

Minutes of the proceedings of the **REGULAR PUBLIC MEETING** held on Wednesday, October 13, 2021, in the in-person at the Teaneck High School located at 100 Elizabeth Avenue and virtually via zoom app, at 8:00 PM. *Sebastian Rodriguez, Board President, presided.*

I. Salute to the Flag

II. Presiding Officer's Meeting Notice Statement

"I hereby call to order the Regular Public Meeting of the Teaneck Board of Education, held on Wednesday, October 13, 2021, in-person at the Teaneck High School located at 100 Elizabeth Avenue and virtually via zoom app, at 8:00 PM. Adequate notice of this meeting has been sent to the Record, filed with the Municipal Clerk and posted on the school district website at www.teaneckschools.org, on August 19, 2021."

III. Roll Call

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

IV. Reaffirmation of District Goals

V. Superintendent's Report

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

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

VI. Public Comment (non-Agenda and Agenda Items)

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

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

VII. Board Presentations (If Needed)

NONE

VIII. Board Committee Reports (As Available)

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

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

IX. Agenda Items

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

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

X. Executive Session (If Needed)

NO Executive Session

XI. Adjournment

Mrs. Gee motioned to adjourn the regular public meeting at 9:07pm. Said motion was seconded by Ms. Rappoport and carried by a unanimous vote.

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

Respectfully submitted,

Melissa Simmons
Business Administrator/Board Secretary

Teaneck Public Schools

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

Vision: The Teaneck Advantage: Educational Excellence for All

Board Goals

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

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

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

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

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

POLICY

OCTOBER 13, 2021

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

1. Policy Updates - Second Reading

that the Board approve the following policy updates as either New, Revised and/or Mandatory (M) for **Second Reading**:

General Policy Updates:

- P2422 - Comprehensive Health and Physical Education - **(M) Revised**
- P2467 - Surrogate Parents and Resource Family Parents - **(M) Revised**
- P5111 - Eligibility of Resident/Nonresident Students - **(M) Revised**
- P5116 - Education of Homeless Children - **Revised**
- P7432 - Eye Protection - **(M) Revised**
- P8420 - Emergency and Crisis Situations - **(M) Revised**
- P8540 - School Nutrition Programs - **(M) Revised**
- P8550 - Meal Charges/Outstanding Food Services Bill - **(M) Revised**
- P8600 - Student Transportation - **(M) Revised**

NJDOE Office of Fiscal Accountability & Compliance Audit Policy Updates:

- P6115.01 - Federal Awards/Funds Internal Controls/Allowability of costs - **(M) New**
- P6115.02 - Federal Awards/Funds Internal Controls - Mandatory Disclosures - **(M) New**
- P6115.03 - Federal Awards/Funds Internal Controls - Conflict of Interest - **(M) New**
- P6311 - Contracts for Goods or Services Funded by Federal Grants - **(M) Revised**

COVID 19 Policy Updates:

- P1648.11 - The Road Forward COVID-19 - Health and Safety - **(M) New**
- P1648.11 - The Road Forward COVID-19 - Health and Safety Appendices - **(M) New**

2. Policy 2425 Emergency Virtual/Remote Instruction-One Reading

that the Board approve to suspend Bylaw 0131 that requires two readings to adopt the Policy listed below and adopt with one reading.

Policy 2425 - Emergency Virtual or Remote Instruction Program - MANDATED - **(M) New**

3. Policy Updates - First Reading

that the Board approve the following policy updates as either New, Revised and/or Mandatory (M) for **First Reading**:

P1581 - Domestic Violence - **(M) Revised**

P1648.13 - School Employee Vaccination Requirements - **(M) Revised**

P2622 - Student Assessment - **(M) Revised**

P3221 - Evaluation of Teachers - **(M) Revised**

P3222 - Evaluation of Teaching Staff Members, Excluding Teachers and Administrators. - **(M) Revised**

P3223 - Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals. - **(M) Revised**

P3224 - Evaluation of Principals, Vice Principals, and Assistant Principals. - **(M) Revised**

P3421.13 - Postnatal Accommodations - **New**

P4421.13 - Postnatal Accommodations - **New**

P5111 - Eligibility of Resident/Nonresident Students - **(M) Revised**

P5200 - Attendance - **(M) Revised**

P5610 - Suspension - **(M) Revised**

P5620 - Expulsion - **(M) Revised**

P8320 - Personnel Records - **(M) Revised**

4. Policies Abolished

that the Board approve to abolish the policies that are no longer necessary as follows:

Policy 3431.1, 4431.1, 3431.3 and 4431.3 (Abolished)

Strauss Esmay has consolidated Policy Guides 3431.1 and 4431.1 - Family Leave (Federal Family and Medical Leave Act (FMLA) AND Policy Guides 3431.3 and 4431.3 - New Jersey's Family Leave Insurance Program (New Jersey Family Leave Act (NJFLA)).

The information is under one new Policy Guide 1643 - Family Leave Policy Guide 1643 which was adopted by the Board on June 23, 2021.

Policy 01 thru 04

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

BOARD OPERATIONS**OCTOBER 13, 2021**

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

1. that the Board approve the minutes of the Public Workshop meeting and the Regular Public meeting held on Wednesday, September 1, 2021 and Wednesday, September 22, 2021 respectively.

Board Operations 01 thru 01

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

**SCHOOL OPERATIONS and
CURRICULUM**

OCTOBER 13, 2021

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

1. that the Board approve the annual update of the Uniform State Memorandum of Agreement between Education and the Law Enforcement Officials for the 2021-2022 School year.

2. that the Board approve the 2021-2022 District Report of Student Safety Data. The annual observance of the Week of Respect, October 4-8, 2021, and School Violence Awareness Week, October 18-22, 2021. A copy of the report is appended to and made a part of the Minutes.

3. that the Board approve the volunteer listed below for the 2021-2022 school year:
 1. Ryan Pruitt

4. that the Board accept, with grateful appreciation, a donation of one book titled Against All Odds: Celebrating Black Women in Medicine by Crystal R. Emery. This book is the print companion to the documentary film Black Women in Medicine. This book is donated by Mr. Shae Lewis, Alumni and Community Member, and will be housed in the Teaneck High School Library Media Center. The cost of this book is \$75.00.

5. that the Board approve the LEA Guidance for the Virtual or Remote Instruction Plan for the 2021-2022 School Year (attached). The plan must be submitted to the County Office by October 29, 2021 and posted to the district website.

6. that the Board approve the following surveys needed to satisfy data requirements of the School Climate Transformation Grant:
 1. **The Student Social-Emotional Learning Survey (Middle School and High School)**
 2. **Teacher School Discipline & Safety Scale**

The student survey will collect data focused on student experiences in school and how easy or difficult it is for them to deal with those experiences. After approval, but prior to implementation, the student survey will be posted to the district website for one week, for public viewing/review. For those families that do not have access to the internet, hard copies of the student survey will be available as requested. The Teacher Survey will collect data focused on school staff and their perspectives on school climate and culture. Both surveys are voluntary and anonymous.

Survey Links:

Teaneck School Discipline and Safety Scale

<https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:4849cd9b-2743-4f4d-9d4f-f4af0054d4e4>

Teaneck Student Survey (BF)

<https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:84554286-d7b0-47ef-ae82-67126a7c15c9>

Teaneck Student Survey (TJ)

<https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:7fe8cb89-8c95-4f5a-9d40-2df362dd60cc>

Teaneck Student Survey (THS)

<https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:2a842d75-e43a-446a-97a5-baff336edd6>

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

FINANCE AND BUDGET

OCTOBER 13, 2021

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

- 1. that the Board approve payment of the following 2021-2022 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.

AUGUST 1, 2021 through AUGUST 31, 2021

General	\$3,341,196.81
Special Revenue	\$365,126.67
Enterprise	\$43,380.75
Food Service	\$34.25
Capital Projects Funds	\$19,860.00
Capital Outlay	\$110,517.09

Total of Approved Payments \$3,880,115.57

- 2. that the Board approve 2021-2022 budget transfers 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 August 2021 and determined that both reports are in agreement; and
WHEREAS, in compliance with N.J.A.C. 6A:23A-16.10(c)3 the secretary has certified that, as of the date of the reports, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Board of Education except as noted; now
BE IT RESOLVED, that in compliance with N.J.A.C. 6A:23A-16.10(c)4, the Board of Education certifies that, after review of the secretary’s monthly financial reports (appropriate section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been over-expended in violation of N.J.A.C.6A:23A-16.10(c)4, and that sufficient funds are available to meet the district’s financial obligations for the remainder of the year (which would become a part of the Minutes of this meeting); and
BE IT FURTHER RESOLVED, that pursuant to P.L. 2004 Ch. 73 (S-1701), the Board certifies that after a review of the Secretary’s Monthly Financial Report and upon consultation with the appropriate district officials, that there is a budgetary transfer that cumulatively exceeded 10% that would require the approval of the Executive County Superintendent. A copy will be send to the County.

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 \$4,208.69) (Grant Funded \$11,776) total cost of \$15,984.69.
5. that the Board approve the attached list of Student Field Trips, as approved by the Superintendent (FORUM/Grant Funded \$0), (District Funded \$8,743.38) or (Parent Funded \$2,676.32) total cost \$11,419.70.
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 2021-2022 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 2021- 2022 school year.
9. that the Board approve Team Life, Inc., to conduct two four hour babysitter certification classes for high school students in grades 9-12 from 3:00-7:00pm on Wednesday, October 27, 2021 and Thursday, October 28, 2021 in an amount not to exceed \$1,500. Account # 20-010-100-300-73-50-G-H Township Forum Purchase Ed. Svs
10. that the Board approve Roxanne Camejo, VP Community Development at Lakeland Bank, to conduct one two hour session on financial literacy with 25 students in grades 9-12, to be held from 3pm - 5pm on Tuesday October 21, 2021 in an amount not to exceed \$0.
11. that the Board approve compensation to Team Makers, to conduct one workshop for Middle School PASS (the FORUM Parents and Student/School Partnership Program) students grades 5-8 on teamwork and working together in their daily lives. On Wednesday November 3, 2021 from 5-6pm, in an amount not to exceed \$300. Account # 20-009-100-300-73-50-G-H FORUM/J. Justice Purchase Ed. Svs
12. that the Board approve compensation to Team Makers, to conduct one workshop for the High School PASS (the FORUM Parents and Student/School Partnership Program) students grades 9-12 on teamwork and working together in their daily lives. On Monday November 1, 2021 from 5-6pm, in an amount not to exceed \$300. Account # 20-009-100-300-73-50-G-H FORUM/J. Justice Purchase Ed. Svs

13. that the Board approve compensation to JHasHeart to present the “*Think Positive & Dream Big*” program to middle school students grades 5-8 enrolled in the PASS (Police/Parents and Student/School Partnership Program), in an amount not to exceed \$750. The FORUM Juvenile Justice grant would fund this program. Account # 20-009-100-300-73-50-G-H FORUM/J. Justice Purchase Ed. Svs

The programs will take place Wednesday November 10th 2021, Thursday December 2nd 2021, and Wednesday December 15th, 2021 between 4-7pm.

<u>1st Session:</u> <i>Focus Self-management (i.e., managing your own emotions; positive coping skills; and accessing support)</i>
<u>2nd Session:</u> <i>Focus Responsible decision making</i>
<u>3rd Session:</u> <i>Focus Importance of Accountability; Bounce Back Effect; and the Compound Effect</i>

14. that the Board approve compensation to JHasHeart to present the “*Think Positive & Dream Big*” program to High School students grades 9-12 enrolled in the PASS (Police/Parents and Student/School Partnership Program), in an amount not to exceed \$750. The FORUM Juvenile Justice grant would fund this program. Account # 20-009-100-300-73-50-G-H FORUM/J. Justice Purchase Ed. Svs

The programs will take place Tuesday, November 2nd 2021, Monday, November 16th 2021, and Tuesday, November 30th, 2021 between 4-7pm.

<u>1st Session:</u> <i>Focus Self-management (i.e., managing your own emotions; positive coping skills; and accessing support)</i>
<u>2nd Session:</u> <i>Focus Responsible decision making</i>
<u>3rd Session:</u> <i>Focus Importance of Accountability; Bounce Back Effect; and the Compound Effect</i>

15. that the Board approve the Suspension Alternative Program (SAP), for the 2021-2022 school year, operated by the Bergen County Special Services School District (BCSS). The base membership fee of \$750.00, provides five (5) weeks of SAP services per school year. Services requested beyond the five weeks will be billed at \$125.00 per week.

16. **WHEREAS**, pursuant to N.J.A.C. 6A:26A, the New Jersey Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities; and
WHEREAS, the required maintenance activities document for the various school facilities of the Teaneck Board of Education are consistent with these requirements; and
WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid;
NOW THEREFORE BE IT RESOLVED, that the Teaneck Board of Education hereby authorizes and directs the School Business Administrator to submit the attached Comprehensive Maintenance Plan and M-1 in compliance with New Jersey Department of Education requirements.
17. that the Board accept a check, in the amount of \$3,000, received from the Whole Kids Foundation Garden Grant for Benjamin Franklin Middle School.
18. that the Board approve submission of the application and accept the award of grant funds for the Individuals with Disabilities Education Act (IDEA) – American Rescue Plan (ARP) for the 2021 -2022 school year as follows:

	Public	Non-Public	Total
Basic	\$184,372	\$62,517	\$246,889
Preschool	\$21,020	0	\$21,020
Total	\$205,392	\$62,517	\$267,909

19. that the Board approve submission of the 2021-2022 School Security Grant (Alyssa’s Law) Application. The application is to be submitted before 10/15/2021. If the final approval is awarded, the Grant amount will be \$195,484.00. This amount will cover both reimbursements for previous, approved expenditures, and future, approved expenditures.

20. **Whereas**, the Board of Education approved the Energy Savings Improvement Plan in the school year 2019-2020 in the amount of \$7,562,750.

Whereas, the energy saving measures have been executed and the ESIP is at 91.71% completion;

Now Therefore Be it Resolved, that the Board of Education of Teaneck authorizes the execution of Change Order 1 to the April 21, 2020 Guaranteed Energy Savings Improvement Program Contract ("Contract"). Change Order 1 revises the Contract Exhibit A Scope of Work to include work added to the project at the District's request via Change Estimates 1, 2, 3, 4, 6 and 9 and to delete work deducted from the project by Change Estimate 7. This Change Order does not alter the Maximum Contract Price. The Change Order also includes a reduction of \$4.61 to remove costs mistakenly included as part of the Thermco purchase order associated with the boiler work.

21. **Whereas**, the current pandemic has brought to the forefront the need for physical and mental health support for various work and personal situations that many of us face daily;

Whereas, the Federal and State government has made great strides to provide funding to create programs to support the mental health of the education community during these times and the Administration has continued to support the mental health, emotional wellbeing and quality of life of its staff;

Be It Resolved that the Board of Education accepts the recommendation of the Superintendent to implement an Employee Assistance Program with Magellan Health Care not to exceed \$20,000 for the 1/1/22 - 12/31/22 period utilizing the base price of five (5) sessions per employee (est. of 480 employees) and other services offered as deemed necessary.

22. **Whereas**, there is a need for an emergency repair at Thomas Jefferson Middle School gymnasium floor which, was damaged due to the Tropical Storm IDA. Approximately 2500 sq. ft. of the floor in the gymnasium needs to be removed, replaced and sanded and two coats of Bona SuperSport DTS® MFMA certified water-based paint need to be applied and repaint the existing game lines. The total amount for the repair job is \$62,910.00. The proposal from Mathusek, Inc. is attached.

Be It Resolved, the Board approve the emergency repair the gymnasium floor at the Thomas Jefferson Middle School.

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

PERSONNEL

OCTOBER 13, 2021

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

1. that the Board approve the following certificated staff appointments, following a 90-day probationary period, effective dates as indicated, pending criminal history review:
 - a. Ramon Medina, Supervisor of Visual and Performing Arts, at an annual salary of \$116,000 assigned to Curriculum and Instruction, effective October 18, 2021 through June 30, 2022, new position.

2. that the Board approve the following non-certificated staff appointments, following a 90-day probationary period, effective dates as indicated, pending criminal history review:
 - a. Gioribel Ramirez, General Mechanic I, at an annual salary of \$52,420 assigned to Operations and Maintenance, effective October 14, 2021 through June 30, 2022, new position.

 - b. Yamile Fernandez, Early Childhood Secretary/Registrar, at an annual salary of \$50,570 (TTEA Sec 12M D/ Step 7) assigned to Early Childhood, effective October 14, 2021 through June 30, 2022, new position.

 - c. Jason Juxon-Smith, Student Support Counselor, at an annual salary of \$50,000 (grant funded) assigned to the FORUM at Teaneck High School, effective October 18, 2021 through June 30, 2022, replacing Yris Acevedo, resigned (08/12/73/bda).

3. that the Board approve the following long term substitute teachers at \$260 per-diem, after twenty-one days of employment, assigned to a non-tenure track position, effective date as indicated, pending criminal history review:
 - a. Diane Schustermann Bank, October 14, 2021 through June 17, 2022, with benefits, assigned to Whittier Elementary School, replacing employee #1853.

4. that the Board approve the following leaves of absence for the dates and reasons indicated:
- a. Employee ID# 4201, paid medical leave of absence with benefits, from September 01, 2021 through November 02, 2021, using 41 sick days under FMLA.
 - b. Employee ID# 3956, paid maternity leave of absence with benefits, from September 27, 2021 through December 20, 2021, using 3 personal business days and 58 personal illness days under FMLA and NJFLA. December 21, 2021 through March 04, 2022, unpaid with benefits, under NJFLA. Unpaid child rearing leave of absence with benefits from March 07, 2022 through March 08, 2022.
 - c. Employee ID #5314, paid maternity leave of absence with benefits using 30 sick days, from September 20, 2021 through October 29, 2021 under FMLA. Unpaid maternity leave of absence with benefits from November 01, 2021 through March 04, 2022, under FMLA and NJFLA. Unpaid child rearing leave of absence without benefits from March 7, 2022 through April 29, 2022.
5. that the Board approve the following re-appointment and salary of TTEA certificated staff members, for the 2021-2022 school year, effective September 01, 2021 through June 30, 2022.

<u>Name</u>	<u>Guide/step</u>	<u>Salary</u>
a. Sheena Wester	BA/step 9	\$66,250
b. Kenneth Cieslak	MA+32/step 13	\$103,500

6. that the Board approve the following Student Teacher Practicum assignment, effective October 14, 2021 through June 30, 2022, pending medical clearance, criminal history review and proof of the COVID-19 Vaccination:
- a. Julia Gordon, Montclair State University, assigned to Hawthorne Elementary School.
7. that the Board approve payment to the following staff members for participating in the curriculum writing, to write or revise the following district curricula for mathematics:

<u>Name</u>	<u>Course Title</u>	<u>Total Stipend</u>
a. Ken Chung	AP Calculus A/B Curriculum	\$1,200 per writer
b. Dr. Jovana Vlajic-Murisic	AP Calculus B/C Curriculum	\$1,200 per writer
c. Ken Chung	AP Calculus B/C Curriculum	\$1,200 per writer

TOTAL: **\$3,600**

8. 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>
a. Christina Cusmano	Danielle Lawlor	Thomas Jefferson Middle School
b. D'Aisha Smith	Thomas Papaleo	Thomas Jefferson Middle School
c. Alexis Darmochwal	Gillian Iappelli	Thomas Jefferson Middle School
d. Cassandra San-Emeterio	Rena San George	Thomas Jefferson Middle School
e. Erika Nussbaum	Lara Barrett	Bryant Elementary School
f. Erin Lafond	Jean McVerry	Benjamin Franklin Middle School
g. Janette Razmologov	Dana Orner	Bryant Elementary School
h. Monica Bagan	Frank Piccininni	Thomas Jefferson Middle School
i. Nadeen Alawi	Annie Matesic	Whittier Elementary School
j. Rafaelina Cepeda	Jean Uwisavye	Benjamin Franklin Middle School

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. Roy Butler, Technician Support Specialist Level I, 5 vacation days at \$196.15, **total payment of \$980.77.**

10. that the Board approve retroactive longevity payment to Colette Brantley, Outreach Worker, at Hawthorne Elementary School, effective September 01, 2021, in the amount of \$1,578.

11. that the Board approve payment to the following staff members as Foundation Trainers, for implementing professional development workshops for non-tenured teachers, during the 2021-2022 school year, maximum payment of \$2,184.00 each:

<u>Staff Member</u>	<u>Stipend</u>
a. Zain Conteh	\$2,184.00
b. Jessie Gorant	\$2,184.00
c. Paulette Szalay	\$2,184.00
d. Justine Lopez	\$2,184.00
e. Sharon Bellin	\$2,184.00
f. Jennifer Ahearn	\$2,184.00
g. Linea Rondael	\$2,184.00

TOTAL: \$15,288.00

12. that the Board approve the appointment of the following staff members as Strive Site Supervisors, effective October 19, 2021 through June 02, 2022 to be funded by the FORUM/Township of Teaneck Grant, for up to 3 hours per week at a rate of \$50 per hour.

<u>Name</u>	<u>Position</u>	<u>Total Stipend (not to exceed):</u>
a. Joseph LaBorde	Site Supervisor	\$4,150
b. Breanne Millett	Site Supervisor	\$4,150
c. Summer Pirro	Site Supervisor	\$4,150
d. Andres Munoz	Site Supervisor	\$4,150
e. Christina DeLeon	Site Supervisor	\$4,150

TOTAL: \$20,750

13. that the Board approves Kahlil Daniel for Home Programming Instruction for the 2021-2022 school year, not to exceed 3 hours per week as per student's IEP, at the rate of \$50 per hour for Student ID#104880.
14. that the Board approve payment to the following teachers (pending student enrollment) for conducting an after school Reading & Mathematics Support Program (Grade 5 through 8) at Thomas Jefferson Middle School November 09, 2021 through March 10, 2022, Tuesdays and Thursdays, from 3 pm to 4 pm. Mathematics and Language Arts teachers will receive up to 3 hours of professional development training at the rate of \$50 per hour and conduct the program for 48 hours at a rate of \$50 per hour. One lead teacher would receive up to 76 hours for administrative duties and professional development at the rate of \$50 per hour. Title I funds this program.

<u>Name</u>	<u>Hours</u>	<u>Total Stipend (not to exceed)</u>
a. Paulette Szalay	76	\$3,800
b. Heather Jacobs	48	\$2,400
c. Alexis Darmochwal	48	\$2,400
d. Lydia Deruiter	48	\$2,400
e. Rena San George	48	\$2,400
f. Jennie Brolewicz	48	\$2,400
g. Paul Maute	48	\$2,400
h. Kerryann Rose	48	\$2,400
i. Dolores Connors	48	\$2,400

TOTAL: \$23,000

Substitute Teacher: Rana Omar

15. that the Board approve the following certificated staff members to serve on the Intervention and Referral Services (I&RS) Committee for the 2021-2022 school year, stipend \$948.00:

<u>Committee Member</u>	<u>School</u>	<u>Role</u>	<u>Total Stipend</u>
a. Jessica Brown	Lacey	School Counselor	\$948.00
b. Emily Smith	Lacey	Special Education Teacher	\$948.00
c. Sheena Wester	Lacey	GE Teacher	\$948.00
d. Lisa Guyden	Lowell	School Counselor	\$948.00
e. Kristine Thielman	Lowell	School Psychologist	\$948.00
f. Aretha Blake-Arroyo	Lowell	GE Teacher	\$948.00
g. Krysten Perez	Whittier	Special Education Teacher	\$948.00
h. Dannette Coston	Whittier	School Counselor	\$948.00
i. Willa Rudy	Whittier	Special Education Teacher	\$948.00
j. Vanessa Lospolluto	BFMS	LDTC	\$948.00
k. Allen Gonzalez	BFMS	GE Teacher	\$948.00
l. Javalda Powell	BFMS	School Counselor	\$948.00
m. Samantha Elie	BFMS	GE Teacher	\$948.00
n. Jean McVerry	BFMS	GE Teacher	\$948.00
o. Christine Mayers	THS	GE Teacher	\$948.00
p. Adrienne Williams	THS	SAC	\$948.00
q. Maryem Gobji-Haouari	THS	Special Education Teacher	\$948.00
r. Beth Fleischer	THS	School Counselor	\$948.00
s. Susie Cipriano	THS	Teacher Dean	\$948.00
TOTAL:			\$18,012.00

16. that the Board approve payment to the following high school teacher, for assuming a seventh period assignment, on a temporary basis, at their negotiated contractual per class rate, effective September 09, 2021, staff members will receive payment upon submission of appropriate payroll bill form for each pay date, and will receive their payment on the subsequent pay date:

<u>Name</u>	<u>Subject</u>	<u>Rate</u>
a. Sharon Bellin	Geometry (Period 2)	\$80.00 (MA+32)

17. that the Board approve payment to the following high school teachers, for assuming a sixth period assignment, on a temporary basis, at a negotiated contractual per class rate, effective September 09, 2021. Staff members will receive payment upon submission of appropriate payroll bill form for each pay date and will receive their payment on the subsequent pay date:

<u>Name</u>	<u>Subject</u>	<u>Rate</u>
a. Adriana Lagomarsino	Humanities 12 (Period 1)	\$80.00 (MA+32)

18. that the Board approve the following Extra Work for Extra Pay assignments, for the 2021-2022 school year, at Bryant Elementary School, stipend in accordance with TTEA contract:

<u>Staff Member</u>	<u>Activity</u>	<u>Stipend Amount</u>
a. Na'Imah Bogert	Activities Fund	\$5,654.00

TOTAL: \$5,654.00

19. that the Board approve the following Extra Work for Extra Pay assignments, for the 2021-2022 school year, at Lowell Elementary School, stipend in accordance with TTEA contract:

<u>Staff Member</u>	<u>Activity</u>	<u>Stipend Amount</u>
a. Susan Ahearn	Activities Fund	\$5,654.00
b. Alexis Ryerson	Breakfast Club	\$1,246.00
c. Alexis Ryerson	Safety Patrol	\$547.00

TOTAL: \$7,447.00

20. that the Board approve the following Extra Work for Extra Pay assignments, at Benjamin Franklin Middle School, for the 2021-2022 school year, stipend in accordance with TTEA contract:

<u>Staff Member</u>	<u>Activity</u>	<u>Stipend Amount</u>
a. Jessica Bergen	Band - 5th & 6th Grade	\$2,094.00
b. Jessica Bergen	Chorus - 5th & 6th Grade	\$2,094.00
c. Jessica Bergen	Chorus - 7th & 8th Grade	\$2,094.00
d. William Mazerolle	Film Critics	\$1,092.00
e. Joseph Hochgesang	Orchestra	\$2,094.00
f. Patrick O'Connor	Phys. Ed Intramurals (Boys & Girls)	\$2,931.33
g. Jokeldy Hernandez	Phys. Ed Intramurals (Boys)	\$2,931.33
h. Samantha Singer	Phys. Ed Intramurals (Girls)	\$2,931.33
i. Rafaelina Cepeda	Spanish Club	\$731.00
TOTAL:		\$18,993.00

21. that the Board approve the following Extra Work for Extra Pay assignment, at Thomas Jefferson Middle School, for the 2021-2022 school year, stipend in accordance with TTEA contract:

<u>Staff Member</u>	<u>Activity</u>	<u>Stipend Amount</u>
a. Terrie Roberts	Library Council	\$731.00
b. Lydia Deruiter	Math Club	\$731.00
TOTAL:		\$1,462.00

22. that the Board approve the following Extra Work Extra Pay assignment, at Teaneck High School, for the 2021-2022 school year, stipend in accordance with TTEA contract:

<u>Staff Member</u>	<u>Activity</u>	<u>Stipend Amount</u>
a. Leonardo Aristimuno	Audio Visual	\$1,684.00
b. Ken Chung	Chess Club	\$1,098.00
c. Bettina Peets	Dance Ensemble	\$2,479.00
d. Jennifer Joyce	FCCLA	\$872.50
e. Luigi Venezia	FCCLA	\$872.50
f. Douglas Book	Be All You	\$1,098.00
g. Ken Chung	Math Club	\$1,240.00
h. Adrienne Williams	Muslim Club	\$1,098.00
i. Yaritza Gonzalez	National Honor Society	\$1,864.00
j. Jahaziel Valeriano	National Honor Society	\$1,864.00
k. Ashley Pryce	Senior Class	\$2,772.00
l. Kelvin Reese	Senior Class	\$2,772.00
m. Todd Murphy	Film & Theater Club	\$528.50
n. Leonardo Aristimuno	Film & Theater Club	\$528.50
o. Brittany Rhodie	Technical Director	\$1,764.00
p. Victoria Dyker	Annual Drama - Costumes	\$2,197.00
q. Victoria Dyker	Annual Musical - Costumes	\$2,197.00
r. Adrienne Williams	Freshman Class Sponsor	\$1,872.00
s. Christina DeLeon	Sophomore Class Sponsor	\$2,070.00
t. Latoya Watt	Junior Class Sponsor	\$2,366.00
u. Natasha Green	Student Council	\$4,971.00
v. LeeAnn Newland	Annual Musical - Conductor	\$1,246.00
TOTAL:		\$39,454.00

23. that the Board rescind the appointment of the following individual to be paid for work in the Teaneck Community Education Center's SACC (School Age Child Care) program, for the 2021-2022 school year, effective immediately:

<u>Name</u>	<u>Title</u>	<u>Hourly Rate</u>
a. Emani Thornhill	Aide	\$15.00

24. that the Board approve the following individual to be paid for work in the Teaneck Community Education Center's SACC (School Age Child Care) program, for the 2021-2022 school year:

<u>Name</u>	<u>Title</u>	<u>Hourly Rate</u>
a. Destiny Sanchez	Aide	\$15.00

25. that the Board approve the salary guide reclassification effective September 01, 2021 for the following teacher:

<u>Name</u>	<u>21-22 Guide Step</u>	<u>Salary</u>	<u>Reclassification</u>	<u>New Salary</u>
a. Brittany Rhodie	BA/step 5	\$59,000	MA/step 5	\$66,000

26. that the Board approve the following substitute secretaries at \$15 per hour for the 2021-2022 school year, on an as needed basis:

- a. Rita Falberg
- b. Roberta Yuzek

27. that the Board approve the following substitute for the 2021-2022 school year, on an as-needed basis, at \$120 per diem:

- a. deleted
- b. Crystal Scott

28. that the Board approve the following certificated staff appointments, following a 90-day probationary period, effective dates as indicated, pending criminal history review:

- a. Linda LaMadrid-Peluso, English Teacher, at an annual salary of \$83,000 (TTEA MA/step 11) assigned to Benjamin Franklin Middle School, effective November 15, 2021 through June 30, 2022, replacing Hazel Rivas, resigned (PC#: 10-10-05/ajm).

29. that the Board approve the following non-certificated staff appointments, following a 90-day probationary period, effective dates as indicated, pending criminal history review:

- a. Juan Garcia, Groundsman I, at an annual salary of \$45,000, assigned to Operations & Maintenance, effective November 15, 2021 through June 30, 2022, replacing Gary Sternberg, retired (PC#:51-16-89/auy).
- b. Carlos Shepherd, Groundsman I, at an annual salary of \$45,000, assigned to Operations & Maintenance, effective November 15, 2021 through June 30, 2022, replacing Joseph Miraglio, resigned (PC#:51-16-89/auw).

30. that the Board rescind the appointment of the following individual for the 2021-2022 school year, effective immediately:

- a. Leila Khalil, English as a Second Language Teacher, at an annual salary of \$60,000 (TTEA Guide BA/step 6) Theodora Smiley Lacey Elementary School, effective November 01, 2021 through June 30, 2022, replacing Teri Wilcox, retired (PC# 10-03-21/abk).

