID-19 effects on the financial institutions as our district. For more details please refer to the presentation posted on the website.

VIII. Board Committee Reports (As Available)

IX. Agenda Items

X. Public Comment (non-Agenda Items)

Ms. Amy Yepez, parent

What will happen to students who have not completed the assignments and submitted back to the teachers? Will they fail the class?

New York State is changing their grading policy to just a pass/fail for students. Is there any thoughts of this in the State of NJ or in Teaneck?

XI. Executive Session (Needed)

Mr. Rodriguez motioned to adjourn the regular public meeting at 9:21 pm and convene into the Executive session at 9:22 pm. Said motion was seconded by Mr. Rose and followed by an unanimous vote.

<i>Motion: S. Rodriguez</i>	<i>Second: H. Rose</i>			
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
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. Rodriguez motioned to come out of the executive session at 12:32 am and join the regular public meeting and adjourn the regular public meeting at 12:37 am. Said motion was seconded by Ms. Fisher and followed by an unanimous vote.

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

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

Goals for 2019-2020

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 29, 2020

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

1. FIRST READING

- P 1581 Domestic Violence (M) (Revised)
- P 2422 Health and Physical Education (M) (Revised)
- P 5330 Administration of Medication (M) (Revised)
- P 7243 Supervision of Construction (M) (Revised)
- P 8210 School Year (Revised)
- P 8220 School Day (M) (Revised)

Policy 01 thru 01

<i>Motion: S. Rodriguez</i>	<i>Second: H. Rose</i>			
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
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			

BOARD OPERATIONS**APRIL 29, 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 Meeting, Regular Public Meeting and the two Special Public Meetings held on March 4, 2020, March 11, 2020, March 19, 2020 and March 24, 2020 respectively.

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)	3/4/20		3/11, 3/19, 3/24/20	
Mr. Rose (Howard)	x			
Ms. Sanders (Denise)	x			
Dr. Walser (Ardie)	x			
Mrs. Williams (Clara)	x			

FINANCE AND BUDGET

APRIL 29, 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 2019-2020 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, 2020 through FEBRUARY 29, 2020

General	\$9,486,027.05
Special Revenue	\$795,390.93
Enterprise	\$32,731.87
Food Service	\$6,796.13
Capital Projects	\$43,301.96
Total of Approved Payments	\$10,364,247.94

- 2. that the Board approve 2019-2020 budget transfers, 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 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. **Whereas**, the Paterson School district have students in their district that have been

deemed homeless under the McKinney Vento law.

Whereas, the family's last district of residence is Teaneck.

Be It Resolved, that the Teaneck Board of Education approve the tuition agreements for the following Paterson School district student:

ID#7316815176 as Teaneck residents under McKinney Vento law for 2019-2020 school year for the period of Jan. 2020 - June 2020.

5. **Whereas**, the Bogota School district have students in their district that have been deemed homeless under the McKinney Vento law.

Whereas, the family's last district of residence is Teaneck.

Be It Resolved, that the Teaneck Board of Education approve the tuition agreements for the following Bogota School district students:

ID#8856339900, ID#6398739795, ID#4608529773, ID#2218679086 as Teaneck residents under McKinney Vento law for 2018-2019 school year for the period of Jan-June.

6. BE IT RESOLVED that the Board approve the Agreement with Bergen County Special Services School District, for the 2020-2021 school year, to provide Chapter 192/193 Services (Compensatory, Education, ESL, Home Instruction, Examination and Classification, Annual Review, Speech Correction and Supplemental Instruction), in accordance with the fees approved by the NJDOE.

7. that the Board adopt the budget for the 2020-2021 school year.

	GENERAL FUND	SPECIAL REVENUE	DEBT SERVICE	TOTAL
Total Appropriations	\$102,994,539	\$6,994,016	\$1,274,463	\$111,263,018
LESS: Anticipated Revenue	\$9,835,218	\$6,994,016	-\$1	\$16,829,233
Taxes to be Raised	\$93,159,321	\$0	\$1,274,462	\$94,433,783

8. **Be It Resolved**, that the Board approve the motion to accept Budgeted Excess Surplus of \$2,148,493 to be appropriated in the 2020-2021 Budget.

