

WORKSHOP PUBLIC MEETING MARCH 5, 2025

I. Salute to the Flag

II. Presiding Officer's Meeting Notice Statement

"I hereby call to order the Workshop Public Meeting of the Teaneck Board of Education, held on Wednesday, March 5, 2025, in person at Teaneck High School located at 100 Elizabeth Avenue, Teaneck, NJ and virtually via Zoom app, at 7:00 PM. Adequate notice of this meeting has been sent to the Record and The Star Ledger, filed with the Municipal Clerk and posted on the school district website at www.teaneckschools.org, on January 9, 2025."

III. Roll Call

<i>Board Member</i>	<i>Present</i>	<i>Absent</i>
Dr. Gruber (David)		
Mrs. Hosein (Nadia)		
Dr. Kirshenbaum (Gerald)		
Mrs. Levy (Jennifer)		
Mrs. Reyes (Kassandra) - Vice President		
Mr. Rodriguez (Jonathan)		
Mrs. Williams (Clara)		
Mr. Wolff (James)		
Mr. Ha (Edward) - President		

IV. Reaffirmation of District Goals

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.

V. Superintendent's Report

VI. 2025-2026 Budget Presentation

VII. Public Comment Session I (Agenda Items Only)

Thank you all for being here tonight. This portion of the meeting is open to residents for comment. Residents are to state their name, the town they live in, and subject matter. Comments are limited to three minutes per person. The Public Comment session I will last for thirty-minutes and is limited to comments on agenda items only. The Public Comment session II is open to comments on other matters of public concern. Individuals may not give their time to another individual. Groups speaking on the same topic should combine their message into one. Members of the public are discouraged from speaking negatively about an employee or a student. Do not call an employee or student by name, otherwise the conversation will be discontinued. The Board bears no responsibility for comments made by the public. Comments regarding employees or students cannot be legally responded to by the Board. The Superintendent may respond to some questions at the conclusion of the public comment session. If you have a question or comment that requires a direct response, we encourage you to put your questions in an email to the Board secretary. All meetings are recorded and, therefore, statements made during public participation cannot be altered or amended and shall be included in the minutes as presented.

Motion to Open the Public Comment Session I:

Motion by Board Member_____, seconded by Board Member_____, Opened at ____P.M.

Motion to Close the Public Comment Session I:

Motion by Board Member_____, seconded By Board Member_____, Closed at ____P.M.

VIII. Agenda Items

- Policy
- Board Operations
- School Operations & Curriculum
- Finance & Budget
- Personnel

1. Policy & Regulations Second Reading

THEREFORE BE IT RESOLVED the Teaneck Board of Education upon the recommendation of the Superintendent approves the **SECOND READING** of the following Board Policies and Regulations listed below.

See pages 27-51.

Bylaw/Policy/Reg. No.	Topic
Policy 0141	Board Member Number and Terms (Revised)
Policy 5337	Service Animals (Revised)
Policy 5350	Student Suicide Prevention (Revised) M
Policy 8420	Emergency and Crisis Situations (Revised) M
Policy 8467	Firearms and Weapons (Revised) M
Regulation 8467	Firearms and Weapons (Revised) M

EXPLANATION: Agenda item submitted by Dr. Spencer

*Policy Committee Legend: *Revisions/Recommendations:*

Strauss Esmay - **Red Text**

Policy Committee – **Blue Text**

Attorney – **BlackText**

2. Policy & Regulations First Reading

THEREFORE BE IT RESOLVED the Teaneck Board of Education upon the recommendation of the Superintendent approves the **FIRST READING** of the following Board Policies and Regulations listed below. See pages 52-109.

Bylaw/Policy/Reg. No.	Topic
Policy 3160	Physical Examination Teaching Staff Members (Revised) M
Regulation 3160	Physical Examination Teaching Staff Members (Revised) M
Policy 4160	Physical Examination Support Staff Members (Revised) M
Regulation 4160	Physical Examination Support Staff Members (Revised) M
Policy 3282	Use Of Social Networking Sites -Teaching Staff Members (Revised)
Policy 4282	Use Of Social Networking Sites - Support Staff Members (Revised)
Regulation 5200	Attendance - (Revised) M
Policy 7510	Use of School Facilities (Revised)
Regulation 7510	Use of School Facilities (Revised)
Policy 9181	Volunteer Athletic Coaches and Co-Curricular Activity Advisors (Revised)

EXPLANATION: Agenda item submitted by Dr. Spencer

*Policy Committee Legend: *Revisions/Recommendations:*

Strauss Esmay - **Red Text**

Policy Committee – **Blue Text**

Attorney – **BlackText**

1. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education approves the minutes from the following meetings:

1. February 5, 2025 - Workshop Public Meeting
2. February 5, 2025 - Executive Session
3. February 12, 2025 - Regular Public Meeting

EXPLANATION: Agenda item submitted by Dr. Anaya

2. **WHEREAS**, the Teaneck Board of Education has reviewed the Superintendent's report of incident(s) of Harassment/Intimidation/Bullying ("HIB") and has reviewed the Superintendent's recommendations with respect to those incident(s) of HIB.

NOW, THEREFORE BE IT RESOLVED, that the Board accepts the Superintendent's recommendations.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 18A:37-15(d), the Superintendent of Schools shall inform the applicable parents/guardians of the students involved in these incidents with the following information within five school (5) days of this Board meeting:

1. The nature of the investigation;
2. Whether the District found evidence of HIB;
3. Whether discipline was imposed;
4. Whether services were provided to address the incident of HIB.
5. Campus Case Numbers listed below.

EXPLANATION: Agenda item submitted by Dr. Spencer

3. **WHEREAS**, the Superintendent of schools recommends, and the Teaneck Board of Education approves, an annual district calendar for the school year; and

WHEREAS, the District must meet the State of New Jersey's minimum 180 school day requirement; and

WHEREAS, a consolidated calendar for 10-month and 12-month employees needs to denote all holidays including "15 holidays" for 12-month employees;

THEREFORE BE IT RESOLVED that the Teaneck Board of Education approve the attached District Calendar for the 2025-2026 school year. See page 110.

EXPLANATION: Agenda item submitted by Ms. Le

4. **WHEREAS** the Early College Program at Teaneck High School will provide an opportunity for Teaneck High School students to earn college credits, enabling them to complete an associate degree by the date of graduation;

THEREFORE BE IT RESOLVED that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the Memorandum of Understanding to establish the Teaneck Achieves Early College Program at Teaneck High School in partnership with Bergen Community College. See page 111.

EXPLANATION: Agenda item submitted by Dr. Scott

1. **WHEREAS**, the Community-Based Instruction program (CBI) attended by the Transition and MD classes (grades 11-12) and 18-21 class for the 2024-2025 SY. Students will follow the requirements of their IEP and will practice life skills (i.e. public transportation/travel, transactions at a bank, work on various job sites and follow one and/or two step directions) in structured community outings and activities, and;

THEREFORE BE IT RESOLVED that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the Community Based Instruction location.

Fortis Institute - Wayne	201 Willowbrook Blvd. Wayne, NJ, 07470	(973) 774-0456
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EXPLANATION: Agenda item submitted by Dr. Scott

1. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the payments of the claims for the period of January 27, 2025 - February 28, 2025.

<u>Fund</u>	<u>Amount</u>
General Fund	\$8,118,890.57
Capital Outlay	\$7,418.53
Special Revenue	\$475,649.27
Community Education	\$9,249.90
Food Service	\$398,581.12
Total Payments	\$9,009,789.39

EXPLANATION: Agenda item submitted by Dr. Anaya

2. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the payroll for the period of February 1, 2025 - February 28, 2025.

<u>Fund</u>	<u>Amount</u>
Fund 11	\$5,582,101.03
Fund 20	\$298,428.38
Fund 60	\$73,870.24
Fund 61	\$8,235.76
Fund 90	\$2,024,305.62
Total Payments	\$7,986,941.03

EXPLANATION: Agenda item submitted by Dr. Anaya

3. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, has received and accepts the financial reports of the **Treasurer of School Monies** for the month ending January 2025 and certifies that the reports indicate that no major account or fund is over expended in violation of N.J.A.C. 6:20-2.13 and that sufficient funds are available to meet the district's financial obligations for the remainder of the school year. See page 114.

EXPLANATION: Agenda item submitted by Dr. Anaya

4. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, has received and accepts the financial reports of the **Board Secretary** for the month ending February 2025 and certifies that the reports indicate that no major account or fund is over expended in violation of N.J.A.C. 6:20-2.13 and that sufficient funds are available to meet the district's financial obligations for the remainder of the school year.

EXPLANATION: Agenda item submitted by Dr. Anaya

5. **WHEREAS** N.J.S.A.18A:22-8.1 authorizes a school district to transfer amounts among line items and program categories;

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the line item transfers for the month of February 2025. See page 115.

EXPLANATION: Agenda item submitted by Dr. Anaya

6. **WHEREAS** the Teaneck Board of Education, in the County of Bergen, approves the Preliminary 2025- 2026 School Year Budget in accordance with N.J.S.A.18A:7F 6 as follows and,

Transfer to Charter Schools (Fund 10)	\$8,700,000.00
Current General Expense (Fund 11)	\$111,195,002.02
Capital Outlay (Fund 12)	\$823,934.82
<u>SUBTOTAL GENERAL FUND</u>	\$120,718,936.84
Special Revenue (Fund 20)	\$9,724,760.50
Debt Service (Fund 40)	\$617,150.00
<u>TOTAL APPROPRIATIONS</u>	\$131,060,847.34

WHEREAS a public hearing on the Preliminary 2025-2026 School year budget will be conducted during the March 5th, 2025 public workshop meeting and if any updates are needed there will be another public hearing on the March 12th, 2025 Board of Education Regular Public Meeting.

THEREFORE BE IT RESOLVED the Teaneck Board of Education in the County of Bergen approves the Preliminary 2025 -2026 School Year Budget.

EXPLANATION: Agenda item submitted by Dr. Anaya

7. **WHEREAS** the district has a taxing authority, which is comprised of:

Allowable Tax Levy 2%	\$2,046,975.15
Allowable Increase in Health Benefits Costs (.52%)	\$522,755.06
Base 2024 -2025	\$2,569,730
Total Available Tax Levy Authority	\$104,918,487

WHEREAS the Board has approved that there should be a raise, for the General Fund, a tax levy of \$104,395,732.53 which includes a 2% tax levy increase in the amount of \$2,046,975.15.

NOW THEREFORE BE IT RESOLVED, the Board also approve that there should be a raise of the general fund a tax levy for increased health benefits of \$522,755.06 for a .52% tax levy increase where the total tax levy increase of 2.52% is equivalent to \$104,918,487.20.

EXPLANATION: Agenda item submitted by Dr. Anaya

8. **WHEREAS** that in accordance with N.J.A.C. 6A:23A 7.3(a), which provides that the Teaneck Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted or such travel and expense reimbursement for the 2025 -2026 school year, and;

WHEREAS the maximum expenditure amount allotted for travel and expense reimbursement for the 2024-2025 was \$57,204 and;

WHEREAS travel and expense reimbursement has reached a total amount of \$22,916.71 as of February 28, 2025 and;

THEREFORE BE IT RESOLVED that the Teaneck Board of Education, in the County of Bergen, State of New Jersey hereby establishes the school district travel maximum for the 2025-2026 school year at the sum of \$70,624 and;

NOW THEREFORE BE IT FURTHER RESOLVED that the School Business Administrator shall track and record these costs to ensure that the maximum is not exceeded.

EXPLANATION: Agenda item submitted by Dr. Anaya

9. **WHEREAS** the State estimated Medicaid Eligible Special Education student count (298) is higher than the actual October 2024 Medicaid Eligible Special Education student count (141) and;

WHEREAS, the State's projected 2024-2025 Special Education Medicaid Initiative (SEMI) Reimbursement Revenue based on its estimated student count is \$51,603 and funds received as of February 28, 2025 and approximately \$2,638, and;

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education, in the County of Bergen, State of New Jersey approves Teaneck Special Education Services requesting county approval for a SEMI Alternate Revenue Projection of \$16,585.11 as the State has notified school districts of lower funding amounts in the 2025-2026 fiscal year.

EXPLANATION: Agenda item submitted by Dr. Anaya

10. **WHEREAS** this budget included a withdrawal from Maintenance Reserve, in the amount of \$268,000 with a net balance in Maintenance Reserve of \$1,821,715 and;

WHEREAS the transfer of these reserves supports the replacement of the fuel tank at Benjamin Franklin Middle school that must be included in the district's annual M-1 and Comprehensive Maintenance Plan (the minimum amount that must be allocated to facilities maintenance),

THEREFORE BE IT RESOLVED the Teaneck Board of Education upon the recommendation of the Superintendent authorizes the amount to be withdrawn from the Maintenance Reserve Fund is \$268,000.

EXPLANATION: Agenda item submitted by Dr. Anaya

11. **WHEREAS** the budget includes the use of extraordinary aide funding of \$700,000. The funding of the extraordinary aide is received at the end of the fiscal year upon the state of New Jersey approving the prorated reimbursement of qualified special education expenses incurred per student.

THEREFORE BE IT RESOLVED, the Teaneck Board of Education upon the recommendation of the Superintendent authorizes the \$700,000 to be contributed and transferred towards the 2025-2026 budget.

EXPLANATION: Agenda item submitted by Dr. Anaya

12. **WHEREAS** the budget includes a contribution of \$1,500,000 from the Community Education program excess revenues accumulated over the past few years towards the districts expenditures for its operational expenses. The Community Education available bank balance is over approximately \$2.5 million as of February 28, 2025 and;

THEREFORE BE IT RESOLVED the Teaneck Board of Education upon the recommendation of the Superintendent, authorizes the \$1,500,000 to be contributed and transferred to the district.

EXPLANATION: Agenda item submitted by Dr. Anaya

13. **WHEREAS**, there are negative breakfast and lunch balances as of June 30, 2024 for students in the Teaneck Public Schools;

WHEREAS, the balance in food service account is sufficient to accommodate the writing off, of these breakfast and lunch balances for these students as these balances are from the previous school years;

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education upon the recommendation of the audit and the Superintendent approves the waiving of the school meal negative balance by each campus for the school year 2020-2021, 2021-2022, 2022-2023, 2023-2024. The balances that accrued during the 2024-2025 school year will still remain and the parents will be contacted during the school year to pay their balances before the end of the school year.

NEGATIVE ACCOUNT BALANCES:

School	Negative Balance
Lacey	-\$6,764.05
Bryant	-\$14,625.00
Hawthorne	-\$19,321.85
Lowell	-\$21,502.55
Whittier	-\$29,367.71
Ben Franklin	-\$24,293.07
Thomas Jefferson	-\$24,383.98
THS	-\$32,141.53
TOTAL	-\$172,399.74

EXPLANATION: Agenda item submitted by Dr. Anaya

14. **WHEREAS**, the Center for Initiatives in Jewish Education (CIJE) will provide CIJE-STEAM High School Program Staff Development, on-site and virtual support, participation in STEAM events and Robotics. The PD will be presented at Torah Academy of Bergen County (TABC). The objective of the CIJE training is to enhance and teach skill-based curricula and lessons that integrate STEM instruction, AI applications, technology integration, and coding across various classroom settings. This training aims to equip educators with the tools and strategies needed to incorporate these elements effectively, ensuring accessibility and engagement for all students. The training will occur between 3/1/2025 and 6/30/2025; not to exceed \$8,000. Title IIA Nonpublic funds will be used from account #20-270-200-320-92-611-000.

THEREFORE BE IT RESOLVED that the Teaneck Board of Education upon the recommendation of the Superintendent approves payments to Center for Initiatives in Jewish Education.

EXPLANATION: Agenda item submitted by Dr. Anaya

15. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the attendance of staff members at a **Professional Development and Conference with a Grand total of \$6,779.06** District Funded. See page 117.

EXPLANATION: Agenda item submitted by Dr. Scott

16. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves **Student Field Trips** listed on the attached summary totaling **\$27,120** (District Funded: \$6,580; Parent Funded: \$19,440; PTA funded: \$1,100) See page 121.

EXPLANATION: Agenda item submitted by Dr. Scott

17. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves out-of-district tuition contracts for students requiring Special Education out-of-district placements in accordance with their respective Individualized Educational Plans (IEPs) for the **2024-2025** school year in the amount of **\$270,322.58**. See [page 125](#).

EXPLANATION: Agenda item submitted by Dr. Scott

18. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the attached list of **Student Fundraising Activities**. See page 126.

EXPLANATION: Agenda item submitted by Dr. Scott

19. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent approves the agreement with Dr. Michael Rush, in an amount of \$2,500 for serving as an administrative mentor for Dr. Marshall Scott III.

EXPLANATION: Agenda item submitted by Dr. Scott

20. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves bedside instruction payments to LearnWell in the amount of \$60.75 per hour, 10 hour sessions per week, for student ID#109186. Services will commence 1/30/2025 through 2/6/2025. Not to exceed \$608.00 (1 week). Department of School Counseling Services

EXPLANATION: Agenda item submitted by Dr. Scott

21. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves bedside instruction payments to LearnWell in the amount of \$60.75 per hour, 10 hour sessions per week, for student ID#102029. Services will commence 1/28/2025 through 2/18/2025. Not to exceed \$1,824.00 (3 weeks). Department of School Counseling Services

EXPLANATION: Agenda item submitted by Dr. Scott

22. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves bedside instruction payments to LearnWell in the amount of \$60.75 per hour, 10 hour sessions per week, for student ID#101876. Services beginning 2/09/25 to 2/16/25 should not exceed 1 week. Department of Special Education

EXPLANATION: Agenda item submitted by Dr. Scott

23. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves bedside instruction payments to LearnWell in the amount of \$60.75 per hour, 10 hour sessions per week, for student ID#101310. Services beginning 2/10/25 to 3/12/25 should not exceed 5 weeks. Department of Special Education

EXPLANATION: Agenda item submitted by Dr. Scott

24. **WHEREAS** the local Lion's Club has collaborated with Bryant Elementary, Teaneck Early Learning Center, and Bergen Day School to provide free vision screenings to students;

THEREFORE BE IT RESOLVED that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the agreement between the local Lion's Club and Teaneck's early learning centers to provide student vision screenings at no cost to parents or the District. See page 128.

EXPLANATION: Agenda item submitted by Dr. Scott

25. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the agreement with Maggiano's eatery in Hackensack, NJ for the Girl's Fencing End of the Season Banquet. Funded by Student activities account, Not to Exceed \$2,200. See page 132.

EXPLANATION: Agenda item submitted by Dr. Scott

26. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the agreement with the following vendors listed below for the Senior Prom Event to be held on Wednesday, May 28, 2025. Funded by the student activities account, Not to Exceed \$3,300. See page 138.

2025 Senior Prom	Amount
Digital Selfie Photo booth - H& H Photo Booth	\$800
Photographer/Videographer - MVP Productions	\$700
DJ Michael Bonilla	\$1800
Grand total	\$3,300

EXPLANATION: Agenda item submitted by Dr. Scott

27. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves an agreement with The Community Food Bank of New Jersey for six interactive cooking lessons for no more than thirty students (30) at Thomas Jefferson Middle School enrolled in the SACC program (aftercare) in an amount not to exceed \$0. The program will be scheduled during the month of April based on the availability of the CFB instructors.

EXPLANATION: Agenda item submitted by Dr. Scott

28. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves a presentation by Ms. Erin Mellini, owner and instructor of Snake-N-Scales, LLC for Lowell Elementary School's third grade class on Friday, March 21, 2025, the presentation will allow students to learn about reptiles such as frogs, snakes, lizards, and turtles and their rescues. The \$375 cost is funded by the 3rd grade class parents.

EXPLANATION: Agenda item submitted by Dr. Scott

29. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, accepts the grant funds from the County of Bergen, Department of Human Services for the FORUM/PASS (Police/Parents and School Students) Juvenile Delinquency Prevention Program for the period of January 1, 2025 through December 31, 2025 in the amount of \$66,410.

EXPLANATION: Agenda item submitted by Dr. Scott

30. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the agreement with T&AT Solutions to conduct three workshops for middle school and high school students enrolled in the PASS (Police/Parents and Student/School Partnership) program on 3/13/25, 3/18/25, and 3/26/25, at a rate of \$500 per session, funded by the FORUM Juvenile Justice grant, not to exceed \$1,500. Account # 20-009-100-300-00-000-000 FORUM/J. Justice Purchase Ed. Services

EXPLANATION: Agenda item submitted by Dr. Scott

31. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves an agreement with Upcycle LLC, for the disposal of antiquated and/or damaged technology equipment. The approximate value of the equipment to be antiquated and/or damaged is \$8,000. See page 142.

EXPLANATION: Agenda item submitted by Ms. Le

32. **WHEREAS**, Teaneck Public School District recognizes the importance of maintaining a reliable and secure data infrastructure to support educational operations, student learning, and staff productivity; and

WHEREAS, the current data center infrastructure has become outdated and increasingly inefficient, with hardware having expired in 2021, which poses potential risks to data security, operational continuity, and the overall performance of district technology systems; and

WHEREAS, the upgrade will include, but not be limited to, enhancements to hardware, software, networking, and security systems, ensuring improved performance, scalability, and redundancy for the district's technology infrastructure; and

WHEREAS, sufficient funds are available in the district's technology budget to support this critical investment in infrastructure: and

WHEREAS, secured financing has been obtained for the project, which will be repaid over this and the next two (2) fiscal years (2025-2027) to distribute the cost of the project at \$88,686.39 per year;

THEREFORE BE IT RESOLVED, the Teaneck Board of Education, upon the recommendation of the Superintendent, approve the upgrade of the current data center, including the necessary procurement of equipment, services, and installation as outlined in the proposal presented to begin March 13, 2025. See page 171.

EXPLANATION: Agenda item submitted by Ms. Le

33. **WHEREAS**, the serving line stations at Benjamin Franklin Middle schools are older units and in non-working condition. The old serving line equipment will be removed and furnished and will install the new serving line equipment;

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the upgrading of the serving line at Benjamin Franklin Middle school through MAP Restaurant supplies Hunterdon County Educational Services Commission Bid #HCESC-Cat 22-08 effective date 8/19/2022. Coop #34HUNCCP. The total amount is \$234,936.93. This project will be funded from the surplus of Food Services account.

EXPLANATION: Agenda item submitted by Mr. D'Angelo

34. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the facilities use requests listed below.

Organization Purpose	Facilities Use Request	Date(s) Time	Fees
Teaneck Community Charter School Baseball Games Mike Tuozzolo Athletics	Benjamin Franklin Middle School Field Use. Thomas Jefferson Middle School <u>Lower</u> Field Use.	BFMS: April 2025: 2,4,7,8,9,11,21,23,25,28,30 May 2025: 2,5,12,20,21,22,27,28 ----- TJMS: April 2025: 2,4,9,11,25,30 May 2025: 12,16,19,20,21,22,27,28	No Charge Community based event. Teaneck Public School students participating in the program.
Iota Alpha Sigma Alumnae Chapter of Sigma Gamma, Inc. Youth Symposium Aretha Blake-Arroyo, staff member	Lowell Elementary Gymnasium & five classrooms.	Saturday March 8, 2025	No Charge Community based event. Teaneck Public School students participating in the program.
World Mission Society Church of God Isaac Ko Eduardo Ulloa	Teaneck High School Auditorium	Saturday April 12, 2025 8:00 am – 10:00 pm Service morning & afternoon	Fees: \$2,890.24 Fees include rental space for auditorium, security officers, and custodian.

EXPLANATION: Agenda item submitted by Dr. Spencer

1. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the following **Retirement(s)**:

Staff Name	Position	Location	Effective Date	Position Control	Years of Service
Danielle Drakeford	Teacher of Elementary (3rd Grade)	Whittier Elementary School	05/01/2025	ATH	30

EXPLANATION: Agenda item submitted by Ms. Jones

2. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, with regret, approves the following **Resignation(s)**:

Staff Name	Position	Location	Effective Date	Position Control	Years of Service
Melissa Norena	Social Worker	BFMS	03/28/2025	CEJ	0
Melissa Cerreto	Teacher of Pre-K - 3rd Grade	Bryant Elementary School	04/22/2025	CKA	1

EXPLANATION: Agenda item submitted by Ms. Jones

3. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the following **Certificated Appointment(s)**, pending successful completion of all mandatory requirements.

Staff Name	Position/PCN#	Location	Guide/Step	Salary	Effective Dates	Notes
Melanie Rodriguez	Teacher of Elementary/ARW	Lowell Elementary School	MA, Step 8	\$75,200.00	09/01/2025-06/30/2025	Replacement
Marlgorzata Downes	Teacher of Elementary-Kindergarten/AQC	Whittier Elementary School	MA, Step 10	\$80,000.00	04/01/2025-06/30/2025	Replacement

*Employees may begin their assignment sooner than noted, pending clearance.
All salaries are prorated from date of hire.*

EXPLANATION: Agenda item submitted by Ms. Jones

4. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the Appointment of the following staff, assigned to a **Non-Certificated Position**, effective as indicated.

Staff Name	Position/ PCN	Location	Amount	Effective Dates
Rhona Vega	Substitute Secretary	District	\$15.80 per hour	03/06/2025- 06/30/2025

EXPLANATION: Agenda item submitted by Ms. Jones

5. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the Appointment of the following Long term Substitute Teacher(s) at \$260.00 per diem, assigned to a non-tenure track position, effective as indicated, pending criminal history:

Staff Name	Position	Location	Amount	Effective Dates	Notes
Tracy Wells	Leave Replacement Teacher/AND	TJMS	\$260.00 per day	03/14/2025- 05/05/2025	Replacement

EXPLANATION: Agenda item submitted by Ms. Jones

6. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent approves the following staff members as **Home Instructors**, on an as-needed basis for the 2024-2025 school year.

Staff Name	Job Title	Stipend Amount
Ken Chung	Home Instructor	\$50.00 per hour
Sussie Cipriano	Home Instructor Health/PE	\$50.00 per hour

EXPLANATION: Agenda item submitted by Ms. Jones

7. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the following individuals to be employed as **SACC Aides** in the Teaneck Community Education SACC (School Age Child Care) program for the 2024-2025 school year:

Staff Name	Position	Hourly Amount	Effective Dates
Avian Liranzo	SACC Aide	\$18.50 per hour	02/19/2025-06/23/2025
Aamena Ismail	Student SACC Aide	\$15.49 per hour	03/10/2025-06/23/2025
Tajayda Roomes	Student SAAC Aide	\$15.49 per hour	03/10/2025-06/23/2025
Leila Valdez	Student SACC Aide	\$15.49 per hour	03/10/2025-06/23/2025
Mia Souffront	Student SACC Aide	\$15.49 per hour	03/10/2025-06/23/2025
Leah Souffront	Student SACC Aide	\$15.49 per hour	03/10/2025-06/23/2025
Jessica Brown	Pre-K & Kindergarten Workshop	\$200.00	03/05/2025 (Wednesday only)
Colette Brantley	Elementary School Workshop	\$200.00	03/26/2025 (Wednesday only)
Adrienne Williams	Middle School Workshop	\$200.00	03/26/2025 (Wednesday only)

EXPLANATION: Agenda item submitted by Ms. Jones

8. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves compensation to the following **FORUM** staff members, to provide services in the PASS (Police/Parents & School Students). Partnership at a rate of \$50.00 per hour, not to exceed 690 hours and \$34, 500.00. Account# 20-009-100-000-00-00-0

Name	Title	Date and time of Program	Stipend Amount
Nicolas Campestre	Program Supervisor Counselor	01/01/2025-12/31/2025	\$10,000.00 (Not to exceed)
Giannil Jaramillo	Counselor	01/01/2025-12/31/2025	\$9,000.00 (Not to exceed)
Jessica Murphy	Counselor/Admin. Support	01/01/2025-12/31/2025	\$8,000 (Not to exceed)
Javalda Powell	Counselor	01/01/2025-12/31/2025	\$8,000 (Not to exceed)

EXPLANATION: Agenda item submitted by Ms. Jones

9. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent approves the following **Spring Coach** stipend positions for the 2024-2025 school year at Teaneck High School.

Staff Name	Position	Spring Sport	Amount	Dates of Program
Michael Apreda	Head Coach	Baseball	\$8,165.00	03/10/2025-06/07/2025
Jokeldy Hernandez	Assistant Coach	Baseball	\$5,831.00	03/10/2025-06/07/2025
Miguel Perdomo	Assistant Coach	Baseball	\$5,831.00	03/10/2025-06/07/2025
Luke Short	Volunteer	Baseball	\$0.00	03/10/2025-06/07/2025
Nick Ruscingno	Volunteer	Baseball	\$0.00	03/10/2025-06/07/2025
Kevin Florio	Volunteer	Baseball	\$0.00	03/10/2025-06/07/2025
Paul Shulter	Volunteer	Baseball	\$0.00	03/10/2025-06/07/2025
Kerry Viray	Head Coach	Boys/Girls Crew	\$8,165.00	03/10/2025-06/07/2025
Emmanuel Viray	Assistant Coach	Boys/Girls Crew	\$5,831.00	03/10/2025-06/07/2025

Jolynn Di Lenno	Head Coach	Softball	\$8,165.00	03/10/2025-06/07/2025
D'Ashia Smith	Assistant Coach	Softball	\$5,831.00	03/10/2025-06/07/2025
Dan Olender	Assistant Coach	Softball	\$5,831.00	03/10/2025-06/07/2025
Spencer Jones	Assistant Coach	Softball	\$5,831.00	03/10/2025-06/07/2025
Charles Bell	Volunteer	Softball	\$0.00	03/10/2025-06/07/2025
Brianna Montenegro	Volunteer	Softball	\$0.00	03/10/2025-06/07/2025
John Paladino	Head Coach	Tennis (Boys)	\$5,831.00	03/10/2025-06/07/2025
Frank Piccininni	Assistant Coach	Tennis (Boys)	\$4,082.00	03/10/2025-06/07/2025
Pablo Gutarra	Volunteer	Tennis (Boys)	\$0.00	03/10/2025-06/07/2025
Hadeel Alshujeieh	Head Coach	Track (Girls)	\$8,165.00	03/10/2025-06/07/2025
Jamil Jacobs	Assistant Coach	Track (Girls)	\$5,831.00	03/10/2025-06/07/2025
Kennedee Cox	Assistant Coach	Track (Girls)	\$5,831.00	03/10/2025-06/07/2025
Brian Walker	Head Coach	Track (Boys)	\$8,165.00	03/10/2025-06/07/2025
Lawrence Athil	Assistant Coach	Track (Boys)	\$5,831.00	03/10/2025-06/07/2025
Joel Garcia	Assistant Coach	Track (Boys)	\$5,831.00	03/10/2025-06/07/2025
Phil Hogan	Volunteer	Track (Boys)	\$0.00	03/10/2025-06/07/2025
Jason McDonald	Head Coach	Volleyball (Boys)	\$8,165.00	03/10/2025-06/07/2025
Centryll Scott	Assistant Coach	Volleyball (Boys)	\$5,831.00	03/10/2025-06/07/2025
Rentz Reyes	Assistant Coach	Volleyball (Boys)	\$5,831.00	03/10/2025-06/07/2025
Reggie McKinney	Head Coach	Flag Football (Girls)	\$2,915.50	03/10/2025-06/07/2025

Corey White	Head Coach	Flag Football (Girls)	\$2,915.00	03/10/2025-06/07/2025
Tyler Shadrach	Volunteer	Football	\$0.00	03/10/2025-06/07/2025

EXPLANATION: Agenda item submitted by Ms. Jones

10. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent approves the **Extra Work Extra Pay Stipend Positions** for the 2024-2025 School Year.