31. that the Board accept the resignation of the following staff members:
- a. Yevgeniya Miller, Special Education Science Teacher, Teaneck High School, effective December 03, 2021.
32. that the Board approve the following leaves of absence for the dates and reasons indicated:
- a. Employee ID# 1491, paid medical leave of absence with benefits, from September 28, 2021 through October 31, 2021 using 24 personal illness days under FMLA.
 - b. Employee ID# 5302, paid maternity leave of absence with benefits, from October 04, 2021 through October 20, 2021 using 13 personal illness days under FMLA. October 21, 2021 through December 23, 2021, unpaid with benefits, under FMLA.
33. that the Board approve the following substitute safety officers for the 2021-2022 school year, on an as needed basis:

Name	Hourly Rate
a. Karina Sanchez	\$22.50
b. Stephen Caldeira	\$22.50
c. Edward Meller	\$22.50

34. that the Board approve the following individual to be paid for work in the Teaneck Community Education Center's SACC (School Age Child Care) program, for the 2021-2022 school year:

Name	Title	Hourly Rate
a. Shahiem Saunders	Aide	\$15.00

35. that the Board approve the rate of \$20 per hour for substitute custodians, effective October 14, 2021.
36. that the Board approve the following substitute secretary at \$15 per hour for the 2021-2022 school year, on an as needed basis:
- a. Joanne Clemons
37. that the Board approve the following Extra Work Extra Pay Lunch Duty assignments, for the 2021-2022 school year, stipend in accordance with the TTEA contract:

Theodora Smiley Lacey School: \$40 per period
 Emily Smith
 Ruqayyah Sanders

Anna Fernandez
Romana Ahmed
Darlene Cherry-Shand

Bryant Elementary School: \$40 per period

Faryal Lehra
Hani Flts
Pukhraj Rahman
Magdalene Symmonds
Peter Farg
Monique Brown
Mira Tadros
Elizabeth Sanchez
India Latham
Sabrina Ellablat

Hawthorne Elementary School: \$40 per period

Marie Rosegren
Audrey Capan
Kellie Costa
Rahena Loskor
Aytzaz Mohammed

Lowell Elementary School: \$50 per period

Miryam Mendez
Bonita Brown
Hend Fathalla

Whittier Elementary School: \$50 per period

Nina Lionetti
ChiYoung (Megan) Jang
Maria Martinez
Kim Sullivan
Willa Rudy
Krysten Perez
Renee Warshaw

Benjamin Franklin Middle School: \$50 per period

Jokeldy Hernandez
Samantha Singer
Alison Spadaro
Michael Smith
Amy Moran
Danielle Cata
William Mazerolle
Rafaelina Cepeda
Lawrence Hart

Thomas Jefferson Middle School: \$50 per period

Danielle Lawlor
Heather Jacobs
Alexa Darmochwal
D'Aisha Smith

Kristina Arocho
 Rana Omar
 Spencer Jones
 Suada Charaf
 Rena San George
 Matthew Green
 Jennie Brolewicz
 Antoinette Bush
 George Prepis
 Paulette Szalay
 Marisol Urena
 Samantha Laliker
 Emmanuel Viray
 Monica Bagan

38. that the Board approve the following Extra Work for Extra Pay assignments, for the 2021-2022 school year, at Whittier Elementary School, stipend in accordance with TTEA contract:

Staff Member	Activity	Stipend Amount
a. Susan DeLisio	Activities Fund	\$5,654.00
TOTAL:		\$5,654.00

39. that the Board approve the following certificated staff appointment for the 2021-2022 school year, following a 90-day probationary period, effective date as indicated, pending criminal history review:

a. Jennifer Kritsky, Mathematics Teacher, at an annual salary of \$77,000 (TTEA Guide BA, Step 12) at Teaneck High School, effective December 13, 2021 through June 30, 2022, replacing Kamal Ahmad, resigned (PC# 10-12-11/adj).

40. that the Board approve payment to the following high school teachers, for assuming a sixth period assignment, on a temporary basis, at their negotiated contractual per class rate, effective October 14, 2021. Staff members will receive payment upon submission of appropriate payroll bill form for each pay date, and will receive their payment on the subsequent pay date:

Name	Subject	Rate
a. John Dean	AP US Government & Politics (Period 7)	\$80.00 (MA+32)
b. Eric Akselrad	US History II Honors (Period 2)	\$80.00 (MA+32)
c. Derek Zoppi	Intro to Criminal Justice (Period 3)	\$60.00 (BA)
d. Kimberly Pitre	US History II Honors (Period 5)	\$80.00 (MA+32)
e. Ashley Pryce	Intro to Criminal Justice (Period 6)	\$80.00 (MA+32)

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

General Policy Updates

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Comprehensive Health and Physical Education

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2422 COMPREHENSIVE 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 curriculum requirements listed below address the need for students to gain knowledge and skill in caring for themselves, interacting effectively with others, and analyzing the impact of choices and consequences. The primary focus of the curriculum listed below is to help students develop concepts and skills that promote and influence healthy behaviors.

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.



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Comprehensive Health and Physical Education

6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.
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.



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Comprehensive Health and Physical Education

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.
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.
19. **Sexual Abuse and Assault Awareness and Prevention Education (N.J.S.A. 18A:35-4.5a) requires age-appropriate sexual abuse and assault awareness and prevention education in grades preschool through twelve.**
20. **Curriculum to Include Instruction on Diversity and Inclusion (N.J.S.A. 18A:35-4.36a) requires instruction on diversity and inclusion in an appropriate place in the curriculum for students in grades Kindergarten through twelve.**
21. **Incorporation of Age-Appropriate Instruction Relative to Consent for Physical Contact and Sexual Activity (N.J.S.A. 18A:35-4.38) requires age-appropriate instruction in grades six through twelve on the law and meaning of consent for physical contact and sexual activity.**



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Comprehensive Health and Physical Education

22. **Health Curriculum to Include Instruction on Mental Health (N.J.S.A. 18A:35-4.39) requires health education programs to include instruction on mental health and the relation of physical and mental health for students in grades Kindergarten through twelve.**
 23. **Information About “New Jersey Safe Haven Infant Protection Act” Included in Public School Curriculum (N.J.S.A. 18A:35-4.40) information on the provisions of the “New Jersey Safe Haven Infant Protection Act” shall be included in curriculum for public school students in grades nine through twelve.**
 24. **Infusion of African American Accomplishments into School Curricula (N.J.S.A. 18A:35-4.43) requires in the curriculum for all elementary and secondary students instruction that infuses into all courses on the United States the centuries of accomplishments by African Americans in the building and development of America.**
2519. 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



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Comprehensive Health and Physical Education

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 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~~

Adopted:



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Surrogate Parents and Resource
Family Foster Parents
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2467 SURROGATE PARENTS AND RESOURCE FAMILY FOSTER PARENTS

Federal and State laws require the Board ensure the rights of a student are protected through the provision of an individual to act as surrogate for the parent and assume all parental rights under N.J.A.C. 6A:14-2.2 when:

1. The parent, ~~as defined according to N.J.A.C. 6A:14-1.3,~~ cannot be identified;
2. The parent cannot be located after reasonable efforts;
3. An agency of the State of New Jersey has guardianship of the student **or the student is determined a ward of the State and, if the student is placed with a resource family parent, the resource family parent declines to serve as the student's parent;** and that agency has ~~not taken steps to appoint a surrogate parent for the student; or~~
4. ~~The student is a ward of the State and no State agency has taken steps to appoint a surrogate parent for the student;~~
5. ~~No parent can be identified for the student in accordance with N.J.A.C. 6A:14-1.3 except a foster parent, the foster parent does not agree to serve as the student's parent, and no State agency has taken steps to appoint a surrogate parent for the student; and~~
46. The student is an unaccompanied homeless youth **as that term is defined in section 725(6) of the McKinney-Vento Homeless Assistance Act (42 USC §11434.(a)6) and N.J.A.C. 6A:17-1.2** and ~~no State agency has taken steps to appoint a surrogate parent for the student.~~

Qualifications and Selection

The district ~~shall~~ **will** make reasonable efforts to appoint a surrogate parent within thirty days of ~~the it's~~ determination that a surrogate parent is **needed** ~~required~~ for a student. If the district fails to appoint a surrogate parent for a ward of the State,



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Surrogate Parents and Resource
Family Foster Parents

a judge may appoint a surrogate parent if the judge determines a surrogate parent is necessary for such student.

The district shall establish a method for selecting and training surrogate parents.

The person serving as a surrogate parent shall:

1. Have no interest that conflicts with **the interest** those of the student **they** he/she represents;
2. Possess knowledge and skills that ensure adequate representation of the student;
3. Not be replaced without cause;
4. Be at least eighteen years of age; **and**
5. **Complete** Have a criminal history review **pursuant to in** accordance with N.J.S.A. 18A:6-7.1 **if the person completed prior** to his or her serving as the surrogate parent, **if the school district is compensated.** ~~compensates the surrogate parent for such services;~~ and
6. ~~Not be an employee of the New Jersey Department of Education, this district, or a public or nonpublic agency that is involved in the education or care of the child.~~

The person(s) serving as a surrogate parent may not ~~Not~~ be an employee of the New Jersey Department of Education, this district, or a public or nonpublic agency that is involved in the education or care of the child.

[**Optional** - A surrogate parent ~~will~~ **may** be paid solely to act in this capacity.]

The _____ shall serve as Surrogate Parent Coordinator and will: determine whether there is a need for a surrogate parent for a student; contact any State agency that is involved with the student to determine whether the State has a surrogate parent appointed for the student; and make reasonable



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Surrogate Parents and **Resource**

Family Foster-Parents

efforts to appoint a surrogate parent for the student within thirty days of determining that there is a need for a surrogate parent for the student.

When a student (who is or may be a student with a disability) is in the care of a **resource family foster-parent**, and the **resource family foster-parent** is not the parent of the student ~~as defined in N.J.A.C. 6A:14-1.3~~, the district where the **resource family foster-parent** resides shall contact the student's case manager at the Division of Child Protection and Permanency (DCP&P) in the Department of Children and Families to determine whether the parent retains the right to make educational decisions and determine the whereabouts of the parent.

If the parent retains the right to make educational decisions and the parent's whereabouts are known to the school district, the **Superintendent or designee Surrogate Parent Coordinator** shall obtain all required consent from, and provide written notices to, the parent.

If the district cannot ascertain the whereabouts of the parent, the **resource family foster-parent**, ~~unless that person is unwilling to do so~~, shall serve as the parent **unless that person is unwilling to do so** pursuant to N.J.A.C. 6A:14-1.3. If there is no **resource family foster-parent**, or if the **resource family foster-parent** is unwilling to serve as the student's parent, the Surrogate Parent Coordinator shall consult with the student's case manager at DCP&P to assist in identifying an individual to serve as a surrogate parent, ~~and appointing~~ a surrogate parent, and ~~obtaining~~ all required consent from, and ~~providing~~ written notices to, the surrogate parent.

Training

N.J.A.C 6A:14-2.2(d) requires the district train surrogate parents so they have the knowledge and skills that ensure adequate representation of the student. The Surrogate Parent Coordinator shall coordinate the training for surrogate parents. The training ~~may~~ **will** include, but not be limited to:

1. Providing the surrogate parent a copy of:
 - a. Parental Rights in Special Education booklet;
 - b. N.J.A.C. 6A:14;



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Surrogate Parents and **Resource**
Family Foster-Parents

- c. The Special Education Process;
 - d. **Administrative** Code Training Materials from the Department of Education website; and
 - e. Other relevant materials.
2. Providing the surrogate parent an opportunity to meet with the Surrogate Parent Coordinator to discuss the rights of the surrogate parent and the applicable statutes, administrative codes, and Federal laws. The Surrogate Parent Coordinator shall provide the surrogate parent the opportunity to review and to become familiar with the State and Federal requirements for assessment, individualized educational program development, and parental rights with respect to the referral and placement process, including their rights with respect to seeking a due process hearing if they disagree with the local procedure or decisions;
 3. Providing the surrogate parent adequate time to become familiar with the student and the nature of the student's disability through a review of the student's record;
 4. Providing the surrogate parent an opportunity to confer with the student's case manager to discuss the student; and
 5. Other information and resources to provide the surrogate parent the knowledge and skills to ensure adequate representation of the student.

Rights of the Surrogate Parent

A surrogate parent appointed in accordance with N.J.A.C. 6A:14-2.2 shall assume all parental rights under N.J.A.C. 6A:14.

N.J.A.C. 6A:14-2.2

Adopted:



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STUDENTS

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Eligibility of Resident/Nonresident Students

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5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education.

Eligibility to Attend School

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1.

A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2. A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease,



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or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1.c., any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.b. if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.d. if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents or guardians temporarily resides in the school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A student is eligible to attend this school district free of charge:

1. If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;
3. If the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of



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the student out of the school district, pursuant to N.J.S.A. 18A:38-3.b. The school district shall not be obligated for transportation costs; and

4. If the student resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in accordance with the provisions of N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

If the district of residence cannot be determined according to the criteria contained in N.J.S.A. 18A:7B-12; if the criteria contained in N.J.S.A. 18A:7B-12 identify a district of residence out of the State; or if the child has resided in a domestic violence shelter, homeless shelter, or transitional living facility located outside of the district of residence for more than one year, the State shall assume fiscal responsibility for the tuition of the child in accordance with N.J.S.A. 18A:7B-12.d.

A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.

Except as set forth in N.J.A.C. 6A:22-3.3(b)1., immigration/visa status shall not affect eligibility to attend school and the school district shall not condition enrollment in the school district on immigration status. A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.



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Proof of Eligibility

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.A.C. 6A:22-3.4. The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.

The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.

In the case of a dispute between the school district and the parent of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.S.A. 18A:38-1.3. The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.

Registration Forms and Procedures for Initial Assessment

Registration and initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1. The Board of Education shall use Commissioner-provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.



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Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance at the school shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies



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information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.

When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

Notice of Ineligibility

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 et seq. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.

Removal of Currently Enrolled Students

Nothing in N.J.A.C. 6A:22 et seq. and this Policy shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.



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Eligibility of Resident/Nonresident Students

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a

Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

Appeal to the Commissioner

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.

Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of an ineligibility determination, the Board of Education may assess tuition, for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition,



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enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a). Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.

Nonresident Students

The admission of a nonresident student to school free of charge must be approved by the Board. No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship and discipline.

Optional

[Children Who Anticipate Moving to or from the District

A nonresident student otherwise eligible for attendance whose parent or guardian anticipates school district residency and has entered a contract to buy, build, or rent a residence in this school district may be enrolled _____ (with or without) payment of tuition for a period of time not greater than _____ weeks prior to the anticipated date of residency. If any such student does not become a resident of the school district within _____ weeks after admission to school, tuition will be charged for attendance commencing the beginning of the _____ week and until such time as the student becomes a resident or withdraws from school.



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Eligibility of Resident/Nonresident Students

Students whose parent or guardian have moved away from the school district on or after _____ (date) and twelfth grade students whose parent or guardian have moved away from the school district on or after _____ (date) will be permitted to finish the school year in this school district _____ (with or without) payment of tuition.]

Optional

[Children of District Employees

Children of Board of Education employees who do not reside in this school district may be admitted to school in this district _____ (with or without) payment of tuition, provided that the educational program of such children can be provided within school district facilities.]

Optional

[Other Nonresident Students

Other nonresident students, otherwise eligible for attendance may be admitted to this school district _____ (with or without) payment of tuition and Board approval.]

F-1 Visa Students

[Option – Select One Option

_____ F-1 Visa students will not be admitted to this school district.

_____ The school district is not required to, but may permit the attendance of F-1 Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the requested I-20 Form, in accordance with the provisions of Federal regulation 8 CFR 214.3. A F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year.



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Eligibility of Resident/Nonresident Students

The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a F-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.]

J-1 Visa Students

[Option – Select One Option

___ J-1 Visa students will not be admitted to this school district.

___ The school district is not required to, but may permit the attendance of J-1 Visa students into the school district. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a J-1 Visa must be approved by the Board for attendance in the school district and shall not pay tuition. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.]

N.J.S.A. 18A:38-1 et seq.; **18A:38-1.1**; 18A:38-1.3; 18A:38-3;
18A:38-3.1; **18A:7B-12**

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.
8 CFR 214.3

Adopted:



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Education of Homeless Children

5116 EDUCATION OF HOMELESS CHILDREN

The Board of Education will admit and enroll homeless children in accordance with Federal and State laws and New Jersey Administrative Code. The Board of Education adopts this Policy to be in compliance with law and administrative code to ensure the enrollment of homeless children in school and to respond to appeals made by parents or other parties related to the enrollment of homeless children.

The Board of Education shall determine that a child is homeless when he or she resides in a publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers. A child is also determined homeless when he or she resides in a public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles including mobile homes; tents or other temporary shelters; parks; abandoned buildings; bus or train stations; temporary shelters provided to migrant workers and their children on farm sites; and the residence of relatives or friends where the homeless child resides out of necessity because his or her family lacks a regular or permanent residence of its own. A child is also determined homeless when he or she resides in substandard housing.

The school district of residence for a homeless child is responsible for the education of the child and shall assume all responsibilities as required in N.J.A.C. 6A:17-2.3. The school district of residence for a homeless child means the school district in which the parent of a homeless child resided prior to becoming homeless.

The school district liaison designated by the Superintendent of Schools for the education of homeless children is _____. The liaison will facilitate communication and cooperation between the school district of residence and the school district where the homeless child resides and shall assume all responsibilities as outlined in N.J.A.C. 6A:17-2.4(a).

When a homeless child resides in a school district, the school district liaison shall notify the liaison of the school district of residence within twenty-four hours of receiving notification from the parent, the Department of Human Services or the Department of Children and Families, a shelter director, an involved agency, or a



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case manager. Upon notification of the need for enrollment of a homeless child, the liaison in the school district of residence shall coordinate enrollment procedures immediately based upon the best interest of the child pursuant to N.J.A.C. 6A:17-2.5(b).

The Superintendent of the school district of residence or designee shall decide in which school district the homeless child shall be enrolled in accordance with the provisions of N.J.A.C. 6A:17-2.5.

Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2.1 et seq.

When a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or the designee(s) of the involved district(s) or the child's parent(s) shall immediately notify the Executive County Superintendent of Schools, who, in consultation with the Department of Education's McKinney-Vento Homeless Education Coordinator or designee, shall immediately decide the child's status. If a dispute remains between the parent and the involved school district(s) following the Executive County Superintendent's determination, the parent or the involved district Board(s) of Education may appeal to the Commissioner of Education for determination pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

When a school district designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent of Schools, who shall immediately make a determination, if possible, but no later than within forty-eight hours.

If the dispute regarding determination of district of residence does not involve the determination of homelessness and/or district enrollment, the school district disputing the Executive County Superintendent's determination may appeal to the Department of Education pursuant to N.J.A.C. 6A:23A-19.2(d), (e), and (f) and request a determination from the Division of Administration and Finance. If an appeal of a determination of district of residence also includes an appeal of the determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.



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Education of Homeless Children

Any dispute or appeal shall not delay the homeless child's immediate enrollment or continued enrollment in the school district. The homeless child shall be enrolled in the school district in which enrollment or continued enrollment is sought by the parent, pending resolution of the dispute or appeal. Disputes and appeals involving the services provided to a homeless child with a disability shall be made pursuant to N.J.A.C. 6A:14.

Financial responsibility, including the payment of tuition for the homeless child, will be in accordance with N.J.A.C. 6A:17-2.8. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence shall no longer list the student on its ASSA. The State shall assume fiscal responsibility for the tuition of the child pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the school district in which the child is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. under the circumstances outlined in N.J.A.C. 6A:17-2.8(c).

On or before December 31 of each year, the district shall report to the Office of Homelessness Prevention in the Department of Community Affairs an accounting of each instance in which the district is made aware that a student enrolled in the district because the student's parent moved to the district as a result of being homeless.

N.J.S.A. 18A:7B-12; 18A:7B-12.1; 18A:38-1
N.J.A.C. 6A:17-2.1 et seq.

Adopted:



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Eye Protection
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7432 EYE PROTECTION

The Board of Education **requires each student, staff member, and school visitor, including individuals present for evening adult-school programs, to wear appropriate eye protective devices while participating in educational activities and programs as defined in N.J.A.C. 6A:7-1.3. Appropriate eye protective devices must be worn by anyone engaged in a process or activity where exposure to which might have a tendency to cause damage to the eyes pursuant to N.J.A.C. 6A:26-12.5(a) and N.J.S.A. 18A:40-12.1** ~~directs the rigorous implementation and enforcement of eye safety practices for students, staff members, and visitors exposed to conditions potentially hazardous to the eyes in the instructional program of this district.~~

The term “appropriate eye protective device” shall include plain or prescription lenses provided the lenses and other portions of the device meet or exceed the prescribed specifications for the device. Specifications for appropriate eye protection for various activities shall meet or exceed standards described in the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1989; American National Standard Practice for the Safe Use of Lasers, ANSI Z136.1-1986, and eye protective procedures recommended by the manufacturer of the laser device.

Optional

~~{including the adult evening school program.}~~

The Superintendent **or designee** shall be responsible for the continual monitoring of the school program, including, but not limited to, all vocational education, industrial arts education, science education, technology education and arts education, for conditions under which students, staff members, or visitors are exposed to a process or activity that might have a tendency to cause damage to the eyes.

~~Each student, staff member, and visitor, exposed to a condition identified as hazardous to the eyes must wear an eye protective device appropriate to the activity and certified to meet the standards established by the State Board of Education, the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1979, and American National Standard Practice for the Safe Use of Lasers, ANSI Z136.1-1986 and the New~~



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Eye Protection

~~Jersey Administrative Code.~~ The **appropriate** eye protective device shall be supplied by the Board, except that the student, staff member, or visitor, **including individuals present for evening adult-school programs**, may wear personal eye wear that is appropriate to the activity and certified, in writing, by a licensed optician or other qualified licensed eye professional to meet or exceed those standards. District-owned **appropriate** eye protective devices shall be inspected regularly by the appropriate staff member, and defective or poorly fitting devices shall be returned to the Principal for repair or discard. Any shared **appropriate** eye protective devices shall be disinfected between uses by the method prescribed by the school medical inspector.

Each classroom, shop, laboratory, and other area of the school in which students or staff members are exposed to caustic materials that can cause damage to the eyes shall be equipped with an emergency eye wash fountain in accordance with standards established by the **New Jersey** Department of Education.

The Building Principal **or designee** shall ensure that each area in the school identified as housing an activity hazardous to the eyes shall be posted with conspicuous signs that warn participants that an appropriate eye protective device must be worn during the activity. Staff members of such activities are responsible for instructing students in appropriate eye safety practices and for serving as exemplary models in the implementation of such practices.

The Board authorizes each staff member responsible for an activity or process hazardous to the eyes to compile and maintain, for the duration of the course of study, a list of students in the course who wear contact lenses.

~~A student who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices shall be dismissed from the day's class by his/her teacher. Any such dismissal from class will be considered to be an absence, in accordance with Board policy on student attendance, and an accumulation of such absences may result in loss of course credit.~~

~~A staff member who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be disciplined for insubordination for failing to obey the rules established by this Board. The proper implementation of eye protection practices shall be a criterion in the evaluation of every staff member required to observe such practices.~~



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~~A visitor to the schools who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be requested to leave the school premises.~~

~~The school district Superintendent shall promulgate regulations to implement this policy that conform to rules of the State Board of Education and shall provide annual in-service training and appropriate supplies and equipment to all school personnel responsible for implementing the eye-safety policies and program. The training shall cover all aspects of eye protection in schools as described in N.J.A.C. 6A:26-12.5(a) through (f). staff members whose instructional duties include activities hazardous to the eyes. The Superintendent shall report annually to the Board on the implementation of the eye protection program and the eye injuries, if any, occurring in the course of the instructional program.~~

N.J.S.A. 18A:40-12.1; 18A:40-12.2
N.J.A.C. 6A:7-1.3
N.J.A.C. 6A:26-12.5
N.J.A.C. 6:53-5.1 [vocational districts]

Adopted:



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Emergency and Crisis Situations
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8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement **comprehensive** written plans, **and** procedures, **and mechanisms** to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, students, and their families.

“School security drill” means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

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

A copy of the school district’s school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district’s safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be **notified** briefed in writing, as appropriate, regarding updates and changes to the school safety and security plan.

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



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Emergency and Crisis Situations

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.

~~In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months, which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration to a fire drill. Schools are required to hold a minimum of two active shooter, non fire evacuation, bomb threat, and lockdown security drills annually. Fire alarm systems shall be initiated only during a fire drill evacuation. Responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill.~~

Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all schools, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual fire or school security emergency that occurs at a school during the month and that includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year.



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Emergency and Crisis Situations

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. **A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1** ~~Although these outside agencies are not required to observe school security drills, the Principal is encouraged to invite representatives from local law enforcement and emergency responder agencies to attend and observe at least four different security drills annually.~~

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds **in accordance with N.J.A.C. 6A:16-5.1** ~~as provided by the New Jersey Office of Homeland Security and Preparedness.~~

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

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

N.J.S.A. 18A:41-1 ~~et seq.~~; **18A:41-2; 18A:41-6; 18A:41-7**

N.J.A.C. 6A:16-5.1; 6A:27-11.2

Adopted:



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8540 SCHOOL NUTRITION PROGRAMS

The Board of Education recognizes the importance of a child receiving a nutritious, well-balanced meal to promote sound eating habits, to foster good health and academic achievement, and to reinforce the nutrition education taught in the classroom. Therefore, the Board of Education may participate in the school nutrition programs of the New Jersey Department of Agriculture in accordance with the eligibility criteria of the program. These programs may include the National School Lunch Program, the School Breakfast Program, the After-School Snack Program, and the Special Milk Program.

If seventy percent or more of the students enrolled in a school in the district on or before the last school day before October 16 of the preceding school year are eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a “Breakfast After the Bell” program for that school in accordance with N.J.S.A. 18A:33-11.1 et seq. The district may request a waiver of the requirements of the “Breakfast After the Bell” program pursuant to N.J.S.A. 18A:33-12.

The Board of Education shall sign an Agreement with the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture for every school nutrition program operated within the school district. Any child nutrition program operated within the school district shall be operated in accordance with the provisions of the Agreement and all the requirements of the program.

Students may be eligible for free or reduced pricing in accordance with the requirements of the program operating in the school district. Prices charged to paying children shall be established by the Board of Education, but must be within the maximum prices established by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Prices charged to adults shall be in accordance with the requirements of the program.

The Superintendent or designee shall annually notify parents of all children in the school district of the availability, eligibility requirements, and application procedures for free or reduced price meals or free milk in accordance with the notification requirements and procedures of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.



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The Superintendent will designate in the annual notification to parents, the person who will determine, in accordance with standards issued by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture, a student's eligibility for free or reduced price meals or free milk depending on the programs operated in the school district.

A parent may request a household application and instructions from the Principal of their child's school. A household application must be completed before eligibility is determined. Where necessary, the Principal or designee shall assist the applicant in the preparation of the household application.

Applications shall be reviewed in a timely manner. An eligibility determination will be made, the family will be notified of its status, and the status will be implemented as soon as possible within ten operating days of the receipt of the completed application. Any student found eligible shall be offered free or reduced price meals or free milk immediately upon the establishment of his/her eligibility and shall continue to receive such meals during the pendency of any inquiry regarding his/her eligibility in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Carry-over of previous year's eligibility for students shall be in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

A denial of eligibility for free or reduced price meals or free milk shall be in writing and shall include the reasons for which eligibility was denied, notice of the parent's right to appeal the denial, the procedures for an appeal, and a statement reminding parents that they may reapply at any time during the school year. Appeal procedures shall include: a hearing, if requested by the parent, held with reasonable promptness and convenience of the parent before a hearing officer other than the school official who denied the application; the parent's opportunity to be represented by counsel; a decision rendered promptly and in writing; and an opportunity to appeal the decision of the hearing officer to the School Business Administrator/Board Secretary. The appeal hearing will be conducted in accordance with the provisions as outlined by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

There shall be no overt identification of any child(ren) who may be eligible to receive free or reduced price school meals or free milk. The identity of students who receive free or reduced price meals will be protected. Eligible students shall



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not be required to work in consideration for receiving such meals or milk. Eligible children shall not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance, or consume their meals or milk at a different time. A student's eligibility status will not be disclosed at any point in the process of providing free or reduced price meals or free milk in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The School Business Administrator/Board Secretary or designee will verify applications of those eligible for free or reduced price meals in accordance with the requirements of the, Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The Board of Education will comply with all the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture Local Education Agency (LEA) Agreement and all requirements outlined in the School Nutrition Electronic Application Reimbursement System (SNEARS).

7 C.F.R. 210.1 et seq.
N.J.S.A. 18A:33-5; **18A:33-11.1 et seq.**; 18A:58-7.2
N.J.A.C. 2:36

Adopted:



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Unpaid Meal Charges/Outstanding

Food Service **Bill Charges**

M

8550 UNPAID MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL CHARGES

[Select One Option Below

- ___ The Board of Education does not permit a student in the school district to charge for breakfast or lunch.
- ___ The Board of Education shall establish a meal charge program to permit students in the district to charge for breakfast or lunch. Collection of any payment for a meal charge program account that is in arrears shall be addressed in accordance with provisions of this Policy.]

The Board of Education recognizes a student may forget to bring breakfast or lunch (meal), as applicable, or money to purchase a meal to school on a school day. In this circumstance, the food service program will provide the student a meal and will inform the Principal or designee. The Principal or designee will contact the student's parent to provide notice of an outstanding meal bill and will provide the parent with a period of ten school days to pay the amount due. If the student's parent has not made full payment by the end of the ten school days, the Principal or designee shall again contact the parent with a second notice informing the parent of any action to be taken by the school district in response to a student's school breakfast or school lunch bill being in arrears. Such action may include denying the student school breakfast or lunch. A school district shall report at least biannually to the New Jersey Department of Agriculture the number of students who are denied school breakfast or school lunch in accordance with N.J.S.A. 18A:33-21a. and this Policy.

The school district shall not:

1. Publicly identify or stigmatize a student who cannot pay for a meal or whose school meal bill is in arrears. (For example, by requiring the student to sit at a separate table or wear a wristband, hand stamp, or identifying mark or by serving the student an alternative meal);
2. Require a student who cannot pay for a school meal or whose school meal bill is in arrears to do chores or other work to pay for the school meal; or



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5. Unpaid Meal Charges/Outstanding
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7. Require a student to discard a school meal after it has been served because of the student's inability to pay for a school meal or because money is owed for previously provided meals.

If a student owes money for the equivalent of five or more school meals at any time during the school year, the Principal or designee shall:

1. Determine if the student is eligible for a free or reduced-price school meal;
2. Make at least two attempts, not including the application or instructions provided to the parent each school year pursuant to N.J.S.A. 18A:33-21b.; to contact the student's parent and have the parent fill out an application for the school lunch program and school breakfast program; and
3. Contact the student's parent to offer assistance with the application for the school lunch and school breakfast program; determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school breakfast or school lunch; and offer any other appropriate assistance.

The school district shall direct communications about a student's school meal bill being in arrears to the parent and not the student. The school district's contact with the parent may be via email or telephone call. Nothing in N.J.S.A. 18A:33-21 shall prohibit the school district from sending a student home with a letter addressed to a parent.