9. Donation from Life Christian Church

Motion: S. Rodriguez	Second: H. Rose			
Board Member	Yes	No	Abstain	Absent
Ms. Burns (Linda)	x			
Mrs. Fisher (Victoria)	x	#7		
Mrs. Rappoport (Sarah)	x			
Mr. Reiner (Gerald)	x	#2,3,7,8		
Mr. Rodriguez (Sebastian)	x			
Mr. Rose (Howard)	x			
Ms. Sanders (Denise)	x			
Dr. Walser (Ardie)	x			
Mrs. Williams (Clara)	x			

PERSONNEL

APRIL 29, 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 retirement of the following staff members:
 - a. Alison Colahan, 3rd Grade Teacher, Whittier Elementary School, effective April, 01, 2020, 22 years of service.
 - b. Henry Hali, Science Teacher, Teaneck High School, effective June 30, 2020, 28 years of service.
2. 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 (2019-2020 Participation Fee) - \$1,500.
3. that the Board approve the following certificated staff appointment, following a 90-day probationary period, effective dates as indicated, pending criminal history review:
 - a. Sandra Endemano, Middle School Language Arts Teacher, at an annual salary of \$57,000 (TTEA BA/ step 3) assigned to Thomas Jefferson Middle School, effective September 01, 2020 through June 30, 2021, replacing Roland Bianchi, retired (PC#: 10-11-05/anf).
4. that the Board approve Lisa Sgambati as a Home Instructor, on an as needed basis, at \$50.00 per hour, for the 2019-2020 school year:
5. that the Board approve the following leave of absences for the dates and reasons stated:
 - a. Employee #2256, paid maternity leave of absence, using 33 personal illness days, from May 04, 2020 through June 19, 2020, under FMLA.
 - b. Employee #0688, paid maternity leave of absence, using 34 personal illness days from May 01, 2020 through June 19, 2020, under FMLA. Unpaid maternity leave of absence with benefits from September 01, 2020 through October 29, 2020, under NJFLA.
 - c. Employee #5118, paid maternity leave of absence without benefits using 11.5 personal illness days, from May 18, 2020 through June 04, 2020, under FMLA. Unpaid maternity leave of absence without benefits from June 05, 2020 through June 19, 2020, under NJFLA.
 - d. Employee # 2397, paid maternity leave of absence with benefits using 19 personal illness days from May 26, 2020 through June 19, 2020, under FMLA. Unpaid maternity leave of

absence with benefits, from September 01, 2020 through November 09, 2020, under NJFLA.

e. Employee # 3947, paid maternity leave of absence with benefits, using 31 personal illness days from February 24, 2020 through April 14, 2020, under FMLA. Unpaid maternity leave of absence with benefits, from April 15, 2020 through April 26, 2020, under FMLA. Child rearing leave of absence from April 27, 2020 through June 19, 2020, under NJFLA. Unpaid child rearing leave of absence without benefits from September 01, 2020 through June 18, 2021.

f. Employee # 3993, paid maternity leave of absence with benefits, using 28 personal illness days from May 11, 2020 through June 19, 2020, under FMLA. Unpaid maternity leave of absence with benefits from September 01, 2020 through October 23, 2020, under NJFLA. Unpaid child rearing leave of absence from October 26, 2020 through November 27, 2020.

g. Employee # 4081, paid medical leave of absence with benefits, using 14 personal illness days, from February 24, 2020 through March 12 2020, under FMLA.

i. Employee #1975, unpaid medical leave of absence with benefits, from February 19, 2020 through March 20, 2020, under FMLA.

j. Employee # 4830, unpaid maternity leave of absence with benefits, from September 01, 2020 through November 20, 2020, under NJFLA.

k. Employee #2663, miscellaneous leave of absence without benefits, using 8.5 personal illness days, .5 personal business day, from December 16, 2019 through January 06, 2020. Unpaid miscellaneous leave of absence without benefits, from January 07, 2020 through June 19, 2020.

l. Employee #5114, paid maternity leave of absence with benefits, using 11 sick days from June 1, 2020 through June 15, 2020, under FMLA. Unpaid maternity leave of absence with benefits from June 16, 2020 through June 19, 2020 under FMLA. Unpaid maternity leave of absence with benefits from September 1, 2020 through November 24, 2020 under NJFLA. Unpaid child rearing leave of absence without benefits from November 25, 2020 through June 18, 2021.