Staff Member Name	Activity	Location	Stipend Amount	Date of Program
Frank Piccininni	National Junior Honor Society I	Thomas Jefferson Middle School	\$1,000.00	01/02/2025-06/12/2025
Rena SanGeorge	Student Counsel	Thomas Jefferson Middle School	\$2,000.00	01/02/2025-06/12/2025
Paul Maute	Film Critics	Thomas Jefferson Middle School	\$1,000.00	01/02/2025-06/12/2025
Megan McBride	Gymnastics Club	Thomas Jefferson Middle School	\$500.00	01/02/2025-06/12/2025

EXPLANATION: Agenda item submitted by Ms. Jones

11. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the following employees listed below for participating in the **SAT Preparation Program** at Teaneck High School. These instructors will facilitate the administration of practice SAT assessments, small group instruction and lead reflective discussions related to SAT readiness and mastery of SAT content. To be funded with 2024-2025 Title I Funds (20-231-100-101-00-050-000).

Staff Name	Position	Salary	Effective Dates	Notes
John Dean	SAT Program Coordinator	\$50.00 per hour (Not to exceed \$1,700.00)	02/20/2025-05/01/2025 Tuesdays & Thursdays	3:30 p.m.-4:30 pm 1 hour of instruction per day

EXPLANATION: Agenda item submitted by Ms. Jones

12. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent approves the following certificated staff for **Extra Work, for Extra Pay**, at Whittier Elementary School for Family Literacy and Math Night. The Family Literacy/Math Night will create a sense of community and promote family involvement in mathematics and literacy for grades K-4. Title I Funds for this program. Account #20-231-100-101-00-150-100

Staff Member Name	Position	Date and time of Program	Stipend Amount
Janine Lawler	Lead Teacher-Math Night	03/20/2025 (Thursday only) 6:30 pm-8:00 pm	\$50.00 per hour x 4 hours (Not to exceed \$300.00)
Camille Silverman	Teacher-Math Night	03/20/2025 (Thursday only) 6:30 pm-8:00 pm	\$50.00 per hour x 2 hours (Not to exceed \$100.00)
Holly Koehler	Teacher-Math Night	03/20/2025 (Thursday only) 6:30 pm-8:00 pm	\$50.00 per hour x 2 hours (Not to exceed \$100.00)
Annie Matesic	Teacher-Math Night	03/20/2025 (Thursday only) 6:30 pm-8:00 pm	\$50.00 per hour x 2 hours (Not to exceed \$100.00)
Keith Orapello	Teacher-Math Night	03/20/2025 (Thursday only) 6:30 pm-8:00 pm	\$50.00 per hour x 2 hours (Not to exceed \$100.00)
Amy Morik	Teacher-Math Night	03/20/2025 (Thursday only) 6:30 pm-8:00 pm	\$50.00 per hour x 2 hours (Not to exceed \$100.00)
Maria Martinez	Lead Teacher-Literacy Night	04/22/2025 (Tuesday Only) 6:30 pm-8:00 pm	\$50.00 per hour x 4 hours (Not to exceed \$300.00)
Janine Lawlar	Teacher-Literacy Night	04/22/2025 (Tuesday Only) 6:30 pm-8:00 pm	\$50.00 per hour x 2 hours (Not to exceed \$100.00)
Keith Orapello	Teacher-Literacy Night	04/22/2025 (Tuesday Only) 6:30 pm-8:00 pm	\$50.00 per hour x 2 hours (Not to exceed \$100.00)

EXPLANATION: Agenda item submitted by Ms. Jones

13. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the following **Chaperone(s)** at Teaneck High School for student based events/activities.

Staff Name	Position	Stipend Amount	Dates of Activity
Yvette Ortega-Ullubay	Chaperone	\$50.00 per hour	12/01/2024-06/30/2025

EXPLANATION: Agenda item submitted by Ms. Jones

14. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent approves the payment to the following middle school teachers, for assuming temporary **Sixth-Period Assignments** as negotiated contractual per class rates effective February 5, 2025. Staff members will receive payment upon submission of appropriate payroll bill form for each pay date, and will receive their payment on the subsequent pay date:

Staff Name	Class	Amount
Matthew Ramagli	Environmental Science	\$80.00 (MA+32)
Katierose Augustine	Environmental Science	\$80.00 (MA+32)
Viray Kerrie	Environmental Science	\$80.00 (MA+32)

EXPLANATION: Agenda items submitted by Ms. Jones

15. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the following student teacher(s) placements pending fingerprints and medical clearance receipt. The Board adopts the following student to complete a **25-hour practicum requirement** at the request of partnering colleges/universities to promote and support scholars in becoming qualified educators in the State of New Jersey.

Name of Student	College/Institution	Location	Effective Dates
Ashley Perez	John P. Burke School of Public Service & Education	Bryant School	03/03/2025-04/25/2025

EXPLANATION: Agenda Item submitted by Ms. Jones

16. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the following **Recission(s)**:

Staff Name	Position	Location	Salary
Lydia DeRuiter	National Junior Honor Society I	Thomas Jefferson Middle School	\$1,100.00

EXPLANATION: Agenda item submitted by Ms. Jones

17. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent agrees to accepts the terms and conditions set forth in the settlement agreement with employee #1314. Agreement on File in the Office of Human Resources.

EXPLANATION: Agenda item submitted by Ms. Jones

18. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent approves the **For the Record Amendment(s)**:

Staff Name	Job Title/Location	Salary	Guide/Degree	Effective Dates	Notes
Jillian Marmo	School Social Worker/ BFMS	\$75,200.00	MA, Step 8	03/24/2025-06/30/2025	Change in location and start date
Christine Llewellyn	Speech Language Therapist/THS	\$65,200.00	MA, Step 4	02/24/2025-06/30/2025	Change in start date
Mark S. Shaw	Security Guard/District	\$26.80 per hour	N/A	02/18/2025-06/30/2025	Change in start date
Delaney Morgan	Leave Replacement Teacher/ Whittier Elementary School	\$260.00 per day	N/A	02/18/2025-06/30/2025	Change in location and start date
Kerry Williams	ELA SAT Preparation Program	\$50.00 per hour (Not to exceed \$1,700.00)	N/A	02/20/2024-05/01/2024 Tuesdays & Thursdays	Corrected name spelling
Nicole Barbarino	School Psychologist	\$109,088.00	MA+32, Step 14	03/10/2025-06/30/2025	Change in start date
Neil Murphy	Leave Replacement Teacher	\$56,750.00 (pro-rated)	BA, Step 1	03/17/2025-06/30/2025	Change in salary and start date
D'Aisha Smith	Gymnastics Club/TJMS	\$500.00	N/A	2024-2025 SY	Change in stipend amount
Lydia DeRuiter	Teacher of Mathematics	N/A	N/A	02/01/2025	Update resignation date

EXPLANATION: Agenda item submitted by Ms. Jones

IX. Public Comment Session II (open discussion)

Thank you all for being here tonight. This portion of the meeting is open to residents for comment. Residents are to state their name, the town they live in, and subject matter. Comments are limited to three minutes per person. This Public Comment session will last for thirty-minutes. The Public Comment session II is open to comments on other matters of public concern. Individuals may not give their time to another individual. Groups speaking on the same topic should combine their message into one. Members of the public are discouraged from speaking negatively about an employee or a student. Do not call an employee or student by name, otherwise the conversation will be discontinued. The Board bears no responsibility for comments made by the public. Comments regarding employees or students cannot be legally responded to by the Board. The Superintendent may respond to some questions at the conclusion of the public comment session. If you have a question or comment that requires a direct response, we encourage you to put your questions in an email to the Board secretary. All meetings are recorded and, therefore, statements made during public participation cannot be altered or amended and shall be included in the minutes as presented.

Motion to Open the Public Comment Session II:

Motion by Board Member_____, seconded by Board Member_____, Opened at ____P.M.

Motion to Close the Public Comment Session II:

Motion by Board Member_____, seconded By Board Member_____, Closed at ____P.M.

X. New and Old Business

XI. Executive Session (if needed)

XII. Adjournment

POLICY GUIDE

BYLAWS

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Board Member Number and Term

June 24

0141 BOARD MEMBER NUMBER AND TERM

The Board of Education shall consist of 9 members.

The term of a Board member shall be 3 years, except vacancies in the membership of the Board shall be filled in accordance with the provisions of N.J.S.A. 18A:12-15. Each Board member appointed to fill a vacancy shall serve until the organizational meeting following the next annual election unless the Board member is appointed to fill a vacancy occurring within the sixty days immediately preceding such election if the annual election is held in April, or occurring after the third Monday in July if the election is held in November, to fill a term extending beyond such election, in which case the Board member shall serve until the organizational meeting following the second annual election next succeeding the occurrence of the vacancy, and any vacancy for the remainder of the term shall be filled at the annual election or the second annual election next succeeding the occurrence of the vacancy, as the case may be.

~~The term of a Board member appointed to fill a vacancy shall be from the member's appointment to the organizational meeting following the next annual election. Any vacancy for the remainder of the term shall be filled at the next annual school election, except that~~

- ~~1. A Board member appointed to fill a vacancy occurring within sixty days immediately preceding an annual election occurring in April, to fill a term extending beyond the next election, shall serve until the organizational meeting following the second annual election next succeeding the occurrence of the vacancy; or~~
- ~~2. A Board member appointed to fill a vacancy occurring after the third Monday in July for an annual election occurring in November, to fill a term extending beyond the next election, shall serve until the organizational meeting following the second annual election next succeeding the occurrence of the vacancy.~~



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BYLAWS

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Board Member Number and Term

~~Any vacancy for the remainder of a term shall be filled at the annual election or the second annual election next succeeding the occurrence of a vacancy, as the case may be.~~

N.J.S.A. 18A:12-6; 18A:12-9; 18A:12-11; 18A:12-15

N.J.S.A. 18A:13-8 et seq. **[regional districts]**

N.J.S.A. 18A:54-16 et seq. **[vocational districts]**

Adopted:



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POLICY GUIDE

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Service Animals
June 24

5337 SERVICE ANIMALS

In compliance with Title II of the Americans with Disabilities Act (ADA) as amended by the ADA Amendments Act of 2008, it is the Policy of the Board **of Education** to permit use of a service animal by an individual with a disability in all areas of the district where the public is normally permitted: in district buildings; on district property; and on vehicles owned, leased, or controlled by the district **in accordance with** ~~—~~(28 CFR §35.136.)

A. Definitions

1. “Act” means the Americans with Disabilities Act (ADA) as amended by the ADA Amendments Act of 2008.
2. “Designated administrator” means Principal or person designated by the Principal to coordinate these activities.
3. “District” means this school district.
4. “Handler” means the animal’s owner who is an individual with a disability or a person, such as a trainer, assisting the owner with control of the service animal.
5. “Service animal” means a dog individually trained to do work or perform a specific job or task for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability **in accordance with** ~~—~~(28 CFR §36.104.)
 - a. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.
 - b. The work or tasks performed by a service animal must be directly related to the individual’s disability (e.g. navigation, alerting physical support and assistance, preventing or interrupting impulsive or destructive behaviors).



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Service Animals

- c. Work or tasks for the purposes of this definition do not include the provision of emotional support, well-being, comfort, therapy, companionship, or crime deterrence.

B. Generally ~~Rules~~

1. The district shall permit the use of a service animal by an individual with a disability unless:
 - a. The animal is out of control and the animal's handler/**student** does not take effective action to control it;
 - b. The animal is not housebroken.
2. **A student with a disability, including autism, shall be permitted access for a service animal in school buildings, including the classroom, on school buses, and on school grounds.**
32. **The service animal shall be under a handler/**student**'s control at all times by use of a leash, tether, voice control, signal, or other suitable means in accordance with N.J.S.A. 18A:46-13.3 and ~~A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g. voice control, signals, or other effective means).~~ (28 CFR §35.136(d).)**
43. If an animal is properly excluded, the district shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises **in accordance with** ~~.(28 CFR §35.136(b).)~~
54. If there are places in the district where it is determined to be unsafe for a handler/**student** and service animal, reasonable accommodations will be provided to assure the individual with a disability has equal access to the activity.



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Service Animals

65. A school official may inquire as to whether the service animal is required due to a disability and what task or work the service animal has been trained to perform, unless the student's disability and the work or task that the service animal will perform are readily apparent in accordance with N.J.S.A. 18A:46-13.3. ~~Unless the need for a service animal is readily apparent, the individual with a disability or his/her parent will be required to provide the district with information that:~~

~~a. The service animal is required because of a disability; and~~

~~b. What work or task the animal has been trained to perform.~~

76. The district may not require documentation, including proof that the animal has been certified, trained, or licensed as a service animal; nor that the dog demonstrates its ability to perform the work or task **in accordance with ~~-(28 CFR §35.136(f).)~~**

87. Individuals with a disability who have service animals are not exempt from local animal control or public health requirements.

98. A school official may require: ~~Service animals must be licensed and registered in accordance with State and local laws.~~

a. Certification from a veterinarian that the service animal is properly vaccinated and does not have a contagious disease that may harm students or staff; and

b. Documentation that any license required by the municipality in which the student resides has been obtained for the service animal.

C. Delegation of Responsibility

1. The school shall not be responsible or liable for the care or supervision of the service animal. ~~The district is not responsible for the care or supervision of a service animal, in accordance with 28 CFR §35.136(e).~~



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Service Animals

- a. The district is not responsible to pay for or provide a handler to aid the individual with a disability in the control of the service animal.
 - b. **The school shall provide reasonable accommodations to allow the handler/student to provide for the care and feeding of the service animal while on school grounds or at a school function. ~~The district is responsible to provide assistance to an individual with a disability in performing the tasks required of the individual for the care and maintenance of the service animal.~~**
2. If the district normally charges individuals for damage they cause, an individual with a disability may be charged for damage caused by **their** ~~his or her~~ service animal. **in accordance with (28 CFR §35.136(h).)**
 3. The district will designate relief areas for the service animal which will be included in mobility training and orientation of students and animals new to the school.

D. Notification and Responsibilities

1. In the event a service animal will be introduced as part of the school community, the designated administrator will develop a comprehensive implementation plan prior to introduction of the service animal into the school to include:
 - a. Notification to parents of students who may be in contact with the service animal;
 - b. Appropriate accommodations:
 - (1) For students who are allergic to the service animal; and/or
 - (2) For students who have fears regarding the service animal.



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Service Animals

- c. Appropriate etiquette regarding service animals to include:
 - (1) Never pet a service animal while it is working;
 - (2) Never feed a working service animal;
 - (3) Do not deliberately startle, tease, or taunt a service animal; and
 - (4) Do not hesitate to ask the handler/**student** if **they** ~~he or she~~ would like assistance regarding directions for navigating the facility.

- 2. The use of a service animal introduced as part of the school community will require inclusion into the student's Individualized Education Plan (IEP) or the student's Section 504 Accommodation Plan.
- 3. The district may request, but cannot require, the owner of a service animal introduced as part of the school community and, as included in the student's IEP or Section 504 Accommodation Plan, maintain liability insurance for the service animal. The School Business Administrator/Board Secretary will ensure the school district has appropriate insurance in the event a service animal is introduced as part of the school community.

E. Miniature Horses

- 1. Miniature horses, although not included in the Act under the definition of "service animal," may only be permitted if individually trained to do work or perform tasks for the benefit of the individual with a disability and if they meet the assessment factors outlined in 3. below: **in accordance with** ~~(28 CFR §35.136(i).)~~
- 2. Ponies and full size horses are not considered miniature horses.
- 3. Assessment factors to determine whether the district can reasonably modify its policies, practices, and procedures to allow for the use of miniature horses on its property, facilities, or vehicles include:



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Service Animals

- a. Type, size, and weight of the miniature horse and whether the facility can accommodate those features;
 - b. Whether the handler/**student** has sufficient control of the miniature horse;
 - c. Whether the miniature horse is housebroken; and
 - d. Whether the miniature horse's presence compromises legitimate safety requirements necessary for safe operation.
4. All requirements for the use of service animals also apply to the use of miniature horses.

N.J.S.A. 18A:46-13.3

28 CFR §35.136

28 CFR §36.104

Adopted:



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POLICY GUIDE

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Student Suicide Prevention
June 24
M

5350 STUDENT SUICIDE PREVENTION

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among students. Students under severe stress cannot benefit fully from the educational program and may pose a threat to themselves or others.

The Board directs all school district staff members to be alert to a student who exhibits warning signs of self-destruction or who threatens or attempts suicide. Any such warning signs or the report of such warning signs from another student or staff member shall be taken with the utmost seriousness and reported immediately to the Building Principal/Assistant Principal or designee, who shall notify the student's parent and other professional staff members in accordance with administrative regulations. Immediate action is required regardless of time or day of week, including evenings, weekends and holidays.

The Principal or designee shall immediately contact the parent(s) of the student exhibiting warning signs of suicide to inform the parent(s) the student will be referred to the Child Study Team or a Suicide Intervention Team, appointed by the Superintendent or designee, for a preliminary assessment. Upon completion of the preliminary assessment, the Principal or designee shall meet with the parent(s) to review the assessment. Based on the preliminary assessment, the parent(s) may be required to obtain medical or psychiatric services for the student. In the event the parent(s) objects to the recommendation or indicates an unwillingness to cooperate in the best interests of the student, the Principal or designee will contact the New Jersey Department of Children and Families, Division of Child Protection and Permanency to request intervention on the student's behalf.

In the event the student is required to obtain medical or psychiatric services, the parent(s) will be required to submit to the Superintendent a written medical clearance from a licensed medical professional, selected by the parent(s) and approved by the Superintendent, indicating the student has received medical services, does not present a risk to themselves or others, and is cleared to return to school. The written medical clearance may be reviewed by a Board of Education healthcare professional before the student is permitted to return to school. The parent(s) shall be required to authorize their healthcare professional(s) to release relevant medical information to the school district's healthcare professional, if requested.



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Student Suicide Prevention

In accordance with N.J.A.C. 6A:14-1.1(d), special education and related services shall be provided to students with disabilities at public expense, with no charge to the parents. A clearance by a psychiatrist or other medical professional as a requirement to return to school is considered an assessment provided at public expense. The district shall not require the parents to incur the cost of psychiatric clearance.

~~Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall immediately report the information to the Principal or designee or their immediate supervisor who will immediately report it to the Superintendent or designee. The Superintendent or designee shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families in accordance with N.J.S.A. 30:9A-24. In accordance with N.J.S.A. 30:9A-24i, any person who reports an attempted or completed suicide shall have immunity from any civil or criminal liability on account of the report, unless the person has acted in bad faith or with malicious purpose.~~

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. 6A:9C-3 et seq., every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with training and experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and 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.

Not including teaching staff members subject to the requirements of N.J.S.A. 18A:6-112.a. and not including licensed mental health care professionals, a school employee or an employee of a contracted service provider who has regular and direct contact with students, as determined by the Board, shall complete a one-time training program in suicide prevention, awareness, and response identified by the New Jersey Department of Education (NJDOE) pursuant to N.J.S.A. 18A:6-112.c. A person subject to the requirements of N.J.S.A. 18A:6-112.b. shall complete the required training program not less than twelve months from the date of the identification by the NJDOE of training programs or twelve months from the person's date of hire, whichever occurs later.



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Not less than twelve months following the date of the identification by the NJDOE of the training programs or not less than twelve months from the person's date of hire, and annually thereafter, the district shall provide to their employees who are subject to the requirements of N.J.S.A. 18A:6-112.a. or b., in a hard copy paper form or in an electronic form, guidelines on the district's reporting and suicide prevention, awareness, and response protocols including, but not limited to, contact information for each school's designated staff who should be notified whenever an employee believes a student may be at risk for suicide.

Each person who is required pursuant to N.J.S.A. 18A:6-112.a. or b. to complete a suicide prevention training program shall have a duty to warn and protect when the following conditions exist:

1. A student has communicated to that person a clearly identifiable threat of imminent, serious physical violence against oneself and the circumstances are such that a reasonable person would believe the student intended to carry out the threat; or
2. The circumstances are such that a reasonable person would believe the student intended to carry out an act of imminent, serious physical violence against oneself.

A person acting in good faith and who takes reasonable steps to discharge a duty to warn and protect shall be immune from civil and criminal liability in regard to that disclosure.

Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall immediately report the information to the Principal or designee or their immediate supervisor who will immediately report it to the Superintendent or designee. The Superintendent or designee shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families in accordance with N.J.S.A. 30:9A-24. In accordance with N.J.S.A. 30:9A-24.i., any person who reports an attempted or completed suicide shall have immunity from any civil or criminal liability on account of the report, unless the person has acted in bad faith or with malicious purpose.



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The Superintendent shall prepare and disseminate guidelines to assist school district staff members in recognizing the warning signs of a student who may be contemplating suicide, to respond to a threat or attempted suicide, and to prevent contagion when a student commits suicide.

N.J.S.A. 18A:6-111; 18A:6-112
N.J.S.A. 30:9A-23; 30:9A-24
N.J.A.C. 6A:9C-3 et seq.; **6A:14-1.1**

Adopted: 14 March 2012
Revised: 9 November 2016
Revised: 24 March 2020
Revised: 23 June 2021
Revised: 22 January 2025



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8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district ~~shall will~~ develop and implement comprehensive ~~written~~ plans, procedures, and mechanisms ~~that to~~ provide for **safety and security in the district's public elementary and secondary schools. Plans and procedures, which shall be in written form, and mechanisms shall provide for, at a minimum:** the protection of ~~the~~ health, safety, security, and welfare of the school population; the prevention of, intervention in, response to, and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and support services for staff, students, and their families, **in accordance with N.J.A.C. 6A:16-5.1(a).**

Pursuant to N.J.S.A. 18A:41-6, “sSchool security drill” means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

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

Pursuant to N.J.S.A. 18A:41-15, in developing its districtwide school safety and security plan, the district shall: demonstrate that it has considered the individual needs of each student with a disability, as enumerated in the students' individualized education programs (IEP), individualized health care plans, 504 plans, or, in the case of students with disabilities enrolled in nonpublic schools, service plans pursuant to N.J.S.A. 18A:46-2.15; and incorporate protocols into the districtwide school safety and security plan for



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communicating the individual needs of each student with a disability, when appropriate and in compliance with the “Family Educational Rights and Privacy Act of 1974,” (20 USC §1232g), to third parties including, but not limited to, first responders and emergency management agencies.

A copy of the ~~school-district’s~~ school safety and security plan shall be disseminated to all ~~school-district~~ employees **pursuant to N.J.A.C. 6A:16-5.1(c).** New employees shall receive a copy of the school ~~district’s~~ safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be notified in writing, as appropriate, regarding updates and changes to the school safety and security plan.

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

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district’s practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.**b. In the event an individual is employed in a substitute capacity in the district at the time the school safety and security training is being provided to full-time employees pursuant to N.J.S.A. 18A:41-7.a., the district shall include the individual in the training.**

Any information or training provided pursuant to N.J.S.A. 18A:41-7 shall address the unique needs of students with disabilities in the event of a fire drill, school security drill, or actual emergency situation. All full-time employees and individuals employed in the district in a substitute capacity shall be made aware of any anticipated mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making support needs of students in the care of the employee and any supports, modifications,



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accommodations, and services to be provided to students, as enumerated in their IEPs, individualized health care plans, 504 plans, or service plans pursuant to N.J.S.A. 18A:46-2.15.

The district shall ensure a student's unique mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making needs in the event of a fire drill, school security drill, or an actual emergency situation that may occur on school grounds is maintained in the student record. The documentation maintained in the student record shall indicate whether or not the student is able to safely and fully participate in fire drills or school security drills without the use of supplementary supports, modifications, accommodations, or services, or if any accommodations are needed, including determining areas of refuge during an emergency, in accordance with N.J.S.A. 18A:46-2.15.a.

If it is determined a student requires supplementary supports, modifications, accommodations, or services in order to safely and fully participate in a fire drill or school security drill, a written plan shall be maintained in the student record, pursuant to N.J.S.A. 18A:46-2.15.b. The written plan shall: describe the anticipated mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making support needs of the student during a fire drill or school security drill and during an actual emergency situation; describe the supports, modifications, accommodations, and services to be provided to the student during a fire drill or school security drill and during an actual emergency situation; and describe the role of school employees in supporting the student during a fire drill or school security drill and during an actual emergency situation, including the need for any specific training of school employees. The district shall on a regular basis, but not less than once annually, perform a review of any determinations made pursuant to N.J.S.A. 18A:46-2.15 to evaluate the school security needs of a student.

Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, ~~and shall require all teachers of all schools,~~ Employees of the district, whether occupying buildings of one or more stories, shall ~~to~~ keep all exterior doors and exits ~~of their respective rooms and buildings unlocked during the school hours, except~~ locked at all times except when necessary to comply with the



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requirements set forth in the Uniform Fire Code, including applicable requirements during an emergency lockdown or an emergency lockdown drill. **All students and staff shall fully participate in each drill conducted to the greatest extent practicable and, when appropriate, utilize procedures for assisting in the rescue of persons unable to use the general means of egress to ensure that participation does not pose a safety risk.** Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual ~~fire or~~ school security emergency that occurs at a school during the month ~~and~~ that includes activities which are the equivalent of a drill shall be considered a **school security** drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year. **In accordance with N.J.S.A. 18A:41-7a., n**otwithstanding any other provision of law to the contrary, the ~~school~~ district shall ensure that a school security drill that occurs when students are present:

1. Includes clear, developmentally and age-appropriate messaging to students and staff at the conclusion of the drill that the event is a drill and that no current danger exists;
2. Does not expose students to content or imaging that is not developmentally or age-appropriate;
3. Is paired with trauma-informed approaches to address any student inquiries or concerns which may arise as a result of a school security drill;
4. Does not include the use of fake blood, real or prop firearms, or the simulations of gun shots, explosions, or other sounds or visuals that may induce panic or a traumatic response from a student or school district employee;
5. Does not require a student to role play as a victim, but may include first aid training in which students participate; and



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6. Is accessible to students with disabilities and mental health conditions, and provides all necessary accommodations for these students.

The Principal or designee shall provide written notification to the parent of a student enrolled in the school following completion of a school security drill, which notice shall be provided to the parent by no later than the end of the school day on which the school security drill is conducted.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1. The ~~school~~ district may permit emergency personnel access to the buildings and grounds of its schools for school security drills that are scheduled outside of school hours and during such times as students are not present, **pursuant to N.J.S.A. 18A:41-7a.c.**

The ~~school~~ district shall review and update its school security drill procedures using a process that coincides with the review of the school safety and security plan developed pursuant to N.J.A.C. 6A:16-5.1 and collects input from emergency personnel; parents of students enrolled in the ~~school~~ district; teachers and staff employed in the district; mental health professionals; and student government representatives from multiple grade levels, **pursuant to N.J.S.A. 18A:41-7a.d.**

The ~~school~~ district shall annually track data on such measures and information as required by the Commissioner of Education, and shall report the data to the Commissioner, **pursuant to N.J.S.A. 18A:41-7a.e.**

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds in accordance with N.J.A.C. 6A:16-5.1.



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The ~~school~~ district will be required to annually submit a security drill statement of assurance **attesting to the completion of monthly school security drills** to the New Jersey Department of Education/**County Office of Education** by June 30 of each school year, **in accordance with N.J.A.C. 6A:30 App.A.** Each school in the district will be required to complete **and retain** a security drill record form as required by the New Jersey Department of Education.

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

N.J.S.A. App.A.:9-86

N.J.S.A. 18A:41-1; 18A:41-2; 18A:41-6; 18A:41-7; 18A:41-7a.;

18A:41-15; 18A:46-2.15

N.J.A.C. 6A:16-5.1; **6A:30 App.A.**

Adopted: 14 March 2012

Revised: 23 June 2021

Revised: 13 October 2021

Revised: 19 October 2022

Revised: 22 January 2025



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Firearms and Weapons

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8467 **FIREARMS AND WEAPONS**

The Board of Education prohibits the possession, use, or exchange of any **firearm or** weapon in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation except as the possession and use of a **firearm or** weapon is authorized by law and required in the performance of the possessor's duty.

For the purpose of this **P**policy, "weapon" means **items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) including anything readily capable of lethal use or of inflicting serious bodily injury. "Weapon" includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, imitation firearms, and 3D-printed firearms.** For the purposes of this **P**policy, "firearm" means those items enumerated in N.J.S.A. 2C:39-1(f) and 18 U.S.C. §921.

Pursuant to N.J.A.C. 6A:16-6.3(b), whenever a school employee develops reason to believe a firearm, as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, or other deadly weapon, whether enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, has unlawfully been brought onto school grounds or a student or other person is in unlawful possession of a firearm or other deadly weapon on or off school grounds, or a student or other person has committed an offense with or while in possession of a firearm on or off school grounds or during school operating hours, the matter shall be reported as soon as possible to the Principal or designee, or in the absence of the Principal or designee, to the staff member responsible at the time of the alleged violation. Either the Principal or designee or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the county prosecutor or other law enforcement official designated by the county prosecutor to receive such information. The Superintendent or designee shall provide to the county prosecutor or designee all known information concerning the matter, including the identity of the student or staff member involved.



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~~Any student or school employee who has reasonable grounds to suspect the presence of a weapon prohibited by this policy shall immediately report his/her suspicion to the _____.~~ The **Principal or designee** _____ ~~(same as previous sentence)~~ shall conduct an appropriate search in accordance with Policy ~~No.~~ 5770 – **Student Right of Privacy** and, **if appropriate and feasible**, confiscate any **firearm or** weapon discovered in the course of the search. **The Principal or designee** ~~He/she shall, if appropriate and feasible, may~~ summon the aid of law enforcement **officials** ~~officers~~ in the conduct of the search. Any school employee who confirms the presence of a **firearm or** weapon under circumstances that place persons at serious risk may confiscate the **firearm or** weapon immediately and may use such force as is reasonable and necessary to obtain possession.

Unless the **firearm or** weapon has been taken into custody by a law enforcement **official** ~~officer~~, the **Principal or designee** _____ shall immediately **secure the** ~~store any~~ confiscated **firearm or** weapon in a **securely and** locked **location** ~~box or container~~ and report the presence of the **firearm or** weapon to the Superintendent. **Pursuant to N.J.A.C. 6A:16-6.3(b)**, ~~t~~The Superintendent shall promptly notify, ~~by telephone call and by letter,~~ **local law enforcement** ~~the Chief of Police of _____~~ **(the municipality; regional districts state "the municipality in which the school district is located")** that a **firearm or** weapon is present on school premises; ~~the notice shall and~~ request removal of the **firearm or** weapon by an authorized law enforcement **official** ~~officer~~. The Superintendent shall obtain and file a receipt for any **firearm or** weapon removed by a law enforcement **official** ~~officer~~.

Any student who possesses, uses, or exchanges a **firearm or** weapon in violation of this **P**olicy shall be subject to stringent discipline, ~~which may include expulsion.~~ Any student or school employee who suspects or knows of the presence of a **firearm or** weapon in violation of this **P**olicy and fails to report the same shall be subject to discipline. **Pursuant to N.J.A.C. 6A:16-6.3(b)**, **a**Any person who possesses a **firearm or** weapon on school premises or school transportation or at a school-sponsored function shall be reported to the appropriate law enforcement agency.

The Board shall immediately remove a student who is convicted or adjudicated delinquent for possession of a firearm on school grounds; convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds; or found knowingly in possession



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of a firearm on school grounds from the school's general education program for a period of not less than one calendar year, in accordance with N.J.A.C. 6A:16-5.5(a) and Policy and Regulation 5611 – Removal of Students for Firearms Offenses.

~~Any student who is convicted or is an adjudicated delinquent for possession of a firearm or who is found to be in possession of a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. Students convicted or found to be delinquent for possessing a firearm on school property, on a school bus, or at a school sponsored function or committing a crime while possessing a firearm shall be immediately removed from the regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the student. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)~~

The Board shall immediately remove a student who commits an assault, as defined under N.J.S.A. 2C:12-1a(1), with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), ~~except~~ including a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 USC §921, upon a teacher, administrator, other school board employee, district Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5, from the school's general education program for a period not exceeding one calendar year, in accordance with N.J.A.C. 6A:16-5.6(a) and (b) and Policy and Regulation 5613 – Removal of Students for Assaults with Weapons Offenses. ~~Any student who commits an assault upon members of the school community with a weapon other than a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)~~

Students with disabilities violating the provisions of this **P**olicy shall be **addressed** ~~dealt with~~ in accordance with **the provisions of** N.J.A.C. 6A:14--2.8.

Nothing in this **P**olicy shall be construed to prohibit the reporting of a crime committed by a child with a disability to the appropriate law enforcement or judicial authorities, or to prevent such authorities from exercising their responsibilities with regard to the application of Federal or State law to crimes committed by a child with disabilities.



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The procedures for ~~Any student requiring~~ removal from and return to the general ~~regular~~ education program of a student for firearms offenses and assaults with weapons offenses for the reasons enumerated above shall be removed in accordance with Policy and Regulation ~~No. 5611 – Removal of Students for Firearms Offenses and Policy and Regulation 5613 – Removal of Students for Assaults with Weapons Offenses.~~

The Superintendent, or designee, shall prepare regulations to implement this ~~P~~policy for the guidance of school staff in dealing with incidents involving **firearms or** weapons in the school district.

The school district's reporting requirements to law enforcement officials and the handling of firearms and weapons outlined in this Policy and Regulation 8467 and in accordance with N.J.A.C. 6A:16-3 and N.J.A.C. 6A:16-4 shall be in addition to any reporting and handling requirements included in the current Memorandum of Agreement Between Education and Law Enforcement Officials.

N.J.S.A. **2C:12-1(a)1**; 2C:39-1~~et seq.~~; 2C:58-6.1; 2C:58-15

N.J.S.A. 18A:6-1; **18A:37-2.2; 18A:37-2.3; 18A:37-2.4; 18A:37-2.5**

N.J.S.A. 23:4-16

N.J.A.C. 6A:14-2.8 et seq.; **6A:16-5.5; 6A:16-5.6; 6A:16-6.3; 6A:16-6.4**

Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act

18 U.S.C. 921

20 U.S.C. 1415

Adopted: 14 March 2022

Revised: 22 January 2025



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R 8467 **FIREARMS AND WEAPONS**

A. Definitions – N.J.A.C. 6A:16-1.3

1. “Weapon” means items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f).
2. “Firearm” means items enumerated in N.J.S.A. 2C:39-1(f) and 18 USC §921.
3. “School grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider. School grounds also includes school buses, school-sponsored functions, structures that support the buildings, such as school district wastewater treatment facilities; generating facilities; and other central service facilities including, but not limited to, kitchens and maintenance shops. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by municipalities, private entities, or other individuals during times when the school district has exclusive use of a portion of the land.

B. Reporting to Law Enforcement – N.J.A.C. 6A:16-6.3

1. Whenever a school employee develops reason to believe a firearm, as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, or other deadly weapon, whether enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 USC §921, has unlawfully been brought onto school grounds or a student or other person is in unlawful possession of a firearm or other deadly weapon on or off school grounds, or a student or other person has committed an offense with or while in possession of a firearm on or off school grounds or during school operating hours, the matter shall be reported as soon as possible to the Principal or designee, or in the absence of the Principal or designee, to the staff member responsible at the time of the alleged violation.



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- a. Either the Principal or designee or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the county prosecutor or other law enforcement official designated by the county prosecutor to receive such information.
- b. The Superintendent or designee shall provide to the county prosecutor or designee all known information concerning the matter, including the identity of the student or staff member involved.
- c. All incidents shall be reported under N.J.A.C. 6A:16-6.3 utilizing the Student Safety Data System, pursuant to N.J.A.C. 6A:16-5.3(e)1, where appropriate.

C. Handling of Firearms and Dangerous Weapons – N.J.A.C. 6A:16-6.4

1. In accordance with N.J.A.C. 6A:16-6.4(b), whenever a school employee seizes or comes upon a firearm or dangerous weapon, school officials shall:
 - a. In the case of a firearm, immediately advise the county prosecutor or appropriate law enforcement official, and secure the firearm pending the response by law enforcement to retrieve and take custody of the firearm; and
 - b. In the case of a dangerous weapon other than a firearm, immediately advise the county prosecutor or appropriate law enforcement official, and secure the dangerous weapon pending the response by law enforcement to retrieve and take custody of the dangerous weapon.
2. School employees in custody of a firearm or dangerous weapon shall take reasonable precautions, according to Board procedures, to prevent the theft, destruction, or unlawful use of the firearm or dangerous weapon by any person, pursuant to N.J.A.C. 6A:16-6.4(c).



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- a. The Principal shall place the firearm or dangerous weapon in a secure and locked location.
 - b. In the event any person other than the Principal is permitted access to the firearm or dangerous weapon prior to its retrieval by a law enforcement official, that person shall enter their name and signature on the record along with the time and date of inspection and the reason for the access. Access to the firearm or dangerous weapon will be permitted only in the presence of the Principal.
 - c. The law enforcement official who takes custody of the firearm or dangerous weapon shall be required to sign and date the record to indicate their receipt of the firearm or dangerous weapon.
3. The Principal shall provide to the law enforcement official who takes custody of the firearm or dangerous weapon:
 - a. All information concerning the manner in which the firearm or dangerous weapon was confiscated;
 - b. The identity of all persons who had custody of the firearm or dangerous weapon following its confiscation; and
 - c. The identity of any student or staff member believed to have been in possession of the firearm or dangerous weapon.
 4. Any person employed or engaged in a school or educational institution may, within the scope of their employment, use and apply such amounts of force as is reasonable or necessary to obtain possession of weapons or other dangerous objects upon the person or within the control of a student, pursuant to N.J.S.A. 18A:6-1.

Adopted ~~Issued~~: 14 March 2012

Revised: 22 January 2025



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TEACHING STAFF MEMBERS

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Physical Examination

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3160 PHYSICAL EXAMINATION

Candidates for Employment

The Board of Education **shall** requires **any each** candidate for employment who **has received receives** a conditional offer of employment to undergo a physical examination~~(s)~~ **pursuant to N.J.S.A. 18A:16-2.a, by their own physician, advance practice nurse, or physician assistant at their own expense**, to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA), **pursuant to N.J.A.C. 6A:32-6.3.**

If upon completing an examination~~(s)~~ it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

In accordance with N.J.A.C. 6A:32-6.2(a), the Board will develop the requirements for tThe physical examination **and provide for notification to candidates for employment regarding the requirements for the physical examination which** shall include, but **not be is not** limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include, **but not be limited to**, a health screening to include, but not **be** limited to: **[height and weight]**; blood pressure; pulse and respiratory rate; vision screening; and hearing screening.

Teaching staff member School-employee physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.

The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools. A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.



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Physical Examination

Health records of candidates for employment and current teaching staff members ~~All staff members' medical and health records~~, including computerized records, ~~shall will~~ be secured, stored, and maintained separately from other personnel files **pursuant to N.J.A.C. 6A:32-6.3(d)**. The information contained in medical records ~~shall will~~ be kept confidential. Only the **teaching** staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual **teaching staff member employee**. Health records **shall be the property of the Board and** may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 **and N.J.A.C. 6A:32-6.3(d)**.

Current Teaching Staff Members

Pursuant to N.J.A.C. 6A:32-6.3(c), an individual ~~The teaching~~ staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, **a the teaching** staff member may also choose to share with the ~~staff member's Building~~ Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.

Pursuant to N.J.S.A. 18A:16-2, the Board may require ~~Additional individual psychiatric or physical or psychiatric~~ examinations of **a teaching any** staff member ~~may be required by the Board~~ whenever, in the **Board's** judgment ~~of the Board~~, a **teaching** staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3**(b)**. Additional examinations and/or certifications may be required to verify fitness in accordance with Policy 3161 – **Examination for Cause** or disability in accordance with Policies 3425 – **Work Related Disability Pay** and 3435 – **Anticipated Disability**.

~~42 U.S.C.A. 12101~~

N.J.S.A. 18A:16-2; **18A:16-3; 18A:16-5**

N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted: 14 March 2012

Revised: 22 January 2025



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R 3160 PHYSICAL EXAMINATION

A. Definitions

1. “Employee assurance statement” means a statement signed by the employee certifying that information supplied by the employee is true to the best of the employee’s knowledge.
2. “Employee” or “staff member” means the holder of any full-time or part-time position of employment.
3. “Health history” means the record of a person’s past health events obtained in writing, completed by the individual or their physician.
4. “Health screening” means the use of one or more diagnostic tools to test a person for the presence or precursors of a particular disease.
5. “Physical examination” means the assessment of an individual’s health by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant. **Physical examination includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.**
6. “Physician assistant” means a health care professional licensed to practice medicine with physician supervision.
7. “Psychiatric examination” means an examination for the purpose of diagnosis and treatment of mental disorders.

B. Employees’ Initial Physical Examination

1. Candidates for employment who have received a conditional offer of employment shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history and health screenings to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336,



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Americans with Disabilities Act of 1990 (ADA). The candidate for employment will be provided the Board's requirements for the physical examination.

a. A health history shall include, but is not limited to, the candidate's:

- (1) Past serious illnesses and injuries;
- (2) Current health problems;
- (3) Allergies; and
- (4) A record of immunizations.

b. A health screening shall include, but is not limited to:

~~(1) Height;~~

~~(2) Weight;~~

- (1) Pulse and respiratory rate;
- (2) Hearing screening;
- (3) Blood pressure;
- (4) Vision screening;

C. Medical Requirements Upon Employment

1. **The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.** ~~A Mantoux tuberculosis test shall be given upon employment of all newly hired staff members (full time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact~~



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~~with students. Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.~~

~~a. Tuberculosis testing is not required:~~

~~(1) For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or~~

~~(2) For a school district staff member transferring between school districts or from a non-public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.~~

~~b. Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB-8 Form). If TB-like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.~~

~~(1) The school district shall determine the criteria essential to document a valid religious exemption.~~

~~c. Procedures for the administration of the Mantoux tuberculosis test, interpretation of reactions, follow up procedures, and reporting shall be conducted in accordance with the guidelines and requirements of the New Jersey Department of Health.~~

2. An individual teaching staff member may provide health-status information, including medications, that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the teaching staff member may also choose to share with the Principal and, if desired, with the certified



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school nurse, information regarding current health status to assure ready access in a medical emergency **pursuant to N.J.A.C. 6A:32-6.3(c).**

D. Health Records

1. ~~All H~~ health records of candidates for employment who have received a conditional offer of employment and of current employees, including computerized records, shall be secured, stored, and maintained separately from other personnel files **in accordance with N.J.A.C. 6A:32-6.3(d).**
2. Health records **shall be the property of the Board and** may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 **and N.J.A.C. 6A:32-6.3(d).**

E. **Teaching Staff Member** ~~Employees'~~ Physical Examinations and Medical Updates

1. **Teaching staff member** ~~School—employee~~ physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.

F. Examination of Candidates for Employment

1. Candidates for employment who have received a conditional offer of employment will also be required to undergo a comprehensive fitness for duty physical examination by the candidate's own physician, advance practice nurse, or physician assistant at their own expense. ~~[a school district approved physician or institution at the Board's expense.]~~
 - a. This pre-employment physical examination shall not be used to determine a candidate's disabilities; and
 - b. This examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to ADA.

G. Controlled Dangerous Substance Testing



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Candidates for teaching staff member positions, who have received a conditional offer of employment must complete testing, conducted at the

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Board's expense, for the usage of CDS as ~~they are~~ defined in N.J.S.A. 2C:35-2.

1. Candidates will be allowed privacy during specimen collection. Control and accountability of specimens will be maintained with a chain of custody in accordance with accepted practices and as recommended by the approved laboratory. The laboratory will be selected by the Board and approved by the New Jersey Department of Health.
2. The laboratory will conduct an initial or screening test and a confirmatory test. Refusal of employment will not be based on the results of a screening test alone. An initial test is an immunoassay test to eliminate negative test results from further consideration and to identify the potentially positive specimens for the purpose of further testing and confirmation. A confirmatory test is a second analytical procedure to identify the presence of a specific drug which uses more sophisticated technique to ensure reliability and accuracy.
3. A Medical Review Officer, who ~~shall be~~ ~~is~~ a licensed physician, will review the final results of all positive tests to determine if there is a medical explanation for the results. The Medical Review Officer will review the candidate's medical history and may conduct a medical interview with the candidate to determine any relevant factors contributing to the results of the test. The Medical Review Officer will communicate the results of an investigation regarding positive drug tests for CDS to the candidate and to the Superintendent.
4. The American with Disabilities Act (ADA) prohibits employment discrimination against qualified individuals with disabilities. Persons who use drugs illegally (the use of controlled dangerous substances (CDS) and the illegal use of prescription drugs) are not protected by the ADA.
5. After a conditional offer of employment, the school district may ask questions concerning present drug or alcohol use; however, information obtained may not be used to exclude an individual with a disability, based on the disability, unless it can be shown that the reason for exclusion meets the following three tests:



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- a. It must be job-related and cannot be met with reasonable accommodation;
 - b. It must be consistent with the demonstrated necessity of conducting business; and
 - c. It must be related to legitimate job criteria.
6. The school district shall refuse to hire an applicant based upon a test result that indicates the illegal use of drugs. This action shall be taken even if the applicant claims he/she recently stopped illegally using drugs.

H. Review of Examinations and Assessments

1. The results of ~~a the~~ physical examination **or testing** of a candidate for employment who has received a conditional offer of employment will be reviewed by the **Superintendent and the school physician and/or the Medical Review Officer, who, in consultation with the Superintendent, will to** determine ~~a the~~ candidate's physical and mental fitness to function with reasonable accommodation in the position for which **the candidate he/she** has made application. That determination will be made a part of the candidate's application.

I. Candidate Records

1. All records regarding pre-employment physicals and drug tests will be maintained in separate medical files and treated as confidential medical records. These records will be:
 - a. Kept separate from a candidate's personnel file;
 - b. Kept in a locked cabinet in a central school district location; and
 - c. Accessible only to the Superintendent and/or designee.
2. The records of a candidate's physical examination will be submitted to the school medical inspector, who will determine the candidate's physical and



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mental fitness to function with reasonable accommodation in the position for which he/she has made application. That determination will be made a part of the candidate's application.

3. A candidate's medical records will be maintained separately from his/her application and will be kept confidential in accordance with paragraph D.
 - a. If and when the candidate is employed by this district, the records will be kept in the person's medical file.
 - b. If the candidate is not employed by this district within three years, the records will be destroyed.

Adopted: 14 March 2012

Revised: 22 January 2025



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4160 PHYSICAL EXAMINATION

Candidates for Employment

The Board of Education **shall** requires **any** ~~each~~ candidate for employment who **has received** ~~receives~~ a conditional offer of employment to undergo a physical examination~~(s)~~ pursuant to N.J.S.A. 18A:16-2.a, by their own physician, advance practice nurse, or physician assistant at their own expense, to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA), **pursuant to N.J.A.C. 6A:32-6.3.**

If upon completing an examination~~(s)~~ it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

In accordance with N.J.A.C. 6A:32-6.2(a), the Board will develop the requirements for tThe physical examination **and provide for notification to candidates for employment regarding the requirements for the physical examination which** shall include, but **not be** ~~is not~~ limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include, **but not be limited to,** a health screening to include, but not **be** limited to: ~~[height and weight]~~; blood pressure; pulse and respiratory rate; vision screening; and hearing screening.

Candidates for employment who have received a conditional offer of employment will be required to be tested for the usage of controlled dangerous substances **(CDS)** as they are defined in N.J.S.A. 2C:35-2. This testing will be completed in accordance with New Jersey Department of Health and Department of Education guidelines. Testing for the usage of **CDS** ~~controlled or dangerous substances~~, if required by the Board, will be required for all candidates for employment who have received a conditional offer of employment.



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Physical Examination

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of physical examinations required by this Policy performed by a physician or institution designated by the Board. However, the candidate shall bear the cost if the examination is performed by a physician or institution designated by the candidate with approval of the Board. In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.

Support staff member ~~School employee~~ physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.

The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools. ~~A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.~~

Health records of candidates for employment and current support staff members ~~All staff members' medical and health records~~, including computerized records, **shall will** be secured, stored, and maintained separately from other personnel files **pursuant to N.J.A.C. 6A:32-6.3(d)**. The information contained in medical records **shall will** be kept confidential. Only the **support** staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual **support staff member employee**. Health records **shall be the property of the Board and** may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 **and N.J.A.C. 6A:32-6.3(d)**.

Current Support Staff Members

Pursuant to N.J.A.C. 6A:32-6.3(c), an individual ~~The support~~ staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, **a the support** staff member may also choose to share with the ~~staff member's Building~~ Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.



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Pursuant to N.J.S.A. 18A:16-2, the Board may require ~~Additional individual psychiatric or~~ physical **or psychiatric** examinations of **a support** ~~any~~ staff member ~~may be required by the Board~~ whenever, in the **Board's** judgment ~~of the Board~~, a **support** staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3**(b)**. Additional examinations and/or certifications may be required to verify fitness in accordance with Policy 4161 – **Examination for Cause** or disability in accordance with Policies 4425 – **Work Related Disability Pay** and 4435 – **Anticipated Disability**.

42 U.S.C.A. 12101

N.J.S.A. 18A:16-2; **18A:16-3; 18A:16-5**

N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted: 14 March 2012

Revised: 24 March 2020

Revised: 22 January 2025



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R 4160 PHYSICAL EXAMINATION

A. Definitions

1. “Employee” or “staff member” means the holder of any full-time or part-time position of employment.
2. “Health history” means the record of a person’s past health events obtained in writing, completed by the individual or their physician.
3. “Health screening” means the use of one or more diagnostic tools to test a person for the presence or precursors of a particular disease.
4. “Physical examination” means the assessment of an individual’s health **by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant. Physical examination includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.**
5. “Physician assistant” means a health care professional licensed to practice medicine with physician supervision.
6. “Psychiatric examination” means an examination for the purpose of diagnosis and treatment of mental disorders.

B. Employee’s Initial Physical Examination

1. **Candidates for employment who have received a conditional offer of employment** ~~Each newly employed support staff member~~ shall be required to undergo a physical examination, by their own physician, advance practice nurse, or physician assistant at their own expense. The physical examination shall include, but is not limited to, a health history and health screenings to determine whether the candidate is able to perform **with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA).** The



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candidate for employment will be provided the Board's requirements for the physical examination.

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- a. A health history shall include, but is not limited to, the candidate's:
 - (1) Past serious illnesses and injuries;
 - (2) Current health problems;
 - (3) Allergies; and
 - (4) A record of immunizations.
- b. A health screening shall include, but is not limited to:
 - ~~(1) Height;~~
 - ~~(2) Weight;~~
 - (1) Pulse and respiratory rate;
 - (2) Hearing screening;
 - (5) Blood pressure;
 - (6) Vision screening;

C. Medical Requirements Upon Employment

- 1. **The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.** ~~A Mantoux tuberculosis test shall be given upon employment of all newly hired staff members (full time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students. Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.~~



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~~a. Tuberculosis testing is not required:~~

~~(1) For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or~~

~~(2) For a school district staff member transferring between school districts or from a non-public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.~~

~~b. Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB-8 Form). If TB-like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.~~

~~(1) The school district shall determine the criteria essential to document a valid religious exemption.~~

~~c. Procedures for the administration of the Mantoux tuberculosis test, interpretation of reactions, follow up procedures, and reporting shall be conducted in accordance with the guidelines and requirements of the New Jersey Department of Health.~~

2. An individual support staff member may provide health-status information, including medications, that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the support staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency **pursuant to N.J.A.C. 6A:32-6.3(c).**



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D. Health Records

1. ~~All Health~~ records of candidates for employment who have received a conditional offer of employment and of current employees, including computerized records, shall be secured, stored, and maintained separately from other personnel files **in accordance with N.J.A.C. 6A:32-6.3(d).**
2. Health records **shall be the property of the Board and** may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 **and N.J.A.C. 6A:32-6.3(d).**
3. The portion of the employee's medical record containing a health history may be shared with the Principal and the school nurse with the consent of the employee, as provided in paragraph C.2. above.

E. **Support Staff Member** ~~Employees'~~ Physical Examinations and Medical Updates

1. **Support staff member** ~~School-employee~~ physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.

F. Examination of Candidates for Employment

1. Candidates for employment who have received a conditional offer of employment will also be required to undergo a comprehensive fitness for duty physical examination by the candidate's own physician, advance practice nurse, or physician assistant at their own expense. ~~[a school district approved physician or institution at the Board's expense.]~~
 - a. This pre-employment physical examination shall not be used to determine a candidate's disabilities; and
 - b. This examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to ADA.
2. **The physician or institution completing the examination will be provided the fitness requirements for each position.**



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H. Controlled Dangerous Substance Testing

1. Candidates for employment who have received a conditional offer of employment will be required to complete testing, conducted at the Board's expense, for the usage of **CDS** ~~controlled-dangerous substances~~ as ~~they are~~ defined in N.J.S.A. 2C:35-2.
 - a. Candidates will be allowed privacy during specimen collection. Control and accountability of specimens will be maintained with a chain of custody in accordance with accepted practices and as recommended by the approved laboratory. A laboratory approved by the New Jersey Department of Health will be selected by the Board for such testing.
 - b. The laboratory will conduct the test in accordance with industry standard practices for testing for **CDS** ~~controlled dangerous substances~~.
 - c. A Medical Review Officer, who ~~shall be~~ **is** a licensed physician, will review the final results of all positive tests to determine if there is a medical explanation for the results. The Medical Review Officer will review the candidate's medical history and may conduct a medical interview with the candidate to determine any relevant factors contributing to the results of the test. The Medical Review Officer will communicate the results of an investigation regarding positive ~~drug~~ tests **for CDS** to the candidate and to the Superintendent.
 - d. The ADA prohibits employment discrimination against qualified individuals with disabilities. Persons who use drugs illegally (the use of ~~controlled dangerous substances (CDS)~~ and the illegal use of prescription drugs) are not protected by the ADA.



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- e. After a conditional offer of employment, the school district administration and/or the Medical Review Officer may ask the candidate questions **concerning current present CDS drug** or alcohol use; however, information obtained may not be used to exclude an individual with a disability, based on the disability, unless it can be shown that the reason for exclusion meets the following three tests:

- (1) It must be job-related and cannot be met with reasonable accommodation;
- (2) It must be consistent with the demonstrated necessity of conducting business; and
- (3) It must be related to legitimate job criteria.

- f. The school district **shall** refuse to hire a candidate based upon a test result that indicates the illegal use of **a CDS** as confirmed by the Medical Review Officer. This action **shall** be taken even if the candidate claims **they he/she** recently stopped **the illegal use of a CDS illegally using drugs**.

2. ~~The school district would incur liability under ADA if a person is excluded from a job if the school district erroneously regarded the candidate to be an addict currently using drugs illegally when the drug test showed the presence of a lawfully prescribed drug. The Superintendent will confer with the Medical Review Officer regarding all positive tests to prevent any ADA liability. The Superintendent will confer with the Medical Review Officer regarding all positive tests to prevent any ADA violation.~~

I. Review of Examinations and Assessments [New Section]

1. The results of **a the** physical examination **or testing** of a candidate for employment who has received a conditional offer of employment will be reviewed by the **Superintendent and the** school physician **and/or Medical Review Officer, who, in consultation with the Superintendent, will to** determine **a the**



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candidate's physical and mental fitness to function with reasonable accommodation in the position for which **the candidate** ~~he/she~~ has

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made an application. That determination will be made a part of the candidate's application.

J. Candidates Records

1. All records regarding pre-employment physicals and drug tests will be maintained in separate medical files and treated as confidential medical records. These records will be:
 - a. Kept separate from a candidate's personnel file;
 - b. Kept in a locked cabinet in a central school district location; and
 - c. Accessible only to the Superintendent and/or designee.
2. The records of a candidate's physical examination will be submitted to the school medical inspector, who will determine the candidate's physical and mental fitness to function with reasonable accommodation in the position for which he/she has made application. That determination will be made a part of the candidate's application.
3. A candidate's medical records will be maintained separately from his/her application and will be kept confidential in accordance with paragraph D.
 - a. If and when the candidate is employed by this district, the records will be kept in the person's medical file.
 - b. If the candidate is not employed by this district within three years the records will be destroyed.

Adopted: 14 March 2012

Revised: 22 January 2025



Teaneck Board of Education

District Policy

3282 - USE OF SOCIAL NETWORKING SITES

Section: Teaching Staff Members

Date Created: December 2012

Date Edited: December 2012

The Board of Education has a strong commitment to quality education and the well-being of all pupils, as well as the preservation of the school district's reputation. The Board believes staff members must establish and maintain public trust and confidence and be committed to protecting all pupils attending the school district. In support of the Board's strong commitment to the public's trust and confidence, the Board holds all staff members to the highest level of professional responsibility.

The Commissioner of Education has determined inappropriate conduct outside a staff member's professional responsibilities may determine them as unfit to discharge the duties and functions of their position. Staff members should be advised communications, publications, photographs, and other information appearing on social networking sites deemed inappropriate by the Board could be cause for dismissal of a non-tenured staff member or to certify tenure charges against a tenured staff member to the Commissioner of Education.

Staff members are advised to be concerned and aware such conduct deemed inappropriate may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other form of electronic communication that is directed and/or available to pupils or for public display or publication.

When using personal social networking sites, school staff members:

- 1. Should not make statements that would violate any of the district's policies, including its policies concerning discrimination or harassment;**
- 2. Must uphold the district's value of respect for the individual and avoid making defamatory statements about the school district, employees, students, or their families;**
- 3. May not disclose any confidential information about the school district or confidential information obtained during the course of**

his/her employment, about any individual(s) or organization, including students and/or their families;

4. Shall not use social networking sites to post any materials of a sexually graphic nature;
5. Shall not use social networking sites to post any materials which promote violence;
6. Shall not use social networking sites which would be detrimental to the mission and function of the district;
7. Are prohibited from using their school district title as well as adding references to the district in any correspondence including, but not limited to, e-mails, postings, blogs, and social networking sites unless the communication is of an official nature and is serving the mission of the district. This prohibition also includes signature lines and personal e-mail accounts;
8. Shall not post updates to their status on any social networking sites during normal working hours including posting of statements or comments on the social networking sites of others during school time unless it involves a school project. Employees must seek approval from the Superintendent of Schools for such use; and
9. Shall not post or publish any information the Commissioner of Education would deem to be inappropriate conduct by a school staff member.

The Policy of this district is to maintain a level of professionalism both during and after the school day. Any publication through any means of electronic communication which is potentially adverse to the operation, morale, or efficiency of the district, will be deemed a violation of this Policy. If the Board or Superintendent believes that a staff member's activity on any social networking site violates the district's policies, the Board or Superintendent may request that the employee cease such activity. Depending on the severity of the incident, the staff member may be subject to disciplinary action.

This Policy has been developed and adopted by this Board to provide guidance and direction to staff members on how to avoid actual

and/or the appearance of inappropriate conduct toward students and/or the community while using social networking sites.

Adopted: 12 December 2012

Teaneck Board of Education

District Policy

4282 - USE OF SOCIAL NETWORKING SITES

Section: Support Staff

Date Created: December 2012

Date Edited: December 2012

The Board of Education has a strong commitment to quality education and the well-being of all pupils, as well as the preservation of the school district's reputation. The Board believes staff members must establish and maintain public trust and confidence and be committed to protecting all pupils attending the school district. In support of the Board's strong commitment to the public's trust and confidence, the Board holds all staff members to the highest level of professional responsibility.

The Commissioner of Education has determined inappropriate conduct outside a staff member's professional responsibilities may determine them as unfit to discharge the duties and functions of their position. Staff members should be advised communications, publications, photographs, and other information appearing on social networking sites deemed inappropriate by the Board could be cause for dismissal of a non-tenured staff member or to certify tenure charges against a tenured staff member to the Commissioner of Education.

Staff members are advised to be concerned and aware such conduct deemed inappropriate may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other form of electronic communication that is directed and/or available to pupils or for public display or publication.

When using personal social networking sites, school staff members:

- 1. Should not make statements that would violate any of the district's policies, including its policies concerning discrimination or harassment;**
- 2. Must uphold the district's value of respect for the individual and avoid making defamatory statements about the school district, employees, students, or their families;**
- 3. May not disclose any confidential information about the school district or confidential information obtained during the course of**

his/her employment, about any individual(s) or organization, including students and/or their families;

4. Shall not use social networking sites to post any materials of a sexually graphic nature;
5. Shall not use social networking sites to post any materials which promote violence;
6. Shall not use social networking sites which would be detrimental to the mission and function of the district;
7. Are prohibited from using their school district title as well as adding references to the district in any correspondence including, but not limited to, e-mails, postings, blogs, and social networking sites unless the communication is of an official nature and is serving the mission of the district. This prohibition also includes signature lines and personal e-mail accounts;
8. Shall not post updates to their status on any social networking sites during normal working hours including posting of statements or comments on the social networking sites of others during school time unless it involves a school project. Employees must seek approval from the Superintendent of Schools for such use; and
9. Shall not post or publish any information the Commissioner of Education would deem to be inappropriate conduct by a school staff member.

The Policy of this district is to maintain a level of professionalism both during and after the school day. Any publication through any means of electronic communication which is potentially adverse to the operation, morale, or efficiency of the district, will be deemed a violation of this Policy. If the Board or Superintendent believes that a staff member's activity on any social networking site violates the district's policies, the Board or Superintendent may request that the employee cease such activity. Depending on the severity of the incident, the staff member may be subject to disciplinary action.

This Policy has been developed and adopted by this Board to provide guidance and direction to staff members on how to avoid actual

and/or the appearance of inappropriate conduct toward students and/or the community while using social networking sites.

Adopted: 12 December 2012

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R 5200 ATTENDANCE

A. Attendance Recording

1. School Register – ~~(N.J.A.C. 6A:32-8.1)~~

- a. The Board of Education shall carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic format of the school district's choosing.
- b. The Commissioner **of Education** will issue and publish on the **New Jersey** Department **of Education's (NJDOE)** website guidance for recording student attendance in all public schools of the State operated by district Boards ~~of Education~~, except adult high schools.
- c. Student attendance shall be recorded in the school register during school hours on each day in session, pursuant to N.J.A.C. 6A:32-8.3. An employee designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and the guidance **issued by the Commissioner in accordance with** ~~at~~ N.J.A.C. 6A:32-8.1(c) and A.1.b. above.
- d. A student who has been placed on home instruction shall have their attendance status recorded on the regular register for the program in which the student is enrolled. The student shall be marked absent for the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement. Absences shall not be recorded for the student while on home instruction, provided the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9 and **N.J.A.C.** 6A:16-10.1 and 10.2. The number of possible days in membership for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.



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- (1) “Days in membership” means the number of school days in session in which a student is enrolled **in accordance with N.J.A.C. 6A:32-2.1**. A student’s membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.
2. Day in Session – ~~(N.J.A.C. 6A:32-8.3)~~
 - a. A day in session shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for reasons such as holidays and teachers’ institutes, or inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a day in session.
 - b. A day in session shall consist of not less than four hours, exclusive of recess and lunch periods, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten.
3. Student Attendance – ~~(N.J.A.C. 6A:32-8.4)~~
 - a. For all State attendance submissions, a student shall be recorded as present, absent, or excused for a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below, on every day the school is in session after the student enrolls until the date the student is transferred to another school or officially leaves the school district.
 - b. A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. The employee designated by the Superintendent shall keep the attendance records according to N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.



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- c. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.
 - d. A student enrolled in a school who is not participating in instruction or instruction-related activities pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. above shall be recorded in the school register as absent, unless the student is recorded as a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below.
- 4. Average Daily Attendance – ~~(N.J.A.C. 6A:32-8.5)~~

The average daily attendance rate in a district school or program of instruction for a school year shall be the total number of the days present of all enrolled students, divided by the number of days in membership of all enrolled students. The student average daily attendance means the total number of days that a student is present in the school divided by the total possible number of days in session.
- 5. Absentee and Chronic Absenteeism Rates – ~~(N.J.A.C. 6A:32-8.6)~~
 - a. A student's absentee rate shall be determined by subtracting the student's total number of days present from the student's days in membership and dividing the result by the student's days in membership.
 - (1) State-excused absences shall not be included in a student's days in membership for purposes of calculating a student's absentee rate.
 - b. If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.
 - c. Each school with ten percent or more of its enrolled students identified as chronically absent shall develop a



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corrective action plan to improve absenteeism rates. In accordance with N.J.S.A. 18A:38-25.1, the school will annually review and revise the corrective action plan and present the revisions to the Board, until the percentage of students who are chronically absent is less than ten percent

B. State-Excused Absences

“An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

State-excused absences shall be as follows:

- (1) Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.
 - (a) The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent, guardian, or person standing in loco parentis;
- (2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
- (3) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
- (4) Take Our Children to Work Day;
- (5) College visit(s), up to three days per school year for students in grades eleven and twelve; ~~and~~



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- (6) Closure of a busing school district that prevents a student from having transportation to the receiving school; **and-**
- (7) **Attendance at a civic event, one day per school year for students in grades six through twelve, pursuant to N.J.S.A. 18A:36-33.2.**
 - (a) **“Civic event” means an event sponsored by a government entity, a community-based organization, or a nonprofit organization that incorporates elements of service learning whereby students learn and develop through organized service. A civic event shall address an issue of public concern such as community health and safety or environmental, economic, or community well-being in accordance with N.J.S.A. 18A:36-33.1.**
 - (b) **The parent or guardian of a student shall provide a signed written notice of an intended excused absence to attend a civic event at least two school days in advance of the intended excused absence and such other documentation as the Superintendent deems necessary to prove that the student meets the requirements for an excused absence pursuant to N.J.S.A. 18A:36-33.2.b.**

C. Locally Unexcused Absences

For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered as an absence in the



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submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.

1. Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit is a Board decision outlined in Policy 5200 – **Attendance** and this Regulation.
2. N.J.A.C. 6A:16-7.6(a)3 requires the Board ~~of Education~~ policies and procedures contain, at a minimum, a definition of unexcused absence that counts toward truancy, student conduct, promotion, retention, and the award of course credit.
 - a. “An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined in C.2.b. below.
 - b. A locally unexcused absence is defined as follows:
 1. The student’s illness supported by notification to the school by the student’s parent or guardian;
 2. The student’s required attendance in court;
 3. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§794 and 705(20), and individualized health care plans;
 4. The student’s suspension from school;



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5. Family illness or death supported by notification to the school by the student's parent or guardian;
6. College visit(s), up to 3 days per school year for students in grades eleven and twelve;
7. Interviews with a prospective employer or with an admissions officer of an institution of higher education;
8. Examination for a driver's license;
9. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
10. An absence for a reason not listed above, but deemed excused by the Principal and/or Superintendent upon a written request by the student's parent or guardian stating the reason for the absence and requesting permission for the absence to be an excused absence;

D. Notice to School of a Student's Absence

1. The parent, guardian, or adult student shall notify the school office before the school day when the student will not be in school. **However, notice for attendance at a civic event shall be provided in accordance with the procedure set forth in N.J.S.A. 18A:36-33.2.b. and A.3.e.(7)(b) above.**
2. The parent or guardian of the student or an adult student who will attend the morning session, but will not attend the afternoon session shall provide notice to the school office before the start of the afternoon session.
3. The parent or guardian of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.
4. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if



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the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent or guardian to notify the parent or guardian of the absence and determine the reason for the absence.

E. Readmission to School After an Absence

1. A student returning from an absence of three (3) consecutive school days ~~any length of time~~ (x ~~may~~ will) ~~be required to must~~ provide a written statement to the Principal or designee that is dated and signed by the parent, guardian, or adult student listing the reason for the absence.
2. A student who has been absent by reason of having or being suspected of having a communicable disease may be required to present to the school nurse written evidence of being free of a communicable disease.
3. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school.
 - a. The Superintendent or designee will notify the student's parent or guardian of the specific requirements of the medical examination prior to the student's return to school.

F. Instruction

1. Teachers will cooperate in the preparation of home assignments for students who anticipate an absence of three (3) school days duration.
2. Students absent for any reason are expected to make up the work missed. The parent/guardian or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
3. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up the work missed.



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4. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.
 5. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412 – **Home Instruction Due to Health Condition**. The parent or guardian must request home instruction.
- G. Denial of Course Credit
1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.
- H. School District Response To Unexcused Absences During the School Year That Count Toward Truancy – (N.J.A.C. 6A:16-7.6(a)4.)
1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parents or guardians of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s) or guardians;
 - c. Identify, in consultation with the student's parents or guardians, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1



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et seq. and N.J.A.C. 6A:16-11, if a potential missing or
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abused child situation is detected; and

e. Cooperate with law enforcement and other authorities and agencies, as appropriate;

2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:

a. Make a reasonable attempt to notify the student's parent(s) or guardians of each unexcused absence prior to the start of the following school day;

b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s) or guardians;

c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and G.1.c. above;

d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:

(1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;

(2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;

(3) Consider an alternate educational placement;

(4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;

(5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;



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- (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
 - (7) Engage the student's family.
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
- 3. For cumulative unexcused absences of ten or more that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
 - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
 - b. Continue to consult with the parent or guardian and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and
- 4. A court referral may be made as follows:
 - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board's ~~of Education's~~ policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent or guardian may be referred to Municipal Court;



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- (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
- b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g., the student may be referred to Superior Court, Chancery Division, Family Part;
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's Individual Education Program (IEP), pursuant to 20 U.S.C. §§1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b)3.xii, [or a 504 Plan](#).
6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and G.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
 - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
 - (1) The sending school district shall proceed in accordance with the Board's of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and G.2. through G.4. above and



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N.J.A.C. 6A:16-7.6(b) and G.5. above, as appropriate.

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I. Discipline

All discipline regarding the attendance of students shall be consistent with Board Policy 5600 Student Discipline/Code of Conduct and the code of student conduct. Consequences for absences may include:

- a) Students may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth herein;
 - b) Students may be denied participation in athletic competition if their attendance fails to meet the standards set forth herein;
 - c) Loss of partial or total course credit;
 - d) Detention or suspension.
- 1. Students may be denied participation in co-curricular activities and/or athletic competition if the Board establishes attendance standards for participation.
 - 2. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

J. Recording Attendance

- 1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
- 2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy 5200 – **Attendance** and this Regulation.



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3. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

K. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A **parent or guardian of a student or an adult student** who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410 – **Promotion and Retention**.
3. A **parent or guardian of a student or an adult student** who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. ~~The student shall file~~ A written appeal **shall be filed with** the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
 - b. The Principal or designee will respond in writing no later than seven school days after receiving the **written student's** appeal.
 - c. If the **parent/guardian or adult** student is not satisfied, the **parent or adult** student may submit a written request to the Principal for consideration by an Attendance Review Committee.
 - d. **In response to** ~~On a student's~~ request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to



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hear the ~~student's~~ appeal. The student's parent or guardian, the ~~student~~, and teacher(s) may attend the meeting.

- e. The Attendance Review Committee shall decide the appeal and inform the parent/guardian and student in writing within seven school days of the meeting.
- f. The parent/guardian or adult student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board ~~of Education~~, and the Commissioner ~~of Education~~ in accordance with Policy 5710 – Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

L. Attendance Records

- 1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the ~~NJDOE New Jersey Department of Education~~. The school district will comply with all attendance requirements and any improvement plans as required by the ~~NJDOE Department of Education~~.

Adopted: 14 March 2012
Revised: 22 January 2025



POLICY

Teaneck Board of Education

Section: Property
7510. USE OF SCHOOL FACILITIES
Date Created: March 2012
Date Edited: March 2021

7510. USE OF SCHOOL FACILITIES

The Board of Education believes the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational and co-curricular programs of the school district. For the purpose of this policy, “school facilities” also includes school grounds.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Business Administrator/Board Secretary. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency.

In weighing competing requests for the use of school facilities, the Board will give priority to the following applicants, in the descending order given:

- A. Class I: community-based organizations. A community based organization must be a) representative of the Teaneck Township community or significant segments of the community and b) provide educational, recreational, athletic or related services to the community;
- B. Class II: non-profit 501(c)(3) and/or other charitable organizations;
- C. Class III: for-profit organizations;
- D. No other organization or individuals will be permitted use without express written permission of the Board of Education.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user’s access to the school facility **including subsequent or recurrent reservations** until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration. **As determined by the District, the user shall reimburse the Board for the costs of any and all repairs resulting from damage from the user.**

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration.

The Board shall approve annually a schedule of fees for the use of school facilities based upon the following guidelines:

1. The use of school facilities for activities Classes I and II shall be without cost to the user except that the user shall be responsible for prepayment of any custodial and service costs incurred, except in cases of hardship or charitable action, [by such {the} use {on Sunday}] as determined by the District.
2. All other organizations or persons granted the use of school shall pay in advance the scheduled fee required by the use, in addition to any custodial or service fees incurred.

The school district shall provide a copy of Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district’s Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

The Board will provide security at the cost of the user. In the event that security personnel employed by the Board are unavailable to provide services for an event or activity, the user is responsible for the provision and costs of licensed security personnel and must obtain approval from the Board for any and all alternative licensed security guards or agencies. Licensed security personnel are prohibited from carrying firearms on school premises. Only law enforcement officers are permitted to carry firearms on school premises. The user acknowledges and agrees to hold the Board harmless from any claims, damages, or liabilities arising out of or related to the absence of security personnel or services during use.

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations

that agree to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school district.

N.J.S.A. 18A:20-20; 18A:20-34

Adopted: 14 March 2012

Revised: 11 December 2019

Revised: 24 March 2020

Revised: 17 March 2021

Revised: 19 March 2024

District Regulation

7510 - USE OF SCHOOL FACILITIES

Section: Property Date Created: March 2012 Date Edited: March 2024

General

The Board reserves the sole right to fully limit, control, and determine the conditions of any and all uses of school facilities by non-school organizations or persons. Non-school organizations (or persons) are defined as those whose activities are not under the full and direct control of the Board.

Any application and approval for facility use does not constitute a landlord-tenant relationship. It is a use permit, revocable for good cause or which may be transferred by the School Business Administrator/Board Secretary to another facility when required by a school need.

Application for use of a building will not be granted whenever, in the judgment of the Principal or School Business Administrator/Board Secretary, the health or safety of the building and/or its occupants will be affected adversely. Violation by the applicant of any rule or regulation or condition governing the use of school buildings will be cause for the cancellation of all existing use permits.

A use permit may not be transferred from one organization to another. Any attempt to so transfer a use permit will result in such permit being deemed, immediately, null and void.

No privileges for use of any facilities other than those stated in the use permit will be granted. No modifications, changes, additions, installations, or alterations to any of the building, facilities, utilities, or equipment are permitted.

Custodial personnel must be on duty the entire time a building is occupied. There will be no exceptions. Custodians, as stewards of school property, will require applicants to adhere to the rules governing rental of school building facilities. In extreme cases of violations of these rules, a custodian can require an applicant to cease all activities and vacate the premises. All fees will be forfeit by the applicant in such instances.

School buildings must be vacated by the time stipulated in the application, but not later than 10:30 p.m. (elementary schools) or 12:00 midnight secondary schools) unless special permission is granted by the School Business Administrator/Board Secretary at the time of the application. It is noted that when custodians are required to work past 12:00 midnight, different fee rates may apply.

Authorized school district personnel and Board trustees will have free access to all areas of the school facilities at all times, including periods when the facilities are used by the applicant

The following schedule of charges apply for each individual date of use for groups B, C and D.

A. Applicants Must

1. Agree to comply strictly with all township ordinances and rules and regulations of the Board of Health and Police and Fire Departments regarding public assemblies. Use of facilities will be limited to capacity approved by the local Fire Department. If it is necessary to have a uniformed fireman present to enforce this safety regulation, this will be at the expense of the applicant.
2. Provide a Certificate of Insurance with:
 - a. Liability coverage acceptable to the School Business Administrator/Board Secretary, and
 - b. That specifically holds harmless the Board of Education, its agents and employees from liability for injury or damage to any person or property of any person, on school premises during the term of the permit to the School Business Administrator/Board Secretary at least three work days in advance of the first day of use.
3. Satisfy the Board of Education's representative that they are responsible, that they will guarantee orderly behavior, and that they will underwrite any damage due to their use of any Board property. This specifically includes assumption of all responsibility by the applicant for the action of its members, invitees, and others using the facilities under its auspices. Abuse of the use permit will constitute grounds for cancellation of subsequent or reoccurring reservations ~~[already made]~~ and refusal of new reservations. The Applicant shall reimburse the Board for the costs of any and all repairs resulting from damage from the Applicant's usage.
4. Supply all equipment (other than furniture already in the school) necessary for their activities. Use of 'built-in' school equipment will be permitted if requested in the initial application for use and with the approval of the School Business Administrator/Board Secretary. School pianos may be used provided the Principal approves. Pianos may not be moved except by professional moving men arranged for and paid by the applicant. Tuning, paid for by the applicant, may only be done by professionals approved by the School Business Administrator/Board Secretary or the Principal.
5. Set up and remove (at the end of use) all equipment and materials (except school furniture) necessary for their activities at times which do not conflict with school programs.
6. Offer neither gratuities nor payments of any kind, except as outlined in these regulations, to any Board employee; nor make any arrangements for Board employees to provide any service to the applicant, which by these regulations, are the applicant's responsibility

B. Health and Safety

1. No smoking will be permitted in school buildings or on school grounds.
2. No alcoholic beverages or non-physician prescribed drugs are permitted on, or to be consumed in school buildings or on school grounds.

3. The ambient air temperature of buildings or facilities will not be raised or adjusted for non-school building uses. The applicant is asked to take special note of this regulation. Only the School Business Administrator/Board Secretary shall have authority to modify this regulation. Violation of these rules may result in the immediate cessation of the use permit with no rebate of fees.

C. Availability

1. School activities have priority in the use of school facilities.
2. Applicants may request a particular facility, and if no school program has been scheduled, the facility will be reserved for the applicant. If, in the opinion of the Board representatives, the applicant's program should be moved to another facility another facility will be made available. All reasonable attempts to make the alternate facility as equivalent as possible to that which was originally requested will be made.
3. In all instances, building facility use is subject to the availability of custodial personnel. At no time shall facility use be granted without a school employed custodian being on duty.
4. The high school football stadium and track shall only be available for use as follows (in priority order):
 - a. Teaneck High School athletics and band
 - (1) Fall - football games
 - (2) Spring - track meets
 - (3) Band - Fridays for formations (fall only)
 - b. Teaneck High School physical education program (fall).
 - c. State or league athletic association games or meets (to which THS belongs), given prior approval of the Athletic Director and School Business Administrator/Board Secretary.
 - d. Open community use of the track (all year).
 - e. Teaneck junior football regular seasons schedule and playoff home games with prior approval of the Athletic Director and the School Business Administrator/Board Secretary (fall only).
 - f. Township Recreation Department summer programs (east of the playing field and track).

D. Application Procedures

1. Non-school organizations without an organization classification may not use Teaneck public school facilities.

2. To request the use of a facility, an organization must complete an Application for Use of School Building Facilities at the building for which use is desired at least ninety calendar days in advance of the planned activity.
3. The Building Principal will review the application for completeness, fill in additional information as necessary, reserve the facility for reject, in writing, the application if the facility is not available, and forward the application to the Business Office within two work days.
4. Upon receipt of the application, the Business Office will confirm the organization's classification and certificate of insurance, contact the maintenance department for appropriate staffing, and determine fees if chargeable.
5. The Business Office will notify the applicant and the Building Principal of the arrangements and request receipt of fees (if any) no later than ten calendar days prior to the activity.
6. Usage fees will be sent to the Business Office. If user fees are not received by the tenth calendar day prior to the activity, the Business Office will supply a written cancellation notice to both the applicant and the Building Principal.

E. Applicant Classification

1. Initial Application

- a. All non-school organizations, prior to any use of school facilities, must apply to the School Business Administrator/Board Secretary and receive an organization classification at least thirty calendar days prior to the intended date of facilities use.
- b. Documentation of applicant's statements may be required when necessary to properly determine classification.
- c. Classifications will be permanent unless a re-classification is warranted.

2. Re-classification

- a. Any organization not using school facilities for two years or longer must be re-classified.

- b. If there is a change in any of the information on which the classification was based, an organization must notify the Board offices and immediately apply for a re-classification.
- c. If, in the judgment of the School Business Administrator/Board Secretary, subsequent information indicates the possible need for a re-classification, the organization must re-file for a re-classification before any further use of school facilities will be permitted.

3. Appeal

- a. If an organization disagrees with the classification assigned, it must first attempt to resolve the problem with the School Business Administrator/Board Secretary.
- b. If unresolvable, the organization may appeal, in writing only, to the Board. The appeal must set forth the reasons the organization feels it is entitled to another classification and any additional information requested by the Board must be supplied.
- c. The Board will make the final determination of classification.

4. Criteria

An organization's classification will be based on two types of criteria: characteristics and function.

- a. Function - states the organization's primary reason(s) for being:
 - (1) Group A - Organizations supporting Teaneck schools. Its programs Teaneck youth, youth activities, or service work. (Highest rank)
 - (2) Group B - Educational, intellectual, artistic and social organizations; U.S., New Jersey, Bergen County, and Teaneck Township governmental bodies and sub-units; Recognized charitable or public service organizations; Groups affiliated with recognized religious denominations but not religious services or activities. (Second highest rank)
 - (3) Group C - Not-For-Profit groups or organizations and organizations of limited purpose and interest. (Third highest rank)
 - (4) Group D - Religious services or activities commercial/ for profit organizations and political or quasi-political organizations supporting

or opposing persons, causes, principles, or opinions, or for personal purposes. (Fourth rank)

b. Characteristics - embody the organization's intent to service Teaneck schools and residents and used to further define the organization's function:

(1) Activity Center - an organization located in Teaneck primarily servicing Teaneck schools, residents, or community purposes.

(2) Membership - an organization whose membership is open to anyone expressing an interest in participating in the organizations activities and the membership rolls of the organization are fifty percent Teaneck residents.

(3) School/Community Interest - an organization whose major objectives are to serve a broad spectrum of Teaneck Schools and community interests, especially the needs of the youth of Teaneck.

F. Approved Activities

Non-school organizations may use school facilities for the following types of Board approved activities:

1. General/Membership Meeting - a general purpose meeting for the conduct of business or welfare of the membership.
2. Patriotic Observation - an activity solely for patriotic themes or activities.
3. Educational Programs or Courses/Seminars/Lectures/Exhibitions activities with a definite educational goal or instructive or informative purpose.
4. Competitions - (not sports or athletic) a competitive activity such as a tournament or judged activity.
5. Recreation/Athletics/Sports - Physical and social activities whether competitive or non competitive.
6. Concerts/Recitals/Plays/Drama - (including rehearsals) includes the broad range of artistic activities.
7. Fund Raisers - any activity for the purpose of raising funds or which results in the raising of funds for an organization or any of its purposes.
8. Religious Services - services or activities with the intent to worship. This activity is included as an approved use for individual events only.

9. Rallies/Support Meetings - an activity for the purpose of supporting or opposing, or gaining support or opposition for persons, causes, principles, or opinions.

An activity not covered by the aforelisted will be assigned by the School Business Administrator/Board Secretary for fee schedule purposes.

G. Fees

An organization whose activity is not open to the public, or who charges admission, shall have its rating, above, increased or raised by one. For example, an “A” organization charging admission shall receive a ranking of “B”.

The Board may apply conditions to certain organizations using facilities Classifications A and B. These limits may include the number, duration, and type of activities as well as waiver of fees for ordinary uses.

Fees Charged - will be as follows:

Fee charges are per daily use.

The rental fee for rehearsals shall be the full fee for the approved daily use. Saturday or Sunday = rental fee + (2.0 x custodial fee)

Holiday = rental fee + (3.0 x custodial fee)

N/A = Not available

Multiple facilities = any combination of auditorium, gym, library or cafeteria

The following schedule of charges applies for each individual date of use for groups A, B, C and D.

GROUP	<u>A</u>	B	C	D
AUDITORIUM				
Middle School	<u>\$0</u>	\$300	\$300 + Cust.	\$600 + Cust.
High School	<u>\$0</u>	\$500	\$500 + Cust.	\$800 + Cust.
High School (multiple facilities)	<u>\$0</u>	\$500 + \$200/add'l. facility	\$500 + \$200/ Facil. Cust. &	\$800 + \$500/ Facil. + Cust.

GYMNASIUMS				
(no locker rooms)				
Elementary	<u>\$0</u>		\$200 + Cust.	Not Available
Middle School	<u>\$0</u>		\$400 + Cust.	Not Available
High School	<u>\$0</u>	\$500	\$500 + Cust.	Not Available

EF GYMNASIUM (no locker rooms)				
EF Building	<u>\$0</u>	\$200	\$200	\$500
School Parking Lots	<u>\$0</u>	\$300	\$300	\$600
School Fields	<u>\$0</u>	\$300	\$300	\$600

CLASSROOMS (per room) - Note: Libraries, excluding access to technology equipment is at triple the per room rental fees, except at the high school.				
GROUP	<u>A</u>	B	C	D
Elementary	<u>\$0</u>		\$50 + Cust.	\$300 + Cust.
Middle School	<u>\$0</u>		\$50 + Cust.	\$300 + Cust.
High School	<u>\$0</u>		\$50 + Cust.	\$300 + Cust.
CAFETERIA (no kitchen)				

Elementary	<u>\$0</u>		\$200 + Cust.	\$500 + Cust.
Middle School	<u>\$0</u>		\$300 + Cust.	\$600 + Cust.
High School	<u>\$0</u>		\$500 + Cust.	\$800 + Cust.
Other Spaces High School				
Media Center				
Pupil Center				

1. The fee charged covers only the use of specific areas as approved in the application, including halls and lavatories when appropriate, and which are immediately adjacent to the approved areas. No other facilities or portions of facility may be used.
2. With regard to the use of the Teaneck High School Auditorium, all groups will be charged for the fees paid to pupil helpers (\$6.50 per hour) over and above all other fees, payable to the pupil helpers, with the understanding that:
 - a. A minimum of two pupils must be utilized to insure the proper handling and care of our facilities and equipment.
 - b. The parties using the facility must confer with the high school Stage Crew Advisor to explain what their needs will be, and to discuss how feasible these are, given the nature of our facility and the schedule of events planned for the auditorium (with the provision that school events must take precedence over outside events).
 - c. A higher fee (\$8.00 per hour) will be charged for pupils who are asked to work on Saturday or Sunday.
 - d. An additional fee of \$175 for a minimum of four hours will be required payable to the Stage Crew Advisor if special lighting or sound set-ups are needed. The four hour minimum shall include set-up and clean up time. Additional hours of support shall be at a rate of \$43.75 per hour. If it is determined that additional pupil workers are needed, they shall be compensated at the same rate noted in paragraph 2a above. If the grand piano is required to be moved, an additional fee will be assessed for the move and the tuning to keep the delicate sound equipment in fine repair.
 - e. The stage facility will be closed to all outside groups during exam review periods and during exam week as pupils simply are not available to work.
3. Custodial fees will be charged at prevailing hourly rates and shall be prepaid in advance, in accordance with the annual schedules established by the School Business Administrator/Board Secretary, for each hour or fraction thereof for each custodian

assigned to service the applicant's activity.

4. Permission to use the cafeteria kitchen must be cleared with the School Business Administrator/Board Secretary, who will determine the specific equipment that may be used by the applicant. A food service employee(s) assigned by the food service management company must be on duty in the kitchen during the period of use by the applicant. Said individual(s) is acting in the capacity of steward of school property, and shall be compensated at a rate determined by the food service company and made payable to the food service management company.

Fees Payment (except as noted above) - must be by check payable to the Teaneck Board of Education and must be received no later than ten calendar days prior to planned usage. Failure to receive full payment in advance automatically nullifies the Application for Use.

Donations towards the use of Board facilities are strongly encouraged.

Fees Waiver - no waiver of fees is permitted except by the Board upon submission by the Applicant, in writing, of proof of hardship or charitable action. In such cases, the Board reserves the right to examine the financial or other records of the applicant to ensure that hardship exists in the opinion of the Board.

H. Definitions

1. Holiday - a day designated by the Board as a holiday for all district personnel.
2. Closed to Public - an activity restricted to the membership and/or guests of an organization.
3. Open to Public - an activity for which no admission fee is charged and which anyone may participate in.
4. Suggested Donation or Suggested Contribution - an "optional" non-required admission fee. That is, a suggested charge to participate in or view an activity that does not have to be paid in order to be admitted to the activity. An organization wishing to avail themselves of the reduced fees to be charged for building use, must use the words "suggested donation" or "suggested contribution" on all advertising, tickets, etc.
5. Admission Fee - The term "admission fee" (donation, contribution, etc.) is defined and understood as an entrance fee or charge for the purpose of controlling admission to the activity and/or be a source of funds to an organization.

In the event there is a question as to whether a fee being charged is an admission fee, the matter will be referred to the School Business Administrator/Board Secretary who will make the final determination.

Charges levied for the express purpose of purchasing supplies and/or materials to be used in an activity will not be considered admission fees, provided documentation suitable to the School Business Administrator/Board Secretary is provided in advance of the facilities use. Tuition charges levied by a bona-fide educational institution shall not be considered admission fees.

I. Special Provisions

The following organizations are expected to fully comply with all School Facilities Use regulations, except fees, as noted below.

J. P.T.A. (P.T.O., P.T.S.A.)

Teaneck schools parent-teacher associations are permitted use of a school building for the purposes of meetings and fund raising in accordance with the rules and regulations on use of school buildings by non-school organizations.

1. Twelve general membership meetings per school year (no holidays or weekends) - no fee charges - maximum four hours per use.
2. Twenty-four executive Board meetings per school year (no holidays or weekends) - no fee charges - maximum four hours per use.
3. One fund-raising activity per year (no holidays), up to eight hours of custodial service - no fee charges, using school facilities unless written permission is obtained from the Board for an additional fund-raiser.

K. Scouting

Official Teaneck scout troops will be permitted the use of a school building for weekly weekday meetings of a troop. The meetings may not exceed one per week (on weekday, no weekends or holidays) and may not be longer than three hours in length. There will be no fee charges.

L. Teaneck Adult Education

The Teaneck Adult Education program is permitted the use of school facilities in accordance with Board policies relating to adult Education.

M. Teaneck Township Recreation Program

The Teaneck Township Recreation Department is permitted the use of school facilities for program activities. No rental charges will be made. Custodial fees will be charged only when and if services are specifically required for an activity, or if on a holiday, weekend, or custodial overtime situation is incurred. The Recreation Department will provide full

supervision for all of its activities, and return facilities used to the condition in which they were found.

Organizations qualifying under fee schedule classes A and B are expected to require a minimum of custodial services and leave facilities in the condition in which they were found. When more than a minimum of custodial services is required, the organization shall incur actual custodial fee charges.

N. Guidelines for use of high school auditorium

1. A blackout period will be set up around each of the three major school events (the Fall drama, the Terpsies concert, and the Spring Musical) during which no stage events will be permitted for three weeks prior to, and two days after their occurrence (this is a necessity because of the complicated sets and platforms which are usually put up for these performances. In addition, lighting plots are set during this time period, involving long stretches of time for aiming lamps, looking at the results, and then adjusting according to the needs of the event being staged).

This blackout period will not interfere with any non-stage events which are sometimes scheduled during the blackout period (for example, should there be an important meeting planned for parents in the auditorium, the performers could easily rehearse elsewhere since the use of the house, and the set up of a podium and mike do not involve what is on the stage. Less elaborate school events such as the Band Concert or the Vocal performance would need only a one week blackout period prior to and one day after each occurrence.

2. Any and all conflicts will be resolved in concert with all parties involved.

O. Insurance Coverage for Youth Sports Team Organizations

Any youth sports team organization, including cheerleaders, that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury in the amount of not less than \$50,000 per person per occurrence, insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries, which will be provided to the adult representative of the requesting organization with the application to use school facilities.

For the purpose of this Policy/Regulation, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

Issued: 14 March 2012

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Volunteer Athletic Coaches and Co-Curricular

Activity Advisors/Assistants

June 24

9181 VOLUNTEER ATHLETIC COACHES AND CO-CURRICULAR ACTIVITY ADVISORS/ASSISTANTS

The Board of Education recognizes the services of volunteer athletic coaches and co-curricular activity advisors/assistants bring unique skills to the district, enrich the athletic and co-curricular program, assist district coaching and co-curricular staff members in the performance of their duties, and enhance the relationship between the school district and the community. Therefore, the Board authorizes a program for the utilization of volunteer athletic coaches and co-curricular activity advisors/assistants in the district.

For the purposes of this Policy, “volunteer athletic coach and co-curricular activity advisor/assistant” is a person who is not paid by the Board of Education, assisting under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for the school activity.

The **Superintendent of Schools or designee** _____ will be responsible for the recruitment and screening of volunteer athletic coaches and co-curricular activity advisors/assistants and their assignment. The district is not obligated to utilize the proffered services of a volunteer ~~whose abilities or interests do not serve the needs of the school district~~ as determined by the Superintendent.

These volunteers must ~~be persons of known character, responsibility, and integrity and must be~~ recommended by the Superintendent and approved by the Board of Education prior to assuming any responsibilities.

The **Superintendent or designee** _____ will prepare and promulgate rules of conduct for volunteer athletic coaches and volunteer co-curricular activity advisors/assistants. Each volunteer athletic coach and co-curricular activity advisor/assistant will be given a copy of this Policy.

The following guidelines shall govern the service of a volunteer athletic coach and volunteer co-curricular activity advisor/assistant:

1. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may serve only under the direction and **direct immediate** supervision of **an appropriately certified or licensed** a head and/or assistant coach or activity advisor or assistant employed by the Board;



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Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants

2. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must clearly understand their duties and responsibilities and perform no services outside those duties;
3. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants serve only in a support capacity and only head or assistant coaches or activity advisors or assistants employed by the Board are responsible for the supervision and instruction provided to students participating in athletic programs or co-curricular activities;
4. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants shall respect the individuality, dignity, and worth of each student;
5. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants are not permitted access to student records;
6. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must **not disclose** ~~exercise discretion in disclosing~~ any confidential student matters the **volunteer athletic coach** or **volunteer** activity advisor/**assistant** ~~or assistant employed by the Board~~ becomes aware of as a result of their volunteer responsibilities;
7. Volunteer athletic coaches **and volunteer co-curricular activity advisors/assistants shall must** consult with the **Superintendent or designee** regarding any matters or questions regarding their duties and responsibilities;
- ~~8. Volunteer co-curricular activity advisors/assistants must consult with the regarding any matters or questions regarding their duties and responsibilities;~~
- 89.** Volunteer athletic coaches and **volunteer** co-curricular activity advisors/assistants shall receive no financial remuneration from the Board; and



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Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants

- 910.** Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent with such action to be recommended to the Board by the Superintendent at the next Board ~~m~~Meeting following relief of duties.

Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants will be screened for tuberculosis in accordance with the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.

Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants will be required to participate in all mandated trainings required for their position and any other trainings as required by the Superintendent or designee.

[Optional]

All school volunteer athletic coaches and co-curricular activity advisors/assistants must:

Choose one or more of the following:

- ☐ possess a New Jersey substitute teacher credential;
- ☒ **obtain a criminal history record check to be reimbursed by the Board.**
- ☐ sign a waiver for workers' compensation if required by the school district's insurance company;
- ☐ ~~be provide documentation that a Mantoux test has been administered; and~~
- ☐ ~~o~~Other.
- ☐ _____

N.J.S.A. 18A:6-7.1; 18A:6-7.2

Adopted:



July 2025							JULY 2025							January 2026						
Su	M	T	W	TH	F	Sa	4 Independence Day - District Closed							Su	M	T	W	TH	F	Sa
		1	2	3	4	5												1	2	3
6	7	8	9	10	11	12	AUGUST 2025							4	5	6	7	8	9	10
13	14	15	16	17	18	19	19-20 Administrator/Superintendent Workshops							11	12	13	14	15	16	17
20	21	22	23	24	25	26	26-28 New Teacher Orientation							18	19	20	21	22	23	24
27	28	29	30	31			SEPTEMBER 2025							25	26	27	28	29	30	31
							1 Labor Day - District Closed													
August 2025							2 Teachers/Paras & 10 Month Secretaries Report							February 2026						
S	M	T	W	T	F	S	2 Superintendent's Convocation							S	M	T	W	T	F	S
					1	2	4 Schools Open/Students Return							1	2	3	4	5	6	7
3	4	5	6	7	8	9	23-24 Rosh Hashanah - District Closed							8	9	10	11	12	13	14
10	11	12	13	14	15	16	Back to School Nights - Half Day / Early Dismissal							15	16	17	18	19	20	21
17	18	19	20	21	22	23	16 Bryant/TELC BTS - Half Day							22	23	24	25	26	27	28
24	25	26	27	28	29	30	18 Lacey BTS Half Day													
31							25 BFMS/TJMS BTS - Half Day													
							30 Hawthorne, Lowell, Whittier BTS - Half Day													
September 2025							OCTOBER 2025							March 2026						
S	M	T	W	T	F	S	2 Yom Kippur - District Closed							S	M	T	W	T	F	S
	1	2	3	4	5	6	9 THS Back to School Night - Half Day							1	2	3	4	5	6	7
7	8	9	10	11	12	13	13 Staff Prof. Development (Full Day) - Schools Closed(Students Only)							8	9	10	11	12	13	14
14	15	16	17	18	19	20								15	16	17	18	19	20	21
21	22	23	24	25	26	27	NOVEMBER 2025							22	23	24	25	26	27	28
28	29	30					4 Election Day - Schools Closed (Students Only)- Full Day PD (Staff)							29	30	31				
							6-7 NJEA Convention - Schools Closed													
							Fall Parent Teacher Conferences - Half Day / Early Dismissal							April 2026						
October 2025							11 Lacey Fall PT Conference / THS Fall PT Conferences - Half Day							S	M	T	W	T	F	S
S	M	T	W	T	F	S	13 Hawthorne, Lowell, Whittier Fall PT Conferences - Half Day										1	2	3	4
			1	2	3	4	20 Bryant/TJMS/BFMS Fall PT Conferences - Half Day							5	6	7	8	9	10	11
5	6	7	8	9	10	11	26 4 hour session for Students and Staff							12	13	14	15	16	17	18
12	13	14	15	16	17	18	27-28 Thanksgiving - District Closed							19	20	21	22	23	24	25
19	20	21	22	23	24	25	DECEMBER 2025							26	27	28	29	30		
26	27	28	29	30	31		8 Staff Prof. Development - Half Day for Students Only													
							24-31 Holiday Recess - Schools Closed													
							25 Christmas - District Closed							May 2026						
November 2025							JANUARY 2026							S	M	T	W	T	F	S
S	M	T	W	T	F	S	1-2 New Year's Day - District Closed												1	2
						1	5 Schools Re-open							3	4	5	6	7	8	9
2	3	4	5	6	7	8	19 MLK Jr. Day - District Closed							10	11	12	13	14	15	16
9	10	11	12	13	14	15	FEBRUARY 2026							17	18	19	20	21	22	23
16	17	18	19	20	21	22	10 Lacey Spring VIRTUAL PT Conferences Half Day							24	25	26	27	28	29	30
23	24	25	26	27	28	29	16 President's Day - District Closed							31						
30							Spring VIRTUAL PT Conferences - HALF DAY / EARLY DISMISSAL													
							19 Hawthorne, Lowell, Whittier Spring VIRTUAL PT Conferences - Half Day							June 2026						
December 2025							24 BFMS/TJMS Spring VIRTUAL PT Conferences - Half Day							S	M	T	W	T	F	S
S	M	T	W	T	F	S	26 THS Spring VIRTUAL PT Conferences Half Day								1	2	3	4	5	6
	1	2	3	4	5	6	MARCH 2026							7	8	9	10	11	12	13
7	8	9	10	11	12	13	9 Staff Prof. Development (Full Day)- Schools Closed (Students Only)							14	15	16	17	18	19	20
14	15	16	17	18	19	20	20 Eid ul Fitr - District Closed							21	22	23	24	25	26	27
21	22	23	24	25	26	27	Mar 30-Apr 3 Spring Recess - District Closed							28	29	30				
28	29	30	31				APRIL 2026													
							3 Good Friday - District Closed													
							9 Bryant/TELC Spring VIRTUAL PT Conference - Half Day													
LEGEND							MAY 2026							SUMMARY OF DAYS						
	Admin. Workshops						22 4 hour session for Students and Staff								STAFF		STUDENTS			
	New Teachers Orientation						25 Memorial Day - District Closed							AUG			0		0	
	District Closed						27 Eid Al Adha - District Closed							SEPT			19		17	
	Teachers/Paras/10Month Secretaries First Day back(Sept)													OCT			22		21	
	Superintendent's Convocation						JUNE 2026							NOV			15		15	
	Students First Day back(Sept), Re-Open (Jan)						19 Juneteenth - District Closed							DEC			17		16	
	Early Dismissal/Half Day for Students and Staff						24 Last Day Students/10 Month Staff & Secretaries Half Day for Students							JAN			19		19	
	Prof. Development						THS Class of 2026 Graduation - 6:30PM							FEB			19		19	
	Schools Closed													MAR			19		18	
	Half Day for Students													APR			19		19	
	Last Day Students/10 Month Staff & Secretaries - Half Day for Students													MAY			19		19	
	THS GRADUATION - 6:30 PM													JUN			17		17	

THE TEANECK ADVANCE

TEANECK PUBLIC SCHOOLS

EDUCATIONAL EXCELLENCE FOR ALL

Memorandum of Understanding between
the Teaneck Board of Education and
Bergen Community College

This Memorandum of Understanding is hereby made between Bergen Community College, hereinafter referred to as "BCC," and the Teaneck Board of Education, hereinafter referred to as the Teaneck Board for the purpose of continuing with the Early College Agreement, that enables Teaneck High School students to earn college credits by taking college classes at BCC on campus or online, with the possibility of earning sufficient credits as to be awarded an Associate of Arts or Associate of Science degree upon graduation from high school.

WHEREAS BCC and the Teaneck Board desire to continue with the established early college program for the benefit of the students enrolled at Teaneck High School; and

WHEREAS the curriculum will be developed in such a way that students in that program can earn an Associate of Science degree from BCC upon graduation from high school; it will be a mixture of early college, dual enrollment and AP coursework (if applicable) and

WHEREAS both BCC and the Teaneck Board are prepared to make certain modifications to their respective programs, consistent with applicable New Jersey Statutes and Code and Teaneck Board Policies, in order to honor student efforts under the Early College Agreement and to ensure that those efforts may conclude with each student receiving an Associate of Science degree

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth herein, BCC and the Teaneck Board hereby agree as follows:

1. The terms of this Memorandum of Understanding shall be incorporated into the final Early College Agreement, to be in effect beginning September 1, 2024. The parties may, by mutual agreement, modify the terms of this Memorandum of Understanding prior to the finalization of the Early College Agreement.
2. BCC and the Teaneck Board shall abide and comply with all applicable State and federal law, as well as the policies and regulations of each respective institution, as they apply to the furnishing of data, reports, and other documents as may be required to effectuate the terms of the Early College Agreement.
3. BCC shall provide the facilities, faculty, and staff necessary for the full implementation of the provisions of the Early College Agreement. All faculty and staff of BCC involved in the implementation of the provisions of the Early College Agreement shall pass the same criminal background check as is required of New Jersey Public School Employees.
4. Students covered under the Early College Agreement shall fulfill all requirements for admission to BCC as matriculation students by July 30, 2024.
5. The Teaneck Board (or each attending student) agrees to pay all tuition at the current dual enrollment rate (1/2 the current per credit rate*) and pay the full amount of all related

college/course fees, for the Fall 2024 semester and Spring 2025 semester. This amount will be received by BCC on or before the due dates determined by the Registration Office for that semester.

6. The Teaneck Board (or each attending student) agrees to purchase all books and supplies selected and approved by BCC to be used for the courses in which the Teaneck Public School students covered under the Early College Agreement are currently enrolled or shall be enrolled.

7. The residency requirement for graduating with an Associate degree in the appropriate (or designated) area, under the Early College Agreement shall be considered fulfilled when all remaining credits beyond the courses in which they are currently enrolled that are required for those degrees are taken and completed at the BCC campus as fully admitted matriculating students.

8. BCC agrees to grant students covered under the Early College Agreement applicable credit for all courses successfully completed.

9. BCC agrees to grant each Teaneck Public School student under the Early College Agreement an Associate degree in the appropriate (or designated) area, when all course requirements for that degree have been successfully completed within any applicable time, financial, residency, admission, and enrollment constraints and/or requirements specified within the Early College Agreement.

10. BCC shall indemnify, defend and hold harmless the Teaneck Board, its officers and employees, against any claim against the Teaneck Board resulting from BCC's acts or omissions and for any and all claims by any and all persons for personal injury or property damage that occur while any Teaneck Public School student is on the BCC property.

11. This Agreement shall be governed by the laws of the State of New Jersey, and any legal action arising from this Agreement shall be venue in the Superior Court of New Jersey, Bergen County.

12. This Memorandum of Understanding shall not constitute a binding precedent by either BCC or the Teaneck Board and shall not apply to any other current or future Early College program between BCC and the Teaneck Board.

13. This Memorandum of Understanding may be amended or terminated only by the mutual consent of the parties, in writing, and as signed by the appropriate representative of each party.

14. This Memorandum of Understanding may be terminated by either party with a 30-day notice, in writing.

*For schools that are outside of Bergen County or outside New Jersey, the cost would be one-half of the out-of-county or out-of-state tuition rate, respectively.

WITNESS:

Business Administrator/Board Secretary

Dated:

Teaneck Board of Education

By _____
Board President

Dated:

Witness:

Bergen County Community College Representative/VPAA

Dated:

Bergen County Community College President

By _____
Dr. Eric M. Friedman

Dated:

|

**TREASURER OF SCHOOL FUNDS REPORT
TO THE BOARD OF EDUCATION**

TEANECK BOARD OF EDUCATION
ALL FUNDS

For the Month Ending January 31, 2025

Cash Report					
FUNDS		(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balances (1) + (2) - (3)
	GOVERNMENTAL FUNDS				
1	Fund 10 - General Fund	34,713,881.65	9,092,786.63	10,113,307.55	33,693,360.73
2	Fund 20 - Special Revenue Fund	2,321,109.42	880,143.80	704,141.36	2,497,111.86
3	Fund 40 - Debt Service Fund	56,224.35	107,991.34	56,225.00	107,990.69
	Subtotal	37,091,215.42	10,080,921.77	10,873,673.91	36,298,463.28
4	Fund 30- Capital Projects Fund	34,570.47	0.00	0.00	34,570.47
5	Total Govermental Funds	37,125,785.89	10,080,921.77	10,873,673.91	36,333,033.75
	ENTERPRISE FUNDS				
6	Fund 60 - SACC & AD ED	2,170,658.56	135,349.62	71,747.74	2,234,260.44
7	Fund 61 - Food Service Fund	2,605,109.24	164,310.46	143,693.76	2,625,725.94
8	Total Enterprise Funds	4,775,767.80	299,660.08	215,441.50	4,859,986.38
	TRUST AND AGENCY FUNDS				
9	Fund 10 - Net Payroll	16,018.80	2,757,667.77	2,742,739.98	30,946.59
10	Fund 10 - Payroll Agency	398,627.58	2,485,396.24	2,471,755.18	412,268.64
11	Fund 10-Healthcare Fund	3,928,693.87	1,000,000.00	1,270,332.93	3,658,360.94
12	Unemployment Fund	23,108.40	0.00	0.00	23,108.40
13	Flexible Spending Fund	35,455.77	10,824.64	9,231.23	37,049.18
14	Fund 20-Student Activity Fund	264,026.61	20,987.08	20,018.04	264,995.65
15	Fund 20-Scholarship Fund	142,437.79	0.00	0.00	142,437.79
16	Total Trust & Agency Funds	4,808,368.82	6,274,875.73	6,514,077.36	4,569,167.19
17	Total All Funds	46,709,922.51	16,655,457.58	17,603,192.77	45,762,187.32

Prepared by:

Antoinette Kelly
Treasurer of School Funds

02/26/2025

Date

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - 6A: 23A-13.3(d)	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from)	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	2/28/2025 + or - Data	Col5/Col3	Col4+Col5	Col4-Col5
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	24,505,289	44,604	24,549,894	2,454,989	403,869	1.65%	2,858,858	2,051,121
10300 11160	Total Special Education - Instruction, Total Basic Skills/Remedial – Instruct., Total Bilingual Education –	11-2XX-100-XXX	15,582,286	6,415	15,588,701	1,558,870	(825,855)	-5.30%	733,015	2,384,725
12160 40580	Instruction, Total Undistributed Expend – Speech, OT,, Total Undist. Expend. – Other Supp. Serv	11-000-216, 217								
41080										
15180	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0.00%	0	0
17100 17600	Total School-Sponsored Co/Extra Curricul, Total School-Sponsored Athletics – Instr, Total Before/After School Programs, Total Summer School, Total Instructional	11-4XX-X00-XXX	1,106,919	6,300	1,113,219	111,322	(48,050)	-4.32%	63,272	159,372
19620 20620	Alternative Educatio, Total Other Supplemental/At-Risk Program, Total Other Alternative Education Progra, Total Other Instructional Programs - Ins									
21620 22620										
23620 25100										
27100	Total Community Services Programs/Operat	11-800-330-XXX	0	0	0	0	0	0.00%	0	0
29180	Total Undistributed Expenditures - Instr	11-000-100-XXX	15,800,420	7,707	15,808,127	1,580,813	(2,721,056)	-17.21%	(1,140,244)	4,301,869
29680 30620	Total Undistributed Expenditures – Atten, Total Undistributed Expenditures – Healt, Total Undist. Expend. – Guidance, Total	11-000-211, 213, 218, 219, 222	7,644,781	28,917	7,673,698	767,370	(261,003)	-3.40%	506,367	1,028,373
41660 42200	Undist. Expend. – Child Study Team, Total Undist. Expend. – Edu. Media Serv.									
43620										
43200 44180	Total Undist. Expend. – Improvement of I, Total Undist. Expend. – Instructional St	11-000-221, 223	1,558,484	2,757	1,561,241	156,124	(237,919)	-15.24%	(81,795)	394,043
45300	Support Serv. - General Admin	11-000-230-XXX	1,687,156	583	1,687,739	168,774	260,544	15.44%	429,318	(91,770)
46160	Support Serv. - School Admin	11-000-240-XXX	3,752,514	550	3,753,064	375,306	(226,193)	-6.03%	149,114	601,499
47200 47620	Total Undist. Expend. – Central Services, Total Undist. Expend. – Admin. Info. Tec	11-000-25X-XXX	1,578,920	18,466	1,597,386	159,739	2,327,707	145.72%	2,487,446	(2,167,968)
51120	Total Undist. Expend. – Oper. & Maint. O	11-000-26X-XXX	9,764,173	136,705	9,900,878	990,088	(85,792)	-0.87%	904,296	1,075,880
52480	Total Undist. Expend. – Student Transpor	11-000-270-XXX	9,926,788	0	9,926,788	992,679	(880,911)	-8.87%	111,768	1,873,589
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	11-XXX-XXX-2XX	16,314,570	56,577	16,371,146	1,637,115	397,006	2.43%	2,034,120	1,240,109
72020	Total Undistributed Expenditures – Food	11-000-310-XXX	0	0	0	0	0	0.00%	0	0
72120	Transfer of Property Sale Proceeds Res.	11-000-520-934	0	0	0	0	0	0.00%	0	0
72160	Increase in Sale/Lease-back Reserve	10-605	0	0	0	0	0	0.00%	0	0
72180	Interest Earned on Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0
72200	Increase in Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0
72220	Increase in Current Expense Emergency Re	10-607	0	0	0	0	0	0.00%	0	0
72240 72245	Interest Earned on Current Exp. Emergenc, Increase in Bus Adv. Res. for Fuel Costs, Increase in IMPACT Aid Reserve (General), Increase in IMPACT Aid Reserve (Capital)	10-607	0	0	0	0	0	0.00%	0	0
72246 72247										
72260	TOTAL GENERAL CURRENT EXPENSE		109,222,301	309,581	109,531,882	10,953,188	(1,897,653)	-1.73%	9,055,536	12,850,841

District: **Teaneck Board of Education****Monthly Transfer Report NJ**

Page 2 of 2

Month / Year: **Feb 28, 2025****02/28/25**

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - 6A: 23A-13.3(d)	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from)	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	2/28/2025 + or - Data	Col5/Col3	Col4+Col5	Col4-Col5
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	11,486	3,865	15,351	1,535	85,128	554.53%	86,663	(83,593)
76260	Total Facilities Acquisition and Constr	12-000-4XX-XXX	1,040,962	1,540,014	2,580,976	258,098	232,286	9.00%	490,384	25,812
76320	Capital Reserve – Transfer to Capital Pr	12-000-4XX-931	0	0	0	0	0	0.00%	0	0
76340	Capital Reserve – Transfer to Debt Servi	12-000-4XX-933	0	0	0	0	0	0.00%	0	0
76360	Increase in Capital Reserve	10-604	0	0	0	0	0	0.00%	0	0
76380 76385	Interest Deposit to Capital Reserve, IMPACT Aid Reserve (Cap) Tr to Cap Proj	10-604	0	0	0	0	0	0.00%	0	0
76400	TOTAL CAPITAL OUTLAY		1,052,448	1,543,879	2,596,327	259,633	317,414	12.23%	577,046	(57,781)
83080	TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	0	0	0	0	0	0.00%	0	0
84000 84005	Transfer of Funds to Charter Schools, Transfer of Funds to Renaiss Schools	10-000-100-56X	8,679,907	0	8,679,907	867,991	(266,821)	-3.07%	601,170	1,134,812
84020	General Fund Contrib. to School-based Bu	10-000-520-930	0	0	0	0	0	0.00%	0	0
84060	GENERAL FUND GRAND TOTAL		118,954,656	1,853,460	120,808,116	12,080,812	(1,847,060)	-1.53%	10,233,752	13,927,872

School Business Administrator Signature

Date

Professional Development

District Funded – \$6,779.06

AMENDMENT**Name:** Sandra Beckford**School or Department:** Lacey School**Conference/Seminar/Workshop:** Girls of Color: Trauma & Punitive Response**Location:** Rutgers' School of Social Worker - Virtual**Date:** 3/25/2025**Estimated Cost:** \$60.00 (District funded)**Explanation:** This webinar introduces school-based clinicians to general tenets of school based mental health services and provides school personnel with valuable perspective on adapting interventions in educational settings.

Name: Jessica Diaz and Kristine Thielman**School or Department:** THS/CST**Conference/Seminar/Workshop:** NJ Special Education Administrators Association/Lunch and Learn**Location:** Paramus, NJ**Date:** 3/07/2025**Estimated Cost:** \$11.92 (District funded)**Explanation:** Educators will develop strategies for supporting students as they transition into vocational and post-secondary paths after high school.

Name: Dr. Leslie King**School or Department:** Theodora Smiley-Lacey School**Conference/Seminar/Workshop:** 2025 Equity Now Conference**Location:** NYU Metro Center, NY, NY**Date:** 5/30/2025**Estimated Cost:** \$292.82 (District funded)**Explanation:** Welcoming, Affirming, and Healing Schools will display practical tools, and research-backed strategies and practices, and policies for creating sustainable, equity-focused spaces.

Name: Janine Lawler and Keith Orapello**School or Department:** Whittier Elementary**Conference/Seminar/Workshop:** NJ Coalition for inclusive education**Location:** Wayne, NJ**Dates:** 4/04/2025**Estimated Cost:** \$32.00 (District funded)**Explanation:** This conference will foster educators work in creating learning communities where all students with and without disabilities are supported and feel like they belong.

Name: Debra Nussbaum
School or Department: Whittier Elementary
Conference/Seminar/Workshop: Middletown Public School's Primary Years Program
Location: Middletown, Ct.
Dates: March 17 & 18
Estimated Cost: \$371.00 (District funded)

Explanation: This training ensures that the participants are familiar with the International Baccalaureate philosophy, pedagogy, and assessment methods.

Name: Ashley Sularz
School or Department: Curriculum & Instruction
Conference/Seminar/Workshop: NJAGC Conference 2025
Location: The Palace at Somerset Park, 333 Davidson Ave, Somerset NJ 08873
Dates: 4/11/2025
Estimated Cost: \$304.66 (District funded)
Explanation: This in person conference will focus on strengthening the creativity and innovation of gifted students.

Name: Ragwa Eleish
School or Department: BFMS
Conference/Seminar/Workshop: NJSLA - Science, PRISM
Location: Montclair State University, 1515 Broad St, Bloomfield NJ 07003
Dates: 3/15/2025
Estimated Cost: \$214.33 (District funded)
Explanation: This workshop will demonstrate the models in the NOSS classroom and NJSLA science.

Name: Colette Brantley
School or Department: Hawthorne School
Conference/Seminar/Workshop: The Ethics of School Social Work
Location: Virtual
Dates: 3/18/2025
Estimated Cost: \$60.00 (District funded)
Explanation: The objective of the webinar is to discuss the ethical and legal responsibility of school social workers, discussion around ethical decision-making in the school environment, and dual relationships within a school community setting

Name: Paulette Szalay, KerryAnn Rose
School or Department: Thomas Jefferson
Conference/Seminar/Workshop: Buehler Challenger and Science Center
Location: 400 Paramus Rd, Paramus NJ 07652
Dates: 4/1/2025
Estimated Cost: No Cost
Explanation: A teacher-training workshop for the simulated expedition Mars mission to prepare for the field trip in May to the Science Center.

Name: Susan Morton

School or Department: Teaneck High School

Conference/Seminar/Workshop: AP Psychology Reading

Location: Kansas City, Missouri

Dates: 6/2/2025, 6/3/2025, 6/4/2025, 6/5/2025, 6/9/2025

Estimated Cost: No Cost

Explanation: The AP Reading provides invaluable professional development, as I will collaborate with expert educators and College Board representatives to refine my understanding of the course standards and best practices in teaching and assessment. In addition, since the format and scoring criteria have changed, directly engaging in the grading process will give me a deeper comprehension of how students are expected to demonstrate their knowledge. This will allow me to better prepare my students for success on the exam.

Name: Dr. Spencer

School or Department: Superintendent of Schools

Conference/Seminar/Workshop: League of Innovative School Spring 2025 Convening

Sponsored by: Digital Promise, League of Innovative Schools

Location: Pittsburgh, PA Date(s):

March 24 – 27, 2025

Estimated Cost(s): \$1,557.18

Substitute Not Required (District Funded)

Explanation: Dr. Spencer and Ms. Le will present at the conference on the topic of the Teaneck Public School District's Election Worker Training Program.

Name: Connie Le

School or Department: Technology

Conference/Seminar/Workshop: League of Innovative School Spring 2025 Convening

Sponsored by: Digital Promise, League of Innovative Schools

Location: Pittsburgh, PA Date(s):

March 24 – 27, 2025

Estimated Cost(s): \$1,073.15

Substitute Not Required (District Funded)

Explanation: Ms. Le and Dr. Spencer will present at the conference on the topic of the Teaneck Public School District's Election Worker Training Program.

Name: Victor Anaya

School or Department: Business Office

Conference/Seminar/Workshop: 2025 NJASBO Annual Conference

Sponsored by: NJASBO

Location: Atlantic City, NJ

Date(s): June 4-6, 2025

Estimated Cost(s): \$934.00 (includes registration fee)

Substitute Not Required (District Funded)

Explanation: To attend the three (3) days of Professional Development, keynote speakers, new events, time to collaborate with your colleagues, and honor the Distinguished Service Award winners and School Business Administrator of the Year for 2024-25

Name: Nancy Loiacono
School or Department: Business Office
Conference/Seminar/Workshop: 2025 NJASBO Annual Conference
Sponsored by: NJASBO
Location: Atlantic City, NJ
Date(s): June 4-6, 2025
Estimated Cost(s): \$934.00 (includes registration fee)
Substitute Not Required (District Funded)

Explanation: To attend the three (3) days of Professional Development, keynote speakers, new events, time to collaborate with your colleagues, and honor the Distinguished Service Award winners and School Business Administrator of the Year for 2024-25

Name: Jenine Kea
School or Department: Business Office
Conference/Seminar/Workshop: 2025 NJASBO Annual Conference
Sponsored by: NJASBO
Location: Atlantic City, NJ
Date(s): June 4-6, 2025
Estimated Cost(s): \$934.00 (includes registration fee)
Substitute Not Required (District Funded)

Explanation: To attend the three (3) days of Professional Development, keynote speakers, new events, time to collaborate with your colleagues, and honor the Distinguished Service Award winners and School Business Administrator of the Year for 2024-25

FIELD TRIP

District Funded - \$6,580.00 Parent Funded-\$19,440.00 PTA Funded \$1,100.00
Grand Total: \$27,120.00

Trip Leader(s): Katie Cannao, Margot Mack

School or Department: Teaneck High School

Trip Planned: L'Oreal Headquarters - Women's Future Leadership Forum

Location: Clark, New Jersey

Number of Students: 30

Date(s): March 28, 2025

Estimated Cost: \$660.00 (District funded)

Substitute Required

EXPLANATION: Through an executive panel discussion and one-on-one mentoring, students will benefit from meeting and talking with inspirational female role models from various business industries.

Trip Leader(s): Aknaris Diaz, Kharisma Bettis, Jennifer Taylor

School or Department: Teaneck High School

Trip Planned: Fairleigh Dickinson University

Location: Madison, New Jersey

Number of Students: 40

Date(s): April 4, 2025

Estimated Cost: \$0.00 (No cost to the district)

No Substitute Required

EXPLANATION: Junior students will attend an in-person college fair with representation from over 50 colleges and universities.

Trip Leader(s): Lorena Valer, Zara Matragas, Jennifer Domingues, Victor Hernandez, Tara Costa, Jaqwaysia Edge, Ellen Buechel, Three Paraprofessionals, 13 Parent Chaperones

School or Department: Hawthorne Elementary School

Trip Planned: Turtle Back Zoo

Location: West Orange, New Jersey

Number of Students: 80

Date(s): May 20, 2025

Estimated Cost: \$2925.00 (\$2265.00-Parent funded), (\$660.00-PTA funded)

Substitute Required

EXPLANATION: Second grade students will learn about animal habitats, conservation, and the importance of protecting wildlife.

Trip Leader(s): Elizabeth Woo, Betty Garcia, Tara Costa, Claudette Peterkin, Ellen Buechel, 15 Parent Chaperones

School or Department: Hawthorne Elementary School

Trip Planned: Field Station: Dinosaurs

Location: Leonia, New Jersey

Number of Students: 49

Date(s): May 21, 2025

Estimated Cost: \$1665.00 (\$1225.00-Parent funded), (\$440.00-PTA funded)

Substitute Required

EXPLANATION: Kindergarten students will learn about dinosaurs by engaging in hands-on and interactive activities.

FIELD TRIP

Trip Leader(s): Adria Warfield, Jamie Boyle, Todd Murphy, Linea Rondael, Luke Short, Dana Butler

School or Department: Teaneck High School

Trip Planned: New Jersey Performing Arts Center

Location: Newark, New Jersey

Number of Students: 72

Date(s): May 9, 2025

Estimated Cost: \$700.00 (District funded)

Substitute Required

EXPLANATION: Students in dance classes will be exposed to professional-level choreography and performance.

Trip Leader(s): Kharisma Bettis, Aknaris Diaz, Natasha Green, Sean Holland, Kelvin Reese, Christine Mayers, Nurdan Musa, Gina Petrosi-Higgins, Gabriel Tavarez, Margot Todman-Mack

School or Department: Teaneck High School

Trip Planned: Six Flags Great Adventure- (Grad Night)

Location: Jackson, New Jersey

Number of Students: 120

Date(s): June 6, 2025

Estimated Cost: \$13,800.00 (Parent funded)

No Substitute Required

EXPLANATION: This is an end of year senior class trip.

Trip Leader(s): Christina Castelbuono, Valerie Johnson, Lindsay Fisher, Spencer Jones Sheena Stanislaus, Megan McBryde, Jen Orilio, Cecilia Chan, 12 Parent Chaperones

School or Department: Thomas Jefferson Middle School

Trip Planned: Junior Achievement - BizTown

Location: Edison, New Jersey

Number of Students: 120

Date(s): April 3, 2025

Estimated Cost: \$1980.00 (District funded)

No Substitute Required

EXPLANATION: This field trip gives fifth graders the chance to put their knowledge of money management into practice in a realistic but simulated environment.

Trip Leader(s): Joanna Ebert, Claudia Califano, Sonia Aprea, Kelly Misol-Kulig, Sean Gordon, Eileen Mursch, Shanice Wright, Merin Matarazzo, Alyssa Jackson, Belkis Petrus, Jeremiah Robles, Lauren Mattiace

School or Department: Benjamin Franklin Middle School

Trip Planned: Junior Achievement - BizTown

Location: Edison, New Jersey

Number of Students: 97

Date(s): April 2, 2025

Estimated Cost: \$1980.00 (District funded)

No Substitute Required

EXPLANATION: This field trip gives fifth graders the chance to put their knowledge of money management into practice in a realistic but simulated environment.

FIELD TRIP

Trip Leader(s): Tiffany Echavarria, Scott Bushoven, Chris Hernandez, Dalia Cohen, Monique Frazier-Ellington, Eight Parent Chaperones

School or Department: Lowell Elementary School

Trip Planned: Newark Museum

Location: Newark, New Jersey

Number of Students: 50

Date(s): April 24, 2025

Estimated Cost: \$2150.00 (Parent funded)

No Substitute Required

EXPLANATION: Second-grade students will learn about community, culture, and traditions through hands-on activities and storytelling.

Trip Leader(s): Marissa London, Marc Calello

School or Department: Teaneck High School

Trip Planned: Metropolitan Museum of Art

Location: New York, New York

Number of Students: 20

Date(s): April 11, 2025

Estimated Cost: \$660.00 (District funded)

Substitute Required

EXPLANATION: Art club students will be examining visual art cross-culturally and from different time periods.

Trip Leader(s): Adria Warfield, Linea Rondael, Jamie Boyle, Jennifer Kolb, Breanne Millet

School or Department: Teaneck High School

Trip Planned: Benjamin Franklin and Thomas Jefferson Middle Schools

Location: Teaneck, New Jersey

Number of Students: 65

Date(s): April 23, 2025

Rain Date: April 25, 2025

Estimated Cost: \$0.00 (No cost to the district)

Substitute Required

EXPLANATION: Middle school students will have the chance to witness dance performed at a higher level during this field trip, which will inspire them to pursue their love of the art form and generate new ideas.

AMENDMENT

Trip Leader(s): Colleen Pagan and Vatreille Graves

School/Department: Benjamin Franklin Middle School

Trip Planned: Stop and Shop

Destination: Teaneck, NJ

Date(s): 3/18/25

Estimated Cost: \$0.00

Explanation: The students in the Autism/MD and Transition classes participate in structured community outings and activities as part of the curriculum in correlation with IEP driven goals.

Trip Leader(s): Abdoulaye Diallo, Yvette Ortega-Ulubay

School or Department: Teaneck High School

Trip Planned: Montclair State University/Faubourg Restaurant

Location: Montclair, New Jersey

Number of Students: 15

Date(s): April 4, 2025

Estimated Cost: \$600.00 (District funded)

Substitute Required

EXPLANATION: French club students will gain a deeper understanding of how studying French can open doors to academic, professional, and cultural opportunities. Afterwards, students will have lunch at Faubourg French Restaurant.

Tuitions

March 2025

Student ID#	Placement	Tuition	Start Date	1:1 Aide
105447	Windsor Learning Center	\$74,445.00		
107588	Sage Alliance	\$74,878.20		
105754	Hopestone Academy	\$74,559.38	9/4/2024	\$46,440.00
		\$223,882.58		\$46,440.00
	Grand total	\$270,322.58		

Fundraising Activities by School

School or Department: Teaneck High School

Activity: **SNAP Fundraiser**

Sponsoring Organization: Boys' Tennis

Name of Sponsors: John Paladino, Staff Member

Participants: Student athletes to Boys' Tennis Team.

Date(s): March 13 – June 2025

Location: After school throughout the months of March and June.

Estimated funds to be raised by this activity: \$3,000

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for equipment, end of the year celebration, and Senior Day.

School or Department: Teaneck High School

Activity: **Bake Sale**

Sponsoring Organization: Boys' Tennis

Name of Sponsors: John Paladino, Staff Member

Participants: Student Athletes would sell to Boys' Tennis Team

Date(s): March 14 – June, 2025

Location: After school throughout the months of March and June.

Estimated funds to be raised by this activity: \$700

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for equipment and end of year celebration and Senior Day.

School or Department: Thomas Jefferson Middle School

Activity: **Double Good Popcorn Sale**

Sponsoring Organization: National Junior Honor Society Fundraiser

Name of Sponsors: Ms. Odatalla, Principal

Participants: Faculty/NHS Members would sell to faculty, students, parents, family and friends.

Date(s): March 13 – June 19, 2025

Location: Online

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for NJHS folders, certificates, pins for the Induction Ceremony, and Cords for Graduation.

Fundraising Activities by School

School or Department: Benjamin Franklin Middle School

Activity: **Dance Showcase Costume Fundraiser - TShirts**

Sponsoring Organization: Dance Program – BFMS & TJMS

Name of Sponsors: Dana Butler, staff member

Participants: Dance students to middle school students and family members

Date(s): March 3 – April 4, 2025

Location: Main office lobby during the 2024-25 school year.

Estimated funds to be raised by this activity: \$3,200

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for costumers for the 2025 Spring Dance shows.



District 16-N

Charitable Foundation Inc.

secretary@lions16nfoundation.org



The Lions District 16-N Vision Screening Team, (the "Team") consists of various volunteer Lions from many clubs within the geographic area of District 16-N which is the 7 northernmost counties of New Jersey: Bergen, Hudson, Passaic, Essex, Morris, Sussex, and Warren Counties.

The Team uses the Welch-Allyn SPOT vision screener to conduct the screenings. These are performed at a distance of about 3 feet from each student or individual to be screened. We do not touch the students or individuals in any way nor administer any eye drops as we are volunteers not eye care professionals.

This device screens students/individuals for the following potential issues:

- **Hyperopia:** "Far-sightedness" is the difficulty seeing objects that are near. Untreated this can contribute to "crossing of the eyes" but can be corrected with glasses.
- **Myopia:** "Near-sightedness" is when the eyes focus incorrectly, making distant objects appear blurred. It can be treated with glasses.
- **Astigmatism:** A condition in which the cornea has an abnormal curve causing out-of-focus vision.
- **Anisometropia:** This condition can adversely affect the development of binocular vision in infants and children. The brain will often suppress the vision of the blurrier eye in a condition called Amblyopia or "lazy eye."
- **Strabismus:** Eyes are not directed to an object simultaneously. Sometimes the eyes deviate outward and sometimes inward.

If a student or person does not pass, we have the ability to print out the results of that specific students or persons potential issue(s) which are indicated in red. These are given to each school nurse at the conclusion of the screening in a school setting, or to the individual being screened in a community-based setting. The nurse will contact the parent and explain that a complete eye examination with dilatation is recommended for further investigation and resolution.

For individuals in a non-school or community setting for any referral we recommend that individual schedule a complete eye examination with dilatation for further investigation and resolution.

The screening process is quick, less than 1 minute per student/person. Depending on the number of students (and faculty members) or individuals to be screened, will determine how many screening teams we bring into the school or event setting. Teams

consist of 2 Lions, one who actually performs the screening while the other takes care of the paperwork for each student or person being screened.

We ask that a class list in Excel format of "First Name, Last Name, Birth Date (or Age) and Gender" be provided in advance of the screening as the algorithm in each SPOT vision screener will determine if a child's vision is within (pass) or outside of (did not pass/refer) normal range for that age and gender.

For community-based settings we will need either the date of birth or the age of the person being screened. I have forms that I can send to you for this purpose.

We also need a room with controllable lighting and electrical outlets for our printers. Large gymnasiums and auditoriums are not conducive to a successful screening. Classrooms, Media Centers, All-Purpose Rooms, and Libraries are all great locations to successfully conduct a screening.

Specifically for school settings the Team requests that the school nurse be present along with the faculty member/teacher of the class being screened. You know your student body, we do not. Your presence will immediately resolve any issues with a student's name or any other situation that may arise. As we also arrive with equipment, on-site parking is also requested.

We have successfully screened over the past 5+ years in many school districts and day care settings.

Free eye examinations and eye glasses are NOT part of this program. There are programs with Target, Walmart, Essilor, Lens Crafters, Vision Works, and the Commission for the Blind and Visually Impaired of New Jersey that can assist if there are any financial considerations. Local Lions clubs may assist albeit on a limited basis.

Attached is some information you will need to consider having the Team come into your schools.

We have also successfully used an Opt-Out letter where a parent or guardian does NOT want their child screened. This reduces the back-and-forth paperwork of permission slips. This is offered to you as an option.

Any Word document form can be modified to fit your specific situation.

We have covered a great deal of information on our program. **If you have any questions, or would like to schedule a screening at your school(s) please contact Lion Glenn Elliot at: glennelliot78@gmail.com.**



District 16-N

www.lions16n.org

VISION SCREENING

WHY is vision screening important?

The first few years of a child's life are critical in the development of good vision. Children should have their vision checked for issues such as misaligned eyes, and problems that need correction with eyeglasses. These problems are not always evident by simply looking at a child. Young children often compensate for vision problems so well that parents, teachers, and pediatricians are unaware of a problem. Many common vision robbing conditions such as "lazy eye" can be effectively treated if detected in a child's formative years.

Lions KidSight USA, a Lions Club community service program, provides a simple, non-invasive and cost-free vision screening test performed on young children. It requires no medication or preparation and is PAINLESS. It does require parental permission. 80% of learning is visual and vision problems undetected by the age of 7 can become permanent.

Lions KidSight USA screens for the following:

- **Hyperopia:** "Far-sightedness" is the difficulty seeing objects that are near. Untreated this can contribute to "crossing of the eyes" but can be corrected with glasses.
- **Myopia:** "Near-sightedness" is when the eyes focus incorrectly, making distant objects appear blurred. It can be treated with glasses.
- **Astigmatism:** A condition in which the cornea has an abnormal curve causing out-of-focus vision.
- **Anisometropia:** This condition can adversely affect the development of binocular vision in infants and children. The brain will often suppress the vision of the blurrier eye in a condition called Amblyopia or "lazy eye."
- **Strabismus:** Eyes are not directed to an object simultaneously. Sometimes the eyes deviate outward and sometimes inward.

<http://www.lions16n.org> - "We Serve" - <http://www.lionsclubs.org>



District 16-N

www.lions16n.org

EXAMEN DE LA VISTA

¿Por qué es el examen importante visión?

Los primeros años de vida de un niño son fundamentales en el desarrollo de una buena visión. Los niños deben tener su examen de la vista para asuntos tales como los ojos mal alineados, y los problemas que necesitan corregirse con gafas. Hay problemas que son la nota siempre es evidente con sólo mirar a un niño. Los niños pequeños a menudo compensan los problemas de visión tan bien que los padres, maestros, y los pediatras son conscientes de un problema. Muchas condiciones robando comunes de la visión como "ojo vago" se pueden tratar eficazmente si se detecta en los años formativos de un niño.

Lions KidSight USA, un programa de servicio a la comunidad Club de Leones, ofrece una sencilla prueba de revisión, no invasivo y libre de costo visión realizada en niños pequeños. No requiere ningún medicamento o preparación y no causa dolor. Se requiere permiso de los padres. 80% del aprendizaje son los problemas visuales y de visión no detectados por la edad de 7 años pueden convertirse en permanentes.

Lions KidSight USA chequea la vista para lo siguiente:

- **Hipermetropía:** "hipermetropía" es la dificultad para ver objetos que están cerca. Si no se trata puede contribuir a este "cruce de los ojos", pero puede corregirse con gafas.
- **Miopía:** "miopía" es cuando los ojos no enfocan correctamente, haciendo que los objetos distantes se ven borrosos. Puede ser tratada con gafas.
- **Astigmatismo:** Una condición en la cual la córnea tiene una curva anormal que ocasiona una visión de foco.
- **Anisometropía:** Esta condición puede afectar negativamente el desarrollo de la visión binocular en bebés y niños. El cerebro a menudo suprime la visión del ojo más borrosa en una condición llamada ambliopía u "ojo vago".
- **Estrabismo:** Los ojos están dirigidos ni a un objeto al mismo tiempo. A veces los ojos se desvían hacia el exterior y, a veces hacia dentro.

<http://www.lions16n.org> - "We Serve" - <http://www.lionsclubs.org>

Event ID: 46667543



Maggiano's Little Italy Hackensack

The Shops at Riverside Square
Hackensack, NJ 07601

THS Fencing Team

Thursday, March 13, 2025

EVENT CONTRACT

ACCOUNT: Teaneck High School

CONTACT: Danielle Jones

ADDRESS:

EMAIL: daniellejones3366@gmail.com

PHONE: 201-658-4288

SALES MANAGER: Rachel Hammada

EMAIL: hackensack.banquet@maggianos.com

PHONE: 201-221-2040

EVENT SUMMARY

Name	Date	Location	Time	Areas	Event Type	Guests	Gtd	Rental	Event F&B Min
THS Fencing Team	3/13/2025	Maggiano's Little Italy Hackensack	6:30 pm – 10:00 pm	Domenico	Sports	30			\$1,200.00

FOOD

Qty		Price	Total
30	SIGNATURE FAMILY STYLE DINNER	\$59.00	\$1,770.00
	Ages 5-11	\$25.00	
	Child/Children Under 5		
	<i>Served with Freshly Baked Bread</i>		
	<i>Regular and Decaffeinated Coffee, Hot Tea, Iced Tea, and Assorted Sodas.</i>		
	FIRST COURSE		
	Crispy Mozzarella		
	Stuffed Mushrooms		
	Italian Chopped Salad		
	Caesar Salad		
	SECOND COURSE		
	Spaghetti with Marinara Sauce		
	Fettuccine Alfredo		
	Chicken Parmesan		
	Salmon, Lemon & Herb		
	THIRD COURSE - DESSERTS		
	Chocolate Layered Cake		
	Apple Crostada		

BEVERAGE

Qty	Price	Total
CONTRACTED BEVERAGES ONLY - Regular and Decaffeinated Coffee, Hot Tea, Iced Tea, and Assorted Sodas Espresso & Cappuccino Beverages Are Not Available NO BAR REQUIRED - Host has requested no bar with alcohol set up in the room.		

SETUP

Host has access 1 hour prior for Setup

Max Capacity is 50 guests

***** SETUP *****

Round Tables of

Gift Table

House Linen

House Centerpiece: Votive Candle in a Cylindrical Mercury Glass Vase

Tables will be Preset with Glasses, Plate-ware, & Silverware

Personalized Menu Cards at each Table

Piped in Music

No confetti/glitter allowed. A \$150 clean up fee per room will be added to final bill if confetti/glitter is used.

No items may be hung or attached to the walls, mirrors or ceiling. No adhesive on the walls. Repair fee will apply.

Billing: If no other payment is presented at the conclusion of the event, the credit card on file will be charged for final payment.

TAX EXEMPT - CERTIFICATE ON FILE

SPECIAL INSTRUCTION

First course serve time: 7:00

Allergies:

Dietary restrictions:

ESTIMATED BILLING

*****BILLING REQUIREMENT*****

Final Payment is due at the conclusion of the event.

A maximum of three credit cards may be used for final payment.

If no other payment is presented at the conclusion of the event, the credit card on file will be charged for final payment.

	Total
Food	\$1,770.00
Event Fee	20.0% \$354.00
Subtotal	\$2,124.00

Sales Tax	0.0%	\$0.00
Food & Beverage Tax	0.0%	\$0.00
Optional Gratuity	0.0%	\$0.00
Sales Minimum	\$1,200.00 Total	\$0.00
	-\$1,200.00 Met	
Grand Total		\$2,124.00
Deposit (Due 2/6/2025)	Unpaid	\$600.00
Estimated Amount Due		\$2,124.00

THS Fencing Team

Thursday, March 13, 2025

TERMS AND CONDITIONS

TERMS AND CONDITIONS

1. SALES MINIMUM:

a. The sales minimum for the Function is \$1,200.00 (the "Minimum"), and does not include tax or 20% event fee. The 20% event fee is an administrative fee retained entirely by Maggiano's for the set up and administration expenses related to hosting your Function. The event fee is not a tip and is not distributed to servers, bartenders or other service employees working your Function. The employees working your Function are non-tipped employees, and are compensated at a higher hourly wage. Tipping is not required and is at your discretion. Client agrees it is fully responsible for the Minimum and all charges incurred above the Minimum. If the Minimum is not met, the difference will be charged as the "Room Rental".

b. Separate Minimums shall be applied for each meal period. Should Client need to extend their Function beyond the designated End Time listed above, Client must request such extension from Maggiano's prior to the End Time of the Function. Based on room availability, Maggiano's, in their sole discretion, may or may not be able to accommodate such request. Maggiano's reserves the right to charge an overage fee for Functions which extend beyond their End Time.

2. GUEST COUNT:

The Final Guest Count (Agr.) is guaranteed by Client and must be received by Maggiano's via phone, fax or email three (3) business days prior to the commencement of the Function. Otherwise, the guest count listed on this Contract will be final and not subject to change. Maggiano's cannot be responsible for the services to more than ten percent (10%) over the Final Guest Count above without prior consent of management, and Maggiano's reserves the right to charge a fee in its discretion for any overage from the Final Guest Count.

3. DEPOSITS/CANCELLATIONS:

The deposit required to secure the Function is \$600.00 due with this signed Banquet Function Contract (the "Contract") on 2/6/2025. All deposits are non-refundable. The Client will be charged the Minimum, tax and event fee, if a cancellation is received within seven (7) days of the Function.

4. MENU/BANQUET EVENT ORDER:

Final menu and Function details are due 2/10/2025 or no later than 4 weeks prior to your event date. A Banquet Event Order ("BEO") will be generated and forwarded to Client for signature. Published menu prices are subject to an annual increase of up to 10% per year. The BEO must be signed upon receipt and returned to the Banquet Sales Office prior to the function date to confirm all menu selections and event details.

5. PAYMENT:

Final payment is due 3/10/2025 in no event later than the conclusion of the Function. Prices do not include any applicable sales tax (on Function date), government imposed surcharges or 20% event fee. Proof of valid tax exempt status must be on file prior to the Function. A Credit Card Authorization Form must be on file and the amount due and owing at the conclusion of Function will be charged to it if other payment is not made. If cancellation is received within seven (7) days of the Function, the full amount of the Minimum, tax and event fee will be charged to the credit card on file. If Client is unable to provide a Credit Card Authorization Form, then Client must pay the estimated charges (based on the Minimum, plus tax and event fee) no later than fourteen (14) days prior to the Function, and any additional charges incurred during the Function must be paid by Client at the conclusion of the Function. If glitter/confetti is used during the Function, there will be a \$150 clean up fee per room included to the final billing. Acceptable methods of final payment are cash, credit cards, gift cards, gift certificates, or other gift coupons. The aggregate amount of gift cards, gift certificates or other gift coupons permitted toward final payment may not exceed \$1,000.00.

6. FORCE MAJEURE:

Performance of this Contract by Maggiano's and/or Client shall be excused if such performance is prevented or impaired due to circumstances beyond their control, including fire, flood, earthquake, utility outages, elements of nature or acts of God, riots, civil disorders, strikes, lockouts, or labor differences or acts of terrorism, federal and state or local government requisitions. In no event shall Maggiano's and/or Client be responsible for loss of profit or other collateral or consequential

damages. The responsibility of Maggiano's will be limited to refunding all deposits or crediting the Client's house account for a future function.

7. INDEMNIFICATION:

- a. Maggiano's will not be liable for damage to, or loss of any merchandise displayed or left anywhere on the Premises. Maggiano's and/or Client (in such capacity, an "indemnifying party") agrees to indemnify, defend and hold harmless the other, and its partners, directors, officers, employees, agents and representatives (collectively, "indemnified parties"), from and against all claims, causes of action, liabilities, losses, damages and expenses, including reasonable attorneys' fees suffered or incurred by an indemnified party as a result of (a) bodily injury, death, or damage to tangible personal property, to the extent caused in whole or in part, by the negligence or willful misconduct of an indemnifying party or any of its guests, employees, agents or representatives, including contractors and suppliers engaged by it, in connection with the Function, or (b) any violation of applicable law, rule, regulation or ordinance by the indemnifying party or any of its employees, agents or representatives, including contractors and suppliers engaged by it.
- b. No entertainment, food or beverages of any kind will be permitted to be brought into Maggiano's by the Client or his/her guests or invitees without the prior written consent of Maggiano's. Failure to secure prior written consent of Maggiano's can result in denying access or cancellation of Function. As a condition to bringing any outside food or beverages onto the Premises, Client agrees to sign Maggiano's standard Indemnification Agreement for Third Party Food & Beverage, prior to the Function.

8. FUNCTION SPACE:

- a. Rooms: Client is aware that adjacent banquet rooms may be in use and involve, without limitation, music, audio visual presentations, and other large social gatherings. Maggiano's makes no representation or warranty regarding use of any other banquet or dining room at the Premises during the Function.
- b. Maggiano's reserves the right, in their reasonable discretion, to re-assign the "Room", as referenced on page 1 to a similar banquet room within the Premises. Client will be notified prior to the Function if the Room has been re-assigned.
- c. Client agrees not to cause or permit any unreasonably loud noise, music or activity in the Room that disturbs the rights, comforts, and enjoyment of the other restaurant guests, and acknowledges that Maggiano's reserves all rights to handle accordingly.

9. MISCELLANEOUS:

- a. Maggiano's shall comply with all applicable federal, state, and local laws, regulations, and ordinances, including the sale and service of alcoholic beverages. Maggiano's reserves the right to ask for proper identification prior to serving alcoholic beverages to any guest. Maggiano's reserves the right to refuse to serve any person under the influence of alcohol or any controlled substance, or to request that such a person leave the Premises.
- b. Maggiano's reserves the right to require reasonable security personnel be utilized at the Function. Such security personnel must be acceptable to Maggiano's, and the costs of such security will be borne solely by Client.
- c. Maggiano's reserves the right to enforce its standards concerning dress and decorum at the Function.
- d. Audiovisual Equipment: The Banquet Department will arrange for the rental of the audiovisual equipment which the Client may require for meetings or program activities. All additional costs for equipment are Client's sole responsibility. The Banquet Department must be notified of the requirements at least 72 hours in advance of the Function. Maggiano's cannot be responsible for the storage of the audiovisual equipment brought in by the Client.
- e. Maggiano's will not be responsible for packages sent to the Premises for use at a Function, unless such packages are delivered to the Premises, at the address set forth above, not more than three (3) working days prior to the Function date, and are properly labeled to include the following:
Hold for arrival. Attn: (Client/Guest Name and Organization), Arrival Date (00/00/00),
Complete return address, Banquet Manager's Name, Number of boxes (i.e., Box 1 of 1, etc.)
- f. This Contract is made in the State where the Premises are located, and shall be construed and enforced in accordance with the laws of such state. This Contract together with the Banquet Event Order constitutes the entire agreement between the parties and may not be modified or amended except by an instrument in writing signed by both the Client and Maggiano's.
- g. If any provision of this Contract shall be contrary to the laws or jurisdiction in which the same shall be sought to be enforced, the illegality or unenforceability of any such provision shall not affect the other terms, covenants, terms or conditions hereof, and the remainder of this Contract, or the application of such illegal or unenforceable term or provision to persons or circumstances other than those as to which this Contract is held to be illegal or unenforceable, shall not be affected thereby and each term and provision of this Contract shall be valid and enforced to fullest extent permitted by law.

h. Any modifications to this form Contract sent to Client from Maggiano's shall be invalid and of no force and effect without a mutually agreed upon fully signed amendment to this Contract.

The undersigned acknowledges that they are a duly authorized signatory of Client, and have read, understand and accept this Contract and all stipulations, and agree to comply with same.

Optional Gratuity

Gratuity is based on original total and may be selected here. Gratuity will appear in final invoice.

☐ Other

Client Signature

MVP Productions

INVOICE

#001

Issued 2/5/2025

FROM

MVP Productions

BILL TO

Teaneck High School Prom

kbettis@teaneckschools.org

Description	QTY	Price, USD	Amount, USD
Photography Services	1	\$350.00	\$350.00
Videography Services	1	\$350.00	\$350.00
Total			\$700.00

NOTES & PAYMENTS INSTRUCTIONS

Prom May 28th,2025

Westmount Country Club 6pm-10pm

From:**H and H Photo Booth**

H and H Photo Booth LLC.

Rentals / Photo booths

(551) 226-5115

[\[email protected\]](#) ([/cdn-cgi/l/email-protection](#)).**Bill To:** **Gabe Taveresa**[\[email protected\]](#) ([/cdn-cgi/l/email-protection](#))**Project:** **Teaneck High School 2024 Prom**

Type 360 For Non-Profit

Date May 28, 2025

Time TBD

Location Westmount Country Club, 728 Rifle Camp Rd, Woodland Park, NJ 07424, USA

TEANECK HIGH SCHOOL 2024 PROM PROPOSAL

Version 1

PROPOSAL

	QTY	UNIT	PRICE	TAX	TOTAL
Digital Selfie Photo Booth	1.0		\$300.00		\$300.00
We bring the Digital Photobooth to your event for only \$300.					
Free Custom Template					
Free Setup/Breakdown					
Your guest can take unlimited pics, gifs, boomerang's and share them instantly on their phone, via text and email. Our Digital Photobooth is so easy to use, even your children can use the user-friendly Digital Booth.					
On the day of the event, one of our technicians will setup, test, and make sure someone at the event knows how to operate the booth. After the booth is setup, we will depart and come back at the end of the event to pick up the booth. All done in 15-20 mins.					
Contact us to see how a drop-off photo booth can make your event shine.					
360 Video Booth for Non-Profit	1.0		\$500.00		\$500.00

Our 360 Booth allows you to be moving and grooving while your video is being taken at lightning speed. Simply step onto the platform, decide on what killer moves you're going to bust out, and wait for the camera to start spinning!

Each event includes:

- Automatic 360 Platform (Fits up to 4 people)
- Photo Booth Assistant
- High Quality Slo-Mo Videos
- Photo Booth Props
- Video Border (Client choose color and wording)
- Guest receive their video via Text Message, Apple Air Drop an QR Code Scanning
- Host receives a link to all videos taken 48 hours post event
- Setup and takedown

Subtotal:		\$800.00
Total Amount:		\$800.00

PAYMENT PLAN

1.	\$200.00	Dec 17, 2024	#318294-000405	UNPAID
2.	\$600.00	May 7, 2025	#318294-000406	UNPAID

Total Amount: **\$800.00**

CONTRACT

THS								
DEVICE	LOCATION	COMPANY	MODEL #	S/N	ISSUE	ASSET TAG	NOTES	Deprovisioned
CHROMEBOOK	Tech Office	Lenovo	100e	P203DVMK	EOL	5108		y
CHROMEBOOK	Storage Room	Samsung	500C	0MWB91AH906898B	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	15ZBJ33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	16DLB52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	16HZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	185CJ33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	1B0XS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	1GVZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	1HNYS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	1HVZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	1JTZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	1LCZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	1MRJB52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	1PPWS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	1TT8J33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	1YRJB52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	1YYWS33	EOL			y
CHROMEBOOK	Storage Room	Dell	Latitude E430	26CSVY1	EOL			y
CHROMEBOOK	Storage Room	Dell	11	2B1DB52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	2C8HTQ3	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	2CWYS33	EOL			y
CHROMEBOOK	Storage Room	Dell	Latitude E430	2DLSVY1	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	2FCZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	2GJHT33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	2J5BJ33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	2JLBB52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	2NCHT33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	2NPWS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	2RT8J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	2S3ZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	2VBDH33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	2WRJB52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	2X0YS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	31FHT33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	328CJ33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	32FHT33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	38T3J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	3CJCJ33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	3G89J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	3J8WH33	EOL			y
CHROMEBOOK	Storage Room	Dell	Latitude E430	3P8CHV1	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	3Q89J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	3TKHT33	EOL			y

THS								
DEVICE	LOCATION	COMPANY	MODEL #	S/N	ISSUE	ASSET TAG	NOTES	Deprovisioned
CHROMEBOOK	Storage Room	Dell	3100	3X89J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	430ZCF3	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	49FBJ33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	49T8J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	4F80NN3	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	4F9GT33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	4HT8J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	4K89J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	4KT9J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	4L29J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	4NNBJ33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	4THYS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	4V1WX04	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	4W29J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	4W4CJ33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	4W8GT33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	4YT8J33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	536BB52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	53HZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	54CZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	59QZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	5BJGT33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	5DJHT33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	5FZ9J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	5G0YS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	5GSGT33	EOL			y
CHROMEBOOK	Tech Office	Dell	3100	5HL0YF3	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	5J5YS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	5J6ZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	5JLBB52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	5JQHH33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	5JXWS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	5KT8J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	5LVZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	5S1ZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	5VRJB52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	5W89J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	5Z0YS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	64PXS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	65PXS33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	6B03B52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	6B89J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	6GWZS33	EOL			y

THS								
DEVICE	LOCATION	COMPANY	MODEL #	S/N	ISSUE	ASSET TAG	NOTES	Deprovisioned
CHROMEBOOK	Storage Room	Dell	3100	6LBGT33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	6MJHT33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	6THDB52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	6WDJH33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	6ZKXS33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	746BB52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	75ZBL33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	7FNYS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	7FTZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	7FXWS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	7GJHT33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	7GTZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	7HTZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	7NT8J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	7QQYS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	7VWXS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	7YKHT33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	7Z9XS33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	82RJB52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	846BJ33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	856BB52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	86LHT33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	871DB52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	895MTQ3	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	8GF9J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	8HBGT33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	8P6Z7S33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	8PG3B52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	8RCYS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	8S89J33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	8YRJB52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	92G9J33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	92LBB52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	93HZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	946BB52	EOL			y
CHROMEBOOK	Storage Room	Dell	11	96J9B52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	9NCHT33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	9P89J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	9PCZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	9Q0XS33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	9VRJB52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	9WQYS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	9XPBJ33	EOL			y

THS								
DEVICE	LOCATION	COMPANY	MODEL #	S/N	ISSUE	ASSET TAG	NOTES	Deprovisioned
CHROMEBOOK	Storage Room	Dell	3100	B01YS33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	B36BB52	EOL			y
CHROMEBOOK	Storage Room	Dell	11	B81DB52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	BB1ZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	BF0BJ33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	BFLBB52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	BKSGT33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	BM5BJ33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	BQ5YS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	BTZGRF3	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	BWDHT33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	BZ29J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	C039J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	C1V8J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	C2HZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	C3B9J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	C70XS33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	C803B52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	CGWZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	CHTZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	CNCHT33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	CPFCJ33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	CQP8J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	CS6ZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	CTM9J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	CTWYS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	CVS9J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	CW0YS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	D30BJ33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	D4CCB52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	D75YS33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	D7RJB52	EOL			y
CHROMEBOOK	Storage Room	Dell	11	DHRJB52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	DJT9J33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	DN03B52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	DNCHT33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	DNDBJ33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	DPKHT33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	DPT9J33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	DQ5JB52	EOL			y
CHROMEBOOK	Storage Room	Dell	11	DRY9B52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	DSM9J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	DXWYS33	EOL			y

THS								
DEVICE	LOCATION	COMPANY	MODEL #	S/N	ISSUE	ASSET TAG	NOTES	Deprovisioned
CHROMEBOOK	Storage Room	Dell	3100	DYVGT33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	F29GT33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	F2G9J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	F65XS33	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX010405274	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX010865275	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX01089327A	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX038472284	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX038479284	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX038480285	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX038493280	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX03850428B	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX03850528H	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX038517280	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX03852428H	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX038527280	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX038533286	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX03854228F	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX038544284	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX03857128C	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX038595286	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX038626283	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX03894828B	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX039085287	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX03911928A	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX057044281	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX07062028B	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX070625289	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX070630287	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX07304928B	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX073317289	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX073365280	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX07336628C	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX073413280	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX07352928C	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX07353028B	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX073544284	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX07355528E	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	F7N0CX073566286	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	FDVZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	FGVZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	FLCZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	FLVZS33	EOL			y

THS								
DEVICE	LOCATION	COMPANY	MODEL #	S/N	ISSUE	ASSET TAG	NOTES	Deprovisioned
CHROMEBOOK	Storage Room	Dell	3100	FPCZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	FQBG33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	FR5YS33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	FVRJB52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	FWDZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	FZLFH33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	G339J33	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	G4N0CX12722217B	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	G5QDH33	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	G6N0CX10F012259	EOL			y
CHROMEBOOK	Storage Room	Asus	C300M	G6N0CX10F164259	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	G7FBJ33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	G9VKPN3	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	GB0BJ33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	GFSBJ33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	GL29J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	GLVZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	GMT8J33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	GPCZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	GRKHT33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	GRRJC33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	GT5YS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	GTSZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	GZQYS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	H1SWS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	H1TDQN3	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	H2T8J33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	HD03B52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	HFTZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	HKT9J33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	HL03B52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	HNT9J33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	HP47962	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	HT9YS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	HTQYS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	J1NZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	J2DGT33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	JBSZS33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	JCNLB52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	JD8GJ33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	JJJHT33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	JN0XS33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	JNWYS33	EOL			y

THS								
DEVICE	LOCATION	COMPANY	MODEL #	S/N	ISSUE	ASSET TAG	NOTES	Deprovisioned
CHROMEBOOK	Storage Room	Dell	3100	JQ9GT33	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	JQT8J33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	JTRJB52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	JWKHT33	EOL			y
CHROMEBOOK	Storage Room	Dell	11	JWRJB52	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	JZKHT33	EOL			y
CHROMEBOOK	Tech office	Lenovo	11e	LR043J2Q	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0613F5	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0613FX	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0613HG	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0613KL	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0613RT	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0613SM	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0613SZ	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR061JRE	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR061JRE	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR061JRP	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR061K2F	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR061L3-	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR061L30	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR061L3A	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR061L5U	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR061L73	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR061LEG	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR061MAW	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR061MGS	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR061MGS	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR061MH1	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR061MH7	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR061MH8	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR061MLB	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR061MLJ	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR061MLM	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR061MN0	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR06YDR	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09D11D	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DH DU	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DKBT	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DKCU	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DKCU	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DKF7	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DKR4	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DKTJ	EOL			y

THS								
DEVICE	LOCATION	COMPANY	MODEL #	S/N	ISSUE	ASSET TAG	NOTES	Deprovisioned
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DKU1	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DKU6	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DKUN	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DKV5	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DKVU	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DKWP	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DKXQ	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DKZ1	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DL6X	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DL7F	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DL7X	EOL			y
CHROMEBOOK	Tech Office	Lenovo	N42	LR09DL93	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DL9P	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DL9S	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DL9T	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DL9V	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DLAH	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DLCF	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DLCH	EOL			y
CHROMEBOOK	Tech Office	Lenovo	N42	LR09DLCK	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DLDV	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DLDX	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DLDX	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DLF1	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DLF5	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DLF7	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DLFC	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DLGD	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DLPG	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DM1R	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DM2U	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DM2X	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DM34	EOL			y
CHROMEBOOK	Tech Office	Lenovo	N42	LR09DM41	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DM4P	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DM4R	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DM71	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DM75	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DM7B	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09DM7K	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09LAQ	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09PMTJ	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09PN98	EOL			y

THS								
DEVICE	LOCATION	COMPANY	MODEL #	S/N	ISSUE	ASSET TAG	NOTES	Deprovisioned
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09PN9R	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09PNAQ	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09PNDU	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09PNDX	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09PNFC	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09PNHE	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09PNJ9	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09PNMW	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09PNPU	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09PNQ1	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09PNR7	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09PSU6	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09PSV2	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR09PSYH	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0A23CJ	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B68QN	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B6XHB	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B6XHK	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B6XKD	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B6XKK	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B6XKS	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B6XL1	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B6XLK	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B6XM5	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B6XNY	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B6XPP	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B6XS1	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B6XTL	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B6XUE	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B6Y6Y	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B6Y79	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B6Y7Q	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B6Y9E	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B6YHN	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B70S9	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B71CH	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B71CX	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B71EV	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B71G7	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B71JY	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B71N2	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B71P8	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B71PP	EOL			y

THS								
DEVICE	LOCATION	COMPANY	MODEL #	S/N	ISSUE	ASSET TAG	NOTES	Deprovisioned
CHROMEBOOK	Tech Office	Lenovo	N42	LR0B7DXY	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7K0X	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7K1G	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7K1X	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7Q19	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7Q3J	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7QDU	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7QND	EOL			y
CHROMEBOOK	Tech Office	Lenovo	N42	LR0B7UGV	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7UJU	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7UKN	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7UKT	EOL			y
CHROMEBOOK	Tech Office	Lenovo	N42	LR0B7ULG	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7URM	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7UUM	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7UUZ	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7UVV	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7UWG	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7UX9	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7V0E	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7V0S	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7V0Y	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7V1H	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7V21	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7V2G	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7V37	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7VHQ	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7VNF	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7VQB	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7VU5	EOL			y
CHROMEBOOK	Tech Office	Lenovo	N42	LR0B7VV6	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7VZ9	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7W2X	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7W33	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7W35	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7W3J	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7W3L	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7W3X	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7W4J	EOL			y
CHROMEBOOK	Tech office	Lenovo	N42	LR0B7W4W	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7W4Y	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7W54	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B7W5C	EOL			y

THS								
DEVICE	LOCATION	COMPANY	MODEL #	S/N	ISSUE	ASSET TAG	NOTES	Deprovisioned
CHROMEBOOK	Tech Office	Lenovo	N42	LR0B7W7	EOL			y
CHROMEBOOK	Tech Office	Lenovo	N42	LR0B809W	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0B80BA	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0BYV18	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	LR0R9DL9M	EOL			y
CHROMEBOOK	Storage Room	Lenovo	N42-20	N42-20	EOL			y
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Dell	3100	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Lenovo	100e	NO S/N	EOL			n

THS								
DEVICE	LOCATION	COMPANY	MODEL #	S/N	ISSUE	ASSET TAG	NOTES	Deprovisioned
CHROMEBOOK	Storage Room	Lenovo	100e	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Lenovo	100e	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Lenovo	100e	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Lenovo	100E	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Lenovo	100e	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Lenovo	100e	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Lenovo	N42-20	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Lenovo	N42-20	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Lenovo	N42-20	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Lenovo	N42-20	NO S/N	EOL			n
CHROMEBOOK	Storage Room	Lenovo	100e	P203CS11	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203D5YH	EOL			y
CHROMEBOOK	Tech Office	Lenovo	100e	P203D615	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203D620	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203D675	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203D67H	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203D6BU	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203D6DW	EOL			y
CHROMEBOOK	Tech Office	Lenovo	100e	P203D6EJ	EOL	9936		y
CHROMEBOOK	Storage Room	Lenovo	100e	P203D6FG	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203D6NZ	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203D6PY	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203D6Q7	EOL			y
CHROMEBOOK	Tech Office	Lenovo	100e	P203D6U3	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203D6VG	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203D6WB	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203D6YE	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203D6ZH	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203D75P	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203D75Q	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203D7DY	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100E	P203D7GW	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DA1E	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DA5Y	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DA79	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DA83	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DA8G	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DAAC	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DAAH	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DAD4	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DATY	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DAVK	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100E	P203DAZ5	EOL			y

THS								
DEVICE	LOCATION	COMPANY	MODEL #	S/N	ISSUE	ASSET TAG	NOTES	Deprovisioned
CHROMEBOOK	Storage Room	Lenovo	100e	P203DAZ7	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DBFL	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DBRF	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DBRH	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DE8P	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DED9	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DEHM	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DEHU	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DEKQ	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DELG	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DEML	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DEY6	EOL			y
CHROMEBOOK	Tech Office	Lenovo	100e	P203DEYP	Broken hinge	T1950		y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DF5H	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DF82	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100E	P203DF8Y	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DF98	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DFJE	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DFPH	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DFVY	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DFYT	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DG24	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100E	P203DG43	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DG99	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DGBX	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DGCT	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DGGZ	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DGQA	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DGQG	EOL			y
CHROMEBOOK	Tech Office	Lenovo	100e	P203DGRF	Broken hinge	5161		y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DKXV	EOL			y
CHROMEBOOK	Tech Office	Lenovo	100e	P203DKY2	Broken hinge	5552		y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DKY4	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DKYD	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DL01	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DL0J	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DL0T	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100E	P203DL4N	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DL56	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DL99	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100E	P203DLCP	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100E	P203DLJL	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DLMY	EOL			y

THS								
DEVICE	LOCATION	COMPANY	MODEL #	S/N	ISSUE	ASSET TAG	NOTES	Deprovisioned
CHROMEBOOK	Storage Room	Lenovo	100e	P203DLQ8	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DLQF	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DM4A	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DNWS	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DNZ5	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DP0T	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DP67	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DP97	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DPEX	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DPFA	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DPLA	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DPLJ	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DPRE	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DPTH	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DPU9	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DQ0W	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DQ1G	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DQ2C	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100E	P203DQ3H	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DQ4N	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DQ6E	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DQ7U	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DQ82	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DQCA	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DQCF	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100E	P203DQD7	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DQHX	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DQJM	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DTMW	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DTNY	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DTR7	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DTTH	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DTU7	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DTUE	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DTVZ	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DTWF	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DTWG	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DTX7	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DTXE	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DTYP	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DTZ7	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DURG	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DUSP	EOL			y

THS								
DEVICE	LOCATION	COMPANY	MODEL #	S/N	ISSUE	ASSET TAG	NOTES	Deprovisioned
CHROMEBOOK	Storage Room	Lenovo	100e	P203DUV3	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DUYS	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DUZQ	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DUZT	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DV3T	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DV7Q	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DVB5	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DVBH	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DVBZ	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DVCC	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DVCG	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DVFS	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DVGY	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203DVKT	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203E14S	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203E155	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203E19R	EOL			y
CHROMEBOOK	Tech Office	Lenovo	100e	P203E1FL	EOL	10315		y
CHROMEBOOK	Storage Room	Lenovo	100e	P203E1FU	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203E1HL	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203E1J0	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203E7MV	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203E7UH	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203E815	EOL			y
CHROMEBOOK	Storage Room	Lenovo	100e	P203E8FH	EOL			y
CHROMEBOOK	Tech Office	Lenovo	100e		None given			y
CHROMEBOOK	Tech Office	Lenovo	100e		Doesn't turn on/charging light broken/cracked frame			y
CHROMEBOOK	Tech Office	Lenovo	100e		Broken			y
CHROMEBOOK	Tech Office	Lenovo	100e		Doesn't turn on			y
CHROMEBOOK	Tech Office	Lenovo	100e		Broken hinge			y
DESKTOP	Tech Office	Dell	Optiplex 7060	1YZVNX2	EOL	1YZVNX2		
DESKTOP	Tech Office	DELL	780	3W61VR1	EOL			
Desktop	Tech office	DELL	Optiplex 390	8WKVGS1	EOL			
DESKTOP	Tech Office	Dell	Optiplex 3080	9ZP1MH3	EOL	9ZP1MH3		
DESKTOP	Tech Office	Dell	Optiplex 3060	HQ2Z7X2	EOL	HQ2Z7X2		
IPAD	Tech Office	APPLE	A2602	CYKGXPY2H1	EOL			
IPAD	Tech Office	APPLE	A1458	DMPMQP4ZF182	EOL			
IPAD	Tech Office	APPLE	A1395	F6QQ40FUDFHW	EOL			
IPAD	Tech Office	APPLE	A1822	GCHVDHMTLH9	EOL			
LAPTOP	Tech office	DELL	LATITUDE E5440	295LF12	EOL			
LAPTOP	Tech office	DELL	Latitude E5440	3K4LF12	EOL			
LAPTOP	Tech office	DELL	LATITUDE D630	526X3H1	EOL			
LAPTOP	Tech office	DELL	LATITUDE E5440	5K7LF12	EOL			

THS								
DEVICE	LOCATION	COMPANY	MODEL #	S/N	ISSUE	ASSET TAG	NOTES	Deprovisioned
LAPTOP	Tech Office	Dell	Latitude E5440	8GZKF12	EOL			
LAPTOP	Tech office	DELL	LATITUDE E5440	8R4LF12	EOL			
LAPTOP	Tech Office	Dell	Latitude 7310	9M96M53	Screen/EOL			
LAPTOP	Tech Office	Dell	Latitude E5430	DFJSVY1	OOW	DFJSVY1		
LAPTOP	Tech Office	Dell	Latitude E5430	G8QSVY1	OOW	G8QSVY1		
LAPTOP	Tech office	DELL	Latitude E5430	G8XSVY1	EOL			
LAPTOP	Tech Office	Dell	Latitude 7300	GKPL1X2	OOW	GKPL1X2		
LAPTOP	Tech Office	Dell	Latitude E5440	J8W6F12	EOL			
LAPTOP	Tech Office	Dell	Latitude 7310	JHPSM53	OOW	5933		
Laptop	Storage Room	Dell	Laitude E5440	JW0SVY1	EOL			
LAPTOP	Tech office	Lenovo	N42	LR0B7VQT	EOL			
Laptop	Storage Room	Dell	Laitude E5440	NO S/N	EOL			n
PRINTER	Media Center	HP	Laserjet 4000		EOL	T0227	*In the media specialist's office	
Promethean Board	Classroom	Promethean	AP7_B70	770T-L12X1A8480032	Broken			

TJMS								
DEVICE	LOCATION	COMPANY	MODEL #	S/N	ISSUE	ASSET TAG	NOTES	Deprovisioned
CHROMEBOOK	MDF	DELL	P22T	4PY9B52	EOL			Yes
CHROMEBOOK	MDF	LENOVO	N42	LR0B7UWZ	EOL			Yes
CHROMEBOOK	MDF	LENOVO	100e	P203DADD	EOL			Yes
CHROMEBOOK	MDF	LENOVO	100e	P203E13H	EOL			Yes
CHROMEBOOK	MDF	LENOVO	100e	P203DPGQ	EOL		SCREEN BROKEN	Yes
CHROMEBOOK	MDF	LENOVO	100e	P203D7BB	EOL			Yes
CHROMEBOOK	MDF	LENOVO	100e	P203D7F6	EOL			Yes
CHROMEBOOK	MDF	LENOVO	100e	P203DG6D	EOL			Yes
CHROMEBOOK	MDF	LENOVO	100e	P203DKXA	EOL			Yes
CHROMEBOOK	MDF	LENOVO	100e	P203DP8X	EOL			Yes
CHROMEBOOK	MDF	LENOVO	100e	P203DQ1W	EOL			Yes
CHROMEBOOK	MDF	LENOVO	100e	P203DTS5	EOL			Yes
CHROMEBOOK	MDF	LENOVO	100e	LR09DLBP	EOL			Yes
CHROMEBOOK	MDF	LENOVO	100e	P203DQ0E	EOL			Yes
CHROMEBOOK	MDF	LENOVO	100e	P203DVJT	EOL			Yes
CHROMEBOOK	MDF	LENOVO	N42	LR09DM4N	EOL			Yes
CHROMEBOOK	MDF	LENOVO	100e	P203DQ9M	Damaged display	T0755		Yes
CHROMEBOOK	MDF	DELL	Chromebook 11	BJ2MB52	EOL			Yes
CHROMEBOOK	MDF	LENOVO	N42	LR0AN3J2	EOL			Yes
CHROMEBOOK	MDF	LENOVO	100E	P203DM3M	Keyboard damaged	05719		Yes
CHROMEBOOK	MDF	LENOVO	N42	LR09DL8A	EOL			Yes
CHROMEBOOK	MDF	LENOVO	100E	P203DBHM	EOL	05685		Yes
CHROMEBOOK	MDF	LENOVO	100e	P203D9ZX	Broken display	5788		Yes
COMPUTER	MDF	DELL	Optiplex 390	J375KS1	EOL			
MICROPHONE	MDF	SHURE	T3-W Receiver	CB4502	EOL			
MICROPHONE	MDF	SAMSON	VHF WIRELESS SYSTEM	90600267	EOL			
MICROPHONE	MDF	AIRLINE77	UHF TRUE DIVERSITY WIRELESS SYTEM	77U202019	EOL			
MICROPHONE	MDF	SAMSON	VHF WIRELESS SYSTEM	90A00831	EOL			

BFMS								
DEVICE	LOCATION	COMPANY	MODEL #	S/N	ISSUE	ASSET TAG	NOTES	Deprovisioned
Chromebook	BF	Lenovo	100e	P203DQ7Q	Broken Display	T0950		
Chromebook	BF	Lenovo	100e	P203DQG6	Broken Display	T0848		
Chromebook	BF	Lenovo	100e	P203D7KB	Does not Power On	T1852		
Chromebook	BF	Lenovo	100e	P203DU2J	Broken Display	05060		
Chromebook	BF	Lenovo	100e	P203D7G2	Does not Power On	05871		
Chromebook	BF	Lenovo	100e	P203DQHT	Broken Display	04895		
Chromebook	BF	Lenovo	100e	P203DQAD	Broken Display	T1933		
Chromebook	BF	Lenovo	N42	LR09DLMZ	EOL			
Chromebook	BF	Lenovo	100e	P203DAH	Broken Display	05893		
Chromebook	BF	Lenovo	100e	P203DG3Q	Broken Display	10368		
Chromebook	BF	Lenovo	100e	P203DP1A	Broken Display	05095		
Chromebook	BF	Lenovo	100e	P203D9U2	Broken Display	05769		
Chromebook	BF	Lenovo	100e	P203DM28	Broken Display	T0676		
Chromebook	BF	Lenovo	100e	P203DEL7	Broken Display	T1912		
Chromebook	BF	Lenovo	100e	P203D7DP	Keyboard			
Chromebook	BF	Lenovo	100e	P203DVA9	Broken Display	10272		
Chromebook	BF	Lenovo	100e	P203DGSW	Broken Display	T0842		
Chromebook	BF	Lenovo	100e	P203DTRY	Wont boot	T0872		
Chromebook	BF	Lenovo	100e	P203DGF9	Broken hinge			
Chromebook	BF	Lenovo	100e	P203E7MY	Damaged Display			
Chromebook	BF	Lenovo	100e	p203dq0s	Damaged Display			
Chromebook	BF	Lenovo	n42	LR09DL7Y	EOL			
Chromebook	BF	Lenovo	100e	P203DLPZ	Not turning on			
Chromebook	BF	Lenovo	100e	P203D6QD	Broken			
Chromebook	BF	Lenovo	100e	P203DTY3	Broken			
Chromebook	BF	Lenovo	100e	P203DLN4	Broken			
Chromebook	BF	Lenovo	100e	P203DVEL				
Chromebook	BF	Lenovo	n42	LR09DLBQ				
Chromebook	BF	Lenovo	100e	P203E12N	Power button doesn't work			
laptop	BF	Dell	Latitude E5430	89ZRV1	EOL			
Chromebook	BF	Lenovo	100e	jyw3424	Broken hinge			
Chromebook	BF	Lenovo	100e	P203DP5Z	Broken hinge			
Chromebook	BF	Lenovo	100e	P203E18U				
Chromebook	BF	Lenovo	n42	LR09DLLE	EOL			
Chromebook	BF	Lenovo	100e	P203E0Y9	Missing Keys			
Chromebook	BF	Dell	Dell 11	DHRJB52				
Chromebook	BF	Lenovo	100e	P203D9F8				
Chromebook	BF	Lenovo	100e	p203dp2d				
Chromebook	BF	Lenovo	100e	P203E8CZ				
Chromebook	BF	Lenovo	100e	P203E8EF				
Chromebook	BF	Lenovo	100e	P203DLHG				
Chromebook	BF	Lenovo	100e	P203DQ3P				
Chromebook	BF	Lenovo	100e	p203ded2				
Document camera	BF	ELMO	TT-12i	1533806				
Document camera	BF	ELMO	TT-12i	1533810				
Chromebook	BF	Lenovo	100e	p203285d				
Chromebook	BF	Lenovo	100e	P203E0TG				
Chromebook		ASUS	C300S	G5N0CX04114318A	EOL			

Chromebook		Lenovo	n42	LR0B74PS	EOL		
Chromebook		Lenovo	n42	LR09DLP1	EOL		
Chromebook		Lenovo	n42	LR09DLLY	EOL		
Chromebook		Lenovo	n42	LR09DLMD	EOL		
IPAD		Apple	A1395	DN6HNNXJYDFHW	EOL		
IPAD		Apple	A1395	DN6HNTM3DFHW	EOL		
IPAD		Apple	A1395	DN6HNTJ1DFHW	EOL		
IPAD		Apple	A1395	DN6HNNXGJDFHW	EOL		
IPAD		Apple	A1395	DN6HNSY7DFHW	EOL		
Projector		Dell	1490x	1BLV0D1	EOL		
Projector		Epson	EMP-54	FG7G3X0225F	EOL		
Chromebook		Lenovo	100e	P203E81U	Does not turn on		
Chromebook		Dell	3100 2-in-1	htfn73	Broken screen		
Chromebook		Dell	3100	FGTZS33	Broken display hinge		
Chromebook		Lenovo	100e		Wont turn on		
Projector		Espon	emp-83	JXJF763905L	EOL		
Chromebook		Lenovo	100e	P203D9XQ	Wont turn on		
Chromebook		Lenovo	100e	P203DQJ7	Damaged display	04551	
Desktop		Dell	Optiplex 7020	91HTS52	EOL	1047	
Desktop		Dell	OptiPlex 390	8WQXGS1			
Desktop		Dell	optiplex 7020	91GXS52	EOL		
laptop		Dell	latitude e5440	323lf12	EOL	T0502	
laptop		Dell	latitude 2100	3h3yl1	eol		
Desktop		Dell	optiplex 390	8X0VGS1	EOL	802	
Desktop		Dell	optiplex 390	8WPXGS1	EOL	982	
Montior		Dell	E1911c	CN-0N01VP-64180-1C1-1TDB	EOL		
Document camera		ELMO	TT-12l		1511046 EOL	952	
Document camera		ELMO	TT-12l		1285411 EOL	959	
Document camera		ELMO	TT-12l		1273408 EOL	11474	
Document camera		ELMO	TT-12l		1244115 EOL		
Document camera		elmo	TT-12l		1254274 EOL		
Document camera		Elmo	TT-12l		1244114 EOL	949	
Document camera		Elmo					
Document camera		Hovercam	solo 8 plus	SL8P200900897BDB6	Damaged USB Port		
Printer		Dell	Dell B2360dn	4B30442	EOL	ID PH21970	
Printer		Dell	Dell B2360dn	5HXRSS1	EOL	10383	
laptop		hp	hp compaq tc4200	CND6251DTS	EOL		
Desktop		dell	optiplex 390	8WZTGS1	EOL		
Laptop		Dell	Latitude es430	3rcchv1	eol		
Chromebook		Lenovo	100e	P203DPPZ	screen damaged		
Chromebook		Dell	3100	6TQXS33	Broken no warranty		
Chromebook		dell	3100	95FGT33	no warranty		
Chromebook		Dell	3100	JX4CJ33	Faulty charge port - no warranty		
Chromebook		dell	3100	no serial number			
Chromebook		Lenovo	100e	P203DVPP	broken display hinge		
Chromebook		lenovo	100e	P203DEE8	broken display hinge		
Chromebook		lenovo	100e	P203DLAV	broken display hinge		
Personal computer		ACER	Revo70	PTSJ4P200121207F	EOL		
Chromebook		lenovo	100e	P203DEAE	Display damaged		

WES							
DEVICE	LOCATION	COMPANY	MODEL #	S/N	ISSUE	ASSET TAG	NOTES
Chromebook	Whittier	Lenovo	N42	LR09DLB9	EOL		
Chromebook	Whittier	Lenovo	100e	P203DQ7D	Broken hinge		
Chromebook	Whittier	Lenovo	100e	p203DG87	Broken hinge		
Chromebook	Whittier	Lenovo	100e	P203DPKF	Broken		
Chromebook	Whittier	Lenovo	100E	P203DATR	Broken higne		
Chromebook	Whittier	Lenovo	100e	p203dvc5	EOL		
Chromebook	Whittier	Lenovo	100e	p203dq0u	Broken hinge		
Chromebook	Whittier	Lenovo	100e	P203DF2S	Broken higne		
Chromebook	Whittier	Lenovo	N42	LR061L6V			
Chromebook	Whittier	Lenovo	N42	LR0B7UUX			
IPAD		APPLE	A1395	DN6HNTSLDFHW	EOL	T1242	
IPAD		APPLE	A1395	DN6HNTVGDFHW	EOL	T1245	
IPAD		APPLE	A1395	DN6HNQEQQDFHW	EOL	T1246	
IPAD		APPLE	A1395	DN6HNTS5DFHW	EOL	T1244	
IPAD		APPLE	A1395	DN6HNTRKDFHW	EOL	T1243	
IPAD		APPLE	A1395	DN6HNTM0DFHW	EOL	T1247	
MONTIOR		DELL	P2211HT	0W4XCG	Screen Damaged		
Chromebook		asus	C300S	H7N0CX03J157275	EOL		
PC		Dell	Optiplex 755	JJ8V5H1	EOL		
pc		Dell	optiplex 3010	D44V6Y1	EOL	627	
IPAD		APPLE	A1395	DN6FR9J4DFHY	EOL	T1140	
IPAD		APPLE	A1395	DN6GJWW0DFHW	EOL	T0383	
Chromebook		asus	300S	G5N0CX04102318F	EOL		
Laptop		Dell	Latitude E5440	4X4LF12	EOL		
IPAD		APPLE	A1458	DMPMQWK3F182	EOL	191	
Laptop		Dell	Latitude E5440	BGMSVY1	EOL		
Lunch pos			UTC Retail	981M519300005	EOL		
Chromebook		lenovo	n42	LR0B7V2C	EOL	09789	
document camera		Hovercam	Solo 8 plus	SLP20090097722F5	Damaged port		
document camera		Hovercam	Solo 8 plus	SL8P200901095D607	Damaged port		

document camera		Hovercam	Solo 8 plus	SL8P20090181720E0	Damaged port		
document camera		Hovercam	Solo 8 plus	SL8P200901786CA31	Damaged port		
document camera		Hovercam	Solo 8 plus	SL8P20090163670FA	Damaged port		
document camera		Hovercam	Solo 8 plus	SL8P200901813F431	Damaged port		
document camera		Hovercam	Solo 8 plus	SL8P2009011000722	Damaged port		
document camera		Hovercam	Solo 8 plus	SL8P2009001502B72	Damaged port		
document camera		Elmo	TT-12i	1351716	EOL	478	
document camera		Elmo	TT-12i	1516760	EOL		
document camera		Elmo	TT-12i	1351725	EOL		
document camera		Elmo	TT-12i	1360055	EOL		
document camera		Elmo	TT-12i	1367394	EOL		
document camera		Elmo	TT-12i	1516755	EOL		
Keyboard x3		Dell			Missing Keys		
Speaker x2		Dell			Missing power cord		
Mouse x2		Dell			Damaged usb		
printer		Dell	B2360DN	9FXRSS1	EOL		
printer		Dell	2350dn	CVRHGN1	EOL		
document camera		Hovercam	Solo 8 Plus	SL8P2009009763707	cracked lense		
Laptop		Dell	Latitude es430	3rcchv1	eol		
Wireless Receiver		SHURE	SLX4	1023070050	Broken		
microphones		shure	slx2	682	Broken		
microphones		shure	SLX2	682			

BES							
DEVICE	LOCATION	COMPANY	MODEL #	S/N	ISSUE	ASSET TAG	NOTES
Chromebook	Bryant Server Room	Lenovo	N42	LR0B7US4	EOL		
Chromebook	Bryant Server Room	Lenovo	N42	LR09DM7U	EOL		
Chromebook	Bryant Server Room	Lenovo	N42	LR09DL9Y	EOL		
Chromebook	Bryant Server Room	Lenovo	N42	LR0B6XP6	EOL		
Laptop	Bryant Server Room	DELL	Latitude E5430	27V4PX1	EOL		
Laptop	Bryant Server Room	DELL	Latitude E5430	H1NSVY1	EOL		
Chromebook	Bryant Server Room	Lenovo	N42	LR0B7V10	EOL		
Desktop	Bryant Server Room	DELL	Optiplex 390	BCXF5V1	EOL		
Monitor	Bryant Server Room	DELL	E1911f	CN-08XR0V-72872-25B-1GLS	EOL		
Monitor	Bryant Server Room	DELL	1909WF	CN-0XYF7K-72872-0CE-A3KI	EOL		
iPad	Bryant Server Room	Apple	A1458	DMQNF4B7F182	EOL		

LES							
DEVICE	LOCATION	COMPANY	MODEL #	S/N	ISSUE	ASSET TAG	NOTES
Chromebook	LE room 217	Lenovo	100e	P203DEBH	Broken		
Chromebook	LE room 217	Lenovo	100e	P203274P	Broken		
Chromebook	LE room 217	Lenovo	100e	P203DV75	Broken		
Chromebook	LE room 217	Lenovo	100e	P203DQB2	Broken		
Chromebook	LE room 217	Lenovo	100e	P203DL0B	Broken		
Chromebook	LE room 217	Lenovo	100e	P203DAJ2	Broken		
Chromebook	LE room 217	Lenovo	100e	P203DANN	Broken		
Chromebook	LE room 217	Lenovo	100e	P203D7ER	Broken		
Chromebook	LE room 217	Lenovo	100e	P203D9U6	Broken		
Chromebook	LE room 217	Lenovo	n42	LR0613HF	Broken		
Chromebook	LE room 217	Lenovo	100e	P203DU42	Broken		
Chromebook	LE room 217	DELL	11	BL03B52	Broken		
Chromebook	LE room 217	Lenovo	n42	LR0B71CT	Broken		
Chromebook	LE room 217	Lenovo	n42	LR0B7VVW	Broken		
Chromebook	LE room 217	Lenovo	100e	P203DM7G	Broken		
Document Camera	LE room 217	Hovercam	857548004416	sl8p2009000817b44	Broken		
Document Camera	LE room 217	Hovercam	857548004416	sl8p2009016357217	Broken		
Document Camera	LE room 217	iZiggi_031772	CDVW-01IP	131614bg01105	Broken		
Chromebook	LE room 217	Lenovo	100e	P203D787	Broken		
Chromebook	LE room 217	Lenovo	100e	P203DVED	Broken		
Chromebook	LE room 217	Lenovo	100e	P203DECT	Broken		
Chromebook	LE room 217	Lenovo	100e	p203dpk2	Broken		
Chromebook	LE room 217	Lenovo	100e	P203E0UC	Broken		
Chromebook	LE room 217	Lenovo	100e	P203D6TL	Broken		
Chromebook	LE room 217	DELL	11	5H03B52	Broken		
Chromebook	LE room 217	Lenovo	n42	LR0B71MC	Broken		
Chromebook	LE room 217	DELL	11	7R47962	Broken		
Chromebook	LE room 217	Lenovo	100e	p203d9mn	Broken		
Chromebook	LE room 217	Lenovo	100e	p203da8y	Broken		
Chromebook	LE room 217	Lenovo	100e	P203DNW5	Broken		
Chromebook	LE room 217	Lenovo	100e	P203DQB4	Broken		
Chromebook	LE room 217	Lenovo	n42	LR0B7VZY	Broken		

Chromebook	LE room 217	Lenovo	100e	P203DVCJ	Broken		
Laptop	LE room 217	DELL	Latitude E5430	G7KSVY1	Broken		
Chromebook	LE room 217	Lenovo	100e	P203D6LV	Broken		
Chromebook	LE room 217	Lenovo	100e	P203D7HD	Broken		
Laptop	LE room 217	DELL	Latitude E5400	2NFQLL1	Broken		
Chromebook	LE room 217	Lenovo	100e	P203E1AK	Broken		
Desktop	LE room 217	DELL	Optiplex 3010	4LFW6Y1	Broken		
Desktop	LE room 217	DELL	Optiplex 3010	4LBW6Y1	Broken		
Desktop	LE room 217	DELL	Optiplex 9020	1CLTW12	Broken		
Chromebook	LE room 217	Lenovo	N42	LR06158B	Broken		
Chromebook	LE room 217	DELL	3100	HN9YS33	Broken		
Chromebook	LE room 217	DELL	3100	BJT8J33	Broken		
iPad	LE room 217	Apple	iPad 4	DMPPHHHMFK10	Broken		
iPad	LE room 217	Apple	iPad 4	F6QWK08RFK10	Broken		
iPad	LE room 217	Apple	iPad 4	DMPPH7MWFK10	Broken		
iPad	LE room 217	Apple	MD785LL/B	DMPPHHBSFK10	Broken		

HES							
DEVICE	LOCATION	COMPANY	MODEL #	S/N	ISSUE	ASSET TAG	NOTES
CHROMEBOOK	MEDIA CENTER	DELL	P22T	1FRJB52	EOL/SCREEN		
CHROMEBOOK	MEDIA CENTER	DELL	P22T	88DLB52	EOL/SCREEN		
CHROMEBOOK	MEDIA CENTER	LENOVO	100e	P203DTUC	EOL/SCREEN		
CHROMEBOOK	MEDIA CENTER	LENOVO	100e	P203DL2W	EOL		HINGE DAMAGED
CHROMEBOOK	MEDIA CENTER	LENOVO	N42	LR09PND6	EOL		SHUTS DOWN
CHROMEBOOK	MEDIA CENTER	LENOVO	100e	P203DGQP	EOL		Keyboard keys
CHROMEBOOK	MEDIA CENTER	LENOVO	100e	P203DF9G	EOL	04983	Trackpad broken
CHROMEBOOK	MEDIA CENTER	DELL	P22T	6D03B52	EOL		
CHROMEBOOK	MEDIA CENTER	LENOVO	100e	P203DPHF	Device won't turn on	10146	Device wont turn on/ does not charge
CHROMEBOOK	MEDIA CENTER	DELL	P22T	B3LBB52	EOL		
CHROMEBOOK	MEDIA CENTER	LENOVO	100e	P2031ADL	Damaged keyboard	05805	
CHROMEBOOK	MEDIA CENTER	DELL	P22T	4VRJB52	EOL		
CHROMEBOOK	MEDIA CENTER	DELL	P22T	6F03B52	EOL		
CHROMEBOOK	MEDIA CENTER	LENOVO	100e	P203DPKK	water damaged	04999	does not turn on
CHROMEBOOK	MEDIA CENTER	DELL	100e	P203DNY3	Won't Charge/EOL		
CHROMEBOOK	MEDIA CENTER	LENOVO	100e	P203DPSN	Blurry Camera		
CHROMEBOOK	MEDIA CENTER	LENOVO	100e	P203DGM5	No Camera		
CHROMEBOOK	MEDIA CENTER	LENOVO	100e	P203DA42	Broken Hinge		
CHROMEBOOK	MEDIA CENTER	LENOVO	100e	P203DNY8	Won't turn on		
CHROMEBOOK	MEDIA CENTER	LENOVO	N42	LR09DLG3	EOL/NOT UPDATING		
CHROMEBOOK	MEDIA CENTER	LENOVO	N42	LR0B7UW5	EOL/NOT UPDATING		Doesn't turn on
CHROMEBOOK	MEDIA CENTER	LENOVO	N42	LR09DLDZ	EOL/NOT UPDATING		
CHROMEBOOK	MEDIA CENTER	LENOVO	N42	LR09DL83	EOL/NOT UPDATING		
CHROMEBOOK	MEDIA CENTER	LENOVO	N42	LR09PNQL	EOL/NOT UPDATING		
CHROMEBOOK	MEDIA CENTER	DELL	P22T	96H49B2	EOL/NOT UPDATING		
DESKTOP	MEDIA CENTER	DELL	OPTIPLEX 745	71H4PD1	EOL		
DESKTOP	MEDIA CENTER	DELL	OPTIPLEX 380	8X8ZDP1	EOL		
DESKTOP	MEDIA CENTER	DELL	GATEWAY	32813088	EOL		
DESKTOP	MEDIA CENTER	DELL			EOL		
DESKTOP	MEDIA CENTER	DELL			EOL		
DESKTOP	MEDIA CENTER	DELL			EOL		

DESKTOP	MEDIA CENTER	DELL			EOL		
CHROMEBOOK	MEDIA CENTER	DELL	P22T	JL03B52	EOL		

TSLs							
DEVICE	LOCATION	COMPANY	MODEL #	S/N	ISSUE	ASSET TAG	NOTES
Document Camera	Room 202	Hovercam	Solo 8 Plus	SL8P20090091586B64	Broken		
Document Camera	Room 202	Hovercam	Solo 8 Plus	SL8P200900711A717	Broken		
Chromebook	Room 202	Lenovo	N42	LR0B7VSS	EOL		
Document Camera	Room 202	Hovercam	Solo 8 Plus	SL8P20090092099B0	Broken		
Document Camera	Room 202	Hovercam	Solo 8 Plus	SL8P200900914535A	Broken		
ipad	Room 202	Apple	iPad 2	F5RKF4NCDFHW	EOL		

CO							
DEVICE	LOCATION	COMPANY	MODEL #	S/N	ISSUE	ASSET TAG	NOTES
Printer	CO Storage room	Dell	B2360dn		EOL	2060	Atlantic Equipment ID 21790

CARTS							
DEVICE	LOCATION	COMPANY	MODEL #	S/N	ISSUE	ASSET TAG	NOTES
Cart	WE	Dell			EOL		



CSC Rep: Kevin Law
Title: Financial Solutions Manager
Phone: (267) 542-6208
Email: kevin.law@dlgroup.com
Date: 1/28/2025

Financing Proposal

Prepared For:

Customer Teaneck Public Schools

Between business as usual and your business transformed, there's a bridge. Acquiring the Cisco technology that your institution needs has never been easier.

