

**EAST ORANGE BOARD OF EDUCATION
199 4th AVENUE
EAST ORANGE, NEW JERSEY 07017**

REGULAR PUBLIC MEETING

**East Orange Board of Education
199 4th Avenue, East Orange, NJ 07017**

Tuesday, February 14, 2017 – 6:00 P.M.

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. BOARD OF EDUCATION

A. APPROVAL OF MINUTES

BE IT RESOLVED, the East Orange Board of Education approves the minutes of the following meetings:

- **January 17, 2017**

V. REPORT OF THE SUPERINTENDENT OF SCHOOLS

A. POLICY READING

- 1. BE IT RESOLVED: that the East Orange Board of Education present as first reading the following policies.**

Policy No.	Description	New/Revised
1510	Americans with Disabilities Act	Revised Policy & Regulation
3216	Dress & Grooming	Revised Policy & Regulation
3245	Research Projects by Staff Members	Revised Policy
3270	Professional Responsibilities	Revised Policy
3351	Healthy Workplace Environment	Revised Policy
3352	Sexual Harassment	Revised Policy
3352	Sexual Harassment of Teaching Staff Members Complaint Procedure	Revised Regulation
3425	Work Related Disability Pay	Revised Policy
3425.1	Modified Duty Early Return to Work Program – Teaching Staff Members	Revised Policy & Regulation
3432	Sick Leave	Revised Policy & Regulation
4216	Dress & Grooming	Revised Policy & Regulation
4425	Work Related Disability Pay	Revised Policy
4425.1	Modified Duty Early Return to Work Program – Support Staff Members	Revised Policy & Regulation
4431.3	New Jersey's Family Leave Insurance Program	Revised Policy
4432	Sick Leave	Revised Policy & Regulation

V. REPORT OF THE SUPERINTENDENT OF SCHOOLS

A. POLICY READING continued..

- 1. BE IT RESOLVED: that the East Orange Board of Education present as first reading the following policies.**

Policy No.	Description	New/Revised
8110	Attendance Areas	Revised Policy
8140	Enrollment Accounting	Revised Policy & Regulation
8210	School Year	Revised Policy
8220	School Day and Closings	Revised Policy & Regulation

- 2. BE IT RESOLVED: that the East Orange Board of Education present as second reading the following policies.**

Policy No.	Description	New/Revised
2418	Section 504 of the Rehabilitation Act of 19973	Revised Policy & Regulation
3211	Code of Ethics	Revised Policy
3211.3	Consulting Outside the District	Revised Policy & Regulation
3214	Conflict of Interest	Revised Policy
3217	Use of Corporal Punishment	Revised Policy
3233	Political Activities	Revised Policy & Regulation
3280	Liability for Student Welfare	Revised Policy & Regulation
3310	Academic Freedom	Revised Policy
3381	Protection Against Retaliation	Revised Policy
3410	Compensation	Revised Policy
3420	Benefits	Revised Policy
4212.3	Consulting Outside the District	Revised Policy & Regulation
4214	Conflict of Interest	Revised Policy
4215	Code of Ethics	Revised Policy
4220	Employee Evaluation	Revised Policy & Regulation
4233	Political Activities	Revised Policy & Regulation
4240	Employee Training	Revised Policy & Regulation
4381	Protection Against Retaliation	Revised Policy
4410	Compensation	Revised Policy
4413	Overtime Compensation	Revised Policy
4420	Benefits	Revised Policy
5116	Education of Homeless Children	Revised Policy & Regulation
8330	Student Records	Revised Policy & Regulation

VI. COMMITTEE REPORTS AND COMMENTS FROM THE MEMBERS OF THE BOARD OF EDUCATION

VII. COMMENTS AND PRESENTATIONS FROM THE PRESIDENT

VIII. COMMENTS FROM THE PUBLIC

IX. RETIRE TO EXECUTIVE SESSION

X. RECOMMENCE PUBLIC MEETING

XI. ROLL CALL

XII. CONSIDERATION OF RESOLUTIONS

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- a. Stopping Bullying's Vicious Cycle
- b. PARCC Challenge Tutoring
- c. Earnest Everett Just Mentoring Program
- d. Workplace – Essex Regional Educational Services Commission
- e. MOU – Data Recognition Corporation (DRC) Test Assessing Secondary Completion (TASC) 2016 – 2020
- f. Pennies for Patients – Lymphoma Leukemia Society
- g. Zuzu African Acrobats
- h. PTO School Carnival
- i. Health Fair
- j. Field Day
- k. Grandparent's Day
- l. Super Science & Technology Night
- m. Hillside Community Food Bank/Tools 4 School Program
- n. A Friendship Adventure Program – Ronald McDonald
- o. Career Day – 2017
- p. Stress Management Seminar
- q. Passaic Valley Sewerage Commission's Assembly
- r. My Soccer Share Clinic
- s. PARCC Pull Our Program
- t. Arts Partnership – Gelsey Kirkland Academy of Classical Ballet
- u. "Man Up That Play"
- v. Graduation Appeal Session – Saturday Sessions Only
- w. Vocational Training at the Department of Veterans Affairs
- x. Special Education Out of District Placements
- y. Agreement Between Specialized Child Study Teams and EOBOE
- z. Special Education Home Instruction Students
- aa. Vocational Training at Daughter's of Israel
- bb. Independent Educational Evaluations
- cc. Independent Educational Evaluations
- dd. Summer Extension 2017
- ee. Student Recommendations for In-District Alternative Program Placement
- ff. Affiliation Agreement with Kean University
- gg. 2016 ESEA Accountability Action Plans and Assurances
- hh. Elementary/Middle/ High Summer School
- ii. CTE Business Consultant
- jj. MSU – Clinic for Evidence – Based Practices in Schools (CEPS) Academic Assessment Project
- kk. Memorandum of Understanding for Dual Enrollment of CTE Programs
- ll. The 2017 Tyson Summer Arts Academy
- mm. Artists in Residence from Julliard to Enhance Instruction
- nn. KinderSmile Foundation
- oo. Harassment, Intimidation and Bullying Monthly Incident
- pp. Field Trips

XII. CONSIDERATION OF RESOLUTIONS

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

- a. Retirements
- b. Resignations
- c. Rescission of Appointments
- d. Leaves of Absence
- e. Transfers
- f. Salary Adjustments
- g. Staff Appointments
- h. Extra-Curricular and Co-Curricular Appointments – Various Locations – 2016-2017 SY
- i. Salary Adjustment Addendum – East Orange Education Association – 2014-2015, 2015-16 & 2016-2017 S/Y
- j. Salary Adjustments Addendum – East Orange International Union of Operating Engineers: Local 68-68A-68B-C, AFL-CIO (Union) (Security Personnel) – 2014-15, 2015-16 & 2016-17 School Years
- k. Agenda Changes/Corrections
- l. Staff Appointment – Federal Grants – Title I Staffing – 2016-17 SY
- m. Staff Appointment – Federal Grants – Title II Staffing – 2016-17 SY
- n. Appointments
- o. Suspensions
- p. Terminations
- q. Rescission of Employment Probation
- r. Approval of Job Description
- s. Professional Conferences

3. BUSINESS SERVICES

- a. List of Bills (Ratify)
- b. List of Bills
- c. Appropriation Transfers
- d. Appropriation Transfers – ECPA/Fund 15
- e. T-1 Request for Taxes from the City of East Orange
- f. T-2 Request for Debt Service Taxes from the City of East Orange
- g. Recommendation to Approve Fund Raising Requests
- h. Request for Authorization to Participate in the Educational Services Commission of Morris County for NJ Classroom Supplies SY 2016-2017
- i. Book Bags Donated by Parent – Wahlstrom Academy
- j. Acceptance of Donation – Warwick Institute
- k. Advertisement of Sealed Bid Sale of Surplus Real Estate Owned by East Orange Board of Education Bid # 2731
- l. Recommendation for Award of Contract – Refuse Collection Services – Bid #2736
- m. HP Donation – Warwick Institute
- n. Request to Approve the Void of Stale Dated Payroll Checks
- o. Preschool Revised Contracts and Budgets for the East Orange Early Childhood Collaborative Agencies 2016-2017 School Year
- p. Devils Street Hockey Equipment – Warwick Institute
- q. A-148 Secretary's Report
- r. A-149 Treasurer's Report
- s. Budgetary Major Account/Fund Status Certificate
- t. Recommendation to Participate in the Waiver of Employee Insurance Coverage under the State Education Health Benefits Program
- u. Emergency Reserve Withdraw Funds

XII. CONSIDERATION OF RESOLUTIONS

A. SUPERINTENDENT OF SCHOOLS

4. MAINTENANCE SERVICES

- a. Recommendation for the Use of Facility

XIII. CLOSING STATEMENT/ADJOURNMENT

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESa. Stopping Bullying's Vicious Cycle – (Ramsey)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the presentation of the performance "Stopping Bullying's Vicious Cycle," a one woman show presenting the dangers and effects of bullying from various perspectives on February 28, 2017. The cost of the performance is \$1200. The performance will be for the middle school students.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Code: 17.15.190.100.320.102.002.0000)

b. PARCC Challenge Tutoring – (Ramsey)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves East Orange STEM Academy to implement PARCC University tutoring Math and ELA beginning February 18, 2017 until April 1, 2017 (5 Saturdays). The cost of the tutoring will be \$3,690 to pay for ELA and Math Instructors.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. (Account Code: 17.15.190.100.320.102.002.0000)

c. Earnest Everett Just Mentoring Program – (Burton)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the eighth grade students from Sojourner Truth Middle School to participate in a male mentoring program conducted by Omega Psi Phi Fraternity, Inc. for the 2016-2017 academic year at no cost to the District.

d. Workshop – Essex Regional Educational Services Commission – (Richardson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the participation of the Instructional staff of Fresh Start Academy Middle School Professional Development conducted by Essex Regional Educational Services Commission (ERESC) commencing on March 15, 2017, and additional dates will be determined. The workshop will be conducted at Fresh Start Academy Middle School at a cost not to exceed \$4,500 to the District.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Code: 17.11.423.100.320.100.320.145.045.0000)

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- e. MOU – Data Recognition Corporation (DRC) Test Assessing Secondary Completion (TASC) 2016-2020 – (Webb)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves a Memorandum of Understanding between East Orange BOE & DRC to operate the TASC Test Center the period of July 1, 2016 through December 31, 2020.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Code: State of New Jersey, Department of Labor)

- f. Pennies for Patients – Lymphoma Leukemia Society – (Sturdivant)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the visit of the Leukemia & Lymphoma Society/Pennies for Patients to give an overview of the fundraiser.

- g. Zuzu African Acrobats – (Sturdivant)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the Zuzu African Acrobats to visit and perform at Garvin Elementary School. Cost to the District: \$500.00

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Codes: 17.15.000.211.500.308.008.0000
17.15.000.223.320.308.008.0000)

- h. Althea Gibson Academy PTO School Carnival – (C. Davis)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, provides permission for Althea Gibson Early Childhood Academy Staff & Students to attend the Althea Gibson Academy PTO sponsored carnival on June 9, 2017, with a rain date TBD, at no cost to the District.

- i. Althea Gibson Academy Health Fair – (C. Davis)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, provides permission for Althea Gibson Early Childhood Academy Staff & Students to attend the Althea Gibson Academy Health Fair on April 28, 2017 at no cost to the District.

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESj. Althea Gibson Academy Field Day – (C. Davis)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, provides permission for Althea Gibson Early Childhood Academy Staff & Students to attend the Althea Gibson Academy Field Day on May 25, 2017 at no cost to the District.

k. Althea Gibson Academy Grandparent's Day – (C. Davis)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, provides permission for Althea Gibson Early Childhood Academy Staff & Students to host the Annual Grandparent's Day at Gibson Academy on April 7, 2017 at a cost of \$181 from the allocated Title I Funds for the 2016-2017 school year.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Code: 17.20.232.200.600.337.037.9626)

l. Althea Gibson Academy Super Science & Technology Night – (C. Davis)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, provides permission for Althea Gibson Early Childhood Academy Staff & Students to host the Annual Super Science & Technology Night at Althea Gibson Academy on May 11, 2017 from 6 pm – 8:30 pm at no cost to the District.

m. Hillside Community Food Bank/Tools 4 Schools Program – (Jackson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the partnership between Wahlstrom Academy and the Community Food Bank of New Jersey/Tools 4 Schools in Hillside, NJ for the 2016-2017 school year at no cost to the District.

n. A Friendship Adventure Program – (Jackson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Wahlstrom Academy's student body, and staff to participate in a Friendship Adventure/Anti-Bullying workshop to be held in the cafeteria on March 23, 2017 at 1:00 pm at no cost to the District.

o. Career Day - 2017 – (Jackson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Wahlstrom Academy's student body, visitors (TBD at a later date) and staff to participate in Career Day activities to be held in classrooms, cafeteria and surrounding areas of Wahlstrom Academy on a date to be determined in the month of May 2017 from 9 am to 12 pm at no cost to the District.

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESp. Stress Management Seminar – (Jackson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the Employee Awareness Association to conduct a Stress Management Seminar at Wahlstrom Academy staff on March 6, 2017 at no cost to the District.

q. Passaic Valley Sewerage Commission's Assembly – (Jackson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves a presentation for Wahlstrom Academy Kindergarten students and teachers on Environmental Education offered by the Passaic Valley Sewerage Commission's Outreach Program on a date to be determined at no cost to the District.

r. My Soccer Share Clinic – (Shults)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves 3rd – 5th grade students to participate in the My Soccer Share (MSS) activities on Thursday, March 9, 2017 at Gordon Parks Academy from 3 pm – 4:30 pm at no cost to the District.

s. PARCC Pull Out Program – (Champagne)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the implementation of Intervention and PARCC preparation for 40 minutes a day Monday – Friday at a cost not to exceed \$13,855 with benefits to be determined for a total of six teacher tutors. The program will commence on February 2017 and continue through March 2017.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Code: 17.20.236.100.100.203.003.9727)

t. Arts Partnership – Gelsey Kirkland Academy of Classical Ballet – (Champagne)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Gelsey Kirkland Academy of Classical Ballet, in partnership with Cicely L. Tyson Community School of Performing and Fine Arts Department under the direction of Ms. Bettina Peets and Mrs. Jennifer Sweet Black, classical ballet instruction afterschool for the Tyson High School Dance students in five (5) visits, one (1) per week, between April 3, 2017 and May 15, 2017, (1) master classical ballet class at the Gesley Kirkland Academy of Classical Ballet, 29 Jay St., Brooklyn, NY at no cost to the District.

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESu. Man Up The Play – (A. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves East Orange Campus High School to provide 4 performances and 8 leadership and writing workshop sessions at a cost to the District not to exceed \$4,850.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Code: 17.15.000.218.500.101.001.0000)

v. Graduation Appeal Session – Saturday Sessions Only – (A. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves East Orange Campus High School Graduation Appeal Session – Saturday Sessions are to be implemented due to the fact that a select group of students do not have the required space in their schedule during the week for the required instructional time needed to pass the portfolio assessments. This applies to students who did not meet the graduation testing requirements. The projected date of commencement would be Saturday, February 25, 2017 and conclude on May 13, 2017 at East Orange Campus High School. This initiative is at a cost to the District not to exceed \$4,000.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Code: 17.15.140.100.101.101.001.9719)

w. Vocational Training at the Department of Veterans Affairs – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with the Department of Veterans Affairs Medical Center to provide vocational training to a selected group of Special Needs Students from the East Orange School District for the 2017-2018 school year.

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- x. Special Education Out of District Placements – (Santos, Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves 6 Out of District Special Education students and contracts. Placements at a total cost of \$211,717.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Codes: 11.000.100.0562.028.031.0000 – Public
 11.000.100.0564.028.031.0000 – Vocational
 11.000.100.0565.028.031.0000 – County
 11.000.100.0566.028.031.0000 – Private)

- y. Agreement Between Specialized Child Study Teams and EOBOE – (Harvest, Santos)

WHEREAS, pursuant to N.J.S.A. 19:44A-20-26 (P.L. 205, c.271, s.2) the Children's Specialized (is a state agency) has submitted the required Political Contribution Disclosure Form and Stockholder Disclosure Certification, of which they both are on file;

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Children's Specialized Child Study Team to perform Child Study Team Evaluations for students who are Deaf or Hard of Hearing. The Out of District Child Study Team is requesting the following evaluations for H.C.: Educational Evaluation, Psychological Evaluation and Speech. Total cost of three evaluations to the District - \$1,350. The purpose of the evaluation is to provide information for the purpose of Educational programming with the ultimate goal of graduation.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Code: 11.000.219.039.028.031.0000)

- z. Special Education Home Instruction Students – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves 15 students to be provided Home Instruction Services.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Code: 11.150.100.0500.000.028.031.0000)

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESaa. Vocational Training at Daughter's Israel – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with Daughter's of Israel to provide vocational training to a selected group of Special Needs Students from the East Orange School District for the 2017-2018 school year.

bb. Independent Educational Evaluations – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with Odalis De La Torre to complete Bilingual – Spanish and English Educational Evaluations at a rate of \$300 per case during the 2016-2017 school year not to exceed \$10,000.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Code: 11.000.219.0390.000.028.031.0000)

cc. Independent Educational Evaluations – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with Barbara Wilson (Diagnostic Educational Consultants, Inc.) to complete educational evaluations at a rate of \$300 per case during the 2017-2018 school years not to exceed \$15,000.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Code: 11.000.219.0390.028.031.0000)

dd. Summer Extension 2017 – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2017 Summer School Extension program for classified students in grades Pre-K8. The program will run from July 3, 2017 through July 31, 2017. Make up credit for classified high school students will run from July 5, 2017 through August 16, 2017. The summer programs will be at the cost of \$335,827 (salaries, supplies and materials).

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Codes: IDEA Grant Funds & Fund 11: Special Education Services)

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- ee. Student Recommendations for In-District Alternative Program Placement – (Harvest, Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the recommendation to in-district alternative program placement for one (1) student.

- ff. Affiliation Agreement with Kean University – (Harvest, Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the partnership between the East Orange School District (Department of Educational Support Services) and Kean University to provide comprehensive internships for school counselors and/or social work interns. This agreement will be implemented during the 2016-2017 school year.

- gg. 2016 ESEA Accountability Action Plans and Assurances – (Harvest, Leutz)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the submission of 2016 ESEA Accountability Action Plans and Assurances at no cost to the District.

- hh. Elementary / Middle / High Summer School – (Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2017 Elementary/Middle/High Summer School programs at a cost not to exceed \$536,974.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Codes: District Fund 13
Title I Grant
18.15.130.100.101.203.003.9727
18.15.140.100.101.203.003.9727)

- ii. CTE Business Consultant – (Harvest, Tyler, Boone)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Alonzo Perry, Jr. to provide consultation on academic content to the CTE Advisory Team for district's Business Administration and Management (CTE) courses at a cost to exceed \$7,500.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Code: 17.20.361.200.390.028.026.0000)

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- jj. MSU – Clinic for Evidence Based Practices in Schools – (Harvest, Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Imad Zaheer and 10 graduate students from MSU – Clinic for Evidence – based Practices in Schools (CEPS) to conduct an Academic Assessment Project at select schools from February 15, 2017 to the end of April at no cost to the District.

- kk. Memorandum of Understanding for Dual Enrollment of CTE Programs – (Harvest, Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the Memorandum of Understanding Dual Enrollment Program for Business Management, Administration, and Engineering with Essex County College at no cost to the District.

- ll. The 2017 Tyson Summer Arts Academy – (Harvest, Colson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the sixth year of the Tyson Summer Arts Academy, located on The Tyson Elementary and Middle/High Buildings. Maximum cost to the District: \$77,132 from the District Visual and Performing Arts Budget.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Codes: 18.11.000.221.110.000.000.9706
18.11.000.221.320.000.000.9706
18.11.000.270.517.000.000.9706)

- mm. Artists in Residence from Julliard to Enhance Instruction – (Harvest, Colson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves a partnership with SOPAC and Julliard School of Music focused on Tyson HS Instrumental Music Department between February 21st and May 31st, 2017 at no cost to the District.

- nn. KinderSmile Foundation – (Lovett)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the oral health program provided by KinderSmile Foundation located in Montclair, NJ for the 2016-2017 school year at no cost to the District.

- oo. Harassment, Intimidation and Bullying Monthly Incident Reporting – (Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Acting Superintendent of Schools, accepts the report of 8 incidents for January 2017 for the NJDOE monthly reporting of HIB.

XII. CONSIDERATION OF RESOLUTIONS**FEBRUARY 14, 2017****A. SUPERINTENDENT OF SCHOOLS****1. EDUCATIONAL SUPPORT & STUDENT SERVICES**pp. Field Trips

BE IT RESOLVED: “that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following field trips.”

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets
					SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
1	Ms. S. Thompson 4 students 1 staff member Tyson M/H School	East Orange, NJ	To perform at the E.O. Public Library Concert Series (Educational/Enrichment)	2/18/17	No cost to the district
2	Ms. D. Powell 22 students 10 staff members FSA Middle School	East Orange, NJ	Participation in the Community Reading Day at Harambee School and Carver Inst. (Educational)	2/22/17	No cost to the district
3	Ms. B. Froehlich 30 students 3 staff members STEM Academy Campus High School Tyson M/H School	Rockaway, NJ	To attend the Picatinny Arsenal event (Educational)	2/23/17	<u>\$416.00</u> Transportation <u>\$416.00</u> Total 17.15.000.270.512.102.002.5523 (SB)
4	Ms. B. Jackson 50 students (25 per trip) 3 staff members Campus High School	Paterson, NJ and Nutley, NJ	To visit Eastwick College and HoHoKus School (Educational)	2/23/17 3/2/17	<u>\$1,040.00</u> Transportation <u>\$1,040.00</u> Total 17.15.000.270.512.101.001.5523 (SB)
5	Ms. D. Powell 23 students 10 staff members FSA Middle School	Hillside, NJ	To visit the Community Food Bank (Educational)	2/24/17	<u>\$312.00</u> Transportation <u>\$312.00</u> Total 17.11.423.270.512.145.045.0000 (SB)
6	Mr. W. Brown 24 students 3 staff members Tyson M/H School	Newark, NJ	To visit the FBI Newark Division (Educational/Enrichment)	2/28/17	<u>\$234.00</u> Transportation <u>\$234.00</u> Total 17.15.100.270.512.203.003.5523 (SB)
7	Ms. I. Colson 170 students 17 staff members Houston Academy	Montclair, NJ	To visit Montclair State University Campus (Educational)	3/3/17 3/14/17 4/6/17	<u>\$1,487.60</u> Transportation <u>\$1,487.60</u> Total 17.11.000.270.517.000.000.9706
					F/T Board Agenda 2/14/17

XII. CONSIDERATION OF RESOLUTIONS

FEBRUARY 14, 2017

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

pp. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets
					SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
8	Ms. D. Nicholas 80 students 8 staff members STEM Academy Campus High School	Jamaica, NY	To visit the CUNY - York College (Educational)	3/3/17	\$1,144.00 Transportation \$ 390.00 Substitute Salary \$1,534.00 Total 17.15.000.270.512.102.002.5523 (SB) 17.15.130.100.101.102.002.9729 (SB)
9	Mr. J. Ozello 25 students 2 staff members Campus High School	Trenton, NJ	To attend the NJ State House Tour and Education Committee Hearing (Educational)	3/6/17	\$572.00 Transportation \$130.00 Substitute Salary \$702.00 Total 17.15.000.270.512.101.001.5523 (SB) 17.15.140.100.101.101.001.9727 (SB)
10	Mr. R. Thomas 10 students 2 staff members Campus High School	East Orange, NJ	To visit Langston Hughes Elementary to teach students Financial Literacy (Educational)	3/6/17	\$192.40 Transportation \$260.00 Substitute Salary \$452.40 Total 17.15.000.270.512.101.001.5523 (SB) 17.15.140.100.101.101.001.9272 (SB)
11	Dr. A. Parayanthal 20 students 2 staff members Campus High School	Jersey City, NJ	To attend a live surgery at Liberty Science Center that involves a kidney transplant (Educational)	3/8/17	\$ 390.00 Transportation \$ 507.00 Admissions \$ 130.00 Substitute Salary \$1,027.00 Total 17.15.140.100.101.101.001.9727 (SB) 17.15.190.100.610.101.001.6000 (SB) 17.15.000.270.512.101.001.5523 (SB)
12	Ms. L. Gopal 27 students 2 staff members Campus High School	Livingston, NJ	To attend the ECEA Pride Expo at the Livingston Mall (Educational/ Incentive/ Enrichment)	3/8/17	\$296.40 Transportation \$130.00 Substitute Salary \$426.40 Total 17.15.000.270.512.101.001.5523 (SB) 17.15.140.100.101.101.001.9727 (SB)
13	Ms. M. Rae-Dudley 73 students 7 staff members Tyson M/H School	New York City, NY	To attend a Broadway Production of Jitney at the Samuel Freidman Theater (Educational)	3/8/17	\$1,560.00 Transportation \$1,560.00 Total 17.15.000.270.512.203.003.5523 (SB)
14	Mr. J. Refinski 40 students 4 staff members STEM Academy	Holmdel, NJ	To visit the NJ Vietnam Memorial & Education Center (Educational)	3/9/17	\$390.00 Transportation \$130.00 Substitute Salary \$520.00 Total 17.15.000.270.512.102.002.5523 (SB) 17.15.130.100.101.102.002.9729 (SB)
15	Ms. B. Froehlich 30 students 3 staff members STEM Academy	Mt. Olive, NJ	To attend the FRC Robotics Competition @ Mt. Olive HS (Educational)	3/10/17 3/11/17 3/12/17	\$1,796.00 Transportation \$1,796.00 Total 17.15.000.270.512.102.002.5523 (SB)
					F/T Board Agenda 2/14/17

XII. CONSIDERATION OF RESOLUTIONS**FEBRUARY 14, 2017****A. SUPERINTENDENT OF SCHOOLS****1. EDUCATIONAL SUPPORT & STUDENT SERVICES**pp. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets
					SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
16	Ms. N. Elvie 60 students 6 staff members Campus High School	Philadelphia, PA	To visit the Franklin Institute Museum (Educational/Enrichment)	3/14/17	\$1,040.00 Transportation \$ 854.70 Admissions \$ 650.00 Substitute Salary \$ 795.00 Registration \$ 656.70 Meals \$3,996.40 Total 17.15.190.100.610.101.001.6000 (SB) 17.15.140.100.101.101.001.9727 (SB) 17.15.000.270.512.101.001.5523 (SB)
17	Ms. B. Froehlich 30 students 3 staff members STEM Academy	Bridgewater, NJ	To attend FRC Robotic Competition at Bridgewater-Raritan High School (Educational)	3/17/17 3/18/17 3/19/17	<u>\$1,846.00</u> Transportation \$1,846.00 Total 17.15.000.270.512.102.002.5523 (SB)
18	Ms. I. Gorbunoff 80 students 10 staff members 10 parent chaperones Gibson Academy	Newark, NJ	To visit the Newark Museum (Educational)	3/21/17	\$1,290.00 Admissions <u>\$ 800.00</u> Transportation \$2,090.00 Total 17.15.190.100.800.337.037.0000 (SB) 17.15.000.270.512.337.037.5523 (SB)
19	Mr. R. DeVeaux 30 students 6 staff members Tyson M/H School	Union, NJ	To visit the Lincoln Technical Institute (Educational)	3/23/17	No cost to the district
20	Ms. D. Evans 34 students 3 staff members Tyson M/H School	Wayne, NJ	To attend Pure movement - History of Hip- Hop at William Paterson University (Educational)	3/23/17	\$338.00 Transportation <u>\$288.00</u> Admissions \$626.00 Total 17.15.100.270.512.203.003.5523 (SB) 17.15.190.100.800.203.003.0000 (SB)
21	Ms. M. Johnson 12 students 3 staff members Parks Academy	Toms River, NJ	To attend the 9th Annual Clean Communities Environmental Workshops and Student Exchange	3/23/17 3/24/17	No cost to the district
22	Ms. C. Jones 12 students 1 staff member 1 parent chaperone Houston Academy	Orange, NJ	To attend the Declamation Forensic Competition (Educational)	3/24/17	<u>\$260.00</u> Transportation \$260.00 Total 17.15.000.270.512.307.007.5523 (SB)
					F/T Board Agenda 2/14/17

XII. CONSIDERATION OF RESOLUTIONS

FEBRUARY 14, 2017

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

pp. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
23	Mr. R. Thomas 5 students 2 staff members Campus High School	New York, NY	To attend the NY FED Economics Competition @ the Federal Reserve Bank (Educational)	3/24/17	\$546.00 Transportation <u>\$260.00</u> Substitute Salary \$806.00 Total 17.15.000.270.512.101.001.5523 (SB) 17.15.140.100.101.101.001.9727 (SB)
24	Ms. K. Dempsey 45 students 7 staff members 6 parent chaperones Wahlstrom Academy	Roseland, NJ	To visit the Essex County Environmental Center (Educational)	3/29/17	No cost to the district
25	Ms. S. Crowell-Edghill 23 students 10 staff members FSA Middle School	Washington, DC	To visit the National Museum of African American History & Culture (Educational)	3/30/17	<u>\$2,548.00</u> Transportation <u>\$2,548.00</u> Total 17.11.423.270.512.145.045.0000 (SB)
26	Ms. T. Long 45 students 7 staff members 6 parent chaperones Wahlstrom Academy	Roseland, NJ	To visit the Essex County Environmental Center (Educational)	3/30/17	No cost to the district
27	Ms. J. Leszczynski 45 students 7 staff members 6 parent chaperones Wahlstrom Academy	Roseland, NJ	To visit the Essex County Environmental Center (Educational)	4/5/17	No cost to the district
28	Ms. S. LeDoux-Arlett 30 students 4 staff members 4 parent chaperones Wahlstrom Academy	Roseland, NJ	To visit the Essex County Environmental Center (Educational)	4/6/17	No cost to the district
29	Ms. B. Froehlich 30 students 3 staff members STEM Academy	Bethlehem, PA	To attend the National Regional Competition for FRC Robotics Team @ Lehigh University (Educational)	4/7/17 4/8/17 4/9/17	<u>\$3,666.00</u> Transportation \$3,666.00 Total 17.15.000.270.512.102.002.5523 (SB)
30	Ms. S. Johnson 35 students 5 staff members Houston Academy	Philadelphia, PA	To visit the Franklin Institute (Educational)	4/21/17	\$1,034.80 Transportation <u>\$ 967.90</u> Admissions \$2,002.70 Total 17.15.000.270.512.307.007.5523 (SB) 17.15.204.100.800.307.007.0000 (SB) 17.15.213.100.800.307.007.0000 (SB)
					F/T Board Agenda 2/14/17

XII. CONSIDERATION OF RESOLUTIONS

FEBRUARY 14, 2017

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

pp. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets
					SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
31	Ms. L. Gopal 50 students 2 staff members Campus High School	Summit, NJ	To attend the Hilltopper Choral Festival (Educational/ Enrichment/ Incentive)	4/21/17	\$ 728.00 Transportation \$ 130.00 Substitute Salary <u>\$ 200.00</u> Registration \$1,058.00 Total 17.15.000.270.512.101.001.5523 (SB) 17.15.140.100.101.101.001.9727 (SB) 17.15.190.100.610.101.001.6000 (SB)
32	Ms. L. Gopal 10 students 2 staff members Campus High School	Paramus, NJ	To attend the North Jersey School Music Association Regional Choir Auditions (Educational/ Enrichment/ Incentive)	4/22/17	\$338.00 Transportation <u>\$130.00</u> Substitute Salary \$468.00 Total 17.15.000.270.512.101.001.5523 (SB) 17.15.140.100.101.101.001.9727 (SB)
33	Mr. R. Thomas 40 students 5 staff members Campus High School	Madison, NJ	To attend the Education Career Exploration Day at Fairleigh Dickinson University (Educational)	4/26/17	\$390.00 Transportation <u>\$520.00</u> Substitute Salary \$910.00 Total 17.15.000.270.512.101.001.5523 (SB) 17.15.140.100.101.101.001.9727 (SB)
34	Coach L. Wigfall 20 students 4 staff members Campus High School	Philadelphia , PA	To compete in the Penn Relays at Franklin Field (Educational/ Enrichment)	4/26/17 Thru 4/29/17	\$ 2,043.63 Transportation \$12,162.15 Lodging <u>\$ 1,000.00</u> Meals \$15,205.78 Total 17.15.402.100.500.101.001.0000 (SB) 17.15.000.270.512.101.001.5523 (SB)
35	Ms. J. Wanis 67 students 10 staff members 10 parent chaperones Langston Hughes	Easton, PA	To visit the Crayola Factory (Educational)	4/27/17	\$1,144.00 Transportation <u>\$ 860.14</u> Admissions \$2,004.14 Total 17.20.218.100.500.306.026.9019 (GB) 17.20.218.200.516.306.026.9019 (GB)
36	Ms. M. Rice 50 students 3 staff members 2 parent chaperones Tyson M/H School	Williamsburg, VA	To perform at the Heritage Music Festival (Educational)	4/28/17 Thru 4/30/17	\$ 4,154.80 Transportation \$14,783.00 Lodging \$ 2,220.00 Meals <u>\$ 218.00</u> Other Expenses \$21,375.80 Total 17.15.000.240.580.203.003.0000 (SB) 17.11.000.270.517.000.000.9706 (AB)
					F/T Board Agenda 2/14/17

XII. CONSIDERATION OF RESOLUTIONS

FEBRUARY 14, 2017

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

pp. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets
					SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
37	Ms. J. Khurana 20 students 2 staff members Campus High School	Montclair, NJ	To attend Seussical the Musical at Montclair State University (Educational)	5/2/17	\$275.60 Transportation \$333.00 Admissions \$608.60 Total 17.15.190.100.800.336.036.0000 (SB) 17.15.000.270.512.336.036.5523 (SB)
38	Ms. J. Khurana 20 students 2 staff members Campus High School	Jersey City, NJ	To attend a live surgery at Liberty Science Center that involves a kidney transplant (Educational)	5/9/17	\$405.60 Transportation \$507.00 Admissions \$260.00 Substitute Salary \$1,172.60 Total 17.15.140.100.101.101.001.9727 (SB) 17.15.190.100.610.101.001.6000 (SB) 17.15.000.270.512.101.001.5523 (SB)
39	Mr. S. Webb 40 students 10 staff members FSA High School	Newton, NJ	To visit the Fairview Lake YMCA Camp and Conference Center (Educational)	5/11/17	\$1,660.00 Admissions \$ 442.00 Transportation \$2,102.00 Total 17.11.423.100.800.029.029.0000 (SB) 17.11.423.270.571.029.029.5523 (SB)
40	Mr. W. Miller 40 students 4 staff members Campus High School	Liberty Island, NY	To visit the Statue of Liberty and Ellis Island (Educational)	5/12/17	\$ 390.00 Transportation \$ 440.00 Admissions \$ 490.46 Meals \$ 260.00 Substitute Salary \$1,580.456 Total 17.15.140.100.101.101.001.9727 (SB) 17.15.190.100.610.101.001.6000 (SB) 17.15.000.270.512.101.001.5523 (SB)
41	Mr. R. Thomas 5 students 2 staff members Campus High School	New York, NY	To visit the Museum of Finance (Educational)	5/12/17	\$546.00 Transportation \$260.00 Substitute Salary \$806.00 Total 17.15.000.270.512.101.001.5523 (SB) 17.15.140.100.101.101.001.9727 (SB)
42	Dr. V. Stallings 67 students 13 staff members 10 parent chaperones Langston Hughes	Newark, NJ	To attend the UniverSoul Circus (Incentive)	5/17/17	\$1,080.00 Admissions \$ 416.00 Transportation \$1,496.00 Total 17.20.218.100.500.306.026.9019 (GB) 17.20.218.200.516.306.026.9019 (GB)
43	Ms. Williams 38 students 11 staff members Carver Institute	Hope, NJ	To visit the Land of Make Believe (Enrichment)	5/18/17	\$ 936.00 Transportation \$ 435.00 Admissions \$1,371.00 Total 17.15.000.270.512.305.005.5523 (SB) 17.15.190.100.800.305.005.0000 (SB)
44	Ms. J. Leszczynski 65 students 11 staff members 10 parent chaperones Wahlstrom Academy	West Orange, NJ	To visit the Turtle Back Zoo (Educational)	5/23/17	\$860.00 Admissions \$860.00 Total 17.15.190.100.800.339.039.0000 (SB) (Transportation paid for by PTO)
					F/T Board Agenda 2/14/17

XII. CONSIDERATION OF RESOLUTIONS

FEBRUARY 14, 2017

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

pp. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
45	Mr. D. Santiago 27 students 3 staff members STEM Academy	Millburn, NJ	To attend performance at the Paper Mill Playhouse (Educational)	5/25/17	\$1,914.00 Admissions \$ 390.00 Transportation <u>\$ 130.00</u> Substitute Salary \$2,434.00 Total 17.15.000.270.512.102.002.5523 (SB) 17.15.190.100.800.102.002.0000 (SB) 17.15.130.100.101.102.002.9729 (SB)
46	Mr. R. DeVeaux 30 students 6 staff members Campus High School	Edison, NJ	To attend the Construction Industry Career Day Convention & Expo Center (Educational)	5/31/17	<u>\$296.40</u> Transportation \$296.40 Total 17.15.000.270.512.203.003.5523 (SB)
47	Ms. S. Crowell-Edghill 23 students 10 staff members FSA Middle School	Philadelphia , PA	To visit Temple University (Educational)	5/31/17	<u>\$1,196.00</u> Transportation \$1,196.00 Total 17.11.423.270.512.145.045.0000 (SB)
48	Ms. D. Dangler 30 students 1 staff member 8 parent chaperones Houston Academy	Newark, NJ	To perform at the American Young Voices at the Prudential Center (Educational/ Enrichment)	6/1/17	\$338.00 Transportation <u>\$ 95.00</u> Registration \$433.00 Total 17.20.033.100.516.307.007.0007 (GB) 17.20.033.100.800.307.007.0007 (GB)
49	Ms. M. Johnson 30 students 5 staff members Parks Academy	Weehawken, NJ	To attend guided sightseeing tour to visit Ellis Island and the Statue of Liberty (Educational/ Enrichment)	6/1/17	\$1,029.01 Admissions <u>\$ 468.00</u> Transportation \$1,497.01 Total 17.15.000.270.512.311.011.5523 (SB) 17.15.190.100.800.311.011.0000 (SB)
50	TSgt. Thomas 100 students 6 staff members 4 parent chaperones Campus High School	Fort Dix, NJ	To visit Fort Dix (Rewards)	6/2/17	<u>\$1,352.00</u> Transportation \$1,352.00 Total 17.15.000.270.512.101.001.5523 (SB)
51	Ms. C. Jones 10 students 1 staff member 1 parent chaperone Houston Academy	Orange, NJ	To attend Student Public Speaking Workshop at Scholars Academy (Enrichment)	6/2/17	<u>\$260.00</u> Transportation \$260.00 Total 17.15.000.270.512.307.007.5523 (SB)
52	Ms. L. Gopal 63 students 6 staff members 1 parent chaperone Campus High School	Jackson, NJ	To attend the 2017 Music In The Parks Choral Festival at Six Flags Great Adventure (Incentive)	6/2/17	\$1,560.00 Transportation \$4,035.00 Admissions <u>\$ 260.00</u> Substitute Salary \$5,855.00 Total 17.15.140.100.800.101.001.9732 (SB)
					F/T Board Agenda 2/14/17

XII. CONSIDERATION OF RESOLUTIONS

FEBRUARY 14, 2017

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

pp. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
53	Ms. D. Sprague 134 students 17 staff members 8 parent chaperones Houston Academy	Easton, PA	To visit the Crayola Factory (Educational/ Enrichment)	6/2/17	\$3,276.00 Transportation <u>\$1,520.98</u> Admissions \$4,796.98 Total 17.15.000.270.512.307.007.5523 (SB) 17.15.190.100.800.307.007.0000 (SB)
54	Ms. M. Johnson 45 students 7 staff members 9 parent chaperones Parks Academy	Hope, NJ	To visit the Land of Make Believe (Educational)	6/6/17	\$1,040.00 Transportation <u>\$ 515.00</u> Admissions \$1,555.00 Total 17.20.218.100.500.311.026.9019 (GB) 17.20.218.200.516.311.026.9019 (GB)
55	Ms. D. Sprague 70 students 6 staff members 4 parent chaperones Houston Academy	Bronx, NY	To visit the Bronx Zoo (Educational/ Enrichment)	6/8/17	\$1,092.00 Transportation <u>\$ 600.00</u> Admissions \$1,692.00 Total 17.15.000.270.512.307.007.5523 (SB) 17.15.190.100.800.307.007.0000 (SB)
56	Ms. Oglesby 300 students 30 staff members Truth Middle School	Allentown, PA	To visit Dorney Park (Incentive/ Rewards)	6/8/17	\$ 7,696.00 Transportation <u>\$ 5,000.00</u> Admissions \$12,696.00 Total 17.15.000.270.512.216.016.5523 (SB) 17.15.190.100.800.216.016.0000 (SB)
57	Ms. S. Johnson 55 students 3 staff members 2 parent chaperones Houston Academy	Allentown, PA	To visit Dorney Park (Enrichment/ Rewards)	6/9/17	\$1,196.00 Transportation \$1,600.00 Admissions <u>\$ 150.00</u> Substitute Salary \$2,946.00 Total 17.15.140.100.800.307.007.9732 (SB) 17.15.000.270.512.307.007.5523 (SB) 17.15.190.100.800.307.007.0000 (SB)
58	Mr. G. Sneed 75 students 6 staff members 1 parent chaperone Campus High School	Jackson, NJ	To visit Six Flags Great Adventure (Enrichment/ Incentive/ Rewards)	6/9/17	\$2,558.40 Transportation \$2,324.25 Admissions <u>\$1,049.25</u> Meals \$5,931.90 Total 17.15.140.100.800.101.001.9732 (SB) 17.15.140.100.580.101.001.5932 (SB)
59	Ms. M. Johnson 30 students 6 staff members Parks Academy	Lyndhurst, NJ	To visit Medieval Times (Educational)	6/12/17	\$ 353.60 Transportation <u>\$ 871.45</u> Admissions \$1,225.05 Total 17.15.000.270.512.311.011.5523 (SB) 17.15.190.100.800.311.011.0000 (SB)
60	Ms. N. Diaz 200 students 20 staff members Campus High School	Garfield, NJ	To attend Senior Prom at the Venetian (Incentive)	6/14/17	No cost to the district
					F/T Board Agenda 2/14/17

XII. CONSIDERATION OF RESOLUTIONS**FEBRUARY 14, 2017****A. SUPERINTENDENT OF SCHOOLS****1. EDUCATIONAL SUPPORT & STUDENT SERVICES**pp. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets
					SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
61	Mr. S. Webb 40 students 10 staff members FSA High School	6/16/17	To visit Six Flags Great Adventure (Educational)	6/16/17	\$1,326.00 Transportation \$2,291.00 Admissions \$3,617.00 Total 17.11.423.100.800.029.029.0000 (SB) 17.11.423.270.571.029.029.5523 (SB)
CHANGES TO FIELD TRIP RESOLUTIONS					
1	Mr. S. Webb 30 students 10 staff members FSA High School	Newark, NJ	To attend a play entitled, "Mayheim Poets" at NJPAC (Educational)	2/9/17	This field trip was Board approved at the 1/17/17 meeting. Due to a scheduling conflict, the date of the trip was changed from 2/10/17 to 2/9/17.
					F/T Board Agenda 2/14/17

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESa. Retirements

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following retirements."

1. Ms. Allima Adeoye – Teacher of the Handicapped (BD) – Banneker Academy
Effective July 1, 2017 (13 years, of service)
(15.209.100.0101.000.336.036.0000)
2. Ms. Margret Bonito – CST - Social Worker – Department of Special Education
Effective July 1, 2017 (27 years, of service)
(11.000.219.0104.000.000.000.0000)
3. Ms. Dina Schulman – Teacher of Technology – Houston Academy
Effective October 1, 2017 (15 years, 1 month of service)
(15.120.100.0101.000.307.007.0000)
4. Ms. Kathleen Weldon – Teacher of Elementary – Ecolè Toussaint Louverture
Effective July 1, 2017 (17 years, 7 months of service)
(15.120.100.0101.000.310.010.0000)

b. Resignations

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resignations."

1. Ms. Claudia Annese – Building Based Substitute Teacher – Costley Middle School
Effective February 15, 2017 (another position) (4 months of service)
(11.130.100.0101.000.000.000.0000)
2. Ms. Gissel Feliz – Teacher Assistant (ESL) – Healy Middle School
Effective January 16, 2017 (no reason) (6 years, 3 months of service)
(15.240.100.0106.000.217.017.0000)
3. Mr. Isam Muhammad – Lunch Period Supervisory Aide – Langston Hughes School
Effective February 1, 2017 (personal reasons) (3 years, of service)
(11.000.262.0100.000.000.000.0000)
4. Mr. Todd St. Laurent – Teacher of Grades 6-8 (Sci) – Costley Middle School
Effective January 16, 2017 (home duties) (9 days, of service)
(15.130.100.0101.000.215.015.0000)

c. Rescission of Appointments

BE IT RESOLVED: "that the Board of Education, upon the recommendation of the Superintendent of Schools, rescinds the following appointments."

1. Ms. Khadijah Allen-Fryer – Lunch Period Supervisory Aide – Garvin School
Appointment was approved at the January 17, 2017 Board Meeting
(11.000.262.0100.000.000.000.0000)
2. Ms. Debbie Dawkins – Custodian (hourly) – Division of Maintenance Services
Appointment was approved at the October 11, 2016 Board Meeting
(11.262.000.0100.000.000.000.0000)

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESc. Rescission of Appointments (cont'd)

3. Ms. Shirley Furman – Lunch Period Supervisory Aide – Warwick Institute
Appointment was approved at the November 14, 2016 Board Meeting
(11.000.262.0100.000.000.0000)
4. Ms. Altarelle Howard – Custodian (hourly) – Division of Maintenance Services
Appointment was approved at the October 11, 2016 Board Meeting
(11.000.262.0100.000.000.0000)
5. Ms. Shyla Jackson – Lunch Period Supervisory Aide – Tyson Elementary
Appointment was approved at the December 13, 2016 Board Meeting
(11.000.262.0100.000.000.0000)
6. Ms. Lydia Veira – Lunch Period Supervisory Aide – Bowser Elementary School
Appointment was approved at the December 13, 2016 Board Meeting
(11.000.262.0100.000.000.0000)

d. Leaves of Absence

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following leaves of absence.”

1. Ms. Allima Adeoye – Teacher of the Handicapped (BD) – Banneker Academy
Family Act LOA Effective December 16, 2016 to March 24, 2017
Health LOA Effective March 27, 2017 to June 30, 2017
(15.209.100.0101.000.336.036.0000)
2. Ms. Susana Ansah – Teacher of the Handicapped (ICS) – Tyson Elementary
Family Act and Bonding LOA Effective May 1, 2017 to June 30, 2017
(15.213.100.0101.000.312.012.0000)
3. Ms. Michele Baltimore – Secretary (Head) – Wahlstrom Academy
Family Act LOA (Intermittent) Effective September 1, 2016 to June 30, 2017 (NTE 20 days)
(15.000.240.0105.000.339.039.0000 – 70.0000%)
(15.000.211.0100.000.339.039.0000 – 30.0000%)
4. Ms. Trene' Barksdale – School Counselor – East Orange STEM Academy High School
Family Act LOA (Intermittent) Effective January 13, 2017 to June 30, 2017 (NTE 15 days)
(15.000.218.0104.000.102.002.0000)
5. Dr. Fatimah Belal – Teacher of the Handicapped (ICS) – Campus High
Family Act LOA Effective January 9, 2017 to January 20, 2017
(15.213.100.0101.000.101.001.0000)
6. Ms. Kimberly Blanco – Teacher of the Handicapped (ICS) – Truth Middle School
Family Act LOA Effective January 3, 2017 to January 27, 2017
(15.213.100.0101.000.216.016.0000)
7. Ms. Marsha Boone – Secretary (Head) – Tyson Elementary
Family Act LOA Effective January 26, 2017 to April 30, 2017
(15.000.240.0105.000.312.012.0000)
8. Ms. Charity Bracey – Teacher of English – East Orange STEM Academy High School
Family Act LOA Effective December 5, 2016 to January 4, 2017
(15.140.100.0101.000.102.002.0000)

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESd. Leaves of Absence (cont'd)

9. Ms. Willow Brown – Math Coach – Tyson Elementary
Family Act LOA Effective June 5, 2017 to June 30, 2017
Family Act and Bonding LOA Effective September 1, 2017 to November 28, 2017
Child Rearing LOA (without pay) Effective November 29, 2017 to December 1, 2017
(15.000.221.0104.000.312.012.0000 – 50.0000%)
(15.120.100.0101.000.312.012.0000 – 50.0000%)
10. Ms. Pamela Burbage – Secretary (Head) – Bowser Elementary School
Family Act LOA (Intermittent) Effective December 13, 2016 to June 30, 2017 (NTE 20 days)
(15.000.240.0105.000.304.004.0000)
11. Ms. Jan Cheema – Teacher Assistant for Special Ed (ICS) – Campus High
Family Act LOA Effective February 24, 2017 to May 31, 2017
Health LOA (without pay) Effective June 1, 2017 to June 30, 2017
(15.213.100.0106.000.101.001.0000)
12. Ms. Shelley Fleming – Confidential Secretary – Division of Business Services
Family Act LOA Effective February 6, 2017 to February 27, 2017
(11.000.251.0100.000.000.000.0000)
13. Mr. John Ford – School Disciplinarian – East Orange STEM Academy High School
Health LOA Effective September 1, 2016 to January 27, 2017
(15.140.100.0101.000.102.002.0000)
14. Ms. Geraldine Gray – Security Monitor – Healy Middle School
Health LOA Effective February 17, 2017 to February 28, 2017
(15.000.266.0100.000.217.017.0000)
15. Ms. Gail Howerton – Teacher of Elementary – Jackson Academy
Family Act LOA Effective January 9, 2017 to April 9, 2017
(15.120.100.0101.000.314.014.0000)
16. Ms. Tiffany Hutchins – Teacher of Elementary – Carver Institute
Family Act and Bonding LOA Effective May 26, 2017 to June 30, 2017
Family Act and Bonding LOA Effective September 1, 2017 to November 27, 2017
(15.120.100.0101.000.305.005.0000)
17. Ms. Angelique Iriarte – Speech Therapist – Department of Early Childhood
Family Act LOA (Intermittent) Effective January 16, 2017 to June 30, 2017 (NTE 20 days)
(20.218.200.0104.000.028.026.9029)
18. Mr. James Kelly – Teacher of Social Studies – Campus High
Family Act and Bonding LOA Effective January 3, 2017 to January 9, 2017
(15.140.100.0101.000.101.001.0000)
19. Ms. Randi Leifer – Teacher of Grades 6-8 (LAL) – Costley Middle School
Family Act LOA Effective January 11, 2017 to January 13, 2017
(15.130.100.0101.000.215.015.0000)
20. Ms. Joan Makle – Teacher Assistant for Special Ed (ICS) – Campus High
Family Act LOA Effective January 3, 2017 to February 14, 2017
(15.213.100.0106.000.101.001.0000)

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESd. Leaves of Absence (cont'd)

21. Ms. Francesca Mattioli – Teacher of the Handicapped (LD) – Garvin School
Family Act LOA (Intermittent) Effective January 17, 2017 to June 30, 2017 (NTE 15 days)
(15.204.100.0101.000.308.008.0000)
22. Ms. Jenielle Navarro – Teacher of Spanish – Campus High
Family Act LOA Effective February 6, 2017 to May 11, 2017
(15.140.100.0101.000.101.001.0000)
23. Ms. Donna Onukogu – School Psychologist – Costley Middle School
Family Act LOA (Intermittent) Effective January 3, 2017 to May 29, 2017 (NTE 20 days)
Family Act LOA Effective May 30, 2017 to June 30, 2017
Family Act and Bonding LOA Effective September 1, 2017 to November 2, 2017
Child Rearing LOA (without pay) Effective November 3, 2017 to December 22, 2017
(11.000.219.0104.000.000.000.0000)
24. Ms. Wendy Patterson – Secretary (Assistant) – Tyson 6-12
Family Act LOA Effective March 29, 2017 to April 19, 2017
(15.000.211.0100.000.203.003.0000)
25. Ms. Yanique Perkins – Teacher of Elementary – Tyson Elementary
Family Act and Bonding LOA Effective May 12, 2017 to June 30, 2017
(15.120.100.0101.000.312.012.0000)
26. Mr. Fegens Prince – Security Monitor – Tyson 6-12
Family Act LOA Effective December 19, 2016 to a date TBD (NTE 03/27/17)
(15.000.266.0100.000.203.003.0000)
27. Ms. Thelma Ramsey – Principal – East Orange STEM Academy High School
Family Act LOA (Intermittent) Effective January 18, 2017 to June 30, 2017 (NTE 30 days)
(11.000.240.0104.000.000.000.0000)
28. Ms. Tonya Reid – Teacher of Elementary – Cochran Academy
Family Act LOA Effective January 12, 2017 to February 23, 2017
(15.120.100.0101.000.338.038.0000)
29. Ms. Shannon Roman-Snellgrove – Master Teacher – Department of Early Childhood
Family Act and Bonding LOA Effective April 20, 2017 to June 30, 2017
Family Act and Bonding LOA Effective September 1, 2017 to October 11, 2017
Child Rearing LOA (without pay) Effective October 12, 2017 to October 30, 2017
(20.218.200.0176.000.028.026.9026)
30. Ms. Sandrene Rowe – Teacher Aide for Special Education (1:1) – Tyson 6-12
Family Act LOA Effective January 3, 2017 to February 1, 2017
(11.000.217.0100.000.000.000.0000)
31. Mr. Roberto Ruiz – Teacher of Spanish – Tyson 6-12
Family Act LOA Effective January 3, 2017 to March 3, 2017
(15.140.100.0101.000.203.003.0000)
32. Ms. Kimberly Scott – Inventory Control – Division of Business Services
Family Act LOA (Intermittent) Effective January 17, 2017 to February 2, 2017 (NTE 6.5 days)
(11.000.262.0100.000.000.000.0000)

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESd. Leaves of Absence (cont'd)

33. Ms. Robyn Sorbino – Speech Therapist – Department of Special Education
Family Act LOA Effective January 10, 2017 to February 28, 2017
(11.000.219.0104.000.000.0000)
34. Ms. De Bora Thompson – Teacher of the Handicapped (LD) – Healy Middle School
Family Act LOA (Intermittent) Effective January 10, 2017 to June 30, 2017 (NTE 20 days)
(15.204.100.0101.000.217.017.0000)
35. Dr. Moira Weidenborner – Teacher of ESL – Costley Middle School
Family Act LOA Effective December 12, 2016 to March 15, 2017
(15.240.100.0101.000.215.015.0000)
36. Ms. Myrna Wilson – Teacher of Elementary – Banneker Academy
Family Act LOA (Intermittent) Effective November 21, 2016 to June 30, 2017 (NTE 30 days)
(15.120.100.0101.000.336.036.0000)

e. Transfers

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the transfers listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.e.”

f. Salary Adjustments

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following salary adjustments.”

1. Ms. Muriame Albert – Teacher Assistant for Special Ed (AUT) – Tyson 6-12
(Original Hire Date: October 4, 2007)
From: Step 2 \$26,067.00 p/a
To: Step 4 \$26,722.00 p/a
Effective February 15, 2017 to June 30, 2017
(higher training level) (15.214.100.0106.000.203.003.0000)
2. Ms. Tamara Brown – CST Social Worker – Tyson 6-12
(Original Hire Date: October 22, 2012)
From: Level 5/MA Step 11 \$68,138.00 p/a
To: Level 5½/MA+15 Step 11 \$69,638.00 p/a
Effective October 22, 2012 to June 30, 2013
(higher training level & correction of error) &
From: Level 5/MA Step 11 \$69,573.00 p/a
To: Level 5½/MA+15 Step 11 \$71,073.00 p/a
Effective September 1, 2013 to June 30, 2014
(higher training level & correction of error) &
From: Level 5/MA Step 12 \$74,168.00 p/a
To: Level 5½/MA+15 Step 12 \$75,168.00 p/a
Effective September 1, 2014 to June 30, 2015
(higher training level & correction of error) &
From: Level 5/MA Step 13 \$79,611.00 p/a
To: Level 5½/MA+15 Step 13 \$82,111.00 p/a
Effective September 1, 2015 to June 30, 2016
(higher training level & correction of error)
(11.000.219.0104.000.000.000.0000)

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESf. Salary Adjustments (cont'd)

3. Mr. Ariel Cadet – School Social Worker – Jackson Academy
(Original Hire Date: February 13, 2017)
From: Level 5/MA Step 1 \$58,734.00 p/a
To: Level 5/MA Step 3 \$59,934.00 p/a
Effective February 13, 2017 to June 30, 2017
(verified prior experience)
(15.000.211.0100.000.314.014.0000)
4. Ms. Karen Conroy – Teacher of English – Campus High
(Original Hire Date: September 1, 1990)
From: Level 5½/MA+15 Step 16 \$100,005.00 p/a + \$1,500 Longevity
To: Level 6/MA+32 Step 16 \$106,268.00 p/a + \$1,500 Longevity
Effective February 1, 2017 to June 30, 2017
(higher training level)
(15.140.100.0101.000.101.001.0000)
5. Ms. Jacqueline DeLatour – Teacher of French – Tyson 6-12
(Original Hire Date: September 14, 2015)
From: Level 5/MA Step 5½ \$61,434.00 p/a
To: Level 5½/MA+15 Step 5½ \$62,834.00 p/a
Effective February 1, 2017 to June 30, 2017
(higher training level)
(15.140.100.0101.000.203.003.0000)
6. Ms. Stacey Field – Teacher of the Handicapped (PSD) – Gibson Academy
(Original Hire Date: February 21, 2012)
From: Level 4/BA Step 4 \$55,034.00 p/a
To: Level 5/MA Step 4 \$60,534.00 p/a
Effective February 1, 2017 to June 30, 2017
(higher training level)
(15.216.100.0101.000.337.037.0000)
7. Ms. Kianna Frakes – Teacher of the Handicapped (PSD) – Bowser Elementary School
(Original Hire Date: September 1, 2014)
From: Level 4/BA Step 4 \$55,034.00 p/a
To: Level 5/MA Step 4 \$60,534.00 p/a
Effective February 1, 2017 to June 30, 2017
(higher training level)
(15.216.100.0101.000.304.004.0000)
8. Mr. Jabari Kafele – Teacher Assistant for Special Education (BD) – Garvin School
(Original Hire Date: January 19, 2017)
From: Step 1 \$26,007.00 p/a
To: Step 3 \$26,557.00 p/a
Effective January 19, 2017 to June 30, 2017
(higher training level) (15.209.100.0106.000.308.008.0000)
9. Ms. Kathy Magro – Teacher of English – Campus High
(Original Hire Date: January 4, 2017)
From: Level 4/BA Step 1 \$53,034.00 p/a
To: Level 4/BA Step 13 \$73,864.00 p/a
Effective January 4, 2017 to June 30, 2017
(verified prior experience)
(15.140.100.0101.000.101.001.0000)

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESf. Salary Adjustments (cont'd)

10. Ms. Iris Rivera – Teacher of ESL – Healy Middle School
(Original Hire Date: June 5, 2000)
From: Level 5½/MA+15 Step 16 \$100,005.00 p/a + \$750 Longevity
To: Level 6/MA+32 Step 16 \$106,268.00 p/a + \$750 Longevity
Effective February 1, 2017 to June 30, 2017
(higher training level)
(15.130.100.0101.000.217.017.0000)
11. Mr. Hans Tanis – Teacher (Inclusion) (Sci) – Truth Middle School
(Original Hire Date: January 2, 2002)
From: \$70,200.00 p/a
To: \$70,200.00 p/a + \$750 Longevity
Effective January 1, 2017 to June 30, 2017
(15 years longevity stipend)
(15.130.100.0101.000.216.016.0000)
12. Ms. Alcillena Wilson – Teacher Tutor – Langston Hughes School
(Original Hire Date: January 17, 2017)
From: Level 4/BA Step 3 \$54,634.00 p/a
To: Level 4/BA Step 5½ \$55,634.00 p/a
Effective January 17, 2017 to June 30, 2017
(verified prior experience)
(15.120.100.0101.000.306.006.0000)

g. Staff Appointments

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2016-17 staff appointments listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.g.”

h. Extra-curricular and Co-curricular Appointments – Various Locations – 2016-2017 S/Y

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the co-curricular and extra-curricular appointments for the various locations listed DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.h for the 2016-2017 school year.”

i. Salary Adjustment Addendum – East Orange Education Association – 2014-15, 2015-16 & 2016-17 S/Y

BE IT RESOLVED: “that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2014-15, 2015-16 & 2016-17 school years salary adjustment addendum for the East Orange Education Association staff listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.i

j. Salary Adjustments Addendum – East Orange International Union of Operating Engineers: Local 68-68A-68B-C, AFL-CIO (Union)(Security Personnel) –2014-15, 2015-16 & 2016-17 School Years

BE IT RESOLVED: “that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2014-15, 2015-16 & 2016-17 school years salary adjustments for the East Orange International Union of Operating Engineers: Local 68-68A-68B-C, AFL-CIO (Union)(Security Personnel) listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.j

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESk. Agenda Changes/Corrections

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following agenda changes/corrections."

1. Ms. Geraldine Gray – Security Monitor – Healy Middle School
Change in Family Act LOA Effective Dates
From: November 14, 2016 to January 6, 2017
To: November 14, 2016 to February 16, 2017
2. Ms. Pamela Kogan – Teacher of the Handicapped (AUT) – Garvin School
Change in Family Act LOA Effective Dates
From: October 31, 2016 to January 31, 2017
To: October 31, 2016 to February 13, 2017
3. Ms. Roberta Leveson – School Counselor – Truth Middle School
Change in Family Act LOA Effective Dates
From: December 7, 2016 to January 7, 2017
To: December 7, 2016 to February 28, 2017

l. Staff Appointment – Federal Grants – Title I Staffing – 2016-2017 S/Y

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following staff appointment for Title I Staffing for the 2016-2017 school year. "

1. Ms. Christina Jaquez – Reading Specialist – East Orange Campus High School
Salary \$61,134 p/a Effective September 21, 2016 to June 30, 2017
(20.231.100.0100.000.101.001.0000 – 100%)

m. Staff Appointment – Federal Grants – Title II-A Staffing – 2016-2017 S/Y

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following staff appointment for Title II-A Staffing for the 2016-2017 school year. "

1. Ms. Erika Cooke – Teacher Trainer for Special Education – Department of Special Education
Salary \$99,173 p/a Effective February 1, 2017 to June 30, 2017
(20.271.200.0100.000.028.057.0000 – 100%)

n. Appointments

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following appointments."

1. Ms. Kemya Amos – Lunch Period Supervisory Aide – Wahlstrom Academy
Salary \$8.75 p/h Step 1 Effective February 15, 2017 to June 30, 2017
(11.000.262.0100.000.000.000.0000) (replacement)
2. Ms. Dominique Anderson – Parent/Community Liaison – Educational Support Services
Salary \$30,000.00 p/a Effective February 15, 2017 to June 30, 2017
(11.000.211.0100.000.000.000.0000) (new)
3. Mr. Gregory Bartlett – Building Based Substitute Teacher – Truth Middle School
Salary \$143.00 p/d Effective February 15, 2017 to June 30, 2017
(11.130.100.0101.000.000.000.0000) (new)

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESn. Appointments (cont'd)

4. Ms. Chaunte Benekin – Teacher of Grades 6-8 (Mth) – Healy Middle School
Salary \$53,034.00 p/a Level 4/BA Step 1 Effective February 15, 2017 to June 30, 2017
(15.130.100.0101.000.217.017.0000) (replacement)
5. Ms. T. Michele Bobbitt – Teacher Assistant for Special Education (CSM) – Campus High School
Salary \$26,007.00 p/a Step 1 Effective February 15, 2017 to June 30, 2017
(15.213.100.0106.000.101.001.0000) (replacement)
6. Mr. Jumoke Charles – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective February 15, 2017 to June 30, 2017
(11.120.100.0101.000.000.000.0000)
7. Ms. Amanda Dudas – Teacher of Elementary – Tyson Elementary
Salary \$53,034.00 p/a Level 4/BA Step 1 Effective February 15, 2017 to June 30, 2017
(15.120.100.0101.000.312.012.0000) (replacement)
8. Ms. Shante Johnson – Teacher Assistant for Kindergarten – Tyson Elementary
Salary \$26,007.00 p/a Step 1 Effective February 15, 2017 to June 30, 2017
(15.190.100.0106.000.312.012.9704) (replacement)
9. Ms. Natalie Moore – Teacher Assistant for Special Education (CSM) – Campus High School
Salary \$26,007.00 p/a Step 1 Effective February 15, 2017 to June 30, 2017
(15.213.100.0106.000.101.001.0000) (replacement)
10. Ms. Julissa Peralta – Teacher of Pre-Kindergarten – Tyson Elementary
Salary \$53,034.00 p/a Level 4/BA Step 1 Effective February 15, 2017 to June 30, 2017
(20.218.100.0101.000.028.026.9010) (leave replacement)
11. Mr. Christopher Rodriguez – Security Hourly – Department of Security
Salary \$17.11 p/h Step 1 Effective February 15, 2017 to June 30, 2017
(11.000.266.0100.000.000.000.0000) (replacement)
12. Ms. Kendall Rogers – Building Based Substitute Teacher – Houston Academy
Salary \$143.00 p/d Effective February 15, 2017 to June 30, 2017
(11.120.100.0101.000.000.000.0000) (new)
13. Mr. Charles Smith – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective February 15, 2017 to June 30, 2017
(11.120.100.0101.000.000.000.0000)
14. Ms. Kamani Smith – Lunch Period Supervisory Aide – Tyson Elementary
Salary \$8.75 p/h Step 1 Effective February 15, 2017 to June 30, 2017
(11.000.262.0100.000.000.000.0000) (replacement)
15. Mr. Michael Smith – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective February 15, 2017 to June 30, 2017
(11.120.100.0101.000.000.000.0000)

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

o. Suspensions

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the suspensions of the following employee, as indicated.

AA - Effective January 20, 2017 - to a date TBD (with pay)
VH - Effective February 8, 2017 (without pay)
KO - Effective January 24, 2017 - January 25, 2017 (without pay)

p. Terminations

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the termination of employees listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.q effective January 30, 2017 (Resolution #4.A)”

q. Rescission of Employment Probation

BE IT RESOLVED: “that the Board of Education, upon the recommendation of the Superintendent of Schools, rescinds the following employment probation.”

1. Mr. Ikechukwu Onyema – Teacher of Science – East Orange Campus High School
Employment probation was approved at the June 14, 2016 Board Meeting
(15.140.100.0101.000.101.001.0000)

r. Approval of Job Description

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the job description effective February 15, 2017 listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.r.”

Athletic Director

XII. CONSIDERATION OF RESOLUTIONS

FEBRUARY 14, 2017

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

s. Professional Conferences

BE IT RESOLVED: "that the Board of Education, upon the recommendation of the Superintendent of Schools, approves staff attendance/participation in the following professional conferences, workshops, seminars or trainings with the requirements, that staff turn-key as required by administration those issues addressed at the approved professional development events which have relevance to improving instruction and/or the operation of the school district."

	Name(s)	Destination	Reason	Date(s)	Cost	
1.	Huriya Edens <i>Cochran Academy</i>	Orlando, FL	Future of Education Technology Conference	1/23- 27/2017	\$390.00 \$390.00	Substitute Salary Total Est. Cost 17.15.000.240.580.3338.038.0000
2.	Cynthia Richardson-Bennett <i>Jackson Academy</i>	Monroe Township, NJ	Legal One Anti-Bullying Certificate Program	1/26 – 27/2017	\$300.00 \$300.00	Registration Fee Total Est. Cost 17.15.000.223.580.314.014.0000
3.	Kimberly Scott-Hayden <i>Division of Business Services</i>	Washington, DC	NEA Board of Directors Meetings	2/7-10/2017; 4/26- 28/2017; 6/28- 30/2017	NO COST TO THE DISTRICT	
4.	Damein Phoenix <i>Campus High School</i>	Stoughton, MA	Master Schedule Building Workshop	2/21- 22/2017	\$1,200.00 \$200.00 \$300.00 \$300.00 \$2,000.00	Registration Fee Mileage and Tolls or Transportation Costs Lodging & Gratuities Meals & Gratuities Total Est. Cost 17.15.000.240.580.101.001.0000
5.	Dorinda Hazell-Forde <i>Houston Academy</i>	Trenton, NJ	New Jersey Student Learning Standards for Science	2/22/2017	\$130.00 \$130.00	Substitute Salary Total Est. Cost 17.11.120.100.101.000.000.0000
6.	Candi Roman <i>Warwick Institute</i>	Cherry Hill, NJ	Zones of Regulation: For Students who Struggle w/ managing their Emotions	2/23- 24/2017	NO COST TO THE DISTRICT	
7.	Kimberly Scott-Hayden <i>Division of Business Services</i>	Orlando, FL	2017 NEA Leadership Summit Conference	2/23- 26/2017	NO COST TO THE DISTRICT	
8.	Fatima McCoy <i>Warwick Institute</i>	New York, NY	Momentum Advanced Education Workshop	2/23 – 26/2017	NO COST TO THE DISTRICT	

XII. CONSIDERATION OF RESOLUTIONS

FEBRUARY 14, 2017

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

s. Professional Conferences

	Name(s)	Destination	Reason	Date(s)	Cost	
9.	Brendalynn Henry Denise Godbolt Rosemarie Velez Sharon LeDoux-Arlett <i>Wahlstrom Academy</i>	Atlantic City, NJ	2017 SDE Conference for New Jersey Kindergarten Teachers	2/27/2017	\$1,245.00 \$650.00 \$1,895.00	Registration Fee Substitute Salary Total Est. Cost 17.15.000.240.580.339.039.0000
10	Aja Carter <i>Fresh Start Academy High School</i>	Long Branch, NJ	98 th Annual NJ American Health Physical Education, Recreation, and Dance Convention	2/27/2017	\$60.00 \$25.00 \$50.00 \$33.00 \$168.00	Registration Fee Mileage and Tolls or Transportation Costs Other Expenses Meals & Gratuities Total Est. Cost 17.11.423.240.580.029.029.0000
11	Daniel Wells Ellie Abdi <i>Warwick Institute</i>	Long Branch, NJ	98 th Annual NJAHPERD 2016 Annual Convention	2/26- 28/2017	\$150.00 \$150.00	Registration Fee Total Est. Cost 17.15.000.240.580.309.009.0000
12	Jean Itzcovitz Evelyn Alfaro <i>Bowser School</i>	Long Branch, NJ	NJAHPERD 2016 Annual Convention	2/27- 28/2017	NO COST TO THE DISTRICT	
13	Ryan Tol <i>Louverture School</i>	Long Branch, NJ	NJAHPERD 2016 Annual Convention	2/27- 28/2017	\$180.00 \$180.00	Registration Fee Total Est. Cost 17.15.000.240.500.337.037.0000
14	Carolyn Lofton-Simpson <i>Early Childhood Department</i>	Washington, DC	National Association for the Education of Young Children 2017 Public Policy Forum	2/27- 28/2017	NO COST TO THE DISTRICT	
15	Melba Liggins <i>Gibson Academy</i>	West Orange, NJ	101 Therapy Strategies to Increase Your Effectiveness as a Speech-Language Pathologist	3/2/2017	\$245.00 \$245.00	Registration Fee Total Est. Cost 17.15.000.223.580.310.010.0000
16	Paulette Salomon Dawn Tyler <i>Division of Curriculum Services</i>	Monroe Township, NJ	Digital Age School Leadership with Google Aps	3/3/2017	NO COST TO THE DISTRICT	
17	Kimberly Scott-Hayden <i>Division of Business Services</i>	Dallas, TX	2017 NEA ESP Conference	3/8/2017	NO COST TO THE DISTRICT	
18	Therese Bialkin Jacqueline Nisenson Kori Washington Anestis Kerzelis Ella Tidwell <i>Division of Curriculum Services</i>	Bridgewater, NJ	Engaging Students in Close Reading	3/8/2017	NO COST TO THE DISTRICT	
19	Alexis Bolivar Leroy Johnson <i>Early Childhood Department</i>	Mahwah, NJ	New Jersey Council for Young Children Spring 2017 Conference	3/13/2017	\$125.00 \$125.00	Registration Fee Total Est. Cost 17.20.218.200.329.028.026.9033

XII. CONSIDERATION OF RESOLUTIONS

FEBRUARY 14, 2017

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

s. Professional Conferences

	Name(s)	Destination	Reason	Date(s)	Cost	
20	Wayland Allrich Paula Blanton Fathiyah Salaam <i>Campus High</i>	Parsippany, NJ	The Core Competencies and Treatment Strategies for Trauma PTSD, Grief and Loss	3/13-14/2017	\$1,169.97 \$1,169.97	Registration Fee Total Est. Cost 17.15.000.223.500.101.001.0000
21	Dario Lambkin Frank Santos <i>Facilities and Maintenance Services</i>	Atlantic City, NJ	Updates on PEOSHA, NFPA & Professional Improvement	3/13,14 & 15/2017	\$200.00 \$553.73 \$100.00 \$400.00 \$1,253.73	Mileage and Tolls or Transportation Costs Lodging & Gratuities Meals & Gratuities Other Expenses Total Est. Cost 17.11.000.262.580.070.000.0000
22	Dawn Tyler Tonya Santos Patrice Coleman Jacqueline Nisenson Erika Cooke Kori Washington David Mwangi <i>Division of Operations</i>	Mahwah, NJ	New Jersey Council for Exceptional Children Conference	3/13/2017	\$875.00 \$875.00	Registration Fee Total Est. Cost 17.11.000.241.580.309.009.0000
23	Melba Liggins <i>Gibson Academy</i>	Garwood, NJ	NJ Branch International Dyslexia Association Workshop	3/24/2017	NO COST TO THE DISTRICT	
24	Teresa Nwaneri <i>Warwick Institute</i>	Iselin, NJ	25 th Annual NJSSNA School Health Conference	3/25/2017	\$199.00 \$199.00	Registration Fee Total Est. Cost 17.11.000.241.580.309.009.0000
25	June Blackwell <i>Fresh Start High School</i>	Edison, NJ	PTO Expo 2017	3/31/2017	NO COST TO THE DISTRICT	
26	Belinda Boone LaKisha Miles December Mandley Sweeney Nabutete Bridget Venable-Foreman <i>Cochran Academy</i>	Bloomfield, NJ	Coping and Accountability: Practical Strategies for Educators Working with Students with Behavioral and Emotional Challenges	3/31/2017	NO COST TO THE DISTRICT	
27	April Hendricks Petal Nelson Keicha Byrd Bonnie Triolo <i>Louverture School</i>	Bloomfield, NJ	CEU Workshop	3/31/2017	NO COST TO THE DISTRICT	
28	Patricia Henderson <i>Stem Academy</i>	Bloomfield, NJ	Coping and Accountability	3/31/2017	NO COST TO THE DISTRICT	
29	Melissa Nascimento <i>Houston Academy</i>	Atlantic City, NJ	2017 NAFME Eastern Division Conference	4/5-8/2017	\$429.00 \$429.00	Building Based Substitute Salary Total Est. Cost 17.11.120.100.101.000.000.0000

XII. CONSIDERATION OF RESOLUTIONS

FEBRUARY 14, 2017

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

s. Professional Conferences

	Name(s)	Destination	Reason	Date(s)	Cost
30	Libby Gopal <i>Campus High School</i>	Atlantic City, NJ	55 th NAFME Eastern Division Biennial In-Service Conference	4/5-7/2017	NO COST TO THE DISTRICT
31	Jennifer Parrish <i>Labor Relations and Employment Services</i>	Edison, NJ	FMLA Compliance 2017	4/6/2017	\$199.00 Registration Fee \$23.65 Mileage and Tolls or Transportation Costs \$222.65 Total Est. Cost 17.11.000.230.580.028.021.0000
32	Marissa McKenzie <i>Labor Relations and Employment Services</i>	Edison, NJ	Tenure and Seniority Seminar	4/7/2017	\$325.00 Registration Fee \$21.70 Mileage and Tolls or Transportation Costs \$346.70 Total Est. Cost 17.11.000.230.580.028.021.0000
33	Robert DeVeaux <i>Tyson Middle/High School</i>	Atlantic City, NJ	National Association of Social Work Conference of New Jersey	4/29-5/2/2017	\$525.00 Registration Fee \$35.00 Mileage and Tolls or Transportation Costs \$272.30 Lodging & Gratuities \$150.00 Meals & Gratuities \$982.30 Total Est. Cost 17.15.000.221.320.203.003.0000
34	Elizabeth Makhanda Melissa Baptiste <i>Campus High</i>	Atlantic City, NJ	National Association of Social Workers Annual Conference	4/30-5/3/2017	\$760.00 Registration Fee \$545.00 Lodging & Gratuities \$1,305.00 Total Est. Cost 17.11.000.230.580.028.021.0000
35	April Hendricks Deanna Phillips Elizabeth Withstrum Denise Skakel Tamish Engram Mylene Brown Nimjah Coleman Lakisha Miles Fostyne Mitchell <i>Department of Special Services</i>	Atlantic City, NJ	National Association of Social Workers Annual Conference	4/30-5/2/2017	NO COST TO THE DISTRICT
36	James Leutz <i>Division of Operations</i>	Long Branch, NJ	NJAFPA Spring Training Conference	5/4/2017	\$175.00 Registration Fee \$175.00 Total Est. Cost 17.11.000.221.580.028.034.0000
37	Dr. Kevin R. West <i>Superintendent of Schools</i>	San Antonio, TX	2017 RTM K-12 Innovation Summit	5/6-9/2017	\$600.00 Mileage and Tolls or Transportation Costs \$600.00 Total Est. Cost 17.11.000.230.580.028.019.0000

XII. CONSIDERATION OF RESOLUTIONS

FEBRUARY 14, 2017

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

s. Professional Conferences

	Name(s)	Destination	Reason	Date(s)	Cost	
38	Ana Barrios Larry Jackson Kori Washington <i>Division of Curriculum Services</i>	Monroe Township, NJ	Foreign Language Educator's of New Jersey's Workshop – Global Possibilities for Students: Helping Students Reach their Linguistic Destinations	5/18/2017	\$855.00 \$260.00 \$1,115.00	Registration Fee Substitute's Salary Total Est. Cost
					17.11.000.223.500.057.666.0000	
39	Stephen Webb Toni Auerbach Elisa Washington <i>Fresh Start High School</i>	Lincroft, NJ	NJALL 2017 Annual Conference	5/19/2017	\$300.00 \$300.00	Registration Fee Total Est. Cost
					17.13.602.240.580.029.029.0000	
40	Stephen Webb Toni Auerbach Elisa Washington <i>Fresh Start High School</i>	Lincroft, NJ	NJALL 2017 Annual Conference	5/19/2017	\$300.00 \$300.00	Registration Fee Total Est. Cost
					17.13.602.240.580.029.029.0000	
41	Dr. Gloria Watson <i>Educational Support Services & Parental Relations</i>	Denver, CO	2017 Spring NJ Council for Exceptional Children "Helping the Struggling Learner"	7/7-11/2017	\$569.00 \$276.00 \$1,220.00 \$844.56 \$2,909.56	Registration Fee Meals & Gratuities Mileage and Tolls or Transportation Costs Lodging and Gratuities Total Est. Cost
					17.11.000.218.580.028.046.0000	

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICESa. List of Bills (Ratify)

WHEREAS, N.J.S.A. 18A:19.3 and N.J.S.A. 18A:19-4 authorizes the School Business Administrator/ Board Secretary to make payments between board meetings for all claims that have been duly audited; and

WHEREAS, the School Business Administrator/ Board Secretary has reviewed the documentation supporting the attached list of bills;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, ratifies the payment of bills on the attached lists totaling \$930,921.24. (Attachment 3-a)

b. List of Bills

WHEREAS, N.J.S.A. 18A:19.1 and N.J.S.A. 18:6-31 provides for the Board of Education to authorize the payment of bills; and

WHEREAS, the School Business Administrator/ Board Secretary has reviewed the documentation supporting the attached list of bills;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, authorizes and approves the payment of bills on the attached lists for the Tuesday, February 14, 2017 board meeting in the amount of \$5,595,289.93. (Attachment 3-b)

c. Appropriation Transfers

WHEREAS, N.J.S.A. 18A requires that the Board of Education approve appropriation transfers; and

WHEREAS, Board of Education Policy #6422 delineates the process for transfer of funds between line items; and

WHEREAS, the Superintendent has authorized the budget adjusted to reflect the appropriation transfers;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, does ratify the transfers approved by the Superintendent of Schools. (Attachment 3-c)

d. Appropriation Transfers – ECPA/Fund 15

WHEREAS, the Department of Education has established procedures for the review and approval of budget transfer/revision for School Based Budgets; and

WHEREAS, these procedures require prior approval of the Principal and the School Leadership Council, Chairperson; and

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICESd. Appropriation Transfers – ECPA/Fund 15 – (cont'd)

WHEREAS, the Superintendent has authorized the budget adjusted to reflect the appropriation transfers;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, does approve the transfers and to authorize submission of transfer to State.

e. T-1 Request for Taxes from the City of East Orange

WHEREAS, N.J.S.A. Title 40 provides for a board of education in a Type I School District to requisition Tax-Levy monies from the municipality in an amount estimated to represent the balance of its projected cash flow needs; and

WHEREAS, the Secretary of the Board has determined this amount to be \$1,754,837.58 for the month of February 2017;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, authorize and direct the Board Secretary to execute and serve the T-1 Request for Tax-Levy monies from the City of East Orange. (Attachment 3-e)

f. Acceptance of T-2 Debt Service Taxes from the City of East Orange

WHEREAS, N.J.S.A. 54:4-75 and 76 provides for a board of education in a Type I School District to requisition Debt Service monies from the municipality in an amount deducted from the Equalization Aid for the Qualified School Bonds; and

WHEREAS, the Secretary of the Board has determined this amount to be **\$848,660.00** for February 1, 2017.

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, accepts the T-2 Debt Service monies from the City of East Orange in the amount of \$848,660.00. (Attachment 3-f)

g. Recommendation to Approve Fund Raising Requests

WHEREAS, in accordance with Policy #2430 - Extracurricular Activities, fund-raising activities of extracurricular groups must be approved by the Board upon review by the Interim Superintendent; and

WHEREAS, the Superintendent of Schools has reviewed and supported the attached requests for Fund Raising Activities;

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve the Fund Raising Requests on the attached list. (Attachment 3-g)

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

- h. Request for Authorization to Participate in the Educational Services Commission of Morris County for NJ Classroom Supplies SY 2016-2017

WHEREAS, the Educational Services Commission of Morris County is the sponsoring Lead Educational Agency ("LEA") responsible for the management of Educational Data Pricing Cooperative pursuant to NJSA 18A:18A-11 et seq. and NJAC 5:34-7.1 et seq; and

WHEREAS, Educational Data Services, Inc. advertises for bids for various goods and services on an annual basis on behalf of the Pricing Cooperative, reviews the bids and makes recommendations for contract awards to the LEA; and

WHEREAS, upon recommendation by Educational Data Services, Inc., the Educational Services Commission of Morris County adopts a resolution awarding the contracts to the various vendors; and

WHEREAS, the East Orange Board of Education has participated and seeks to continue its participation in the cooperative pursuant to NJSA 18A: 18A-11 et seq and NJAC 5:34-7.1 et seq; and

WHEREAS, the bid package was completed by Educational Data Services, Inc. under Cooperative Purchasing and included in the package were specifications for the bid that were developed by the Educational Data Services, Inc.; and

WHEREAS, all bids received were opened and publicly read aloud by the Educational Data Services, Inc. on various contracts and awards were made by resolution of the Educational Services Commission of Morris County;

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the Educational Services Commission of Morris County as registered and approved by the Director of the Division of Local Government Services in the Department of Community Affairs; effective December 1, 2016 thru November 30, 2017

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Athletic Supplies* awarded to various vendors listed below. (Bid #2737), December 1, 2016 thru December 1, 2017

Aluminum Athletic Equipment
ARC Sports
Collins Sports Medicine
Leisure Sporting Goods
Levy's
Longstreth Sporting Good
Metuchen Center Inc
MFAC, LLC (M-F Athletic)
Passon's Sports & US Games, BSN Sports
Pioneer Manufacturing Co

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

- h. Request for Authorization to Participate in the Educational Services
Commission of Morris County for NJ Classroom Supplies SY 2016-2017 – Cont'd

R & R Trophy and Sporting Goods
S & S Worldwide
Sportsman's
United Supply Corp
Winning Teams by Nissel LLC

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for ***Audio Visual Supplies*** awarded to various vendors noted below (Bid #2738), December 1, 2016 – December 1, 2017

ACCO Brands USA LLC dba GBC
Barbizon Electric Co
Camcor Inc
Mid-Atlantic Media
Paper Clips, Inc.
Troxell Communications
Valiant National AV Supply

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for ***Copy Duplicator Supplies*** awarded to W.B. Mason (Bid #2739), October 1, 2016 – February 28, 2017

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for ***Custodial Supplies*** awarded to various vendors noted below (Bid #2740), December 1, 2016 – December 1, 2017

All American Poly Corp
American Paper Towel Co
Brookaire Co
Calico Industries
Central Poly-Bag Corp
Cooper Electric
Donna Janna Enterprises – My Price Supply
E.A. Morse & Co
Farrar Filter Co
Generations Electrical Co
Indco Inc
Interboro Packaging Corp
John A. Earl Inc
Joseph Gartland Inc/ Beautiful Rags
Maintenance Supply Co

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

- h. Request for Authorization to Participate in the Educational Services
Commission of Morris County for NJ Classroom Supplies SY 2016-2017 – Cont'd

Metco Supply Inc
Real Lighting Inc
Scoles Floorshine Industries
Staples Contract & Commercial Inc
Tri-State LED
W.B Mason Co
W.W. Grainger, Inc. (Custodial & Lighting)

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Elementary Science Grade Level Materials* awarded to Carolina Biological Supply Co (Bid #2741), December 1, 2016 – December 1, 2017

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Elementary Science Supplies* awarded to various vendors noted below (Bid #2742), December 1, 2016 – December 1, 2017

Carolina Biological Supply Co
EAI Education/ Eric Armin Inc
Electronix Express (R.S.R. Electronics Inc.)
Frey Scientific (School Specialty)
NASCO
Pitsco Education- Hearlihy
Ward's Science – VWR International, LLC

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Family/ Consumer Science Supplies* awarded to various vendors noted below (Bid #2743), December 1, 2016 – December 1, 2017

NASCO
S.A.N.E.

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Fine Art Supplies* awarded to various vendors noted below (Bid #2744), December 1, 2016 – December 1, 2017

Blick Art Materials
Cascade School Supplies, Inc
Ceramic Supply Inc
NASCO
National Art & School Supplies
School Specialty – Sax Arts Education

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

- h. Request for Authorization to Participate in the Educational Services
Commission of Morris County for NJ Classroom Supplies SY 2016-2017 – Cont'd

Sheffield Pottery Inc
Triarco Arts & Crafts, LLC
W.B. Mason

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for ***General Classroom Supplies*** awarded to Cascade School Supplies (Bid #2745), December 1, 2016 – December 1, 2017

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for ***Health and Trainer Supplies*** awarded to various vendors noted below (Bid #2746), December 1, 2016 – December 1, 2017

Henry Schein, Inc.
School Health Corp
Winning Teams by Nissel LLC

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for ***Library Supplies*** awarded to various vendors noted below (Bid #2747), December 1, 2016 – December 1, 2017

Acco Brands USA LLC dba GBC
Cascade School Supplies
DEMCO
The Library Store, Inc

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for ***Math Supplies*** awarded to various vendors noted below (Bid #2748), December 1, 2016 – December 1, 2017

Discount School Supply - Early childhood, LLC
EAI Education / Eric Armin Inc
ETA / Hands2mind
NASCO

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

- h. Request for Authorization to Participate in the Educational Services
Commission of Morris County for NJ Classroom Supplies SY 2016-2017 – Cont'd

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for **MSRP Athletic** awarded to various vendors noted below (Bid #2749), December 1, 2014- December 1, 2017

Aluminum Athletic Equip Co
Efinger Sporting Goods
Metuchen Center Inc
Passon's Sports & US Games – BSN Sports

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for **MSRP Custodial** awarded to various vendors listed below. (Bid #2750), December 1, 2014 – December 1, 2017

Accommodation Mollen, Inc
ACE Janitorial Supply Co
Allied Filter Co
Atra Janitorial Supply Co
Bio-Shine Inc
Cleaning Systems Inc
Cooper Electric Supply Co
Craftmaster Hardware LLC
E.A. Morse & Co, Inc.
Envirox, LLC
Generations Electrical Co
Hillyard Inc
Interline Brands Inc/Supply Works
John A. Earl Inc
Northeast Janitorial Supply Inc
Scoles Floorshine Industries
Simplify Chemical Solutions
Spruce Industries Inc
Tri-State LED

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

- h. Request for Authorization to Participate in the Educational Services
Commission of Morris County for NJ Classroom Supplies SY 2016-2017 - Cont'd

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for **MSRP Furniture** awarded to various vendors noted below (Bid #2751), April 1, 2015 – December 1, 2017

Academy Furniture & Supplies
Advantek Casework and Visual Specialties
Artcobell Corp
CMF Business Supplies Inc
Commercial Interiors Direct
Corilam Fabricating Co
Hertz Furniture Systems
Jonti-Craft, Inc
Kaplan Early Learning Co
Lakeshore Learning Materials
Lee Distributors Inc
Mitchell Furniture Systems
National Public Seating
Paper Clips Inc
Proacademy Furniture
School Outfitters
School Specialty Inc/ EDU Essentials
Smith System MFG
Tanner North Jersey Inc
Tri Furniture Design
Troxell Communications Inc
United Supply Corp
Valiant National AV Supply
Virco Inc
Wenger Corp

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for **MSRP Generators** awarded to Skyline Electric LLC. (Bid #2752), January 1, 2015 – December 1, 2017

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for **MSRP Custodial Products** awarded to various vendors noted below (Bid #2753), December 1, 2014 – December 1, 2017

ACE Janitorial Supply Co Inc
Atra Janitorial Supply
Bio-Shine Inc

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

- h. Request for Authorization to Participate in the Educational Services
Commission of Morris County for NJ Classroom Supplies SY 2016-2017 – Cont'd

Cleaning Systems Inc
Envirox, LLC
Healthy Clean Buildings
Interline Brands Inc/ Supply Works
Simplify Chemical Solutions Inc
Spruce Industries, Inc

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for ***MSRP Music (Supplies & Equipment)*** awarded to various vendors noted below (Bid #2754), April 1, 2016 – November 30, 2017

Advantage Music Limited
Catalano Musical Products
Loser's Music, Inc
Music & Arts Centers
National Discount Music Inc
Pleasantville Music Shoppe
Wenger Corp

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for ***MSRP Tech/AV/Computer/Interactive*** awarded to various vendors noted below (Bid #2755), December 1, 2014 – December 1, 2017

Academy Furniture & Supplies
Black Rock Technology
Boises
Craftmaster Hardware LLC
Dyntek Service
EduTec Technology Solutions
Keyboard Consultants
Lee Distributors
Metcomm.net LLC
Pivotal Communications Group
Tequipment Inc
Total Video Products
Troxell Communications
Valiant National AV Supply

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

- h. Request for Authorization to Participate in the Educational Services
Commission of Morris County for NJ Classroom Supplies SY 2016-2017 – Cont'd

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for **MSRP-Athletic Uniforms-Sublimation** awarded to various vendors noted below (Bid #2756), January 13, 2016 – December 1, 2017

Ampro Sports/ American Process Lettering Inc
Herb's Sport Shop, Inc dba Passon/BSN
Longstreth Sporting Goods LLC
Passon's Sports & US Games- BSN Sports
Riddell / All American

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for MSRP-HVAC awarded to Johnstone Supply – Z & Z Supply Co (Bid #2757), April 1, 2016 – November 30, 2017

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for **MSRP-Robotics** awarded to Educational STEM Solutions LLC (Bid #2758), January 1, 2016 – December 1, 2017

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for **MSRP-School Security Equipment** awarded to Johnston Communications/ Johnston G.P. Inc. (Bid #2759), October 8, 2015 – December 1, 2017

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for **Music** awarded to various vendor noted below (Bid #2760), December 1, 2016 – December 1, 2017

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for **Musical Instrument Repair** awarded to Advantage Music Limited (Bid #2761), April 1, 2016 – November 30, 2017

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for **Office/Computer Supplies** awarded to Staples Contract & Commercial, Inc. (Bid #2762), December 1, 2016 – December 1, 2017

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for **Photography Supplies** awarded to Valley Lith Supply Co (Bid #2763), December 1, 2016 – December 1, 2017

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

- h. Request for Authorization to Participate in the Educational Services
Commission of Morris County for NJ Classroom Supplies SY 2016-2017 – Cont'd

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Physical Education Supplies* awarded to various vendors noted below (Bid #2764), December 1, 2016 – December 1, 2017

Levy's Inc.
Longstreth Sporting Goods, LLC
NASCO
Passon's Sports & US Games, BSN Sports
School Specialty Inc/Sportime

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Rocketry* awarded to various vendors noted below (Bid #2765), December 1, 2016 – December 1, 2017

Electronix Express (R.S.R. Electronics Inc.)
Metco Supply Inc
Midwest Technology Products
Pitsco Education/Hearlihy

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Science Supplies* awarded to various vendors noted below (Bid #2766), December 1, 2016 – December 1, 2017

Arbor Scientific
Carolina Biological Supply Co
EAI Education/ Eric Armin Inc
Electronix Express (R.S.R. Electronics Inc)
Fisher Scientific Co
Flinn Scientific Inc
Frey Scientific (School Specialty)
Metco Supply
Nasco
Parco Scientific Co
Pitsco Education/ Hearlihy
Sargent Welch/ VWR International, LLC
Ward's Science/ VWR International, LLC

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

- h. Request for Authorization to Participate in the Educational Services
Commission of Morris County for NJ Classroom Supplies SY 2016-2017 - Cont'd

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Special Needs* awarded to various vendors noted below (Bid #2767), December 1, 2016 – December 1, 2017

NASCO
School Health Corp
School Specialty/ Abilitations
Super Duper Publications, Inc.

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for Teaching Aids awarded to various vendors noted below (Bid #2768), December 1, 2016 – December 1, 2017

Bosland's Learning Plus Inc
Cascade School Supplies
Charles J. Becker & Bro/ Becker's School Supplies
Discount School Supply/ Earlychildhood LLC
EAI Education/ Eric Armin Inc
Kaplan Early Learning Co
Kurtz Bros Inc
Lakeshore Learning Materials
NASCO
Really Good Stuff
School Specialty/Childcraft
United Supply Corp

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Technology Supplies* awarded to various vendors noted below (Bid #2769), December 1, 2016 – December 1, 2017

Eletronix Express (R.S.R. Electronics Inc)
Klingspor's Woodworking Shop
Midwest Technology Products
Paxton/Patterson LLC
Pitsco Education/Hearlihy
Valley Litho Supply Co

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

- h. Request for Authorization to Participate in the Educational Services
Commission of Morris County for NJ Classroom Supplies SY 2016-2017 – Cont’d

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *World Languages* awarded to Teacher’s Discovery/ American Eagle Co. Inc. (Bid #2770), December 1, 2016 – December 1, 2017

- i. Book Bags Donated by Parent – (Wahlstrom Academy)

BE IT RESOLVED: the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the acceptance of eleven book bags with school supplies for students from the Puryear Family – Sisters with Heart and Soul, at no cost to the district. (Attachment 3-i)

- j. Acceptance of Donation – (Warwick Institute)

BE IT RESOLVED: the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the acceptance of \$1500.00 donation to Dionne Warwick Institute of Economics and Entrepreneurship by Ceu Inc., Events Accounts. (Attachment 3-j)

- k. Advertisement of Sealed Bid Sale of Surplus Real Estate Owned by East Orange Board of Education Bid #2731

WHEREAS, the former Central Office Building located at 715 Park Ave. East Orange, N.J. also known as Block #802 Lots 5,6, 7 and 22 was found to be unnecessary or undesirable for continued public school district purposes, and was thereby deemed surplus property by the East Orange Board of Education by resolution on December 13, 2016; and

WHEREAS, New Jersey Statute 18A:18A-45 permits the Board to sell real property by advertisement and sealed bid; and was advertised on January 6, 2017 and to be opened on January 19, 2017 with a minimum bid set at \$1.46 million (1,460,000.00) with the following responses:

1. Dennis McNeil
76 Ashland Ave.
West Orange, NJ 07052
Bid Price: \$1.1 million dollars (\$1,100,000.00)
2. Jose Rivera
JR Financial Group
1991 Churchill Dr.
Union, N.J. 07083
Bid Price: \$1.5 million dollars (\$1,500,000.00)

After careful review of bids, the Superintendent of Schools submits a recommendation to award Bid #2731 of surplus land sale to *Jose Rivera of JR Financial Group* with a high bid of \$1.5 million. Such bid is subject to closing within 60 days after award of the East Orange Board of Education unless modified by the Board attorney in writing to the Board Secretary/SBA due to unforeseen circumstances. (Attachment 3-k)

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICESl. Recommendation for Award of Contract – Refuse Collection Services Bid #2736

WHEREAS, pursuant to the Public School contract Law and New Jersey Statutes, Title 18A-18A-37, the Bid for Refuse Collection (Bid No. 2736) was advertised by the East Orange School District January 11, 2017; and

WHEREAS, all Bids received were opened and publicly read aloud by the Purchasing Agent on January 24, 2017; and

WHEREAS, the Board received the following response:

Interstate Waste Services of NJ Inc. 300 Frank Burr Blvd. Suite 39 Teaneck, NJ 07666

WHEREAS, the response was reviewed by the Purchasing Agent and resulted in a recommendation to award a contract to Interstate Waste Services of NJ Inc.; and

WHEREAS, funds will be made available from account number 17.11.000.262.420.018.070.4428, in an amount not to exceed \$300,000.00 with no services or supplies to be ordered until purchase orders are encumbered, authorized and released by the School Business Administrator;

WHEREAS, pursuant to the Public School contract Law and New Jersey Statutes,

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, awards a contract to Interstate Waste Services as per the cost and rates specified in the bid proposal. Contract to commence on February, 2017, through February 2018. (as per Bid #2736) (Attachment 3-l)

m. HP Donation – Warwick Institute

BE IT RESOLVED: the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the donation of HP computers and monitors donated by Ms. Dionne Warwick. No cost to the district. (Attachment 3-m)

n. Request to Approve the Void of Stale Dated Payroll Checks

BE IT RESOLVED: the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the cancellation of the stale stated payroll checks that were outstanding on the District's bank reconciliations. The total amount of these checks is \$6,426.87. A detailed list of the canceled checks is on file in the Business Office.

BE IT FURTHER RESOLVED: the East Orange of Education, upon the direction of the Superintendent of Schools, directs the Treasurer of School Monies to remove these void checks from the District's bank reconciliation report. (Attachment 3-n)

o. Preschool Revised Contracts and Budgets for the East Orange Early Childhood Collaborative Agencies 2016-2017 School Year

BE IT RESOLVED: "the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves" the **Revised Preschool Education Program Budgets and Contracts** for the 2016-2017 school year, in an amount not to exceed **\$11,336,387**.

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

- o. Preschool Revised Contracts and Budgets for the East Orange Early Childhood Collaborative Agencies 2016-2017 School Year – Cont'd

Name of Providers	# of Classes	# of Students	Current Budgets	Modified Budgets
E.O. Child Development (Head Start)	13	195	\$1,576,825	\$1,624,300
Community Day	8	120	\$ 1,652,442	\$ 1,691,426
EOYMCA	4	60	\$ 797,103	\$ 812,303
Harambee	6	90	\$ 1,209,200	\$ 1,239,273
Little Ones	11	165	\$ 2,192,321	\$ 2,217,427
Norjenes	2	30	\$ 441,098	\$ 446,510
*Sarah Ward	1	15	\$ 313,606	\$ 314,926
Three Stages Learning Center, Inc.	9	135	\$ 1,772,412	\$ 1,835,137
Zadies' of the Oranges	5	75	\$ 1,105,312	\$ 1,155,085
Total			\$11,060,319	\$11,336,387

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. (Attachment 3-o)

- p. Devils Street Hockey Equipment – Warwick Institute

BE IT RESOLVED: the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the acceptance of Street Hockey Equipment to Warwick Institute at no cost to the district. (Attachment 3-p)

- q. A-148 Secretary's Report

WHEREAS, pursuant to N.J.S.A. 18A-17-9, the Secretary of the Board of Education shall report to the Board at each regular meeting but no more than once each month, the amount of total appropriations and the cash receipts of each account, and the amount for which warrants have been drawn against each account and the amount of orders and contractual obligations incurred and chargeable against each account since the date of the last report; and

WHEREAS, the Commissioner has prescribed that such reporting take place on Form A-148;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, accept and adopt the A-148 and for it to become part of the official minutes of this meeting: (Attachment 3-q)

Period Ending	Appropriation Balance	Cash Balance
December 31, 2016	\$41,989,115.27	\$34,604,221.27

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICESr. A-149 Treasurer's Report

WHEREAS, pursuant to N.J.S.A. 18-A:17-31 et seq. boards of education are required to have the appointed position of Treasurer of School Monies; and

WHEREAS, the Treasurer shall serve in trust to receive and hold all school monies belonging to the district; and

WHEREAS, the Treasurer shall report to the Board of Education on a monthly basis on the Form A-149, which is prescribed by the Commissioner of Education;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, for the period ending December 31, 2016 upon the recommendation of the Superintendent of Schools, adopt the A-149 and cause it to become a part of the official minutes of this meeting:
(Attachment 3-r)

Period Ending	Cash Balance
December 31, 2016	\$34,604,221.27

s. Budgetary Major Account/Fund Status Certificate

BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, and pursuant to N.J.A.C. 6A:23-2.12(c)4, certify that, after a review of the Secretary's Reports, and the A-149 Treasurer's Reports, and upon consultation with appropriate district officials, to the best of the Board of Education's knowledge, no major account or fund has been over expended in violation of N.J.A.C.6A:23-2.12(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (NO ATTACHMENT REQUIRED)

t. Recommendation to Participate in the Waiver of Employee Insurance Coverage under the State Education Health Benefits Program

WHEREAS, the East Orange Board of Education approved its participation in the Waiver of Employee Insurance Coverage under the State Education Health Benefits Program on November 12, 2013; and

WHEREAS, the East Orange Board of Education is desirous of continuing the savings for the taxpayers by allowing all employees the right to opt out of health insurance coverage; and

WHEREAS, the School Business Administrator's Office has revised the procedure whereby employees will receive a lump sum payment based on the type of coverage in exchange for waiving participation in the insurance program;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes the revised practice for waiver of employee coverage under the State Education Health Benefits Program.

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

u. Emergency Reserve Withdraw Funds

WHEREAS, pursuant to N.J.S.A. 18a:7f-41 a board of education may establish a current expense emergency reserve account; and

WHEREAS, the Commissioner's approval is required for a district to withdraw funds from an established emergency reserve account for unanticipated general fund current expense; and

WHEREAS, a district must submit a request to withdraw funds to the Interim Executive County Superintendent for approval; and

WHEREAS, such an emergency exist because funds are needed to pay for the increase in Charter School funding as a result of the October 15th Application for State School Aid (ASSA) increase in enrollment and subsequently an increase in funding of \$154,760;

NOW, THEREFORE, BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves submitting this resolution in the amount of \$154,760 to the Interim Executive County Superintendent for approval to withdraw these funds for charter school payments.

A. SUPERINTENDENT OF SCHOOLS4. MAINTENANCE SERVICESa. Recommendation for the Use of Facility

WHEREAS, N.J.S.A. 18A:20-20; 34 permits the use of school property for various purposes; and

WHEREAS, District Policy / Regulation #7510 states that all requests for the Use of Facility need board approval; and

WHEREAS, the following organizations have submitted their requests and have been supported by administration and the maintenance committee

No.	Organization	Schedule ID#	Schedule Title	School/Location	Event Date
1	LIFT AS WE CLIMB	1460	YOUTH EDUCATIONAL & RECREATIONAL SUMMER CAMP	EO CAMPUS - BASEBALL FIELD	JULY 5, 2017 - AUG. 25, 2017 (M-F)
2	EO RECREATION	1463	FATHER'S CONFERENCE	EO CAMPUS - CAFÉ, CLSRM 101, DANCE STUDIO, GROUNDS, GYM & KITCHEN	OCTOBER 21, 2017 (SAT)
3	EO RECREATION	1472	4 TH OF JULY CELEBRATION	ROBESON STADIUM	JULY 4, 2017 (TUES)
4	PANTHERS TRACK CLUB OF NJ	1473	TRACK PRACTICE	BOWSER - HALLWAY	FEB. 27, 2017 MAR. 1,2,6,8 & 9, 2017
5	GREG THE BARBER	1477	CONCERT	ROBESON STADIUM	JUNE 17, 2017 (SAT)
6	EO RECREATION	1482	MOVIE SCREENING	TYSON HIGH - 400 SEAT THEATER	MAR. 10, 2017 (F)
7	SEASONS OF LEARNING	1484 - 1486	AFTERSCHOOL PROGRAM	HOUSTON- ALL PURPOSE RM & PARKING LOT	SEPT. 5, 2017 - JUNE 22, 2018 (M-F)
8	SEASONS OF LEARNING	1487-1489	AFTERSCHOOL PROGRAM	WARWICK - ALL PURPOSE RM & PARKING LOT	SEPT. 5, 2017 - JUNE 22, 2018 (M-F)
9	SEASONS OF LEARNING	1490-1492	AFTERSCHOOL PROGRAM	COCHRAN - ALL PURPOSE RM & PARKING LOT	SEPT. 5, 2017 - JUNE 22, 2018 (M-F)
10	SEASONS OF LEARNING	1493 - 1495	AFTERSCHOOL PROGRAM	JACKSON - ALL PURPOSE RM & PARKING LOT	SEPT. 5, 2017 - JUNE 22, 2018 (M-F)
11	EO RECREATION	1497	BLACK HISTORY	TYSON HIGH - ATRIUM & 800 SEAT THEATER	FEB. 22 & 23, 2017 (W & THURS)
12	JEHOVAH'S WITNESS	1498	MEMORIAL	EO CAMPUS - PARKING LOT & AUDITORIUM	APR. 11, 2017 (TUES)

A. ACTING SUPERINTENDENT OF SCHOOLS4. MAINTENANCE SERVICESa. Recommendation for the Use of Facility (Part II)

WHEREAS, N.J.S.A. 18A:20-20; 34 permits the use of school property for various purposes; and

WHEREAS, District Policy / Regulation #7510 states that all requests for the Use of Facility need board approval; and

WHEREAS, the following organizations have submitted their requests and have been supported by administration and the maintenance committee

No.	Organization	Schedule ID#	Schedule Title	School/Location	Event Date
13	BLACK KNIGHTS	1499	BASKETBALL PRACTICE	HUGHES - GYM	SEPT. 27; MAR. 1; MAR. 6; MAR. 8; MAR. 13; MAR. 15; MAR. 20; MAR. 22; MAR. 27; MAR. 29 (M & W)
14	EO RECREATION	1500	NJ BLACK BUSINESS EXPO	TYSON HIGH - ATRIUM, 50 SEAT & 400 SEAT	MAY 6, 2017 (SAT)
15	EO RECREATION	1501	CHEER/BASKETBALL	TRUTH - GYM	FEB. 15, 2017 - JUNE 24, 2017 (SAT)
16	EO RECREATION	1502	CHEER/BASKETBALL	COSTLEY - GYM	FEB. 15, 2017 - JUNE 24, 2017 (SAT)
17	EO JR. JAGUARS	1503	JV BOYS/GIRLS TOURNAMENT	EO CAMPUS - GYM	FEB. 17, 2017 & FEB. 24, 2017 (FRI)
18	GREEN'S SCHOOL OF MARTIAL ARTS	1505	KARATE & BOXING TOURNAMENT	EO CAMPUS - GYM	APRIL 15, 2017 (SAT)
19	NJ STATE INTERSCHOLASTIC ATHLETIC ASSOC.	1506	HS BASKETBALL STATE TOURNAMENT	EO CAMPUS - GYM	MARCH 8, 2017 (WED)
20	IE SPORTS ASSOC.	1507	SOCCER GAMES	ROBESON STADIUM	JULY 29, 2017 (SAT)
21	EO WILDCATS	1508	PAL BASKETBALL	HUGHES - GYM	APRIL 5, 2017 - JUNE 1, 2017 (M-F)
22	EO JR JAGUARS	1509	JV TOURNAMENT	EO CAMPUS - GYM	FEB. 18, 2017 (FRI)

NOW THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Acting Superintendent of Schools, grant permission for the Use of Facilities to the organizations listed above as long as each organization submit all documents required in accordance to the District's Policy and Regulation#7510.

POLICY COVER PAGE



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East Orange Board of Education

ADMINISTRATION - POLICY

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Americans with Disabilities Act

1510 **AMERICANS WITH DISABILITIES ACT**

It is the policy of the Board of Education that no qualified **individual with a disability will**, on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or under any program, activity, **services** or sponsored by this Board. The Board **will** comply with the Americans with Disabilities Act of 1990, **as amended by the Americans with Disabilities Amendments Act of 2008 (hereafter referred to as the Act)**.

Notice of the Board **Policy 1530 – Equal Educational Opportunities and Board Policy 5750 – Equal Educational Opportunity** will be included in the Board policy manual, posted throughout the district, and referenced in any district statement regarding the availability of employment positions or educational services.

Employment

No employee or candidate for employment **will** be discriminated against in recruitment, hiring, advancement, discharge, compensation, **job** training, transfer, or any other term, condition, or privilege of employment solely **on the basis of a disability**, provided the employee or candidate can, with or without reasonable accommodation, perform the essential functions of the position sought or held.

No candidate for employment **will** be required to answer a question or submit to an examination regarding a disability except as such disability relates directly to **perform job-related functions**. No candidate will be discriminated against on the basis of a disability that is not directly related to the essential function of the position for which he/she has applied.

Reasonable accommodations, not directly affecting the educational and/or instructional program, **will** be made to accommodate employment conditions to the needs of qualified **individuals** with disabilities, such accommodations may include, but are not limited to: **making existing facilities used by employees readily assessable to and usable by individuals with disabilities, job restructuring, part-time modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.**

The district will furnish appropriate auxiliary aids and services where necessary to afford individuals with disabilities an equal opportunity to participate in and enjoy the benefits of a service, program, or activity conducted by the district.



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East Orange Board of Education

ADMINISTRATION - POLICY

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Americans with Disabilities Act

Facilities **Maintenance and** Accessibility

No qualified **individual with a disability will**, because of the school district's facilities being inaccessible or unusable by disabled persons, be denied the benefits of, be excluded from participation in or otherwise be subjected to discrimination under any program or activity offered by the Board. No new facilities **will** be constructed that do not fully comply with and the Act. Alterations to existing facilities or part thereof, **will** be altered in such a manner to the maximum extent feasible, that the facilities are readily accessible and usable by individuals with disabilities who have a need to access Board facilities.

The district will maintain facilities and equipment required by the Act to be readily accessible to and usable by persons with disabilities.

Service, Program and Activity Access

The district will make reasonable accommodations so that services, programs, and activities are readily accessible and usable by qualified individuals with disabilities. The district is not required to provide personal devices or services of a personal nature to qualified individuals with disabilities.

Evaluation and Compliance

The Superintendent or designee will evaluate district programs and practices on nondiscrimination, in accordance with law, and will report to the Board accordingly. Assurances of compliance will be submitted as required by law.

~~The district, with the assistance of interested persons, who may include individuals with disabilities or members of organizations representing individuals with disabilities, or other interested community members and staff,~~ will evaluate its current services, policies, practices, and the effects thereof with regard to the requirements of the Act and make necessary modifications to meet the Act requirements. If such modifications would result in a fundamental alteration of the nature of the affected program or activity, or undue financial or administration burden, the district will provide access through means which would not result in a fundamental alteration or undue financial or administrative burden. 28 CFR §35.150(a)

For a period of at least three years following completion of the self-evaluation, the district will maintain on file, available for public inspection, ~~a list of those interested persons consulted,~~ a description of the areas examined and problems identified, and modifications made.



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East Orange Board of Education

ADMINISTRATION - POLICY

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Americans with Disabilities Act

Enforcement - **28 CFR §35.107**

A designee selected by the Superintendent of schools will be assigned as district coordinator for matters dealing with **ADA compliance**. The district coordinator can be contacted at the following address or telephone number:

Address: **199 4th Avenue**
East Orange, New Jersey 07017

Telephone Number: 973-266-5761

Grievance procedures are outlined in Regulation 1510.

Guarantee of Rights

The Board **will** not interfere, directly or indirectly, with any person's exercise or enjoyment of the rights protected by the **Act**.

The Board **will** not discriminate against any person for that person's opposition to any act or practice made unlawful by law or this **Policy** or for that person's participation in any manner in an investigation or proceeding arising under **the Act**.

The district is not required to permit an individual to participate in or benefit from the district's services, programs, or activities when that individual poses a direct threat to the health or safety of others.

Notice

Policy and Regulation 1510 will be available to any member of the public in the district's Policy and Regulation Manual as well as the District's website.

42 U.S.C. 12101 (Americans with Disabilities Act of 1990, **as amended**)

N.J.S.A. 10:5-1 et seq.

N.J.S.A. 18A:18A-17

N.J.A.C. 6A:14-1 et seq.

34 CFR Part 104

Adopted: 5 November 2008

Adopted: 11 October 2016

Adopted:



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East Orange Board of Education

ADMINISTRATION - REGULATION

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Americans with Disabilities Act

R 1510 **AMERICANS WITH DISABILITIES ACT**

The Board of Education will comply with the requirements of the Americans with Disabilities Act of 1990, including changes made by the ADA Amendments Act of 2008 (hereafter referred to as the "Act.")

A. Definitions

1. "Act" means the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008.
2. "Auxiliary aids and services" are identified based on the context of the communication and the individual's disability. 28 CFR §35.104

They include, but are not limited to:

- a. Effective methods of making aurally delivered information available to individuals who are deaf or hard of hearing;
 - b. Effective methods of making visually delivered materials available to individuals who are blind or have low vision;
 - c. Acquisition or modification of equipment or devices or similar services and actions; and
 - d. Other similar services and actions.
3. "Board" means the Board of Education of this school district.
 4. "Companion" means a family member, friend, or associate of an individual seeking access to a service, program, or activity of a school district, who, along with such individual, is an appropriate person with whom the district should communicate.
 5. "Complete complaint" means a written statement, signed by the complainant or someone authorized to do so on his/her behalf, containing the complainant's name and address and describing the public entity's alleged discriminatory action in sufficient detail to inform the agency of the nature and date of the alleged violation. 28 CFR §35.104



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - REGULATION

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Americans with Disabilities Act

6. **"Current illegal use of drugs" means illegal use of drugs that occurred recently enough to justify a reasonable belief that a person's drug use is current or that continuing use is a real and ongoing problem.**
7. **"Direct threat" means a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services. 28 CFR §35.139**
8. **"Disability" means, with respect to an individual, that the individual meets one or more of the following three prongs:**
 - a. **A physical or mental impairment that substantially limits one or more of the major life activities of such individual;**
 - b. **A record of such an impairment; or**
 - c. **Being regarded as having such an impairment.**
9. **"District" means this school district.**
10. **"District Coordinator" means the district official responsible for the coordination of activities relating to compliance with the Act.**
11. **"Drug" means a controlled substance, as defined in schedules I through V of Section 202 of the Controlled Substances Act. 21 U.S.C. §812**
12. **"Employee" means an individual employed by the Board.**
13. **"Essential functions of the employment position" are based upon the employer's judgment and can include an employer's written description, prepared before advertising or interviewing applicants for the job.**
14. **"Existing facility" means a facility in existence on any given date, newly constructed or altered.**
15. **"Facility" means all or any portion of buildings, property, or structures, including the site where the building, property, structure, or equipment is located.**
16. **"Illegal use of drugs" means the use of one or more drugs, the possession or distribution of which is unlawful under the Controlled Substances Act. 21 U.S.C. §812**



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Americans with Disabilities Act

17. **"Individual with a disability"** means a person who has a disability and does not include an individual currently engaging in the illegal use of drugs, when the district acts on the basis of such use.
18. **"Major life activities"** means those of central importance to daily life and include, but are not limited to, functions such as: caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sitting, reaching, writing, standing, reaching, lifting, sleeping, bending, speaking, breathing, reading, concentrating, thinking, communicating, interacting with others, learning, and working. "Major life activities" also includes physical or mental impairments that substantially limit the operation of a major bodily function, including, but not limited to: functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, reproductive systems, and the operation of an individual organ within a body system. 28 CFR §35.108; 28 CFR §36.105
19. **"Mitigating measures"** means steps taken to eliminate or reduce the symptoms or impact of an impairment. "Mitigating measures" include, but are not limited to: medication; medical equipment/appliances; mobility devices; low vision devices (not including ordinary eyeglasses or contact lenses); prosthetics (including limbs and devices); hearing aids, cochlear implants, or other implantable hearing devices; oxygen therapy equipment and supplies; the use of assistive technology; reasonable modifications or auxiliary aids or services; learned behavioral or adaptive neurological modifications; and psychotherapy, behavioral, or physical therapies. 42 U.S.C. 126 §12102
 - a. Mitigating measures, must not be used when determining whether an impairment is a disability except for the use of corrective eyeglasses or contact lenses. Mitigating measures may be considered in assessing whether someone is entitled to reasonable accommodation or poses a direct threat.
20. **"Office for Civil Rights" (OCR)** means the United States Department of Education Office for Civil Rights.
21. **"Other power-driven mobility device"** means any mobility device powered by batteries, fuel, or other engines used by individuals with mobility disabilities for the purpose of locomotion, including any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair. 28 CFR §35.104



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Americans with Disabilities Act

22. "Physical or mental impairment" means any physiological disorder or condition such as, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic and lymphatic, skin, and endocrine; or any mental or psychological disorder such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities. 28 CFR §35.108(b)(2) and 28 CFR §36.105(b)4
- a. Physical or mental impairments may include, but are not limited to: contagious and noncontagious diseases and conditions; orthopedic, visual, speech, and hearing impairments; cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, dyslexia and other specific learning disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Human Immunodeficiency Virus (HIV) (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.
 - b. Physical or mental impairments do not include: transvestism; transsexualism; homosexuality or bisexuality; gender identity disorders; sexual behavior disorders; pedophilia; exhibitionism; environmental, cultural, and economic disadvantages; pregnancy; physical characteristics; personality traits or behaviors; normal deviations in height, weight, or strength; compulsive gambling; kleptomania; pyromania; and psychoactive substance use disorders resulting from current illegal use of drugs.
 - c. An impairment that is episodic or in remission may be considered a "disability" if it would substantially limit a major life activity when active.
 - d. Not all impairments are disabilities.
23. "Public entity" means this Board of Education.
24. "Qualified individual" for the purposes of employment, means an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position (based upon the employer's judgment) that such individual holds or desires. An employer's written description, prepared before advertising or interviewing applicants for the job, shall be considered evidence of the essential functions of the job. 42 U.S.C. 126 §12111(8)



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East Orange Board of Education

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Americans with Disabilities Act

25. "Reasonable accommodation" may include making existing facilities used by employees readily assessable to and usable by individuals with disabilities and job restructuring, part-time modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.
26. "Record of such an impairment" means the individual has a history of, or has been misclassified as having a mental or physical impairment that substantially limits one or more major life activities.
27. "Regarded as having an impairment" means the individual establishes that he or she has been subjected to a prohibited action under the Act because of an actual or perceived physical or mental impairment, whether or not that impairment substantially limits or is perceived to substantially limit a major life activity.
 - a. For this prong only, the public entity must demonstrate the impairment is or would be both transitory (lasting or expected to last six months or less) and minor to show an individual is not regarded as having such an impairment. 42 U.S.C. 126 §12102(3)(B)
 - b. A public entity is not required to provide a reasonable modification to an individual meeting the definition of "disability" solely under the "regarded as" prong.
28. "Substantially limits" means the extent to which the impairment limits an individual's ability to perform a major life activity as compared to most people in the general population, whether or not an individual chooses to forgo mitigating measures. 42 U.S.C. 126 §12102(4); 28 CFR §35.108(d); 28 CFR §35.105(d) The rules of construction when determining whether an impairment substantially limits performance of a major life activity include:
 - a. That it is broadly construed in favor of expansive coverage, to the maximum extent permitted under the Act.
 - b. That it does not demand extensive analysis.
 - c. That it substantially limits one major life activity, but not necessarily other major life activities.



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Americans with Disabilities Act

- d. That it may be episodic or in remission, as long as the impairment would substantially limit a major life activity when active.
 - e. That it need not prevent, or significantly or severely restrict, an individual from performing a major life activity.
 - f. That it requires an individualized assessment which does not create an "inappropriately high level of limitation" and is based upon the conditions, manner, or duration under which the individual can perform the major life activity 42 U.S.C. 12102(4)(B).
 - g. That it generally will not require scientific, medical, or statistical evidence (although such evidence can be required where appropriate evidence that can be considered may include statements or affidavits of affected individuals and school records).
 - h. That the determination is made without regard to ameliorative effects of mitigating measures, except for the use of ordinary eyeglasses or contact lenses intended to fully correct visual acuity or eliminate refractive error. Non-ameliorative effects, such as the negative side effects of medication or a medical procedure, may also be considered.
 - i. That the effects of an impairment lasting or expected to last less than six months can be substantially limiting for establishing a disability under the first two prongs: "actual disability" or "record of".
29. "Undue hardship" means an action requiring significant difficulty or expense when considered in light of factors which include: the nature and cost of the needed accommodation; the overall financial resources of the district or facility providing the reasonable accommodation; the size of the district with respect to the number of employees; effect on expenses and resources, or the impact otherwise of accommodation upon the operation of the facilities; and the type/location of facilities. 42 U.S.C. 126 §12111 (10)
30. "Wheelchair" means a manually operated or power-driven device designed primarily for use by an individual with a mobility disability.



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B. General Requirements

1. Prohibitions Against Discrimination

- a. Discrimination is prohibited against a qualified individual on the basis of a disability. Such individual will not be excluded from participation in or denied the benefits of district services, programs, or activities or be subjected to discrimination by the district in accordance with 28 CFR §35.130. The district must ensure that:
 - (1) When services, programs, and activities are viewed in their entirety, they are accessible to and usable by individuals with disabilities; and
 - (2) Access to services, programs, and activities is provided in an integrated setting unless separate programs are necessary to ensure equal benefits.
- b. The district is not required to take any action that would result in a fundamental alteration of the nature of the program or activity or undue financial or administrative burden. However, claiming undue burden still requires the district to provide access through means that would not result in a fundamental alteration or undue financial or administrative burden.