m. Employee #4596, unpaid maternity leave of absence with benefits from September 1, 2020 through November 24, 2020 under NJFLA.

n. Employee #1495, paid maternity leave of absence with benefits, using 10 personal illness days and 3 personal business days from October 21, 2019 through November 06, 2019 under FMLA, unpaid with benefits from November 11, 2019 through January 13, 2020 under FMLA, unpaid with benefits child-rearing leave of absence from January 14, 2020 through June 30, 2020 under FMLA. Unpaid child rearing leave of absence, without benefits, from September 1, 2020 through June 18, 2021.

o. Employee #0989, paid maternity leave of absence with benefits, using 9 vacation days from May 20, 2020 through June 2, 2020. Unpaid maternity leave of absence with benefits from June 3, 2020 through August 26, 2020 under FMLA/NJFLA. Unpaid child rearing leave of absence without benefits from August 27, 2020 through December 2, 2020.

6. that the Board accept the resignation of the following staff members:

a. Julianne Boyle, Vocal Music Teacher, Hawthorne Elementary School, effective June 30, 2020.

7. that the Board approve Vanessa Lospalluto as the Spanish Translator, at the rate of \$50 per hour, for the 2019-2020 school year.

8. that the Board approve the following staff members as Extended School Year Program Lead Teachers, at the rate of \$50 per hour, effective April 01, 2020 through August 03, 2020, 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> <u>(not to exceed)</u>
a. Iris Hernandez	Lead Teacher	180	\$9,000
b. Gillian Iappelli	Lead Teacher	180	\$9,000

9. that the Board approve the Interim Assistant School Business Administrator/Assistant Board Secretary job description (attachment) for the 2019-2020 school year:

TABLE TO MOTION ITEM #9 IN PERSONNEL BEFORE EXEC. SESSION

<i>Motion: S. Rodriguez</i>	<i>Second: H. Rose</i>			
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
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			

MOTION TO APPROVE ITEMS #01 thru 08

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			

MOTION TO BRING BACK ITEM #9 TO THE AGENDA

Motion: S. Rodriguez	Second: S. Rappoport			
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			

POLICY GUIDE

ADMINISTRATION

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~~Victim of Domestic or Sexual Violence Leave~~

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1581 ~~VICTIM OF DOMESTIC OR SEXUAL VIOLENCE LEAVE~~

Policy and Regulation 1581 - Section A. sets forth the New Jersey Civil Service Commission's Uniform Domestic Violence Policy that all public employers shall adopt and distribute to all their employees in accordance with the requirements of N.J.S.A. 11A:2-6a. The purpose of the Uniform Domestic Violence Policy is to encourage public employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their public employer's human resources officer(s) and to provide a standard for a public employer's human resources officer(s) to follow when responding to employees.

Policy and Regulation 1581 – Section B. provides employment protection for employees of those employers as defined in N.J.S.A. 34:11C-2, who are victims of domestic violence or sexual violence in accordance with the provisions of the New Jersey Security and Financial Empowerment Act (NJ SAFE Act) - N.J.S.A. 34:11C-1 et seq.

A. Uniform Domestic Violence Policy (N.J.S.A. 11A:2-6a)

All New Jersey public employees are covered under N.J.S.A. 11A:2-6a and Policy and Regulation 1581 – Section A. All public employers shall designate a Human Resources Officer (HRO) or equivalent to assist employees who are victims of domestic violence. The name and contact information of the designated HRO must be provided to all employees. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO.

Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. Employees who have information about or witness an act of domestic violence against an employee are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must report to the appropriate authority in addition to reporting to the designated HRO.



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~~Victim of Domestic or Sexual Violence Leave~~

Nothing in the Uniform Domestic Violence Policy and Policy and Regulation 1581 – Section A. shall preclude an employee from contacting 911 in emergency situations. HROs shall remind employees to contact 911 if they feel they are in immediate danger.

Each designated HRO shall comply with the requirements outlined in Regulation 1581 – Section A.4.d. In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law.

To ensure confidentiality and accuracy of information, the Uniform Domestic Violence Policy 1581 and Regulation 1581 – Section A.6. require the HRO to keep all documents and reports of domestic violence in a confidential personnel file separate from the employee's other personnel records.

Public employers in the State of New Jersey shall develop an action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the guidelines outlined in Regulation 1581 - Section A.7.