If the student's meal bill is in arrears, but the student has the money to purchase a meal on a subsequent school day, the student will be provided a meal with payment and the food service program will not use the student's payment to repay previously unpaid charges if the student intended to use the money to purchase that school day's meal.

A parent who has received a second notice their child's meal bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter.



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Unpaid Meal Charges/Outstanding

Food Service **Bill** Charges

A parent's refusal to meet with the Principal or designee or take other steps to resolve the matter may be indicative of more serious issues in the family or household. However, when a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

Students receiving free meals will not be denied a meal even if they accrued a negative balance from other purchases in the cafeteria.

In accordance with N.J.S.A. 18A:33-21b., at the beginning of each school year, and upon initial enrollment in the case of a student enrolling during the school year, the school district shall provide to the parent of each student:

1. Information on the National School Lunch Program and the Federal School Breakfast Program;
2. An application to apply for the school lunch and school breakfast programs and instructions for completing the application; and
3. Information on the rights of students and their families under N.J.S.A. 18A:22-21 et seq.

The school district may provide the application and information electronically through the means by which the school district communicates with parents electronically. The application and information shall be in a language the parent understands.

The school district's liaison for the education of homeless children shall coordinate with school district personnel to ensure that a homeless student receives free school meals and is monitored according to the school district policies pursuant to N.J.S.A. 18A:33-21c.



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Unpaid Meal Charges/Outstanding
Food Service **Bill** Charges

The school district may post this Policy on the school district's website provided there is a method in place to ensure this Policy reaches all households without access to a computer or the Internet.

N.J.S.A. 18A:33-21; 18A:33-21a.; 18A:33-21b.; 18A:33-21c.

Adopted:



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Student Transportation
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8600 STUDENT TRANSPORTATION

The Board of Education shall transport eligible students to and from school and school related activities in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-1 et seq., and Board policy. Transportation shall be provided only to eligible public and nonpublic school students, authorized school staff members, and adults serving as approved chaperones.

Nonpublic school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-2.1 et seq.

Charter or renaissance school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-3.1 et seq.

[Only Required for School Districts that Provide Courtesy Busing

The Board may provide transportation to and from school for public school students less than remote.]

[Optional for School Districts Limiting Time a Student is Riding on a School Bus

The Board has determined that no public school student in grades _____ to _____ shall be required to ride a school bus more than _____ minutes one way per day.]

[Optional for School Districts Limiting a Student's Walking Distance to Bus Stops

Students in grades _____ shall not be required to walk more than _____ miles to the bus stop to which they have been assigned.]

[Optional for School Districts that Provide Transportation to a Student with a Temporary Disability

The Board will transport students certified by a physician as temporarily disabled regardless of the distance between their home and school.]



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Student Transportation

Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq., and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1.

The Board will approve all bus routes each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated and approved by the Board. The Board may consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 in determining "Hazardous Routes."

The Board will not be responsible for the transportation of nonresident students to or from school, except that transportation to and from school will be provided for homeless students; students residing in group homes; students residing in resource family homes; and students residing in shared custody homes pursuant to N.J.A.C. 6A:27-6.2, 6.3, 6.4, and 6.5.

[Only required for any school district located in a county of the third class with a population of not less than 80,000 and not more than 120,000. A third class county is defined as a county that does not border the Atlantic Ocean and has a population between 50,000 and 200,000.]

Transportation services will be provided in accordance with N.J.A.C. 6A:27-2.2(c)1, and this Policy to a nonpublic school located outside the State not more than twenty miles from the student's home.]

[Optional for School Districts that Require an Emergency List of Students

The Board may require the compilation of a list of the names of students being transported by a school bus to a school-sponsored activity, including but not limited to, field trips or interscholastic sports programs. The staff member(s) supervising the school-sponsored activity shall create a list of students on each school bus and submit it to the Principal or designee, and the Principal or designee shall maintain the list for use in the case of an emergency in accordance with N.J.A.C. 6A:27-11.5.]

When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for students enrolled in any public, nonpublic, charter school, and/or renaissance school.



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Student Transportation

The Board shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C. 6A:27-10.1 et seq. The Board shall utilize one of the agencies prior to determining to pay aid in lieu of transportation if in the prior year payments in lieu of transportation were provided. The Board will provide to the cooperative/coordinated transportation services any unique limitations or restrictions of the required transportation.

Vehicles used to transport students to and from school or school related activities shall meet standards, registration, and inspection requirements of the New Jersey Department of Education (NJDOE), the New Jersey Motor Vehicle Commission (NJMVC), and any applicable Federal regulations. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the New Jersey State Board of Education and the NJDOE.

In addition to the provisions of any State law, rule, or regulation containing more stringent requirements, provided that those requirements are compatible with Federal law, and notwithstanding the provisions of any State law, rule, or regulation to the contrary, school bus operations in the State shall comply with the requirements outlined in N.J.S.A. 39:3B-27.

N.J.S.A. 18A:18A-1 et seq.; 18A:39-1 et seq.; 18A:39-11.1 et seq.

N.J.S.A. 27:15-16

N.J.S.A. 39:3B-1 et seq.; 39:3B-2.1; 39:3B-10; 39:3B-27

N.J.A.C. 6A:27-1.1 et seq.; 6A:27-2.1 et seq.; 6A:27-3.1 et seq.;
6A:27-4.1 et seq.; 6A:27-5.1; 6A:27-6.2 through 6.5;
6A:27-7.1 et seq.; 6A:27-9.1 et seq.; 6A:27-10.1 et seq.;
6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted:



**NJDOE Office of Fiscal
Accountability and
Compliance Audit
Policy Updates**

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Federal Awards/Funds Internal Controls –

Allowability of Costs

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6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – ALLOWABILITY OF COSTS

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.302(b)(7) requires written procedures for determining the allowability of costs in accordance with 2 CFR §200 – Cost Principles. Determining the allowability of costs shall be in accordance with the requirements outlined in 2 CFR §200.403 – Factors Affecting Allowability of Costs. The School Business Administrator/Board Secretary or designee shall be responsible for determining the allowability of costs are in accordance with the provisions of 2 CFR §200.403.

The following procedures shall be used to determine the allowability of costs in accordance with 2 CFR §200.403:

Except where otherwise authorized by statute, the School Business Administrator/Board Secretary or designee will ensure costs meet the following general criteria in order to be allowable under Federal awards:

1. Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
2. Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the non-Federal entity.
4. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.



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Federal Awards/Funds Internal Controls – Allowability of Costs

5. Be determined in accordance with Generally Accepted Accounting Principles (GAAP), except for State and local governments, which includes school districts, as otherwise provided for in 2 CFR §200.403.
6. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federally-financed program in either the current or a prior period. (See also 2 CFR §200.306 – Cost Sharing or matching 2. above).
7. Be adequately documented. (See also 2 CFR §200.300 – Statutory and National Policy Requirements through 2 CFR §200.309 – Period of Performance).

In the event the School Business Administrator/Board Secretary or designee is not sure if a cost is allowable under 2 CFR Subpart E - §200.403, the School Business Administrator/Board Secretary or designee will contact the New Jersey Department of Education or the United States Department of Education for assistance.

2 CFR §200.302(b)(7)
2 CFR §200.403

Adopted:



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Federal Awards/Funds Internal Controls –
Mandatory Disclosures

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6115.02 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – MANDATORY DISCLOSURES

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.113 – Mandatory disclosures requires a non-Federal entity or applicant (a New Jersey Board of Education) for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or to the New Jersey Department of Education all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.

If the Board of Education receives a Federal award including the terms and conditions outlined below as per 2 CFR §200 – Appendix XII – Award Term and Condition for Recipient Integrity and Performance Matters shall report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM). Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 - Remedies for noncompliance, including suspension or debarment. (See also 2 CFR §180, 31 USC 3321, and 41 USC 2313)

A. General Reporting Requirement

1. If the total value of all Board of Education currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then the Superintendent or designee, on behalf of the Board of Education as the recipient during that period of time, must maintain the currency of information reported to the SAM that is made available in the designated integrity and performance system about civil, criminal, or administrative proceedings described in B. below.
2. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 USC 2313).



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Federal Awards/Funds Internal Controls –
Mandatory Disclosures

3. As required by section 3010 of Public Law 111-212, all information posted in designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

B. Proceedings About Which the Board of Education Must Report

1. The Superintendent or designee must disclose to the Federal awarding agency or to the New Jersey Department of Education information required about each proceeding that:
 - a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
 - b. Reached its final disposition during the most recent five-year period; and
 - c. Is one of the following:
 - (1) A criminal proceeding that resulted in a conviction, as defined in E. below;
 - (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
 - (3) An administrative proceeding, as defined in E. below, that resulted in a finding of fault and liability and the payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
 - (4) Any other criminal, civil, or administrative proceeding if:



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Federal Awards/Funds Internal Controls –
Mandatory Disclosures

- (a) It could have led to an outcome described in B.1.c.(1), (2), or (3) above of this award term and condition;
- (b) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on the school district's part; and
- (c) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

C. Reporting Procedures

- 1. The Superintendent or designee shall enter in the SAM Entity Management area the information that the SAM requires about each proceeding described in B. above.
- 2. The Superintendent or designee does not need to submit the information a second time under assistance awards the Board of Education received if the Superintendent or designee already provided the information through the SAM because the Board of Education was required to do so under Federal procurement contracts the Board of Education was awarded.

D. Reporting Frequency

- 1. During any period of time when the Board of Education is subject to the requirement in A. above, the Superintendent or designee must report proceedings information through the SAM for the most recent five year period, either to report new information about any proceeding(s) the Board of Education has not reported previously or affirm that there is no new information to report.
- 2. If the Board of Education has Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, the Board of Education must disclose semiannually any information about the criminal, civil, and administrative proceedings.



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Federal Awards/Funds Internal Controls –
Mandatory Disclosures

E. Definitions

1. For purposes of this Policy:

- a. “Administrative proceeding” for the purposes of 2 CFR §200 - Appendix XII and this Policy means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability. This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.
- b. “Conviction” for the purposes of 2 CFR §200 - Appendix XII and this Policy, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
- c. Total value of currently active grants, cooperative agreements, and procurement contracts includes:
 - (1) Only the Federal share of the funding under any Federal award with a Board of Education cost share or match; and
 - (2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

2 CFR §200.113

Adopted:



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Federal Awards/Funds Internal Controls –
Conflict of Interest

M

6115.03 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – CONFLICT OF INTEREST

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.318 – General Procurement Standards addresses standards of conduct covering conflict of interest and governs the actions of school district employees, officers, and agents in the selection, award, and administration of contracts supported by a Federal award.

The Board of Education must use its own documented procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to the applicable Federal law and the standards identified in 2 CFR §200.

The Board of Education must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

The Board of Education must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts supported by a Federal award.

1. No employee, officer, or agent of the Board of Education may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.
 - a. Such a conflict of interest would arise when a Board of Education employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
2. The Board of Education officers, employees, and agents must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.



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Federal Awards/Funds Internal Controls –
Conflict of Interest

3. However, a Board of Education may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

The Board of Education's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the Board of Education is encouraged to enter into State and local intergovernmental agreements or inter-entity agreements where appropriate for procurement of use of common or shared goods and services.

The Board of Education is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

The Board of Education is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

The Board of Education must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. (See also 2 CFR §200.213 – Suspension and Debarment).



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Federal Awards/Funds Internal Controls –
Conflict of Interest

The Board of Education must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

The Board of Education may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a Board of Education is the sum of:

1. The actual cost of materials; and
2. Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since the time and material formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the Board of Education awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

The Board of Education alone must be responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the Board of Education of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgement for that of the Board of Education unless the matter is primarily a Federal concern. Violations of law will be referred to the local, State, or Federal authority having proper jurisdiction.

The Board of Education and its employees shall be required to comply with all New Jersey statutes and administrative codes regarding school ethics and internal controls.

2 CFR §200.318

Adopted:



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Contracts for Goods or Services Funded by

Federal Grants

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6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the **Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.213 – Suspension and Debarment** ~~Federal Acquisition Regulations (FAR) Subpart 9.4 – Debarment, Suspension, and Ineligibility.~~

The School Business Administrator/Board Secretary shall be responsible to check the web-based **System for Award Management (SAM) Excluded Parties Lists System (EPLS)** maintained by the **United States government** - the General Services Administration (GSA). The purpose of the **SAM EPLS** is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall **access** ~~review~~ the **SAM EPLS** to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also **access** ~~review~~ the **SAM EPLS** list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the **SAM EPLS** list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in **2 CFR §200 FAR Subpart 9.405**.

Continuation of current contracts and restrictions on subcontracting with vendors who are on the **SAM EPLS** list or proposed for disbarment shall be in accordance with the limitations as outlined in **2 CFR §200 FAR Subparts 9.405.1 and 9.405.2**.



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Contracts for Goods or Services Funded by
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Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.

~~Federal Acquisition Regulations (FAR) Subpart 9.4.2 CFR §200~~

Adopted:



COVID-19 Policy Updates

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The Road Forward COVID-19 – Health and Safety

M

1648.11 THE ROAD FORWARD COVID-19 – HEALTH AND SAFETY

The Board of Education plans to provide full-day, full-time, in-person instruction and operations for the 2021-2022 school year. In June 2021, the New Jersey Department of Health (NJDOH) and the New Jersey Department of Education (NJDOE) worked collaboratively to develop guidance, The Road Forward – Health and Safety Guidance for the 2021-2022 School Year (The Road Forward).

The Road Forward replaces the mandatory anticipated minimum standards outlined in the NJDOE’s “The Road Back – Restart and Recovery Plan for Education” (June 2020) and provides a range of recommendations rather than mandatory standards. These recommendations are meant to assist school districts in implementing protocols to reduce risks to students and staff from COVID-19 while still allowing for full-time learning.

The Board considered many factors as they prepared for the 2021-2022 school year, including the level of COVID-19 transmission in the community at large and in the school community, as well as vaccination coverage rates in both the community at large and the school community.

For the purpose of this Policy, “Order” shall mean any Governor of New Jersey Executive Order, New Jersey State Agency mandate, Centers for Disease Control and Prevention (CDC) guidance, New Jersey statute, or administrative code requiring compliance by the school district.

The Board considered the recommendations outlined in The Road Forward to develop health and safety protocols. The Board will consider all recommended Orders and comply with all mandatory Orders when developing health and safety protocols and reviewing them periodically.

The Board considered the recommendations outlined in The Road Forward to develop the school district’s COVID-19 protocols in the following areas and included in corresponding Appendices:



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The Road Forward COVID-19 – Health and Safety

- A. General Health and Safety Concerns of Students, Staff Members, and Visitors
 - 1. Vaccination – See Appendix A.;
 - 2. Communication with the Local Health Department – See Appendix B.;
 - 3. Mask Wearing Protocol – See Appendix C.;
 - 4. Physical Distancing and Cohorting Protocols – See Appendix D.;
 - 5. Hand Hygiene and Respiratory Etiquette Protocols – See Appendix E.;
 - 6. Provision of Meals – See Appendix F.; and
 - 7. Transportation Protocols – See Appendix G.
- B. Cleaning, Disinfection, and Airflow – See Appendix H.
- C. Screening, Exclusion, and Response to Symptomatic Students and Staff Members – See Appendix I.
- D. Contact Tracing – See Appendix J.
- E. Testing – See Appendix K.
- F. Student and Staff Member Travel – See Appendix L.

The absence of one or more of the recommendations outlined in The Road Forward and/or in the school district's health and safety protocols will not prevent the reopening of the school(s) in the district for full-day in-person operation with all enrolled students and staff members present.



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The Road Forward COVID-19 –Health and Safety

Pursuant to N.J.S.A. 18A:7F-9, schools must be in session for 180 days to receive State Aid. The statute requires that school facilities be provided for at least 180 days during the school year. N.J.S.A. 18A:7F-9(b) indicates when a school district is required to close the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to institute a public health-related closure, days of virtual or remote instruction commensurate with in-person instruction will count toward the school district's 180-day requirement.

The school district may be confronted with the incidence of COVID-19 positive cases among staff and/or students. If the school district is required to exclude a student, group of students, a class, or multiple classes as a result of possible exposure to COVID-19, while the school itself remains open for in-person instruction, the school district may offer virtual or remote instruction to those students in a manner commensurate with in-person instruction to the extent possible. In circumstances when the school facilities remain open and in-person instruction continues in those classrooms that are not required to quarantine, those days in session will also count toward the school district's 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

The school district anticipates updates to The Road Forward and as such this Policy is subject to review by the Superintendent to ensure compliance with Orders that may arise after Board adoption of this Policy. All revisions to Orders affecting this Policy and corresponding Appendices shall be reviewed by the Superintendent with the Board Attorney, School Physician, and Board of Education, if appropriate. The Superintendent may revise the health and safety protocols included in any Appendix as necessary and appropriate. All students, parents, and staff members will be notified of any changes to school district-developed protocols implemented as a result of this Policy, as appropriate.

Adopted:



THE ROAD FORWARD

Appendices

The Road Forward

Insert: *School District Name*
Board of Education

Note:

As of August 10, 2021, the only mandatory requirements are included in Appendix C – Mask Wearing Protocol and Appendix G – Transportation Protocols. The school district should anticipate potential updates to The Road Forward Guidance as additional guidance becomes available.

Fall 2021

THE ROAD FORWARD

Appendix A

Vaccination

The school district may include in Appendix A the locally developed protocols to:

- a. Determine the vaccination status of students and staff.
- b. Actively promote vaccination for all eligible students and staff.

THE ROAD FORWARD

Appendix B

Communication with the Local Health Department

The school district may include in Appendix B the locally developed protocols to:

- a. Maintain close communication with the Local Health Department in order to provide information and share resources on COVID-19 transmission, prevention, and control.
- b. Establish procedures for Local Health Department notification and response to COVID-19 illness in school settings.

THE ROAD FORWARD

Appendix C

Mask Wearing Protocol

The school district shall include in Appendix C the locally developed protocols to:

- a. Address all mandatory Orders regarding the use of masks in schools.

THE ROAD FORWARD

Appendix D

Physical Distancing and Cohorting Protocols

The school district may include in Appendix D the locally developed protocols to:

- a. Implement physical distancing measures as an effective COVID-19 prevention strategy.
 - (1) Maintaining three feet of distance between students in classroom settings.
 - (2) Consider structural interventions within classrooms to aid with social distancing.
 - (3) Outside of the classroom, a school district should consider approaches to implement physical distancing.
- b. Address the use of cohorts or groups of students with dedicated staff who remain together throughout the day.

THE ROAD FORWARD

Appendix E

Hand Hygiene and Respiratory Etiquette Protocols

The school district may include in Appendix E the locally developed protocols to:

- a. Teach and reinforce hand washing.
- b. Encourage students and staff to cover coughs and sneezes with a tissue if not wearing a mask.
- c. Maintain adequate hand hygiene and respiratory etiquette supplies.

THE ROAD FORWARD

Appendix F

Provision of Meals

The school district may include in Appendix F the locally developed protocols to:

- a. Implement layered prevention strategies to help mitigate the spread of COVID-19 in cafeterias or other group dining areas.

THE ROAD FORWARD

Appendix G

Transportation Protocols

The school district shall include in Appendix G the locally developed protocols to:

- a. Address the use of masks on school buses.

The school district may include in Appendix G the locally developed protocols to:

- a. Address mitigation strategies to reduce the risk of infection on a school bus.

THE ROAD FORWARD

Appendix H

Cleaning, Disinfection, and Airflow

The school district may include in Appendix H the locally developed protocols to:

- a. Clean and disinfect surfaces and objects that are touched often; such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, and toys at least daily.
- b. Improve airflow to the extent possible to increase circulation of outdoor air, increase the delivery of clean air, and dilute potential contaminants.

THE ROAD FORWARD

Appendix I

Screening, Exclusion, and Response to Symptomatic Students and Staff Members

The school district may include in Appendix I the locally developed protocols to:

- a. Establish procedures to identify and respond to a student or staff member who becomes ill with COVID-19 symptoms.

THE ROAD FORWARD

Appendix J

Contact Tracing

The school district may include in Appendix J the locally developed protocols to:

- a. Identify school-based close contacts of positive COVID-19 cases in the school.
- b. Notify parents and staff of the close contact exposure and exclusion requirements while maintaining confidentiality.

THE ROAD FORWARD

Appendix K

Testing

The school district may include in Appendix K the locally developed protocols to:

- a. Identify rapid viral testing options in their community for the testing of individuals who were exposed to someone with COVID-19.
- b. Develop and implement screening testing as a strategy to identify cases and prevent secondary transmission.

THE ROAD FORWARD

Appendix L

Student and Staff Member Travel

The school district may include in Appendix L the locally developed protocols to:

- a. Follow the recommended CDC guidelines for student and staff member travel out-of-State.

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Emergency Virtual or Remote
Instruction Program
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2425 EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

The Board of Education is committed to providing a high quality educational program, virtually or remotely, in the event a school or the schools of the district are required to close for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. The district's virtual or remote program of instruction shall be in accordance with N.J.S.A. 18A:7F-9.

In the event the school district is required to close a school or the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9, one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner Education.

The Superintendent of Schools shall submit, with Board approval, the school district's program of virtual or remote instruction to the Commissioner of Education by no later than October 29, 2021 and annually thereafter.

A day of virtual or remote instruction, if instituted under the district's Commissioner of Education's approved program of virtual or remote instruction, shall be considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, the awarding of course credit, and other such matters as determined by the Commissioner of Education.

Any district program of virtual or remote instruction implemented for the general education students shall provide the same educational opportunities to students with disabilities. Special education and related services, including speech language services, counseling services, physical therapy, occupational therapy, and behavioral services, may be delivered to students with disabilities through the



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Emergency Virtual or Remote
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use of electronic communication or a virtual or online platform and as required by the student's Individualized Education Program (IEP), to the greatest extent practicable.

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

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

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

1. District employees shall be entitled to compensation, benefits, and emoluments pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(1) and (2).
2. The district shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(3).



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

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

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



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

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

N.J.S.A. 18A:7F-9

Adopted:



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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:



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School Employee Vaccination Requirements

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1648.13 SCHOOL EMPLOYEE VACCINATION REQUIREMENTS

In accordance with Executive Order No. 253 signed by the Governor of New Jersey on August 23, 2021, the Board shall adopt and maintain a policy that requires all covered workers to either provide adequate proof that they have been fully vaccinated or submit to COVID-19 testing at a minimum of one to two times each week.

This requirement shall take effect on October 18, 2021, at which time any covered workers that have not provided adequate proof to the school district that they are fully vaccinated must submit to COVID-19 testing at a minimum of one to two times each week on an ongoing basis until fully vaccinated.

For purposes of Executive Order 253 and this Policy, “covered workers” shall include all individuals employed by the Board of Education, both full and part-time, including, but not limited to, administrators; teachers; educational support professionals; individuals providing food, custodial, and administrative support services; substitute teachers, whether employed directly by the Board of Education or otherwise contracted; contractors; providers; and any other individuals performing work in the school district whose job duties require them to make regular visits to the school district, including volunteers. Covered workers do not include individuals who visit the school district only to provide one-time or limited duration repairs, services, or construction.

A covered worker shall be considered “fully vaccinated” for COVID-19 two weeks or more after they have received the second dose in a two-dose series or two weeks or more after they have received a single-dose vaccine. Individuals will only be considered fully vaccinated after they have received a COVID-19 vaccine that is currently authorized for Emergency Use Authorization (EUA) by the United States Food and Drug Administration (FDA) or the World Health Organization (WHO), or that are approved for use by the same.

Workers who are not fully vaccinated, or for whom vaccination status is unknown, or who have not provided sufficient proof of documentation, shall be considered unvaccinated in accordance with the provisions of Executive Order 253.



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School Employee Vaccination Requirements

Covered workers shall demonstrate proof of full vaccination status by presenting any of the following documents if they list COVID-19 vaccines currently authorized for EUA by the FDA or the WHO, or that are approved for use by the same, along with an administration date for each dose:

1. The Centers for Disease Control and Prevention (CDC) COVID-19 Vaccination Card issued to the vaccine recipient by the vaccination site, or an electronic or physical copy of the same;
2. Official record from the New Jersey Immunization Information System (NJIIS) or other State immunization registry;
3. A record from a health care provider's portal/medical record system on official letterhead signed by a licensed physician, nurse practitioner, physician's assistant, registered nurse, or pharmacist;
4. A military immunization or health record from the United States Armed Forces; or
5. Docket mobile phone application record or any State specific application that produces a digital health record.

The Board of Education's collection of vaccination information from covered workers shall comport with all Federal and State laws, including, but not limited to, the Americans with Disabilities Act, that regulate the collection and storage of that information.

To satisfy the testing requirement of Executive Order 253 and this Policy, an unvaccinated covered worker must undergo screening testing at a minimum of one to two times each week, to be determined by the Superintendent of Schools.

An unvaccinated covered worker is required to submit proof of a COVID-19 test. The unvaccinated covered worker may choose either antigen or molecular tests that have EUA by the FDA or are operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.

Where a Board of Education provides the unvaccinated covered worker with on-site COVID-19 test(s), the school district may similarly elect to administer or provide access to either an antigen or molecular test.



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School Employee Vaccination Requirements

If the covered worker is not working on-site in the school district during a week when testing would otherwise be required, the Superintendent or designee may not require the worker to submit to testing for that week. This requirement shall not supplant any requirement imposed by the Board of Education regarding diagnostic testing of symptomatic workers or screening testing of vaccinated workers.

The Board of Education shall track test results required by Executive Order 253 and must report those results to the local public health department.

Nothing in Executive Order 253 and this Policy shall prevent a Board of Education from revising this Policy to include additional or stricter requirements, as long as such revisions comport with the minimum requirements of Executive Order 253.

Executive Order 253 authorizes the Commissioner of the Department of Health (DOH) to issue a directive supplementing the requirements outlined in Executive Order 253, which may include, but not be limited to, any requirements for reporting vaccination and testing data to the DOH. Actions taken by the Commissioner of the DOH pursuant to Executive Order 253 shall not be subject to the requirements of the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq.

This Policy shall be supplemented by Policy 1648.11 – Appendix A, which shall include the school district’s protocols implementing the provisions of this Policy.

The Superintendent is authorized to implement revisions to provisions in this Policy based on any subsequent Executive Orders or any additional mandates that affect any provisions of this Policy. Any such revisions in this Policy shall be submitted by the Superintendent to the Board of Education for ratification if the Board cannot approve such revisions before the effective date.

Executive Order 253 – August 23, 2021

Adopted:



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2622 STUDENT ASSESSMENT

The Commissioner of Education, in accordance with N.J.S.A. 18A:7C-1 et seq. and 18A:7E-2 and 3, may implement assessments of student achievement in any grade(s) and by such assessments as he or she deems appropriate. The Commissioner shall report to the State Board of Education the results of such assessments.

The Commissioner shall implement a system and related schedule of Statewide assessments to evaluate student achievement of the New Jersey Student Learning Standards (NJSLS). The Commissioner, with the approval of the State Board of Education, shall define the scope and level of student performance on Statewide assessments that demonstrate thorough understanding of the knowledge and skills delineated by the NJSLS at grade levels three through twelve. After consultation with the Commissioner, the State Board of Education shall establish by resolution uniform Statewide criteria defining adequate school district progress toward meeting the NJSLS.

State assessments provide parents with important information about their child's progress; detailed diagnostic information about each individual student's performance that educators, parents, and students can utilize to enhance foundational knowledge and student achievement; and include item analysis which will clarify a student's level of knowledge and understanding of a particular subject or area of a subject. The data derived from State assessments will be utilized by teachers and administrators to pinpoint areas of difficulty and customize instruction accordingly. Such data can be accessed and utilized as a student progresses to successive school levels.

Pursuant to N.J.A.C. 6A:8-4.1(b) and (c), all students at grade levels three through twelve, and at any other grade(s) designated by the Commissioner pursuant to N.J.A.C. 6A:8-4.1(a), shall take all appropriate Statewide assessments as scheduled. There is no provision for a student to opt-out of Statewide assessments. If a student is absent on a testing date, the student will be expected to take the missed test on another school day. Parents and students will be informed of all scheduled testing dates, including make-up testing dates for students who missed the initial testing date.



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Student Assessment

Statewide Assessment System

The Superintendent of Schools shall develop and annually present to the Board for its approval an assessment program that complies with the rules of the State Board of Education.

The Board of Education shall, according to a schedule prescribed by the Commissioner, administer the applicable Statewide assessments, including the following major components: the elementary assessment component for grades three through five; the middle school assessment component for grades six through eight; the high school end-of-course ~~PARCC~~ assessments; and the alternative assessment for students with disabilities; and provide notification to each student entering grades three through twelve of the Statewide assessment schedule.

The Department of Education shall implement the elementary component of the Statewide assessment of the NJSLs consisting of continued administration of mathematics and English language arts in grades three, four, and five, and of science in grade ~~four~~five.

The Department of Education shall implement the middle school component of the Statewide assessment of the NJSLs consisting of the following: continued administration of mathematics and English language arts in grades six, seven, and eight; and of science in grade eight.

The Department of Education shall implement a high school assessment program component of the NJSLs that assesses, at a minimum, English language arts, mathematics, and science with the exception that students may receive a waiver from the Board of Education from taking the high school end-of-course ~~PARCC~~ assessment in ELA 11 due to the student's participation in another English language/literature college placement assessment during the same school year.

The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the Department of Education for English Language Learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as determined by the IEP or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d)1. The Board may administer the Statewide assessments in mathematics to ELLs in their native language, when available, and/or English. The Board of Education



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shall have the option for a first-year ELL of substituting a Department of Education-approved language proficiency test only for the English language arts section of the elementary or middle school component of the Statewide assessment, when the student has entered the United States after July 1 of the calendar year prior to the test administration.

The Board of Education shall ensure students with disabilities as defined in N.J.A.C. 6A:14-1.3 participate in Statewide assessments in accordance with N.J.A.C. 6A:14-4.10.

At specific times prescribed by the Commissioner of Education, the Board of Education shall administer the alternative assessment for students with disabilities to students with severe disabilities who cannot participate in other assessments due to the severity of their disabilities. The Department of Education shall implement the alternative assessment for students with disabilities according to the schedules in N.J.A.C. 6A:8-4.1(c)1, 2, and 3. The alternative assessment for students with disabilities measures the progress of students who have been determined eligible for the alternative assessment for students with disabilities by the IEP team in accordance with N.J.A.C. 6A:14-4.10.

The Boards of Education shall implement alternative ways for students to demonstrate graduation proficiency in accordance with N.J.A.C. 6A:8-5.1(f).

Test Administration Procedures and Security Measures

The Board of Education shall be responsible for ensuring the security of all components of the Statewide assessment system that are administered within the school district. All Statewide assessments shall be administered in accordance with the Department of Education's required test administration procedures and security measures. Any breach of such procedures or measures shall be immediately reported to the Superintendent or designee.

Documentation of Student Achievement

The Department of Education shall provide the Superintendent with documentation of student performance after each test administration in accordance with the provisions of N.J.A.C. 6A:8-4.2(a). ~~The Board shall maintain an accurate record of each student's performance on Statewide assessments in accordance with N.J.A.C. 6A:8-4.2.~~ Information regarding individual student test scores shall only be released in accordance with Federal and State law.



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Student Assessment

The Board of Education shall transmit within ten business days any official records, including transcripts, of students who transfer to other school districts or institutions.

The Board of Education shall maintain an accurate record of each student's performance on Statewide assessments.

The Board of Education shall maintain for every student a ninth grade through graduation transcript that contains the following, as available:

1. Results of all applicable State assessments, including assessments that satisfy graduation requirements set forth in N.J.A.C. 6A:8-5.1(a)6;
2. Results of any English language proficiency assessments according to N.J.A.C. 6A:8-5.1(h);
3. Evidence of instructional experience and performance in the NJSLS;
4. Evidence of technological literacy;
5. Evidence of career education instructional experiences and career development activities;
6. Evidence of State-issued occupational licenses and credentials, industry-recognized occupational credentials, and/or technical skill assessments for students enrolled in Department of Education-approved career and technical education programs pursuant to N.J.A.C. 6A:19-3.2; and
7. Any other information deemed appropriate by the Board of Education.

Accountability

The Superintendent shall report preliminary and final results of annual assessments to the Board of Education **within sixty days of receipt of information from** ~~as required by~~ the New Jersey Department of Education **pursuant to N.J.A.C. 6A:8-4.3(a)**. The Board of Education will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.2.



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Student Assessment

The Board shall provide appropriate instruction to improve skills and knowledge for students performing below the established levels of student proficiency in any content area either on Statewide or local assessments. All students shall be expected to demonstrate the knowledge and skills of the NJSLs as measured by the Statewide assessment system.

Annual Review and Evaluation of School Districts

The Department of Education shall review the performance of schools and school districts in accordance with the provisions of N.J.A.C. 6A:8-4.4.

Public Reporting

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the Department of Education shall report annually to the State Board of Education and the public on the progress of all students and student subgroups in meeting the NJSLs as measured by the Statewide assessment system by publishing and distributing the Department of Education's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 5. After each test administration, the Department of Education shall report to the Board of Education on the performance of all students and of student subgroups. The Department of Education shall report performance on the APA with the same frequency and in the same detail as it reports on other Statewide assessments, including school and school district means, and the number and percentage of participating students. In public reporting of school and district performance data, the Department of Education shall not compromise the confidentiality of individual students.

Parental Notification

Parents shall be informed of the district assessment system and of any special tests that are to be administered to their children.

N.J.S.A. 18A:7C-1 et seq.; 18A:7E-1 et seq.

N.J.A.C. 6A:8-4.1 et seq.; 6A:8-5.1; 6A:14-1.1 et seq.; 6A:14-3.7;
6A:14-4.10

Adopted:



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Evaluation of Teachers
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3221 EVALUATION OF TEACHERS

The Board of Education recognizes the importance of teacher effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3221 for the evaluation of teachers consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teacher evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3221, “teacher” means a teaching staff member who holds the appropriate standard, provisional, or emergency instructional certificate issued by the Board of Examiners and is assigned a class roster of students for at least one particular course.

~~The rules in N.J.A.C. 6A:10— Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and n~~ No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the **purpose of conducting the educator** evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., **including, but not limited to, digital records**, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for **all** teachers which shall be submitted to the Commissioner **of Education** by **August June** 1 for approval by August **15 +** of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teachers and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teachers. A District Evaluation Advisory Committee **may shall** be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.



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The minimum requirements for the evaluation procedures for teachers as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teacher rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5. A School Improvement Panel shall be established in accordance with N.J.A.C. 6A:10-3.1 and with the responsibilities outlined in N.J.A.C. 6A:10-3.2.

The components of the teacher evaluation rubric as described in N.J.A.C. 6A:10-4.1 shall apply to teachers. Measures of student achievement, as outlined in N.J.A.C. 6A:10-4.2, shall be used to determine impact on student learning. Teacher observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-4.4 and **N.J.S.A. 18A:27-3.1**. Observers shall conduct the observations pursuant to N.J.S.A. 18A:6-123.b.(8) and N.J.A.C. 6A:10-2.5 and 3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).

The teacher practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.2.

The Superintendent shall annually notify all teachers of the adopted evaluation policies and procedures/regulations no later than October 1. If a teacher is hired after October 1, the Superintendent shall notify the teacher of the policies and procedures/regulations at the beginning of his or her employment. All teachers shall be notified of amendments to the policy and procedures/regulations within ten teacher working days of adoption.

N.J.S.A. 18A:6-117 et seq.; **N.J.S.A. 18A:27-3.1**
N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5
N.J.A.C. 6A:10-3.1 and 3.2; N.J.A.C. 6A:10-4.1 through 4.4
N.J.A.C. 6A:10-7.1 and 7.2

Adopted:



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Evaluation of Teaching Staff Members, Excluding
Teachers and Administrators

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3222 EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND ADMINISTRATORS

The Board of Education recognizes the importance of teaching staff member effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3222 for the evaluation of teaching staff members consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teaching staff member evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3222, “teaching staff member” includes, but is not limited to, educational services staff members, guidance counselors, school nurses, library/media specialists, occupational therapists, and other teaching staff members working under an educational services certificate. For the purposes of Policy and Regulation 3222, “teaching staff member” does not include teachers, Principals, Vice Principals, Assistant Principals, and administrators, including, but not limited to, directors and/or supervisors.

~~The rules in N.J.A.C. 6A:10 — Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and n~~ No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the **purpose of conducting the educator** evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., **including, but not limited to, digital records**, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for **all** teaching staff members which shall be submitted to the Commissioner **of Education** by **August June 1** for approval by August **15 ±** of each year. The evaluation rubrics shall have four



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Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teaching staff members and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teaching staff members. A District Evaluation Advisory Committee ~~may~~ shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for teaching staff members as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

Observations and evaluations for nontenured teaching staff members shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1 **and N.J.A.C. 6A:10-6.2**. Evaluations for nontenured teaching staff members shall take place before April 30 each year prior to the May 15 notice requirement date for continued employment. Evaluations for tenured teaching staff members shall be completed prior to June 30.

The Superintendent shall annually notify all teaching staff members of the adopted evaluation policies and procedures/regulations no later than October 1. If a teaching staff member is hired after October 1, the Superintendent shall notify the teaching staff member of the policies and procedures/regulations at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and procedures/regulations within ten teaching staff member working days of adoption.

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5; 6A:10-6.2

Adopted:



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Evaluation of Administrators, Excluding Principals,
Vice Principals, and Assistant Principals

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3223 EVALUATION OF ADMINISTRATORS, EXCLUDING PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS

The Board of Education recognizes the importance of administrator effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3223 for the evaluation of administrators consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for administrator evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3223, “administrator” means an appropriately certified staff member, as defined in N.J.S.A. 18A-1.1, employed in the school district in an administrative and/or supervisory role and capacity, and holding a valid and effective standard, provisional, or emergency administrative certificate. An “administrator” may be a director, supervisor, or any other administrative or supervisory position in the district. For the purposes of Policy and Regulation 3223 and N.J.A.C. 6A:10-1.1 et seq., “administrator” is not a Principal, Vice Principal, or Assistant Principal.

~~The rules in N.J.A.C. 6A:10 — Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and n~~ No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the **purpose of conducting the educator** evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., **including, but not limited to, digital records**, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.



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Evaluation of Administrators, Excluding Principals,
Vice Principals, and Assistant Principals

The Board shall annually adopt evaluation rubrics for **all** administrators which shall be submitted to the Commissioner of Education by **August ~~June~~ 1** for approval by August **15** † of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of administrators and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all administrators. A District Evaluation Advisory Committee **may shall** be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for administrators as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each administrator rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

Observations and evaluations for nontenured administrators shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1. Evaluations for nontenured administrators shall take place before April 30 each year prior to the May 15 notice requirement date for continued employment. Evaluations for tenured administrators shall be completed prior to June 30.

The Superintendent annually shall notify all administrators of the adopted evaluation policies and procedures/regulations no later than October 1. If an administrator is hired after October 1, the Superintendent shall notify the administrator of the policies and procedures/regulations at the beginning of his or her employment. All administrators shall be notified of amendments to the policy and procedures/regulations within ten administrator working days of adoption.

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1
N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

Adopted:



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Evaluation of Principals, Vice Principals,
and Assistant Principals

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3224 EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS

The Board of Education recognizes the importance of Principal, Vice Principal, and Assistant Principal effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3224 for the evaluation of Principals, Vice Principals, and Assistant Principals consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for Principal, Vice Principal, and Assistant Principal evaluations consistent with TEACHNJ and AchieveNJ.

~~The rules in N.J.A.C. 6A:10—Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and n~~No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the **purpose of conducting the educator** evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., **including, but not limited to, digital records**, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for **all** Principals, Vice Principals, and Assistant Principals which shall be submitted to the Commissioner **of Education** by **August June** 1 for approval by August **15 †** of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of Principals, Vice Principals, and Assistant Principals and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all Principals, Vice Principals, or Assistant Principals. A District Evaluation Advisory Committee **may shall** be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.



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Evaluation of Principals, Vice Principals, and Assistant Principals

The minimum requirements for the evaluation procedures for Principals, Vice Principals, and Assistant Principals as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each Principal, Vice Principal, or Assistant Principal rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

The components of the principal evaluation rubrics as described in N.J.A.C. 6A:10-5.1 shall apply to Principals, Vice Principals, and Assistant Principals. Measures of student achievement, as outlined in N.J.A.C. 6A:10-5.2, shall be used to determine impact on student learning. Principal, Vice Principal, and Assistant Principal observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-5.4. The Superintendent or designated supervisor shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b). A Principal, or the Superintendent or designated supervisor, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.

The principal practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.3.

The Superintendent annually shall notify all Principals, Vice Principals, or Assistant Principals of the adopted evaluation policies and procedures/regulations no later than October 1. If a Principal, Vice Principal, or Assistant Principal is hired after October 1, the Superintendent shall notify the Principal, Vice Principal, or Assistant Principal of the policies and procedures/regulations at the beginning of his or her employment. All Principals, Vice Principals, and Assistant Principals shall be notified of amendments to the policy and procedures/regulations within ten Principal, Vice Principal, or Assistant Principal working days of adoption.

N.J.S.A. 18A:6-117 et seq.

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

N.J.A.C. 6A:10-5.1 through 5.4

N.J.A.C. 6A:10-7.1 and 7.3

Adopted:



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3421.13 POSTNATAL ACCOMMODATIONS

The Board of Education recognizes teaching staff members may be returning to work shortly after their child's birth and may need to express breast milk during the workday. The Patient Protection and Affordable Care Act (PPACA) amended Section 7 of the Federal Fair Labor Standards Act (FLSA) for nursing mothers to be permitted reasonable break times and a private location to express breast milk for their nursing child for one year after the child's birth.

Every employee position in the school district is designated as either "non-exempt" or "exempt" by the provisions of the FLSA. Generally, a teaching staff member entitled to overtime pay is designated as "non-exempt." A teaching staff member that performs duties that are executive, administrative, or professional in nature and not entitled to overtime pay is designated "exempt." The school district administration shall refer to the comprehensive definitions of "exempt" and "non-exempt" as outlined in 29 C.F.R. 541 et seq. in determining an employee's designation.

A Board of Education is required to provide reasonable break times to non-exempt teaching staff members to express breast milk for their nursing child. The non-exempt teaching staff member shall coordinate such breaks with their immediate supervisor. The non-exempt teaching staff member will not receive compensation during this break time unless the break time is during a non-exempt teaching staff member's compensated break time.

A Board of Education is not required under the FLSA to provide such breaks to exempt teaching staff members. However, exempt teaching staff members may take such breaks provided the breaks are coordinated with their immediate supervisor. If this break is taken during the exempt teaching staff member's duty free lunch period or duty free break period during the workday, the exempt teaching staff member will not be reduced in compensation.

The Principal or the nursing mother's immediate supervisor, in consultation with the school nurse, will designate a lactation room that is shielded from view and free from intrusion from co-workers and the public. The location must be functional as a space for expressing breast milk and shall include an electrical outlet, a chair, and nearby access to running water. If the space is not dedicated to



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the nursing mother's use, it must be available when needed. A space temporarily converted into a lactation room or made available when needed by a nursing mother is sufficient; however, a bathroom, even if private, is not a permissible location under the FLSA.

All exempt and non-exempt teaching staff members are required to sign-out of work to begin the break to express breast milk and shall sign-in when they return to work after the break. The break shall be for a reasonable amount of time. For compensation purposes, the immediate supervisor shall forward all sign-in and sign-out information relative to break times for nursing mothers under the FLSA to the School Business Administrator/Board Secretary.

Fair Labor Standards Act – 29 U.S.C. 201 et seq.
Patient Protection and Affordable Care Act – P.L. 111-148
N.J.S.A. 26:4C-1 through 26:4C-3

Adopted:



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4421.13 POSTNATAL ACCOMMODATIONS

The Board of Education recognizes support staff members may be returning to work shortly after their child's birth and may need to express breast milk during the workday. The Patient Protection and Affordable Care Act (PPACA) amended Section 7 of the Federal Fair Labor Standards Act (FLSA) for nursing mothers to be permitted reasonable break times and a private location to express breast milk for their nursing child for one year after the child's birth.

Every employee position in the school district is designated as either "non-exempt" or "exempt" by the provisions of the FLSA. Generally, a support staff member entitled to overtime pay is designated as "non-exempt." A support staff member that performs duties that are executive, administrative, or professional in nature and not entitled to overtime pay is designated "exempt." The school district administration shall refer to the comprehensive definitions of "exempt" and "non-exempt" as outlined in 29 C.F.R. 541 et seq. in determining an employee's designation.

A Board of Education is required to provide reasonable break times to non-exempt support staff members to express breast milk for their nursing child. The non-exempt support staff member shall coordinate such breaks with their immediate supervisor. The non-exempt support staff member will not receive compensation during this break time unless the break time is during a non-exempt support staff member's compensated break time.

A Board of Education is not required under the FLSA to provide such breaks to exempt support staff members. However, exempt support staff members may take such breaks provided the breaks are coordinated with their immediate supervisor. If this break is taken during the exempt support staff member's duty free lunch period or duty free break period during the workday, the exempt support staff member will not be reduced in compensation.

The Principal or the nursing mother's immediate supervisor, in consultation with the school nurse, will designate a lactation room that is shielded from view and free from intrusion from co-workers and the public. The location must be functional as a space for expressing breast milk and shall include an electrical outlet, a chair, and nearby access to running water. If the space is not dedicated to



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the nursing mother's use, it must be available when needed. A space temporarily converted into a lactation room or made available when needed by a nursing mother is sufficient; however, a bathroom, even if private, is not a permissible location under the FLSA.

All exempt and non-exempt support staff members are required to sign-out of work to begin the break to express breast milk and shall sign-in when they return to work after the break. The break shall be for a reasonable amount of time. For compensation purposes, the immediate supervisor shall forward all sign-in and sign-out information relative to break times for nursing mothers under the FLSA to the School Business Administrator/Board Secretary.

Fair Labor Standards Act – 29 U.S.C. 201 et seq.
Patient Protection and Affordable Care Act – P.L. 111-148
N.J.S.A. 26:4C-1 through 26:4C-3

Adopted:



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Eligibility of Resident/Nonresident Students

M

5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education.

Eligibility to Attend School

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1.

A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2. A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a



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tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.b if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.d if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents or guardians temporarily resides in the school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A student is eligible to attend this school district free of charge:

1. If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;
3. If the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service



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in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3.b. The school district shall not be obligated for transportation costs; and

4. If the student resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.

Except as set forth in N.J.A.C. 6A:22-3.3(b)1, immigration/visa status shall not affect eligibility to attend school and the school district shall not condition enrollment in the school district on immigration status. A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

Proof of Eligibility

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.A.C. 6A:22-3.4. The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide



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a particular form or subset of documents without regard to other evidence presented.

The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.

~~However, in~~ In the case of a dispute between the school district and the parent ~~or guardian~~ of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.S.A. 18A:38-1.3. **The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.**

Registration Forms and Procedures for Initial Assessment

Registration and initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1. The Board of Education shall use Commissioner-provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.



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When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance at the school shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.



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Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.

When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

Notice of Ineligibility

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 et seq. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.

Removal of Currently Enrolled Students

Nothing in N.J.A.C. 6A:22 et seq. and this Policy shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education.



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Once the hearing is held, or if the parent, guardian, adult student or resident keeping an “affidavit student”, does not respond within the designated time frame to the Superintendent’s notice or appear for the hearing, the Board of Education shall make a prompt determination of the student’s eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2 Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

Appeal to the Commissioner

An applicant may appeal to the Commissioner of Education the school district’s determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of “affidavit student” eligibility determinations shall be filed by the resident keeping the student.

Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of an ineligibility determination, the Board of Education may assess tuition, for up to one year of a student’s ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student’s right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the



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Eligibility of Resident/Nonresident Students

Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a). Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.

Nonresident Students

The admission of a nonresident student to school free of charge must be approved by the Board. No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship and discipline.

Optional

[Children Who Anticipate Moving to or from the District

A nonresident student otherwise eligible for attendance whose parent or guardian anticipates school district residency and has entered a contract to buy, build, or rent a residence in this school district may be enrolled _____ (with or without) payment of tuition for a period of time not greater than _____ weeks prior to the anticipated date of residency. If any such student does not become a resident of the school district within _____ weeks after admission to school, tuition will be charged for attendance commencing the beginning of the _____ week and until such time as the student becomes a resident or withdraws from school.

Students whose parent or guardian have moved away from the school district on or after _____ (date) and twelfth grade students whose parent or guardian have moved away from the school district on or after _____ (date) will be permitted to finish the school year in this school district _____ (with or without) payment of tuition.]



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Eligibility of Resident/Nonresident Students

Optional

[Children of District Employees

Children of Board of Education employees who do not reside in this school district may be admitted to school in this district _____ (with or without) payment of tuition, provided that the educational program of such children can be provided within school district facilities.]

Optional

[Other Nonresident Students

Other nonresident students, otherwise eligible for attendance may be admitted to this school district _____ (with or without) payment of tuition and Board approval.]

F-1 Visa Students

[Option – Select One Option

_____ F-1 Visa students will not be admitted to this school district.

_____ The school district **is not required to, but may will** permit the attendance of F-1 Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the requested I-20 Form, in accordance with the provisions of Federal regulation 8 CFR 214.3. ~~An~~ F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year. **The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a F-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.]**



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Eligibility of Resident/Nonresident Students

J-1 Visa Students

[Option – Select One Option

___ **J-1 Visa students will not be admitted to this school district.**

___ **The school district is not required to, but may permit the attendance of J-1 Visa students into the school district. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a J-1 Visa must be approved by the Board for attendance in the school district and shall not pay tuition. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.]**

N.J.S.A. 18A:38-1 et seq.; **18A:38-1.3**; 18A:38-3; 18A:38-3.1

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.

8 CFR 214.3

Adopted:



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5200 ATTENDANCE

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences, for the purpose of expectations and consequences regarding truancy, student conduct, promotion, and the award of course credit is a local Board decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200. In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of this Policy and Regulation 5200, a student’s absence from school will either be excused or unexcused. ~~that~~ **Unexcused absences will** counts toward truancy.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student’s absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student’s parent to notify the parent of the absence and determine the reason for the absence.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. **In accordance with N.J.S.A. 18A:36-14, a** student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level



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Attendance

[For districts with secondary school(s)]

or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.]

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of ~~the this~~ Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; **18A:36-25.6**; 18A:38-25

N.J.S.A. 34:2-21.1 et seq.

N.J.A.C. 6A:16-7.6; **6A:30-5.2**; 6A:32-8.3

Adopted:



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5610 SUSPENSION

The Board of Education recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Student Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1 et seq.

For the purposes of this Policy, "suspension" means the temporary removal of a student from the regular instructional program.

For the purposes of this Policy, "short term suspension" means a suspension for one, but not more than ten consecutive school days and "long term suspension" means a suspension for more than ten consecutive school days.

In accordance with the provisions of N.J.S.A. 18A:37-4, a student may be suspended only by the Principal, who shall report any suspension to the Superintendent as soon as possible. The Superintendent shall report the suspension to the Board at its next regular meeting. The suspended student may be reinstated by the Principal or by the Superintendent prior to the second regular meeting of the Board following the suspension, unless the Board reinstates the student at the first regular meeting. No student suspended for reasons of assault upon a person in authority may be reinstated before the Board has held a hearing, within thirty calendar days of the suspension, to consider that student's expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the student or continue the suspension.

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual



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Suspension

nature that endangers others. Students in preschool shall not receive an out-of-school suspension except as provided pursuant to the “Zero Tolerance for Guns Act,” N.J.S.A. 18A:37-7 et seq.

The district shall implement an early detection and prevention program to identify students in preschool through grade two who are experiencing behavioral or disciplinary problems and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

Optional

[The Board’s failure to take any such action at its second regular meeting after the suspension or at any regular meeting thereafter will terminate the suspension, and the student shall be readmitted to school.]

In each instance of a short-term suspension, the student will be provided oral or written notice of the charges and an informal hearing conducted by the Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student’s educational program and the informal hearing shall be held as soon as practical after the suspension.

In each instance of a long-term suspension, the district shall assure the rights of the student pursuant to N.J.A.C. 6A:16-7.3.

The district will comply with the requirements of N.J.A.C. 6A:16-7.2 and 7.3, in addition to all the procedural protections set forth in N.J.A.C. 6A:14, for each student with a disability who is subject to a short-term or long-term suspension.

In each instance of a short- or long-term suspension, the district shall provide academic instruction, either in school or out of school, that addresses the New Jersey Student Learning Standards pursuant to N.J.A.C. 6A:8-3.1 et seq., which may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a student



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Suspension

with a disability shall be provided consistent with the student's Individualized Education Program, in accordance with N.J.A.C. 6A:14.

In the event a student has experienced multiple suspensions or may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team in accordance with the provisions of N.J.S.A. 18A:37-2c.

Student records are subject to challenge by parents and adult students in accordance with N.J.A.C. 6A:32-7.7 and Policy and Regulation 8330. The name of a disciplined student will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such student will be designated by code.

N.J.S.A. 18A:37-1; 18A:37-2 et seq.; 18A:37-4; 18A:37-5
N.J.S.A. 18A:54-20g [vocational districts]
N.J.A.C. 6A:16-7.2; 6A:16-7.3; 6A:32-7.7; 6A:14-2.8

Adopted:



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Expulsion
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5620 EXPULSION

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a student.

The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the following:

1. The procedural due process rights set forth in N.J.A.C. 6A:16-7.1(c) 3 and 7.3, and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3; and
2. An appropriate educational program or service, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610.
 - a. The educational program or service shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 - Program Criteria; N.J.A.C. 6A:16-10.2 - Home or Out-of-School Instruction for General Education Students; N.J.A.C. 6A:14-2.1 et seq. - Special Education, Procedural Safeguards; and N.J.A.C. 6A:14-4.3 ~~et seq.~~ - Special Education, Program Options, whichever are applicable; or
 - b. The educational services provided, either in school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25.

An appeal of the Board's decision regarding the cessation of the student's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or service in accordance with N.J.A.C. 6A:16-7.4(a)2 until a final determination has been made on the appeal of the Board's action to expel a student.



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Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not be expelled from school, except as provided pursuant to the “Zero Tolerance for Guns Act,” N.J.S.A. 18A:37-7 et seq. Students in preschool shall not be expelled, except as provided pursuant to the “Zero Tolerance for Guns Act,” N.J.S.A. 18A:37-7 et seq.

The district shall implement an early detection and prevention program to: identify students in preschool through grade two who are experiencing behavioral or disciplinary problems; and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

In accordance with the provisions of N.J.S.A. 18A:37-2c, in the event a student may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school’s intervention and referral services team. The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties.

The requirements of N.J.S.A. 18A:37-2c shall not apply when a student’s immediate removal or suspension from the school’s regular education program is required pursuant to: the provisions of the “Zero Tolerance for Guns Act,” (N.J.S.A. 18A:37-7 et seq.); N.J.S.A. 18A:37-2.1 – Assault by Pupil Upon Teacher, etc; Suspension; Expulsion Proceedings; N.J.S.A. 18A:37-2.2 – Offense by Pupil Involving Assault, Removal from Schools Regular Education Program; or in any other instance in which the safety and security of other students or school staff requires the student’s immediate removal from school. In these instances, the meeting required pursuant to N.J.S.A. 18A:37-2c shall take place as soon as practicable following the student’s removal from the school’s regular education program.

The provisions of N.J.S.A. 18A:37-2c shall be construed in a manner consistent with the “Individuals with Disabilities Act,” 20 U.S.C. § 1400 et seq.



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Expulsion

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C. 6A:14 et seq. An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14 et seq.

N.J.S.A. 18A:36A-9; 18A:37-2 **et seq.**; ~~18A:37-2a; 18A:37-2b;~~
N.J.A.C. 6A:16-7.4; 6A:14 et seq.

Adopted:



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POLICY GUIDE

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Personnel Records
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8320 PERSONNEL RECORDS

The Board of Education believes that the orderly operation of the school district requires the retention of all records bearing upon an employee's qualifications for employment and employment history.

The Board requires that sufficient records be compiled and maintained to demonstrate an employee's qualifications for the position assigned; compliance with Federal, State, and local benefit programs; conformity to district rules; the proper conduct of evaluations; and the employee's entitlement, as appropriate, to tenure and seniority.

Optional

[Only that information pertaining to the professional role of the employee and submitted by duly authorized school administrative personnel or the Board may be entered in an employee's personnel file.]

The Superintendent shall be responsible for the custody and maintenance of personnel records. A single, central file of documents shall be maintained; temporary, subsidiary records will be permitted for ease in data gathering only. An employee's personnel file shall be maintained for six years following his/her termination of district service, provided the employment history record card is maintained a minimum of eighty years.

Optional

[The personnel files of this district will be reviewed annually and material no longer required will be destroyed.]

A Board of Education and private agencies that provide educational services by means of public funds shall make employee records and information available for public access pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120.(d) and 121.(d), and as provided in Policy and Regulation 8320 - Section G. ~~Records maintained in the personnel files of this district are not public records and are not open to inspection except as provided for in this policy. Board minutes and other public records of this district and any computerized files maintained by this~~



POLICY GUIDE

OPERATIONS
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Personnel Records

~~district may include only an employee's name, title, position, assignments, salary, payroll record, length of service in the district and in military service, the date and reason for separation from service in this district, and the amount and type of pension a former employee receives.~~

Personnel records may be inspected by school administrators to the extent that such inspection is required in the performance of the inspector's duties.

Board members may have access to confidential information in the personnel files of only those employees recommended for or subjected to an employment action requiring a vote of the Board or where access to the information is essential for the performance of the Board member's duties. Board member access to personnel files is limited to the relevant portion of the file and is available only through the Superintendent. Board members may freely inspect employment applications filed by candidates for district positions.

An employee may inspect his/her personnel file provided that the employee requests such access in writing, reviews the record in the presence of the administrator designated to maintain the file, makes no alteration or addition to the file nor removes any material from it, and signs a log attached to the file indicating the date on which it was inspected.

An employee may appeal to the Superintendent the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his/her personnel file.

The Superintendent shall prepare rules enumerating the records to be maintained for each employee of this district, including, as a minimum and as appropriate to the position, the completed application form, employment contract(s), a copy of the employee's qualifying certification, transcripts, report of an employment physical examination, oath of allegiance, criminal background check, income tax forms, retirement registration, hospitalization forms, annuity forms, rate of compensation, attendance record, assignments to positions, completed evaluations, reports of disciplinary incidents, records of special awards or distinctions, and reports of annual or special physical and mental examinations.

N.J.S.A. 18A:18A-14.2; 18A:40-19; 18A:66-32

N.J.S.A. 47:1A-1 et seq.

N.J.A.C. 6A:32-4.3

Adopted:



2021 LOCAL ADDENDUM TO THE 2019 UNIFORM STATE MEMORANDUM OF AGREEMENT BETWEEN EDUCATION AND LAW ENFORCEMENT OFFICIALS (MOA) BETWEEN TEANECK BOARD OF EDUCATION AND THE TOWNSHIP OF TEANECK POLICE DEPARTMENT

THIS ADDENDUM, dated September 22, 2021 by and between the parties hereto:

The Teaneck Board of Education and the Township of Teaneck Police Department.

W I T N E S S E T H:

WHEREAS, the MOA is a model agreement that was developed by the Department of Law and Public Safety and the New Jersey Department of Education (“NJDOE”) to ensure cooperation and coordination between law enforcement and education; and

WHEREAS, the MOA exemplifies the commitment between law enforcement and education to work together to address school-related issues, problems and emergencies of mutual concern; and

WHEREAS, the Teaneck Board of Education (“Board”) and the Teaneck Township Police Department have entered into the 2021 MOA; and

WHEREAS, the Superintendent of Schools of the Teaneck Board of Education (“Superintendent”) and the Teaneck Township Chief of Police have established a process for the implementation of the 2021 MOA in addition to, but not in conflict with the format and content of the 2019 MOA; and

WHEREAS, in furtherance of the goals of the MOA, the Superintendent, the Board and the Teaneck Police Department Chief of Police desire to enter into this local Addendum to the 2021 MOA in order to specify the sharing of pertinent student and family information.

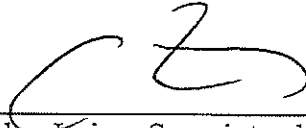
NOW, THEREFORE, so as to foster and institutionalize the spirit of communication and cooperation underlying the 2021 MOA, the parties agree as follows:

The Juvenile Detectives that can access the Board SKYWARD Student Information system with a user specific sign-on:

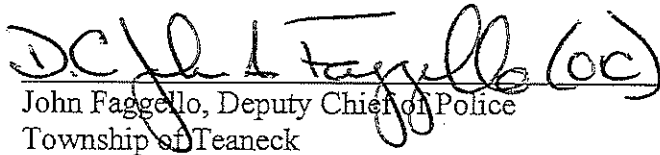
- | | | |
|-----------------------------------|--|-----------|
| 1. Detective/Lt. Seth Kriegel | skriegel@teaneckpolice.org | ext. 2294 |
| 2. Detective/Sgt. Daniel Dalessio | ddalessio@teaneckpolice.org | ext. 2314 |
| 3. Detective Angel Pagan | apagan@teaneckpolice.org | ext. 2315 |
| 4. Detective Antherson Ramirez | aramirez@teaneckpolice.org | ext. 2350 |
| 5. Detective Dmitri Rueger (SRO) | drueger@teaneckpolice.org | ext. 2346 |

6. This local Addendum to the 2021 MOA is in place until June 30th of each year, and must be reviewed and renewed annually to run July 1st – June 30th, signed by the Superintendent and the Deputy Chief of Police.
7. Detectives and/or Police Officers assigned to the Juvenile Bureau must be reviewed/renewed annually by the Superintendent.
8. The Superintendent must be notified immediately of any changes in Juvenile Bureau personnel both in and out of service.
9. The Superintendent and/or his/her designee will immediately notify the Teaneck Police Department of any allegation report or suspected case of child abuse or neglect.
10. This Addendum can be cancelled by the Board or the Teaneck Police Department at any time, when either party serves thirty (30) days of written notice to the other party.

Signed and sealed this 22nd day of September, 2021.



Dr. Christopher Irving, Superintendent of Schools
Teaneck Board of Education



John Faggello, Deputy Chief of Police
Township of Teaneck

Mr. Sebastian Rodriguez, President
Teaneck Board of Education

2020 LOCAL ADDENDUM TO THE 2019 UNIFORM STATE MEMORANDUM OF AGREEMENT BETWEEN EDUCATION AND LAW ENFORCEMENT OFFICIALS (MOA) BETWEEN TEANECK BOARD OF EDUCATION AND THE TOWNSHIP OF TEANECK POLICE DEPARTMENT

THIS ADDENDUM, dated October 8, 2020 by and between the parties hereto:

The Teaneck Board of Education and the Township of Teaneck Police Department.

WITNESSETH:

WHEREAS, the MOA is a model agreement that was developed by the Department of Law and Public Safety and the New Jersey Department of Education (“NJDOE”) to ensure cooperation and coordination between law enforcement and education; and

WHEREAS, the MOA exemplifies the commitment between law enforcement and education to work together to address school-related issues, problems and emergencies of mutual concern; and

WHEREAS, the Teaneck Board of Education (“Board”) and the Teaneck Township Police Department have entered into the 2020 MOA; and

WHEREAS, the Superintendent of Schools of the Teaneck Board of Education (“Superintendent”) and the Teaneck Township Chief of Police have established a process for the implementation of the 2020 MOA in addition to, but not in conflict with the format and content of the 2019 MOA; and

WHEREAS, in furtherance of the goals of the MOA, the Superintendent, the Board and the Teaneck Police Department Chief of Police desire to enter into this local Addendum to the 2020 MOA in order to specify the sharing of pertinent student and family information.

NOW, THEREFORE, so as to foster and institutionalize the spirit of communication and cooperation underlying the 2020 MOA, the parties agree as follows:

1. The Juvenile Detectives that can access the Board SKYWARD Student Information system with a user specific sign-on:

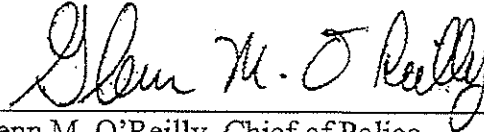
D/Lt. Seth Kriegel	skriegel@teaneckpolice.org
DSG. Jeanette Williams	jwilliams@teaneckpolice.org
Det. Rodney Ryland	rryland@teaneckpolice.org
Det. Angel Pagan	apagan@teaneckpolice.org
Det. Randy Morales	rmorales@teaneckpolice.org

2. This local Addendum to the 2020 MOA is in place until June 30th of each year, and must be reviewed and renewed annually to run July 1st – June 30th, signed by the Superintendent and the Chief of Police.
3. Detectives and/or Police Officers assigned to the Juvenile Bureau must be reviewed/renewed annually by the Superintendent.
4. The Superintendent must be notified immediately of any changes in Juvenile Bureau personnel both in and out of service.
5. The Superintendent and/or his/her designee will immediately notify the Teaneck Police Department of any allegation report or suspected case of child abuse or neglect.
6. This Addendum can be cancelled by the Board or the Teaneck Police Department at any time, when either party serves thirty (30) days of written notice to the other party.

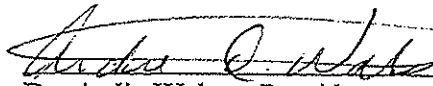
Signed and sealed this 12th day of November, 2020.



Dr. Christopher Irving, Superintendent of Schools
Teaneck Board of Education



Glenn M. O'Reilly, Chief of Police
Township of Teaneck



Dr. Ardie Walser, President
Teaneck Board of Education

5150 TEANECK TWP
2020-21 INCIDENTS

Report Period 1

School	Incident Total	Violence	Vandalism	Substances	Weapons	HIB Confirmed	Other Incidents Leading to Removal	HIB Alleged
(050) Teaneck High School	1	1	0	0	0	0	0	0
(060) Benjamin Franklin Middle	1	0	0	0	0	1	0	0
(070) THOMAS JEFFERSON MIDDLE	0	0	0	0	0	0	0	0
(080) William Cullen Bryant Sc	0	0	0	0	0	0	0	0
(110) HAWTHORNE	0	0	0	0	0	0	0	0
(130) LOWELL	0	0	0	0	0	0	0	0
(150) WHITTIER	0	0	0	0	0	0	0	0
(300) Theodora Smiley Lacey El	0	0	0	0	0	0	0	0
Total	2	1	0	0	0	1	0	0

Report Period 2

School	Incident Total	Violence	Vandalism	Substances	Weapons	HIB Confirmed	Other Incidents Leading to Removal	HIB Alleged
(050) Teaneck High School	3	0	0	3	0	0	0	0
(060) Benjamin Franklin Middle	0	0	0	0	0	0	0	0
(070) THOMAS JEFFERSON MIDDLE	0	0	0	0	0	0	0	0
(080) William Cullen Bryant Sc	0	0	0	0	0	0	0	0
(110) HAWTHORNE	0	0	0	0	0	0	0	0
(130) LOWELL	0	0	0	0	0	0	0	0
(150) WHITTIER	0	0	0	0	0	0	0	0
(300) Theodora Smiley Lacey El	0	0	0	0	0	0	0	0
Total	3	0	0	3	0	0	0	0

2020-21 School Year

School	Incident Total	Violence	Vandalism	Substances	Weapons	HIB Confirmed	Other Incidents Leading to Removal	HIB Alleged
(050) Teaneck High School	4	1	0	3	0	0	0	0
(060) Benjamin Franklin Middle	1	0	0	0	0	1	0	0
(070) THOMAS JEFFERSON MIDDLE	0	0	0	0	0	0	0	0
(080) William Cullen Bryant Sc	0	0	0	0	0	0	0	0
(110) HAWTHORNE	0	0	0	0	0	0	0	0
(130) LOWELL	0	0	0	0	0	0	0	0
(150) WHITTIER	0	0	0	0	0	0	0	0
(300) Theodora Smiley Lacey El	0	0	0	0	0	0	0	0
Total	5	1	0	3	0	1	0	0

Incident Total = Violence, Vandalism, Substances, Weapons, HIB Confirmed

Violence = Assault, Fight, Kidnapping, Robbery/Extortion, Sexual Assault, Sexual Contact, Threat/Simple, Threat/Criminal

Vandalism = Arson, Computer Trespass, Damage to Property, False Public Alarm, Theft, Trespass

Incident category totals may differ from total incidents due to multiple offenses selected for one incident.



Remote Learning Plan

District-Level Guidance for Educating At-Home Learners

SY 2021-2022

The following document was created to provide district-level guidance when educating quarantined, at-home learners.

Table of Contents:

- [NJDOE Requirements for Instructing Students in Quarantine](#)
- [Responsibility of the Local Education Agency \(Teaneck Public Schools\)](#)
- [District-Level Guidance for Teaching At-Home Learners](#)
- [Guidance for Elective Course Teachers](#)
- [Guidance for Physical Education](#)
- [Guidance for Educating Quarantined Preschool Learners](#)
- [Educating Quarantined Students with IEPs or 504s who are Quarantined](#)
- [Educating Quarantined English Learners](#)
- [Safe Delivery of Meals for Students in Quarantine](#)
- [Internet Access and Device Availability](#)
- [District Timeline for Teaching At-Home Learners](#)
- [Expectations of At-Home Learners](#)
- [Classroom and/or School Quarantine Guidelines](#)

NJDOE Requirements for Instructing Students in Quarantine

Remote Instruction/180-Day Requirement Pursuant to N.J.S.A. 18A:7F-9, schools must be in session for 180 days to receive state aid. The statute requires that school facilities be provided for at least 180 days during the school year. Section (b) notes that where a district is required to close the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to institute a public health-related closure, days of virtual or remote instruction commensurate with in-person instruction will count towards the district's 180-day requirement. *LEAs (Teaneck Public Schools) may be confronted with the incidence of COVID-19 positive cases amongst staff and/or students.* If an LEA (Teaneck Public Schools) is required to exclude a student, group of students, a class, or multiple classes as a result of the scenarios listed above, while the school itself remains open for in-person instruction, the LEA (Teaneck Public Schools) should be prepared to offer virtual or remote instruction to those students in a manner commensurate with in-person instruction to the extent possible. In circumstances when the school facilities remain open and in-person instruction continues in those classrooms that are not required to quarantine, those days in session will also count towards the district's 180-day requirement in accordance with N.J.S.A. 18A:7F-9.2. (Additional information can be found here: [The Road Forward, Page 13](#))

Summary: Responsibility of the Local Education Agency (Teaneck Public Schools)

- To provide school facilities for at least 180 days; and
- To offer virtual or remote instruction commensurate with in-person instruction in order to ensure that students are provided with the state minimum of **180 days** of instruction.

District-Level Guidance for Instructing At-Home Learners

Based on the NJDOE guidelines, the following must be in place at all schools:

- A student who is quarantined must receive remote instruction that matches the instruction that in-person learners are receiving. This includes but is not limited to:
 - Real-time learning opportunities on current content to ensure that there are no gaps in instruction.
 - Assignments or tasks that are based on current units of study.
 - Instructional resources that are up-to-date and that match what in-person learners are receiving.
- Length of School Day
 - At minimum, students will receive four hours of instruction which excludes lunch and recess.
 - Sample schedule for students in quarantine can be found here: [Learning for Students in Quarantine](#)

Elective Courses

Providing real-time learning instruction during an elective course is the recommended model for educating at-home learners. Though titled as electives, these courses are mandated by the New Jersey Department of Education and provide students with critical, developmentally necessary instruction that is

crucial for a student’s academic and social-emotional success. Every provision should be made to ensure that a quarantined, at-home learner has access to real-time learning opportunities for elective courses.

If it is impractical to stream or provide synchronous, interactive instruction, then an asynchronous assignment matched to the current unit of study can be uploaded to the Google classroom.

Physical Education

If the exercise, workout or class activity can be completed by the at-home, quarantined student, then the Hovercam/Google Meet can be used for streaming instruction.

- However, if the class is scheduled to go outside or participate in an activity that cannot be completed at home, an asynchronous assignment needs to be posted in the Physical Education Google Classroom.
- Posted assignments need to be submitted by the student and graded by the teacher in order to verify student attendance for the day or period. Completed assignments ensure that grades reflect the student’s learning while in quarantine.

Guidance for Educating Quarantined Pre-Kindergarten Learners

- At-home pre-kindergarten learners will receive a blend of synchronous, streaming and asynchronous instruction throughout the day. Synchronous and streamed activities will be available via Google MEET. Links will be available in the pre-kindergarten Google Classrooms.

<u>Asynchronous</u>	<u>Synchronous Interactive Instruction</u>	<u>Streamed</u>
These activities or tasks are usually student-directed; they do not require direct instruction by the teacher.		
Gross Motor / Outdoor Play (Developmentally appropriate tasks will be available in Google classroom)	Opening Group (Beginning the day together)	Make Believe Play Plan / Make Believe Play Block (One center will be the focus; at-home learners will mimic the roles and actions of their peers.)
Free Choice / Menu of Options (Developmentally appropriate tasks will be available in Google classroom)	Graphics Practice/ Buddy Reading	
	Small Group Literacy, Mathematics, Science (One group will be synchronous and the other will be streamed.)	
	Closing Group/ Story Lab (End the day together)	

Educating Students with IEPs and 504s who are Quarantined

Access to Specialized Instruction- Students with IEPs and Section 504 plans who must quarantine will be provided with specialized educational opportunities virtually via their Chromebooks in accordance with their IEP/504 plans. In order to accomplish this, please ensure that students have access to their Google classrooms and supporting technology.

Teaneck School Public Schools will, to the greatest extent possible, ensure that students with disabilities have equal access to the same opportunities as their non-disabled peers, including the provision of a Free Appropriate Public Education (FAPE) (34 CFR §§ 104.4, 104.33 (Section 504) and 28 CFR § 35.130 (Title II of the ADA)).

- **Related Services -**

- Related service providers will check Skyward and confer with the building secretaries prior to offering services to students who must quarantine.
- Once remote learning has been confirmed, related services providers will provide IEP/504 mandated services virtually to the greatest extent possible as identified in the student's IEP developed under IDEA, or a plan developed under Section 504. (34 CFR §§ 300.101 and 300.201 (IDEA), and 34 CFR § 104.33 (Section 504))

- **Paraprofessionals -**

- The paraprofessional will log into the Google Classroom through a district-provided device. (There may be feedback if the teacher and paraprofessional are too close. The volume on the chromebook/laptop should be kept on the lower end.)
- The paraprofessional will mute and unmute to communicate with the remote, at-home student.
- If possible, headphones are advised and the paraprofessional should only activate the microphone to communicate with student(s).

Educating English Learners who are Quarantined

- English learners will continue to receive instruction from both their classroom teacher and the certificated ESL teacher.
- English learners have been provided with instruction on how to use their Chromebooks, the Google Classroom and Google Meets by both their content area teachers and during their respective ESL courses.
- English learners, in all content area courses, must receive instructional modifications / adaptations irrespective of the mode of instruction. A helpful list of modifications can be found here: [Instructional Modifications for English Learners](#)
- All at-home learners will receive synchronous, interactive instruction during their ESL classes. Synchronous, interactive instruction is the best mode of remote learning for at-home students who are acquiring a second language.

Expectations for At-Home Learners

- Quarantined students must:
 - Keep their cameras on throughout the entire session of the streamed or synchronous, interactive learning time in order to receive credit for attendance;
 - Complete asynchronous assignments by due dates in order to verify attendance and ensure continuity of instruction;
 - Be on time for each session; and
 - Participate/ be present for the entire learning period unless otherwise arranged with the teacher.

Classroom and/or School Quarantine Guidelines

- When an entire classroom or school is closed, teachers will conduct lessons remotely and in real-time using synchronous, interactive instruction.

Continued Safe Delivery of Meals

- Maschio’s food service personnel will provide meals to students who are quarantined.
- Food distribution will take place at the Benjamin Franklin Middle School cafeteria entrance on Taft Road, from 1:30 pm - 2:15 pm daily.
- All Students are eligible for meals at no cost due to the Department of Agriculture Waiver, however, families must still complete the Free and Reduced Meal Program 2021-2022. Maschio’s personnel will maintain an accurate count and record of each student when they receive their meals.

Internet Access and Device Availability for Students

- The Teaneck Public School District provides Chromebooks to all Pre-Kindergarten-12 students as part of the educational experience. The District recognizes that some students may not have access to the internet. To assist with WiFi internet access, hot spots will be made available to families as needed.
- For technical issues, parents/guardians and students can email techhelp@teaneckschools.org to reach the technology department for technical assistance.

District Table for Remote Learning Instruction

Day	Principal Action	Teacher Action	Student's Status
One	<p>Principal or a School Administrator is notified from Central Office or a student’s family</p> <p>Principal or Principal’s designee</p> <ul style="list-style-type: none"> ● Contacts the family to clarify the remote learning process. ● Contacts the teacher(s) regarding the student's status and quarantine period. 	<ul style="list-style-type: none"> ● Prepare asynchronous work to be uploaded into Google classroom OR begin streamed or synchronous, interactive instruction. <p>Asynchronous assignments can include:</p> <ul style="list-style-type: none"> ● Assignments currently being utilized by in-person learners; ● Videos created during the last school year which are aligned to the grade-level, or current unit of study; and/or ● Instructional resources that are aligned to the current unit of instruction. 	<p>Student is considered a remote learner.</p> <p>Attendance Screenshot</p> <p>Coded as “Remote Present” if the student attends streamed or synchronous lessons, or if asynchronous assignments are completed.</p> <p>Students will be coded as “Remote Absent” if the student does not attend streamed or synchronous lessons, or asynchronous assignments are not completed.</p>

<p>Day Two Through the End of Quarantine</p>	<p>Principal or Principal's designee:</p> <ul style="list-style-type: none"> Ensures that quarantined students are receiving streamed or synchronous instruction. 	<ul style="list-style-type: none"> Ensures that links, technology and assignments are ready for use by the quarantined learner. Ensures that the quarantined learner has access to the necessary links, technology and related resources. Provides streamed or synchronous, interactive instruction to at-home, quarantined learner. 	<p>Student is considered a remote learner. Attendance Screenshot</p> <p>Coded as "Remote Present" if the student attends streamed or synchronous lessons, or if asynchronous assignments are completed.</p> <p>Students will be coded as "Remote Absent" if the student does not attend streamed or synchronous lessons, or asynchronous assignments are not completed.</p>
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FINANCE & BUDGET

MOTION # 2

Teaneck Board of Education Transfer List
Transfers 8/31/2021

	ACCOUNT	DESCRIPTION	AMOUNT TRANSFERRED	
			From	To
19254	11-000-221-110-85-15-I-D	OTHER STIPENDS/C&I	(3,383.00)	
19254	11-190-100-320-85-58-I-D	CONT/STUDENT SERV/C&I	(6,617.00)	
19254	11-140-100-101-85-58-I-D	STIPENDS/TCHR SUMMER PAY		3,383.00
19254	11-140-100-101-85-58-I-D	STIPENDS/TCHR SUMMER PAY		6,617.00
			\$ (10,000.00)	\$ 10,000.00
EXPLANATION: C&I-FDU TCHR summer Pay Adjustment				
19255	20-483-200-320-57-50-I-1	ESSER-II O&M CONTRACTED SVC	(765.00)	
19255	20-483-290-290-99-22-I-0	ESSER-II SUMMER PAY FICA		765.00
			\$ (765.00)	\$ 765.00
EXPLANATION: Safety&Secty-CovidCoordStipend Adjustment				
19315	20-483-200-320-57-50-I-1	ESSER-II O&M CONTRACTED SVC	(8,750.00)	
19315	20-483-100-610-22-40-I-C	ESSER-II CREDIT RECOVERY H.S.		8,750.00
			\$ (8,750.00)	\$ 8,750.00
EXPLANATION: Tneck-AddExpAcclLearnPrgm Adjustment				
19316	20-483-200-320-57-50-I-1	ESSER-II O&M CONTRACTED SVC	(196,424.00)	
19316	20-483-400-732-57-32-I-0	ESSER II NON INSTL EQUIP		196,424.00
			\$ (196,424.00)	\$ 196,424.00
EXPLANATION: TNeckSchoolDst-EquipNeedCOVID Adjustment				
19326	11-190-100-610-18-40-F-F	INSTRUCT'L SUPPLIES/BF	(2,500.00)	
19326	11-000-223-580-19-50-F-F	TRAVEL, CONF, WRKSHOPS/BF	(1,000.00)	
19326	11-000-240-600-71-49-F-F	ADMIN SUPPLIES/BF		3,500.00
			\$ (3,500.00)	\$ 3,500.00
EXPLANATION: InstrAdminNeedsStaffStudnt Adj Adjustment				
19353	20-483-200-320-57-50-I-1	ESSER-II O&M CONTRACTED SVC	(315,700.00)	
19353	20-483-100-101-34-10-I-0	CONTR SAL TCHR S.E. RESOURCE		70,000.00
19353	20-483-216-100-39-10-I-0	CONTR SALARY SPEECH THERAPIST		87,500.00
19353	20-483-217-104-46-10-I-0	CONTR SALARY BEHAVIORIST		68,000.00
19353	20-483-290-290-99-22-I-0	ESSER-II SUMMER PAY FICA		90,200.00
			\$ (315,700.00)	\$ 315,700.00
EXPLANATION: 5CRSSA_ESSERII-3SPEDpos Adjustment				
19253	11-190-100-610-02-31-S-D	EQUIP/ART/SUPT - DW	(32,000.00)	
19253	11-190-100-500-71-49-T-H	THS GRADUATION		32,000.00
			\$ (32,000.00)	\$ 32,000.00
EXPLANATION: THS- Graduation Adjustment				
19255	20-483-200-320-57-50-I-1	ESSER-II O&M CONTRACTED SVC	(10,000.00)	
19255	20-483-200-100-22-15-I-d	ESSER II - COVID / Stipend		10,000.00
			\$ (10,000.00)	\$ 10,000.00
EXPLANATION: Safety&Secty-CovidCoordStipend Adjustment				
19326	11-000-240-890-71-50-F-F	OTHER EXPENSES/BF	(2,000.00)	
19326	11-000-240-600-71-49-F-F	ADMIN SUPPLIES/BF		2,000.00
			\$ (2,000.00)	\$ 2,000.00
EXPLANATION: InstrAdminNeedsStaffStudnt Adj Adjustment				
19381	11-219-100-320-38-58-C-D	HOME INSTR/SE/OTHR PROF	(500.00)	
19381	11-219-100-101-38-10-H-D	OTHR SAL/HOME INSTR/SPED		500.00
			\$ (500.00)	\$ 500.00
EXPLANATION: HomeInstrSpED adj Adjustment				
19382	11-216-100-320-36-56-C-0	PURCH PROF SVC/PSD	(475.00)	
19382	11-216-100-101-53-71-H-C	EXT SCH YR/TEACHER SALARIES		475.00
			\$ (475.00)	\$ 475.00
EXPLANATION: ExtraSYteacherSal adj Adjustment				
19383	11-000-251-330-83-50-0-0	PRCH'D PROF'L SERVICES/OSBM	(669.64)	

FINANCE & BUDGET

MOTION # 2

Teaneck Board of Education Transfer List
Transfers 8/31/2021

	ACCOUNT	DESCRIPTION	AMOUNT TRANSFERRED	
			From	To
19383	11-000-251-340-83-50-0-0	PRCH'D TECHNICAL SERVICES/OSBM		669.64
			\$ (669.64)	\$669.64
EXPLANATION: PurchTechSvcsOSBM Adjustment				
19384	61-910-310-500-81-50-0-D	FOOD SERVICE/PURCH SERV	(3,385.40)	
19384	61-910-310-732-81-50-0-D	FOOD SERVICE/EQUIPMENT		3,361.40
19384	61-910-310-890-81-50-0-D	FD SVCE/MISC EXPENSES		24.00
			\$ (3,385.40)	\$ 3,385.40
EXPLANATION: FoodSvcs Adj Adjustment				

FINANCE COMMITTEE SIGNATURE

DATE

Professional Development

Name: Anitha Giannikos
School or Department: Lowell Elementary School
Conference/Seminar/Workshop: Comprehensive Virtual IMSE Orton-Gillingham Training
Location: Virtual Workshop
Dates: November 29, 2021 – December 3, 2021
Estimated Cost: \$1,275.00 – No Substitute Required – District Funded

Name: Emily Ferreira
School or Department: Teaneck High School
Conference/Seminar/Workshop: Kelly Gallagher: Building Readers and Writers; Moving from Compliance to Engagement
Location: Rutgers University, New Brunswick, New Jersey
Dates: November 16, 2021
Estimated Cost: \$189.05 –Substitute Required – District Funded

Name: Rolando Monserrat
School or Department: Curriculum and Instruction
Conference/Seminar/Workshop: Next Generation Science Standards-Using Core Ideas to Construct Explanations for Natural Phenomena
Location: Raritan Valley Community College, Branchburg, New Jersey
Dates: November 10, 2021
Estimated Cost: \$170.50 –No Substitute Required – District Funded

Name: Tony Thomas
School or Department: Teaneck High School
Conference/Seminar/Workshop: Next Generation Science Standards-Using Core Ideas to Construct Explanations for Natural Phenomena
Location: Raritan Valley Community College, Branchburg, New Jersey
Dates: November 10, 2021
Estimated Cost: \$170.50 –Substitute Required – District Funded

Name: Eileen Glassey
School or Department: Teaneck High School
Conference/Seminar/Workshop: Next Generation Science Standards-Using Core Ideas to Construct Explanations for Natural Phenomena
Location: Raritan Valley Community College, Branchburg, New Jersey
Dates: November 10, 2021
Estimated Cost: \$170.50 –Substitute Required – District Funded

Name: Joseph Laborde
School or Department: Teaneck High School
Conference/Seminar/Workshop: Next Generation Science Standards-Using Core Ideas to Construct Explanations for Natural Phenomena
Location: Raritan Valley Community College, Branchburg, New Jersey
Dates: November 10, 2021
Estimated Cost: \$170.50 –Substitute Required – District Funded

Professional Development

Name: Antoinette Bush
School or Department: Thomas Jefferson Middle School
Conference/Seminar/Workshop: Next Generation Science Standards-Using Core Ideas to Construct Explanations for Natural Phenomena
Location: Raritan Valley Community College, Branchburg, New Jersey
Dates: November 10, 2021
Estimated Cost: \$169.73 –Substitute Required – District Funded

Name: James Pruden
School or Department: Thomas Jefferson Middle School
Conference/Seminar/Workshop: Next Generation Science Standards-Using Core Ideas to Construct Explanations for Natural Phenomena
Location: Raritan Valley Community College, Branchburg, New Jersey
Dates: November 10, 2021
Estimated Cost: \$169.73 –Substitute Required – District Funded

Name: Walter Hickey
School or Department: Benjamin Franklin Middle School
Conference/Seminar/Workshop: Next Generation Science Standards-Using Core Ideas to Construct Explanations for Natural Phenomena
Location: Raritan Valley Community College, Branchburg, New Jersey
Dates: November 10, 2021
Estimated Cost: \$161.61 –Substitute Required – District Funded

Name: Stephanie Paz
School or Department: Benjamin Franklin Middle School
Conference/Seminar/Workshop: Next Generation Science Standards-Using Core Ideas to Construct Explanations for Natural Phenomena
Location: Raritan Valley Community College, Branchburg, New Jersey
Dates: November 10, 2021
Estimated Cost: \$161.61 –Substitute Required – District Funded

Name: Mei Linh La-Mui
School or Department: Theodora Smiley Lacey School
Conference/Seminar/Workshop: Next Generation Science Standards-Using Core Ideas to Construct Explanations for Natural Phenomena
Location: Raritan Valley Community College, Branchburg, New Jersey
Dates: November 10, 2021
Estimated Cost: \$171.90 –Substitute Required – District Funded

Name: Kristin Nunez
School or Department: Hawthorne Elementary School
Conference/Seminar/Workshop: Next Generation Science Standards-Using Core Ideas to Construct Explanations for Natural Phenomena
Location: Raritan Valley Community College, Branchburg, New Jersey
Dates: November 10, 2021
Estimated Cost: \$169.59 –Substitute Required – District Funded

Professional Development

Name: Samantha Lagasi
School or Department: Lowell Elementary School
Conference/Seminar/Workshop: Next Generation Science Standards-Using Core Ideas to Construct Explanations for Natural Phenomena
Location: Raritan Valley Community College, Branchburg, New Jersey
Dates: November 10, 2021
Estimated Cost: \$161.12 –Substitute Required – District Funded

Name: Gerald Henry
School or Department: Whittier Elementary School
Conference/Seminar/Workshop: Next Generation Science Standards-Using Core Ideas to Construct Explanations for Natural Phenomena
Location: Raritan Valley Community College, Branchburg, New Jersey
Dates: November 10, 2021
Estimated Cost: \$161.33 –Substitute Required – District Funded

Name: Derek Zoppi
School or Department: Teaneck High School
Conference/Seminar/Workshop: Enhancing Your Social Studies Instruction: Practical Strategies
Location: The Wilshire Grand Hotel, West Orange, New Jersey
Dates: December 9, 2021
Estimated Cost: \$279.00 –Substitute Required – District Funded

Additional Professional Development

Name: Leslie King, Peter Antonakis, Nishat Hafeetz, Brittany Butler, Beatriz Garcia, Brittany Shepard

School or Department: Kindergarten Teachers – Lacey Elementary School, Hawthorne Elementary School, Lowell Elementary School, Whittier Elementary School, Building Administrator Lacey Elementary School

Conference/Seminar/Workshop: Wilson Language Multisensory Reading Training-Fundations Level K

Location: Virtual Workshop

Dates: October 26, 2021

Estimated Cost: \$1,734.00 –Substitute Required – Title II & ESSER- II Funded

Name: Amanda Estevez, Sheena Wester, Arielle Van Gulik, Kate Augusto, Shellian Mirander
School or Department: Kindergarten Teachers – Lacey Elementary School, Assistant Director of Special Education

Conference/Seminar/Workshop: Wilson Language Multisensory Reading Training-Fundations Level K

Location: Virtual Workshop

Dates: October 27, 2021

Estimated Cost: \$1,445.00 –Substitute Required – Title II & ESSER- II Funded

Name: Nisrene Hammoud, Danielle Annunziata

School or Department: Kindergarten Teachers – Lacey Elementary School

Conference/Seminar/Workshop: Wilson Language Multisensory Reading Training-Fundations Level K

Location: Virtual Workshop

Dates: November 3, 2021

Estimated Cost: \$578.00 –Substitute Required – Title II & ESSER- II Funded

Name: Mei Linh La-Mui, Monica Lawson

School or Department: Kindergarten Teachers – Lacey Elementary School

Conference/Seminar/Workshop: Wilson Language Multisensory Reading Training-Fundations Level K

Location: Virtual Workshop

Dates: November 15, 2021

Estimated Cost: \$578.00 –Substitute Required – Title II & ESSER- II Funded

Name: Emily Smith

School or Department: Lacey Elementary School

Conference/Seminar/Workshop: Wilson Language Multisensory Reading Training-Fundations Level K

Location: Virtual Workshop

Dates: November 17, 2021

Estimated Cost: \$289.00 –Substitute Required – Title II & ESSER- II Funded

Additional Professional Development

Name: Lisa Brown, Danielle Jackson, Sharmaine Joseph, Camille Silverman, Megan Jang, Natasha Pitt

School or Department: First Grade Teachers –Hawthorne Elementary School, Lowell Elementary School, Whittier Elementary School, Building Administrator Hawthorne Elementary School

Conference/Seminar/Workshop: Wilson Language Multisensory Reading Training-Fundations Level 1

Location: Virtual Workshop

Dates: November 16, 2021

Estimated Cost: \$1,734.00 –Substitute Required – Title II & ESSER- II Funded

Name: Filiz Zeybek, Kara Lindner, Tara Costa, Jennifer Martin Connolly, Anitha Giannikos, Janine Lawler, Maria Martinez, Patricia Dent, Piero LoGiudice

School or Department: First Grade Teachers –Hawthorne Elementary School, Lowell Elementary School, Whittier Elementary School, Director of School Innovation, English & ESL, Building Administrator Whittier Elementary School

Conference/Seminar/Workshop: Wilson Language Multisensory Reading Training-Fundations Level 1

Location: Virtual Workshop

Dates: November 18, 2021

Estimated Cost: \$2,601.00 –Substitute Required – Title II & ESSER- II Funded

Name: Jazmin White, Tatiana Stripling, Samantha Jankowski, Jemara Blount

School or Department: First Grade Teachers –Hawthorne Elementary School, Lowell Elementary School, Whittier Elementary School

Conference/Seminar/Workshop: Wilson Language Multisensory Reading Training-Fundations Level 1

Location: Virtual Workshop

Dates: October 21, 2021

Estimated Cost: \$1,156.00 –Substitute Required – Title II & ESSER- II Funded

Name: Holly Koehler, Alison Goerg, Angela Gigante, Ann Park, Stephanie McKee

School or Department: First Grade Teachers –Hawthorne Elementary School, Lowell Elementary School, Whittier Elementary School

Conference/Seminar/Workshop: Wilson Language Multisensory Reading Training-Fundations Level 1

Location: Virtual Workshop

Dates: November 8, 2021

Estimated Cost: \$1,445.00 –Substitute Required – Title II & ESSER- II Funded

Name: Michael Miuccio

School or Department: Teaneck High School

Conference/Seminar/Workshop: Kelly Gallagher: Building Readers and Writers; Moving from Compliance to Engagement

Location: Rutgers University, New Brunswick, New Jersey

Dates: November 16, 2021

Estimated Cost: \$216.00 –Substitute Required – Title II Funded

Additional Professional Development

Name: Diana Sanchez

School or Department: Whittier Elementary School

Conference/Seminar/Workshop: Catching Up Your ELLs Who Have Fallen Behind

Location: West Orange, New Jersey

Dates: November 18, 2021

Estimated Cost: \$297.02 –Substitute Required – District Funded

Name: Kiera Skerritt

School or Department: Teaneck High School

Conference/Seminar/Workshop: Building Readers and Writers: Moving from Compliance to Engagement

Location: Rutgers University, New Brunswick, New Jersey

Dates: November 16, 2021

Estimated Cost: \$160.00 –Substitute Required – District Funded

Field Trips

Name: Emily Smith, Danielle Annunziata, Peter Antonakis, Arielle Van Gulick, Amanda Estevez, Nisrene Hammoud, Mei-Linh LaMui, Monica Lawson, Brittany Shepard, Sheena Wester, Amis Aguero, Kelly Cambridge, Jessica Brown, Anna Fernandez, Darlene Cherry Shand, Ruqayyah Sanders, 22 Parent Chaperones

School or Department: Theodora Smiley Lacey School

Trip Planned: Wightman Farms

Location: Morristown, New Jersey

170 Students

Date(s): October 26, 2021

Depart: 9:00 am

Return: 1:30 pm

Raindate: October 28, 2021

Estimated Cost: \$2,676.32- No Substitute Required (Parent Funded)

EXPLANATION: Kindergarten students will learn lessons on the life cycle of the pumpkin and participate in a hayride and pumpkin picking.

FIELD TRIPS

Trip Leader(s): Colleen Pagan & Vatrell Graves
School/Department: Benjamin Franklin Middle School
Trip Planned: **Community Based Instruction** - Stop & Shop
Destination: 665 American Legion Dr. Teaneck, NJ
Dates: Various (See below)
Estimated Cost: \$1,708.42 – No Substitute Required

11/19/2021	3/1/2022
12/7/2021	3/29/2022
1/4/2022	5/10/2022
2/8/2022	

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

Trip Leader(s): Colleen Pagan & Vatrell Graves
School/Department: Benjamin Franklin Middle School
Trip Planned: **Community Based Instruction** – Bowler City
Destination: 85 Midtown Bridge St, Hackensack, NJ 07601
Dates: Various (See Below)
Estimated Cost: \$3,816.54 – No Substitute Required

10/27/2021	1/12/2022	4/6/2022
11/17/2021	2/16/2022	5/4/2022
12/15/2021	3/9/2022	6/8/2022

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

Trip Leader(s): Colleen Pagan & Vatrell Graves
School/Department: Benjamin Franklin Middle School
Trip Planned: Teaneck Cinema
Destination: Teaneck, NJ
Dates: Various (See Below)
Estimated Cost: \$2,370.30 – No Substitute Required

10/22/2021	3/25/2022
12/3/2021	5/20/2022
1/21/2022	

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

FIELD TRIPS

Trip Leader(s): Danielle Amato

School/Department: Teaneck High School (MD Class)

Trip Planned: Bowler City

Destination: Hackensack, NJ

Dates: November 17, 2021 and 12/8/2021

Estimated Cost: \$848.12 – No Substitute Required

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

Fundraising Activities by School

School or Department: Whittier Elementary School

Activity: Fan Cloth

Sponsoring Organization: Janine Lawler

Name of sponsors: Janine Lawler

Participants: Students, Family and Staff

Date(s): October 7, 2021 – October 25, 2021

Estimated funds to be raised by this activity: \$2,000

Funds to sponsoring organization: 50%

EXPLANATION: The funds would be used to support the school's trips PBIS and school spirits.

School or Department: Teaneck High School

Activity: Powderpuff Football Game: Pay-to-Play

Sponsoring Organization: HEAL Club

Name of sponsors: A. Cavallo

Participants: HEAL members will, sale concessions & t-shirts to students, family and staff

Location: THS Football Field 4:30pm

Date(s): November 18 or 19, 2021

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

Funds to sponsoring organization: 100%

EXPLANATION: The funds would be donated to a Breast Cancer Foundation.

ADDITIONAL Fundraising Activities by School

School or Department: Teaneck High School

Activity: Snap-Raise – Online Canning

Sponsoring Organization: Student Council

Name of sponsors: Natasha Green

Participants: Senior Class to the community via online

Date(s): December 1, 2021 – December 31, 2021

Estimated funds to be raised by this activity: \$10,000

Funds to sponsoring organization: 90%

EXPLANATION: Donations will go towards the senior class expenses and defray the cost for the students.

School or Department: Teaneck High School

Activity: Class Shirt Fundraiser

Sponsoring Organization: Student Council

Name of sponsors: Natasha Green

Participants: Student Council to students, parents and staff

Date(s): November 1, 2021 – November 30, 2021

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

Funds to sponsoring organization: 100%

EXPLANATION: Funds needed to raise money for each grade to cover the expenses of their grade activity (movie night, shirts, carnival, prom etc...).

Clinicians

Student ID#	Placement	Discipline/Rate	Not to Exceed
	Learnwell Bedside Instruction	\$48 per hour	\$10,000.00
96025	Cresskill Public Schools	OT/PT \$60.00 30mins, Speech and Language \$60.00 30mins, Resource Room \$250.00 for each placement, Other Behaviorist, Counseling and Social Skills \$60.00 - 30mins	\$10,000.00
	Pascack Valley Regional	ABA Parent Training Workshop for Special Education children \$225 per family, per child. Training Workshop, a flat rate of \$200 per staff member, per workshop. Oversight and guidance shall be provided through regularly scheduled two hour meetings with Non-Member District staff and Region II staff (approximately four (4) times per school year) \$200 per staff, per meeting.	\$5,000.00
	Bergen County Special Services	AAC Evaluation \$975.00 per eval	\$10,000.00
		Total	\$35,000.00

Clinicians

Student ID#	Placement	Discipline/Rate	Not to Exceed
	Learnwell Bedside Instruction	\$48 per hour	\$10,000.00
96025	Cresskill Public Schools	OT/PT \$60.00 30mins, Speech and Language \$60.00 30mins, Resource Room \$250.00 for each placement, Other Behaviorist, Counseling and Social Skills \$60.00 - 30mins	\$10,000.00
	Pascack Valley Regional	ABA Parent Training Workshop for Special Education children \$225 per family, per child. Training Workshop, a flat rate of \$200 per staff member, per workshop. Oversight and guidance shall be provided through regularly scheduled two hour meetings with Non-Member District staff and Region II staff (approximately four (4) times per school year) \$200 per staff, per meeting.	\$5,000.00
	Bergen County Special Services	AAC Evaluation \$975.00 per eval	\$10,000.00
		Total	\$35,000.00

**MEMORANDUM OF AGREEMENT
SUSPENSION ALTERNATIVE PROGRAM (SAP)**

This Agreement for student participation in the Suspension Alternative Program ("SAP") is made for the **2021-2022** school year and is executed and entered into by and between **Teaneck Public School District** with principal offices located at **One Merrison Street, Teaneck, NJ 07666** and the BOARD OF EDUCATION OF THE BERGEN COUNTY SPECIAL SERVICES SCHOOLS DISTRICT ("BCSS") organized and existing pursuant to N.J.S.A. 18A:46-29 et seq., with principal offices located at 540 Farview Avenue, Paramus, New Jersey, 07652.

BCSS represents that an additional Memorandum of Agreement is in effect for the SAP between the BCSS, and the BERGEN COUNTY DIVISION OF FAMILY GUIDANCE, DEPARTMENT OF HUMAN SERVICES ("DFG"), a body corporate and politic of the State of New Jersey, with principal offices located at One Bergen County Plaza, Hackensack, New Jersey 07601.

The parties hereto acknowledge and understand that the goal of this Program is to provide Bergen County students with alternatives to out-of-school suspension that address student's emotional, behavioral, and academic functioning.

**SECTION ONE
DURATION**

This Agreement shall be effective for a period beginning on the date of the parties' execution of this Memorandum of Agreement and terminating on June 30, 2022.

**SECTION TWO
SCOPE AND ADMINISTRATION OF PROGRAM**

1. Administration of Program

The SAP is administered by the BCSS in collaboration with the DFG. The SAP adheres to the BCSS school calendar and operates from 9:00 a.m. to 2:30 p.m. with five and one half (5.5) hours of student contact time per day for five (5) consecutive school days.

The SAP is located at 284 Hackensack Avenue, Hackensack, New Jersey, 07601.

The program space shall include the following: one classroom, one office; one counseling/therapy room; one lunch room/kitchen.

2. Criteria for Student Involvement in SAP

In order for a student to participate in SAP, the student must be in grade 7 through 12 and enrolled in a school district (in district or out of district placement) that has entered into and is party to this Agreement. The student must be considered by the principal or principal's designee of the school he or she attends to be "at risk of being suspended or in need of a suspension."

No student who is subject to expulsion on the basis of possession, distribution, or use of weapons of firearms or any other similar grounds or bases shall be eligible to participate in this program.

3. Referral Methods/Instruments

The principal or principal's designee of the school attended by the student who is identified as at risk of being suspended will refer the identified student to SAP in the following manner: The principal (or designee) will complete a referral packet (attachment A), obtain parental permission, and convey the completed referral packet to the SAP Coordinator. Additionally, the Principal or principal's designee is required to contact SAP by telephone to confirm receipt of information, obtain a start date and discuss any other details attendant or necessary to effect a seamless transition of the student from the school venue to the SAP.

4. Annual Membership Fee

A \$750.00 annual membership fee will be assessed to the local school district for its participation in SAP. The local school district shall be required to pay the full amount of the membership upon execution of this Agreement.

Upon payment of the annual membership fee, the local school district shall be entitled to receive up to five (5) weeks of services as set forth in this Agreement. Services requested by the local district to be provided by SAP beyond the basic level of service provided as set forth herein shall be billed at \$125.00 per each additional week of service.

5. Conveyance of Students To/From SAP Site

The participating local school district(s) shall be responsible for the daily conveyance of each student identified by the school district to participate in the SAP.

The local school district may elect to have the student use public transportation. Should the local school district elect to permit its student to utilize public transportation, the SAP program will provide public transportation information and NJ Transit bus tickets. The program will also provide a van and driver to pick up and drop off SAP students at the Hackensack Main Bus Terminal, located on River Road, Hackensack, New Jersey.

In the event the local school district elects to permit its student to utilize public transportation, the local school district understands and acknowledges that it does so at its and its student's own risk. To that end, it is understood, agreed and accepted by all parties that BCSS shall be held harmless by the local school district from and against any and all liability, claims, damages, expenses relating to student utilization of public transportation to and from the Hackensack Main Bus Terminal and any and all incidents, injuries and claims arising and/or occurring during such transportation.

The local school district agrees to maintain in full force and effect student liability insurance providing insurance coverage for all occurrences and/or incidents that may involve injury to each of the local school district's pupil's person or property during the student's enrollment in the SAP. The local school district understands and acknowledges that, should it fail to maintain appropriate insurance providing insurance coverage to and/or over its students who are enrolled in SAP, the school district may be individually liable to satisfy any and all claims of liability by BCSS, third parties or otherwise.

6. Suspension Alternative Sentence: Students' Daytime Schedule

Each student participating in the SAP program will arrive at the program not later than 9:00 am and will be dismissed from the program at 2:30 p.m., the minimum length of time that a student may be enrolled in the SAP is one (1) academic week, consisting of five (5) consecutive days. Students may be enrolled for longer periods of time in the sole discretion of BCSS.

A parent or guardian will be requested to be available to SAP on the first day of attendance and participate with a DFG clinician in a family and student assessment session via virtual intake or a phone conference. Families/Students will be referred to additional support services based on the results of this assessment.

The following activities will be provided to the student: academic remediation – consisting of five days of school work assigned by the school, critical personal reflections journaling assignments, self assessment, group and individual counseling sessions, team building, conflict resolution and anger management sessions, community services, and others. Students must remain in the program during the lunch period. All students can receive lunch at no cost for the 2021-2022 school year.

7. Program Personnel Staffing

BCSS shall provide a SAP Coordinator, a Teacher for academic remediation, journaling, and direct student instruction. The local school district is responsible for providing five (5) days of academic work, textbooks, etc. for this purpose. BCSS will also provide Outreach services to follow up with students and families upon discharge from the SAP.

DFG will provide a clinical social worker to provide group and individual counseling, family support and outreach and referral to additional support services.

8. Criteria for Rejecting a Student from SAP

A student who has been identified and processed for participation in the SAP program shall not be rejected from nor in any way caused to not participate in the program by SAP or DFG staff members without the explicit consent of Program Director, Mitchell S. Badiner.

A student who is considered to be expelled on the basis of possession, distribution, or use of weapons of firearms or any other consideration, which may cause expulsion from a school district, shall not be considered for participation in SAP.

9. Record keeping

Student attendance at SAP will be called into the student's local school on a daily basis. Students who participate in this program are counted as attending by the local school. The DFG will maintain case records according to best practice criteria and professional standards.

10. Follow Up

DFG will establish a clear protocol to evaluate all student participants in accordance with federal guidelines for program evaluation. SAP will follow-up with each student upon completion of SAP.

SECTION THREE
ADDITIONAL TERMS

No parties shall have the right to assign this Agreement.

The **Teaneck Public School District** agrees indemnify, defend and save harmless the DFG and BCSS, its officers, agents, servants, and employees and each of them, against and from, any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorneys' fees, for or on account of any injury to any person, or any death resulting from such injury, or any wrongful death, or any damage to any property, and all other claims based or asserted upon any act or omission of **Teaneck Public School District** its officers, agents, servants, employees, and/or the act or omission of the student of **Teaneck Public School District** which may arise or which may be alleged to have arisen out of or in connection with this Agreement whether or not such act or omission was actually in furtherance of the purpose of this Agreement.

BCSS agrees to indemnify, defend and save harmless **Teaneck Public School District** its officers, agents, servants, and employees and each of them, against and from, any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorneys' fees, for or on account of any injury to any person, or any death resulting from such injury, or any wrongful death, or any damage to any property, and all other claims based or asserted upon any act or omission of BCSS and their respective officers, agents, servants, employees which may arise or which may be alleged to have arisen out of or in connection with this Agreement whether or not such act or omission was actually in furtherance of the purpose of this Agreement.

The parties executed this Agreement on this 1st day of September, 2021.

By:
Teaneck Public School District

Signature

Title

By:
BERGEN COUNTY SPECIAL SERVICES SCHOOL DISTRICT

Signature

Business Administrator

Dear Parents/Guardians:

In an effort to keep all students and staff safe, please adhere to the following:

Please check your child daily for these symptoms:

- fever (temperature of 100 or more), sore throat, chills, shivers, muscle pain, headache, gastrointestinal symptoms (diarrhea, nausea, vomiting), fatigue, runny nose, cough, shortness of breath, difficulty breathing, new loss of smell or taste
- If your child exhibits any one COVID-19 symptom on the list, please keep your child home and notify SAP for further instructions.

Positive for COVID-19

- If your child is diagnosed with COVID-19, your child should stay home and call the SAP Coordinator, who will then contact your child's school district and discuss further actions.
- **It is imperative that you notify SAP as soon as possible.**

Close Contact

- If your child has had close contact with a person known to be infected with COVID-19, or someone in your household is diagnosed with COVID-19, or your child has traveled to an area of high risk transmission, your child should remain at home and his/her district will contact you in regards to the next steps that should be taken.

Emergency Contact Information

- During the intake process, please confirm that your contact information for yourself and emergency contact designees are correct, in order to ensure that you are able to receive notifications from SAP regarding your child's health during the school day.

Should your child be identified while at SAP with any of the above-mentioned symptoms, please ensure that your child will be picked up from SAP within an hour of the first notification.

Your cooperation in adhering to these guidelines is critical to protecting the health and safety of our school community. We truly appreciate your support.

Sincerely,

Mitchell S. Badiner

MB:eh



Suspension Alternative Program (SAP)

284 Hackensack Avenue, Hackensack, NJ 07601
 Maria Pesantes, Program Coordinator
 Program Phone: (201) 343-6000 ext. 2422 / SAP@bergen.org
 Fax: (201)342-1541

Student Referral

Student Name: _____ D.O.B. _____

Address: _____ City: _____

Home Phone: _____ Emergency Phone: _____

Parent/Guardian: _____ Relationship: _____

School Attending: _____ Case Manager/Counselor: _____

School Phone: _____ SAP Rep Email: _____

Sending School SAP Rep: _____ Rep Phone: _____

Start Date of Program: _____ Intake Appointment Time: _____

End Date of Program: _____ Exit Appointment Date/Time: _____ **MUST ATTEND FIVE DAYS**

ENTRY INTAKE: Parent(s)/guardian(s) are requested on or prior to the first morning of program to schedule an entry conference with student and a Counselor from the BC Division of Family Guidance via phone conference/virtual conference.

Parent/guardian virtual phone ****For virtual please indicate a platform available to you. For a phone conference, please indicate phone number where parent/guardian can be reached on first day of program:**

ATTENDANCE: Students are required to attend program for five days, student or parent should report absences to (201) 343-6000 ext. 2422. Should student be absent without proper notification, school and parent/guardian will be notified immediately.

TRANSPORTATION: Indicate how student will arrive and get home from program, parents/guardians may transport on first morning of program. Bus tickets will be provided to students who utilize public transportation for remainder of program.

	Arrival 9:00am	Departure 2:30pm	NJ Transit Bus # if known: _____
Day 1			
Day 2			
Day 3			
Day 4			
Day 5			

LIST ANY MEDICATION/HEALTH ISSUES/ALLERGIES:

School Nurse: _____ Phone: _____

Will the SAP staff be required to administer medication: Yes No

IMPORTANT: **THE DISTRICT NURSE MUST COMPLETE THIS PORTION. If there are any medical issues/allergies or medications distribution please contact the SAP Coordinator in order to receive the appropriate forms which must be medication administration/significant health issues whereas the student has a treatment plan on file in district can be admitted without completing the appropriate medical consents provided by the SAP nurse.

LUNCH CAN BE PROVIDED FOR ALL STUDENTS:

ALL STUDENTS CAN RECEIVE LUNCH AT NO COST FOR THE 2021-2022 SCHOOL YEAR.

Other Support Agency Involvement:			Name	Phone # (if known)
Probation	<input type="checkbox"/> Y	<input type="checkbox"/> N	Probation Officer:	
Mental Health Ctr/Therapist	<input type="checkbox"/> Y	<input type="checkbox"/> N	Mental Health Ctr:	
Recent Hospitalization	<input type="checkbox"/> Y	<input type="checkbox"/> N		
DYFS	<input type="checkbox"/> Y	<input type="checkbox"/> N	DYFS Worker:	
Other:	<input type="checkbox"/> Y	<input type="checkbox"/> N		

BRIEFLY IDENTIFY WHY STUDENT IS ATTENDING THE SAP:

- Anger Management Issues: Peers Adults Authority Figures
- Exhibits Aggressive Non-Aggressive Physical Assaults Verbal Assaults
- Aggressive Behaviors Shuts Down Non-Compliance Other: _____
- Inability to Focus in Classes Physical Verbal Towards: Peers Adults
- Inability to follow school attendance policy Substance Abuse
- Repetitive Inappropriate Behaviors, Identify: _____
- Bus Incidents, Identify: _____
- Inability to Cope with School Environment: _____
- Inability to Follow School Rules: _____
- Other, Identify: _____

(PLEASE ATTACH ALL RELEVANT INCIDENT REPORTS AND A COPY OF CURRENT CLASS SCHEDULE)

Identify Student's Coping Strategies: _____

Student goals during attendance at SAP: _____

BEFORE the student may begin at SAP the following must be received: MOA, this two-page signed referral and five days of academic assignments. In an emergency contact (201) 343-6000 ext. 4070 Mitchell Badiner, Director of Instruction.

PARENT/GUARDIAN PERMISSION: I give my son or daughter permission to attend the Suspension Alternative Program and participate in all components as described above, BCSS/DFG Counseling/Therapeutic services, The Center for Family Life Education Planned Parenthood Program at SAP, and mentoring.

Parent Signature: _____ **Date:** _____

PARENT/GUARDIAN PERMISSION: Given by phone for student to attend.

I _____ have contacted _____ by phone on _____
 (Staff Member Name) (Parent/Guardian Name)
 _____ (Date) _____ (Time)



Suspension Alternative Program (SAP)

284 Hackensack Avenue, Hackensack, NJ 07601

Maria Pesantes, Program Coordinator

Program Phone: (201) 343-6000 ext. 2422 / SAP@bergen.org

Fax: (201)342-1541

“Fact Sheet”

The Bergen County Special Services School District (BCSS) and the Bergen County Technical Schools District (BCTS), conducts "SAP" in collaboration with the Bergen County Division of Family Guidance (DFG). Its goal is to provide Bergen County students, grades 7–12 with proactive interventions prior to an out-of-school suspension that will address students' emotional, behavioral, and academic functioning.

BCSS & BCTS will provide the student participants, academic support. DFG will provide the therapeutic interventions. An advisory council will provide on-going evaluations and recommend program modifications.

WHO:

- Students, grades 7-12 who attend BCSS or BCTS Schools, other designated BC schools that have a signed MOA with the SAP program.
- Students in danger of being suspended or in need of a short term alternative setting.
- SAP staff includes – 1 teacher (BCSS), 1 clinical case manager (DFG), and 1 coordinator (BCSS). SAC counseling (as appropriate) will continue with school SAC counselor (BCSS and BCTS).

WHAT:

- Mandatory 5 (Five) day program (exclusive of school holidays), 9:00am – 2:30pm.
- Cohorts will remain consistent weekly, Monday-Friday.
- Not counted as a suspension. Student attendance called into home district each day.
- Students who miss a day of the SAP, due to COVID will be unable to make up a day, but could extend to an additional week when available, in order to keep cohorts consistent.
- Program consists of academic make up, clinical and therapeutic interventions and mentoring.

WHERE:

- 284 Hackensack Avenue, Hackensack, NJ 07601. (GPS ADDRESS: 11 Carol Court, Hackensack, NJ 07601)
- Phone (201) 343-6000 ext. 2422
- Emergency contact: Mitchell Badiner, Director of Instruction (201) 342-6000 ext. 4070
- Fax: (201) 342-1541

HOW:

- School principal or designee refers students to SAP via phone call to the Coordinator.
- Student accepted into program and start date will be confirmed.
- Parent notified by district – start date given to parent, parent/guardian requested to attend an intake meeting (usually one hour) on/or prior to the first morning of program via virtual/phone conference, in order to be interviewed by a counselor from the DFG.** Conferences will only be able to be conducted phone or virtually until further notice.
- District and parent determine transportation needs.
- SAP Referral Package must be completed and received for review **prior to student start date.**

Referral packet must include:

1. Student Referral form (two pages) including parental consent for SAP participation.
2. Any other relevant information including incident reports, medical releases/information & class schedule.
3. ****PLEASE NOTE THE NURSE MUST COMPLETE THE MEDICAL PORTION OF REFERRAL.**
4. Academic assignments, including any books necessary must be provided to SAP prior to the day a student starts.

SAP "Fact Sheet"

TRANSPORTATION:

- Day 1 (One) student arrives to program in the morning and attends intake interview with counselor from DFG staff (approximately 1 (One) hour). Parent should be available for intake via phone conference/virtual conference, information and an appointment time should be schedule prior to start date.
- **Please establish transportation with student prior to start date.**
- Bus tickets are provided for students utilizing public transportation.
- Students will be dismissed from the SAP at 2:30pm. **Please call if you require assistance with NJ Transit buses.**
- *****Parent/Guardian or designee must be available for immediate pick should any issue or concerns arise.**

PROGRAM LOGISTICS AND STRUCTURE:

- Student attendance is reported to the student's district by SAP staff.
- Day 1 (One): student and family assessment- parent/guardians must be available on first day/or prior to start for a family intake and program orientation, approximately 1 (One) hour.
- Program components – academic makeup, therapeutic interventions, mentoring, and lunch.
- Daily goal setting is based on school referral information.
- Therapeutic interventions are based on school referral information.
- Daily journal entries and student evaluation of personal goals.
- Building blocks – Problem solving, stress management, goal setting, anger management and communication.
- **Lunch will be provided for all students free of charge.**
- SAP staff will outreach to student's case manager or counselor a minimum of twice during program.
- Discharge summary and recommendations presented on last day of program during exit meeting via phone conference/virtual conference with student, DFG representative, District REP, BCSS or BCTS representative and parent/guardian.
- Written information will be returned to school upon completion of SAP.

OUTCOME:

- Proactive and positive student centered approach to change negative behavioral patterns.
- Linkage to the DFG for any on-going support that may be needed.
- 1 (One) month follow-up by SAP staff.
- Goals established for student in SAP will continue to be monitored by school staff.
- Follow up of student status will be evaluated by BCSS SAP Coordinator.



Suspension Alternative Program (SAP)

284 Hackensack Avenue, Hackensack, NJ 07601

Maria Pesantes, Program Coordinator

Program Phone: (201) 343-6000 ext. 2422 / SAP@bergen.org

Fax: (201)342-1541

SCHOOL'S SAP CHECK LIST

1. Sending District Principal or designee refers student to the Suspension Alternative Program (SAP) via phone call to Maria Pesantes, Program Coordinator and start date is given by SAP staff.
2. Parent/Guardian will be notified by Sending District of start date. Parent/guardian must attend a SAP orientation/ family intake on first day of the program or prior to first day of program, approximately 1 (One) hour, which will be conducted by phone or virtually. Please contact SAP in order to make arrangements, 201-343-6000 x2422.
3. Sending District and Parent/Guardian will determine transportation needs. Bus tickets will be supplied for student by the SAP should they utilize Public Transportation.
4. Student Referral Form is to be completed and returned to SAP by sending school prior to start date.
 - Academics/Consult School Nurse regarding any known medical issues/allergies or medical administration.
 - Lunch status (i.e.: free/reduced/full price) ***
 - Emergency Phone Number
 - Parental/Guardian Permission Signed
 - Student Goals
 - All forms to be faxed (201) 342-1541 to SAP prior to students start date emailed to SAP@bergen.org
5. Five days of academic work, including books or materials must be provided to SAP prior to the students first day, arrangements must be made in order to do so.
6. A case manager/counselor/SAC from sending school must attend intake and exit interviews via phone conference/virtual conference.
7. Parent/guardian is encouraged to attend exit interview. A parent/guardian should be available for a conference call / virtual call which can be arranged to meet their scheduling needs, so that they may be included.

Lunch is provided for each student at the SAP program. Students are not allowed out for lunch.

Teaneck Board Of Education Comprehensive Maintenance plan

	2020 - 2021Actual	2021-2022 Budgeted	2022-2023 Planned
Teaneck HS	\$ 890,279	\$ 558,128	\$ 569,290
	Regular inspection, testing and adjustment of building systems (boilers/burners boiler water treatment. fire alarm. burglar alarm elevator etc.) Repair and or replacement of various pumps, valves and traps and other heating & plumbing system components.	Regular inspection, testing and adjustment of building systems (boilers/burners boiler water treatment. fire alarm. burglar alarm elevator etc.) Repair and or replacement of various pumps, valves and traps and other heating & plumbing system components.	Regular inspection, testing and adjustment of building systems (boilers/burners boiler water treatment. fire alarm. burglar alarm elevator etc.) Repair and or replacement of various pumps, valves and traps and other heating & plumbing system components.
Benjamin Franklin MS	\$ 411,920	\$ 258,238	\$ 263,403
	Regular inspection, testing and adjustment of building systems (boilers/burners boiler water treatment. fire alarm. burglar alarm elevator etc.) Repair and or replacement of various pumps, valves and traps and other heating & plumbing system components.	Regular inspection, testing and adjustment of building systems (boilers/burners boiler water treatment. fire alarm. burglar alarm elevator etc.) Repair and or replacement of various pumps, valves and traps and other heating & plumbing system components.	Regular inspection, testing and adjustment of building systems (boilers/burners boiler water treatment. fire alarm. burglar alarm elevator etc.) Repair and or replacement of various pumps, valves and traps and other heating & plumbing system components.
Thomas Jefferson MS	\$ 433,180	\$ 271,567	\$ 276,998
	Regular inspection, testing and adjustment of building systems (boilers/burners boiler water treatment. fire alarm. burglar alarm elevator etc.) Repair and or replacement of various pumps, valves and traps and other heating & plumbing system components.	Regular inspection, testing and adjustment of building systems (boilers/burners boiler water treatment. fire alarm. burglar alarm elevator etc.) Repair and or replacement of various pumps, valves and traps and other heating & plumbing system components.	Regular inspection, testing and adjustment of building systems (boilers/burners boiler water treatment. fire alarm. burglar alarm elevator etc.) Repair and or replacement of various pumps, valves and traps and other heating & plumbing system components.
Bryant	\$ 194,001	\$ 121,622	\$ 124,054
	Regular inspection, testing and adjustment of building systems (boilers/burners boiler water treatment. fire alarm. burglar alarm elevator etc.) Repair and or replacement of various pumps, valves and traps and other heating & plumbing system components.	Regular inspection, testing and adjustment of building systems (boilers/burners boiler water treatment. fire alarm. burglar alarm elevator etc.) Repair and or replacement of various pumps, valves and traps and other heating & plumbing system components.	Regular inspection, testing and adjustment of building systems (boilers/burners boiler water treatment. fire alarm. burglar alarm elevator etc.) Repair and or replacement of various pumps, valves and traps and other heating & plumbing system components.
Hawthorne	\$ 204,631	\$ 128,286	\$ 130,852
	Regular inspection, testing and adjustment of building systems (boilers/burners boiler water treatment. fire alarm. burglar alarm elevator etc.) Repair and or replacement of various pumps, valves and traps and other heating & plumbing system components.	Regular inspection, testing and adjustment of building systems (boilers/burners boiler water treatment. fire alarm. burglar alarm elevator etc.) Repair and or replacement of various pumps, valves and traps and other heating & plumbing system components.	Regular inspection, testing and adjustment of building systems (boilers/burners boiler water treatment. fire alarm. burglar alarm elevator etc.) Repair and or replacement of various pumps, valves and traps and other heating & plumbing system components.

Teaneck Board Of Education Comprehensive Maintenance plan

	2020 - 2021 Actual	2021-2022 Budgeted	2022-2023 Planned
Lowell	\$ 194,001	\$ 121,646	\$ 124,079
	Regular inspection, testing and adjustment of building systems (boilers/burners boiler water treatment. fire alarm. burglar alarm elevator etc.) Repair and or replacement of various pumps, valves and traps and other heating & plumbing system components.	Regular inspection, testing and adjustment of building systems (boilers/burners boiler water treatment. fire alarm. burglar alarm elevator etc.) Repair and or replacement of various pumps, valves and traps and other heating & plumbing system components.	Regular inspection, testing and adjustment of building systems (boilers/burners boiler water treatment. fire alarm. burglar alarm elevator etc.) Repair and or replacement of various pumps, valves and traps and other heating & plumbing system components.
Whittier	\$ 225,865	\$ 141,598	\$ 144,430
	Regular inspection, testing and adjustment of building systems (boilers/burners boiler water treatment. fire alarm. burglar alarm elevator etc.) Repair and or replacement of various pumps, valves and traps and other heating & plumbing system components.	Regular inspection, testing and adjustment of building systems (boilers/burners boiler water treatment. fire alarm. burglar alarm elevator etc.) Repair and or replacement of various pumps, valves and traps and other heating & plumbing system components.	Regular inspection, testing and adjustment of building systems (boilers/burners boiler water treatment. fire alarm. burglar alarm elevator etc.) Repair and or replacement of various pumps, valves and traps and other heating & plumbing system components.
Theodora Smiley Lacey	\$ 103,671	\$ 64,969	\$ 66,268
	Regular inspection, testing and adjustment of building systems (boilers/burners boiler water treatment. fire alarm. burglar alarm elevator etc.) Repair and or replacement of various pumps, valves and traps and other heating & plumbing system components.	Regular inspection, testing and adjustment of building systems (boilers/burners boiler water treatment. fire alarm. burglar alarm elevator etc.) Repair and or replacement of various pumps, valves and traps and other heating & plumbing system components.	Regular inspection, testing and adjustment of building systems (boilers/burners boiler water treatment. fire alarm. burglar alarm elevator etc.) Repair and or replacement of various pumps, valves and traps and other heating & plumbing system components.
District Total	\$ 2,657,549	\$ 1,666,053	\$ 1,699,374

DRAFT

AIA® Document G701™ - 2017

Change Order

PROJECT: <i>(Name and address)</i> Teaneck Public Schools ESIP 651 Teaneck Road Teaneck, NJ 07666	CONTRACT INFORMATION: Contract For: Guaranteed Energy Savings Date: May 14, 2018	CHANGE ORDER INFORMATION: Change Order Number: 1 Date: 6/11/2021
OWNER: <i>(Name and address)</i> Teaneck Public Schools 651 Teaneck Road Teaneck, NJ 07666	ARCHITECT: <i>(Name and address)</i> N/A	CONTRACTOR: <i>(Name and address)</i> Energy Systems Group, LLC 9877 Eastgate Court Newburgh, IN 47630

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Change Order to revise Exhibit A Scope of Work to include work added to the project via Change Estimates 1, 2, 3, 4, 6 and 9 and to delete work deducted from the project by Change Estimate 7. The Change Estimates are attached as Exhibit 1. This Change Order does not alter the Maximum Contract Price. The dollar values shown in Exhibit 1 include the hard costs for work added to or deducted from the Scope of Work at Owner's request. The project costs have been adjusted as detailed in the AIA Continuation Sheet attached as Exhibit 2 to this Change Order, which also includes a reduction of \$4.61 to remove cost mistakenly included as part of the Thermco purchase order associated with the boiler work.