2. Direct Threat - 28 CFR §35.139

- a. The district is not required to permit an individual to participate in or benefit from the district's services, programs, or activities when that individual poses a direct threat to the health or safety of others.
- b. To determine whether an individual poses a direct threat to the health or safety of others, the district must make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence to ascertain:
 - (1) The nature, duration, and severity of the risk;
 - (2) The probability that the potential injury will actually occur; and



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- (3) **Whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.**

3. Illegal Use of Drugs - 28 CFR §35.131

- a. **The district will not discriminate on the basis of past illegal use of drugs against an individual who is not engaging in current illegal use of drugs and who:**
 - (1) **Has successfully completed a supervised drug rehabilitation program or has otherwise been rehabilitated successfully;**
 - (2) **Is participating in a supervised rehabilitation program; or**
 - (3) **Is erroneously regarded as engaging in such use.**
- b. **While the Act does not prohibit discrimination against an individual based on that individual's current illegal use of drugs, the district will not deny health services or services provided in connection with drug rehabilitation to an individual on the basis of that individual's current illegal use of drugs, if the individual is otherwise entitled to such services.**
- c. **The Act does not prohibit the district from adopting or administering reasonable policies or procedures, including but not limited to drug testing, designed to ensure that an individual who formerly engaged in the illegal use of drugs is not now engaging in current illegal use of drugs.**

C. Personal Devices and Services

- 1. **The district will permit individuals with mobility disabilities to use wheelchairs and manually powered mobility aids such as walkers, crutches, canes, braces, or other similar devices designed for use by individuals with mobility disabilities in any areas open to pedestrian use. 28 CFR §35.137**



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2. The district will make reasonable modifications to permit the use of other power-driven mobility devices by individuals with mobility disabilities unless the district can demonstrate that the power-driven device cannot be operated in accordance with legitimate safety requirements pursuant to 28 CFR §35.137. The district will not ask an individual using a wheelchair or other power-driven mobility device questions about the nature and extent of the individual's disability. The district may require the individual to provide credible assurance that the device is required because of the person's disability.
 3. The district is not required to provide individuals with disabilities personal devices, such as wheelchairs; individually prescribed devices such as prescription eyeglasses or hearing aids; readers for personal use or study; or services of a personal nature including assistance in eating, toileting, or dressing pursuant to 28 CFR §35.135.
- D. Employment - 42 U.S.C. 126 §12112
1. Discrimination in Employment
 - a. The Board will not discriminate against a qualified individual on the basis of disability in regard to job application procedures; hiring, advancement, or discharge; compensation; job training; and other terms, conditions, and privileges of employment.
 - b. Applicants and employees working for or applying to work for the district who qualify for a job and are able to perform the essential functions of that job are entitled to reasonable accommodations provided that such accommodations do not pose undue hardship for the district.
 - c. Nothing in the Act shall be construed to preempt, modify, or amend any State, county, or local law, ordinance, or regulation as outlined in N.J.A.C. 6A:32-4.1 et seq.
 - d. The school district may not, on the basis of disability:
 - (1) Limit, segregate, or classify a qualified individual in a way that adversely affects his/her opportunities or status of such employee, applicant, or participant in a contractual or other arrangement;



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- (2) Utilize standards, criteria, or methods of administration that have the effect of discrimination on the basis of disability or perpetuate the discrimination of others subject to common administrative control;
- (3) Exclude or otherwise deny equal jobs or benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to associate or have a relationship;
- (4) Fail to make reasonable accommodations to known physical or mental limitations of an otherwise qualified individual with a disability or deny employment opportunities to such qualified individual unless the district can demonstrate that the accommodation would impose undue hardship to district operations;
- (5) Use qualification standards, employment tests, or other selection criteria that screen out or tend to screen out individuals with disabilities unless the standard, test, or other selection criteria, as used by the district, is shown to be job-related for the position in question and consistent with business necessity; and/or
- (6) Select and administer tests concerning employment to otherwise qualified individuals who possess impaired sensory, manual, or speaking skills, unless done in an effective manner to ensure that, when such tests are administered to a job applicant or employee who has a disability that impairs sensory, manual, or speaking skills, the test results accurately reflect the skills, aptitude, or other factors such tests purport to measure rather than reflecting the impaired sensory, manual, or speaking skills of the employee or applicant (except where such skills are the factors that the test purports to measure).

2. Medical Examinations and Inquiries - (42 U.S.C. 126 §12112)

a. Pre-employment

- (1) Prohibited examination or inquiries:



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(a) Whether such an applicant is an individual with a disability; or

(b) The nature or severity of such disability.

(2) Acceptable inquiry:

(a) The ability of an applicant to perform job-related functions.

b. Employment Entrance Examinations

(1) The district may require a medical examination after an offer of employment has been made to a job applicant and prior to the commencement of the employment duties of such applicant, and may condition an offer of employment on the results of such examination, if:

(a) All entering employees are subject to such an examination regardless of disability;

(b) Information obtained regarding the medical condition or history of the applicant is collected and maintained on separate forms and in separate medical files and is treated as a confidential medical record, except that:

i. Supervisors and managers may be informed regarding necessary restrictions on work or duties of the employees and necessary accommodations;

ii. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment; and

iii. Government officials investigating compliance with this Act, will be provided relevant information on request.

(2) The results of such examination shall only be used in accordance with these provisions.



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c. Examination and Inquiry:

(1) Prohibited examinations and inquiries:

- (a) The district will not require a medical examination and will not make inquiries of an employee as to whether such employee is an individual with a disability or as to the nature or severity of the disability, unless such examination or inquiry is shown to be job-related and consistent with business necessity.**

(2) Acceptable examinations and inquiries:

- (a) The district may conduct voluntary medical examinations, including voluntary medical histories, which are part of an employee health program available to employees in the district.**
- (b) The district may make inquiries into the ability of an employee to perform job-related functions.**

3. Defenses - 42 U.S.C. 126 §12113

a. Qualification Standards

- (1) It may be a defense to a charge of discrimination under the Act that an alleged application of qualification standards, tests, or selection criteria that screen out, tend to screen out, or otherwise deny a job or benefit to an individual with a disability has been shown to be job-related and consistent with business necessity, and such performance cannot be accomplished by reasonable accommodation, as required under the Act.**
 - (a) The term "qualification standards" may include a requirement that an individual will not pose a direct threat to the health or safety of other individuals in the workplace.**



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- (b) Notwithstanding 42 U.S.C. 126 §12102 (4)(E)(ii), the Board will not use qualification standards, employment tests, or other selection criteria based on an individual's uncorrected vision unless the standard, test, or other selection criteria, as used by the covered entity, is shown to be job-related for the position in question and consistent with business necessity.
- b. **Infectious and Communicable Diseases**
 - (1) In any case in which an individual has an infectious or communicable disease included on the list developed by the United States Secretary of Health and Human Services in accordance with the Act, and which cannot be eliminated by reasonable accommodation, and that is transmitted to others through the handling of food, the Board and its administration may refuse to assign or allow such individual to continue to work in a job involving food handling.
- c. **Illegal Use of Drugs and Alcohol - 42 U.S.C. 126 §12114**
 - (1) An individual with a disability shall not include any employee or applicant who is currently engaging in the illegal use of drugs, with exceptions noted in section B.3. of this Regulation.
 - (2) The Board will hold an employee who engages in the illegal use of drugs or who is an alcoholic to the same qualification standards for employment or job performance and behavior as other employees, even if any unsatisfactory performance or behavior is related to the drug use or alcoholism of such employee.
- d. **Drug Testing**
 - (1) For the purposes of the Act, a test to determine the illegal use of drugs will not be considered a medical examination.
 - (2) No provision of the Act shall be construed to encourage, prohibit, or authorize the conducting of drug testing for the illegal use of drugs by job applicants or employees or making employment decisions based on such test results.



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E. Program Accessibility

1. Discrimination Prohibited

- a. Except as otherwise provided in 28 CFR §35.150, no qualified individual with a disability will, because the district's facilities are inaccessible to or unusable by individuals with disabilities, including inside or outside access to such facilities, may be excluded from participation in, or be denied the benefits of the services, programs, or activities of the district, or be subjected to discrimination by the district.
- b. The district will maintain facilities and equipment required by the Act to be readily accessible to and usable by individuals with disabilities. This provision does not prohibit isolated or temporary interruptions in service or access due to maintenance or repairs. 28 CFR §35.133
 - (1) In regard to existing facilities, the district will operate each service, program, or activity so that the service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities.
 - (a) The district is not required to fundamentally alter the nature of a service, program, or activity, or assume undue financial or administrative burdens, or take any action threatening the historic significance of a historic property and has the burden of proving that compliance with the Act would result in such alterations or burdens. 28 CFR §35.150(a)
 - (b) Should the Board and Superintendent of Schools or his/her designee determine, after considering all resources available, that compliance would result in such alteration or burden, a written statement of reasons must accompany such a determination.



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(c) The Board will take any other action, including, but not limited to redesign or acquisition of equipment, or reassignment of services or staff, that would not result in such alteration or burden, but would, nevertheless, ensure that individuals with disabilities receive the benefits/services provided by the district.

(2) In regard to new construction and alterations, each facility or part of a facility constructed by, on behalf of, or for the use of the district will be designed and constructed in such manner, in accordance with 28 CFR §35.151, that the facility or part of the facility is readily accessible to and usable by individuals with disabilities.

(a) Full compliance with the requirements of 28 CFR §35.151 is not required where the district can demonstrate that it is structurally impracticable to meet the requirements.

(b) If providing accessibility in conformance with 28 CFR §35.151 to individuals with certain disabilities (e.g., those who use wheelchairs) would be structurally impracticable, accessibility shall nonetheless be ensured to persons with other types of disabilities, (e.g., those who use crutches or who have sight, hearing, or mental impairments) in accordance with 28 CFR §35.151.

F. Communications - 28 CFR §35.160

1. The district will take appropriate steps to ensure that communications with applicants, participants, members of the public, and companions with disabilities are as effective as communications with others.

2. The district will furnish appropriate auxiliary aids and services where necessary to afford individuals with disabilities, including applicants, participants, companions, and members of the public, an equal opportunity to participate in and enjoy the benefits of a service, program, or activity conducted by the district.

a. Auxiliary aids and services will be provided in accessible formats, in a timely manner, and in such a way as to protect the privacy and independence of the individual with a disability.

- b. The district will not require an individual with a disability to bring another individual to interpret with a disability. The district will not rely on an adult accompanying an individual with a disability or on a minor child to interpret or facilitate communication, except in an emergency involving an imminent threat to the safety or welfare of an individual or the public where there is no interpreter available; or where the individual with a disability specifically requests that the accompanying adult interprets or facilitates communication, the accompanying adult agrees to provide such assistance, and reliance on that adult is appropriate under the circumstances.
 3. Where the district communicates by telephone with applicants and beneficiaries who are deaf, hard of hearing, or who have speech impairments, text telephones (TTYs) or equally effective telecommunications systems equipped with emergency service access will be used to communicate, in the same time and manner as with other telephone systems (including automated systems). 28 CFR §35.161
 4. The district will ensure that interested persons, including persons with impaired vision or hearing, can obtain information as to the existence and location of accessible services, activities, and facilities, including signage at all inaccessible facility entrances. 28 CFR §35.163
- G. Grievance Procedure - 28 CFR §35.107(b)
1. A complainant who believes that he/she has been harmed or adversely affected by a discriminatory practice or act prohibited by law and/or policy shall first discuss the matter with his/her immediate supervisor in an attempt to resolve the matter informally.
 2. If the matter is not resolved to the satisfaction of the complainant within thirty working days, the complainant may submit a written complaint to the District Coordinator. The complaint will include:
 - a. The complainant's name and address;
 - b. The specific act or practice of which the complainant complains;
 - c. The employee, if any, responsible for the allegedly discriminatory act;



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- d. Results of discussions conducted in accordance with paragraph G.1. above; and
 - e. Reasons why those results are not satisfactory.
3. The District Coordinator will investigate the matter informally and will respond to the complainant in writing no later than seven working days after receipt of the written complaint. A copy of the complaint and the response will be forwarded to the Superintendent.
4. The response of the District Coordinator may be appealed to the Superintendent in writing within three working days after it has been received by the complainant. The appeal will include the original complaint, the response to the complaint, and the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have acted discriminatorily.
5. On his/her timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision), the complainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than seven working days after the request for a hearing has been submitted. The Superintendent may also require at the hearing the presence of the staff member charged with a discriminatory act and any other person with knowledge of the complained act.
6. The Superintendent will render a written decision in the matter no later than seven working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties.
7. The complainant may appeal the Superintendent's decision to the Board by filing a written appeal with the School Business Administrator/Board Secretary no later than three working days after receipt of the Superintendent's decision. The appeal shall include:
 - a. The original complaint;
 - b. The response to the complaint;
 - c. The Superintendent's decision;
 - d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented; and



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- e. The complainant's reason for believing the Superintendent's decision should be changed.
8. If a staff member is charged with a discriminatory act, the Board will provide a copy of the appeal to that staff member.
9. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
10. The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
11. The complainant will be informed of his/her right to appeal the Board's decision to the:

U.S. Department of Justice
950 Pennsylvania Avenue, NW
Civil Rights Division
Disability Rights Section - 1425 NYAV
Washington, D.C. 20530
12. An individual who believes he or she or a specific class of individuals has been subjected to discrimination on the basis of disability by the district may, by himself/herself, or an authorized representative, at any time, file a complaint directly with OCR.
13. Record:
 - a. The record of any complaint processed in accordance with this procedure will be maintained in a file kept by the District Coordinator.
 - b. A copy of the decision rendered at the highest level of appeal will be kept in the employee's personnel file.

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TEACHING STAFF MEMBERS - POLICY

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Dress and Grooming

3216 DRESS AND GROOMING

The purpose of this dress code is to promote and encourage an atmosphere which is conducive to teaching and learning. Students view their teachers as role models so it is important that staff members present an appropriate image and appearance.

The Board of Education recognizes that each staff member's mode of dress and grooming is an expression of personal style and individual appearance. The Board will not interfere with the right of staff members to make decisions regarding their appearance, as long as those decisions are guided by the following parameters:

1. All dress and grooming must present an image and appearance which reflects standards that are acceptable to the school community, and which are appropriate for the job responsibilities to be performed.
2. All dress and grooming must be neat, clean, inoffensive, and within the bounds of good taste.
3. All dress and grooming must not have a negative impact of the maintenance of school and classroom discipline nor on the development of respect for authority.
4. All dress and grooming must not present a danger to the health and safety of staff members or others.
5. All dress and grooming must not diminish teaching effectiveness or have an adverse effect on the work of staff members.
6. This policy shall be reviewed periodically.

The Superintendent of Schools is authorized and directed to develop and enforce regulations to implement this policy.

N.J.S.A. 18A:27-4

Adopted: 3 December 2008

Adopted: 11 January 2011

Adopted:



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Dress and Grooming

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Staff Dress Code Guidelines:

Grooming and attire shall meet the following criteria during school/work hours:

- A. A female staff member may wear dresses, suits, skirts, with blouse or sweaters, slack ensembles or slack suits.
- B. A male staff member may wear suits or slacks (shirts with or without ties); a turtleneck shirt or turtleneck sweater with or without a jacket is acceptable. (Shirts and ties are preferred).
- C. The clothing and appearance of all staff members must be clean and neat.
- D. Physical education, home economics, science and industrial art teachers may wear clothing deemed appropriate for their instructional assignments and in their classrooms. All staff may wear appropriate attire for special occasions such as, but not limited to:
 - ❖ Picnics
 - ❖ Field trips
 - ❖ Track meets
 - ❖ Nature Walks
 - ❖ Halloween Parties
- E. All staff members are role models for students and, therefore, hats and caps must be removed when entering our school buildings and officers. No clothing shall be worn by staff members that constitutes a danger to the health and/or safety to him/herself or others, and no clothing may be worn that distracts and/or disrupts the instructional program (i.e. mini-skirts, see-through clothing).



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Dress and Grooming

- F. If you are dressed inappropriately, the principal and/or staff member's supervisor shall determine whether a violation of the dress code has occurred and shall discuss, in private, the violation with the staff member. When a single violation so warrants or violations reoccur, the principal or supervisor may enter a reprimand in the staff member's file. The employee shall be directed by the supervisor to change into appropriate attire. Should this change require leaving the work site, the employee shall sign/clock out/in and shall be docked accordingly. Upon the third letter of reprimand, the principal or immediate supervisor may recommend more stringent disciplinary action such as, but not limited to, the following:
1. Withholding of increment
 2. Insubordination charges
- G. A staff member may appeal the denial of a waiver of this dress code or the entry of reprimand through the grievance procedure.
- H. Those employees required to wear uniforms (security, cafeteria, custodial and custodian staff) MUST wear the entire uniform during their workday.
- I. When appropriate, the **Superintendent may relax** the dress code (i.e. inclement weather, excessive temperature, etc.).
- J. When appropriate, **the building principal** may relax the dress code for individual members of the faculty (i.e. field trips; unique school activities; etc.).

EXAMPLES OF UNACCEPTABLE ATTIRE DURING SCHOOL/WORK HOURS ARE:

- ❖ Faded, torn, patched, frayed and/or dirty clothing
- ❖ Flip flop or beach like sandals/ slippers
- ❖ See-through clothing
- ❖ Excessive tight/form-fitting clothing
- ❖ Shirt or blouse buttons open beyond the mid-point of the chest or low cut tops
- ❖ Midriff, halter tube tops, strapless or spaghetti strap tops
- ❖ Painter's pants or overall
- ❖ Shorts or scooter (bike-shorts-not to exceed two (2) inches above the knee)
- ❖ T-Shirts, undershirts as outerwear
- ❖ Clothing with obscene language/gestures
- ❖ Sweatshirts, sweatpants and sweat suits (exceptions – physical education)
- ❖ Caps or hats in the building
- ❖ Dark eyeglasses (except for documented medical reasons)
- ❖ Distracting attire such as mini-skirts exceeding two (2) inches above the knee or skirts with high slits
- ❖ Cutoffs, dungarees and/or jeans
- ❖ Tights/Spandex, leggings



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Dress and Grooming

- ❖ The wearing of a Bluetooth device while performing school district responsibilities.

ACCEPTABLE ATTIRE

- ❖ Khakis pants or "Dockers" style gabardines, linen, cotton or silk pants or dress slacks
- ❖ Dress shirts or blouses, casual shirts with collars, golf shirts, turtlenecks, knit tops, dresses and shirt or Capri pants which fall mid-calf.

We want to have a professional work environment and encourage you to exercise good judgment when dressing for work. When in doubt, "dress up."

N.J.S.A. 18A:6-10; 18A:11-1; 18A:27-4; 18A:54-20

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Research Projects By Staff Members

3245 RESEARCH PROJECTS BY STAFF MEMBERS

The Board of Education encourages the participation of teaching staff members in research projects that are soundly designed and professionally conducted.

Teaching staff members may seek funding from local, state, and federal sources, public and private, for locally conducted research projects. Any research project **requiring the identifiable information of** students must be approved by the Board; all other research projects involving district personnel, facilities, **unidentifiable student information** and/or resources **must** be approved by the Superintendent **or his/her designee**.

An application for approval of a proposed research project must set forth the purpose of the project; a detailed description of the project; the degree to which, if any, the project will interrupt or displace the regular instructional program; a projection of the number of students, if any, and staff members who will be involved, the period of time that will be devoted to the project, and the project costs; the source of funding; any background information necessary to an understanding of the project; the means by which the project will be evaluated; and an assessment of the contribution the project will make to the educational program of this district.

A written report must be made to the Superintendent when a research project is terminated, either completed or incomplete. The Superintendent may also require progress reports during the course of any research project and may notify appropriate administrators of the conduct of any research project.

Adopted: 3 December 2008

Adopted:



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Professional Responsibilities

3270 **PROFESSIONAL RESPONSIBILITIES**

The Board of Education will establish and enforce rules for the assignment of specific duties to teaching staff members and for the conduct of teaching staff members during the work day.

The Board directs the Superintendent to require the preparation of lesson plans by each teacher that implement the goals and objectives of the educational program. Teachers shall also be responsible for providing adequate direction and guidance to substitutes. Lesson plans will be subject to periodic review by the Building Principal.

The Superintendent shall apply uniformly throughout the district, except as may otherwise be provided in this policy, the following additional rules for teaching staff member conduct:

1. During the work day, teaching staff members may be assigned extra or alternative duties by the Building Principal in accordance with Board Policy No. 3134;
2. Teaching staff members are expected to attend every faculty meeting unless expressly excused by the Building Principal; and
3. A teaching staff member who is excused from attending a faculty meeting must meet with the Building Principal the following day to review the topics covered at the meeting.

Teaching staff members who are assigned to work on curriculum revision during the regular school day will be given an appropriate reduction in teaching assignments.

Adopted: 3 December 2008

Adopted:



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Healthy Workplace Environment

3351 **HEALTHY WORKPLACE ENVIRONMENT**

The Board of Education recognizes a healthy workplace environment enables school district administrative and teaching staff members to fully contribute their expertise and skills to their school district responsibilities. A healthy workplace environment can improve productivity, reduce absenteeism, and reduce staff turnover while having a positive impact on the school district's programs provided to students in the school district.

A significant characteristic of a healthy workplace environment is that employees interact with each other with dignity and respect regardless of an employee's work assignment or position in the school district. Repeated malicious conduct of an employee or group of employees directed toward another employee or group of employees in the workplace that a reasonable person would find hostile or offensive is unacceptable and is not conducive to establishing or maintaining a healthy workplace environment. This unacceptable conduct may include, but is not limited to, repeated infliction of verbal abuse such as the use of derogatory remarks; insults; verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; or the gratuitous sabotage or undermining of a person's work performance. A single act of such conduct shall not constitute the unacceptable conduct prohibited by this policy unless it is especially severe and egregious.

Unacceptable conduct, for the purposes of this policy, is not conduct toward an employee of a protected class or because of the employee's protected activity. These employees and activities are afforded the legal protections under various Federal and State anti-discrimination laws. In addition, unacceptable conduct for the purposes of this policy shall not be confused with conduct of management employees exercising management rights including, but not limited to, assigning tasks, reprimanding, assigning discipline, or directing.

Employees who believe the conduct prohibited by this policy has been directed toward them or to another employee of the school district shall submit a written report to the Superintendent of Schools. The written report shall provide specific details supporting the claim including, but not limited to, the specific conduct; the names of witnesses (if any) who may have observed such conduct; dates or times when such conduct occurred; and any other information the person(s) making the report believes will be informative and helpful to an investigation of the allegations. Upon receipt of a report, the Superintendent or designee will conduct an investigation and upon completion of the investigation will inform the person(s) who made the report such an investigation was completed. The amount of investigation information shared with the person(s) making the report will be at the discretion of the Superintendent or designee and may vary depending on whether the conduct reported was directed to the person(s) making the report, confidential personnel matters, and/or other issues as determined by the Superintendent or designee.



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Healthy Workplace Environment

If the investigation determines conduct prohibited by this policy has taken place, the Superintendent or designee will meet with the offender(s) and the victim(s) to review the investigation results and to implement remedial measures to ensure such conduct does not continue or reoccur. Appropriate disciplinary action may be taken depending on the severity of conduct.

There shall be no reprisals or retaliation against any person(s) who reports conduct prohibited by this policy.

Adopted: 10 September 2010
Adopted:



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TEACHING STAFF MEMBERS - POLICY

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Sexual Harassment

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3352 SEXUAL HARASSMENT

The Board of Education recognizes that an employee's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the harmonious employment relationships necessary to the operation of the school district and intolerable in a workplace to which the children of this district are exposed.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the employee's gender. Whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct is severe and pervasive and has the purpose or effect of unreasonably altering or interfering with work performance or creating an intimidating, hostile, or offensive working environment, the employee shall have cause for complaint.

The sexual harassment of any employee of this district is strictly forbidden. Any employee or agent of this Board who is found to have sexually harassed an employee of this district will be subject to discipline which may include termination of employment. Any employee who has been exposed to sexual harassment by any employee or agent of this Board is encouraged to report the harassment to an appropriate supervisor. An employee may complain of any failure of the Board to take corrective action by recourse to the procedure by which a discrimination complaint is processed. The employee may appeal the Board's action or inaction to the United States Equal Employment Opportunity Commission or the New Jersey Division of Civil Rights. Complaints regarding sexual harassment shall be submitted following the procedures outlined in Regulation No. 1530, Equal Employment Opportunity.

The Affirmative Action Officer shall instruct all employees and agents of this Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

29 C.F.R. 1604.11

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

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Sexual Harassment of Teaching Staff Members Complaint Procedure

R 3352 SEXUAL HARASSMENT OF TEACHING STAFF MEMBERS COMPLAINT PROCEDURE

Sexual harassment of school staff members is prohibited by the Board of Education. The Superintendent and school district staff will use the following methods to investigate and resolve allegations of sexual harassment of school staff members.

A. Definitions

1. Gender-based Harassment - Gender-based harassment that includes acts of verbal, nonverbal, physical aggression, intimidation, or hostility based on gender, but not involving conduct of a sexual nature, may be a form of sex discrimination if it is sufficiently severe, persistent, or pervasive and directed at individuals because of their gender.
2. Hostile Environment Sexual Harassment - Sexual harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors or other favors, or other verbal, nonverbal or physical conduct of a sexual nature) by a school staff member that is sufficiently severe, persistent, or pervasive to limit another staff member's ability to participate in a workplace environment or activity, or to create a hostile or abusive workplace environment.
3. Quid Pro Quo Harassment - When a school staff member explicitly or implicitly conditions another school staff member's conditions of employment on the staff member's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the staff member resists and suffers the threatened harm or submits and thus avoids the threatened harm.

B. Grievance Procedure

The following Grievance Procedure shall be used for an allegation(s) of harassment of school staff members by other school staff members:

1. Reporting of Sexual Harassment Conduct
 - a. Any person with any information regarding actual and/or potential sexual harassment of a staff member must report the information to the school Building Principal, their immediate supervisor or the Affirmative Action Officer.



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Sexual Harassment of Teaching Staff Members Complaint Procedure

- b. The school district can learn of sexual harassment through other means such as from a witness to an incident, an anonymous letter, or telephone call.
 - c. A report to the school Building Principal or an immediate supervisor will be forwarded to the school district Affirmative Action Officer within one working day, even if the school Building Principal or immediate supervisor feels sexual harassment conduct was not present.
 - d. In the event the report alleges conduct by the Building Principal or the Affirmative Action Officer, the Superintendent will designate a school official to assume the Building Principal's or Affirmative Action Officer's responsibilities as outlined in Policy No. 3362 and this Regulation.
2. Affirmative Action Officer's Investigation
- a. Upon receipt of any report of potential sexual harassment conduct, the Affirmative Action Officer will begin an immediate investigation. The Affirmative Action Officer will promptly investigate all alleged complaints of sexual harassment, whether or not a formal grievance is filed and steps will be taken to resolve the situation, if needed. This investigation will be prompt, thorough, and impartial. The investigation will be completed no more than ten working days after receiving notice.
 - b. When a school staff member provides information or complains about sexual harassment, the Affirmative Action Officer will initially discuss what actions the staff member is seeking in response to the harassment.
 - c. The Affirmative Action Officer's investigation may include, but is not limited to, interviews with all persons with potential knowledge of the alleged conduct, interviews with any staff member(s) who may have been sexually harassed in the past by the school staff member and any other reasonable methods to determine if sexual harassment conduct existed.
 - d. The Affirmative Action Officer may request a staff member involved in the investigation to assist in the investigation.
 - e. The Affirmative Action Officer will provide a copy of Board Policy and Regulation No. 3362 to all persons who are interviewed with potential knowledge, upon request, and to any other person the Affirmative Action Officer feels would be served by a copy of such documents.



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Sexual Harassment of Teaching Staff Members Complaint Procedure

- f. Any person interviewed by the Affirmative Action Officer may be provided an opportunity to present witnesses and other evidence.
 - g. The Affirmative Action Officer and/or Superintendent will contact law enforcement agencies if there is potential criminal conduct by any party.
 - h. The school district administration may take interim measures during an Affirmative Action Officer's investigation of a complaint.
 - i. The Affirmative Action Officer will consider particular issues of welcomeness based on the allegations.
3. Investigation Results
- a. Upon the conclusion of the investigation, but not later than ten working days after reported to the Affirmative Action Officer, the Affirmative Action Officer will prepare a summary of findings to the parties. At a minimum, this summary shall include the person(s) providing notice to the school district and the staff member(s) who was alleged to be sexually harassed.
 - b. The Affirmative Action Officer shall make a determination whether sexual harassment conduct was present.
 - c. If the Affirmative Action Officer concludes sexual harassment conduct was not, or is not present, the investigation is concluded.
 - d. If the Affirmative Action Officer determines that sexual harassment has occurred, the school district administration shall take reasonable and effective corrective action, including steps tailored to the specific situation. Appropriate steps will be taken to end the harassment such as counseling, warning, and/or disciplinary action. The steps will be based on the severity of the harassment or any record of prior incidents or both. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the harassment.
 - e. In the event the Affirmative Action Officer determines a hostile environment exists, the Superintendent shall take steps to eliminate the hostile environment. The school district may need to deliver special training or other interventions to repair the educational environment. Other measures may include directing the harasser to apologize to the



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harassed staff member, dissemination of information, distribution of new policy statements or other steps to communicate the message that the Board does not tolerate harassment and will be responsive to any school staff member that reports such conduct.

- f. In some situations, the school district may need to provide other services to the staff member that was harassed, if necessary, to address the effects of the harassment on that staff member. Depending on the type of harassment found, these additional services may include an independent re-assessment of the harassed staff member's work performance, counseling and/or other measures that are appropriate to the situation.
- g. The Superintendent will take steps to avoid any further sexual harassment and to prevent any retaliation against the staff member who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The Affirmative Action Officer will inform the sexually harassed staff member to report any subsequent problems and will make follow-up inquiries to see if there have been any new incidents or retaliation.
- h. All sexual harassment grievances and accompanied investigation notes will be maintained in a confidential file by the Affirmative Action Officer.

4. Affirmative Action Officer's Investigation Appeal Process

- a. Any person found by the Affirmative Action Officer's investigation to be guilty of sexual harassment conduct, or any person who believes they were sexually harassed but not supported by the Affirmative Action Officer's investigation, may appeal to the Superintendent. The Superintendent will make his/her determination within ten working days of receiving the appeal.
- b. Any person who is not satisfied with the Superintendent's determination may appeal to the Board. The Board will make its determination within forty-five calendar days of receiving an appeal from the Superintendent's determination.

C. Office Of Civil Rights (OCR) Case Resolution

Persons not satisfied with the resolution of an allegation of sexual harassment by school district officials or the Board may request the Office of Civil Rights (OCR) of the United States Department of Education to investigate the allegations.



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Sexual Harassment of Teaching Staff Members Complaint Procedure

1. Any alleged victim of sexual harassment may appeal a decision of the Affirmative Action Officer, Superintendent, or the Board to the Office of Civil Rights (OCR).
2. Any person may report an allegation of sexual harassment to the OCR at any time. If the OCR is asked to investigate or otherwise resolve incidents of sexual harassment of school staff members, OCR will consider whether:
 - a. The school district has a policy prohibiting sexual harassment and a grievance procedure;
 - b. The school district appropriately investigated or otherwise responded to allegations of sexual harassment; and
 - c. The school district has taken immediate and appropriate corrective action responsive to Quid Pro Quo or Hostile Environment Harassment.

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TEACHING STAFF MEMBERS - POLICY

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Teaching Staff Member Tenure

3370 **TEACHING STAFF MEMBER TENURE**

The Board of Education recognizes that the benefit of tenure is conferred by law on teaching staff members who have completed the requisite period of probationary service in this school district. The Board also recognizes that certain service does not qualify the teaching staff member who performs that service for the grant of tenure.

Tenure in any administrative or supervisory position as listed in N.J.S.A. 18A:28-5 shall accrue only by employment in that administrative or supervisory position. Tenure so accrued will not extend to any other administrative or supervisory position and nothing shall limit or restrict tenure rights which were or may be acquired pursuant to N.J.S.A. 18A:28-6.

The Board specifically directs that service in the following positions will not accrue toward the tenure status and will be performed only under contract renewable at the discretion of the Board:

1. Substitute teacher acting in the absence of another employee;
2. Summer school teacher;
3. Co-curricular advisor;
4. Athletic coach; and
5. Department chairperson other than a supervisor.

Nothing in this policy will be deemed to confer tenure on any employee who serves in a position not listed above and for whom tenure is not provided by law.

N.J.S.A. 18A:16-1.1; 18A:28-3 et seq.; 18A:28-5 et seq.

Adopted: 3 December 2008

Adopted:



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Work Related Disability Pay

3425 WORK RELATED DISABILITY PAY

The Board of Education will permit, in accordance with law, the absence without loss of pay or of annual or accumulated sick leave benefits of a teaching staff member disabled by accident or injury arising out of and in the course of employment. Any such employee shall seek the workers' compensation benefits to which he/she is entitled by law.

An employee whose disability has qualified for the receipt of workers' compensation benefits shall be presumed eligible for work related disability pay under this policy. When an employee's disability is so brief as to preclude the employee's application for workers' compensation benefits, the employee may request and the Board may grant work related disability pay.

Any employee who qualifies for work related disability pay under this policy will be entitled to receive full pay during the period he/she is on disability leave of absence, for up to twelve consecutive months, **after which time temporary disability payments will be sent by the worker's compensation insurance company directly to the employee.**

As a condition of receiving full salary, an employee who receives workers' compensation benefits for his/her work-related disability must endorse and deliver to the Board all workers' compensation temporary disability checks received for the period covered by this policy.

N.J.S.A 18A:30-2.1; 18A:66-32.1

N.J.S.A 34:15-38

Adopted: 3 December 2008

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Modified Duty Early Return to Work
Program – Teaching Staff Members

3425.1 **MODIFIED DUTY EARLY RETURN TO WORK PROGRAM – TEACHING STAFF MEMBERS**

New Jersey's workers' compensation laws provide lost wages and pay medical expenses for an employee who sustains an injury as a result of an on-the-job accident, injury, or occupational disease. Workers' compensation is designed to protect school district employees and their families against the hardships from injury arising in the workplace. In an effort to assist school staff in recovering from an eligible workers' compensation injury, the Board provides a Modified Duty Early Return To Work Program. The Program is provided to staff members who have been injured on the job, but who are not permanently disabled. The Program is intended to minimize the negative psychological impact to an injured staff member due to being out of work and to provide a transition and adjustment period for the injured staff member to return to work while recovering from an on-the-job injury.

The school district may assign temporary modified duties and responsibilities to staff members that have sustained an eligible workers' compensation injury. These employees may temporarily perform duties and responsibilities that may or may not be within their job description, or may or may not be within their department. The modified duties and/or responsibilities will be within the injured staff member's capabilities and a staff member will not be assigned any modified duties and/or responsibilities that require any certifications/licenses that are not possessed by the injured staff member.

The modified duties and responsibilities will be determined by the Director **of Labor Relations and Employment Services**, the district's designated Workers' Compensation Coordinator, after a medical examination and evaluation of the injured staff member by the Board's designated workers' compensation physician. The Workers' Compensation Coordinator will determine if the injured staff member is eligible for modified duties or responsibilities. This determination will be based on:

1. The workers' compensation physician's examination and evaluation report;
2. The injured staff member's capabilities to assume modified duties or responsibilities;
3. The availability of modified duties and responsibilities within the district at the time; and/or
4. Other issues that may impact the district's ability to assign modified duties and responsibilities.

This Modified Duty Early Return to Work Program will be administered consistent with applicable federal and State laws and in accordance with provisions of collective bargaining agreements within the district.

Adopted: 3 December 2008

Adopted:



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Modified Duty Early Return to Work
Program – Teaching Staff Members

R 3425.1 **MODIFIED DUTY EARLY RETURN TO WORK PROGRAM – TEACHING STAFF MEMBERS**

The Modified Duty Early Return to Work Program shall be administered by the Director **of Labor Relations and Employment Services**, the district's designated Workers' Compensation Coordinator.

A. Filing a Claim Report

1. A staff member must file a written Workers' Compensation Report if they have been injured **during** the performance of their job. This Report will be available in the main office and the nurse's office in each school building and in the Coordinator's office.
2. Upon sustaining an on-the-job injury, the staff member shall immediately report the injury to their immediate supervisor and report to the school nurse. If the injured staff member is not assigned to a school building with a school nurse, the school staff member shall immediately contact the Coordinator's office. The Coordinator, or designee, will direct the injured staff member to a school's main office, a school nurse, or to the workers' compensation physician.
 - a. In the event the injury requires immediate medical treatment, the staff member may be directed to the school physician or to the hospital emergency room. In this case, the Report shall be completed by the staff member whenever practical.
 - b. In the event the staff member gets injured when schools are closed or after business hours and the staff member believes the injury requires immediate medical treatment the staff member shall:
 - (1) Go to the hospital emergency room; and
 - (2) Notify their immediate supervisor as soon as possible after the injury.
 - c. In the event the injured staff member goes to the hospital emergency room when schools are closed, the staff member must report the injury to the Coordinator the next business day. The Coordinator may direct the injured staff member to a school nurse or to the workers' compensation physician. All future medical treatment for the injured staff member shall be scheduled through the Coordinator's office.



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Modified Duty Early Return to Work
Program – Teaching Staff Members

- d. In the event the staff member gets injured when schools are closed or after business hours and the staff member believes the injury does not require immediate medical treatment, the staff member shall:
 - (1) Immediately notify their immediate supervisor; and
 - (2) Notify the Coordinator's office the next business day.
 3. The Workers' Compensation Report shall be forwarded to the Coordinator's office as soon as it is completed by the injured staff member.
 - a. In the event the staff member requires a physician's examination and evaluation, the Coordinator's office will schedule the appointment with the workers' compensation physician's office and the staff member.
 4. Any staff member injured on-the-job and the injury causes the staff member to miss work time or prohibits the staff member from fulfilling all their job responsibilities must be examined by the workers' compensation physician. The Coordinator will authorize workers' compensation time off from work for a staff member injured on-the-job only after the staff member has been examined by the worker's compensation physician. The Coordinator may, upon certain circumstances, authorize workers' compensation time from work without requiring an examination by the workers' compensation physician.
 5. The Modified Duty Early Return to Work Policy will be attached to the Workers' Compensation Report and this Regulation will be provided to the injured staff member upon request.

B. Physician's Workers' Compensation Examination and Evaluation

 1. The Coordinator will provide the workers' compensation physician a job description and a list of required tasks for positions in the school district.
 2. Upon completing the medical examination and evaluation, the workers' compensation physician will prepare a report indicating the staff member's physical limitations, if any, that prevent the staff member from completing the staff member's job responsibilities. The workers' compensation physician's report will also include a diagnosis, to the best of the physician's ability, on the length of recovery for each limitation. The physician's report will be forwarded to the Coordinator.



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Modified Duty Early Return to Work Program – Teaching Staff Members

3. The Coordinator will review the workers' compensation physician's report and follow-up with the workers' compensation physician and the staff member if the Coordinator needs more information to make a determination if modified duty is an option for the injured staff member.

C. Modified Duty Restriction

1. There is no permanent modified duty and all modified duty positions are temporary.
2. Upon reviewing the workers' compensation physician's report, the Coordinator will determine if temporary modified duty is appropriate for the staff member. The Coordinator may determine the staff member should be out of work until such time the staff member is able to return to work to assume all their job responsibilities. The Coordinator may also determine a date in the future for the staff member to return to work to assume temporary modified duties.
3. A medical review and examination by the workers' compensation physician may be required to continue a modified duty assignment beyond sixty calendar days.
4. The Board reserves the right to require a staff member returning from modified duty to submit to a physical examination before returning to their position to assume all the job responsibilities of their position.
5. There will be communications among the Coordinator, the injured staff member's supervisor, the staff member, the workers' compensation physician, and the workers' compensation insurance provider throughout the course of treatment and recovery of the injured staff member.
6. A tracking system will be established for documenting a staff member's status in the Modified Duty Program.

D. Assignment of Job Tasks

1. Assigning modified duty to staff members will be decided on a case-by-case basis.
2. Job tasks for staff members on modified duty will be determined and assigned within the limitations established and approved by the workers' compensation physician.
3. The injured staff member's immediate supervisor shall provide periodic status reports to the Coordinator for any staff member assigned modified duty.



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Modified Duty Early Return to Work Program – Teaching Staff Members

4. There is no restriction on the school district location or the type of modified duties assigned to the staff member provided it is consistent with the limitations detailed by the workers' compensation physician. These modified duties may be assigned to a full or partial day schedule depending on the staff member's limitations.
5. The modified duties and/or responsibilities will be within the injured staff member's capabilities and a staff member will not be assigned any modified duties and/or responsibilities that require any certifications/licenses that are not possessed by the injured staff member.

E. Staff Member Requirements

1. Staff members shall perform the job tasks designated by the workers' compensation physician in the physician's report and assigned by the Coordinator. In the event these job tasks cause discomfort, the staff member shall discontinue the specific activity and inform their immediate supervisor. The immediate supervisor will report this information to the Coordinator, who will schedule a medical appointment for the staff member.
2. Staff members are required to follow the Coordinator's directives regarding:
 - a. Job assignments and tasks;
 - b. Attending scheduled doctors' appointments; and
 - c. Completing and transmitting reports to and from the workers' compensation physician, their immediate supervisor, and the Coordinator's office.

F. Compliance With Laws

The Modified Duty Early Return To Work Program shall be administered consistent with the applicable federal and State laws and in accordance with provisions of collective bargaining agreements within the district.

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New Jersey's Family Leave Insurance Program

3431.3 **NEW JERSEY'S FAMILY LEAVE INSURANCE PROGRAM**

Board of Education employees are eligible to apply for benefits under New Jersey's Family Leave Insurance Program administered by the State of New Jersey – Department of Labor and Workforce Development. New Jersey's Family Leave Insurance Program (NJFLI) may provide up to six weeks of Family leave insurance benefits payable to covered employees from either the New Jersey State Plan or an approved employer-provided private plan.

A benefit provided through the NJFLI will be for the employee to bond with a child during the first twelve months after the child's birth, if the covered individual or the domestic partner or civil union partner of the covered individual is a biological parent of the child, or the first twelve months after the placement of the child for adoption with the covered individual. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI must provide the Superintendent of Schools written notice thirty calendar days prior to beginning the leave. Failure to provide this thirty-day notice may result in a reduction in the employee's maximum family leave insurance benefits. Intermittent leave to bond with a newborn or newly adopted child must be agreed to by the Superintendent of Schools and the employee and, if agreed to, must be taken in periods of seven days or more.

A benefit provided through the NJFLI will also be to care for a family member with a serious health condition supported by a certification provided by a health care provider. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI for consecutive leave must provide the school district reasonable and practical notice unless the time of the leave is unexpected or the time of the leave changes for unforeseen reasons. An employee who intends to apply for benefits under this provision of the NJFLI for intermittent leave must provide the school district with a written notice at least fifteen calendar days prior to beginning the leave.

For the purposes of this Policy, "family member" means a child, spouse, domestic partner, civil union partner, or parent of a covered individual. "Child" means a biological, adopted, or foster child, stepchild, or legal ward of a covered individual, child of a domestic partner of the covered individual, or child of a civil union partner of the covered individual, who is less than nineteen years of age or is nineteen years of age or older but incapable of self-care because of mental or physical impairment.

[Optional – An employee will be required to use (up to ten) workdays of earned vacation, personal, or other earned leave in connection with a period of paid leave from the NJFLI. In accordance with N.J.S.A. 18A:30-1, sick leave is only to be used for personal disability due to **illness or injury** and therefore may not be used for NJFLI purposes.]

All applications for benefits under the NJFLI must be filed directly with the State of New Jersey – Department of Labor and Workforce Development. The eligibility requirements, wage requirements, benefit duration and amounts, and benefit limitations shall be in accordance with the provisions of the NJFLI as administered by the State of New Jersey – Department of Labor



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New Jersey's Family Leave Insurance Program

and Workforce Development. A formal appeal may be submitted to the State of New Jersey – Department of Labor and Workforce Development if an employee or the Board disagrees with a determination on a claim.

The NJFLI provides eligible individuals a monetary benefit and not a leave benefit. The school district administrative and related staff will comply with the State of New Jersey – Department of Labor and Workforce Development requests for information in accordance with the provisions of N.J.S.A. 12:21-3.9.

The Board may elect to provide employees with Family Leave Insurance benefits coverage under a private plan which must be approved by the State of New Jersey – Department of Labor and Workforce Development.

A printed notification of covered individuals' right relative to the receipt of benefits under the NJFLI will be posted in each of the district's worksites and in a place or places accessible to all employees at the worksite. Each employee shall receive a copy of this notification in writing at the time of the employee's hiring, whenever the employee provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI, or at any time upon the first request of the employee. The written notification may be transmitted to the employee in electronic form.

N.J.S.A. 43.21-25 et seq.

N.J.A.C. 12:21-1.1 et seq.

Adopted: 14 September 2010

Adopted:



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Sick Leave

3432 SICK LEAVE

The Board of Education shall grant sick leave, in accordance with law, to teaching staff members absent from work because of personal disability or quarantine. Each steadily employed employee eligible for sick leave will be entitled annually to the number of paid sick leave days negotiated with the employee's majority representative or provided in this policy or in an individual contract with the Board.

The Board will consider requests for extension of sick leave benefits on a case-by-case basis.

29 U.S.C. 2601 et seq.

N.J.S.A. 18A:30-1 et seq.

Adopted: 3 December 2008

Adopted:



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Sick Leave

R 3432 SICK LEAVE

A. Eligibility for Sick Leave

1. Each person steadily employed by this district will be paid in full, to the limit of his/her entitlement, for days on which the employee is absent from work because of:
 - a. Personal disability due to the employee's illness or injury,
 - b. The employee's exclusion from school by the school district's medical authorities on account of a contagious disease, or
 - c. The employee's having been quarantined for a contagious disease in his/her immediate household.
2. Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee:
 - a. Has engaged in or prepared for gainful employment with an employer other than the Board,
 - b. Has participated in a concerted work stoppage, or
 - c. Has engaged in any activity, vocational or avocational, that clearly refutes the employee's claim of disability or quarantine.

B. Call in Procedures

1. An employee who anticipates a day of disability should make every reasonable effort to so notify the Building Principal no later than the day before the absence, to allow sufficient time for the securing of substitute services.
2. Notice of the disability should include a reasonable estimate of the duration of the disability.
3. An employee who becomes aware of his/her disability on the morning of the absence must **report the absence via the Absence Management System (formerly AESOP) and notify his/her administrator.**
4. An employee who becomes disabled during the school day must so inform the Principal as promptly as possible and request permission to leave the school premises.



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Sick Leave

5. In all instances, the employee himself/herself should call the Principal to report sick leave. An agent may be appointed to call in sick leave only when the employee is so incapacitated as to make a personal call inadvisable or impossible.

C. Sick Leave Charges

1. A sick leave absence commences when the absence is called in pursuant to paragraph B. An employee who leaves school early because of a disability will not be charged with a sick leave day provided the absence commences after the hour of 2:00 p.m.
2. A sick leave day once commenced may be reinstated as a working day only with the approval of the Director **of Labor Relations and Employment Services**.
3. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.
4. An employee scheduled for a sick leave absence on a day on which the schools do not open because of an emergency (such as a snow day) will not be charged with a sick leave day.

D. Verification of Sick Leave

1. An employee absent for reasons of disability more than **three** consecutive working days in any one instance shall submit the signed statement of his/her physician indicating:
 - a. The reason for the employee's absence, as personally known to the physician; and
 - b. If the employee is not immediately returning to work, the anticipated duration of the employee's disability.
2. The Board may, at its discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.
3. If the results of the examination conducted pursuant to paragraph D2 are inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's disability on days claimed for sick leave.



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Sick Leave

E. Readmission After Disability

1. An employee who wishes to return to work without restriction or after sick leave of more than **three** consecutive working days in any one instance shall submit the signed statement of his/her physician indicating the employee's fitness to perform his/her duties. (i.e. exhibit #3432)
2. The Board may, at its discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.
3. If the results of the examination conducted pursuant to paragraph E2 are inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's fitness to return to service.

F. Exhaustion of Sick Leave

1. The Director **of Labor Relations and Employment Services** will monitor each employee's sick leave bank and charge the employee's bank of accumulated sick leave with sick leave days in accordance with Policy No. 3432 and this regulation.
2. When it is apparent that an employee on extended sick leave will utilize the last sick leave day to which he/she is entitled the **Division of Labor Relations and Employment Services** will so inform the employee by written notice. The notice will include a statement **regarding the employee's obligation to pay his/her share of any and all applicable insurance premiums.**
3. A request for the extension of sick leave should be submitted to the Director **of Labor Relations and Employment Services**. The request must be accompanied by a physician's signed statement setting forth the nature and anticipated duration of the employee's disability.
4. An employee who anticipates an extended period of disability may apply to the Board for a disability leave of absence pursuant to Policy No. 3431.
5. Employees will receive no compensation or benefits during an unpaid leave of absence, except the continuation of health insurance coverage for which the employee must recompense the district.



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Sick Leave

G. Accumulation of Sick Leave

1. Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year and, when that sick leave entitlement is exhausted, to the employee's bank of accumulated sick leave.
2. At the beginning of each contract year, sick leave newly available but unused in the prior contract year will be carried forward and credited to a full-time employee's bank of sick leave.
3. The unused sick leave of part-time employees will be accumulated on the basis of hours of work rather than days of work.
 - a. When a part-time employee, continuously employed in the district, is employed full-time, his/her accumulated sick leave hours will be divided by the number of hours in a full working day, and the dividend will be multiplied by the number of days he/she worked each week as a part-time employee. The product will be divided by five, the number of days in a full-time week. The resulting number, rounded up to the next full day, represents the number of accrued sick leave days in the employee's sick leave bank.

H. Records

1. The **Employee Services Portal** will include an accurate record of **each** employee's attendance **record** in accordance with Policy No. 3212.
2. Each employee's attendance record will record the reason for any absence.
3. The attendance record will include the number of accumulated unused sick leave days in the employee's sick leave bank.

Exhibit 3432

Procedures for Employees Returning to Work After an Absence or Leave

Employees who are absent for reasons of personal illnesses, accident or injury (after **three** or more consecutive days) must provide medical verification of their absence to their school or department. The District also has the right to require a medical statement after each day of absence.



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The medical statement provided must include the following information:

1. Period of disability (specific dates).
2. Specific date for return to work.
3. Statement regarding limitation or restrictions, if any:
(must be specific or state "none")

The employee may also be required to provide written medical verification of the absences for any of the following reasons:

1. Excessive absences.
2. Absence pattern suggests an abuse of sick leave.
3. There is a question about the legitimacy of the reason(s) for the absences.
4. There is a question about the ability to perform the duties of the position or assignment.

The medical statement must be written on appropriate medical stationary (letterhead or an Rx note) and must be an original copy.

The employee must report to the Division **of Labor Relations and Employment Services** for return-to-work clearance whenever a return after an accident, illness or injury (regardless of duration), if the medical statement has any limitation or restrictions. The employee can report to the Division **of Labor Relations and Employment Services** without making an appointment and you will be seen by the Director or **his/her** designee.

In addition, if the employee has been absent and are no longer entitled to pay, they must report to the **Division of Labor Relations and Employment Services** for clearance to return to work. This will project the employees' entitlement to benefits and salary.

Finally, if the employee is returning from a pregnancy leave, child-rearing leave, Family Act Leave or any other Board approved leave (excluding professional leave), they must report to **Division of Labor Relations and Employment Services** for correct employment status.

No employee who has any restrictions or limitations will be permitted to return to work unless clearance is obtained from the **Division of Labor Relations and Employment Services**. There will be no exceptions.



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Sick Leave

The above procedures apply to all employees and must be followed without exception. The district is obligated to permit the employee to resume their position and assignment but only if the employee is medically able to perform the duties and responsibilities of the position and assignment.

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East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

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Dress and Grooming

4216 DRESS AND GROOMING

The purpose of this dress code is to promote and encourage an atmosphere which is conducive to teaching and learning. Students view their teachers as role models so it is important that staff members present an appropriate image and appearance.

The Board of Education recognizes that each staff member's mode of dress and grooming is an expression of personal style and individual appearance. The Board will not interfere with the right of staff members to make decisions regarding their appearance, as long as those decisions are guided by the following parameters:

1. All dress and grooming must present an image and appearance which reflects standards that are acceptable to the school community, and which are appropriate for the job responsibilities to be performed.
2. All dress and grooming must be neat, clean, inoffensive, and within the bounds of good taste.
3. All dress and grooming must not have a negative impact of the maintenance of school and classroom discipline nor on the development of respect for authority.
4. All dress and grooming must not present a danger to the health and safety of staff members or others.
5. All dress and grooming must not diminish teaching effectiveness or have an adverse effect on the work of staff members.
6. This policy shall be reviewed periodically.

The Superintendent of Schools is authorized and directed to develop and enforce regulations to implement this policy.

N.J.S.A. 18A:27-4

Adopted: 11 January 2011

Adopted:



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East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

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Dress and Grooming

R4216 **DRESS AND GROOMING**

The purpose of this dress code is to promote and encourage an atmosphere which is conducive to teaching and learning. Students view support staff members as role models so it is important that staff members present an appropriate image and appearance.

The Board of Education recognizes that each staff member's mode of dress and grooming is an expression of personal style and individual appearance. The Board will not interfere with the right of staff members to make decisions regarding their appearance, as long as those decisions are guided by the following parameters:

Staff Dress Code Guidelines:

Grooming and attire shall meet the following criteria during school/work hours:

- A. A female staff member may wear dresses, suits, skirts, with blouse or sweaters, slack ensembles or slack suits.
- B. A male staff member may wear suits or slacks (shirts with or without ties); a turtleneck shirt or turtleneck sweater with or without a jacket is acceptable. (Shirts and ties are preferred).
- C. The clothing and appearance of all staff members must be clean and neat.
- D. All staff may wear appropriate attire for special occasions such as, but not limited to:
 - ❖ Picnics
 - ❖ Field trips
 - ❖ Track meets
 - ❖ Nature Walks
 - ❖ Halloween Parties
- E. All staff members are role models for students and, therefore, hats and caps must be removed when entering our school buildings and officers. No clothing shall be worn by staff members that constitutes a danger to the health and/or safety to him/herself or others, and no clothing may be worn that distracts and/or disrupts the instructional program (i.e. mini-skirts, see-through clothing).
- F. If you are dressed inappropriately, the principal and/or staff member's supervisor shall determine whether a violation of the dress code has occurred and shall discuss, in private, the violation with the staff member. When a single violation so warrants or violations reoccur, the principal or supervisor may enter a reprimand in the staff member's file. The employee shall be directed by the supervisor to change into



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Dress and Grooming

appropriate attire. Should this change require leaving the work site, the employee shall sign/clock out/in and shall be docked accordingly. Upon the third letter of reprimand, the principal or immediate supervisor may recommend more stringent disciplinary action such as, but not limited to, the following:

1. Withholding of increment
 2. Insubordination charges
- G. A staff member may appeal the denial of a waiver of this dress code or the entry of reprimand through the grievance procedure.
- H. Those employees required to wear uniforms (security, cafeteria, custodial and custodian staff) MUST wear the entire uniform during their workday.
- I. When appropriate, the **Superintendent may relax** the dress code (i.e. inclement weather, excessive temperature, etc.).
- J. When appropriate, the **building principal may relax** the dress code for individual members of the faculty (i.e. field trips; unique school activities; etc.).

EXAMPLES OF UNACCEPTABLE ATTIRE DURING SCHOOL/WORK HOURS ARE:

- ❖ Faded, torn, patched, frayed and/or dirty clothing
- ❖ Flip flop or beach like sandals/ slippers
- ❖ See-through clothing
- ❖ Excessive tight/form-fitting clothing
- ❖ Shirt or blouse buttons open beyond the mid-point of the chest or low cut tops
- ❖ Midriff, halter tube tops, strapless or spaghetti strap tops
- ❖ Painter's pants or overall
- ❖ Shorts or scooter (bike-shorts-not to exceed two (2) inches above the knee)
- ❖ T-Shirts, undershirts as outerwear
- ❖ Clothing with obscene language/gestures
- ❖ Sweatshirts, sweatpants and sweat suits (exceptions – physical education)
- ❖ Caps or hats in the building
- ❖ Dark eyeglasses (except for documented medical reasons)
- ❖ Distracting attire such as mini-skirts exceeding two (2) inches above the knee or skirts with high slits
- ❖ Cutoffs, dungarees and/or jeans
- ❖ Tights/Spandex, leggings
- ❖ The wearing of a Bluetooth device while performing school district responsibilities.



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Dress and Grooming

ACCEPTABLE ATTIRE

- ❖ Khakis pants or "Dockers" style gabardines, linen, cotton or silk pants or dress slacks
- ❖ Dress shirts or blouses, casual shirts with collars, golf shirts, turtlenecks, knit tops, dresses and shirt or Capri pants which fall mid-calf.

We want to have a professional work environment and encourage you to exercise good judgment when dressing for work. When in doubt, "dress up."

N.J.S.A. 18A:6-10; 18A:11-1; 18A:27-4; 18A:54-20

Issued: 9 November 2010

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East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

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Work Related Disability Pay

4425 WORK RELATED DISABILITY PAY

The Board of Education will permit, in accordance with law, the absence without loss of pay or of annual or accumulated sick leave benefits of a support staff member disabled by accident or injury arising out of and in the course of employment. Any such employee shall seek the workers' compensation benefits to which he/she is entitled by law.

An employee whose disability has qualified for the receipt of workers' compensation benefits shall be presumed eligible for work related disability pay under this policy. When an employee's disability is so brief as to preclude the employee's application for worker's compensation benefits, the employee may request and the Board may grant work related disability pay.

Any employee who qualified for work related disability pay under this policy shall receive full pay during the period he/she is on disability leave of absence, up to one calendar year.

As a condition of receiving full salary, an employee who receives workers' compensation benefits for his/her work-related disability must endorse and deliver to the Board all workers' compensation temporary disability checks received for the period covered by this policy.

N.J.S.A. 18A:30-2.1; 18A:66-32.1

N.J.S.A. 34:15-38

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4425.1/page 1 of 1

Modified Duty Early Return to Work
Program – Support Staff Members

4425.1 **MODIFIED DUTY EARLY RETURN TO WORK PROGRAM – SUPPORT STAFF MEMBERS**

New Jersey's workers' compensation laws provide lost wages and pay medical expenses for an employee who sustains an injury as a result of an on-the-job accident, injury, or occupational disease. Workers' compensation is designed to protect school district employees and their families against the hardships from injury arising in the workplace. In an effort to assist school staff in recovering from an eligible workers' compensation injury, the Board provides a Modified Duty Early Return To Work Program. The Program is provided to staff members who have been injured on the job, but who are not permanently disabled. The Program is intended to minimize the negative psychological impact to an injured staff member due to being out of work and to provide a transition and adjustment period for the injured staff member to return to work while recovering from an on-the-job injury.

The school district may assign temporary modified duties and responsibilities to staff members that have sustained an eligible workers' compensation injury. These employees may temporarily perform duties and responsibilities that may or may not be within their job description, or may or may not be within their department. The modified duties and/or responsibilities will be within the injured staff member's capabilities and a staff member will not be assigned any modified duties and/or responsibilities that require any certifications/licenses that are not possessed by the injured staff member.

The modified duties and responsibilities will be determined by the Director **of Labor Relations and Employment Services**, the district's designated Workers' Compensation Coordinator, after a medical examination and evaluation of the injured staff member by the Board's designated workers' compensation physician. The Workers' Compensation Coordinator will determine if the injured staff member is eligible for modified duties or responsibilities. This determination will be based on:

1. The workers' compensation physician's examination and evaluation report;
2. The injured staff member's capabilities to assume modified duties or responsibilities;
3. The availability of modified duties and responsibilities within the district at the time; and/or
4. Other issues that may impact the district's ability to assign modified duties and responsibilities.

This Modified Duty Early Return to Work Program will be administered consistent with applicable federal and State laws and in accordance with provisions of collective bargaining agreements within the district.

Adopted: 3 December 2008

Adopted:



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SUPPORT STAFF MEMBERS - REGULATION

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Modified Duty Early Return to Work
Program – Support Staff Members

R 4425.1 **MODIFIED DUTY EARLY RETURN TO WORK PROGRAM – SUPPORT STAFF MEMBERS**

The Modified Duty Early Return to Work Program shall be administered by the Director **of Labor Relations and Employment Services**, the district's designated Workers' Compensation Coordinator.

A. Filing a Claim Report

1. A staff member must file a written Workers' Compensation Report if they have been injured **during** the performance of their job. This Report will be available in the main office and the nurse's office in each school building and in the Coordinator's office.
2. Upon sustaining an on-the-job injury, the staff member shall immediately report the injury to their immediate supervisor and report to the school nurse. If the injured staff member is not assigned to a school building with a school nurse, the school staff member shall immediately contact the Coordinator's office. The Coordinator, or designee, will direct the injured staff member to a school's main office, a school nurse, or the workers' compensation physician.
 - a. In the event the injury requires immediate medical treatment, the staff member may be directed to the workers' compensation physician or to the hospital emergency room. In this case, the Report shall be completed by the staff member whenever practical.
 - b. In the event the staff member gets injured when schools are closed or after business hours and the staff member believes the injury requires immediate medical treatment the staff member shall:
 - (1) Go to the hospital emergency room; and
 - (2) Notify their immediate supervisor as soon as possible after the injury.
 - c. In the event the injured staff member goes to the hospital emergency room when schools are closed, the staff member must report the injury to the Coordinator the next business day. The Coordinator may direct the injured staff member to a school nurse or to the workers' compensation physician. All future medical treatment for the injured staff member shall be scheduled through the Coordinator's office.



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Modified Duty Early Return to Work
Program – Support Staff Members

- d. In the event the staff member gets injured when schools are closed or after business hours and the staff member believes the injury does not require immediate medical treatment, the staff member shall:
 - (1) Immediately notify their immediate supervisor; and
 - (2) Notify the Coordinator's office the next business day.
 3. The Workers' Compensation Report shall be forwarded to the Coordinator's office as soon as it is completed by the injured staff member.
 - a. In the event the staff member requires a physician's examination and evaluation, the Coordinator's office will schedule the appointment with the workers' compensation physician's office and the staff member.
 4. Any staff member injured on-the-job and the injury causes the staff member to miss work time or prohibits the staff member from fulfilling all their job responsibilities must be examined by the workers' compensation physician. The Coordinator will authorize workers' compensation time off from work for a staff member injured on-the-job only after the staff member has been examined by the worker's compensation physician. The Coordinator may, upon certain circumstances, authorize workers' compensation time from work without requiring an examination by the workers' compensation physician.
 5. The Modified Duty Early Return to Work Policy will be attached to the Workers' Compensation Report and this Regulation will be provided to the injured staff member upon request.
- B. Physician's Workers' Compensation Examination and Evaluation
1. The Coordinator will provide the workers' compensation physician a job description and a list of required tasks for positions in the school district.
 2. Upon completing the medical examination and evaluation, the workers' compensation physician will prepare a report indicating the staff member's physical limitations, if any, that prevent the staff member from completing the staff member's job responsibilities. The workers' compensation physician's report will also include a diagnosis, to the best of the physician's ability, on the length of recovery for each limitation. The physician's report will be forwarded to the Coordinator.



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Modified Duty Early Return to Work Program – Support Staff Members

3. The Coordinator will review the workers' compensation physician's report and follow-up with the workers' compensation physician and the staff member if the Coordinator needs more information to make a determination if modified duty is an option for the injured staff member.

C. Modified Duty Restriction

1. There is no permanent modified duty and all modified duty positions are temporary.
2. Upon reviewing the workers' compensation physician's report, the Coordinator will determine if temporary modified duty is appropriate for the staff member. The Coordinator may determine the staff member should be out of work until such time the staff member is able to return to work to assume all their job responsibilities. The Coordinator may also determine a date in the future for the staff member to return to work to assume temporary modified duties.
3. A medical review and examination by the workers' compensation physician may be required to continue a modified duty assignment beyond sixty calendar days.
4. The Board reserves the right to require a staff member returning from modified duty to submit to a physical examination before returning to their position to assume all the job responsibilities of their position.
5. There will be communications among the Coordinator, the injured staff member's supervisor, the staff member, the workers' compensation physician, and the workers' compensation insurance provider throughout the course of treatment and recovery of the injured staff member.
6. A tracking system will be established for documenting a staff member's status in the Modified Duty Program.

D. Assignment of Job Tasks

1. Assigning modified duty to staff members will be decided on a case-by-case basis.
2. Job tasks for staff members on modified duty will be determined and assigned within the limitations established and approved by the workers' compensation physician.
3. The injured staff member's immediate supervisor shall provide periodic status reports to the Coordinator for any staff member assigned modified duty.



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Modified Duty Early Return to Work Program – Support Staff Members

4. There is no restriction on the school district location or the type of modified duties assigned to a staff member provided it is consistent with the limitations detailed by the workers' compensation physician. These modified duties may be assigned to a full or partial day schedule depending on the staff member's limitations.
5. The modified duties and/or responsibilities will be within the injured staff member's capabilities and a staff member will not be assigned any modified duties and/or responsibilities that require any certifications/licenses that are not possessed by the injured staff member.

E. Staff Member Requirements

1. Staff members shall perform the job tasks designated by the workers' compensation physician in the physician's report and assigned by the Coordinator. In the event these job tasks cause discomfort, the staff member shall discontinue the specific activity and inform their immediate supervisor. The immediate supervisor will report this information to the Coordinator, who will schedule a medical appointment for the staff member.
2. Staff members are required to follow the Coordinator's directives regarding:
 - a. Job assignments and tasks;
 - b. Attending scheduled doctors' appointments; and
 - c. Completing and transmitting reports to and from the workers' compensation physician, their immediate supervisor, and the Coordinator's office.

F. Compliance With Laws

The Modified Duty Early Return To Work Program shall be administered consistent with the applicable federal and State laws and in accordance with provisions of collective bargaining agreements within the district.

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East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4431.3/page 1 of 2

New Jersey's Family Leave Insurance Program

4431.3 **NEW JERSEY'S FAMILY LEAVE INSURANCE PROGRAM**

Board of Education employees are eligible to apply for benefits under New Jersey's Family Leave Insurance Program administered by the State of New Jersey – Department of Labor and Workforce Development. New Jersey's Family Leave Insurance Program (NJFLI) may provide up to six weeks of Family leave insurance benefits payable to covered employees from either the New Jersey State Plan or an approved employer-provided private plan.

A benefit provided through the NJFLI will be for the employee to bond with a child during the first twelve months after the child's birth, if the covered individual or the domestic partner or civil union partner of the covered individual is a biological parent of the child, or the first twelve months after the placement of the child for adoption with the covered individual. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI must provide the Superintendent of Schools written notice thirty calendar days prior to beginning the leave. Failure to provide this thirty-day notice may result in a reduction in the employee's maximum family leave insurance benefits. Intermittent leave to bond with a newborn or newly adopted child must be agreed to by the Superintendent of Schools and the employee and, if agreed to, must be taken in periods of seven days or more.

A benefit provided through the NJFLI will also be to care for a family member with a serious health condition supported by a certification provided by a health care provider. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI for consecutive leave must provide the school district reasonable and practical notice unless the time of the leave is unexpected or the time of the leave changes for unforeseen reasons. An employee who intends to apply for benefits under this provision of the NJFLI for intermittent leave must provide the school district with a written notice at least fifteen calendar days prior to beginning the leave.

For the purposes of this Policy, "family member" means a child, spouse, domestic partner, civil union partner, or parent of a covered individual. "Child" means a biological, adopted, or foster child, stepchild, or legal ward of a covered individual, child of a domestic partner of the covered individual, or child of a civil union partner of the covered individual, who is less than nineteen years of age or is nineteen years of age or older but incapable of self-care because of mental or physical impairment.

Optional – An employee will be required to use (up to ten) workdays of earned vacation, personal, or other earned leave in connection with a period of paid leave from the NJFLI. In accordance with N.J.S.A. 18A:30-1, sick leave is only to be used for personal disability due to **illness or injury** and therefore may not be used for NJFLI purposes.



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SUPPORT STAFF MEMBERS - POLICY

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New Jersey's Family Leave Insurance Program

All applications for benefits under the NJFLI must be filed directly with the State of New Jersey – Department of Labor and Workforce Development. The eligibility requirements, wage requirements, benefit duration and amounts, and benefit limitations shall be in accordance with the provisions of the NJFLI as administered by the State of New Jersey – Department of Labor and Workforce Development. A formal appeal may be submitted to the State of New Jersey – Department of Labor and Workforce Development if an employee or the Board disagrees with a determination on a claim.

The NJFLI provides eligible individuals a monetary benefit and not a leave benefit. The school district administrative and related staff will comply with the State of New Jersey – Department of Labor and Workforce Development requests for information in accordance with the provisions of N.J.S.A. 12:21-3.9.

The Board may elect to provide employees with Family Leave Insurance benefits coverage under a private plan which must be approved by the State of New Jersey – Department of Labor and Workforce Development.

A printed notification of covered individuals' right relative to the receipt of benefits under the NJFLI will be posted in each of the district's worksites and in a place or places accessible to all employees at the worksite. Each employee shall receive a copy of this notification in writing at the time of the employee's hiring, whenever the employee provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI, or at any time upon the first request of the employee. The written notification may be transmitted to the employee in electronic form.

N.J.S.A. 43.21-25 et seq.

N.J.A.C. 12:21-1.1 et seq.

Adopted: 14 September 2010

Adopted:



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East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

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Sick Leave

4432 SICK LEAVE

The Board of Education shall grant sick leave, in accordance with law, to support staff members absent from work because of personal disability or quarantine. Each steadily employed employee eligible for sick leave will be entitled annually to the number of paid sick leave days negotiated with the employee's majority representative or provided in this policy or in an individual contract with the Board.

29 U.S.C. 2601 et seq.
N.J.S.A. 18A:30-1 et seq.

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

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Sick Leave

R 4432 **SICK LEAVE**

A. Eligibility for Sick Leave

1. Each person steadily employed by this district will be paid in full, to the limit of his/her entitlement, for days on which the employee is absent from work because of:
 - a. Personal disability due to the employee's illness or injury;
 - b. The employee's exclusion from school by the school district's medical authorities on account of a contagious disease; or
 - c. The employee's having been quarantined for a contagious disease in his/her immediate household.
2. Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee:
 - a. Has engaged in or prepared for gainful employment with an employer other than the Board;
 - b. Has participated in a concerted work stoppage; or
 - c. Has engaged in any activity, vocational or avocational, that clearly refutes the employee's claim of disability or quarantine.

B. Call in Procedures

1. An employee who anticipates a day of disability should make every reasonable effort to so notify his/her immediate supervisor no later than the day before the absence, to allow sufficient time for the securing of any substitute services that may be required.
2. Notice of the disability should include a reasonable estimate of the duration of the disability.
3. An employee who becomes aware of his/her disability on the morning of the absence must **report the absence via the Absence Management System (formerly AESOP), if applicable and notify his/her administrator.**



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Sick Leave

4. An employee who becomes disabled during the school day must so inform the Principal as promptly as possible and request permission to leave the school premises.
5. In all instances, the employee should call personally to report sick leave. An agent may be appointed to call in sick leave only when the employee is so incapacitated as to make a personal call inadvisable or impossible.

C. Sick Leave Charges

1. A sick leave absence commences when the absence is called in pursuant to paragraph B.
2. A sick leave day once commenced may be reinstated as a working day only with the approval of the Director **of Labor Relations and Employment Services**.
3. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.
4. An employee scheduled for a sick leave absence on a day on which the schools do not open because of an emergency (such as a snow day) will not be charged with a sick leave day.

D. Verification of Sick Leave

1. An employee absent for reasons of disability more than **three** consecutive working days shall submit the signed statement of his/her physician indicating:
 - a. The reason for the employee's absence, as personally known to the physician, and
 - b. If the employee is not immediately returning to work, the anticipated duration of the employee's disability.
2. The Board may, at its discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.
3. If the results of the examination conducted pursuant to paragraph D2 are inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's disability on days claimed for sick leave.



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SUPPORT STAFF MEMBERS - REGULATION

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Sick Leave

E. Readmission After Disability

1. An employee who wishes to return to work after sick leave of more than **three** consecutive working days or with any restrictions shall submit a signed statement of his/her physician indicating the employee's fitness to perform his/her duties. (see exhibit 4432)
2. The Superintendent of Schools may, in his/her discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.
3. If the results of the examination conducted pursuant to paragraph D2 is inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's fitness to return to service.

F. Exhaustion of Sick Leave

1. The Principal or department designee staff member will monitor each employee's sick leave bank and charge the employee's bank of accumulated sick leave with sick leave days in accordance with Policy No. 4432 and this regulation.
2. A request for the extension of sick leave should be submitted to the **Director of Labor Relations and Employment Services** at least ten working days in advance of the next Board meeting. The request must be accompanied by a physician's signed statement setting forth the nature and anticipated duration of the employee's disability.
3. An employee who anticipates an extended period of disability may apply to the Board for a disability leave of absence, during which the employee will receive no compensation or benefits, pursuant to Policy No. 4431.
4. Employees are reminded that sick leave extensions and disability leaves of absence are not entitlements and will be granted or denied by the Board on a case by case basis.

G. Accumulation of Sick Leave

1. Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year and, when that sick leave entitlement is exhausted, to the employee's bank of accumulated sick leave.



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Sick Leave

2. At the beginning of each contract year, up to fifteen days of sick leave newly available but unused in the prior contract year will be carried forward and credited to a full-time employee's bank of sick leave.
3. The unused sick leave of part-time employees will be accumulated on the basis of hours of work rather than days of work.
 - a. At the close of each contract year, the number of sick leave days not used by a part-time employee will be multiplied by the number of hours the employee worked in each day or, if the employee worked irregular hours, the average number of hours in each contract day.
 - b. When a part-time employee, continuously employed in the district, is employed full-time, his/her accumulated sick leave hours will be divided by the number of hours in a full working day, and the dividend will be multiplied by the number of days he/she worked each week as a part-time employee. The product will be divided by five, the number of days in a full-time week. The resulting number, rounded up to the next full day, represents the number of accrued sick leave days in the employee's sick leave bank.

H. Records

1. **The Employee Services Portal will include an accurate of each employee's attendance record** in accordance with Policy No. 4211.
2. Each employee's attendance record will record the reason for any absence.
3. The attendance record will include the accumulated unused sick leave in the employee's sick leave bank.

Exhibit 4432

Procedures for Employees Returning to Work After an Absence or Leave

Employees who are absent for reasons of personal illnesses, accident or injury (after **three** or more consecutive days) must provide medical verification of their absence to their school or department. The District also has the right to require a medical statement after each day of absence.

The medical statement provided must include the following information:

1. Period of disability (specific dates).



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Sick Leave

2. Specific date for return to work.
3. Statement regarding limitation or restrictions, if any: (must be specific or state "none")

The employee may also be required to provide written medical verification of the absences for any of the following reasons:

1. Excessive absences.
2. Absence pattern suggests an abuse of sick leave.
3. There is a question about the legitimacy of the reason(s) for the absences.
4. There is a question about the ability to perform the duties of the position or assignment.

The medical statement must be written on appropriate medical stationary (letterhead or an Rx note) and must be an original copy.

The employee must report to the **Division of Labor Relations and Employment Services** for return-to-work clearance whenever a return after an accident, illness or injury (regardless of duration), if the medical statement has any limitation or restrictions. The employee can report to the **Division of Labor Relations and Employment Services** without making an appointment and you will be seen by the Director of **Labor Relations and Employment Services** or his/her designee.

In addition, if the employee has been absent and are no longer entitled to pay, they must report to the **Division of Labor Relations and Employment Services** for clearance to return to work. This will project the employees' entitlement to benefits and salary.

Finally, if the employee is returning from a pregnancy leave, child-rearing leave, Family Act Leave or any other Board approved leave (excluding professional leave), they must report to the **Division of Labor Relations and Employment Services** for correct employment status.

No employee who has any restrictions or limitations will be permitted to return to work unless clearance is obtained from the **Division of Labor Relations and Employment Services**. There will be no exceptions.

The above procedures apply to all employees and must be followed without exception. The district is obligated to permit the employee to resume their position and assignment but only if the employee is medically able to perform the duties and responsibilities of the position and assignment.

Issued: 3 December 2008

Issued:



Policy/Regulations

East Orange Board of Education

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Attendance Areas

8110 ATTENDANCE AREAS

The Board of Education directs the assignment of students to the schools, programs, and classes in a manner that is consistent with the best interests of the students and the best uses of the resources of this district.

The Board shall determine the school attendance areas of the district to determine the assignment of students to school in accordance with Policy No. 5120.

The Superintendent shall annually review existing attendance areas and recommend to the Board such changes as may be justified by considerations of safe student transportation and travel; convenience of access to the schools; financial and administrative efficiency, the effectiveness of the instructional program, and a wholesome and educationally sound balance of student populations.

Adopted: 12 January 2010

Adopted:



Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY
8140/page 1 of 1
Enrollment Accounting
M

8140 **ENROLLMENT ACCOUNTING**

The Board of Education recognizes that efficient district operations require an accurate and up to date accounting of the number of students resident in this district and enrolled in district classes and programs.

Student attendance shall be recorded in the school register during school hours on each day the school is in session. Separate registers shall be kept for students attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared-time classes for regular students, shared-time classes for students with disabilities, full-time bilingual education programs and vocational day programs, summer schools operated by the district, and any other programs as required by the New Jersey Department of Education and N.J.A.C. 6A:32-8.1(d).

A student who has been placed on home instruction shall have his or her attendance status recorded on the regular register attendance pages for the program in which the student is enrolled. 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, the student shall be marked absent. No absences will be recorded for the student while on home instruction, providing the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9. The number of possible days of enrollment for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.

Such records shall be made and maintained as will enable the Board to plan program and facilities development, to make appropriate allocation of district resources, and receive the district's maximum amount of State and federal aid.

The Superintendent or designee shall annually and in accordance with the timelines established by the Commissioner, file a report with the Commissioner stating the school district's enrollment.

N.J.S.A. 18A:25-4

N.J.A.C. 6A:14-4.8; 6A:14-4.9; 6A:32-8.1; 6A:32-8.2

Adopted: 12 January 2010

Adopted:



Policy/Regulations

East Orange Board of Education

OPERATIONS - REGULATION

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Enrollment Accounting

M

R 8140 **ENROLLMENT ACCOUNTING**

A. School Enrollment

1. The enrollment in a class, a school, or the district shall be the total number of original entries plus the number of re-entries, less the number of transfers, withdrawals or dropouts in any such unit during a school year. The total number of original entries and re-entries, less the number of transfers, withdrawals or dropouts, in all the classes and schools of the district shall constitute the school enrollment for the school district during any school year.
2. No student attending a school operated by this district shall be enrolled in more than one school register in the school district during a school year. All students shall be enrolled as of the first day of attendance for that year.
3. No student shall be enrolled in a school register until the student has reached the following legal school age by October 1st.
 - a. Kindergarten - more than four years and less than six years;
 - b. Day school - more than five years; or
 - a. Preschool disabled - more than three years and less than five years.
 - b. Preschool – more than three years and less than five years.
4. Within ten days of the start of the school year, the district shall determine whether any re-entering student who has not attended school that year has an excused absence or has transferred, withdrawn, or dropped out of the school district.
5. Any student enrolled in a school register in a school district who moves to another school district in the same school year shall be enrolled in one register in the new school district upon entering school in that school district.
6. The average daily enrollment in the district for a school year shall be the sum of the days present and absent of all enrolled students when schools were in session during the year, divided by the number of days schools were actually in session. The average daily enrollment for the classes or schools of the district having varying lengths of terms shall be the sum of the average daily enrollments obtained for the individual classes or schools.



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Enrollment Accounting

7. The average daily attendance in the district for a school year shall be the sum of the days present of all enrolled students when schools were in session during the year, divided by the number of days schools were actually in session. The average daily attendance for the classes or schools of the district having varying lengths of terms shall be the sum of the average daily attendance obtained for the individual classes or schools.

B. Application for State School Aid

Pursuant to the requirements of N.J.S.A. 18A:7F-33, the district shall file with the Commissioner of Education an Application for State School Aid in accordance with the following procedures:

1. Counting Procedure

- a. Each employee responsible for the maintenance and safe keeping of a school register (and whose name appears on the cover of the register) shall conduct a count of the students entered in the register on the last school day prior to October 16.
- b. The count shall include all students who have attended school since the beginning of the school year, by original entry or reentry, and shall exclude all students who have been removed from the register by transfer or dropout.
- c. The count shall be recorded on a form, and the form shall be submitted to the Superintendent no later than October 16.

2. Data Collection

- a. The Assistant Superintendent for Operations shall assign responsibility for the preparation of worksheets to document the compilation of register data.
- b. Completed worksheets shall be submitted to the Assistant Superintendent for Operations who shall compare the data submitted on the worksheets to the register count submitted in accordance with B.1.a.
- c. The Assistant Superintendent for Operations shall reconcile all inconsistencies between worksheet data and register counts and submit final enrollment counts to the County Superintendent no later than as required by law.



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Enrollment Accounting

3. Application Submission

The Assistant Superintendent for Operations shall complete the Application for State School Aid and submit the application to the Superintendent for approval.

Issued: 12 January 2010

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School Year

8210 SCHOOL YEAR

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

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

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

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

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

The Superintendent shall in consultation with the calendar committee, annually prepare and submit to the Board a school calendar. The Board reserves the right to alter the school calendar when such alteration is feasible and serves the best interests of the students of this district.

N.J.S.A. 18A:25-3; 18A:36-2; 18A:36-16

N.J.A.C. 6A:32-8.3

Adopted: 12 January 2010

Adopted:



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School Day **and Closings**

8220 SCHOOL DAY AND CLOSINGS

The Board of Education shall determine the times that school will be in session for the purpose of providing adequate time for students to profit from the educational program of the district.

The schools of the district will be in session for students on those days specified by the Board as recommended by the Superintendent.

The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members. The Superintendent shall inform the Board President of any such alteration as soon as possible and shall prepare rules for the proper and timely notification of concerned persons in the event of any emergency closing of the schools.

Each year, parent(s), students, and staff members shall be informed in advance of how they shall be notified in event of emergency closings. Parent(s) shall be required to make alternate arrangements for their children in case no one is home to receive a child after an unscheduled early closing.

N.J.A.C. 6:20-1.3; 6:21-2.5

Adopted: 12 January 2010

Adopted:



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School **Day and** Closings

R 8220 **SCHOOL DAY AND CLOSINGS**

When it is necessary to close the schools because of inclement weather or other emergencies, the public and staff will be so notified before school through a radio/TV announcement and other electronic medium available to the district over predetermined stations or frequencies. The announcements will begin at 6:00 a.m. on the day (each day) the schools will be closed.

Additionally, announcements of the school closing will be made as frequently as possible between 6:00 and 8:00 a.m. over local radio/TV stations and other electronic medium available to the district.

Parent(s) and students are to be advised by school Principals in advance not to telephone schools on stormy mornings to inquire about school closings.

All Principals and Directors will be telephoned immediately when a decision to close the schools is reached. The Principal and Directors shall see that all employees in his/her building/department are notified.

If the decision to close schools occurs after students have arrived and before the regular closing time, the students will be transported back to their sending school. It is the responsibility of the Principals to notify parent(s) of the closing and that the students would be sent home or to the location previously agreed upon with the parent(s). Parent(s) may pick up the student from the site or have the child picked up by a predetermined adult. Preferably an adult whose name is written on the students cum folder or emergency card. Under no circumstances shall a child be sent home without the proper notification of a parent(s). Nor will a student be released to a person without parent(s) authorization.

If **there is a** decision to close a school or schools but not the district occurs after students have arrived, students will be transported to their sending school or, if necessary, a predetermined alternate site. It is the responsibility of the Principal of the students' receiving school to notify parent(s).

Students will be released from the school/site as written in the previous paragraph.

Issued: 12 January 2010

Issued:



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East Orange Board of Education

PROGRAM - POLICY

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Section 504 of the Rehabilitation Act of 1973 - Students

Dec 16

2418 **SECTION 504 OF THE REHABILITATION ACT OF 1973 - STUDENTS**

The Board will comply with Section 504 of the Rehabilitation Act of 1973, the purpose of which is to eliminate discrimination on the basis of disability in any program or activity receiving Federal financial assistance.

Guarantee of Rights

The Board will provide a free appropriate public education to each student with a disability regardless of the nature or severity of the disability.

The Board will make reasonable accommodations to ensure that no student with a disability, solely on the basis of the disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this Board, including participation in non-academic and extracurricular services and activities.

The administration will undertake to identify and locate all students with disabilities between the ages of three and twenty-two, who are residing within the district, but not receiving a public school education. The administration will take steps to notify such students and their parents of the district's duty to provide accommodations for students with disabilities as well as procedures to determine eligibility for such accommodations.

Educational Setting

The Board will ensure that a student with a disability participates with nondisabled students in activities and services to the maximum extent appropriate to the needs of the student with a disability.

The school administration will place a student with a disability in the regular educational environment within the district unless the district demonstrates that the education of the student with a disability in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily.

Evaluation and Placement

The Board will establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need accommodations, special education, and/or related services because of a disability. Evaluations may include, but are not limited to, a review of work samples, direct observation, interviews, and/or administration of assessment measures.



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Section 504 of the Rehabilitation Act of 1973 - Students

Enforcement

The Director of Special Education is designated by the Board as the District 504 Coordinator for matters dealing with Section 504 of the Rehabilitation Act of 1973 and can be contacted at the following address or telephone number:

Office Address: 199 4th Avenue, East Orange, NJ 07017
Telephone: 973-266-5758

Procedural Safeguards

The district will establish and implement a system of procedural safeguards with respect to the identification, evaluation, or provision of services under Section 504. This system includes notice, an opportunity for the parent to examine relevant records, an impartial hearing with the opportunity for participation by the parent and representation by counsel, and a review procedure. These procedural safeguards shall be in accordance with N.J.A.C. 6A:14 et seq., Policy 2460, Regulation 2460.8, and/or the grievance procedures outlined in Regulation 2418.

Notice

The Board will notify members of the community that the Board does not discriminate on the basis of a disability in violation of Section 504 of the Rehabilitation Act of 1973. Policy and Regulation 2418 may be reprinted in part or in full and distributed to serve as adequate notice.

State or Local Law

The obligation to comply with the Rehabilitation Act of 1973 is not obviated or alleviated by the existence of any State or local law or other requirement that, on the basis of disability, imposes prohibitions or limits upon the eligibility of a student with a disability to receive services.

29 U.S.C. 794 (Section 504 Rehabilitation Act of 1973)
20 U.S.C. 1401 et seq. (Individuals with Disabilities Education Act)
42 U.S.C. 12101 (Americans with Disabilities Act of 1990, as amended)

Adopted:



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Section 504 of the Rehabilitation Act of 1973 - Students

Dec 16

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[See POLICY ALERT No. 210]

R 2418 SECTION 504 OF THE REHABILITATION ACT OF 1973 - STUDENTS

It is the policy of the Board of Education that no qualified student with a disability will, solely on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this Board. The Board will also comply with the Individuals with Disabilities Education Act through the implementation of Policy 2460 and Regulations 2460 through 2460.16.

A. Definitions

1. "Accommodation" means a change in the educational setting, instructional strategies, materials, and/or supplementary/related aids and services that does not significantly alter the content of the curriculum or level of expectation for a student's performance, but which allows the student to access the regular general education curriculum.
2. "Act" means the Rehabilitation Act of 1973.
3. "Aids and Services" means aids and services designed to meet the individual student's educational needs to the same extent as the needs of students without disabilities are met. 34 CFR §104.33
4. "Board" means the Board of Education of this school district.
5. "Complainant" means a parent of a student with a disability who files a grievance in accordance with the grievance procedure.
6. "Day" means either calendar or working day, as specified in the Act.
7. "Disability" means, with respect to an individual, that the individual meets one or more of the following three prongs:
 - a. A physical or mental impairment that substantially limits one or more of the major life activities of such individual;
 - b. A record of such an impairment; or
 - c. Being regarded as having such an impairment.



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Section 504 of the Rehabilitation Act of 1973 - Students

8. "District" means this school district.
9. "District 504 Coordinator" means the district official responsible for the coordination of activities relating to compliance with the Act.
10. "FAPE" means free appropriate public education. FAPE consists of the provision of regular or special education and related aids and services designed to meet the educational needs of a student with a disability to the same extent as the needs of non-disabled students are met.
11. "Grievance" means an unresolved problem concerning the interpretation or application of law and regulations regarding discrimination by reason of a disability by an officer or employee of this district.
12. "Individuals with Disabilities in Education Act" (IDEA) identifies eligible children and young adults who have specific types of disabilities and, thus, require special education and related services. If they qualify, students receiving services through IDEA may also be eligible for services under Section 504 and ADA.
13. "Major life activities" means those of central importance to daily life and include, but are not limited to, functions such as: caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sitting, writing, standing, reaching, lifting, sleeping, bending, speaking, breathing, reading, concentrating, thinking, communicating, interacting with others, learning, and working. "Major life activities" also include physical or mental impairments that substantially limit the operation of a major bodily function, including, but not limited to: functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, reproductive systems, and the operation of an individual organ within a body system. 28 CFR §35.108; 28 CFR §36.105
14. "Mitigating measures" means steps taken to eliminate or reduce the symptoms or impact of an impairment. "Mitigating measures" include, but are not limited to: medication; medical equipment/appliances; mobility devices; low vision devices (not including ordinary eyeglasses or contact lenses); prosthetics (including limbs and devices); hearing aids, cochlear implants, or other implantable hearing devices; oxygen therapy equipment and supplies; the use of assistive technology; reasonable modifications or auxiliary aids or services; learned behavioral or adaptive neurological modifications; and psychotherapy, behavioral, or physical therapies. 42 U.S.C. 126 §12102



Section 504 of the Rehabilitation Act of 1973 - Students

- a. **Mitigating measures, must not be used when determining whether an impairment is a disability except for the use of corrective eyeglasses or contact lenses. Mitigating measures may be considered in assessing whether someone is entitled to reasonable accommodation or poses a direct threat.**
- 15. **“Physical or mental impairment” means any physiological disorder or condition such as, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic and lymphatic, skin, and endocrine; or any mental or psychological disorder such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities. 28 CFR §35.108(b)(2) and 28 CFR§36.105(b)4**
 - a. **Physical or mental impairments may include, but are not limited to: contagious and noncontagious diseases and conditions; orthopedic, visual, speech, and hearing impairments; cerebral palsy; epilepsy; muscular dystrophy; multiple sclerosis; cancer; heart disease; diabetes; intellectual disability; emotional illness; dyslexia and other specific learning disabilities; Attention Deficit Hyperactivity Disorder (ADHD); Human Immunodeficiency Virus (HIV) (whether symptomatic or asymptomatic); tuberculosis; drug addiction; and alcoholism.**
 - b. **Physical or mental impairments do not include: transvestism; transsexualism; homosexuality or bisexuality; gender identity disorders; sexual behavior disorders; pedophilia; exhibitionism; environmental, cultural, and economic disadvantages; pregnancy; physical characteristics; personality traits or behaviors; normal deviations in height, weight, or strength; compulsive gambling; kleptomania; pyromania; and psychoactive substance use disorders resulting from current illegal use of drugs.**
 - c. **An impairment that is episodic or in remission may be considered a “disability” if it would substantially limit a major life activity when active.**
 - d. **Not all impairments are disabilities.**



Section 504 of the Rehabilitation Act of 1973 - Students

16. “Qualified student with a disability” means a student with a disability at the preschool, elementary, or secondary level, who is: (1) of an age at which students without disabilities are provided educational services; (2) of an age at which it is mandatory under State law to provide educational services to students with disabilities; or (3) a student to whom a State is required to provide a free appropriate public education under the Individuals with Disabilities Education Act (IDEA).
17. “Record of such an impairment” means has a history of, or has been misclassified as having a mental or physical impairment that substantially limits one or more major life activities.
18. “Regarded as having an impairment” means the individual establishes that he or she has been subjected to a prohibited action because of an actual or perceived physical or mental impairment, whether or not that impairment substantially limits or is perceived to substantially limit a major life activity.
 - a. For this prong only, the public entity must demonstrate the impairment is or would be both transitory (lasting or expected to last six months or less) and minor to show an individual is not regarded as having such an impairment. 42 U.S.C. 126 §12102(3) (B)
 - b. A public entity is not required to provide a reasonable modification to an individual meeting the definition of “disability” solely under the “regarded as” prong.
19. “Section 504” means Section 504 of the Act.
20. “Student” means an individual enrolled in any formal educational program provided by the school district.
21. “Substantially limits” means the extent to which the impairment limits a student’s ability to perform a major life activity as compared to most people in the general population, whether or not an individual chooses to forgo mitigating measures. 42 U.S.C. 126 §12102 (4); 28 CFR §35.108(d); 28 CFR §35.105(d). The rules of construction when determining whether an impairment substantially limits a student in a major life activity include:
 - a. That it is broadly construed in favor of expansive coverage, to the maximum extent permitted under the Act.



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Section 504 of the Rehabilitation Act of 1973 - Students

- b. That it does not demand extensive analysis.
- c. That it substantially limits one major life activity, but not necessarily other major life activities.
- d. That it may be episodic or in remission, as long as the disability would substantially limit a major life activity when active.
- e. That it need not prevent, or significantly or severely restrict, an individual from performing a major life activity.
- f. That it requires an individualized assessment which does not create an “inappropriately high level of limitation” and is based upon the conditions, manner, or duration under which the individual can perform the major life activity 42 U.S.C. 12102(4) (B).
- g. That it generally will not require scientific, medical, or statistical evidence (although such evidence can be required where appropriate - evidence that can be considered may include statements or affidavits of affected individuals and school records).
- h. That the determination is made without regard to ameliorative effects of mitigating measures, except for the use of ordinary eyeglasses or contact lenses intended to fully correct visual acuity or eliminate refractive error. Non-ameliorative effects, such as the negative side effects of medication or a medical procedure, may also be considered.
- i. That the effects of an impairment lasting or expected to last less than six months can be substantially limiting for establishing a disability under the first two prongs: “actual disability” or “record of”.

B. District 504 Coordinator - 34 C.F.R. §104.7(a)

- 1. The District 504 Coordinator will be responsible for the initial evaluation of all allegations, reasonable accommodations (if required), and re-evaluations.
- 2. The District 504 Coordinator will comply with the mediation and due process requirements pursuant to N.J.A.C. 6A:14-2.6 and 6A:14-2.7 where applicable in cases arising from Section 504.



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Section 504 of the Rehabilitation Act of 1973 - Students

C. Educational Program

1. General:

- a. The Board will not, on the basis of a disability, exclude a student with a disability from a program or activity and will take into account the needs of such student in determining the aid, benefits, or services to be provided under a program or activity.
- b. Identification for special education services under IDEA and accommodations under Section 504 are not mutually exclusive.
- c. Students not otherwise eligible for special education programs and/or related services pursuant to N.J.A.C. 6A:14-1 et seq. may be referred to the District 504 Coordinator by the parent or staff member.
- d. The Board will provide reasonable accommodation(s) to students with disabilities notwithstanding any program and/or related services required pursuant to N.J.A.C. 6A:14-1 et seq.

D. Free Appropriate Public Education (FAPE) - 34 CFR §104.33

1. FAPE must be provided without cost to the student's parent, except for those fees imposed on a parent of a non-disabled student.
2. The district may place a student with a disability in or refer such student to a program other than one it operates as its means of carrying out the provisions of this Regulation.
 - a. The district will continue to maintain responsibility for ensuring the requirements of the Act are met in respect to any student with a disability so placed or referred.
 - b. The district will ensure adequate transportation to and from the program, provided at no greater cost than would be incurred by the parent if the student were placed in a program operated by the district.
 - (1) The administration will consider the proximity of any alternative setting to the student's home.



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Section 504 of the Rehabilitation Act of 1973 - Students

- (2) If a public or private residential placement is necessary to provide FAPE to a student with a disability, the placement, including non-medical care, room, and board, shall be provided at no cost to his/her parent.

E. Evaluation and Placement - 34 CFR §104.35

1. The Board will establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need special education and/or related services on the basis of disability.
 - a. Section 504 evaluations may encompass record and work sample review; direct observation in the natural setting; interviews with the student, parent, and school personnel; and/or administration of assessment measures. They do not include independent evaluations.
 - b. It may be determined that additional data is required, including the administration of formal standardized instruments and data on conditions in remission or episodic in nature. Tests and other evaluation materials must meet the following criteria:
 - (1) Validated for the specific purpose for which they are used and administered by trained personnel;
 - (2) Tailored to assess specific areas of educational need and not merely those designed to provide a single intelligence quotient; and
 - (3) Accurately reflect aptitude or achievement or whatever else the tests purport to measure, rather than the student's impaired sensory, manual, or speaking skills (unless the test is designed to measure these particular factors).
2. In interpreting evaluation data and in making placement decisions, the district will:
 - a. Draw information from a variety of sources, including, but not limited to: aptitude and achievement tests, medical evaluations, teacher recommendations, physical condition, social and cultural background, and adaptive behavior;



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Section 504 of the Rehabilitation Act of 1973 - Students

- b. Establish procedures to ensure that information obtained from all such sources is documented and carefully considered;
 - c. Ensure that placement decisions are made by a group of persons, including persons knowledgeable about the student, the meaning of the evaluation data, and placement options; and
 - d. Ensure that placement decisions are made in conformity with this Regulation and 34 CFR §104.34.
3. The District 504 Coordinator will establish timelines for re-evaluations of students receiving reasonable accommodation(s). A parent may request a re-evaluation at any time upon written request to the District 504 Coordinator.
4. Copies of requests for evaluation and related documents will be maintained in a designated Section 504 file folder placed in the student's cumulative record.

F. Section 504 and Special Education

1. A student who qualifies for Section 504 services may not qualify for special education under IDEA; likewise, a student who qualifies under IDEA may not qualify under Section 504.
2. A referral for a Section 504 evaluation may be made concurrently with a pending special education evaluation. In such instances, the Section 504 evaluation should be conducted during the same timeline utilized for the special education assessment. Generally, the Section 504 evaluation should be conducted in less than sixty days.
3. If a student is found eligible under Section 504 prior to the special education team's findings, a Section 504 Accommodation Plan will be developed pending the special education team's findings. If the student is then found eligible for special education, an Individualized Education Program (IEP) will be developed and the IEP team can incorporate into the IEP any accommodations/services provided in the Section 504 Accommodation Plan.



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Section 504 of the Rehabilitation Act of 1973 - Students

4. A separate Section 504 team meeting will be convened when a student is identified as eligible for special education and no longer requires accommodations/services under Section 504.
 5. When an IEP team determines a student is not eligible or no longer eligible for special education, there may be circumstances when a Section 504 referral for evaluation may be appropriate and should be considered. The IEP team may document the student is being referred for a Section 504 evaluation, and the eligibility evaluation shall be addressed in a separate Section 504 team meeting.
- G. Section 504 Accommodation Plan
1. The District 504 Coordinator will assist in organizing a team of individuals responsible for receiving referral documents; securing evaluation information; and determining eligibility and appropriate accommodations, related aids or services for eligible students with disabilities. The team must be comprised of people who:
 - a. Are knowledgeable about the student;
 - b. Understand the meaning of evaluation data; and
 - c. Are familiar with placement options.
 2. The District 504 Coordinator, based on the evaluation of the student eligible for services under Section 504, will prepare a Section 504 Accommodation Plan which may include as relates to the student:
 - a. Name;
 - b. Date of birth;
 - c. Current educational placement;
 - d. Name of the District 504 Coordinator preparing the Section 504 Accommodation Plan;
 - e. Disabling condition:



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Section 504 of the Rehabilitation Act of 1973 - Students

- (1) Major life activity impaired;
 - (2) Educational impact; and
 - (3) Impact on related educational progress.
- f. Accommodation (as appropriate):
 - (1) Physical and learning environment;
 - (2) Instructional;
 - (3) Behavioral;
 - (4) Evaluation;
 - (5) Medical; and/or
 - (6) Transportation.
- g. Other:
 - (1) List of individuals participating in the development of the plan, along with their titles and the date(s) of their participation.
 - (2) Certification by the student's parent that he or she has participated in the development of the plan and provided consent to its implementation.
 - (3) A waiver of the fifteen days' notice prior to the implementation of the plan by the parent if the plan is to be implemented sooner than the fifteen days.
3. A Section 504 Accommodation Plan should not:
 - a. Modify the curriculum;
 - b. Exempt a student from a course or subject required for graduation;



Section 504 of the Rehabilitation Act of 1973 - Students

- c. **Alter the level of expectation for a student's performance;**
 - d. **Provide an extended time accommodation only for standardized testing when it is not required as part of the regular program of evaluation;**
 - e. **Include any testing accommodations unless authorized by the testing agency; and**
 - f. **Assign responsibility for implementing Section 504 accommodations to another student.**
- 4. **A Section 504 Accommodation Plan should:**
 - a. **Directly relate to a student's identified needs;**
 - b. **Be specific, measurable, and tailored to meet students' identified needs to allow for consistent implementation;**
 - c. **Be written to incorporate specific symptoms, behavior, or triggers that elicit implementation of the accommodation or service if required only occasionally; and**
 - d. **Clearly state how much extended time is required based upon a student's identified needs, if the Section 504 team determines such an accommodation is appropriate.**
- 5. **Students needing medication:**
 - a. **Not all students needing medication administered by school staff will require a Section 504 Accommodation Plan. It is not necessary to qualify a student as having a disability that substantially limits a major life activity under Section 504 in order to provide a service that schools perform for all general education students.**
 - b. **A Section 504 referral with the potential for a subsequent Section 504 Accommodation Plan is appropriate when a student is found to have a disability that substantially limits a major life activity and needs medication administered on a systematic basis to receive equal access to the educational program.**



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Section 504 of the Rehabilitation Act of 1973 - Students

H. Nonacademic/Extracurricular Services - 34 CFR §104.37

1. Nonacademic and Extracurricular Services may include counseling, physical recreational athletics, transportation, health services, recreational activities, special interest groups or school clubs, and/or referrals to agencies which provide assistance to students with disabilities and student employment.
2. The Board and administration will ensure that students with disabilities are not counseled toward more restrictive career objectives than are nondisabled students with similar interests and abilities.
3. The Board will provide to students with disabilities equal opportunity as afforded nondisabled students for participation in physical education courses, athletics, and similar programs and activities.
 - a. The district may offer students with disabilities physical education and athletic activities that are separate or different from those offered to nondisabled students only if the separation or differentiation is consistent with the requirements of 34 CFR §104.34 and only if no student with a disability is denied the opportunity to compete or to participate.

I. Grievance Procedure - 34 CFR §104.7(b)

1. This grievance procedure shall apply to a student with a disability alleging discrimination under the provisions of Section 504 of the Rehabilitation Act of 1973.
2. The parent who believes his or her child has a valid basis for a grievance under Section 504 shall file an informal complaint in writing with the District 504 Coordinator stating the specific facts of the grievance and the alleged discriminatory act.
3. The District 504 Coordinator will make reasonable efforts to resolve the matter informally by reviewing the grievance with appropriate staff including, but not limited to: the Principal, Child Study Team staff, and/or classroom teacher(s).
4. The District 504 Coordinator will investigate and document the complaint including dates of meetings, dispositions, and date(s) of dispositions. The District 504 Coordinator will provide a written decision to the complainant within seven working days of the written complaint.



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Section 504 of the Rehabilitation Act of 1973 - Students

5. If the complainant is not satisfied with the District 504 Coordinator's written decision, the complainant may appeal the decision in writing, setting out the circumstances that give rise to the alleged grievance. This written appeal must be filed with the District 504 Coordinator within three working days of the complainant's receipt of the written decision. The written appeal must state the basis for the appeal and the remedy sought by the complainant.
6. The District 504 Coordinator will appoint a qualified hearing officer within seven working days of the receipt of the written appeal. The hearing officer will conduct a hearing within seven working days of receipt of the written appeal. The hearing officer will give the parent a full and fair opportunity to present evidence relevant to the issues raised under the initial grievance. The parent may, at his or her own expense, be assisted or represented by individuals of their choice, including legal counsel. The hearing officer will present a written decision to the District 504 Coordinator and aggrieved individual within seven working days of the hearing.
7. The complainant may file a written appeal to the Board if not satisfied with the hearing officer's decision provided the written appeal is submitted to the Superintendent within three working days of the complainant's receipt of the hearing officer's written decision. The Board may, but is not required to, conduct a Board hearing on the appeal.
8. The complainant may request mediation and due process in accordance with N.J.A.C. 6A:14-2.6 and 2.7 if unsatisfied with the written decision of the Board. If specifically requested by the parent, the aforementioned N.J.A.C. 6A:14-2.6 and 2.7 grievance procedures must be followed.

Adopted:



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Code of Ethics

3211 CODE OF ETHICS

The Board of Education endorses the code of ethics for professional educators published by the National Education Association.

Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nature of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parent(s), and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than one specifically designated by the NEA or its affiliates.

Principle I -- Commitment to the Student

The educator strives to help each student realize his/her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator--

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.



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6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly--
 - a. Exclude any student from participation in any program
 - b. Deny benefits to any student
 - c. Grant any advantage to any student
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

Principle II -- Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator--

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.



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6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

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Consulting Outside the District

3211.3 CONSULTING OUTSIDE THE DISTRICT

The Board of Education recognizes that teaching staff members will have expertise and knowledge in areas that other school districts, agencies, and other entities may desire. Recognizing that the school district will request the expertise from teaching staff members from other school districts, agencies and other entities, the Board supports sharing of its teaching staff members with other school districts, agencies, and other entities to the extent it does not interfere with the efficient operation of the school district.

The Superintendent may recommend to the Board a teaching staff member's attendance in another school district, agency or other entity without additional remuneration to the teaching staff member or school district, upon a written request from the agency or from the teaching staff member.

The Board of Education recognizes teaching staff members will have expertise and knowledge in areas that other school districts, public and private agencies, and private business organizations may desire to compensate as a paid consultant. When a teaching staff member serves as a paid consultant, the teaching staff member is not permitted to use normal work hours for any paid consulting activities. The teaching staff member must complete any paid consulting activities on their own time to include vacation days, evenings, weekends, and/or school holidays.

The teaching staff member must comply with the New Jersey School Ethics Act N.J.S.A. 18A:12-21 et seq. and, if required, must comply with financial disclosure requirements of N.J.S.A. 18A:12-24 and 12-25.

N.J.S.A. 18A:12-21 et seq.

Adopted: 3 December 2008

Adopted:



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TEACHING STAFF MEMBERS - REGULATION

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Consulting Outside the District

R 3211.3 **CONSULTING OUTSIDE THE DISTRICT**

The Board of Education recognizes that teaching staff members will have expertise and knowledge in areas that other school districts, agencies, private business organizations and other entities may desire. Recognizing that the school district will request the expertise from teaching staff members from other school districts, agencies, private business organizations and other entities the Board supports sharing of its teaching staff members with other school districts and agencies to the extent it does not interfere with the efficient operation of the school district.

A. Definitions

1. Agency - A public or private agency requesting the services of the school district's teaching staff member.
2. Other school districts - A school district other than the school district that employs the teaching staff member, including all supervisory and administrative personnel.
3. Out-of-pocket expenses - Expenses that provide reimbursement for such items as travel, lodging, meal expenses, parking, copy costs, and supply costs.
4. Remuneration - Any compensation, including, but not limited to, a paid stipend, an hourly fee, a per day fee, and/or any benefit conferred upon the teaching staff member, except out-of-pocket expenses.
5. Staff member - A contracted member of the school district's teaching staff, including all supervisory and administrative personnel.

B. Procedure - Consulting For No Additional Remuneration

1. The teaching staff member or the agency requesting the expertise and knowledge of the teaching staff member must submit a written request to the Superintendent or designee. The written request must include the following:
 - a. The date(s) the teaching staff member will be away from the district;
 - b. The time of day the teaching staff members will be away from the school district;
 - c. Any out-of-pocket costs to the school district;
 - d. Any reimbursements that the teaching staff member is entitled to from the other school district or agency;



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Consulting Outside the District

- e. The specific services requested of the teaching staff member; and
 - f. The location where the services will be provided.
 - 2. The Superintendent or designee will evaluate the request for a recommendation to be approved by the Board based on the criteria above along with any existing or potential relationships with the other school district for reciprocal services, a reduction in the future or existing cost of services to the school district, the teaching staff member's attendance record and the impact of the teaching staff member being out of the school district for the requested time.
 - 3. The Superintendent or designee will determine and recommend each request on a case by case basis and the decision is final. The Superintendent may require the other district or agency to pay the cost of any substitute personnel related to the request.
 - 4. If deemed to be in the best interest of the school district, the Superintendent's recommendation will be submitted to the Board for approval.
 - 5. The Board's approval of the Superintendent's recommendation will permit the teaching staff member's consulting activity attendance and the teaching staff member will receive credit as a regular workday. There shall be no overtime, extra-pay or additional time-off granted to the teaching staff member if the request is approved by the Board.
 - a. The teaching staff member must normally complete any paid consulting activities on his/her own time which would include vacation days, evenings, weekends, and/or school holidays. The teaching staff member may be granted an unpaid leave of absence to perform the consulting activity when such leave is recommended by the Superintendent and approved by the Board.
- C. Reporting Activities
- The teaching staff member must comply with the New Jersey School Ethics Act N.J.S.A. 18A:12-21 et seq. and, if required, must comply with financial disclosure requirements of N.J.S.A. 18A:12-24 and 12-25.

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Conflict of Interest

3214 CONFLICT OF INTEREST

No teaching staff member of the Board of Education shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which is in conflict with the proper discharge of the teaching staff member's duties.

No teaching staff member shall use or attempt to use his/her position to secure unwarranted privileges or advantages.

No teaching staff member of the Board shall act in his/her official capacity in any matter wherein he/she has a direct or indirect personal financial interest.

No teaching staff member of the Board shall accept any gift, favor, service or other thing of value under circumstances from which it might be reasonably inferred that such gift, service or other thing of value was given or offered for the purpose of influencing the teaching staff member in the discharge of his/her duties.

The Board of Education discourages the presentation of gifts to teaching staff members by students and their parent(s), because it may embarrass students with limited means and give the appearance of carrying favor.

The Board directs that teaching staff members instruct their students to express their appreciation by means other than gifts.

Teaching staff members may receive gifts of only nominal value from students or their parent(s).

The Superintendent may approve an act or gift of appreciation to an individual teaching staff member when special circumstances warrant.

N.J.S.A. 18A:6-8; 18A:11-1

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

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Use of Corporal Punishment

3217 USE OF CORPORAL PUNISHMENT

The Board of Education cannot condone an employee's resort to force or fear in the treatment of students, even those students whose conduct appears to be open defiance of authority. Each student is protected by law from bodily harm and from offensive bodily touching.

Teaching staff members shall not use physical force or the threat of physical force to maintain discipline or compel obedience except as permitted by law, but may remove students from the classroom or school by the lawful procedures established for the suspension and expulsion of students.

A teaching staff member who:

1. Uses force or fear to discipline a student except as such force or fear may be necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of a student, to act in self-defense, or to protect persons or property;
2. Touches a student in an offensive way even though no physical harm is intended;
3. Permits students to harm one another by fighting; or
4. Punishes students by means that are cruel or unusual;

will be subject to discipline by this Board and may be dismissed.

N.J.S.A. 18A:6-1; 18A:37-1

Adopted: 3 December 2008

Adopted:



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TEACHING STAFF MEMBERS - POLICY

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Political Activities

3233 **POLITICAL ACTIVITIES**

The Board of Education recognizes and encourages the right of all citizens, including teaching staff members, to engage in political activity. The Board prohibits the use of school premises and school time, however, for partisan political purposes.

The Board establishes the following guidelines to govern teaching staff members in their political activities:

1. A teaching staff member shall not engage in political activity on school premises unless permitted in accordance with Board Policy No. 7510 - Use of School Facilities and/or applicable Federal and State laws;
2. A teaching staff member shall not post political circulars or petitions on school premises nor distribute such circulars or petitions to students nor solicit campaign funds or campaign workers on school premises;
3. A teaching staff member shall not display any material that would tend to promote any candidate for office on an election day in a school facility that is used as a polling place;
4. A teaching staff member shall not engage in any activity in the presence of students while on school property, which activity is intended and/or designed to promote, further or assert a position(s) on labor relations issues.

A certificated staff member employed by this district who is a member of the Senate or General Assembly of the State of New Jersey shall be entitled to time off from school district duties, without loss of pay, during the periods of his/her attendance at regular or special sessions of the legislature and hearings or meetings of any legislative committee or commission.

A certificated staff member employed by this district who is a member of the Board of Chosen Freeholders of any county of New Jersey shall be entitled to time off from his/her duties, without pay, during the periods of his/her attendance at regular or special meetings of the Board and of any committee thereof and at such other times as he/she shall be engaged in performing the necessary functions and duties of his/her office as a member of the Board.

No other teaching staff member who holds elective or appointive office is so entitled to time off, except as such time off may be provided for by Board policy or negotiated agreement.

The provisions of this policy do not apply to the discussion and study of politics and political issues appropriate to the curriculum, the conduct of student elections, or the conduct of employee representative elections.



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TEACHING STAFF MEMBERS - POLICY
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Political Activities

Nothing in this Policy shall be interpreted to impose a burden on the constitutionally protected speech or conduct of a staff member or student.

N.J.S.A. 11:17-2

N.J.S.A. 18A:6-8.1; 18A:6-8.2; 18A:6-8.4; 18A:42-4

N.J.S.A. 19:34-42

Green Township v. Rowe, Superior Court of New Jersey - Appellate Division A-2528-98T5

Adopted: 3 December 2008

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East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

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Political Activities

R 3233 **POLITICAL ACTIVITIES**

A. Prohibited Activities

The following political activities are prohibited on school district premises:

1. Posting of political circulars or petitions on bulletin boards that are not sponsored by the school and included as part of the school curriculum and/or program;
2. The distribution to employees, whether by placing in their school mailboxes or otherwise, of political circulars or petitions, except as delivered by the U.S. Postal Service;
3. Collection of and solicitation for campaign funds;
4. Solicitation for campaign workers;
5. Use of students for writing or addressing political materials or the distribution of such materials to or by students;
6. Display of any materials that promote the candidacy of any candidate for office by a person working on an election day in a district facility used as a polling place; and
7. Any activity in the presence of students while on school property, which activity is intended and/or designed to promote, further or assert a position(s) on labor relations issues.

B. Permitted Activities

The following political activities are permitted on school premises.

1. Conduct of student and employee elections and any campaigning connected with those elections.
2. Classroom discussion and study of politics and political issues, when such discussion and study are appropriate to studies such as history, current events, or political science.
3. Distribution of political materials when approved by the Building Principal and when relevant to the class, curriculum, and maturity of the students. Any such material shall be presented by the teacher without bias or discrimination.



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TEACHING STAFF MEMBERS - REGULATION

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Political Activities

- C. Nothing in this Regulation shall be interpreted to impose a burden on the constitutionally protected speech or conduct of a staff member or student.

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TEACHING STAFF MEMBERS - POLICY

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Liability for Student Welfare

3280 **LIABILITY FOR STUDENT WELFARE**

Teaching staff members are responsible for supervision of students and must discharge that responsibility with the highest levels of care and prudent conduct. All teaching staff members of this district shall be governed by the following rules in order to protect the well-being of students and to avoid any assignment of liability to this Board of Education or to a staff member personally in the event a student is injured.

The Superintendent shall prepare such regulations as may be required to enforce the following rules:

1. Each teaching staff member must maintain a standard of care for supervision, control, and protection of students commensurate with the member's assigned duties and responsibilities;
2. A teaching staff member should not voluntarily assume responsibility for duties he/she cannot reasonably perform. Such assumed responsibilities carry the same potential for liability as do assigned responsibilities;
3. A teaching staff member must provide proper instruction in safety wherever course guides so provide;
4. A teaching staff member must report immediately to the Building Principal any accident or safety hazard the member detects;
5. A teaching staff member must not send students on personal errands;
6. A teaching staff member must never transport students in a personal vehicle without the approval of the Building Principal;
7. A teaching staff member must not require a student to perform tasks that may be detrimental to the health or well-being of the student or other students;
8. A teaching staff member will refrain from the use of personal furnishings and equipment in the classroom without the express permission of the Principal;
9. A teaching staff member must immediately report any instance of substance abuse, violence, vandalism, accidents, or suspected child abuse in accordance with Policy Nos. 8442, 8461, and 8462.

N.J.S.A. 9:6-8.8 et seq. N.J.S.A. 18A:25-2; N.J.S.A. 59:1-1 et seq.

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Liability for Student Welfare

R 3280 **LIABILITY FOR STUDENT WELFARE**

- A. A teaching staff member must maintain a standard of care for supervision, control, and protection of students commensurate with the member's assigned duties and responsibilities.
1. A class or activity must never be left unattended while students are in the room, except that a teacher may stand immediately outside the door of the room as students are entering.
 2. A class or activity must never be left with an unqualified person in charge of students.
 3. Younger students should be accompanied to assigned places of instruction and monitored until supervision is assumed by another qualified, responsible person.
 4. Students shall not be allowed to inflict bodily harm on one another. Teaching staff members are responsible for preventing and stopping student fights and assaults, whatever the cause or intent; if necessary, responsible assistance must be quickly summoned. Teaching staff members may restrain a student only with the reasonable amount of force necessary to:
 - a. Quell a disturbance,
 - b. Obtain possession of weapons or dangerous objects,
 - c. Offer self-defense, or
 - d. Protect persons or property.
- B. A teaching staff member should not voluntarily assume responsibility for duties he/she cannot reasonably perform. Such assumed responsibilities carry the same potential for liability as do assigned responsibilities.
- C. A teaching staff member must provide proper instruction in safety wherever course guides so provide.
- D. A teaching staff member must report immediately to the Building Principal any accident or safety hazard the member detects.
- E. A teaching staff member must not send students on personal errands.



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TEACHING STAFF MEMBERS - REGULATION

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Liability for Student Welfare

- F. A teaching staff member must never transport students in a personal vehicle without the approval of the Building Principal. Any transportation of students by private vehicle is subject to Policy No. 8660.
- G. A teaching staff member must not require a student to perform tasks that may be detrimental to the student's health or well-being.
 - 1. Students may be permitted to use only items of equipment that have been provided by the Board.
 - 2. Equipment shall not be used for purposes other than the instructional purposes for which the equipment was provided; equipment may never be operated in a hazardous manner.
 - 3. Power tools and other inherently hazardous equipment may be used only by students to whom the tools or equipment have been assigned for instructional purposes and who have received instruction for their safe use.
 - 4. Students will be permitted to work in a shop, kitchen, or laboratory only during the period scheduled for instruction and only in accordance with safety rules.
 - 5. Classroom materials and equipment should be organized so as to minimize the danger of injury to students.
 - 6. Teachers must exercise good judgment when assigning tasks to students to prevent bodily harm and damage to property.
 - 7. Safety equipment provided for use in potentially hazardous situations must be properly and promptly utilized when necessary.
- H. A teaching staff member must render prompt reports when so required by law and Board policy.
 - 1. Instances of substance abuse will be reported in accordance with Policy No. 5530.
 - 2. Instances of violence and/or vandalism will be reported in accordance with Policy No. 8461.
 - 3. Accidents will be reported in accordance with Board Policy No. 8442.
 - 4. Instances of suspected child abuse will be reported in accordance with Policy Nos. 8461 and 8462.



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East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

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Liability for Student Welfare

5. Missing children will be reported in accordance with Policy No. 8464.

Issued: 3 December 2008

Issued:

DRAFT



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

3310/page 1 of 1
Academic Freedom

3310 ACADEMIC FREEDOM

The curriculum adopted by the Board of Education is designed to address the educational goals established for this school district and to meet the needs of students. The course guides prepared for each course of study describe the material to be covered in each course and, in general, the approach to be employed by the teaching staff member responsible for the course.

The Board recognizes that some deviation from the course guide is necessary to the free exchange of ideas within the classroom. Exposure to a wide range of ideas encourages the spirit of inquiry that is essential to the learning process; the thorough examination of those ideas aids students in developing powers of reasoning and in acquiring habits of academic discipline.

The Board directs that the discussion of any issue not specifically covered by the course guide be conducted in an unprejudiced and dispassionate manner. The Board will not condone classroom discussion that is unrelated to the educational goals of this district or to the subject of the course of study, disrupts the educational process, does not match the maturity level of the students, neglects to inform students of various responsible points of view on the subject under discussion, or fails to take into account the sensibilities of the community.

Adopted: 3 December 2008

Adopted:



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
3381/page 1 of 1
Protection Against Retaliation

3381 PROTECTION AGAINST RETALIATION

The Board of Education will take no retaliatory action, by discharge, demotion, suspension, or any other adverse action, against an employee because that employee has conscientiously:

1. Disclosed or threatened to disclose to a supervisor or public body an activity, policy, or practice of this Board or any district officer that the employee reasonably believes to be in violation of law or rule;
2. Provided information to a public body conducting an investigation, hearing, or inquiry into any alleged violation of law by the Board or an officer of this district; or
3. Objected to or refused to participate in an activity, policy, or practice of this district that the employee reasonably believes to be in violation of law or rule, fraudulent, criminal, or incompatible with a clear mandate of public policy concerning the public health, safety, or welfare or protection of the environment.

An employee who has reason to believe that the Board has engaged in an illegal activity or an activity contrary to public policy must report that belief in writing to the Superintendent before notice is given to a supervisor or a public body. The Superintendent shall promptly report the same to the Board and institute an investigation of the reported activity. The findings of the investigation will be reported in writing to the Board and to the employee.

The protection of law and this policy apply only to employees who have given notice in accordance with this policy and have afforded the Board a reasonable period of time to take any corrective action that may be required or have acted in circumstances that the employee believes in good faith constitute an emergency.

The Superintendent shall post notice of this policy and inform employees of their rights under the New Jersey Conscientious Employee Protection Act.

N.J.S.A. 34:19-1

Adopted: 3 December 2008

Adopted:



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
3410/page 1 of 1
Compensation

3410 COMPENSATION

The Board of Education will establish the compensation for teaching staff members not covered by the terms of a negotiated agreement or in an individual contract with the Board.

N.J.S.A. 18A:6-6; 18A:16-11; 18A:27-4; 18A:29-2

Adopted: 3 December 2008

Adopted:



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
3420/page 1 of 1
Benefits

3420 **BENEFITS**

The Board of Education will establish benefits for teaching staff members not covered by the terms of a negotiated agreement or in an individual contract with the Board.

N.J.S.A. 18A:6-6; 18A:16-12 et seq.; 18A:27-4

Adopted: 3 December 2008

Adopted:



Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4212.3/page 1 of 1

Consulting Outside the District

4212.3 CONSULTING OUTSIDE THE DISTRICT

The Board of Education recognizes that support staff members will have expertise and knowledge in areas that other school districts, agencies, and other entities may desire. Recognizing that the school district will request the expertise from support staff members from other school districts, agencies and other entities, the Board supports sharing of its support staff members with other school districts, agencies, and other entities to the extent it does not interfere with the efficient operation of the school district.

The Superintendent may recommend to the Board a support staff member's attendance in another school district, agency or other entity without additional remuneration to the support staff member or school district, upon a written request from the agency or from the support staff member.

The Board of Education recognizes support staff members will have expertise and knowledge in areas that other school districts, public and private agencies, and private business organizations may desire to compensate as a paid consultant. When a support staff member serves as a paid consultant, the support staff member is not permitted to use normal work hours for any paid consulting activities. The support staff member must complete any paid consulting activities on their own time to include vacation days, evenings, weekends, and/or school holidays.

The support staff member must comply with the New Jersey School Ethics Act N.J.S.A. 18A:12-21 et seq. and, if required, must comply with financial disclosure requirements of N.J.S.A. 18A:12-24 and 12-25.

N.J.S.A. 18A:12-21 et seq.

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4212.3/page 1 of 2

Consulting Outside the District

R 4212.3 **CONSULTING OUTSIDE THE DISTRICT**

The Board of Education recognizes that support staff members will have expertise and knowledge in areas that other school districts, agencies, private business organizations and other entities may desire. Recognizing that the school district will request the expertise from support staff members from other school districts, agencies, private business organizations and other entities the Board supports sharing of its support staff members with other school districts and agencies to the extent it does not interfere with the efficient operation of the school district.

A. Definitions

1. Agency - A public or private agency requesting the services of the school district's support staff member.
2. Other school districts - A school district other than the school district that employs the support staff member, including all supervisory and administrative personnel.
3. Out-of-pocket expenses - Expenses that provide reimbursement for such items as travel, lodging, meal expenses, parking, copy costs, and supply costs.
4. Remuneration - Any compensation, including, but not limited to, a paid stipend, an hourly fee, a per day fee, and/or any benefit conferred upon the support staff member, except out-of-pocket expenses.
5. Staff member - A contracted member of the school district's support staff, including all supervisory and administrative personnel.

B. Procedure - Consulting For No Additional Remuneration

1. The support staff member or the agency requesting the expertise and knowledge of the support staff member must submit a written request to the Superintendent or designee. The written request must include the following:
 - a. The date(s) the support staff member will be away from the district;
 - b. The time of day the support staff member will be away from the school district;
 - c. Any out-of-pocket costs to the school district;
 - d. Any reimbursements that the support staff member is entitled to from the other school district or agency;



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East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4212.3/page 2 of 2

Consulting Outside the District

- e. The specific services requested of the support staff member; and
 - f. The location where the services will be provided.
2. The Superintendent or designee will evaluate the request for a recommendation to be approved by the Board based on the criteria above along with any existing or potential relationships with the other school district for reciprocal services, a reduction in the future or existing cost of services to the school district, the support staff member's attendance record and the impact of the support staff member being out of the school district for the requested time.
 3. The Superintendent or designee will determine and recommend each request on a case by case basis and the decision is final. The Superintendent may require the other district or agency to pay the cost of any substitute personnel related to the request.
 4. If deemed to be in the best interest of the school district, the Superintendent's recommendation will be submitted to the Board for approval.
 5. The Board's approval of the Superintendent's recommendation will permit the support staff member's consulting activity attendance and the support staff member will receive credit as a regular workday. There shall be no overtime, extra-pay or additional time-off granted to the support staff member if the request is approved by the Board.
 6. The support staff member must normally complete any paid consulting activities on his/her own time which would include vacation days, evenings, weekends, and/or school holidays. The support staff member may be granted an unpaid leave of absence to perform the consulting activity when such leave is recommended by the Superintendent and approved by the Board.
- C. Reporting Activities
- The support staff member must comply with the New Jersey School Ethics Act N.J.S.A. 18A:12-21 et seq. and, if required, must comply with financial disclosure requirements of N.J.S.A. 18A:12-24 and 12-25.

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East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

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Conflict of Interest

4214 CONFLICT OF INTEREST

An employee of the Board shall not have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which is in conflict with the proper discharge of his/her duties.

An employee of the Board shall not use or attempt to use his/her position to secure unwarranted privileges or advantages for himself/herself or others.

An employee of the Board shall not act in his/her official capacity in any matter wherein he/she has a direct or indirect personal financial interest such as selection or purchase of any textbook or other materials on which he/she receives a royalty.

An employee of the Board shall not accept any gift, favor, service or other thing of value under circumstances from which it might be reasonably inferred that such gift, service, or other thing of value was given or offered for the purpose of influencing him/her in the discharge of his/her duties.

Violations of this policy may result in disciplinary action.

N.J.S.A. 18A:6-8; 18A:11-1

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY
4215/page 1 of 1
Code of Ethics

4215 CODE OF ETHICS

All support staff employees will:

- Represent themselves honestly in the application and selection procedure;
- Report to work as scheduled;
- Discuss complaints with their immediate superior, or through approved channels;
- Not advise or counsel students except in special cases with the knowledge and consent of the Principal;
- Complete thoroughly their assigned tasks;
- Endeavor to establish good working relationships with other employees, professional as well as non-professional;
- Commit themselves to providing the best possible services for students;
- Uphold all rules and regulations as set by the Board, the Superintendent, and the Principals;
- Keep the trust under which confidential information may be given;
- Adhere to all the conditions of a contract;
- Give prompt notice of any change in availability for continued employment; and
- Protect and care for district property.

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY
4220/page 1 of 1
Employee Evaluation

4220 **EMPLOYEE EVALUATION**

The Board of Education recognizes the importance of employee evaluations in the reinforcement of performance strengths and the remediation of weaknesses.

The Superintendent shall develop a plan for the evaluation of support staff members. He/She shall invite the participation of employees in the development of the plan and shall assess and modify the plan as necessary.

Employees shall be grouped into position classifications based upon similarities of duties, responsibilities, and qualifications. The evaluation process shall be similar for all employees in a single classification.

The evaluation process shall provide for the recognition and commendation of effective performance, the identification and remediation of performance deficiencies, and the recommendation of discipline or dismissal when an employee fails to improve his/her performance. Evaluation procedures shall provide that each employee is informed of the specific objectives of his/her position and the standards that will be used to assess the employee's performance against those objectives. Employees will be evaluated by qualified supervisors. Any records created in the evaluation process will become part of the employee's file and subject to Board policy on personnel records.

Adopted: 3 December 2008

Adopted:



Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4220/page 1 of 3

Evaluation of Support Staff Members

R 4220 **EVALUATION OF SUPPORT STAFF MEMBERS**

A. Evaluator

The observation and evaluation of support staff members will be conducted by the employee's immediate supervisor or the Principal, as specified by the immediate supervisor.

B. Evaluation Criteria

1. Evaluation criteria for each position will derive from the job description for the position and relate directly to each of the tasks described. Wherever possible each set of evaluation criteria will be:
 - a. Briefly stated and focused on major responsibilities of the position as well as the employee's attitude towards the job and his/her interpersonal relations on the job;
 - b. Based on observable information rather than on factors requiring subjective judgment;
 - c. Generic, covering a number of specific positions;
 - d. Designed to make note of an employee's strengths as well as weaknesses; and
 - e. Written in the same format and in a direct, simple style.
2. Maintenance of job evaluation criteria will be the responsibility of the immediate supervisor. Evaluation criteria will be reviewed, and
 - a. Whenever the corresponding job description is revised, or
 - b. On the request of a majority of persons holding a particular job.
3. Each support staff member will be sent a copy of the current evaluation criteria for his/her position by the immediate supervisor. Any revisions will be provided to each holder of that job within thirty working days of its adoption.
4. Suggested revisions to evaluation criteria by job holders will be referred initially to the job holder's immediate supervisor for review.

C. Collection of Evaluation Data



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SUPPORT STAFF MEMBERS - REGULATION

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Evaluation of Support Staff Members

Data will be gathered by any one or more of the following evaluation methods:

1. Direct observation of the support staff member in the course of performing an assigned duty;
2. Review of a product from the support staff member that results from the performance of his/her assigned duties;
3. Interviews of the support staff member regarding his/her knowledge of assigned duties;
4. Paper and pencil instruments such as competency tests;
5. Audio visual monitoring of the support staff member in the performance of his/her assigned duties; and
6. Reference to previous performance reports.

D. Observation Frequency

Support staff members on a post-probationary status will be evaluated at least one time annually.

E. Evaluation Procedures

1. Each observation will be conducted by a supervisor. The evaluator shall record each separate instance of observation and the activity observed.
2. A written evaluation of each support staff member will be prepared by the observer in triplicate and will be based, at least in part, on the observation(s) conducted.
4. A copy of the evaluation will be given to the employee at the evaluation conference.
5. The employee and the evaluator shall hold a conference to discuss the evaluation report during which the evaluator shall point out both the weaknesses and strengths of the employee.
6. Both the evaluator and the employee shall sign each copy of the evaluation report. By signing the evaluation report the employee implies only that he/she has read and understands the document.



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SUPPORT STAFF MEMBERS - REGULATION

R 4220/page 3 of 3

Evaluation of Support Staff Members

7. The employee may prepare a written disclaimer to the evaluation report which will be appended to the report provided it is received by the evaluator not more than ten working days following the conference.
8. The evaluator shall distribute copies of the evaluation report to the Superintendent.

F. Individual Performance Improvement Plan

1. An individualized Performance Improvement Plan will be prepared for each support staff member to correct deficiencies and to encourage improvement.
2. Performance Improvement Plans will derive from the applicable evaluation criteria and focus on weaknesses identified in the evaluation report.
3. The Performance Improvement Plan will be prepared in cooperation with the employee whenever possible and shall include:
 - a. Areas of required growth,
 - b. Methods of achieving that growth,
 - c. A schedule for implementation of those methods, and
 - d. The responsibility of the support staff member and the district for implementing the plan.
4. At the time a Performance Improvement Plan is prepared, a review will also be made of the effort by the staff member to achieve the prior year's plan. The degree to which the employee achieved the requirements of the previous plan will be a measure of his/her performance.
5. Copies of the Performance Improvement Plan will be attached to the employee's evaluation report, given to the support staff member, and filed with the Superintendent.
6. It is the duty of the support staff member to implement the plan as prepared; his/her failure to do so may result in disciplinary action, including, where appropriate, dismissal.

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Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS
SUPPORT STAFF MEMBERS - POLICY
4233/page 1 of 1
Political Activities

4233 POLITICAL ACTIVITIES

The Board of Education recognizes and encourages the right of all citizens, including school employees, to engage in political activity. However, the Board prohibits the use of school premises and school time for partisan political purposes.

The Board establishes the following guidelines to govern all support staff members in their political activities:

1. An employee shall not engage in political activity on school premises unless permitted in accordance with Policy No. 7510 Use of School Facilities and/or applicable Federal and State laws;
2. An employee shall not post political circulars or petitions on school premises nor distribute such circulars or petitions to students nor solicit campaign funds or campaign workers on school premises;
3. An employee shall not display any material that would tend to promote any candidate for office on an election day in a school facility that is used as a polling place;
4. An employee shall not engage in any activity in the presence of students while on school property, which activity is intended and/or designed to promote, further or assert a position(s) on labor relations issues.

The provisions of this policy do not apply to the conduct of employee representative elections.

Nothing in this Policy shall be interpreted to impose a burden on the constitutionally protected speech or conduct of a staff member or student.

N.J.S.A. 18A:42-4

Green Township v. Rowe, Superior Court of New Jersey - Appellate Division A-2528-98T5

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4233/page 1 of 1

Political Activities

R 4233 **POLITICAL ACTIVITIES**

A. Prohibited Activities

The following political activities are prohibited on school district premises:

1. Posting of political circulars or petitions on bulletin boards that are not sponsored by the school and included as part of the school curriculum and/or program;
2. Distribution to employees, whether by placing in their school mailboxes or otherwise, of political circulars or petitions, except as delivered by the U.S. Postal Service;
3. Collection of and solicitation for campaign funds;
4. Solicitation for campaign workers;
5. Use of students for writing or addressing political materials or the distribution of such materials to or by students;
6. Display of any materials that promote the candidacy of any candidate for office by a person working on an election day in a district facility used on election day as a polling place; and
7. Any activity in the presence of students while on school property, which activity is intended and/or designed to promote, further or assert a position(s) on labor relations issues.

B. Permitted Activities

The conduct of employee elections and any campaigning connected with those elections is permitted on school premises.

- C. Nothing in this Regulation shall be interpreted to impose a burden on the constitutionally protected speech or conduct of a staff member or student.

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East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4240/page 1 of 1

Employee Training

4240 EMPLOYEE TRAINING

The Board recognizes that the skills required of support staff members change with changing technology. In order to ensure both optimum efficiency in district operations, and the continued growth in expertise of the staff, the Superintendent shall ensure that appropriate programs of Inservice training shall be developed for support staff as necessary.

The Superintendent may recommend to the Board the granting of leave for attendance of personnel at State, regional, and national job-related meetings without pay deduction and with expenses paid by the school system according to established allowances.

Mandated Inservice Programs

The Superintendent shall arrange development of appropriate Inservice presentations, seminars, and/or workshops on affirmative action, special education, child abuse, and other topics specifically required by federal or New Jersey law.

Adopted: 3 December 2008

Adopted:



Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4240/page 1 of 3

Employee Training

R 4240 **EMPLOYEE TRAINING**

- A. Programs of Job Skills Improvement
 - 1. The purpose of job skills improvement programs is to increase the knowledge, proficiency, ability, and skills of support staff employees.
 - 2. Training programs will be structured to meet the immediate needs of the district as well as the personal goals of the employees.
 - 3. Training programs for support staff members shall be developed by Central Office Administration for implementation by the immediate supervisor.
- B. Determination of Training Needs
 - 1. Principals and supervisors shall annually inventory the training needs of the employees under their supervision by determining whether:
 - a. Assignments are being carried out in a systematic and effective manner,
 - b. Policies of the Board and regulations of the district are being properly implemented,
 - c. Employee evaluations indicate a need for improvement,
 - d. Excessive waste or damage is occurring or safety methods are not being followed,
 - e. Employees have an opportunity to express their views on the manner in which assignments are performed, and
 - f. Career advancement training opportunities are available to employees.
 - 2. The immediate supervisor shall prepare a report of the training needs for the review of the Superintendent of Schools or his/her designee that shows:
 - a. Identified needs determined from the inventory;
 - b. Current programs that meet identified needs and areas in which current programs do not meet identified needs;
 - c. Recommendations for on-the-job training procedures in areas in which a need is identified and no current program is available, and



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East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

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Employee Training

- d. Recommendations for the use of off-the-job training programs known to meet district needs.

C. On-the-Job Training

1. On-the-job training is that given to employees while they are at their assigned work stations.
2. On-the-job training shall be directed primarily to new employees and those whose job responsibilities have been changed.
3. On-the-job training programs shall be developed by the appropriate administrative staff; the assistance of experts is encouraged with ultimate approval of the Superintendent of Schools.
4. Scheduling of training on the job will be the responsibility of the immediate supervisor.
5. The outcome of training on the job should be a higher level of performance by each affected employee.

D. Off-the-Job Training

1. Off-the-job training is that attended by employees during or after their regular job assignments but away from their assigned work stations.
2. Training off the job should generally be directed to those employees who have specialized workplace needs.
3. Suitable training programs shall be identified for support staff employees by the immediate supervisor with approval of costs by the Superintendent of Schools.
4. Scheduling of off-the-job training will be the responsibility of the immediate supervisor.
5. Allowable fees for attendance at off-the-job training programs shall be reimbursed upon the submission of an expense voucher to the School Business Administrator/Board Secretary in accordance with Policy No. 4440.
6. Employees who are recompensed for costs of off-the-job training are expected to continue in their employment for at least one year. Prorate reimbursement will be required for shorter periods of employment.



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East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4240/page 3 of 3

Employee Training

E. Training Effectiveness

1. Employees assigned to training off the job shall complete a district form designed to evaluate the effectiveness of the program.
2. The immediate supervisor shall review the performance of each employee assigned training either on or off the job thirty to forty-five days following the completion of the program.
3. The immediate supervisor shall report to the Superintendent of Schools on the effectiveness and cost of the training programs. He/She shall recommend continuation and discontinuance of programs as appropriate.

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East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4381/page 1 of 1

Protection Against Retaliation

4381 PROTECTION AGAINST RETALIATION

The Board of Education will take no retaliatory action, by discharge, demotion, suspension, or any other adverse action, against an employee because that employee has conscientiously:

1. Disclosed or threatened to disclose to a supervisor or public body an activity, policy, or practice of this Board or any district officer that the employee reasonably believes to be in violation of law or rule;
2. Provided information to a public body conducting an investigation, hearing, or inquiry into any alleged violation of law by the Board or an officer of this district; or
3. Objected to or refused to participate in an activity, policy, or practice of this district that the employee reasonably believes to be in violation of law or rule, fraudulent, criminal, or incompatible with a clear mandate of public policy concerning the public health, safety, or welfare or protection of the environment.

An employee who has reason to believe that the Board has engaged in an illegal activity or an activity contrary to public policy must report that belief in writing to the Superintendent before notice is given to a supervisor or a public body. The Superintendent shall promptly report the same to the Board and institute an investigation of the reported activity. The findings of the investigation will be reported in writing to the Board and to the employee.

The protection of law and this policy apply only to employees who have given notice in accordance with this policy and have afforded the Board a reasonable period of time to take any corrective action that may be required or have acted in circumstances that the employee believes in good faith constitute an emergency.

The Superintendent shall post notice of this policy and inform employees of their rights under the New Jersey Conscientious Employee Protection Act.

N.J.S.A. 34:19-1

Adopted: 3 December 2008

Adopted:



Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY
4410/page 1 of 1
Compensation

4410 COMPENSATION

The Board of Education will establish the compensation for support staff members not covered by the terms of a negotiated agreement or in an individual contract with the Board.

N.J.S.A. 18A:6-6; 18A:16-11

Adopted: 3 December 2008

Adopted:



Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY
4413/page 1 of 1
Overtime Compensation

4413 OVERTIME COMPENSATION

The Board of Education will compensate overtime work in accordance with law. "Overtime work" means work in excess of forty hours in a single work week.

No overtime shall be worked without the express advance approval of the Superintendent of Schools or his/her designee.

29 U.S.C.A. 207(o)
29 U.S.C.A. 207(p)
N.J.S.A. 34:11-56(a)4

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY
4420/page 1 of 1
Benefits

4420 BENEFITS

The Board of Education reserves the right to establish benefits for support staff members not covered by the terms of a negotiated agreement or in an individual contract with the Board.

N.J.S.A. 18A:6-6; 18A:16-12 et seq.

Adopted: 3 December 2008

Adopted:



Policy/Regulations

East Orange Board of Education

STUDENTS - POLICY
5116/page 1 of 2
Education of Homeless Children

5116 EDUCATION OF HOMELESS CHILDREN

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

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

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

The **school** district liaison for the education of homeless children is the Director of Student Services or his/her designee. The liaison will facilitate communication and cooperation between the **school** district of residence and the **school** district where the homeless child **resides and shall assume all responsibilities as outlined in N.J.A.C. 6A:17-2.4(a).**

When a homeless child **resides in a school district**, the **school** district liaison **shall notify the liaison of the school district of residence within twenty-four hours of receiving notification from the parent, the Department of Human Services or the Department of Children and Families, a shelter director, an involved agency, or a case manager.** Upon notification of the need for enrollment of a homeless child, the liaison in the **school** district of residence **shall** coordinate enrollment procedures immediately based upon the best interest of the child pursuant to N.J.A.C. 6A:17-2.5(b).

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



Policy/Regulations

East Orange Board of Education

STUDENTS - POLICY

5116/page 2 of 2

Education of Homeless Children

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

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

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

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

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

N.J.S.A. 18A:7B-12; 18A:7B-12.1

N.J.A.C. 6A:17-2.1 et seq.

Adopted: 12 January 2010

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R 5116 EDUCATION OF HOMELESS CHILDREN

A. Definitions

1. **"School district liaison for the education of homeless children"** means the person identified in **the** school district that facilitates all activities needed to ensure the enrollment **and attendance** of homeless children.
2. **"School district of residence" for a homeless child** means the **school** district in which the parent **of a homeless child** resided prior to becoming homeless. **It may not be the school district in which the student currently resides. This is synonymous with the term "school district of origin" referenced in the McKinney-Vento Homeless Education Assistance Act. "School district of residence" for a student in a State facility means the school district in which the parent with whom the student lived prior to placement in a State facility currently resides pursuant to N.J.S.A. 18A:7B-12.b.**
3. "Homeless child" means a child or youth who lacks a fixed, regular, and adequate residence, pursuant to N.J.S.A. 18A:7B-12 and N.J.A.C. 6A:17-2. **2.**
4. **"Immediate" or "immediately" means at the instant the need for placement is made known.**
5. "Parent" means the natural or adoptive parent, legal guardian, foster parent, surrogate parent, **or** person acting in the place of a parent such as the person with whom the child legally resides or a person legally responsible for the child's welfare.
6. "Superintendent" means Superintendent and/or Chief School Administrator.

B. Determination of Homelessness **(N.J.A.C. 6A:17-2.2)**

1. The **Board of Education shall** determine **that** a child is homeless **for the purposes of N.J.A.C. 6A:17-2** when he or she resides in any of the following:
 - a. A publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers;



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- b. A public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles **including** mobile homes; tents or other temporary shelters; **parks; abandon buildings; bus or train stations; or** temporary shelters provided to migrant workers and their children on farm sites;
 - c. The residence of relatives or friends **where** the homeless child **resides** out of necessity because **his or her** family lacks a regular or permanent residence of its own;
 - d. **Substandard housing; or**
 - e. **Any temporary location wherein children and youth are awaiting foster care placement.**
- C. Responsibilities of the **School** District of Residence **(N.J.A.C. 6A:17-2.3)**
 - 1. The **school** district of residence for a homeless child is responsible for the education of the child and **shall**:
 - a. Determine the **school** district in which the child shall be enrolled after consulting with the parent pursuant to N.J.A.C. 6A:17-2.5;
 - b. Pay the cost of tuition pursuant to **N.J.S.A. 18A:38-19**, when the child attends school in another **school** district; and
 - c. Provide for transportation for the child pursuant to N.J.A.C. 6A:27-6.2.
 - 2. The determination of the homeless child's **school** district of residence ~~will~~ **shall** be made by the Superintendent **of the school district of residence** or designee pursuant to N.J.A.C. 6A:17-2.4 based upon information received from the parent, the Department of Human Services **or the Department of Children and Families**, a shelter provider, another school district, an involved agency, or a case manager.
 - 3. The district Board of Education identified **in accordance with N.J.S.A. 18A:7B-12** as the **school** district of residence for a homeless child **shall be** the **school** district of residence **until the parent establishes a permanent residence. Financial responsibility will remain with the homeless child's school district of residence until the family is deemed domiciled in another jurisdiction, pursuant to N.J.S.A. 18A:38-1.d.**



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D. Designation of **School** District Liaisons and Their Responsibilities (**N.J.A.C. 6A:17-2.4**)

1. The Superintendent identifies the Director of Student Services as the district liaison for the education of homeless children. The **school district** liaison **shall:**

- a. **Facilitate communication and cooperation between the school district of residence and the school district where the homeless child resides;**
- b. **Develop procedures to ensure a homeless child residing in the school district is enrolled and attending school pursuant to N.J.A.C. 6A:17-2.5;**
- c. **Ensure homeless families, children, and youth receive educational services for which they are eligible, including Head Start and Even Start programs, preschool programs administered by the local education agency, and referrals to health care, dental, mental health, and other appropriate services;**
- d. **Inform parents of homeless children and youth of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children;**
- e. **Ensure that public notice of the educational rights of homeless children and youth is disseminated where such children receive services, such as schools, family shelters, and soup kitchens;**
- f. **Ensure enrollment disputes are resolved pursuant to N.J.A.C. 6A:17-2.7;**
- g. **Ensure the parent of a homeless child or youth, or any unaccompanied youth, is fully informed of all transportation services, including transportation to the school district of residence, and is assisted in accessing transportation to the school selected under N.J.A.C. 6A:17-2.5;**
- h. **Assist the parent to obtain the homeless child or youth's medical records or required immunizations; and**

- i. Assist an unaccompanied youth to ensure he or she is enrolled and is receiving all services pursuant to N.J.A.C. 6A:17.
 2. When a homeless child resides in a school district, the district liaison shall notify the liaison of the school district of residence within twenty-four hours of receiving notification from the parent, the Department of Human Services or the Department of Children and Families, a shelter director, an involved agency, or a case manager.
 3. Upon notification of the need for enrollment of a homeless child, the liaison in the school district of residence shall coordinate enrollment procedures immediately based upon the best interest of the child pursuant to N.J.A.C. 6A:17-2.5(b).
- E. **School District Enrollment (N.J.A.C. 6A:17-2.5)**
1. The Superintendent of the school district of residence or designee shall decide in which district the homeless child shall be enrolled as follows:
 - a. Enroll the homeless child in the school district of residence to the extent feasible, except when doing so is contrary to the wishes of the homeless child's parent;
 - b. Continue the homeless child's education in the school district of last attendance if it is not the school district of residence; or
 - c. Enroll the homeless child in the school district where the child resides.
 2. The Superintendent of the school district of residence or designee shall decide the school district of enrollment of a homeless child based on what is determined to be in the best interest of the child after considering:
 - a. The enrollment of the homeless child in the school district of residence to the extent feasible, except when doing so is contrary to the wishes of the child's parent.
 - b. The continuity of the child's educational program;
 - c. The eligibility of the child for special instructional programs, including but not limited to bilingual, gifted and talented, special education, early childhood, and career and technical education programs; and



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- d. The distance, travel time, and safety factors in coordinating transportation services from the residence to the school.
3. The Superintendent of the **school** district of residence **or designee shall** determine the child's **school** district enrollment **immediately** after consultation with the parent. **The school district of residence shall adhere to the following procedures:**
 - a. Enrollment decisions **shall** be made **immediately upon** notification of the need for enrollment. When the decision is made, the child will be enrolled immediately. **If a dispute arises regarding enrollment of a homeless child, the homeless child shall be immediately enrolled in the school district in which enrollment is sought by the parent, pending resolution of the dispute pursuant to N.J.A.C. 6A:17-2.7.**
 - b. Consultation with the parent regarding the enrollment decision and the right to appeal the decision **shall** be documented in writing.
 - c. **A decision to enroll a homeless child in a school district other than the school district of residence or the school district requested by the parent shall be explained in writing and provided to the parent.**
4. When a decision is made to enroll the child in a **school** district other than the **school** district of residence, the Superintendent **or designee** of the **school** district of residence **shall** forward to the new **school** district all relevant school and health records **consistent with the provisions of N.J.A.C. 6A:32, School District Operations.**
5. When a homeless child with **a disability** is enrolled in a **school** district other than the **school** district of residence, the **school district of enrollment shall treat the student as a transfer student pursuant to N.J.A.C. 6A:14, Special Education.**
6. When the **school** district of residence for a homeless child cannot be determined, the Superintendent **or designee** of the **school** district in which the child **currently resides shall** enroll the child immediately in the **school** district of **the current** residence or the **school** district of last attendance.
7. **The school district selected pursuant to N.J.A.C. 6A:17-2 shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment such as previous academic records, medical records, proof of residency, or other documentation.**



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8. **Enrollment in the school district of residence, the school district of last attendance if not the school district of residence, or the school district where the child resides shall continue for the duration of homelessness, including when a family becomes homeless between academic years, and also for the remainder of the academic year if the homeless child becomes permanently housed during the academic year.**
- F. Parental Rights **(N.J.A.C. 6A:17-2.6)**
1. Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2.1 et seq.
- G. Disputes and Appeals **(N.J.A.C. 6A:17-2.7)**
1. **When a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or designee(s) of the involved school district(s) or the child's parent(s) shall immediately notify the Executive County Superintendent of Schools, who, in consultation with the Department's McKinney-Vento Homeless Education Coordinator or designee, shall immediately**—decide the **child's** status. If a dispute remains between the parent and the involved **school** district(s) following the **Executive** County Superintendent's determination, the parent or the involved **district** Board(s) of Education may appeal to the Commissioner of Education for a determination pursuant to N.J.A.C. 6A:3, **Controversies and Disputes**.
 2. **When a school** district designated as the **school** district of residence disputes **its** designation **as the school district of residence**, or where no designation can be agreed upon by the involved **school** districts, the Superintendent(s) **or designee(s)** of the involved **school** districts **shall** immediately notify the **Executive** County Superintendent of Schools, who **shall** make a determination **immediately, if possible, but no later than within forty-eight hours**.
 - a. If **the** dispute regarding determination of district of **residence does not involve the determination of homelessness and/or district enrollment, the school** district **disputing the Executive County Superintendent's determination may appeal to the Department of Education pursuant to N.J.A.C. 6A:23A-19.2(d), (e), and (f), and request a determination from the Division of Administration and Finance.**

- b. If an appeal of a determination of district of residence also includes an appeal of the determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
 3. Any dispute or appeal shall not delay the homeless child's immediate **enrollment or continued enrollment in the school district**. The homeless child **shall** be enrolled in the **school district in which enrollment or continued enrollment is sought by the parent**, pending resolution of the dispute or appeal.
 4. Disputes and appeals involving the services provided to a homeless child with **a disability shall** be made pursuant to N.J.A.C. 6A:14.
- H. Tuition (**N.J.A.C. 6A:17-2.8**)
1. **When** the homeless child is enrolled in a **school** district other than the **school** district of residence, the **school** district of residence **shall** pay **to the school district of enrollment** the **tuition** costs pursuant to N.J.S.A. 18A:38-19 **until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence shall no longer pay tuition to the school district of enrollment.**
 2. The **school** district of residence **shall** list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 **until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence shall no longer list the student on its ASSA.**
 3. **The State shall assume fiscal responsibility for the tuition of the child pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the school district in which the child is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d, under the following circumstances:**
 - a. If the **school** district of residence cannot be determined for **the** homeless child;
 - b. If the **school** district of residence is outside of the State; **or**



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c. **If a child resides in a Department of Community Affairs-licensed emergency shelter or transitional living facility due to domestic violence for more than a year combined for the duration of the placement pursuant to N.J.S.A. 18A:7B-12.d.**

(1). When the State assumes fiscal responsibility for the tuition of a homeless child, the State **shall** pay to the **school** district in which the child is enrolled the **weighted base per pupil amount calculated** pursuant to N.J.S.A. 18A:7F-49, and **the appropriate security and special education categorical aids per pupil pursuant to N.J.S.A. 18A:7F-55 and 56.**

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Student Records

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8330 STUDENT RECORDS

The Board of Education believes that information about individual students must be compiled and maintained in the interest of the student's educational welfare and advancement. The Board will strive to balance the student's right to privacy against the district's need to collect, retain, and use information about individual students and groups of students. The Board authorizes the establishment and maintenance of student files that include only those records mandated by law, rules of the State Board of Education, authorized administrative directive, and those records permitted by this Board.

The Superintendent shall prepare, present to the Board for approval, and distribute regulations that implement this Policy and conform to applicable State and federal law and rules of the State Board of Education.

General Considerations

The Board of Education shall compile and maintain student records and regulate access, disclosure, or communication of information contained in educational records in a manner that assures the security of such records in accordance with the provisions of N.J.A.C. 6A:32-7.1 et seq. Student records shall contain only such information as is relevant to the education of the student and is objectively based on the personal observations or knowledge of **the** certified school personnel who originate(s) the record. The **school** district shall **provide annual, written notification to** parents, adult students, **and emancipated minors** of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and local policies shall be made available upon request. The **school** district shall make every effort to notify parents and adult students in their dominant language.

Nothing in this Policy shall be construed to prohibit certified school personnel from disclosing student records to non-adult students or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the student or other persons.

No liability shall be attached to any member, officer, or employee of the Board of Education permitting access or furnishing student records in accordance with **N.J.A.C. 6A:32-7.1 et seq.**



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Student Information Directory

A student information directory is a publication of **the Board of Education** that includes information **relating to a student** as defined in N.J.A.C. 6A:32-2.1. **This information includes: name; grade level; date and place of birth; dates of school attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information. The student information directory shall be used only by authorized school district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption.** In the event the school district publishes a student information directory, the Superintendent or designee will **provide a parent or adult student a ten-day period to submit to the Superintendent a written statement** prohibiting the school district from including any **or** all types of information about the student in any student information directory before allowing access to such directory to educational, occupational, and military recruiters pursuant to N.J.S.A. 18A:36-19.1 and P.L. 107-110 sec. 9528, Armed Forces Recruiter Access to Students and Student Recruiting Information of the No Child Left Behind Act of 2001.

School Contact Directory **for Official Use**

A school contact directory for official use is a compilation by the school district that includes the following information for each student: name; address; telephone number; date of birth; and school enrollment. The district shall compile and maintain a school contact directory for official use **that** is separate and distinct from the student information directory. **The student contact directory may be provided** for official use only to judicial **and** law enforcement **personnel**, and **to** medical personnel currently providing services to the student in question. **To** exclude any information from the school contact directory for official use the parent, adult student, **or emancipated minor** shall notify the Superintendent or designee in writing.

Mandated and Permitted Student Records

Mandated student records are those records school districts have been directed to compile by State statute, regulations, or authorized administrative directive in accordance with N.J.A.C. 6A:32-7.3.

Permitted student records are **those student** records **not mandated pursuant to N.J.A.C. 6A:32-7.3, but** authorized by the Board to promote the **student's** educational welfare. The Board shall authorize the permitted records to be collected by adopting **Policy and Regulation 8330**, which will list such permitted records.



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Maintenance and Security of Student Records

The Superintendent or designee shall be responsible for the security of student records maintained in the school district. Policy and Regulation 8330 assure that access to such records is limited to authorized persons.

Records for each individual student **may** be **stored electronically or in paper format. When student records are stored electronically, proper security and back-up procedures shall be administered.**

Student health records, **whether stored on paper or electronically**, shall be maintained separately from other student records, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. Records shall be accessible during the hours in which the school program is in operation.

Any district internet website shall not disclose any personally identifiable information about a student **without receiving prior written consent from the student's parent**, in accordance with **the provisions of** N.J.S.A. 18A:36-35. **Personally identifiable information means student names; student photos; student addresses; student e-mail addresses; student phone numbers; and locations and times of class trips.**

Access to Student Records

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.

The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to **people** permitted by Federal and State statute and regulations in accordance with N.J.A.C. 6A:32-7.5.

The district **may** charge a reasonable fee for reproduction, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-2, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or under rules and regulations regarding students with disabilities.

Access to and disclosure of a student's health record shall meet the requirements of the Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).



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Only authorized organizations, agencies, **or** persons **as defined in N.J.A.C. 6A:32-7.5** shall have access to student records, **including student health records**.

Nothing **in N.J.A.C. 6A:32-7.1 et seq. or in Policy and Regulation 8330** shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.

In **complying with N.J.A.C. 6A:32-7 - Student Records**, individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and 34 CFR Part 99, the Family Educational Rights and Privacy Act (FERPA).

Conditions for Access to Student Records

All authorized organizations, agencies, and persons **defined in N.J.A.C. 6A:32-7.1 et seq.** shall have access to the records of a student subject to conditions **outlined in N.J.A.C. 6A:32-7.6(a)**.

Rights of Appeal for Parents and Adult Students

Student records are subject to challenge by parents and adult students on the grounds of inaccuracy, irrelevancy, impermissible disclosure, inclusion of improper information or denial of access to organizations, agencies, and persons in accordance with N.J.A.C. 6A:32-7.7(a).

To request a change in the record or to request a stay of disclosure pending final determination of the challenged procedure, the **parent or adult student shall follow the procedures pursuant to N.J.A.C. 6A:32-7.7(b)**.

Appeals relating to student records for students with disabilities shall be processed in accordance with the requirements of **N.J.A.C. 6A:32-7.7(b)**

Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place **in the student record** a statement commenting upon the information in the student record or setting forth any reasons for disagreement with the decision **made in the appeal**. Such statements shall be maintained as part of the student record as long as the contested portion of the record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.



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Retention and Disposal of Student Records

A student record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the school district. The school district shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.

Student records of currently enrolled students, other than that described in **N.J.A.C. 6A:32-7.8(e)**, may be disposed of after the information is no longer necessary to provide educational services to a student **and in accordance with the provisions of N.J.A.C. 6A:32-7.8(b)**.

Upon graduation or permanent departure of a student from the school district, the parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request. Information in student records, other than that described in **N.J.A.C. 6A:32-7.8(e)**, may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. Such disposition shall be **in accordance with the provisions of N.J.A.C. 6A:32-7.8(c) 2**.

No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.

In accordance with N.J.A.C. 6A:32-7.8(e), the New Jersey public school district of last enrollment, graduation, or permanent departure of the student from the school district shall keep for 100 years a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment **results**, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

N.J.S.A. 18A:36-19; 18A:36-19.1; 18A:40-4; 18A:40-19

N.J.A.C. 6A:32-7.1; 6A:32-7.2; 6A:32-7.3; 6A:32-7.4; 6A:32-7.5;
6A:32-7.6; 6A:32-7.7; 6A:32-7.8

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Student Records

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R 8330 **STUDENT RECORDS**

A. Definitions

1. "Access" means the right to view, make notes, and/or reproduce **a** student record.
2. "Adult student" means a **person** who is at least eighteen years of age, or is attending an institution of postsecondary education, or is an emancipated minor.
3. "Mandated student records" means student records that school districts compile **pursuant to** State statute, regulation, or authorized administrative directive.
4. "Parent" means the natural or adoptive parent, legal guardian, surrogate **appointed according to N.J.A.C. 6A:14-2.2**, or a person acting in place of a parent **(such as a grandparent or stepparent with whom the student lives or a person legally responsible for the student's welfare)**. Unless parental rights have been terminated by a court of appropriate jurisdiction, the parent retains all rights under N.J.A.C. 6A:32. **In addition, a** foster parent may act as a parent under the provisions of N.J.A.C. 6A:32 if the parent's authority to make educational decisions on the student's behalf has been terminated by a court of appropriate jurisdiction.
5. "Permitted student records" means records that the Board of Education has authorized, by resolution adopted at a regular public meeting, to be collected to promote the educational welfare of students.
6. "Student record" means information related to an individual student gathered within or outside the school **district** and maintained within the school **district** regardless of the physical form in which it is maintained. **Essential in this definition is the idea that** any information that is maintained for the purpose of second-party review is considered a student record. Therefore, information recorded by certified school personnel solely as a memory aid **and** not for the use of a second party is excluded from this definition.



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7. "Student information directory" means a publication of the **Board of Education that** includes information relating to a student. **It shall be used only by authorized school district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption. The information shall be** the student's: name; grade level; date and place of birth; dates of attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information.

B. General Considerations

1. **The Board of Education shall compile and maintain student records and regulate access, disclosure, or communication of information contained in educational records in a manner that assures the security of such records in accordance with the provisions of N.J.A.C. 6A:32-7.1. et seq.**
2. Student records shall contain only such information as is relevant to the education of the student and is objectively based on the personal observations or knowledge of **the** certified school personnel who originate**(s)** the record.
3. The **school** district shall **provide annual, written notification to** parents, adult students, **and emancipated minors** of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and local policies shall be made available upon request. The **school** district shall make every effort to notify parents and adult students in their dominant language.
4. A non-adult student may assert rights of access only through his or her parents. However, nothing in **N.J.A.C. 6A:32-7 et seq. or in** Policy or Regulation 8330 shall be construed to prohibit certified school personnel **from disclosing at** their discretion student records to non-adult students or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the student or other persons.
5. The parent or adult student shall have access to their own records and have access to or be specifically informed about only that portion of another student's record that contains information about his or her own child or himself or herself.



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Student Records

6. The Superintendent or designee shall require all permitted student records of currently enrolled students to be reviewed annually by certified school personnel to determine the education relevance of the material contained therein. The reviewer shall cause data no longer descriptive of the student or educational program to be deleted from the records except that prior notice shall be given for classified students in accordance with N.J.A.C. 6A:14, Special Education. Such information shall be disposed of and not be recorded elsewhere. No record of any such deletion shall be made.
 7. No liability shall be attached to any member, officer, or employee of the Board of Education permitting access or furnishing student records in accordance with **N.J.A.C. 6A:32-7.1 et seq.**
 8. When the parent's or adult student's dominant language is not English or the parent or adult student is deaf, the **school** district shall provide interpretation of the student records in the dominant language of the parents or adult student.
 8. Student health records shall be maintained separately from other student records and handled, according to the requirements of N.J.A.C. 6A:32-7.1 **et seq.**, until such time as graduation or termination whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.
- C. School Contact Directory **for Official Use (N.J.A.C. 6A:32-7.2)**
1. The **Board of Education** shall compile and maintain a school contact directory for official use **that** is separate and distinct from the student information directory.
 - a. School personnel shall provide information from the school contact directory for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question.
 - b. Upon request from a court, other judicial agency, law enforcement agency, or medical service provider who is currently providing services to the student in question, school personnel shall promptly verify the enrollment of a student and provide the requester with all the information about that student that is contained in the school contact directory for official use.



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Student Records

2. **To** exclude any information from the school contact directory for official use, the parent, adult student, **or emancipated minor** shall notify the Superintendent or designee in writing.
- D. Mandated and Permitted Student Records
1. Mandated student records shall include the following:
 - a. The student's name, address, telephone number, date of birth, name of parent(s), gender, standardized assessment **results**, grades, attendance, classes attended, grade level completed, year completed, **and years of attendance**;
 - b. Record of daily attendance;
 - c. Descriptions of student progress according to the system of student evaluation used in the school district;
 - d. History and status of physical health compiled in accordance with State regulations, including results of any physical examinations given by qualified school district employees **and immunizations**;
 - e. Records pursuant to rules and regulations regarding the education of students with disabilities; and
 - f. All other records required by **N.J.A.C. 6A**.
 2. Permitted student records are **those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but** authorized by the Board to promote the student's educational welfare and include the following as authorized by this Board upon adoption of Policy and Regulation 8330. These records **may** include, but **are** not limited to:
 - a. Personally authenticated observations, assessments, ratings, and anecdotal reports recorded by teaching staff members in the performance of their professional responsibilities and intended for review by another person, provided the record is dated and signed by the originator. Information recorded solely as a memory aid for the originator becomes a student's record when it is reviewed by any other person, including a substitute;
 - b. Information, scores, and results obtained from standardized tests or by approved tests conducted by professional personnel;



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Student Records

- c. Educationally relevant information provided by the parent, adult student, **or emancipated minor** regarding the student's achievements or school activities;
- d. Any correspondence with the student and/or the student's parents;
- e. Driver education certificate;
- f. Emergency notification form;
- g. New student registration form;
- h. Withdrawal or transfer form;
- i. Change of schedule form;
- j. Records of disciplinary infractions, penalties, and disciplinary hearings;
- k. Records of the student's co-curricular and athletic activities and achievements;
- l. Class rank;
- m. Awards and honors;
- n. Notations of additional records maintained in a separate file;
- o. The statement from a student's parent or adult student, **or emancipated minor** regarding a contested portion of the record; and
- p. Entries indicating review of the file by an authorized person;

E. Maintenance and Security of Student Records

1. The Superintendent or designee shall be responsible for the security of student records maintained in the school district **and shall devise procedures/regulations for assuring that access to such records is limited to authorized persons.** Policy and Regulation 8330 assures that access to such records is limited to authorized persons.
2. Records for each individual student **may be stored either electronically or in paper format. When student records are stored electronically, proper security and backup procedures shall be administered.**



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Student Records

3. Student health, **whether stored on paper or electronically**, shall be maintained separately from other student records, until such time as graduation or termination whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.
 4. Records shall be accessible during the hours in which the school program is in operation.
 5. Mandated student records required as part of programs established through State administered entitlement or discretionary funds from the U.S. Department of Education shall be maintained for a period of five years after graduation, termination from the school district, or age **twenty-three**, whichever is longer, and shall be disposed of in accordance with N.J.S.A. 47:3-15 et seq.
 6. Any district website shall not disclose any personally identifiable information about a student, in accordance with N.J.S.A. 18A:36-35.
- F. Access to Student Records **(N.J.A.C. 6A:32-7.5)**
1. **Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.**
 2. The **school** district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to **people** permitted by Federal and State statute and regulations **or stated in N.J.A.C. 6A:32-7.5(e) and section G. below.**
 3. The **school** district will charge a reasonable fee for reproduction **of student records**, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or **other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.**
 4. Access to and disclosure of a student's health record shall meet the requirements of the Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).



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G. Authorized Organizations, Agencies, and Persons with Access to Student Records **(N.J.A.C. 6A:7.5(e))**

Access shall include only the following:

1. A student who has the written permission of a parent and the parent of a student under the age of eighteen whether or not the child resides with **the** parent except per N.J.S.A. 9:2-4;
 - a. The place of residence shall not be disclosed; and
 - b. Access shall not be provided if denied by a court.
2. Students at least sixteen years of age who are terminating their education in the **school** district because they will graduate secondary school at the end of the term or no longer plan to continue their education;
3. **An** adult student and parent who has the written permission of **an adult** student, except that the parent shall have access without consent of the student as long as the student is financially dependent on the parent and enrolled in the public school system or if the student has been declared legally incompetent by a court of appropriate jurisdiction. The parent of the financially dependent adult student may not disclose information contained in the adult student's record to a second or third party without the consent of the adult student;
4. Certified school district personnel who **are** assigned educational responsibility for the student shall have access to the general student record, but not to the student health record, except under conditions permitted in N.J.A.C. 6A:16-**2.4**;
5. Certified educational personnel who have assigned educational responsibility for the student and who are employed by agencies listed below shall have access to the general student record, but not to the student health record except under conditions permitted in N.J.A.C. 6:16-**2.4**:
 - a. An approved private school for the disabled;
 - b. A State facility;
 - c. Accredited nonpublic schools in which students with educational disabilities have been placed according to N.J.S.A. 18A:46-14; or
 - d. Clinics and agencies approved by the Department of Education.



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Student Records

6. **To fulfill** its legal responsibility, the Board **of Education shall have** access through the Superintendent or designee to information contained in a student's record. Information shall be discussed in executive session unless otherwise requested by the parent or adult student;
7. Secretarial and clerical personnel under the direct supervision of certified school personnel shall be permitted access to portions of the record to the extent necessary for the entry and recording of data and the conducting of routine clerical tasks. Access shall be limited only to student files **in** which such staff are directed to enter or record information and shall cease when the specific assigned task is completed;
8. Accrediting organizations in order to carry out their accrediting functions.
9. The Commissioner of Education and New Jersey Department of Education staff **members** who **are** assigned responsibility **that** necessitates the review of such records;
10. Officials of other district Boards of Education within the State of New Jersey or other educational agencies or institutions where the student is placed, registered, or seeks to enroll subject to the following conditions:
 - a. Original mandated student records school districts have been directed to compile by New Jersey statute, regulation, or authorized administrative directive shall be forwarded to the receiving school district with written notification to the parent or adult student;
 - b. Original **mandated** student records **that a** Board **of Education** has required shall be forwarded to the receiving school district only with the written consent of the parent or adult student except where a formal sending-receiving relationship exists between the school districts;
 - c. All records to be forwarded, including disciplinary records as specified in N.J.S.A. 18A:36-19(a), shall be sent to the Superintendent or designee of the school district to which the student has transferred within ten school days after the transfer has been verified by the requesting school district;
 - d. The Superintendent or designee shall request in writing **all student records** from the school district of last attendance within two weeks from the date that the student enrolls in the new school district;



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Student Records

- e. **Upon request**, the Superintendent or designee of the school district of last attendance shall provide a parent(s) or an adult student with a copy of the records disclosed to other educational agencies or institutions; and
 - f. Proper identification, such as a certified copy of the student's birth certificate **or other proof of the child's identity pursuant to N.J.S.A. 18A:36-25.1**, shall be requested at the time of enrollment in a new school district.
- 11. Officials of the United States Department of Education who have assigned responsibilities **that** necessitate review of such records;
 - 12. Officers and employees of a State agency responsible for protective and investigative services for students referred to that agency, pursuant to N.J.S.A. 9:6-8.40. Wherever appropriate, the **Board of Education** shall ask **the** State agency for its cooperation in sharing the findings of **an** investigation.
 - 13. **Agency caseworkers or other representatives of a State or local child welfare agency who have the right to access a student's case plan when the agency or organization is legally responsible, in accordance with State law, for the care and protection of the student, consistent with 20 U.S.C. § 1232g(b)(1)(L);**
 - 14. Organizations, agencies, and persons from outside the school if they have the written consent of the parent or adult **student. Organizations**, agencies, and persons shall not transfer student record information to a third party without the written consent of the parent or adult student;
 - 15. Organizations, agencies, and individuals outside the school, other than those specified in N.J.A.C. 6A:32-7.5, upon the presentation of a court order.
 - 16. Bona fide researchers who explain to the Superintendent, the nature of the research project and the relevance of the records sought. **Researchers shall also** satisfy the Superintendent or designee that the records **will** be used under strict conditions of anonymity and confidentiality. Such assurance shall be received in writing by the Superintendent prior to the release of information to the researcher;
 - 17. **Nothing in N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons; and**



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18. In complying with N.J.A.C. 6A:32-7.1 et seq., individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-1 et seq. - the Open Public Records Act (OPRA) and 20 U.S.C. § 1232g, 34 CFR Part 99 - the Family Educational Rights and Privacy Act (FERPA).

H. Conditions for Access to Student Records **(N.J.A.C. 6A:32-7.6)**

All authorized organizations, agencies, and persons **defined in N.J.A.C. 6A:32-7.1 et seq. as listed below** shall have access to the records of a student, subject to the following conditions:

1. No student record shall be altered or disposed of during the time period between a request to review the record and the actual review of the record.
2. Authorized organizations, agencies, and persons from outside the school whose access requires the consent of parents or adult students shall submit **to the Superintendent or designee** request in writing together with any required authorization.
3. The Superintendent or designee shall be present during the period of inspection to provide interpretation of the records where necessary and to prevent their alteration, damage, or loss. In every instance of inspection of student records by persons other than parents, student, or individuals who have assigned educational responsibility for the individual student, an entry shall be made in the student's record of the names of persons granted access, the reason access was granted, the time, and circumstances of inspection, the records studied and the purposes for which the data will be used.
4. **Prior to disclosure of student records to organizations, agencies, or persons outside the school district pursuant to a court order, the Superintendent or designee shall** give the parent or adult student at least three days' notice of the name of the requesting agency **unless otherwise judicially instructed.** and the specific records requested. Such notification shall be provided in writing if practicable. Only records related to the specific purpose of the court order shall be disclosed.
 - a. **Notice to the parent shall not be required when he or she is party to a court proceeding involving child abuse and neglect or dependency matters, consistent with 20 U.S.C. § 1232g(b)(2)(B).**



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Student Records

5. A record may be withheld from a parent or from an adult student only when the **school** district obtains a court order or is provided with evidence that there is a court order revoking the right to access. Only that portion of the record designated by the court **shall** be withheld. When the district has or obtains evidence of such court order, the parent or adult student shall be notified in writing within five days of his or her request that access to the record has been denied and that the person has the right to appeal this decision to the court issuing the order.
- I. Rights of Appeal for Parents and Adult Students **(N.J.A.C. 6A:32-7.7)**
 1. Student records are subject to challenge by parents and adult students on grounds of inaccuracy, irrelevancy, impermissive disclosure, inclusion of improper information, or denial of access to organizations, agencies, and persons. The parent or adult student may seek to: expunge inaccurate, irrelevant, or otherwise improper information from the student record; insert additional data as well as reasonable comments as to the meaning and/or accuracy of the records; and/or request an immediate stay of disclosure pending final determination of the challenge procedure as described in N.J.A.C. 6A:32-7.
 2. To request a change in the record or to request a stay of disclosure pending final determination of the challenged procedure, the process shall be as follows:
 - a. A parent or adult student shall notify **in writing** the Superintendent of the specific issues relating to the student's record.
 - b. Within ten **school** days of notification, the Superintendent or designee shall notify the parent or adult student of the school district's decision.
 - c. If the school district disagrees with the request, the Superintendent or designee shall meet with the parent or adult student to **resolve** the issues set forth in the appeal.
 - d. If the matter is not satisfactorily resolved, the parent or adult student **has ten school days to** appeal this decision either to the Board of Education.
 - e. If **an** appeal is made to the Board of Education, a decision shall be rendered within **twenty school** days. The decision of the Board **of Education** may be appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:43, **Controversies and Disputes**.



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Student Records

- f. At all stages of the appeal process, the parent or adult student shall be afforded a full and fair opportunity to present evidence relevant to the issue. A record of the appeal proceedings and outcome shall be made a part of the student's record with copies made available to the parent or adult student.
- 3. Appeals relating to **student** records of students with disabilities shall be processed in accordance with the requirements **I.2** above.
- 4. Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place **in the student record** a statement in the commenting upon the information in the student's record or setting forth any reasons for disagreement with the decision **made in the appeal**.
 - a. Such statements shall be maintained as part of the student's record as long as the contested portion of the record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.
- J. Retention and Disposal of Student Records
 - 1. A student's record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the school district.
 - a. The school district shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.
 - 2. Student records of currently enrolled students, other than the records that must be maintained for one hundred years as described in **N.J.A.C. 6A:32-7.8(e) and 5** below, may be disposed of after the information is no longer necessary to provide educational services to a student.
 - a. Such disposition shall be accomplished only after written parental or adult student notification and written parental or adult student permission has been granted or after reasonable attempts of such notification and reasonable attempts to secure parental or adult student permission has been unsuccessful.
 - 3. Upon graduation or permanent departure of a student from the school district:



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Student Records

- a. **T**he parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request.
 - b. Information in student records, other than **that** described in **N.J.A.C. 6A:32-7.8(e) and 5** below, may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq.
 - c. Such disposition shall be accomplished only after written parental or adult student notification and written parental or adult student permission has been granted, or after reasonable attempts at such notification and reasonable attempts to secure parental or adult student permission have been unsuccessful and prior written authorization has been obtained from the New Jersey State Records Committee in the New Jersey Department of State.
4. No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.
 5. The New Jersey public school district of last enrollment, graduation, or permanent departure of the student from the school district shall keep for one hundred years a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

Issued: 12 January 2010

Issued:

BUSINESS SERVICES

RESOLUTIONS

Q.

Report Date 01/18/17 09:48 AM

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Page No 1

A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
10	12021118	275.00	01/18/17	32158 AMERICAN ARBITRATION ASSOCIATION	C
Total Bank No 10		275.00			

Total Manual Checks	.00
Total Computer Checks	275.00
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Manual Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total	275.00
Number of Checks	1

Batch Yr	Batch No	Amount
17	000851	275.00

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12021123	30,444.67	01/19/17	5193 NCS PEARSON, INC.	C
Total Bank No 10		30,444.67			

Total Manual Checks	.00
Total Computer Checks	30,444.67
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Manual Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total	30,444.67
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Number of Checks	1
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Batch Yr	Batch No	Amount
17	000864	30,444.67

A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
10	12021124	25.00	01/26/17	5424 NEW JERSEY MOTOR VEHICLE COMMISSION	C
Total Bank No 10		25.00			

Total Manual Checks	.00
Total Computer Checks	25.00
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Manual Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total	25.00
Number of Checks	1

Batch Yr	Batch No	Amount
17	000902	25.00

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12021125	137,703.50	02/01/17	1546 COMMUNITY DAY NURSERY	C
10	12021126	131,402.08	02/01/17	2332 EAST ORANGE CHILD DEVELOPMENT CORP.	C
10	12021127	100,766.67	02/01/17	3182 HARAMBEE FAMILY ACADEMY	C
10	12021128	66,425.25	02/01/17	4499 METRO YMCA OF THE ORANGES-E.O.BRANCH	C
10	12021129	36,758.17	02/01/17	5280 NORJENES	C
10	12021130	12,634.68	02/01/17	3076 SARAH WARD NURSERY CORPORATION	C
10	12021131	174,625.89	02/01/17	4426 THE LITTLE ONES	C
10	12021132	147,701.00	02/01/17	3166 THREE STAGES LEARNING CENTER	C
10	12021133	92,109.33	02/01/17	10669 ZADIE'S OF THE ORANGES	C
Total Bank No 10		900,126.57			

Total Manual Checks	.00
Total Computer Checks	900,126.57
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Manual Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total	900,126.57
Number of Checks	9

Batch Yr	Batch No	Amount
17	000921	900,126.57

A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
10	12021134	50.00	02/06/17	5424 NEW JERSEY MOTOR VEHICLE COMMISSION	C
Total Bank No 10		50.00			

Total Manual Checks	.00
Total Computer Checks	50.00
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Manual Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total	50.00
Number of Checks	1

Batch Yr	Batch No	Amount
17	000995	50.00

Report Date 02/07/17 04:10 PM

EAST ORANGE BOARD OF EDUCATION

Page No 1

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12021135	25.47	02/14/17	2858 GAS ARC DIV. AWISCO NY CORP	C
10	12021136	2,332.01	02/14/17	7014 4IMPRINT INC	C
10	12021137	8,000.00	02/14/17	7009 532 HOLDING CO. LLC	C
10	12021138	59,870.76	02/14/17	3543 ACTION CARTING ENVIRONMENTAL	C
10	12021139	2,622.22	02/14/17	157 ADAMS STERN GUTIRREZ & LATTIBOUDERE, LLC	C
10	12021140	3,081.64	02/14/17	18104 AETNA LIFE INSURANCE COMPANY	C
10	12021141	957.98	02/14/17	27669 AKJ WHOLESALE LLC DBA AKJ EDUCATION	C
10	12021142	1,852.50	02/14/17	148 ALARM & COMMUNICATION TECHNOLOGIES, INC.	C
10	12021143	3,368.15	02/14/17	13099 ALSTEDE FARMS LLC	C
10	12021144	235.00	02/14/17	443 ANDERSON AQUARIUMS	C
10	12021145	240.00	02/14/17	455 APOLLO FLAG CO, INC	C
10	12021146	15,765.55	02/14/17	452 APPLE COMPUTER, INC	C
10	12021147	64.01	02/14/17	626 ARCTIC FALLS SPRING WATER INC	C
10	12021148	44.24	02/14/17	55 AT&T	C
10	12021149	31,786.00	02/14/17	525 ATRA JANITORIAL SUPPLY CO., INC	C
10	12021150	990.00	02/14/17	8576 AUTOMATED LOGIC CONTRACTING SERVICE	C
10	12021151	767.25	02/14/17	537 AVONDALE ADVENTURE D/B/A HOLEY CARDS	C
10	12021152	7,068.00	02/14/17	621 B&H PHOTO-VIDEO	C
10	12021153	159.19	02/14/17	6165 BARNES & NOBLE, INC.	C
10	12021154	2,900.00	02/14/17	31089 BEACON OF WELLNESS, INC.	C
10	12021155	412.75	02/14/17	659 BEAR COM	C
10	12021156	107.10	02/14/17	759 BEVERLY A. BUDGESS	C
10	12021157	1,695.00	02/14/17	14567 BRAINPOP LLC	C
10	12021158	1,440.00	02/14/17	872 BRANCH BROOK PARK	C
10	12021159	29,200.00	02/14/17	15229 CAMPBELL FIRE PROTECTION, INC.	C
10	12021160	3,700.00	02/14/17	27650 CAPE MAY COUNTY SPECIAL SERVICES SCHOOL	C
10	12021161	5,000.00	02/14/17	1897 CARUSO POPE SMITH EDELL PICINI	C
10	12021162	1,108.39	02/14/17	1211 CASCADE SCHOOL SUPPLIES INC.	C
10	12021163	7,009.48	02/14/17	1012 CDW GOVERNMENT, INC.	C
10	12021164	17,527.23	02/14/17	1637 CEREBRAL PALSY OF NORTH JERSEY	C
10	12021165	35.90	02/14/17	6327 CHAMBER THEATRE PRODUCTIONS, INC.	C
10	12021166	247.96	02/14/17	31380 CMF BUSINESS SUPPLIES INC	C
10	12021167	5,022.30	02/14/17	507 CONNECTIONS PERSONNEL INC.	C
10	12021168	16,694.09	02/14/17	1822 CROSSTOWN PLUMBING SUPPLY	C
10	12021169	1,376.76	02/14/17	2267 CRYSTAL AUTO REPAIR	C
10	12021170	485.00	02/14/17	15903 CRYSTAL CLEAR GLASS, LLC	C
10	12021171	988.00	02/14/17	1085 CTB	C
10	12021172	202.16	02/14/17	7544 DANCE WEAR SOLUTIONS	C
10	12021173	1,800.00	02/14/17	2105 DERON SCHOOL OF NEW JERSEY	C
10	12021174	30,817.44	02/14/17	16845 DIRECT ENERGY BUSINESS	C
10	12021175	89.99	02/14/17	5975 DISTINCTIVE DESIGNS WITH MARLO, LLC	C
10	12021176	350.00	02/14/17	6181 DISTRIBUTED WEBSITE CORP.	C
10	12021177	500.00	02/14/17	31984 DR. KEVIN R. WEST	C
10	12021178	4,972.81	02/14/17	2603 E+PLUS TECHNOLOGY, INC.	C
10	12021179	84,067.54	02/14/17	2358 EAST ORANGE WATER COMMISSION	C
10	12021180	1,624.44	02/14/17	2304 EASTBAY INC	C
10	12021181	565.00	02/14/17	29670 ELEVATE EDUCATION , INC.	C
10	12021182	5,519.00	02/14/17	24554 ELEVATOR MAINTENANCE CORP.	C
10	12021183	1,214,776.16	02/14/17	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12021184	1,555.20	02/14/17	29076 ESSEX TRAVEL SERVICE	C
10	12021185	3,825.67	02/14/17	12211 FILEBANK, INC.	C
10	12021186	3,246.53	02/14/17	1390 FIRST CHILDREN, LLC PAM VENKUS	C
10	12021187	4,424.89	02/14/17	2687 FLAGHOUSE INC.	C
10	12021188	368.17	02/14/17	22322 FLORE-NADEIGE LOVETT-PETTY CASH	C
10	12021189	5,243.08	02/14/17	2698 FOLLETT SCHOOL SOLUTIONS, INC.	C

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Bank	Check No	Amount	Date	Vendor	Type
10	12021190	149.00	02/14/17	2725 FOUNDATION FOR EDUCATIONAL ADMINISTRATIO	C
10	12021191	47.69	02/14/17	20974 FRANKLIN COVEY CLIENT SALES INC.	C
10	12021192	220.00	02/14/17	2836 GARDEN STATE LABORATORIES	C
10	12021193	2,890.00	02/14/17	2919 GLENVIEW ACADEMY DBA KDDS INC.	C
10	12021194	1,400.00	02/14/17	19267 GLOBAL COMPLIANCE NETWORK, INC.	C
10	12021195	69.06	02/14/17	6522 GLORIA P. WATSON	C
10	12021196	17,422.24	02/14/17	2954 GLOUCESTER COUNTY SPECIAL SERVICES SCHOO	C
10	12021197	1,038.32	02/14/17	3000 GRAINGER	C
10	12021198	5,780.00	02/14/17	3001 GRAMON SCHOOL DBA ELO INCORORATED	C
10	12021199	840.00	02/14/17	2934 GREEN MEADOWS FARM	C
10	12021200	2,400.00	02/14/17	3172 HATCH CREATIVE DIVERSITY	C
10	12021201	901.00	02/14/17	3315 HAWTHORNE EDUCATIONAL SERVICES	C
10	12021202	74.50	02/14/17	3345 HECHT TRAILERS	C
10	12021203	233.58	02/14/17	4774 HENRY SCHEIN, INC.	C
10	12021204	1,917.00	02/14/17	3395 HERTZ FURNITURE SYSTEMS	C
10	12021205	238.74	02/14/17	787 HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	C
10	12021206	899.55	02/14/17	27596 HUNTERDON CENTRAL REGIONAL HIGH SCHOOL	C
10	12021207	6,721.30	02/14/17	7862 IN-LINE AIR CONDITIONING CO., INC.	C
10	12021208	555.00	02/14/17	3587 INTERNATIONAL CENTER FOR	C
10	12021209	3,000.00	02/14/17	22420 IWEISS INC	C
10	12021210	244.00	02/14/17	6432 IXL LEARNING	C
10	12021211	2,040.20	02/14/17	5783 J.W. PEPPER & SON, INC.	C
10	12021212	705.00	02/14/17	32115 JACQUELINE DELATOUR	C
10	12021213	117.60	02/14/17	18554 JONES SCHOOL SUPPLY	C
10	12021214	7,914.00	02/14/17	3977 KENCOR, INC.	C
10	12021215	4,160.02	02/14/17	4185 LAKESHORE LEARNING MATERIALS	C
10	12021216	2,224.00	02/14/17	4289 LERRO ENTERPRISES, INC.	C
10	12021217	835.75	02/14/17	4315 LIBERTY SCIENCE CENTER INC	C
10	12021218	425.00	02/14/17	21741 LIFESAVER, INC.	C
10	12021219	184.80	02/14/17	4399 LOYOLA PRESS	C
10	12021220	93,892.28	02/14/17	4470 MCGRAW-HILL SCHOOL EDUCATION HOLDS., LLC	C
10	12021221	9,520.00	02/14/17	4768 METUCHEN CENTER INC.	C
10	12021222	2,664.00	02/14/17	16977 MK LIONS LLC	C
10	12021223	37.00	02/14/17	4991 MUSIC IN MOTION	C
10	12021224	694.00	02/14/17	22144 NANCY DEAN	C
10	12021225	253.80	02/14/17	5133 NASCO	C
10	12021226	498.00	02/14/17	5156 NATIONAL BUSINESS FURNITURE	C
10	12021227	49,714.02	02/14/17	5249 NATIONAL TERMINAL INC.	C
10	12021228	2,250.00	02/14/17	868 NATURAL GREEN LAWN CARE	C
10	12021229	4,135.00	02/14/17	5271 NEUROSCIENCE ASSOC., MD., PA	C
10	12021230	425.00	02/14/17	5322 NEW JERSEY ASSOCIATION OF SCHOOL ADMINIS	C
10	12021231	149.00	02/14/17	7640 NEW JERSEY PRINCIPALS & SUPERVISORS	C
10	12021232	550.00	02/14/17	5392 NJSB & GA ESSEX COUNTY CHAPTER MAIL	C
10	12021233	4,500.00	02/14/17	18260 NJ SCHOOL JOBS.COM	C
10	12021234	8,000.00	02/14/17	5389 NJPAC ARTS ED DEPT.	C
10	12021235	855.00	02/14/17	5388 NJPAC TICKET SERVICES SCHOOLTIME SERIES	C
10	12021236	225.00	02/14/17	5404 NJSIAA	C
10	12021237	4,663.48	02/14/17	5693 NORTH JERSEY ELKS DEVELOPMENTAL	C
10	12021238	670.00	02/14/17	29068 NORTHEAST CONFERENCE ON THE TEACHING	C
10	12021239	21,888.00	02/14/17	1619 NORTHWEST ESSEX COMMUNITY HEALTHCARE NET	C
10	12021240	2,715.00	02/14/17	5067 NSBA REGISTRAR	C
10	12021241	195.00	02/14/17	27286 NUTLEY BOARD OF EDUCATION	C
10	12021242	2,302.34	02/14/17	8974 O.DIBELLA MUSIC INC.	C
10	12021243	4,655.19	02/14/17	7351 OMNI TRAVEL & TOURS	C
10	12021244	337.36	02/14/17	2042 READYREFRESH	C

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10	12021245	314.93	02/14/17	5899 POSITIVE PROMOTIONS, INC	C
10	12021246	678.56	02/14/17	6034 PREMIER OFFICE SUPPLY, INC.	C
10	12021247	1,710.00	02/14/17	5944 PRESENTATION SYSTEMS INC.	C
10	12021248	834.00	02/14/17	1953 PRO-TEC SYSTEMS, INC.	C
10	12021249	1,223.81	02/14/17	5983 PROMEDIA TECHNOLOGY SERVICES, INC.	C
10	12021250	134.60	02/14/17	5989 PRUDENT PUBLISHING CO. DBA THE	C
10	12021251	442.00	02/14/17	14192 QUIANA PHILLIPS	C
10	12021252	171.82	02/14/17	6168 REALLY GOOD STUFF A DIV OF FILMIC ARCHIV	C
10	12021253	500.00	02/14/17	28681 RECOGNITION DEPOT LLC DBA K & K	C
10	12021254	595.00	02/14/17	6201 RELIABLE LOCK & SAFE	C
10	12021255	9,350.00	02/14/17	18880 RUTGERS-UBHC	C
10	12021256	525.00	02/14/17	2751 SAMUEL FRENCH, INC	C
10	12021257	7.24	02/14/17	6510 SCHOOL HEALTH CORP.	C
10	12021258	432.30	02/14/17	6512 SCHOOL NURSE SUPPLY INC.	C
10	12021259	8,634.56	02/14/17	6539 SCHOOL SPECIALTY INC.	C
10	12021260	1,744.00	02/14/17	18333 SCHOOL WEBMASTERS	C
10	12021261	15,000.00	02/14/17	6530 SMAPA (SHARON MILLER'S ACADEMY OF	C
10	12021262	652.02	02/14/17	5656 SMART SOURCE LLC	C
10	12021263	26.67	02/14/17	6672 SOCIAL STUDIES SCH SERVICE	C
10	12021264	4,130.36	02/14/17	6429 SODEXO CATERING FOR E.O.B.O.E FOOD SERVI	C
10	12021265	845.00	02/14/17	6428 SODEXO, INC. - BUSINESS OFFICE	C
10	12021266	4,548.14	02/14/17	6728 SOUTH JERSEY ENERGY	C
10	12021267	3,799.97	02/14/17	1721 STAPLES ADVANTAGE	C
10	12021268	1,057.74	02/14/17	6771 STAPLES BUSINESS ADVANTAGE	C
10	12021269	4,320.00	02/14/17	11460 STARLIGHT HOME CARE AGENCY, INC.	C
10	12021270	1,769.00	02/14/17	6809 STERLING HILL MINING MUSEUM, INC.	C
10	12021271	105.75	02/14/17	17701 STEWART BUSINESS SYSTEMS	C
10	12021272	305.15	02/14/17	31488 SYREETA THOMPSON	C
10	12021273	1,652.78	02/14/17	3276 TALX UC EXPRESS	C
10	12021274	2,067.00	02/14/17	12904 TAMARA L. COLBERT	C
10	12021275	442.00	02/14/17	31364 TANISHA DAVIS	C
10	12021276	2,250.66	02/14/17	7142 TANNER NORTH JERSEY, INC. FURNITURE & EQ	C
10	12021277	945.00	02/14/17	6994 TELE-MEASUREMENTS, INC.	C
10	12021278	23,175.00	02/14/17	22080 TEQUIPMENT, IN.	C
10	12021279	520.00	02/14/17	3296 HARTFORD STEAM BOILER	C
10	12021280	1,375.00	02/14/17	4246 THE LEARNING INTERNET, INC.	C
10	12021281	4,032.27	02/14/17	4999 THE MUSIC SHOP, L.L.C	C
10	12021282	293.58	02/14/17	7643 THE PRUDENTIAL INSURANCE COMPANY OF AMER	C
10	12021283	266.60	02/14/17	6785 NJ ADVANCE MEDIA	C
10	12021284	413.40	02/14/17	6784 NJ ADVANCE MEDIA	C
10	12021285	300.84	02/14/17	7084 TIME FOR KIDS, INC.	C
10	12021286	917.76	02/14/17	6548 TRACY SMITH	C
10	12021287	457.67	02/14/17	28525 TRANSOURCE SERVICES CORP.	C
10	12021288	1,360.00	02/14/17	5345 TREASURER-STATE OF NEW JERSEY	C
10	12021289	2,507.84	02/14/17	7112 TRIARCO ARTS & CRAFTS	C
10	12021290	8,326.00	02/14/17	31461 TRY US HEALTH CARE SVS.	C
10	12021291	141.77	02/14/17	12513 ULINE	C
10	12021292	17,830.41	02/14/17	8173 UNITED WELDING & PLUMBING	C
10	12021293	62,394.31	02/14/17	7296 VERIZON WIRELESS	C
10	12021294	35,077.58	02/14/17	2540 W.B. MASON INC.	C
10	12021295	968.15	02/14/17	31259 WEST MUSIC COMPANY	C
10	12021296	2,432.16	02/14/17	4516 WILLIAM H. SADLIER, INC.	C
10	12021297	37,962.91	02/14/17	7548 XEROX CORP	C
10	12021298	1,500.00	02/14/17	28320 YOOJIN PARK	C
10	12021299	25,681.94	02/14/17	7570 YOUTH CONSULTATION SERVICE	C

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10	12021300	5,937.50	02/14/17	20236 ACADEMIC SOLUTIONS LLC	C
10	12021301	2,844.46	02/14/17	148 ALARM & COMMUNICATION TECHNOLOGIES, INC.	C
10	12021302	165.00	02/14/17	314 AMERICAN ACADEMY OF PEDIATRICS	C
10	12021303	530.00	02/14/17	416 AMERICAN TIME RECORDER	C
10	12021304	630.00	02/14/17	430 AMTNJ (ASSOCIATION MATHEMATICS TEACHERS	C
10	12021305	700.00	02/14/17	443 ANDERSON AQUARIUMS	C
10	12021306	13,968.39	02/14/17	452 APPLE COMPUTER, INC	C
10	12021307	198.22	02/14/17	626 ARCTIC FALLS SPRING WATER INC	C
10	12021308	1,399.00	02/14/17	11320 ASCD	C
10	12021309	330.66	02/14/17	621 B&H PHOTO-VIDEO	C
10	12021310	12,736.40	02/14/17	642 BANCROFT, INC.	C
10	12021311	5,183.10	02/14/17	202 BANYAN SCHOOL, INC.	C
10	12021312	2,925.90	02/14/17	6165 BARNES & NOBLE, INC.	C
10	12021313	670.05	02/14/17	650 BARNES & NOBLE INC.	C
10	12021314	197.95	02/14/17	32077 BASSE MEDIA ENTERTAINMENT	C
10	12021315	11,184.03	02/14/17	734 BERGEN CENTER FOR CHILD DEVELOPMENT INC.	C
10	12021316	24,450.24	02/14/17	739 BERGEN COUNTY SPECIAL SERVICES	C
10	12021317	27,923.73	02/14/17	21830 BOGUSH INC. DBA PUBLIC SEWER SERVICE	C
10	12021318	7,770.00	02/14/17	836 BONNIE BRAE	C
10	12021319	884.00	02/14/17	17850 BRANDI WARDLAW-SMITH	C
10	12021320	3,749.72	02/14/17	1203 CARTRIDGE WORLD OF RAMSEY CO-OP NJ	C
10	12021321	6,336.00	02/14/17	6146 CATAPULT LEARNING, LLC	C
10	12021322	7,640.00	02/14/17	1221 CATHOLIC CHARITIES OF THE ARCHDIOCESE OF	C
10	12021323	1,174.64	02/14/17	1012 CDW GOVERNMENT, INC.	C
10	12021324	106,134.00	02/14/17	1273 CEREBRAL PALSY LEAGUE, INC	C
10	12021325	38,127.11	02/14/17	1637 CEREBRAL PALSY OF NORTH JERSEY	C
10	12021326	17,726.54	02/14/17	1477 CITY OF EAST ORANGE	C
10	12021327	179.92	02/14/17	1587 COMCAST	C
10	12021328	3,751.53	02/14/17	22012 COMMUNITY TECHNICAL ASSISTANCE	C
10	12021329	14,123.39	02/14/17	507 CONNECTIONS PERSONNEL INC.	C
10	12021330	7,980.00	02/14/17	15725 CONTINENTAL PRESS, INC.	C
10	12021331	115.24	02/14/17	1085 MCGRAW-HILL SCHOOL EDUC.HOLDS.,LLC	C
10	12021332	2,000.00	02/14/17	19100 DAIVONA WILLIAMS	C
10	12021333	32,832.12	02/14/17	21814 DECOTIIS, FITZPATRICK & COLE, LLP	C
10	12021334	65,393.85	02/14/17	2105 DERON SCHOOL OF NEW JERSEY	C
10	12021335	4,500.00	02/14/17	857 DIAGNOSTIC EDUCATIONAL CONSULTANTS INC.	C
10	12021336	5,625.00	02/14/17	2806 DR. DONALD MERACHNIK, PHD.	C
10	12021337	1,666.67	02/14/17	11436 E & G EXTERMINATORS, INC.	C
10	12021338	44,581.25	02/14/17	2314 EAST MOUNTAIN SCHOOL CARRIER CLINIC	C
10	12021339	4,071.45	02/14/17	2237 ECLC OF NEW JERSEY	C
10	12021340	937.00	02/14/17	24554 ELEVATOR MAINTENANCE CORP.	C
10	12021341	1,073.30	02/14/17	24627 ENTERPRISE HOLDINGS, INC. DBA ELRAC, LLC	C
10	12021342	9,558.75	02/14/17	2240 EOBOE ATHLETICS IMPREST ACCOUNT	C
10	12021343	1,839.20	02/14/17	2494 EQUIPMENT SALES & SERVICE INC.	C
10	12021344	25,491.20	02/14/17	2523 ESSEX COUNTY VOCATIONAL SCHOOLS	C
10	12021345	273,633.19	02/14/17	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12021346	15,948.09	02/14/17	29076 ESSEX TRAVEL SERVICE	C
10	12021347	94,924.76	02/14/17	2534 ESSEX VALLEY SCHOOL	C
10	12021348	43,441.20	02/14/17	8131 FEDCAP REHABILITATION SERVICES	C
10	12021349	11,189.10	02/14/17	2640 FELICIAN SCHOOL FOR EXCEPTIONAL CHILDREN	C
10	12021350	6,805.84	02/14/17	12211 FILEBANK, INC.	C
10	12021351	91,581.14	02/14/17	1390 FIRST CHILDREN, LLC PAM VENKUS	C
10	12021352	8,865.30	02/14/17	2860 GATEWAY SCHOOL	C
10	12021353	5,481.82	02/14/17	2919 GLENVIEW ACADEMY DBA KDDS INC.	C
10	12021354	16,859.58	02/14/17	3001 GRAMON SCHOOL DBA ELO INCORORATED	C

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10	12021355	4,300.00	02/14/17	25054 GRANT ENGINEERING & CONSTRUCTION GROUP	C
10	12021356	1,180.00	02/14/17	3315 HAWTHORNE EDUCATIONAL SERVICES	C
10	12021357	95.00	02/14/17	3345 HECHT TRAILERS	C
10	12021358	21,764.00	02/14/17	20389 HERITAGE EDUCATION & FESTIVALS, LLC	C
10	12021359	15,086.00	02/14/17	30767 HONOR RIDGE ACADEMY	C
10	12021360	4,323.10	02/14/17	30520 HUNTERDON PREPARATORY SCHOOL	C
10	12021361	10,177.91	02/14/17	7862 IN-LINE AIR CONDITIONING CO., INC.	C
10	12021362	75,480.00	02/14/17	3521 INSERVCO INSURANCE SERVICES, INC.	C
10	12021363	16,796.36	02/14/17	3807 JEWEL ELECTRIC SUPPLY	C
10	12021364	3,750.00	02/14/17	3799 JOEL THERVIL	C
10	12021365	1,148.37	02/14/17	4185 LAKESHORE LEARNING MATERIALS	C
10	12021366	996.07	02/14/17	16128 LANCE T. WIGFALL	C
10	12021367	6,490.00	02/14/17	30848 LESLIE DIGITAL IMAGING, LLC	C
10	12021368	27,120.00	02/14/17	6636 LORD STIRLING SCHOOLS	C
10	12021369	2,891.02	02/14/17	1411 LEGACY TREATMENT SERVICES	C
10	12021370	2,625.00	02/14/17	4528 MARY ELLEN LAUGHLIN	C
10	12021371	6,489.20	02/14/17	16942 MORRIS SCHOOL DISTRICT	C
10	12021372	51,800.00	02/14/17	4957 MT.CARMEL GUILD/CATH.COMM.SERV	C
10	12021373	90,000.00	02/14/17	5329 N.E.I.U. 19	C
10	12021374	3,103.00	02/14/17	22144 NANCY DEAN	C
10	12021375	1,820.00	02/14/17	5018 NEMC	C
10	12021376	10,294.56	02/14/17	22853 NEPTUNE TOWNSHIP BOARD OF EDUCATION	C
10	12021377	16,216.47	02/14/17	5283 NEW BEGINNINGS DBA KDDS III INC	C
10	12021378	33,851.16	02/14/17	3405 NEW ROAD SCHOOLS OF NEW JERSEY DBA HIGH	C
10	12021379	32,113.38	02/14/17	5285 NEWARK BOARD OF EDUC DIVISION OF ACCOUNT	C
10	12021380	237,062.40	02/14/17	5286 NEWARK BOARD OF EDUCATION N J REG DAY NE	C
10	12021381	450.00	02/14/17	29718 NICOLE D'ANGELO	C
10	12021382	1,410.00	02/14/17	5349 TREASURER-STATE OF NEW JERSEY	C
10	12021383	11,953.22	02/14/17	5693 NORTH JERSEY ELKS DEVELOPMENTAL	C
10	12021384	109,625.44	02/14/17	1619 NORTHWEST ESSEX COMMUNITY HEALTHCARE NET	C
10	12021385	3,520.56	02/14/17	7351 OMNI TRAVEL & TOURS	C
10	12021386	2,134.00	02/14/17	5727 PASSAIC CTY TECHNICAL INST.	C
10	12021387	51,573.60	02/14/17	5839 PHOENIX CENTER	C
10	12021388	8,000.00	02/14/17	5901 PITNEY BOWES	C
10	12021389	54.42	02/14/17	2042 READYREFRESH	C
10	12021390	1,689.50	02/14/17	5983 PROMEDIA TECHNOLOGY SERVICES, INC.	C
10	12021391	327,819.55	02/14/17	6008 PSE & G	C
10	12021392	1,000.00	02/14/17	6201 RELIABLE LOCK & SAFE	C
10	12021393	6,728.27	02/14/17	6244 RICCIARDI BROTHERS HOME DECORATING STORE	C
10	12021394	4,850.00	02/14/17	1769 RONALD W. CRAMPTON, M.D.	C
10	12021395	16,728.50	02/14/17	21849 SCARINCI & HOLLENBECK, LLC	C
10	12021396	717.20	02/14/17	6495 SCHOLASTIC INC	C
10	12021397	10,107.18	02/14/17	6539 SCHOOL SPECIALTY INC.	C
10	12021398	1,955.00	02/14/17	6557 SCIENTIFIC WATER CONDITIONING CO	C
10	12021399	8,648.00	02/14/17	6429 SODEXO CATERING FOR E.O.B.O.E FOOD SERVI	C
10	12021400	6,539.40	02/14/17	1412 SPECTRUM 360	C
10	12021401	7,564.40	02/14/17	6437 ST.JOSEPH SCHOOL FOR THE BLIND DBA/ CONC	C
10	12021402	4,000.00	02/14/17	6766 STANDARDS SOLUTIONS LLC	C
10	12021403	134.14	02/14/17	1721 STAPLES ADVANTAGE	C
10	12021404	2,210.00	02/14/17	6980 TECH SQUAD	C
10	12021405	42,946.80	02/14/17	4228 THE LEARNING CENTER FOR EXCEPTIONAL	C
10	12021406	199.95	02/14/17	6785 NJ ADVANCE MEDIA	C
10	12021407	455.00	02/14/17	6784 NJ ADVANCE MEDIA	C
10	12021408	1,500.00	02/14/17	9687 THELONIOUS MONK	C
10	12021409	705.00	02/14/17	5345 TREASURER-STATE OF NEW JERSEY	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12021410	55,586.00	02/14/17	7174 UNION CTY EDUC SERV COMM	C
10	12021411	432.03	02/14/17	7235 UNITED PARCEL SERVICE	C
10	12021412	33,975.44	02/14/17	8173 UNITED WELDING & PLUMBING	C
10	12021413	275.00	02/14/17	7188 UNIVERSAL CHEMICAL	C
10	12021414	16,450.81	02/14/17	7225 UNIVERSAL UNIFORM SALES COMPANY, INC.	C
10	12021415	11,234.59	02/14/17	14796 VERIZON BUSINESS	C
10	12021416	156.23	02/14/17	7288 VERIZON SELECT SERVICES INC.	C
10	12021417	3,670.30	02/14/17	2540 W.B. MASON INC.	C
10	12021418	15,403.30	02/14/17	7390 WASHINGTON ACADEMY, INC	C
10	12021419	38,891.30	02/14/17	1395 WESTBRIDGE ACADEMY, INC.	C
10	12021420	871.00	02/14/17	31682 WINDSOR BERGEN ACADEMY, INC.	C
10	12021421	73,804.70	02/14/17	7499 WINDSOR PREP INC	C
10	12021422	29.40	02/14/17	7524 WORRALL COMMUNITY NEWSPAPERS	C
10	12021423	472.39	02/14/17	7548 XEROX CORP	C
10	12021424	3,721.00	02/14/17	19500 XEROX FINANCIAL SERVICES	C
10	12021425	64,104.35	02/14/17	7570 YOUTH CONSULTATION SERVICE	C
10	12021426	1,390.51	02/14/17	7579 ZANER BLOSER, INC.	C
Total Bank No 10		4,907,341.09			
30	12000116	687,948.84	02/14/17	6428 SODEXO, INC. - BUSINESS OFFICE	C
Total Bank No 30		687,948.84			

Total Manual Checks	.00
Total Computer Checks	5,595,289.93
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Manual Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total 5,595,289.93
Number of Checks 293

Batch Yr	Batch No	Amount
17	000922	158,451.66
17	000926	607,316.52
17	000930	468,731.85
17	000932	55,668.94
17	000936	180,699.80
17	000939	1,024,165.53
17	000948	147,557.67
17	000950	96,315.08
17	000953	45,212.92
17	000954	191,487.96
17	000958	136,491.92
17	000960	63,856.23
17	000965	43,202.33
17	000966	108,722.25
17	000968	410,766.72
17	000970	687,948.84
17	000971	585,100.77
17	000984	51,517.52
17	000993	455,789.54
17	000994	76,285.88