Resources and program information will be readily available to assist victims of domestic violence.

A public employer may seek to modify Policy and Regulation 1581 to create additional protocols to protect victims of domestic violence, but may not modify in a way that reduces or compromises the safeguards and processes set in the Uniform Domestic Violence Policy.

- B. The New Jersey Security and Financial Empowerment Act – (N.J.S.A. 34:11C-1 et seq. - NJ SAFE Act)

The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence. Any employee of an employer in the State of New Jersey as defined in N.J.S.A. 34:11C-2, who was a victim of an incident of domestic violence as defined in



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~~Victim of Domestic or Sexual Violence Leave~~

N.J.S.A. 2C:25-19, or a sexually violent offense as defined in N.J.S.A. 30:4-27.26, or whose parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, was a victim shall be entitled to unpaid leave of no more than twenty days in one twelve-month period, to be used in the twelve-month period next following any incident of domestic violence or any sexually violent offense as provided in N.J.S.A. 34:11C-3.

The unpaid leave may be taken intermittently in intervals of no less than one day, as needed for the purpose of engaging in the activities outlined in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3.a.(1)-(6) as they relate to the incident of domestic violence or sexually violent offense as outlined in Regulation 1581 - Section B.3.b.

An eligible employee may elect to use any accrued paid vacation leave, personal leave, or medical or sick leave of the employee, or any family temporary disability leave benefits provided pursuant to N.J.S.A. 43:21-27 during any part of the twenty-day period of unpaid leave provided under N.J.S.A. 34:11C-3.a.

Prior to taking the leave provided for in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B., an employee shall, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave, unless an emergency or other unforeseen circumstance precludes prior notice. The notice shall be provided to the employer as far in advance as is reasonable and practical under the circumstances.

Nothing contained in the NJ SAFE Act (N.J.S.A. 34:11C-1 et seq.) and Regulation 1581 - Section B., shall be construed to prohibit an employer from requiring that a period of leave provided pursuant to N.J.S.A. 34:11C-3 and Regulation 1581 - Section B. be supported by the employee with documentation of the domestic violence or sexually violent offense which is the basis for the leave. If the employer requires documentation, the employee shall be regarded as having provided sufficient documentation if the employee provides supporting documentation outlined in N.J.S.A. 34:11C-3.c and Regulation 1581 – Section B.3.d.



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~~Victim of Domestic or Sexual Violence Leave~~

An employer shall display conspicuous notice of its employees' rights and obligations pursuant to the provisions of the NJ SAFE Act.

An employer shall not discharge, harass, or otherwise discriminate, retaliate, or threaten to discharge, harass, or otherwise discriminate or retaliate against an employee with respect to the compensation, terms, conditions, or privileges of employment on the basis that the employee took or requested any leave to which the employee was entitled pursuant to N.J.S.A. 34:11C-3 of the NJ SAFE Act or on the basis that the employee refused to authorize the release of information deemed confidential pursuant to N.J.S.A. 34:11C-3.f of the NJ SAFE Act.

Upon a violation of any of the provisions N.J.S.A. 34:11C-3 or N.J.S.A. 34:11C-4, an employee or former employee may institute a civil action in the Superior Court for relief. All remedies available in common law tort actions shall be available to a prevailing plaintiff. The Court may also order any or all of the relief outlined in N.J.S.A. 34:11C-5. An action brought under N.J.S.A. 34:11C-5 shall be commenced within one year of the date of the alleged violation. A private cause of action provided for in N.J.S.A. 34:11C-5 shall be the sole remedy for a violation of the NJ SAFE Act.

N.J.S.A. 11A:2-6a

N.J.S.A. 34:11C-1 et seq.

New Jersey Civil Service Commission's Uniform Domestic
Violence Policy

Adopted:



[1732-001/00722092-]
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POLICY GUIDE

PROGRAM
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Health and Physical Education
Mar 20
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2422 HEALTH AND PHYSICAL EDUCATION

The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Student Learning Standards (NJSLS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the NJSLS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community.

The NJSLS incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The following statutes incorporated into the NJSLS include, but are not limited to, the following requirements:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention.
2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades seven through twelve.
3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.
4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.
5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.
6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.



