

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, August 9, 2016 – 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:

- June 14, 2016
- June 28, 2016
- July 12, 2016

V. REPORT OF THE INTERIM SUPERINTENDENT OF SCHOOLS

A. PRESENTATION

1. Review and Approval of School Self-Assessment Ratings to Determine Grades Under the Anti-Bullying Bill of Rights Act - 2016 by Dr. Deborah Harvest, Assistant Superintendent, Division of Operations

B. POLICY READING

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

Policy No.	Description	New/Revised
1140	Affirmative Action Program	Revised Policy
1523	Comprehensive Equity Plan	Revised Policy
1530	Equal Employment Opportunities	Revised Policy
1530	Equal Employment Opportunity Complaint Procedure	Revised Regulation
1550	Affirmative Action Program for Employment and Contract Practices	Revised Policy
2200	Curriculum Content	Revised Policy & Regulation
2260	Affirmative Action Program for School and Classroom Practices	Revised Policy
2411	Guidance Counseling	Revised Policy & Regulation
2423	Bilingual and ESL Education	Revised Policy & Regulation
2610	Educational Program Evaluation	Revised Policy
2622	Student Assessment	Revised Policy
5750	Equal Educational Opportunity	Revised Policy
5755	Equity in Educational Programs and Services	Revised Policy

V. REPORT OF THE INTERIM SUPERINTENDENT OF SCHOOLS

B. POLICY READING

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

Policy No.	Description	New/Revised
P 1220	Employment of Chief School Administrator	Revised Policy
P 1310	Employment of School Business Administrator/ Board Secretary	Revised Policy
R 2414	Programs and Services for Students in High Poverty and in High Need School Districts	Revised Regulation
P 3111	Creating Positions	Revised Policy
P 3124	Employment Contract	Revised Policy
P 3125	Employment of Teaching Staff Members	Revised Policy
P 3125.2	Employment of Substitute Teachers	Revised Policy
P&R 3126	District Mentoring Program	Revised Policy & Regulation
P 3141	Resignation	Revised Policy
P&R 3144	Certificate of Tenure Charges	Revised Policy & Regulation
P 3159	Teaching Staff Member/School District Reporting Responsibilities	Revised Policy
P 3231	Outside Employment as Athletic Coach	Revised Policy
P&R 3240	Professional Development for Teachers and School Leaders	Revised Policy & Regulation
P 4159	Support Staff Member/School District Reporting Responsibilities	Revised Policy
P 5305	Health Services Personnel	Revised Policy
R 5330	Administration of Medication	Revised Policy
P 5339	Screening for Dyslexia	Revised Policy
P 5350	Student Suicide Prevention	Revised Policy
R 5350	Student Suicide	Revised Policy
P 5460	High School Graduation	Revised Policy
P 5514	Student Use of Vehicles on School Grounds	Revised Policy
P 7481	Unmanned Aircraft Systems (UAS also known as Drones)	New Policy
P&R 8441	Care of Injured and Ill Persons	Revised Policy & Regulation
P 8454	Management of Pediculosis	Revised Policy
P 8630	Bus Driver/Bus Aide Responsibility	Revised Policy
R 8630	Emergency School Bus Procedures	Revised Regulation
P 9541	Student Teachers/Interns	Revised Policy

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. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- a. Oracle Academy at STEM Academy
- b. Tools of the Mind Technical and Curriculum Training SY 2016-17
- c. The Watson Institute
- d. IDEA-B Basic and Preschool Combined Application, FY 2017
- e. 2016-17 EOSD – School Health/Nursing Service Plan
- f. Affiliation Agreement with Rutgers State University
- g. Commission for the Blind & Visually Impaired 2016-2017 Contract
- h. Starlight Home Care Service (One to One Nursing Services)
- i. Try Us Healthcare Service (One to One Nursing)
- j. Maxim Healthcare Services (One to One Nursing Services)
- k. Special Education Out of District Placements
- l. Enhancing Professional Practice: A Framework for Teaching
- m. Review and Approval of School Self-Assessment Ratings to Determine Grades Under the Anti-Bullying Bill of Rights Act – 2016
- n. District K-12 Comprehensive School Counseling Plan and Post High School Preparation Process 2016-17
- o. Literacy and Math Professional Development
- p. Model Teacher Program
- q. Professional Development for Grades K-1
- r. Saturday Detention/ After School Detention
- s. Credit Recovery (APEX)
- t. Memorandum of Agreement for Professional Services to Administer the Adult and Education Test for ASC 2017-2020
- u. Student Disciplinary Hearings – Recommendation for In-District Alternative Education Placement
- v. Student Recommendation for In-District Alternative Program Placement
- w. Student Disciplinary Hearings – Recommendation for In-District Education Placement
- x. Student Disciplinary Hearing – Return to Campus High School

XII. CONSIDERATION OF RESOLUTIONS

A. INTERIM SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

- a. Retirements
- b. Separation
- c. Leaves of Absence
- d. Transfers
- e. 2016-2017 Reappointment List
- f. Salary Adjustments
- g. Staff Appointments
- h. Summer Staff Appointments
- i. Summer Staff Appointment Change/Corrections/Rescissions - Various Locations - 2016-2017 SY
- j. Approval of Extra-Curricular and Co-Curricular Activities - Various Locations -2016-2017 SY
- k. Approval of Extra-Curricular and Co-Curricular Appointments - Various Locations - 2016-2017 SY
- l. Agenda Changes/Corrections
- m. Attendance Incentive Bonus - Various Locations - 2015-16 SY
- n. Appointments
- o. Reappointment of Per Diem Substitute Teachers - 2016-17 School Year
- p. Suspension
- q. Reinstatement of Position
- o. 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. Acceptance of T-2 Debt Service Taxes from the City of East Orange
- g. St. Joseph School for the Blind
- h. Recommendation for Extension of Award - Remedial Services to Non Public Schools 2016-2017 SY
- i. Recommendation for Award - Professional Development Services for the Department of Curriculum - Staff Development; Instructional Practices Accelerating Academic Achievement for English Language Learners for Various Teachers within the East Orange School District 2016-2017 SY
- j. Recommendation for Award - Professional Development Services - Dept. of Curriculum, Staff Development: Six Traits of Writing Instructional Strategies for English Language Arts for Various Teachers with the East Orange School District 2016-2017 SY
- k. Recommendation for Award - Professional Development Services, Department of Curriculum, Staff Development - Improving Instructional Practices in Student Engagement for Various Teachers with the East Orange School District 2016-2017 SY
- l. Recommendation for Award - Professional Development Services, Department of Curriculum, Staff Development - Improving Instructional Practices in Rigor and Strategies (ELA) Teaching Social Studies for Various Teachers within the East Orange School District 2016-2017 SY

XII. CONSIDERATION OF RESOLUTIONS

A. INTERIM SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- m. Recommendation for Award – Professional Development Services, Department of Curriculum, Staff Development – Improving Instructional Practices in Science Integration Addressing Next Generational Science Standards, Common Core Instructional Shifts, Career Readiness, STEM Initiative, and Instructional Practices for Various Teachers within the East Orange School District 2016-2017 SY
- n. Recommendation for Award – Professional Development Services – Improving Mathematics Instructional for Various Teachers within the East Orange School District 2016-2017
- o. Request for Authorization to Participate in the Educational Services Commission of New Jersey for 2016-2017 SY
- p. Request for Authorization to Participate in the Hunterdon County Educational Services Commission for 2016-2017
- q. Farmers Insurance Thank America’s Teachers
- r. Recommendation for Extension of Award Job-Embedded Professional Development Services for Teachers at Cicely L. Tyson Middle/High School (2016-2017 SY)
- s. Preschool Contract for Three Stages Learning Center, 91 South Harrison Street, EONJ
- t. Request for Authorization to Participate in the Educational Service Commission of Morris County for NJ Classroom Supplies SY 2015-2016
- u. A-148 Secretary’s Report
- v. A-149 Treasurer’s Report
- w. Budgetary Major Account/Fund Status Certificate
- x. Resolution Authorizing Use of Vehicle Towing Services

4. MAINTENANCE SERVICES

- a. Recommendation for the Use of Facility

XIII. CLOSING STATEMENT/ADJOURNMENT

A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- a. Oracle Academy at STEM Academy - (Ramsey)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the implement of the Oracle Academy at STEM Academy to promote computer science equity and expand the existing "coding", programming and computer science courses for the 2016-2017 school year with no cost to the District.

- b. Tools of the Mind Technical and Curriculum Training SY 2016-2017 - (Aquil, Lofton-Simpson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the curriculum training and technical support provided by Tools of the Mind Consultants for the state approval curriculum, Tools of the Mind for the 2016-2017 school year to be supported and implemented in the district and collaborating centers classrooms at a cost that will not exceed \$74,000.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim 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: 17.20.218.200.329.028.026.9032)

- c. The Watson Institute- (Aquil, Lofton-Simpson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves for the 2016-2017 school year, The Watson Institute, 310 Camp Meeting Road, Sewickley, Pennsylvania 15143 to implement training sessions/workshops with early childhood staff/preschool teachers/teacher assistants and provide direct consultation for "selected" preschool teachers at a cost that will not exceed \$19,000.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim 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: 17.20.218.200.329.028.026.9032)

A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- d. IDEA-B Basic and Preschool Combined Application, FY 2017 - (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the submission of the Individuals with Disabilities Education Act (IDEA-B) combined basic and Preschool grant application for fiscal year 2017 in the total amount of \$2,531,116 (Preschool - \$75,570; Basic - \$2,339,622 and Nonpublic - \$115,924).

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim 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: IDEA-B Funds, FY 2017)

- e. East Orange School District - School Health/Nursing Service Plan - School Year 2016-2017 - (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the East Orange School Health Service Plan at no cost to the District.

- f. Affiliation Agreement with Rutgers State University - (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the partnership between the East Orange District (Department of Special Education Services) and Rutgers State University to provide comprehensive internships for social work students. This agreement will be implemented during the 2016-2017 school year at no cost to the District.

- g. Commission for the Blind & Visually Impaired 2016-2017 Contract - (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the contract between the East Orange School District and the New Jersey Commission for the Blind and Visually Impaired. Eight (8) students will receive Level I services at a cost of \$1,900 per student. One student will receive Level II services at a cost of \$4,500. One student will receive Level IV services at a cost of \$14,300. The grand total for all services will be \$34,000.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim 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: 16.11.206.100.0320.000.028.031.0000)

A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- h. Starlight Home Care Service (One to One Nursing Services) – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the contract with Starlight Homecare Agency, Inc. and the District to provide home to school Nursing Services for an identified special needs student who attends a school for the disabled. Services will be provided by a Certified Nurse (LPN). The daily rate for the specialized service will be \$315, the cost to the District will be approximately \$60,000 for the 2016-2017 school year.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim 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: 11.000.213.0300.028.031.0000)

- i. Try Us HealthCare Service (One to One Nursing Services) – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the contract with Try Us HealthCare Service and the District to provide home to school Nursing Services for an identified special needs student who attends a school for the disabled. Services will be provided by a Certified Nurse (LPN). The daily rate for the specialized service will be \$344, the cost to the District will be approximately \$60,000 for the 2016-2017 school year.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim 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: 11.000.213.0300.028.031.0000)

- j. Maxim Healthcare Services (One to One Nursing Services) – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the contract with Maxim Healthcare Service, Inc. and the District to provide home to school Nursing Services for an identified special needs student who attends a school for the disabled. Services will be provided by a Certified Nurse (LPN). The daily rate for the specialized service will be \$344, the cost to the District will be approximately \$60,000 for the 2016-2017 school year.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim 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: 11.000.213.0300.028.031.0000)

A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

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

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves 210 Out of District Special Education students and contracts.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim 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)

l. Enhancing Professional Practice: A Framework for Teaching- (Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the hiring of Ms. Shirley Hall of Greenlight for Learning to provide professional development to all District Administrators and Teacher Trainers on October 24 - 28 and November 7, 2016 at a cost not to exceed \$15,300.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim 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: 15.20.271.200.300.028.023.0000 - Title IIA)

m. Review and Approval of School Self-Assessment Ratings to Determine Grades under the Anti-Bullying Bill of Rights Act - 2016 - (Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the submission of the school self-assessment ratings of each school to the NJDOE on or before September 30, 2016 at no cost to the District.

n. District K-12 Comprehensive School Counseling Plan and Post High School Preparation Process 2016-2017 - (Watson, Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the East Orange School District K-12 Comprehensive Counseling Plan and Post High School Preparation Process for the 2016-2017 school year at no cost to the District.

A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- o. Literacy and Math Professional Development - (Harvest, Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves Standard Solutions to professional development in math and literacy for teachers in grades 2-5 in the five (5) pilot schools during the 2016-2017 school year not to exceed \$38,000.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim 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: 17.20.271.200.300.028.057.0000)

- p. Model Teacher Program - (Harvest, Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves Inspired Instruction to implement the Model Teacher Program to the five (5) pilot schools during the 2016-2017 school year not to exceed \$38,000.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim 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: 17.20.271.200.300.028.057.0000)

- q. Professional Development for Grades K-1- (Harvest, Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves Academic Solutions to professional development to teachers in grades K-1 in the five (5) pilot schools during the 2016-2017 school year not to exceed \$38,000.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim 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: 17.20.271.200.300.028.057.0000)

A. INTERIM SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESr. Saturday Detention/ After-School Detention - (Champagne)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves beginning September 26, 2016 ending June 9, 2016, the implementation of a 36-week Saturday and Afterschool detention program in an amount not to exceed \$10,000 for select staff (\$8,000 for a staff member to monitor on Saturday (9 am - 12 pm) and for one monitor Afterschool during the week (Tuesday through Thursday 3:10 pm - 4:10 pm); \$2,000 for security during Saturdays).

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim 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: 16.15.130.100.101.203.003.9718
 16.15.130.100.101.203.003.9719
 16.15.000.266.100.203.003.0000)

s. Credit Recovery - (Champagne)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves one staff member the implementation of Credit Recovery (APEX) beginning September 26, 2016 ending May 26, 2017, for 60 minutes after school (3:10 pm - 4:10 pm), Tuesday - Thursday, at a cost not to exceed \$4,000.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim 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: 16.15.140.100.101.203.003.9727)

t. Memorandum of Agreement for Professional Services to Administer the Adult and Education Test for ASC 2017-2020 - (Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the administering of the TASC (Test of Adult Secondary Completion) for calendar years 2017 through 2020 at no cost to the District.

u. Student Disciplinary Hearings - Recommendation for In-District Alternative Education Placement - (Harvest, Ramsey)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the recommendation to In-District Alternative Education Program placement for two (2) students as a result of a disciplinary hearing.

A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- v. Student Recommendations for In-District Alternative Program Placement - (Harvest, Ramsey)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the recommendation to In-District Alternative Education Program placement for one student.

- w. Student Disciplinary Hearing - Recommendation for In-District Education Placement - (Harvest, Ramsey)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the recommendation to In-District Education Program placement for one student as a result of a disciplinary hearing.

- x. Student Disciplinary Hearing - Return to Campus High School - (Harvest, Ramsey)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the recommendation to return to East Orange Campus High School for one (1) student as a result of a disciplinary hearing.

A. INTERIM SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

a. 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. Michelle Christophe – Teacher Assistant for Kindergarten – Garvin School
Effective June 30, 2016 (another position) (3 years of service)
(15.190.100.0106.000.308.008.9704)
2. Ms. Racquel Ferguson – Acting Purchasing Agent – Division of Business Services
Effective August 26, 2016 (another position) (7 years 5 months of service)
(11.000.251.0100.000.000.000.0000)
3. Ms. Tarana Francois – Teacher of Science – Tyson 6-12
Effective June 30, 2016 (home duties) (4 years 9 months of service)
(15.140.100.0101.000.203.003.0000)
4. Ms. Sharon Kim – Teacher of Social Studies – Tyson 6-12
Effective June 30, 2016 (another position) (3 years of service)
(15.140.100.0101.203.003.003.0000)
5. Ms. Violetta Smith – Teacher of Kindergarten – Langston Hughes School
Effective June 30, 2016 (no reason) (11 years of service)
(15.110.100.0101.000.306.006.0000)

b. Separation

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

1. Ms. Juanita Williams – Lunch Period Supervisory Aide – Bowser Elementary School
Effective May 19, 2016 (abandoned position)
(11.000.262.0100.000.000.000.0000)

c. 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. Saunja Butler – School Counselor – Carver Institute
Family Act LOA Effective February 23, 2016 to March 11, 2016
(15.000.218.0104.000.305.005.0000)
2. Ms. Rosalind Cook – Teacher Assistant for Special Ed (BD) – Warwick Institute
Family Act LOA Effective June 1, 2016 to June 30, 2016
(15.209.100.0106.000.309.009.0000)

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

3. Ms. Jennifer Evans-Benson – Secretary (Assistant) – Warwick Institute
Family Act LOA Effective May 10, 2016 to May 20, 2016
Family Act LOA (Intermittent) Effective May 23, 2016 to June 30, 2016 (NTE 05 days)
(15.000.240.0105.000.309.009.0000)
4. Mr. John Ford – School Disciplinarian – East Orange STEM Academy High School
Health LOA Effective June 1, 2016 to June 30, 2016
(15.140.100.0101.000.102.002.0000)
5. Ms. Flore-Nadeige Lovett – Principal – Warwick Institute
Family Act LOA Effective May 17, 2016 to June 3, 2016
(15.000.240.0103.000.309.009.0000)
6. Mr. Walter Musgrave, Jr. – Teacher (Theme) – Banneker Academy
Family Act LOA Effective May 18, 2016 to June 30, 2016
(15.120.100.0101.000.336.036.0000)
7. Ms. Donata Nicholas – Teacher of Science – East Orange STEM Academy High School
Family Act LOA (Intermittent) Effective April 20, 2016 to May 9, 2016 (NTE 07 days)
(15.140.100.0101.000.101.001.0000)
8. Ms. Diana Ospina – Teacher (Medical/Allied Health Theme) – Bowser Elementary School
Family Act LOA Effective June 6, 2016 to June 30, 2016
(15.120.100.0101.000.304.004.0000)
9. Ms. Cynthia Patterson – Teacher of Grades 6-8 (SSd) – Truth Middle School
Family Act LOA Effective June 14, 2016 to June 30, 2016
(15.130.100.0101.000.216.016.0000)
10. Mr. Maxime Philemy – Teacher of French – East Orange STEM Academy High School
Family Act LOA Effective May 31, 2016 to June 30, 2016
(15.140.100.0101.000.102.002.0000)
11. Ms. Maria Rodriguez – Teacher Assistant for Special Ed (ICS) – Garvin School
Family Act LOA Effective February 26, 2016 to March 9, 2016
(15.213.100.0106.000.308.008.0000)
12. Ms. Kathy Shoulars – School Social Worker – Carver Institute
Family Act LOA Effective May 31, 2016 to June 30, 2016
(15.000.211.0100.000.305.005.0000)
13. Ms. Lauren Smith – Secretary/Bookkeeper – Fresh Start Academy High School
Family Act LOA Effective May 11, 2016 to June 6, 2016
(11.423.240.0105.000.029.029.0000)
14. Ms. Nicole Smith – Teacher of Kindergarten – Gibson Academy
Family Act and Bonding LOA Effective September 1, 2016 to October 3, 2016
(15.110.100.0101.000.337.037.9704)

A. INTERIM SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

c. Leaves of Absence (cont'd)

- 15. Ms. Juanita Wallace – Teacher of Health/Physical Education – Campus High
Family Act and Bonding LOA Effective September 1, 2016 to December 1, 2016
Child Rearing LOA Effective December 2, 2016 to December 19, 2016
(15.140.100.0101.000.101.001.0000)

d. 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 2.d.”

e. 2016-2017 Reappointment List

RESOLUTION #1

RESOLVED: That the teachers, school librarians, guidance personnel, psychological personnel, school nurses, administrators, and others named in the attached Reappointment List dated August 9, 2016, be and they are hereby reappointed at salaries stated therein. The term of the contract shall be for the school year beginning August 22, 2016 or September 1, 2016 and ending June 30, 2017 for ten (10) month employees and beginning July 1, 2016 and ending June 30, 2017 for twelve (12) month employees, or other periods of time indicated.

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. Shantae Bolden – Teacher of Pre-Kindergarten – Wahlstrom Academy
(Original Hire Date: September 1, 2011)
From: Level 4/BA Step 4 \$53,873.00 p/a
To: Level 5/MA Step 4 \$59,373.00 p/a
Effective September 1, 2016 to June 30, 2017
(higher training level)
(20.218.100.0101.000.028.026.9010)

- 2. Ms. Julissa Caba – Teacher of Elementary – Ecolè Toussaint Louverture
(Original Hire Date: September 1, 2015)
From: Level 5/MA Step 8 \$61,773.00 p/a
To: Level 5½/MA+15 Step 8 \$63,173.00 p/a
Effective September 1, 2016 to June 30, 2017
(higher training level)
(15.120.100.0101.000.310.010.0000)

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

3. Ms. Danielle Ducheine – School Nurse – Banneker Academy
(Original Hire Date: September 1, 2014)
From: Level 5½/MA+15 Step 15½ \$96,309.00 p/a
To: Level 6/MA+32 Step 15½ \$102,572.00 p/a
Effective September 1, 2016 to June 30, 2017
(higher training level)
(15.000.213.0100.000.336.036.0000 – 92.3100%)
(20.218.200.0104.000.028.026.9027 – 7.6900%)
4. Ms. Assumpta Ekeh – School Nurse – Tyson Elementary
(Original Hire Date: September 1, 2011)
From: Level 5½/MA+15 Step 16 \$97,002.00 p/a
To: Level 6/MA+32 Step 16 \$103,265.00 p/a
Effective September 1, 2016 to June 30, 2017
(higher training level)
(15.000.213.0100.000.312.012.0000 – 82.1400%)
(20.218.200.0104.000.028.026.9027 – 17.8600%)
5. Mr. Isaiah Jackson – Attendance Officer – Division of Operations
(Original Hire Date: February 10, 2009)
From: Group 3 Step 21 \$55,351.00 p/a
To: Group 3 Step 21 \$54,251.00 p/a
Effective September 1, 2016 to June 30, 2017
(correction of error) (20.218.200.0110.000.028.026.9030)
6. Mr. Oldy Jean-Marc – Teacher of Mathematics – Campus High
(Original Hire Date: April 4, 2007)
From: Level 5/MA Step 1 \$57,573.00 p/a
To: Level 5½/MA+15 Step 1 \$59,073.00 p/a
Effective September 1, 2016 to June 30, 2017
(higher training level)
(15.140.100.0101.000.101.001.0000)
7. Mr. Jihad Jubran – Teacher of Grades 6-8 (SSd) – Healy Middle School
(Original Hire Date: February 25, 2013)
From: Level 4/BA Step 1 \$51,873.00 p/a
To: Level 5/MA Step 1 \$57,573.00 p/a
Effective September 1, 2016 to June 30, 2017
(higher training level)
(15.130.100.0101.000.217.017.0000)
8. Ms. Randi Leifer – Teacher of Grades 6-8 (LAL) – Costley Middle School
(Original Hire Date: September 1, 1990)
From: Level 5½/MA+15 Step 16 \$97,002.00 p/a + \$1,500 Longevity
To: Level 6/MA+32 Step 16 \$103,265.00 p/a + \$1,500 Longevity
Effective September 1, 2016 to June 30, 2017
(higher training level)
(15.130.100.0101.000.215.015.0000)

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

9. Ms. Tinesha McNeill – Teacher of Social Studies – Tyson 6-12
(Original Hire Date: October 6, 2008)
From: Level 5½/MA+15 Step 13 \$81,953.00 p/a
To: Level 6/MA+32 Step 13 \$87,453.00 p/a
Effective September 1, 2016 to June 30, 2017
(higher training level)
(15.130.100.0101.000.203.003.0000)
10. Mr. Kofi Owens – Teacher of Technology – East Orange STEM Academy High School
(Original Hire Date: July 1, 2006)
From: Level 4/BAH Step 10½ \$61,623.00 p/a
To: Level 5/MA Step 10½ \$67,573.00 p/a
Effective September 1, 2016 to June 30, 2017
(higher training level)
(15.000.222.0100.000.102.002.0000)
11. Ms. Erica Sterling – School Counselor – Costley Middle School
(Original Hire Date: April 24, 2006)
From: Level 5½/MA+15 Step 7½ \$62,873.00 p/a
To: Level 6/MA+32 Step 7½ \$69,773.00 p/a
Effective September 1, 2016 to June 30, 2017
(higher training level)
(15.000.218.0104.000.215.015.0000)
12. Ms. Juanita Wallace – Teacher of Health/Physical Education – Campus High
(Original Hire Date: November 12, 2007)
From: Level 5½/MA+15 Step 3½ \$60,473.00 p/a
To: Level 6/MA+32 Step 3½ \$67,373.00 p/a
Effective September 1, 2016 to June 30, 2017
(higher training level)
(15.140.100.0101.000.101.001.0000)

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 2.g.”

h. Summer Staff Appointments

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2016-17 summer staff appointments listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES 2.h. All positions are dependent upon student enrollment and the availability of funds.”

A. INTERIM SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

- i. Summer Staff Appointment Changes/Corrections/Rescissions – 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 rescission and/or change of the summer staff appointments for the various locations listed DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES 2.i for the 2016-2017 school year.”

- j. Approval of Extra-curricular and Co-curricular Activities – 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 activities for the various locations listed DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES 2.j for the 2016-2017 school year.”

- k. Approval of Extra-curricular and Co-curricular Appointments – Various Locations – 2016-2017

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 2.k for the 2016-2017 school year.”

- l. 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. Mr. James Crutcher – Custodian (Night) – Truth Middle School
Change in Family Act LOA (Intermittent) Days
From: March 22, 2016 to June 30, 2016 (NTE 10 days)
To: March 22, 2016 to June 30, 2016 (NTE 19 days)
- 2. Ms. Faosat Oluyadi – Teacher Assistant for Special Ed (AUT) – Carver Institute
Change in Family Act LOA (Intermittent) Effective Dates and Days
From: September 1, 2015 to June 30, 2016 (NTE 10 days)
To: September 1, 2015 to June 6, 2016 (NTE 09 days)

- m. Attendance Incentive Bonus – Various Locations – 2015-16 School Year

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2015-16 school year attendance incentive bonus for the employees at various locations listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES 2.m.”

A. INTERIM SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESn. 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. Tahirah Ates – Teacher Assistant for Pre-Kindergarten – Warwick Institute
Salary \$26,557.00 p/a Step 3 Effective September 01, 2016 to June 30, 2017
(20.218.100.0106.000.028.026.9013) (replacement)
2. Mr. Matthew Barone – Teacher of Social Studies – East Orange Campus High School
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective August 10, 2016 to June 30, 2017
(15.140.100.0101.000.101.001.0000) (replacement)
3. Mr. Terrance Bell – Teacher of Music (Voc) – Tyson 6-12
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective September 01, 2016 to June 30, 2017
(15.130.100.0101.000.203.003.0000) (replacement)
4. Mr. Keith Bellamy – Teacher of Elementary – Jackson Academy
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective September 01, 2016 to June 30, 2017
(15.120.100.0101.000.314.014.0000)
5. Ms. Brianna Bisconti – Teacher of Elementary – Jackson Academy
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective September 01, 2016 to June 30, 2017
(15.120.100.0101.000.314.014.0000) (new)
6. Ms. Andrea Brown – Lunch Period Supervisory Aide – Warwick Institute
Salary \$8.75 p/h Step 1 Effective September 01, 2016 to June 30, 2017
(11.000.262.0100.000.000.000.0000) (replacement)
7. Ms. Lovette Calloway – Teacher Aide for Special Education (CSM) – Jackson Academy
Salary \$14,677.00 p/a Step 1 Effective September 01, 2016 to June 30, 2017
(15.213.100.0106.000.314.014.0000) (replacement)
8. Mr. Miles Cody – Teacher of Music (Ins) – Banneker Academy
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective September 01, 2016 to June 30, 2017
(15.120.100.0101.000.336.036.0000) (replacement)
9. Ms. Ashley Donat – Teacher Assistant for Bilingual Education – Healy Middle School
Salary \$26,007.00 p/a Step 1 Effective September 01, 2016 to June 30, 2017
(15.240.100.0106.000.217.017.0000)
10. Ms. Lourdes Etienne – Teacher Assistant for Special Education – Bowser Elementary School
Salary \$26,557.00 p/a Step 3 Effective September 01, 2016 to June 30, 2017
(11.120.100.0101.000.000.000.0000) (new)
11. Ms. Marie Fontanges – Teacher of Elementary – Parks Academy
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective September 01, 2016 to June 30, 2017
(15.120.100.0101.000.311.011.0000) (replacement)

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

12. Ms. Elizabeth Garo – Teacher of Art – Langston Hughes School
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective September 01, 2016 to June 30, 2017
(15.120.100.0101.000.306.006.0000) (replacement)
13. Ms. Marissa Gerin – Teacher of Music (Voc) – Ecolè Toussaint Louverture
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective September 01, 2016 to June 30, 2017
(15.120.100.0101.000.310.010.0000) (replacement)
14. Ms. Lashell Graham – Teacher of Grades 6-8 (Sci) – Costley Middle School
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective September 01, 2016 to June 30, 2017
(15.130.100.0101.000.215.015.0000) (replacement)
15. Ms. Adrienne Guagenti – Teacher of Grades 6-8 (Sci) – Healy Middle School
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective September 01, 2016 to June 30, 2017
(15.130.100.0101.000.217.017.0000) (replacement)
16. Ms. Britney Harris – School Social Worker – Jackson Academy
Salary \$57,573.00 p/a Level 5/MA Step 1 Effective September 01, 2016 to June 30, 2017
(15.000.211.0100.000.314.014.0000) (new)
17. Ms. Rayven Johnson – Teacher Assistant for Special Education (PSD) – Wahlstrom Academy
Salary \$26,557.00 p/a Step 3 Effective September 01, 2016 to June 30, 2017
(15.216.100.0106.000.339.039.0000) (replacement)
18. Ms. Andria Kwasnicki – Teacher of Music (Voc) – Costley Middle School
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective September 01, 2016 to June 30, 2017
(15.130.100.0101.000.215.015.0000) (replacement)
19. Ms. Natosha London – Teacher Assistant for Special Education (PSD) – Bowser Elementary
Salary \$26,557.00 p/a Step 3 Effective September 01, 2016 to June 30, 2017
(15.216.100.0106.000.304.004.0000) (replacement)
20. Ms. Clarice Mayers-Uwumarogie – Teacher of Biology – East Orange Campus High School
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective September 01, 2016 to June 30, 2017
(15.140.100.0101.000.101.001.0000) (replacement)
21. Mr. Sheldon Melbourne – Teacher Assistant – Jackson Academy
Salary \$26,557.00 p/a Step 3 Effective September 01, 2016 to June 30, 2017
(15.000.000.0106.000.314.014.0000) (new)
22. Ms. Jessica Ohnmacht – Teacher of ESL – East Orange Campus High School
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective September 01, 2016 to June 30, 2017
(15.240.100.0101.000.101.001.0000) (leave replacement)
23. Ms. Kelly Powers – Teacher of Mathematics – Tyson 6-12
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective September 01, 2016 to June 30, 2017
(15.130.100.0101.000.203.003.0000) (replacement)

A. INTERIM SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

n. Appointments (cont'd)

- 24. Ms. Rebecca Rene – Teacher of Bilingual Education (Science) – East Orange Campus High
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective September 01, 2016 to June 30, 2017
(15.140.100.0101.000.101.001.0000) (replacement)
- 25. Ms. Suzy Rimoh – Teacher Assistant for Special Education (ICS) – Houston Academy
Salary \$26,557.00 p/a Step 3 Effective September 01, 2016 to June 30, 2017
(15.213.100.0106.000.307.007.0000) (replacement)
- 26. Mr. Desmond Sturvidant – Security Hourly – Department of Security
Salary \$16.13 p/h Step 1 Effective August 10, 2016 to June 30, 2017
(11.000.266.0100.000.000.000.0000)
- 27. Ms. Thaili Tores – Teacher Assistant for Pre-Kindergarten – Garvin School
Salary \$26,007.00 p/a Step 1 Effective September 01, 2016 to June 30, 2017
(20.218.100.0106.000.028.026.9013) (replacement)

o. Reappointment of Per Diem Substitute Teachers – 2016-17 School Year

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the reappointment of Per Diem Substitute Teachers listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES 2.o for the 2016-17 school year at a rate of \$75 p/d and \$130 p/d.”

p. Suspension

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

JD – Effective September 1, 2016 – TBD (w/o pay) (*Jazmin Douglas* 7271)

q. Reinstatement of Position

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, reinstate the following position, effective September 1, 2016.”

- (1) Teacher of Social Studies

XII. CONSIDERATION OF RESOLUTIONS

AUGUST 9, 2016

A. INTERIM SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

r. Professional Conferences

BE IT RESOLVED: "that the Board of Education, upon the recommendation of the Interim 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.	Amalia Trono Dr. Nigel Sangster Connie Liristis-Wilson Nicholas Masia Elizabeth Potucek Christina Elias Costley Middle	South Orange, NJ	RAC 9 Summer Leadership Institute	8/16-17/2016	\$3,092.00 Other Expenses (Stipends) \$3,092.00 Total Est. Cost 17.15.000.240.103.215.015.0000 17.20.200.100.000.215.015.0000
2.	Dr. Monica Burton Brian Heaphy David Johnson Yvy Joseph Elizabeth Kelly Makeba McCray Passion Moss-Hasan Leslie Shults Vincent Stallings Fidelia Sturdivant Ella Tidwell Division of Operations	South Orange, NJ	RAC 9 Summer Leadership Institute	8/16-17/2016	\$14,684.00 Other Expenses (Stipends) \$14,684.00 Total Est. Cost 17.13.422.200.100.028.028.9130 17.13.422.200.101.028.026.9634
3.	Dr. Howard Walker Healy Middle	South Orange, NJ	RAC 9 Summer Leadership Institute	8/16-17/2016	NO COST TO THE DISTRICT
4.	Daron Hoges Campus High	Robbinsville, NJ	NJSIAA/DAANJ Athletic Directors Course	8/17/2016	\$225.00 Registration Fee \$30.00 Mileage and Tolls \$30.00 Meals and Gratuities \$285.00 Total Est. Cost 17.15.402.100.500.101.001.0000
5.	Beth Coleman Tamara Colbert Fresh Start High School	Trenton, NJ	Chief Examiner State Required Meeting	8/19/2016	NO COST TO THE DISTRICT

XII. CONSIDERATION OF RESOLUTIONS

AUGUST 9, 2016

A. INTERIM SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

r. Professional Conferences

Name(s)	Destination	Reason	Date(s)	Cost
6. Renee Baskerville Alexis Bolivar Cynthia Brooks-Copeland Elisa Castillo Claudette Clement Harriet Coleman Carolyn Emmanuel-Henry Angelique Iriate Ernestine Johnson LaShawn Johnson Leroy Johnson Ingride Layne Faheen Lateef Carol Reid Shannon Roman Rosemanie Saint-Elie Darlene Schultz Hassan Simmons Sherri Taylor Early Childhood Department	Various locations throughout NJ	NJDOE Training/Meetings, NJ School Districts and Colleges	9/1/2016-6/30/2017	NO COST TO THE DISTRICT
7. Roberta Myricks Division of Curriculum/ Division of Operations	Various locations throughout NJ	NJDOE Trainings/Meetings (Social Studies, AP & GT)	9/1/2016-6/30/2017	NO COST TO THE DISTRICT
8. Marie Fleurant Division of Curriculum/ Division of Operations	Various locations throughout NJ	NJDOE Mandatory State and Regional Workshop/Conferences	9/1/2016-6/30/2017	NO COST TO THE DISTRICT
9. Iqua Colson Division of Curriculum/ Division of Operations	Various locations throughout NJ	NJDOE Trainings/Meetings/Art Conferences/Workshops	9/1/2016-6/30/2017	NO COST TO THE DISTRICT
10. Dr. Deborah Harvest Division of Operations	Trenton, NJ	New Jersey Association of School Administrators (NJASA) Executive Committee Meetings	9/22/2016 12/8/2016 4/6/2017 6/8/2017	NO COST TO THE DISTRICT
11. Marissa McKenzie Labor Relations & Employment Services	Trenton, NJ	New Jersey Personnel Administrators Association (PAA) Quarterly Workshops	9/29/2016 12/6/2016 2/9/2017 5/2/2017	NO COST TO THE DISTRICT

XII. CONSIDERATION OF RESOLUTIONS

AUGUST 9, 2016

A. INTERIM SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

r. Professional Conferences

Name(s)	Destination	Reason	Date(s)	Cost
12. Margaret O'Connor Tyson Middle/High	New Brunswick, NJ	New Frontiers in College Access and Affordability Workshop	9/28/2016	NO COST TO THE DISTRICT
13. Almond Hill Labor Relations & Employment Services	Parsippany, NJ	Mistake-Free Grammar & Proofreading One- Day Workshop	9/30/2016	\$149.00 Registration Fee \$17.88 Mileage and Tolls \$166.88 Total Est. Cost 17.11.000.230.580.028.021.0000
14. Cynthia Brooks- Copeland Darlene Schultz Carolyn Lofton- Simpson Early Childhood Department	Atlantic City, NJ	NJAEYC Annual Conference	10/14/2016	NO COST TO THE DISTRICT
15. Margaret O'Connor Tyson Middle/High	Lyndhurst, NJ	HESAA NJ Training Institute for School Counselors	10/14/2016	NO COST TO THE DISTRICT
16. Dr. Harriet Coleman Claudette Clement Carol Reid Early Childhood Department	Somerset, NJ	25 th Annual NJAAP School Health Conference	10/18/2016	\$750.00 Registration Fee \$750.00 Total Est. Cost 17.20.218.200.329.028.026.9033
17. Jennifer D. Parrish Labor Relations & Employment Services	Edison, NJ	Developing Emotional Intelligence One Day Seminar	10/21/2016	\$99.00 Registration Fee \$99.00 Total Est. Cost 17.11.000.230.580.028.021.0000
18. Dr. Gloria Watson Melanie Cruz Office of the Superintendent/ESS& PR	Princeton, NJ	Education for Homeless Children and Youth Program Statewide Technical Assistance Session	10/21/2016	\$79.15 Mileage and Tolls \$79.15 Total Est. Cost 17.11.000.218.580.028.046.0000
19. Dorinda Hazell-Forde Houston Academy	Forrestal, NJ	2016 New Jersey Science Convention	10/25- 26/2016	\$295.00 Registration Fee \$295.00 Total Est. Cost 17.15.000.223.580.307.007.0000
20. Dr. Deborah Harvest Division of Operations	National Harbor, MD	ASCD Conference on Educational Leadership	11/2-6/2016	\$260.00 Mileage and Tolls \$1,035.00 Lodging and Gratuities \$200.00 Meals and Gratuities \$633.00 Registration Fee \$2,128.00 Total Est. Cost 17.20.271.200.500.028.023.0000

XII. CONSIDERATION OF RESOLUTIONS

AUGUST 9, 2016

A. INTERIM SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

r. Professional Conferences

Name(s)	Destination	Reason	Date(s)	Cost
21. Alina Stewart* Anita Champagne John English Tyson Middle/High	National Harbor, MD	ASCD Conference on Educational Leadership	11/3-6/2016* 11/4-6/2016	\$480.00 Mileage and Tolls \$2,245.78 Lodging and Gratuities \$500.00 Meals and Gratuities \$1,674.00 Registration Fee \$4,899.78 Total Est. Cost 17.15.000.240.580.203.003.0000
22. Diahnne Evans Tyson Middle/High	South Orange, NJ	HESAA NJ Training Institute for School Counselors	11/4/2016	NO COST TO THE DISTRICT
23. Three (3) Board Members TBD	Atlantic City, NJ	New Jersey State League of Municipalities 101 st Annual Conference	11/15- 17/2016	\$165.00 Registration Fee \$1,122.00 Lodging, Meals & Incidentals \$277.50 Transportation Cost \$1,564.50 Total Est. Cost 17.11.000.230.585.028.032.6661
24. Ernestine Johnson Early Childhood Department	St. Petersburg, FL	2017 National Training Institute on Effective Practices/ Addressing Challenging Behavior	4/3-7/2017	\$659.00 Transportation Cost \$1,650.00 Lodging and Gratuities \$200.00 Meals and Gratuities \$150.00 Registration Fee \$2,659.00 Total Est. Cost 17.20.218.200.329.028.026.9033 17.20.218.200.580.028.026.9033

A. INTERIM SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

a. 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 Interim Superintendent of Schools, ratifies the payment of bills on the attached lists totaling \$6,125,813.85. (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 Interim Superintendent of Schools, authorizes and approves the payment of bills on the attached lists for the Tuesday, August 9, 2016 board meeting in the amount of \$6,323,034.14. (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 Interim 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 Interim 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. INTERIM SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

d. Appropriation Transfers – ECPA/Fund 15 – (cont’d)

WHEREAS, the Interim 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 August 2016;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim 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 August 1, 2016.

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim 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. St. Joseph’s School for the Blind

BE IT RESOLVED: the East Orange Board of Education upon the recommendation of the Interim Superintendent of Schools approves for the 2016-2017 school year that St. Joseph’s School for the Blind does not have to charge the families for the meals provided and does not have to apply for reimbursement from the Child Nutrition Program. (Attachment 3-g)

h. Recommendation for Extension of Award – Remedial Services to Non Public Schools 2016-2017 SY

WHEREAS, pursuant to the Public School Contract Law and New Jersey Statutes, Title 18A-18A-37, the request for proposals for RFP No. 2591 for Remedial Services to Non Public Schools for the 2015-2016 School Year was advertised by the East Orange School District June 27, 2015; and

A. INTERIM SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

h. Recommendation for Extension of Award – Remedial Services to Non Public Schools 2016-2017 SY – Cont’d

WHEREAS, all proposals received were opened and publicly read aloud by the Purchasing Agent on July 21, 2015; and

WHEREAS, the Board received responses from the following:

- 1) Catapult Learning
2 Aquarium Drive, Suite 100
Camden, NJ 08103
- 2) Community Technical Assistance, Inc.
360 Glenwood Avenue, Bldg. 7, 2nd Floor,
East Orange, NJ 07017
- 3) Redbird Advanced Learning, LLC 1999 Harrison Street, Ste 4900, Oakland,
CA 94612
- 4) Essex Regional Educational Services Commission, (ERESC)
369 Passaic Ave, Fairfield, NJ 07004
- 5) Sylvan Learning Center, 1086 Teaneck Road, Teaneck, NJ 07666

WHEREAS, the responses were reviewed and evaluated by the following individuals:

- 1) Karen Cavaness, Principal of St. Joseph’s School in East Orange
- 2) Sister Patricia Hogan, Principal of Our Lady Help of Christians School In East Orange
- 3) Qumoradin Hosein, Principal of Madrasatu Ahlis Sunnah (MAS) School
- 4) Mada T. Orell, Principal of The Clark School
- 5) Vanessa Guerra Piper, Dean of Academics at Christ the King Prep HS
- 6) Racquel C. Ferguson, Acting Purchasing Agent

WHEREAS the original RFP package included a written statement with regard to the East Orange School District’s option to renew the awarded contract(s) for one (1) additional year; and

WHEREAS, the specifications were written to allow individual awards to proposers for each school for Remedial Services to Non-Public Schools for the 2015-2016 SY; and

WHEREAS, evaluations of all proposals resulted in the individual awards for each school, in an aggregate amount for the 2016-2017 SY not to exceed \$162,298.00 for the following non-public schools and service providers:

Our Lady Help of Christians – Catapult Learning, LLC.
Clark School – Community Technical Assistance
MAS School – Essex Regional Educational Services Commission
St. Joseph School – Essex Regional Educational Services Commission
Christ the King Preparatory High School – Essex Regional Educational Services Commission
Independence High School- Essex Regional Educational Services Commission

A. INTERIM SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- h. Recommendation for Extension of Award – Remedial Services to Non Public Schools 2016-2017 SY – Cont’d

WHEREAS, funds will be made available from account lines: 17.20.231.100.300.028.018.9405, and 17.20.231.200.300.028.018.9405, with new individual contract totals for the 2016-2017 SY with no services or supplies to be ordered until purchase orders are encumbered authorized and released by the School Business Administrator;

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, awards a contract to Catapult Learning LLC, Community Technical Assistance Inc., and ERESO for Remedial Services to Non Public Schools during the 2016-2017 school year. (RFP No. 2591)

- i. Recommendation for Award –Professional Development Services - for the Department of Curriculum - Staff Development: Instructional Practices Accelerating Academic Achievement for English Language Learners For Various Teachers within the East Orange School District 2016-2017 SY

WHEREAS, pursuant to the Public School Contract Law and the New Jersey Statutes, Title 18A:18A-37, RFP No. 2691 for Professional Development Services for Accelerating Academic Achievement for ELL, for Various Teachers within the EOSD was advertised on May 16, 2016; and

WHEREAS, the proposal package was completed by the District's Purchasing Agent, which included specifications for the Proposal prepared by the Supervisor of Staff Development, Dept. of Curriculum Services and;

WHEREAS, all proposals received were opened and publicly read aloud by the Acting Purchasing Agent on June 7, 2016, and;

WHEREAS, the following responses were received:

1. Benchmark Education, 145 Huguenot St., New Rochelle, NY 10801
2. Houghton Mifflin Harcourt, 1 Pierce Place, St 900W, Itasca ILL 60143
3. NCS Pearson, Inc. 5601 Green Valley Drive, Bloomington, MN 55437
4. PCG Education, 104 Carnegie Ctr, Suite 200, Princeton, NJ 08550

A. INTERIM SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

- i. Recommendation for Award -Professional Development Services - for the Department of Curriculum - Staff Development: Instructional Practices Accelerating Academic Achievement for English Language Learners For Various Teachers within the East Orange School District 2016-2017 SY - Cont'd

WHEREAS, the responses were reviewed by the Acting Purchasing Agent and evaluated by a committee of ten members, attended by the following persons;

1. David T. Johnson, Principal at Louverture School
2. Terri Bialkin, Supervisor of ELA
3. Dawn Stokes-Tyler, Supervisor of Staff Development
4. Flore-Nadeige Lovett, Principal at Warwick Institute
5. Roberta Youngblood-Myricks, Supervisor of Social Studies
6. Jacqueline Nisenson, K-12 Teacher Trainer
7. Paulette Salomon, Supervisor of Educational Technology
8. Patrice Coleman, Asst. Director, Dept. of Special Education
9. Jaliyla Fraser, Supervisor of Math, Dept. of Curriculum
10. Debra Boone, Asst. Principal, STEM Academy

WHEREAS, all members agreed upon a recommendation to award a contract to NCS Pearson Inc., with regard to providing Professional Development Services for the Dept. of Staff Development , Instructional Practices, Accelerating Academic Achievement for English Language Learners for Various Teachers within the EOSD for the 2016-2017 SY at a daily rate of \$2990. For 15 days of service, with a cost not to exceed \$44,850.00, and;
WHEREAS, funds will be made available from the following account line:
17.20.271.200.300.028.057.0000, with no services or supplies to be ordered until purchase orders are encumbered, authorized and released by the School Business Administrator, and;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, awards a contract to NCS Pearson, Inc. in the amount of \$44,850.00 with regard to providing Professional Development Services for the Dept. of Staff Development: Instructional Practices, Accelerating Academic Achievement for English Language Learners for Various Teachers within the EOSD for the 2016-2017 SY, in accordance with their RFP proposal. RFP No. 2691. (Attachment 3-i)

- j. Recommendation for Award -Professional Development Services -Dept. of Curriculum, Staff Development: Six Traits of Writing Instructional Strategies for English Language Arts For Various Teachers within the East Orange School District 2016-2017 SY

WHEREAS, pursuant to the Public School Contract Law and the New Jersey Statutes, Title 18A:18A-37, RFP No. 2692 for Professional Development Services for Six Traits of Writing Instructional Strategies for Various Teachers within the EOSD was advertised on May 16, 2016; and

WHEREAS, the proposal package was completed by the District's Purchasing Agent, which included specifications for the Proposal prepared by the Supervisor of Staff Development, Dept. of Curriculum Services and;

A. INTERIM SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- j. Recommendation for Award -Professional Development Services -Dept. of Curriculum, Staff Development: Six Traits of Writing Instructional Strategies for English Language Arts For Various Teachers within the East Orange School District 2016-2017 SY - Cont'd

WHEREAS, all proposals received were opened and publicly read aloud by the Acting Purchasing Agent on June 7, 2016, and;

WHEREAS, the following response was received:

- 1. NCS Pearson, Inc. 5601 Green Valley Drive, Bloomington, MN 55437

WHEREAS, the response was reviewed by the Acting Purchasing Agent and evaluated by a committee of eight members, attended by the following persons;

- 1. David T. Johnson, Principal at Louverture School
- 2. Terri Bialkin, Supervisor of ELA
- 3. Dawn Stokes-Tyler, Supervisor of Staff Development
- 4. Flore-Nadeige Lovett, Principal at Warwick Institute
- 5. Jacqueline Nisenson, K-12 Teacher Trainer
- 6. Paulette Salomon, Supervisor of Educational Technology
- 7. Patrice Coleman, Asst. Director, Dept. of Special Education
- 8. Debra Boone, Asst. Principal, STEM Academy

WHEREAS, all members agreed upon a recommendation to award a contract to NCS Pearson Inc., with regard to providing Professional Development Services for Six Traits of Writing Instructional Strategies for ELA for Various Teachers within the EOSD for the 2016-2017 SY at a daily rate of \$2990. For up to 15 days of service, with a cost not to exceed \$44,850.00, And;

WHEREAS, funds will be made available from the following account line: 17.20.271.200.300.028.057.0000, with no services or supplies to be ordered until purchase orders are encumbered, authorized and released by the School Business Administrator and;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, awards a contract to NCS Pearson, Inc. in the amount of \$44,850.00 with regard to providing Professional Development Services for Six Traits of Writing Instructional Strategies for ELA for Various Teachers within the EOSD for the 2016-2017 SY in accordance with their RFP proposal. RFP No. 2692. (Attachment 3-j)

- k. Recommendation for Award -Professional Development Services, Department of Curriculum, Staff Development- Improving Instructional Practices in Student Engagement For Various Teachers within the East Orange School District 2016-2017 SY

WHEREAS, pursuant to the Public School Contract Law and the New Jersey Statutes, Title 18A:18A-37, RFP No. 2693 for Professional Development Services for Improving Instructional Practices in Student Engagement for Various Teachers within the EOSD was advertised on May 16, 2016; and

A. INTERIM SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- k. Recommendation for Award –Professional Development Services, Department of Curriculum, Staff Development– Improving Instructional Practices in Student Engagement For Various Teachers within the East Orange School District 2016-2017 SY – Cont’d

WHEREAS, the proposal package was completed by the District's Purchasing Agent, which included specifications for the Proposal prepared by the Supervisor of Staff Development, Dept. of Curriculum Services and;

WHEREAS, all proposals received were opened and publicly read aloud by the Acting Purchasing Agent on June 8, 2016, and;

WHEREAS, the following responses were received:

- 1. SREB, 592 Tenth St. NW Atlanta, GA 30318
- 2. Engaged Instruction, LLC. 14 Eldorado Dr. Succasunna, NJ 07876
- 3. Houghton Mifflin Harcourt, 1 Pierce Place, St 900W, Itasca ILL 60143
- 4. Inspired Instruction, LLC. 196 Belvidere Ave, Washington, NJ 07882
- 5. NCS Pearson, Inc. 5601 Green Valley Drive, Bloomington, MN 55437
- 6. Schillinger Education Consultants, PO Box 228 Accord NY 12404

WHEREAS, the responses were reviewed by the Acting Purchasing Agent and evaluated by a committee of nine members, attended by the following persons;

- 1. David T. Johnson, Principal at Louverture School
- 2. Terri Bialkin, Supervisor of ELA
- 3. Dawn Stokes-Tyler, Supervisor of Staff Development
- 4. Flore-Nadeige Lovett, Principal at Warwick Institute
- 5. Jacqueline Nisenson, K-12 Teacher Trainer
- 6. Paulette Salomon, Supervisor of Educational Technology
- 7. Patrice Coleman, Asst. Director, Dept. of Special Education
- 8. Jaliyla Fraser, Supervisor of Math – Dept. of Curriculum
- 9. Debra Boone, Asst. Principal, STEM Academy

WHEREAS, all members agreed upon a recommendation to award a contract to Houghton Mifflin Harcourt, to provide Professional Development Services for Improving Instructional Practices in Student Engagement for Various Teachers within the EOSD for the 2016-2017 SY at a maximum daily rate of \$3,850.00 And;

WHEREAS, funds will be made available from the following account line: 17.20.271.200.300.028.057.0000, with no services or supplies to be ordered until purchase orders are encumbered, authorized and released by the School Business Administrator and;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, awards a contract to Houghton Mifflin Harcourt, at a maximum daily rate of \$3,850.00 with regard to providing Professional Development Services for Improving Instructional Practices in Student Engagement for Various Teachers within the EOSD for the 2016-2017 SY in accordance with their RFP proposal. RFP No. 2693. (Attachment 3-k)

A. INTERIM SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

1. Recommendation for Award –Professional Development Services –Dept. of Curriculum, Staff Development: Improving Instructional Practices in Rigor and Strategies (ELA), Teaching Social Studies for Various Teachers within the East Orange School District 2016-2017 SY

WHEREAS, pursuant to the Public School Contract Law and the New Jersey Statutes, Title 18A:18A-37, RFP No. 2694 for Professional Development Services for Improving Instructional Practices in Rigor and Strategies (ELA) Teaching Social Studies for Various Teachers within the EOSD was advertised on May 16, 2016; and

WHEREAS, the proposal package was completed by the District's Purchasing Agent, which included specifications for the Proposal prepared by the Supervisor of Staff Development, Dept. of Curriculum Services and;

WHEREAS, all proposals received were opened and publicly read aloud by the Acting Purchasing Agent on June 8, 2016, and;

WHEREAS, the following responses were received:

1. Houghton Mifflin Harcourt, 1 Pierce Place, St 900W, Itasca ILL 60143
2. Inspired Instruction, LLC. 196 Belvidere Ave, Washington, NJ 07882
3. NCS Pearson, Inc. 5601 Green Valley Drive, Bloomington, MN 55437
4. Academy for Urban School Transformation at Seton Hall University, 400 So. Orange Avenue, So. Orange, NJ 07079

WHEREAS, the responses were reviewed by the Acting Purchasing Agent and evaluated by a committee of ten members, attended by the following persons;

1. Terri Bialkin, Supervisor of ELA
2. Dawn Stokes-Tyler, Supervisor of Staff Development
3. Jacqueline Nisenson, K-12 Teacher Trainer
4. Paulette Salomon, Supervisor of Educational Technology
5. Patrice Coleman, Asst. Director, Dept. of Special Education
6. Jaliyla Fraser, Supervisor of Math – Dept. of Curriculum
7. Roberta Youngblood-Myricks, Supervisor of Social Studies
8. Yvy Joseph, Principal at Jackson Academy
9. Passion Moss-Hasan, Principal at Tyson Elementary School
10. Kori T. Washington, Teacher Trainer, Dept. of Curriculum

WHEREAS, all members agreed upon a recommendation to award a contract to Houghton Mifflin Harcourt, to provide Professional Development Services for Improving Instructional Practices in Rigor and Strategies (ELA) Teaching Social Studies for Various Teachers within the EOSD for the 2016-2017 SY at a maximum daily rate of \$3,850.00 And;

WHEREAS, funds will be made available from the following account line: 17.20.271.200.300.028.057.0000, with no service or supplies to be ordered until purchase orders are encumbered, authorized and released by the School Business Administrator and;

A. INTERIM SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

1. Recommendation for Award –Professional Development Services –Dept. of Curriculum, Staff Development: Improving Instructional Practices in Rigor and Strategies (ELA), Teaching Social Studies for Various Teachers within the East Orange School District 2016-2017 SY – Cont'd

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, awards a contract to Houghton Mifflin Harcourt, at a maximum daily rate of \$3,850.00 with regard to providing Professional Development Services for Improving Instructional Practices in Rigor and Strategies (ELA) Teaching Social Studies for Various Teachers within the EOSD for the 2016-2017 SY in accordance with their RFP proposal. RFP No. 2694. (Attachment 3-1)

- m. Recommendation for Award –Professional Development Services –Dept. of Curriculum, Staff Development: Improving Instructional Practices in Science Integration Addressing Next Generational Science Standards, Common Core Instructional Shifts, Career Readiness, STEM Initiative, and Instructional Practices for Various Teachers within the East Orange School District 2016-2017 SY

WHEREAS, pursuant to the Public School Contract Law and the New Jersey Statutes, Title 18A:18A-37, RFP No. 2695 for Professional Development Services for Instructional Practices in Science Standards for Various Teachers within the EOSD was advertised on May 16, 2016; and

WHEREAS, the proposal package was completed by the District's Purchasing Agent, which included specifications for the Proposal prepared by the Supervisor of Staff Development, Dept. of Curriculum Services and;

WHEREAS, all proposals received were opened and publicly read aloud by the Acting Purchasing Agent on June 9, 2016, and;

WHEREAS, the following responses were received:

1. Tequipment, 7 Norden Lane, Huntington Station, NY 11746
2. Accelerate Learning, 5177 Richmond Ave, Ste 1025, Houston TX 77056
3. Houghton Mifflin Harcourt, 1 Pierce Place, St. 900W, Itasca ILL 60143
4. NCS Pearson, Inc. 5601 Green Valley Drive, Bloomington, MN 55437

WHEREAS, the responses were reviewed by the Acting Purchasing Agent and evaluated by a committee of ten members, attended by the following persons;

1. Terri Bialkin, Supervisor of ELA
2. Dawn Stokes-Tyler, Supervisor of Staff Development
3. Jacqueline Nisenson, K-12 Teacher Trainer
4. Paulette Salomon, Supervisor of Educational Technology
5. Patrice Coleman, Asst. Director, Dept. of Special Education
6. Jaliyla Fraser, Supervisor of Math – Dept. of Curriculum
7. Roberta Youngblood-Myricks, Supervisor of Social Studies
8. Yvy Joseph, Principal at Jackson Academy
9. Passion Moss-Hasan, Principal at Tyson Elementary School
10. Kori T. Washington, Teacher Trainer, Dept. of Curriculum

A. INTERIM SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

- m. Recommendation for Award –Professional Development Services –Dept. of Curriculum, Staff Development: Improving Instructional Practices in Science Integration Addressing Next Generational Science Standards, Common Core Instructional Shifts, Career Readiness, STEM Initiative, and Instructional Practices for Various Teachers within the East Orange School District 2016-2017 SY – Cont’d

WHEREAS, all members agreed upon a recommendation to award a contract to Houghton Mifflin Harcourt, to provide Professional Development Services for Improving Instructional Practices in Science Standards for Various Teachers within the EOSD for the 2016-2017 SY at a maximum daily rate of \$3,850.00 And;

WHEREAS, funds will be made available from the following account line: 17.20.271.200.300.028.057.0000, with no services or supplies to be ordered until purchase orders are encumbered, authorized and released by the School Business Administrator and;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, awards a contract to Houghton Mifflin Harcourt, at a maximum daily rate of \$3,850.00 with regard to providing Professional Development Services for Improving Instructional Practices in Science Standards for Various Teachers within the EOSD for the 2016-2017 SY in accordance with their RFP proposal. RFP No. 2695. (Attachment 3-m)

- n. Recommendation for Award –Professional Development Services – Improving Mathematics Instruction for Various Teachers within the East Orange School District 2016-2017 SY

WHEREAS, pursuant to the Public School Contract Law and the New Jersey Statutes, Title 18A:18A-37, RFP No. 2696 for Professional Development Services for Improving Mathematic Instruction for Various Teachers within the EOSD was advertised on May 16, 2016; and

WHEREAS, the proposal package was completed by the District's Acting Purchasing Agent, which included specifications for the Proposal prepared by the Supervisor of Staff Development, Dept. of Curriculum Services and;

WHEREAS, all proposals received were opened and publicly read aloud by the Acting Purchasing Agent on June 9, 2016, and;

WHEREAS, the following responses were received:

1. Tequipment, 7 Norden Lane, Huntington Station, NY 11746
2. Houghton Mifflin Harcourt, 1 Pierce Place, St. 900W, Itasca ILL 60143
3. SDM Learning, 555 Overlook Drive, Kent, Ohio 44240
4. Inspired Instruction, LLC. 196 Belvidere Ave, Washington, NJ 07882
5. NCS Pearson, Inc. 5601 Green Valley Drive, Bloomington, MN 55437

A. INTERIM SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- n. Recommendation for Award –Professional Development Services – Improving Mathematics Instruction for Various Teachers within the East Orange School District 2016-2017 SY – Cont’d

WHEREAS, the responses were reviewed by the Acting Purchasing Agent and evaluated by a committee of ten members, attended by the following persons;

1. Terri Bialkin, Supervisor of ELA
2. Dawn Stokes-Tyler, Supervisor of Staff Development
3. Jacqueline Nisenson, K-12 Teacher Trainer
4. Paulette Salomon, Supervisor of Educational Technology
5. Patrice Coleman, Asst. Director, Dept. of Special Education
6. Jaliyla Fraser, Supervisor of Math – Dept. of Curriculum
7. Roberta Youngblood-Myricks, Supervisor of Social Studies
8. Yvy Joseph, Principal at Jackson Academy
9. Passion Moss-Hasan, Principal at Tyson Elementary School
10. Kori T. Washington, Teacher Trainer, Dept. of Curriculum

WHEREAS, all members agreed upon a recommendation to award a contract to Houghton Mifflin Harcourt, to provide Professional Development Services for Improving Instructional Mathematics Instruction for Various Teachers within the EOSD for the 2016-2017 SY at a maximum daily rate of \$3,850.00 And;

WHEREAS, funds will be made available from the following account line: 17.20.271.200.300.028.057.0000, with no services or supplies to be ordered until purchase orders are encumbered, authorized and released by the School Business Administrator and;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, awards a contract to Houghton Mifflin Harcourt, at a maximum daily rate of \$3,850.00 with regard to providing Professional Development Services for Improving Mathematics Instruction for Various Teachers within the EOSD for the 2016-2017 SY in accordance with their RFP proposal. RFP No. 2696. (Attachment 3-n)

- o. Request for Authorization to Participate in the Educational Services Commission of New Jersey for 2016-2017 SY

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

WHEREAS, the Educational Services Commission of New Jersey 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 the Educational Services Commission of New Jersey adopts a resolution awarding the contracts to the various vendors; and

A. INTERIM SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- o. Request for Authorization to Participate in the Educational Services Commission of New Jersey for 2016-2017 SY Cont'd

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 developed and completed by the Educational Services Commission of New Jersey under Cooperative Purchasing and included in the package were specifications for the bid and

WHEREAS, all bids received were opened and publicly read aloud by the Educational Services Commission of New Jersey on various contacts and awards were made by resolution;

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, hereby authorizes participation in the Educational Services Commission of New Jersey as registered and approved by the Director of the Division of Local Government Services in the Department of Community Affairs;

BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, hereby authorizes participation in the contract for *Athletic Equipment & Supplies* awarded to various vendors listed below (Bid #2588), **has been extended to May 8, 2017;** and

Aluminum Athletic Equipment Co
Efingers Sporting Goods Co.
Guardian Gym Equipment
Metuchen Center Inc. dba Garden State Apparel
Partac Peat, Corp.
Riddell/ All American
Storr Tractor Co
Daktronics "SCORE BOARDS"
Degler-Whiting, Inc. "SCORE BOARDS"
S & S Worldwide "SCORE BOARDS"

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, hereby authorizes participation in the contract for *Education Development Software "Hibster Software"* awarded to Educational Development Software, LLC. (Bid #2444), **has been extended to June 5, 2017;** and

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, hereby authorizes participation in the contract for *Environmental Insurance* awarded to AIG Property Casualty Claims Inc. (Bid #2446), **has been extended to June 30, 2017;** and

A. INTERIM SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- o. Request for Authorization to Participate in the Educational Services Commission of New Jersey for 2016-2017 SY Cont'd

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, hereby authorizes participation in the contract for *Integrated Cloud Based Building Access/Video, Critical Emergency Communications & Mobile Application Solutions* awarded to Open Systems Integrators, Inc. (Bid #2589), **has been extended to June 25, 2017**; and

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, hereby authorizes participation in the contract for *Radios - Vertex* awarded to PMC Associates (Bid #2610), **has been extended to June 30, 2017**; and

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, hereby authorizes participation in the contract for *Generator Equipment & Maintenance* awarded to various vendors listed below (Bid #2710),

Foley, Inc.
Power Place

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, hereby authorizes participation in the contract for *SMART Board Technology* awarded to various vendors listed below (Bid #2711),

CDWG
Keyboard Consultants

- p. Request for Authorization to Participate in the Hunterdon County Educational Services Commission for 2016-2017

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

WHEREAS, Hunterdon County Educational Services Committee 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 Hunterdon County Educational Services Commission 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 developed and completed by Hunterdon County Educational Services Commission under Cooperative Purchasing and included in the package were specifications for the bid and

A. INTERIM SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- p. Request for Authorization to Participate in the Hunterdon County Educational Services Commission for 2016-2017 – Cont’d

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

WHEREAS, Hunterdon County Educational Services Committee 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 Hunterdon County Educational Services Commission 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 developed and completed by Hunterdon County Educational Services Commission under Cooperative Purchasing and included in the package were specifications for the bid and

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

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, hereby authorizes participation in the Hunterdon County Educational Services Commission as registered and approved by the Director of the Division of Local Government Services in the Department of Community Affairs;

BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, hereby authorizes participation in the contract for *Toner & Ink Printer Cartridges – Catalog Sales* awarded to various vendors listed below (Bid #2614) has been extended to June 30, 2018

Office Needs
The Tree House, Inc.
The Office Pal

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, hereby authorizes participation in the contract for *Copy Duplicator Paper Bid* awarded to various vendors listed below (Bid #2307), has been extended to January 12, 2017

W.B. Mason Co. Inc.
Paper Mart Inc.

A. INTERIM SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- p. Request for Authorization to Participate in the Hunterdon County Educational Services Commission for 2016-2017 - Cont'd

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, hereby authorizes participation in the contract for *Chromebook Refurbishment Parts & Accessories* awarded to various vendors listed below (Bid #2616), has been extended to June 30, 2017

PC Parts Plus
Asset Genie, Inc.

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, hereby authorizes participation in the contract for *Interactive Technology for Classrooms & Meeting Rooms* awarded to various vendors listed below (Bid #2586), has been extended to April 8, 2017

Tele-Measurements, Inc.
Installation & Design Services

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, hereby authorizes participation in the contract for *Commercial Floor Coverings & Installation* awarded to Commercial Interiors Direct, Inc. (Bid #2465), has been extended to June 30, 2017

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

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, hereby authorizes participation in the Hunterdon County Educational Services Commission as registered and approved by the Director of the Division of Local Government Services in the Department of Community Affairs;

BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, hereby authorizes participation in the contract for *Toner & Ink Printer Cartridges - Catalog Sales* awarded to various vendors listed below (Bid #2614) has been extended to June 30, 2018

Office Needs
The Tree House, Inc.
The Office Pal

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, hereby authorizes participation in the contract for *Copy Duplicator Paper Bid* awarded to various vendors listed below (Bid #2307), has been extended to January 12, 2017

W.B. Mason Co. Inc.
Paper Mart Inc.

A. INTERIM SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- p. Request for Authorization to Participate in the Hunterdon County Educational Services Commission for 2016-2017 – Cont’d

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, hereby authorizes participation in the contract for *Chromebook Refurbishment Parts & Accessories* awarded to various vendors listed below (Bid #2616), has been extended to June 30, 2017

PC Parts Plus
Asset Genie, Inc.

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, hereby authorizes participation in the contract for *Interactive Technology for Classrooms & Meeting Rooms* awarded to various vendors listed below (Bid #2586), has been extended to April 8, 2017

Tele-Measurements, Inc.
Installation & Design Services

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, hereby authorizes participation in the contract for *Commercial Floor Coverings & Installation* awarded to Commercial Interiors Direct, Inc. (Bid #2465), has been extended to June 30, 2017

- q. Farmers Insurance Thank America’s Teachers

BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the acceptance of a grant from the Farmers insurance Thank America’s Teachers program in the amount of \$2,500.00. (Attachment 3-q)

- r. Recommendation for Extension of Award Job-Embedded Professional Development Services for Teachers at Cicely L. Tyson Middle/High School (2016-2017 SY)

WHEREAS, pursuant to the Public School Contract Law and the New Jersey Statutes, Title 18A:18A-37, RFP No. 2592 for Job-Embedded Professional Development Services for Teachers at Cicely L. Tyson Middle/High School was advertised on July 1, 2015; and

WHEREAS, the proposal package was completed by the District's Acting Purchasing Agent, which included specifications for the Proposal prepared by the Principal of Cicely L. Tyson Middle/High School and;

WHEREAS, all proposals received were opened and publicly read aloud by the Acting Purchasing Agent on July 21, 2015, and;

A. INTERIM SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- r. Recommendation for Extension of Award Job-Embedded Professional Development Services for Teachers at Cicely L. Tyson Middle/High School (2016-2017 SY) – Cont’d

WHEREAS, the following responses were received:

1. Houghton Mifflin Harcourt 2270 Springlake Road, Suite 600, Farmer’s Branch, TX 75234
2. Learn It Systems, LLC 3600 Clipper Mill Road, Suite 330, Baltimore MD, 21211
3. Shane Purse Associates 111 East 14th St. #352, New York, NY 10003
4. Standard Solution, LLC 196 Belvidere Ave, Washington, NJ 07882
5. Foundations, Inc. 701 East Gate Drive, Suite 300, Mt. Laurel, NJ 08054
6. Tequipment, Inc. 7 Norden Lane, Huntington Station, NY 11746

WHEREAS, the responses were reviewed by the Purchasing Agent and evaluated by a committee of five members, attended by the following persons;

1. Racquel C. Ferguson, Acting Purchasing Agent
2. Anita Champagne, Principal at Cicely L. Tyson Middle-High School
3. Elvin Williamson, Asst. Principal at CLTMHS
4. Melissa Espana- Rodriguez, Asst. Principal at CLTMHS
5. John English, Data Coach at CLTMHS

WHEREAS, all members agreed upon a recommendation to award a contract to Houghton Mifflin Harcourt, with regard to providing Job-Embedded Professional Development Services for Teachers at Cicely L. Tyson Middle/High School for the 2015-2016 SY, And;

WHEREAS the original RFP package included a written statement with regard to the East Orange School District’s option to renew the awarded contract(s) for one (1) additional year; and

WHEREAS, the extension of award for the 2016-2017 SY will not exceed an amount of \$31,800.00, and;

WHEREAS funds will be made available from account line 17.20.231.200.300.203.003.0000, and;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, awards a contract to Houghton Mifflin Harcourt for Job-Embedded Professional Development Services for Teachers at Cicely L. Tyson Middle/High School for the 2016-2017 SY in accordance with their RFP proposal. RFP No. 2592.

A. INTERIM SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- s. Preschool Contract for Three Stages Learning Center, 91 South Harrison Street

BE IT RESOLVED: “the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves” the Preschool Education Program Contract and Budget for the 2016-2017 school year, in an amount not to exceed \$1,766,125.00

Name of Provider	# of Classes	# of Students	Total Cost
Three Stages Learning Center	9	135	\$1,766,125
Total			\$1,766,125

- t. Request for Authorization to Participate in the Educational Services Commission of Morris County for NJ Classroom Supplies SY 2015-2016

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 Interim 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, 2014 thru November 30, 2015

A. INTERIM SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- t. Request for Authorization to Participate in the Educational Services Commission of Morris County for NJ Classroom Supplies SY 2015-2016 – Cont’d

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, hereby authorizes participation in the contract for *Electrical Service and Repair* awarded to various vendors noted below (Bid #2613),

J&J Electrical Construction & Design, INC.
Metrix Electric, LLC

- u. 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 Interim Superintendent of Schools, accept and adopt the A-148 and for it to become part of the official minutes of this meeting: (Attachment 3-u)

Period Ending	Appropriation Balance	Cash Balance
May 31, 2016	\$70,915,046.55	\$45,505,365.55

- v. 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 May 31, 2016 upon the recommendation of the Interim Superintendent of Schools, adopt the A-149 and cause it to become a part of the official minutes of this meeting: (Attachment 3-v)

Period Ending	Cash Balance
May 31, 2016	\$45,505,365.55

A. INTERIM SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

w. Budgetary Major Account/Fund Status Certificate

BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim 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)

x. Resolution Authorizing Use of Vehicle Towing Services

BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, hereby recommends the authorization to use the company "Zone Towing" of West Orange, New Jersey, in accordance with N.J.A.C. Title 13:45A-31.6

Motor Vehicle Towing Services for the EOSD SY 2016-2017

BE IT FURTHER RESOLVED, that all vehicles authorized to be towed will be at the vehicle owner's expense, with no cost to the District, as per Zone Towing's agreement presented on July 27th, 2016, effective August 10, 2016 through August 10, 2021. (Attachment 3-x)

A. INTERIM SUPERINTENDENT OF SCHOOLS

4. MAINTENANCE SERVICES

a. 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 Title	School/Location	Event Date
1	Greg The Barber	Comedy Show	EO Campus - Auditorium	Aug. 27, 2016 (Sat)
2	EO Wildcats	Pop Warner Football Games	Robeson Stadium	Sept. 4; Sept. 25; Oct. 2, 2016 (Sun) Oct. 15, 2016 (Sat)
3	Seasons of Learning	Afterschool Program	Warwick - Parking Lot & All Purpose Room	Sept. 6, 2016 - June 22, 2017 (Mon-Fri)
4	Promoting Progress For Youth	Basketball Safety Awareness Workshop	Stem - Classroom	July 23, 2016 (Sat)
5	EO Recreation	EO Rec Basketball League	EO Campus - Gym, Bathrooms, Café, Locker Rooms	Oct. 8, 2016 -Dec. 30, 2016 (Mon-Sat)
6	EO Recreation	Recreational Smart Programs	Costley Middle - Gym, Locker Rooms, Bathrooms	Oct. 3, 2016 - Dec. 30, 2016 (Mon-Sat)
7	EO Recreation	Recreation Smart Programs	Garvin - Gym, Locker Rooms, Bathrooms	Oct. 3 - Oct. 9, 2016 (Mon-Fri) Oct. 11 - Nov. 9, 2016 (Mon-Fri) Nov. 14 - Dec. 23, 2016 (Mon-Sat)
8	EO Recreation	Recreation Sports	Tyson Middle/High - Gym, Bathrooms, Café, Locker Rooms	Oct. 3-9, 2016 (Mon-Fri) Oct. 11-Nov. 9, 2016 (Mon-Fri) Nov. 14-23, 2016 (Mon-Fri) Nov. 28- Dec. 23, 2016 (Mon-Fri)
9	EO Recreation	Father's Conference	Tyson Middle/High 800 seat	Oct. 15, 2016 (Sat)

NOW THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim 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.

ADJOURNMENT

POLICY COVER PAGE



ADMINISTRATION - POLICY
1140/page 1 of 2
Affirmative Action Program
Dec. 10

1140 **AFFIRMATIVE ACTION PROGRAM**

The Board of Education shall adopt and implement written educational equality and equity policies in accordance with the provisions of N.J.A.C. 6A:7 - Managing for Equality and Equity in Education.

The Board's affirmative action program shall recognize and value the diversity of persons and groups within society and promote the acceptance of persons of diverse, backgrounds regardless of race, creed, color, national origin, vestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status. The affirmative action program will also promote equal educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon race, creed, color, national origin, ancestry; age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status in the policies, programs, and practices of the Board of Education.

The Board shall inform the school community it serves of these policies in a manner including, but not limited to, the district's customary methods of information dissemination. The Board shall develop a Comprehensive Equity Plan once every three years, which shall identify and correct all discriminatory and inequitable educational and hiring policies, patterns, programs, and practices affecting its facilities, programs, students, and staff.

The Board shall assess the district's needs for achieving equality and equity in educational programs based on an analysis of student performance data such as: National Assessment of Educational Progress and State assessment results, Pre-Kindergarten through grade twelve promotion/retention data, Pre-Kindergarten through grade twelve completion rates; re-examination and re-evaluation of classification and placement of students in special education programs if there is an over representation within certain groups; staffing practices; student demographic and behavioral data; quality of program data; and stakeholder satisfaction data prior to developing the Comprehensive Equity Plan. The purpose of the needs assessment is to identify and eliminate discriminatory practices and other barriers in achieving equality and equity in educational programs.

The Board shall annually designate a member of its staff as the Affirmative Action Officer and form an Affirmative Action Team, of whom the Affirmative Action Officer is a member, to coordinate and implement the requirements of N.J.A.C. 6A:7 — Managing For Equality And Equity in Education. The Board shall assure that all stakeholders know who the Affirmative Action Officer is and how to access him or her.



Policy Alerts

East Orange Board of Education

ADMINISTRATION - POLICY
1140/page 2 of 2
Affirmative Action Program

The Affirmative Action Officer **shall** have a New Jersey standard certification with an administrative, instructional, or educational services endorsement, pursuant to N.J.A.C. 6A:9B et seq. The Affirmative Action Officer shall: coordinate the required professional development training for certificated and non-certificated staff pursuant to N.J.A.C. 6A:7-1.6; notify all students and employees of district grievance procedures for handling discrimination complaints; and ensure the district grievance procedures, which include investigative responsibilities and reporting information, are followed.

The Affirmative Action Team shall: develop the Comprehensive Equity Plan pursuant to N.J.A.C. 6A:7-1.4(c); oversee the implementation of the district's Comprehensive Equity Plan pursuant to N.J.A.C. 6A:7-1.4(c); collaborate with the Affirmative Action Officer on coordination of the required professional development training for certificated and non-certificated staff pursuant to N.J.A.C. 6A:7-1.5; monitor the implementation of the Comprehensive Equity Plan; and conduct the annual district internal monitoring to ensure continuing compliance with State and Federal statutes governing educational equality and equity, pursuant to N.J.A.C. 6A:7-1.4(d).

The Board shall provide professional development training to all certificated and non-certificated school staff members on a continuing basis to identify and resolve problems associated with the student achievement gap and other inequities arising from prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status. All new certificated and non-certificated staff members shall be provided with professional development training on educational equality and equity issues within the first year of employment. Parents and other community members shall be invited to participate *in* the professional development training.

The Commissioner or his/her designee shall provide technical assistance to local school districts for the development of policy guidelines, procedures, and in-service training for Affirmative Action Officers so as to aid in the elimination of prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status.

N.J.A.C. 6A:7-1.4; 6A:7-1.5; 6A:7-1.6

Adopted: February 8, 2011

Adopted:



1523 COMPREHENSIVE EQUITY PLAN

The Board of Education shall submit a Comprehensive Equity Plan based on an assessment of the district's needs for achieving equity in educational programs that includes a cohesive set of policies, programs, and practices that ensure high expectations and positive achievement patterns and equal access to education opportunity for all learners, including students and teachers.

The Board's obligation to be accountable for the requirements in N.J.A.C.6A:7 is not precluded or alleviated by any rule or regulation of any organization, club, athletic association, or other league or group.

The Comprehensive Equity Plan shall include the following:

1. **An assessment of the school district's needs for achieving equity in educational programs. The assessment shall include staffing practices, quality-of-program data, stakeholder-satisfaction data, and student assessment and behavioral data disaggregated by gender, race, ethnicity, limited English proficiency, special education, migrant, date of enrollment, student suspension, expulsion, Child Study Team referrals, preschool through grade twelve promotion/retention data, preschool through grade twelve completion rates, and re-examination and re-evaluation of classification and placement of students in special education programs if there is overrepresentation within a certain group;**
2. A description of how other Federal, State, and district policies, programs, and practices are aligned to the Comprehensive Equity Plan;
3. **Progress targets for closing the achievement gap;**
4. Professional development targets regarding the knowledge and skills needed to provide a thorough and efficient education as defined by the Core Curriculum Content Standards; differentiated instruction and formative assessments aligned to Core Curriculum Content Standards; and high expectations for teaching and learning; and
5. Annual targets addressing district needs in equity in school and classroom practices that are aligned to professional development targets.

The Comprehensive Equity Plan shall be **written** every three years and the Board of Education shall initiate the Comprehensive Equity Plan within sixty days of its approval and shall implement the plan in accordance with the timelines approved by the New Jersey Department of Education.



Policy Alerts

East Orange Board of Education

ADMINISTRATION - POLICY
1523 page 2 of 2
Comprehensive Equity Plan

In the event the Board of Education does not implement the Comprehensive Equity Plan within one hundred eighty days of its approval date, or fails to report its progress annually sanctions deemed to be appropriate by the Commissioner of Education or his/her designee shall be imposed, and may include action to suspend, terminate, or refuse to award continued Federal or State financial assistance, pursuant to N.J.S.A. 18A:55-2.

N.J.A.C. 6A:7-1.9

Adopted: 5 November 2008

Adopted: 8 February 2011

Adopted:



ADMINISTRATION - POLICY

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Equal Employment Opportunities

1530 EQUAL EMPLOYMENT OPPORTUNITIES

The Board of Education shall, in accordance with law, guarantee equal employment opportunity throughout the district.

The Board shall ensure all persons shall have equal and bias free access to all categories of employment and equal pay for equal work in this district without regard to the candidate's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, socioeconomic status, or disability, pursuant to N.J.A.C. 6A:7-1.1. The school district's employment applications and pre-employment inquiries conform to the guidelines of the New Jersey Division of Civil Rights.

The Board will use equitable practices that prevent imbalance and isolation based on race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation gender, **gender identity or expression**, socioeconomic status, or disability among the district's certificated and non-certificated staff and within every category of employment, including administration. Promotions and transfers will be monitored to ensure non-discrimination.

The Board shall not assign, transfer, promote or retain staff, or fail to assign, transfer, promote or retain staff, on the sole basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.

The Board will target-underutilized groups in every category of employment. The Board will provide among the faculty of each school role models of diverse racial and cultural backgrounds.

The Board shall not enter into a contract with a person, agency, or organization discriminates in employment practices or in the provision of benefits or services, on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation gender, **gender identity or expression**, socioeconomic status, or disability, either in employment practices or in the provision of benefits or services to students or employees, pursuant to N.J.A.C. 6A:7-1.1.

The Superintendent shall promulgate a complaint procedure for the adjudication of disputes alleging violation of the law prohibiting discrimination in employment or this policy.

The Board shall not discriminate against any person for that person's exercise of rights under the laws prohibiting discrimination in employment or this policy.



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East Orange Board of Education

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Equal Employment Opportunities

N.J.S.A. 18A:6-5; 6-6; 18A:28-10; 18A:29-2

N.J.A.C. 6A:7-1.1 et seq. 6A:7-1.8

Cross reference: Policy Guide Numbers 1510, 1550 and Regulation Guide Nos. 1530

Adopted: 5 November 2008

Adopted: 8 February 2011

Adopted:

DRAFT



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East Orange Board of Education

ADMINISTRATION - REGULATION
R 1530/page 1 of 4
Equal Employment Opportunity
Complaint Procedure
M

R 1530 EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURE

A. Purpose and Application

1. The purpose of this procedure is to give any district employee or candidate for employment the opportunity to appeal an alleged denial of equal employment opportunity in violation of state and federal laws and Policy No. 1530, guaranteeing “equal access to all categories of employment without regard to the candidate’s race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, socioeconomic status, or disability.”
2. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and should be implemented in an informal manner.
3. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
4. All participants in the procedure will respect the confidentiality that this district accords to information about individual employees.

B. Definitions

1. “Board of Education” means the Board of Education of the East Orange School District.
2. “Complaint” means an alleged discriminatory act or practice.
3. “Complainant” means a staff member who alleges a discriminatory act or practice.
4. “Day” means a working or calendar day as identified.
5. “Discriminatory act or practice” means denial of equal employment opportunity in violation of state and federal laws and Policy No. 1530.
6. “School district” means the East Orange School District.



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East Orange Board of Education

ADMINISTRATION - REGULATION
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Equal Employment Opportunity
Complaint Procedure

C. Procedure

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 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 Affirmative Action Officer. The complaint will include:
 - a. The complainant's name and address,
 - b. The specific act or practice that the complainant complains of,
 - c. The school employee, if any, responsible for the allegedly discriminatory act,
 - d. The results of discussions conducted in accordance with paragraph C1, and
 - e. The reasons why those results are not satisfactory.
3. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint 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 Affirmative Action Officer 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 the presence at the hearing of the staff member charged with a discriminatory act and any other person with knowledge of the act complained of.



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East Orange Board of Education

ADMINISTRATION - REGULATION

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Equal Employment Opportunity Complaint Procedure

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 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
 - e. The complainant's reason for believing the Superintendent's decision should be changed.
8. A copy of the appeal to the Board must be given to the staff member, if any, charged with a discriminatory act.
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:
 - a. Commissioner of Education
Division of Controversies and Disputes
New Jersey State Department of Education
P.O. Box 500
Trenton, New Jersey 08625
Telephone: (609) 292-5705 or the



Policy Alerts

East Orange Board of Education

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Equal Employment Opportunity
Complaint Procedure

b. New Jersey Division on Civil Rights
Trenton Regional Office
Office of the Attorney General
140 East Front Street – 6th Floor
Trenton, New Jersey 08625-0090
Telephone: (609) 292-4605

D. Record

1. The records of any complaint processed in accordance with this procedure shall be maintained in a file kept by the Affirmative Action Officer.
2. A copy of the decision rendered at the highest level of appeal will be kept in the employee's personnel file.

Issued: 5 November 2008

Issued: 8 February 2011

Issued:



ADMINISTRATION - POLICY

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Affirmative Action Program for Employment and Contract
Practices/Employment Practices Plan

M

1550 **AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES/EMPLOYMENT PRACTICES PLAN**

The Board of Education shall, in accordance with State statutes and administrative code and Federal law and regulations, strive to overcome the effects of any previous patterns of discrimination in district employment practices and shall systematically monitor district procedures to ensure continuing compliance with anti-discrimination laws and regulations.

The Board shall ensure all persons regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status shall have equal and bias-free access to all categories of employment in the public educational system of New Jersey pursuant to N.J.A.C. 6A:7-1.1.

The Board will not enter into any contract with a person, agency, or organization that discriminates on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status, either in employment practices or in the provision of benefits or services to students or employees.

The Board shall not assign, transfer, promote or retain staff, or fail to assign, transfer, promote or retain staff, on the sole basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status.

The Board shall ensure equal pay for equal work among members of the district's staff, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.

An administrator designated annually shall serve as Affirmative Action Officer and shall coordinate all activities designed to implement this policy. It will be the responsibility of the Affirmative Action Officer to:

1. Study job descriptions, job qualifications, and salary guides for discriminatory practices;
2. Compare the characteristics of persons in the district's hiring region who possess skills required by the district to the characteristics of district employees;
3. Develop methods to search out sources of candidates for employment;



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East Orange Board of Education

ADMINISTRATION - POLICY
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Affirmative Action Program for
Employment and Contract Practices

4. Recommend methods of recruitment that will encourage minority and female applicants;
5. Review recruiting advertisements and application forms;
6. Compare data on the promotion and discharge of women and minorities to district-wide data on promotion and discharge of employees; and
7. Recommend programs that will encourage greater job opportunities for women and members of minority groups.

N.J.A.C. 6A:7-1.1 et. seq.: 6A:7-1.8

Adopted: 5 November 2008

Adopted: 8 February 2011

Adopted:



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East Orange Board of Education

ADMINISTRATION - REGULATION

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Affirmative Action Program for Employment and
Contract Practices/Employment Practices

Plan Complaint Procedure

M

R 1550 **AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND
CONTRACT PRACTICES/EMPLOYMENT PRACTICES PLAN
COMPLAINT PROCEDURE**

A. Purpose and Application

1. The purpose of this procedure is to give any district employee or candidate for district employment the opportunity to appeal an alleged violation of the district's Affirmative Action Plan for employment and contract practices, as set forth in Policy No. 1550 or in a plan formally adopted by the Board of Education and approved by the Commissioner.
2. No qualified handicapped person, shall, on the basis of handicap, be subjected to discrimination in employment and the Board will take positive steps to employ and advance in employment qualified handicapped persons in programs and activities.
3. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and should be implemented in an informal manner.
4. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
5. All participants in the procedure will respect the confidentiality that this district accords to information about individual teaching staff members.

B. Definitions

1. "Board of Education" means the Board of Education of the East Orange School District.
2. "Complaint" means an alleged violation of the district's Affirmative Action Plan or Policy.
3. "Complainant" means a teaching staff member who alleges a violation of the district's Affirmative Action Plan or Policy No. 1550.



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East Orange Board of Education

ADMINISTRATION - REGULATION

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Affirmative Action Program for Employment and Contract Practices/Employment Practices Plan Complaint Procedure

4. "Day" means a working or calendar day as identified.
 5. "School district" means the East Orange School District.
 6. "Violation" means the failure of a district official or employee to take the positive steps outlined in Policy No. 1550 or the duly approved Affirmative Action Plan to remove impermissible bias or preference from all aspects of district employment practices and/or to correct the results of past discrimination.
- C. Procedure
1. A complainant who believes that he/she has been harmed or adversely affected by a failure to enforce the district's Affirmative Action Plan for employment and contract practices shall 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 Affirmative Action Officer. The complaint will include:
 - a. The complainant's name and address,
 - b. The specific failure to act that the complainant complains of,
 - c. The school officer or employee, if any, responsible for the alleged violation of the Affirmative Action Plan,
 - d. The results of discussions conducted in accordance with paragraph C1, and
 - e. The reasons why those results are not satisfactory.
 3. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint in writing no later than fifteen working days after receipt of the written complaint. A copy of the complaint and the response will be forwarded to the Superintendent.



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Affirmative Action Program for Employment and Contract Practices/Employment Practices Plan Complaint Procedure

4. The response of the Affirmative Action Officer 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 violated the Affirmative Action Plan.
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 fifteen working days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with violation of the Affirmative Action Plan and any other person with knowledge of the violation complained of.
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 and to the Board of Education.
7. The complainant may appeal the Superintendent's decision to the Board by filing a written appeal with the Board Secretary no later than three working days after receipt of the Superintendent's decision. The appeal will 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
 - e. The complainant's reason for believing the Superintendent's decision should be changed.
8. A copy of the appeal to the Board must be given to the staff member, if any, charged with a violation of the Affirmative Action Plan.



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Affirmative Action Program for Employment and Contract Practices/Employment Practices Plan Complaint Procedure

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:
 - a. Commissioner of Education
Division of Controversies and Disputes
New Jersey State Department of Education
P.O. Box 500
Trenton, New Jersey 08625-0500
Telephone: (877) 900-6960 or the
 - b. New Jersey Division on Civil Rights
Trenton Regional Office
Office of the Attorney General
140 East Front Street – 6th Floor
Trenton, New Jersey 08625-0090
Telephone: (609) 292-4605
- D. Record
1. The records of any complaint processed in accordance with this procedure shall be kept in a file maintained by the Affirmative Action Officer.
 2. A copy of the decision rendered at its highest level of appeal will be kept in the complainant's personnel file.

Issued: 5 November 2008

Issued: 8 February 2011

Issued:



2200 CURRICULUM CONTENT

The Board of Education will provide the instruction and services mandated by law and rules as necessary for the implementation of a thorough and efficient system of free public education and such other instruction and services as the Board deems appropriate for the thorough and efficient education of the students of this district. The Board shall annually approve all programs and courses that comprise the district's curriculum and shall approve any subsequent changes in the curriculum in accordance with **Policy 2220**.

For purposes of this policy "curriculum" means planned learning opportunities designed to assist students toward the achievement of the intended outcomes of instruction.

The curriculum will be reviewed by the Superintendent and approved annually by the Board. In accordance with law, the curriculum shall, as a minimum, include the curricular mandates of N.J.S.A. 18A - Education and N.J.A.C. 6 and 6A - Education and all of the New Jersey Core Curriculum Content Standards and Cumulative Progress Indicators and the courses required by Policy No. 5460 and N.J.A.C. 6A:8-5 for high school graduation.

The Superintendent is responsible for implementing the curriculum approved by the Board.

The Board directs the curriculum be consistent with the educational goals and objectives of this district, the New Jersey Core Curriculum Content Standards and responsive to identified student needs. The Superintendent shall, in consultation with teaching staff members, assure the effective articulation of curriculum across all grade levels and among the schools of this district.

The curriculum shall provide programs in accordance with Board policies and the New Jersey Core Curriculum Content Standards, including but not limited to:

1. Preparation of all students for employment or post-secondary study upon graduation from high school;
2. Instruction in workplace readiness skills, visual and performing arts, comprehensive health and physical education, language arts literacy, mathematics, science, social studies (including instruction on the Constitution of the United States, United States history, Community Civics, and the geography, history and civics of New Jersey, and World Languages;
3. Continuous access to sufficient programs and services of a library/media facility, classroom collection, or both, to support the educational program of all students in accordance with **Policy 2530**;



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Curriculum Content

4. Guidance and counseling to assist in career and academic planning for all students, in accordance with **Policy 2411**;
5. A continuum of educational programs and services for all children with disabilities, in accordance with Policy and Regulation **2460**;
6. Bilingual education, English as a Second Language, and English language services for students of limited English language proficiency, when the number of such students so necessitates, in accordance with **Policy 2423**;
7. Programs and services for students at risk who require remedial assistance in accordance with **Policies** 2414, 2415, and 5460;
8. Equal educational opportunity for all students in accordance with **Policies** 2260, 5750 and 5755;
9. Career awareness and exploration as required, and vocational education as appropriate;
10. Educational opportunities for students with exceptional abilities, in accordance with **Policy 2464**;
11. Instruction in accident and fire prevention;
12. A substance abuse prevention program;
13. A program for family life education; and
14. Programs that encourage the active involvement of representatives from the community, business, industry, labor and higher education in the development of educational programs aligned with the standards.

N.J.S.A. 18A:6-2; 18A:6-3; 18A:35-1 et seq.
N.J.A.C. 6A:8-1.1 et seq.; 6A:14 et seq.
New Jersey Core Curriculum Content Standards

Adopted: 3 June 2009

Adopted:



R 2200 CURRICULUM CONTENT

Courses of study and instructional materials and programs shall be designed to eliminate discrimination and promote understanding and mutual respect between children **regardless** of different races, colors, creeds, **age, marital status, affectional or** sexual orientations, **gender, gender identity or expression, ancestry**, national origins, **socioeconomic** status, and/or **disability**.

In order to eliminate possible bias in the curriculum, staff shall use the following criteria:

- A. When instructional material contains stereotypes or discriminatory statements, staff should help students identify the stereotypes or discriminatory statement(s) and discuss with students the consequences of repeated stereotyping and discriminatory statements.
- B. If a particular instructional material is highly objectionable, staff should not use it, such material should be brought to the attention of the Building Principal so that the Affirmative Action Officer can evaluate the objectionable material. Alternatively, the teacher might discuss the questionable material instead of eliminating it, depending on the makeup and maturity of the class and the purposes of the instruction.
- C. Another recommended technique for handling materials that contain biases or stereotypes is to offset it by using unbiased supplementary materials.
- D. Community involvement when developing instructional programs and attendant materials shall be encouraged.

Issued: 3 June 2009

Issued:



2260 AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES

The Board of Education shall provide equal and bias-free access for all students to all school facilities, courses, programs, activities, and services regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status, by:

1. Ensuring equal and barrier-free access to all school and classroom facilities;
2. Attaining minority representation within each school, which approximates the district's overall minority representation. Exact apportionment is not required; however, the ultimate goal is reasonable plan achieving the greatest degree of racial balance, which *is* feasible and consistent with sound educational values and procedures;
3. Utilizing a State approved English language proficiency measure on an annual basis for determining the special needs **of English language learners and their** progress in learning English pursuant to N.J.A. C. 6A:15-1.3:9**(b)**;
4. Utilizing bias-free multiple measures for determining the special needs of students with disabilities, pursuant to N.J.A. C. 6A:14-3.4;
5. Ensuring that support services, including intervention and referral services and school health services pursuant to N.J.A.C. 6A:16, are available to all students;
and
6. Ensuring that a student is not discriminated against because of a medical condition. A student shall not be excluded from any education program or activity because of a long-term medical condition unless a physician certifies that such exclusion is necessary. If excluded, the student shall be provided with equivalent and timely instruction that may include home instruction without prejudice or penalty.

The Board of Education shall ensure that the district's curriculum and instruction are aligned to the State's Core Curriculum Content Standards and address the elimination of discrimination by narrowing the achievement gap, by providing equity in educational programs and by providing opportunities for students to interact positively with others regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status, by:



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1. Ensuring there are no differential requirements for completion of course offerings or programs of study solely on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status;
2. Ensuring courses shall not be offered separately on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status;
 - a. Portions of classes which deal exclusively with human sexuality may be conducted in separate developmentally appropriate sessions for male and female students, provided that the course content for such separately conducted sessions is the same.
3. Reducing or preventing the under representation of minority, female, and male students in all classes and programs including gifted and talented, accelerated, and advanced classes;
4. Ensuring that schools demonstrate the inclusion of a multicultural curriculum in its instructional content, materials and methods, and those students understand the basic tenet of multiculturalism;
5. Ensuring that African American history, as well as the history of other cultures, is infused into the curriculum and taught as part of the history of the United States, pursuant to N.J.S.A. 18A:35-1 and the New Jersey Core Curriculum Content Standards; and
6. Ensuring that instruction on the Holocaust and other acts of genocide is included in the curriculum of all elementary and secondary schools, as developmentally appropriate, pursuant to N.J.S.A.18A:35-28.

The Board of Education shall ensure all students have access to adequate and appropriate counseling services, When informing students about possible careers, professional or vocational opportunities, the Board shall not restrict or limit the options presented to students on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status. The district will not use tests, guidance, or counseling materials which are biased or stereotyped on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status.



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Affirmative Action Program for School
And Classroom Practices

The Board of Education shall ensure that the districts physical education program and its athletic programs are equitable, co-educational, and do not discriminate on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status, as follows:

1. The district shall provide separate restroom, locker room, and shower facilities on the basis of gender, but such facilities provided for students of each gender shall be comparable;
2. A school within the school district may choose to operate separate teams for both genders in one or more sports or single teams open competitively to members of both genders, so long as the athletic program as a whole provides equal opportunities for students of both genders to participate in sports at comparable levels of difficulty and competency; and
3. The activities comprising such athletic programs shall receive equitable treatment, including, but not limited to, staff salaries, purchase and maintenance of equipment, quality and availability of facilities, scheduling of practice and game time, length of season, and all other related areas or matters.

N.J.S.A. 18A:36-20

N.J.A.C. 6A:7-1.7

Adopted: 3 June 2009

Adopted: 8 February 2011

Adopted:



R 2260 **AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND
CLASSROOM PRACTICES COMPLAINT PROCEDURE**

A. Purpose and Application

1. The purpose of this procedure is to give any student or the parent(s) or legal guardian(s) of a student the opportunity to appeal an alleged violation of the district's Comprehensive Equity Plan for school and classroom practices, as set forth in **Policy 2260**.
2. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and will be implemented in an informal manner.
3. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
4. All participants in the procedure will respect the confidentiality that this district accords to information about individual students.

B. Definitions

1. "Affirmative Action Officer" means the district official responsible for the coordination of activities relating to compliance with the Affirmative Action Plan.
2. "Board of Education" means the Board of Education of the East Orange School District.
3. "Complainant" means a student or parent(s) or legal guardian(s) who believes that he/she has been harmed or adversely affected by a failure to enforce the district's Affirmative Action Plan.
4. "Complaint" means an unresolved problem concerning the interpretation or application by an officer or employee of this school district of law and regulations regarding the Affirmative Action Plan.
5. "Comprehensive Equity Plan" means the Affirmative Action Plan for school and classroom practices adopted by the Board.



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6. "Day" means a working or calendar day as identified.
 7. "Student" means an individual enrolled in any formal educational program provided by the school district.
 8. "School district" means the East Orange School District.
 9. "Violation" means the failure of a district official or employee to take the positive steps outlined in **Policy 2260** and/or included in the Affirmative Action Plan.
- C. Procedure
1. A complainant shall discuss his/her complaint with the staff member most closely involved 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 Affirmative Action Officer. The complaint will include:
 - a. The student's name and, in the complaint of a person acting on behalf of the student, the name and address of the complainant,
 - b. The specific failure to act that the complainant complains of,
 - c. The school employee, if any, responsible for the alleged violation of the Affirmative Action Plan,
 - d. The results of discussions conducted in accordance with paragraph C1, and
 - e. The reasons why those results are not satisfactory.
 3. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint 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.



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4. The response of the Affirmative Action Officer 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 violated the Affirmative Action Plan.
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 the presence at the hearing of the staff member charged with violation of the Affirmative Action Plan and any other person with knowledge of the violation complained of.
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 and to the Board.
7. The complainant may appeal the Superintendent's decision to the Board by filing a written appeal with the 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
 - e. The complainant's reason for believing the Superintendent's decision should be changed.
8. A copy of the appeal to the Board must be given to the staff member, if any, charged with a violation of the Affirmative Action Plan.



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Affirmative Action Program for School and Classroom
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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 Commissioner of Education or to the New Jersey Division on Civil Rights.
- D. Record

The records of any complaint processed in accordance with this procedure shall be maintained in a file separate from the student's cumulative file. A notation shall be made in the student's file of the presence of the record in the separate file.

Issued: 3 June 2009

Issued: 8 February 2011

Issued:



2411 GUIDANCE COUNSELING

The Board of Education requires that a planned program of guidance and counseling be an integral part of the educational program of the schools to assist students in making and implementing informed educational and occupational choices including academic, career and personal/social development.

A program of guidance and counseling, including developmental career guidance and exploration, shall be offered to all students in this school district and shall be conducted entirely by teaching staff members certified as guidance personnel.

The Superintendent is directed to implement a guidance program that carries out the purposes of this policy and:

1. Involves teaching staff members at all appropriate levels;
2. Honors the individuality of each student;
3. Is integrated with the total educational program;
4. Is coordinated with available resources of the community;
5. Provides for cooperation of school staff with **parent** and shares **parents'** concern for the development of their children;
6. Provides for the means of sharing information among appropriate staff members in the student's interest;
7. Is available equitably to all students and prohibits biased counseling and the use of materials that discriminate among students on the basis of their race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation **gender, gender identity or expression, socioeconomic status** or disability; and
8. Establishes a referral system that utilizes all the aid the schools and community offer, guards the privacy of the student, and monitors the efficacy of such referrals.

N.J.A.C. 6A:19-1.2; 6A:8-2.2

N.J.A.C. 6A:7-1.7; 6A:8-3.2

Adopted: 3 June 2009

Adopted:



R 2411 **GUIDANCE COUNSELING**

A. Counseling Services

1. The purpose of guidance and counseling services is to assist students in self-examination, self-evaluation, and analysis of alternatives so that each student can benefit most fully from his/her education and life experiences.
2. Counseling services will include:
 - a. Career awareness and exploration, and academic planning through consideration of personal interests, past and potential performance, and present opportunities,
 - b. Personal/social development including adjustment to situational problems, understanding of the consequences of personal behavior, and referral to assistance where appropriate, and
 - c. Crisis counseling to assist students undergoing extreme emotional reactions that disrupt immediate functioning, including post-crisis planning and referral for treatment as necessary.
3. All counseling services shall be free of bias on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation **gender, gender identity or expression, socioeconomic status** or disability.

B. Career Awareness and Exploration

In fulfillment of the New Jersey Core Curriculum Content Standards, the school district shall provide a comprehensive program of guidance and counseling to facilitate career awareness and exploration for all students which shall be designed to:

1. Assist students in making informed educational and occupational choices;
2. Encourage students to maintain portfolios consisting of accomplishments related to the Cross Content Workplace Readiness Standards;
3. Develop student competency in self-management, educational and occupational exploration and career planning;



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Guidance Counseling

4. Make students aware of the relationship among personal qualities, education, training and the world of work; and
 5. Acquaint students with the relationship between achieving academic standards and the attainment of career goals.
- C. Consulting Services
1. The purpose of consulting services is the improvement of the instructional program and the delivery of educational services by the collaboration of those staff members responsible for the instructional program and the development of individual students.
 2. Consulting services will include:
 - a. Identification of the needs of students,
 - b. Identification, evaluation, and program implementation of students with special needs,
 - c. Development and implementation of preventive and supportive programs to address such problems as student attendance, violence, and suicide,
 - d. Alerting professional staff to the purposes, functions, and availability of guidance and counseling services,
 - e. Encouragement of cooperation among teaching staff members and parent in resolving individual student problems and addressing student needs,
 - f. Establishment and maintenance of fruitful relationships with state and local agencies for the purpose of professional referral and the sharing of experiences,
 - g. Cooperation with business and industry to facilitate student job placement and vocational training, and
 - h. Maintenance of a library of occupational and educational information.



D. Evaluation

The program of guidance and counseling will be reviewed annually to determine its strengths and weaknesses. The following information may be gathered and analyzed in that review:

1. Annual record of graduate placements in post-secondary situations;
2. Assessments of past graduates as to the effectiveness of guidance services received in the high school;
3. Results of surveys of parent and staff evaluations of guidance services;
4. Analysis of the efficacy of outside referrals;
5. Assessments by persons not employed in the school district and expert in the field of guidance and counseling; and
6. The personal evaluations of the guidance and counseling staff members to identify weaknesses in the administration of the program.

Issued: 3 June 2009

Issued:



2423 BILINGUAL AND ESL EDUCATION

The Board of Education will provide programs of bilingual education, English as a second language (ESL), and English language services for **English Language Learners (ELLs)** as required by law and rules of the State Board of Education. **ELLs** are those students whose native language is other than English and who have **varying degrees of English language proficiency in any one of the domains of** speaking, reading, writing, or **listening and is synonymous with limited** English **speaking ability pursuant to N.J.S.A. 18:35-15 to 26.**

Identification of **ELLs**

The Board will conduct a screening process to determine the native language of each **ELL** at the time of enrollment in the school district. A census shall be maintained of all **identified students** whose native language is other than English. The English language proficiency of each student whose native language is not English shall be determined by a screening process that includes the administration of a New Jersey Department of Education approved English language proficiency test, an assessment of the student's level of reading in English, a review of the student's previous academic performance **including their performance on** standardized tests in English, and a review of the input of teaching staff members responsible for the educational program **for ELLs.**

Program Implementation

The district shall provide the following program:

1. An English language services program **to improve the English language proficiency of ELLs** whenever there are **at least** one but fewer than ten **ELLs** enrolled **in** the district. English language services shall be **provided in** addition to the regular school program;
2. An ESL program **that provides at least one period of ESL instruction based on student proficiency** whenever there are ten or more **ELLs** enrolled **in the school** district; and
3. A bilingual **education** program whenever there are twenty or more **ELLs** in any one language classification **enrolled in the school district pursuant to N.J.S.A. 18A:35-18.** Where the age range, grade span, and/or geographical location of eligible students makes a full-time bilingual program impractical, the Board may **annually** offer instructional program an. alternative, provided a waiver for the alternative program has been requested and approval has been granted by the Department of Education. The Board may establish a program in bilingual education for any language classification with fewer than twenty students.



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Bilingual and ESL Education

All teachers in these programs shall be appropriately certified in accordance with the requirements as outlined in N.J.A.C. 6A:15-1.9. Every student participating in a bilingual, ESL, or English language services program shall be entitled to continue such participation for a period of three years **pursuant to N.J.S.A. 18A:35-19**.

Bilingual **English as a Second Language**, and English Language Services Program Enrollment, Assessment, Exit, and Re-entry

Students enrolled in a bilingual, ESL, or English language services program shall be assessed annually **using** a New Jersey Department of Education approved English language proficiency test to determine their progress in achieving English language proficiency goals and readiness for exiting the program. **ELLs** enrolled in a bilingual, ESL, or English language services program shall be placed in a monolingual English program when they have demonstrated to function successfully in the English-only program. **The process to determine the readiness or inability of the individual student to function successfully in the English-only program** shall be initiated by the student's level of English proficiency as measured by a New Jersey Department of Education established standard on the English language proficiency test. **The** readiness of the student shall be further assessed on the basis of multiple indicators **that** shall **include**, at a minimum: classroom performance; the student's reading level in English; the judgment of the teaching staff member or members responsible for the educational program of the **student**; and performance on achievement tests in English.

In accordance with provisions of N.J.S.A. 18A:35-22.1, a parent may remove a student who is enrolled in a bilingual education program at any time; except that during the first three years of a student's participation in a bilingual education program, **the** parent may only remove the student at the end of each school year. If during the first three years of a student's participation in a bilingual education program, a parent wishes to remove the student prior to the end of each school year, the removal must be approved by the Executive County Superintendent of Schools. The parent may appeal the Executive County Superintendent's decision to the Commissioner of Education.

Newly exited students who are not progressing in the main stream English program may be considered for re-enter to bilingual and ESL programs in accordance with the provisions of N.J.A.C. 6A:15-1.10(e) 1 through (e) 5.

When the review process **for exiting a student from a bilingual, ESL, or English language services program has been** completed, the student's parent shall be informed by mail of the placement determination. A parent or teaching staff member who disagrees with the proposed placement may appeal the decision in writing to the Superintendent of Schools, who will provide a written explanation for the decision within **seven** working days. The complainant may appeal this decision in writing to the Board **within seven calendar days of receiving the Superintendent's or designee's written explanation of the decision**. The Board will review the appeal and respond in writing **to the parent** within forty-five calendar days **of the Board's**



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Bilingual and ESL Education

receipt of the parent's written appeal to the Board. A complainant not satisfied with the Board's **determination of the appeal** may appeal to the Commissioner of Education.

Parental Involvement

The parent of **ELLs** will be notified, in accordance with the provisions of N.J.A.C. 6A:15-1.13, that their child has been identified as eligible for enrollment in a bilingual, ESL or English language services program. Notice shall be in writing **and in the language in which the parent(s)** possesses a primary speaking ability, and in English. The notice must also include **a statement** that the parents have the option of declining **their child's** enrollment **in a bilingual program, and shall be given an opportunity to do so** if they **choose**.

The district will notify the parent of the **ELLs** by mail **within** thirty days **of the child's identification**.

Parent(s) shall receive progress reports **of students enrolled in bilingual, ESL, or English language services programs** in the same manner and frequency as **progress reports are those sent to parents or legal guardians of other students enrolled in the district**.

The Superintendent or designee will provide for the maximum practical involvement of parent(s) of ELLs in the development and review of program **objectives and dissemination of information to and from the district Boards of Education and communities served by the bilingual, ESL, or English language services education programs. A school district that implements a bilingual education program shall establish a parent advisory committee on bilingual education of which the majority membership will be parent of ELLs.**

Graduation

ELLs will qualify for graduation from high school in accordance with N.J.A.C. 6A:8-5.1(a) and **Policy 5460**.

Program Plan

The Superintendent shall prepare and submit a plan for a bilingual ESL, or English language services program every three years for approval to the Board and the New Jersey Department of Education for approval in accordance with the provisions of N.J.A.C. 6A:15-1.6.

N.J.S.A. 18A:35-15 through 18A:35-25 et seq.
N.J.A.C. 6A:15-1.1 et seq.

Adopted: 3 June 2009
Adopted: 14 September 2010
Adopted: 8 February 2011
Adopted:



R 2423 **BILINGUAL AND ESL EDUCATION**

A. Definitions

1. “Bilingual education program” means a full-time program of instruction in all courses or subjects **that** a student is required by law or rule to receive are given in the native language of **English language learners (ELLs) enrolled in the program** and also in English; in the aural comprehension, **speaking, reading** and writing of **English**, and in the history and culture of the country, territory, **or geographic area that is the** native land of the parents of **ELLs enrolled** in the program, and in the history and culture of the United States.
2. “Bilingual part-time component” means an alternative program in which students are assigned to mainstream English classes, but are scheduled daily for their developmental reading and mathematics instruction with a certified bilingual teacher.
3. “Bilingual resource program” means an alternative program in which students receive daily instruction from a certified bilingual teacher in identified subjects and with specified assignments on an individual basis.
4. “Bilingual tutorial program” means a program alternative in which students are provided one period of instruction from a certified bilingual teacher in a content area required for graduation and a second period of tutoring in other required content areas.
5. “Dual language bilingual education program” means a full time program of instruction in elementary and secondary schools **that** provide structured English language instruction and instruction in a second language in all content areas for **ELLs** and native English speaking students enrolled in the program.
6. “Educational needs” means the particular educational requirements of **ELLs**, the fulfillment of which will provide them with equal educational opportunities.
7. “English as a second language (ESL) program” means a daily development second language program of **at least one period** of instruction based on student language proficiency which teaches aural comprehension, speaking, reading, and writing in English using second language teaching techniques, and incorporates the cultural aspects of the student’s experiences in their ESL instruction. A period is the time allocated in the school schedule for instruction in core subjects.



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8. **"English language development standards" means the 2012 Amplification of the English Language Development Standards, Kindergarten - Grade 12, incorporated herein by reference, as amended and supplemented, developed by the World-Class Instructional Design and Assessment (WIDA) Consortium. They are the standards and language competencies ELLs in preschool programs and elementary and secondary schools need to become fully proficient in English and to have unrestricted access to grade-appropriate instruction in challenging academic subjects. The standards are published by the Board of Regents of the University of Wisconsin System, on behalf of the WIDA Consortium (www.wida.us) and are available for review at <http://www.wida.us/standards/eld.aspx>.**
9. **"English language learner" or "ELL" means a student whose native language is other than English. The term refers to students with varying degrees of English language proficiency in any one of the domains of speaking, reading, writing, or listening and is synonymous with limited English speaking ability as used in N.J.S.A. 18A:35-15 to 26.**
10. "English language proficiency test" means a test **that** measures English language skills in the areas of aural comprehension, speaking, reading and writing.
11. "English language services" means services designed to improve the English language skills of **ELLs**. These services, provided in school districts with less than ten **ELLs**, are in addition to the regular school program and **are designed to develop** aural comprehension, speaking, reading and writing skills in English.
12. "Exit criteria" means the criteria **that** must be applied before a student may be exited from a bilingual, ESL, or English language services education program.
13. "High-intensity ESL program" means a program alternative in which students receive two or more class periods a day of ESL instruction. One period is the standard ESL class and the other period is a tutorial or ESL reading class.
14. "Instructional program alternative" means a part-time program of instruction that may be established by a Board of Education in consultation with and approval of the New Jersey Department of Education. All students in an instructional program alternative receive English as a second language.
15. "Native language" means the language first acquired by the student, the language most often spoken by the student, or the language most often spoken in the student's home, regardless of the language spoken by the student.



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16. “Parent(s)” **for the purposes of Policy and Regulation 2423** means the natural parent(s) or the legal guardian(s), foster parent(s), surrogate parent(s), or person acting in the place of a parent with whom the student legally resides. **When** parents are separated or divorced, parent means the person(s) who has legal custody of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
 17. “Review process” **means** the process established by the Board of Education to assess **ELLs** for exit from a bilingual, ESL, or English language services program.
 18. “Sheltered English instruction” **means** an instructional approach used to make academic instruction in English understandable to **ELLs**. Sheltered English classes are taught by regular classroom teachers who have received training on strategies to make subject area content comprehensible for **ELLs**.
- B. Identification of Eligible English **Language Learners (ELLs)**
1. The Supervisor of Bilingual/ESL will determine the native language of each **ELL** at the time of enrollment of the student in the school district. The Supervisor of Bilingual/ESL will:
 - a. Maintain a census indicating all students identified whose native language is other than English; and
 - b. **Develop a screening process, initiated by a home-language survey, to determine which students in Kindergarten to grade twelve, of those whose native language is other than English, must be tested to determine English language proficiency. The screening shall be conducted by a bilingual/ESL or other certified teacher, and shall be designed to distinguish students who are proficient English speakers and need no further testing.**
 2. The district shall determine the English language proficiency of all students from Kindergarten to grade twelve, who are not screened out **and** whose native language is other than English by **administering** a Department of Education approved English language proficiency test, assessing the level of reading in English, reviewing the previous academic performance of students as well as standardized tests in English and reviewing the input of teaching staff members responsible for the educational program for **ELLs**.



Students who do not meet the New Jersey Department of Education standard on a Department-approved language proficiency test and who have at least one other indicator **shall be considered ELLs**. The Supervisor of Bilingual/ESL shall also use age appropriate assessment methodologies to identify limited English proficient preschool students in order to determine their individual language development needs.

C. Bilingual Programs for English **Language Learners (ELLs)**

1. All Kindergarten through grade **twelve ELLs** enrolled in the district **pursuant to N.J.S.A. 18A:7F-46** will **be provided with all** required courses and support services outlined in a. through g. below to prepare **ELLs** to meet the Core Curriculum Content Standards for high school graduation. This may include tutoring, after-school programs, summer programs, and remedial services as needed by **ELLs**. The district shall also provide appropriate instructional programs to eligible pre-school **ELLs** based on need according to the New Jersey Preschool **Program Implementation Guidelines, 2015**. **The guidelines provide developmentally appropriate recommendations** for good practice and are intended for **school** districts that provide preschool programs.
 - a. **The Board of Education shall establish** English language services designed to improve **the** English language proficiency of **ELLs** whenever there are **at least** one, but fewer than ten **ELLs** enrolled **in the school** district. English language services shall be **provided** in addition to the regular school program.
 - b. **The Board of Education shall establish** an ESL program that provides **at least one** periods of ESL instruction based on student language proficiency whenever there are ten or more **ELLs** enrolled **in** the district.
 - (1) **An** ESL curriculum that addresses the WIDA English **language development** standards shall be developed and adopted by the Board to address the instructional needs of **ELLs**.
 - (2) The ESL curriculum will be cross referenced to the district's bilingual education and content area curricula to ensure that ESL instruction is correlated to all the content areas taught.
 - c. **The Board of Education shall establish a** bilingual education program whenever there are twenty or more **ELLs** in any one language classification enrolled in the **school** district pursuant to N.J.S.A. 18A:35-18. The bilingual education program shall:



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- (1) Be designed to prepare **ELLs** to acquire sufficient English skills and content knowledge to meet the Core Curriculum Content Standards. All **ELLs** participating in the bilingual programs **shall** also receive ESL instruction;
 - (2) Include a curriculum that addresses the Core Curriculum Content Standards, the WIDA English language **development** standards, and the use of two languages. The bilingual education curriculum shall be adopted by the Board; and
 - (3) Include a full range of required courses and activities offered on the same basis and under the same rules that apply to all students within the **school** district.
- d. **ELLs shall** be provided **with** equitable instructional opportunities to participate in all non-academic courses necessary to meet the Core Curriculum Standards, including comprehensive health and physical education, the visual and performing arts and career awareness programs. **The** instructional opportunities shall be designed to assist **ELLs** to fully comprehend all subject matter and demonstrate their mastery of the content matter.
- e. The **Board of Education** shall offer sufficient courses and other relevant supplemental instructional opportunities in grades nine through twelve to enable **ELLs** to meet the Core Curriculum Content Standards for graduation. When sufficient numbers of students are not available to form a bilingual class in a subject area, **the Board shall develop** plans in consultation with and approved by the New Jersey Department of Education to meet the needs of the students.
- f. **The Board of Education shall design** additional programs and services to meet the special needs of eligible **ELLs** and will include, but not be limited to: remedial instruction through Title I programs; special education; school-to-work programs; computer training; and gifted and talented education services.
- g. The Board **of Education** may establish dual language bilingual education programs in **its** schools and may make provisions for the coordination of instruction and services with the **school** district's **world** languages program. **Dual-language bilingual education programs** shall also enroll students whose primary language is English and shall be designed to help students achieve proficiency in English and in a second language while mastering subject matter skills. **To the extent necessary, instruction shall be in all courses or subjects of study that allow**



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students to meet all grade promotion and graduation standards. Where possible, classes **in dual-language bilingual programs shall** be comprised of approximately equal numbers of **ELLs** and of **students** whose native language is English.

2. The Board **of Education** may establish a program in bilingual education for any language classification with fewer than twenty students.

D. Waiver Process **Provided by Statute**

The school district may request a waiver from **N.J.A.C. 6A:15-1.4(d)** to establish **annually** an instructional program alternative with the approval of the Department of Education when there are twenty or more students eligible for bilingual education program in Kindergarten through grade twelve, and the **school** district is able to demonstrate **that it would be impractical to provide a full-time bilingual program** due to age range, grade span and/or geographic location of eligible students.

1. **Instructional program alternative** shall be developed in consultation with and approved annually by the Department of Education after review of student enrollment and achievement data. All bilingual instructional program alternatives shall be designed to assist **ELLs** to develop sufficient English skills and subject matter skills to meet the Core Curriculum Content Standards.
2. The instructional program alternatives **that shall** be established include, but not limited to: **the** bilingual part-time component; **the** bilingual resource program; **the** bilingual tutorial program; **the** sheltered English instruction program; **the** high-intensity ESL program.
3. In the event the district implements program alternatives, the district shall annually submit student enrollment and achievement data that demonstrate the continued need for these programs.

E. Department of Education Approval of Bilingual, ESL /or English Language Services Programs

1. **Each school district providing a** bilingual **program**, ESL **program**, and/or English Language Services shall submit **a plan every three years** to the New Jersey Department of Education for approval. **At its discretion, the Department of Education may request modifications, as appropriate. Plans submitted by the school districts for approval shall include information on the following:**



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- a. Identification of students;
 - b. Program description;
 - c. Number of certified staff hired for the program;
 - d. Bilingual and ESL curriculum development;
 - e. Evaluation design;
 - f. Review process for exit; and
 - g. A budget for bilingual and ESL programs **or** English language services.
2. **The Department of Education will establish procedures for monitoring and evaluation of school district bilingual/ESL programs by means of its district and school accountability process.**
- F. Supportive Services
1. Students enrolled in bilingual, ESL and/or English language services programs shall have full access to educational services available to other students in the **school** district.
 2. To the extent that it is administratively feasible supportive services to **ELLs**, such as counseling, tutoring, and career guidance, should be provided by bilingual personnel who are familiar with and knowledgeable of the unique needs and background of **the ELLs** students and their parents.
- G. In-service Training
1. **A plan shall be developed for in-service training for bilingual, ESL and mainstream teachers; administrators who supervise bilingual/ESL programs; and administrators and any personnel who observe and evaluate teachers of ELLs. The plan shall** include instructional strategies **and appropriate assessments** to help **ELLs** meet the Core Curriculum Content Standards and the WIDA English language **development** standards. All ESL and bilingual teachers **shall** receive training in the use of the ESL curriculum
 2. The Professional Development Plan of the **school** district shall include the needs of bilingual and ESL teachers, **which** shall be addressed through in-service training.



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H. Certification of Staff

All teachers in these programs will hold the following certifications:

1. Bilingual Classes - a valid New Jersey instructional certificate with an endorsement for the appropriate grade level and/or content area, as well as an endorsement in bilingual education **pursuant to N.J.S.A. 18A:6-38 et. seq. and 18A:35-15 to 26.**
2. ESL Classes - a valid New Jersey instructional certificate in **ESL pursuant to N.J.S.A. 18A:6-38 et.seq. and N.J.A.C. 6A:9B-10.5.**
3. English Language Services - a valid New Jersey instructional certificate.

I. Bilingual, **English as a Second Language**, and English Language Services Program Enrollment, Assessment, Exit and Re-entry

1. All **ELLs** from Kindergarten through grade **twelve** shall be enrolled in the bilingual, ESL or English language services program **established by the Board of Education as prescribed in N.J.A.C. 6A:15-1.4(b) through (e) and 1.5(a), and P.L. 1995, c. 59 and c. 327.**
2. Students enrolled in **three** bilingual, ESL, or English language services program shall be assessed annually **using** with a Department of Education approved English language proficiency test to determine their progress in achieving English language proficiency goals and readiness or exiting the program.
3. **ELLs** enrolled in **the bilingual, ESL or English language services program** shall be placed in a monolingual English program when they have demonstrated readiness to function successfully in an English only program. **The process to determine the readiness or inability of the individual student to function successfully in the English-only program** shall be initiated by the student's level of English proficiency as measured by a Department of Education established standard on an English language proficiency test. **The readiness of the student shall be further assessed on the basis of multiple indicators that shall include, at a minimum: classroom performance; the student's reading level in English; the judgment of the teaching staff member or members responsible for the educational program of the student; and performance on achievement tests in English.**
4. A parent may remove a student who is enrolled in a bilingual education program pursuant to provisions in N.J.S.A. 18A:35-22.1.



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5. Newly exited students who are not progressing in the mainstream English program may be considered for re-entry into bilingual and ESL programs as follows:
 - a. After a minimum of one-half of an academic year and within two years of exit, the mainstream English classroom teacher may recommend retesting **with the approval of the Principal**.
 - b. A waiver of the minimum time limitation may be approved by the Executive County Superintendent upon the request of the Superintendent if the student is experiencing extreme difficulty in adjusting to the mainstream program.
 - c. The recommendation for retesting **shall** be based on the teacher's judgment that the student is experiencing difficulties due to problems in using English as evidenced by the student's inability to communicate effectively with peers and adults; understand directions given by the teacher and/or comprehend basic verbal and written materials.
 - d. The student shall be tested using a different form of the test or a different language proficiency test than the one used to exit the students.
 - e. If the student scores below the State established standard on the language proficiency test, the student shall be reenrolled in the bilingual or ESL program.
 6. When the review process for exiting a student from a bilingual, ESL or English language services program has been completed, **the district shall notify by mail** the student's parent of **placement determination**. If the parent or teaching staff member disagrees with the placement he/she may appeal the **placement** decision in writing to the Superintendent of Schools, who will provide a written explanation for the decision within **seven** working days **of the written appeal**. The complainant may appeal the Superintendent's decision in writing to the Board **of Education within seven calendar days of receiving the Superintendent's written explanation of the decision**. The Board will review the appeal and respond in writing **to the parent within** forty-five calendar days **of the Board's receipt of the parent's written appeal to the Board**. Upon exhausting an appeal to the Board, the complainant may appeal to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3
- J. Graduation Requirements for English **Language Learners**
- All **ELLs** must satisfy requirements for high school graduation according to N.J.A.C. 6A:8-5.1(a)



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K. Location of Programs

All bilingual, ESL and English language services programs shall be conducted within classrooms within the regular school buildings of the **school** district **pursuant to** N.J.S.A. 18A:35-20.

L. Notification

1. The Supervisor of Bilingual/ESL will notify **by mail** the parent of **ELLs** that their child has been identified as eligible for enrollment in a bilingual, ESL and/or English language service program. **The district shall issue the notification within thirty days of the child's identification. Notice shall include a statement that the parents may decline their child's enrollment in a bilingual program, and they shall be given an opportunity to do so if they choose. The notice shall be in writing and in the language in which the parent(s) possesses a primary speaking ability, and in English, and shall include the following information:**
 - a. **Why** the student **the student was identified as an ELL;**
 - b. **Why** the student needs to be placed in a language instructional educational program that will help him or her develop and attain English proficiency and meet State academic standards;
 - c. **The student's level of English proficiency, how the level of English proficiency was assessed, and the student's academic level;**
 - d. **The method of instruction the school district will use to serve the student, including a description of other instruction methods available and how those methods differ in content, instructional goals, and the use of English and a native language, if applicable;**
 - e. **How** the program will meet the **student's** specific needs in attaining English and meeting State standards;
 - f. The **program's exit** requirements, the expected rate of transition into a classroom not tailored for **ELLs**, and in the case of high school students, the expected rate of graduation; **and**
 - g. **How** the instructional program will meet the objectives of **the individualized** education program of a student with a disability;



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2. **The school district shall send progress reports** parent of students enrolled in a bilingual, ESL, or English language services program in the same manner and frequency as progress reports are sent to parent of other students enrolled in the school district.
3. Progress reports shall be written in English and in the native language of the parent of students enrolled in the bilingual **and** ESL program unless **the school district** can demonstrate and document in the three-year plan **required in N.J.A.C. 6A:15-1.6(a)** that **the** requirement would place an unreasonable burden on the district.
4. The **school** district shall notify the parent when **a** student meet the exit criteria and **is** placed in a monolingual English program. The notice shall be in English and in the language in which the parent possess a primary speaking ability.

M. Joint Programs

With the approval of the Executive County Superintendent of Schools, on a case by case basis, **a school district may join with another Board of Education** to provide bilingual, ESL or English language services programs.

N. Parental Involvement

1. The Supervisor of Bilingual/ESL will provide **the** maximum practicable involvement of parent of **ELLs** in the development and review of program objectives and dissemination of information to and from the **district** Board of Education and communities served by the bilingual, ESL or English language services education program.
2. The Supervisor of Bilingual/ESL may establish a parent advisory committee on bilingual education on which the majority will be parents or legal guardians of **ELLs**.

Issued: 14 September 2010

Issued: 8 February 2011

Issued:



2610 EDUCATIONAL PROGRAM EVALUATION

The Board of Education directs the Superintendent to develop and implement a systematic plan for the continuous evaluation of the educational program against the educational goals established by this Board. To this end, the Superintendent shall employ such tests and methods as may be indicated by sound professional judgment. Wherever possible, the assessment program shall follow evaluation procedures set forth in the course guides.

The Superintendent shall maintain a calendar of assessment activities and shall make periodic evaluation reports to the Board during the school year. Findings of the assessment program may be used to evaluate the progress of students and the effectiveness of staff members. The Board will annually make available to the public the collective progress of students toward the goals of the district.

The Board will annually, prior to the end of the school year and in conjunction with appropriate members of the administrative staff, conduct a review of the educational progress of the district, assess district and student needs, and establish long range and short range objectives for the educational program. The Board's annual report will be submitted to the Commissioner of Education as required.

The Superintendent shall annually recommend improvements in the educational program based on the Board's evaluation of the district's program. The Board reserves the right to employ experts from outside the school district to serve in the evaluation process.

N.J.S.A. 18A:7A-11

N.J.A.C. 6A:8-4.1 et seq.

Adopted: 3 June 2009

Adopted:



2622 **STUDENT ASSESSMENT**

The Commissioner of Education shall implement a system and related schedule of Statewide assessments to evaluate student achievement of the Core Curriculum Content Standards in accordance with the provisions of N.J.A.C. 6A:8-4.1 et seq. The Board of Education is required to administer the applicable Statewide assessments according to the schedule prescribed by the Commissioner.

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

The New Jersey Department of Education, pursuant to State law and regulations, requires all students to take State assessments as scheduled. There is no provision for a student to opt-out of Statewide assessments. If a student is absent on a testing date, the student will be expected to take the missed test on another school day. Parents and students will be informed of all scheduled testing dates, including make-up testing dates for students who missed the initial testing date.

Statewide Assessment System

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

Test Administration Procedures and Security Measures

All Statewide assessments shall be administered in accordance with the Department of Education's required test administration procedures and security measures. Any breach of such procedures or measures shall be immediately reported to the Superintendent or designee.

Documentation of Student Achievement

The Department of Education shall provide the Superintendent with documentation of student achievement after administration of each test in accordance with the provisions of N.J.A.C. 6A:8-4.2. The Board shall maintain an accurate record of each student's performance on Statewide assessments in accordance with N.J.A.C. 6A:8-4.2.



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Student Assessments

Information regarding individual student test scores shall only be released in accordance with Federal and State law.

Accountability

The Superintendent shall report preliminary and final results of annual assessments to the Board of Education as required by the New Jersey Department of Education. The Board will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.3. The Board shall provide appropriate instruction to improve skills and knowledge for students performing below established levels of student proficiency in any content area either on Statewide or local assessments. All students are expected to demonstrate the knowledge and skills of the Core Curriculum Content Standards as measured by the Statewide assessment system.

Public Reporting

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the Department of Education shall report annually to the State Board of Education and the public on the progress of all students and student subgroups in meeting the Core Curriculum Content Standards as measured by the Statewide assessment system. In public reporting of school and district performance data, the Department of Education shall not compromise the confidentiality of individual students.

Parental Notification

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

Student Accommodations/Modifications

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

N.J.S.A. 18A:7C-1

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

Adopted: 3 June 2009

Adopted: 11 September 2012

Adopted: 14 April 2015

Adopted:



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R2622 STUDENT ASSESSMENTS

The New Jersey Department of Education, pursuant to State law and regulations, requires all students to take State assessments as scheduled. There is no provision for a student to opt-out of Statewide assessments. Therefore, the Board requires all students to take Statewide assessments and the Board cannot grant permission to a parent for their child to opt-out of required Statewide assessments. The procedures outlined below shall be followed in the event a parent refuses to have their child participate in a Statewide assessment.

A. Written Notice from Parent

1. A parent who refuses to have their child participate in a Statewide assessment shall submit a letter to the school Principal stating their child will not participate in a Statewide assessment.
2. The parent shall indicate in the letter the testing date(s) and the specific Statewide assessment(s) their child will not be taking.
3. The letter shall be submitted to the Principal at least five school days before the scheduled testing date.
4. The letter shall be maintained with the student's academic records.

B. Testing Date

1. A student whose parent has provided prior written notice informing the Principal their child will not be participating in a Statewide assessment will be required to report to the testing location on the date of the assessment.
2. The student will be removed from the testing location to an area in the building such as a study hall, media center, or other location in the school where the student can be supervised by a school district staff member.
3. A student not participating in a Statewide assessment will be provided an alternative educational activity during the testing time.



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Student Assessments

C. Attendance Recording

1. A student, whose parent has provided prior written notice informing the Principal their child will not participate in a Statewide assessment, who reports to school on the testing date shall be recorded as present in school.
2. A student, whose parent has provided prior written notice informing the Principal their child will not participate in a Statewide assessment, who does not report to school on the testing date shall be recorded as absent. This absence shall be recorded as an unexcused absence.

D. School District Response

1. There shall be no disciplinary consequence imposed upon a student who does not participate in a Statewide assessment in accordance with the provisions outlined in this procedure.
2. A student who does not participate in a Statewide assessment(s) will not receive any credit for the Statewide assessment(s).

Issued: 14 April 2015

Issued:



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Equal Educational Opportunity
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5750 EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education directs that all students enrolled in the schools of this district shall be afforded equal educational opportunities in strict accordance with law. No student shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation, **gender, gender identity or expression, socioeconomic** status, or disability. The Board shall assure that all students are free from harassment, sexual or otherwise.

The Board directs the Superintendent to allocate faculty, administrators, support staff members, curriculum materials, and instructional equipment supplies among and between the schools and classes of this district in a manner that ensures equivalency of educational opportunity throughout this district. The school district's curricula in the following areas will eliminate discrimination, promote mutual acceptance and respect among students, and enable students to interact effectively with others, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation, **gender, gender identity or expression, socioeconomic** status, or disability:

1. School climate/learning environment;
2. Courses of study, including Physical Education;
3. Instructional materials and strategies;
4. Library materials;
5. Software audio-visual materials, other forms of technology;
6. Guidance and counseling;
7. Extra-curricular programs and activities;
8. Testing and other assessments.

The school district's curricula will include Multi-cultural Education content and practices, instruction on African-American History in the teaching of U.S. History and instruction on the Holocaust and **genocide**.



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Equal Educational Opportunity

Affirmative action shall be taken to ensure that students are protected from the effects of discrimination, in accordance with **Policy 2260**. Students who experience less than equal educational opportunities or experience discrimination shall use the procedure established by **Regulation 5750** to report and appeal any harassment or discriminatory practice.

The conduct of teaching staff members shall exemplify the highest principles of equality and democracy. Conduct and attitudes that display discrimination are contrary to the policies of this Board and, further, are destructive to the self-esteem that this Board wishes to encourage in all students. A teaching staff member's act of derision or enmity, in any form, against a person or persons on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation **gender, gender identity or expression, socioeconomic** status, or disability shall be considered to be conduct unbecoming to a professional staff member of this district and shall be subject to appropriate discipline.

The Superintendent shall develop and promulgate a procedure by which a student or parent may appeal Board policy, district practice, or the act or omission of any district employee that allegedly violates this policy.

42 U.S.C.A. 12101
N.J.S.A. 10:5-1
N.J.S.A. 18A:4A-1, et seq.; 18A:6-5 et seq.; 18A:36-20
N.J.A.C. 6A:7-1.1 et seq.; 6A:14-1.2

Adopted: 12 January 2010
Adopted:



Policy Alerts

East Orange Board of Education

STUDENTS - REGULATION

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Equal Educational Opportunity Complaint Procedure

M

R 5750 EQUAL EDUCATIONAL OPPORTUNITY COMPLAINT PROCEDURE

A. Purpose and Application

1. The purpose of this procedure is to give any student or the parent of a student the opportunity to appeal an allegedly discriminatory practice in the program of this district or an alleged denial of equal educational opportunity.
2. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and should be implemented in an informal manner.
3. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
4. All participants in the procedure will respect the confidentiality that this district accords to information about individual students.

B. Definitions

1. "Board of Education" means the Board of Education of the East Orange School District.
2. "Complaint" means an unresolved problem concerning the interpretation or application by an officer or employee of the school district relating to compliance with law, regulations, or policies regarding equal educational opportunities.
3. "Complainant" means a student or a parent of a student who alleges a complaint.
4. "Day" means a working or calendar day as identified.
5. "Student" means an individual enrolled in any formal educational program provided by the school district.
6. "School district" means the East Orange School District.

C. Procedure

1. A complainant shall discuss his/her complaint with the staff member most closely involved, in an attempt to resolve the matter informally.



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Equal Educational Opportunity Complaint Procedure

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 Building Principal. The complaint will include:
 - a. The student's name and, in the complaint of a person acting on behalf of the student, the name and address of the complainant;
 - b. The specific act or practice that the complainant complains of;
 - c. The school employee, student, or third party, if any, responsible for the allegedly discriminatory act;
 - d. The results of discussions conducted in accordance with paragraph C1; and
 - e. The reasons why those results are not satisfactory.
3. The Building Principal will investigate the matter informally and will respond to the complainant in writing no later than ten 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 Building Principal 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 the presence at the hearing of the staff member charged with a discriminatory act and any other person with knowledge of the act complained of.
6. The Superintendent will render a written decision in the matter no later than ten 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 and to the Board of Education.



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Equal Educational Opportunity Complaint Procedure

7. The complainant may appeal the Superintendent's decision to the Board by filing a written appeal with the Board Secretary no later than three working days after receipt of the Superintendent's decision. The appeal will 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
 - e. The complainant's reason for believing the Superintendent's decision should be changed.
 8. A copy of the appeal to the Board must be given to the staff member, if any, charged with a discriminatory act.
 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 Commissioner of Education or to the New Jersey Division on Civil Rights.
- D. Record

The records of any complaint processed in accordance with this procedure shall be maintained in a file separate from the student's cumulative file. A notation shall be made in the student's file of the existence of the record in the separate file.

Issued: 12 January 2010

Issued:



STUDENTS - POLICY

5755/page 1 of 2

Equity in Educational Programs and Services

M

5755 **EQUITY IN EDUCATIONAL PROGRAMS AND SERVICES**

Equity In Student Access

It is the policy of the Board of Education to ensure equal and bias-free access to all school facilities, courses, programs, activities, and services, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation **gender, gender identity or expression, socioeconomic** status, or disability.

The school district administration will ensure: that all students will have equal and barrier-free access to all school and classroom facilities, that minority and female students are not under-represented in gifted and talented or accelerated/advanced courses and that minority and male students are not over-represented in detentions, suspensions, expulsions, dropouts, or special needs classifications. Support services will be available to all students and that all limited English-proficient students and students with disabilities will have equal and bias-free access to all school programs and activities. The school district will ensure equal and bias-free access for all students to computers, computer classes, vocational education classes, and technologically-advanced instructional assistance, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation **gender, gender identity or expression, socioeconomic** status, or disability.

The Board of Education will refrain from locating new facilities in areas that will contribute to imbalanced, isolated, or racially identifiable school enrollments. The school district administration will assign students to ensure that the racial/national origin composition of each school's enrollment reflects the composition of the district-wide enrollment and so that school and classroom enrollments are not identifiable on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation **gender, gender identity or expression, socioeconomic** status, or disability.

Students will not be separated or isolated by race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation **gender, gender identity or expression, socioeconomic** status, or disability within schools, courses, classes, programs, or extracurricular activities. Bias-free multiple measures for determining the special needs of language-minority students and students with disabilities will be utilized. Pregnant students will be permitted to remain in the regular school program and activities and if not permitted to attend school by her doctor, the student will be provided equivalent instruction.

Equity in Guidance Programs and **Support** Services



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East Orange Board of Education

STUDENTS - POLICY

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Equity in Educational Programs and Services

The school district will ensure the guidance program **and support services** provides access to adequate and appropriate counseling services for **all students, including, but not limited to**, minority students, limited English-proficient students, non-college bound students, and students with disabilities. A full range of possible career, professional, and/or vocational choices will be presented to all students.

Equity in Physical Education

All school district physical education programs will be co-educational **with any exceptions to be in accordance with Federal and State laws and regulations.**

Equity in Athletic Programs

The school district's athletic program will provide equitable opportunities for female and male students to participate in athletics and equitable support for cheerleading programs and comparable facilities for male and female teams. The athletic program will have relatively equal numbers of varsity and sub-varsity teams for male and female teams and equitable scheduling of night games, practice times, and numbers of games for male and female teams.

Appeal Procedure

Any student or their parent may appeal school practices involving equity through the procedure established in **Regulation 5750.**

N.J.A.C. 6:4-1 et seq.

Title IX of the Education Amendments of 1972 (revised 10/25/06)

N.J.A.C. 6A:7-1.1 et. seq.

Adopted: 12 January 2010

Adopted:



1220 EMPLOYMENT OF CHIEF SCHOOL ADMINISTRATOR

The Board of Education vests the primary responsibility for the administration of this school district in a Superintendent of Schools and recognizes the appointment of a person to that office is one of the most important functions this Board can perform. The Superintendent shall have a seat on the Board of Education and the right to speak on matters at meetings of the Board (pursuant to N.J.S.A. 18A:17-20.a or N.J.S.A. 18A:17-20.b), but shall have no vote.

The Superintendent shall devote himself or herself exclusively to the duties of the office.

Recruitment Procedures

The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent. The Board may use a consultant service to assist in the recruitment process. Recruitment procedures may include, but are not limited to, the following activities:

1. The preparation of a new or a review of an existing written job description;
2. Preparation of informative material describing the school district and its educational goals and objectives;
3. Where feasible, the opportunity for applicants to visit the district;
4. Establish an interview process that encourages the candidate and the Board members to have a meaningful discussion of the school district's needs and expectations. The Board members shall review and discuss the candidate's credentials, qualifications, educational philosophy, and other qualities and expertise he/she can offer to the district;
5. Solicitation of applications from a wide geographical area; and
6. Strict compliance with law and **Policy 1530** on equal employment opportunity.

Qualifications

The candidate must possess or be eligible for a valid New Jersey administrative certificate endorsed for school administrator or a provisional school administrator's endorsement in accordance with N.J.A.C. 6A:9B-12.4 et seq. and must qualify for employment following a criminal history record check.



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ADMINISTRATION - POLICY

1220/page 2 of 4

Employment of Chief School Administrator

[Optional

The candidate shall

___ meet criteria established by the Board.

OR

Choose one or more of the following:

___ have earned a doctoral degree from a duly accredited institution of higher education as defined in N.J.A.C. 6A:9-2.1.

___ have _____ years of demonstrated success in public school administration of which at least _____ years have been in the capacity of

___ school Principal.

___ central office administrator.

___ Assistant Superintendent.

(Insert other locally adopted requirements regarding background, experience, personal qualities, and individual achievements.)

(Insert locally adopted requirements regarding verification of competency including: resumes, records of past experience, college transcripts, certification test, evaluation reports, internship evaluations, etc.)

___ submit at least _____ letters of recommendation from persons who have supervised his/her administrative performance.]

Employment Contract

A person appointed Superintendent must enter an employment contract with the Board. An employment contract for the Superintendent of Schools shall be reviewed and approved by the Executive County Superintendent in accordance with the provisions of N.J.A.C. 6A:23A-3.1 and Policy 1620. Any actions by the Executive County Superintendent undertaken pursuant to N.J.A.C. 6A:23A-3.1 may be appealed to the Commissioner pursuant to the procedures set forth in N.J.A.C. 6A:3.



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East Orange Board of Education

ADMINISTRATION - POLICY

1220/page 3 of 4

Employment of Chief School Administrator

The employment contract with the Superintendent must be approved with a recorded roll call majority vote of the full membership of the Board at a public Board meeting.

In the event there is a Superintendent vacancy at the expiration of the existing contract, only the Board seated at the time of the expiration of the current Superintendent's contract may appoint and approve an employment contract for the next Superintendent.

In the event there is a Superintendent vacancy prior to the expiration of the existing contract, the Board seated at the time the position becomes vacant may appoint and approve an employment contract for the next Superintendent.

The contract for the Superintendent who does not acquire tenure, but who holds tenure during the term of his/her employment contract will include: a term of not less than three nor more than five years and expiring July 1; a beginning and ending date; the salary to be paid and benefits to be received; a provision for termination of the contract by the Superintendent; an evaluation process pursuant to N.J.S.A. 18A:17-20.3; and other terms agreed to between the Board and the Superintendent.

During the term of the contract, the Superintendent shall not be dismissed or reduced in compensation except for inefficiency, incapacity, conduct unbecoming a Superintendent or other just cause and only by the Commissioner of Education pursuant to the tenure hearing laws.

At the conclusion of the term of the initial contract or of any subsequent contract, in accordance with N.J.S.A. 18A:17-20.1, the Superintendent shall be deemed reappointed for another contracted term of the same duration as the previous contract unless either: the Board by contract reappoints the Superintendent for a different term which shall not be less than three nor more than five years, in which event reappointments thereafter shall be deemed for the new term unless a different term is again specified; or the Board notifies the Superintendent in writing the Superintendent will not be reappointed at the end of the current term, in which event his/her employment shall cease at the expiration of that term. In the event the Board notifies the Superintendent he/she will not be reappointed, the notification shall be given prior to the expiration of the first or any subsequent contract by a length of time equal to thirty days for each year in the term of the current contract.

Pursuant to N.J.S.A. 18A:20.2a, the Board shall submit to the Commissioner for prior approval an early termination of employment agreement that includes the payment of compensation as a condition of separation. In accordance with N.J.S.A. 18A:17-20.2a, compensation includes, but is not limited to, salary, allowances, bonuses and stipends, payments of accumulated sick or vacation leave, contributions toward the costs of health, dental, life, and other types of insurance, medical reimbursement plans, retirement plans, and any in-kind or other form of remuneration.



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ADMINISTRATION - POLICY

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Employment of Chief School Administrator

An early termination of an employment agreement shall be limited in its terms and conditions as outlined in N.J.A.C. 6A:23A-3.2. The Commissioner shall evaluate such agreements in accordance with the provisions of N.J.S.A. 18A:17-20.2a and N.J.A.C. 6A:23A-3.2 and has the authority to disapprove the agreement. The agreement shall be submitted to the Commissioner by the district by certified mail, return receipt requested. The determination shall be made within thirty days of the Commissioner's receipt of the agreement from the school district.

Disqualification

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will be considered by this Board to constitute grounds for dismissal.

Certificate Revocation

In accordance with N.J.A.C. 6A:23A-3.1(e) (12), in the event the Superintendent's certificate is revoked, the Superintendent's contract is null and void.

N.J.S.A. 18A:16-1; 18A:17-15; 18A:17-20; 18A:17-20.1;
18A:17-20.2; 18A:17-20.2a; 18A:17-20.3

N.J.A.C. **6A:9B-12.3; 6A:9B-12.4**; 6A:23A-3.1; 6A:23A-3.2

Adopted: 5 November 2008

Adopted: 14 September 2010

Adopted:



ADMINISTRATION - POLICY

1310/page 1 of 1

Employment of School Business Administrator/
Board Secretary

1310 EMPLOYMENT OF SCHOOL BUSINESS ADMINISTRATOR/ BOARD SECRETARY

The Board of Education shall appoint a qualified and capable person to fill a vacancy in the position of School Business Administrator/Board Secretary. An appointment shall be made within a reasonable time after the occurrence of the vacancy and by the recorded roll call vote of a majority of the full Board. No person shall act as School Business Administrator/Board Secretary or perform the duties of a School Business Administrator/Board Secretary, as prescribed by the rules and regulations of the State Board of Education, unless he/she holds such a certificate.

All candidates for the position of School Business Administrator/Board Secretary must produce evidence of their training and/or experience in the fields of **economics; law; accounting; organizational theory; management or administration; finance;** and other responsibilities as outlined in the job description **or required by the Board.**

A candidate for the position of School Business Administrator/Board Secretary shall be **recommended to the Board by the Superintendent.** The Board of Education will appoint a suitable person who holds the appropriate certificate as prescribed by the State Board of Education. **The appointment of the School Business Administrator/Board Secretary** shall be made by the Board, which shall also fix the compensation to be paid **to** the School Business Administrator/Board Secretary.

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will be considered by this Board to constitute grounds for dismissal.

N.J.S.A. 18A:16-1; 18A:17-5; 18A:17-14.1 et seq.
N.J.A.C. **6A:9B-12.3;**

Adopted: 5 November 2008

Adopted:



Policy Alerts

East Orange Board of Education

PROGRAM - REGULATION

R 2414/page 1 of 6

Programs and Services for Students in High
Poverty and in High Need School Districts

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R2414 **PROGRAMS AND SERVICES FOR STUDENTS IN HIGH POVERTY
AND IN HIGH NEED SCHOOL DISTRICTS**

[For High Poverty and High Need School District]

A. Definitions

1. "At risk students" mean those resident students from households with a household income at or below the most recent Federal poverty guidelines available on October 15 of the prebudget year multiplied by 1.85.
2. "High poverty school district" means a district in which forty percent or more of the students are at-risk students.
3. "High need school district" means a school district in which forty percent or more of the students are at-risk students and is at one or more of the following proficiency levels on State assessments:
 - a. Less than eighty-five percent of total students have achieved proficiency in language arts on the New Jersey Assessment of Skills and Knowledge (NJ ASK) 3;
 - b. Less than eighty percent of total students have achieved proficiency in language arts on the NJ ASK 8;
 - c. Less than eighty percent of total students have achieved proficiency in language arts on the HSPA;
 - d. Less than eighty percent of total students have achieved proficiency in mathematics on the NJ ASK 4;
 - e. Less than eighty percent of total students have achieved proficiency in mathematics on the NJ ASK 8; and/or
 - f. Less than eighty percent of total students have achieved proficiency in mathematics on the high school State assessment.

B. High Need School District

1. Implementation Timelines



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East Orange Board of Education

PROGRAM - REGULATION

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Programs and Services for Students in High Poverty and in High Need School Districts

- a. The New Jersey Department of Education shall identify the list of high need school districts based on the State assessments results and shall promptly notify the district that are classified as high need.
 - b. In the first school year immediately following such identification as a high need school district, the district shall begin planning for implementation of, and shall implement where possible, the designated program(s).
 - c. In the subsequent year following identification as a high need school district, the district shall fully implement the designated program(s).
 - d. High need school districts, once identified, shall remain in the status and shall continue to implement the designated program(s) for a minimum of three years.
2. Language Arts Literacy – Intensive Early Literacy for Grades Preschool through Three

High need school districts where less than eighty-five percent of total students have achieved proficiency in language arts literacy on the NJ ASK 3 shall provide an intensive early literacy program for preschool to grade three to ensure that all students achieve proficiency on State standards. The intensive early literacy program shall include the following components:

- a. An emphasis on small group instruction in at least reading, writing and technology;
- b. A comprehensive early literacy assessment program that includes:
 - (1) Assessment of English language learners (ELLs) in accordance with N.J.A.C. 6A:15-1.3;
 - (2) A reading measure used minimally at the beginning of grades Kindergarten through three to determine the reading skills and strategies students has mastered;
 - (3) On-going performance-based assessments;
 - (4) A comprehensive diagnostic assessment of individual students who are exhibiting persistent difficulty in reading following a sustained period of targeted instruction; and



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Programs and Services for Students in High Poverty and in High Need School Districts

- (5) An annual end-of-year achievement assessment of reading with a norm-referenced and/or criterion referenced test in grades one and two.
- c. At least a daily ninety-minute, uninterrupted language arts literacy block in grades Kindergarten through three with guidance in the use of that time that may include the following instructional strategies:
 - (1) Use of a reading measure to differentiate student needs;
 - (2) Small group instruction;
 - (3) Direct instruction;
 - (4) Guided reading; and
 - (5) Shared reading.
- d. Instructional materials that include concepts and themes from other content areas;
- e. Professional development opportunities for teachers that focus on the elements of intensive early literacy, ways to assist students who exhibit persistent difficulty in reading, or other related topics that have been identified by these teachers as professional development needs and are reflected in the school and school district professional development plans pursuant to N.J.A.C. **6A:9C-4** et. seq;
- f. Consistent and adequate opportunities for teachers to discuss and analyze student work, interim progress measures and assessment results, and to plan any modifications in grouping and/or instruction that may be indicated, consistent with this section;
- g. A classroom library that reflects the diversity and needs of all students and includes assistive technology;
- h. Use of a highly skilled literacy coach or certified teacher to coordinate professional development and collaboration based on the school and school district professional development plan, if documented as necessary to increase achievement of early literacy; and
- i. Methods to involve parents and family members in student learning.



3. Language Arts Literacy – Intensive Literacy for Grades Four through Eight

High need school district where less than eighty percent of total students have achieved proficiency in language arts literacy on the NJ ASK 8 shall implement an intensive literacy program for grades four through eight that includes the following components:

- a. A comprehensive literacy assessment for grades four through eight as part of the school district's curriculum to measure individual and group progress indicated below:
 - (1) Benchmark analysis that gauges students' performance and is used to assist school staff in determining skills that students still need to attain; and
 - (2) Assessment of English language learners (ELLs) pursuant to N.J.A.C. 6A:15-1.3.
- b. Emphasis on small group instruction with scheduling of double periods, including appropriate classroom materials for small group instruction with evidence-based interventions and additional time for students who are not proficient in language arts literacy;
- c. Professional development opportunities for teachers and administrators that are based on effective instructional practices including:
 - (1) Enhancing knowledge of the language arts literacy content and pedagogy to engage all students; and
 - (2) Learning how and having opportunities to analyze student work and assessment results in a collaborative setting.
- d. Involving parents and family in student learning.

4. Language Arts Literacy – Literacy for Students in Grades Nine through Twelve

High need school districts where less than eighty percent of total students have achieved proficiency in language arts literacy on the high school State assessment shall implement a language arts literacy program aligned with college preparatory English I, II, III and IV for grades nine through twelve that incorporates the elements in 3. above with the exception of providing a double period for language arts literacy.



5. Mathematics Literacy – Math Literacy for Students in Grades Three through Four

High need school districts in which less than eighty-five percent of total students have achieved proficiency in mathematics on the NJ ASK 4 shall implement a comprehensive program for mathematics education that prepares students in grades three through four for success in higher order mathematics and that includes the following components:

- a. Curriculum that simultaneously develops conceptual understanding, computational fluency, and problem solving skills, with meaningful instruction and a focus on critical mathematics skills as part of a successful learning experience;
- b. Mathematical reasoning that occurs in contextual learning;
- c. An emphasis on communicating mathematics concepts both verbally and in writing;
- d. The use of frequent questions and opportunities for class discussion in addition to the mathematics textbook activities to improve student problem solving ability;
- e. Professional development in both mathematics content and in the elements pedagogy specified in this section, related to the appropriate grade and based on individual professional needs, pursuant to **N.J.A.C. 6A:9C-3 et seq;**
- f. Use of appropriate instructional materials, technology, and manipulatives, aligned with the Core Curriculum Content Standards (CCCS) in mathematics, that lead students through concrete, symbolic, and abstract mathematical thinking;
- g. Multiple assessment and benchmarks, including use of formative assessments;
- h. Differentiated instruction;
- i. Explicit mathematics instruction for struggling students to ensure that these students possess the foundational skills and conceptual knowledge necessary for understanding the mathematics they are learning at their grade level; and
- j. Methods to involve parents and family members in student learning.



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PROGRAM - REGULATION

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Programs and Services for Students in High Poverty and in High Need School Districts

6. Mathematics Literacy – Math Literacy for Students in Grades Five through Eight

High need school district where less than eighty percent of total students have not achieved proficiency in mathematics on the NJ ASK 8 shall implement a comprehensive program for mathematics education that prepares all students in grades five through eight for success in Algebra at the high school level and incorporates the elements in 5, above.

7. Mathematics Literacy – Math Literacy for Students in Grades Nine through Twelve

High need school districts where eighty percent or more of total student have not achieved proficiency in mathematics on the high school State assessment shall implement a comprehensive program for mathematics education for grades nine through twelve which incorporates the elements in 5 above is aligned to course expectations as required to meet graduation requirements.

C. High Poverty School District

1. Class Size Requirements

a. Class size in high poverty school districts shall not exceed twenty-one students in grades Kindergarten through three, twenty-three students in grades four and five, and twenty-four students in grades six through twelve; provide that if the district chooses to maintain lower class sizes in grades Kindergarten through three, class size in grades four and five may equal but not exceed twenty-five students.

b. Exceptions to the class size requirements in C.1.a above are permitted for some physical education and performing arts classes, where appropriate.

2. Full-Day Kindergarten Requirements

a. High poverty school districts shall maintain all existing full-day Kindergarten programs with a teacher's aide for each classroom.

b. Class size for these Kindergarten classrooms shall not exceed twenty-one students.

Issued: 3 June 2009

Issued: 10 May 2011

Issued:



3111 CREATING POSITIONS

The Board of Education recognizes its authority to create and fill teaching staff member positions to implement a thorough and efficient system of free public schools.

The Board shall, **upon the Superintendent's recommendation**, create new positions as required **and** approve job titles **and job descriptions**. The **job description** shall **outline** the background experiences and personal qualities, if any, to be required of candidates or preferred among applicants for a particular position.

The Superintendent shall recommend to the Board such new positions or additions to existing employment categories as may be required by the specific instructional needs of students of the district and each school within the district.

In accordance with the provisions of N.J.A.C. 6A:9B-5.5, titles assigned to teaching staff members shall be recognized by the New Jersey Department of Education. The Department of Education shall maintain and make available a list of approved job titles with corresponding authorized certificates. In the event the Board desires to use an unrecognized title, or if a previously established unrecognized title exists, the Board, prior to appointing a candidate, shall submit to the Executive County Superintendent a written request, including a detailed job description, for permission to use the proposed title. The Executive County Superintendent shall exercise discretion regarding approval of the request and shall determine the appropriate certification and title for the position.

The Executive County Superintendent shall review annually all previously approved unrecognized position titles and shall determine whether the titles will be continued for the next school year. Decisions rendered by the Executive County Superintendent regarding titles and certificates for unrecognized positions shall be binding upon future seniority determinations on a case-by-case basis.

N.J.S.A. 18A:16-1; 18A:28-1 et seq.
N.J.A.C. **6A:9B-5.1; 6A:9B-5.5**

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
3124/page 1 of 1
Employment Contract

3124 **EMPLOYMENT CONTRACT**

The Board of Education requires that every nontenured teaching staff member employed by this district annually sign an employment contract for a term of not more than one year.

The employment contract shall include the specific title of the position to which the teaching staff member is appointed; the term for which employment is contracted, including beginning and ending dates; a full description of the certification held by the teaching staff member and the date, if any, on which certification will expire, **if applicable**; the salary at which the teaching staff member will be employed; the intervals at which the salary will be paid.

The employment contract will also include a provision for termination of the contract by either the teaching staff member or the Board of Education unless the teaching staff member is represented by a collective bargaining agreement and the agreement has termination provisions.

The Board may dismiss a nontenured teaching staff member when dismissal is in the best interest of the school district. Termination notice will be duly given in writing and will state the reason therefore.

However, the Board reserves the right to terminate a nontenured employee without notice when sufficient cause warrants.

In the event that the salary entered on the written contract differs from that approved by the Board in a resolution duly adopted, the salary approved by the Board shall be the salary paid.

Retirement

The Board requests employees give a sixty days notice in writing of their intention to retire.

N.J.S.A. 18A:27-2 et seq.; 18A:28-8
N.J.A.C. **6A:9B-5.1; 6A:9B-5.2**

Adopted: 3 December 2008

Adopted:



3125 **EMPLOYMENT OF TEACHING STAFF MEMBERS**

The Board of Education believes it is vital to the successful operation of the district that teaching staff member positions be filled with highly qualified and competent professionals.

In accordance with the provisions of N.J.S.A. 18A:27-4.1, the Board shall appoint, transfer, remove, or renew a certificated or non-certificated officer or employee only upon the recommendation of the Superintendent of Schools and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. The Board shall approve the employment, fix the compensation, and establish the term of employment for every teaching staff member employed by this district.

No teaching staff member shall be employed unless he/she is a holder of a valid certificate in accordance with the New Jersey Department of Education and applicable statutes and administrative codes. The Superintendent shall require proof of any candidate's certification or pending application for certification.

The Board will employ substitutes for absent teachers in order to ensure continuity in the instructional program and will annually approve a list of substitutes and rate of pay. The Superintendent or designee shall select substitutes from the list approved by the Board to serve in the place of an absent teaching staff member.

In accordance with the provisions of N.J.S.A. 18A:16-1.1, the Board of Education will provide written notice to a teaching staff member, other than a per diem substitute, of his/her designation as a replacement when the teaching staff member has been designated or appointed by the Board to act in place of any officer or employee during an absence, disability, or disqualification of any such officer or employee subject to the provisions of N.J.S.A. 18A:17-13. Per diem substitutes shall also be informed in their notice of approval that their employment is as a replacement staff member.

The Board may use a private contractor to secure a substitute teacher in accordance with N.J.A.C. **6A:9B-7.1(f).**

The Board shall approve the employment, fix the compensation, and set the term of employment for each person employed in a summer school program. The Board will employ only those candidates recommended by the Superintendent. Service as a summer school teacher will not count toward the accrual of tenure or seniority.

The Superintendent shall recommend to the Board the employment of qualified coaches for the district's interscholastic and/or intramural athletic programs. The Board will employ as athletic coaches only those persons who have experience in and knowledge of the specific sport, are properly certified, and possess the personal characteristics that qualify them to serve as role models to students.



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
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Employment of Teaching Staff Members

In accordance with the provisions of N.J.A.C. 6A:9B-5.16(a), any teaching staff member in the employ of the Board of Education shall be permitted to organize public school students for purposes of coaching or for conducting games, events, or contests in physical education or athletics. The Superintendent may recommend to the Board the employment of a qualified candidate for an interscholastic athletic coaching position who is a holder of either a New Jersey teaching certificate or a substitute credential, pursuant to **6A:9B-5.16(b),** to work in the interscholastic athletic program provided the position has been advertised. The twenty day limitation noted in N.J.A.C. **6A:9B-7.4(a)** shall not apply to coaching situations.

An athletic coach employed by this district who is not a regular employee of this district shall be employed only for the duration of the specific sport season. He/She shall be paid the stipend and no out-of-district athletic coach shall be eligible for tenure or for employment benefits.

An athletic trainer shall possess an educational services certificate issued by the State Board of Examiners pursuant to N.J.S.A. 18A:26-2.4 and 18A:26-2.5.

The Board of Education shall not employ for pay or contract for the paid services of any teaching staff member or any other person serving in a position which involves regular contact with students unless the Board has first determined, consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq., that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

An individual employed by the Board in any substitute capacity or position shall be required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1b.

An individual, except as provided in N.J.S.A. 18A:6-7.1g, shall be permanently disqualified from employment or service in the school district if the criminal history record check reveals a record of conviction for any crime or offense as defined in N.J.S.A. 18A:6-7.1 et seq.

The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history record check if the Board or contracted service provider demonstrates to the Commissioner of Education that special circumstances exist which justifies the emergent employment as prescribed in N.J.S.A. 18A:6-7.1c. In the event the criminal history record check is not completed for an emergent hired employee within three months, the Board or contracted service provider may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the employee.



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
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Employment of Teaching Staff Members

No criminal history record check shall be performed unless the applicant shall have furnished written consent to such a check. The applicant shall bear the cost for the criminal history record check, including all costs for administering and processing the check. The district will deny employment to an applicant if the applicant is required and refuses to submit to a criminal history record check.

The Board of Education prohibits any relative of a Board member or Superintendent of Schools from being employed in an office or position in the school district in accordance with the provisions of N.J.A.C. 6A:23A-6.2 and Board Policy 0142.1 – Nepotism.

A teaching staff member's misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

N.J.S.A. 18A:6-5; 18A:6-6; 18A:6-7.1 18A:6-7.1b; 18A:6-7.1; 18A:6-7.2;
18:16-1 et seq.; 18A:26-1 et seq.; 18A:27-1 et seq.; 18A:27-4.;
18:27-7; 18A:27-8

N.J.A.C. **6A:9B-5.16; 6A:9B-7.4**

Adopted: 3 December 2008

Adopted: 26 June 2014

Adopted:



3125.2 **EMPLOYMENT OF SUBSTITUTE TEACHERS**

The Board of Education will employ substitutes in order to ensure continuity in the Instructional program and will approve a list of substitutes on an annual basis and additional approved substitutes will be added to the approved list throughout the school year. Substitute teachers will be employed from the substitute list recommended by the Superintendent and approved by the Board. The Board shall also approve the substitute rate of pay.

All substitute teachers must possess a substitute credential issued by the New Jersey State Board of Examiners in accordance with the provisions of N.J.A.C. **6A:9B-7.1 et seq.** All substitute teachers are required to undergo a criminal history record check in accordance with the provisions of N.J.S.A.18A:6-7.1 et seq. and New Jersey Department of Education regulations and procedures for criminal history record checks. In accordance with the provisions of N.J.S.A. 18A-6-7.1b., a substitute teacher who is rehired annually by the Board shall only be required to undergo a criminal history record check as required by N.J.S.A. 18A:6-7.1 et. seq. upon initial employment, provided the substitute continues in the employ of at least one of the districts at which the substitute was employed within one year of the approval of the criminal history record check.

A substitute teacher shall follow the daily lesson plan provided by the regular teacher and, when that plan is exhausted or unavailable, the instructions of the Principal. A substitute teacher may not plan or direct an instructional program except as expressly permitted by the Superintendent.

In accordance with the provisions of N.J.S.A. 18A:16-1.1b. **and N.J.A.C. 6A:9B-7.4(c)**, a vacant teaching position **may only** be filled by one or more individuals employed as substitute teachers and holding **an instructional certificate of eligibility (CE)**, certificate of eligibility with advanced standing **(CEAS), or standard certificate** issued by the New Jersey State Board of Examiners **with an endorsement within the scope of the subject being taught for no more than sixty instructional days in the same classroom per year. The sixty day limit may be extended if the Executive County Superintendent is notified of an extension by the school district which shall demonstrate:**

- 1. The school district was unable to hire an appropriately certified teacher for the vacant position;**
- 2. The school district is filling the position subject to the limitations in a local contract or N.J.A.C. 6A:9B-7.1; and**
- 3. Holders of an instructional CE or CEAS with an endorsement within the scope of the subject being taught meet the following provisions:**



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East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
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Employment of Substitute Teachers

- a. **CE or CEAS holders obtain a provisional certificate;**
- b. **CE or CEAS holders are enrolled in a district mentoring program upon obtaining a provisional certificate;**
- c. **CE holders are accepted into a CE educator program and will begin coursework in the program's next available cohort.**

In the event that one individual employed pursuant to **the provisions of N.J.S.A. 18A:16-1.1b.** is employed in the same position for more than sixty days, the substitute shall be compensated by the school district on a pro-rata basis consistent with the salary provided to a teacher with similar credentials in the school district.

In accordance with the provisions of N.J.S.A. 18A:16-1.1c. **and N.J.A.C. 6A:9B-7.4(b),** a vacant teaching position **may only** be filled by one or more individuals employed as substitute teachers and holding **an instructional CE,** or a **CEAS, or a standard certificate** issued by the New Jersey State Board of Examiners **with an endorsement not within the scope of the subject being taught for no more than forty instructional days in the same classroom per year.** The Executive County Superintendent of Schools shall **be notified by the Superintendent or designee if a holder of an instructional CE or CEAS substitutes for more than twenty instructional days in the same classroom.**

Holders of a career and technical education substitute credential pursuant to N.J.A.C. 6A:9B-7.5 shall be permitted to substitute for no more than forty instructional days in the same classroom per year in accordance with the provisions of N.J.A.C. 6A:9B-7.4(b)2.

In accordance with the provisions of N.J.S.A. 18A:16-1.1a. **and N.J.A.C. 6A:9B-7.4(a),** a vacant teaching position **may only** be filled by one or more individuals holding a substitute credential **or holding an administrative or educational services certificate without an instructional CE, CEAS, or standard certificate** issued by the New Jersey State Board of Education pursuant to the provisions of N.J.S.A. 18A:6-38 for **no more than twenty instructional days in the same classroom per year.** The Commissioner of Education may grant an extension of up to an additional twenty school days upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original twenty-day time limit.

N.J.S.A. 18A:6-7.1 et seq.; 18A:16-1.1a.; 18A:16-1.1b.; 18A:16-1.1c.; 18A:16-1.1d.
N.J.A.C. 6A:9B-7.1; 6A:9B-7.2; 6A:9B-7.3; 6A:9B-7.4; 6A:9B-7.5

Approved: 13 September 2011

Approved:



3126 **DISTRICT MENTORING PROGRAM**

The Board of Education **shall develop a district mentoring program to provide nontenured teachers, including novice professional teachers who hold a certificate of eligibility (CE) or certificate of eligibility with advanced standing (CEAS) with an induction to the teaching profession and to the school community through differentiated supports based on the teachers' individual needs and to help them become effective professionals.**

The **goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the Core Curriculum Content Standards to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in performing their duties and adjusting to the challenges of teaching. The Board of Education shall determine how each nontenured teacher in his or her first year of employment shall be provided with supports as outlined in N.J.A.C. 6A:9C-5.1(c). The Board shall provide an individual mentor to work one-on-one with a novice provisional teacher in accordance with N.J.A.C. 6A:9C-5.1(d). The Superintendent shall oversee the mentor selection process and ensure the individual mentor meets the minimum requirements required in N.J.A.C. 6A:9C-5.2(a).**

In accordance with the provisions of N.J.A.C. 6A:9C-5.4, an approved agency and its designated staff shall be authorized to provide the services, evaluations, and recommendations specified within N.J.A.C. 6A:9B-8.6, 8.7, and 8.9 for provisional Teachers of Supplemental Instruction in Reading and Mathematics, Grades K-8 in their employ.

The district's local mentoring plan shall be in accordance with the requirements as outlined in N.J.A.C. **6A:9C-5.1 et seq.**

The Superintendent of Schools or designee shall develop the district mentoring plan in accordance with the requirements outlined in N.J.A.C. 6A:9C-5.3 as part of the school district's professional development plan (PDP) pursuant to N.J.A.C. 6A:9C-4.4. The district mentoring plan shall include logistics for its implementation and describe the school district's responsibilities pursuant to N.J.A.C. 6A:9C-5.1 et seq.

The Board of Education shall budget any State funds appropriated for the novice teacher mentoring program **in accordance with the provisions of N.J.A.C. 6A:9C-5.1(f).** The Board shall ensure that State funds appropriated for this program shall supplement, and not supplant, any Federal, State or local funds already devoted to planning and implementing a novice teacher mentor program. The Board of Education shall ensure that State funds shall be used for **one or more of the following:** stipends for mentor teachers, the costs associated with release time, substitutes for mentor teachers and novice teachers, and/or professional development and training activities related to the program.



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East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
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Induction Program for Provisional Teachers

Evaluations **for a provisional teacher** shall be completed in accordance with the requirements of N.J.A.C. **6A:9B-8.6**.

N.J.S.A. 18A:26-2; 18A:26-2a

N.J.A.C. **6A:9B-8.4; 6A:9B-8.5; 6A:9B-8.6; 6A:9C-5.1**

Adopted: September 14, 2010

Adopted:

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R3126 **DISTRICT MENTORING PROGRAM**

The Board of Education is authorized to employ a holder of a certificate of eligibility (CE) or certificate of eligibility with advanced standing (CEAS) after its mentoring plan has been approved pursuant to N.J.A.C. **6A:9C-5.1**.

A. Definitions

1. "Certificate of Eligibility or CE" means a **certificate** with lifetime validity issued to persons who have completed degree, academic study, and applicable test requirements for certification. The CE permits the applicant to seek and accept employment in **corresponding** positions requiring certification.
2. "Certificate of Eligibility with Advanced Standing or CEAS" means a **certificate** with a lifetime validity issued to persons who have completed degree, academic study, applicable test requirements, and **CEAS educator** preparation programs for certification. The CEAS permits the applicant to see and accept employment in positions requiring certification.
3. "**District mentoring program**" means a **program of induction and support for non-tenured teachers, including novice provisional teachers and experienced teachers new to a school district, designed to develop them into effective professionals within the school district.**
4. "**Endorsement**" means an **authorization allowing a certificate holder to teach one or more specific subject area(s) or to serve in one or more specific teaching staff role(s).**
5. "Mentor teacher" means an **experienced, certified** New Jersey teacher who is assigned to provide support and guidance to a novice teacher.
6. "Novice teacher" means any teacher **serving full- or part-time under a provisional certificate** who has not **yet been issued a standard instructional certificate in any endorsement area.**
7. "Professional Standards for Teachers" means the knowledge, skills, and dispositions that all teachers must acquire **to practice as teachers in accordance with N.J.A.C. 6A:9-3.3.**
8. "**Provisional teaching period**" means a **minimum of two years of full-time teaching under a provisional certificate required of all novice teachers before they are eligible to be recommended for a standard certificate.**



B. Requirements for **District Mentoring Plan**

1. **The district shall develop a mentoring program to provide non-tenured teachers, including novice provisional teachers who hold a CE or CEAS, with an induction to the teaching profession and to the school district community through differentiated supports based on the teachers' individual needs and to help them become effective professionals.**
2. **The goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the Core Curriculum Content Standards (CCCS) to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in performing their duties and adjusting to the challenges of teaching.**
3. **The Board of Education shall determine how each non-tenured teacher in his or her first year of employment shall be provided with the following supports:**
 - a. **Comprehensive induction to school district policies and procedures including, but not limited to, introduction to school district curricula, student assessment policies, and training on the school district's evaluation rubric, including setting and assessing student learning through student growth objectives;**
 - b. **Individualized supports and activities, which shall be assigned at the school district's discretion and shall be aligned with the Professional Standards for Teachers at N.J.A.C. 6A:9-3.3, the Standards for Professional Learning at N.J.A.C. 6A:9C-3.3, and the school district's Commissioner-approved teaching practice instrument. The supports and activities shall be guided by:**
 - (1) **The non-tenured teacher's degree of preparation and experience;**
 - (2) **The non-tenured teacher's individual professional development plan (PDP) developed within thirty instructional days of the beginning of the teaching assignment pursuant to N.J.A.C. 6A:9C-4.4(f);**
 - (3) **Areas of focus within the district mentoring plan; and**
 - (4) **Goals of the school and school district plans for professional development as described in N.J.A.C. 6A:9C-4.2.**



6. **The district shall budget State funds appropriated for the novice teacher mentoring program.**
 - a. **Subject to the availability of funds, the Department of Education shall appropriate State funds based on the number of novice teachers employed each year by the Board of Education.**
 - b. **The Board of Education shall ensure State funds appropriated for this program supplement, and not supplant, Federal, State, or local funds already devoted to planning and implementing a novice teacher mentor program.**
 - c. **The Board of Education shall ensure State funds are used for one or more of the following:**
 - (1) **Stipends for mentor teachers;**
 - (2) **The costs associated with release time;**
 - (3) **Substitutes for mentor and novice teachers; and**
 - (4) **Professional development and training activities related to the program.**
 - d. **If no State funds are available to pay the costs of mentoring fees, candidates who are required to complete a provisional period of teaching to obtain standard certification shall be responsible for payment of mentoring fees during the first provisional year. The Board may, at its discretion, pay all or part of the mentoring fees.**
7. **The school district's administrative office shall oversee the payment of mentors. Payment shall not be conferred directly from provisional novice teacher to mentor.**

C. Mentor requirements

1. **The Superintendent shall oversee the mentor selection process and ensure the individual mentor of a novice provisional teacher meets the following minimum requirements:**
 - a. **Holds an instructional certificate and, when possible, is certified in the subject area in which the novice provisional teacher is working;**



- b. **Has at least three years of experience and has taught full-time for at least two years within the last five years;**
- c. **Does not serve as the mentee's direct supervisor nor conduct evaluations of teachers;**
- d. **Demonstrates a record of success in the classroom:**
 - (1) **Beginning academic year 2014-2015, all mentor teacher applicants shall have received a summative rating of effective or highly effective on the most recent summative evaluation, pursuant to N.J.A.C. 6A:10.**
 - (a) **A mentor teacher applicant in a school or school district not required pursuant to N.J.A.C. 6A:10-1 to issue summative evaluations shall demonstrate at least one year of effective teaching on his or her most recent evaluation as determined by his or her supervisor.**
 - e. **Understands the social and workplace norms of the school district and the community it serves;**
 - f. **Understands the resources and opportunities available in the school district and is able to act as a referral source to the novice provisional teacher; and**
 - g. **Completes a comprehensive mentor training program with a curriculum that includes, at a minimum, training on the school district's teaching evaluation rubric and practice instrument, Professional Standards for Teachers, CCCS, classroom observation skills, facilitating adult learning, and leading reflective conversations about teaching practice.**

D. District Mentoring Plan

- 1. **The Superintendent or designee shall develop a district mentoring plan as part of the school district's PDP pursuant to N.J.A.C. 6A:9C-4.4. The district mentoring plan shall include logistics for its implementation and describe the school district's responsibilities pursuant to N.J.A.C. 6A:9C-5.**
 - a. **The Superintendent shall submit the district mentoring plan to the Board of Education for review of its fiscal impact.**



- b. The Superintendent or designee shall share the district mentoring plan with each school improvement panel, which shall oversee the school-level implementation of the district mentoring plan and shall communicate the plan to all non-tenured teachers and their mentors.**
- c. The Superintendent or designee annually shall review the plan and revise it, as necessary, based on feedback from mentor logs, each school improvement panel, and data on teacher and student performance.**

Issued: 3 December 2008
Issued: 14 September 2010
Issued:

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East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
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Resignation

3141 RESIGNATION

The Board of Education will enter a contract with each nontenured teaching staff member providing, in part, for the termination of employment by either party on proper notice in accordance with Policy No. 3124.

An employee's resignation must be tendered to the Board through the Superintendent who may accept the resignation on behalf of the Board. Any such acceptance of a resignation will be ratified by the Board at its next meeting.

A member who offers insufficient notice of resignation will be paid only through the last day of service. In addition, the Board may notify the Commissioner of Education of any tenured teaching staff member who terminates his/her position without having given sixty days **written** notice to the Board **unless the Board approves the tenured teaching staff member's release on shorter notice. The Commissioner of Education may suspend the tenured teaching staff member's certificate for not more than one year for failure to give such notice.**

N.J.S.A. 18A:26-10; 18A:28-8
N.J.A.C. 6A:9-17.9

Adopted: 3 December 2008

Adopted:



3144 **CERTIFICATION OF TENURE CHARGES**

Tenure charges may be instituted against a tenured teaching staff member of the district in accordance with the provisions of N.J.A.C. 6A:3-5.1 et seq. In all instances of the filing and certification of tenure charges, except charges filed against a teacher, Principal, Assistant Principal or Vice Principal for reasons of inefficiency pursuant to N.J.S.A. 18A:6-17.3, the procedures and timelines outlined in N.J.A.C. 6A:3-5.1(b) shall be observed. In the event the tenure charges are charges of inefficiency pursuant to N.J.S.A. 18A:6-17.3, except in the case of Principals, Assistant Principals and Vice Principals in school districts under full State intervention, where procedures are governed by the provisions of N.J.S.A. 18A:7A-45 and such rules as may be promulgated to implement it, the procedures and timelines outlined in N.J.A.C. 6A:3-5.1(c) shall be observed.

Filing and service of petition of appeal as outlined in N.J.A.C. 6A:3-1.3, shall not apply in a case of charges filed with the Commissioner of Education against an employee of a Board of Education or of a school district under full State intervention. In place of the usual petition, the Board of Education or the State District Superintendent shall file written charges and the required certificate of determination with the Commissioner together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.

In accordance with N.J.S.A. 34:13A-24, fines and suspensions imposed as minor discipline shall not constitute a reduction in compensation pursuant to the provisions of N.J.S.A. 18A:6-10 where the negotiated agreement between the Board of Education and the majority representative of the employees in the appropriate collective bargaining unit provides for such discipline. In these cases, tenure charges shall not be filed to impose minor discipline on a person serving under tenure.

The Board of Education or the State District Superintendent shall determine whether there is probable cause to credit the evidence in support of the charges and whether such charges, if credited, are sufficient to warrant a dismissal or reduction of salary. Pursuant to N.J.S.A. 18A:6-11, all deliberations and actions of the Board of Education with respect to such charges shall take place at a closed/executive session meeting. In the event the Board of Education or the State District Superintendent finds probable cause exists and that the charges, if credited, are sufficient to warrant a dismissal or reduction of salary, then the Board or the State District Superintendent shall file within fifteen days, written charges with the Commissioner. The charge(s) shall be stated with specificity as to the action or behavior underlying the charges or the nature of the alleged inefficiency and shall be accompanied by the required certificate of determination together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.



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East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
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Certification of Tenure Charges

The certificate of determination that accompanies the written charges shall contain a certification by the Board Secretary or the State District Superintendent including that a determination was made of the charges and the evidence in support of the charges are sufficient, if true in fact, to warrant dismissal or a reduction in salary; of the date, place, and time of the meeting at which such determination was made and whether or not the employee was suspended and, if so, whether such suspension was with or without pay; that such determination was made by a majority vote of the whole number of members of the Board of Education or by the State District Superintendent in accordance with N.J.S.A. 18A:7A-39.

An individual against whom tenure charges are certified shall file a written response to the charges in accordance with the provisions of N.J.A.C. 6A:3-5.3 et seq. The Commissioner shall determine whether such charge(s) are sufficient, if true, to warrant dismissal or reduction in salary in accordance with the provisions of N.J.A.C. 6A:3-5.5. Any withdrawal, settlement, or mooted of tenure charges shall be in accordance with the provisions of N.J.A.C. 6A:3-5.6.

Certification of tenure charges for Charter School employees shall be governed by N.J.A.C. 6A:11-6.1 et. seq.

N.J.S.A. 18A:8.3; 18A:6-10; 18A:6-11; 18A:6-13; 18A:6-14; 18A:6-16
N.J.A.C. 6A:3-5.1; 6A:3-5.2; 6A:3-5.5; 6A3.5.6

Adopted: 3 December 2008

Adopted: 11 January 2011

Adopted: 28 January 2014

Adopted:



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION
R 3144/page 1 of 7
Certification of Tenure Charges

R 3144 **CERTIFICATION OF TENURE CHARGES**

A. Definition

1. For the purposes of Policy 3144 and this regulation, "day" means business day when the period specified is less than seven days, and calendar day when the period specified is seven days or more; provided however, that calculations do not include the day of the action from which they are computed but do not include the last day of the period being computed unless such day falls on a Saturday, Sunday or holiday, in which case the last day shall be deemed the next business day immediately following. Filings received after the close of business (4:15 p.m.) shall be deemed filed on the next business day.

B. Filing of Written Charges and Certificate of Determination – N.J.A.C. 6A:3-5.1

1. N.J.A.C. 6A:3-1.3 – Filing and Service of Petition of Appeal shall not apply in a case of tenure charges filed with the Commissioner against an employee of a Board of Education or a school district under full State intervention. In place of the usual petition, the Board or the State District Superintendent shall file written charges and the required certificate of determination with the Commissioner, together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or the State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as charges are filed with the Commissioner.
 - a. In accordance with N.J.S.A. 34:13A-24, fines and suspensions imposed as minor disciplines shall not constitute a reduction in compensation pursuant to the provisions of N.J.S.A. 18A:6-10 where the negotiated agreement between a Board of Education and the majority representative of the employees in the appropriate collective bargaining unit provides for such discipline. In these cases, tenure charges shall not be filed to impose minor discipline on a person serving under tenure.
2. In all instances of the filing and certification of tenure charges, except charges against a teacher, Principal, Assistant Principal, or Vice Principal for reasons of efficiency pursuant to N.J.S.A. 18A:6-17.3 the following procedures and timelines shall be observed:
 - a. Charges shall be stated with specificity as to the action or behavior underlying the charges and shall be filed in writing with the Secretary of the Board of Education or the State District Superintendent, accompanied by a supporting statement of evidence, both of which shall be executed under oath by the person(s) instituting such charges.



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East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION
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Certification of Tenure Charges

- b. Along with the required sworn statement of evidence, charges shall be transmitted to the affected tenured employee and the employee's representative, if known, within three working days of the date they were filed with the Secretary of the Board of Education or the State District Superintendent. Proof of mailing or hand delivery shall constitute proof of transmittal.
- c. The affected tenured employee shall have an opportunity to submit to the Board of Education or the State District Superintendent a written statement of position and a written statement of evidence, both of which shall be executed under oath with respect thereto within fifteen days of receipt of the tenure charges.
- d. Upon receipt of the tenured employee's written statements of position and evidence under oath, or upon expiration of the allotted fifteen-day time period, the Board of Education shall determine by a majority vote of its full membership, or the State District Superintendent shall determine, within forty-five days whether there is probable cause to credit the evidence in support of the charges and whether such charges, if credited, are sufficient to warrant a dismissal or reduction of salary. In accordance with the provisions of N.J.S.A. 18A:6-13, if the Board of Education does not make a determination within forty-five days after receipt of the written charges, the charges shall be deemed to be dismissed and no further proceeding or action shall be taken.
- e. The Board of Education or the State District Superintendent shall provide, within three working days, written notification of the determination to the employee against whom the charge has been made, in person or by certified mail to the last known address of the employee and the employee's representative, if known.
- f. If the Board of Education or the State District Superintendent Ends probable cause exists and the charges, if credited, are sufficient to warrant a dismissal or reduction of salary, then the Board or the State District Superintendent shall file, within fifteen days, written charges with the Commissioner. The charges shall be stated with specificity as to the action or behavior underlying the charges and shall be accompanied by the required certificate of determination together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.



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Certification of Tenure Charges

2. Upon written application by the person against whom charges are filed, the Commissioner may extend the time period for the filing of an answer upon a finding of good cause shown consistent with the provisions of N.J.S.A. 18A:6-16. Such application shall be received prior to the expiration of the fifteen-day answer period, or the ten-day answer period specified in N.J.A.C. 6A:3-5.1(c), and a copy shall be served upon the charging Board of Education or the State District Superintendent. The Board of Education or State District Superintendent shall promptly notify the Commissioner of any opposition to the request.
 - a. A request for extension that is received after the fifteen-day period allotted for an answer to tenure charges, or after the ten-day period allotted in N.J.A.C. 6A:3-5.1(c) will be considered only in the event of demonstrated emergency or other unforeseeable circumstance such that the request could not have been made within the requisite filing period.
 3. If no answer is filed within the requisite time period and no request for extension is made, or if the request is denied by the Commissioner, or the charged employee submits an answer or other responsive filing indicating the employee does not contest the charges, the charges shall be deemed admitted by the charged employee.
 - a. The provisions of N.J.A.C. 6A:3-5.3 shall not apply to employees of Chaffer Schools, who are governed by the provisions of N.J.A.C. 6A:11-6.
- E. Determination of Sufficiency and Transmittal for Hearing – N.J.A.C. 6A:3-5.5
1. Except as specified in N.J.A.C. 6A:3-5.1(c), within ten days of receipt of the charged party's answer or expiration of the time for its filing, the Commissioner shall determine whether such charge(s) are sufficient, if true, to warrant dismissal or reduction in salary. If the charges are determined insufficient, they shall be dismissed and the parties shall be notified accordingly. If the charges are determined sufficient, the matter shall, be transmitted immediately to an arbitrator for further proceedings, unless the Commissioner retains the matter pursuant to N.J.A.C. 6A:3-1.12.
 - a. A notice of transmittal shall be issued to the parties by the Department of Education on the same date as the matter is transmitted to an arbitrator.



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Certification of Tenure Charges

2. Where a party to a tenure matter so requests, the Commissioner may agree to hold the matter in abeyance at any time prior to transmittal to an arbitrator. Thereafter, requests to hold the matter in abeyance shall be directed to the arbitrator. Any request for abeyance, whether directed to the Commissioner or the arbitrator, shall be consistent with the intent of N.J.S.A. 18A:6-16 as amended by P.L. 1998, c.42.
- F. Withdrawal, Settlement, or Mooting of Tenure Charges – N.J.A.C. 6A:3-5.6
1. Once tenure charges are certified to the Commissioner, they may be withdrawn or settled only with approval. Any proposed withdrawal or settlement, whether submitted to the Commissioner or to the arbitrator, shall address the following standards established by the State Board of Education in the matter entitled *In re Cardonick*, State Board decision of April 6, 1983 (1990 *School Law Decisions (S.L.D.)* 842, 846):
 - a. Accompaniment by documentation as to the nature of the charges;
 - b. Explication of the circumstances justifying settlement or withdrawal;
 - c. Consent of both the charged and charging parties;
 - d. Indication the charged party entered into the agreement with a full understanding of his or her rights;
 - e. A showing the agreement is in the public interest; and
 - f. If the charged party is a teaching staff member, a showing that the teaching staff member has been advised of the Commissioner's duty to refer tenure determinations resulting in loss of position to the State Board of Examiners for possible suspension or revocation of certificate.
 2. A settlement agreement shall not propose terms that would restrict access to information or records deemed public by law or result in misrepresentation of the reason for an employee's separation from service. If tenure charges have been certified to the Commissioner by a Board of Education, any proposed settlement shall indicate, by signature of the Board Attorney or inclusion of a Board of Education resolution authorizing settlement, which the Board of Education has consented to the terms of the settlement.
 3. A proposed withdrawal or settlement of tenure charges shall be submitted to the Commissioner prior to transmittal of such charges to the arbitrator; thereafter, it shall be submitted to the arbitrator.



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Certification of Tenure Charges

4. If tenure proceedings against a teaching staff member are concluded prior to adjudication because the charged party has unilaterally resigned or retired, the Commissioner may refer the matter to the State Board of Examiners for action against the charged party's certificate as it deems appropriate, when such referral is warranted under the provisions governing resignation or retirement prior to conclusion of tenure charges as set forth in N.J.A.C. 6A:9-17.4.
5. If a proposed settlement requires the tenured employee to relinquish a certificate issued by the State Board of Examiners, upon approval of the settlement agreement, the Commissioner shall forward the matter to the State Board of Examiners for proceedings in accordance with N.J.A.C. **6A:9B-4.10**.

Issued: 9 November 2010

Issued: 10 May 2011

Issued: 28 January 2014

Issued:



TEACHING STAFF MEMBERS - REGULATION
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**Teaching Staff Member/School District
Reporting Responsibilities**

**3159 TEACHING STAFF MEMBER/SCHOOL DISTRICT
REPORTING RESPONSIBILITIES**

All certificate holders shall report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days of the arrest or indictment in accordance with the provisions of N.J.A.C. 6A:9B-4.3. For purposes of this policy, "certificate holders" shall include all individuals who hold certificates, credentials, certificates of eligibility (CEs), and certificates of eligibility with advance standing (CEASs) issued by the State Board of Examiners. For purposes of this Policy, the term "certificate" shall include all standard, emergency and provisional certificates, all credentials, and all CEs and CEASs issued by the State Board of Examiners.

The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders shall also report to the Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" for revocation or suspension of certification pursuant to N.J.A.C. 6A:9B-4.4. The school district shall make these reporting requirements known to all new employees upon initial employment and to all employees on an annual basis.

The Superintendent of Schools shall notify the New Jersey State Board of Examiners when:

1. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
2. Nontenured teaching staff members, including substitute teachers, who are accused of criminal offenses or unbecoming conduct resign, retire, or are removed from their positions;
3. A certificate holder fails to maintain any license, certificate, or authorization that is mandated pursuant to N.J.A.C. 6A:9B for the holder to serve in a position;
4. The Superintendent of Schools becomes aware that a certificate holder has been convicted of a crime or criminal offense while in the district's employ;
or
5. The Superintendent has received a report from the Department of Children and Families substantiating allegations of abuse or neglect, or establishing "concerns" regarding a certificated teaching staff member.



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Teaching Staff Member/School District
Reporting Responsibilities

In the event the New Jersey State Board of Examiners issues an order to show cause based on the information that the school district provided about the certificate holder, it shall be the responsibility of the school district to cooperate with the Board of Examiners in any proceeding arising from the order to show cause.

The Superintendent of Schools shall also notify the New Jersey State Board of Examiners, in accordance with the provisions of N.J.S.A. 18A:16-1.3, whenever a nontenured, certificated employee is dismissed prior to the end of the school year for just cause as a result of misconduct in office. This notification requirement shall not apply in instances where the employee's contract is not renewed. The Superintendent of Schools will comply with the additional notice requirements to the New Jersey State Board of Examiners in the event it is subsequently determined by a disciplinary grievance arbitration, a court, or an administrative tribunal of competent jurisdiction that the basis for the dismissal did not constitute misconduct in office. In addition, whenever the Superintendent of Schools notifies the New Jersey State Board of Examiners of an employee's dismissal for reasons of misconduct in accordance with the provisions of N.J.S.A. 18A:16-1.3, the employee shall receive a simultaneous copy of the notifying correspondence.

**N.J.S.A. 18A:16-1.3
N.J.A.C. 6A:9B-4.3; 6A:9B-4.4**

Adopted:



3231 OUTSIDE EMPLOYMENT AS ATHLETIC COACH

The Board of Education will permit, in accordance with this Policy, staff members of this school district to serve as an athletic coach in another school district providing the responsibilities in the other district do not interfere with the performance of the staff member's professional responsibilities in this district.

A staff member who wishes to accept employment as an athletic coach in another school district must request and receive permission to do so from the Superintendent of this district if the staff member may need to request any special accommodation(s) from this school district to fulfill their coaching responsibilities in another school district. A special accommodation may be consideration for a requested duty assignment(s), a temporary work schedule adjustment and/or other considerations. A special accommodation will not be considered if it would violate any provisions of any collective bargaining agreement within the district. The staff member's request to the Superintendent must be in writing and must indicate with specificity the accommodation(s) that may be required. The Superintendent, in consultation with the staff member's Building Principal and/or immediate supervisor, will evaluate each request on a case-by-case basis.

N.J.A.C. 6A:9B-5.16

Adopted: 3 December 2008

Adopted:



3240 **PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS**

The Board of Education encourages all teaching staff members to pursue a program of continuing professional development by course work or matriculation in institutions of higher learning, participation in workshops and conferences, membership in professional organizations, and independent scholarship.

Teaching staff members may be permitted to: visit other schools and classrooms; attend local, regional, or national conferences; participate in committees, workshops, and panels, both within and outside the district. Requests for participation in such professional development activities must be submitted in writing to the Superintendent or designee for approval. In addition, the Board, the Board of Education must approve all travel expenditures in accordance with N.J.S.A. 18A:11-12 and the State of New Jersey Department of Treasury, Office of Management and Budget Circulars 08-19-OMB and 06-14-OMB (OMB Circulars) and any superseding circulars and any additional requirements set forth in N.J.A.C. 6A:23A-7 et seq.

A teaching staff member who has been granted time off and/or reimbursed for a professional development activity shall submit to the Assistant Superintendent for Curriculum and Instruction, within ten working days, a brief written report of the activity that includes the primary purpose of the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district.

All active teachers, defined as staff whose positions require possession of the instructional or educational services certificates in accordance with N.J.A.C. **6A:9C-8 through 11 and 13** and all active school leaders serving on a permanent or interim basis whose positions require possession of the Chief School Administrator, Principal, or Supervisor endorsement in accordance with N.J.A.C. **6A:9B-12** shall comply with the professional development requirements as outlined in N.J.A.C. **6A:9C-4.1** et seq.

To meet the professional development requirement, each teacher shall be guided by an individual Professional Development Plan (PDP), which shall include at least twenty hours per year of qualifying activities as outlined in N.J.A.C. **6A:9C-4.4**. The PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers in **N.J.A.C. 6A:9-3.3** and the Standards for Professional Learning in N.J.A.C. **6A:9C-3.3**. The PDP shall be effective for one year and shall include, at least the minimum requirements outlined in N.J.A.C. **6A:9C-4.4(c)**.

District-level and school-level professional development planning and implementation shall be in accordance with the requirements of **N.J.A.C. 6A:9C-4-2**.

Implementation of the professional development requirement for school leaders shall be in accordance with N.J.A.C. **6A:9C-4.3**.



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Professional Development
For Teachers and School Leaders

The Board of Education shall comply with the monitoring and assistance requirements as outlined in N.J.A.C. **6A:9C-4.4**.

The Board shall monitor and enforce the professional development requirements for teachers and school leaders set forth in N.J.A.C. **6A:9C-4.1** et seq. and shall actively assist and support the provision of opportunities and resources, and the efforts by teachers and school leaders to meet the professional development requirements.

N.J.S.A. 18A:31-2; 18AL6-111

N.J.A.C. **6A:9B-12; 6A:9C-3.3; 6A:9C-4.1 et seq.; 6A:9C-8 through 11 and 13**

Adopted: 3 December 2008

Adopted: 14 September 2010

Adopted: 10 June 2014

Adopted:



TEACHING STAFF MEMBERS - REGULATION
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Professional Development
for Teachers and School Leaders

R 3240 **PROFESSIONAL DEVELOPMENT FOR
TEACHERS AND SCHOOL LEADERS**

A. Definitions (N.J.A.C. 6A:9C-2.1)

- 1. The definitions set forth in N.J.A.C. 6A:9-2.1 shall apply to the words and terms used in N.J.A.C. 6A:9C-3 et seq. and 6A:9C-4 et seq. and Policy and Regulation 3240.**

B. Components of Professional Development – (N.J.A.C 6A:9C-3.2)

- Professional development shall **align with the Professional Standards for Teachers and the Professional Standards for School Leaders in N.J.A.C. 6A:9-3, the standards for professional learning in N.J.A.C. 6A:9C-3.3**, student learning and educator development needs, and school, school district, and/or State improvement goals.
- Professional development shall **encompass a broad range of professional learning that contributes to improved practice, including, but not limited to, participation in** the work of established collaborative teams of teachers, school leaders, and other administrative, instructional, and educational services staff members who commit to working together to accomplish common goals and who are engaged in a continuous cycle of professional improvement focused on:
 - Evaluating student learning needs through ongoing reviews of data on student performance; and
 - Defining a clear set of educator learning goals based on the rigorous analysis of data **on student performance**.
- Professional learning shall incorporate coherent, sustained, and evidenced-based strategies that improve educator effectiveness and student achievement, **such as** job-embedded coaching or other forms of assistance to support educators' transfer of new knowledge and skills to their work.
- Professional **learning** may be supported by external expert assistance or additional activities that:
 - Address defined student and educator learning goals;
 - Advance primarily ongoing school-based professional **learning**; and



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Professional Development for Teachers and
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1. Each teacher shall be guided by an individualized Professional Development Plan (PDP), **pursuant to N.J.S.A. 18A:6-128.a**, which shall include at least twenty hours per year of qualifying **experiences**. The twenty-hour annual requirement shall be **based on the length of full-time employment and reduced by a pro rata share reflecting part-time employment, or an absence, including** the use of family or medical leave.
2. The content of each PDP shall be developed by each teacher's supervisor, in consultation with the teacher, and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3 and the Standards for Professional Learning in N.J.A.C. **6A:9C-3.3**.
3. The **individual** PDP shall be effective for one year, **updated annually**, and **modified during the year, as necessary, and** shall specify, at **least**:
 - a. One area for development of professional practice derived from the results of observations and evidence accumulated through the teacher's annual performance evaluation; **and**
 - b. **One** area for development of professional practice **derived from individual**, collaborative team, **school, or school district improvement goals**;
4. The **Progress of on the individual PDP shall be discussed at the annual summary conference, pursuant to N.J.A.C. 6A:10-2.4, but may occur more frequently throughout the year.**
5. **Evidence of progress toward meeting the requirements of the teacher's individual PDP may be provided by the teacher and/or his or her supervisor, and shall be reviewed as part of each annual summary conference.**
6. All teachers governed by the professional development requirements shall have an individual PDP within thirty instructional days of the beginning of their respective teaching assignments.
7. A teacher's individual PDP goals may necessitate more than the recommended minimum requirements outlined in N.J.A.C. **6A:9C-4**.
8. Additional hours of qualifying **experiences** may be required for teachers in low-performing schools, as determined by the Commissioner of Education.



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Professional Development for Teachers and
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9. **The teacher's designated supervisor shall:**
 - a. **Use the teacher performance evaluation process and the professional development planning process to monitor each teacher's progress in meeting the professional development requirements and shall take appropriate steps to assure such progress. If a teacher's progress is found to be inadequate, the teacher's designated supervisor shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means; and**
 - b. **Maintain accurate records of each teacher's progress in meeting the individual professional development requirements, pursuant to N.J.A.C. 6A:9C-4.3 and N.J.A.C. 6A:9C-4.4. Such records shall include a copy of each teacher's current PDP and timeline, as well as any documentation and evidence showing the teacher's progress toward meeting the plan's requirements.**
 10. **If a teacher leaves the employ of one New Jersey school district and is hired by another, the previous employing school district shall share with the new employing school district the teacher's individual PDP and all supporting documentation. If the current individual PDP is found to be unsuitable to the teacher's new assignment, the new employing school district shall ensure a revised individual PDP and timeline is created within thirty days of hire by the employee's new supervisor in collaboration with the new teacher.**
- E. School-Level Plans for Professional Development Implementation (N.J.A.C. 6A:9C-4.2)**
1. The Principal shall oversee the development and implementation of a plan for school-level professional development **and shall ensure:**
 - a. The school-level professional development plan includes a description of school-level and team-based professional learning aligned with identified school goals, and **includes** teacher and student learning needs; **and**
 - b. **All teachers receive the necessary opportunities, support, and resources to complete individual professional development requirements pursuant to N.J.A.C. 6A:9C-4.4(a).**



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Professional Development for Teachers and
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2. The school-level plan shall become part of the **school district plan for professional development overseen and reviewed by the Superintendent of Schools.**
- F. Requirements for District-Level **Plans for Professional Development Implementation** (N.J.A.C. **6A:9C-4.2**)
1. **The school district plan shall provide information on school-level and district-wide professional development learning opportunities, the resources being allocated toward their support, a justification for the expenditures, and include any professional development required by statute or regulation.**
 2. The Superintendent of Schools or designee shall oversee the development and implementation of **the school district** plans to address the school district's professional development needs **and shall review on an annual basis the school district plan to assess its effectiveness and revise it, as necessary, to meet the school district's learning goals for students, teachers, and school leaders.**
 3. **When overseeing and reviewing the school district plan, the Superintendent or designee shall:**
 - a. Review school-level professional development plans;
 - b. Assess the learning needs of students, teachers, and school leaders based on educator evaluation data, school-level plan, and data from school- and district-level performances;
 - c. Plan, support, and implement professional **learning** activities that address the CCCS, and that align with the Standards for Professional Learning in N.J.A.C. **6A:9C-3.3** and the Professional Standards for Teachers and School Leaders in N.J.A.C. 6A:9-3;
 - d. Develop and update, as necessary, the district mentoring plan for **non-tenured teachers including novice professional teachers who hold a CE or CEAS** in accordance with N.J.A.C. **6A:9C-5.3.**
 - e. **Present the plan to the Board of Education to review for fiscal impact; and**



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Support Staff Member/School District
Reporting Responsibilities
Aug 10

4159 SUPPORT STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

All support staff members shall be required to report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days of the arrest or indictment. For purposes of this policy, "support staff members" shall include all school district employees who hold a position in the school district for which no certificate issued by the New Jersey State Board of Examiners is required.

The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the support staff member. Such support staff members shall also report to the Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" for disciplinary action, which may include termination or non-renewal of employment in accordance with law.

Support staff members are required to report their arrest or indictment for any crime or offense in accordance with Policy 3159 and **N.J.A.C. 6A:9B-4.3**.

The school district shall make these reporting requirements known to all new support staff members upon initial employment and to all employees on an annual basis.

Adopted: 11 January 2011



5305 **HEALTH SERVICES PERSONNEL**

The Board of Education shall appoint at least one school physician pursuant to N.J.S.A. 18A:40-1. The Board may appoint a lead school physician to serve as health services director if more than one school physician is required. The school physician shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development. The school district shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services.

The school physician shall provide, at a minimum, the following services:

1. Consultation in the development and implementation of school district policies, procedures, and mechanisms related to health, safety, and medical emergencies pursuant to N.J.A.C. 6A:16-2.1(a);
2. Consultation to school district medical staff regarding the delivery of school health services, which includes special health care needs of technology supported and medically fragile children, including students covered by 20 U.S.C. §§ 1400 et seq., Individuals with Disabilities Education Improvement Act;
3. Physical examinations conducted in the school physician's office or other comparably equipped facility for students who do not have a medical home or whose parent has identified the school as the medical home for the purpose of a sports physical examination;
4. Provision of written notification to the parent stating approval or disapproval of the student's participation in athletics based upon the medical report;
5. Direction for professional duties of other medical staff;
6. Written standing orders that shall be reviewed and reissued before the beginning of each school year;
7. Establishment of standards of care for emergency situations and medically-related care involving students and school staff;
8. Assistance to the certified school nurse or non-certified nurse in conducting health screenings of students and staff and assistance with the delivery of school health services;



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Health Services Personnel

9. Review, as needed, of reports and orders from a student's medical home regarding student health concerns;
10. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c);
11. Review, approval, or denial with reasons of a medical home determination of a student's anticipated confinement and resulting need for home instruction; and
12. Consultation with the school district certified school nurse(s) to obtain input for the development of the school nursing services plan pursuant to N.J.A.C. 6A:16-2.1(b).

The Board shall employ a certified school nurse to provide nursing services while school is in session pursuant to N.J.S.A. 18A:40-1 and 3.3. The certified school nurse shall work under the direction of the school physician and Superintendent of Schools.

The certified school nurse shall possess a standard educational certificate with a school nurse endorsement or school nurse/non-instructional endorsement pursuant to **N.J.A.C. 6A:9B-14.3 or 14.4**. The certified school nurse shall possess a current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing; a bachelor's degree from a regionally accredited college or university; a current Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines.

The certified school nurse shall complete training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma, and Immunology.

The role of the certified school nurse shall include, but not be limited to:

1. Carrying out written orders of the medical home and standing orders of the school physician;
2. Conducting health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 and monitoring vital signs and general health status for emergent issues for students suspected of being under the influence of alcohol and controlled dangerous substances pursuant to N.J.S.A. 18A:40-4 and 12;



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Health Services Personnel

3. Maintaining student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4;
4. Recommending to the school Principal students who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;
5. Annually reviewing student immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;
6. Recommending to the school Principal exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7, 8 and 10;
7. Directing and supervising the emergency administration of epinephrine and glucagon, and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6 and 12.14;
8. Administering asthma medication through use of a nebulizer;
9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;
10. Providing classroom instruction in areas related to health pursuant to N.J.A.C. **6A:9B-14.3**;
11. Reviewing and summarizing available health and medical information regarding the student and transmitting a summary of relevant health and medical information to the Child Study Team for the meeting pursuant to N.J.A.C. 6A:14-3.4(h);
12. Writing and updating, at least annually, the individualized health care plan and the individualized emergency healthcare plan for students' medical needs and instructing staff as appropriate;
13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a), for any student who requires them;
14. Assisting in the development of and implementing healthcare procedures for students in the event of an emergency;



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15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3; and
16. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.

A certified school nurse who possesses the school nurse/non-instructional certificate is not authorized to teach in areas related to health pursuant to N.J.A.C. **6A:9B-14.4**.

The Board may appoint a non-certified nurse under the supervision of a certified school nurse to supplement the services of a certified school nurse in accordance with the provisions of N.J.A.C. 6A:16-2.3(c). The non-certified nurse shall be assigned to the same school building or complex as the certified school nurse pursuant to N.J.S.A. 18A:40-3.3(a) and is limited to providing services only as permitted under the non-certified nurse's license issued by the State Board of Nursing.

N.J.A.C. **6A:9B-14.3**; **6A:9B-14.4**; 6A:16-2.3

Adopted: 12 January 2010
Adopted: 11 November 2014
Adopted:



R 5330 ADMINISTRATION OF MEDICATION

A. Definitions

1. “Medication” means any prescription drug or over-the-counter medicine or nutritional supplement and includes, but is not limited to, aspirin and cough drops.
2. “Administration” means the taking of any medication by ingestion, injection, or application to any part of the body or the giving of direct physical assistance to the person who is ingesting, injecting, or applying medication.
3. “Self-administration” means carrying and taking medication without the intervention of the school nurse, approved through the school district policy and restricted to students with asthma, other potentially life-threatening illnesses or life-threatening allergic reaction.
4. “Life-threatening illness” means an illness or condition that requires an immediate response to specific symptoms or sequelae (an after effect of disease or injury) that if left untreated may lead to potential loss of life, i.e. adrenaline injection in anaphylaxis.
5. “A pre-filled auto-injector mechanism containing epinephrine” is a medical device used for the emergency administration of epinephrine to a student for anaphylaxis.
6. “Noncertified school nurse” means a person who holds a current license as a registered professional nurse from the State Board of Nursing and is employed by the district, and who is not certified as a school nurse by the Department of Education.
7. “Substitute school nurse” means a person who holds a current license as a registered professional nurse from the State Board of Nursing and who has been issued a county substitute certificate to serve as a substitute for a certified school nurse in accordance with N.J.A.C. **6A:9B-7.6**.
8. “School physician” means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Medical Examiners who works under contract or as an employee of the district. This physician is referred to as the medical inspector in N.J.S.A. 18A:40-4.1.
9. “Advanced practice nurse” means a person who holds current certification as nurse practitioner/clinical nurse specialist from the State Board of Nursing.



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10. "Certified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services **Certificate with a school nurse** endorsement, school nurse, or school nurse/non-instructional from the Department of Education pursuant to N.J.A.C. **6A:9B-14.3 and 14.4.**
- B. Permission for Administration by a School Nurse or Registered Nurse
1. Permission for the administration of medication in school or at school-related events will be given only when it is necessary for the health and safety of the student.
 2. Medication will not be administered to a student who is physically unfit to attend school or has a contagious disease. Any such student should not be permitted to attend school and may be excluded in accordance with Policy No. 8451.
 3. Parent requests for the administration of medication in school must be made in writing and signed by the parent or guardian.
 4. The parent must submit a certified statement written and signed by the student's physician. The statement must include:
 - a. The student's name;
 - b. The name of the medication;
 - c. The purpose of its administration to the student for whom the medication is intended;
 - d. The proper timing and dosage of medication;
 - e. Any possible side effects of the medication;
 - f. The time when the medication will be discontinued;
 - g. A statement that the student is physically fit to attend school and is free of contagious disease; and
 - h. A statement that the student would not be able to attend school if the medication is not administered during school hours.



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5. The request for the administration of medication must be made to the Principal prior to any administration of medication or delivery of the medication to the school. The Principal may consult with the school nurse and the school physician in making his/her final determination to allow or deny the request.
 - a. An approved request will be signed by the Principal and given to the school nurse and the student's parent.
 - b. The parent will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent.
- C. Administration of Epinephrine to Students
 1. The parent may provide the Superintendent authorization for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to a student for anaphylaxis provided:
 - a. The parent provides the Superintendent a written authorization for the administration of epinephrine with written orders from the physician or an advanced practice nurse that the student requires the administration of epinephrine for anaphylaxis.
 - b. The school nurse has the primary responsibility for the administration of epinephrine. However, the school nurse shall designate, in consultation with the Board or Superintendent, additional employees of the district who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a student when the school nurse is not physically present at the scene. These volunteers shall be trained using standardized training protocols established by the New Jersey Department of Education in consultation with the Department of Health and Senior Services. The student's parent must consent in writing to the administration of epinephrine via a pre-filled auto-injector mechanism by the designee(s).
 - c. The parent must be informed in writing by the Board or Superintendent that the school district and its employees or agents shall have no liability as a result of any injury to a student arising from the administration of epinephrine via a pre-filled auto-injector mechanism.



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- d. The parent must sign a statement acknowledging their understanding the district shall incur no liability as a result of any injury arising from the administration of epinephrine via a pre-filled auto-injector mechanism to the student and the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of epinephrine via a pre-filled auto-injector mechanism to the student.
- e. The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism is effective for the school year it is granted and must be renewed for each subsequent school year upon the fulfillment of the requirements as outlined in a. through d. above.
- f. The school nurse shall be responsible for the placement of the student's prescribed epinephrine in a secure but unlocked location easily accessible by the school nurse and trained designees to ensure prompt availability in the event of an allergic emergency at school or at a school function. The location of the epinephrine shall be indicated on the student's emergency care plan. Back-up epinephrine shall also be available at the school if needed.
- g. The school nurse or trained designee shall be promptly available on site at the school and school-sponsored functions in the event of an allergic reaction.
- h. The school nurse or trained designee shall arrange for the transportation of the student to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the student's symptoms appear to have resolved.
- i. In accordance with the provisions of N.J.S.A.18A:40-12.5.f, the school nurse or a designated employee trained to administer epinephrine via a pre-filled auto-injector mechanism is permitted to administer epinephrine via a pre-filled auto-injector mechanism to any student without a known history of anaphylaxis or to any student whose parent has not met the requirements outlined above when the school nurse or trained designee in good faith believes the student is having an anaphylactic reaction.



- j. Each school in the district will maintain in a secure, but unlocked and easily accessible location, a supply of epinephrine auto-injectors prescribed under a standing order from a licensed physician, and that is accessible to the school nurse and trained designees for administration to a student having an anaphylactic reaction.

D. Permission for Self-Administration of Medication

Permission for self-administration of medication of a student with asthma, other potentially life-threatening illness, or a life-threatening allergic reaction may be granted under the following conditions:

1. Parent of the student must provide the Board written authorization for the self-administration of medication;
2. The parent of the student must also provide the Board with a signed written certification from the physician of the student that the student has asthma or another potentially life threatening illness or is subject to a life-threatening allergic reaction and is capable of, and has been instructed in, the proper method of self-administration of medication. The written certification must include:
 - a. The student's name;
 - b. The name of the medication;
 - c. The purpose of its administration to the student for whom the medication is intended;
 - d. The proper timing and dosage of medication;
 - e. Any possible side effects of the medication;
 - f. The time when the medication will be discontinued;
 - g. A statement that the student is physically fit to attend school and is free of contagious disease; and
 - h. A statement the medication must be administered during the school day or the student would not be able to attend school.



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3. The parent of the student have signed a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the parent shall indemnify and hold harmless the school district, the Board, and its employees or agents against any claims arising out of the self-administration of medication by the student;
 4. The parent's written authorization and the physician's written certification shall be reviewed by the Principal or designee with the school nurse and the school physician. The school nurse and the school physician must agree the student is capable of self-administration of the medication. If it is determined the student may self-administer medication in accordance with the request:
 - a. The request will be signed by the Principal and given to the school nurse and the student's parent;
 - b. The parent will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent.
 5. Permission to self-administer one medication shall not be construed as permission to self-administer other medication; and
 6. Permission shall be effective on the school year for which it is granted and shall be renewed for each subsequent school year upon fulfillment of the requirements in 1. through 4. above.
- E. Custodianship of Medication
1. Medications to be administered by the school nurse or a registered nurse:
 - a. All medications must be delivered to the school by the parent.
 - b. All medications must be in the original container, with the prescription information affixed.
 - c. The school nurse shall be custodian of students' medication, which will be properly secured.
 - d. Any unused medication must be picked up by the student's parent.



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- e. After reasonable efforts to have the parent retrieve the medication have failed, any unused medication that remains in the school at the end of the school year or two school weeks after the student stops taking the medication, whichever first occurs, must be destroyed or discarded by the school nurse, in accordance with proper medical controls.
2. Medications to be self-administered by a student:
 - a. Time being of the essence in cases of asthma, other potentially life threatening illness, or a life-threatening allergic reaction, all medications to be self-administered by a student must be kept in the student's possession.
 - b. No student may possess medication for self-administration unless the proper permission has been granted by the Principal and a record of the medication is on file in the office of the school nurse.
 - c. Students who are permitted to self-administer medications must secure their medication in such a manner that the medication will not be available to other students. The medication must be in a sealed container and clearly labeled with the medication name, dosage, and ordering physician. The medication, if ingested by someone other than the student, shall not cause severe illness or death.
 - d. Students who are permitted to self-administer medications shall only have in their possession the quantity of medication necessary for the time period of the student's school day.
 - e. Notwithstanding any other law or regulation, a student who is permitted to self-administer medication in accordance with the provisions of N.J.S.A. 18A:40-12.3 shall be permitted to carry an inhaler or prescribed medication for allergic reactions, including a pre-filled auto-injector mechanism, at all times, provided the student does not endanger himself or other persons through misuse.
- F. Administration of Medication
1. No medication shall be administered to or taken by a student in school or at a school-sponsored event except as permitted by Board policy and this regulation.



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2. Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.
 3. When practicable, self-administration of medication should be observed by the school nurse.
 4. Students self-administering medication shall report each administration of medication and any side effects to a teacher, coach, or the individual in charge of the reported or observed to the school nurse within twenty-four hours.
 5. When a student attends a school-sponsored event at which medication may be required (such as an outdoor field trip or athletic competition and the school nurse cannot be in attendance, the student's parent will be invited to attend. If neither the school nurse nor the parent can attend and the student does not have permission to self-administer medication and there is a risk that the student may suffer injury from lack of medication, the student may be excused from the event.
- G. Emergencies
1. Any medical emergency requiring medication of students will be handled in accordance with Policy No. 8441 and implementing regulations on first aid and, as appropriate, the school physician's standing orders for school nurses. Arrangements will be made to transport a student to a hospital emergency room after the administration of epinephrine in accordance with N.J.S.A.18A:40-12.5.e.(3).
 2. Nothing in N.J.S.A. 18A:40-12.6 prohibits the emergency administration of epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis by the school nurse or other trained designated employees pursuant to N.J.S.A. 18A:40-12.6 when the student is authorized to self-administer epinephrine pursuant to N.J.S.A. 18A:40-12.3, or when there is a coexisting diagnosis of asthma, or when a prescription is received from a licensed health care professional for epinephrine coupled with another form of medicine, or when the epinephrine is administered pursuant to N.J.A.C. 18A:40-12.5.
- H. Records
- The school nurse shall include the following in a student's health record:



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Administration of Medication

1. The approved written request for the administration or self-administration of medication;
 2. A record of each instance of the administration of the medication by the school nurse or a registered nurse;
 3. A record of reports by teachers, coaches, and other individuals in charge of school activities who report student self-administration of medication;
 4. Any side effects that resulted from the administration of medication; and
 5. Whether the supply of medication provided in cases where the medication is to be administered by the school nurse or a registered nurse was exhausted or the parent removed the medication or, if the parent failed to remove the medication, the medication was destroyed and the date on which that occurred.
- I. Notification
1. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with information about the medication and administration when such release of information is in the student's best educational interest.
 2. The school nurse will provide teachers, coaches, and other individuals in charge of school activities with a list of students who have been given permission to self-administer medication.
 3. The school nurse will inform the student's parent of any difficulty in the administration of medication or any side effects.
 4. The school nurse will report to the school physician any student who appears to be adversely affected by the medication.

Adopted 12 January 2010
Adopted: 13 October 2015
Adopted:



5339 SCREENING FOR DYSLEXIA

In accordance with the provisions of N.J.S.A. 18A:40-5.1 et seq., the Board of Education shall ensure each student enrolled in the school district who has exhibited one or more potential indicators of dyslexia or other reading disabilities is screened for dyslexia and other reading disabilities using a screening instrument selected pursuant to the provisions of N.J.S.A. 18A:40-5.2. This screening shall be administered no later than the student's completion of the first semester of the second grade.

In the event a student enrolls in the district in Kindergarten through grade six and has no record of being previously screened for dyslexia or other reading disabilities, pursuant to N.J.S.A. 18A:40-5.2, the Board shall ensure the newly-enrolled student is screened for dyslexia and other reading disabilities using a screening instrument selected pursuant to N.J.S.A. 18A:40-5.21. This screening shall be administered at the same time other students enrolled in the student's grade are screened for dyslexia and other reading disabilities, or, if other students enrolled in the student's grade have previously been screened, within ninety calendar days of the date the student is enrolled in the district. The screenings shall be administered by a teacher or other teaching staff member properly trained in the screening process for dyslexia and other reading disabilities.

For the purposes of this Policy, "dyslexia" **means** a specific learning disability that is **neurobiological** in origin. It is characterized by difficulties with accurate and/or fluent word recognition and by poor spelling and decoding abilities. These difficulties typically result from a deficit in the phonological component of language that is often unexpected in relation to other cognitive abilities and the provision of effective classroom instruction. Secondary consequences may include problems in reading comprehension and reduced reading experience that can impede growth of vocabulary and background knowledge.

For the purposes of this Policy, "potential indicators of dyslexia or other reading disabilities" means indicators that include, but shall not be limited to, difficulty in acquiring language skills; inability to comprehend oral or written language; difficulty in rhyming words; difficulty in naming letters, recognizing letters, matching letters to sounds, and blending sounds when speaking and reading words; difficulty recognizing and remembering sight words; consistent transposition of number sequences, letter reversals, inversions, and substitutions; and trouble in replication of content.

In accordance with the provisions of N.J.S.A. 18A:40-5.2(a), the Commissioner of Education shall distribute to each Board of Education information on screening instruments available to identify students who possess one or more potential indicators of dyslexia or other reading disabilities. The Commissioner shall provide information on the screening instruments appropriate for Kindergarten through grade two students and on screening instruments that may be suitably used for older students. The Board shall select and implement age-appropriate screening instruments for the early diagnosis of dyslexia and other reading disabilities.



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Screening for Dyslexia

In accordance with provisions of N.J.S.A. 18A:40-5.2(b), the Commissioner shall also develop and distribute to each Board of Education guidance on appropriate intervention strategies for students diagnosed with dyslexia or other reading disabilities.

In the event a student is determined, through the screening conducted in accordance with N.J.S.A. 18A:40-5.3, to possess one or more potential indicators of dyslexia or other reading disabilities pursuant to the provisions of N.J.S.A. 18A:40-5.1 et seq., the Board shall ensure the student receives a comprehensive assessment for the learning disorder. In the event a diagnosis of dyslexia or other reading disability is confirmed by the comprehensive assessment, the Board shall provide appropriate evidence-based intervention strategies to the student, including intense instruction on phonemic awareness, phonics and fluency, vocabulary, and reading comprehension.

In accordance with the provisions of N.J.S.A. 18A:6-131, general education teachers in grades Kindergarten through three, special education teachers, basic skills teachers, English as a second language teachers, reading specialists, learning disabilities teacher consultants, and speech-language specialists are required to complete at least two hours of professional development each year on the screening, intervention, accommodation, and use of technology for students with reading disabilities, including dyslexia. The Board may make these professional development opportunities available to other instructional or support staff members as the Board deems appropriate. This requirement for professional development in reading disabilities may be part of the twenty hours of annual professional development required by N.J.A.C. **6A:9C** et seq. Documentation of teachers' fulfillment of this professional development requirement shall be maintained in the district.

N.J.S.A. 18A:40-5.1; 18A:40-5.2; 18A:40-5.3; 18A:40-5.4; 18A:6-131

Adopted: 11 November 2014

Adopted: 13 October 2015

Adopted:



5350 **STUDENT SUICIDE PREVENTION**

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student under severe stress cannot benefit fully from the educational program and may pose a threat to himself or herself or others.

The Board directs all school personnel to be alert to the student who exhibits behavioral warning signs of potential self-destruction or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness and reported immediately to the Building Principal, who shall notify the student's parent and other professional staff members in accordance with administrative regulations.

A potentially suicidal student shall be referred to the Child Study Team for appropriate evaluation and/or recommendation for independent medical or psychiatric services. In the event that the parent objects to the recommended evaluation or indicates an unwillingness to cooperate in the best interests of the student, the Child Study Team may contact the **Department of Children and Families, Division of Child Protection and Permanency** to request that agency's intervention on the student's behalf.

The Superintendent shall, in consultation with appropriate teaching staff members and mental health organizations, develop and implement a stress reduction program for students in grades K through 12 to address the problem of depression, help students toward alternative ways of resolving stressful situations, and encourage students to help one another.

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

The Superintendent shall prepare and disseminate regulations for the guidance of staff members in recognizing the student who contemplates suicide, in responding to threatened or attempted suicide, and in preventing contagion when a student commits suicide.

N.J.S.A. 18A:6-111; 18A:6-112
N.J.A.C. **6A:9C-3 et. seq.**

Adopted: 12 January 2010
Adopted: 23 June 2011

Adopted:



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Student Suicide

R 5350 **STUDENT SUICIDE**

The following regulations are established for guidance of staff members in recognizing the student who contemplates suicide, in responding to threatened or attempted suicide, and in preventing contagion when a student commits suicide. Because a prompt response may be essential to a student's life, the designation of a district position in these regulations includes the person who holds that position and, if the position holder is absent or unavailable, the person temporarily charged with the responsibilities of the position.

A. Recognition of Potential Suicide

All school personnel, both teaching staff members and support staff members, shall be alert to any sign that a student may be contemplating suicide. Such signs include, but are not necessarily limited to, a student's:

1. Overt suggestion, regardless of its context, that he/she is considering or has considered suicide or has worked out the details of a suicide attempt;
2. Evidence of preparation of a will, intention to dispose of his/her effects and belongings, or otherwise get life "in order";
3. Obsession with death or afterlife;
4. Possession of a weapon or other means of suicide or obsession with such means;
5. Sense of hopelessness or unrelieved sadness;
6. Lethargy or despondency, or, conversely, a tendency to become more impulsive or aggressive than usual;
7. Drop in academic achievement, slacking off of energy and effort, or inability to focus on studies;
8. Isolation from others by loss of friends, withdrawal from friends, lack of companionship, or family disintegration;
9. Preoccupation with nonexistent physical ills;
10. Loss of weight, appetite, and/or sleep;
11. Substance abuse; and
12. Loss of economic resources.



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Student Suicide

13. Staff members notice suspicious marks or cuts on wrists, neck, etc. That may indicate a suicide threat.
14. A third party, (peer, family member, adult, etc.) contacts the staff member about his/her concern for a student he/she feels is at risk for suicide.

Any of these signs in isolation may be representative of other things, however, in combination deserve serious consideration.

B. Response to Potential Suicide

1. **Any indication of a potential suicide, whether personally witnessed or received by report from another, must be taken seriously and must be reported to the Principal immediately.**
2. **The Principal shall immediately inform the Child Study Team, which shall investigate the matter promptly and conduct such evaluations as may be appropriate.**
3. **The Principal will inform the student's parent, in a conference if possible, of the signs demonstrated by the student and of the district's concern and seek parental approval of the student's evaluation. In the event parental abuse or neglect is suspected, the Principal or the employee who forms the suspicion will immediately so inform the Department of Children and Families, Division of Child Protection and Permanency in accordance with Policy 8462.**
4. **If the threat of suicide is immediate and serious, the Principal may appoint teaching staff members and/or Child Study Team members to a suicide intervention team, which shall determine the potential of the threat by directly questioning the student, without mincing words, about:**
 - a. **Whether any suicide plans have been made, how detailed the plans are, and whether any preliminary actions have been taken,**
 - b. **The student's feelings of hopelessness and the length of time the student has had such feelings,**
 - c. **The student's thoughts of suicide and how persistent and strong those thoughts are, and**
 - d. **Whether the student has considered alternative courses of action to resolve his/her problems.**



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Student Suicide

5. **After gathering information, the suicide intervention team shall determine the life-threatening risk of the situation based on the student's signs of possible suicide (paragraph A1) and the student's responses to questioning.**
 6. **If it is determined that a substantial risk of suicide exists, the Suicide Intervention Team shall:**
 - a. **Assign staff members as required to assure that the student is never out of the presence of an adult who has been fully informed that the student may be in danger of self-destruction,**
 - b. **Refer the student to the Child Study Team for comprehensive evaluation,**
 - c. **Notify the student's parent immediately and strongly recommend consultation with a licensed mental health professional or agency,**
 - d. **Request the parent to sign a release of information form authorizing the chosen mental health professional or agency to share with appropriate district personnel such relevant information as premature termination of treatment, additional threats and/or attempts of suicide, and continuing warning signs.**
 7. **A member of the Suicide Intervention Team will be appointed to follow up on the student's progress and to determine whether the student's parent has consulted a mental health professional or agency. Follow up reports will be made to the Principal.**
 8. **If the student's parent does not sign the release of information form or does not cooperate in a comprehensive Child Study Team evaluation or does not seek treatment for the student, the Principal shall inform the Department of Children and Families, Division of Child Protection and Permanency.**
- C. **Response to Suicide Attempt**
1. **Any attempted suicide, whether or not on school premises or during the school day, must be reported immediately to the Principal.**
 2. **The staff member who witnesses a suicide attempt on school premises or at a school sponsored event or in the course of school-related travel shall render first aid in accordance with Policy 8441 and summon medical assistance as appropriate.**



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3. **Procedures outlined at paragraph B2 through paragraph B8 above will be followed.**

D. Prevention of Suicide Contagion

1. **All district Principals will be promptly informed when a student of this district commits suicide.**
2. **Each Principal will assemble teaching staff members prior to the opening of school to provide them with accurate information, plans for the school day, and guidelines for handling the concerns of students.**
3. **The Principal of the school or building that the victim attended will assign a crisis team from the student personnel staff to assist the staff in dealing with the general school situation and any individual problems that may arise.**
4. **The suicide will not be given prominence by public announcement or a school-wide assembly. School will not be closed in order to permit students and staff members to attend the victim's funeral.**
5. **Teachers will respond to the needs of students with as little interruption of the educational program as possible.**
6. **Students will be provided with accurate information and will be given the opportunity to discuss their feelings of loss and their memories of the victim, both good and bad, without penalty.**
7. **All school personnel shall be especially alert to signs of contemplated suicide among the victim's peers.**
8. **Teaching staff members, under the direction of the Principal, shall attempt to prevent social contagion by:**
 - a. **Preventing glorification or romanticization of the suicide,**
 - b. **Helping students recognize that suicide is irreversible and permanent and does not truly resolve problems,**
 - c. **Encouraging students to ask probing questions when a fellow student suggests suicide and to report such suggestions to a teaching staff member, and**



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- d. **Discussing ways of handling depression and anxiety without resort to self-destruction.**
9. **Students who were close to the victim, and their parent, shall be offered special counseling services and notified of available community mental health services.**

Issued: 12 January 2010

Issued:

DRAFT



5460 HIGH SCHOOL GRADUATION

The Board of Education will recognize the successful completion of the secondary school instructional program by the award of a state-endorsed diploma certifying the student has met all state and local requirements for high school graduation. The Board will annually certify to the County Superintendent each student who has been awarded a diploma has met the requirements for graduation.

A. Curriculum Requirements

A graduating student must have earned a minimum of one hundred twenty credits in courses designed to meet all of the New Jersey Core Curriculum Content Standards including, but not limited to the following credits:

1. At least twenty credits in language arts literacy aligned to grade nine through twelve standards. Completion of 4 courses, grades 9 through 12, of English Language Arts, earning a total of twenty credits may be earned by completing English I – IV, Honors, English I – IV and a combination of Advanced Placement, English Language and Composition and/or Advanced Placement, English Literature and Composition courses;
2. At least fifteen credits in mathematics, including Algebra I, Geometry and Algebra II or the content equivalent (“content equivalent” is defined at N.J.A.C. 6A:8-1.3) including geometry or the content equivalent and a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares students for college and 21st century careers;
3. At least fifteen credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2; five credits in world history; 10 credits in United States History courses including the integration of civics, economics, geography, and global content in all course offerings.
4. At least fifteen credits in science, including at least five credits in laboratory biology/life science or the content equivalent one additional laboratory/inquiry-based science course, which shall include chemistry, environmental science, or physics and one additional laboratory/inquiry-based science course;
5. At least three and three-quarters credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18A:35-5, 7 and 8;



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6. At least five credits in visual and performing arts;
7. At least five credits in world languages or student demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2);
8. At least two and one-half credits in financial, economic, business, and entrepreneurial literacy;
9. Technological literacy, consistent with the Core Curriculum Content Standards, integrated throughout the curriculum
10. At least five credits in 21st century life and careers, or career-technical education
11. Electives as determined by the high school program sufficient to total a minimum of eleven of the one hundred twenty credits required to graduate.

As defined in N.J.A.C. 6A:8-1.3, “credit” is defined as the equivalent of a class period of instruction which meets for a minimum of forty minutes one time per week during the school year. Advanced Placement (AP) and College Credit Courses may fulfill credit completion requirements.

The high school graduation credit requirement may be met in whole or in part through program completion of a range of experiences that enable students to pursue a variety of personalized learning opportunities, as follows:

- a. Individualized student learning opportunities in all Core Curriculum Content Standards areas include, but are not limited, to the following:
 - (1) Independent study;
 - (2) Online learning;
 - (3) Work-based programs, internships, apprenticeships;
 - (4) Study abroad programs;
 - (5) Student exchange programs; and
 - (6) Structured learning experiences, including, but not limited to, work-based programs, internships, apprenticeships, and service learning experiences.



- b. Individualized student learning opportunities based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards shall:
 - (1) Be based on student interest and career goals as reflected in the Personalized Student;
 - (2) Include demonstration of student competency;
 - (3) Be certified for completion based on the district process adopted according to 2. below; and
 - (4) Be on file in the school district and subject to review by the Commissioner or designee.
 - c. The Principal shall certify completion of curricular activities or programs based upon specified instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards.
 - d. Group programs based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards shall be approved in the same manner as other approved courses.
 - e. Individual programs based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards shall be on file in the local district and subject to review by the Commissioner or his/her designee;
2. The district shall establish a process for granting of credits through successful completion of assessments that verify student achievement in meeting or exceeding the NJ Core Curriculum Content Standards and Core Curriculum State Standards in English Language Arts, Mathematics and Science at the high school level, including standards achieved by means of the individualized student learning opportunities enumerated as outlined in N.J.A.C. 6A:8-5.1(a)2. Such programs or assessments may occur all or in part prior to a student's high school enrollment; no such locally administered assessments shall preclude or exempt student participation in applicable Statewide assessments at grades three through twelve.
- a. The district shall choose assessments that are aligned with or exceed the Core Curriculum Content Standards and Core Curriculum State Standards and may include locally designed assessments.



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High School Graduation

- b. The district shall choose from among the following assessment options to determine if students have achieved the level of world language proficiency designated as Novice-High as defined by the American Council on the Teaching of Foreign Languages (ACTFL) and recognized as fulfilling the world languages requirement of the Core Curriculum Content Standards:
 - (1) The Standards-based Measurement of Proficiency (STAMP) online assessment;
 - (2) The ACTFL Oral Proficiency Interview (OPI) or Modified Oral Proficiency Interview (MOPI); or
 - (3) Department-approved locally designed competency-based assessments.
 3. The district shall establish a process to approve post-secondary learning opportunities that consist of:
 - (1) Advanced Placement (AP) courses;
 - (2) the College-Level Examination Program (CLEP); or
 - (3) concurrent/dual enrollment at accredited higher education institutions.
 - a. The district shall award credit for successful completion of an approved, accredited college course that assures achievement of knowledge and skills that meets or exceeds the Core Curriculum Content Standards.
- B. Additional Graduation Requirements
1. Attendance requirements as indicated in Policy and Regulation 5200.
 2. Other requirements established by the Board of Education as indicated below:

Community Service;



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- 3. Any statutorily mandated requirements for earning a high school diploma; and
- 4. Any Statewide assessment graduation requirements as determined by the New Jersey Department of Education, and as outlined in C. below.

C. Statewide Assessment Graduation Requirements

- 1. The New Jersey Department of Education (NJDOE) is transitioning from the High School Proficiency Assessment (HSPA) to the Partnership for the Assessment of Readiness for College and Careers (PARCC) Performance-based and End-of-Course assessments for students, including students with disabilities, in the classes of 2016, 2017, 2018 and 2019.
- 2. Students in the classes of 2016, 2017, 2018 and 2019 will be able to demonstrate proficiencies in English Language Arts (ELA) and Mathematics required by State statute by either meeting the “cut score” on the PARCC assessments or meeting the “cut score” on a substitute assessment or by meeting the criteria of the NJDOE portfolio appeal process.
- 3. A student with a disability, whose Individualized Educational Plan (IEP) team determines the student is exempt from these requirements, would be required to achieve the alternative proficiency in his/her IEP.
- 4. The NJDOE has developed “concordant” cut scores for additional substitute assessments. For the classes of 2016, 2017, 2018 **and 2019**, students will be able to demonstrate proficiency in both ELA and Mathematics by meeting one of the criteria under English Language Arts and Mathematics as indicated below:

English Language Arts (ELA)	Mathematics
PARCC ELA Grade 9 > = 750 (Level 4) or	PARCC Algebra I > = 750 (Level 4) or
PARCC ELA Grade 10 > = 750 (Level 4) or	PARCC Geometry > = 725 (Level 3) or
PARCC ELA 11 > = 725 (Level 3) or	PARCC Algebra II > = 725 (Level 3) or
SAT Reading > = 400 Prior to 3/1/16; 3/1/16 or later = 450 or SAT Reading Test > = 22 or	SAT Math > = 400 3/1/16 or later = 440 or SAT Reading Test > = 22 or
ACT Reading or ACT Plan Reading > = 16 or	ACT or ACT Plan Math > = 16 Or



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English Language Arts (ELA)	Mathematics
Accuplacer Write Placer ≥ 6	Accuplacer Elementary Algebra ≥ 76
or	or
PSAT 10 Reading or PSAT/NMSQT Reading** ≥ 40	PSAT 10 Math or PSAT/NMSQT Math* ≥ 40
or	or
PSAT 10 Reading or PSAT/NMSQT Reading*** ≥ 22 or	PSAT 10 Math or PSAT/NMSQT Math*** ≥ 22
ACT Aspire Reading ≥ 422	ACT Aspire Math ≥ 422
or	Or
ASVAB-AFQT Composite ≥ 31	ASVAB-AFQT Composite ≥ 31
or	Or
Meet the criteria of the NJDOE Portfolio Appeal	Meet the criteria of the NJDOE Portfolio Appeal

Note: * PSAT taken prior to October 2015; ** PSAT taken after October 2015.

The NJDOE has developed “concordant” cut scores for additional substitute assessments. For the classes of 2016, 2017, 2018, and 2019, students will be able to demonstrate proficiency in both ELA and Mathematics by meeting one of the criteria under English Language Arts and Mathematics in accordance with the current NJDOE approved “concurrent” cut scores for additional substitute assessments.

D. Attendance

Regular attendance is required for the successful completion of a course of study and graduation. Students are expected to be present in every scheduled class except as their attendance is excused in accordance with Board Policy Nos. 5200 and 5240. A student absent from a class scheduled for a course of study more than eighteen days on which the class meets shall not receive credit for that course except that a student whose absence is for good cause and has demonstrated the required proficiencies may apply for and receive course credit notwithstanding an excessive number of absences.

E. Students with Disabilities

1. Through the IEP process and pursuant to N.J.A.C. 6A:14-4.11 - Graduation, the district may specify alternate requirements for a State-endorsed diploma for individual students with disabilities as defined in N.J.A.C. 6A:14-1.3.
 - a. District Boards of Education shall specifically address any alternate requirements for graduation in a student’s IEP, in accordance with N.J.A.C. 6A:14-4.11.



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High School Graduation

- a. The district shall provide students exiting grade twelve without a diploma the opportunity for continued high school enrollment to age twenty, or until the requirements for a State-endorsed diploma have been met, whichever comes first.
 - b. The district shall allow any out-of-school individual to age twenty who has otherwise met all State and local graduation requirements, but has failed to meet the Statewide assessment graduation requirements, to return to school at scheduled times for the purpose of meeting the Statewide assessment graduation requirements. Upon certification of meeting these requirements, a State-endorsed diploma shall be granted by the high school of record.
 3. The Commissioner of Education shall award a State-issued high school diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(c) and (d).
 4. **The Board of Education shall award a State-endorsed high school diploma to any currently enrolled student formally requesting an early award of the diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(e) and Board Policy 5465.**
- G. Notification
- Each student who enters or transfers into the high school and the student's parent will be provided a copy of the school district's requirements for a State-endorsed diploma, and the programs to assist students in attaining the state endorsed diploma, in accordance with N.J.S.A. 18A:7C-5.
- Each student and his/her parent will be notified during the school year of the student's progress toward meeting graduation requirements. The parent of a student who demonstrates significant deficiencies in meeting requirements will be so notified within ten days of the date on which the deficiencies are discovered and will be offered an opportunity for immediate consultation with appropriate teaching staff members.
- H. Reporting
- The Superintendent, in accordance with N.J.S.A. 18A:7C-7 and 18A:7E-3, shall report annually to the Board of Education and to the Commissioner of Education the number of students who completed the twelfth grade course requirements and were denied a diploma and the number of students who received State endorsed diplomas.



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- I. The Superintendent shall provide to the Executive County Superintendent the district's graduation requirements each year they are evaluated through the Quality Single Accountability Continuum (QSAC) and update the filed copy each time the graduation policy and requirements are revised.

N.J.S.A. 18A:7C-1 et seq.; 18A:35-1;
18A:35-4.9; 18A:35-7; 18A:36-17

N.J.A.C. 6A:8-1 et seq.; 6A:8-5.1; 6A:8-5.2; 6A:14-4.11 et seq.

Adopted: 12 January 2010

Adopted: 12 May 2015

Adopted: 10 May 2016

Adopted:



STUDENTS - POLICY
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Student Use of Vehicles
On School Grounds

5514 **STUDENT USE OF VEHICLES ON SCHOOL GROUNDS**

The safety of students, staff members, school visitors, and others while on school grounds is of significant importance to the Board of Education. A student's use of a vehicle and/or other modes of transportation on school grounds has the potential to present a safety hazard for the student operator and to other students, staff members, school visitors and others while on school grounds.

The Board will permit the use of motor vehicles by students in accordance with district rules provided that such students present written parental approval, have been granted permission by the Building Principal to operate a motor vehicle on school grounds, possess a valid New Jersey driver's license, and have successfully completed a course in driver education. Parking on school property is not permitted due to parking space limitations.

The Board will permit the use of bicycles in accordance with district rules provided such students present written parental approval; have been granted permission by the Building Principal.

[Select One Option Below - Non-Motorized Skateboards, Scooters, Roller Skates, Etc.]

- Students are permitted to bring on school grounds non-motorized skateboards, scooters, roller skates, or any other non-motorized mode of transportation the student may use to get to and from school. The Principal shall determine if such items may be brought into the school building during the school day.**

Students that bring these items to school must comply with all applicable State and local laws for operation. The Principal of each school may develop school rules for the operation of the student's non-motorized items on school grounds and if such items can be brought into school and where such items shall be stored, in or outside the building, during the school day.

- Students are not permitted to bring non-motorized skateboards, scooters, roller skates, or any other non-motorized mode of transportation on school grounds during the school day.]**

Students are not permitted to bring any motorized bicycle, skateboard, scooter, roller skates, hoverboard, or any other motorized mode of transportation on school grounds during the school day.



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Student Use of Vehicles
On School Grounds

The Principal of each school building may revoke the privilege of a student's use of any vehicle or mode of transportation permitted by this Policy for the student's failure to follow the provisions of this Policy and any requirements of State or local law or any school rule. The Board of Education assumes no responsibility for the loss, damage, or theft of any vehicle or any mode of transportation permitted on school grounds in accordance with this Policy.

The Board will not be responsible for any vehicle that is lost, stolen, or damaged.

N.J.S.A. 39:4-10 et seq.; 39:4-10.5

Adopted: 12 January 2010

Adopted:



[See POLICY ALERT No. 209]

7481 UNMANNED AIRCRAFT SYSTEMS (UAS also known as DRONES)

The Board of Education is concerned for the safety of all staff members, students, parents, community members, and visitors while on school grounds. The Board of Education recognizes the operation of an unmanned aircraft system (UAS) on school grounds or flying an unmanned aircraft on or over school grounds presents a public safety issue as school grounds are populated many hours of the day by students, staff members, parents, and community members.

An unmanned aircraft system is the unmanned aircraft and all the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc. necessary to operate the unmanned aircraft. The unmanned aircraft is the flying portion of the system by a pilot via a ground control system, or autonomously through the use of an on-board computer, communication links and any additional equipment that is necessary for the unmanned aircraft to operate safely. A model aircraft is considered an unmanned aircraft.

The Board of Education prohibits the operation of an unmanned aircraft system on school grounds, the launching or landing of an unmanned aircraft on school grounds, or the flying of an unmanned aircraft over school grounds at all times.

[Option - Select Option Below if the Board Permits the Use of UAS on School Grounds]

— However, the Board of Education may authorize the use of an unmanned aircraft system on school grounds for an approved school district purpose.

Select One or Both Options

— The use of an unmanned aircraft system on school grounds for school district purposes that is owned and operated by a contractor must be approved by the Board of Education. Such request must include documentation (to include: the pilot's certificate, medical certification, aircraft registration, etc.) supporting the contractor's compliance with all applicable Federal Aviation Administration regulations and any State and local laws for the operation of an



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Unmanned Aircraft Systems
(UAS also known as Drones)

unmanned aircraft system and proof of insurance coverage for the specific use as required by the Board of Education. The minimum insurance coverage shall be determined by the Board after consultation with the Board's insurance company and Board Attorney.

- **The use of an unmanned aircraft system on school grounds for school district purposes that is owned and operated by the Board of Education or owned and operated by a student and used in an approved school district program must be operated under the supervision of a school district staff member(s). The unmanned aircraft system shall only be operated on school grounds and the unmanned aircraft shall only be launched or landed on school grounds or flown over school grounds. The Superintendent or designee shall approve the specific activity(ies) or event(s) in which an unmanned aircraft system may be used. The Superintendent or designee shall ensure the use of a school district-owned or student-owned unmanned aircraft system is in compliance with all applicable Federal Aviation Administration regulations and State and local laws for the operation of an unmanned aircraft system. In addition, the Superintendent or designee shall ensure the Board of Education has insurance coverage for the use or operation of an unmanned aircraft system. The insurance coverage shall be determined by the Board after consultation with the Board's insurance company and Board Attorney.]**

[Option

The Board of Education may post signage on school grounds indicating the operation of an unmanned aircraft system or flying an unmanned aircraft over school grounds without Board of Education approval is prohibited at all times.]

The Board of Education will take appropriate action in accordance with Federal Aviation Administration regulations and/or any State and local laws against any violations of the provisions of this Policy.

Adopted: 12 January 2010

Adopted:



8441 **CARE OF INJURED AND ILL PERSONS**

The Board of Education **will** provide **the** prompt and appropriate medical attention for students, staff members, or visitors who are injured or become ill on school **grounds** or **during a** school sponsored events, **activity, or field trip**.

Any injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, the Building Principal **or designee**. Immediate steps may be taken as necessary to remove the injured or ill person from danger and/or **to** prevent exacerbation of the **injury or illness**. **Basic** first aid **may** be administered by district personnel to ensure the safety and comfort of the injured or ill person **until the school nurse or other medical professional arrives on the scene**.

The parent of an injured or ill student and, if necessary, the family of an injured or ill staff member or visitor will be notified promptly of the injury or illness **and the ongoing health status of the injured or ill person**. If the school nurse or school **physician** or, in the absence of both, the Principal **or designee** determines the injured or ill person should **receive a medical examination from their medical professional**, the parent, or family member **will be required to remove the injured or ill person from the school or school event or activity**. **In the event a serious health emergency occurs on school grounds or during a school sponsored event, activity, or field trip, emergency medical assistance will be contacted**.

In the event it is determined by the school nurse and/or a medical professional that a student shall be immediately transported to a hospital or other emergency medical facility, a school staff member, if a parent or their designee is not on the scene, shall accompany the student to a hospital or other emergency medical facility.

The **school nurse(s)**, in consultation with the school **physician**, **will develop basic emergency first aid procedures** for the emergency treatment of **an injury or illness in the event a school staff member may be in the position to provide emergency first aid until the school nurse or other medical professional arrives on the scene**.

Injuries and disabilities that occur in the course of the athletic program are subject to the provisions of **Policy 2431** and implementing regulations. Student disabilities attributable to substance abuse will be handled in accordance with **Policy 5530**. Injuries that occur in the course of school bus transportation will be handled in accordance with regulations implementing **Policy 8630**.

N.J.A.C. **6A:16-2.1(a)4**

Adopted: 12 January 2010

Adopted:



R 8441 CARE OF INJURED AND ILL PERSONS

A. **Injuries and/or Illness Requiring** Immediate Attention

These regulations apply when a student, staff member, visitor, **or other person** on school **grounds** or **during** a school-sponsored event, **activity**, or field trip is injured or becomes suddenly ill. **A school staff member shall take charge under these circumstances until the school nurse or another medical professional arrives on the scene.**

1. The injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, to the Principal **or designee.**
2. If it is evident the illness or injury is serious **and immediate medical attention may be required,** emergency medical assistance shall be immediately summoned by **a** telephone call to 911.
3. The **injured or ill person** shall be examined for **any obvious injuries or health problems.**
4. The **injured or ill person** shall be checked for the presence of a necklace or bracelet that identifies a particular medical problem.
5. The **injured or ill person shall** not be moved, except as may be necessary to remove the person from a dangerous environment.
6. The **injured or ill person** should be made as comfortable as possible, without moving him/her.
7. No food or liquid should be given to the **injured or ill person** except on the orders of **the school nurse or another a medical** professional.
8. The **injured or ill person shall** be **informed when emergency medical assistance has been contacted.**

B. Emergency First Aid Procedures

1. **The school nurse or other medical professional will administer emergency first aid to an injured student, staff member, or visitor.**



2. **In the event the school nurse or other medical professional is not available or before the school nurse or other medical professional arrives, the school staff member or other adult in charge may administer basic first aid to the injured or ill person until the school nurse or other trained medical professional arrives.**
 - a. **The school nurse will develop, in consultation with the school physician, basic emergency first aid procedures in the event a school staff member may be in the position to provide emergency first aid to an injured or ill person until the school nurse or other medical professional arrives on the scene.**
 - b. **The school nurse will make such basic emergency first aid procedures available to school staff members.**

Adopted: 12 January 2010

Adopted:



[See POLICY ALERT No. 209]

8454 MANAGEMENT OF PEDICULOSIS

The Board of Education recognizes the need to maintain a healthy learning environment for all children in the school district. One way to maintain this healthy learning environment is to manage pediculosis, a condition of a person having head lice. Head lice are very small insects that have claws that cling to hair and spend their entire life cycle on the heads of people. Head lice do not spread any diseases and having head lice is not prevented by personal or household cleanliness, use of shampoos, or length of hair. All social and economic groups can be affected by head lice. Because it is very difficult to totally prevent head lice infestations in schools where children come into close head-to-head contact with each other frequently, the Board of Education authorizes appropriate steps to manage pediculosis.

A student who is found to have active head lice will not be permitted to attend school until there are no active lice in the student's hair, proof of treatment has been provided to the nurse, and until all live and/or dead head lice are removed from the student's hair as confirmed by an examination by the school nurse.

[Option - Select Only One Option Below]

- The presence of nits (the eggs of lice) without active head lice will not prohibit a child from attending school provided proof of treatment has been provided to the nurse and there is no evidence of active head lice in the student's hair.
- The presence of nits (the eggs of lice) will prohibit a child from attending school until the parent has provided proof of treatment to the school nurse and there is no evidence of nits in the student's hair.]

The Board recognizes parents have the primary responsibility for the detection and treatment of head lice and school staff members will work in a cooperative and collaborative manner to assist all families in managing pediculosis. The school nurse will compile a Management of Pediculosis Information Packet. The Board of Education's Management of Pediculosis Information Packet and this Policy will be provided to parents of children identified with active head lice or nits and be made available to all parents upon request. The Information Packet will include information about identifying, treating, and managing pediculosis.



If the school nurse determines a student has active head lice or nits, the parent shall be notified by the school nurse as soon as reasonably possible. The parent will be provided a copy of the district's Management of Pediculosis Information Packet and this Policy. The school nurse will advise the parent that prompt treatment of active head lice and/or nits is in the best interest of their child and treatment shall be required before the student can return to school. The school nurse will determine to send the child home or have the child remain at school for the remainder of the school day based on the comfort of the child, the degree of the infestation, and the likelihood of the spread of head lice to other students. If the school nurse cannot contact the parent a letter from the school nurse informing the parent of the presence of active head lice or nits will be sent home with the student. In the event the parent cannot be reached on the day it is determined their child has active head lice or nits, the parent will be required to contact the school nurse the next school day to review the Board Policy, the Management of Pediculosis Information Packet, and treatment options.

The following action will be taken to prevent the spread of head lice in district schools:

[Select the Grades in the School District

1. Grades Kindergarten through Four - When a single case of active head lice has been identified by the school nurse, parents of all children in a class will be notified by the school nurse. The Principal will send home a copy of a Head Lice Alert Notice, the school district's Management of Pediculosis Information Packet, and this Policy to all parents of children in the class.
 - a. The information provided to parents will clearly notify parents that treatment should only be performed on their child if active head lice or nits are found in their child's scalp and treatment should not be applied as a preventative measure. This notification will inform parents they are expected to notify the school nurse if they find active head lice or nits in their child's scalp. The school nurse will perform a head check of any student if requested by the parent.
 - b. The school nurse will perform head checks of all students in a classroom where there are three or more active head lice cases or nits in the same classroom within a two week period.



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Management of Pediculosis

- 2. **Grades Five through Eight - When a single case of active head lice has been identified by the school nurse, parents of children in a class or on a team may be sent a Head Lice Alert Notice, the school district's Management of Pediculosis Information Packet, and this Policy at the discretion of the Principal or designee and the school nurse. Parents may request information regarding head lice from the school nurse. The school nurse will perform a head check of any student if requested by the parent.**

- 3. **Grades Nine through Twelve - When a single case of active head lice has been identified by the school nurse, parents of children in a class or on a team may be sent a Head Lice Alert Notice, the school district's Management of Pediculosis Information Packet, and this Policy at the discretion of the Principal or designee and the school nurse. Parents may request information regarding head lice from the school nurse. The school nurse will perform a head check of any student if requested by the parent.]**

[Option

- **When a case of active head lice has been identified by the school nurse, the school nurse shall perform a head check of any of the infested student's siblings in the school. If a sibling(s) attends a different school in the district, the school nurse in the sibling's school will be notified and the school nurse may conduct a head check of the sibling(s). In addition, anytime the school nurse has identified active head lice, the school nurse may conduct a head check of other students in the school who are most likely to have had head-to-head contact with the infested child. All other students to be checked shall be identified by the school nurse in consultation with the school administration. Parental approval shall be obtained by the Principal or designee or school nurse.]**

Each school in the district will make available to parents the district's Management of Pediculosis Policy.

All school staff members will maintain a sympathetic attitude and will not stigmatize and/or blame families who experience difficulty with control measures. All school staff members will act responsibly and respectfully when dealing with members of the school and broader community regarding issues of head lice.



Each school in the district will educate and encourage children and parents to learn about head lice in an attempt to remove any stigma or to prevent any harassment, intimidation, and bullying associated with this issue. Any instances of harassment, intimidation, and bullying shall be reported and investigated in accordance with the provisions of the district's Harassment, Intimidation, and Bullying Policy.

A student excluded from school for reasons outlined in this Policy shall be re-admitted only upon the examination and approval of the Principal or designee and the school nurse. The examination for re-admittance to school by the school nurse may be, but is not required to be, in the presence of the student's parent.

Cases of active head lice will be recorded by the school nurse in each school for the purpose of tracking incident rates and mandatory reporting of outbreaks will be done according to the New Jersey Department of Health criteria for reporting outbreaks.

Adopted:



8630 **BUS DRIVER/BUS AIDE RESPONSIBILITY**

The Board of Education requires all school bus drivers and bus aides employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications necessary to perform the duties of the position. Anyone driving a school bus used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A:39-17, 18, 19.1, and 30 and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are subject to all the Federal and State requirements to maintain the appropriate license.

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1 et seq. and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student's record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(j)1. School bus drivers and bus aides shall receive training in the use of a student's educational records and in their responsibility to ensure the privacy of the student and his or her records. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.2(b) and (c).

A Commissioner of Education-developed training program on proper procedures for interacting with students with special needs shall be administered to all school bus drivers and bus aides in accordance with the requirements of N.J.S.A. 18A:39-19.2. This training program must be administered in accordance with the provisions of N.J.S.A. 18A:39-19.3.a. and all school bus drivers and bus aides must file a certification with the Board of Education that the individual has completed the training program within five business days of its completion. The Board shall retain a copy of the certificate for the duration of the individual's employment and shall file a copy of the certification to the Department of Education in accordance with the provisions of N.J.S.A. 18A:39-19.3.b.

School bus drivers and bus aides shall receive training in the use of a student's educational records and in their responsibility to ensure the privacy of the student and his or her records. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.2(b) and (c).

In accordance with the provisions of N.J.S.A. 18A:39-28, school bus drivers must visually inspect the school bus they are assigned at the end of the transportation route to determine that no student has been left on the bus.



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Bus Driver /Bus Aide Responsibility

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a student from the school bus, but if unable to manage a student, the school bus driver will report the unmanageable student to the Principal or designee of the school in which the student attends.

The Principal or designee, upon such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the student from the bus. The student's parent shall provide for the student's transportation to and from school during the time of exclusion.

In the event of an emergency, school bus drivers shall follow procedures established by this Board. School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school. All other students shall receive school bus evacuation drills at least once per year. School bus drivers and bus aides shall participate in the emergency exit drills, which shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity. Drills shall be documented in the minutes of the Board of Education at the first meeting following completion of the emergency exit drill in accordance with the provisions of N.J.A.C. 6A:27-11.2(d).

In accordance with the provisions of N.J.S.A. 18A:39-19.4, a Commissioner-developed student information card shall be completed by a parent of a student with an Individualized Education Plan (IEP), who receives transportation services, when the IEP is developed or amended. Upon receiving consent from the parent, the student information card shall be provided to a school bus driver and bus aide for each student on the bus route to which the school bus driver or bus aide is assigned for whom a student information card has been completed by the parent.

The school bus driver will immediately inform the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation following an accident that involves injury, death, or property damage. The school bus driver must also complete and file within ten days of the accident the Preliminary School Bus Accident Report prescribed by the Commissioner of Education. In addition to the Preliminary School Bus Accident Report, the driver of a school bus involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500, shall complete and file within ten days after such accident a motor vehicle accident report in accordance with N.J.S.A. 39:4-130.

School bus drivers are prohibited from using a cellular or other wireless telephone **or other electronic communication device** while operating a school bus unless the school bus is parked in a safe area off a highway or in an emergency situation pursuant to N.J.S.A. 39:3B-25. A school bus driver who violates this policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.



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OPERATIONS - POLICY

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Bus Driver /Bus Aide Responsibility

School bus drivers are responsible for the safety of their students and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of their school bus.

N.J.S.A. 18A:25-2; 18A:39-28

N.J.S.A. 39:3B-25

N.J.A.C. 6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted: 12 January 2010

Adopted: 12 May 2015

Adopted:

DRAFT



R 8630 EMERGENCY SCHOOL BUS PROCEDURES

A. Staff Training

1. The Board of Education will administer a safety education program for all permanent and substitute school bus drivers and bus aides. At a minimum, the training shall include:
 - a. Student management and discipline;
 - b. School bus accident and emergency procedures;
 - c. Conducting school bus emergency exit drills;
 - d. Loading and unloading procedures;
 - e. School bus stop loading zone safety;
 - f. Inspecting the school vehicle for students left on board the bus at the end of a route; and
 - g. The use of student's educational records, including the district's responsibility to ensure the privacy of the student and his or her records, if applicable.
2. The **Board of Education will** administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.
3. **The Board of Education will administer a Commissioner of Education-developed training program on proper procedures for interacting with students with special needs in accordance with the provisions of N.J.S.A. 18A:39-19.2 for all school bus drivers and school bus aides:**
 - a. **In the case of a school bus driver or aide who is employed prior to the development and availability of the training program, the Board shall administer the training program to the individual no later than one hundred and eighty days after the training program is made available by the Commissioner;**
 - b. **In the case of a school bus driver or aide who is employed after the development and availability of the training program, the Board shall administer the training program to the individual prior to that individual operating a school bus or serving as an aide on a school bus;**



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Emergency School Bus Procedures

- c. **In accordance with the provisions of N.J.S.A. 18A:39-19.3b., the Board of Education shall require a school bus driver or school bus aide employed by the Board to file a certification with the Board that the individual has completed the training program required as per N.J.S.A. 18A:39-19.2 within five business days of its completion. The Board shall retain a copy of the certification for the duration of the individual's employment, and shall forward a copy of the certification to the Department of Education; and/or**
- d. **Contractors that provide student transportation services under a contract with the Board of Education shall comply with the requirements of N.J.S.A. 18A:39-19.2 and 19.3.**

B. Emergency Bus Evacuation Drills

1. The Principal of each school shall organize and conduct emergency bus exit drills at least twice each school year for students who are transported to and from school and all other students shall receive school bus evacuation instruction at least once within the school year
2. School bus drivers and bus aides shall participate in the emergency exit drills.
3. Bus exit drills will be conducted on school property and shall be supervised by the Principal or by a person assigned to act in a supervisory capacity. The drills will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of students.
4. The portion of the drill involving the use of the rear emergency door, which requires students to jump from the bus to the ground does need not to be performed by every student and may be demonstrated by others.
5. The school bus driver or supervisor of the drill shall:
 - a. Describe and demonstrate the use of kick-out windows and split-sash windows;
 - b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
 - c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;



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Emergency School Bus Procedures

- d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
 - e. Demonstrate the use of the emergency exit door;
 - f. Instruct students that lunches and books should be left on the bus in the evacuation procedure;
 - g. Encourage older, bigger students to assist younger, smaller students in their exit from the bus;
 - h. Have students leave the bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;
 - i. Instruct students to group a safe distance away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority;
 - j. Tolerate no student misbehavior in the conduct of the drill; the failure of any student to follow directions must be reported to the Principal; and
 - k. Provide any other training that will protect the safety of the students in the event the bus needs to be exited due to an emergency.
6. In accordance with the provisions of N.J.A.C. 6A:27-11.2(d), emergency bus evacuation drills shall be documented in the minutes of the Board at the first meeting following completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
- a. The date of the drill;
 - b. The time the drill was conducted;
 - c. The school name;
 - d. The location of the drill;
 - e. The route number(s) included in the drill; and
 - f. The name of the Principal or assigned person(s) who supervised the drill.
- C. Additional Precautions
1. School bus drivers may, depending on the age of the students on a bus route, discuss with the students additional safety precautions that may be taken in the event of a bus emergency. The safety precautions to be discussed shall be approved by the _____ (**Transportation Supervisor or Principal or designee**).



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Emergency School Bus Procedures

- 2. In accordance with the provisions of N.J.S.A. 18A:39-19.4, the Commissioner of Education shall develop a student information card that includes information that should be readily available to a school bus driver and school bus aide for the purpose of promoting proper interaction with a student with special needs. The parent of a student with an Individualized Education Plan (IEP) shall complete the student information card when the IEP is developed or amended for a student who receives transportation services.**
 - a. Upon receiving consent from a student's parent, the school district shall provide a copy of the completed student information card to a school bus driver and school bus aide for each student on the bus route to which the school bus driver or school bus aide is assigned.**
- 3.** School bus drivers shall attend training workshops offered by the New Jersey Department of Education and this school district and shall be trained in first aid.
- 4.** Each school bus shall be equipped with:
 - a. A list of the students assigned to that bus;
 - b. A first aid kit approved by the school nurse and inspected regularly by the school bus driver;
 - c. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver;
 - d. Flags or flares or other warning devices; and
 - e. Any other equipment or supplies determined to be included on the school bus by the administration.
- 5.** Each school bus driver shall:
 - a. Inspect his/her bus for possible hazards or safety concerns before driving the bus each day;
 - b. Keep aisles and passageways clear at all times;
 - c. Maintain student discipline on the bus;



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East Orange Board of Education

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Emergency School Bus Procedures

- d. Prohibit the presence of any non-service animal, firearm, ammunition, weapon, explosive, or any other dangerous or illegal material or object on the school bus;
 - e. Report promptly to the _____ (**Principal, Transportation Supervisor, Other**) any potential driving hazard on his/her route, such as construction, road work, etc.;
 - f. Report promptly to the _____ (**Principal, Transportation Supervisor, Other**) any deviation in the bus route or schedule;
 - g. Drive at safe speeds at all times and exercise extraordinary care in inclement weather;
 - h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations;
 - i. Not smoke, eat, or drink while in or operating the bus at any time or perform any act or behave in any manner that may impair the safe operation of the school bus;
 - j. Visually inspect the school bus at the end of each transportation route to determine that no student has been left on the bus; and
 - k. Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.
- D. General Emergency Rules
- 1. School bus drivers are responsible for the safety of the students on their bus. In the event of an emergency, school bus drivers must exercise responsible leadership. The safety and well-being of students must be the drivers' paramount consideration. School bus drivers shall stay with their students until another school staff member, law enforcement officer, or a first responder can assume responsibility for the safety of the students.
 - 2. School bus drivers may not leave the school bus when children are aboard except in an emergency and, then, only after they have turned off the engine, removed the ignition key, and safely secured the school bus.



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Emergency School Bus Procedures

3. A school bus must be evacuated when:
 - a. There is a fire in the engine or any other portion of the bus;
 - b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away;
 - c. The bus is disabled for any reason and
 - (1) Its stopping point is in the path of a train or is adjacent to a railroad track;
 - (2) A potential exists for the position of the bus to shift thus endangering students; or
 - (3) The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision.
 - d. The risk of remaining in the bus poses a greater safety risk than evacuating the bus.
4. When a school bus is evacuated, students shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
5. Students who have been evacuated from a school bus shall be moved to a safe place and distance from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other alternative safety provisions can be made.
6. No student shall be allowed to request a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.
7. In the event a school bus is disabled in the course of providing student transportation, the driver, or a responsible person designated by the driver, will notify the _____ (**Principal of the receiving school, Transportation Supervisor, School Business Administrator, Other**) of the number and location of the bus and the circumstances of the disability. The _____ (**Principal of the receiving school, Transportation Supervisor, School Business Administrator, Other**) will make arrangements for the safety of the students.



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Emergency School Bus Procedures

E. Specific Emergency Situations

1. In the event of an accident or vehicle failure the following procedures will be implemented.
 - a. The school bus driver shall, in person or through a responsible designee, summon the police and emergency medical services, if necessary, and notify the Principal of the receiving school and the School Business Administrator, or designee, of the district providing the transportation.
 - b. The school bus driver will attempt to make all students as safe and comfortable as possible. If possible and necessary, the driver will administer emergency first aid to injured students.
 - c. In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:
 - (1) If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or
 - (2) If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
 - d. In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.
 - (1) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.



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- (2) If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
 - e. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) or from law enforcement officers at the accident scene: driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).
 - f. The following notifications must be provided:
 - (1) The school bus driver must report immediately to the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the Commissioner of Education.
 - (2) The Principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the New Jersey Department of Education.
 - (3) In addition, a school bus driver involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500 shall complete and file, within ten days after such accident a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.
 - (4) The parent of students involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported to a hospital by ambulance or by other emergency personnel.
2. In the event the school bus driver is incapacitated, the following procedures will be implemented:



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- a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition.
 - b. If there is a bus aide on the bus, the bus aide will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance. If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.
 - c. The bus shall be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and safely secure the bus.
 - d. The _____ (**Principal of the receiving school, Transportation Supervisor, School Business Administrator, Other**) shall immediately arrange for the transportation of the students by substitute driver, substitute bus, or other means.
3. In the event of an injury to a student on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.
- a. In the absence of another responsible adult in authority, the school bus driver will take charge of a student who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.
 - b. If necessary, first aid will be administered.
 - a. If the student's injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the student until emergency medical help arrives.
 - d. If the student's injury is not serious, and
 - (1) Occurs on the way to the school, the school bus driver will deliver the injured student to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the student's parent.



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- (2) Occurs on the way to the student's home, the school bus driver or another school district staff member will deliver the injured student to his/her parent or to a responsible adult at the student's home or if no one is home the injured student will be transported back to a school district location until a parent or another responsible adult can be contacted. If it is determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the child may be transported to the school physician's office or to the nearest hospital emergency room.
- (3) Occurs on the way to or from an extracurricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of the student and notify the student's parent.
- e. The school bus driver will immediately report the incident and any injuries to the Principal or designee of the school in which the student is enrolled.

Issued: 12 January 2010

Issued: 12 May 2015

Issued:



9541 STUDENT TEACHERS/INTERNS

The Board of Education encourages cooperation with the state colleges and universities in the education of teachers, because the public school offers an experience essential to their training, interaction with students and teachers at work in the classroom. Accordingly, the schools of this district will accept students from accredited institutions of higher learning as junior or senior student teachers/interns.

The Board, upon the recommendation of the Superintendent, shall approve all student teachers/interns.

The Superintendent shall assign student teachers/interns throughout the district in a manner that assures that no single group of students will be subject to excessive student teacher/intern classroom hours.

Student teachers/intern shall comply with the health examination required by rules of the State Board of Education and that required for teaching staff members by this Board.

The Board of Education requires that every student teacher/intern undergo a criminal background check in accordance with N.J.S.A. 18A:6-7.1.

The Board of Education requires every student teacher/intern to possess a county substitute credential issued in accordance with N.J.A.C. **6A:9B-7.1**.

Student teachers shall at all times be subject to the policies of this Board. Student teachers serving in the schools of this district shall be responsible to the Principal for their conduct and to the cooperating teacher for their performance.

Students and other affiliates of educational institutions will be offered the opportunity to visit and observe our district in the course of teacher training programs and educational research projects. Such students will be treated as visitors and will be under the direct supervision of the Principal.

N.J.A.C. **6A:9A-4 et seq;** 6A:9-10.3 **6A:9A-5 et seq.; 6A:9B-7.1**

Adopted: 14 January 2009

Adopted: 10 December 2013

Adopted:

BUSINESS SERVICES

RESOLUTIONS

a.

Report Date 06/30/16 12:21 PM

EAST ORANGE BOARD OF EDUCATION

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	12019187	1,431.00	06/30/16	4447 CATHY BATTLE	C
Total Bank No 10		1,431.00			

Total Hand Checks	.00
Total Computer Checks	1,431.00
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total: 1,431.00

Batch Yr	Batch No	Amount
16	001975	1,431.00

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12019188	137,703.50	07/01/16	1546 COMMUNITY DAY NURSERY	C
10	12019189	131,402.08	07/01/16	2332 EAST ORANGE CHILD DEVELOPMENT CORP.	C
10	12019190	100,766.67	07/01/16	3182 HARAMBEE FAMILY ACADEMY	C
10	12019191	48,689.36	07/01/16	3459 HOLY TRINITY SCHOOL, INC.	C
10	12019192	66,425.25	07/01/16	4499 METRO YMCA OF THE ORANGES-E.O.BRANCH	C
10	12019193	36,758.17	07/01/16	5280 NORJENES	C
10	12019194	35,776.08	07/01/16	3076 SARAH WARD NURSERY CORPORATION	C
10	12019195	162,524.59	07/01/16	4426 THE LITTLE ONES	C
10	12019196	41,692.42	07/01/16	10669 ZADIE'S OF THE ORANGES	C
Total Bank No 10		761,738.12			

Total Hand Checks	.00
Total Computer Checks	761,738.12
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total: 761,738.12

Batch Yr	Batch No	Amount
17	000010	761,738.12

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	12019197	803,882.50	07/12/16	59 ATLANTIC ASSOCIATES INSURANCE AGENCY, IN	C
10	12019198	1,436.00	07/12/16	5904 POSTMASTER, EAST ORANGE	C
Total Bank No 10		805,318.50			

Total Hand Checks	.00
Total Computer Checks	805,318.50
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total: 805,318.50

Batch Yr	Batch No	Amount
17	000024	805,318.50

EAST ORANGE BOARD OF EDUCATION

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	12019199	150,000.00	07/12/16	2310 EAST ORANGE BOARD OF EDUCATION	C
10	12019200	500,000.00	07/12/16	2309 EAST ORANGE BOARD OF EDUCATION	C
Total Bank No 10		650,000.00			

Total Hand Checks	.00
Total Computer Checks	650,000.00
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total: 650,000.00

Batch Yr	Batch No	Amount
17	000026	650,000.00

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12019216	518,649.90	08/01/16	29823 BENECARD SERVICES	C
10	12019217	62,387.46	08/01/16	29831 DELTA DENTAL OF NJ	C
10	12019218	2,151,752.38	08/01/16	5780 STATE OF NEW JERSEY	C
10	12019219	23,266.12	08/01/16	5780 STATE OF NEW JERSEY	C
Total Bank No 10		2,756,055.86			

Total Hand Checks	.00
Total Computer Checks	2,756,055.86
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total: 2,756,055.86

Batch Yr	Batch No	Amount
17	000079	2,756,055.86

EAST ORANGE BOARD OF EDUCATION

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	12019214	3,937.15	08/01/16	30708 HILTON GARDEN INN EAST 52ND STREET	C
10	12019215	1,500.00	08/01/16	16128 LANCE T. WIGFALL	C
Total Bank No 10		5,437.15			

Total Hand Checks	.00
Total Computer Checks	5,437.15
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total: 5,437.15

Batch Yr	Batch No	Amount
17	000075	5,437.15

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12019205	137,703.50	08/01/16	1546 COMMUNITY DAY NURSERY	C
10	12019206	131,402.08	08/01/16	2332 EAST ORANGE CHILD DEVELOPMENT CORP.	C
10	12019207	100,766.67	08/01/16	3182 HARAMBEE FAMILY ACADEMY	C
10	12019208	66,425.25	08/01/16	4499 METRO YMCA OF THE ORANGES-E.O.BRANCH	C
10	12019209	36,758.17	08/01/16	5280 NORJENES	C
10	12019210	35,776.08	08/01/16	3076 SARAH WARD NURSERY CORPORATION	C
10	12019211	162,524.59	08/01/16	4426 THE LITTLE ONES	C
10	12019212	142,526.24	08/01/16	10669 ZADIE'S OF THE ORANGES	C

Total Bank No 10 813,882.58

Total Hand Checks	.00
Total Computer Checks	813,882.58
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total: 813,882.58

Batch Yr	Batch No	Amount
17	000065	813,882.58

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12019201	15,765.00	08/01/16	1546 COMMUNITY DAY NURSERY	C
10	12019202	15,989.00	08/01/16	4499 METRO YMCA OF THE ORANGES-E.O.BRANCH	C
10	12019203	11,138.00	08/01/16	5280 NORJENES	C
10	12019204	177.64	08/01/16	3076 SARAH WARD NURSERY CORPORATION	C
Total Bank No 10		43,069.64			

Total Hand Checks	.00
Total Computer Checks	43,069.64
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total: 43,069.64

Batch Yr	Batch No	Amount
16	002139	43,069.64

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12019213	288,881.00	08/01/16	8150 BOARD OF EDUCATION EMPLOYEES PENSION FUN	C
Total Bank No 10		288,881.00			

Total Hand Checks	.00
Total Computer Checks	288,881.00
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total: 288,881.00

Batch Yr	Batch No	Amount
17	000073	288,881.00

Report Date 08/08/16 03:30 PM

EAST ORANGE BOARD OF EDUCATION

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<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
10	12019502	7,984.94	08/09/16	7037 TTI ENVIRONMENTAL, INC.	C
Total Bank No 10		7,984.94			

Total Hand Checks	.00
Total Computer Checks	7,984.94
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total:	7,984.94
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Batch Yr	Batch No	Amount
15	002498	7,984.94

A/P Summary Check Register

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Bank	Check No	Amount	Date	Vendor	Type
10	12019220	100.00	08/09/16	8340 ADRIENNE REGISTER	C
10	12019221	3,120.36	08/09/16	18104 AETNA LIFE INSURANCE COMPANY	C
10	12019222	1,399.00	08/09/16	154 AGILE SPORTS TECHNOLOGIES	C
10	12019223	53,442.95	08/09/16	27669 AKJ WHOLESALE LLC DBA AKJ EDUCATION	C
10	12019224	1,072.00	08/09/16	148 ALARM & COMMUNICATION TECHNOLOGIES, INC.	C
10	12019225	747.50	08/09/16	330 ANACONDA SPORTS, INC.	C
10	12019226	200.00	08/09/16	443 ANDERSON AQUARIUMS	C
10	12019227	4,381.80	08/09/16	452 APPLE COMPUTER, INC	C
10	12019228	2,603.80	08/09/16	450 APPLE COMPUTER, INC.	C
10	12019229	134.20	08/09/16	520 APRIL HENDRICKS	C
10	12019230	25.41	08/09/16	626 ARCTIC FALLS SPRING WATER INC	C
10	12019231	2,172.50	08/09/16	138 ATC SERVICES, INC	C
10	12019232	1,257.10	08/09/16	525 ATRA JANITORIAL SUPPLY CO., INC	C
10	12019233	442.00	08/09/16	27936 AYANNA FRIERSON	C
10	12019234	5,688.00	08/09/16	739 BERGEN COUNTY SPECIAL SERVICES	C
10	12019235	1,418.83	08/09/16	872 BRANCH BROOK PARK	C
10	12019236	13,928.00	08/09/16	9334 CAMMPS HARDWARE & LAWN PRODUCTS, INC.	C
10	12019237	1,775.00	08/09/16	27650 CAPE MAY COUNTY SPECIAL SERVICES SCHOOL	C
10	12019238	6,462.01	08/09/16	1012 CDW GOVERNMENT, INC.	C
10	12019239	4,091.92	08/09/16	1637 CEREBRAL PALSY OF NORTH JERSEY	C
10	12019240	7,449.45	08/09/16	1477 CITY OF EAST ORANGE	C
10	12019241	600.00	08/09/16	13994 COLIN MURRAY	C
10	12019242	2,362.50	08/09/16	1641 COMPUTER MANAGEMENT TECHNOLOGIES	C
10	12019243	18,923.77	08/09/16	507 CONNECTIONS PERSONNEL INC.	C
10	12019244	10,639.78	08/09/16	1822 CROSSTOWN PLUMBING SUPPLY	C
10	12019245	2,800.00	08/09/16	15903 CRYSTAL CLEAR GLASS, LLC	C
10	12019246	966.00	08/09/16	9512 DIANE'S BALLOON FIESTA	C
10	12019247	1,666.67	08/09/16	11436 E & G EXTERMINATORS, INC.	C
10	12019248	1,890.00	08/09/16	2408 EFINGER SPORTING GOODS	C
10	12019249	95.00	08/09/16	24554 ELEVATOR MAINTENANCE CORP.	C
10	12019250	817,973.74	08/09/16	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12019251	7,368.31	08/09/16	12211 FILEBANK, INC.	C
10	12019252	190.00	08/09/16	29874 FINE FINISHES INC.	C
10	12019253	5,638.71	08/09/16	1390 FIRST CHILDREN, LLC PAM VENKUS	C
10	12019254	1,081.00	08/09/16	2694 FLOWERS BY MARLO	C
10	12019255	45.35	08/09/16	2698 FOLLETT SCHOOL SOLUTIONS, INC.	C
10	12019256	1,897.14	08/09/16	2700 FOLLETT SCHOOL SOLUTIONS, INC.	C
10	12019257	1,627.63	08/09/16	6718 FOREST LODGE	C
10	12019258	1,005.00	08/09/16	30023 FORMAL FASHIONS	C
10	12019259	79.00	08/09/16	9849 FRED PRYOR SEMINARS/CAREER TRACK	C
10	12019260	210.00	08/09/16	2836 GARDEN STATE LABORATORIES	C
10	12019261	7,680.14	08/09/16	2792 GLASSBORO BOARD OF EDUCATION	C
10	12019262	3,465.00	08/09/16	3001 GRAMON SCHOOL DBA ELO INCORORATED	C
10	12019263	392.52	08/09/16	3063 GRAND RENTAL STATION	C
10	12019264	1,128.82	08/09/16	16896 HACKENSACK PUBLIC SCHOOLS	C
10	12019265	103.59	08/09/16	3345 HECHT TRAILERS	C
10	12019266	4,887.15	08/09/16	7862 IN-LINE AIR CONDITIONING CO., INC.	C
10	12019267	546.99	08/09/16	5783 J.W. PEPPER & SON, INC.	C
10	12019268	204.76	08/09/16	12173 JALIYLA FRASER	C
10	12019269	120.12	08/09/16	8409 JAMES MCDANIEL	C
10	12019270	31.92	08/09/16	8818 JOHN K GREGORY	C
10	12019271	6,983.33	08/09/16	17728 JOHNSTONE SUPPLY	C
10	12019272	129.00	08/09/16	18554 JONES SCHOOL SUPPLY	C
10	12019273	695.00	08/09/16	4042 KEYBOARD CONSULTANTS	C
10	12019274	60.00	08/09/16	21377 KISHORE PERSAD	C

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Bank	Check No	Amount	Date	Vendor	Type
10	12019275	46,596.72	08/09/16	15873 LANGAN ENGINEERING & ENVIRONMENTAL SVC	C
10	12019276	1,650.00	08/09/16	28339 LAWRENCE FAUCETT	C
10	12019277	1,726.75	08/09/16	4289 LERRO ENTERPRISES, INC.	C
10	12019278	17,797.00	08/09/16	4370 LONGO INDUSTRIES, INC.	C
10	12019279	1,326.00	08/09/16	17388 LUVERIA MORRIS	C
10	12019280	15,690.00	08/09/16	11401 MATHUSEK INCORPORATED	C
10	12019281	10,227.75	08/09/16	2781 MAXIM HEALTHCARE SERVICES, INC.	C
10	12019282	15.23	08/09/16	4922 MICHAEL ROLLINS	C
10	12019283	2,244.00	08/09/16	16977 MK LIONS LLC	C
10	12019284	3,000.00	08/09/16	4872 MONICA MORGAN	C
10	12019285	8,000.00	08/09/16	4972 MOUNTAIN LAKES BOARD OF EDUCATION	C
10	12019286	1,680.00	08/09/16	4994 MUSEUM OF THE CITY OF NEW YORK	C
10	12019287	30,348.65	08/09/16	5329 N.E.I.U. 19	C
10	12019288	12,397.00	08/09/16	22853 NEPTUNE TOWNSHIP BOARD OF EDUCATION	C
10	12019289	1,011.00	08/09/16	5334 NEW JERSEY CHAMBER OF COMMERCE	C
10	12019290	525.00	08/09/16	27944 NEW JERSEY EDUCATIONAL COOPERATIVE INC.	C
10	12019291	747.00	08/09/16	7640 NEW JERSEY PRINCIPALS & SUPERVISORS	C
10	12019292	38.34	08/09/16	2672 OMERY FERREIRA	C
10	12019293	3,990.00	08/09/16	5664 PAIGE COMPANY CONTAINERS, INC.	C
10	12019294	717.00	08/09/16	5775 PEARSON CLINICAL ASSESSMENTS ORDERING DE	C
10	12019295	19,780.00	08/09/16	5901 PITNEY BOWES	C
10	12019296	378.32	08/09/16	2042 READYREFRESH	C
10	12019297	8,275.00	08/09/16	116 PRAD'S HARDWARE	C
10	12019298	6,695.45	08/09/16	5933 PREMIUM MARKETING GROUP, INC.	C
10	12019299	165.00	08/09/16	5958 PRINTING DELITE, INC.	C
10	12019300	904.20	08/09/16	5963 PRO-ED	C
10	12019301	1,748.04	08/09/16	5977 PROFESSIONAL EDUCATION SERVICE	C
10	12019302	818.79	08/09/16	5982 PROM NITE (TRADE: TAYMARK)	C
10	12019303	2,570.00	08/09/16	5983 PROMEDIA TECHNOLOGY SERVICES, INC.	C
10	12019304	7,655.00	08/09/16	2446 PSAT/COLLEGE BOARD	C
10	12019305	234,709.44	08/09/16	6008 PSE & G	C
10	12019306	765.00	08/09/16	19348 PUMP IT UP	C
10	12019307	640.90	08/09/16	6087 R.F.I. SMALL ENGINE SERV	C
10	12019308	39.95	08/09/16	6085 RAHWAY BUSINESS MACHINES	C
10	12019309	3,695.00	08/09/16	15059 RAPISCAN SYSTEMS INC.	C
10	12019310	1,534.78	08/09/16	6201 RELIABLE LOCK & SAFE	C
10	12019311	16.93	08/09/16	8057 RENEE D. DREHER	C
10	12019312	39,205.00	08/09/16	26557 RIS CONSTRUCTION CORP.	C
10	12019313	55.00	08/09/16	5908 ROXY FLORIST	C
10	12019314	2,249.00	08/09/16	1795 SAL ELECTRIC COMPANY	C
10	12019315	1,870.00	08/09/16	6453 SANDWICHES UNLIMITED	C
10	12019316	17,623.75	08/09/16	6539 SCHOOL SPECIALTY INC.	C
10	12019317	5,650.00	08/09/16	6557 SCIENTIFIC WATER CONDITIONING CO	C
10	12019318	2,756.00	08/09/16	9660 SCOTT FLOWERS	C
10	12019319	4,980.00	08/09/16	28550 SD GAMEDAY LLC	C
10	12019320	107.82	08/09/16	6649 SERGE LOUISSANT	C
10	12019321	32.31	08/09/16	6192 SHEILA J. OLIVER	C
10	12019322	1,980.34	08/09/16	6429 SODEXO CATERING FOR E.O.B.O.E FOOD SERVI	C
10	12019323	2,034.00	08/09/16	12904 TAMARA L. COLBERT	C
10	12019324	74.49	08/09/16	22292 TAMARA V. BROWN	C
10	12019325	97.00	08/09/16	1860 TAMISHA ENGRAM	C
10	12019326	293.58	08/09/16	7643 THE PRUDENTIAL INSURANCE COMPANY OF AMER	C
10	12019327	442.00	08/09/16	22829 TONYA D. JACKSON	C
10	12019328	798.66	08/09/16	2540 W.B. MASON INC.	C
10	12019329	196.90	08/09/16	82 ACADEMIC THERAPY PUBL., INC. HIGH NOON B	C

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Bank	Check No	Amount	Date	Vendor	Type
10	12019330	250.00	08/09/16	20 AKEEM ADISA	C
10	12019331	7,875.15	08/09/16	330 ANACONDA SPORTS, INC.	C
10	12019332	14,629.00	08/09/16	452 APPLE COMPUTER, INC	C
10	12019333	64.41	08/09/16	626 ARCTIC FALLS SPRING WATER INC	C
10	12019334	534.36	08/09/16	650 BARNES & NOBLE INC.	C
10	12019335	992.06	08/09/16	734 BERGEN CENTER FOR CHILD DEVELOPMENT INC.	C
10	12019336	2,400.00	08/09/16	739 BERGEN COUNTY SPECIAL SERVICES	C
10	12019337	12,210.00	08/09/16	836 BONNIE BRAE	C
10	12019338	884.00	08/09/16	17850 BRANDI WARDLAW-SMITH	C
10	12019339	551.11	08/09/16	998 BURLINGTON COUNTY SPECIAL	C
10	12019340	10,507.86	08/09/16	167 BURLINGTON TOWNSHIP SCHOOLS	C
10	12019341	1,100.00	08/09/16	27650 CAPE MAY COUNTY SPECIAL SERVICES SCHOOL	C
10	12019342	65.00	08/09/16	12831 CAROL REID	C
10	12019343	168.15	08/09/16	4363 CAROLYN LOFTON-SIMPSON	C
10	12019344	7,161.50	08/09/16	6146 CATAPULT LEARNING, LLC	C
10	12019345	7,310.00	08/09/16	1221 CATHOLIC CHARITIES OF THE ARCHDIOCESE OF	C
10	12019346	33,000.00	08/09/16	21776 CENTER FOR SUPPORTIVE SERVICE	C
10	12019347	87,944.80	08/09/16	1637 CEREBRAL PALSY OF NORTH JERSEY	C
10	12019348	3,768.00	08/09/16	10790 CITRIX SYSTEMS	C
10	12019349	56.89	08/09/16	1587 COMCAST	C
10	12019350	2,871.25	08/09/16	29688 COMCAST SPOTLIGHT	C
10	12019351	482.24	08/09/16	404 CYNTHIA BROOKS-COPELAND	C
10	12019352	28,696.15	08/09/16	21814 DECOTIIS, FITZPATRICK & COLE, LLP	C
10	12019353	327,702.00	08/09/16	14486 DELTA-T GROUP NORTH JERSEY, INC.	C
10	12019354	11,366.24	08/09/16	2105 DERON SCHOOL OF NEW JERSEY	C
10	12019355	198.84	08/09/16	3293 ELIZABETH WITHSTRUM	C
10	12019356	135,953.00	08/09/16	2523 ESSEX COUNTY VOCATIONAL SCHOOLS	C
10	12019357	20,939.20	08/09/16	2524 ESSEX CTY VOCATIONAL TECHNICAL	C
10	12019358	183,121.97	08/09/16	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12019359	17,652.18	08/09/16	2534 ESSEX VALLEY SCHOOL	C
10	12019360	2,490.00	08/09/16	5649 EXCEPTIONAL SECURITY SOLUTIONS, LLC	C
10	12019361	884.00	08/09/16	17833 FAITH STUART	C
10	12019362	143,746.40	08/09/16	8131 FEDCAP REHABILITATION SERVICES INC.	C
10	12019363	20,762.76	08/09/16	2860 GATEWAY SCHOOL	C
10	12019364	1,431.85	08/09/16	6522 GLORIA P. WATSON	C
10	12019365	134.48	08/09/16	2954 GLOUCESTER COUNTY SPECIAL SERVICES SCHOO	C
10	12019366	657.00	08/09/16	3461 HOME & SCHOOL CONNECTION	C
10	12019367	6,060.00	08/09/16	30520 HUNTERDON PREPARATORY SCHOOL	C
10	12019368	1,110.00	08/09/16	3587 INTERNATIONAL CENTER FOR	C
10	12019369	398.00	08/09/16	5056 JENKINSON'S PAVILION	C
10	12019370	9,602.14	08/09/16	4185 LAKESHORE LEARNING MATERIALS	C
10	12019371	295.20	08/09/16	29394 LINCOLN A. LAWRENCE	C
10	12019372	197.76	08/09/16	26930 LINDENWOLD BOARD OF EDUCATION	C
10	12019373	227.79	08/09/16	1902 LISA BEAUMONT	C
10	12019374	128,772.00	08/09/16	6636 LORD STIRLING SCHOOLS	C
10	12019375	2,000.00	08/09/16	28541 LSP SECURITY SYSTEMS	C
10	12019376	31.74	08/09/16	9911 MARIA ZACHARATOS	C
10	12019377	4,162.60	08/09/16	1411 LEGACY TREATMENT SERVICES	C
10	12019378	750.00	08/09/16	4528 MARY ELLEN LAUGHLIN	C
10	12019379	4,000.00	08/09/16	16942 MORRIS SCHOOL DISTRICT	C
10	12019380	9,191.35	08/09/16	5271 NEUROSCIENCE ASSOC., MD., PA	C
10	12019381	11,617.40	08/09/16	27286 NUTLEY BOARD OF EDUCATION	C
10	12019382	1,806.48	08/09/16	7351 OMNI TRAVEL & TOURS	C
10	12019383	9,583.00	08/09/16	5566 OPEN SYSTEMS INTEGRATORS, INC	C
10	12019384	320.17	08/09/16	5693 PASSAIC COUNTY ELKS CEREBRAL PALSY CTR.	C

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Bank	Check No	Amount	Date	Vendor	Type
10	12019385	191.03	08/09/16	4932 PAULETTE RANEY SALOMON	C
10	12019386	2,513.00	08/09/16	6142 RANOCAS VALLEY REGIONAL HIGH SCHOOL	C
10	12019387	15,000.00	08/09/16	30511 RAY AND ASSOCIATES	C
10	12019388	550.00	08/09/16	7136 RENEE C. TUCKER-EISAPE	C
10	12019389	1,890.00	08/09/16	1769 RONALD W. CRAMPTON, M.D.	C
10	12019390	35,438.25	08/09/16	6429 SODEXO CATERING FOR E.O.B.O.E FOOD SERVI	C
10	12019391	675.12	08/09/16	1721 STAPLES ADVANTAGE	C
10	12019392	3,564.00	08/09/16	11460 STARLIGHT HOME CARE AGENCY, INC.	C
10	12019393	2,645.13	08/09/16	6805 STOBBS'S PRINTING CO.	C
10	12019394	2,002.54	08/09/16	6845 SUPER DUPER, INC.	C
10	12019395	42,498.36	08/09/16	22080 TEQUIPMENT, IN.	C
10	12019396	2,850.00	08/09/16	25186 TOMAHAWK LAKE, INC	C
10	12019397	25,411.00	08/09/16	7076 TRANE	C
10	12019398	203.00	08/09/16	7066 TRIPLE T SPORTS LLC	C
10	12019399	4,045.20	08/09/16	2412 TRIUMPH LEARNING LLC	C
10	12019400	19,920.00	08/09/16	15210 TSP MAINTENANCE SUPPLY, LLC	C
10	12019401	805.00	08/09/16	7037 TTI ENVIRONMENTAL, INC.	C
10	12019402	927.00	08/09/16	8061 TURTLE BACK ZOO DBA/ESSEX COUNTY PARKS	C
10	12019403	11,187.50	08/09/16	7174 UNION CTY EDUC SERV COMM	C
10	12019404	54.80	08/09/16	7235 UNITED PARCEL SERVICE	C
10	12019405	47,694.60	08/09/16	8173 UNITED WELDING & PLUMBING	C
10	12019406	463.54	08/09/16	2540 W.B. MASON INC.	C
10	12019407	375.00	08/09/16	2631 WARSHAUER GENERATORS LLC	C
10	12019408	240.00	08/09/16	3142 WATCHUNG BOOKSELLERS	C
10	12019409	8,778.95	08/09/16	19194 WISCONSIN CENTER FOR EDUCATION RESEARCH	C
10	12019410	3,785.88	08/09/16	7549 XEROX CORP	C
10	12019411	59,071.54	08/09/16	7570 YOUTH CONSULTATION SERVICE	C
Total Bank No 10		3,119,432.78			
30	12000102	1,186,926.45	08/09/16	6428 SODEXO, INC. - BUSINESS OFFICE	C
Total Bank No 30		1,186,926.45			

Total Hand Checks	.00
Total Computer Checks	4,306,359.23
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total: 4,306,359.23

Batch Yr	Batch No	Amount
16	002148	113,195.12
16	002151	130,908.04
16	002159	27,121.00
16	002161	25,428.00
16	002162	25,853.24
16	002164	588,002.73
16	002167	149,434.50
16	002172	150,010.04
16	002173	108,102.62
16	002174	294,626.66
16	002175	95,094.02

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<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>	
				16	002176	83,096.05
				16	002178	21,777.50
				16	002179	665,474.12
				16	002184	85,490.50
				16	002185	176,545.34
				16	002187	1,186,926.45
				16	002191	379,273.30

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Bank	Check No	Amount	Date	Vendor	Type
10	12019412	1,900.00	08/09/16	5314 NATIONAL WEATHER FORECASTING LLC	C
10	12019413	8,000.00	08/09/16	7009 532 HOLDING CO. LLC	C
10	12019414	450.00	08/09/16	9 AASA, INC.	C
10	12019415	750.00	08/09/16	19607 ABDUL SALEEM HASAN	C
10	12019416	30,125.00	08/09/16	27090 ACADEMY CONSTRUCTION INC.	C
10	12019417	14,130.00	08/09/16	4077 ACHIEVE 3000	C
10	12019418	500.00	08/09/16	313 AMALIA TRONO - PETTY CASH	C
10	12019419	195.00	08/09/16	352 AMERICAN ASSOCIATION OF SCHOOL PERSONNEL	C
10	12019420	840.00	08/09/16	443 ANDERSON AQUARIUMS	C
10	12019421	750.00	08/09/16	12807 ANITA CHAMPAGNE - PETTY CASH	C
10	12019422	400.00	08/09/16	2623 ANNIE JACKSON - PETTY CASH	C
10	12019423	4,504.50	08/09/16	2178 ASHLEY SALTER	C
10	12019424	55,070.00	08/09/16	525 ATRA JANITORIAL SUPPLY CO., INC	C
10	12019425	7,470.00	08/09/16	7738 AKCESS SUPPLIES & EQUIPMENT	C
10	12019426	400.00	08/09/16	253 BRIAN HEAPHY- PETTY CASH	C
10	12019427	410.00	08/09/16	15229 CAMPBELL FIRE PROTECTION, INC.	C
10	12019428	1,447.27	08/09/16	1187 CAROLINA BIOLOGICAL SUPPLY CO.	C
10	12019429	1,508.00	08/09/16	16454 CLARISSA NEWBY PHILLIPS	C
10	12019430	48.76	08/09/16	1587 COMCAST	C
10	12019431	300.00	08/09/16	1641 COMPUTER MANAGEMENT TECHNOLOGIES	C
10	12019432	400.00	08/09/16	4535 DAVID T. JOHNSON, PETTY CASH	C
10	12019433	1,508.00	08/09/16	20745 DEIDRE SEARS	C
10	12019434	500.00	08/09/16	7045 DR. DEBORAH HARVEST - PETTY CASH	C
10	12019435	500.00	08/09/16	11991 DR. GLORIA P. WATSON - PETTY CASH	C
10	12019436	575,082.00	08/09/16	2333 EAST ORANGE COMMUNITY CHARTER SCHOOL	C
10	12019437	1,989.00	08/09/16	24554 ELEVATOR MAINTENANCE CORP.	C
10	12019438	1,073.30	08/09/16	24627 ENTERPRISE HOLDINGS, INC. DBA ELRAC, LLC	C
10	12019439	109,393.40	08/09/16	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12019440	400.00	08/09/16	7406 FIDELIA STURDIVANT PETTY CASH	C
10	12019441	496.36	08/09/16	12211 FILEBANK, INC.	C
10	12019442	400.00	08/09/16	22322 FLORE-NADEIGE LOVETT-PETTY CASH	C
10	12019443	77,820.00	08/09/16	2767 FRONTLINE PLACEMENT TECH.	C
10	12019444	300.00	08/09/16	2811 G. NEIL	C
10	12019445	1,048.50	08/09/16	19623 GINA BONHOMME	C
10	12019446	23,088.00	08/09/16	7064 GREAT OAKS CHARTER SCHOOL	C
10	12019447	5,500.00	08/09/16	30546 HARLEM SCHOOL OF THE ARTS	C
10	12019448	400.00	08/09/16	3374 HENRY HAMILTON - PETTY CASH	C
10	12019449	500.00	08/09/16	21911 HOWARD WALKER	C
10	12019450	273.00	08/09/16	18554 JONES SCHOOL SUPPLY	C
10	12019451	23,297.00	08/09/16	4166 LADY LIBERTY ACADEMY CHARTER SCHOOL	C
10	12019452	400.00	08/09/16	5480 LESLIE SHULTS - PETTY CASH	C
10	12019453	50,224.00	08/09/16	24740 LINK COMMUNITY CHARTER SCHOOL	C
10	12019454	35,639.00	08/09/16	21717 MARION P. THOMAS CHARTER SCHOOL	C
10	12019455	106.02	08/09/16	11185 MELAINE CRUZ	C
10	12019456	20,810.00	08/09/16	17981 MERIT PREPARTORY OF NEWARK CHARTER SCHOO	C
10	12019457	1,085.00	08/09/16	30503 MIMI PLANNED EVENTS & PARTY RENTALS LLC	C
10	12019458	500.00	08/09/16	7345 MONICA BURTON - PETTY CASH	C
10	12019459	8,250.00	08/09/16	5061 NATIONAL SCHOOL BOARDS ASSOC.	C
10	12019460	35,625.15	08/09/16	9695 NAVIANCE, INC	C
10	12019461	1,574.00	08/09/16	5296 NEW HORIZONS COMMUNITY CHARTER SCHOOL	C
10	12019462	460.00	08/09/16	5322 NEW JERSEY ASSOCIATION OF SCHOOL ADMINIS	C
10	12019463	3,622.00	08/09/16	19046 NEWARK EDUCATORS COMMUNITY CHARTER	C
10	12019464	30,450.00	08/09/16	13927 NEWARK PREP CHARTER	C
10	12019465	43,000.00	08/09/16	5029 NJ TRANSIT BULK TICKET SALES	C
10	12019466	26,662.70	08/09/16	5387 NJSBA INSERVICE EDUCATION DEPT	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12019467	977.10	08/09/16	7351 OMNI TRAVEL & TOURS	C
10	12019468	400.00	08/09/16	5731 PASSION MOSS-HASSAN - PETTY CASH	C
10	12019469	11,016.80	08/09/16	5651 PCS REVENUE CONTROL SYSTEMS, INC.	C
10	12019470	8,020.00	08/09/16	17973 PEOPLE'S PREPARATORY CHARTER SCHOOL	C
10	12019471	146,877.00	08/09/16	17604 PHILIP'S ACADEMY CHARTER SCHOOL (PACS)	C
10	12019472	335.09	08/09/16	2042 READYREFRESH	C
10	12019473	9,598.10	08/09/16	116 PRAD'S HARDWARE	C
10	12019474	382,425.00	08/09/16	6015 PRIDE ACADEMY CHARTER SCHOOL	C
10	12019475	2,318.50	08/09/16	5983 PROMEDIA TECHNOLOGY SERVICES, INC.	C
10	12019476	335.97	08/09/16	21423 PROSOURCE SPECIALTIES LLC	C
10	12019477	400.00	08/09/16	2034 RALPH JACOB, JR. - PETTY CASH	C
10	12019478	250.00	08/09/16	30511 RAY AND ASSOCIATES	C
10	12019479	400.00	08/09/16	12653 RENEE RICHARDSON-PETTY CASH	C
10	12019480	13,075.00	08/09/16	5258 ROSEVILLE COMMUNITY CHARTER SCHOOL	C
10	12019481	1,668.00	08/09/16	18333 SCHOOL WEBMASTERS	C
10	12019482	10,015.00	08/09/16	4503 SCHOOLDUDE.COM	C
10	12019483	400.00	08/09/16	7268 SHARON VINCENT - PETTY CASH	C
10	12019484	4,000.00	08/09/16	20451 SOMERSET FOLK HARP FESTIVAL	C
10	12019485	3,456.00	08/09/16	17469 STATE OF NEW JERSEY - DEPT. OF LABOR AND	C
10	12019486	400.00	08/09/16	3662 STEPHEN WEBB - PETTY CASH	C
10	12019487	2,540.00	08/09/16	3537 STRAUSS ESMAY ASSOCIATES, LLP	C
10	12019488	119,076.00	08/09/16	6978 TEAM ACADEMY CHARTER SCHOOL	C
10	12019489	177.94	08/09/16	20230 TERRELL PROCTOR	C
10	12019490	47,567.00	08/09/16	13951 THE PAULO FREIRE SCHOOL	C
10	12019491	1,122.56	08/09/16	6785 NJ ADVANCE MEDIA	C
10	12019492	750.00	08/09/16	1362 THELMA RAMSEY - PETTY CASH	C
10	12019493	895.00	08/09/16	7058 TOTAL MAILING SOLUTION	C
10	12019494	25,178.00	08/09/16	7228 UNIVERSITY HEIGHTS CHARTER SCHOOL	C
10	12019495	500.00	08/09/16	1646 VICTOR R. DEMMING - PETTY CASH	C
10	12019496	500.00	08/09/16	2488 VICTOR R. DEMMING - PETTY CASH	C
10	12019497	400.00	08/09/16	3849 VINCENT STALLING - PETTY CASH	C
10	12019498	1,110.56	08/09/16	2540 W.B. MASON INC.	C
10	12019499	58.00	08/09/16	7523 WORRALL COMMUNITY NEWSPAPERS	C
10	12019500	472.39	08/09/16	7548 XEROX CORP	C
10	12019501	400.00	08/09/16	1117 YVY JOSEPH - PETTY CASH	C

Total Bank No 10 2,008,689.97

Total Hand Checks	.00
Total Computer Checks	2,008,689.97
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total: 2,008,689.97

Batch Yr	Batch No	Amount
17	000091	11,350.00
17	000092	1,506,004.00
17	000093	478,298.41
17	000099	13,037.56