The original Contract Sum was	\$	7,562,750.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	7,562,750.00
The Contract Sum will be unchanged by this Change Order in the amount of	\$	0.00
The new Contract Sum including this Change Order will be	\$	7,562,750.00
The Contract Time will be unchanged by Zero (0) days.		
The new date of Substantial Completion will be N/A		

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

N/A	Energy Systems Group, LLC	
ARCHITECT <i>(Firm name)</i>	CONTRACTOR <i>(Firm name)</i>	OWNER <i>(Firm name)</i>
SIGNATURE	SIGNATURE	SIGNATURE
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
DATE	DATE	DATE

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 User Notes:

(3B9ADA13)

EXHIBIT 2

Based on AIA DOCUMENT G703

CONTINUATION SHEET

Based on AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 13
 APPLICATION DATE: 10/15/2021
 PERIOD TO: 10/15/2021
 ESG JOB NUMBER: CPBW100575

A	B	C	D	E	F	G	H	I	J	K	L
ITEM NO.	DESCRIPTION OF WORK	ORIGINAL SCHEDULED VALUE	SCHEDULED VALUE FROM PREVIOUS APPLICATION	CURRENT PERIOD ADJUSTMENTS	CURRENT SCHEDULED VALUE	WORK COMPLETED		TOTAL COMPLETED AND STORED TO DATE (G+H)	% COMPLETE	BALANCE TO FINISH (F - I)	RETAINAGE 2%
						FROM PREVIOUS APPLICATION	THIS PERIOD				
1-1	Investment Grade Energy Audit - 3.0%	184,833.00	175,641.82	8,027.72	183,669.54	168,436.88	(0.00)	168,436.88	91.71%	15,232.67	3,368.74
1-3	Design Engineering Fees - 1.0%	61,611.00	58,547.27	2,675.91	61,223.18	56,145.62	0.00	56,145.62	91.71%	5,077.56	1,122.91
1-4	Construction & Project Management Administration - 5.5%	338,861.00	322,010.00	14,717.49	336,727.49	308,800.94	(0.00)	308,800.94	91.71%	27,926.56	6,176.02
1-5	System Commissioning - 0.5%	30,806.00	29,273.64	1,337.95	30,611.59	28,072.82	(0.00)	28,072.82	91.71%	2,538.78	561.46
1-6	Equipment Initial Training Fees - 0.5%	30,806.00	29,273.64	1,337.95	30,611.59	28,072.82	(0.00)	28,072.82	91.71%	2,538.78	561.46
1-7	ESCO Overhead - 7.0%	431,276.00	409,830.91	18,731.35	428,562.26	393,019.37	0.00	393,019.37	91.71%	35,542.89	7,860.39
1-8	ESCO Profit - 5.25%	323,457.00	307,373.19	14,048.51	321,421.70	294,764.54	(0.00)	294,764.54	91.71%	26,657.17	5,895.29
1-9	Comprehensive LED Lighting Upgrades - Teaneck HS	357,574.00	346,960.00	0.00	346,960.00	346,960.00	0.00	346,960.00	100.00%	-	6,939.20
1-10	Install VFD's and Premium Motor Upgrades for HVAC	33,685.00	32,580.08	0.00	32,580.08	32,580.08	0.00	32,580.08	100.00%	-	651.60
1-11	Direct Install Program (Lighting)	696,698.00	615,695.28	0.00	615,695.28	615,695.28	0.00	615,695.28	100.00%	-	12,313.91
1-12	Plug Load Controls	44,952.00	34,407.05	(1,035.00)	33,372.05	33,372.05	0.00	33,372.05	100.00%	-	667.44
1-13	Combined Heat and Power (35kW)	335,500.00	324,495.07	6,830.00	331,325.07	324,495.07	0.00	324,495.07	97.94%	6,830.00	6,489.90
1-14	Computer Power Management Software	30,875.00	28,400.00	0.00	28,400.00	28,400.00	0.00	28,400.00	100.00%	-	568.00
1-15	Refrigeration Controls	42,684.00	35,466.50	0.00	35,466.50	35,466.50	0.00	35,466.50	100.00%	-	709.33
1-16	Fuel Use Economizers (Hot Water Boilers)	39,270.00	-	0.00	0.00	0.00	0.00	0.00	100.00%	-	-
1-17	Direct Install Program Fuel Use Economizers (Steam)	4,916.00	4,343.84	0.00	4,343.84	4,343.84	0.00	4,343.84	100.00%	-	86.88
1-18	Direct Install Program Low-flow Domestic Hot Water	597.00	443.57	0.00	443.57	443.57	0.00	443.57	100.00%	-	8.87
1-19	Replace Rooftop Cooling Unit at Whittier Elementary	134,922.00	135,540.00	0.00	135,540.00	96,176.00	0.00	96,176.00	70.96%	39,364.00	1,923.52
1-20	Replace Cooling in Media Centers BFMS	70,018.00	55,590.00	0.00	55,590.00	55,590.00	0.00	55,590.00	100.00%	-	1,111.80
1-21	Replace Cooling in Media Centers Lowell	34,312.00	70,000.00	18,905.00	88,905.00	59,959.00	0.00	59,959.00	67.44%	28,946.00	1,199.18
1-22	Condensing Hot Water Boiler Plant (Teaneck HS)	1,037,479.00	1,001,720.80	(4,61)	1,001,716.19	1,001,716.19	0.00	1,001,716.19	100.00%	-	20,034.32
1-23	Condensing Hot Water Boiler Plant (HS Headers)	284,900.00	268,117.13	0.00	268,117.13	262,936.42	0.00	262,936.42	98.07%	5,180.71	5,258.73
1-24	Replace Steam Traps	198,580.00	179,900.00	0.00	179,900.00	179,900.00	0.00	179,900.00	100.00%	-	3,598.00
1-25	Replace DHW Tank at BFMS	50,070.00	119,912.00	0.00	119,912.00	77,519.00	0.00	77,519.00	64.65%	42,393.00	1,550.38
1-26	Refurbish Cooling Tower	22,638.00	20,490.00	0.00	20,490.00	20,490.00	0.00	20,490.00	100.00%	-	409.80
1-27	Upgrade Building Management System	413,584.00	330,190.00	30,150.00	360,340.00	330,190.00	0.00	330,190.00	91.63%	30,150.00	6,603.80
1-28	Operational Verification and HVAC Improvements	163,130.00	164,400.00	0.00	164,400.00	150,000.00	0.00	150,000.00	91.24%	14,400.00	3,000.00
1-29	Building Envelope Weatherization	257,632.00	203,891.00	0.00	203,891.00	203,891.00	0.00	203,891.00	100.00%	-	4,077.82
1-30	Repair Missing Piping Insulation	113,334.00	89,693.00	0.00	89,693.00	89,693.00	0.00	89,693.00	100.00%	-	1,793.86
1-31	Construction Contingency	542,500.00	-	0.00	0.00	0.00	0.00	0.00	100.00%	-	-
1-32	Unit Ventilator Refurbishment at HS First Floor	132,000.00	452,030.70	67,936.81	519,967.51	426,619.59	0.00	426,619.59	82.05%	93,347.92	8,532.39
1-33	Unit Ventilator Replacement at HS Second Floor	438,625.00	585,249.00	63,226.21	648,475.21	540,583.56	0.00	540,583.56	83.36%	107,891.65	10,811.67
1-34	Unit Ventilator Replacement at HS Third Floor	680,625.00	755,212.32	81,582.33	836,794.65	697,542.37	0.00	697,542.37	83.36%	139,252.28	13,950.85
	Total Hard Costs Incurred		5,854,727.34	267,590.74	6,122,318.08	5,614,562.52		5,614,562.52	91.71%	507,755.56	112,291.25
	PROJECT TOTALS	7,562,750.00	7,186,677.81	328,467.63	7,515,145.44	6,891,875.51	(0.02)	6,891,875.51	91.71%	623,269.95	137,837.51

Current estimate of hard costs	6,122,318.08
Markup allowed at 22.75%	1,392,827.36
Total anticipated contract value	7,515,145.44
Guaranteed Maximum Contract Price	7,562,750.00
Unutilized contract balance	47,604.56

Total completed and stored to date as of 9/30/21	6,891,875.51
Current Retainage	137,837.51
Net payment value to retain as of 9/30/21	6,754,038.00
Payments received as of 09/29/21	6,620,358.96
Current Invoice Amount Due/(Credit)	133,679.04

Change Estimate Approval Form

Project: Teaneck Public Schools ESIP

CE #: CE #1 R3

Change: Upgrade HS fuses in existing switchgear

Date: 10/07/2021

Description of Work:

(From Concord Proposal dated 3-8-2021)
 Due to the existing conditions and the loads required for connecting both the Solar and CHP, we are proposing the replacement of the 3000amp fuses within the existing gear with 2500amp fuses which will de-rate the overall capacity of the gear but based on historical energy consumption, the most the school used during a peak period is 750amps or 25% of its rated capacity.

In order to execute the replacement of the fuses, we need to coordinate a shutdown with PSE&G which was not required for our interconnect as the service disconnect is upstream from our gear connection. Below is a breakdown of our costs and the basis of this change order for consideration:

- PSE&G Shutdown Fees - \$2,500.00
- 2500 Fuse Cost - \$3,000.00 (\$1,000.00 Each)
- Manpower - \$580.00
- Total Change Order Cost from Concord - \$6,080.00

Bond:	\$750.00
ESG Mark Up 22.75%:	\$1,553.83
Total Change Order Value:	\$8,383.83

As an additional point, this work is not required to facilitate the Solar installation which already has an approved utility interconnect agreement but would be required for the CHP interconnection effort once that application is approved by the utility. If desired, the Board could contract with the CHP firm to execute this design and installation as part of their contract. Concord and Infniti worked diligently to develop a solution that minimized impact to the project schedule, solar output and project costs. This is the best solution for the district as the existing gear is not fully loaded and any future school expansions/additions would require gear replacement anyway due to its age and location.

Schedule Impact: No

Y = Yes / N = No

No. of Days Impacted: 0

Energy Guarantee Impact: No

Y = Yes / N = No


Revised Completion Date: 9/1/2021


Total Change Request: \$8,383.83

Change Request to be Funded by: \$0
 \$8,383.83

Change Order
 Owner Contingency

Approval:

Signed: 
Name: Melissa Simmons
Title: Business Administrator/Board Secretary
Company: Teaneck Public Schools
Date: 10/7/21

Signed: 
Name: Anthony D'Angelo
Title: Director Bldg & Grounds
Company: Teaneck Public Schools
Date: 10/7/21

Change Estimate Approval Form

Project: Teaneck Public Schools ESIP

CE #: CE #2 R2

Change: Difference in Value to Upgrade from CU's to VRF System

Date: 10/07/2021

Description of Work:

Energy Systems Group ECM 3-5 was originally slated to be the change out of (4) condensing units at the Lowell Elementary School that served the Media Center. That work was included in the Direct Install contract work at a greatly subsidized rate by the State of New Jersey's Direct Installation program. That ECM was scheduled for a cost of \$34,312.00

Unfortunately when the contractor did his final survey prior to installation it was discovered that those units were not eligible for the Direct Install program since they are part of a unit ventilator split system. We negotiated with the contractor and arranged for the change out to be done as planned for a final cost of \$70,000.

We were advised by Anthony & Colin that the condensing unit change out would not be an acceptable solution for the District since there were nuisance freeze ups of the unit ventilator coils. We got pricing to install a complete VRF cooling only system, tied into Lowell's control system for a total of \$88,905.00

We would like to proceed with this additional work utilizing a portion of the District's remaining contract balance. The cost deducted from that total would be:

Contractor upgrade cost:	\$18,905.00
ESG Mark Up 22.75%:	\$4,300.88
Total:	\$23,205.88

Please advise if this is acceptable to the District.

Schedule Impact: Yes

Y = Yes / N = No

No. of Days Impacted: 45

Energy Guarantee Impact: No

Y = Yes / N = No

Revised Completion Date: 10/1/2021


Total Change Request: \$23,205.88

Change Request to be Funded by:

\$0
\$23,205.88

Change Order
 Owner Contingency

Approval:


Signed: 

Name: Melissa Simmons

Title: Business Administrator/Board Secretary

Company: Teaneck Public Schools

Date: 10/7/21

Signed: 

Name: Anthony D'Angelo

Title: Director Building & Grounds

Company: Teaneck Public Schools

Date: 10/7/21

Change Estimate Approval Form

Project: Teaneck Public Schools ESIP

GE #: CE #4 R1

Change: Add controls to (7) new FCU's in HS.

Date: 10/07/2021

Description of Work:

Energy Systems Group ECMs 5-5, 5-6 & 5-7 include the work associated with all (105) unit ventilators on site. During site walk through (7) Fan Coil units were discovered. They are special in that they provide outside air to the spaces they serve much like a unit ventilator. We were able to capture the equipment cost through negotiation with the installing contractor. However we do need to upgrade the controls at additional cost.

We would like to proceed with this additional work utilizing a portion of the District's remaining contract balance. The cost deducted from that total would be:

Contractor upgrade cost:	\$19,600.00
ESG Mark Up 22.75%:	\$4,459.00
Total:	\$24,059.00

Please advise if this is acceptable to the District.

Schedule Impact: Yes Y = Yes / N = No

No. of Days Impacted: 45


Energy Guarantee Impact: No Y = Yes / N = No

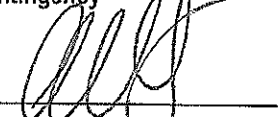
Revised Completion Date: 10/1/2021


Total Change Request: \$24,059.00

Change Request to be Funded by:	\$0
	\$24,059.00

Change Order
 Owner Contingency

Approval:
 Signed: 

Signed: 

Name: Melissa Simmons
Title: Business Administrator/Board Secretary
Company: Teaneck Public Schools
Date: 

Name: Anthony D'Angelo
Title: Director Bldg & Grounds
Company: Teaneck Public Schools
Date: 10/7/21

Change Estimate Approval Form

Project: Teaneck Public Schools ESIP

GE #: CE #3 R1

Change: Difference to upgrade 1st floor High School Unit Ventilators to New.

Date: 10/07/2021

Description of Work:

Energy Systems Group ECM 5-5 was originally slated to be the refurbishment of (34) existing unit ventilators. That ECM was scheduled for a cost of \$132,000.00. Please see below for the cost difference to remove the existing unit ventilators and install (34) new units complete.

We would like to proceed with this additional work utilizing a portion of the District's remaining contract balance. The cost deducted from that total would be:

Contractor upgrade cost:	\$193,145.00
ESG Mark Up 22.75%:	\$43,940.56
Total:	\$237,085.91

Please advise if this is acceptable to the District.

Schedule Impact: Yes Y = Yes / N = No **No. of Days Impacted:** 45

Energy Guarantee Impact: No Y = Yes / N = No **Revised Completion Date:** 10/1/2021

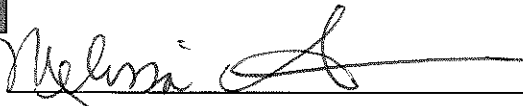
Total Change Request: \$237,085.91

Change Request to be Funded by:

\$0
\$237,085.91

Change Order
Owner Contingency

Approval:


Signed: 

Name: Melissa Simmons

Title: Business Administrator/Board Secretary

Company: Teaneck Public Schools

Date: 10/7/21

Signed: 

Name: Anthony D'Angelo

Title: Director of Facilities & Grounds

Company: Teaneck Public Schools

Date: 10/7/21

Change Estimate Approval Form

Project: Teaneck Public Schools ESIP

CE #: CE #6 R2

Change: Reconciliation of Additional Work Completed to Date

Date: 10/07/2021

Description of Work:

Energy Systems Group has completed additional work at District request. This document is to confirm the changes made to date that have been included in the hard cost adjustment made in the February invoice.

There is no additional cost to the District and this has no impact on the remaining funding noted on the February bill. Below is to communicate scope change and the value already in the adjustment:

	Work Cost	Final Cost w/MU
Boiler room domestic water tank & pumps	\$82,660	\$101,465
Condenser water pumps	\$61,970	\$76,068
Additional ceiling painting for DI lighting at Lowell & Whittier	\$15,500	\$19,026
Tie BFMS new splits into BMS system	\$7,500	\$9,206
Change out remaining pneumatic valves in boiler room	\$19,590	\$24,047
Lacey boiler room insulation	\$3,980	\$4,885
Lacey tunnel insulation	\$10,800	\$13,257
HS window repairs	\$24,670	\$30,282
Boiler room remove additional expansion tanks	\$3,000	\$3,683
Boiler room add water treatment to replace old existing	\$3,681	\$4,518
BFMS BMS Tie in for DWH	\$11,980	\$14,705
Total:	\$245,331	\$301,143.80

Please advise if this is acceptable to the District.

Only need to add scope to change order. Costs have already been included in AIA as of February 2021.

Schedule Impact: Yes

Y = Yes / N = No

No. of Days Impacted: 45

Energy Guarantee Impact: No

Y = Yes / N = No

Revised Completion Date: 10/1/2021

Total Change Request: \$0.00

Change Request to be Funded by: \$0
\$0.00

Change Order
 Owner Contingency

Approval:

Signed: 

Name: Melissa Simmons

Title: Business Administrator/Board Secretary

Company: Teaneck Public Schools

Date: 10/7/21

Signed: 

Name: Anthony D'Angelo

Title: Director Bldg & Grounds

Company: Teaneck Public Schools

Date: 10/7/21

Change Estimate Approval Form

Project: Teaneck Public Schools ESIP

CE #: CE #7 R1

Change: Credit not to provide (74) power strips

Date: 10/07/2021

Description of Work:

Energy Systems Group ECM 2-1 was originally slated to provide the customer (75) power strips as part of the Plug Load Control system. It was found that they were not necessary and could not be used by the District for energy savings.

This change will add money to the unused contract balance as follows:

Contractor credit:	\$1,035.00
ESG Mark Up 22.75%:	\$235.46
Total Credit:	\$1,270.46

Please advise if this is acceptable to the District.

Schedule Impact: No Y = Yes / N = No

No. of Days Impacted:

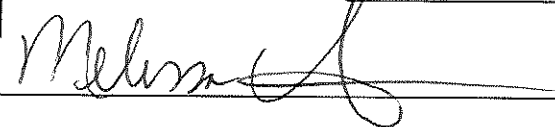
Energy Guarantee Impact: No Y = Yes / N = No

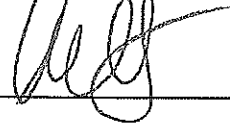
Revised Completion Date:

Total Change Request:

Change Request to be Funded by:	\$0
	-\$1,270.46

Change Order
 Owner Unused Contract Balance

Approval:
 Signed: 
 Name: Melissa Simmons
 Title: Business Administrator/Board Secretary
 Company: Teaneck Public Schools
 Date: 10/7/21

Signed: 
 Name: Anthony D'Angelo
 Title: Director Building & Grounds
 Company: Teaneck Public Schools
 Date: 10/7/21

Change Estimate Approval Form

Project: Teaneck Public Schools ESIP

CE #: CE #9 R1

Change: Pennetta Additional Work on ECM 5-5,5-6 & 5-7

Date: 10/07/2021

Description of Work:

Pennetta has provided additional work at the District's request during the installation of the unit ventilators at Teaneck High School.

There is no additional cost to the District, the funding will come from the remaining discretionary funds in the ESIP contract.

	Work Cost	Final Cost w/MU
District requested UV power connection be relocated to the side Of the unit ventilator without water.	\$13,500.00	\$16,571.25
Relocate two unit ventilators to offices not included in the project design	\$2,450.00	\$3,007.38
The District requested protection from future freeze up damages In (6) specialty classrooms.	\$14,200.00	\$17,430.50
Total:	\$30,150.00	\$37,009.13

Please advise if utilizing the discretionary funding for this work is acceptable to the District.

Schedule Impact: No

Y = Yes / N = No

No. of Days Impacted: 0

Energy Guarantee Impact: No

Y = Yes / N = No

Revised Completion Date:

Total Change Request: \$37,009.13

Change Request to be Funded by: \$0
 \$37,009.13

Change Order
 Owner Contingency


Approval:
Signed: 

Name: Melissa Simmons

Title: Business Administrator/Board Secretary

Company: Teaneck Public Schools

Date: 10/7/21

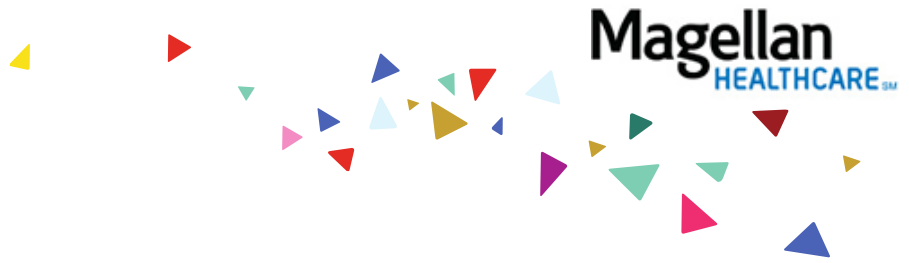
Signed: 

Name: Anthony D'Angelo

Title: Director Bldg & Grounds

Company: Teaneck Public Schools

Date: 10/7/21



Employee Assistance Program

Proposal

Monday, September 27, 2021

Teaneck Public Schools

Magellan Healthcare, Inc. | oharet@magellanhealth.com

Information submitted by Magellan in response to this proposal is confidential, proprietary, and not publicly available, and any such use thereof shall be solely for the purpose of evaluating and considering the purchase of Magellan's proposed services. By receipt of such information, each recipient agrees that such information will be kept confidential and used solely for this purpose unless otherwise allowed in writing by Magellan.

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9/27/2021



A Fresh Approach for Today's Workforce

Changing EAP to Meet the Needs of Today and Tomorrow

In this rapidly changing world with continually escalating costs, we understand that employers are looking for creative ways to offer benefits and help their staff on a variety of different levels. If you are among those employers, look no further. Now is the best time to be with Magellan. We are actively delivering a fresh approach to Employee Assistance Programs (EAPs).

Join us, and together we will build a new model that meets the needs of Teaneck Public Schools and your staff for now and the future. We recognize the strong market need for an organization that thinks about mental health, emotional wellbeing and quality of life. One that has deep clinical roots and uses adaptive technology to connect and fit with today's staff and their household members. We recognize the need for you to reduce your staff's stress and help them live healthier, more vibrant lives. You need them to be the strongest contributors they can be. This is where Magellan can help.

Leveraging key tenets of your staff's engagement and psychosocial needs, Magellan brings you a comprehensive and thoughtful ecosystem of resources, tools and services designed to help your staff and their household members grow to meet daily challenges and get assistance for more difficult situations. We combine industry-leading experience and clinical excellence with an unyielding commitment to innovation and technology to provide an EAP that will grow with your organization.

The Magellan Difference

Experience

With nearly **50 years of experience in EAP**, we serve national and global clients with diversified workforces in a variety of industries including retail, manufacturing, professional service organizations and financial services. We have built lasting—in some cases decades long—client relationships by focusing on exceptional customer service and delivering value at every stage in our journey together.

Clinical Excellence

We are passionate about helping employees successfully navigate through the ups and downs of their lives. **Nearly 50% of our staff have clinical designations (MD, RN, APRN, LCSW and PharmD)**. When your staff accesses the EAP by phone or video conference, our clinicians use a holistic approach to ensure all of their needs are met. Our nationwide network is over **174,600** providers and growing. Our goal is to provide assistance to your staff and their household members when and where they need it.

Commitment to Innovation

We continuously adapt our services by implementing new technology, new programs and new thinking. Recent innovations include counseling and coaching delivered through text, chat and video, clinically-proven mobile apps for specific conditions and our Member Well-being Platform. **We use agile thinking to deliver timely, quality products, and learn new ways we can lead humanity to healthy, vibrant lives.**

9/27/2021



Higher Education & Academic Industry Experience

Magellan delivers EAP services to nearly 70 academic institutions representing 164,000 covered lives, 12 of which are higher education clients with approximately 113,000 covered lives. Through serving these clients, we have deep knowledge of the higher education and academic field as well as its workforces' needs. We understand those in this field often face the challenge of cultivating, strengthening, and utilizing the wide-ranging talents and skills of the employee populations, which may be diverse in race, gender, disabilities, sexual orientation, and social class. This workforce frequently deals with maternity leave, child care, legal and financial issues. Critical-incident response (CIR) is also a very important facet of the EAP, especially in the wake of traumatic incidents such as on campus shootings. Additionally, we've hosted well-attended trainings – in person and online - for educational clients to help leaderships manage change and recognize depression among the employee population. Our strong history serving educational institutions has led to a solid understanding of their challenges and the flexibility necessary on our part to implement and manage an effective EAP. Our commitment to achieving your EAP goals coupled with our experience serving similar clients demonstrates why we are the right EAP to serve you.

Let's Meet Edward....

Edward is experiencing grief and depression due to a recent breakup. But he doesn't feel this warrants an in-person visit and is too nervous to see someone face-to-face. He is open to the idea of video chat, so he schedules a telehealth session on his lunch break between classes. After spending his lunch break talking through his concerns with an EAP counselor, he feels much better. He really likes his counselor and schedules another session, confident that with EAP telehealth, he can find constructive ways to work through this tough time. Edward is not alone—many of us just aren't comfortable talking face-to-face with a counselor even if we can find the time in our busy schedules. That's one of the many reasons why EAP telehealth is a terrific way to expand EAP access for your employees.



Inter-generational Workforce

Many of our customers have workforces that span generations —from Baby Boomers to Gen Z. Inter-generational workforces have different engagement and support needs. That's why our EAP offers both traditional and modern ways to communicate with and offer support to all your employees. For those who prefer a traditional approach, we offer brochures with tear-away wallet cards they can keep. We also offer traditional access modes like 24/7/365 access to licensed, Master's-level EAP clinicians who can help them talk through their concerns and help them identify the resources and tools they need to overcome their challenges.

For folks who really love their devices and apps, we offer digital therapy and apps, a mobile-optimized member portal, and much more. Our engagement support includes an Intranet tile, digital signage, and orientation videos that offer quick and easy ways to remind employees of the robust EAP support available.

9/27/2021



Diverse Workforce

We support diverse workforces by making sure our EAP support and resources can accommodate a variety of language and cultural needs. We contract with a seasoned language translation vendor that provides telephonic translation services for more than 300 languages. As a result, all staff at every Magellan care management center has the 24/7 capability to communicate with non-English speaking members—regardless of their language preferences—through the use of our translation service.

Our language translation vendor employs skilled professional interpreters who are specially trained in customer service and in medical, insurance, legal, financial, and emergency services terminology. Interpreters are bound by a HIPAA-compliant confidentiality agreement with Magellan not to disclose any information from the calls they translate. Individual interpreters also sign non-disclosure agreements with their employer, barring them from discussing the details of calls in which they participate.

We also recruit EAP network providers to ensure we can offer appropriate support for our customers' diverse workforces. Providers credentialed into our EAP network can submit their language proficiencies and cultural experience, which is tracked in our database so members can easily find a provider via the Provider Search online or through our EAP hotline. Additionally, our Member Well-being Platform uses Google translate, allowing the site to be easily translated into more than 100 languages.

We also maintain a responsive, customer service system that accommodates the special needs of all our members. We encourage those with hearing or speech impairments to call the national 711 code for access to Telecommunications Relay Services (TRS). A TRS operator then calls Magellan, acting as a liaison between the member and our staff. This service is fast and functional, and members can call from anywhere in the U.S.

Part-Time Employees

Many of our customers rely on employees who work part-time and often have other jobs, school, or family obligations to worry about, like significant family concerns or lack of support. In addition to coaching, counseling, and online services covered through the EAP, we can help by offering referrals to community and other low-cost resources. In fact, we have a Community Resource Team that can help employees find community resources to assist with issues such as affordable housing, financial problems, and childcare.

9/27/2021



EAP Plan Design – Core Services

Whether you're new to EAP, looking for a change, or would like to add services to your program, we offer solutions for the needs of your organization today—and tomorrow. Our core plan design includes all of the following services available to your employees and their household members. We refer to these two groups collectively as members.

24/7 Access

With Magellan, your members have **24/7/365 access** to EAP support and resources. We offer traditional telephonic access, which allows your employees to immediately talk to a licensed, **Master's-level EAP clinician**. The EAP clinician conducts an assessment, talking through the member's presenting problem, background information, and any risk of harm to self or others. Intervention includes assisting a caller with requests for face-to-face EAP services, highlighting choice of providers in his or her locale that has expertise in the issue at hand. Magellan EAP clinicians will also refer members to other services as appropriate, including work-life, financial wellness, legal services, identity theft resolution as well as services covered through the member's medical plan.

EAP Counseling and Telehealth

Members can find a Magellan EAP provider with our Provider Search engine, embedded on our Member Wellbeing Platform, or through their toll-free EAP hotline. Our EAP providers offer counseling in a convenient, confidential, safe, and non-judgmental environment via face-to-face or telehealth sessions (available through participating providers). Members receive counseling for common life challenges such as stress, relationships, life transitions, mood issues, grief, and much more.

EAP telehealth provides members with video EAP sessions. We have a **national, multi-disciplinary network of over 18,200 telehealth providers, including more than 5,100 providers specifically credentialed to provide EAP telehealth services**. EAP telehealth allows users to speak with and see an EAP professional at their convenience and in the privacy of their own home, car, office, or other private area using a landline phone, smart phone, PC, or tablet. Our EAP telehealth providers are required to meet the same stringent credentialing criteria as our larger EAP network. Across our book of business, **the repeat telehealth session rate is 85 percent to 92 percent**. And among our own telehealth users, **on average, 32 percent say they would not otherwise have accessed care had telehealth not been available**.

Lifestyle Coaching

Members can access our lifestyle coaching staff from within our Member Wellbeing Platform. Coaches are certified to provide confidential and unbiased support, resources and accountability to help members reach their goals, whether personal or professional. Coaches assist with a variety of topics such as career or work performance, relationship concerns, sleep issues, weight loss, and personal improvement. As part of the coaching experience, coaches help members clarify their goals, identify obstacles that hold them back, and develop action-based solutions to achieve their goals. Members regularly meet - by phone or video - with the same coach to ensure continuity of services. Coaching sessions typically last 30-45 minutes and members benefit from up to six sessions per goal, per year.

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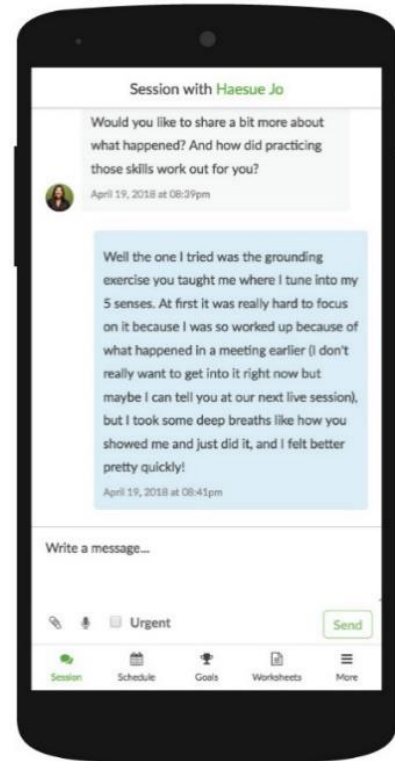


Virtual Therapy

In our continual effort to reach more of the estimated 85 percent of people with undiagnosed or undertreated mental health disorders, Magellan offers virtual therapy powered by BetterHelp via multiple modalities – unscheduled text messaging as well as live, scheduled instant chat, phone and video sessions – all from one platform! Virtual therapy is delivered via Smartphone, tablet, or PC. It is completely secure, confidential and HIPAA compliant. Our virtual therapy network has over **23,000 licensed therapists across the country** delivering digital therapy services to individuals, couples, and teens (with parental consent). Our virtual therapy platform serves individuals in 168 countries in 44 different languages!

Virtual therapy helps eliminate the many barriers to care and services individuals face such as stigma, appointment availability, lengthy wait time, cost, and convenience to name a few. Through a single platform, employees and their family members can reach a therapist either on their computer or smartphone when it's most convenient to them and in the way they're most comfortable.

Members complete a simple questionnaire, are matched with qualified providers, schedule appointments, as well as set and track their progress all on the platform. Our virtual therapy also offers 150+ digital worksheets on various behavioral health and wellness topics such as mindfulness, stress, worry, relationships and more. **Members typically get connected with a therapist in less than 24 hours from start to finish!** Watch a quick video to see how this all works! [Magellan Health – How BetterHelp Works.](#)



Magellan's Member Wellbeing Platform

Our Member Wellbeing Platform is designed for easy browsing on any device. Members receive timely, curated content each time they visit the site. The platform enables access to our growing suite of services, self-care programs and self-assessments.

Our Member Wellbeing Platform acts as your employees' life dashboard, providing a dynamic, EAP experience. Members can:

- Explore all services available through the EAP
- Research care providers in their area that specialize in services they need
- Find articles, videos, self-assessments, and webinars on a wide range of topics
- Save resources as their favorites.

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The Learning Center on our Member Wellbeing Platform provides hundreds of articles, newsletters, webinars, and videos. Content is sourced from Healthwise, a health education content provider, that offers up-to-date, evidence-based health information and tools to help members adopt healthy behaviors and make better health decisions.

Magellan also seamlessly links to our work-life web services and Employee Discounts program. Work-life web services save employees time and money by helping them with personal life issues that can otherwise distract them from work. Work-life web services can help members with a variety of topics including child and elder care, education, parenting, special needs and more. Members have access to our work-life Resource Center for webinars, live talks, audio, articles, and guides that offer insights and strategies focused on key life events and day-to-day challenges for parents and seniors. As well, with our Employee Discounts and mobile app, members can access exclusive savings on national products and services for entertainment, travel, family care, dining, groceries, electronics and more. Additionally, with one login to our Member Wellbeing Platform, members also have access to comprehensive legal services and financial wellness.

When a member is on our Member Wellbeing Platform and needs assistance, Live Chat is there to help. Live Chat gets members where they want to go immediately. Our staff is available to answer the chat daily from 8:00 AM to 6:30 PM ET. If members submit messages outside of these hours, we will respond to the message the next day.

Let's Meet Cassie....

Cassie is the manager of a terrific team of 10 employees who are dedicated, talented, and bright. So she's naturally nervous when she's told that one of her colleagues has been let go and his team — a group of 15 employees known for high conflict and low productivity — is now her responsibility.

Looking for a way forward, Cassie spends some time on our Member Wellbeing Platform, the Magellan member portal, and finds a great webinar, *Helping Employees Positively Maneuver Change in the Workplace*. She comes up with a communication and transition plan to help ease the transition for her current and new teams.

She schedules meetings with her current and new employees over lunch to promote a social atmosphere and encourages everyone to be candid about their anxieties. She uses small team building activities to build cohesiveness across the two teams and makes sure to have lots of daily check-ins where she addresses concerns.

Whenever difficult situations arise, she contacts Magellan's Workplace Support services and they help her talk through how to handle the latest crisis. In less than one quarter, her two teams are now one, getting along and getting things done!



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Digital Self-Care Programs: Full-Spectrum Digital Behavioral Health & Wellness

As unmet behavioral health needs continue to be a public health risk as well as a problem for many of our clients, Magellan offers digital self-care programs through an evidence-based digital platform that addresses the full spectrum of emotional health needs. Our digital self-care programs help deliver better outcomes while creating a different and better experience for your employees and their family members. Our digital self-care app, which can be accessed from within our Member Wellbeing Platform, is very easy to use, has an engaging look and feel. Features include:

- Validated assessments and activities with gamification and clinical-grade content
- Natural language processing to detect crises and direct to time-sensitive critical resources
- The integration of Magellan's award-winning, evidence-based digital cognitive behavioral therapy (DCBT) modules, which are designed to provide a full-scale digital alternative to in-person sessions for conditions like anxiety and depression.
- New clinical focus areas for meditation and mindfulness, resilience, loneliness, nutrition, fibromyalgia, and attention deficit-hyperactivity disorder (ADHD)
- Proactive insights into the emotional health of your workforce

Through our digital self-care app, members will be able to:

- Complete self-care activities like breathing exercises or journaling
- Track their mood, sleep, stress and pain and view progress
- Connect other activity trackers like Fitbit, Garmin, MyFitnessPal, etc., through Apple Health or Google Fit
- Earn rewards points and badges
- Get reminders through proactive nudges

The power of this technology has resulted in:

- 80% of registered users completing an assessment
- 61% continuing to use the app during the first month
- 78% self-reporting a reduction in depression or anxiety symptoms. Our DCBT for anxiety has also resulted in a 57% improvement in symptoms of fear and panic.

In early 2022, Magellan's digital self-care program will offer unique support features for students, military members and veterans, law enforcement and providers.

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Let's Meet Clark....

Clark and his wife, Keira, have just had their first child — a baby girl named Emily — when Clark is handed a fantastic promotion. He's thrilled. But after a few months handling new, challenging job responsibilities while dealing with the sleep deprivation that comes with a new baby, Clark is feeling anxiety creeping into his daily life.

He's so busy that he doesn't have time to talk through his concerns with an EAP counselor, but he finds our self-care app available through Magellan. He engages with the app one evening after he puts Emily to bed and realizes that his anxiety is rooted in his own thoughts about himself and his abilities, especially his fear of failure. He also realizes that his anxieties are being made worse because of his inability to sleep. So he downloads our self-care app and answers a few simple questions related to how he's feeling and is offered a digital program for improving his sleep as well as an anxiety program to help him develop good sleeping habits and more constructive ways to reframe negative thoughts.



After a few weeks on our self-care app, Clark is feeling better. He's more focused at work and at home, spending more time enjoying life and less time worrying.

Critical Incident Response

Magellan is uniquely positioned to offer critical incident response (CIR). When your workplace is disrupted by a tragic event, your employees may feel overwhelmed, anxious, unsettled, and distracted. Our CIR team is here to support your employees with immediate and compassionate assistance, anytime—day or night.

- **Experience counts** – We respond to thousands of critical incidents annually with a dedicated response team available 24/7 and access to a network over 2,000 masters-level clinicians with crisis intervention training. We have dedicated, master's-level clinicians that follow up on every request to address immediate and residual post-traumatic symptoms/behaviors and offer additional support.
- **Consultative and onsite support** – Our dedicated CIR team is available 24/7/365 to work with your organization to develop an initial assessment and service timeline. Our specialized provider network is at the ready when onsite intervention is appropriate. Our trained, compassionate providers help employee groups understand how to process their feelings, and when appropriate, recommend additional resources available through the EAP.
- **Satisfied customers** – We consistently earn high satisfaction rates from our clients; in 2020, **100% of our customers said they would contact us again if they needed CIR support.**

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Manager Support

Always available to assist your management team as an invaluable resource, Magellan's team can act as part of your resources. When your management team has concerns, questions, or a need to make a referral for an employee, Magellan offers an expert team of trained professionals, available 24/7, who provide quick telephonic support and suite of resources tailored for busy supervisors and executives. A short preview of our EAP Manager Guide can be found at:

<https://www.magellanhealthcare.com/employers/mhc-eap-comms-samples/>

Management Consultations

Magellan's Workplace Support consultants provide management consultations to guide managers and supervisors with addressing challenges that can arise in the workplace. We consult with managers on how to approach team dynamics or individual concerns including:

- Providing guidance on how to communicate performance issue to an employee
- Explaining approaches to offer staff assistance in a productive and appropriate manner
- Planning next steps on how to approach a referral and identify important actions to document
- Discussing options for dealing with a difficult situation.

Management/Mandatory Referrals

For employees exhibiting performance problems in the workplace, the management referral process can provide an effective way of securing timely and effective intervention. Such referrals typically pertain to employees who have failed an employer-sponsored drug test, documented unsatisfactory job performance clearly impacted by a personal problem, and voluntarily disclosed to an employer that they have a personal problem. Magellan's Workplace Support consultants have extensive experience and training with mandatory/regulatory referrals. Their knowledge and expertise in these areas help us not only to manage the employee and management clinical and risk issues, but also to ensure that everyone follows appropriate procedures for regulated referrals. For a mandatory referral, Magellan follows best practice models of specialized chemical dependency support follow-up, and enhanced and ongoing training of consultants regarding specific disciplinary policies, drug-free workplace policies, and regulatory requirements. A special chemical dependency care coordinator (CDCC) follows all substance abuse cases (including "non-mandatory" referrals, but especially essential for "mandatory" referrals) for one year after the referral. The CDCC talks with the employee at least monthly to offer support, reinforce treatment gains, proactively identify and address any relapse signs, and consult regarding resources and recovery needs.

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Let's Meet Bob....

Bob, an employee who was experiencing serious chronic pain, substance dependence, and financial, emotional, and family problems, received a mandatory referral from his employer to the EAP and spoke with a Magellan case manager. Bob abruptly decided to leave town to be with his family 500 miles away. Magellan's case manager arranged treatment services in the employee's hometown. He made good progress, his condition stabilized, and he eventually returned to his work location. This return presented new problems for which Mr. Brown was unprepared. Soon after, he was involved in an auto accident that resulted in broken bones in his face and further aggravated his chronic pain.



Magellan made arrangements for links to professionals who were pivotal in assisting and stabilizing this employee.

Magellan provided a referral to a physician at a pain management/mental health clinic, which brought welcome relief from intractable chronic pain as well as mental and emotional burdens. Gradually, Bob eased into working again and continued to follow all recommendations made to him by his employer. Although not working in his original position, the employee was able to transfer to another position given his schedule and other limitations. Both the employer and Bob are quite pleased. He has reunited with his children and immediate family, and he expressed gratitude for the care and concern shown by the Magellan EAP.

Training and Seminars

Our in-house training department is dedicated to providing timely and relevant content to your employees and managers on a variety of topics from developing healthy habits, mental health awareness, suicide prevention, back-to-school survival tips for parents, coping with anxiety, building resiliency and more.

Each year we offer new live monthly webinars for employees and live quarterly webinars for managers. You can also choose trainings from our extensive course catalogue. **Training is available in a variety of formats including in-person, telephonic and web-based options.** Contracts include training hours, depending on number of members with additional hours available on a fee for service basis. The following trainings are the most commonly requested (in addition to EAP Orientation Trainings):

- *Tackling Life's Challenges with Resilience and Grit*
- *Five Fast Fixes to Reduce Stress*
- *Navigating Change in the Workplace*
- *Managing Workplace Stress*
- *Using Emotional Intelligence for Workplace Success.*

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Our recently developed *Helping Employees Cope with Change During the Pandemic* training has also been widely requested. Check out a preview of our Training Guide and Webinar Calendar at: <https://www.magellanhealthcare.com/employers/mhc-eap-comms-samples/>

Wellness: Digital Solutions, Lifestyle Coaching, Seminars, & Network

As described throughout this proposal, much of the Magellan EAP itself is focused on wellness. The Magellan EAP helps employees and their loved ones cope with today's myriad work/life challenges, ranging from wellness to emotional health and substance use to financial and legal issues to parenting concerns, stress, anxiety, and much more. Wellness services are offered by telephone, smartphone, in person, and/or online. Specifically, Magellan's EAP offers your employees and managers a wealth of wellness-focused elements:

Digital Wellness Resources

Our EAP Member Wellbeing Platform features a full continuum of self-paced, interactive tools to address concerns ranging from wellness and personal development to workplace issues, parenting, and elder care concerns. Key features available on our Member Wellbeing Platform include:

- **Digital Self-Care Programs:** Our digital self-care app makes it easy for members to get help with the full spectrum of emotional health needs including DCBT modules on anxiety, depression, alcohol and substance abuse, chronic pain, and insomnia as well as other resources for meditation and mindfulness, resilience, loneliness, nutrition, fibromyalgia, and ADHD to name a few.
- **Learning On-Demand:** Members and supervisors can access short orientation videos as well as a large variety of webcasts, podcasts and online training programs at their convenience covering a diverse range of mental health, wellness, and workplace topics.
- **Live Chat:** From anywhere on our Member Wellbeing Platform, members can chat live with an EAP specialist to get benefit plan answers, find out about available services or where to locate wellness resources, and with a clinical specialist to get answers to many emotional wellness concerns, such as stress, family/life issues and more.
- **Healthwise:** Healthwise is a health education content provider that offers up-to-date, evidence-based health education within our Member Wellbeing Platform. Your employees will benefit from an extensive online health encyclopedia that features interactive tools, a comprehensive symptom checker, informative illustrations, and compelling videos to keep them engaged. Healthwise provides a wellness space for your employees and their families to locate consistent, relevant health information and tools that assist them in adopting healthy behaviors to manage their total wellbeing. Another great thing about Healthwise is that the content is vetted by clinicians and NCQA certified. This aligns with Magellan's core differentiators of having clinical excellence behind everything we do.
- **Member Wellbeing Platform Resources:** Through our Member Wellbeing Platform, EAP members have access to self-paced, interactive tools to address their wellness concerns. Our Learning Center is filled with evidence-based health education content, including a health encyclopedia with interactive tools, a comprehensive symptom checker, informative illustrations, and compelling videos to keep them engaged. Your employees and their families can find consistent, relevant health information and tools that assist them in adopting healthy behaviors to manage their total wellbeing.

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Lifestyle Coaching

As stated before, members can connect with our lifestyle coaching staff from our Member Wellbeing Platform. Our coaches work with members to understand their goals, identify barriers, develop actions plans, and help them stay on track as they tackle a variety of lifestyle changes such as not getting enough sleep, losing weight, improving their relationships, and more. Members meet regularly with the same coach by phone or video for typically 45 minutes. While lifestyle coaching is short-term, the duration varies by individual. Lifestyle coaches serve as guides, supports and even cheerleaders as members set goals for themselves during the first session and make further progress in subsequent sessions.

Wellness Seminars

Magellan offers more than 60 wellness training programs, with a curriculum that covers a number of topics, including emotional wellbeing, healthy living, home and family, leadership, and working well. We can provide these training seminars and information sessions as either on-site engagements or live webinars.

Seasoned Network

Magellan has a vast and qualified **nationwide network of over 174,600 providers - more than 44,100 of whom specialize in EAP counseling**. Our network is comprised of licensed, master's level professionals who specialize in various areas of emotional wellness to assist members with their unique needs and challenges.

Legal Services

Legal, identity theft and financial issues can cause employees to become stressed and distracted, particularly when they are unsure of where to turn. Personal matters can result in time off work and less productivity. Our professional convenience programs give your employees access to an extensive array of consultative services, tools, and education. When members need help with these types of issues, they can talk to an expert or research the matter using the extensive array of personal services and education.

- Free 60-minute consultation on the phone or in person per topic, per year
- Discounted fees for services needed beyond 60 minutes
- Document preparation discounts – wills, trusts, estate protection
- Online tools, education, and resources for help with debt and credit, real estate, marriage and divorce, trusts, and wills

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Identity Theft Resolution

Magellan offers identity theft resolution to assist members at the inception of a fraud-related emergency. In the event of an identity theft or fraud-related event, our Fraud Resolution Program™ includes:

- Members receive a free 60-minute consultation with a Fraud Resolution Specialist™ (FRS) who listens
- FRSs assist members in conducting seven emergency response activities, challenging fraudulent accounts/debts and guiding them on how to correct credit reports and restore credit reputations
- Free ID Theft Emergency Response KitSM for victims of ID theft

Financial Wellness

As managing finances can be stressful, Magellan offers a financial wellness program that includes a multi-dimensional financial coaching and educational platform. Our financial wellness program is designed to serve different participant characteristics, such as learning styles, demographics, socioeconomic backgrounds, locations, and work environments – all of which results in a less distracted, and more productive and healthier workforce. Program elements include:

- Coaching—A long term one-on-one coaching relationship (three 30 minute coaching sessions per topic) to provide unbiased guidance, education, encouragement and accountability. Creating a sustainable plan encompassing participants' values, priorities, and goals generates lasting behavior change and long standing financial success.
- Personalized Web site—All participants would have access to their own personalized, private, secure, mobile-responsive Web site with a variety of features such as a comprehensive assessment and action plan; online money coaching scheduling; online self-directed learning with video courses and articles; financial knowledge center; online calculators; collaborative file sharing and more.
- Education—Comprehensive educational resources available in multi-media formats to address different learning styles. Included in the program offering are two live financial webinars each month.
- Engagement—Program promotion launch support, including targeted email campaigns, that help drive employee engagement.

A self-pay option is also available to members if they exhaust their financial wellness benefits and want to continue with their money coach.

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Work-Life Services

In addition to the web-based work-life web services and online Employee Discounts offered via our Member Wellbeing Platform through a partnership with LifeCare, we also offer full work-life resource and referral services. Through this program, members can connect with specialists who help them save time and money with life's most important needs from major life milestones to everyday responsibilities. Specialists give members precious time back in their days, so they show up at work focused and engaged for you.

- Members are matched quickly to resources using a proprietary database of millions of providers and discounts on everyday products and services.
- Specialists are always available in many areas including child and elder care, education, financial/legal issues, health, and everyday responsibilities. Service is accessible all day, every day—even on holidays—via phone, or web.

Let's Meet Corinne....

Corinne has been experiencing high levels of stress lately. She recently separated from her husband and she moved herself and her two kids in with her parents. She needs to find an apartment, a new daycare, and she's feeling overwhelmed by her situation.

She calls Magellan and talks through her worries with an EAP clinician who helps her find an EAP counselor that's right around the corner from her parents' house. The EAP clinician also connects Corinne with a work-life specialist who can help with finding a new daycare and relocation resources. Before long, Corinne finds herself settling into a new life in a new apartment with her two boys. After she has a few sessions with her EAP counselor, she is developing new coping strategies and finding constructive ways to help her sons cope with their new situation as well.



Account Management

Our account management team is simply the best in the industry – receiving 100% satisfaction from our customers. With an average client retention rate of 93% over the last six years and multiple client relationships lasting over 20 years, our team is experienced, professional, and dedicated to exceeding your expectations. When you partner with Magellan, your account manager will meet your day-to-day needs and look for opportunities to enhance program value for your organization and your employees.

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Implementation

Account managers lead a dedicated implementation team to ensure a smooth transition for your business. We have implemented on time with 100% client satisfaction for 14 years running and we consistently receive positive feedback:

“Magellan team members handled the entire implementation flawlessly.”

“It was one of the easiest transition/implementations we have ever had.”

“We were extremely satisfied with the service we received from our Magellan implementation team and account management team.”

Vendor integration

We know the importance of helping our members no matter where they appear in the spectrum of health navigation services, medical plans, etc. We have years of experience partnering with vendors and health plans to understand your organization’s employee experience, providing training, and setting up referral processes to ensure your employees get the help they need when they need it. That could mean we refer a member to a particular service or that one of your benefit partners learns about the EAP and refers a member to us.

Reporting

Your account manager will provide access for monthly, quarterly, and annual updates including program access, referral report, and disposition of closed cases. We will work closely with you to interpret results and value your feedback as part of our continuous improvement process.

We pack our EAP reports full of meaningful data that you can use to monitor utilization and predict future trends. Our reports include only non-identifying information about those who use our services. Included are various data elements such as utilization measures, client engagement, and client satisfaction.

Magellan Utilization Report Summary

Report Name	Report Description
General	<ul style="list-style-type: none">Overall UtilizationCounseling and Consultation CasesEAP Counseling CasesTele-EAP Counseling CasesTraining ParticipantsCIR ParticipantsMagellanHealth.com Online User SessionsUnique User SummaryBook of Business/Magellan NormLegal ServicesID TheftFinancial Wellness

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Report Name	Report Description
	<ul style="list-style-type: none"> ▪ Virtual Therapy Utilization (if applicable) ▪ Work–Life Service Requests (if applicable)
Outcomes	<ul style="list-style-type: none"> ▪ Overall Satisfaction ▪ Improvement in Work ▪ Counseling Cases Resolved within EAP
Utilization	<ul style="list-style-type: none"> ▪ Overall Utilization ▪ EAP Open Cases (Registrations) ▪ Session Frequency (Closed Confirmed) ▪ Confirmed Case Counts ▪ Reason for Seeking Services ▪ Critical Incident Stress Management ▪ CIR / Training ▪ Web Utilization Library Topics ▪ Web Tools Used ▪ Web Page Views ▪ Workplace Support Consultations and Referrals ▪ Workplace Support Average Contacts per Case ▪ Workplace Support Closing Resolution ▪ Workplace Support Reason for Referral
Demographics	<ul style="list-style-type: none"> ▪ EAP Age Distribution ▪ EAP Client Category ▪ Referral Tracking (Referral Form) ▪ Referral Tracking (Referral To) ▪ Information Source

Member Engagement & Communication Package

During implementation, your Magellan account manager will work with you to gain a deep understanding of your organization’s culture, demographics, and communication channels. This information will be used to develop a tailored communication plan for your organization that maximizes awareness and increases program usage.

Most communications are co-branded with your program information including your program name, your organization’s/program’s logo, program phone number and/or member website. All the communications listed in the grid below are part of Magellan’s standard EAP communications package. Custom communications and home mailers (i.e., postcards) are available for an additional fee.

Magellan Communication Package

Communication	Description	Quantity and Frequency	Format
Core Communications			

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Communication	Description	Quantity and Frequency	Format
Member brochure	EAP Overview, customized with: <ul style="list-style-type: none"> Program information Up to three individual paragraphs about your specialized solutions or focus areas, i.e., work-life, Legal Services, Financial Wellness, ID Theft, Virtual Therapy, etc. 	Annual quantity of 120% of employees, shipped once to one location	Print three-panel, brochure w/two detachable wallet cards, customized with imprint
Member flyer	One-page overview flyer customized with: <ul style="list-style-type: none"> Program information Number of counseling sessions 	Once at implementation	PDF
Intranet tile (for use on internal benefit portals)	<ul style="list-style-type: none"> EAP key features 	Once at implementation	PDF
Digital sign	<ul style="list-style-type: none"> EAP key features 	Once at implementation	PDF
Poster	Letter-sized poster (8 ½" x 11") with: <ul style="list-style-type: none"> Program information Key program features 	Two per year, per location	PDF
New hire benefits package inserts	½ page letter-size with: <ul style="list-style-type: none"> Program information Key program features 	Once at implementation	PDF
Videos	Brief, animated videos introduce individual services. Generic branding: <ul style="list-style-type: none"> Employee Orientation Supervisor Orientation Critical Incident Stress Management Workplace Support Legal Services/Financial Wellness Work-life Services (if applicable) 	Once at implementation	YouTube links, Vimeo links, or MP4 files
Specialized Solutions and topic-specific communications			
Flyers	One-page flyer (8 ½" x 11") with:	Once at implementation	PDF

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Communication	Description	Quantity and Frequency	Format
	<ul style="list-style-type: none"> Key program features Program information 		
Posters	Letter-sized poster (8 ½" x 11") with: <ul style="list-style-type: none"> Key program features Program information 	Need determined as part of communication plan	PDF
Digital sign	Slide for internal monitors with: <ul style="list-style-type: none"> Key program features Program information 	Need determined as part of communication plan	PDF
Ongoing promotion			
Health fair materials	Two flyers per fair <ul style="list-style-type: none"> Member flyer Program flyer 	Four fairs per year	Print & PDF Print 20% of employee population for each fair
Annual Editorial Calendar	Magellan develops fresh, new content each year. We provide members with holistic health and wellness insights and practical tips to help them get the most out of their daily lives. Themed monthly content is deployed through the member website, Momentum newsletter, a live monthly webinar, digital sign, and poster.	Once per year	PDF
Manager newsletter	Management skills and team-building topics encourage managers to take advantage of self-development opportunities	Quarterly	PDF
Employee newsletter	Timely and relevant emotional health and wellness topics encourage employees and give them tools and resources to make changes in their lives.	Monthly	PDF

You can preview our sample EAP Communications at <https://www.magellanhealthcare.com/employers/mhc-eap-comms-samples/>

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Specialized Solutions

Work-Life Services

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Homework ConnectionSM

Homework can be a source of stress for employees. Working parents don't always have the time or expertise to help with every homework assignment. Plus, private tutors and academic enrichment classes are expensive, difficult to schedule, and are not always available when students need help the most—when they encounter a specific homework problem. That's why we offer Homework Connection, offered in partnership with Tutor.com. Homework Connection connects students with professional tutors at no cost to them or their parents. Students can conveniently access Homework Connection from the LifeCare website where they can:

- Connect with one of over 2,500 qualified and credentialed tutors—no appointments necessary

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- Receive one-on-one help with in virtually any subject area—elementary level through college
- Safely interact with tutors in a way that best suits their learning style—online chat, interactive whiteboards, share files, etc.—and always anonymously to protect safety of students online
- Request a Spanish-speaking tutor

Homework Connection saves your employees time, stress and money while promoting academic excellence.

The Magellan Difference

An EAP for Today and Tomorrow

Our fresh approach to EAP experience means we are continuously innovating and improving to deliver value for our clients and the individuals we serve. Our business is built on long term relationships; we collaboratively build solutions, measure outcomes and learn from organizations that choose to partner with us. We welcome the opportunity to discuss the components of Magellan’s mental health solutions.

Now is the best time to be with Magellan – join us and we will help you be successful.

9/27/2021



EAP Cost Proposal

Magellan is pleased to offer an EAP solution to Teaneck Public Schools. Our Cost Proposal for your 480 employees (effective 1/1/2022 - 12/31/2024) is detailed below.



CORE EAP Product	Sessions	PEPM
Magellan EAP	5 sessions	\$2.58 PEPM
Magellan EAP	6 sessions	\$2.86 PEPM
Magellan EAP	8 sessions	\$3.40 PEPM
DOT/DOE Case Management		\$750 per case
Work-Life Services		Included
CIR-Critical Incident Response	Unlimited Events, capped at 10 hours per event	Additional hours \$250.00 per hour
Trainings	10 Hours Annually	Additional hours \$250.00 per hour
Specialized EAP Services	Sessions/Hours	PEPM
Tobacco Cessation		Available upon request*
Mightier: Emotional Health for Kids		\$651 (Case Rate)
Advanced Financial Wellness		Available upon request*
Backup Care Connection		Available upon request*
Mothers@Work		Available upon request*
Milkship		Available upon request*
Homework Connection		Available upon request*
New Parent Coaching		Available upon request*
Work-Life Kits		Available upon request
Adoption Assistance		Available upon request
Work-Life Concierge Services		Available upon request
Senior Care Management		Available upon request
Global EAP		Available upon request*
Voluntary Legal Benefit		Voluntary Member Self-Pay Benefit*
ID Protect Pro & Premium		Voluntary Member Self-Pay Benefit*

* Additional to EAP sessions

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Included with Magellan EAP sessions:

- Member Well-being Platform
- [Online Support with Live Chat](#)
- [Virtual Therapy](#)
- [Digital Self-Care Programs](#)
- Lifestyle [Coaching](#)
- [Counseling](#)
- [Critical Incident Response](#)
- [Manager Support](#)
- [Training & Seminars](#)
- [Wellness](#)
- [Legal Services](#)
- [Financial Wellness](#)
- [ID Theft](#)
- [Work-life services, including web services & online Employee Discounts center](#)
- [Learning Center](#)

Please feel free to contact me with any questions and thank you for your consideration of our proposal.

Tammy O'Hare

Senior Sales Executive

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Magellan
HEALTHCARE

Leading humanity
to healthy, vibrant lives



9/27/2021



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220



Add Some Text

PROPOSAL SUBMITTED TO Teaneck Public Schools			PHONE (201) 248-0205	DATE 09/22/2021
CUSTOMER Anthony D'Angleo			JOB Thomas Jefferson MS Teaneck	
CITY Teaneck	STATE New Jersey	ZIP 07666	CITY Teaneck	STATE New Jersey
			ZIP 07666	

At your request, we submit the following :

Thomas Jefferson MS Teaneck **Gym Floor is 7,538 SF- Repair 2,500 SF /Sand/Refinish 7,538 SF**

- Remove approximately, 2,500 sqft of damaged flooring.
- Replace the underlayment where necessary. 6mil poly, 1/2" foam, and two layers of HPS sheathing.
- Install 25/32 x 2.25" 2nd btr certified MFMA maple flooring.
- Sand the entire gym floor using coarse, medium, and fine sandpaper.
- Apply two coats of Bona SuperSport DTS® MFMA certified water-based
- Repaint the existing game lines or in a similar design.

We propose hereby to finish material and labor complete in accordance with the above specification for the sum of:
Dollars **\$62,910.00**

Payment to be made as follows: **Add Some Text**

NOTES

- Tape and tape residue on floors must be removed and any furniture, chairs, mats, equipment, etc. cleared before we arrive.
- The new wood may not match perfectly due to the age difference and where the maple was forested.
- Owner is responsible for providing an accessible electrical panel box with 120/208 3-phase minimum 100-amp hook-up.
- Prevailing wages must be paid in order to do this work.
- Work will be performed during normal work hours from 7 AM to 3:30 PM. Overtime rates will be applied after hours/weekends.
- The owner is responsible to protect bleachers, curtains, auditorium seating, walls, etc. from dust.
- According to the MFMA, due to changes in temperature and humidity, a newly sanded floor will contract and expand significantly more, especially during the first and second years. This may cause chipping of paint and finish.

Acceptance of Proposal --- The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Notes: This quote is good for 90 days from the date above.

Signature :

Signature

Signature Date

All materials are guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from the above specifications will become an additional charge over and above the estimate.

Authorized Signature:

Phillip Mathusek

09/22/2021

Date: **09/22/2021**