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Health and Physical Education

7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35-5) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week.
9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.
10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through 5.3) requires the development of Lyme Disease curriculum guidelines and training to all teaching staff members who instruct students with Lyme Disease.
11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.
12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.
13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the “AIDS Prevention Act of 1999,” requires sex education programs to stress abstinence.
14. Suicide Prevention (N.J.S.A. 18A:6-111 through 113) requires instruction in suicide prevention in public schools.
15. Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.



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Health and Physical Education

16. Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and 4.33) requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.
17. **History of Disabled and LGBT Persons (N.J.S.A. 18A:35-4.35 and 4.36) requires instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people for middle and high school students.**
18. **Financial Literacy (N.J.S.A. 18A:35-4.34) requires instruction with basic financial literacy necessary for sound financial decision-making in each of the grades six through eight.**
179. Other Statutory or Administrative Codes. The Board will incorporate into its health and physical education curriculum any other requirements of the NJSLS in Comprehensive Health and Physical Education.

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life education, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.

The Board of Education must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week. Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.

In accordance with N.J.S.A. 18A:35-4.31, the Board of Education shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district's Code of



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Health and Physical Education

Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant to N.J.S.A. 18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period. Restorative justice activities are defined as activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.

A copy of the NJSLS for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

N.J.S.A. 18A:35-4.31;18A:35-5; 18A:35-7; 18A:35-8

Adopted:



[1732-001/00722093-]
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POLICY GUIDE

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Administration of Medication
Mar 20
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5330 ADMINISTRATION OF MEDICATION

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of an illness of any student. However, in order for many students with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of students. The Board will permit the administration of medication in school in accordance with applicable law.

Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, the student's parent, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine **and hydrocortisone sodium succinate** in an emergency pursuant to N.J.S.A. 18A:40-12.5, ~~and~~ 12.6, **12.29, and 12.30**.

Self-administration of medication by a student for asthma or other potentially life-threatening illnesses, ~~or~~ a life threatening allergic reaction, **or adrenal insufficiency** is permitted in accordance with the provisions of N.J.S.A. 18A:40-12.3.

~~Medication no longer required must be promptly removed by the parent.~~

The school nurse shall have the primary responsibility for the administration of epinephrine **and hydrocortisone sodium succinate to the student**. However, the ~~certified~~ school nurse may designate, in consultation with the Board or the Superintendent, additional employees of the district who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism **and the administration of hydrocortisone sodium succinate** using standardized training protocols established by the **New Jersey** Department of Education (**NJDOE**) in consultation with the Department of Health ~~and Senior Services~~ when the school nurse is not physically present at the scene.



POLICY GUIDE

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Administration of Medication

In accordance with the provisions of N.J.S.A. 18A:40-12.6.d, no school employee, including a school nurse or any other officer or agent of a Board of Education or a physician **or an advanced practice nurse** providing a prescription under a standing protocol for school epinephrine pursuant to N.J.S.A. 18A:40-12.5 **and/or hydrocortisone sodium succinate pursuant to N.J.S.A. 18A:40-12.29**, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.5 **and N.J.S.A. 18A:40-12.29**, nor shall any action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.6.d **and N.J.S.A. 18A:40-12.33**. Good faith shall not include willful misconduct, gross negligence, or recklessness.

The school nurse or designee shall be promptly available on site at the school and at school-sponsored functions in the event of an allergic reaction **or an emergency requiring the administration of hydrocortisone sodium succinate**. In addition, the parent must be informed that the school district, its employees and agents shall have no liability as a result of any injury arising from the administration of epinephrine **or hydrocortisone sodium succinate** to the student.

The parent of the student must sign a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism **or the administration of hydrocortisone sodium succinate** to the student. ~~and~~ **In addition**, the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism **or the administration of hydrocortisone sodium succinate** to the student.

The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to students for anaphylaxis **and/or the emergency administration of hydrocortisone sodium succinate for adrenal insufficiency** is effective for the school year it is granted and must be renewed for each subsequent school year.



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Administration of Medication

Each school in the district shall have and maintain for the use of students at least one nebulizer in the office of the school nurse or a similar accessible location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with ~~State Department of Education~~ **NJDOE** regulations. Every student that is authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 or a nebulizer must have an asthma treatment plan prepared by the student's physician which shall identify, at a minimum, asthma triggers, the treatment plan, and other such elements as required by the State Board of Education.

