

Minutes of the proceedings of the **PUBLIC WORK MEETING** held on Wednesday, November 3, 2021, in the in the Cheryl Miller Porter, 3rd Floor Student Center at Teaneck High School and virtually via Zoom app located on the district website, at 8:00 PM. *Sebastian Rodriguez, Board President, presided.*

I. Salute to the Flag

II. Presiding Officer's Meeting Notice Statement

"I hereby call to order the Public Work Session Meeting of the Teaneck Board of Education, held on Wednesday, November 3, 2021, in the Cheryl Miller Porter, 3rd Floor Student Center at Teaneck High School and virtually via Zoom app located on the district website, 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

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

IV. Reaffirmation of District Goals

V. Superintendent's Report (if needed)

Please click the link below for the Superintendent's report:

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

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

Please click the links below for the public comments:

Public Comment 1
<https://www.eduvision.tv/?eAAgOmR>
 Public Comment 2
<https://www.eduvision.tv/?eAAgOmL>

VII. Board Presentations

Please click the link below for the presentation:

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

1.
 - Student Achievement Data Presentation, Dr. Buxenbaum, Ms. Johnson & Ms. Dent

VIII. Board Committee Reports (as available)

NONE

IX. Agenda Items

Please click below for the Workshop meeting:

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

X. Executive Session (if needed)

Mrs. Rappoport motioned to adjourn the public meeting and convene into the executive session at 10:05 pm and the said motion was seconded by Ms. Gee and carried by a unanimous vote.

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

Ms. Gee motioned to adjourn the executive session at 11:20 pm and convene back into the public meeting and the said motion was seconded by Mr. Cooper and carried by a unanimous vote.

Motion: D. Gee	Second: D. Cooper			
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

XI. Adjournment

Ms. Gee motioned to hold all workshop meetings virtual and regular meetings in-person and the said motion was seconded by Mr. Clark and carried by a unanimous vote.

Motion: D. Gee	Second: H. Clark			
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

Mrs. Fisher motioned to adjourn the public meeting at 11:20 pm and the said motion was seconded by Ms. Gee and carried by a unanimous vote.

Motion: V. Fisher	Second: G. Gee			
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

NOVEMBER 3, 2021

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

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

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

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

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

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

BOARD OPERATIONS**NOVEMBER 3, 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, October 6, 2021 and Wednesday, October 13, 2021 respectively.
2. that the Board approve the provisions of Board Policy #7510 Use of Facilities for the 2021-2022 school year at no cost to the Teaneck Interfaith for holding a Teaneck Interfaith Thanksgiving service on Monday, November 22, 2021 from 6:00pm – 9:00pm, at the Teaneck High School Auditorium for custodian and building use fees. This event is for those community members that are fully vaccinated and masked. The fees for technology services will be approximately \$250.00 (see attached building usage application).

**SCHOOL OPERATIONS and
CURRICULUM**

NOVEMBER 3, 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 a contract for Heroes and Cool Kids mentoring services for students at the high school during the 2021-2022 school year, in an amount not to exceed \$4,500.

2. that the Board approve two, three-hour sessions by a consultant from Tools of the Mind to support preschool teachers on implementation and execution of the Tools of the Mind curricula. Sessions will be held on December 6, 2021 and March 21, 2022 from 2:00 PM to 5:00 PM virtually. These sessions are at no cost to the district.

3. that the Board approve the Healing Space, to conduct a workshop on November 18, 2021 with middle school students, grades 5-8 enrolled in the PASS (Police/Parents and Student/School Partnership Program), on dating and healthy relationships, and sexual violence prevention, at no cost to the District.

4. that the Board approve the Healing Space, to conduct two workshops for high school students, grades 9-12, on November 29, 2021 and December 7, 2021 enrolled in the PASS (Police/Parents and Student/School Partnership Program) on dating and healthy relationships, and sexual violence prevention, at no cost to the District.

5. that the Board approve the 2021-2022 Nursing Services Plan. The annually adopted Nursing Services Plan will be kept at the Board office and a copy of the plan is appended to and made a part of the Minutes.

FINANCE AND BUDGET

NOVEMBER 3, 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.

SEPTEMBER 1, 2021 through SEPTEMBER 30, 2021

General	\$10,675,198.40
Special Revenue	\$1,070,359.88
Enterprise	\$7,791.14
Food Service	\$4,706,044.31
Capital Outlay	\$22,796.20

Total of Approved Payments \$16,482,189.93

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 September 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 \$6,126.02) (Grant Funded \$0) total cost of \$6,126.02.
5. that the Board approve the attached list of Student Field Trips, as approved by the Superintendent (FORUM Grant Funded \$0) and (District Funded \$605) (Parent Funded \$375) total cost \$980.00.
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 the submission to the New Jersey Department of Education, Division of Early Childhood Services application for the 2022-2023 Annual Preschool Operational Plan (See attached plan).

10. **Whereas**, the Board approve the Stipulation of Settlement between the parents of Student ID#96155 and the Teaneck Board of Education, for the student to attend ECLC for the school years 2021-2022 and 2022-2023.

Be it Resolved, the Board agrees to arrange and pay for transportation and a 1:1 nurse. In addition, the student will receive related services of a 1:1 nurse, one speech therapy session of thirty minutes per week (small group), and one Occupational Therapy session of thirty minutes per week (small group).

11. that the Board approve payment to Educational Productions (Jim Vagias) for presenting **Bully-Proof your School** at Hawthorne Elementary School. On 11/18/21 (12:15 pm, 1:15 pm, and 2:15 pm) the speaker will present to K – 4th grade students for a total not to exceed \$1,545.00 (**Performance Fee = \$1,395.00 and Travel Fee = \$150.00**). Title IV funds from account # 20-280-100-300-73-50-I-0 will be utilized.
12. that the Board accept the 2021-2022 Year Three, School Climate Transformation Grant award in the amount of \$669,515.00 and approve the reallocation of the 2020 -2021 school year, School Climate Transformation Grant carryover funds totaling to the amount of \$527,234.00 to the 2021 -2022 budget year:

2021-2022 Grant Award	\$669,515.00
2020- 2021 Carryover Funds	\$527,234.00
Total	\$1,196,749.00

13. that the Board approve the use of Biaggio’s & The Terrace, Paramus, NJ as the location of Teaneck High School’s 5th Annual Homecoming Dance on November 22, 2021 from 6:00 pm - 10:00 pm. Teaneck High School staff will chaperone this event. The dance is fully funded by the students and paid through the Student Activities Fund. The estimated cost is \$45.00 per person.
14. that the Board approve remuneration to Co-Plan It! /Choice for All for two, three-hour sessions focused on strategic writing instruction which includes establishing writing goals, improving composition and engaging students through inquiry. The first professional development session will be held on December 6, 2021 and the second session will be held on March 21, 2022 from 2:00 PM to 5:00 PM virtually. Sessions will include seventh and eighth grade teachers of English in an amount not to exceed \$1,600 - Account # 20-483-200-320-57-50-I-0 (CRSSA/ESSER-II).

15. that the Board approve remuneration to Co-Plan It! /Choice for All for two, three-hour sessions focused on strategies for developing and improving secondary writing composition. Professional development sessions will include strategies for developing students' voice, working with students through the writing process, and best practices for writing in different genres. The first professional development session will be held on December 6, 2021 and the second session will be held on March 21, 2022 from 2:00 PM to 5:00 PM virtually. Sessions will include all ninth through twelfth grade English teachers in an amount not to exceed \$1,600 - Account # 20-483-200-320-57-50-I-0 (CRSSA/ESSER-II).

16. that the Board approve remuneration to Co-Plan It! /Choice for All for one, three-hour session focused on writing in the content areas. This professional development session will include content-based academic writing strategies with a focus on analysis, comparison, summarization and synthesis. This session will be held virtually on December 6, 2021 and will include all fifth and sixth grade teachers in an amount not to exceed \$800 - Account # 20-483-200-320-57-50-I-0 (CRSSA/ESSER-II).

17. that the Board approve remuneration to Staff Development Workshops for two, three-hour sessions on strategies for vocabulary development, acquisition and writing instruction for English language learners. Sessions will provide teachers with best practices for supporting students with social language acquisition, academic vocabulary development and differentiated writing activities. The first professional development session will be held on December 6, 2021 and the second session will be held on March 21, 2022 from 2:00 PM to 5:00 PM virtually. Sessions will include all teachers of English Learners in an amount not to exceed \$2,200 - Account # 20-241-200-320-21-50-I-0 (Title III).

18. that the Board approve remuneration to Staff Development Workshops for two, three-hour sessions on strategies for teaching a new language using TPR or Total Physical Response strategies as well as enhancing the communicative and direct approach for language instruction. The first professional development session will be held on December 6, 2021 and the second session will be held on March 21, 2022 from 2:00 PM to 5:00 PM virtually. Sessions will include all World Language teachers in an amount not to exceed \$2,200 - Account # 20-483-200-320-57-50-I-0 (CRSSA/ESSER-II).

19. that the Board approve one, three-hour session by Health and Physical Education Solutions to support the district's Physical Education staff on understanding and implementing new mandates for physical education and health which include: sexting, sexual abuse, assault awareness and prevention education and safe haven infant protection. This session will be held on December 6, 2021 from 2:00 PM to 5:00 PM virtually and will include all Physical Education and Health teachers in an amount not to exceed \$600 - Account # 20-483-200-320-57-50-I-0 (CRSSA/ESSER-II)

20. that the Board approve remuneration to Staff Development Workshops for one, three-hour session for kindergarten teachers focused on engaging students in hands-on, manipulative-based strategies for improving numeracy. This session will be held on December 6, 2021 from 2:00 PM to 5:00 PM virtually in an amount not to exceed \$1,100 - Account # 20-483-200-320-57-50-I-0 (CRSSA/ESSER-II).

21. that the Board approve remuneration to Staff Development Workshops for one, three-hour session for sixth through eighth grade mathematics teachers on reaching all mathematics learners by differentiating mathematics instruction. This session will be held on December 6, 2021 from 2:00 PM to 5:00 PM virtually in an amount not to exceed \$1,100 - Account # 20-483-200-320-57-50-I-0 (CRSSA/ESSER-II).

22. that the Board approve remuneration to Staff Development Workshops for one, three-hour session for ninth through twelfth grade mathematics teachers on reaching all mathematics learners by differentiating mathematics instruction in the secondary classroom. This session will be held on December 6, 2021 from 2:00 PM to 5:00 PM virtually in an amount not to exceed \$1,100- Account # 20-483-200-320-57-50-I-0 (CRSSA/ESSER-II).

23. that the Board approve one, three-hour session by Dr. Ryan Hourigan, professor and consultant from Ball State University, on teaching the arts to students with exceptionalities. Strategies will focus on creating differentiated opportunities for all students in the performing arts classroom. This session will be held on December 6, 2021 from 2:00 PM to 5:00 PM virtually in an amount not to exceed \$750 - Account # 20-483-200-320-57-50-I-0 (CRSSA/ESSER-II).

24. that the Board approve one, three-hour session by The Gilder Lehrman Institute of American History on teaching literacy in the secondary history classroom. This session will be held on December 6, 2021 from 2:00 PM to 5:00 PM virtually in an amount not to exceed \$2,000 - Account # 20-483-200-320-57-50-I-0 (CRSSA/ESSER-II).

25. that the Board approve remuneration to Staff Development Workshops for one, three-hour session for first and second grade teachers focused on social and emotional learning (SEL) through literacy. This session will be held on December 6, 2021 from 2:00 PM to 5:00 PM virtually in an amount not to exceed \$1,100- Account # 20-483-200-320-57-50-I-0 (CRSSA/ESSER-II).

26. that the Board approve compensation to Plethora Media Group to present the “*Picture of Success*” 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 \$700. The FORUM Juvenile Justice grant would fund this program. Account # 20-009-100-300-73-50-G-H FORUM/J. Justice Purchase Ed. Svs.
Program dates: November 15th, November 22nd, and December 7th 2021.
1st Session: Basic photography skills workshop for participating students.
2nd Session: Students and staff take photos that represent values and goal setting for their photography project. Students will preview and select photos for inclusion in their final presentation and create captions/ blurbs for the selected photos.
3rd Session: Students would finalize the project and present it to staff and peers during the group session.

27. that the Board approve Dr. Constance McKenzie, to provide a presentation focused on Healthy Decision Making to middle school students in grades 5-8 enrolled in the PASS (Police/Parents and Student/School Partnership Program) on December 2nd, 2021 in an amount not to exceed \$300. The FORUM Juvenile Justice grant would fund this program. Account # 20-009-100-300-73-50-G-H (FORUM/ J. Justice/PurchEdSvc)

28. that the Board approve Dr. Constance McKenzie, to provide a presentation focused on Healthy Decision Making to high school students in grades 9-12 enrolled in the PASS (Police/Parents and Student/School Partnership Program) on November 23, 2021 in an amount not to exceed \$300. The FORUM Juvenile Justice grant would fund this program. Account # 20-009-100-300-73-50-G-H (FORUM/ J. Justice/PurchEdSvc)

29. that the Board approve compensation to Melissa Straub, to conduct a workshop on Social Media Awareness, Internet Safety and Cyberbullying to High School students in grades 9-12, enrolled in the PASS (Police/Parents and Student/School Partnership Program) on December 6, 2021 in an amount not to exceed \$300. Account # 20-009-100-300-73-50-G-H (FORUM/ J. Justice/PurchEdSvc)

30. that the Board approve compensation to Melissa Straub, to conduct a workshop on Social Media Awareness, Internet Safety and Cyberbullying to Middle School students in grades 5-8, enrolled in the PASS (Police/Parents and Student/School Partnership Program) on December 8, 2021 in an amount not to exceed \$300. Account # 20-009-100-300-73-50-G-H (FORUM/ J. Justice/PurchEdSvc)

31. that the Board approve compensation to Dr. Daniel Jean to conduct one session on Motivation and Leadership on December 9, 2021 with Middle School students in grades 5-8 enrolled in the FORUM Parents and Student/School Partnership Program, in an amount not to exceed \$500.
Account # 20-009-100-300-73-50-G-H (FORUM/ J. Justice/PurchEdSvc)

32. that the Board approve a Joint Transportation Agreement with the **Willingboro Board of Education**, for the purpose of transporting students in accordance with Chapter 53, P.L. 1997, for the 2019-2020, 2020-2021, and 2021 2022 school year, and submit this Agreement to the Executive County Superintendent of Schools for approval; services to be provided include, but are not limited to the coordinated transportation of Special Education students and Regular Education school students.

33. that the Board approve a Joint Transportation Agreement with the **Morris Hills Regional District**, for the purpose of transporting students in accordance with Chapter 53, P.L. 1997, for the 2021- 2022 school year, and submit this Agreement to the Executive County Superintendent of Schools for approval; services to be provided include, but are not limited to the coordinated transportation of Special Education students and Regular Education school students.

34. that the Board acknowledge and approve that the Whittier Elementary School successfully conducted its first emergency school bus exit drill, in accordance with N.J.A.C. 6A:27-11.2, at 7:30 am– 7:40 am at the location of West Englewood Ave and Essex Street on October 20, 2021; Piero LoGiudice oversaw the drill and Linda Harrison, Keith Orapello, Janine Lawler, James DiMicelli, and Christine Taylor were the staff members in charge. The following bus routes were included in the drill: Route #4 Buses A,B,C,D,E,F; Vans V4A, V4B & WV1.

35. that the Board acknowledge and approve that the Hawthorne Elementary School successfully conducted its first emergency school bus exit drill, in accordance with N.J.A.C. 6A:27-11.2, at 8:15 am at the location of Lucy Avenue on October 21, 2021; Natasha Pitt oversaw the drill and Maria Garcia, Amber Halpern, Audrey Appel, Kellie Costa, Rahena Loskor, and Aytzaz Mohammed were the staff members in charge. The following bus routes were included in the drill: Route #5 Buses A, B, & C Vans 5A, 5B, HV1 (Van C).

36. that the Board acknowledge and approve that the Lowell Elementary School successfully conducted its first emergency school bus exit drill, in accordance with N.J.A.C. 6A:27-11.2, at 8:40 am at the location of Lowell school parking lot on October 25, 2021; Antoine Green oversaw the drill and Alexis Ryerson, Lisa Guyden, Zeno Cho, A. Blake Arroyo, M. Pafford, E. Gallardo, J Lopez, and D. Kim were the staff members in charge. The following bus routes were included in the drill: Route #7 Buses A,B,C,D & E Vans LV1, LV2, LOWL1 & LV4.

37. that the Board acknowledge and approve the Bryant Elementary School successfully conducted its first emergency school bus exit drill, in accordance with N.J.A.C. 6A:27-11.2, at 8:30 am at the location of Bryant School Bus Lane off of Tryon Ave on October 19, 2021; Kim Santangelo oversaw the drill and was the staff member in charge. The following bus routes were included in the drill: Route #6 Buses D & E Vans BV1, BV2, BV3, BV4 & BV5.

38. that the Board acknowledge and approve that Benjamin Franklin Middle School successfully conducted its first emergency school bus exit drill, in accordance with N.J.A.C. 6A:27-11.2, at 3:00 pm at the location of 1315 Taft Road outside of front of the school on October 25, 2021; Marina Williams oversaw the drill and was the staff member in charge. The following bus routes were included in the drill: Vans BF2, BF3, BF4, BF5 & BF6.

39. that the Board acknowledge and approve that Thomas Jefferson Middle School successfully conducted its first emergency school bus exit drill, in accordance with N.J.A.C. 6A:27-11.2, at 3:42pm on October 20, 2021, at the location of the Fycke Lane; Ramon Ortiz oversaw the drills and was the staff members in charge. The following bus routes were included in the drill: Vans TJ1, TJ2 & TJ3.

40. that the Board acknowledge and approve that Teaneck High School successfully conducted its first emergency school bus exit drill, in accordance with N.J.A.C. 6A:27-11.2, at 8:00 AM on October 22, 2021 at the location on Elizabeth Ave outside of entrance 2; Justin O'Neill oversaw the drills and was the staff member in charge. The following bus routes were included in the drill: Vans THS1, THS2, THS3, THS4 & THS1L.

PERSONNEL

NOVEMBER 3, 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. Deirdre Ayala, Grade 4 ICS Teacher, at an annual salary of \$63,000 (TTEA MA/step 3) assigned to Hawthorne Elementary School, effective October 18, 2021 through June 30, 2022, grant funded through ESSER Grant.
 - b. Linda LaMadrid-Peluso, English Teacher, at an annual salary of \$83,000 (TTEA MA/step 11) assigned to Benjamin Franklin Middle School, effective November 10, 2021 through June 30, 2022, replacing Hazel Rivas, resigned (PC#: 10-10-05/ajm).
 - c. Jamie Boyle, Theatre Teacher, at an annual salary of \$58,000 (TTEA BA/step 4) assigned to Teaneck High School, effective November 15, 2021 through June 30, 2022, replacing Brittany Rhodie, resigned (PC#: 10-12-25/afa).

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 25, 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 November 01, 2021 through June 30, 2022, new position.
 - c. Na'Imah Bogert, Transportation Secretarial Support & Dispatch, at an annual salary of \$77,000 (TTEA Sec 12M A/step 8) plus \$8,316 (10.8% of salary for coordinator and dispatcher differential) assigned to the Business Office, effective November 15, 2021 through June 30, 2022, new position.
 - d. Yennifer Nunez, Secretary, at an annual salary of \$46,000 (TTEA 12M D/ Step 3) assigned to Theodora Smiley Lacey Elementary School, effective November 15, 2021 through June 30, 2022, new position.

3. that the Board approve the following certificated staff transfers/reassignments for the 2021-2022 school year, effective September 01, 2021:
 - a. Jennifer Martin, Grade 4 Teacher at Lowell Elementary School reassigned to Grade 1 Teacher at Lowell Elementary School.

4. that the Board accept the resignation of the following staff members:
 - a. Fayth Petrucci, Transportation Coordinator, Business Office, effective December 17, 2021.
 - b. Sana Chaudhry, School Psychologist, Bryant Elementary School, effective December 20, 2021.
 - c. Johan Pillaha, Substitute Safety Officer, Central Office, effective November 12, 2021.

5. 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 10, 2021, using 43 sick days under FMLA. Unpaid medical leave of absence with benefits from November 11, 2021 through November 16, 2021 under FMLA.
 - b. Employee ID# 2937, paid paternity leave of absence with benefits, using 60 personal illness days from January 3, 2022 through March 25, 2022, under FMLA.
 - c. Employee ID# 2383, paid medical leave of absence with benefits, using 32.5 personal illness days from November 9, 2021 through December 23, 2021, under FMLA.
 - d. Employee ID# 1231, paid medical leave of absence with benefits, using 30 personal illness days from November 1, 2021 through December 10, 2021, under FMLA.
 - e. Employee ID# 2029, paid medical leave of absence with benefits, using 7.5 personal illness days from December 21, 2021 through January 7, 2022, under FMLA.

6. that the Board approve Eric Johnson as Music Production Program Advisor assigned to Teaneck High School, Thomas Jefferson Middle School and Benjamin Franklin Middle School, Extra Work for Extra Pay stipend of \$8,000 in accordance with the TTEA Contract Agreement, for the 2021-2022 school year.

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

<u>Staff Member</u>	<u>Activity</u>	<u>Stipend Amount</u>
a. Dawn Santamaria	Activities Fund	\$5,654.00
b. Dawn Santamaria	Treasurer	\$546.00
c. Suzanne O'Toole	Safety Patrol	\$273.50
d. Amber Halpern	Safety Patrol	\$273.50
TOTAL:		\$6,747.00

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

<u>Staff Member</u>	<u>Activity</u>	<u>Stipend Amount</u>
a. Chanon Mc Duffie	Activities Fund	\$5,654.00
b. Chanon Mc Duffie	Treasurer	\$546.00
TOTAL:		\$6,200.00

9. 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	Treasurer	\$546.00
TOTAL:		\$546.00

10. 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:

<u>Staff Member</u>	<u>Activity</u>	<u>Stipend Amount</u>
a. Susan DeLisio	Treasurer	\$546.00
TOTAL:		\$546.00

11. 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	Treasurer	\$546.00
TOTAL:		\$546.00

12. 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. Catherine Hollis	Treasurer	\$1,194.00
TOTAL:		\$1,194.00

13. 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. Gina Geronimo	Treasurer	\$1,194.00
TOTAL:		\$1,194.00

14. 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:

Staff Member Activity Stipend Amount

a. Breanne Millett Treasurer \$4,298.00

TOTAL: \$4,298.00

15. that the Board approve Dr. Maura Tuite as the Acting Director of Special Education and Nursing Services, effective October 01, 2021 through December 31, 2021 at a salary of \$152,000, pending approval by The Commissioner of Education.

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

Novice Teacher Mentor Teacher School

a. Juan Grillo Jean-Gratien Uwisyane Benjamin Franklin Middle School

17. that the Board approve payment to the following high school teachers, for assuming a sixth period assignment, on a temporary basis, at the negotiated contractual per class rate, effective October 28, 2021, staff members will receive payment upon submissions of appropriate bill form for each pay date, and will receive their payment on the subsequent pay date:

Name Subject Rate

a. Michael DeAvila Algebra II (Period 4) \$70.00 (MA)

b. Mary Laqui Algebra I \$80.00 (MA+32)

18. that the Board approve payment to the following high school teachers, for assuming a seventh period assignment, on a temporary basis, at a negotiated contractual per class rate, effective October 22, 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. Gina Petrosi-Higgins	Geometry (Period 4)	\$70.00 (MA)
b. Summer Pirro	Geometry (Period 1)	\$60.00 (BA)
c. John Occhiogrosso	Financial Algebra	\$80.00 (MA+32)
d. Mary Laqui	Algebra I	\$80.00 (MA+32)
e. Anila Hoxha	Resource Center Support	\$60.00 (BA)

19. that the Board approve the following salary of listed certificated staff member for the 2021-2022 school year, retroactive to July 01, 2021 through June 30, 2022:

<u>Name</u>	<u>Guide/Step</u>	<u>Salary</u>	<u>Differential</u>	<u>Total</u>
Dr. Kenneth Cieslak	MA+32/step 13	\$103,500	\$3,105 (3%)	\$106,605

20. 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. Gulshir Khan	Site Supervisor	\$17.00
b. Houda Bassim	Aide	\$15.00

21. The Teaneck Board of Education ("Board") hereby agrees to resolve Grievance Number AR-2021-487 with a member of the Teaneck Township Education Association, whose name is on file with Central Office, for the amount of eight thousand dollars in full and final settlement of the Grievance.

22. that the Board approve payment to FORUM staff member, Jason Juxon-Smith, to provide services in the PASS (Police/Parents and School Students) Partnership at a rate of \$50 per hour, not to exceed 60 hours, total stipend \$3,000. The program will take place October 25, 2021 through December 31, 2021.

Account #: 20-009-100-100-73-10-G-H FORUM/J.JUSTICE/TCHR Stipends

23. that the Board approve payment to the FORUM staff member, Owen Barnes, to provide services in the Teaneck High School Open Gym Program at the rate of \$50 per hour, not to exceed 120 hours, total stipend \$6,000. The program will take place November 15, 2021 through May 26, 2022.

Substitutes: Nicholas Campestre, Jason Juxon-Smith

Account #: 20-010-100-100-73-10-G-H FORUM/Township/Stipends

24. that the Board approve the following staff members as Home Instructors, on an as needed basis, at \$50.00 per hour, for the 2021-2022 school year:

- a. Kerrie Viray
- b. John Occhiogrosso
- c. Paul Sheppard
- d. Jennifer Joyce
- e. Adriana Lagomarsino
- f. Marc Monroe

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

- a. Loshaje Lewis

26. that the Board approve payment to Simone Clark, Executive Assistant for Human Resource Management, for taking on additional duties due to the resignation of the Manager of Human Resources and Compliance, retroactive to September 01, 2021, stipend amount \$500 per month, total stipend not to exceed \$5,500.

27. that the Board approve payment to Jennifer Basanti, Secretary for Human Resource Management, for taking on additional duties due to the resignation of the Manager of Human Resources and Compliance, retroactive to September 01, 2021, stipend amount \$275 per month, total stipend not to exceed \$2,750.

28. that the Board approve the following athletic coaches for the 2021-2022 school year, stipend in accordance with the TTEA contract, pending approval of NJSIAA and program/activity completion. Stipends will be prorated in the event of cancellation:

<u>Sport</u>	<u>Position</u>	<u>Name</u>	<u>Stipend Amount</u>
a. Swim	Head Coach	Samantha Singer	\$3,963.50
b. Swim	Assistant	Christina Cusmano	\$3,963.50
c. Girls Basketball	Assistant	Jazmine Wright	\$5,661.00
d. Indoor Track	Assistant	Lawrence Athil	\$4,529.00
e. Indoor Track	Volunteer	Phil Hogan	\$0.00
f. Wrestling	Volunteer	Albert Ortiz	\$0.00
TOTAL:			\$18,117.00

29. that the Board approve payment for the following teachers (pending student enrollment) for conducting an after school academic support program "After the Bell" in Mathematics and Literacy for grades 1-4 at Whittier Elementary School. The program will run on Tuesdays and Thursdays from 2:45 pm - 3:45 pm from November 16, 2021 through April 7, 2022. Teachers will receive up to 21 hours of professional development and lesson planning time at \$50 per hour and 34 hours of instructional time at \$50 per hour. One lead teacher would receive up to 74 hours for administrative duties and professional development at \$50 per hour. Title I and IDEA/ARP fund this program.

<u>Name</u>	<u>Hours</u>	<u>Total Stipend (not to exceed)</u>
a. Janine Lawlor	74	\$3,700.00
b. Nadeen Alawi	55	\$2,750.00
c. Valarie Astor	55	\$2,750.00
d. Destiny Harmon	55	\$2,750.00
e. Holly Koehler	55	\$2,750.00
f. Annie Matesic	55	\$2,750.00
g. Jennifer Ortiz	55	\$2,750.00
h. Diane Schustermann Bank	55	\$2,750.00
TOTAL:		\$22,950.00

30. that the Board approve the payment to the following teachers (pending student enrollment) for conducting the Hawthorne Scholars after school program (Grades K-4) at Hawthorne Elementary School from November 30, 2021 through April 7, 2022 on Tuesdays and Thursdays from 3:20 pm to 4:20 pm. Teachers will receive up to 3 hours of professional development on November 16th and November 18th at the rate of \$50 per hour and facilitate the program for 32 hours at the rate of \$50 per hour. One lead teacher will received up to 60 hours for administrative duties and professional development at the rate of \$50 per hour. Title I and IDEA/ARP fund this program.

<u>Name</u>	<u>Hours</u>	<u>Total Stipend (not to exceed)</u>
a. Jemara Blount	60	\$3,000.00
b. Amanda Meller	35	\$1,750.00
c. Tawana Smith	35	\$1,750.00
d. Lorena Valer	35	\$1,750.00
e. Elizabeth Woo	35	\$1,750.00
f. Nicola Richardson	35	\$1,750.00
g. Filiz Zeybek	35	\$1,750.00
TOTAL:		\$13,500.00

31. that the Board approve the following staff to serve as chaperones at the following events, during the 2021-2022 school year, at the dates and times indicated, at the rate of \$50 per hour:

Annual Powder Puff Game: November 18, 2021:

HEAL is hosting its annual fundraiser for breast cancer awareness. Chaperones are needed from 3:00 pm - 6:00 pm.

Chaperones

- a. Luigi Venezia
- b. Edward Klimek
- c. Eric Akselrad
- d. Michael Miuccio

Annual Fall Play: November 19, 2021, November 20, 2021, November 21, 2021:

The Theater Department will be holding their annual fall play on Friday, November 19th at 8:00 pm, Saturday, November 20th at 8:00 pm, and Sunday, November 21st at 8:00 pm. The Theater Department is requesting 1 chaperone per show for 3 hours, to help with ticket sales, concessions and backstage supervision.

Chaperones

- a. Eric Akselrad
- b. Jahaziel Valeriano
- c. Christine Mayers

8th Annual Volleyball Marathon: November 20, 2021:

The Teaneck High school Girls and Boys Volleyball teams will be hosting its 8th Annual Volleyball Marathon on Saturday, November 20, 2021. Chaperones are needed from 8:30 am - 2:30 pm. Chaperones are requested for two different shifts, 8:30 am - 11:30 am and 11:30 am - 2:30 pm.

Chaperones

- a. Adriana Lagomarsino
- b. Charlotte LoSchiavo
- c. Lance Parham
- d. Robin Rozembersky

5th Annual Homecoming Dance: November 22, 2021:

The student council will be hosting its fifth annual Junior/Senior Homecoming Dance at Biagio's on Monday, November 22, 2021 from 6:00 pm - 10:00 pm. 4 Chaperones are requested for the evening.

Chaperones

- a. Daniel Olender
- b. Alexandra Cavallo
- c. Eric Akselrad
- d. Adriana Lagomarsino

Freshman/Sophomore Dance: November 23, 2021:

The student council will be hosting its first Freshman/Sophomore Homecoming Dance at Teaneck High School on Tuesday, November 23, 2021 from 4:30 pm - 8:30 pm. 4 chaperones are requested for that evening.

Chaperones

- a. Ashley Pryce
- b. Michael Miuccio
- c. Edward Klimek
- d. Andrew Bellin

Annual Homecoming Pep Rally: November 24, 2021:

The student council will be hosting its annual pep rally on Wednesday, November 24, 2021. Security is needed from 2:30 pm - 5:30 pm and 4 chaperones are requested for that evening.

Chaperones

- a. Andrew Bellin
- b. Sharon Bellin
- c. Nicole Cooper
- d. Edward Klimek

32. that the Board approve the following staff members as volunteer advisors, at Teaneck High School, for the 2021-2022 school year:

<u>Staff Member</u>	<u>Activity</u>
a. Michael DeAvila	Christian Club
b. Daniel Olender	UNICEF Club
c. Richard Rodda	THS Literary Club

33. that the Board approve Rita Urevitch as Lead Nurse for the 2021-2022 school year.

Differential: \$3,271

34. that the Board approve Kristine Thielman serving as Preschool/Elementary Child Study Team Coordinator for the 2021-2022 school year, commencing September 01, 2021 and ending June 30, 2022.

Differential: \$5,000 / \$500 per month for 10 months

35. that the Board approve Elizabeth Bauer serving as Secondary/Lead Child Study Team Coordinator for the 2021-2022 school year, commencing September 01, 2021 and ending June 30, 2022.

Differential: \$7,000 / \$700 per month for 10 months

36. that the Board approves payment to Cecilia Chan, Nurse for Athletic Physicals for the 2021-2022 school year, at \$50 per hour, total stipend not to exceed \$5,000.

37. that the Board approves payment to Danielle Cardona, Speech Therapist, to provide home services to student ID# 95241, not to exceed 2 hours per week, for the 2021-2022 school year, at the rate of \$50 per hour.

38. that the Board approves Maria Martinez, Literacy Enrichment Teacher, to assist with translations during Special Education parent meetings, for the 2021-2022 school year, at the rate of \$50 per hour, not to exceed 50 hours, total stipend not to exceed \$2,500.

39. that the Board approve the bus driver salary guide and adjustment of our bus drivers corresponding to the step they fall under:

New Hire Bus Driver Part-Time Step Hourly Guide:

<u>Step</u>	<u>Hourly Rate</u>
a. Step 1 / 0-5 years of experience	\$22.00
b. Step 2 / 5-10 years of experience	\$23.50
c. Step 3 / 10-15 years of experience	\$25.00

New Hire Bus Driver Step Salary Guide:

<u>Step</u>	<u>Salary</u>
a. Step 1 / 0-5 years of experience	\$36,000
b. Step 2 / 5-10 years of experience	\$37,500
c. Step 3 / 10-15 years of experience	\$39,000

40. that the Board approve the revision of the Transportation Coordinator job description (attachment) for the 2021-2022 school year.
41. that the Board approve the following salaries of non-certificated staff for the 2021-2022 school year, retroactive to September 01, 2021 through June 30, 2022:

TEANECK HIGH SCHOOL

<u>Name</u>	<u>Guide/Step</u>	<u>Salary</u>
a. Shamim Ahmed	Step 3	\$39,000.00
b. Yesmin Hernandez	Step 3	\$39,000.00
c. Karla Lopez	Step 3	\$39,000.00
d. Farkisha Huffin	Step 1	\$36,000.00

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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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Student Assessment
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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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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
M

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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Postnatal Accommodations

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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Postnatal Accommodations

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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SUPPORT STAFF MEMBERS
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Postnatal Accommodations

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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Postnatal Accommodations

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:



POLICY GUIDE

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Attendance
M

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, aA** 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



POLICY GUIDE

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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:



POLICY GUIDE

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Suspension
M

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:





**APPLICATION and AGREEMENT
FOR USE OF PUBLIC SCHOOL FACILITIES
TEANECK BOARD OF EDUCATION TEANECK, NEW JERSEY 07666**

2021-2022

Permit# _____
Date: _____

All applications must be submitted to the Board office at least thirty (30) days prior to requested use. The Teaneck Board of Education shall be referred to as the "Licensor." The organization or individual applying to use the Teaneck Public School District's facilities shall be referred to as the "Licensee."

Name of Licensee:	Cheryl Hall / Teaneck Interfaith / Congregation Beth Shalom		
Address:	87 Westervelt Pl. Teaneck NJ / 354 Maitland Ave		
Event Contact:	Cheryl Hall	201-370-4777	cheryllhall87@gmail.com
	(Name)	(Phone Number)	(Cell Number) (Email address)

Purpose of Activity:	Teaneck Interfaith Thanksgiving Service		
Expected Attendance:	150	Youth Sports Org:	YES / NO (circle if applicable)
Requested Date(s):	November 22, 2021		
Start Time:	6:15 PM	End Time:	9:00 PM
Fee Charged to guests:	YES / NO	Amount per person charged:	Non-profit organization: YES / NO Type of organization: Non-Profit

The Licensee hereby makes application for the use of:

School	Facility	Special Requests
<input type="checkbox"/> Bryant Elementary	<input checked="" type="checkbox"/> Auditorium	Tables #
<input type="checkbox"/> Hawthorne Elementary	<input checked="" type="checkbox"/> Cafeteria	Chairs#
<input type="checkbox"/> Lowell Elementary	<input checked="" type="checkbox"/> Student /Media Center	<input checked="" type="checkbox"/> Microphones#
<input type="checkbox"/> Whittier Elementary	<input type="checkbox"/> Gymnasium - Large	<input checked="" type="checkbox"/> Audio System
<input type="checkbox"/> Benjamin Franklin MS	<input type="checkbox"/> Gymnasium - Small	<input type="checkbox"/> Stage Scrim
<input type="checkbox"/> Thomas Jefferson MS	<input checked="" type="checkbox"/> Lavatory	<input checked="" type="checkbox"/> Special Lighting
<input checked="" type="checkbox"/> Teaneck High School	<input type="checkbox"/> Classroom(s) #	<input type="checkbox"/> Projector
<input type="checkbox"/> Theodora S. Lacey School	<input type="checkbox"/> Outdoor Fields/Grounds (specify)	<input checked="" type="checkbox"/> Other
<input type="checkbox"/> Attach setup plan or instructions if necessary	<input checked="" type="checkbox"/> School Parking Lots	<input checked="" type="checkbox"/> Audiovisual support for livestreaming
	<input type="checkbox"/> Other (specify) Possible library	

In consideration of Licensor's grant of a non-exclusive license to Licensee for its use of the above-identified facility(ies), Licensee hereby agrees to:

1. Indemnify and hold the Licensor, including its respective officials, commissioners, officers, members, agents, contractors, servants, employees, volunteers, licensees, invitees and assigns, harmless from and against any and all claims, losses, expenses, including reasonable attorney's fees, and damages, including those arising from personal injury, death, or damage to or loss of use of property, arising out of, resulting from, or incurred in connection with any acts or omissions of the Licensee, including its members, agents, contractors, servants, employees, volunteers, licensees, or invitees related to its use of the Licensor's facilities, including but not limited to, the Licensee's use of any portable equipment. In the event that an action or proceeding is brought against the Licensor by reason of any such claim, the Licensee, upon notice from the Licensor, covenants to resist or defend, at Licensee's expense such action or proceeding by counsel reasonably satisfactory to the Licensor, provided that, nothing herein shall preclude Licensor from appointing counsel of its own choosing to defend any such action at Licensee's sole expense.
 - a. Additionally, Licensee acknowledges that a novel viral infection has resulted in a pandemic throughout the United States, and hereby agrees to ensure that its members, agents, contractors, servants, employees, volunteers, and invitees comply with and follow the most recent guidance and protocols issued by the Centers for Disease Control and Prevention (CDC) and the State of New Jersey prior to and during the use of the facility. Licensee agrees to immediately notify the Licensor if any of its members, agents, contractors, servants, or employees who have been present during Licensee's use of the facility are known to have tested positive for or been exposed to coronavirus, or any other epidemic. Licensee further agrees to exclude from participation any of its members, agents, contractors, servants, volunteers, invitees, or employees who have tested positive for or have been exposed to coronavirus, or any other epidemic, and shall advise those individuals to quarantine for a period of time consistent with the CDC and the State of New Jersey guidance and protocols and as advised by a physician or other medical professional. Licensee further agrees, in addition to the indemnification and hold harmless requirements set forth above, to indemnify and hold harmless the Licensor, its respective members, agents, contractors, servants, or employees harmless from and against any and all claims, losses, damages, injuries and expenses, including reasonable attorney's fees, arising out of, resulting from, or incurred in connection with any alleged exposure or infection of coronavirus or any other epidemic as a result of any acts or omissions of the Licensee, its members, agents, contractors, servants, employees,

volunteers, licensees, or invitees as it relates to Licensee's use of the facility.

2. Assume full responsibility for Bodily Injury and Property Damage incurred as a result of the acts or omissions of the Licensee, its members, agents, contractors, servants, employees, volunteers, licensees, or invitees. The Licensee must present an insurance certificate guaranteeing liability coverage of at least a Combined Single Limit of \$1,000,000 per occurrence/\$2,000,000 aggregate, underwritten on a primary and non-contributory basis, insuring the Licensee against any liability for bodily injury and property damage. The Licensor shall be named as an additional insured on such insurance policy. The Licensee must also include an additional insured endorsement via a CG 20100704 or equivalent. A copy of the necessary insurance policy must be presented to the Licensor, upon request, prior to the Licensee's use of the facilities.
3. Assume responsibility for preserving order during its use of the facilities, and for all fees in connection with the Licensee's use of the facilities including, when necessary, custodial fees.
4. Observe and adhere to all of the Licensor's rules and regulations governing the use of the Licensor's facilities as set forth in the Licensor's policies and regulations, which policies and regulations are incorporated by reference herein. Additional copies of said policies and regulations may be obtained at the Licensor's Business Office. Any violation of these terms and conditions shall result in the immediate expulsion of the Licensee from the Licensor's facilities.
5. If school is closed due to inclement weather, or if indoor or outdoor gatherings are limited to any degree, or prohibited, for any reason by any act, order, or mandate of federal, state, or local government, including by resolution of the Teaneck Board of Education or order of the Superintendent of Schools, Licensee's event/function shall be cancelled with no further obligation to Licensor, provided that Licensees' event/function may proceed if specifically authorized in writing by the Superintendent of Schools or his or her designee.
6. If the Licensee is a "youth sports team organization," as that term is defined by N.J.S.A. 18A:40-41.5(b), the Licensee shall provide the Licensor with a statement of compliance with the Licensor's Policy No. 5141.8 "Sports Related Concussion and Head Injury" for the management of concussions and other head injuries. As defined in N.J.S.A. 18A:40-41.5(b) a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.
7. If the Licensee is a "youth sports team organization," the Licensee shall provide the Licensor with a copy of its accident insurance policy or certificate of insurance, guaranteeing proper accident coverage for the participants.
8. Pursuant to N.J.S.A. 18A:40-41a and N.J.S.A. 2A:62A-27, the Licensor, its employees, agents and servants shall not be liable for the injury or death of any person arising from the presence of and access to an AED, as well as the action or inaction of the Licensee or any of the Licensee's members, agents, contractors, servants, employees, volunteers, licensees or invitees.
9. The Licensee, including its members, agents, contractors, servants, employees, volunteers, licensees, or invitees hereby acknowledge that the requirements of N.J.S.A. 18A:40-41 a-c concerning automated external defibrillators apply to school-sponsored athletic events or team practices in which students of the district participate.
10. Pursuant to N.J.S.A. 18A:40-41.5, the Licensor shall not be liable for the injury or death of a person due to the action or inaction of the Licensee or any of the Licensee's members, agents, contractors, servants, employees, volunteers, licensees, or invitees.
11. All charges for the use of school facilities will be paid within thirty (30) days after the Licensee's use of the facilities has concluded.
12. Any requested changes or modifications in this application and agreement for the use of facilities must be made in writing by the Licensee and approved by the Licensor at least three (3) days in advance of the date scheduled for the use of facilities.
13. Permission to use these facilities may be rescinded or modified by Licensor at any time and without prior notice to Licensee. School programs take precedence over any and all outside uses. NO PROGRAMS shall be scheduled on holidays (school, state or federal), during school vacation periods during school recess unless specific prior written approval is granted and associated fees are determined. No activities are to be scheduled on a Saturday which immediately follows a Friday holiday.
14. I have read and hereby represent that the Licensee shall comply with any and all of the Licensor's rules, regulations, and policies.
15. The Licensee has provided the aforementioned required certificates of insurance to the Licensor.

Cheryl Hall
 Signature of Licensee

Event Chair
 Position with Organization Named Above

Print Name of Licensee: Cheryl Hall

For Official Use Only				
Approved	Denied	Position	Signature	Date
		Athletic Director		
		Principal		
		Director of Buildings & Grounds		
		Business Administrator/Designee		

TEANECK BOARD OF EDUCATION

651 Teaneck Road

Teaneck, NJ 07666

HOLD HARMLESS AGREEMENT AND CERTIFICATE OF INSURANCE APPLICATION

APPLICANT COMPLETE THREE (3) COPIES: 2 copies to School (1 to be kept by School of Use and 1 to be forwarded to the Business Office) AND 1 copy to Applicant's insurance Agent.

The use of Teaneck Public School properties by the below identified organization is expressly contingent upon a certificate of insurance being placed on file with the Teaneck Board of Education School Business Administrator/Board Secretary, 651 Teaneck Road, Teaneck, NJ 07666, PRIOR to the date of first use.

The certificate of insurance must indicate the following:

Evidence of liability coverage at a minimum Combined Single Limit of \$1,000,000 per occurrence/\$2,000,000 aggregate insuring the Licensee against any liability for bodily injury and property damage underwritten on a primary, non-contributory basis. The Teaneck Board of Education shall be named as an additional insured on all such insurance policies. The Licensee must also include an additional insured endorsement via a CG 20100704 or equivalent. A copy of the necessary insurance policy must be presented to the Licensor, upon request, prior to the Licensee's use of the facilities.

THIS HOLD HARMLESS AGREEMENT MUST BE COMPLETED FOR EVERY ACTIVITY. A COPY SHOULD BE FORWARDED TO YOUR INSURANCE AGENT FOR THE PURPOSE OF OBTAINING A CERTIFICATE OF INSURANCE UNLESS AN IN-FORCE CERTIFICATE IS ALREADY ON FILE WITH THE BUSINESS ADMINISTRATOR/BOARD SECRETARY AND BUILDING PRINCIPAL.

Applicant: Complete the following- PLEASE TYPE OR PRINT

For and in consideration of the renting of the Auditorium an Student Media CTR
(Auditorium, Gym, Student Ctr, etc.)
at High School NOV 21 on 2021
(Teaneck Public Schools) (month) (day) (year)

The Teaneck Interfaith, including its officers, owners, members, agents, contractors, servants, employees, volunteers, licensees, or invitees (collectively, the "Licensee") hereby covenants and agrees to save and hold harmless
(Name of Organization)

the Teaneck Board of Education, including its respective officials, commissioners, officers, members, agents, contractors, servants, employees, volunteers, licensees, invitees and assigns (collectively, the "Board"), harmless from and against any and all claims, losses, damages, injuries and expenses arising out of, resulting from, or incurred in connection with Licensee's use of the Board's facilities, including but not limited to, the Licensee's use of any portable equipment..

DATE: 10-28-2021 ^{Revision} AUTHORIZED SIGNATURE: Cheryl Hall
ORGANIZATION: Teaneck Interfaith ADDRESS: 87 Westeneelt Pl.
Teaneck NJ 07666

Teaneck District Nursing Services Plan 2021-2022

(N.J.A.C. 6A:16-2.1 through 2.5)

District Name: Teaneck Public Schools

School Year: 2021-2022

Board of Education Approval Date: November 10, 2021 - pending board approval (as per N.J.A.C. 6A:16-2.1 (b))

District Contact Person: Dr. Christopher C. Irving, Superintendent

I. Description of Basic Nursing Services Provided to All Students: (N.J.A.C. 6A:16-2.2)

Basic services: N.J.A.C. 6A and N.J.S.A. 18A:40, federal law (such as FERPA- 20 U.S.C.§1232g, 34 CFR Part 99) and N.J. Sanitation Code. Under the direction of the School Physician, the following services are provided to students:

A. Health Records (N.J.A.C. 8:57-4.1 through 4.20)		
1.	Maintain and review student health documents	(N.J.A.C. 6A:16-2.2 (g))
a)	State of New Jersey Health History and Appraisal record i.e., A-45 cards	
b)	Immunization record	(N.J.A.C. 6A:16-2.2 (a))
c)	Medical history	
d)	Conduct and record health screenings (i.e., height, weight, hearing, vision, scoliosis and blood pressure as per current NJ statutes)	(N.J.A.C. 6A:16-2.2(g))
e)	Physical examinations for:	
	(1) Athletic Pre-Participation Physical Examination Form Part A & B as part of student's health record	(N.J.S.A. 18A: 40-41.9 and N.J.A.C. 6A:16-2.2(h)1)
	(a) Distribution of educational fact sheet annually to parents or guardians of students of Sports-Related Eye Injuries	
	(2) New or transfer student	(N.J.A.C. 6A:16-2.2 (h)2ii)
	(3) Working Papers health exam	(N.J.A.C. 6A:16-2.2 (h)3)
	(4) Comprehensive child study team evaluation	(N.J.A.C. 6A:16-2.2 (h)4)
	(5) Evaluation of student suspected of being under the influence of alcohol or a controlled dangerous substance	(N.J.A.C. 6A:16-2.2(h)5)

f)	Transference and request of health records i.e. A-45 and current physical exam	(N.J.A.C. 6A:16-2.4(d))
g)	Adherence to Family Education Rights and Privacy Act	(FERPA- 20 U.S.C. §1232g, 34 CFR Part 99, N.J.A.C. 6A:16-2.4 (c))
2.	Determine student status for admission or retention with unacceptable evidence of immunizations	(N.J.A.C. 6A:16-2.2(b))
3.	Conduct tuberculosis testing as directed by the NJ DHSS	(N.J.S.A.18A:40-16 & N.J.A.C. 6A:16-2.2(c))
B.	Medications, health care treatments, procedures and care:	
1.	Administer authorized medications, health care treatments and care	(N.J.A.C. 6A:16-2.1(a) 2)
2.	Approval of self-administered medications	(N.J.S.A.18A:40-12.3 & 12.4 & N.J.A.C. 6A:16-2.1(a) 2.v)
3.	Designate and train annually Epinephrine and Glucagon auto-injector delegates	(N.J.A.C. 6A:16-2.1(a)2.vi N.J.S.A. 18A:40-12.5; 12.6 & 12.14)
4.	Permit the school nurse or trained designee to administer Epinephrine via a pre-filled auto-injector mechanism to any student without a known history of anaphylaxis when the nurse or trained designee in good faith believes the student is having an anaphylactic reaction <u>or</u> any student whose parent has <u>not</u> : a) Provided written authorization for the administration of Epinephrine; b) Provided written orders from the physician or advanced practice nurse that the student requires Epinephrine for anaphylaxis; c) Received written notice from the board of education (BOE) or nonpublic school chief school administrator that the agencies and their employees or agents have no liability as a result of an injury arising from the administration of Epinephrine; and d) Signed a statement releasing the BOE or nonpublic school of liability.	(N.J.S.A. 18A:40-12.5a-d and N.J.S.A. 18A:40-12.6)
C.	Review and create IHP/IEHP for Do Not Resuscitate (DNR) orders	(N.J.A.C. 6A:16-2.1(a)3)
D.	Provide Health Care	(N.J.A.C. 6A:16-2.1(a) 4)
1.	Provide nursing health care and execute medical regimens to students as per: NJ Nurse Practice Act, District Collaborative Standing Orders, IHP, IEHP and Medical Home Practitioner's orders.	(N.J.A.C. 6A:16-2.1(a)10 (N.J.S.A. 45:11-23)- New Jersey Board of Nursing Statutes
2.	Isolate, exclude and re-admit any student or employee with a communicable disease	(N.J.A.C. 6A:16-2.4 (a))
3.	Report "Reportable Communicable Disease" to County health officer	(N.J.A.C. 8:57-1 & N.J.A.C. 6A:16-2.2(d))

4.	Arrange for transportation and supervision of students in need of emergency health care	(N.J.A.C. 6A:16-2.1(a) 4(iv))
5.	Notify parents of need for emergency care	(N.J.A.C. 6A:16-2.1(a)4(v))
6.	Administer emergency medications i.e., anaphylaxis (Epinephrine) or asthma medications etc.	(N.J.A.C. 6A:16-2.1 (a) 4)
7.	Write and update annually student individualized health care plans (IHP's) and individualized emergency health care plan (IEHP's) for student's medical needs and instruction of staff.	(N.J.A.C. 6A:16-2.1(a)10 and (N.J.A.C. 6A:16-2.3(b)3(xii))
8.	Establish, annually review and implement Standards of Care/Collaborative Standing Orders with the School physician for deliverance of daily and emergency health care.	(N.J.A.C 6:A:16-2.3(b)3(i))
E.	Administer asthma related care	
1.	Obtain training for administration of medication via nebulizer	(N.J.S.A.18A:40-12.8(a) & (N.J.A.C. 6A:16-2.1(a).5.ii)
2.	Maintain one nebulizer per school	(N.J.A.C. 6A:16-2.2(e))
3.	Require Students to have a current "Asthma Action Plan	(N.J.A.C. 6A:16-2.1(a)5.iii)
F.	Health history and examinations	(N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, N.J.A.C. 6A:16-2.2 and N.J.A.C. 6A:16-2.1(a)6)
1.	Provide health examination for students without medical homes	(N.J.A.C. 6A:16-2.2(f))
G.	Establish and maintain procedures for universal precautions	(N.J.A.C. 6A:16-2.1(a)7)
H.	Provide nursing services to nonpublic school located in district	(N.J.A.C. 6A:16-2.1(a)8)
I.	Instruct students/ teachers/staff:	(N.J.A.C. 6A:9-13.3, N.J.S.A. 18A:40-3; and N.J.A.C. 6A:16-2.3 (b)3. xv
1.	Communicable diseases, blood borne pathogens	
2.	Asthma management	
3.	Anaphylaxis and symptoms of hyperglycemia and hypoglycemia	
4.	Classroom health curriculum (not CSN with a "Non-Instructional" certificate)	
5.	Other health concerns	
J.	Provide information for:	
1.	NJ Family Care program	(N.J.A.C. 6A:16-2.2(j))
K.	Implementation of the Nurse Practice Act by.....	
L.	Certified School Nurse Functions as Certified School Nurse (CSN) and Registered Nurse	N.J.S.A. 45:11-23.- New Jersey Board of Nursing Statutes
1.	Nursing Diagnosis /Case-finding of actual or potential physical health problems	

2. Provision of nursing care for actual or potential emotional health problems	
3. Health teaching in health office	
4. Health teaching in classroom	
5. Health counseling	

II. Summary of Nursing Services Required to Address Specific Health Care Needs of Individual Students (N.J.A.C. 6A:16-2.3(b)3)

Services Required to Address Specific Health Care Needs of Individual Students with acute care needs, chronic illness, special health needs, procedures and administration of medications, procedures or treatments.	Bryant Pre-K	J.S. Lacey K	Hawthorne K-4	Lowell K-4	Whittier K-4	BF 5-8	TJ 5-8	THS 9-12 18-21
First-Aid / Office Visits / month	40	21	15	30	20	35	24	30
Dental: tooth avulsion, caries, braces, etc. / month	0	0	2	2	2	1	0	1
Health Screenings Ht., Wt., & BP yearly	17	59	40	26	25	26	67	558
Visual Acuity screening Pre-K, K,2,4,6,8,10	16	59	40	26	20	26	67	558
Auditory screening Pre-K,K,1,2,3,7,11	17	59	40	26	20	26	67	558
Scoliosis screening biennially age 10-18	n/a	n/a	n/a	n/a	n/a	3	67	558
Diabetic Glucose testing, insulin pump management	0	0	1	0	0	0	1	2
Mantoux/PPD testing	0	0	0	0	0	0	0	0
Medication Administration- daily	0	0	0	1	0	2	0	0
Medication Administration - PRN	0	1	3	0	3	6	8	0
Nebulizer/inhalers/peak flow measurements	0	0	0	1	3	3	9	0
Tube feedings	0	0	0	0	0	0	0	0
Urinary catheterizations/toileting/diaper changes	0	0	0	0	0	3	0	0
Ventilator care	0	0	0	0	0	0	0	0
Referral for vision evaluations	1	12	1	0	0	0	0	16
Referral for hearing evaluations	1	1	0	0	0	0	0	0
Referral for Alcohol and drug use/abuse testing	0	0	0	0	0	0	0	6
Referral for pregnancy	0	0	0	0	0	0	0	0

Nursing Diagnosis /Case-finding of actual or potential physical health problems per month	2	2	2	2	3	5	5	6
Provision of nursing care for actual or potential emotional health problems / month	5	2	2	2	10	2	2	6
Case finding	2	2	2	6	1	7	24	12
Health teaching in health office	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
Health teaching in classroom	15 virtual	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Health counseling	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
Hearing aid check / daily	0	0	0	0	0	0	0	0
Other:								
Attendance/Late passes	Yes	n/a	Yes	Yes	Yes	n/a	n/a	n/a

III. Emergency Management (N.J.A.C. 6A:16-2.1(a)4)

A. Acute Care Management Plan:

1. Creation and maintenance of an Emergency Management Kit ("Go-bag") for utilization in Crisis, Emergency Evacuations, or and Shelter-In-Place situations
2. Cardiac or Respiratory Distress Action Plan
 - a) AEDs (Automatic External Defibrillators) deployment and delegates trained (reference Janet's Law Requirement)
 - b) CPR trained school nurse
 - c) Asthma Nebulizer trained nurses
 - d) Universal Precautions trained staff
 - e) CPR trained coaches/athletic trainers/teachers/staff

B. IEHPs/Chronic Care Management Plans:

1. Epinephrine Auto-Injector/ Anaphylaxis IEHP
2. Asthma Action Plan IEHP
3. Diabetic Action Plan / IEHP
4. Sickle Cell Anemia Action Plan / IEHP
5. Seizure Action Plan / IEHP
6. Pacemaker Action Plan / IEHP
7. Emergency Evacuation of Students with Disabilities Plan / IEHP

C. District Crisis Management Plan:

1. Triage Action Plans in District Crisis Management Plan

D. Community Rescue Squad and Emergency Paramedic Services

1. 911 is called by either the nurse or staff member. Teaneck Township responds with police, ambulance, paramedics and/or fire department. Sick or injured are usually transported to Holy Name Hospital, which is located in Teaneck.

IV. Detailed Nursing Assignments Sufficient to Provide Health Services (N.J.A.C. 6A:16-2.3(b))

Schools:		Bryant	T. S. Lacey	Hawthorne	Lowell	Whittier	BF	TJ	THS
Grade levels:		Pre K	K	K - 4	K - 4	K - 4	5 - 8	5 - 8	9 - 12 18-21
Enrollment number as of Oct. 1 st .		256	150	268	311	317	500	492	1243
Number of students receiving:									
Special Services/ IEPs		67	28	48	67	52	127	106	278
504s		0	0	6	2	3	18	15	44
I&Rs		0	8	27	33	16	26	10	13
IHPs		0	1	3	15	3	11	17	15
IEHPs		0	1	3	3	3	11	17	15
Emergency Evacuation Accommodations Plan for students with disabilities		0	0	0	3	0	3	0	0
Nursing Assignments- number of:									
N.J.A.C. 6A:9-13.3	Certified School Nurse- CSN	1	1	1	1	1	1	1	1
	Registered Nurse-not CSN	0	0	0	0	0	0	0	0
	Licensed Practice Nurse- LPN	0	0	0	0	0	0	0	0
N.J.A.C. 6A:9-13.3 (b)	CPR Certified	1	1	1	1	1	1	1	1
N.J.A.C. 6A:9-13.3 (b)	AED Certified	1	1	1	1	1	1	1	1
N.J.A.C. 6A:16-2.1(a)5iii	Asthma Nebulizer trained	1	1	1	1	1	1	1	1
Unlicensed Assistive Personnel Assignments									
Nursing Assistants		0	0	0	0	0	0	0	0
Health Aides		0	0	0	0	0	0	0	0

V. Nursing Services and Additional Medical Services provided to Non-Public Schools

[<http://www.nj.gov/education/nonpublic/health/>]

Non-public nursing services (N.J.A.C. 6A:16-2.1(a)8)

1. Non-public nursing services are Bergen County Region V:

Academy of Greatness and Excellence

Academy of Sault UI Furgan

Heichel HaTorah

Ma'Ayanot Yeshiva High School

Wilbert F. Mays SDA School

Torah Academy of Bergen County

Yeshivat He'Atid

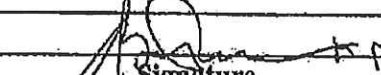
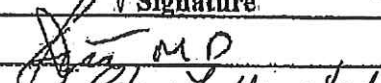
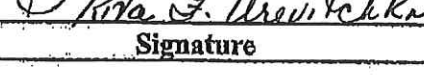
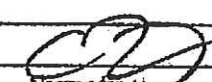
(Please submit to Executive County Business Official):

- A. A written statement verifying that the required conference was held with the nonpublic school;
- B. A copy of the contract with another agency to provide services, if applicable, and approved minutes of the district board of education meeting approving the contract, which describes the methods by which the health services to nonpublic school students will be provided for the ensuing year, including a rationale for the distribution of funds; and
- C. A description of the type and number of services that were provided during the previous school year on a form approved by the Commissioner of Education.

VI. Additional District Nursing Services Information:

Add any additional data that your school district requires be disclosed in this Nursing Services Plan

Nursing Services Plan reviewed by:

Dr. Barry Weissman			12/21/21
School Physician Name		Signature	Date
DR JOSEPH FAUCHER			10/28/21
Rita E. Urevitch, RN			10.29.21
Lead Nurse Name		Signature	Date
Dr. Christopher C. Irving			10/29/21
CSA Name		Signature	Date

FINANCE & BUDGET

MOTION # 2

Teaneck Board of Education Transfer List
Transfers 9/30/2021

ACCOUNT		DESCRIPTION	AMOUNT TRANSFERRED	
			From	To
19243	20-477-400-731-18-31-I-0	CARES ACT/EQUIPMENT	(23,306.00)	
19243	20-477-200-320-57-50-I-0	CARES ACT/CONTRACTED SVC	(23,306.00)	
19243	20-477-200-610-57-49-I-0	CARES ACT/NON INSTL SUPPLIES		46,612.00
			\$ (46,612.00)	\$ 46,612.00
EXPLANATION: 1st CaresAct Transfer Adjustment				
19356	11-000-221-320-85-50-I-0	PURCHASE PROF. EDUCATIONAL SVC	(10,000.00)	
19356	11-190-100-610-24-40-V-D	ACAD TALENTED/SUPPLIES		10,000.00
			\$ (10,000.00)	\$ 10,000.00
EXPLANATION: CogAT Assessment - Gifted Edu Adjustment				
19359	11-204-100-320-53-71-C-0	EXT SCH YR/PROF SERV/LLD	(30,000.00)	
19359	11-212-100-320-53-71-C-0	EXT SCH YR/PROF SERV/MD	(58,899.00)	
19359	11-209-100-320-53-71-C-0	EXT SCH YR/PROF SERV/BD	(28,247.00)	
19359	11-209-100-320-31-56-C-0	PURCH PROF SVC/BD		117,146.00
			\$ (117,146.00)	\$ 117,146.00
EXPLANATION: SPCSVCS-KellySvcs Adjustment				
19361	11-000-291-260-99-20-0-D	WORKERS COMPENSATION	(28,865.00)	
19361	11-000-262-520-98-54-0-0	INSURANCE/ GENERAL		28,865.00
			\$ (28,865.00)	\$ 28,865.00
EXPLANATION: WUI-INS_GEN adj Adjustment				
19373	20-218-100-106-61-10-0-K	TEACHER ASST. SALARY-STIPENDS	(885,730.00)	
19373	20-218-100-321-61-50-K-K	PRE-K/PURCH PROF ED SVC		885,730.00
			\$ (885,730.00)	\$ 885,730.00
EXPLANATION: FundKellySvcsfromSal&Stipend Adjustment				
19374	20-477-400-731-18-31-I-0	CARES ACT/EQUIPMENT	(14,165.00)	
19374	20-477-200-610-57-49-I-0	CARES ACT/NON INSTL SUPPLIES		14,165.00
			\$ (14,165.00)	\$ 14,165.00
EXPLANATION: CENTRAL OFC/FED GRANTS Adjustment				
19376	11-000-261-420-89-53-1-D	CONTRACTS BLDG MAINT	(9,197.27)	
19376	12-000-262-730-89-32-1-D	OPERATIONS EQUIPMENT		9,197.27
			\$ (9,197.27)	\$ 9,197.27
EXPLANATION: WUI-INS_GEN adj Adjustment				
19374	20-477-400-731-18-31-I-0	CARES ACT/EQUIPMENT	(14,165.00)	
19374	20-477-200-610-57-49-I-0	CARES ACT/NON INSTL SUPPLIES		14,165.00
			\$ (14,165.00)	\$ 14,165.00
EXPLANATION: CENTRAL OFC/FED GRANTS Adjustment				
19376	12-000-262-730-89-32-1-D	OPERATIONS EQUIPMENT	9,197.27	
19376	11-000-261-420-89-53-1-D	CONTRACTS BLDG MAINT		(9,197.27)
			\$ 9,197.27	\$ (9,197.27)
EXPLANATION: O&M-TOROmowerPurch Adjustment				
19377	11-000-261-420-89-53-1-D	CONTRACTS BLDG MAINT	(50,000.00)	
19377	11-000-262-420-89-53-1-D	CONTRACTS/OPERATIONS		50,000.00
			\$ (50,000.00)	\$ 50,000.00
EXPLANATION: O&MWESTYStoragePurchTBOEfiles Adjustment				
19380	11-000-230-100-88-19-D-D	SUBS OT/ASST,SUPT.ED SERVICES	(4,000.00)	
19380	11-000-230-890-82-50-D-D	OTHER EXP/DUES/ASST SUPT ED SV		4,000.00
			\$ (4,000.00)	\$ 4,000.00
EXPLANATION: CO-AsstSuperIndtEduSvsDues Adjustment				
19407	11-216-100-610-36-40-C-6	SUPPLIES/PSD	(475.00)	
19407	11-216-100-320-36-56-C-0	PURCH PROF SVC/PSD		475.00
			\$ (475.00)	\$ 475.00

FINANCE & BUDGET

MOTION # 2

Teaneck Board of Education Transfer List
Transfers 9/30/2021

ACCOUNT		DESCRIPTION	AMOUNT TRANSFERRED	
			From	To
EXPLANATION: PSD Purch Prof Srv adj Adjustment				
19414	60-802-100-890-53-73-P-W	CAMP K/OTHER EXPENSE	(250.00)	
19414	60-702-100-101-56-72-P-W	SACC-CAMP K/INSTRUCTOR SALARY	(250.00)	
19414	60-602-200-100-56-72-P-W	COMM ED/ADMIN SAL		500.00
			\$ (500.00)	\$ 500.00
EXPLANATION: CommEdAdminSal Adj Adjustment				
19415	20-218-200-511-18-52-0-K	TELC/TRANSPORTATION	(756.23)	
19415	20-218-200-590-61-50-K-K	MISC. PURCH. SERVICES/T.E.L.C.		756.23
			\$ (756.23)	\$ 756.23
EXPLANATION: MiscPurchSvs/TELC adj Adjustment				
19418	20-484-100-101-22-15-I-0	CRRSA LAG-SUMMR PAY ELEMENTARY	(1,200.00)	
19418	20-484-200-100-22-15-I-0	CRRSA LAG/SUMMER PAY ELEM.		1,200.00
			\$ (1,200.00)	\$ 1,200.00
EXPLANATION: CRRSA ADJ Adjustment				

FINANCE COMMITTEE SIGNATURE

DATE

Professional Development

Name: Jennifer Cortez
School or Department: Hawthorne Elementary School
Conference/Seminar/Workshop: Catching Up Your ELLs Who Have Fallen Behind
Location: West Orange, New Jersey
Dates: November 18, 2021
Estimated Cost: \$278.66 – No Substitute Required – District Funded

Name: Joseph Murphy III
School or Department: Benjamin Franklin Middle School
Conference/Seminar/Workshop: Catching Up Your ELLs Who Have Fallen Behind
Location: West Orange, New Jersey
Dates: November 18, 2021
Estimated Cost: \$278.66 –Substitute Required – District Funded

Name: Terrie Roberts
School or Department: Thomas Jefferson Middle School
Conference/Seminar/Workshop: New Jersey Association of School Librarians Fall Conference
Location: Atlantic City, New Jersey
Dates: December 6 & 7, 2021
Estimated Cost: \$920.04 –No Substitute Required – District Funded

Name: Adriana Lagomarsino
School or Department: Teaneck High School
Conference/Seminar/Workshop: Catching Up Your ELLs Who Have Fallen Behind
Location: West Orange, New Jersey
Dates: November 18, 2021
Estimated Cost: \$259.00 –Substitute Required – District Funded

Name: Valerie Johnson
School or Department: Thomas Jefferson Middle School
Conference/Seminar/Workshop: Social Emotional Character Development
Location: Virtual
Dates: December 6, 2021
Estimated Cost: \$0.00 –No Substitute Required – No Funding Required

Name: Ashley Sularz
School or Department: Curriculum & Instruction
Conference/Seminar/Workshop: Gifted and Talented Education Certificate Program
Location: Virtual Conference
Dates: October 28, December 9, 2021, January 29, March 3, 2022 (1/2 day PM)
Estimated Cost: \$235.00 –Substitute Not Required – District Funded

Professional Development

AMENDED DATE

Name: Emily Ferreira
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: December 7, 2021
Estimated Cost: \$189.05 –Substitute Required – District Funded

AMENDED DATE

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: December 7, 2021
Estimated Cost: \$160.00 –Substitute Required – District Funded

Name: Rolando Monserrat
School or Department: Curriculum & Instruction
Conference/Seminar/Workshop: Engaging Students in Practices Using Performance Tasks
Location: Raritan Valley Community College, Branchburg, New Jersey
Dates: December 8, 2021
Estimated Cost: \$170.50 – No Substitute Required – District Funded

Name: Eileen Glassey
School or Department: Teaneck High School
Conference/Seminar/Workshop: Engaging Students in Practices Using Performance Tasks
Location: Raritan Valley Community College, Branchburg, New Jersey
Dates: December 8, 2021
Estimated Cost: \$170.50 – Substitute Required – District Funded

Name: Joseph Laborde
School or Department: Teaneck High School
Conference/Seminar/Workshop: Engaging Students in Practices Using Performance Tasks
Location: Raritan Valley Community College, Branchburg, New Jersey
Dates: December 8, 2021
Estimated Cost: \$170.50 – Substitute Required – District Funded

Name: Tony Thomas
School or Department: Teaneck High School
Conference/Seminar/Workshop: Engaging Students in Practices Using Performance Tasks
Location: Raritan Valley Community College, Branchburg, New Jersey
Dates: December 8, 2021
Estimated Cost: \$170.50 – Substitute Required – District Funded

Professional Development

Name: James Pruden
School or Department: Thomas Jefferson Middle School
Conference/Seminar/Workshop: Engaging Students in Practices Using Performance Tasks
Location: Raritan Valley Community College, Branchburg, New Jersey
Dates: December 8, 2021
Estimated Cost: \$169.73 – Substitute Required – District Funded

Name: Antoinette Bush
School or Department: Thomas Jefferson Middle School
Conference/Seminar/Workshop: Engaging Students in Practices Using Performance Tasks
Location: Raritan Valley Community College, Branchburg, New Jersey
Dates: December 8, 2021
Estimated Cost: \$169.73 – Substitute Required – District Funded

Name: Stephanie Paz
School or Department: Benjamin Franklin Middle School
Conference/Seminar/Workshop: Engaging Students in Practices Using Performance Tasks
Location: Raritan Valley Community College, Branchburg, New Jersey
Dates: December 8, 2021
Estimated Cost: \$161.61 – Substitute Required – District Funded

Name: Walter Hickey
School or Department: Benjamin Franklin Middle School
Conference/Seminar/Workshop: Engaging Students in Practices Using Performance Tasks
Location: Raritan Valley Community College, Branchburg, New Jersey
Dates: December 8, 2021
Estimated Cost: \$161.61 – Substitute Required – District Funded

Name: Gerald Henry
School or Department: Whittier Elementary School
Conference/Seminar/Workshop: Engaging Students in Practices Using Performance Tasks
Location: Raritan Valley Community College, Branchburg, New Jersey
Dates: December 8, 2021
Estimated Cost: \$161.33 – Substitute Required – District Funded

Name: Kristin Nunez
School or Department: Hawthorne Elementary School
Conference/Seminar/Workshop: Engaging Students in Practices Using Performance Tasks
Location: Raritan Valley Community College, Branchburg, New Jersey
Dates: December 8, 2021
Estimated Cost: \$169.59 – Substitute Required – District Funded

Professional Development

Name: Samantha Lagasi
School or Department: Lowell Elementary School
Conference/Seminar/Workshop: Engaging Students in Practices Using Performance Tasks
Location: Raritan Valley Community College, Branchburg, New Jersey
Dates: December 8, 2021
Estimated Cost: \$161.12 – Substitute Required – District Funded

Name: Mei Linh La-Mui
School or Department: Theodora Smiley Lacey School
Conference/Seminar/Workshop: Engaging Students in Practices Using Performance Tasks
Location: Raritan Valley Community College, Branchburg, New Jersey
Dates: December 8, 2021
Estimated Cost: \$171.90 – Substitute Required – District Funded

Name: Chi Young Jang
School or Department: Whittier Elementary School
Conference/Seminar/Workshop: Solution Tree- A Response to Intervention at Work
Location: Virtual Conference
Dates: December 1 & 9, 2021
Estimated Cost: \$689.00 – Substitute Not Required – District Funded

Name: Maria Martinez
School or Department: Whittier Elementary School
Conference/Seminar/Workshop: Solution Tree- A Response to Intervention at Work
Location: Virtual Conference
Dates: December 1 & 9, 2021
Estimated Cost: \$689.00 – Substitute Not Required – District Funded

Name: Alexis Ryerson
School or Department: Lowell Elementary School
Conference/Seminar/Workshop: Kids Yoga Teacher Training Certificate Course
Location: Virtual Conference
Dates: December 10, 2021
Estimated Cost: \$25.99 – Substitute Required – District Funded

Professional Development

Name: Amis Aguero

School or Department: Theodora Smiley Lacey School

Conference/Seminar/Workshop: CPR Course

Location: Holy Name Hospital

Dates: 12/10/2021

Estimated Cost: \$95.00 (District funded)

Explanation: CPR certification is a requirement for school nursing.

Name: Dr. Kim Buxenbaum

School or Department: Central Office

Conference/Seminar/Workshop: Leveraging Financial Resources

Location: via Zoom

Dates: 1/13/2022

Estimated Cost: \$149.00 (District funded)

Explanation: The program will offer supportive practical advice from NJASA seasoned leaders and legal experts. Takeaways will include plans, strategies, and resources.

Name: Dr. Kim Buxenbaum

School or Department: Central Office

Conference/Seminar/Workshop: Reacting to Emergent Situations and Communications

Location: via Zoom

Dates: 3/10/2022

Estimated Cost: \$149.00 (District funded)

Explanation: The program will offer supportive practical advice from NJASA seasoned leaders and legal experts. Takeaways will include plans, strategies, and resources.

Special Education Additional Jobsite List

Trip Leader: Danny Gareri

Storage Facility- 65 Commerce Way, Hackensack NJ 07601

Village IGA- 201 Main Street, Ridgefield Park NJ 07660

CVS- 80 Piermont Road, Cresskill NJ 07626

Biscoff's- 468 Cedar Lane, Teaneck NJ 07666

Different Breed Sports Academy- 401 Water St, Teaneck NJ 07666

Field Trips

Name: Molly Neff, Joseph Hochgesang, Linea Rondael
School or Department: Thomas Jefferson and Benjamin Franklin Middle Schools
Trip Planned: Teaneck High School Choral Festival
Location: Teaneck, New Jersey 15 Students
Date(s): January 27, 2022 Depart: 8:30 am Return: 12:00 pm
Estimated Cost: \$0.00- Substitute Required (No Funding Required)
EXPLANATION: Chorus students from grades 7 and 8 will perform at the Teaneck High School Choral Festival.

Name: Linea Rondael, Margot Todman-Mack, Justin O'Neill, Pedro Valdes
School or Department: Teaneck High School
Trip Planned: Rockefeller Center
Location: New York, New York 34 Students
Date(s): November 30, 2021 Depart: 3:00 pm Return: 9:00 pm
Estimated Cost: \$0.00- No Substitute Required (No Funding Required)
EXPLANATION: Pre-taping of the choir singing for the tree lighting ceremony at Rockefeller Center to be aired and broadcasted on December 1, 2021.

FIELD TRIPS

Trip Leader(s): Danielle Amato
School/Department: Teaneck High School (MD/Transition Classes)
Trip Planned: Teaneck Cinemas
Destination: Teaneck, NJ 07666
Dates: 12/03/2021
Estimated Cost: \$240 (District funded)

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

Trip Leader(s): Danielle Amato, Michelle Doonan
School/Department: Teaneck High School (MD/Transition Classes)
Trip Planned: Monster Mini Golf
Destination: Paramus, NJ
Dates: 1/12/2022
Estimated Cost: \$360 (District funded)

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

Trip Leader(s): Elzbieta Biernacka
School/Department: Benjamin Franklin Middle School
Trip Planned: Raritan Valley Planetarium
Destination: Virtual
Dates: 12/09, 12/10, and 12/17/2021
Estimated Cost: \$375 (Parent funded)

EXPLANATION: Students current curriculum on space, Earth and environment in space correlates to activities at Raritan Valley Planetarium. This field trip will help to enrich student's experiences and gain a deeper understanding of the topics.

Fundraising Activities by School

School or Department: Teaneck High School

Activity: **Fan Cloth**

Sponsoring Organization: THS

Name of sponsors: Pedro Valdes

Participants: Students, Family and Alumni

Date(s): November 11, 2021 – December 23, 2021

Location: Internet

Estimated funds to be raised by this activity: \$1,000

Funds to sponsoring organization: 100%

EXPLANATION: The funds would be used for student scholarships.

School or Department: Teaneck High School

Activity: **Create Handmade Holiday Cards & Keychains**

Sponsoring Organization: Multiple Disabilities Class; Grades 9 & 10

Name of sponsors: Danielle Amato

Participants: Students & Staff

Date(s): December 1, 2021 – December 23, 2021

Location: Classroom 103 during the school day

Estimated funds to be raised by this activity: \$50

Funds to sponsoring organization: 100%

EXPLANATION: The funds would be used to purchase sensory items such as theraputty, kinetic sand, and water beads for the students.

School or Department: Teaneck High School

Activity: **Double Good Popcorn**

Sponsoring Organization: Student Council

Name of sponsors: Natasha Green

Participants: Students, Community & Staff

Date(s): December 1, 2021 – December 23, 2021

Location: Classroom 103 during the school day

Estimated funds to be raised by this activity: \$5,000

Funds to sponsoring organization: 50%

EXPLANATION: The funds would be used pay for expenses for student activities (prom, homecoming dance, movie and etc.).

School or Department: Teaneck High School

Activity: **Homecoming Dance**

Sponsoring Organization: Student Council

Name of sponsors: Natasha Green

Participants: Junior and Senior Class

Date(s): November 1, 2021 – November 20, 2021

Location: During Lunchtime in November 2021

Estimated funds to be raised by this activity: \$1,200

Funds to sponsoring organization: 100%

EXPLANATION: The funds would be used to cover the cost of student activities (Dj, photo booth, & deposit for venue).

Fundraising Activities by School

School or Department: Teaneck High School

Activity: **Boys Classic Basketball Game**

Sponsoring Organization: Boys Basketball Team

Name of sponsors: Damon Wright

Participants: Spectators

Date(s): January 22, 2022

Location: THS Gymnasium

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

Funds to sponsoring organization: 50%

EXPLANATION: The funds would be used to purchase wear gear for the basketball team.

School or Department: Teaneck High School

Activity: **Boys Holiday Basketball Tournament**

Sponsoring Organization: Boys Basketball Team

Name of sponsors: Damon Wright

Participants: School and Spectators

Date(s): December 26, 2021 & December 27, 2021

Location: THS Gymnasium or BFMS Gymnasium

Estimated funds to be raised by this activity: \$1,000

Funds to sponsoring organization: 50%

EXPLANATION: The funds would be used to purchase wear gear for the basketball team.

School or Department: Teaneck High School

Activity: **Donation**

Sponsoring Organization: Medical Club

Name of sponsors: Kathleen deMoncada & Yaneth Mesa

Participants: Students & Staff

Date(s): November 2021 – June 2022

Location: Afterschool

Estimated funds to be raised by this activity: \$300 - \$400

Funds to sponsoring organization: 100%

EXPLANATION: The funds would be donated for breast cancer research.

School or Department: Teaneck High School

Activity: **Bake Sale**

Sponsoring Organization: Medical Club

Name of sponsors: Kathleen deMoncada & Yaneth Mesa

Participants: N/A

Date(s): November 11, 2021 – June, 2022

Location: N/A

Estimated funds to be raised by this activity: \$50 - \$100

Funds to sponsoring organization: 100%

EXPLANATION: The funds would be used for supplies and offset the cost for end-of-the year field trip.

Fundraising Activities by School

School or Department: Teaneck High School

Activity: **Movie tickets & Snacks**

Sponsoring Organization: Student Council

Name of sponsors: Natasha Green

Participants: Students

Date(s): December 16, 2021 Time: 6pm – 8pm

Location: Student Center

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

Funds to sponsoring organization: 100%

EXPLANATION: The funds would be used to help offset cost for student activities.

School or Department: Thomas Jefferson Middle School

Activity: **Performing Arts Program: The Lion King Jr.**

Sponsoring Organization: TJMS & PTA

Name of sponsors: Kelley Blessing & Elizabeth Rynd

Participants: Students, Staff, Parents & Community

Date(s): November 11, 2021 – December 21, 2021

Location: TJMS

Estimated funds to be raised by this activity: \$975

Funds to sponsoring organization: 50%

EXPLANATION: The funds would be used for supplies for the performing arts program.

School or Department: Teaneck High School

Activity: **Earring Sale: Day of the Dead**

Sponsoring Organization: SOLA Club

Name of sponsors: Ms. Ortega & Ms. Sac

Participants: Students & Staff

Date(s): November 11, 2021 – November 19, 2021

Location: Afterschool – Room 119

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

Funds to sponsoring organization: 50%

EXPLANATION: The funds would be used for cultural events, guest speakers materials and food.

Tuitions for November 2021

Student ID#	Placement	Tuition	Start Date	1:1 Aide
106941	The Community School - 2021-2022SY	\$54,891.00	9/9/2021	
106940	The Community School - 2021-2022SY	\$54,891.00	9/9/2021	
100325	Sage Day School - 2021-2022SY	\$66,559.00	9/1/2021	
106401	1st Cerebal Palsy of NJ - 2021-2022SY	\$53,089.30	10/4/2021	
97656	Cornerstone Day School - 2021-2022SY	\$72,288.57	9/21/2021	
93547	Ridgefield Board of Education - 2021-2022SY	\$55,870.00	9/9/2021	\$44,872.00
		\$357,588.87		\$44,872.00
	Grand total	\$402,460.87		

<u>Student ID#</u>	<u>Placement</u>	<u>Discipline/Rate</u>	<u>NOT TO EXCEED</u>
	Garden State Speech Therapy	\$450 per eval	\$5,000.00



Division of Early Childhood Services

Annual Preschool Operational Plan Update

Former Abbott's, Charter Schools and PEA Districts

Due: November 15, 2021

Angelica Allen-McMillan, Ed.D.
Acting Commissioner
New Jersey Department of Education

Contact:
Tonya D. Coston
Executive Director
Division of Early Childhood Services

Contact Number: (609) 376-9077

doeearlychild@doe.nj.gov

I. Introduction

1.1 Purpose

The purpose of the Five-Year Preschool Program Plan is to provide a comprehensive description of how the school district will implement each component of a high-quality preschool program for three- and four-year-old children as detailed in the [New Jersey Administrative Code \(N.J.A.C.\) 6A:13A](#) and in the [Preschool Program Implementation Guidelines](#).

The Department of Education requires the district to submit a Five-Year Preschool Program Plan Annual Update, describing any changes to the originally submitted Five-Year Preschool Program Plan that the district projects for the 2022-2023 school year. A school district's Annual Update should be based on the results of data derived from program assessments, including the Early Childhood Environmental Rating Scale-revised (ECERS-3), curriculum-specific program assessment tools, the Self-Assessment and Validation System (SAVS) and any other source of information specific to the school district's preschool program. In addition to the Annual Update, districts are required to submit an annual district budget planning workbook and provider budget workbooks (if applicable) along with the board resolution approving the budget submission due on March 10, 2022.

Helpful Hint: If you have formatting difficulties with the gray text areas, type your responses in separate Word document first and then copy and paste the response into the text area using right-click copy + right-click paste on your mouse. Make sure to paste "Keep Text Only".

1.2 Submission Instructions

The district should provide detailed answers to the questions listed. The 5-year Plan Update is to be uploaded into Homeroom by November 15, 2021.

1.2a Title Page

Preschool Education Aid (PEA)

Part I: PEA Proposal Title Page		
County/Code: <u>Bergen/03</u> 5150		
District /Code		
651 Teaneck Road		
Address		
Teaneck	NJ	07666
City	State	Zip
Early Childhood Contact: <u>Lisa Zucker, Supervisor of Early Childhood</u>		
Telephone Number: (201) 347-3480 ext. 104 Fax#: (____) _____		
Email: <u>lzucker@teaneckschools.org</u>		
Business Administrator: <u>Melissa Simmons</u> Phone#: (201) 833-5527		
Email: <u>msimmons@teaneckschools.org</u>		
Date Of Board Resolution: _____ <u>November 10, 2021</u> _____		
Attach the Board-Certified Resolution or provide the date of expected board resolution.		
Proposal Certification: To the best of my knowledge and belief, the information contained in the proposal is true and correct. The governing body of this agency has duly authorized this document and we will comply with the attached assurances. I further certify that the proposal is complete.		
_____ Signature Of Chief School Administrator	_____ Print Name	_____ Date

II. District-Wide Planning

Refer to [NJAC 6A:13A](#), including the sections on Enrollment, Universe and Program Planning as well as the Preschool Program Implementation Guidelines when completing the following questions

1. What overall program quality improvements do you plan on addressing in the 2022-2023 school year?

In order to implement high quality programming we are looking to improve quality in the areas of classroom environment, fidelity to curriculum, inclusion opportunities, and ways to support our dual language learners. It is also our intention to increase the cultural responsiveness in order to reflect the diverse student population of Teaneck.

2. Does the district have sufficient capacity to serve 90% of your universe? If no, describe your district's short and long-term plans to serve additional children.

The district currently does not serve 90%, but is looking at ways to increase additional seats for both general education students as well as inclusion opportunities.

3. In order to serve additional students, will the district partner with local child care programs and/or Head Start? If not, why not?

The district currently partners with two private providers to serve additional students. We will continue to seek out additional locations which meet the code for high-quality programming.

4. If you are not enrolled in Grow NJ Kids, what is preventing your participation and what is the plan to move forward in the process?

Teaneck Public Schools is currently enrolled in Grow NJ Kids.

III. Community Collaboration and Planning

Refer to [NJAC 6A:13A](#), including the sections on Family and Community Involvement as well as the Preschool Program Implementation Guidelines when completing the following questions.

1. What, if any, changes will there be to the role and/or composition of the Early Childhood Advisory Council next year?

Each year, newly enrolled families are encouraged to volunteer to be a part of the ECAC. In addition, new community partners are continuously sought.

2. How does the preschool program plan to involve community members in the delivery of services in the 2022-2023 school year?

Community partners will provide family workshops as needed based on the results of our Family Needs Survey. In addition, all program information will be shared to promote our program.

IV. Family Involvement

Refer to [NJAC 6A:13A](#), including the sections on Family and Community Involvement as well as the Preschool Program Implementation Guidelines when completing the following questions.

1. What strategies and activities does the district plan to implement in the 2022-2023 school year to increase family engagement?

We plan to host monthly workshops as a district as well as in collaboration with our PTO based on subjects noted from our family assessment on topics of interest. This will increase engagement and strengthen our families' participation in their child's education.

2. What specific activities does the CPIS plan to use in the 2022-2023 school year to increase family involvement in planning educational goals for their children?

The following activities will be used to increase family involvement in planning educational goals; ECAC meetings, workshops, PTO meetings, Parent/Teacher Conferences, PIRT family meetings. Coordination with Office for Children, Bergen County Council for Young Children and other related services will assist planning for families in need of additional assistance.

3. How does the CPIS work with family workers if the district contracts with private providers and/or Head Start?

We partner by hosting regular meetings and sharing resources to provide all our families with a universal experience.

4. How does the CPIS coordinate with other district family engagement staff, ie., social workers, parent involvement coordinators, guidance counselors? Please be as specific as possible.

We meet weekly to plan, coordinate and implement our year-long plan of family engagement and ensuring resources are available at all grade levels including Pre-K.

V. Curriculum Development and Implementation

Refer to [NJAC 6A:13A](#) including the sections on Curriculum and Assessment as well as the Preschool Program Implementation Guidelines when completing the following questions.

1. What curriculum will the district implement in the 2022-2023 school year?

The district will continue to implement the Tools of the Mind Curriculum.

2. Will there be any curriculum or assessment changes in the 2022-23 school year?

No, there will not be any changes to our curriculum or assessments for the 2022-23 school year.

3. How will your curriculum implementation be supported in the 2022-2023 school year?

All teachers have access to the online Tools of the Mind Portal, which provides an electronic version of the manual as well as supporting videos and materials to implement the curriculum. The Master Teacher provides individual coaching sessions, Professional Development and PLCs to support curriculum implementation.

4. What supports are in place for the 2022-2023 school year for English Language Learners in the preschool program? Please be as specific as possible.

We will begin to use the Support for English Language Learners Classroom Assessment (SELLCA) to determine a baseline of needs. Professional development will be provided on how to support the English Language Learners in the classroom and how to support a classroom environment that is inclusive. Information from the ECERS in combination with the TPOT/SELLCA will determine PD and PLC's for the teachers and paraprofessionals. Professional development regarding strategies for teaching language learners will be provided. These strategies include, but are not limited to the following: using visuals during explanations, modifying tasks based on students' profiles, and incorporating hand gestures, regalia or manipulatives to support verbal and/or text-based activities.

5. How will the district incorporate equity and anti-bias practices as part of culturally- relevant teaching?

In aligning with NAEYC's position statement on Developmentally Appropriate Practice, teachers will recognize and support each individual as a valued member of the learning community. Feedback from ECERS will guide professional development and classroom supports to ensure teachers are meeting the implementation of developmentally appropriate practices to be culturally, linguistically, and ability appropriate for each child.

6. How will the district's child assessment system support curriculum implementation in the 2022-2023 school year?

Administrators will review Snapshot reports from Teaching Strategies Gold and portfolio reviews to guide teacher efficacy. Monthly data meetings will be held between Administration, Teachers and Support Staff.

7. Please describe how the Master Teacher, CPIS and PIRS positions plan to work in collaboration to improve the quality of instruction to preschool students in the 2022-2023 school year?

Using aggregated data from the ECERS/TPOT, professional development and Professional learning communities will be developed to support a high quality environment and developmentally appropriate practices. The Master Teacher, PIRT and CPIS will meet on a regular basis to set goals and action items based on a timeline.

8. How is your district meeting the requirement of Erin's Law (NJSA18A:35-4.5) to provide sexual assault prevention education?

Currently the district has sexual assault prevention built in to the comprehensive health and physical education curriculum. We are seeking developmentally appropriate programming for our youngest learners.

VI. Inclusion of Children with Disabilities in General Edu. Classrooms

Refer to [NJAC 6A:13A](#), including the sections on Program Planning and Intervention and Support as well as the Preschool Program Implementation Guidelines when completing the following questions.

1. Describe how professional development and progress monitoring has improved student outcomes for inclusion students?

The Special Services Department provides professional development regarding Individualized Education Plans (IEP) progress reporting to the general education teachers. PLCs between PIRT, Child Study Team, Master Teacher, Classroom Teachers, and Teachers of Record are held to support the implementation of accommodations and modifications of students to support increased inclusive opportunities.

2. How does the design of your program incorporate the principle of natural proportions in general education preschool classrooms? (2-3 children with disabilities in each classroom)

When calculating the number of available seats in the general education classes, 2-3 spots out of the 15 allotted seats in each class are available for children who are identified as a Preschool Child with a Disability. Students are placed into these spots if it is determined to be their least restrictive environment.

3. Describe transition activities for inclusion preschool students entering kindergarten?

Students have the opportunity to visit kindergarten classrooms and families are invited to attend Open Houses. Those students who are eligible for Extended School Year (ESY) services will attend.

4. Share what district supports are available to students with IEPs surrounding social and emotional development.

The PIRT specialist works with the classroom teacher to embed social emotional instruction into classroom activities. In addition, the Child Study Team and District Behaviorists develop individualized plans as necessary. All classrooms receive support from the PIRS to implement the Pyramid Model.

VII. Professional Development and Training

Refer to [NJAC 6A:13A](#), including the section on Program Planning as well as the Preschool Program Implementation Guidelines when completing the following questions.

1. Describe the specialized training your administration, nurses, and other support staff will receive in the 2022-2023 school year.

In order to support the initiative of inclusion, the Pre-K program will apply for NJ Inclusive Educational Technical Assistance (NJIETA), which will provide all staff with a model to shift programming. All staff will attend Pyramid Model training to build the foundation and support of social emotional learning. The district provides specific trainings to staff based on their position through Global Compliance Network (GCN).

2. Describe how the district will improve educator effectiveness to increase school readiness for preschool students.

The District conducts formal observations using the Danielson Framework, walkthroughs and reflective coaching cycles with the Master Teacher. All which provide direct feedback to improve instructional practices.

3. What specific family education programs will the preschool nurse offer to families to educate them on health care issues and practices?

Families are educated on Anaphylactic Shock Syndrome due to allergic reactions in the classroom. Families are asked to refrain from sending foods containing different types of nuts and tree nuts to school. Families are also educated on the importance of influenza immunization during influenza season, as well as, keeping their sick students home to avoid the spread of communicable diseases. Weekly communication is provided through newsletters.

4. What specific professional development opportunities will the preschool nurse offer to staff to educate them on health care issues and practices?

Staff is provided with education on epi-pen administration in order to become an epi-pen delegate. Staff is also provided with education on medical alerts pertaining to students in their classroom. Staff with students that have Diabetes Mellitus, asthma, blood disorders, among other chronic conditions, are educated on the signs and symptoms of distress relative to the condition, and when to seek emergency help.

VIII. Additional Questions (*year specific*)

Refer to [NJAC 6A:13A](#) as well as the Preschool Program Implementation Guidelines when completing the following questions.

1. What challenges does the district anticipate in quality program implementation for the 2022-2023 school year?

Providing adequate time to meet the professional development needs of the program is a challenge that occurs each year. We are striving to utilize faculty and department meetings to ensure all staff is receiving high quality professional development.

2. Please describe any challenges the district faces in creating an effective preschool through 3rd grade transition plan.

The Early Childhood Advisory Council has been working towards revising and completing a plan for transition.

3. How is the district ensuring that all children, regardless of eligibility for free and reduced lunch, are receiving meals and snacks in the district and provider settings?

Meals are available for purchase or provided to students, and families have the option to provide meals from home.

4. Please describe any changes to the districts approved 2021-2022 Operational Plan that have not been addressed in the previous questions.

The only change is in the Principal listed on the previous plan for Preschool Administration. The new Principal is David Deubel.

Resources

[NJAC 6A:13A, Elements of High Quality Preschool Programs Preschool Code \(PDF\)](#)

[Preschool Teaching and Learning Guidelines \(PDF\)](#)

[Grow NJ Kids Website](#)

[National Center Pyramid Model Innovations](#)

Statement of Assurances

As the duly authorized chief school administrator/school business administrator of the applicant agency, I am aware that submitting the accompanying document to the New Jersey Department of Education (NJDOE) constitute the creation of a public document, and I certify that the applicant agency:

- Has the legal authority to apply for the funds made available under the requirements of the announcement, and has the institutional, managerial and financial capacity to ensure proper planning, management and completion of the project described in this application.
- Will give the NJDOE, or its authorized representatives, access to, and the right to examine, all records, books, papers, or documents related to the award and will establish a proper accounting system in accordance with generally accepted accounting principles (GAAP).
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes, or presents the appearance of, personal or organizational conflict of interest, or personal gain.
- Will comply with provisions of the Public School Contracts Law: *N.J.S.A. 18A:18A-1, et seq.*, and other relevant state laws and regulations as well as its principals and subgrantees, for all grant awards in excess of \$25,000.00, is not presently debarred, proposed for debarment, declared ineligible, suspended, or voluntarily excluded by any federal agency from receiving federal funds in accordance with Executive Orders 12549 and 12689.
- Will comply with Section 6002 of the Resource Conservation and Recovery Act (RCRA), P.L. 94-580, codified at 42 U.S.C. 6962 if the applicant is an entity of state and/or local government and will give preference to the purchase of recycled materials identified in U.S. EPA guidelines (40 CFR Part 247-254).
- Will comply with all federal and state statutes and regulations relating to nondiscrimination. These include, but are not limited to:
 - (A) Title VI of the Civil Rights Act of 1964 (P.L. 88-352; 34 CFR Part 100) which prohibits discrimination on the basis of race, color or national origin;
 - (B) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686; 34 CFR Part 106), which prohibits discrimination on the basis of sex;
 - (C) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 CFR Part 104), which prohibits discrimination on the basis of handicaps;
 - (D) Section 503 of the Rehabilitation Act of 1973, as amended (41 CFR Parts 60-741.5(a)), as applicable, which requires affirmative action in employment;
 - (E) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 *et seq.*; 45 CFR Part 90), which prohibits discrimination on the basis of age, and
 - (F) the Americans With Disabilities Act of 1990, as amended (P.L. 101-336), which guarantees equal opportunity for individuals with disabilities.
- Will comply with Executive Order 11246, "Equal Employment Opportunity," dated September 24, 1965, as amended by Executive Order 11375, dated October 13, 1967, and as supplemented by the regulations at 41 CFR Part 60.
- Will comply with the provisions of the Drug-Free Workplace Act of 1988, as implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610.

- Will comply with the provisions of the Drug Free Schools and Communities Act Amendments of 1989, as implemented at 34 CFR Part 86, Subparts A-E (institutions of higher education only).
- Will comply with the provisions set forth in the facilities efficiency standards wherein preschool classrooms shall have 950 square feet in total with a minimum of 750 square footage of usable space and shall be no higher than the second floor of a building as defined in [N.J.A.C. 6A:26](#) and shall not be located in the basement.

Will comply with the provisions of full day general education and full day self-contained classrooms.

Applicant Agency: TEANECK BOARD OF EDUCATION

Signature of Chief School Administrator:

Applicant Agency: TEANECK BOARD OF EDUCATION

Signature of School Business Administrator:

Date:

THE TEANECK PUBLIC SCHOOL DISTRICT
Human Resource Management

POSITION DESCRIPTION

POSITION TITLE: TRANSPORTATION COORDINATOR

ADMINISTRATIVE RELATIONSHIP: Reports to School Business Administrator / Board Secretary and/or designee

ESSENTIAL QUALIFICATIONS:

1. Must be able to perform essential job functions with or without reasonable accommodation.
2. High school graduate; secretarial school training; professional improvement in terms of college course work.
3. Minimum of five years office experience with some knowledge of school transportation preferred.
4. New Jersey Transportation Coordinator certificate preferred or must obtain within four years of employment in accordance with N.J.S.18A:39-19.7.
5. Valid Commercial New Jersey Driver's License preferred.
6. Knowledge of state laws and regulations governing school bus construction and maintenance and pupil transportation.
7. Meticulous attention to detail.
8. Ability to effectively use the personal computer and relevant software applicable to assignment.
9. Experience with daily operations of a school transportation department.
10. Demonstrated skill in personnel management, route scheduling, fleet maintenance and cost containment.
11. Demonstrate independent decision making through previous work experience.
12. Ability to independently research and analyze information for complex or sensitive projects.
13. Ability to communicate with the highest degree of professionalism and tact to staff, administrators, contractors, students, parents and community.
14. Demonstrated ability to work harmoniously in a multicultural, diverse community.
15. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with current federal immigration law.
16. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
17. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6A:32-6.3.
18. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6A:32-6.3.

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

ESSENTIAL FUNCTIONS OF POSITION:

1. Maintain current, working knowledge of New Jersey pupil transportation statutes and administrative code.
2. Obtain and organize all information necessary for meeting transportation needs of public, non-profit private, special education and vocational school pupils based on grade, mileage, and age (for kindergarten children).
3. Receive information from Special Services department: schools to be attended and special transportation needs for all special education students.
4. Receive applications for all Teaneck students attending non-profit private schools, compute mileage for each, and record information about each student.
5. Prepare transportation routes for Teaneck Public Schools, pre-school - kindergarten, special education, vocational schools, and non-profit private schools. Provide contractors with names of special education students who will be transported on their routes.
6. Distribute information about time schedules, stops, etc., to every parent who has a child assigned to a bus, to contractors, and to respective schools.
7. Prepare all transportation contracts and supporting documentation, and coordinate appropriate disposition to Department of Education, district offices and/or other agencies.
8. Prepare summary sheet for each non-profit private school, listing names of all their Teaneck students for whom applications have been received and disposition of each, and send to the school with copy to each parent.
9. Prepare purchase orders for each transportation contract and parents who are eligible for non-profit private transportation aid, including verifying transportation aid reimbursements for accuracy.
10. Prepare all Board motions pertaining to transportation.
11. Check and approve all transportation bills, reconciled with corresponding purchase order, and supported by appropriate voucher documentation.
12. Compile necessary information and prepare State Department reports on transportation as they come due.

13. Handle all communications relating to transportation from staff, parents, contractors, etc.
14. Keep updated transportation files and master routes showing all children on each route and changes as they occur with whatever notes may be pertinent.
15. Provide required information regarding transportation costs for the annual budget.
16. Notify contractors when Teaneck schools are closed unexpectedly, and carry out procedures for notification of contractors when schools have emergency closings, temporary route modifications, early closings, etc.
17. Serve as liaison between the Board of Education, bus companies, and parents in the day-to-day aspects of the transportation program and emergency situations.
18. Process aide-in-lieu payments thru CSI.
19. Implement the individual improvement plans as written into his/her evaluation report.
20. Perform any other duties or responsibilities as assigned by the School Business Administrator, as may add to the effectiveness of the education program of the Teaneck Public Schools.

TERMS OF EMPLOYMENT:

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

SALARY RANGE:

\$80,000 - \$100,000

Board Approved: 11/10/2021