Financing Costs Breakdown:

3 Year

Aspire Quote #ATPQ63074	\$266,059.16
Total Amount Financed	\$266,059.16
Interest Rate	0.00%

Payment Structure Breakdown:

\$1out, Annual Payments

Payment Date	7/21/2025	7/21/2026	7/21/2027
Payment Amount	\$88,686.39	\$88,686.39	\$88,686.39

**Assumes a start date of February 21, 2025

General Terms and Conditions

- 1) The pricing and payments contained above and within this proposal is valid for 30 days and exclude all applicable sales taxes.
- 2) This proposal is for discussion purposes only. All payments and financing options are subject to final credit review, equipment, software and services configuration, approval and documentation by CSCC. All Final terms and conditions will be specified in the definitive financing agreement entered into between CSCC and Customer.
- 3) The above payments are based on like term SWAP interest rates as published at the ICE Report Center daily update referencing USD Rates 1100 (<https://www.theice.com/marketdata/reports/180>) and is subject to adjustment by CSCC prior to the commencement date to retain CSCC's implicit financing rate. Any basis point change in the like term SWAP will result in a corresponding basis point adjustment to the implicit finance rate in the lease which will then result in an adjustment to the lease payment.
- 4) In California, loans offered by Cisco Systems Capital Corporation will be made or arranged in accordance with California Financing Law.



25 James Way, Eatontown, NJ 07724
Phone: 732-847-9600 - Fax: 732-847-9620

Account Executive: Roberto Toscano

ASPIRE QUOTE #: **ATPQ63074**

Quote Date: 02/04/25



SOLD TO TEANECK BOARD OF EDUCATION

Primary Contact: CONNIE LE
Sold To Address: 1 MERRISON ST
TEANECK, NJ
UNITED STATES

Phone: 201) 862-2331

Email: cle@teaneckschools.org

SHIP TO TEANECK BOARD OF EDUCATION

Primary Contact: CONNIE LE
Ship To Address: 1 MERRISON ST
TEANECK, NJ
UNITED STATES

Phone: 201) 862-2331

Email: cle@teaneckschools.org

LINE	QTY	PART #	DESCRIPTION	UNIT PRICE	EXT PRICE
1			NCPA 01-169		
2			Datacenter Refresh/Consolidation Initiative - Budgetary		
3					
4			Production		
5	1	HCI-M7-MLB	Cisco Compute Hyperconverged M7 with Nutanix MLB	\$0.00	\$0.00
6	1	NTX-SW	Nutanix Software 3Y and above	\$0.00	\$0.00
7	30	NT-NCI-PRO-PR	NCI Pro SW LIC & Production SW Supp per Core	\$975.27	\$29,258.10
8	1	SVS-NT-SUP	Entitlement ONLY for Nutanix Cloud Infrastructure SW	\$0.00	\$0.00
9	1	DC-MGT-SAAS	Cisco Intersight SaaS	\$0.00	\$0.00
10	3	DC-MGT-IS-SAAS-AD	Infrastructure Services SaaS/CVA - Advantage	\$1,489.95	\$4,469.85
11	1	SVS-DCM-SUPT-BAS	Basic Support for DCM	\$0.00	\$0.00
12	3	DC-MGT-UCSC-1S	UCS Central Per Server - 1 Server License	\$0.00	\$0.00
13	1	DC-MGT-ADOPT-BAS	Intersight - 3 virtual adopt session http://cs.co/requestCSS	\$0.00	\$0.00
14	3	HCI AF220C-M7S	Cisco Compute Hyperconverged HCI AF220cM7 All Flash Node	\$3,019.61	\$9,058.83
15	3	CON-SNTP-HCI AF220C	3 YR SNTP-24X7X4 Cisco Compute Hyperconverged HCI AF220cM7	\$2,087.04	\$6,261.12
16	3	HCI-IS-MANAGED	Deployment mode for Standalone Server Managed by Intersight	\$0.00	\$0.00
17	3	HCI-SAS-M7T	Cisco M7 12G SAS HBA for (16 Drives)	\$634.20	\$1,902.60
18	15	HCI-SD19TBM1X-EV	1.9TB 2.5in Enter Value 6G SATA Micron G2 SSD	\$1,819.70	\$27,295.50
19	6	HCI-M2-240G	240GB M.2 SATA Micron G2 SSD	\$455.58	\$2,733.48
20	3	HCI-M2-HWRAID	Cisco Boot optimized M.2 Raid controller	\$122.67	\$368.01
21	3	HCI-RAIL-M7	Ball Bearing Rail Kit for C220 & C240 M7 rack servers	\$125.50	\$376.50
22	3	HCI-TPM-002C	TPM 2.0, TCG, FIPS140-2, CC EAL4+ Certified, for servers	\$30.87	\$92.61

LINE	QTY	PART #	DESCRIPTION	UNIT PRICE	EXT PRICE
23	3	HCI-AOSAHV-68-SWK9	HCI AOS AHV 6.8 SW	\$0.00	\$0.00
24	3	UCSC-HSLP-C220M7	UCS C220 M7 Heatsink for & C240 GPU Heatsink	\$0.00	\$0.00
25	15	UCSC-BBLKD-M7	UCS C-Series M7 SFF drive blanking panel	\$0.00	\$0.00
26	48	UCS-DDR5-BLK	UCS DDR5 DIMM Blanks	\$0.00	\$0.00
27	3	UCSC-FBRS-C220-D	C220M7 HH Riser3 blank	\$0.00	\$0.00
28	3	UCSC-RDBKT-22XM7	UCS C-Series M7 1U RAID/HBA Controller Bracket	\$0.00	\$0.00
29	3	CBL-SAS-C220M7	C220M7 SAS CABLE; MB CPU1 P-1 to PB	\$0.00	\$0.00
30	3	HCI-CPU-I4410T	Intel I4410T 2.7GHz/150W 10C/26.25MB DDR5 4000MT/s	\$1,049.81	\$3,149.43
31	48	HCI-MRX16G1RE1	16GB DDR5-4800 RDIMM 1Rx8 (16Gb)	\$628.37	\$30,161.76
32	3	HCI-RIS1A-22XM7	UCS C-Series M7 1U Riser 1A PCIe Gen4 x16 HH	\$100.66	\$301.98
33	3	HCI-RIS2A-22XM7	UCS C-Series M7 1U Riser 2A PCIe Gen4 x16 HH	\$84.81	\$254.43
34	3	HCI-PCIE	Third Party NIC Connectivity	\$0.00	\$0.00
35	3	HCI-P-I8D25GF	Cisco-Intel E810XXVDA2 2x25/10 GbE SFP28 PCIe NIC	\$936.49	\$2,809.47
36	3	HCI-P-I8D25GF	Cisco-Intel E810XXVDA2 2x25/10 GbE SFP28 PCIe NIC	\$936.49	\$2,809.47
37	6	HCI-PSU1-770W	UCS C-series 770W AC PSU (Not EU/UK Lot 9 Compliant)	\$287.74	\$1,726.44
38	6	CAB-C13-C14-2M	Power Cord Jumper, C13-C14 Connectors, 2 Meter Length	\$0.00	\$0.00
39	1	NTX-NCI-USE-CASE	Nutanix NCI Software License Use case	\$0.00	\$0.00
40	1	NT-ON-PREM-UCS	Use Case to License Nutanix SW on Certified Cisco UCS HW	\$0.00	\$0.00
41					
42			DR		
43	1	HCI-M7-MLB	Cisco Compute Hyperconverged M7 with Nutanix MLB	\$0.00	\$0.00
44	1	NTX-SW	Nutanix Software 3Y and above	\$0.00	\$0.00
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60	3	HCI-TPM-002C	TPM 2.0, TCG, FIPS140-2, CC EAL4+ Certified, for servers	\$30.87	\$92.61
61	3	HCI-AOSAHV-68-SWK9	HCI AOS AHV 6.8 SW	\$0.00	\$0.00
62	3	UCSC-HSLP-C220M7	UCS C220 M7 Heatsink for & C240 GPU Heatsink	\$0.00	\$0.00
63	15	UCSC-BBLKD-M7	UCS C-Series M7 SFF drive blanking panel	\$0.00	\$0.00
64	48	UCS-DDR5-BLK	UCS DDR5 DIMM Blanks	\$0.00	\$0.00
65	3	UCSC-FBRS-C220-D	C220M7 HH Riser3 blank	\$0.00	\$0.00
66	3	UCSC-RDBKT-22XM7	UCS C-Series M7 1U RAID/HBA Controller Bracket	\$0.00	\$0.00
67	3	CBL-SAS-C220M7	C220M7 SAS CABLE; MB CPU1 P-1 to PB	\$0.00	\$0.00
68	3	HCI-CPU-I4410T	Intel I4410T 2.7GHz/150W 10C/26.25MB DDR5 4000MT/s	\$1,049.81	\$3,149.43
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72	3	HCI-PCIE	Third Party NIC Connectivity	\$0.00	\$0.00
73	3	HCI-P-I8D25GF	Cisco-Intel E810XXVDA2 2x25/10 GbE SFP28 PCIe NIC	\$936.49	\$2,809.47
74	3	HCI-P-I8D25GF	Cisco-Intel E810XXVDA2 2x25/10 GbE SFP28 PCIe NIC	\$936.49	\$2,809.47
75	6	HCI-PSU1-770W	UCS C-series 770W AC PSU (Not EU/UK Lot 9 Compliant)	\$287.74	\$1,726.44
76	6	CAB-C13-C14-2M	Power Cord Jumper, C13-C14 Connectors, 2 Meter Length	\$0.00	\$0.00
77	1	NTX-NCI-USE-CASE	Nutanix NCI Software License Use case	\$0.00	\$0.00
78	1	NT-ON-PREM-UCS	Use Case to License Nutanix SW on Certified Cisco UCS HW	\$0.00	\$0.00
79					
80					
81	1	PS-DCP-SVS3	Aspire Data Center Professional Services	\$20,000.00	\$20,000.00

SubTotal	\$266,059.16
Sales Tax	\$0.00
Shipping	\$0.00
Total	\$266,059.16

Accepted By (Print Name & Title)

Signature

Date

The information provided to you in this communication is regarded by Aspire Technology Partners, LLC to be Confidential and Proprietary information. This includes the description of the materials/products for sale, the prices quoted, and any description of consulting services to be performed by Aspire Technology Partners, LLC. This information shall not be disclosed or made available to any party unrelated to this agreement without our express written consent. You must also exercise reasonable care to protect this information from the unauthorized disclosure by others.

Datacenter Refresh

Statement of Work

Prepared For:

Teaneck Board of Education

Account Manager:	Roberto Toscano
Author:	David Brill
Client:	Teaneck Board of Education
Solution ID:	
SOW Revision 1.3:	Version 1
Date:	January 27, 2025

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1 Executive Summary

Teaneck Board of Education (Hereafter "Client") has requested the professional services of Aspire Technology Partners, LLC (Hereafter "Aspire") to complete the following:

Client is looking to refresh their current data center infrastructure which would allow them to consolidate their servers and storage footprint into a new Nutanix cluster. Currently they have servers at 9 locations and are looking to centralize the infrastructure at a main location. A second cluster will be configured at one of their buildings to serve as a DR location.

In order to successfully assist the Client with this endeavor, Aspire proposes assigning a Project Manager, a Delivery Engineer, or other staff resources to work with the Client to achieve the desired goals and objectives for this engagement.

Aspire's project approach includes a comprehensive implementation methodology, along with structured and repeatable technical processes. We are confident that the approach outlined within this SOW clearly demonstrates that Aspire understands the Client's needs; is highly-qualified to deliver the desired services; has a solid, well-proven approach for performing the work; and is providing reasonable time and effort estimates. Aspire stands out due to our focus on Client satisfaction, commitment to high-quality service, proven experience, Client flexibility, and competitive cost structure.

The Datacenter Refresh will be provided to the Client as detailed below.

2 Scope

Aspire will involve the appropriate client Stakeholders to ensure they understand the purpose and importance of each Deliverable and Milestone. Additionally, Aspire provides an opportunity for the stakeholders to review and comment on draft documentation as it is prepared in order to ensure the accuracy and completeness of each Milestone of this engagement. The scope of the project will comprise of the following:

Building of one (1) production Nutanix cluster and one (1) DR Nutanix cluster with data migration.

3 Deliverables

3.1 Activities

Data Center Design Session

This phase of the project focuses developing a Data Center Design that addresses specific customer needs, to include the following:

Data Center Design Workshop

- Conduct up to two (2) Design Workshop as set forth below to collect business and technical requirements for the project, each session not to exceed (4) hours
 - Review of existing infrastructure
 - Verify and validate current software versions and compatibility
 - Verify and validate current hardware compatibility
 - Create end state design and high level data migration strategy

- Perform verification of site readiness for service delivery
- Work with the Customer to design the layout and configuration of the Nutanix cluster
- Discuss layer 2 data and management networking, cluster layout, and design variables
- Complete discovery, configuration, and Nutanix cluster pre-installation checklist and review with the customer

Nutanix Cluster Implementation

Installation and Configuration of one (1) production Nutanix cluster and one (1) DR Nutanix Cluster. The following will be performed for each cluster.

Nutanix Cluster Deployment and Configuration

- Perform the pre-site installation checklist with the Customer's team
- Confirm network and connected switch settings
- Conduct a site readiness assessment for project
- Validate the Nutanix pre-installation site checklist
- Rack, cable, and power test of Nutanix cluster
- Attach the block of nodes to an out-of-band switch
- Discover the cabled nodes in foundation installer
- Initial imaging and OS installation for nodes in cluster via Nutanix foundation
- Create the cluster
- Validate and set appropriate cluster parameters -Hypervisor, CMV, IPMI, and cluster
- Stop cluster
- Disconnect cluster nodes from out-of-band network
- Reconnect cluster nodes to production network
- Start cluster
- Validate network connectivity
- Register/license nodes
- Configuration of:
 - DNS, NTP, SMTP, and Domain Name
 - VLANs/subnets
 - Storage pool
 - Storage containers
 - LDAP connectivity to domain

Nutanix Prism Deployment and Configuration

- Deployment of Prism Central VM
- Configuration and integration of Prism Central to new cluster
 - Configuration of the following:
 - DNS
 - NTP
 - SMTP
 - LDAP Connectivity

Nutanix Cluster Failover Testing

- Perform failover testing of cluster to show expected behavior for the following:
 - Single network failure
 - Single drive failure
 - Single node failure
- Perform testing with a test VM running to show expected behavior to a workload during a failure

Nutanix Data Migration

- Deployment of Nutanix Move appliance within Nutanix Cluster
- Configure migration plan for up to five (5) virtual machines
- Migration of up to five (5) virtual machines into Nutanix Cluster

Disaster Recovery

- Configuration of Nutanix replication for critical servers.

3.2 Milestones

The following deliverables are subject to change and may not be delivered in all cases:

4 Client Responsibilities

The client will have the following responsibilities towards the completion of the work outlined in the Statement of Work:

5 Out of Scope

Any work not outlined in this statement of work will be considered Out of Scope. Specific items explicitly called out as out of scope may be outlined below:

6 Key Assumptions

In order to ensure the work outlined within this SOW will be performed successfully, the following key assumptions are agreed to by both parties:

- Full VPN access to the Client's environment is mandatory for successful completion of this project. If working sessions need to be performed via other means such as WebEx or Zoom, a change order will be issued and will incur additional charges as this requires additional time and effort to coordinate.

7 Project Management Methodology:

Aspire's recommended project approach consists of the following phases, which will be managed by the Aspire Project Manager ("PM"). The PM will be the single point of contact for all interactions with Client and Client's other vendors.



7.1 Initiating

During this phase, the Aspire PM is focused on kicking off the project. They will gather and verify the information required to successfully plan and execute the client-approved Statement of Work.

The following activities will be performed during this phase of the project.

- Identify all Project Stakeholders
- Conduct the Project Kickoff Meeting to:
 - Identify and secure supporting Client resources
 - Review the project Statement of Work (SOW)
 - Define project goals and critical success factors

- Discuss the project timeline and key milestones
- Identify project risks and current issues
- Define the Project Communication Plan
- Review the agreed upon Project Billing Gates

7.2 Planning

During this phase, the Aspire PM focuses on planning the project. They manage the definition of the project requirements and the creation of detailed design documentation in collaboration with the Client, Aspire Engineers, and vendors.

The following activities will be performed during this phase of the project:

- Conduct Project Status Meetings and provide meeting minutes
- Create the Project Plan
- Create the Project Risk Register
- Schedule discovery/design sessions with stakeholders, Aspire Engineers, and vendors
- Manage project resources and scheduling
- Communicate with stakeholders
- Obtain client approval of detailed design documentation and implementation plans

7.3 Executing

During this phase, the Aspire PM focuses on the execution of the Project Plan based on the approved design and implementation plans from the Planning Phase.

The following activities will be performed during this phase of the project:

- Conduct Project Status Meetings and provide meeting minutes
- Monitor equipment delivery
- Coordinate the staging and burn-in of equipment
- Manage the execution of the implementation plan
- Coordinate testing of the solution
- Coordinate user training and support
- Monitor and manage project risks and issues
- Manage project resources and scheduling

7.4 Closing

During this phase, the Aspire PM is focused on closing the project.

The following activities will be performed during this phase of the project:

- Coordinate the delivery of closure documentation
- Conduct a closure meeting if necessary
- Close all remaining billing gates
- Send CSAT survey to client

8 Change Management Process

Any change of the Scope of service, additional services, or modification of the responsibilities of the parties under this SOW shall be set forth in a mutually agreed Change Request approved in writing by both Client and Aspire ("Change Request" a sample form attached as Appendix 1). The Change Request will describe the nature of the change, the reason for the change, the effect of the change on the scope of work, modification of Deliverables and/or the schedule, and any additional pricing.

Once all Deliverables associated with the original SOW have been provided to Client, Aspire reserves the right to close the SOW, if a Change Request has not been executed..

9 Client Requirements & Assumptions

The following Client requirements and assumptions must be met throughout the engagement. These requirements facilitate a successful deployment of this project and attainment of the stated activities and deliverables in this SOW. If these requirements are not met, delays and/or additional costs may be incurred by Client. The costs and project schedule described in this document are based on the following:

1. Standard work week and hours of operation are between the hours of 8 AM to 6 PM Eastern time Monday through Friday excluding weekend days and Aspire observed holidays. Unless expressly agreed upon in writing, all work will be performed during these normal business hours. It is the responsibility of Client to notify the Aspire Project Manager if after hours or weekend work is desired. This will be subject to the upcharges detailed below and subject to engineer availability:
 - After hours (Mon – Thurs, 6PM – 8AM Eastern)
and Weekends (Fri 6 PM - Mon 8AM Eastern) 25%
 - Aspire holidays (*Based on availability) 50%

Aspire will provide a list of holidays upon request.

2. All onsite services are based on a minimum one-day engagement. Unless otherwise noted in the SOW, a day of service is defined as eight (8) hours per resource delivered during normal business hours. All remotely performed services are based on a minimum quarter hour engagement. Requests for service outside of the normal business hours, are subject to the uplifts defined above.
3. Aspire will make commercially reasonable efforts to meet the requested installation date, however, unforeseen circumstances including, but not limited to product availability delays, delays in obtaining required data and technical information necessary to configure equipment, Client's failure to timely perform Client's responsibilities may cause a delay in the installation schedule.
4. Client agrees to notify Aspire at least two (2) business days prior to the scheduled work commencement date if the premises will not be ready for Aspire or if Client is unable to prepare the premises by the scheduled date of delivery. Client shall be responsible for any costs associated with such delays. Client understands that such delays will cause Aspire to reschedule installation at a later date based on availability of Aspire resources.

5. Client will ensure products covered under this Agreement are insured against loss or damage during the staging process of the project.
6. Client will be responsible for securing equipment onsite for the duration of the Project.
7. If the proposed solution includes circuits (WAN, ISP or PSTN), the following applies:
 - Client shall order, install and test all circuits specified in the Solution Design documentation prior to the scheduled implementation date and ensure Telco demarcation circuit identifications are clearly identified and extended to the final connection location.
 - If the Scope explicitly identifies Aspire as responsible for supporting circuit turnups, testing and ports, Aspire reserves the right to bill for services exceeding four (4) hours per circuit installation.
 - Client will notify Aspire within two (2) business days if the circuits will not be completely ready by the scheduled implementation date. Implementation will then be rescheduled once circuits are live and tested based on availability of Aspire resources. Any expenses incurred by Aspire will be passed to Client.
8. During onsite implementations, If Client does not meet the requirements and the implementation must be rescheduled, Client will be charged for one (1) business day per resource.
9. Unless otherwise agreed to by the parties, Client agrees to respond within two (2) business days for the below requests from Aspire. Any delays beyond two (2) business days may result in Project delays or putting the Project on hold.
 - Requests for Client information or documentation
 - Requests for review of Project deliverables. If no response is received within the specified timeframe, Aspire will assume the documentation is acceptable
10. Client agrees to provide feedback within five (5) business days of receiving the Project closure documentation. If no response is received within the specified timeframe, Aspire will assume the documentation is acceptable and the project will be closed.
11. If a Project is put on hold based on Client request or project requirements not being met by Client, Aspire reserves the right to bill for any unbilled work performed and/or delays caused by restarting a project that was placed on hold by Client. Client understands that such delays will cause Aspire to reschedule the project at a later date based on availability of Aspire resources.
12. Time spent on the Project by Client resources is not included in the costs presented in this SOW.
13. Unless explicitly identified in the Scope, this SOW does not include time and material costs for Aspire resources to travel beyond the local service area (Eastern PA, NJ, and NY). If work is required at the Client location(s) outside of the local service area, travel time, in quarter-hour increments, will be charged to Client. Expenses incurred by Aspire in providing services, including but not limited to

- travel, lodging, if necessary, per diem meals, and mileage, will be charged to Client at Aspire's cost.
14. All onsite work will be coordinated with the appointed Client representative before the commencement of any onsite activities.
 15. It is the responsibility of Client and its personnel to notify the Aspire Project Manager if the services being provided have any impact on Client's production environment.
 16. Client agrees to provide Aspire with required Administrative/User access to the computer systems to be configured during this engagement.
 17. Client is responsible for the ongoing support and/or enhancements of any work delivered as part of this engagement.
 18. The client is responsible for disposing of old equipment in compliance with local laws and environmental regulations. The disposal process should be completed within the timeline agreed upon during the project planning phase to avoid delays.
 19. Client will provide all patch cables (RJ45, Fiber, etc.) required.
 20. Client will designate a main point of contact for the duration of the project. The individual in this role is responsible for resolving and/or escalating issues outside the control of Aspire, identifying Client support resources for Aspire, and signing off on all Aspire deliverables.
 21. Client will identify and assign client subject matter experts crucial for the execution and completion of the project. The Client subject matter experts will make themselves available for interviews, discussions, requirements gathering, and Deliverable reviews throughout the project.
 22. Client will provide at least one technical contact with system administration responsibilities and the appropriate levels of system access and technical information necessary to perform the services stated in this SOW.
 23. Client will provide and coordinate all appropriate Client resources and vendors required to deliver the solution within this SOW.
 24. Client will provide and coordinate all support efforts on third-party systems required to be integrated with the solution within this SOW.
 25. Client will be responsible for licensing, hardware and software support contracts for all products and services included within this SOW.
 26. Client will send requests to the Aspire Project Manager to schedule Aspire resources a minimum of five (5) business days in advance.
 27. Client will provide and/or be responsible for the necessary facilities and documentation for the implementation, including:
 - Rack space and power requirements have been properly allocated
 - Racks for all equipment are adequately grounded
 - Adequate air ventilation/cooling of all hardware
 - Electrical power requirements for new and/or re-provisioned equipment, including circuits and UPS units, have been provided

- Network requirements for the equipment to be installed as part of this SOW including, but not limited to: IP addressing, VLANs, switch ports, etc.
 - Existing DNS and DHCP server configuration information if applicable
 - All network documentation (Visio Diagrams, Configurations, etc.) available for the current systems and processes
 - Remote network access for authorized Aspire resources to the systems in Scope for the duration of the Project
28. The Client's network architecture design shall not change between the kickoff and the completion of all services outlined in this SOW.
29. Customer agrees that hardware/related software will be invoiced upon shipment by the originating vendor. If the shipping destination is Aspire and/or Aspire's subcontractor's location, customer agrees to pay invoice under normal terms
30. Aspire reserves the right to bill for services delivered to complete assignments outside of this SOW. Aspire will not perform any such services without first obtaining written approval from the authorized Client representative. (See Change Management Process Section 5) The following are not deemed part of the Scope unless otherwise specified in this SOW:
- Any customization of, or labor to install, software (except pre-installed software purchased with the product) on systems not expressly deemed as part of the initiative
 - Support or replacement of product that is altered, modified, mishandled, destroyed or damaged by natural causes or damaged due to a negligent or willful act or omission by Client and its personnel or use other than as specified in the applicable Aspire-supplied documentation
- Services to resolve incompatibility issues resulting from integration with third-party software/hardware or causes beyond Aspire's control (e.g., System Deficiencies with Cisco firmware/software, UCM, Contact Center Products, etc.)

10 Project Fees

All work will be performed on a **project basis**. We will work closely with the Client to make the best business decisions regarding the schedule.

Description	Fees
Datacenter Refresh	\$20,000.00

***Aspire typically requires 4 - 6 weeks notice after Client has signed the SOW to start the Project.

Payment terms will be Net 30 days from the date the Milestones are met and/or Deliverables are received by Client. Payment schedule will conform to the following schedule:

Milestone Description	Fee (Percent of Total)
Completion of Project Kickoff (50%)	\$10,000.00
Completion of Project (50%)	\$10,000.00

The fees provided in this SOW shall be valid for up to sixty (60) days from the original date this SOW was issued. If the contract has not been awarded within sixty (60) days, pricing is subject to change.

If a project is put on hold based on Client request or project requirements not being met by the Client, Aspire reserves the right to invoice for any unbilled work performed up until the date the project was placed on hold.

Any monies past 90 days due to Aspire, will result on projects/work to be stopped and the account will be placed on hold. Customer must be up to date on all payments to Aspire. Customer must pay as per milestone terms.

11 Engagement Acceptance

Signatures on this SOW serve in lieu of a purchase order and indicate that the SOW has been accepted and agreed to by Aspire and Client. The parties hereby acknowledge that they have read and understand this agreement, all attachments hereto, and agree to all terms and conditions stated herein. The parties consent to use of facsimile, electronic and/or digital signatures in the execution of this SOW and the same shall be binding upon the parties as if they were an original signature.

Accepted and agreed by:

Teaneck Board of Education

Represented by:

Print

Signature

Date

Aspire Technology Partners, LLC.

Represented by:

Print

Signature

Date

12 Appendix 1 – Sample Change Request Form



CHANGE ORDER FORM			
COMPANY NAME:			
PERSON REQUESTING CHANGE:			
TELEPHONE #:		DATE OF REQUEST:	
ORIGINAL PROJECT SALES ORDER #:			
DESCRIPTION OF REQUEST: (Include details on problem and desired solution)			
IMPACT SUMMARY: (Include estimates regarding additional Time and Costs)			
TOTAL ADDITIONAL CHARGES: <small>(Will be invoiced upon execution of this Change Order Request)</small>		\$	
DISPOSITION: (Describe how changes will be implemented if approved)			

APPROVALS: (Accepted By)

This document has been read and approved by the following individuals responsible for its implementation.

<CLIENT NAME>

Aspire Technology Partners, LLC.

Represented by:

Represented by:

Print

Print

Signature

Signature

Date

Date