All student medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by students. In those instances the medication may be retained by the student with the prior knowledge of the school nurse. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with such information about the medication and its administration as may be in the student's best educational interests. The school nurse may report to the school physician any student who appears to be affected adversely by the administration of medication and may recommend to the Principal the student's exclusion pursuant to law.

The school nurse shall document each instance of the administration of medication to a student. Students self-administering medication shall report each incident to a teacher, coach, or other individual designated by the school nurse who is supervising the student during the school activity when the student self-administers. These designated individuals shall report such incidents to the school nurse within twenty-four hours of the self-administration of medication. The school nurse shall preserve records and documentation regarding the self-administration of medication in the student's health file.

N.J.S.A. 18A:6-1.1; 18A:40-3.1; 18A:40-6; 18A:40-7; 18A:40-12.3;
18A:40-12.4; 18A:40-12.5; 18A:40-12.6; 18A:40-12.7;
18A:40-12.8; **18A:40-12.29 through 12.33**

N.J.S.A. 45:11-23

N.J.A.C. 6A:16-2.3(b)

Adopted:



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Mar 20
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7243 SUPERVISION OF CONSTRUCTION

The Board of Education directs that the Superintendent and/or School Business Administrator be responsible for the supervision of all building construction in this **school** district. Supervision shall include field inspection of the **construction** contractor's operations, administrative review of the activities of the architect relating to the construction, and any other construction matters relating to the interests of the school district.

The School Business Administrator/Board Secretary shall report periodically to the Board **on the progress of** ~~that by his/her personal knowledge~~ the work of the construction contractor(s) ~~and the architect is being performed in accordance with the plans, specifications, and contracts approved by the Board.~~

The Board shall not employ for pay or contract for the paid services of any 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.

The Superintendent shall direct the School Business Administrator/Board Secretary or designee to act as liaison to all construction contractors for school facility and construction projects to obtain a list of the individuals who will have regular contact with students and will be employed by or working for the contractor on a school district project that will be undergoing a criminal history record check pursuant to the requirements of N.J.S.A. 18A:6-7.1 et seq. The liaison shall provide the list of those contracted employees to the Superintendent or designee and the Human Resources Director. The Superintendent or designee and the Human Resources Director who receive any adverse action correspondence from the New Jersey Department of Education (NJDOE) related to the criminal history record check process shall review the contracted company list in order to determine if the subject of that correspondence is either a school employee or an employee of any contract service provider and take



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Supervision of Construction

appropriate action. No employee of a contracted service provider shall commence work at a school facility without having first obtained an approval for employment from the NJDOE. Approvals for employment of these contracted employees shall be maintained with the liaison and copies forwarded to the Superintendent's office.

A change order involving additional cost will be submitted ~~to by the architect~~ the _____ ~~for~~ Board **for review and approval.**

[Optional: A change order not involving monetary considerations may be acted upon solely by the Superintendent and/or School Business Administrator and reported to the Board.]

Upon completion of a building project and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for acceptance shall be made to the Board by the _____.

N.J.S.A. **18A:6-7.1 et seq.**; 18A:18A-16; 18A:18A-43; 18A:18A-44
N.J.S.A. 18A:54-30 [**vocational districts**]

Adopted:



To Regulation[Search District Policies](#)[District Policies TOC](#)

District Policy

8210- SCHOOL YEAR

Section: Operations
 Date Created: March 2012
 Date Edited: March 2012

The Board of Education recognizes that the preparation of a school calendar is essential to orderly educational planning and to the efficient operation of the district.

The Board shall determine annually the days when the schools will be in session for instructional purposes. The school calendar will provide no fewer than one hundred eighty days of instruction. Days on which school is closed for holidays, teachers' institutes, and inclement weather shall not be considered as days in session.

A school day shall consist of not less than four hours of actual instruction, except that in an approved Kindergarten, one continuous session of two and one half hours may be considered a full day. A half-day class shall be considered the equivalent of a full day's attendance only if the class is in session for four hours or more, exclusive of recess periods or lunch periods.

An approved Kindergarten shall meet the requirements set forth in N.J.A.C. 6A:32-8.3(c).

The Commissioner of Education shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse pupils for religious observance upon the written request signed by the parent or person standing in loco parentis. Staff members shall avoid, whenever possible, scheduling a test on a religious holiday commonly observed by residents of the district.

