

WORKSHOP AGENDA
JANUARY 11, 2023

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, January 11, 2023, virtually via zoom app, at 8:00 PM. Adequate notice of this meeting has been sent to the Record, filed with the Municipal Clerk and posted on the school district website at www.teaneckschools.org, on January 2023."

III. Roll Call

<i>Board Member</i>	<i>Present</i>	<i>Absent</i>
Ms. Fisher (Victoria) - Vice President		
Mr. Ha (Edward)		
Dr. Klein (Dennis)		
Mrs. Reyes (Kassandra)		
Mr. Rodriguez (Jonathan)		
Mr. Rodriguez (Sebastian) - President		
Ms. Sanders (Denise)		
Mrs. Williams (Clara)		

IV. Reaffirmation of District Goals

V. Superintendent's Report (if needed)

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

VII. Board Presentations (if needed)

VIII. Board Committee Reports (as available)

IX. Agenda Items

X. Executive Session (if needed)

XI. Adjournment

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.

Be It Resolved, that the Teaneck Board of Education, upon the recommendation of the Superintendent of Schools, approves the FIRST OR SECOND READING following revised or new **Board Policies / Regulations** resolution:

1. that the Board approve the **SECOND READING** of the following *New or Revised* Board Policies and Regulations:

Policy 2425 - Emergency Virtual or Remote Instruction Program (M) - Revised

Regulation 2425 - Emergency Virtual or Remote Instruction Program (M) - Revised

Policy 5512 - Harassment, Intimidation, or Bullying (Mandated) - Revised

Regulation 7410.01 - Facilities Maintenance, Repair Scheduling and Accounting (M) - Revised

Regulation 9320 - Cooperation with Law Enforcement Agencies (M) - Revised

EXPLANATION: The Regulations are mandated and must be adopted by the Board. The HIB Policy was previously approved in October 2022, however, the policy was revised to include the 2022 NJDOE Model Policy. The updated Policy 5512 must be sent to the Executive County Superintendent within thirty days of Board adoption. Summaries of the Policies and Regulations are attached.

Policy 01 thru 01

Motion:	Second:			
Board Member	Yes	No	Abstain	Absent
Ms. Fisher (Victoria) Vice President				
Mr. Ha (Edward)				
Dr. Klein (Dennis)				
Mrs. Reyes (Kassandra)				
Mr. Rodriguez (Jonathan)				
Mr. Rodriguez (Sebastian) President				
Ms. Sanders (Denise)				
Mrs. Williams (Clara)				

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

1. **School Board Recognition Month in New Jersey
January 2023**

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Teaneck Board of Education
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WHEREAS, The New Jersey School Boards Association has declared January 2023 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

WHEREAS, The **TEANECK** Board of Education is one of 581 local school boards in New Jersey, which sets policies and over sees operations for public school districts; and

WHEREAS, The **TEANECK** Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12th grade; and

WHEREAS, New Jersey's 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it

RESOLVED, That the **TEANECK** Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2023 as SCHOOL BOARD RECOGNITION MONTH; and be it further

RESOLVED, That the **TEANECK** Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the advancement of our children's education.

Board Operations 01 thru 01

Motion:	Second:			
Board Member	Yes	No	Abstain	Absent
Ms. Fisher (Victoria) Vice President				
Mr. Ha (Edward)				
Dr. Klein (Dennis)				
Mrs. Reyes (Kassandra)				
Mr. Rodriguez (Jonathan)				
Mr. Rodriguez (Sebastian) President				
Ms. Sanders (Denise)				
Mrs. Williams (Clara)				

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 2022-2023 bills and payroll, as detailed in lists attached to the Minutes of this meeting, including adjustments to previously approved bill payments, and that the Interim 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.

December 1, 2022 through December 31, 2022

General	\$
Special Revenue	\$
Community Ed	\$
Food Service	\$
Capital Outlay	\$

Total of Approved Payments \$

EXPLANATION: These bills have been examined by a member of the Finance Committee and were found to be in order for Board approval.

2. **WHEREAS**, the Board of Education has received the Report of the Interim Board Secretary for the month of October 2022; 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 it's 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).
3. that the Board approve 2022-2023 budget transfers for the month of December 2022 which are attached and a part of the official record.

4. that the Board approve the attached list of virtual and or in-person Professional Development for the staff indicated for professional improvement or development, as approved by the Superintendent (District funded \$793.51) (Grant funded \$5,697.48) total cost of \$6,490.99.

EXPLANATION: NJDOE requires approval by the Superintendent and the Board of Education for attendance at and reimbursement for seminars and conferences.

5. that the Board approve the attached list of Student Field Trips, as approved by the Superintendent (District Funded \$1,600).

EXPLANATION: NJDOE requires approval by the Superintendent and the Board of Education for attendance at and payment for student field trips.

6. that the Board approve the attached list of Student Fundraising activities by school.

EXPLANATION: Proposed fundraising activities are approved by the Board.

7. that the Board approve the contracts, for out-of-district tuition, for students who would require a Special Education program during the 2022-2023 school year, as per the attached list, in the amount of \$320,142.14.

EXPLANATION: The schools listed would provide services to students in accordance with their respective IEPs.

8. that the Board approve contracts with clinicians and agencies on the attached list who would provide related services and/or independent evaluations during the 2022-2023 school year in the amount of \$320,142.14.

EXPLANATION: These clinicians and agencies provide services to students on an as-needed basis in accordance with their respective IEPs.

9. that the Board approve the Stipulation of Settlement between the parents of Student ID#98973 and the Teaneck Board of Education in the amount of \$38,000.00 each year for the school years of 2023-2024, 2024-2025, 2025-2026 and 2026-2027 to the parents of Student ID# 98973.

EXPLANATION: Legal settlement reached with the parents and the Teaneck BOE.

10. **AMEND**

that the Board approve submission of the 2021-2022 School Security Grant (Alyssa's Law) application. The application is to be submitted before 10/15/2021. If the final approval is awarded, the grant amount will be \$195,484. This amount will cover reimbursements for previously approved expenditures and future expenditures. *Local funds are available in case the total estimated costs of the proposed work exceed the school district's grant allowance.*

EXPLANATION: Per the NJ DOE County office, the italicized line (last line above) needed to be added for Board re-approval.
Two types of school security upgrades are eligible for grant funding:
(1) those that directly support Alyssa's Law compliance; and
(2) after certification of Alyssa's Law compliance, select security improvements identified in N.J.A.C 6A:26A 4.4(c). To be eligible for school security grant funding consideration, the district must first obtain certification of existing and/or proposed Alyssa's Law compliance from the New Jersey School Development Authority (NJSDA). The District received Final Approval of the Alyssa's Law Compliance Certification on 10/30/2020. Alyssa's Law states that all primary and secondary schools within the State of New Jersey must install a "Panic Alarm" device that can silently and directly notify law enforcement of a life-threatening or emergency situation requiring their response.

11. that the Board approve Daniele Kaplan, to conduct one workshop on Art Therapy on January 24, 2023 with the Network Group, with an alternate date in case of inclement weather of February 1, 2023 for High School students grades 9-12 in an amount Not to Exceed \$300. Account # 20-010-100-300-73-50-G-H Township Forum Purchase Ed. Svs

EXPLANATION: Ms. Kaplan will introduce Art Therapy to help students to process feelings, decrease stress/anxiety and increase self-esteem. Effectiveness is measured via a pre and post survey, competency acquisition and satisfaction survey. The Network Group is a voluntary program sponsored by the Teaneck High School FORUM and assists students in 9th - 12th grade to strengthen self-esteem, resiliency, and problem-solving skills. Parent/Guardian consent is required for student participation.

12. **Whereas** the Board wishes to approve and accept, for the month of December 2022, the additional funding of \$208,015. for **Chapter 192/193** in accordance with the fees approved by the NJDOE (Breakdown below).

Be it Resolved that the Board approve and accept the New Jersey Department of Education Chapter 192/193 additional funding on an as-needed basis for students attending non-public schools.

Compensatory Education	\$181,355.
English as a Second Language	\$26,660.
Total	\$208,015.

EXPLANATION: The New Jersey Department of Education provides Chapter 192/193 additional funds on an as needed basis for students attending non-public schools.

13. that the Board approve submission of the 2022-2023 ESEA Title Grant Consolidated Application Amendment #1 to account for 2021-2022 Title Grant Carryover funds in the following amounts:

Title I	Title II	Title III	Title IV	Total Carryover
\$92,600.00	\$30,897.00	\$28,176.00	\$47,718.00	\$199,391.00

EXPLANATION: Funds will be apportioned to the District Title Grant funded schools, applicable Non-Public schools, and used for specific needs as stated in the 2022-2023 Consolidated Application (based on individual School Wide Plans and Non-public Consultations) and any subsequent amendments to that application.

14. that the Board approve the 2023-2024 tentative Budget timeline:

**Teaneck Public Schools
Tentative Budget Calendar
FY 2023-2024**

Date	Tentative Action	Responsibility
Nov 28, 2022	Budgets available to staff for data input, instructions and timelines are provided to principals, department heads and supervisors.	SBA/ASBA
December 2022 - January 2023	Department leads/budget managers complete budget proposals and analyses. Position Control - Breakage (personnel) - Non-salary Accounts By School - Salary Analysis - Payroll Coordinator Benefits Analysis - Payroll Property Insurance -	SBA/ASBA/Asst. Supt/Supt.

	Athletics Analysis - Transportation - Na'Imah Bogert Facilities - Anthony D'Angelo Technology - Nicholas Veni Leases/Bond Payments - Steven Lewis Special Education -Kim Buxenbaum	
Nov 28- Dec 22, 2022	Budget data entry into CSI Software	Principals/Directors/ Supervisors/Supt/Asst. Supt/ Department Heads/Secretaries
Dec 5-22, 2022	Individual/Group Meetings with Principals, Directors, Supervisors - as needed	Central Office Administrators
Dec 22, 2022	Due Date: All schools, departments, complete on-line preparation of FY 2024 proposed budgets, including any new programs/initiatives	Principals/Directors/ Supervisors/Supt/Asst. Supt/ Department Heads/Secretaries
January 2023	Schedule meetings to verify staffing needs and adjust requests: <ul style="list-style-type: none"> • Principals • Supervisors - forecast out of district tuitions, extraordinary services, other contracted services • Department heads • Special Services 	Central Office Administrators
January - February 2023	Central Office Administrative budget review	Central Office Administrators
January 2023	Review Capital Equipment and Facilities Improvements	Facilities Staff and BOE F&F Committee
January 2023	Review Tuitions and enrollment estimates	Special Services/SBA
January - February 2023	Review preliminary budget with F&F Committee	Central Office Administrators
March 15, 2023	Board adopts preliminary budget and submits to DOE for review and approval (<i>Tentative based on distribution of state aid figures</i>)	BOE
March 20, 2023	Tentative Budget Submission Deadline to County Office for Review	SBA
April 20, 2023	Last day for County to approve budget	DOE
April 20- May 4, 2023	Date range to publish notice of Public Hearing - not less than 4 days prior to public hearing date	SBA

April 26, 2023	Public Hearing on Proposed 2023-2024 Budget	BOE
April 24- May 8, 2023	Date range to hold Public Hearing on proposed 2023-2024 Budget	SBA/BOE
April 26- May 10, 2023	User Friendly Budget must be posted on district website within 48 hours of adoption	SBA/ASBA
May 19, 2023	Last day to certify the tax levy amount to the county board of taxation.	SBA

15. that the Board accept a donation from Teaneck High School alumni Kamali Thompson and Khalil Thompson, both former fencers, in the amount of \$1,569.40. This will be split equally between the Girls' and Boys' Fencing teams. Each team will receive \$784.70 to support fencing initiatives. Bergen County designated August 18th as Kamali Thompson Day and August 19th as Khalil Thompson Day. The siblings are both members of The United States National Fencing Team.

EXPLANATION: The Board extends gratitude and appreciation to Kamali and Khalil Thompson for the generous donation.

16. A RESOLUTION BINDING THE TEANECK BOARD OF EDUCATION
TO PURCHASE NATURAL GAS SERVICES
THROUGH THE ALLIANCE FOR COMPETITIVE ENERGY SERVICES ("ACES") Bid
Cooperative Pricing System ID#E8801-ACESCPS

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as "ACES"), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as "NJSBA"), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from natural gas suppliers for retail natural gas supply services including interstate transportation to the local natural gas distribution utility company (Natural Gas Supply Services) through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the "Public School Contracts Law", N.J.S.A. 18A:18A-1 *et seq.*, and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 *et seq.* ("EDECA") and the regulations promulgated thereunder; and

WHEREAS, the TEANECK BOARD OF EDUCATION is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain natural gas services for its own use through one or more contracts to be awarded to natural gas suppliers following said bids for natural gas services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from

date of adoption through May, 2028, hereinafter referred to as “Effective Period”) issue one or more Requests for Bids for natural gas services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale natural gas market, Participating Members will preauthorize the Lead Agency to award contracts for Natural Gas Supply Service in each service territory to one or more natural gas suppliers that submits bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous natural gas usage and utility provided Basic Gas Supply Service rates; and

WHEREAS, the Lead Agency will only award contracts for said Natural Gas Supply Services to natural gas suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic gas supply service; and

WHEREAS, the District agrees to purchase all Natural Gas Supply Services for its own use during the Effective Period through any natural gas supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law; and

WHEREAS, the Lead Agency will notify the Department of Community Affairs’ Division of Local Government Services by mail prior to the issuance a Request for Bids for natural gas supply services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW, therefore, be it **RESOLVED** that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all natural gas supply services needed for its own use during the Effective Period from the natural gas supplier or suppliers awarded a contract for natural Gas supply services by the Lead Agency; and,

BE IT FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase natural gas at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the districts relative to the price charged for basic gas supply service by the natural gas public utility that would otherwise provide such service; and,

BE IT FURTHER RESOLVED that ACES is authorized to continue to bid to obtain natural gas services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May,

2028 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

17. A RESOLUTION BINDING THE TEANECK BOARD OF EDUCATION
 TO PURCHASE ELECTRIC GENERATION SERVICES
 THROUGH THE ALLIANCE FOR COMPETITIVE ENERGY SERVICES (“ACES”) Bid
 Cooperative Pricing System ID#E8801-ACESCPS

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as “ACES”), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as “NJSBA”), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from electric power suppliers for electric generation services through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 *et seq.*, and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 *et seq.* (“EDECA”) and the regulations promulgated thereunder; and

WHEREAS, the TEANECK BOARD OF EDUCATION is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain electric generation services for its own use through one or more contracts to be awarded to electric power suppliers following said bids for electric generation services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2028 hereinafter referred to as “Effective Period”) issue one or more Requests for Bids for electric generation services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale electric market, Participating Members will preauthorize the Lead Agency to award contracts for Electric Generation Service in each service territory to one or more electric power suppliers that submit bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous electric usage and utility provided Basic Generation Service rates; and

WHEREAS, the Lead Agency will only award contracts for said electric generation services to electric power suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic generation service; and

WHEREAS, the District agrees to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period through any electric power supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law;

WHEREAS, the Lead Agency will notify the Department of Community Affairs’ Division of Local Government Services by mail prior to the issuance a Request for Bids for

electric generation services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW, THEREFORE BE IT RESOLVED that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period from the electric power supplier or suppliers awarded a contract for electric generation services by the Lead Agency; and,

BE IT FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase electricity at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the Districts relative to the price charged for basic generation service by the electric public utility that would otherwise provide such service; and,

BE IT FURTHER RESOLVED that ACES is authorized to continue to bid to obtain electric generation services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2028 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission or expiration of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

18. **Whereas**, The Board of Education of Teaneck Public School District in the County of Bergen, New Jersey (the “Board”), desires to apply for New Jersey's Clean Energy Efficiency Stimulus program for which Boards of Education are eligible; and

Whereas, the district can identify many improvement projects such as System Maintenance or replacement and/or HVAC projects that meet the program's criteria; and

Whereas, the grants are available on a first come first served basis, with an application window that ends on June 30, 2023; and

Whereas, the district would be subsidized 75% of the cost of approved projects;

Now, Therefore, Be It Resolved that the Board of Education accept the professional services proposal (attached) of \$18,000, plus reimbursable expenses, submitted by Di Cara, Rubino Architects to prepare and submit the required application for a School and Small Business Ventilation and Energy Efficiency Verification and Repair Program (SSB-VEEVR) grant for the following schools:

- Benjamin Franklin Middle School
- Thomas Jefferson Middle School
- Bryant Elementary School
- Hawthorne Elementary School
- Lowell Elementary School
- Whittier Elementary School

EXPLANATION: This assessment will detail the HVAC needs for these schools and be the basis used to submit the detailed information that will be required to be included once the preliminary grant amounts are awarded by the New Jersey Clean Energy program.

19. **Whereas**, The Board of Education of Teaneck Public School District in the County of Bergen, New Jersey (the "Board") desires to proceed with a school facilities project consisting generally of renovations to the Kitchens at:
- Benjamin Franklin Middle School
 - Thomas Jefferson Middle School
 - Teaneck High School

Whereas, the Board now seeks to take the initial steps to proceed with these improvements; and

Whereas, these kitchen improvements will be funded through the Food Service Enterprise Fund; and

Whereas, surplus funds accumulated in the Food Service Enterprise Fund from the additional meal reimbursement amounts amassed during the "Covid" school years; and

Whereas, districts may only reserve up to three months' of expenses in the Food Service Enterprise Fund;

Now, Therefore Be It Resolved By The Board of Education of Teaneck Public School District in the County of Bergen, State of New Jersey, that the Board accepts the proposal (attached) for Professional Services dated December 19, 2022 in the amount of \$125,000 plus reimbursable expenses as submitted by Di Cara Rubino Architects. The scope of services includes preparation of NJDOE project application, cost estimate and schematic plans, updating amendments to the district's Long Range Facilities Plan (LRFP), preparing construction documents, bidding and award assistance, and contract administration during construction. This project is being funded as an "other capital project" and will not require state funding and the district is not seeking a Grant.

20. **BE IT RESOLVED**, that the Board of Education continue its membership in the Bergen County Region V Council for Special Education, and does hereby accept, adopt and agree to comply with the Region V by-laws; designates the District Superintendent as its representative to Region V; and empowers him/her to cast all votes and take all other actions necessary to represent its interest in Region V; until the next organization meeting and

BE IT FURTHER RESOLVED, to approve the Joint Transportation Agreement for all Teaneck students who are transported through Region V.

21. that the Board approve one (1), professional development session for one (1) hour on understanding, utilizing and implementing the middle school Newsela differentiated reading resource on January 30, 2023, from 3:45 pm to 4:45 pm for middle school social studies, science, ELA, mathematics and world language teachers. Session will not exceed the amount of \$750.00 - Account # 20-270-200-320-19-50-I-0 (TITLE II).

EXPLANATION: A consultant from Newsela will build teachers' capacity around the digital collections offered by Newsela that support our current middle school units of study.

Finance and Budget 01 thru 21

Motion:	Second:			
Board Member	Yes	No	Abstain	Absent
Ms. Fisher (Victoria) Vice President				
Mr. Ha (Edward)				
Dr. Klein (Dennis)				
Mrs. Reyes (Kassandra)				
Mr. Rodriguez (Jonathan)				
Mr. Rodriguez (Sebastian) President				
Ms. Sanders (Denise)				
Mrs. Williams (Clara)				

PERSONNEL

JANUARY 11, 2023

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 or upon availability, pending criminal history review:
 - a. Cekuan James, Physical Education and Health Teacher, at an annual salary of \$64,400 (TTEA / MA Step 4) assigned to Theodora Smiley Lacey School and Bryant Elementary School, effective January 19, 2023 through June 30, 2023, new position.

EXPLANATION: The Board approves the appointment of certificated staff members.

2. that the Board accept the resignations of the following staff members:
 - a. Amanda Viera, Secretary B, Special Education, effective February 15, 2023.
 - b. Mildred Van Zwaren, Long Term Substitute, Benjamin Franklin Middle School, effective January 13, 2023.
 - c. Christian Taboada, Technology Specialist, Central Office, effective January 19, 2023.
 - d. Jennifer Ortiz, PreK Teacher, Bryant Elementary School, effective February 16, 2023.
 - e. Barbara Menezes, Long Term Substitute, Benjamin Franklin Middle School, effective January 20, 2023.
 - f. Rosalind Griffin, Site Supervisor SACC, Theodora Smiley Lacey School, effective January 13th.

EXPLANATION: The Board accepts the resignation of district staff members.

3. that the Board approve the retirement of the following staff members:
 - a. Stephanie Baer, Physical Education Teacher, Whittier Elementary School, effective June 30, 2023, 30 years of service.
 - b. Suzanne O'Toole, Remedial Mathematics Teacher, Hawthorne Elementary School, effective June 30, 2023, 37 years and 6 months of service.
 - c. Glen Mezzatesta, Mathematics Teacher, Thomas Jefferson Middle School, effective June 30, 2023, 26 years of service.

EXPLANATION: The Board accepts the separation of staff members from the district.

4. that the Board approve the following leaves of absence for the dates and reasons indicated:
- a. Employee #0107, paid medical leave of absence with benefits, using 10 personal illness days, 3 family illness and 3 personal business, 2 holidays from September 1, 2022 through September 23, 2022 under FMLA. Unpaid medical leave of absence through March 2, 2023.
 - b. Employee #3599, paid maternity leave of absence with benefits from September 7, 2022 through September 30, 2022 using 16 personal illness days under FMLA. Unpaid maternity leave with benefits from October 1, 2022 through November 11, 2022 under FMLA. Unpaid maternity leave with benefits from November 14, 2022 through February 28, 2023 under NJFLA.
 - c. Employee #3988, paid maternity leave of absence with benefits, from November 2nd, 2022 through November 18, 2022, under FMLA, using 11 sick days. Paid maternity leave of absence with benefits from November 21, 2022 through January 3, 2023, under FMLA, using 26 sick days. Unpaid maternity leave of absence with benefits from January 4, 2023 through March 24, 2023 under NJFLA.

EXPLANATION: The Board approves leaves based on the Superintendent's recommendation.

- a. Previously approved on the September 14, 2022 Regular Board Agenda. Updated to reflect extension of leave.
- b. Previously approved on the September 14, 2022 Regular Board Agenda. Updated to reflect extension of leave.
- c. Previously approved on the October 19, 2022 Regular Board Agenda. Updated to reflect extension of leave.

5. that the Board approve the extension of the following long-term substitute assignments at \$260 per diem:
- a. Michele McMillian, assigned to Teaneck High School, September 1, 2022 extended through June 30, 2023 replacing employee #5302, resigned (PC#: 10-12-05/acp).
 - b. Tracy Wells, assigned to Thomas Jefferson Middle School, September 1, 2022 extended through February 28, 2023, replacing employee #5589, resigned (PC#: 10-11-08/aot).

EXPLANATION: The Board approves the extension of long term substitutes. Long term retired teachers holding the appropriate New Jersey Department of Education certification are approved by the Board to non-tenure track positions for the continuity of instruction and will have their first 21 day rate of \$120 waived. Previously approved on the August 24, 2022 Regular Board meeting and updated to reflect extension of service.

6. that the Board approve the following long term substitute teacher at \$260 per diem, after twenty-one days of employment, assigned to a non-tenure track position, effective date as indicated, pending criminal history review:

- a. Anthony Van Zwaren, September 1, 2022 through January 30, 2023, assigned to Teaneck High School, replacing employee #1491, leave of absence (PC#: 10-12-15/adh). Mr. Van Zwaren will work February 1, 2023 through June 30, 2023 at Teaneck High School as a long term substitute replacing teachers as indicated by the building principal.

EXPLANATION: Long term substitute teachers holding the appropriate New Jersey Department of Education certification are approved by the Board to non-tenure track positions for the continuity of instruction. Previously approved on 8/4/2022 Special Public Meeting. Updated to reflect new end date based on extension of #1491 leave of absence. Mr. Van Zwaren will work as a long term substitute in the high school through the end of the school year and serve as replacement for a teacher on leave of absence as needed.

7. that the Board approve payment to the following employees who separated from the district for unused vacation/sick days, not to exceed the information listed below:
 - a. Walter Hickey, Science Teacher, 66.50 sick days at \$81 per day, total payment of \$5,387.

EXPLANATION: The Board approves contractual payouts for employees separating from the district.

8. that the Board approve the following student teacher assignments from Fairleigh Dickinson University pending the receipt of fingerprints and medical clearance starting on or around February 1, 2023 through June 30, 2023:

Name	School Placement
Ashley Grace Alvaran	Lowell Elementary School
Alejandra Castillo	Lowell Elementary School
(Jean) Abbey Hoesman	Lowell Elementary School
Victoria Lopez Cepeda	Lowell Elementary School
Annelly Beltran	Theodora Smiley Lacey School
Konstantina Hansen	Theodora Smiley Lacey School
Jessica Strassberg	Theodora Smiley Lacey School
Viviana Valencia	Theodora Smiley Lacey School

EXPLANATION: The Board approves student teachers placed at the request of colleges or universities in order to promote the teaching profession.

9. Upon the recommendation of the Superintendent of Schools, the Teaneck Board of Education ("Board") hereby resolves to employ Irene M. Gray as its Assistant School Business Administrator, effective on or about April 15, 2023 through June 30, 2023, at an annual salary of \$127,000, replacing Dr. Steven Lewis.
10. that the Board approve the following certified staff members to serve on the Intervention and Referral Services (I and RS) Committee for Lowell Elementary School For the 2022-2023 school year, stipend \$1,200 per staff member.

Staff Member	Activity	Tier	Stipend Amount
Lisa Guyden	I and RS	3	\$1,200
Aretha Blake-Arroyo	I and RS	3	\$1,200
Elizabeth Bauer	I and RS	3	\$1,200
Jayne Rigg	I and RS	3	\$1,200
Anitha Giannikos	I and RS	3	\$1,200
Justine Lopez	I and RS	3	\$1,200
Jennifer Ahearn	I and RS	3	\$1,200

EXPLANATION: The Board approves Extra Work for Extra Pay.

11. that the Board approve the following Extra Pay for Extra Work assignment, for the 2022-2023 school year, at Benjamin Franklin Middle School, stipends in accordance with TTEA contract:

Staff Member Activity		Tier Stipend	
Gulshir Khan	Treasurer	3	\$2,200 (prorated to 12/2/2022)
Mickell Taylor	Film Critics Club	1	\$1,000

EXPLANATION: the Board approves Extra Work for Extra Pay.

12. that the Board approve the appointment of the following staff member as Strive Site Supervisor, effective January 24, 2023 through June 8, 2023 to be funded by the FORUM/Township of Teaneck Grant, for up to 3 hours per week at a rate of \$50/hour.

Name	Position	Total Stipend (not to exceed)
Andres Munoz	Site Supervisor	\$2,750

EXPLANATION: The Strive program provides academic support after school tutoring homework help and executive skills development free of charge to students grades 9-12 enrolled at Teaneck High School. The Site Supervisors provide supervision and training to peer academic coaches as well as tutoring to students enrolled in the program. This Supervisor is bilingual and will be able to address additional student needs.

13. that the Board approve the hiring of the following Substitute Secretary at \$15 per hour for the 2022-2023 school year, on an as needed basis:

Joanne Clemons

EXPLANATION: The Board approves the hiring of substitute secretaries.

14. that the Board approve the termination of Employee ID #5854 effective February 20, 2023.

EXPLANATION: The Superintendent recommends this termination. Reason on file in Human Resource Management.

15. that the Board approve the following substitute safety officer for the 2022-2023 school year, effective on or around January 30, 2023, pending 90-day probationary period and criminal history review:

Caysaan James \$22.50/hour

EXPLANATION: The Board approves substitute safety officers in the event of an absence by a safety officer.

16. that the Board approve the following staff members to participate in and teach the One School, One Book Family Literacy Event at Thomas Jefferson Middle School, effective March 14, 2023, from 6:00 PM to 7:00 PM, with 1 hour of professional development, at \$50 per hour, 1 hour working without students, at \$50 per hour, 1 hour working with students and parents for six (6) of the teachers, at \$50 per hour, and up to 3 hours working without students for two (2) teachers, at \$50 per hour.

Name	Position	Stipend (Not to Exceed)
Gillian Iappelli	Teacher	\$150
Dolores Connors	Teacher	\$150
Terrie Roberts	Teacher	\$150
Christina Chopra	Teacher	\$150
Kelly Blessing	Teacher	\$150
Rena San George	Teacher	\$150
TBD Substitute Teacher	Teacher	\$150 (if needed)
TBD Substitute Teacher	Teacher	\$150 (if needed)
Total		\$1,200

EXPLANATION: The One School, One Book Family Literacy Night will focus on literacy instruction for current Thomas Jefferson Middle School students. Each student receives a copy of a book to read at home with their family. At school, students celebrate and explore the novel with their classmates. This essential strategy reinforces reading instruction, increases parental involvement, bridges the home-school connection, and builds a true community of readers. The goal for the evening is to excite families and students about the reading that will take place throughout the next month and during Spring Break. Families will be able to discuss books and reading resources. This evening will also help to create a school wide community and bring families together. To be funded by Title I funds for Thomas Jefferson Middle School. Funded by Title I account #20-231-100-101-22-15-I-J.

17. that the Board retroactively approve the following staff member to participate in and teach the Family Literacy Night held on December 6, 2022.

Name Position Stipend Amount

Jean Choi Teacher \$150

EXPLANATION: This motion was previously approved on the November 16, 2022 Regular Public Meeting. This is an amendment to accommodate change in staff due to illness.

18. that the Board approve payment for the following teachers for coordinating a project or instructing a course for SACC's student enrichment program. Classes will begin in January and run for 3-6 weeks (depending on the class or project). Some programs may run two sessions, depending on student interest. Teachers will be compensated \$50 per hour for planning and instruction.

Course/Project	Instructor	SACC Program/School	Stipend (not to exceed)
Talent Show	Willa Rudy	Whittier	\$ 650
Stem Program	Victor Stenic	Whittier, Lowell, Hawthorne	\$1,200
Yoga	Amanda Meller	Hawthorne	\$ 350
Horticulture 101	Jahari Jacobs	Benjamin Franklin	\$ 350
Creative Creations	Erika Nussbaum	Bryant	\$ 550
Soccer Clinic	Gerald Henry	Whittier	\$ 750
Total			\$3,850

EXPLANATION: EXPLANATION: The NJ ARP Stabilization Grant has provided the Teaneck Community Education Center with the funds to offer enrichment in the SACC program. Teachers will be paid through bill form for hours worked once their course or project has been completed.

19. that the Board approves the use of grant funds from the New Jersey Department of Children and Families for payment of bonuses to the following FORUM staff members:

Staff Member	Bonus Amount
Nicholas Campestre	\$1,888
Yvonne Witter	\$1,888
Giannil Jarimillo	\$1,888
Victoria Alexander	\$1,888
Jason Juxon-Smith	\$1,888
Jessica Murphy	\$1,888

EXPLANATION: The New Jersey Department of Children and Families has allocated an additional \$11,330 in funds to use for the FORUM School Based Youth Services Program prior to June 30, 2023. The bonus amounts have been approved by the New Jersey Department of Children and Families.

Account#:20-440-200-100-73-11-O-H FORUM/Grant Instructor
Salary: \$7,552

Account#:20-440-200-100-73-13-O-H FORUM/Grant Administrator
Salary: \$1,888

Account#:20-440-200-100-73-12-O-H FORUM/Grant Secretary
Salary: \$1,888

20. that the Board approve the following additional teacher to work the Title I After School Program for Whittier Elementary School:

Name	Hours	Total Stipend (not to exceed)
Alison Goerg	44	\$2,200

EXPLANATION: The Whittier Elementary Title I After-School Program will focus on specific mathematics and literacy standards of current school students. This program was previously approved on the November 11, 2022 Regular Board Meeting. This motion reflects the additional staff member. Funded by Title I accounts #20-231-100-101-22-15-I-4 and 20 -231- 200-100- 22- 15- I-4.

21. that the Board approve the following certified Hawthorne Scholars staff to receive 30 minutes per week per teacher for planning purposes, not to exceed 10 total additional hours for the duration of the program. Staff will receive remuneration at the contractual rate of \$50/hour.

Name	Total Hours	Stipend (not to exceed)
Jemara Blount	10	\$500
Tara Costa	10	\$500
Maria Garcia Igelsias	10	\$500
Samuel Griffin	10	\$500
Amanda Meller	10	\$500
Tawana Smith	10	\$500
Lorena Valer	10	\$500
Saundra Warren-Givens	10	\$500
Elizabeth Woo	10	\$500
Filiz Zeybek	10	\$500
Total		\$5,000

EXPLANATION: Staff will be remunerated to receive additional planning time to prepare lessons and activities to facilitate the Hawthorne Elementary School 2022-2023 After School Program. This will be paid out of account code:#20-231-100-101-22-15-1-5.

22. that the Board approve Daphne Alcantara, student intern from Fairleigh Dickinson University, effective January 23, 2023 through June 30, 2023, pending medical clearance and criminal history review.

EXPLANATION: The Board approves college interns satisfying college graduation requirements. Ms. Alcantara will be working under the supervision of Jenna Banker, PreK Teacher.

23. that the Board approve the following individual to work as a Site Supervisor in the Teaneck Community Education SACC (School Age Child Care) program, for the 2022-2023 school year at Theodora Smiley Lacey School, effective January 16, 2023 through June 16, 2023:

Name	Salary
Jennifer Smith	\$18/hour

EXPLANATION: The Board approves individuals to work in the Teaneck Community Education SACC program.

Personnel 01 thru 23

Motion:	Second:			
Board Member	Yes	No	Abstain	Absent
Ms. Fisher (Victoria) Vice President				
Mr. Ha (Edward)				
Dr. Klein (Dennis)				
Mrs. Reyes (Kassandra)				
Mr. Rodriguez (Jonathan)				
Mr. Rodriguez (Sebastian) President				
Ms. Sanders (Denise)				
Mrs. Williams (Clara)				

Teaneck Public Schools
Public Work Session
January 11, 2023
Policy - 1.

that the Board approve the **SECOND READING** of the following *New or Revised* Board Policies and Regulations:

Policy 2425 - Emergency Virtual or Remote Instruction Program (M) - Revised

Regulation 2425 - Emergency Virtual or Remote Instruction Program (M) - Revised

Policy 5512 - Harassment, Intimidation, or Bullying (Mandated) - Revised

Regulation 7410.01 - Facilities Maintenance, Repair Scheduling and Accounting (M) - Revised

Regulation 9320 - Cooperation with Law Enforcement Agencies (M) - Revised

Explanation:

The Regulations are mandated and must be adopted by the Board. The HIB Policy was previously approved in October 2022, however, the policy was revised to include the 2022 NJDOE Model Policy. The updated Policy 5512 must be sent to the Executive County Superintendent within thirty days of Board adoption. Summaries of the Policies and Regulations are attached.

ATTACHMENTS:

Description	Type
Second Reading Policy and Regulations	Cover Memo

WEINER LAW GROUP_{LLP}

629 Parsippany Road
Parsippany, New Jersey 07054
P (973) 403-1100 F (973) 403-0010

Summary of Policy and Regulation 2425 – Emergency Virtual or Remote Instruction Program

Policy Guide 2425 has been revised and Regulation Guide 2425 has been developed to align with the updates to the law provided in N.J.S.A. 18A:7F-9 (approved in June 2020) and restated in an August 17, 2022 broadcast of the New Jersey Department of Education. N.J.S.A. 18A:7F-9 and the Broadcast state the legal requirement that school districts must annually submit a proposed program for emergency virtual or remote instruction (Plan) to the Commissioner.

N.J.S.A. 18A:7F-9 was approved in June 2020 making provisions for virtual or remote instruction to meet the 180-day requirement when schools are closed for a period longer than three consecutive school days due to a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer. Strauss Esmay developed Policy Guide 2425 – Emergency Virtual or Remote Instruction Program and provided it to districts in October 2021. The 2020 statute required the Commissioner of Education to define virtual or remote instruction and establish guidance for school districts. As a result, a new administrative code section, N.J.A.C. 6A:32-13.1 – Virtual or Remote Instruction was adopted by the State Board of Education in July 2022. N.J.A.C. 6A:32-13.1 provides the detailed requirements to be addressed in the district's proposed virtual or remote program. A school district must annually submit to the Commissioner of Education a proposed program of virtual or remote instruction that meets the Commissioner-established criteria. In accordance with N.J.A.C. 6A:32-13.1(b), the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction.

On August 17, 2022, the NJDOE published a Broadcast titled "Local Educational Agency Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2022-2023 School Year". The Broadcast restated the legal requirement that school districts must annually submit a proposed program for emergency virtual or remote instruction to the Commissioner. Attached to the broadcast was a guidance document titled "Local Educational Agency Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2022-2023 School Year (SY)," which includes an Attestation for the 2022-2023 school year and a LEA Checklist for Virtual or Remote Instruction Programs for the 2022-2023 School Year that identifies components that must be included in the district's Plan. A school district must have a Board-approved program submitted to the Commissioner by September 30, 2022 and annually thereafter on a date specified by the Commissioner.

WEINER LAW GROUP_{LLP}

629 Parsippany Road
Parsippany, New Jersey 07054
P (973) 403-1100 F (973) 403-0010

Policy Guide 2425 has been revised and Regulation Guide 2425 has been developed to comply with N.J.S.A. 18A:7F-9; the new administrative code, N.J.A.C. 6A:32-13.1; and the August 17, 2022 NJDOE Guidance. The revisions in the existing Policy Guide incorporate some of the provisions in N.J.A.C. 6A:32-13.1 and the new Regulation Guide aligns with the details included in N.J.A.C. 6A:32-13.1. Policy and Regulation Guides 2425 provide the statutory and administrative code requirements for a school district's Plan which is required to be submitted to the Commissioner by September 30, 2022 and annually thereafter.

Policy and Regulation 2425 is not the school district's Plan as the Plan must be developed and be consistent with the statutory and administrative code requirements. Strauss Esmay recommends districts utilize the NJDOE Guidance and Policy and Regulation Guides 2425 in developing their Plan for virtual or remote instruction. Policy and Regulation Guides 2425 must be adopted by the Board and are **mandated**.

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2425 EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

The Teaneck Board of Education is committed to providing a high quality educational program, virtually or remotely, in the event the State or local health department determines that it is advisable to close, or mandates closure of, the schools of a school district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for more than three consecutive school days, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction, pursuant to N.J.S.A. 18A:7F-9. In addition, pursuant to N.J.S.A. 18A:7F-9.b. the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9.a., one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner.

The school district's program of virtual or remote instruction shall be in accordance with the provisions of N.J.S.A. 18A:7F-9; N.J.A.C. 6A:32-13.1.; this Policy; and Regulation 2425.

"Remote instruction" means the provision of instruction occurring when the student and the instructor are in different locations due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

"Virtual instruction" means the provision of active instruction when the student and the instructor are in different locations and instruction is facilitated through the internet and computer technologies due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall



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be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

The Superintendent of Schools shall submit, with Board approval, the school district's program of virtual or remote instruction to the Commissioner of Education annually. If the Board is unable to complete and submit a proposed program of virtual or remote instruction to the Commissioner in accordance with the timeline established by the Commissioner and the school district is required to close its schools for a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner of Education may retroactively approve the program.

If provided under the district's program of virtual or remote instruction that has been approved by the Commissioner, student attendance for a day of virtual or remote instruction shall be accounted for in accordance with N.J.A.C. 6A:32-8.4 for the purposes of meeting State and local graduation requirements, the awarding of course credit, and other matters as determined by the Commissioner of Education in accordance with the provisions of N.J.A.C. 6A:32-13.1(d).

Pursuant to N.J.A.C. 6A:32-13.1(b), if implemented by the Superintendent, the school district's program of virtual or remote instruction shall be provided to an enrolled student, whether a general education student in preschool through grade twelve or a student with a disability aged three to twenty-one. The school district shall provide students with a disability with the same educational opportunities provided to general education students to the extent appropriate and practicable. Related services may be delivered to general education students and students with a disability through the use of electronic communication or a virtual or online platform, as appropriate.

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



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Nothing in N.J.S.A. 18A:7F-9.b., c., or d.; this Policy; and Regulation 2425 shall be construed to limit, supersede or preempt rights, privileges, compensation, remedies, and procedures afforded to public employees or a collective bargaining unit under Federal or State law or any provision of a collective bargaining agreement entered into by the school district.

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

1. District employees shall be entitled to compensation, benefits, and emoluments pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(1) and (2).
2. The district shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(3).
3. The district shall be obligated to make payments for benefits, compensation, and emoluments and all payments required pursuant to N.J.S.A. 18A:6-51 et seq., to an educational services commission, county special services school district, and a jointure commission, and under any shared services agreement and cooperative contract entered into with any other public entity pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).
4. An educational services commission, county special services school district, and a jointure commission shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider or a shared services agreement in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).



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

1. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(3) and 3. above, if a contracted service provider reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the contracted service provider shall be reduced by the same amount.
2. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(4) and 4. above, if an educational services commission, county special services school district, or jointure commission reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the educational services commission, county special services school district, or jointure commission shall be reduced by the same amount.

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

N.J.S.A. 18A:7F-9
N.J.A.C. 6A:32-2.1; 6A:32-8.4; 6A:32-13.1

Adopted:



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Oct 22

R 2425 EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

A. Definitions

1. "Remote instruction" means the provision of instruction occurring when the student and the instructor are in different locations due to the closure of the facility(ies) of the Teaneck Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.
2. "Virtual instruction" means the provision of active instruction when the student and the instructor are in different locations and instruction is facilitated through the internet and computer technologies due to the closure of the facility(ies) of the Teaneck Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

- B. Pursuant to N.J.A.C. 6A:32-13.1, if the State or local health department determines that it is advisable to close, or mandates closure of, the schools of a school district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for more than three consecutive school days, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction, pursuant to N.J.S.A. 18A:7F-9.



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1. If implemented by the Superintendent, the school district's program of virtual or remote instruction shall be provided to an enrolled student, whether a general education student in preschool through grade twelve or a student with a disability aged three to twenty-one.
 - a. The school district shall provide students with a disability with the same educational opportunities provided to general education students to the extent appropriate and practicable.
 - b. Related services may be delivered to general education students and students with a disability through the use of electronic communication or a virtual or online platform, as appropriate.
2. The Teaneck Board of Education may apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9.b., one or more days of virtual or remote instruction under the following conditions and in accordance with N.J.A.C. 6A:32-13.1(c)1. through 4. and B.2.a. through d. below:
 - a. Virtual or remote instruction is provided to students on the day(s) that some or all of the programs of instruction of the district were closed to in-person instruction;
 - b. The virtual or remote instruction meets the Commissioner-established criteria for the occurrence of one of the events at N.J.A.C. 6A:32-13.1(b) and B. above;
 - c. The school district's program of virtual or remote instruction:
 - (1) Explains, to the greatest extent possible, the equitable delivery of, and access to, virtual and remote instruction, including descriptions of the following:



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- (a) The design of synchronous and/or asynchronous virtual or remote learning plans that will maximize student growth and learning;
 - (b) How the school district will continuously measure student growth and learning in a virtual or remote instruction environment; and
 - (c) The school district's plan for measuring and addressing any ongoing digital divide issue(s), including a lack of access to the internet, network access, or devices;
- (2) Addresses the needs of students with disabilities and includes descriptions of the following:
- (a) The delivery of virtual or remote instruction in order to implement, to the greatest extent possible, students' individualized education programs (IEPs), including material and platform access;
 - (b) The methods used to document IEP implementation, including the tracking of student progress, accommodations, and modifications;
 - (c) How case managers follow up with parents to ensure services are implemented, to the greatest extent possible, in accordance with IEPs; and
 - (d) How the school district plans to conduct IEP meetings, evaluations, and other meetings to identify, evaluate, and/or reevaluate students with disabilities;



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- (3) Addresses the needs of English language learners (ELLs) and includes descriptions of the following:
 - (a) How the school district includes an English as a Second Language and/or bilingual education program aligned with State and Federal requirements to meet the needs of ELLs;
 - (b) The process to communicate with parents of ELLs, including providing translation materials, interpretative services, and information available at the parent's literacy level;
 - (c) The use of instructional adaptations, for example, differentiation, sheltered instruction, Universal Design for Learning, access to technology, and strategies to ensure that ELLs access the same standard of education as non-ELL peers; and
 - (d) The training for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, social-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country;
- (4) Accounts for student attendance in accordance with N.J.A.C. 6A:32-13.1(d) and B.3. below and include the following:
 - (a) A description or copy of the school district's attendance policies, including how the school district will determine whether a student is present or absent during virtual or



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remote instruction, and how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will reflect the student's performance;

- (5) Describes how the school district is communicating with the parents when a student is not participating in virtual or remote instruction and/or submitting assignments;
 - (6) Includes a plan for the continued safe delivery of meals to eligible students;
 - (7) Includes an outline of how buildings will be maintained throughout an extended period of closure; and
 - (8) Includes district-specific factors, including, but not limited to, considerations for Title I extended learning programs, 21st Century Community Learning Center Programs, credit recovery, other extended student learning opportunities, accelerated learning, and social and emotional health of staff and students, transportation, extra-curricular programs, childcare, and community programming; and
- d. The Teaneck Board of Education submitted a proposed program of virtual or remote instruction to the Commissioner annually.
- (1) If the Board is unable to complete and submit a proposed program annually in accordance with the timeline established by the Commissioner, and the school district is required to close its schools for a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner may retroactively approve the program.



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3. If provided under the Board's program that has been approved by the Commissioner, student attendance for a day of virtual or remote instruction shall be accounted for in accordance with N.J.A.C. 6A:32-8.4 for the purpose of meeting State and local graduation requirements, the awarding of course credit, and other matters as determined by the Commissioner.

Adopted:



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Summary of Policy 5512 - Harassment, Intimidation, or Bullying

Policy Guide 5512 has been revised to align with the new 2022 NJDOE Model Policy for Prohibiting HIB (which incorporated HIB revisions made in the administrative code in 2017 and the revisions made in the Anti-Bullying Bill of Rights Act (ABR) statute in January 2022) to include all the “Minimum Model Policy Language” and several provisions included in the “Issues for Consideration in Local Model Policy Development” that are consistent with the ABR, the administrative code, and case law to provide additional guidance to school districts in implementing the ABR. The “Minimum Model Policy Language” for each section of the 2022 NJDOE Model Policy addresses the language that must be included in a school district’s policy, while the “Issues for Consideration in Local Model Policy Development” for each section of the 2022 NJDOE Model Policy addresses issues the school district may consider in developing policies and procedures that fit its own unique situation.

The prior version of Policy Guide 5512 was updated in April 2022 and included all the 2017 administrative code revisions and the January 2022 ABR revisions. The 2022 NJDOE Model Policy provided clarification to a few January 2022 ABR revisions that are now included in this updated Policy Guide 5512. Below are a few key issues in this updated Policy Guide 5512:

1. New NJDOE-approved report forms (HIB 338 Form), one for school personnel and one for families and caregivers, are required to be used to report allegations of HIB;
2. A student intervention plan for a student who is an offender in three HIB incidents occurring within one school year may require the student and parent complete a class or training program to reduce HIB behavior;
3. The HIB 338 Form includes a section for the Superintendent, in a district that uses a preliminary determination option, to approve each preliminary determination decision not to complete an investigation. Therefore, the Superintendent is required to approve all preliminary determinations made by the Principal, in consultation with the anti-bullying specialist, not to complete an investigation;
4. The Principal, in a district that uses a preliminary determination option, must notify the parents of the alleged offender and victim with formal notice of the decision not to initiate a HIB investigation. Such decision is appealable pursuant to Board of Education policies and procedures governing student grievances and thereafter to the Commissioner; and

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5. The long lists of factors for determining consequences and remedial measures and examples of consequences and remedial measures included in the 2012 Model Policy and included in the existing Policy Guide 5512 have been removed and replaced with the Appendix A lists that were included with the 2022 NJDOE Model Policy. Many of the items are similar.

Teaneck must submit this updated Policy 5512 to the Executive County Superintendent (ECS) within thirty days of Board adoption. Based on the number of HIB Policies that will be sent to the ECS, it will be helpful to the ECS to review a school district HIB Policy that is aligned with the 2022 NJDOE Model Policy. In the event the NJDOE provides additional guidance, Strauss Esmay will revise Policy Guide 5512 accordingly. Policy Guide 5512 must be adopted by the Board and is **mandated**.

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- A. Prohibiting Harassment, Intimidation, or Bullying

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. The Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s); adoptive parent(s); legal guardian(s); resource family parent(s); or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

- B. Definition of Harassment, Intimidation, or Bullying

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;



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2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or
 - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

The Board recognizes that bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Recognizing "a real or perceived power imbalance" may assist school officials in identifying harassment, intimidation, or bullying within the context and relative positions of the alleged aggressor and target.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or remotely activating paging device (N.J.A.C. 6A:16-1.3).

In accordance with the Board of Education's Code of Student Conduct and this Policy, all acts of harassment, intimidation, or bullying that occur off school grounds, such as "cyber-bullying" (e.g., the use of electronic means to harass, intimidate, or bully) is addressed in this Policy.



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C. Student Behavior

The Board of Education expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment, consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the parents and other community representatives, school administrators, school employees, school volunteers, and students of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, or bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and



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4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, school employees, volunteers, students, and community representatives, in the development of this Policy.

Pursuant to N.J.A.C. 6A:16-7.1, the Board developed guidelines for student conduct, taking into consideration the nature of the behavior; the nature of the student's disability, if any and to the extent relevant; the developmental ages of students; severity of the offenses and students' histories of inappropriate behaviors; and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent shall annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. The school district will support students who:

1. Walk away from acts of harassment, intimidation, or bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, or bullying to the designated school staff member.



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D. Consequences and Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying.

In every incident found to be harassment, intimidation, or bullying, the school Principal, in consultation with appropriate school staff, may apply disciplinary consequences and/or remedial actions, such as the provision of counseling, behavioral interventions, or other measures.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses; consider the developmental ages of the student offenders; the nature of the student's disability, if any and to the extent relevant; and students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.

The following factors, at a minimum, shall be given full consideration by the school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

Factors for Determining Consequences

- Age, disability (if any and to the extent relevant), developmental and maturity levels of the parties involved and their relationship to the school district;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidences occurred.



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Factors for Determining Remedial Measures

Personal:

- Life skill deficiencies;
- Social relationships;
- Strengths;
- Talents;
- Traits;
- Interests;
- Hobbies;
- Extra-curricular activities;
- Classroom participation;
- Academic performance;
- Relationship to peers; and
- Relationship between student/family and the school district.

Environmental:

- School culture;
- School climate;
- Student-staff relationships and staff behavior toward the student;
- General staff management of classrooms or other educational environments;
- Staff ability to prevent and manage difficult or inflammatory situations;
- Availability of programs to address student behavior;
- Social-emotional and behavioral supports;
- Social relationships;
- Community activities;
- Neighborhood situation; and
- Family situation.

Examples of Consequences and Remedial Measures

The consequences and remedial measures may include, but are not limited to, the examples listed below:



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Examples of Consequences:

- Admonishment;
- Temporary removal from the classroom (any removal of .5 days or more must be reported in the Student Safety Data System);
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- In-school suspension during the school week or the weekend;
- Out-of-school suspension (short-term or long-term);
- Reports to law enforcement or other legal action;
- Expulsion; and
- Bans from receiving certain services, participating in school-district-sponsored programs or being in school buildings or on school grounds.

Examples of Remedial Measures

Personal:

- Restitution and restoration;
- Peer support group;
- Recommendations of a student behavior or ethics council;
- Corrective instruction or other relevant learning or service experience;
- Supportive student interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
- Behavioral management plan, with benchmarks that are closely monitored;
- Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- Involvement of school "disciplinarian;"
- Student counseling;
- Parent conferences;



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- Alternative placements (e.g., alternative education programs);
- Student treatment; and
- Student therapy.

Environmental (Classroom, School Building, or School District):

- School and community surveys or other strategies for determining the conditions contributing to HIB;
- School culture change and school climate improvement;
- Adoption of research-based, systemic bullying prevention programs;
- School policy and procedures revisions;
- Modifications of schedules;
- Adjustments in hallway traffic;
- Modifications in student routes or patterns traveling to and from school;
- Supervision of student before and after school, including school transportation;
- Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
- Teacher aides;
- Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- General professional development programs for certificated and non-certificated staff;
- Professional development plans for involved staff;
- Disciplinary action for school staff who contributed to the problem;
- Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- Parent conferences;
- Family counseling;
- Involvement of parent-teacher organizations;
- Involvement of community-based organizations;
- Development of a general bullying response plan;
- Recommendations of a student behavior or ethics council;
- Peer support groups;



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- Alternative placements (e.g., alternative education programs);
- School transfers; and
- Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

The Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan when a student is found to be an offender in three harassment, intimidation, or bullying incidents and each subsequent incident occurring within one school year. The student intervention plan may include disciplinary consequences and/or remedial actions and may require the student, accompanied by a parent, to satisfactorily complete a class or training program to reduce harassment, intimidation, or bullying behavior. Each student intervention plan must be approved by the Superintendent.

While the majority of incidents may be addressed solely by school officials, the Superintendent or designee and the Principal shall report a harassment, intimidation, or bullying incident to law enforcement officials if the conduct rises to the level of a mandatory report as outlined in the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.

Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand; increment withholding; legal action; disciplinary action; termination; and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.



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E. Reporting Harassment, Intimidation, or Bullying

The Board of Education requires the Principal at each school to be responsible for receiving all complaints alleging harassment, intimidation, or bullying committed by an adult or youth against a student. All Board members, school employees, and volunteers and contracted service providers who have contact with students, are required to verbally report alleged acts of harassment, intimidation, or bullying to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and contracted service providers who have contact with students, also shall submit a New Jersey Department of Education-approved HIB 338 Form to the Principal within two school days of the verbal report. Failure to make the required report(s) may result in disciplinary action. The HIB 338 Form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal Law.

The district may not fail to initiate an investigation of harassment, intimidation, or bullying solely because written documentation was not provided. Failing to conduct a harassment, intimidation, or bullying investigation solely because a parent or student did not submit written documentation violates the Anti-Bullying Bill of Rights Act and this Policy. If a parent makes a verbal allegation of harassment, intimidation, or bullying to a district staff member, but does not complete and submit the HIB 338 Form, the staff member or a designee must complete and submit the HIB 338 Form.

The Principal or designee is required to inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. Pursuant to N.J.A.C. 6A:16-7.7(a)2.viii.(2), when providing notification to the parents of all students involved, the Principal or designee shall take into account the circumstances of the incident when conveying the nature of the incident, including the actual or perceived category motivating the alleged offense. The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents.



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The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged acts of harassment, intimidation, or bullying to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident. The school district shall provide a person an online means to complete the HIB 338 Form to anonymously report an act of harassment, intimidation, or bullying. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The Principal shall promptly submit a copy of each completed HIB 338 Form to the Superintendent.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, in addition to making the HIB 338 Form available online, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, or bullying or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14 and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action. The district also should consider procedures and disciplinary action when it is found that someone had information regarding a harassment, intimidation, or bullying incident, but did not make the required report(s).



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F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
 - b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
 - c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
 - d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
 - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, or bullying in the district.
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.



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The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
- b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
- c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.

3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety/School Climate Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/School Climate Team.

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;



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- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/School Climate Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

G. Investigating Allegations of Harassment, Intimidation, or Bullying

[Select Option 1 or Option 2]

[Option 1 – Investigate All Reports]

The Board of Education requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. All details of an alleged incident must be populated into the HIB 338 Form. However, completing the form shall not delay beginning the investigation in accordance with the law.



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The HIB 338 Form shall be kept on file at the school and will only be added to a student record if the alleged incident is founded, disciplinary action is imposed or is otherwise required to be contained in a student's record under State or Federal law.

The investigation shall be initiated by the Principal or designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school anti-bullying specialist appointed by the Principal. The Principal may appoint additional personnel who are not school anti-bullying specialists to assist the school anti-bullying specialist in the investigation. Investigations of complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The anti-bullying specialist may not participate in an investigation regarding their supervisor or staff at a higher administrative level.

The investigation shall be completed, and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying or from the date of the written notification from the Superintendent to the Principal to initiate an investigation. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school anti-bullying specialist or the Principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and provide intervention services; order counseling; establish training programs to reduce harassment, intimidation, or bullying and enhance school climate; or take or recommend other appropriate action, including seeking further information as necessary.



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The Superintendent shall report the results of each investigation to the Board no later than the date of the regularly scheduled Board meeting following the completion of the investigation. The Superintendent's report also shall include information on any consequences imposed under the Code of Student Conduct; intervention services provided; counseling ordered; training established; or other action taken or recommended by the Superintendent.

Parents of students who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board. The district may not divulge personally identifying information or any information that could result in the identification of any student other than the child of the parents being notified.

A parent or may request a hearing before the Board after receiving the information. Any request by the parents for a hearing before the Board concerning the written information about a harassment, intimidation, or bullying investigation, pursuant to N.J.S.A. 18A:37-15b(6)(d), must be filed with the Board Secretary no later than sixty calendar days after the written information is received by the parents. The hearing shall be held within ten business days of the request. Prior to the hearing, the Superintendent shall confidentially share a redacted copy of the HIB 338 Form that removes all student identification information with the Board. The Board shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4.1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the anti-bullying specialist and others, as appropriate, regarding the alleged incident; the findings from the investigation of the alleged incident; recommendations for consequences or services; and any programs instituted to reduce such incidents, prior to rendering a determination.



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At the regularly scheduled Board meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, no later than ninety days after the issuance of the Board's decision.

A school administrator who receives a report of harassment, intimidation, or bullying, or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14 and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate harassment, intimidation, or bullying, may be subject to disciplinary action.

The Board also requires the thorough investigation of complaints or reports of harassment, intimidation, or bullying, occurring on district school buses, at district school-sponsored functions, and off school grounds involving a student who attends an approved private school for students with disabilities. The investigation will be conducted by the Board's anti-bullying specialist in consultation with the approved private school for students with disabilities.]



[Option 2 – Principal's Preliminary Determination

Prior to initiating an investigation regarding a reported incident or complaint, the Principal or designee, in consultation with the anti-bullying specialist, shall make a preliminary determination as to whether a reported incident or complaint, assuming all facts are presented as true, is a report within the scope of N.J.S.A. 18A:37-14.

Should the Principal or designee, in consultation with the anti-bullying specialist, determine that a reported incident or complaint, assuming all facts presented are true, is not a report within the scope of N.J.S.A. 18A:37-14, the incident will be addressed through the Board's Code of Student Conduct policy. The HIB 338 Form shall be completed, even if a preliminary determination is made not to conduct an investigation of harassment, intimidation, or bullying because the reported incident or complaint is a report outside the scope of the definition of harassment,



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intimidation, or bullying, and must be submitted to the Superintendent. The Principal will provide the parents of the alleged offender(s) and victim(s) with formal notice of the decision not to initiate a harassment, intimidation, or bullying investigation.

The HIB 338 Form shall be kept on file at the school and will only be added to a student record if the alleged incident is founded, disciplinary action is imposed or is otherwise required to be contained in a student's record under State or Federal law.

The Superintendent may require the Principal to conduct a harassment, intimidation, or bullying investigation of the incident if the Superintendent determines that the incident is within the scope of harassment, intimidation, or bullying and shall notify the Principal of this determination in writing. Should the Superintendent require the Principal to conduct a harassment, intimidation, or bullying investigation, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school anti-bullying specialist.

Additionally, any preliminary determination that finds the incident or complaint is a report outside the scope of N.J.S.A. 18A:37-14 may be appealed to the Board, pursuant to the Board policies and procedures governing student grievances, and thereafter to the Commissioner (N.J.A.C. 6A:16-7.7(a)ix(1) and (a)ix(1)(A)). Should the preliminary determination not to conduct an investigation of harassment, intimidation, or bullying be overturned, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school anti-bullying specialist.

The Board requires a thorough and complete investigation to be conducted for each reported incident or complaint, assuming all facts presented are true, that is determined to be a report within the scope of N.J.S.A. 18A:37-14. The investigation shall be initiated by the Principal or designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school anti-bullying specialist appointed by the Principal. The Principal may appoint additional personnel who are not school anti-bullying specialists to assist the school



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anti-bullying specialist in the investigation. Investigations of complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The anti-bullying specialist may not participate in an investigation regarding their supervisor or staff at a higher administrative level.

The investigation shall be completed, and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying or ten school days from the date of the written notification from the Superintendent to the Principal to initiate an investigation. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school anti-bullying specialist or the Principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, or take or recommend other appropriate action, including seeking further information as necessary.

The Superintendent shall report the results of each investigation to the Board no later than the date of the regularly scheduled Board meeting following the completion of the investigation. The Superintendent's report also shall include information on any consequences imposed under the Code of Student Conduct, intervention services provided, counseling ordered, training established or other action taken or recommended by the Superintendent.



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Parents of the students who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board.

A parent may request a hearing before the Board after receiving the information. Any request by the parents for a hearing before the Board concerning the written information about a harassment, intimidation, or bullying investigation, pursuant to N.J.S.A. 18A:37-15(b)(6)(d), must be filed with the Board Secretary no later than sixty calendar days after the written information is received by the parents. The hearing shall be held within ten business days of the request. Prior to the hearing, the Superintendent shall confidentially share a redacted copy of the HIB 338 Form that removes all student identification information with the Board. The Board shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school anti-bullying specialist and others, as appropriate, regarding the alleged incident; the findings from the investigation of the alleged incident; recommendations for consequences or services; and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, no later than ninety days after the issuance of the Board's decision.

A school administrator who receives a report of harassment, intimidation, or bullying and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.



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The Board also requires the thorough investigation of complaints or reports of harassment, intimidation, or bullying, occurring on district school buses, at district school-sponsored functions, and off school grounds involving a student who attends an approved private school for students with disabilities. The investigation will be conducted by the Board's anti-bullying specialist in consultation with the approved private school for students with disabilities.]

H. Responding to Harassment, Intimidation, or Bullying

The Board of Education authorizes the Principal of each school to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, or bullying, according to the parameters described below and in this Policy. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring that the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term suspensions, and N.J.A.C. 6A:16-7.4, Expulsions.

In considering whether a response beyond the individual is appropriate, school officials shall consider the nature and circumstances of the act; the degree of harm; the nature and severity of the behavior; past incidences or past or continuing patterns of behavior; and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation, or bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's



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response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

This Policy and the Code of Student Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report or other legal action).
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, parent programs, and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected student behavior.
4. District-wide responses can include community involvement in policy review and development; professional development programs; adoption of curricular and school-wide programs, coordination with community-based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations); and disseminating information on the core ethical values adopted by the Board's Code of Student Conduct, per N.J.A.C. 6A:16-7.1(a)2.



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In providing support for victims of harassment, intimidation, or bullying, the district should identify a range of strategies and resources, which may include, but is not limited to, the following actions for individual victims:

- Counseling;
- Teacher Aides;
- Hallway and playground monitors;
- Schedule changes;
- Before and after school supervision;
- School transportation supervision;
- School transfers; and
- Therapy.

I. Reprisal or Retaliation

The Board of Education prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures.

J. False Accusations of Harassment, Intimidation, or Bullying

The Board of Education prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.

- I. Students - Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term suspensions, and N.J.A.C. 6A:16-7.4, Expulsions;



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2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with district policies, procedures, and agreements; and
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services.

K. Additional Policy Requirements

The Board of Education requires the Superintendent to annually disseminate this Policy to all school employees, contracted service providers who have contact with students, school volunteers, students and parents who have children enrolled in a school in the school district, along with a statement explaining that this Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14, that occur on school property, at school-sponsored functions or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall post a link to this Policy that is prominently displayed on the home page of the school district's website. The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post the name, school phone number, school address and school email address of the district anti-bullying coordinator on the home page of the school district's website. Additionally, the Superintendent shall post the contact information for the School Climate State Coordinator on the school district home page alongside this Policy.



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Each Principal or designee shall post the name, school phone number, school address, and school email address of both the school anti-bullying specialist and the district anti-bullying coordinator on the home page of each school's website.

The Superintendent shall post the New Jersey Department of Education's Guidance for Parents on the Anti-Bullying Bill of Rights Act on the district homepage and on the homepage for each school in the district with a website.

The Superintendent and the Principals shall provide training on the school district's harassment, intimidation, or bullying policies to school employees contracted service providers and volunteers who have significant contact with students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. The school district's employee training program shall include information regarding the school district policy against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff, contracted service providers and school volunteers who have significant contact with students.

The Superintendent shall develop and implement a process for annually discussing the school district policy on harassment, intimidation, or bullying with students. The Superintendent and the Principal(s) shall annually conduct a re-evaluation, reassessment, and review of this Policy and any report(s) and/or finding(s) of the school safety/school climate team, with input from the school anti-bullying specialists, and recommend revisions and additions to this Policy as well as to harassment, intimidation, or bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

L. Harassment, Intimidation, or Bullying Training and Prevention Programs

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, or bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide



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prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board member must complete, during the first year of the member's first term, a training program on harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, or bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, or bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the New Jersey Student Learning Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, or bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:37-17.

M. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, or bullying which occurred during the previous reporting period in



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accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

N. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

O. Reports to Law Enforcement

The Superintendent or designee and the Principal shall consult law enforcement, as appropriate, pursuant to the provisions of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, if the student's behavior may constitute a possible violation of the New Jersey Code of Criminal Justice.

Some acts of harassment, intimidation, or bullying may be bias-related acts and school officials must report to law enforcement officials any bias related acts, in accordance with N.J.A.C. 6A:16-6.3.(e), and pursuant to the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

P. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.



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The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

Q. Students with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

The school district shall submit all subsequent amended Harassment, Intimidation, or Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-37

N.J.A.C. 6A:16-7.1 through 6A:16-7.9

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – August 2022 – New Jersey Department of Education

Adopted:



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Summary of Regulation 7410.01 - Facilities Maintenance, Repair Scheduling, and Accounting

Strauss Esmay previously revised Policy Guide 7410 and Regulation Guide 7410.01 to reflect the State Board of Education relocating administrative code sections from N.J.A.C. 6A:26A to N.J.A.C. 6A:26. There were no substantive revisions when these code sections were relocated with most of the revisions referencing new code citations, which have been updated in Policy Guide 7410 and Regulation Guides 7410 and 7410.01 (discussed in the next section). Policy Guide 7410 is mandated for all school districts and was adopted by Teaneck in/about October 2022.

Regulation Guide 7410 is mandated for all school districts with two or less school buildings. Regulation Guide 7410.01 is mandated for all school districts with three or more school buildings. Regulation Guide 7410.01 provides the long-standing administrative code requirement for a detailed work order system in a district with three or more school buildings. Because the District is comprised of three or more school buildings, Regulation Guide 7410.01 is **mandated** and must be adopted by the Board. Certain sections of Regulation Guide 7410.01 need to be “filled-in” by the District.

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Facilities Maintenance, Repair Scheduling, and
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R 7410.01 FACILITIES MAINTENANCE, REPAIR SCHEDULING, AND ACCOUNTING

A school district with three or more district buildings shall have an automated work order system for prioritizing, performing, and recording all maintenance and repair requests for all district buildings and grounds in accordance with the provisions of N.J.A.C. 6A:23A-6.9.

A. Standard Operating Procedure (SOP) For Work Order System

1. The Superintendent or designee shall establish Standard Operating Procedures (SOP) for the approval and prioritization of work order requests which take into account the health and safety of building occupants, priorities and objectives established annually to carryout the district Strategic Plan, the need for the work requested, and other factors the district deems appropriate.
2. Except in an emergency where the work is necessary to correct a situation that poses an imminent threat to the health or safety of students and/or staff, the work order system shall include the following information for a request for work before work begins:
 - a. The name of the person making the request;
 - b. The date of the request;
 - c. The appropriate approval(s) as established by SOP;
 - d. The date of approval(s);
 - e. The location of work requested;
 - f. The priority level (for example, urgent, high, average, low);



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- g. The scheduled date(s) of service;
 - h. The trade(s) needed such as general maintenance worker; custodian; carpenter; plumber; electrician; heating, ventilation, and air conditioning (HVAC); grounds; roofer; masonry; glazer; other;
 - i. A description of the work requested;
 - j. A projection of the materials and supplies needed for the work;
 - k. The estimated labor hours needed to complete task;
 - l. The name of the work order assigner; and
 - m. The name of the employee(s) working on the order.
3. The work order system shall include the following close-out information for each request for work:
- a. The actual hours worked by date for each assigned staff member;
 - b. The actual hourly rate paid, both regular and over-time, for each assigned staff member;
 - c. The aggregate cost of labor by regular, over-time, and total;
 - d. The actual materials and supplies needed to complete the work order;
 - e. Actual cost of materials and supplies; and
 - f. The name of the employee responsible for attesting that the job was completed satisfactorily.



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4. Except when prohibited by a collective bargaining agreement, the SOP shall require for any work, which cannot be completed during regular working hours by the needed completion date, an assessment of the cost-benefit of outsourcing any such work in excess of the quote threshold as determined under N.J.S.A. 18A:18A-37.
5. If, according to the assessment, the cost of outsourcing work is less than the in-house estimated cost of labor, at over-time rates, and materials for the same work, the work shall be outsourced provided the work can be contracted in accordance with N.J.S.A. 18A:18A-1 et seq., completed by the projected completion date contained in the prioritized work order system and does not violate the terms of a collective bargaining agreement for maintenance workers and/or custodians.
6. The School Business Administrator/Board Secretary, in consultation with the supervisor responsible for this work, shall conduct an analysis of the information in the work order system no later than February 1 of the prebudget year for consideration during budget preparation. The analysis should include productivity of staff as a whole and individually, significant variations between estimated labor time and materials and actual labor time and materials, unusual trends for like projects and other factors that will improve productivity and efficiency.

Adopted:



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Summary of Regulation 9320 - Cooperation with Law Enforcement Agencies

Policy and Regulation Guides 9320 were re-written to align with N.J.A.C. 6A:16-6.2 which governs the development and implementation of policies and procedures for law enforcement operations in a school. Both the Policy and Regulation are mandated, and Policy Guide 9320 was previously adopted by the Board on/about October 2022.

Pursuant to N.J.A.C. 6A:16-6.2(b)13 through 14, all school districts must annually review, revise when appropriate, and adopt a “Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials” (MOA). The MOA provides a much greater level of detail regarding N.J.A.C. 6A:16-6 and all of the requirements outlined therein. Accordingly, some requirements from the MOA are included under section C. of Regulation Guide 9320. This section of Regulation Guide 9320 addresses the requirement of Mandatory Reporting to Law Enforcement.

Policy and Regulation Guides 9320 were re-written to reflect the required code language in N.J.A.C. 6A:16-6.2 and to incorporate the school district’s MOA by reference throughout the Guides. Referencing the MOA, provides school districts greater flexibility to address their MOA annually without having to revise and adopt Policy and Regulation Guides 9320. This also ensures that as long as school districts annually review and adopt the MOA as required by law their Policy and Regulation 9320 will be up to date and accurate. If there are any subsequent changes to N.J.A.C. 6A:16-6.2, Strauss Esmay will revise Policy and Regulation Guides 9320 to reflect those changes. Policy and Regulation Guides 5530 also address requirements from the MOA and is referenced within Policy and Regulation Guides 9320 to ensure all aspects of N.J.A.C. 6A:16-6.2 are fully addressed. Regulation Guide 9320 is **mandated** and must be adopted by the Board.

REGULATION GUIDE

COMMUNITY

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Cooperation with Law Enforcement Agencies

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R 9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES

- A. Policy 9320 and this Regulation shall be in accordance with the provisions of N.J.A.C. 6A:16-6.2, the Memorandum of Agreement between Education and Law Enforcement Officials (MOA), and shall be:
1. Developed, implemented, and revised, as necessary, in consultation with the county prosecutor and other law enforcement officials as may be designated by the county prosecutor;
 2. Reviewed and approved by the Executive County Superintendent;
 3. Made available annually to all school district staff, students, and parents;
 4. Consistent with reporting, notification, and examination procedures of students suspected of being under the influence of alcohol and other drugs pursuant to N.J.A.C. 6A:16-4.3; and
 5. Consistent with N.J.A.C. 6A:16-7, as appropriate.
- B. The school district's policies and procedures for cooperation with law enforcement agencies shall include the following components:
1. The Superintendent has designated school district staff as liaisons to law enforcement agencies in accordance with the MOA. The MOA includes a description of the liaisons' roles and responsibilities;
 2. Specific procedures for and responsibilities of school district staff in summoning appropriate law enforcement authorities onto school grounds, for the purpose of conducting law enforcement investigations, searches, seizures, or arrests shall be in accordance with the MOA;



REGULATION GUIDE

COMMUNITY

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Cooperation with Law Enforcement Agencies

3. Specific procedures and responsibilities of school district staff for notifying parents in instances of law enforcement interviews involving their children shall be consistent with the MOA and the following:
 - a. School officials shall not notify the student's parent(s) in instances of suspected child abuse or neglect;
 - b. School officials shall notify the student's parent(s) when the student is the target of the law enforcement investigation; and
 - c. In all other instances, school authorities shall permit law enforcement authorities to determine whether or when a student's parent should be contacted;
4. Specific procedures for and responsibilities of school district staff in cooperating with arrests made by law enforcement authorities on school grounds shall be in accordance with the MOA;
5. Specific procedures for and responsibilities of school district staff in initiating or conducting searches and seizures of students, their property, and their personal effects shall be in accordance with the MOA and the following:
 - a. All searches and seizures conducted by school district staff shall comply with the standards prescribed by the United States Supreme Court in *New Jersey v. T.L.O.*, 469 U.S. 325 (1985).
 - b. Questions concerning searches conducted by school officials shall be directed to the appropriate county prosecutor.
 - c. School officials may request that law enforcement authorities assume responsibility for conducting a search or seizure.



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COMMUNITY

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Cooperation with Law Enforcement Agencies

- d. No school district staff member shall impede a law enforcement officer engaged in a lawful search, seizure, or arrest whether pursuant to a warrant or otherwise.
 - e. School district staff shall permit law enforcement authorities, upon their arrival, to assume responsibility for conducting a search or seizure.
 - f. All inspections of lockers, desks, or other objects or personal property on school grounds involving the use of law enforcement drug-detection canines may be undertaken with only the express permission of the county prosecutor or the Director of the Division of Criminal Justice or the Director's designee in the New Jersey Department of Law and Public Safety.
 - g. Questions concerning the legality of a contemplated or ongoing search, seizure, or arrest conducted by a law enforcement officer on school grounds shall be directed to the county prosecutor or in the case of a search, seizure, or arrest undertaken by the Division of Criminal Justice's designee in the New Jersey Department of Law and Public Safety, to the assigned Assistant Attorney General;
6. The procedures for and responsibilities of school district staff, with regard to interviews of students suspected of possessing or distributing a controlled dangerous substance; including anabolic steroids, drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;
7. Procedures for planning, approving, and conducting undercover school operations shall be in accordance with the MOA and the following:
- a. The Superintendent and Principal shall cooperate with law enforcement authorities in the planning and conduct of undercover school operations. The Superintendent shall approve undercover operations without prior notification to the Board of Education.



REGULATION GUIDE

COMMUNITY

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Cooperation with Law Enforcement Agencies

- b. All information concerning requests to undertake an undercover school operation, information supplied by law enforcement authorities to justify the need for and explain a proposed undercover school operation, and all other information concerning an ongoing undercover school operation, including the identity of any undercover officer placed in a school, shall be kept strictly confidential by the Superintendent and Principal.
 - c. The Superintendent and Principal shall not divulge information concerning an undercover school operation to any person without the prior express approval of the county prosecutor or designee.
 - d. The Superintendent, Principal, or any other school district staff or Board member who may have been informed regarding the existence of the undercover school operation shall immediately communicate to the county prosecutor or designee if they subsequently learn of information that suggests the undercover officer's true identity has been revealed, the undercover officer's identity or status as a bona fide member of the school community has been questioned, or the integrity of the undercover school operation has been in any other way compromised;
8. The procedures for and responsibilities of school district staff concerning the safe and proper handling of a seized controlled dangerous substance, including anabolic steroids, drug paraphernalia, or a firearm or other deadly weapon, and the prompt delivery of the items to appropriate law enforcement authorities shall be in accordance with N.J.A.C. 6A:16-6.2, Policy and Regulation 5530, and the MOA;
9. The procedures for and responsibilities of school district staff in notifying authorities of a suspected violation of laws prohibiting the possession; sale or other distribution of a controlled dangerous substance, including anabolic steroids; drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;



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COMMUNITY

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Cooperation with Law Enforcement Agencies

10. Provisions for requesting uniformed police attendance at extracurricular school events shall be in accordance with the MOA;
11. Provisions for notifying parents as soon as possible whenever a student is arrested for violating a law prohibiting the possession; sale or other distribution of a controlled dangerous substance, including anabolic steroids; drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530;
12. Provisions for in-service training of school district staff concerning policies and procedures established in this subchapter, and the exchange of information regarding the practices of the school district and law enforcement agencies shall be in accordance with the MOA;
13. A MOA with appropriate law enforcement authorities in accordance with N.J.A.C. 6A:16-6, Policy 9320, and this Regulation;
14. An annual process for the Superintendent and appropriate law enforcement officials to discuss the implementation and need for revising the MOA, and to review the effectiveness of policies and procedures implemented pursuant to N.J.A.C. 6A:16-6.2 and the MOA;
15. Provisions for contacting the Chief Executive Officer of the involved law enforcement agency, county prosecutor, and/or Division of Criminal Justice, as necessary, to resolve disputes concerning law enforcement activities occurring on school grounds shall be in accordance with the MOA; and
16. Provisions for directing inquiries or complaints received by school district staff regarding interviews, investigations, arrests, or other operations conducted by sworn law enforcement officers to the appropriate law enforcement agency shall be in accordance with the MOA.



REGULATION GUIDE

COMMUNITY
R 9320/page 6 of 7
Cooperation with Law Enforcement Agencies

C. Mandatory Reporting

1. There are seven offenses that must be reported to law enforcement if they qualify as mandatory reports, as set forth and explained in further detail in the MOA. These mandatory reports include:
 - a. Whenever any school district staff has reason to believe a student is in possession of a controlled dangerous substance or related paraphernalia, or is involved or implicated in distribution activities regarding controlled dangerous substances, pursuant to N.J.A.C. 6A:16-6.3;
 - b. Whenever any school district staff in the course of their employment develops reason to believe that a firearm or other dangerous weapon has unlawfully been possessed on or off school grounds, a weapon was used in an assault against a student or other school personnel, or that any student or other person has committed an offense with, or while in possession of, a firearm, whether or not such offense was committed on school grounds or during school operating hours, pursuant to N.J.A.C. 6A:16-5.5, 5.6(d)4 and 6.3(b);
 - c. Whenever any school district staff in the course of their employment develops reason to believe that anyone has threatened, is planning, or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another person under circumstances in which a reasonable person would believe that the person genuinely intends at some time in the future to commit the violent act or to carry out the threat, pursuant to N.J.A.C. 6A:16-6.3(c) through (e);
 - d. Whenever any school district staff in the course of their employment develops reason to believe that a crime involving sexual penetration or criminal sexual contact has been committed on school grounds, or by or against a student during school operating hours or during school-related functions or activities, pursuant to N.J.A.C. 6A:16-6.3(d);



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COMMUNITY

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Cooperation with Law Enforcement Agencies

- e. Whenever any school district staff in the course of their employment develops reason to believe that an assault upon a teacher, administrator, other school Board employee, or district Board of Education member has been committed, with or without a weapon, pursuant to N.J.A.C. 6A:16-5.7(d)5;
 - f. Whenever any school district staff in the course of their employment develops reason to believe a "bias-related act" has been committed or is about to be committed on or off school grounds, pursuant to N.J.A.C. 6A:16-6.3(e); and
 - g. Whenever any school employee in the course of their employment develops reason to believe a student is potentially missing, abused, or neglected, pursuant to N.J.A.C. 6A:16-11.1(a)3i. through iii.
- D. Nothing in the policies and procedures required under N.J.A.C. 6A:16-6 and Policy 9320 and this Regulation shall be construed to prohibit school district staff from disclosing information, pursuant to N.J.A.C. 6A:32-7.2 and 7.5(f), if necessary, to protect the immediate health or safety of a student or other persons.
- E. The Superintendent or designee shall annually review Policy 9320 and this Regulation as adopted by the Board to ensure each are in accordance with the requirements outlined in the MOA.

Adopted:



Teaneck Public Schools

Public Work Session

January 11, 2023

Finance and Budget - 3.

that the Board approve 2022-2023 budget transfers for the month of December 2022 which are attached and a part of the official record.

Explanation:

Teaneck Public Schools

Public Work Session

January 11, 2023

Finance and Budget - 4.

that the Board approve the attached list of virtual and or in-person Professional Development for the staff indicated for professional improvement or development, as approved by the Superintendent (District funded \$793.51) (Grant funded \$5,697.48) total cost of \$6,490.99.

Explanation:

NJDOE requires approval by the Superintendent and the Board of Education for attendance at and reimbursement for seminars and conferences.

ATTACHMENTS:

Description	Type
Curriculum and Instruction Professional Development January 18, 2023	Cover Memo
Prof Dev - Educ'l Services	Cover Memo

Professional Development

Name: David Deubel

School or Department: Bryant Elementary School

Conference/Seminar/Workshop: Young Women's Christian Association - Race and Cultural Empathy Training

Location: Virtual

Dates: January 24, February 7, February 21 and March 7, 2023

Estimated Cost: \$155.00 – Substitute Not Required – District Funded

Name: Tatiana Stripling

School or Department: Whittier Elementary School

Conference/Seminar/Workshop: New Jersey International Dyslexia Association - Winter Institute Food for Thought 2023

Location: Virtual

Dates: February 4, 2023

Estimated Cost: \$180.00 – Substitute Not Required – District Funded

Professional Development

Name: Lauren Mattiace

School or Department: BFMS – School Nurse

Conference/Seminar/Workshop: CPR Certification - Holy Name Hospital

Location: Teaneck, NJ 07666

Dates: 2/28/2023

Estimated Cost: \$95.00 (District funded)

Explanation: CPR certification renewal is a requirement for Registered School Nurses.

Name: Lillian Garcia

School or Department: BFMS – School Counselor

Conference/Seminar/Workshop: Understanding HIB Characteristics – NJ State Bar Foundation

Location: NJ Law Center – New Brunswick, NJ 07666

Dates: 2/22/2023

Estimated Cost: \$28.51 (District funded)

Explanation: This conference explains HIB at length discussing prevention, remediation, and the reporting of HIB in schools. Participants are linked with information and resources to aid schools in the establishment of HIB policies, the adoption of HIB program strategies, and the implementation of proactive responses.

Name: David Deubel

School or Department: Bryant Elementary School

Conference/Seminar/Workshop: Young Women's Christian Association - Race and Cultural Empathy Training

Location: Virtual

Dates: January 24, February 7, February 21 and March 7, 2023

Estimated Cost: \$155.00 – Substitute Not Required – District Funded

Name: Tatiana Stripling

School or Department: Whittier Elementary School

Conference/Seminar/Workshop: New Jersey International Dyslexia Association - Winter Institute Food for Thought 2023

Location: Virtual

Dates: February 4, 2023

Estimated Cost: \$180.00 – Substitute Not Required – District Funded

Name: Roberta Weiss

School or Department: Benjamin Franklin Middle School

Conference/Seminar/Workshop: New Jersey State Bar Foundation-Beyond Bias

Location: New Jersey Law Center, New Brunswick, New Jersey

Dates: February 2, 2023

Estimated Cost: \$0.00 – Substitute Required – No Funding Required

Explanation: The New Jersey State Bar Foundation has created a series of interactive anti-bias workshops called Beyond Bias to support educators as they address issues of bias, race, and ethnicity in the classroom in ways that create brave spaces and promote empathy.

Professional Development

Name: Barbara Finkelstein

School or Department: Benjamin Franklin Middle School

Conference/Seminar/Workshop: New Jersey State Bar Foundation-Beyond Bias

Location: New Jersey Law Center, New Brunswick, New Jersey

Dates: February 2, 2023

Estimated Cost: \$0.00 – Substitute Required – No Funding Required

Explanation: The New Jersey State Bar Foundation has created a series of interactive anti-bias workshops called Beyond Bias to support educators as they address issues of bias, race, and ethnicity in the classroom in ways that create brave spaces and promote empathy.

Name: Maccabee Avishur

School or Department: Heichal Hatorah (Teaneck)

Conference/Seminar/Workshop: Prizmah Leadership Conference - Virtual

Location: Denver, Colorado

Dates: 1/9/23 and 1/10/23 (Grant funded)

Estimated Cost: \$1,359.38 – (Title II Non-Public Funded: 20-270-200-580-92-50-I-H)

Explanation: Lessons learning from this event will enable the school director to learn skills to become an even more effective principal/leader for his staff and the academic, social, and emotional aspects of all students.

Name: Paulette Szalay

School or Department: TJMS

Conference/Seminar/Workshop: Next Generation Science Standards Instruction

Location: Raritan Valley Community College

Dates: 3/1/23 and 3/29/23 – Full Day

Estimated Cost: \$361.20 for both days (each trip \$125 Registration Fee; \$45.50; Mileage Reimbursement; \$10.10 Tolls – Grant funded)

Explanation: Focused PD on using core ideas to construct explanations for science phenomena utilizing Next Generation Science Standards.

Name: Jennifer Dominques

School or Department: Hawthorne

Conference/Seminar/Workshop: Next Generation Science Standards Instruction

Location: Raritan Valley Community College

Dates: 3/1/23 and 3/29/23 – Full Day

Estimated Cost: \$360.26 for both days (each trip \$125 Registration Fee; \$45.03; Mileage Reimbursement; \$10.10 Tolls – Grant funded)

Explanation: Focused PD on using core ideas to construct explanations for science phenomena utilizing Next Generation Science Standards.

Name: Christina Chopra

School or Department: TJMS

Conference/Seminar/Workshop: Next Generation Science Standards Instruction

Location: Raritan Valley Community College

Dates: 3/1/23 and 3/29/23 – Full Day

Estimated Cost: \$361.20 for both days (each trip \$125 Registration Fee; 45.50; Mileage Reimbursement; \$10.10 Tolls - Grant funded)

Explanation: Focused PD on using core ideas to construct explanations for science phenomena utilizing Next Generation Science Standards.

Professional Development

Name: Kara Lindner

School or Department: Hawthorne

Conference/Seminar/Workshop: Next Generation Science Standards Instruction

Location: Raritan Valley Community College

Dates: 3/1/23 and 3/29/23 – Full Day

Estimated Cost: \$360.26 for both days (each trip \$125 Registration Fee; 45.03; Mileage Reimbursement; \$10.10 Tolls)

Explanation: Focused PD on using core ideas to construct explanations for science phenomena utilizing Next Generation Science Standards.

Name: Kerrie Viray

School or Department: Hawthorne

Conference/Seminar/Workshop: Next Generation Science Standards Instruction

Location: Raritan Valley Community College

Dates: 3/1/23 and 3/29/23 – Full Day

Estimated Cost: \$363.06 for both days (each trip \$125 Registration Fee; 46.43; Mileage Reimbursement; \$10.10 Tolls – Grant funded)

Explanation: Focused PD on using core ideas to construct explanations for science phenomena utilizing Next Generation Science Standards.

Name: Levette Glanton

School or Department: Hawthorne

Conference/Seminar/Workshop: Next Generation Science Standards Instruction

Location: Raritan Valley Community College

Dates: 3/1/23 and 3/29/23 – Full Day

Estimated Cost: \$363.06 for both days (each trip \$125 Registration Fee; 46.43; Mileage Reimbursement; \$10.10 Tolls – Grant funded)

Explanation: Focused PD on using core ideas to construct explanations for science phenomena utilizing Next Generation Science Standards.

Name: Mary Joyce Laqui

School or Department: THS

Conference/Seminar/Workshop: Next Generation Science Standards Instruction

Location: Raritan Valley Community College

Dates: 12/7/22 – Full Day

Estimated Cost: \$181.54 (\$125 Registration Fee; \$46.44; Mileage Reimbursement; \$10.10 Tolls – Grant funded)

Explanation: Focused PD on using core ideas to construct explanations for science phenomena utilizing Next Generation Science Standards.

Name: Paulette Szalay

School or Department: TJMS

Conference/Seminar/Workshop: Next Generation Science Standards Instruction

Location: Raritan Valley Community College

Dates: 12/7/22 – Full Day

Estimated Cost: \$180.60 (\$125 Registration Fee; \$45.50; Mileage Reimbursement; \$10.10 Tolls – Grant funded)

Explanation: Focused PD on using core ideas to construct explanations for science phenomena utilizing Next Generation Science Standards.

Professional Development

Name: Jennifer Dominques

School or Department: Hawthorne

Conference/Seminar/Workshop: Next Generation Science Standards Instruction

Location: Raritan Valley Community College

Dates: 12/7/22 – Full Day

Estimated Cost: \$180.13 (\$125 Registration Fee; \$45.03; Mileage Reimbursement; \$10.10 Tolls - Grant funded)

Explanation: Focused PD on using core ideas to construct explanations for science phenomena utilizing Next Generation Science Standards.

Name: Christina Chopra

School or Department: TJMS

Conference/Seminar/Workshop: Next Generation Science Standards Instruction

Location: Raritan Valley Community College

Dates: 12/7/22 – Full Day

Estimated Cost: \$180.60 (\$125; Registration Fee; 45.50; Mileage Reimbursement; \$10.10 Tolls – Grant funded)

Explanation: Focused PD on using core ideas to construct explanations for science phenomena utilizing Next Generation Science Standards.

Name: Kara Lindner

School or Department: Hawthorne

Conference/Seminar/Workshop: Next Generation Science Standards Instruction

Location: Raritan Valley Community College

Dates: 12/7/22 – Full Day

Estimated Cost: \$180.13 (\$125 Registration Fee; 45.03; Mileage Reimbursement; \$10.10 Tolls – Grant funded)

Explanation: Focused PD on using core ideas to construct explanations for science phenomena utilizing Next Generation Science Standards.

Name: Kerrie Viray

School or Department: Hawthorne

Conference/Seminar/Workshop: Next Generation Science Standards Instruction

Location: Raritan Valley Community College

Dates: 12/7/22 – Full Day

Estimated Cost: \$181.54 (\$125 Registration Fee; 46.44; Mileage Reimbursement; \$10.10 Tolls – Grant funded)

Explanation: Focused PD on using core ideas to construct explanations for science phenomena utilizing Next Generation Science Standards.

Professional Development

Name: Paulette Szalay

School or Department: TJMS

Conference/Seminar/Workshop: Next Generation Science Standards Instruction

Location: Raritan Valley Community College

Dates: 2/8/23 – Full Day

Estimated Cost: \$180.60 (\$125 Registration Fee; \$45.50; Mileage Reimbursement; \$10.10 Tolls) Grant funded

Explanation: Focused PD on using core ideas to construct explanations for science phenomena utilizing Next Generation Science Standards.

Name: Jennifer Dominques

School or Department: Hawthorne

Conference/Seminar/Workshop: Next Generation Science Standards Instruction

Location: Raritan Valley Community College

Dates: 2/8/23 – Full Day

Estimated Cost: \$180.13 (\$125 Registration Fee; \$45.03; Mileage Reimbursement; \$10.10 Tolls) Grant funded

Explanation: Focused PD on using core ideas to construct explanations for science phenomena utilizing Next Generation Science Standards.

Name: Christina Chopra

School or Department: TJMS

Conference/Seminar/Workshop: Next Generation Science Standards Instruction

Location: Raritan Valley Community College

Dates: 2/8/23 – Full Day

Estimated Cost: \$180.60 (\$125; Registration Fee; 45.50; Mileage Reimbursement; \$10.10 Tolls) Grant funded

Explanation: Focused PD on using core ideas to construct explanations for science phenomena utilizing Next Generation Science Standards.

Name: Kara Lindner

School or Department: Hawthorne

Conference/Seminar/Workshop: Next Generation Science Standards Instruction

Location: Raritan Valley Community College

Dates: 2/8/23 – Full Day

Estimated Cost: \$180.13 (\$125 Registration Fee; 45.03; Mileage Reimbursement; \$10.10 Tolls) Grant funded

Explanation: Focused PD on using core ideas to construct explanations for science phenomena utilizing Next Generation Science Standards.

Name: Kerrie Viray

School or Department: Hawthorne

Conference/Seminar/Workshop: Next Generation Science Standards Instruction

Location: Raritan Valley Community College

Dates: 2/8/23 – Full Day

Estimated Cost: \$181.53 (\$125 Registration Fee; 46.43; Mileage Reimbursement; \$10.10 Tolls) Grant funded

Explanation: Focused PD on using core ideas to construct explanations for science phenomena utilizing Next Generation Science Standards.

Professional Development

Name: Levette Glanton

School or Department: Hawthorne

Conference/Seminar/Workshop: Next Generation Science Standards Instruction

Location: Raritan Valley Community College

Dates: 2/8/23 – Full Day

Estimated Cost: \$181.53 (\$125 Registration Fee; 46.43; Mileage Reimbursement; \$10.10 Tolls) Grant funded

Explanation: Focused PD on using core ideas to construct explanations for science phenomena utilizing Next Generation Science Standards.

Teaneck Public Schools
Public Work Session
January 11, 2023
Finance and Budget - 5.

that the Board approve the attached list of Student Field Trips, as approved by the Superintendent (District Funded \$1,600).

Explanation:

NJDOE requires approval by the Superintendent and the Board of Education for attendance at and payment for student field trips.

ATTACHMENTS:

Description	Type
Field Trips January 18, 2023	Cover Memo
Field Trips - Educ'l Services - Jan. 2023	Cover Memo

Field Trips

Name: Charles Clark, Jason McDonald, Jason Juxon-Smith, Vance Steinbergin
School or Department: Teaneck High School
Trip Planned: Bergen Community College
Location: Paramus, New Jersey 57 Students
Date(s): January 18, 2023 Depart: 8:30 AM Return: 1:30 PM
Estimated Cost: \$0.00- Substitute Required (No Funding Required)
EXPLANATION: The Heroes and Cool Kids will learn to mentor middle school students in the areas of character building, resilience, and strength.

Name: Charles Clark, Jason McDonald, Jason Juxon-Smith, Vance Steinbergin
School or Department: Teaneck High School
Trip Planned: Benjamin Franklin Middle School and Thomas Jefferson Middle School
Location: Teaneck, New Jersey 57 Students
Date(s): January 20, 2023 Depart: 8:30 AM Return: 1:30 PM
Estimated Cost: \$0.00- Substitute Required (No Funding Required)
EXPLANATION: The Heroes and Cool Kids will mentor middle school students in the areas of character building, resilience, and strength.

Name: Charles Clark, Jason McDonald, Jason Juxon-Smith, Vance Steinbergin
School or Department: Teaneck High School
Trip Planned: Benjamin Franklin Middle School and Thomas Jefferson Middle School
Location: Teaneck, New Jersey 57 Students
Date(s): February 3, 2023 Depart: 8:30 AM Return: 1:30 PM
Estimated Cost: \$0.00- Substitute Required (No Funding Required)
EXPLANATION: The Heroes and Cool Kids will mentor middle school students in the areas of character building, resilience, and strength.

Name: Charles Clark, Jason McDonald, Jason Juxon-Smith, Vance Steinbergin
School or Department: Teaneck High School
Trip Planned: Bergen Community College
Location: Paramus, New Jersey 57 Students
Date(s): March 23, 2023 Depart: 8:30 AM Return: 1:30 PM
Estimated Cost: \$0.00- Substitute Required (No Funding Required)
EXPLANATION: The Heroes and Cool Kids will learn to mentor middle school students in the areas of character building, resilience, and strength.

Name: Charles Clark, Jason McDonald, Jason Juxon-Smith, Vance Steinbergin
School or Department: Teaneck High School
Trip Planned: Benjamin Franklin Middle School and Thomas Jefferson Middle School
Location: Teaneck, New Jersey 57 Students
Date(s): March 31, 2023 Depart: 8:30 AM Return: 1:30 PM
Estimated Cost: \$0.00- Substitute Required (No Funding Required)
EXPLANATION: The Heroes and Cool Kids will mentor middle school students in the areas of character building, resilience, and strength.

Additional FIELD TRIP

Trip Leader(s): Colleen Pagan, Vatrell Graves, Amanda Detrick (Plus 11 Chaperones)
School/Department: BFMS
Trip Planned: American Dream Mall
Destination: East Rutherford, NJ
Date(s): 2/03/23 (District Funded)
Estimated Cost: \$.00

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

AMEND

Trip Leader(s): Colleen Pagan, Vatrell Graves, Amanda Detrick (Plus 11 Chaperones)
School/Department: BFMS
Trip Planned: Sensory Tae Kwon-Do
Destination: Bergenfield, NJ
Date(s): 1/13/23, 3/10/23, 4/28/23 (District Funded)
Estimated Cost: \$1,200.00

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

Trip Leader(s): Colleen Pagan, Vatrell Graves, Amanda Detrick (Plus 11 Chaperones)
School/Department: BFMS
Trip Planned: Turtle Back Zoo
Destination: West Orange, NJ
Date(s): 5/05/23 (District Funded)
Estimated Cost: \$400.00

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

Teaneck Public Schools
Public Work Session
January 11, 2023
Finance and Budget - 6.

that the Board approve the attached list of Student Fundraising activities by school.

Explanation:

Proposed fundraising activities are approved by the Board.

ATTACHMENTS:

Description	Type
Student Fundraising Activities	Cover Memo

Fundraising Activities by School

School or Department: Teaneck High School

Activity: **Valentine's Day Sale (candy, carnations, stuffed animals)**

Sponsoring Organization: Freshman Cabinet

Name of Sponsors: Katierose Augustine, staff member

Participants: Students, Friends, Family and Community.

Date(s): February 6-13, 2023

Location: Teaneck High School Student Center during lunch.

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for spring 2023 activity, for senior year, and to support class of 2026 activities.

School or Department: Teaneck High School

Activity: **Bake Sale**

Sponsoring Organization: THS Theater Department

Name of Sponsors: Todd Murphy, staff member

Participants: Students would sell to staff and students.

Date(s): February 14-28, 2023

Location: THS Main Lobby/Auditorium after school.

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for annual THS Scholarship Fund.

School or Department: Teaneck High School

Activity: **FanCloth Apparel Sales**

Sponsoring Organization: THS Softball

Name of Sponsors: Daniel Olender, staff member

Participants: Softball players would sell to students, staff, family and friends.

Date(s): January 19 through June 2023

Location: Online sales

Estimated funds to be raised by this activity: \$800

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for equipment, training, program enhancements.

Fundraising Activities by School

School or Department: Teaneck High School

Activity: **Book Drive**

Sponsoring Organization: UNICEF Club

Name of Sponsors: Daniel Olender, staff member

Participants: Softball players would sell to students, staff, family and friends.

Date(s): January through June 2023

Location: Items to be dropped off in main lobby, student center, and room 132.

Estimated funds to be raised by this activity: n/a

Funds to sponsoring organization 100%

EXPLANATION: No funds, books and or school supplies would be donated for a library in the Philippines.

School or Department: Teaneck High School

Activity: **Teacher Appreciation Raffle**

Sponsoring Organization: UNICEF Club

Name of Sponsors: Daniel Olender, staff member

Participants: UNICEF raffle tickets sold to THS staff.

Date(s): February through June 2023

Location: THS Main Lobby after school.

Estimated funds to be raised by this activity: \$125

Funds to sponsoring organization 100%

EXPLANATION: Funds would be donated to a cause selected by teachers and UNICEF Club.

School or Department: Teaneck High School

Activity: **Collection of Supplies for Women in Need**

Sponsoring Organization: UNICEF Club

Name of Sponsors: Daniel Olender, staff member

Participants: UNICEF raffle tickets sold to THS staff.

Date(s): March through June 2023

Location: Items to be dropped off in main lobby, student center, and room 132.

Estimated funds to be raised by this activity: n/a

Funds to sponsoring organization 100%

EXPLANATION: No funds. The Club seeks women's clothing, health, and/or hygiene products.

Fundraising Activities by School

School or Department: Teaneck High School

Activity: **Bake Sale**

Sponsoring Organization: Red Cross Club

Name of Sponsors: Abdoulaye Diallo, staff member

Participants: Red Cross Club members sell to students and staff.

Date(s): January through May 2023

Location: THS second floor after school

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be donated to the American Red Cross of Northern New Jersey.

School or Department: Benjamin Franklin Middle School

Activity: **Bake Sale**

Sponsoring Organization: National Junior Honor Society

Name of Sponsors: Jessie Gorant, staff member

Participants: NJHS Students would sell to students.

Date(s): February through May 2023

Location: BFMS lobby after school

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

Funds to sponsoring organization 100%

EXPLANATION: Funds for charitable donations.

School or Department: Benjamin Franklin Middle School

Activity: **Sale of Potted Herbs**

Sponsoring Organization: Garden Club

Name of Sponsors: Jessie Gorant, staff member

Participants: NJHS Students would sell to students.

Date(s): April through May 2023

Location: BFMS lobby after school

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used to purchase supplies for the garden.

Teaneck Public Schools

Public Work Session

January 11, 2023

Finance and Budget - 7.

that the Board approve the contracts, for out-of-district tuition, for students who would require a Special Education program during the 2022-2023 school year, as per the attached list, in the amount of \$320,142.14.

Explanation:

The schools listed would provide services to students in accordance with their respective IEPs.

ATTACHMENTS:

Description	Type
Tuitions - Jan. 2023	Cover Memo

Tuition

<u>Student ID#</u>	<u>Placement</u>	<u>Tuition</u>	<u>Start Date</u>	<u>1:1 Aide</u>
101936	Bergen County Special Services		9/6/2022	\$49,500.00
106802	Cornerstone Day School - 2022-2023 SY	\$51,094.00	1/3/2023	
107584	Banyan School - 2022-2023 SY	\$37,108.14	1/3/2023	
107559	Cornerstone Day School - 2022-2023 SY	\$73,744.00	10/11/2022	
107814	Cornerstone Day School - 2022-2023 SY	\$63,651.00	11/8/2022	
104757	Reed Academy - 2022-2023 SY	\$45,045.00	3/6/2023	
	Subtotals	\$ 270,642.14		\$49,500.00
	Grand Total	\$ 320,142.14		

Teaneck Public Schools
Public Work Session
January 11, 2023
Finance and Budget - 8.

that the Board approve contracts with clinicians and agencies on the attached list who would provide related services and/or independent evaluations during the 2022-2023 school year in the amount of \$320,142.14.

Explanation:

These clinicians and agencies provide services to students on an as-needed basis in accordance with their respective IEPs.

ATTACHMENTS:

Description	Type
Clinicians - Jan. 2023	Cover Memo

Clinicians

Student ID#	Placement	Discipline/Rate	NOT TO EXCEED
	Dr. Esther Fridman/ Dr. Morton Fridman	Psychiatric Evaluation and Report / \$650.00, \$275 cancellation/no show	\$10,000.00
106802	Silvergate Prep - Homebound Instruction	\$50.00/hr	\$15,000.00
	New Pathway Counseling	120.00/hr	\$15,000.00
	Thera-Pede - Home Programming Out of District Placement	\$95.00 per 30 minute session (PT, OT, ST) \$130.00 per 45 minute session (PT, OT, ST) \$150.00 per 60 minute session (PT, OT, ST) \$375.00 per related service evaluation or re- evaluation \$93.00 per hour for attendance at IEP/planning meeting or travel to out-of- district evaluations, as requested by district \$75.00 per hour for Home Instruction + PREP hour per week \$75.00 per requested annual progress report and goals and objectives	\$ 200,000.00
		Total	\$240,000.00

Teaneck Public Schools
Public Work Session
January 11, 2023
Finance and Budget - 12.

Whereas the Board wishes to approve and accept, for the month of December 2022, the additional funding of \$208,015. for **Chapter 192/193** in accordance with the fees approved by the NJDOE (Breakdown below).

Be it Resolved that the Board approve and accept the New Jersey Department of Education Chapter 192/193 additional funding on an as-needed basis for students attending non-public schools.

Compensatory Education	\$181,355.
English as a Second Language	\$26,660.
Total	\$208,015.

Explanation:

The New Jersey Department of Education provides Chapter 192/193 additional funds on an as needed basis for students attending non-public schools.

ATTACHMENTS:

Description	Type
Chapter 192/193 Statement	Cover Memo



CH192/193 Funding Statement and Additional Funding Request

12/15/2022

UNOFFICIAL Funding Statement *

County: 03-BERGEN

District: 5150-TEANECK TWP

2022-23 FUNDING STATEMENT FOR SERVICES UNDER CHAPTERS 192 & 193 LAWS OF 1977 AS AMENDED

STATE AID AMOUNTS FOR SERVICES UNDER CHAPTER 192

<u>Program</u>	<u>2022-23</u> <u>Rate/Pupil</u>	<u>Pupils</u>	<u>Alloc. for each</u> <u>Service 2022-23</u>	<u>Add'l</u> <u>Pupils</u>	<u>Additional 2022-23</u> <u>Funding</u>	<u>Total 2022-23</u> <u>Funding to Date</u>
Compensatory Education*	\$1,040.33 X	135 =	\$133,422.00	65	\$47,933.00	\$181,355.00
E.S.L.*	\$1,055.00 X	21 =	\$21,047.00	8	\$5,613.00	\$26,660.00
Transportation*			\$21,446.00		\$0.00	\$21,446.00
Total Alloc. for CH.192 Services - 2022-23			\$175,915.00		\$53,546.00	\$229,461.00 (A)

* Prorated at 95%

STATE AID AMOUNTS FOR SERVICES UNDER CHAPTER 193

<u>Program</u>	<u>2022-23</u> <u>Rate/Pupil</u>	<u>Pupils</u>	<u>Alloc. for each</u> <u>Service 2022-23</u>	<u>Add'l</u> <u>Pupils</u>	<u>Additional 2022-23</u> <u>Funding</u>	<u>Total 2022-23</u> <u>Funding to Date</u>
Initial Exam & Class.*	\$1,326.17 X	115 =	\$152,510.00	0	\$0.00	\$152,510.00
Annual Exam & Class.*	\$380.00 X	106 =	\$40,280.00	0	\$0.00	\$40,280.00
Corrective Speech*	\$930.00 X	79 =	\$73,470.00	21	\$17,577.00	\$91,047.00
Supplemental Instr.*	\$826.00 X	142 =	\$117,292.00	0	\$0.00	\$117,292.00
Total Alloc. for CH.193 Services - 2022-23			\$383,552.00		\$17,577.00	\$401,129.00 (B)

* Prorated at 100%

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

\$630,590.00

Calculated Monthly Payments:

SEP	\$55,947.00	NOV	\$59,812.00	JAN	\$65,555.00	MAR	\$65,555.00	MAY	\$65,555.00
OCT	\$55,947.00	DEC	\$65,555.00	FEB	\$65,555.00	APR	\$65,555.00	JUN	\$65,554.00

[Back to Report Menu](#)
[Print](#)

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

Teaneck Public Schools

Public Work Session

January 11, 2023

Finance and Budget - 19.

Whereas, The Board of Education of Teaneck Public School District in the County of Bergen, New Jersey (the "Board") desires to proceed with a school facilities project consisting generally of renovations to the Kitchens at:

- Benjamin Franklin Middle School
- Thomas Jefferson Middle School
- Teaneck High School

Whereas, the Board now seeks to take the initial steps to proceed with these improvements; and

Whereas, these kitchen improvements will be funded through the Food Service Enterprise Fund; and

Whereas, surplus funds accumulated in the Food Service Enterprise Fund from the additional meal reimbursement amounts amassed during the "Covid" school years; and

Whereas, districts may only reserve up to three months' of expenses in the Food Service Enterprise Fund;

Now, Therefore Be It Resolved By The Board of Education of Teaneck Public School District in the County of Bergen, State of New Jersey, that the Board accepts the proposal (attached) for Professional Services dated December 19, 2022 in the amount of \$125,000 plus reimbursable expenses as submitted by Di Cara Rubino Architects. The scope of services includes preparation of NJDOE project application, cost estimate and schematic plans, updating amendments to the district's Long Range Facilities Plan (LRFP), preparing construction documents, bidding and award assistance, and contract administration during construction. This project is being funded as an "other capital project" and will not require state funding and the district is not seeking a Grant.

Explanation:

ATTACHMENTS:

Description	Type
Renovations - BF, TJ and THS	Cover Memo



(SENT VIA EMAIL ba@teaneckschools.org)

December 19, 2022

Teaneck Public School District
651 Teaneck Road
Teaneck, NJ 07666

ATT: Ms. Dora Zeno – Interim Business Administrator/Board Secretary

**Re: Proposal for Professional Services for Kitchen Renovations at Benjamin Franklin M.S.,
Thomas Jefferson M.S. & Teaneck High School**
D/ R Proposal #22-190

Dear Ms. Zeno:

Per your request, Di Cara | Rubino Architects is pleased to submit our fee proposal to provide professional services for the above project. As per our discussions, the scope of work will be as follows:

Benjamin Franklin Middle School

- Student Serving Line Replacement (remove existing curbs and provide new floor and wall tile)
- Reconfiguration of Existing Prep Tables (Provide additional space to open up serving line areas)
- Replacement / Upgrade Equipment as necessary
- Address Department of Health concerns / upgrades if necessary (Locating proper hand sinks)
- Alternate – Remove & Replace ceiling and light fixtures in kitchen area
- Upgrade electrical & plumbing at the new Serving Line

Thomas Jefferson Middle School

- Student Serving Line Replacement (remove existing curbs and provide new floor and wall tile)
- Reconfiguration of Existing Prep Tables (Provide additional space to open up serving line areas)
- Increase Walk-in Refrigeration Capacity
- Replacement / Upgrade Equipment as necessary
- Address Department of Health concerns / upgrades if necessary (Locating proper hand sinks)
- Alternate – Remove & Replace ceiling and light fixtures in kitchen area
- Upgrade electrical & plumbing at the new Serving Line

Teaneck High School

- Student Serving Line Replacement (remove existing curbs and provide new floor and wall tile)
- Reconfiguration of Existing Prep Tables (Provide additional space to open up serving line areas)
- Replacement / Upgrade Equipment as necessary
- Provide a remote Kiosk area
- Convert Storage into a A-La-Cart Station
- Address Department of Health concerns / upgrades if necessary (Locating proper hand sinks)
- Alternate – Remove & Replace ceiling and light fixtures in kitchen area

30 galesi drive • west wing • wayne, new jersey 07470 • tel 973-256-0202 • fax 973-256-0227
• www.dicararubino.com •



Dora Zeno
D/R Proposal #22-190
December 19, 2022
Page 2 of 6

- Upgrade electrical & plumbing at the new Serving Line

At this time, we estimate the total project cost to be \$1,562,860.00. Based on the above information and our understanding of the scope of work, Di Cara | Rubino Architects will provide the following services:

I. SCOPE OF SERVICES:

A. Preparation of NJDOE Project Application:

Di Cara | Rubino Architects will prepare necessary documents to submit the proposed improvement to the NJDOE including application, cost estimate, and schematic plans.

B. Construction Documents:

- Prepare base plans identifying existing conditions
- Meet with Owner to review project as required
- Identify alternates, if any
- Prepare documents consisting of plans, details, elevations, sections and specifications
- Submit plans for local code review and approval
- Prepare bid forms

C. Bidding & Award:

- Assist the District in the bidding process
- Preparation of bid packages
- Attend pre-bid conference to answer contractor questions about the proposed project
- Respond, as needed, to contractor questions about the proposed project
- Issue addenda, as needed, to contractor inquiries during the bidding process
- Attend bid opening
- Review bid results and provide analysis of the bids and review with the Board of Education
- Coordinate with the District's attorney in their review of the lowest responsible bidder for compliance
- Attend Board of Education meetings, as required

D. Contract Administration (CA) During Construction:

- Visit the site to become generally familiar with the progress and quality of the work and to determine if the work is proceeding in accordance with the contract documents
- Keep the Owner informed of the progress of the work
- Attend job meetings



Dora Zeno
D/R Proposal #22-190
December 19, 2022
Page 3 of 6

- Review RFIs
- Review shop drawings
- Review Applications for Payment
- Prepare punch list

The Architect shall not be required to make exhaustive or continuous on-site visits to check the quality or quantity of the work or to attend or conduct project job meetings other than on the day of the Architect's scheduled field visit.

Di Cara / Rubino Architects will be entitled to additional services due to contractor's non-performance including delays in the construction schedule on an hourly rate per our Architect-of-Record agreement.

II. FEE PROPOSAL:

The fees for professional services as outlined above are as follows:

A. Preparation of NJDOE Project Application	\$ 3,500.00
B. Construction Documents.....	\$ 100,000.00
C. Bidding & Award	\$ 2,500.00
D. Contract Administration	\$ 19,000.00

Reimbursable expenses are billed in addition to the fees indicated above and generally include postage, overnight mail/courier service, photocopies, printing, plotting, and facsimiles and will be invoiced at 1.15 times the expense.

Exclusions:

The following services are excluded from the firm's basic services:

- Identification and/or abatement of asbestos or any other hazardous materials
- Surveys
- Testing
- Filing fees, permits, and applications
- Additional services required by Contractors' non-performance
- Legal services
- Redesign after approvals
- Full time construction observation
- Planning board meetings
- Off site utilities



Dora Zeno
D/R Proposal #22-190
December 19, 2022
Page 4 of 6

- Any additional program incentive funding applications and/or submissions
- Commissioning of MEP systems

Conditions:

Standard of Care: Services performed by Di Cara | Rubino Architects under this Agreement will be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, expressed or implied, and no warranty, guarantee, or fiduciary responsibility is included or intended in this Agreement, or in any report, opinion, document or otherwise.

Hidden Conditions Verification of Existing Conditions: It is understood by the parties to this Agreement that the remodeling or rehabilitation of an existing structure requires that certain assumptions be made regarding existing conditions that are hidden from view. Because some of these assumptions may not be verifiable without expending additional sums of money or destroying otherwise adequate or serviceable portions of the structure or its equipment, the Owner agrees that, where verification of existing conditions is impractical or impossible, and where the Architect has used reasonable care and diligence in the making of assumptions, the Owner will hold harmless, indemnify, and defend the Architect from and against any and all claims arising out of the professional services provided under this Agreement.

Safety: Di Cara | Rubino Architects is not responsible for the implementation, discharge, or monitoring of construction safety standards or practices. These items are explicitly excluded from our scope.

Hazardous Materials: Di Cara | Rubino Architects is not responsible for identification and/or removal of hazardous materials including, but not limited to, asbestos, lead and contaminated soils.

Limit of Liability: Client agrees that Di Cara | Rubino Architects' liability for any damage on account of any claimed error, omission, wrongful conduct, or professional negligence will be limited to an amount no greater than Di Cara | Rubino Architects' fee. Di Cara | Rubino Architects, its agents, and employees shall not be liable for any lost profits or any claim or demand against Client by any other party. In no event shall Di Cara | Rubino Architects be liable for special, consequential, or exemplary damages or for damages due to delay in the work.

Ownership of Documents: Client may use the documents for the project or purposes contemplated by this Agreement. Client may not reuse the documents, or any of Di Cara | Rubino Architects' concepts or approaches in the Proposal to Client, for any extension of the project or other project without our prior written consent. Any unauthorized reuse or extension of Di Cara | Rubino Architects' work is at Clients' sole risk and without liability to Di Cara | Rubino Architects, and Client will indemnify, defend, and hold Di Cara | Rubino Architects



Dora Zeno
D/R Proposal #22-190
December 19, 2022
Page 5 of 6

harmless from all claims or damages arising from any unauthorized reuse or extension of our work. All documents related to a project will be destroyed in accordance with Di Cara | Rubino Architects' Document Retention Guidelines in effect at that time.

Indemnification/Hold Harmless: The Owner agrees to indemnify, defend and hold harmless Di Cara | Rubino Architects, their respective trustees, officers, employees and agents from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses in connection therewith arising from a third party claim on account of the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly in whole or in part by the negligent act of or omission of the Client, and/or anyone directly or indirectly employed by the Client.

Preliminary Budgeting: A preliminary budget will be prepared and issued as part of the scope of work for approval. The budget will be incorporated into submission to the Department of Education. When providing opinions or estimates of probable construction costs upon request of the Board, such budgets are based on Di Cara | Rubino Architects' (DRA) experience and qualifications and only represents our judgment as a professional generally familiar with the industry. It is recognized that neither DRA, nor the Board has control over, among other things: (1) the cost of labor, materials or equipment, (2) the Contractor's methods of determining bid prices, (3) competitive bidding, market or negotiating conditions, or (4) costs of governmental approvals. Accordingly, DRA cannot and does not warrant or represent in any manner the actual cost of construction. As such, the Board agrees that DRA cannot be held liable for any damages claimed to have arisen out of construction costs exceeding DRA estimates of same, if any.

Sub-Consultant Charges: In the event that a sub-consultant charge is incurred outside of the original scope of work in this proposal, these additional fees incurred by Di Cara | Rubino Architects will be billed at 1.2x the expense to the Client. These fees are different than reimbursable expenses, which are billed at the stated rate found in this proposal.

Di Cara | Rubino Architects appreciates this opportunity to provide services to the Teaneck Board of Education. If the above proposal is acceptable, please sign below, initial each page, and return a copy for our records.



Dora Zeno
D/R Proposal #22-190
December 19, 2022
Page 6 of 6

Sincerely,

DI CARA | RUBINO ARCHITECTS

Roderick G. Watkins, A.I.A.
Principal

RGW/

cc: Anthony D'Angelo – Director of Facilities & Grounds

Accepted by:

Ms. Dora Zeno
Interim Business Administrator/Board Secretary

Date: _____