The Superintendent shall annually prepare and submit to the Board a school calendar in the spring of each year. The Board reserves the right to alter the school calendar when such alteration is feasible and serves the best interests of the pupils of this district.

N.J.S.A. 18A:25-3; 18A:36-2; 18A:36-16
 N.J.A.C. 6A:32-8.3

Adopted: 14 March 2012



To Regulation[Search District Policies](#)[District Policies TOC](#)**District Policy****8220- SCHOOL DAY**

Section: Operations
 Date Created: March 2012
 Date Edited: June 2012

The Board of Education recognizes that the preparation of a school calendar is essential to orderly educational planning and to the efficient operation of the district.

The Board shall determine annually the days when the schools will be in session for instructional purposes. The school calendar will provide no fewer than one hundred eighty days of instruction. Days on which school is closed for holidays, teachers' institutes, and inclement weather shall not be considered as days in session.

A school day shall consist of not less than four hours of actual instruction, except that in an approved Kindergarten, one continuous session of two and one half hours may be considered a full day. A half-day class shall be considered the equivalent of a full day's attendance only if the class is in session for four hours or more, exclusive of recess periods or lunch periods.

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The Superintendent shall annually prepare and submit to the Board a school calendar in the spring of each year. The Board reserves the right to alter the school calendar when such alteration is feasible and serves the best interests of the pupils of this district.

The Board may approve the addition of a holiday to the School Calendar if the number of students absent on that day due to religious observance would prevent a meaningful educational experience or if the number of student or teacher absences would exceed the state mandated limit to count the day towards the 180 day requirement.

N.J.S.A. 18A:25-3; 18A:36-2; 18A:36-16
 N.J.A.C. 6A:32-8.3

Adopted: 14 March 2012
Revised: 13 June 2012



	ACCOUNT	DESCRIPTION	AMOUNT TRANSFERRED	
			From	To
T93	20-231-200-100-22-15-I-J 20-231-100-101-22-15-I-J	TITLE I/STIPENDS/TJMS TITLE I/STIPENDS/TJMS	(1,750.00)	1,750.00
	EXPLANATION: STIPEND ACCOUNT ADJUSTMENT			
T94	20-231-200-600-22-49-I-J 20-231-200-100-22-15-I-J	TITLE I/OTHR SUPPL/TJMS TITLE I/STIPENDS/TJMS	(277.00)	277.00
	EXPLANATION: STIPEND ACCOUNT ADJUSTMENT			
T95	12-000-266-730-89-32-1-D 11-000-266-610-71-50-0-0	EQUIPMENT/SECURITY CONTRACT SALARY/SECURITY	(12,663.84)	12,633.84
	EXPLANATION: SECURITY SALARY			
T96	60-802-100-512-53-73-P-W 60-802-100-590-56-55-P-W 60-802-100-610-56-73-P-W 60-802-100-890-53-73-P-W 60-802-200-100-56-73-P-W 60-802-200-800-56-73-P-W 60-802-290-290-99-22-P-W 60-802-100-590-56-73-P-W	CAMP K.TRANSPORTATION CAMP K/COPIER MAINTENANCE CAMP K/SUPPLIES CAMP K/OTHER CAMP K/ADMINISTRATIVE SALARIES CAMP K/REFUNDS CAMP K/FICA/PENSION CAMP K/PURCHASE SERVICES	(3,593.08) (275.00) (3,985.88) (5,922.67) (1,267.92) (454.00) (500.00) (15,998.55)	15,988.55
	EXPLANATION: FOOD SERVICES FOR SACC PROGRAMS			
T97	11-213-100-610-34-40-C-4 12-000-100-731-18-31-4-4	RESOURCE ROOM SUPPLIES INSTL EQUIP. WHITTIER	(1,738.81)	1,738.81
	EXPLANATION: CANON LARGE FORMAT PRINTER PURCHASE			
BB-031620	11-000-291-270-99-21-0-0 11-000-261-420-89-53-1-0	INS EMPL/GROUP HLTH BNFT PROPOSED PROJECTS	(71,720.98)	71,720.98
	EXPLANATION: THS BOLIER ROOM AND ATC PROJECTS			
BB-031620-2	11-000-291-270-99-21-0-0 12-000-448-450-93-93-1-0	11-000-291-270-99-21-0-0 THS CRANFORD GYM HVAC UPGRADE	(168,609.97)	168,609.97
	EXPLANATION: THS HVAC UPGRADE			
PH-031820	11-000251-610-83-49-0-0 11-000-230-531-83-50-0-D	SUPPLIES & MATERIALS/OSBM BUSINESS OFFICE POSTAGE	(400.00)	400.00
	EXPLANATION: EXPRESS MAIL ACCOUNT FOR OVERNIGHT MAILINGS			

FINANCE COMMITTEE SIGNATURE

DATE

THE TEANECK PUBLIC SCHOOL DISTRICT
Human Resource Management

POSITION DESCRIPTION

POSITION TITLE: Interim Assistant School Business Administrator/Assistant Board Secretary

JOB GOAL: To assist the Business Administrator/Board Secretary with tasks necessary for the efficient operation of the district.

ESSENTIAL QUALIFICATIONS:

1. Master's Degree from an accredited college/university.
2. Five (5) years' experience accounting, finance and/or other related business fields.
3. New Jersey Department of Education Standard or C.E. as a School Business Administrator.
4. CPA Certification preferred.
5. Central Office experience in a large urban district strongly preferred.
6. Excellent writing and researching skills.
7. Hold and maintain a valid driver's license with no serious violations (if applicable to assignment).
8. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
10. 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. 6:3-4A.4.
11. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Such other qualifications as the Board may find appropriate.

ESSENTIAL FUNCTIONS OF POSITION:

1. Evaluates and analyzes requisitions for expenditures to insure the availability of funds in the appropriate accounts and advises the appropriate personnel.
2. Compares amount of money involved in proposed operational and program changes to budgetary constraints and advises the appropriate personnel.
3. Analyzes the fiscal impact of proposed operational and program changes to budgetary constraints and advises the appropriate personnel.
4. Assists the business administrator/Board Secretary and is responsible for :
 - Developing methods of budget and to control and to insure compliance with state law.
 - Reviewing budget practices and recommends improvements when necessary.
 - Formulating the annual budget.
 - Developing and preparing financial and program activity reports.
 - Assisting in the supervision and maintenance of plant and facilities and participates in capital planning and research.
 - Formulating and conducting administrative studies to improve work standards, measurement techniques and reporting system.
 - Assisting in the research and implementation of automating the central and district offices.
 - Assisting in the implementation and monitoring of the management information systems.
 - Assisting in providing leadership and supervision and evaluation of the business office staff.
 - Preparing resolutions and documents for board meetings.
 - Assisting the Business Administrator in preparing specifications and assuring compliance with state contract and bidding requirements.
5. Coordinates with funded programs and project directors on spending levels and available funds.
6. Maintains analysis of line item budgets to actual expenditures.
7. Prepares and/or reviews financial information for all special funding reports.
8. Reviews requisitions and vouchers and coordinates the purchases of supplies and other related items for the district as a whole to determine if cost savings can be realized by utilizing quantity discounts.
9. Communicates with school sites and department locations on the status of items ordered and available funds.
10. Assists in examining and investigating financial obligations of the district.

11. Assists in the preparation of schedules for the annual audit.
12. Submits and/or supervises the submission of payroll deductions, health, dental and pension benefits.
13. Maintains separate accounts for any other fund required and approved by the board and established by the business administrator/board secretary.
14. Prepares schedules of anticipated transfers needed to be presented to the board of education.
15. Records and maintains the minutes of the board of education in the absence of the business administrator/board secretary.
16. Monitors the food service and nutritional program for compliance with state and federal law and the recommendation for improvements in the program.
17. Completes mandated training programs as required by law.
18. Notifies immediately, appropriate personnel and agencies and follows established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
19. Evaluates staff according to TeachNJ and recommends the removal or other such action(s) for staff members whose work is unsatisfactory according to established procedures.
20. Must become certified and continue recertification process for the Board approved employee evaluation system.
21. Completes and adheres to district mandates as directed by the District Superintendent or designee; i.e. non-negotiables, bulletins, emails, goals and objectives, etc.
22. Performs all other duties within the scope of the job description and as assigned by the Superintendent, the Business Administrator/Board Secretary and/or requested by the Board.

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:

To be negotiated. Commensurate with experience.

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: