

EAST ORANGE BOARD OF EDUCATION
199 FOURTH AVENUE
EAST ORANGE, NEW JERSEY 07017

REGULAR PUBLIC MEETING

East Orange Board of Education
199 Fourth Avenue, East Orange, NJ 07017

Tuesday, April 14, 2015 - 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:

- March 10, 2015
- March 30, 2015

V. REPORT OF THE SUPERINTENDENT OF SCHOOLS

A. PRESENTATION

1. Dr. Harvest will present the 2015 - 2016 East Orange School District Educational Services Professional of the Year Award:

<u>Educational Services Professional of the Year:</u>	<u>School:</u>
Mr. Richard Greene	Benjamin Banneker Academy
Ms. Victoria Gary	Bowser School of Excellence
Ms. Bridget Venable-Foreman	Johnie L. Cochran, Jr. Academy
Ms. Lita King-Anderson	Mildred Barry Garvin School
Ms. Renee Dreher	Althea Gibson Academy
Mrs. Janet Jacobs	Langston Hughes School
Ms. Sheila Oliver	J. Garfield Jackson, Sr. Academy
Ms. Bonnie Triolo	Ecole Toussaint Louverture School
Dr. Yvonne Cultess	Gordon Parks Academy
Ms. Melani Cruz	Cicely L. Tyson Elementary School
Mr. Walter Foote	Wahlstrom Academy
Mrs. Candi Roman	Dionne Warwick Institute
Ms. Daphnee Derivois	John L. Costley, Sr., Middle School
Ms. Roberta Leveson	Sojourner Truth Middle School
Ms. Diahnne Evans	Cicely L. Tyson Middle/High School
Mr. Brian Tidwell	Fresh Start Academy Middle School
Ms. Brenda Porter	East Orange STEM Academy High School

V. REPORT OF THE SUPERINTENDENT OF SCHOOLS

A. PRESENTATION

2. Dr. Harvest will present the 2015 - 2016 East Orange School District Governor's Teacher of the Year Award:

Governor's Teacher of the Year:	School:
Ms. Danielle Williams	Benjamin Banneker Academy
Ms. Gloria Gargiulo	Bowser School of Excellence
Ms. Jaclyn Malloy	Johnie L. Cochran, Jr. Academy
Ms. Tori Auerbach	Mildred Barry Garvin School
Ms. Crystal Featherstone	Althea Gibson Academy
Ms. Sharon Johnson	Whitney Houston Academy
Mrs. Annette Lewis	Langston Hughes School
Ms. Maureen Peer	J. Garfield Jackson, Sr. Academy
Ms. Shakeria Willis-Porter	Ecole Toussaint Louverture School
Ms. Shareefah Barber	Gordon Parks Academy
Ms. Maria Pula	Cicely L. Tyson Elementary School
Ms. Shantae Bolden	Wahlstrom Academy
Ms. Shahidah Mack	Dionne Warwick Institute
Ms. Tiffany Oglesby	WE Academy
Ms. Moira Weidenborner	John L. Costley, Sr., Middle School
Mr. Jonathan Creekmur	Patrick F. Healy Middle School
Mr. Bernard Agyei	Sojourner Truth Middle School
Mr. Jeffrey Kirschenbaum	Cicely L. Tyson Middle/High School
Ms. Sharisse Lighten	Fresh Start Academy Middle School
Ms. Anna Annunziata	East Orange STEM Academy High School
Mrs. Hallie Gamble	Fresh Start Academy High School

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
2622	Student Assessments	Revised Policy & Regulation
8601	Pupil Supervision After School Dismissal	Revised Policy & Regulation

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

Policy No.	Description	New/Revised
0134	Board Self Evaluation	Revised Bylaw
0152	Board Officers	Revised Bylaw
2430	Extracurricular Activities	Revised Regulations
3212	Attendance	Revised Policy
3218	Substance Abuse	Revised Policy & Regulation
4212	Attendance	Revised Policy
4218	Substance Abuse	Revised Policy & Regulation
4284	Arrest Notification by Support Staff Members	New Policy
5200	Attendance	Revised Policy & Regulation
5460	High School Graduation	Revised Policy

V. REPORT OF THE SUPERINTENDENT OF SCHOOLS

B. POLICY READING

Policy No.	Description	New/Revised
5465	Early Graduation	Revised Policy
6471	School District Travel & Procedures	Revised Policy & Regulation
8630	Bus Driver/Bus Aide Responsibility	Revised Policy
8630	Emergency School Bus Procedures	Revised Regulation

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

VII. COMMENTS AND PRESENTATIONS FROM THE PRESIDENT

VIII. COMMENTS FROM THE PUBLIC

IX. RETIRE TO EXECUTIVE SESSION

X. RECOMMENCE PUBLIC MEETING

XI. ROLL CALL

XII. CONSIDERATION OF RESOLUTIONS

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- a. The Day the Trash Came Out to Play
- b. Young Audiences Assembly Program - Become Your Dreams
- c. Family Science Night
- d. Field Day Activities
- e. Grandparent's Day
- f. Althea Gibson Academy Field Day
- g. PTO School Carnival
- h. Quiver Farm
- i. Super Science & Technology Night
- j. Spring Sports 2014 - 2015
- k. Use of Fan Buses and Chaperones
- l. On-Site Immunizations to Uninsured Preschool Children
- m. Preschool Conference - Online Continuing Education Workshops in Speech Pathology
- n. Department of Veterans Affairs - Voluntary Service Recognition Ceremony
- o. Special Education Out of District Placements
- p. Matthew J. Morahan, III: Health Assessment Center for Athletes
- q. Vocational Training at the Department of Veterans Affairs
- r. Vocational Training at Daughter's of Israel
- s. Independent Education Evaluations
- t. Ophthalmologic Evaluations
- u. Comprehensive Periheral Hearing, Central Auditory Processing and Speech Evaluations
- v. Student Disciplinary Hearings Remain on Home Instruction
- w. Students Recommendations for In-District Alternative Education Placement
- x. Student Recommendations for In-District Alternative Program Placement

XII. CONSIDERATION OF RESOLUTIONS

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- y. Psycho-Educational Counseling
- z. Community Service
- aa. Collaboration with outside agencies to Support the McKenny-Vento Homeless - Vento Homeless - Displaced Educational Program
- bb. Enhancing Professional Practice: A Framework for Teaching
- cc. Easy Tech (Learning.com)
- dd. Using Web 2.0 in Teaching & Instruction
- ee. Institute for Quadrant D. Instructional Excellence
- ff. Assertive Discipline/Classroom Management
- gg. East Orange Unified Marching Band
- hh. NJPAC Tap Dance and Jazz Residences
- ii. Dance Instruction for Elementary Students
- jj. NJ Symphony - String Residency
- kk. Exploring Common Core Topics in High School Mathematics
- ll. Teq: Technology Workshops
- mm. Speakers for Law Classes
- nn. Senior Prom
- oo. Junior Prom
- pp. Houghton Mifflin Harcourt - Big Ideas Math - Algebra I, II and Geometry Textbook Adoption
- qq. Exploring Common Core Topics in High School Mathematics
- rr. Exploring Common Core Topics in High School Mathematics
- ss. Exploring Common Core Topics in High School Mathematics
- tt. Fitness Fun on Wheels
- uu. Gary L. Vermeire, Consultant (I&RS Training)
- vv. Student Disciplinary Hearings - Return to Campus High School
- ww. Student Disciplinary Hearings - Return to Campus High School
- xx. Student Disciplinary Hearings - Recommendation for In-District Alternative Education Placement
- yy. Harassment, Intimidation and Bullying (HIB) Monthly Incident Reporting
- zz. Field Trips

XII. CONSIDERATION OF RESOLUTIONS

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

- a. Retirements
- b. Resignation
- c. Separation
- d. Rescission of Appointment
- e. Leaves of Absence
- f. Transfers
- g. Reclassifications
- h. Salary Adjustments
- i. Staff Appointments
- j. Extra-curricular and Co-curricular Appointments – Various Locations 2014-15 SY
- k. Attendance Incentive Bonus – Various Locations – 2013-14 SY
- l. Miscellaneous Teaching Supply Payments – Various Locations – 2014-15 SY
- m. Creation of Position and Job Description
- n. Suspension
- o. Granting of Request for Extended Sick Leave
- p. Denial of Request for Extended Sick Leave
- q. Agenda Change/Correction
- r. Appointments
- s. Professional Conferences

3. BUSINESS SERVICES

- a. List of Bills (Ratify)
- b. List of Bills
- c. Appropriation Transfers
- d. Appropriation Transfers – ECPA/Fund 15
- e. T-1 Request for Taxes from the City of East Orange
- f. Donation from Lifetouch Studios
- g. Roberta Leveson Inspiration Scholarship Award
- h. Resolution for Fedcap School District with Respect to Lunch Program
- i. Donation of Equipment to East Orange Girls Recreation
- j. Recommendation to Award Change Order – Construction Administration Services
- k. Permission to Receive Donation
- l. Request for Authorization to Participate in the Educational Services Commission of Morris County for NJ Classroom Supplies SY 2015-2016
- m. Request for Authorization to Participate in the Middlesex Regional Educational Services Commission for 2015-16 SY
- n. Recommendation for Award of Bid – Work Uniform for Various Departments
- o. Recommendation to Approve Fund Raising Requests
- p. Costal Learning Center
- q. A-148 Secretary's Report
- r. A-149 Treasurer's Report
- s. Budgetary Major Account/Fund Status Certificate

XII. CONSIDERATION OF RESOLUTIONS

A. SUPERINTENDENT OF SCHOOLS

4. MAINTENANCE SERVICES

- a. Recommendation for the Use of Facility

XIII. CLOSING STATEMENT/ADJOURNMENT

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- a. The Day the Trash Came Out to Play - (Sturdivant)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves a presentation of The Day the Trash Came Out to Play (presented by the Environmental Center) for Wahlstrom students at Wahlstrom Early Childhood Academy on April 15, 2015; April 20, 2015, and April 22, 2015 at no cost to the District.

- b. Young Audience Assembly Program – Become Your Dreams - (Sturdivant)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves a presentation of Become Your Dreams (hosted by Young Audiences) for Wahlstrom students at Wahlstrom Early Childhood Academy on April 21, 2015 at a cost of \$1,175.00 to the District.

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

(Account Code: 15.15.190.100.320.339.039.0000)

- c. Family Science Night - (Sturdivant)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Wahlstrom Early Childhood Academy student body and staff to participant in Family Science Night activities to be held in the cafeteria and auditorium area of Wahlstrom on April 15, 2015 from 6:00 p.m. to 7:30 p.m. at no cost to the District.

- d. Field Day Activities - (Sturdivant)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Wahlstrom Early Childhood Academy's student body and staff to participate in Field Day activities to be held in the playground area of Wahlstrom on June 4, 2015 from 9 a.m. to 12:00 p.m. at no cost to the district.

- e. Althea Gibson Academy Grandparent's Day - (C. Davis)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the attendance of Althea Gibson Early Childhood Staff and Students permission to host the Annual Grandparent's Day at Gibson Academy on May 14, 2015 at a cost not to exceed \$619.

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

(Account Code: 15.20.232.200.600.337.037.9626)

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- f. Althea Gibson Academy Field Day - (C. Davis)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the attendance of Althea Gibson Early Childhood Academy Staff & Students to attend the Althea Gibson Academy Field Day on May 22, 2015 at no cost to the District.

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

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the attendance of Althea Gibson Early Childhood Academy Staff and Students to attend the Althea Gibson PTO sponsored carnival on June 15, 2015 with a rain date TBD, at no cost to the District.

- h. Althea Gibson Academy Quiver Farm - (C. Davis)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the attendance of Althea Gibson Early Childhood Academy Staff & Students to attend the Althea Gibson Academy PTO sponsored event - Quiver Farm Project, Inc. on June 4, 2015 at no cost to the District.

- i. Althea Davis Academy Super Science & Technology - (Davis)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves The George Street Playhouse to present Austin the Unstoppable to grades 3-5 at George Washington Carver Institute on March 18, 2015 at no cost to the District.

- j. Spring Sports 2014-2015 - (Cahoon, Hassan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the East Orange Campus Girls and Boys Outdoor Track Teams, Baseball Team, Softball Team to travel and participate in all 2014-2015 Spring Season SEC Conference games as well as non-conference games and scrimmages. In addition to the aforementioned games, we are also asking permission to travel to Essex County Tournaments, Invitational(s), Penn Relays and tournaments overnight to be determined. In addition, Varsity Football Team and Varsity Football Season Cheerleader Squad participate in North/South Football Game, Paul Robeson Classic and 7 on 7 Football Tournament dates and times to be determined. At a cost to the District to be determined.

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

(Account Code: 15.000.270.0512.101.001.5525)

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

k. Use of Fan Buses and Chaperones - (Cahoon, Hassan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the East Orange Campus High School Administrations and Athletic Department permission to utilize fan buses to games and athletic events that are off site which would include students from both Cicely Tyson School of Performing Arts and STEM Academy. Additionally, we would also like to ask permission to utilize district employees as chaperones to monitor students on the fan buses. At a cost to the District to be determined.

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

(Account Code: 15.000.270.0512.101.001.5525)

l. On-Site Immunizations to Uninsured Preschool Children by the City of East Orange, Dept. of Health at the Enrollment Center - (Harvest, Simpson, Aquil)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the City of East Orange, Department of Health to provide free immunization to uninsured preschool children and health promotions at the Enrollment Center, 74 Halsted Street, on Wednesday, May 6, 2015 from 4:00 p.m. - 7:00 p.m. and Saturday, May 9, 2015 from 9:00 a.m - 1:00 p.m. at no cost to the District.

m. Professional Conference - Online Continuing Education Workshops in Speech Pathology - (Aquil, Simpson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the enrollment of two (2) Early Childhood Speech Language Pathologist (Ms. Alexis Bolivar and Ms. Angelique Iriarte), in online, unlimited CEU courses offered through Speech Pathology.com. At a cost of \$198 for two staff members (2 @ \$99 each).

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

(Account Code: 15.20.218.200.329.028.026.9033)

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- n. Department of Veterans Affairs – Voluntary Service Recognition Ceremony – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves sixteen (16) students to attend the Veterans Affairs Voluntary Service Recognition Ceremony on April 15, 2015 at L’Affaire Fine Catering in Mountainside, NJ at a cost of \$3,000 to cover transportation.

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

(Account Code: 15.00.000.270.0518.028.031.5521)

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

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves 2 Out of District Special Education Students Placements at a cost of \$44,743.

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

(Account Codes: 11.000.100.0562.028.031.0000
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- p. Matthew J. Morahan, III: Assessment Center for Athletes – Student – Athlete Workshop and Cardiac and Concussion Screenings – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the partnership between the Matthew J. Morahan, III Health Assessment Center for Athletes at Barnabas Health and the Children’s Hospital of New Jersey at New Jersey at Newark Beth Israel Medical Center to provide an educational workshop on May 19, 2015 and to conduct community screenings on June 9, 2015 for the target audience of student-athletes. Services will be provided at no cost to the District or to the families.

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

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

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with the Department of Veterans Affairs Medical Center to provide vocational training to selected group of Special Needs Students from the East Orange School District for the 2015-2016 school year.

- r. Vocational Training at Daughter’s Israel – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with Daughter’s of Israel to provide vocational training to selected group of Special Needs Students from the East Orange School District for the 2015-2016 school year.

- s. Independent Educational Evaluations – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with Barbara Wilson to complete Educational Evaluations at a rate of \$300 per case during the 2015-2016 school year not to exceed \$15,000.

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

(Account Code: 11.000.219.0390.000.028.031.0000)

- t. Ophthalmologic Evaluations – (Harvest, Santos)

WHEREAS, pursuant to N.J.S.A. 19:44A-20.26 (P.L. 205, c.271, s.2) the Dr. Robert Cunningham has submitted the required Political Contribution Disclosure Form and Stockholder Disclosure Certification, of which they both are on file;

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with Dr. Robert Cunningham to complete Ophthalmologic Evaluations as per parental request for at a cost of \$375 per evaluation for the 2015-2016 school year.

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

(Account Code: 11.000.213.0300.000.028.031.0000)

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- u. Comprehensive Peripheral Hearing, Central Auditory Processing and Speech Evaluations - (Harvest, Santos)

WHEREAS, pursuant to N.J.S.A. 19:44A-20.26 (P.L. 205, c.271, s.2) the Dr. Robert Cunningham has submitted the required Political Contribution Disclosure Form and Stockholder Disclosure Certification, of which they both are on file;

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with Speech and Hearing Associates (Dr. Robert W. Woods) to conduct Comprehensive Peripheral Hearing Evaluations for the students of East Orange School District for the students of East Orange School District for the 2015-2016 school year. The cost of the Comprehensive Peripheral Hearing Evaluation is \$250. The cost of the Central Auditory Evaluation is \$550. Speech Evaluation with a report for the purpose of a second opinion can be conducted for \$550. Speech Therapy/ per session \$85 (30 min.) \$150 (1 hr.), \$150 (1 hour), Language Processing Evaluation with report \$750, AAC Evaluation \$750, Bilingual Evaluation \$600 - 750, Hearing Aid Evaluation with report \$375, unlimited communications with school staff - no charge

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

(Account Code: 11.000.219.0390.000.028.031.0000)

- v. Student Disciplinary Hearings - Remain on Home Instruction - (Harvest, Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the recommendation for student, I.B. to remain on home instruction as a result of the disciplinary hearing.

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

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

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

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the recommendations to place 8 students to the in-district alternative program placement at no cost to the District.

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESy. Psychoeducational Counseling - (Harvest, Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the attendance for licensed Professional Counselor Fayon Witche from Family Connections' Outreach Risk Youth Program (OTARY), to deliver services to students at John L. Costley and Patrick F. Healy Middle School. Ms. Witche will provide two four week psycho-educational groups on anger management and decision making at no cost to the district. Each group will be held once per week.

z. Community Service - (Harvest, Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the attendance of selected students from the Hart Complex and Campus High School to participate in the Alcohol & Drug Abuse Prevention Program Teams (ADAPT) two times per month at no cost to the district. The ADAPT Teams will be under the supervision of Certified Prevention and Health Education Specialists. ADAPT will provide community service hours and projects pertaining to alcohol and drug prevention for students who are referred by the District SAC. Additionally, ADAPT will provide free transportation at a centralized pickup location (to be determined by collaboration will parents and district SAC) and will drop off students at their homes.

aa. Collaboration with Outside Agencies to Support the McKinney-Vento Homeless/Displaced Educational Program - (Harvest, Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the collaboration with Covenant House - NJ and NCC - New Community Corporation (Family Service Bureau), to present group lectures, and individual counseling sessions as needed to the district's identified displaced students. Covent House and NCC trained staff will present life skills lectures for Campus high school students identified as displaced by Ms. Deborah Lipscomb the District Family Consultant - McKinney - Vento Homeless Education Program at no cost to the District.

bb. Enhancing Professional Practice: A Framework for Teaching - (Scott, Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the hiring of Shirley Hall of the Danielson Group professional development to all District Administrators and Teacher Trainers on May 21, 2015 and May 22, 2015 at a cost not to exceed \$5,100.

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

(Account Code: 15.20.271.200.300.028.057.0000)

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- cc. Easy Tech – (Vincent, Moss-Hasan, Champagne, Trono, Lovett, Heaphy, Alsbrook-Davis, Joseph, Shults, Jacob, Jackson, Johnson, Walker, Burton, Stallings, Hamilton, Sturdivant, C. Davis, Webb, DeTufo, Griffin)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the partnership between Learning.com and the East Orange School District to implement site licenses for Banneker, Tyson Elementary, Tyson M/H School, Costley, Warwick, Bowser, Carver, Jackson, Parks, Cochran, Hughes, Louverture, Garvin, Truth, FSA Middle School, Gibson, Wahlstrom, STEM Academy and Houston schools – September 2015 through 2016 at a cost to the District not to exceed \$63,007.50.

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

Account Codes:

15.15.190.100.500.000.138.038.0000	15.15.000.240.500.000.305.005.0000
15.15.190.100.500.000.216.016.0000	15.15.000.222.500.000.314.014.0000
15.15.190.100.500.000.104.001.0000	15.15.190.100.500.000.106.006.0000
15.15.190.100.500.000.112.012.0000	15.15.190.100.500.000.111.011.0000
15.15.190.100.500.000.108.008.0000	15.15.190.100.500.000.129.029.0000
15.15.190.100.500.000.136.036.0000	15.15.190.100.500.000.109.009.0000
15.15.000.000.223.500.310.010.0000	15.15.190.100.500.000.115.015.0000
15.15.190.100.500.000.103.003.0000	15.15.190.100.500.000.107.007.0000
15.15.190.100.500.000.139.039.0000	15.15.190.100.500.000.137.037.0000
15.15.190.100.500.000.102.002.0000	

- dd. Using Web 2.0 in Teaching and Instruction – (Griffin, Salomon, Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Solution Tree to provide online professional development services for District Supervisors on Using 2.0 in Teaching and Instruction at a cost of \$4,000.

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

(Account Code: 15.20.271.200.300.028.057.0000)

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

ee. Institute for Quadrant D. Instructional Excellence – (Griffin, Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Scholastic Achievement Partners to provide professional development services for District Supervisors at a cost of \$18,600.

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

(Account Code: 15.20.271.200.300.028.057.0000)

ff. Assertive Discipline / Classroom Management – (Griffin, Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Solution Tree to provide professional development services for teachers Classroom Management: Assertive Discipline at a cost of \$11,250.

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

(Account Code: 15.20.271.200.300.028.057.0000)

gg. East Orange Unified Marching Band – (Griffin, Colson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves returning the East Orange Unified Marching Band's home base to East Orange Campus High School effective July 1, 2015.

hh. NJPAC Tap Dance and Jazz Residences – (Griffin, Colson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the continuation NJPAC Residences for Tap Dance and Jazz for school year 2015 – 16, Residences will provide specialized instruction for East Orange students 140 classes and preparation for 4 performances for May 2016. Cost to the District: \$16,300.

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

(Account Code: 16.11.000.211.320.000.000.9706)

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

ii. Dance Instruction for Elementary Students - (Griffin, Colson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Sharron Miller's Academy of Performing Arts (SMAPA) providing instruction in al elementary schools with the exception of the arts theme schools, Houston and Tyson. Classes will be scheduled to take place during the 2015-16 school year. Total budget for the Dance Residency is \$82,000. Cost is the District - \$40,000.

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

(Account Code: 16.11.000.221.320.000.000.9706)

jj. NJ Symphony - String Residency - (Griffin, Colson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the NJ Symphony Orchestra providing an artist residency consisting of 50 sessions with string majors at Tyson Elementary, Middle and High Schools during the 2015-2016 school year at a cost to the District of \$7,500.

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

(Account Code: 16.11.000.221.320.000.000.9706)

kk. Exploring Common Core Topics in High School Mathematics - (Griffin, Fraer)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves TI-Inspire to provide professional development services of mathematics during June 2015 at a cost of \$9,000.

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

(Account Code: 15.20.271.200.300.028.057.0000)

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

ll. Teq: Technology Workshops - (Griffin, Salomon, Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Teq to provide professional development services for District Supervisors and teachers during the months of May and June at a cost of \$12,000.

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

(Account Code: 15.20.271.200.300.028.057.0000)

mm. Speakers for Law Classes - (Cahoon)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the East Orange Campus High School Women's History Month Celebration Panel & Discussion event as well as the five speakers who will participate in the discussions with our Law students on dates to be determined by their availability. Speakers will motivate, inspire and encourage positive influence in career selection & planning. The speakers will be:

1. Christine Carr, Director of Data Management
 2. Thomson Reuters
 3. Michael Kline
 4. Judge Fullilove, Chief Judge, East Orange Municipal Court (May 1, 2015 - Law Day)
- At no cost to the District.

nn. Senior Prom - (Cahoon)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the East Orange Campus High School, Class of 2015 Prom (500 students) to be held at the Venetian in Garfield, NJ on June 11, 2015 from 6 p.m. to 11 p.m at no cost to the District.

oo. Junior Prom - (Cahoon)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the East Orange Campus High School, Class of 2016 Junior Prom (300 students) to be held at East Orange Campus Cafeteria on May 8, 2015 at a cost to the District for security of 3 guards @ 6 hours @ rate of \$28.47 per hour totaling \$512.46.

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

(Account Code: 15.15.000.240.110.101.001.9730)

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

pp. Houghton Mifflin Harcourt – Big Ideas Math – Algebra I, II and Geometry Textbook Adoption
- (Griffin, Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the adoption of the Houghton Mifflin Harcourt Big Ideas Algebra I, II and Geometry Math texts, which will support our curriculum aligned to the CCSS at a total cost not to exceed \$95,434.94.

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

(Account Code: TBD)

qq. Exploring Common Core Topics in High School Mathematics - (Griffin, Fraser)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Rutgers University (Common Core State Standards and Assessments in Algebra) to provide professional development services for teachers of mathematics during June 2015 at a cost of \$495 per attendee.

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

(Account Code: 15.20.271.200.300.028.057.0000)

rr. Exploring Common Core Topics in High School Mathematics - (Griffin, Fraser)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Rutgers University (Pre-Calculus and Astronomy: A match Made in the Heavens!) to provide professional development services for teachers of mathematics during April 2015 at a cost of \$195 per attendee.

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

(Account Code: 15.20.271.200.300.028.057.0000)

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- ss. Exploring Common Core Topics in High School Mathematics – (Griffin, Fraser)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Rutgers University (Physics for Math Teachers) to provide professional development services for teachers of mathematics during April 2015 at a cost per attendee.

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

(Account Code: 15.20.271.200.300.028.057.0000)

- tt. Exploring Common Core Topics in High School Mathematics – (Griffin, Fraser)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Rutgers University (Visualizing Fractions) to provide professional development services for teachers of mathematics during April 2015 at a cost of \$195 per attendee.

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

(Account Code: 15.20.271.200.300.028.057.0000)

- uu. Fitness Fun on Wheels – (Walker)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves a visit from a Fun Bus on a date to be determined for Pre-Kindergarten students at no cost to the District.

- vv. Gary L. Vermeire, Consultant (I&RS Training) – (Harvest, Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves hiring Mr. Gary L. Vermeire, Consultant, to provide a one day Intervention & Referral Services (I&RS) professional development workshop outlining the processes and procedures of Intervention and Referral Services (I&RS) on Thursday, April 23, 2015 at the Administrator’s Academy, at a cost of \$750 to the District.

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

(Account Code: 13.11.000.251.330.028.023.4336)

XII. CONSIDERATION OF RESOLUTIONS

APRIL 14, 2015

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

ww. Student Disciplinary Hearing - Return to Campus High School - (Harvest, Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the recommendation of student, A.J., return to Campus High School as a result of a disciplinary hearing.

xx. Student Disciplinary Hearing - Recommendation for In-District Alternative Education Placement - (Harvest, Watson)

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

yy. Harassment, Intimidation and Bullying Monthly Incident Reporting - (Scott, Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, accepts the report of 5 incidents for March 2015 for the NJDOE monthly reporting of HIB.

zz. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets
					SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
1	Mr. F. Goode 88 students 7 staff members 6 parent chaperones Tyson M/H School	Newark, NJ	Marching Band to perform at the NJIT Post Game Playoffs (Educational & Enrichment)	3/23/15	No cost to the district
2	Dr. M. Burton 20 students 10 staff members 2 parent chaperones WE Academy	Trenton, NJ	To visit the NJ State House and NJ State Museum (Educational & Incentive)	4/15/15	\$416.00 Transportation \$416.00 Total 15.11.000.270.517.028.033.9713 (SB)
3	Ms. S. Riley-Lavendar 95 students Entire staff 8 parent chaperones Langston Hughes	Trenton, NJ	To visit the NJ State House and NJ State Museum (Educational)	4/21/15	\$2,080.00 Transportation \$2,080.00 Total 15.15.000.270.512.306.006.5523 (SB)
4	Ms. D. Evans 40 students 4 staff members Tyson M/H School	Bloomfield, NJ	To visit Bloomfield College (Educational)	4/23/15	\$244.40 Transportation \$244.40 Total 15.15.000.270.512.203.003.5523 (SB)
5	Mr. O. Petty 45 students 3 staff members 2 parent chaperones Tyson M/H School	Philadelphia, PA	To attend the Temple University Music Festival (Educational)	4/23/15	\$1,242.80 Transportation \$1,242.80 Total 15.15.000.270.512.203.003.5523 (SB)

XII. CONSIDERATION OF RESOLUTIONS

APRIL 14, 2015

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

zz. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
6	Ms. D. Sares 12 students 2 staff members STEM Academy	Newark, NJ	To visit Saint John's Soup Kitchen (Enrichment)	4/29/15	\$130.00 Substitute Salary \$130.00 Total 15.15.140.100.101.102.002.0000 (SB) (Transportation supplied by district)
7	Mr. J. Field 60 students 6 staff members Louverture	Ewing, NJ	To visit the College of New Jersey (Educational)	5/1/15	\$1,040.00 Transportation \$1,040.00 Total 15.15.000.270.512.310.010.5523 (SB)
8	Ms. A. Muniz 30 students 3 staff members 2 parent chaperones Campus High School	Jackson, NJ	To attend the Six Flags Great Adventure CheerFest Competition (Incentive)	5/2/15	\$1,404.00 Transportation \$1,275.00 Admissions <u>\$ 465.00</u> Meals \$3,144.00 Total 15.15.000.270.512.101.001.5523 (SB) 15.15.190.100.800.101.001.0000 (SB)
9	Ms. N. Morant 30 students 2 staff members Louverture	South Orange, NJ	To visit the South Orange Performing Arts Center (Educational & Enrichment)	5/3/15	No cost to the district (Transportation paid by the Bass Foundation)
10	Ms. M. Brown 41 students 21 staff members 1 parent chaperone Bowser Elementary	West Orange, NJ	To attend the 2015 Elks Friendship Festival at the Turtle Back Zoo (Educational & Enrichment)	5/4/15	\$572.00 Transportation \$572.00 Total 15.15.000.270.512.304.004.5523 (SB)
11	Ms. D. Williams 171 students 15 staff members 16 parent chaperones Louverture	South Orange, NJ	To visit the South Orange Performing Arts Center (Educational & Enrichment)	5/5/15	No cost to the district (Transportation paid by the Bass Foundation)
12	Ms. M. Scipio 25 students 8 staff members FSA High School	Ogdensburg, NJ	To visit the Sterling Mine Museum (Educational)	5/6/15	\$345.00 Admissions \$416.00 Transportation \$761.00 Total 15.11.423.270.512.029.029.5523 (SB) 15.11.423.100.800.029.029.0000 (SB)
13	Ms. A. Nunes 14 students 4 staff members Campus High School	Somerville, NJ	To attend the Dare to Dream Student Leadership Conference at Raritan Valley Community College (Educational)	5/8/15	\$416.00 Transportation \$416.00 Total 15.15.000.270.512.101.001.5523 (SB)

XII. CONSIDERATION OF RESOLUTIONS

APRIL 14, 2015

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

zz. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
14	Mr. V. Stallings 180 students 15 staff members 5 parent chaperones Truth Middle School	Philadelphia, PA	To tour the Franklin Inst. and Mint (Educational & Enrichment)	5/8/15	\$4,503.20 Transportation <u>\$2,530.00</u> Admissions \$7,033.20 Total 15.15.190.100.800.216.016.0000 (SB) 15.15.000.270.512.216.016.5523 (SB)
15	Ms. V. Smith 84 students 8 staff members 8 parent chaperones Langston Hughes	West Orange, NJ	To visit the Turtle Back Zoo (Educational)	5/19/15	\$ 900.00 Admissions <u>\$ 582.40</u> Transportation \$1,482.40 Total 15.15.000.270.512.306.006.5523 (SB)
16	Mr. D. Phillips 17 students 2 staff members Louverture	Newark, NJ	To attend performance of the Universal Soul Circus (Educational)	5/21/15	<u>\$208.00</u> Transportation \$208.00 Total 15.15.000.270.512.310.010.5523 (SB)
17	Dr. M. Burton 20 students 10 staff members 2 parent chaperones We Academy	East Orange, NJ	To visit the Quality Dental School of Technology (Educational & Incentive)	5/26/15	No cost to the district
18	Ms. C. Battle 25 students 2 staff members 23 parent chaperones Truth Middle School	Oxford, NJ	To visit the Prequest Trout Hatchery and NREC (Educational)	5/27/15	<u>\$494.00</u> Transportation \$494.00 Total 15.15.000.270.512.216.016.5523 (SB)
19	Mr. O. Petty 48 students 3 staff members 2 parent chaperones Tyson M/H School	Allentown, PA	Honors Band to travel to the Dorney Park Music Festival (Educational)	5/27/15	<u>\$1,248.00</u> Transportation \$1,248.00 Total 15.15.000.270.512.203.003.5523 (SB)
20	Ms. C. Angione 630 students Entire staff Langston Hughes	East Orange, NJ	To participate in Field Day activities at Elmwood Park (Enrichment)	5/28/15	No cost to the district
21	Ms. C. Powell 10 students 2 staff members FSA High School	Newark, NJ	To attend program "A Day in the Life of Forensic Science" at Rutgers University Newark Campus (Educational)	5/28/15	No cost to the district
22	Ms. C. Battle 25 students 2 staff members 23 parent chaperones Truth Middle School	Oxford, NJ	To visit the Prequest Trout Hatchery and NREC (Educational)	5/28/15	<u>\$494.00</u> Transportation \$494.00 Total 15.15.000.270.512.216.016.5523 (SB)

XII. CONSIDERATION OF RESOLUTIONS

APRIL 14, 2015

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

zz. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
23	Ms. Lofton-Simpson 1200 students 150 staff members 150 parent chaperones Early Childhood	West Orange, NJ	To visit the Turtle Back Zoo (Educational & Enrichment)	5/29/15	\$11,850.00 Admissions \$13,910.00 Transportation <u>\$ 5,485.00</u> Supplies \$31,245.00 Total 15.20.218.100.500.028.026.9019 (GB) 15.20.218.200.516.028.026.9019 (GB) 15.20.218.200.600.028.026.9040 (GB)
24	Ms. Currie 46 students 4 staff members Louverture	Fort Hancock, NJ	To visit the Marine Science Consortium (Educational)	6/1/15	\$416.00 Transportations <u>\$450.00</u> Admissions \$866.00 Total 15.15.000.270.512.310.010.5523 (SB) 15.15.190.100.800.310.010.0000 (SB)
25	Ms. S. Arlett 156 students 30 staff members Wahlstrom Academy	Newark, NJ	To visit the Branch-Brook Park Roller Skating Rink (Educational)	6/1/15	\$ 624.00 Transportation <u>\$ 936.00</u> Admissions \$1,560.00 Total 15.20.218.100.500.339.026.9019 (GB) 15.20.218.200.516.339.026.9019 (GB)
26	Ms. S. Roman 30 students 2 staff members 4 parent chaperones Louverture	Florham Park, NJ	To visit Imagine That (Educational)	6/2/15	\$260.00 Transportation <u>\$336.00</u> Admissions \$596.00 Total 15.20.218.200.516.310.026.9019 (GB) 15.20.218.100.500.310.026.9019 (GB)
27	Ms. Weldon 44 students 3 staff members 2 parent chaperones Louverture	Fort Hancock, NJ	To visit the Marine Science Consortium (Educational)	6/2/15	\$416.00 Transportation <u>\$450.00</u> Admissions \$866.00 Total 15.15.190.100.800.310.010.0000 (SB) 15.15.000.270.512.310.010.5523 (SB)
28	Ms. Harper-Cabbell 20 students 3 staff members 2 parent chaperones Campus High School	Newark, NJ	To attend the Annual Teen Parent Summit at Newark Rutgers Campus Student Center (Educational)	6/3/15	<u>\$286.00</u> Transportation \$286.00 Total 15.15.000.270.512.101.001.5523 (SB)
29	Ms. J. King 13 students 6 staff members 1 parent chaperone Louverture	Parsippany, NJ	To visit the Native Lands (Educational)	6/3/15	<u>\$554.00</u> Transportation \$554.00 Total 15.15.000.270.512.310.010.5523 (SB)
30	Ms. S. Hill 140 students 5 staff members 8 parent chaperones Louverture	Secaucus, NJ	To visit the Field Station Dinosaur (Educational)	6/4/15	\$1,092.00 Transportation <u>\$2,705.00</u> Admissions \$3,797.00 Total 15.15.000.270.512.310.010.5523 (SB) 15.15.190.100.800.310.010.0000 (SB)

XII. CONSIDERATION OF RESOLUTIONS

APRIL 14, 2015

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

zz. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
31	Ms. F. Moody 90 students 10 staff members 9 parent chaperones Tyson M/H School	Jackson, NJ	To visit Six Flags Great Adventure for the 2015 Sr. Grad. Night (Incentive & Rewards)	6/5/15	No cost to the district
32	Ms. A. Farese 85 students 7 staff members 5 parent chaperones Langston Hughes	New York, NY	To visit the American Museum of Natural History (Educational)	6/9/15	\$1,820.00 Transportation <u>\$1,164.00</u> Admissions \$2,984.00 Total 15.15.190.100.800.306.006.0000 (SB) 15.15.000.270.512.306.006.5523 (SB)
33	Mr. Martos 302 students 20 staff members 10 parent chaperones Bowser Elementary	Sparta, NJ	To visit Tomahawk Lake (Educational & Enrichment)	6/10/15	\$4,014.40 Transportation <u>\$5,250.00</u> Admissions \$9,264.40 Total 15.15.000.270.512.304.004.5523 (SB) 15.15.190.100.800.304.004.0000 (SB)
34	Ms. Atkinson-Johnson 20 students 10 staff members 2 parent chaperones WE Academy	Roseland, NJ	To visit the Essex County Environmental Center (Educational)	6/11/15	<u>\$312.00</u> Transportation \$312.00 Total 15.11.000.270.517.028.033.9713 (SB)
35	Ms. Gordon-Cartier 10 students 1 staff member 2 parent chaperones Tyson M/H School	Parsippany, NJ	To attend the Somerset Folk Harp Festival at the Parsippany Hilton (Educational)	7/23/15 thru 7/26/15	<u>\$8,190.00</u> All inclusive \$8,190.00 Total 15.11.000.221.890.000.000.9706 (AB)
36	Ms. T. Grant Ms. Kelly 16 students 1 staff member Tyson M/H School	Newark, NJ	To attend Black Girls Rock Performance at NJPAC	3/28/15	\$312.00 Transportation \$312.00 Total 15.15.000.270.512.203.003.5523 (SB)
37	Mr. F. Goode 85 students 4 staff members 7 parent chaperones	Newark, NJ	Marching Band to perform at the NJIT Div. I Playoff Game	3/28/15	No cost to the District
38	Mr. D. Johnson Ms. D. Williams 25 students Louverture	West Orange, NJ	To tape the Close Up NJEA Television Show	5/7/15	No cost to the District

XII. CONSIDERATION OF RESOLUTIONS

APRIL 14, 2015

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

zz. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
DATE/CHANGES TO FIELD TRIPS					
1	Ms. S. Greeley 63 students 12 staff members 7 parent chaperones Garvin School	Montville, NJ	To visit Kidnetic (Educational)	3/6/15	This field trip was approved at the 2/10/15 Board meeting. This trip was originally scheduled for 2/17/15 and due to a snowstorm that occurred the trip has been rescheduled.
2	Ms. C. Jones 10 students 1 staff member 1 parent chaperone Houston Academy	Bloomfield, NJ	To visit Bloomfield MS to compete in the Oral Forensic Tournament (Enrichment)	5/20/15	This field trip was approved at the 1/13/15 Board meeting. This trip was originally scheduled for 5/18/15 and due to a date conflict the trip has been rescheduled.
F/T Board Agenda 4/14/15					

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

a. Retirements

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

1. Ms. Vivian Alston – Elementary Teacher – Bowser Elementary School
Effective July 1, 2015 (28 years, 6 months of service)
(15.120.100.0101.000.304.004.0000)
2. Ms. Gwendolyn Barnes – Teacher of English – East Orange Campus High School
Effective July 1, 2015 (12 years, 5 months of service)
(15.140.100.0101.000.101.001.0000)
3. Ms. Dolores Burroughs – Secretary (Head) – Houston Academy
Effective January 1, 2016 (15 years, 3 months of service)
(15.000.240.0105.000.307.007.0000)
4. Mr. Kenneth Carter – Custodian – Bowser Elementary School
Effective September 1, 2015 (21 years, 6 months of service)
(11.000.262.0100.000.000.000.0000)
5. Ms. Viola Carty – School Counselor – Langston Hughes School
Effective July 1, 2015 (25 years of service)
(15.000.218.0104.000.306.006.0000)
6. Ms. Helen Chiles – School Counselor – Houston Academy
Effective January 1, 2016 (25 years, 2 months of service)
(15.000.218.0104.000.307.007.0000)
7. Ms. Anita Cowles – Elementary Teacher – Jackson Academy
Effective July 1, 2015 (30 years of service)
(15.120.100.0101.000.314.014.0000)
8. Ms. Hannah Marcus – School Social Worker – Gibson Academy
Effective July 1, 2015 (10 years of service)
(15.000.211.0100.337.037.000.0000 – 60.0000%)
(15.000.211.0100.339.039.000.0000 – 40.0000%)
9. Ms. Donna Melvin – Supervisor of Accounts Payable – Division of Business Services
Effective September 1, 2015 (25 years, 7 months of service)
(11.000.251.0100.000.000.000.0000)
10. Ms. Catherine Mutura – Co-Teacher – Tyson Elementary
Effective July 1, 2015 (15 years, 2 months of service)
(15.120.100.0101.000.312.012.0000)
11. Ms. Ronald Newman – Teacher Assistant for Special Education (LD) – Houston Academy
Effective January 1, 2016 (9 years, 4 months of service)
(15.204.100.0106.000.307.007.0000)
12. Ms. Marsail Sultan – Teacher of Mathematics – East Orange Campus High School
Effective July 1, 2015 (13 years, 8 months of service)
(15.140.100.0101.000.101.001.0000)

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

b. Resignation

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

1. Mr. Eric Williams – Custodian – Costley Middle School
Effective April 11, 2015 (relocating) (2 years, 6 months of service)
(11.000.262.0100.000.000.0000)

c. 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. Andrea Brown – Lunch Period Supervisory Aide – Jackson Academy
Effective March 26, 2015 (abandoned position)
(11.000.262.0100.000.000.0000)

d. Rescission of Appointment

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

1. Mr. Gemar Mills – Principal (12-mth) – Location TBD
Appointment was approved at the March 10, 2015 Board Meeting
(00.000.000.0000.000.000.0000)

e. 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. Muriame Albert – Teacher Assistant for Special Ed (ICS) – Tyson 6-12
Family Act LOA Effective February 9, 2015 to February 27, 2015
(15.213.100.0106.000.203.003.0000)
2. Ms. Toni Auerbach – Teacher of Elementary – Garvin School
Family Act LOA (Intermittent) Effective March 9, 2015 to June 30, 2015 (NTE 10 days)
(15.120.100.0101.000.308.008.0000)
3. Mr. Howard Baynard – Custodian (Head) – Garvin School
Family Act LOA Effective February 18, 2015 to May 18, 2015
Health LOA Effective May 18, 2015 to June 30, 2015
(11.000.262.0100.000.000.000.0000)
4. Ms. Crystal Beals-Hunter – Secretary – Division of Operations
Family Act LOA Effective March 25, 2015 to March 31, 2015
(11.000.211.0100.000.000.000.0000)
5. Ms. Eugene Callender – School Nurse – Wahlstrom Academy
Family Act LOA Effective March 2, 2015 to March 11, 2015
(15.000.213.0100.000.339.039.0000 – 70.0000%)
(20.218.200.0104.000.028.026.9027 – 30.0000%)

A. SUPERINTENDENT OF SCHOOLS2. HUMAN RESOURCE SERVICESe. Leaves of Absence (cont'd)

6. Ms. Julia Ciccarelli – Teacher of the Handicapped (AUT) – Garvin School
Family Act LOA Effective February 26, 2015 to May 22, 2015
(15.214.100.0101.000.308.008.0000)
7. Ms. Shari Clarke – Teacher of Art – Bowser Elementary School
Family Act LOA Effective April 13, 2015 to May 25, 2015
Health LOA Effective May 26, 2015 to June 30, 2015
(15.120.100.0101.000.304.004.0000 – 88.0000%)
(20.218.100.0101.000.028.026.9011 – 12.0000%)
8. Ms. Bahiya Cleveland – Teacher Assistant for Special Ed (BD) – Costley Middle School
Health LOA Effective March 16, 2015 to April 14, 2015
(15.209.100.0106.000.215.015.0000)
9. Ms. Francine Coco – Clerk Typist – East Orange STEM Academy High School
Family Act LOA (Intermittent) Effective March 16, 2015 to June 30, 2015 (NTE 10 days)
Family Act LOA (Intermittent) Effective July 1, 2015 to June 30, 2016 (NTE 15 days)
(15.000.221.0105.000.102.002.0000)
10. Mr. Joseph Coladarci, III – Teacher of Health/Physical Education – Houston Academy
Military LOA Effective February 17, 2015 to March 6, 2015
(15.120.100.0101.000.307.007.0000 – 50.0000%)
(15.130.100.0101.000.307.007.0000 – 50.0000%)
11. Mr. Jeffrey Coulthurst – Security Guard – East Orange STEM Academy High School
Family Act LOA Effective February 23, 2015 to March 10, 2015
(15.000.266.0100.000.102.002.0000)
12. Ms. Brenda Crawley – Teacher of Elementary – Garvin School
Family Act LOA Effective March 12, 2015 to March 25, 2015
Family Act LOA (Intermittent) Effective April 14, 2015 to June 30, 2015 (NTE 5 days)
(15.120.100.0101.000.308.008.0000)
13. Ms. Donna Dangler – Teacher of Music (Voc) – Houston Academy
Family Act LOA Effective March 9, 2015 to May 15, 2015
(15.120.100.0101.000.307.007.0000 – 95.8300%)
(20.218.100.0101.000.028.026.9011 – 4.1700%)
14. Ms. Rebecca DeAngelo – Teacher of Elementary – Cochran Academy
Family Act LOA Effective September 1, 2015 to December 1, 2015
Child Rearing LOA Effective December 2, 2015 to December 23, 2015
(15.120.100.0101.000.338.038.0000)
15. Dr. Nicholas DelTufo – Principal – East Orange STEM Academy High School
Family Act LOA Effective March 17, 2015 to April 17, 2015
(15.000.240.0103.000.102.002.0000)
16. Mr. Wendell Doughty – Plumber – Division of Maintenance Services
Family Act LOA Effective March 6, 2015 to a date TBD (NTE 06/06/15)
(11.000.261.0100.000.000.000.0000)
17. Ms. Betty Elam – Teacher Assistant for Special Ed (LD) – Langston Hughes School
Family Act LOA Effective September 1, 2015 to December 1, 2015
(15.204.100.0106.000.306.006.0000)

A. SUPERINTENDENT OF SCHOOLS2. HUMAN RESOURCE SERVICESe. Leaves of Absence (cont'd)

18. Ms. Michelle Giles-Honore – School Nurse – Langston Hughes School
Family Act LOA (Intermittent) Effective March 16, 2015 to June 30, 2015 (NTE 15 days)
(15.000.213.0100.000.306.006.0000 – 87.0000%)
(20.218.200.0104.000.028.026.9027 – 13.0000%)
19. Mr. John Giotta – Teacher of Grades 6-8 (LA) – Truth Middle School
Family Act LOA Effective June 9, 2015 to June 25, 2015
(15.130.100.0101.000.216.016.0000)
20. Ms. Joanne Gregory – Teacher (Inclusion) – Garvin School
Family Act LOA Effective March 12, 2015 to March 23, 2015
(15.120.100.0101.000.308.008.0000)
21. Ms. Janet Hemingway – Teacher Assistant for Pre-Kindergarten – Parks Academy
Family Act LOA Effective February 11, 2015 to February 24, 2015
(20.218.100.0106.000.028.026.9013)
22. Dr. Elsie Hewlett-Thomas – Teacher of French – Tyson 6-12
Family Act LOA Effective March 23, 2015 to a date TBD (NTE 06/30/15)
(15.140.100.0101.000.203.003.0000)
23. Ms. Nikaya Hinnant – Teacher Assistant for Special Ed (PSD) – Gibson Academy
Family Act LOA Effective April 27, 2015 to June 30, 2015
(15.216.100.0106.000.337.037.0000)
24. Mr. Martin Hubany – Co-Teacher – Costley Middle School
Family Act LOA Effective March 6, 2015 to March 17, 2015
(15.130.100.0101.000.215.015.0000)
25. Mr. Simeon Ibeh – Teacher of Grades 6-8 (Sci) – Fresh Start Academy Middle School
Health LOA Effective April 16, 2015 to June 30, 2015
(11.423.100.0101.000.029.029.0000 – 50.0000%)
(11.423.100.0101.000.145.045.0000 – 50.0000%)
26. Ms. Elizabeth Kelly – Assistant Principal – Bowser Elementary School
Family Act LOA Effective March 6, 2015 to a date TBD (NTE 06/05/15)
(15.000.240.0103.000.304.004.0000)
27. Ms. Emily Konopinski – Teacher of Art – Tyson Elementary
Family Act LOA (Intermittent) Effective March 3, 2015 to June 12, 2015 (NTE 10 days)
Family Act LOA Effective June 15, 2015 to June 30, 2015
(15.120.100.0101.000.312.012.0000 – 79.1700%)
(20.218.100.0101.000.028.026.9011 – 20.8300%)
28. Ms. Alison Korf – Teacher of Kindergarten – Langston Hughes School
Family Act LOA Effective September 1, 2015 to December 1, 2015
Child Rearing LOA Effective December 2, 2015 to February 29, 2016
(15.110.100.0101.000.306.006.9704)
29. Ms. Ingrid Layne – Teacher of the Handicapped (LD) – Jackson Academy
Family Act LOA (Intermittent) Effective February 23, 2015 to June 30, 2015 (NTE 10 days)
(15.204.100.0101.000.314.014.0000)

A. SUPERINTENDENT OF SCHOOLS2. HUMAN RESOURCE SERVICESe. Leaves of Absence (cont'd)

30. Ms. Julie Leszczynski - Teacher of Kindergarten - Wahlstrom Academy
Pregnancy LOA Effective September 1, 2015 to a date TBD
(15.110.100.0101.000.339.039.9704)
31. Ms. Fabrese Logan - Teacher of Elementary - Parks Academy
Family Act LOA Effective February 2, 2015 to February 20, 2015
(15.120.100.0101.000.311.011.0000)
32. Ms. Ana Lopez - School Psychologist - Houston Academy
Family Act LOA Effective April 15, 2015 to a date TBD (NTE 06/30/15)
(11.000.219.0104.000.028.031.0000)
33. Ms. Bonna Marques - Teacher Tutor - Parks Academy
Family Act LOA Effective March 17, 2015 to March 31, 2015
(15.120.100.0101.000.311.011.0000)
34. Ms. Kenya Matthews-Liggins - Teacher of the Handicapped (BD) - Langston Hughes School
Family Act LOA Effective March 2, 2015 to April 27, 2015
(15.209.100.0101.000.306.006.0000)
35. Dr. Ronald McKay - Teacher of the Handicapped (MCI) - Bowser Elementary School
Family Act LOA Effective February 25, 2015 to May 4, 2015
Health LOA Effective May 5, 2015 to June 30, 2015
(15.201.100.0101.000.304.004.0000)
36. Ms. Vivian McLaughlin - Secretary (Head) - Cochran Academy
Family Act LOA (Intermittent) Effective March 2, 2015 to June 30, 2015 (NTE 5 days)
(15.000.240.0105.000.338.038.0000)
37. Ms. Alicia Messina-Egan - Teacher of the Handicapped (AUT) - Bowser Elementary School
Family Act LOA (Intermittent) Effective October 10, 2013 to June 11, 2014 (NTE 18 days)
(15.214.100.0101.000.304.004.0000)
38. Ms. Linda Morton Clayton - Teacher Aide for Special Education (MCI) - Truth Middle School
Family Act LOA Effective January 5, 2015 to March 31, 2015
(15.201.100.0106.000.216.016.0000)
39. Ms. Karel Murphy - Teacher of Elementary - Parks Academy
Family Act LOA Effective September 15, 2014 to December 15, 2014
Health LOA Effective December 16, 2014 to March 27, 2015
(15.120.100.0101.000.311.011.0000)
40. Ms. Allison Nunes - Teacher of the Handicapped (MCI) - Campus High
Family Act LOA (Intermittent) Effective February 9, 2015 to June 30, 2015 (NTE 5 days)
(15.201.100.0101.000.101.001.0000)
41. Ms. Gayle Paris - Data Entry Clerk - Division of Operations
Family Act LOA (Intermittent) Effective March 9, 2015 to June 30, 2015 (NTE 15 days)
(11.000.251.0100.000.000.000.0000)
42. Ms. Heather Pedersen - Teacher of English - Tyson 6-12
Family Act LOA Effective March 23, 2015 to March 27, 2015
Family Act LOA (Intermittent) Effective April 15, 2015 to June 30, 2015 (NTE 5 days)
(15.140.100.0101.000.203.003.0000)

A. SUPERINTENDENT OF SCHOOLS2. HUMAN RESOURCE SERVICESe. Leaves of Absence (cont'd)

43. Ms. Kyle Sales – Teacher Assistant for Special Ed (1:1) – Carver Institute
Family Act LOA Effective March 23, 2015 to a date TBD (NTE 06/23/15)
(11.000.217.0100.000.000.0000)
44. Ms. Michelle Salmon – Custodian (Night) – Houston Academy
Family Act LOA Effective March 11, 2015 to March 20, 2015
(11.000.262.0100.000.000.0000)
45. Ms. Katherine Saunders Glover – Secretary (Head) – Wahlstrom Academy
Family Act LOA Effective March 16, 2015 to March 20, 2015
(15.000.240.0105.000.339.039.0000 – 70.0000%)
(15.000.211.0100.000.339.039.0000 – 30.0000%)
46. Ms. Victoria Sirleaf – Teacher of Grades 6-8 (Mth) – Costley Middle School
Family Act LOA Effective March 3, 2015 to March 20, 2015
(15.130.100.0101.000.215.015.0000)
47. Ms. Alexis Smith – Teacher of Health/Physical Education – Campus High
Family Act LOA Effective February 26, 2015 to a date TBD (NTE 05/26/15)
(15.140.100.0101.000.101.001.0000)
48. Ms. Lakesha Smith – Teacher Aide for Special Education (AUT) – Garvin School
Family Act LOA Effective March 16, 2015 to March 20, 2015
(15.214.100.0106.000.308.008.0000)
49. Ms. Anita Sooklall-Mohan – Teacher Assistant for Kindergarten – Wahlstrom Academy
Family Act LOA Effective March 11, 2015 to March 16, 2015
(15.190.100.0106.000.339.039.9704)
50. Ms. Alicia Starnes – Teacher Assistant for Special Ed (1:1) – Tyson 6-12
Family Act LOA (Intermittent) Effective February 2, 2015 to June 30, 2015 (NTE 10 days)
(11.000.217.0100.000.000.000.0000)
51. Ms. Brandi Strickland – Teacher of Elementary – Ecolè Toussaint Louverture
Family Act LOA Effective May 4, 2015 to June 30, 2015
(15.120.100.0101.000.310.010.0000)
52. Ms. Renee Strobert – Teacher of Pre-Kindergarten – Gibson Academy
Family Act LOA Effective February 23, 2015 to May 23, 2015
Health LOA Effective May 24, 2015 to June 30, 2015
(20.218.100.0101.000.028.026.9010)
53. Mr. Derek Strong – Teacher of Health/Physical Education – Truth Middle School
Educational LOA Effective March 16, 2015 to March 27, 2015
(15.130.100.0101.000.215.015.0000 – 30.0000%)
(15.130.100.0101.000.216.016.0000 – 40.0000%)
(15.130.100.0101.000.217.017.0000 – 30.0000%)
54. Ms. Zakiyya Sutton – Teacher Assistant for Special Ed (ICS) – Langston Hughes School
Family Act LOA Effective March 9, 2015 to March 18, 2015
(15.213.100.0106.000.306.006.0000)

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

e. Leaves of Absence (cont'd)

- 55. Ms. Deborah Talley – Security Monitor – Houston Academy
Family Act LOA Effective February 20, 2015 to March 16, 2015
(15.000.266.0100.000.307.007.0000)
- 56. Dr. Courtne Thomas – Teacher of Grades 6-8 (LA) – Truth Middle School
Family Act LOA (Intermittent) Effective April 15, 2015 to June 30, 2015 (NTE 10 days)
(15.130.100.0101.000.216.016.0000)
- 57. Ms. Karen Thomas – Teacher of Elementary – Langston Hughes School
Family Act LOA Effective February 18, 2015 to February 27, 2015
(15.120.100.0101.000.306.006.0000)
- 58. Mr. Gary Treffinger – Teacher of English – Tyson 6-12
Family Act LOA Effective March 18, 2015 to March 27, 2015
(15.140.100.0101.000.203.003.0000)
- 59. Ms. Julissa Urena – Secretary (Head) – Costley Middle School
Family Act LOA (Intermittent) Effective March 2, 2015 to March 27, 2015 (NTE 3 days)
Family Act LOA Effective March 30, 2015 to April 30, 2015
(15.000.240.0105.000.215.015.0000)
- 60. Ms. Catrina Wade – Teacher Tutor – Houston Academy
Health LOA (without pay) Effective February 25, 2015 to April 1, 2015
(15.120.100.0101.000.307.007.0000)
- 61. Ms. India Watson – Security Guard – Department of Security
Family Act LOA Effective February 24, 2015 to March 6, 2015
(11.000.266.0100.000.000.000.0000)
- 62. Ms. Cynthia Wilson Bradshaw – Secretary – Department of Special Education
Family Act LOA Effective April 6, 2015 to June 30, 2015
(11.000.219.0105.000.000.000.0000)

f. Transfers

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the transfer listed in HUMAN RESOURCE SERVICES SCHEDULE 2.f.”

g. Reclassifications

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the transfer listed in HUMAN RESOURCE SERVICES SCHEDULE 2.g.”

h. 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. Guerdy Baguidy – Guidance Counselor – Tyson Elementary
(Original Hire Date: May 4, 2015)
From: Level 4/BA Step 1 \$51,873.00 p/a
To: Level 6/MA+32 Step 1 \$65,873.00 p/a
Effective May 4, 2015 to June 30, 2015 (higher training level)
(15.000.218.0104.000.312.012.0000)

A. SUPERINTENDENT OF SCHOOLS2. HUMAN RESOURCE SERVICESh. Salary Adjustments (cont'd)

2. Ms. Michayne Campbell - Teacher of Elementary - Carver Institute
(Original Hire Date: September 1, 2012)
From: Level 4/BA Step 1 \$51,873.00 p/a
To: Level 5/MA Step 1 \$57,573.00 p/a
Effective February 1, 2015 to June 30, 2015
(higher training level)
(15.120.100.0101.000.305.005.0000)
3. Ms. Lori Clerkin - Media Specialist - Carver Institute
(Original Hire Date: March 21, 1990)
From: Level 5½/MA+15 Step 16 \$97,002.00 p/a + \$1,250 Longevity
To: Level 5½/MA+15 Step 16 \$97,002.00 p/a + \$1,500 Longevity
Effective March 23, 2015 to June 30, 2015
(25 years longevity stipend)
(15.000.222.0100.000.305.005.0000)
4. Mr. Attilio Commisso - Maintenance Mechanic - Division of Maintenance Services
(Original Hire Date: February 9, 2015)
From: Step 1 \$47,850.00 p/a
To: Step 7 \$49,027.00 p/a
Effective February 9, 2015 to June 30, 2015
(verified prior experience)
(11.000.261.0100.000.000.000.0000)
5. Mr. Anthony Damico - Per Diem Substitute Teacher - Substitute Department
(Original Hire Date: March 12, 2015)
From: \$ 75.00 p/d
To: \$130.00 p/d
Effective March 12, 2015 to June 30, 2015
(higher training level)
(11.120.100.0101.000.000.000.0000)
6. Ms. Maha Elfaki - Per Diem Substitute Teacher - Substitute Department
(Original Hire Date: March 23, 2015)
From: \$ 75.00 p/d
To: \$130.00 p/d
Effective March 23, 2015 to June 30, 2015
(higher training level)
(11.120.100.0101.000.000.000.0000)
7. Mr. Brandon Estrick - Teacher Assistant - WE Academy
(Original Hire Date: March 12, 2015)
From: Step 1 \$26,007.00 p/a
To: Step 3 \$26,557.00 p/a
Effective March 12, 2015 to June 30, 2015
(higher training level)
(11.423.100.0106.000.144.044.0000)
8. Mr. Derrick Gibbs - Teacher Assistant for Special Education (ICS) - Tyson 6-12
(Original Hire Date: March 23, 2015)
From: Step 1 \$26,007.00 p/a
To: Step 3 \$26,557.00 p/a
Effective March 23, 2015 to June 30, 2015 (higher training level)
(15.213.100.0106.000.203.003.0000)

A. SUPERINTENDENT OF SCHOOLS2. HUMAN RESOURCE SERVICESh. Salary Adjustments (cont'd)

9. Ms. Tanzania Guyton – School Nurse – Parks Academy
(Original Hire Date: March 16, 2015)
From: Level 4/BA Step 1 \$51,873.00 p/a
To: Level 5/BA Step 15 \$92,990.00 p/a
Effective March 16, 2015 to June 30, 2015
(higher training level & verified prior experience)
(15.000.213.0100.000.311.011.0000)
10. Mr. Terrence Knox – Teacher of Technology – Langston Hughes School
(Original Hire Date: April 13, 2015)
From: Level 4/BA Step 1 \$51,873.00 p/a
To: Level 4/BA Step 3½ \$53,673.00 p/a
Effective April 13, 2015 to June 30, 2015
(verified prior experience)
(15.120.100.0101.000.306.006.0000)
11. Ms. Oluremi Kojo – Teacher of Kindergarten – Warwick Institute
(Original Hire Date: March 2, 2000)
From: Level 4/BA Step 12½ \$70,203.00 p/a
To: Level 4/BA Step 12½ \$70,203.00 p/a + \$750 Longevity
Effective March 1, 2015 to June 30, 2015
(15 years longevity stipend)
(15.110.100.0101.000.309.009.0000)
12. Ms. Carolyn Lofton-Simpson – Co-Acting Supervisor of Early Childhood – Early Childhood
(Original Hire Date: September 1, 1986)
From: Step 1 \$110,038.00 p/a + \$1,500 Longevity
To: Level 6/MA+32 Step 16 \$103,265.00 p/a + \$1,500 Longevity
Effective February 9, 2015 to June 30, 2015
(correction of error)
(20.218.200.0102.000.028.026.9023)
13. Mr. Luis Martos – Teacher of Elementary – Bowser Elementary School
(Original Hire Date: March 8, 1995)
From: Level 5/BA Step 16 \$95,420.00 p/a + \$ 750 Longevity
To: Level 5/MA Step 16 \$95,420.00 p/a + \$1,250 Longevity
Effective March 9, 2015 to June 30, 2015
(20 years longevity stipend)
(15.120.100.0101.000.304.004.0000)
14. Ms. Sharon Osorio – Mathematics Coach – Ecolè Toussaint Louverture
(Original Hire Date: September 1, 2006)
From: Level 5½/MA+15 Step 7 \$62,573.00 p/a
To: Level 6 /MA+32 Step 7 \$69,473.00 p/a
Effective September 1, 2015 to June 30, 2016
(higher training level)
(15.000.221.0104.000.310.010.0000)

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

h. Salary Adjustments (cont'd)

- 15. Mr. Paul Reid - Custodian (Night) - Banneker Academy
(Original Hire Date: December 6, 2010)
From: Step 1 \$28,143.00 p/a
To: Step 1 \$28,143.00 p/a + \$910 Differential
Effective December 6, 2010 to June 30, 2011
(correction of error)
&
From: Step 1 \$28,565.00 p/a
To: Step 1 \$28,565.00 p/a + \$910 Differential
Effective July 1, 2011 to June 30, 2012
(correction of error)
&
From: Step 1 \$28,851.00 p/a
To: Step 1 \$28,851.00 p/a + \$910 Differential
Effective July 1, 2012 to June 30, 2013
(correction of error)
&
From: Step 1 \$29,139.00 p/a
To: Step 1 \$29,139.00 p/a + \$910 Differential
Effective July 1, 2013 to June 30, 2014
(correction of error)
&
From: Step 1 \$29,139.00 p/a
To: Step 1 \$29,139.00 p/a + \$910 Differential
Effective July 1, 2014 to June 30, 2015
(correction of error)
(11.000.262.0100.000.000.0000)

- 16. Ms. Sonia Rivera - Teacher of the Handicapped (ICS) - Tyson 6-12
(Original Hire Date: April 15, 2015)
From: Level 4/BA Step 1 \$51,873.00 p/a
To: Level 4/BA Step 10 \$59,723.00 p/a
Effective April 15, 2015 to June 30, 2015
(verified prior experience)
(15.213.100.0101.000.203.003.0000)

i. Staff Appointments

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2014-15 staff appointments listed in HUMAN RESOURCE SERVICES SCHEDULE 2.i."

j. Extra-curricular and Co-curricular Appointments - Various Locations- 2014-2015 School Year

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 HUMAN RESOURCE SERVICES SCHEDULE 2.j for the 2014-2015 school year."

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

k. Attendance Incentive Bonus – Various Locations – 2013-14 School Year

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2013-14 school year attendance incentive bonus for the employee at various locations listed in HUMAN RESOURCE SERVICES SCHEDULE 2.k.”

l. Miscellaneous Teaching Supply Payments – Various Locations –2014-15 School Year

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2014-15 school year miscellaneous teaching supply payments (\$54.50) for teachers at the various locations listed in HUMAN RESOURCE SERVICES SCHEDULE 2.l.”

m. Creation of Position and Job Description

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the creation of the following position and job description effective April 14, 2015 listed in HUMAN RESOURCE SERVICES SCHEDULE 2.m.”

East Orange Campus High School Security Coordinator

n. Suspensions

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

GC – Effective March 30, 2015 (without pay) LS – Effective April 7, 2015 (with pay)

o. Granting of Request for Extended Sick Leave

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the granting of extended sick leave for the number of days indicated (at full pay, minus substitute pay) to the staff member listed below:”

AB – 5 days SC – 10 days DD – 5 days
KS – 10 days VS – 5 days

p. Denial of Request for Extended Sick Leave

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, deny the granting of extended sick leave to the staff member/s listed below:”

NAA NH AT

A. SUPERINTENDENT OF SCHOOLS2. HUMAN RESOURCE SERVICESq. Agenda Changes/Corrections

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

1. Ms. Cassandra Acloque – Teacher Assistant – Warwick Institute
Change in Family Act LOA Effective Dates
From: April 13, 2015 to June 30, 2015
To: March 30, 2015 to June 30, 2015
2. Ms. Ashley Elio – Teacher of Elementary – Parks Academy
Change in Child Rearing LOA Effective Dates
From: December 2, 2014 to March 31, 2015
To: December 2, 2014 to April 10, 2015
3. Mr. John Ford – School Disciplinarian – East Orange STEM Academy High School
Change in Family Act LOA Effective Dates
From: February 4, 2015 to March 16, 2015
To: February 4, 2015 to March 20, 2015
4. Mr. Salahudin Gray – Security Guard – Campus High
Change in LOA Type and Effective Dates
From: Family Act LOA Effective December 13, 2014 to June 30, 2015
To: Health LOA Effective December 13, 2014 to March 31, 2015
5. Dr. Elsie Hewlett-Thomas – Teacher of French – Tyson 6-12
Change in Family Act LOA (Intermittent) Effective Dates and Days
From: September 1, 2014 to June 30, 2015 (NTE 15 days)
To: September 1, 2014 to March 20, 2015 (NTE 6.5 days)
6. Mr. Keith Hinton, II – Teacher Tutor – Garvin School
Change in Family Act LOA Effective Dates
From: February 17, 2015 to March 16, 2015
To: February 17, 2015 to March 20, 2015
7. Mr. Simeon Ibeh – Teacher of Grades 6-8 (Sci) – Fresh Start Academy Middle School
Change in Family Act LOA Effective Dates
From: January 15, 2015 to May 15, 2015
To: January 15, 2015 to April 15, 2015
8. Dr. Ronald McKay – Teacher of the Handicapped (MCI) – Bowser Elementary School
Change in Family Act LOA (Intermittent) Effective Dates and Days
From: December 8, 2014 to June 23, 2015 (NTE 30 days)
To: December 8, 2014 to February 24, 2015 (NTE 21 days)
9. Mr. Patrick Nagbe – Custodian (Night) – Tyson 6-12
Change in Family Act LOA Effective Dates
From: January 28, 2015 to March 10, 2015
To: January 28, 2015 to March 31, 2015
10. Ms. Sonya Newton – Teacher Assistant for Special Ed (AUT) – Bowser Elementary School
Change in Family Act LOA (Intermittent) Days
From: January 7, 2015 to June 30, 2015 (NTE 15 days)
To: January 7, 2015 to June 30, 2015 (NTE 30 days)

A. SUPERINTENDENT OF SCHOOLS2. HUMAN RESOURCE SERVICESq. Agenda Changes/Corrections (cont'd)

11. Mr. Oscar Robledo – Carpenter – Division of Maintenance Services
Change in Family Act LOA Effective Dates
 From: January 28, 2015 to March 27, 2015
 To: January 28, 2015 to April 27, 2015
12. Mr. Roberto Ruiz – Teacher of Spanish – Tyson 6-12
Change in Family Act LOA Effective Dates
 From: February 2, 2015 to February 20, 2015
 To: February 2, 2015 to March 13, 2015
13. Ms. Shawn Salter – Secretary – Department of Special Education
Change in Family Act LOA (Intermittent) Effective Dates and Days
 From: January 30, 2015 to February 27, 2015 (NTE 7 days)
 To: January 30, 2015 to June 30, 2015 (NTE 15 days)
Change in Family Act LOA Effective Dates
 From: March 27, 2015 to April 10, 2015
 To: March 26, 2015 to April 10, 2015

r. Appointments

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

1. Mr. Ifesanya Adekunle – Per Diem Substitute Teacher – Substitute Department
 Salary \$130.00 p/d Effective April 15, 2015 to June 30, 2015
 (11.120.100.0101.000.000.000.0000)
2. Ms. Natasha Akinyele – Per Diem Substitute Teacher – Substitute Department
 Salary \$130.00 p/d Effective April 15, 2015 to June 30, 2015
 (11.120.100.0101.000.000.000.0000)
3. Ms. Akinbode Akinyemi – Per Diem Substitute Teacher – Substitute Department
 Salary \$130.00 p/d Effective April 15, 2015 to June 30, 2015
 (11.120.100.0101.000.000.000.0000)
4. Mr. Titilayo Ayotunde – Per Diem Substitute Teacher – Substitute Department
 Salary \$75.00 p/d Effective April 15, 2015 to June 30, 2015
 (11.120.100.0101.000.000.000.0000)
5. Ms. Gabriel Baltimore – Per Diem Substitute Teacher – Substitute Department
 Salary \$130.00 p/d Effective April 15, 2015 to June 30, 2015
 (15.120.100.0101.000.000.000.0000)
6. Mr. Oluwatosin Baoku – Per Diem Substitute Teacher – Substitute Department
 Salary \$130.00 p/d Effective April 15, 2015 to June 30, 2015
 (11.120.100.0101.000.000.000.0000)
7. Mr. Matthew Brill – Teacher of Health/Physical Education – Costley Middle School
 Salary \$51,873.00 p/a Level 4/BA Step 1 Effective April 15, 2015 to June 30, 2015
 (15.130.100.0101.000.215.015.0000 – 40.0000%) (leave replacement)
 (15.130.100.0101.000.216.016.0000 – 30.0000%)
 (15.130.100.0101.000.217.017.0000 – 30.0000%)

A. SUPERINTENDENT OF SCHOOLS2. HUMAN RESOURCE SERVICESr. Appointments (cont'd)

8. Ms. Faith Coke – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective April 15, 2015 to June 30, 2015
(11.120.100.0101.000.000.000.0000)
9. Mr. Rashad Cooks – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective April 15, 2015 to June 30, 2015
(11.120.100.0101.000.000.000.0000)
10. Mr. Kevin Cox – Per Diem Substitute Teacher – Substitute Department
Salary \$75.00 p/d Effective April 15, 2015 to June 30, 2015
(11.120.100.0101.000.000.000.0000)
11. Ms. Cynthia Cunningham – Custodian (hourly) – Division of Maintenance Services
Salary \$14.01 p/h Effective April 15, 2015 to June 30, 2015
(11.000.262.0100.000.000.000.0000) (replacement)
12. Ms. Tyesha Dollar-Lee – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective April 15, 2015 to June 30, 2015
(11.120.100.0101.000.000.000.0000)
13. Ms. Danielle Dully – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective April 15, 2015 to June 30, 2015
(11.120.100.0101.000.000.000.0000)
14. Ms. Julia Egbuna – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective April 15, 2015 to June 30, 2015
(11.120.100.0101.000.000.000.0000)
15. Ms. Julia Egbuna – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective April 15, 2015 to June 30, 2015
(11.120.100.0101.000.000.000.0000)
16. Mr. Ime Essien – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective April 15, 2015 to June 30, 2015
(11.120.100.0101.000.000.000.0000)
17. Ms. Khaliah Ferguson – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective April 15, 2015 to June 30, 2015
(11.120.100.0101.000.000.000.0000)
18. Mr. Daron Hoges, Jr. – Custodian (hourly) – Division of Maintenance Services
Salary \$14.01 p/h Effective April 15, 2015 to June 30, 2015
(11.000.262.0100.000.000.000.0000) (new)
19. Ms. Hillary Hopkins – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective April 15, 2015 to June 30, 2015
(11.120.100.0101.000.000.000.0000)
20. Mr. Carl Hunter, Jr. – Custodian (hourly) – Division of Maintenance Services
Salary \$14.01 p/h Effective April 15, 2015 to June 30, 2015
(11.000.262.0100.000.000.000.0000) (new)

A. SUPERINTENDENT OF SCHOOLS2. HUMAN RESOURCE SERVICESr. Appointments (cont'd)

21. Mr. Habeeb Ibrahim – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective April 15, 2015 to June 30, 2015
(11.120.100.0101.000.000.000.0000)
22. Ms. Stella Izah – Per Diem Substitute Teacher – Substitute Department
Salary \$75.00 p/d Effective April 15, 2015 to June 30, 2015
(11.120.100.0101.000.000.000.0000)
23. Ms. Sharaiya Jiggetts – Per Diem Substitute Teacher – Substitute Department
Salary \$75.00 p/d Effective April 15, 2015 to June 30, 2015
(11.120.100.0101.000.000.000.0000)
24. Ms. Brittany Johnson – Teacher of the Handicapped (ICS) – Bowser Elementary
Salary \$52,473.00 p/a Level 4/BA Step 2 Effective April 15, 2015 to June 30, 2015
(15.213.100.0101.000.304.004.0000) (replacement)
25. Ms. Natosha London – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective April 15, 2015 to June 30, 2015
(11.120.100.0101.000.000.000.0000)
26. Ms. Janet Mack – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective April 15, 2015 to June 30, 2015
(11.120.100.0101.000.000.000.0000)
27. Ms. Fidelia Mandu – Per Diem Substitute Teacher – Substitute Department
Salary \$75.00 p/d Effective April 15, 2015 to June 30, 2015
(11.120.100.0101.000.000.000.0000)
28. Ms. Yolanda Martin – Lunch Period Supervisory Aide – Wahlstrom Academy
Salary \$8.75 p/h Step 1 Effective April 15, 2015 to June 30, 2015
(11.000.262.0100.000.000.000.0000) (replacement)
29. Ms. April Mathis – Lunch Period Supervisory Aide – Houston Academy
Salary \$8.75 p/h Step 1 Effective April 15, 2015 to June 30, 2015
(11.000.262.0100.000.000.000.0000) (new)
30. Ms. Yetunde Odegbile – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective April 15, 2015 to June 30, 2015
(11.120.100.0101.000.000.000.0000)
31. Ms. Ijeoma Okafor – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective April 15, 2015 to June 30, 2015
(11.120.100.0101.000.000.000.0000)
32. Ms. Obioma Okafor – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective April 15, 2015 to June 30, 2015
(11.120.100.0101.000.000.000.0000)
33. Mr. Sebastian Okafor – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective April 15, 2015 to June 30, 2015
(11.120.100.0101.000.000.000.0000)

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

r. Appointments (cont'd)

- 34. Mr. Olubunmi Omotosho – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective April 15, 2015 to June 30, 2015
(11.120.100.0101.000.000.000.0000)
- 35. Mr. Katwan Riddick – Custodian (hourly) – Division of Maintenance Services
Salary \$14.01 p/h Effective April 15, 2015 to June 30, 2015
(11.000.262.0100.000.000.000.0000) (replacement)
- 36. Ms. Adriene Royster – Per Diem Substitute Teacher – Substitute Department
Salary \$75.00 p/d Effective April 15, 2015 to June 30, 2015
(11.120.100.0101.000.000.000.0000)
- 37. Mr. Michael Supreme – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective April 15, 2015 to June 30, 2015
(11.120.100.0101.000.000.000.0000)
- 38. Ms. Rita Tabe – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective April 15, 2015 to June 30, 2015
(11.120.100.0101.000.000.000.0000)
- 39. Ms. Mona Watts – Per Diem Substitute Teacher – Substitute Department
Salary \$75.00 p/d Effective April 15, 2015 to June 30, 2015
(11.120.100.0101.000.000.000.0000)
- 40. Ms. Chantel Williams – Per Diem Substitute Teacher – Substitute Department
Salary \$75.00 p/d Effective April 15, 2015 to June 30, 2015
(11.120.100.0101.000.000.000.0000)
- 41. Mr. James Williams, III. – Custodian (hourly) – Division of Maintenance Services
Salary \$14.01 p/h Effective April 15, 2015 to June 30, 2015
(11.000.262.0100.000.000.000.0000) (new)
- 42. Ms. Tiffany Williams – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective April 15, 2015 to June 30, 2015
(11.120.100.0101.000.000.000.0000)
- 43. Ms. Cymone Wynn – Teacher Assistant for Special Education (AUT) – STEM Academy
Salary \$26,557.00 p/a Step 3 Effective April 15, 2015 to June 30, 2015
(15.214.100.0106.000.102.002.0000) (replacement)

XII. CONSIDERATION OF RESOLUTIONS

APRIL 14, 2015

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

s. Professional Conferences

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

	Name(s)	Destination	Reason	Date(s)	Cost
1.	Victoria Nworu Barry-Garvin	Iselin, NJ	NJSSNA Annual Conference	3/27-28/2015	\$ 239.00 Registration Cost \$ 239.00 Total Est. Cost 15.15.000.223.580.308.008.0000
2.	Olivia Johnstone Tyson Middle/HS	South Orange, NJ	"Greeks and Jews During WWII	4/14/2015	NO COST TO THE DISTRICT
3.	Katrina Waiters, Esq. General Counsel	Atlantic City, NJ	Governmental Purchasing Association of NJ	4/15-16/2015	\$146.80 Mileage and Tolls \$140.00 Lodging and Gratuities \$ 46.00 Meals and Gratuities \$ 255.00 Registration Cost \$587.80 Total Est. Cost 15.11.000.230.590.028.019.6667
4.	Julia Atkinson-Johnson WE Academy	Saddle Brook, NJ	Motivating and Managing Hard to Reach, Uninterested and Disruptive Students	4/16/2015	\$ 130.00 Substitute Salary \$ 215.00 Registration Cost \$ 345.00 Total Est. Cost 15.11.423.100.580.144.044.0000
5.	Marissa McKenzie, HR Manager	Edison, NJ	New Jersey Tenure, Seniority & RIF Seminar	4/17/2015	\$ 325.00 Registration Cost \$ 325.00 Total Est. Cost 15.11.000.251.890.028.021.6664
6.	Charlene Powell Fresh Start HS	Fairlawn, NJ	AMTNJ Annual Technology and Mathematics Conference	4/18/2015	\$ 20.00 Mileage and Tolls Cost \$ 80.00 Registration Cost \$100.00 Total Est. Cost 15.11.423.100.500.029.029.0000
7.	Roberta Leveson Truth Middle	Lincroft, NJ	New Jersey Counselor Association 2015 Annual Conference	4/19-21/2015	NO COST TO THE DISTRICT
8.	Joseph Refinski STEM Academy	Morristown, NJ	Rescuers during the Holocaust Conference	4/21/2015	\$ 130.00 Substitute Salary \$ 130.00 Total Est. Cost 15.15.130.100.101.102.002.9729

XII. CONSIDERATION OF RESOLUTIONS

APRIL 14, 2015

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

s. Professional Conferences

	Name(s)	Destination	Reason	Date(s)	Cost
9.	Robert Wilson Fresh Start HS	New Brunswick, NJ	Rutgers School of Social Work Continuing Education Workshop	4/21/2015	\$ 50.00 Mileage & Tolls \$ 15.00 Meals & Gratuities \$ 129.00 Registration Cost \$ 194.00 Total Est. Cost 15.11.423.240.580.029.029.0000
10.	Dr. Neville Matadin Toni Auerbach Cheryl Malone-Brown Alton Vaughn LaShawn Brooks-Bey Zaheeda Dinesh Stephanie Thompson Volny Vital Fresh Start HS	Lincroft, NJ	Adult Basic Education NJALL, NJ Association for Lifelong Learning	4/24/2015	\$ 240.00 Mileage & Tolls \$ 800.00 Registration Cost \$ 1,040.00 Total Est. Cost 15.11.423.100.500.029.029.0000
11.	Vanessa Ming Jackson Academy	Newark, NJ	National Summit on Child Abuse & Neglect Conference	4/28/2015	\$ 140.00 Registration Cost \$ 140.00 Total Est. Cost 15.15.000.240.580.314.014.0000
12.	Deborah Lipscomb ESS&PR	Newark, NJ	2 nd Child Advocacy Center National Summit on Child Abuse & Neglect	4/28/2015	NO COST TO THE DISTRICT
13.	Deborah Lipscomb ESS&PR	Cedar Grove, NJ	The McKinney-Vento Homeless Education Program & Essex County CIAACC Education Partnership	4/30/2015	NO COST TO THE DISTRICT
14.	Deborah Lipscomb ESS&PR	Atlantic City, NJ	National Association of Social Worker 2015 Annual Conference	5/3-5/2015	\$238.00 Lodging and Gratuities \$ 50.00 Meals and Gratuities \$610.00 Registration Cost \$898.00 Total Est. Cost 15.11.000.218.580.028.046.0000
15.	Dr. Harriet Coleman Carol Reid Early Childhood	Somerset, NJ	24 th Annual NJ Health in Child Care Conference	5/13/2015	\$150.00 Registration Cost (75.00 x 2) \$ 150.00 Total Est. Cost 15.20.218.200.329.028.026.9033
16.	Craig Smith Acting Asst. BA Racquel Ferguson Acting Purchasing Agent Business Services	New Brunswick, NJ	Public Works Construction Bids of School Districts	5/14/2015	\$ 34.00 Mileage and Tolls \$254.00 Registration Cost \$288.00 Total Est. Cost 15.11.000.251.580.028.020.0000

XII. CONSIDERATION OF RESOLUTIONS

APRIL 14, 2015

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

s. Professional Conferences

Name(s)	Destination	Reason	Date(s)	Cost
17. Deliris Lorenzo Jessica Pierresaint Human Resource Services	Edison, NJ	Microsoft Excel Advance Training Workshop	5/21/2015	\$179.00 Registration Cost \$179.00 Total Est. Cost 15.11.000.251.890.028.021.6664
18. Thelma Ramsey SPED, Asst. Director	New York City, NY	Technical Assistance Center on Disproportionality 205 Summer Institute Creating Safe and Caring Schools	5/22/2015	NO COST TO THE DISTRICT
19. Patrice Coleman Paulette Salomon Dawn Tyler (5) CTE Teachers TBD Curriculum Department	Trenton, NJ	Career Readiness Institute	5/25/2015	NO COST TO THE DISTRICT
20. Craig Smith Acting Asst. BA Racquel Ferguson Acting Purchasing Agent Business Division	New Brunswick, NJ	Green Product Purchasing	6/10/2015	\$ 34.00 Mileage and Tolls \$236.00 Registration Cost (\$118.00 x2) 15.11.000.251.580.028.020.0000
21. Dawn Tyler Paulette Salomon Curriculum Department	Atlantic City, NJ	NJAFPA Spring Conference	6/10-11/2015	\$450.00 Lodging and Gratuities \$200.00 Meals and Gratuities \$596.00 Registration Cost \$1246.00 Total Est. Cost 15.11.000.221.580.028.026.6138
22. James Leutz Div. of Operations	Atlantic City, NJ	NJAFPA	06/10-11/2015	\$225.00 Lodging and Gratuities \$100.00 Meals and Gratuities \$298.00 Registration Fee \$623.00 Total Est. Cost 15.11.000.221.580.028.026.6138
23. Gloria Watson ESS&PR	Phoenix, AZ	American School Counselor Association 2015 National Conference	6/28-7/1/2015	\$ 540.00 Transportation Cost \$ 606.26 Lodging and Gratuities \$ 429.00 Registration Cost \$1575.26 Total Est. Cost 15.11.000.218.580.028.046.0000
24. Kimberly Scott Div. of Business	Orlando, FL	2015 NEA Representative Assembly	6/29-7/6/2015	NO COST TO THE DISTRICT
25. (4) Board Members- TBD	Savannah, GA	National School Board Association CUBE Summer Issues Seminar	7/23-25/2015	\$1300.00 Registration Cost \$2772.00 Lodging/Meals & Incidentals \$1764.00 Transportation Cost \$5836.00 Total Est. Cost 15.11.000.230.585.028.032.6661

A. 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 Superintendent of Schools, ratifies the payment of bills on the attached lists totaling \$4,209,123.69 (Attachment 3-a)

b. List of Bills

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

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

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, authorizes and approves the payment of bills on the attached lists for the Tuesday, April 14, 2015 board meeting in the amount of \$5,699,196.04 (Attachment 3-b)

c. Appropriation Transfers

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

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

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

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

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

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

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

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

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

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

WHEREAS, the Secretary of the Board has determined this amount to be \$1,579,170.83 for the month of April 2015;

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

f. Donation from Lifetouch Studios

BE IT RESOLVED: the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves this donation of \$606.14 from Lifetouch National School Studios. (Attachment 3-f)

g. Roberta Leveson Inspiration Scholarship Award

BE IT RESOLVED: the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the acceptance of \$5,000 in scholarship money for former Sojourner Truth Middle School students to deter the cost of higher education at no cost to the district. (Attachment 3-g)

h. Donation of Equipment to East Orange Girls Recreation

BE IT RESOLVED: the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the donation of 9 used softballs bats, 1 box of used portable bases, 24 used softballs and 4 used helmets from the Campus High School Girls Softball Program to the East Orange Girls Softball Recreation program at no cost to the district. (Attachment 3-h)

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

i. Resolution for Fedcap School District with respect to Lunch Program

WHEREAS, Fedcap school is a non-profit approved private school for students with disabilities; and

WHEREAS, The Board of Education of the School District of East Orange Board of Education Special Services has contracted to send to the Fedcap School certain students with disabilities who reside in the District; and

WHEREAS; the Fedcap School does not charge any of the students for meals;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the District does not require the Fedcap School to charge students for reduced and/or paid meals in accordance with the income eligibility criteria established by the Child Nutrition Program as administered by New Jersey Department of Agriculture; and it is

FURTHER RESOLVED, that the Board of Education of the District understands and acknowledges that the foregoing actions do not increase the contracted tuition rate for students with disabilities sent by the District to The Fedcap School. (Attachment 3-i)

j. Recommendation to Award Change Order – Construction Administration Services

WHEREAS, the award to Langan Engineering was in the amount of \$332,900.00; and listed as Purchase Order # 14001744.

WHEREAS, a subsequent bid for Environmental Remediation Services Related to Heating Oil Tanks at Ten (10) East Orange School District Sites.

WHEREAS, Langan Engineering has requested a Change Order in the Amount of \$22,235.55.

WHEREAS, Langan Engineering request was reviewed, negotiated and approved by Mr. Craig Smith, Acting Assistant Business Administrator; and,

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, award Change Order to Langan Engineering for the total sum of \$22,335.55 which is an increase to the contract. (Attachment 3-j)

k. Permission to Receive Donation

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the acceptance of checks in the amount of \$250.00, \$250.00, \$250.00 and \$500.00. A total of \$1,250.00 was donated to Cicely L. Tyson Elementary School from the Childhood Actin Group. (Attachment 3-k)

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- l. 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 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

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Copy Duplicator Supplies* awarded to W.B. Mason Inc. (Bid #2526)

- m. Request for Authorization to Participate in the Middlesex Regional Educational Services Commission for 2015-2016 SY

WHEREAS, the Middlesex Regional 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, Middlesex Regional 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

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- m. Request for Authorization to Participate in the Middlesex Regional Educational Services Commission for 2015-2016 SY – Cont’d

WHEREAS, upon recommendation by Middlesex Regional 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 Middlesex Regional 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 Middlesex Regional Educational Services Commission 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 Superintendent of Schools, hereby authorizes participation in the Middlesex Regional 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 FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Furniture -AEPA* awarded to Interior Systems, Inc. (Bid #2447), **has been extended to February 27, 2016;** and

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Safety and Security Window Film* awarded to various vendor as noted below. (Bid #2339), **has been extended to March 20, 2016;** and

Diversified Glass Films
Energy Solutions

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Hybrid Phone Systems* awarded to RFP Solutions, Inc. as noted below (Bid #2524); and

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for Walkthrough Metal Detectors awarded to CEIA USA LTF as noted (Bid #2525);

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

n. Recommendation for Award of Bid – Work Uniforms for Various Departments

WHEREAS, pursuant to the Public School contract Law and New Jersey Statutes, Title 18A-18A-37, the bid for uniforms and work shoes for various departments (men & women) was advertised by the East Orange School District on March 3, 2015; and

WHEREAS, the bid package was completed by the District’s Acting Purchasing Agent, and included in the package were specifications for the bid that was developed by the Custodial Supervisor & Maintenance Supervisor and reviewed by the District’s Acting Purchasing Agent, and

WHEREAS, all bid proposals received were opened and publicly read aloud by the District’s Acting Purchasing Agent on March 17, 2015; and

WHEREAS, the Board received the following two (2) responses:

1. American Wear Inc., 261 No. 18th St., East Orange. NJ 07017
2. Cover Stitches, 568 54th Street, West New York, NJ 0709

WHEREAS, the responses were reviewed by the Acting Purchasing Agent and resulted in a recommendation to award a contract to American Wear, Inc. for Work Uniforms for Various Departments for a period of twelve (12) months; and

WHEREAS, funds will be made available from account number 15.11.000.262.610.018.070.6000 with no services or supplies to be ordered until purchase orders are encumbered, authorized and released by the District’s Acting Purchasing Agent; and

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, awards a contract to American Wear, Inc., in accordance with their low bid for the purchase of uniforms and work shoes (men & women) for various departments within the District. The contract will be for a period of 12 months and will commence as of April, 2015 through April 2016. (Bid No. 2488) (Attachment 3-n)

o. Recommendation to Approve Fund Raising Requests

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

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

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

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

p. Coastal Learning Center

BE IT RESOLVED: the East Orange Board of Education upon the recommendation of the Superintendent of Schools approves for the 2015-2016 school year Costal Learning Center-Monmouth, Inc. 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-p)

q. A-148 Secretary's Report

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

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

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

Period Ending	Appropriation Balance	Cash Balance
February 28, 2015	\$71,305,329.05	\$45,218,261.56

r. 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 February 28, 2015 upon the recommendation of the Superintendent of Schools, adopt the A-149 and cause it to become a part of the official minutes of this meeting: (Attachment 3-r)

Period Ending	Cash Balance
February 28, 2015	\$45,218, 261.56

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

s. Budgetary Major Account/Fund Status Certificate

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

A. SUPERINTENDENT OF SCHOOLS

4. MAINTENANCE

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

	Organization	School/Location	Date(s)	Activity
1	EO City Council	Hughes - gym & café	April 4, 2015 (Sat)	Easter Party
2	Community Technical Assistance, Inc.	Carver - gym & restrooms	April 16, 2015 thru June 25, 2015 (Tues & Thurs)	Recreational Fitness and Physical Activity
3	Family Support Organization of Essex County	EO Campus - Media Library	May 7, 2015 (Thurs)	Awareness for Children's Mental Health
4	L.I.F.T. As We Climb Camp	EO Campus- café, gym and 4 classrooms	June 29, 2015 - August 21, 2015 (Mon-Fri)	Summer Day Camp
5	EO Community Charter School	Tyson Middle/High - 800 Seat Theater and atrium	June 19, 2015 (Fri)	Fourth Grade Moving Up Ceremony
6	EO Education Foundation	EO Campus - Auditorium	June 6, 2015 (Sat)	Annual Spelling Bee
7	Robeson Classic Football All-Stars, Inc.	Bowser - Café	April 30, 2015 (Thurs)	East Team Orientation Meeting

NOW THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, grant permission for the Use of Facilities to the organizations on the attached list as long as each organization submit all documents required in accordance to the District's Policy and Regulation#7510. (Attachment 4-a)

XIV. ADJOURNMENT

a.

EAST ORANGE BOARD OF EDUCATION

A/P Summary Check Register

Replacement

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12014076	446.00	03/02/15	4818 MONTCLAIR STATE UNIVERSITY	C
Total Bank No 10		446.00			

Total Hand Checks	.00
Total Computer Checks	446.00
Total ACH Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00

Grand Total: 446.00

Batch Yr	Batch No	Amount
15	001291	446.00

A/P Summary Check Register

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
10	12014086	620.00	03/10/15	6428 SODEXO, INC. - BUSINESS OFFICE	C
Total Bank No 10		620.00			

Total Hand Checks	.00
Total Computer Checks	620.00
Total ACH Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00

Grand Total: 620.00

Batch Yr	Batch No	Amount
15	001219	620.00

A/P Summary Check Register

Replacement

Bank	Check No	Amount	Date	Vendor	Type
10	12014087	5,000.00	03/12/15	5905 POSTMASTER - NEWARK	C
Total Bank No 10		5,000.00			

Total Hand Checks	.00
Total Computer Checks	5,000.00
Total ACH Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00

Grand Total: 5,000.00

Batch Yr	Batch No	Amount
15	001339	5,000.00

Replacement

Report Date 03/12/15 11:43 AM

EAST ORANGE BOARD OF EDUCATION

Page No

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	12014088	620.00	03/12/15	6429 SODEXO CATERING FOR E.O.B.O.E FOOD SERVI	C
Total Bank No 10		620.00			

Total Hand Checks	.00
Total Computer Checks	620.00
Total ACH Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00

Grand Total: 620.00

Batch Yr	Batch No	Amount
15	001344	620.00

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	12014090	3,500.00	03/13/15	6344 ROSS HABER ASSOCIATES	C
Total Bank No 10		3,500.00			

Total Hand Checks	.00
Total Computer Checks	3,500.00
Total ACH Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00

Grand Total: 3,500.00

Batch Yr	Batch No	Amount
15	001349	3,500.00

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	12014091	25.00	03/13/15	5424 NEW JERSEY MOTOR VEHICLE COMMISSION	C
Total Bank No 10		25.00			

Total Hand Checks	.00
Total Computer Checks	25.00
Total ACH Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00

Grand Total: 25.00

Batch Yr	Batch No	Amount
15	001350	25.00

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12014092	23,612.38	03/17/15	1477 CITY OF EAST ORANGE	C
10	12014093	2,500.00	03/17/15	21440 DEBBIE WARNER	C
10	12014094	41,823.39	03/17/15	2358 EAST ORANGE WATER COMMISSION	C
10	12014095	3,520.44	03/17/15	6605 SHERATON PHILADELPHIA	C
10	12014096	300,000.00	03/17/15	14796 VERIZON BUSINESS	C
Total Bank No 10		371,456.21			

Total Hand Checks	.00
Total Computer Checks	371,456.21
Total ACH Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00

Grand Total: 371,456.21

Batch Yr	Batch No	Amount
15	0013B7	371,456.21

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	12014097	8,314.56	03/18/15	2315 EMBASSY SUITES HOTEL CENTER CITY	C
Total Bank No 10		8,314.56			

Total Hand Checks	.00
Total Computer Checks	8,314.56
Total ACH Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00

Grand Total: 8,314.56

Batch Yr	Batch No	Amount
15	001393	8,314.56

Replacement

Report Date 03/23/15 02:02 PM

EAST ORANGE BOARD OF EDUCATION

Page No

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	12014098	3,269.19	03/23/15	22454 BARNES & NOBLE, INC.	C
Total Bank No 10		3,269.19			

Total Hand Checks	.00
Total Computer Checks	3,269.19
Total ACH Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00

Grand Total: 3,269.19

Batch Yr	Batch No	Amount
15	001418	3,269.19

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	12014099	2,970.00	03/24/15	14575 AMTRAK NATIONAL RAILROAD CORPORATION	C
10	12014100	15.00	03/24/15	14575 AMTRAK NATIONAL RAILROAD CORPORATION	C
Total Bank No 10		2,985.00			

Total Hand Checks	.00
Total Computer Checks	2,985.00
Total ACH Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00

Grand Total: 2,985.00

<u>Batch Yr</u>	<u>Batch No</u>	<u>Amount</u>
15	001429	2,985.00

A/P Summary Check Register

Bank	Check No	Amount	Date	Vendor	Type
10	12014101	3,066.61	03/25/15	25372 HOTEL TRAVEL LODGE	C
10	12014102	2,978,287.69	03/25/15	7681 STATE OF NEW JERSEY PUBLIC EMPLOYEES RET	C
Total Bank No 10		2,981,354.30			

Total Hand Checks	.00
Total Computer Checks	2,981,354.30
Total ACH Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00

Grand Total: 2,981,354.30

Batch Yr	Batch No	Amount
15	001434	2,981,354.30

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	12014103	16,100.00	03/27/15	3459 HOLY TRINITY SCHOOL, INC.	C
Total Bank No 10		16,100.00			

Total Hand Checks	.00
Total Computer Checks	16,100.00
Total ACH Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00

Grand Total: 16,100.00

Batch Yr	Batch No	Amount
15	001470	16,100.00

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12014104	131,076.67	04/01/15	1546 COMMUNITY DAY NURSERY	C
10	12014105	145,633.42	04/01/15	2332 EAST ORANGE CHILD DEVELOPMENT CORP.	C
10	12014106	99,282.50	04/01/15	3182 HARAMBEE FAMILY ACADEMY	C
10	12014107	46,535.42	04/01/15	3459 HOLY TRINITY SCHOOL, INC.	C
10	12014108	65,688.33	04/01/15	4499 METRO YMCA OF THE ORANGES-E.O.BRANCH	C
10	12014109	146,942.92	04/01/15	4426 THE LITTLE ONES	C
10	12014110	143,895.00	04/01/15	3166 THREE STAGES LEARNING CENTER	C
10	12014111	36,379.17	04/01/15	10669 ZADIE'S OF THE ORANGES	C
Total Bank No 10		815,433.43			

Total Hand Checks	.00
Total Computer Checks	815,433.43
Total ACH Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00

Grand Total: 815,433.43

Batch Yr	Batch No	Amount
15	001471	815,433.43

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12014116	873.00	04/14/15	7014 4IMPRINT INC	C
10	12014117	16,000.00	04/14/15	7009 532 HOLDING CO. LLC	C
10	12014118	1,986.00	04/14/15	78S6 ABDUL CONTEH	C
10	12014119	327.00	04/14/15	22276 ACT. INC.	C
10	12014120	4,415.18	04/14/15	3543 ACTION CARTING ENVIRONMENTAL GROUP	C
10	12014121	13,427.66	04/14/15	848 BUY NOW OFFICE SUPPLIES	C
10	12014122	996.50	04/14/15	194 ADVENTURE AQUARIUM, LLC. DBA NEW JERSEY	C
10	12014123	6,303.96	04/14/15	18104 AETNA LIFE INSURANCE COMPANY	C
10	12014124	1,200.00	04/14/15	154 AGILE SPORTS TECHNOLOGIES	C
10	12014125	1,000.00	04/14/15	18643 ALANA RENEE DISMUKES	C
10	12014126	109.40	04/14/15	148 ALARM & COMMUNICATION TECHNOLOGIES, INC.	C
10	12014127	3,960.00	04/14/15	20192 ALYSSA GLENN	C
10	12014128	90.00	04/14/15	24953 AMERICAN LIBRARIAN ASSOCIATION	C
10	12014129	1,896.00	04/14/15	385 AMERICAN MUSEUM OF NATURAL	C
10	12014130	1,851.26	04/14/15	17736 AMERICAN PAD-EX OF NEW YORK	C
10	12014131	275.00	04/14/15	416 AMERICAN TIME RECORDER	C
10	12014132	1,412.00	04/14/15	566 AMINAH A. TOLER	C
10	12014133	892.00	04/14/15	443 ANDERSON AQUARIUMS	C
10	12014134	800.00	04/14/15	25070 ANTHONY F. MORRIS	C
10	12014135	3,725.00	04/14/15	2283 APHIE AMAMS	C
10	12014136	39,113.12	04/14/15	452 APPLE COMPUTER, INC	C
10	12014137	1,201.90	04/14/15	450 APPLE COMPUTER, INC.	C
10	12014138	4,500.00	04/14/15	560 THE METRO GROUP, INC.	C
10	12014139	294.91	04/14/15	626 ARCTIC FALLS SPRING WATER INC	C
10	12014140	1,065.03	04/14/15	11320 ASCD	C
10	12014141	219.00	04/14/15	499 ASBO INTERNATIONAL	C
10	12014142	26.50	04/14/15	55 AT&T	C
10	12014143	2,240.00	04/14/15	138 ATC SERVICES, INC	C
10	12014144	330.00	04/14/15	25151 ATLAS LADDER & SCAFFOLDING CO. INC.	C
10	12014145	952.00	04/14/15	8576 AUTOMATED LOGIC CONTRACTING SERVICE	C
10	12014146	500.00	04/14/15	13110 BANK OF AMERICA	C
10	12014147	18,761.42	04/14/15	6165 BARNES & NOBLE, INC.	C
10	12014148	4,610.00	04/14/15	739 BERGEN COUNTY SPECIAL SERVICES	C
10	12014149	209.80	04/14/15	759 BEVERLY A. BUDGESS	C
10	12014150	25,467.75	04/14/15	22527 BLACKBOARD INC	C
10	12014151	925.00	04/14/15	21830 BOGUSH INC. DBA PUBLIC SEWER SERVICE	C
10	12014152	800.00	04/14/15	14613 BRUCE K. WILLIAMS	C
10	12014153	19,920.00	04/14/15	604 BTU CONSULTANTS LLC	C
10	12014154	1,078.80	04/14/15	983 BUCKLE DOWN/OPTIONS PUBLISHING	C
10	12014155	699.00	04/14/15	994 BUREAU OF EDUCATION & RESEARCH	C
10	12014156	986.75	04/14/15	1125 CALLOWAY HOUSE, INC.	C
10	12014157	139.40	04/14/15	1142 CAMCOR, INC.	C
10	12014158	1,295.00	04/14/15	15229 CAMPBELL FIRE PROTECTION, INC.	C
10	12014159	1,612.00	04/14/15	12700 CAMPUS TEAMWEAR, INC.	C
10	12014160	1,928.98	04/14/15	1187 CAROLINA BIOLOGICAL SUPPLY CO.	C
10	12014161	3,227.70	04/14/15	21938 CAROLYN HAYWARD KING	C
10	12014162	3,067.41	04/14/15	1211 CASCADE SCHOOL SUPPLIES INC.	C
10	12014163	18,075.43	04/14/15	1012 CDW GOVERNMENT, INC.	C
10	12014164	11,492.21	04/14/15	1637 CEREBRAL PALSY OF NORTH JERSEY	C
10	12014165	130.00	04/14/15	1474 CITY OF EAST ORANGE BUILDING DIVISION, 3	C
10	12014166	1,069.07	04/14/15	1461 CLASSROOM DIRECT/SCHOOL SPECIALTY	C
10	12014167	598.00	04/14/15	25178 CLASSROOM PRODUCTS LLC	C
10	12014168	381.16	04/14/15	21865 CLBW ASSOCIATES DBA CROWNE PLAZA	C
10	12014169	2,646.00	04/14/15	1543 COASTAL LEARNING CENTER MONMOUTH CORP.	C
10	12014170	600.00	04/14/15	13994 COLIN MURRAY	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12014171	210.73	04/14/15	1587 COMCAST	C
10	12014172	23,164.88	04/14/15	507 CONNECTIONS PERSONNEL INC.	C
10	12014173	884.00	04/14/15	24830 CORETTA HUMPHREY	C
10	12014174	2,244.00	04/14/15	16489 COVER STITCHES	C
10	12014175	75.00	04/14/15	2267 CRYSTAL AUTO REPAIR	C
10	12014176	6,850.00	04/14/15	15903 CRYSTAL CLEAR GLASS, LLC	C
10	12014177	1,040.00	04/14/15	1085 MCGRAW-HILL SCHOOL EDUC.HOLDS.,LLC	C
10	12014178	1,613.85	04/14/15	2230 DAVID A DRINNAN	C
10	12014179	2,500.00	04/14/15	21440 DEBBIE WARNER	C
10	12014180	62,893.23	04/14/15	21814 DECOTIIS, FITZPATRICK & COLE, LLP	C
10	12014181	1,366.59	04/14/15	2057 DELL MARKETING L.P.	C
10	12014182	1,089.97	04/14/15	2066 DEMCO EDUCATIONAL CORP.	C
10	12014183	61,098.62	04/14/15	16845 DIRECT ENERGY BUSINESS	C
10	12014184	397.72	04/14/15	3662 DR. NEVILLE MATADIN - PETTY CASH	C
10	12014185	493.53	04/14/15	2488 DR. ROBERT MORGAN - PETTY CASH	C
10	12014186	1,666.67	04/14/15	11436 E & G EXTERMINATORS, INC.	C
10	12014187	406.00	04/14/15	25755 EAGLE FLIGHT SQUADRON, INC.	C
10	12014188	422.87	04/14/15	2235 EAI EDUCATION ERIC ARMIN INCORPORATED	C
10	12014189	4,797.92	04/14/15	2304 EASTBAY INC	C
10	12014190	2,160.00	04/14/15	2419 EDUCATION INC.	C
10	12014191	378.50	04/14/15	2408 EFINGER SPORTING GOODS	C
10	12014192	635.57	04/14/15	2470 EMEDCO INC	C
10	12014193	1,058.30	04/14/15	24627 ENTERPRISE HOLDINGS, INC. DBA ELRAC, LLC	C
10	12014194	7,854.00	04/14/15	2240 EOBOE ATHLETICS IMPREST ACCOUNT	C
10	12014195	393.30	04/14/15	2494 EQUIPMENT SALES & SERVICE INC.	C
10	12014196	1,450.00	04/14/15	79 ESSEX COUNTY SUPT. RECOGNITION FUND	C
10	12014197	466,045.13	04/14/15	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12014198	192.40	04/14/15	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12014199	179,158.40	04/14/15	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12014200	1,275.00	04/14/15	5649 EXCEPTIONAL SECURITY SOLUTIONS, LLC	C
10	12014201	1,260.00	04/14/15	2589 FAIRVIEW LAKE YMCA CAMPS	C
10	12014202	7,265.00	04/14/15	22543 FAMILY CONNECTIONS, INC.	C
10	12014203	159.23	04/14/15	24902 FELECIA R. DUGGINS	C
10	12014204	390.05	04/14/15	2623 FIDELIA STURDIVANT - PETTY CASH	C
10	12014205	19,949.33	04/14/15	12211 FILEBANK, INC.	C
10	12014206	5,413.46	04/14/15	2698 FOLLETT SCHOOL SOLUTIONS, INC.	C
10	12014207	298.00	04/14/15	8166 FOUNDATION FOR EDUCAT. ADMIN.	C
10	12014208	448.00	04/14/15	2725 FOUNDATION FOR EDUCATIONAL ADMINISTRATIO	C
10	12014209	5,053.05	04/14/15	2747 FREY SCIENTIFIC DIVISION SCHOOL SPECIALT	C
10	12014210	26.00	04/14/15	2814 G & R GRAPHICS, INC.	C
10	12014211	210.00	04/14/15	2836 GARDEN STATE LABORATORIES	C
10	12014212	48.50	04/14/15	2858 GAS ARC DIV. AWISCO NY CORP	C
10	12014213	6,472.40	04/14/15	2860 GATEWAY SCHOOL	C
10	12014214	800.00	04/14/15	23779 GEOFFREY OWENS	C
10	12014215	2,310.00	04/14/15	2919 GLENVIEW ACADEMY DBA KDDS INC.	C
10	12014216	10,105.44	04/14/15	3000 GRAINGER	C
10	12014217	4,290.00	04/14/15	3001 GRAMON SCHOOL DBA ELO INCORORATED	C
10	12014218	1,796.85	04/14/15	3354 HEINEMANN	C
10	12014219	945.68	04/14/15	4774 HENRY SCHEIN, INC.	C
10	12014220	1,396.79	04/14/15	787 HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	C
10	12014221	1,145.00	04/14/15	3527 IDEAS UNLIMITED SEMINARS	C
10	12014222	2,250.00	04/14/15	14583 IMAGINE LEARNING, INC.	C
10	12014223	305.36	04/14/15	17361 IN LINE AIR CONDITIONING CO. INC.	C
10	12014224	892.42	04/14/15	7862 IN-LINE AIR CONDITIONING CO., INC.	C
10	12014225	90.00	04/14/15	12408 ITEEA	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12014226	4,400.00	04/14/15	18910 JENNIFER D. PARRISH	C
10	12014227	6,102.00	04/14/15	3807 JEWEL ELECTRIC SUPPLY	C
10	12014228	195.63	04/14/15	17728 JOHNSTONE SUPPLY	C
10	12014229	600.00	04/14/15	6866 JOSEPH E. ELLIOTT	C
10	12014230	1,556.10	04/14/15	19992 JOSTENS KINDERKRAFT	C
10	12014231	374.25	04/14/15	3126 K. AND S. MUSIC	C
10	12014232	1,200.00	04/14/15	8592 KAMATE TRADERS' LLC	C
10	12014233	25,139.69	04/14/15	3977 KENCOR, INC.	C
10	12014234	1,500.00	04/14/15	18090 KEVIN MAYNOR	C
10	12014235	223.65	04/14/15	11290 KURTZ BROS. INC.	C
10	12014236	400.00	04/14/15	25240 LAKECIA BENJAMIN	C
10	12014237	2,199.42	04/14/15	4185 LAKESHORE LEARNING MATERIALS	C
10	12014238	2,000.00	04/14/15	24112 LEAH DAVIS	C
10	12014239	767.60	04/14/15	5864 LEGO-EDUCATION	C
10	12014240	500.00	04/14/15	4224 LERCH, VINCI & HIGGINS, L.L.P.	C
10	12014241	878.00	04/14/15	4289 LERRO ENTERPRISES, INC.	C
10	12014242	399.10	04/14/15	5480 LESLIE SHULTS - PETTY CASH	C
10	12014243	1,663.26	04/14/15	4273 LEXMARK INTERNATIONAL, INC.	C
10	12014244	2,439.00	04/14/15	4310 LIBERTY SCIENCE CENTER	C
10	12014245	5,100.00	04/14/15	7737 LINCOLN LANDSCAPING INC.	C
10	12014246	18,405.75	04/14/15	4370 LONGO INDUSTRIES, INC.	C
10	12014247	1,986.00	04/14/15	4628 OLDY JEAN-MARC	C
10	12014248	481.78	04/14/15	834 MARGRET BONITO	C
10	12014249	1,627.50	04/14/15	6256 MARIA PULA	C
10	12014250	2,343.00	04/14/15	17744 MAURICE'S PARTY ANIMALS	C
10	12014251	16.26	04/14/15	4520 MONICA D. BURTON	C
10	12014252	159.85	04/14/15	4889 MONTCLAIR FLORISTS	C
10	12014253	1,765.95	04/14/15	4893 MSUNER	C
10	12014254	792.00	04/14/15	14958 NATIONAL MUSEUM OF MATHMATICS	C
10	12014255	1,788.84	04/14/15	5133 NASCO	C
10	12014256	525.00	04/14/15	9164 NASW-NJ CHAPTER	C
10	12014257	2,000.00	04/14/15	14443 NATASHIA S BAXTER	C
10	12014258	479.00	04/14/15	5156 NATIONAL BUSINESS FURNITURE	C
10	12014259	20.39	04/14/15	5214 NATIONAL GEOGRAPHIC	C
10	12014260	964.00	04/14/15	5173 NATIONAL HONOR SOCIETY	C
10	12014261	2,826.01	04/14/15	5227 NATIONAL SCHOOL PRODUCTS	C
10	12014262	298,078.18	04/14/15	5249 NATIONAL TERMINAL INC.	C
10	12014263	27,884.00	04/14/15	3269 NCS PEARSON INC.	C
10	12014264	300.00	04/14/15	5262 NEW JERSEY ASSOCIATION OF SCHOOL BUSINES	C
10	12014265	368.00	04/14/15	6792 NEW JERSEY DEPT OF COMMUNITY AFFAIRS	C
10	12014266	820.00	04/14/15	7640 NEW JERSEY PRINCIPALS & SUPERVISORS	C
10	12014267	1,200.00	04/14/15	4933 NEW JERSEY SCIENCE CONVENTION	C
10	12014268	675.00	04/14/15	5364 NEW JERSEY SEA GRANT CONSORTIUM	C
10	12014269	5,000.00	04/14/15	25038 NICOLE D. WIGFALL	C
10	12014270	345.00	04/14/15	1369 NIGP ACCOUNTING DEPARTMENT	C
10	12014271	4,871.56	04/14/15	21687 NJ ADVANCE MEDIA, LLC	C
10	12014272	332.00	04/14/15	5397 TREASURER, STATE OF NEW JERSEY	C
10	12014273	348.00	04/14/15	5022 NJAGC	C
10	12014274	510.00	04/14/15	5024 NJAHPERD	C
10	12014275	240.00	04/14/15	5389 NJPAC ARTS ED DEPT.	C
10	12014276	210.00	04/14/15	5403 NJSHA	C
10	12014277	2,151.50	04/14/15	5461 NORCOSTCO, INC.	C
10	12014278	5,600.00	04/14/15	1619 NORTHWEST ESSEX COMMUNITY HEALTHCARE NET	C
10	12014279	1,869.99	04/14/15	5595 ORIENTAL TRADING	C
10	12014280	1,627.50	04/14/15	5511 OSCAR PETTY, JR	C

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Bank	Check No	Amount	Date	Vendor	Type
10	12014281	1,474.43	04/14/15	16969 PAPER CLIPS, INC.	C
10	12014282	71.30	04/14/15	56S9 PAPER DIRECT, INC.	C
10	12014283	4,872.74	04/14/15	5693 PASSAIC COUNTY ELKS CEREBRAL PALSY CTR.	C
10	12014284	2,762.47	04/14/15	5656 SMART SOURCE LLC	C
10	12014285	1,821.00	04/14/15	5821 PETER DIONISIO	C
10	12014286	8,000.00	04/14/15	5901 PITNEY BOWES	C
10	12014287	1,079.60	04/14/15	2042 POLAND SPRING DIRECT	C
10	12014288	952.35	04/14/15	5899 POSITIVE PROMOTIONS, INC.	C
10	12014289	16,420.02	04/14/15	116 PRAD'S HARDWARE	C
10	12014290	4,640.74	04/14/15	5944 PRESENTATION SYSTEMS INC.	C
10	12014291	897.00	04/14/15	5963 PRO-ED	C
10	12014292	6,000.00	04/14/15	1953 PRO-TEC SYSTEMS, INC.	C
10	12014293	4,638.00	04/14/15	5983 PROMEDIA TECHNOLOGY SERVICES, INC.	C
10	12014294	307,974.02	04/14/15	6008 PSE & G	C
10	12014295	1,970.00	04/14/15	24619 R/T ENTERPRISES	C
10	12014296	229.00	04/14/15	6085 RAHWAY BUSINESS MACHINES	C
10	12014297	2,520.00	04/14/15	6142 RANCOCAS VALLEY REGIONAL HIGH SCHOOL	C
10	12014298	2,396.17	04/14/15	6168 REALLY GOOD STUFF A DIV OF FILMIC ARCHIV	C
10	12014299	3,195.30	04/14/15	6201 RELIABLE LOCK & SAFE	C
10	12014300	375.86	04/14/15	6244 RICCIARDI BROTHERS HOME DECORATING STORE	C
10	12014301	625.60	04/14/15	15890 RIPLEY'S BELIEVE IT OR NOT!	C
10	12014302	1,821.00	04/14/15	2180 ROBYN D. SORBINO	C
10	12014303	3,000.00	04/14/15	6344 ROSS HABER ASSOCIATES	C
10	12014304	360.00	04/14/15	7285 RUTGERS CENTER FOR LITERACY DEVELOPMENT	C
10	12014305	1,410.00	04/14/15	25305 RUTGERS, THE STATE UNIVERSITY OF NEW	C
10	12014306	1,585.92	04/14/15	1795 SAL ELECTRIC COMPANY	C
10	12014307	1,708.24	04/14/15	6464 SARGENT-WELCH / DIVISION OF	C
10	12014308	3,100.00	04/14/15	6532 SCHILLINGER EDUCATIONAL CONSULTANTS	C
10	12014309	1,914.63	04/14/15	6495 SCHOLASTIC INC	C
10	12014310	3,888.93	04/14/15	6510 SCHOOL HEALTH CORP.	C
10	12014311	22,700.01	04/14/15	6539 SCHOOL SPECIALTY INC.	C
10	12014312	900.00	04/14/15	9610 SDE, INC.	C
10	12014313	150.00	04/14/15	22500 SEAT ADVISOR, INC.	C
10	12014314	582.40	04/14/15	6646 SIMPLEX GRINNELL LP	C
10	12014315	1,917.47	04/14/15	6422 SIX FLAGS GREAT ADVENTURE	C
10	12014316	1,200.00	04/14/15	25054 SLX INFRASTRUCTURE, LLC	C
10	12014317	8,000.00	04/14/15	6530 SMAPA	C
10	12014318	52.14	04/14/15	6672 SOCIAL STUDIES SCH SERVICE	C
10	12014319	172.50	04/14/15	6429 SODEXO CATERING FOR E.O.B.O.E FOOD SERVI	C
10	12014320	40,083.50	04/14/15	12440 SOTI INC.	C
10	12014321	1,085.37	04/14/15	6675 SPIRIT CRUISES	C
10	12014322	13,953.32	04/14/15	1721 STAPLES ADVANTAGE	C
10	12014323	4,902.00	04/14/15	11460 STARLIGHT HOME CARE AGENCY, INC.	C
10	12014324	500.00	04/14/15	8116 STATE OF NEW JERSEY	C
10	12014325	1,458.00	04/14/15	24708 STATUE CRUISES	C
10	12014326	370.32	04/14/15	12653 STEPHEN WEBB-PETTY CASH	C
10	12014327	1,986.00	04/14/15	7061 TABINA LYTE	C
10	12014328	2,413.74	04/14/15	7142 TANNER NORTH JERSEY, INC. FURNITURE & EQ	C
10	12014329	599.23	04/14/15	6970 TEACHER'S DISCOVERY	C
10	12014330	5,946.00	04/14/15	6980 TECH SQUAD	C
10	12014331	6,495.60	04/14/15	6994 TELE-MEASUREMENTS, INC.	C
10	12014332	1,650.00	04/14/15	22080 TEQUIPMENT, IN.	C
10	12014333	880.00	04/14/15	3296 HARTFORD STEAM BOILER	C
10	12014334	1,249.70	04/14/15	4999 THE MUSIC SHOP, L.L.C	C
10	12014335	587.16	04/14/15	7643 THE PRUDENTIAL INSURANCE COMPANY OF AMER	C

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Bank	Check No	Amount	Date	Vendor	Type
10	12014336	227.09	04/14/15	6785 NJ ADVANCE MEDIA	C
10	12014337	256.00	04/14/15	6757 THE STATE THEATRE REGIONAL ARTS CENTER A	C
10	12014338	936.00	04/14/15	7542 THEATREWORKS USA	C
10	12014339	1,277.91	04/14/15	21644 TOTAL FIRE SAFETY LLC	C
10	12014340	735.36	04/14/15	7076 TRANE	C
10	12014341	550.00	04/14/15	1889 TRAVEL WITH STEVE - STEVE MCCLLOUD	C
10	12014342	2,930.00	04/14/15	5345 TREASURER-STATE OF NEW JERSEY	C
10	12014343	550.61	04/14/15	7112 TRIARCO ARTS & CRAFTS	C
10	12014344	11,003.87	04/14/15	2412 TRIUMPH LEARNING LLC	C
10	12014345	7,555.73	04/14/15	7037 TTI ENVIRONMENTAL, INC.	C
10	12014346	742.00	04/14/15	8061 TURTLE BACK ZOO DBA/ESSEX COUNTY PARKS	C
10	12014347	276.16	04/14/15	7235 UNITED PARCEL SERVICE	C
10	12014348	53,624.10	04/14/15	8173 UNITED WELDING & PLUMBING	C
10	12014349	49.25	04/14/15	23329 UNIVERSAL ADVANTAGE FLEET CARD	C
10	12014350	373.50	04/14/15	7188 UNIVERSAL CHEMICAL	C
10	12014351	2,657.95	04/14/15	7225 UNIVERSAL UNIFORM SALES COMPANY, INC.	C
10	12014352	2,092.50	04/14/15	7183 US NETSERVICES, LLC	C
10	12014353	7,997.12	04/14/15	7259 VALIANT NATIONAL AV SUPPLY	C
10	12014354	168,000.00	04/14/15	7267 VERIZON	C
10	12014355	11,234.59	04/14/15	14796 VERIZON BUSINESS	C
10	12014356	112.82	04/14/15	7288 VERIZON SELECT SERVICES INC.	C
10	12014357	1,424.06	04/14/15	18422 VIRCO INC.	C
10	12014358	264.65	04/14/15	7352 VIRGINIA HARP CENTER	C
10	12014359	7,299.44	04/14/15	2540 W. B. MASON CO. INC	C
10	12014360	6,356.99	04/14/15	2631 WARSHAUER GENERATORS LLC	C
10	12014361	150.00	04/14/15	3142 WATCHUNG BOOKSELLERS	C
10	12014362	1,015.00	04/14/15	4490 WENGER CORPORATION	C
10	12014363	600.00	04/14/15	8090 WM. PATERSON UNIV.C/O SHEA CTR BOX OFF.	C
10	12014364	884.52	04/14/15	7524 WORRALL COMMUNITY NEWSPAPERS	C
10	12014365	75,881.86	04/14/15	7548 XEROX CORP	C
10	12014366	5,142.47	04/14/15	7549 XEROX CORP	C
10	12014367	153.00	04/14/15	7550 XEROX CORP.SUPPLIES	C
10	12014368	307.89	04/14/15	2119 YOUTHLIGHT INC	C
10	12014369	555.88	04/14/15	7579 ZANER BLOSER, INC.	C
10	12014370	342,295.38	04/14/15	452 APPLE COMPUTER, INC	C
10	12014371	2,750.00	04/14/15	7874 CAROL BLOWE	C
10	12014372	875.92	04/14/15	1203 CARTRIDGE WORLD OF RAMSEY CO-OP NJ	C
10	12014373	4,580.00	04/14/15	1221 CATHOLIC CHARITIES OF THE ARCHDIOCESE OF	C
10	12014374	83,838.80	04/14/15	1637 CEREBRAL PALSY OF NORTH JERSEY	C
10	12014375	7,578.00	04/14/15	22012 COMMUNITY TECHNICAL ASSISTANCE	C
10	12014376	2,500.00	04/14/15	21440 DEBBIE WARNER	C
10	12014377	969.97	04/14/15	2066 DEMCO EDUCATIONAL CORP.	C
10	12014378	11,625.00	04/14/15	2806 DR. DONALD MERACHNIK, PHD.	C
10	12014379	131,208.24	04/14/15	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12014380	1,254.87	04/14/15	12211 FILEBANK, INC.	C
10	12014381	252.00	04/14/15	3315 HAWTHORNE EDUCATIONAL SERVICES	C
10	12014382	4,000.00	04/14/15	24724 HOLLY SEPLOCHA	C
10	12014383	1,125.00	04/14/15	3799 JOEL THERVIL	C
10	12014384	4,000.00	04/14/15	3669 JUDY JABLON	C
10	12014385	712.80	04/14/15	3997 KAPLAN'S SCHOOL SUPPLY, INC.	C
10	12014386	2,603.11	04/14/15	4185 LAKESHORE LEARNING MATERIALS	C
10	12014387	1,125.00	04/14/15	4528 MARY ELLEN LAUGHLIN	C
10	12014388	5,143.00	04/14/15	8421 MELISSA KADEN	C
10	12014389	4,795.00	04/14/15	5271 NEUROSCIENCE ASSOC.,MD., PA	C
10	12014390	1,000.00	04/14/15	24368 OPTIMISTIC EXPECTATIONS	C

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Bank	Check No	Amount	Date	Vendor	Type
10	12014391	164.00	04/14/15	6085 RAHWAY BUSINESS MACHINES	C
10	12014392	2,820.00	04/14/15	1769 RONALD W. CRAMPTON, M.D.	C
10	12014393	52,700.00	04/14/15	6495 SCHOLASTIC INC	C
10	12014394	1,222.80	04/14/15	6510 SCHOOL HEALTH CORP.	C
10	12014395	205.85	04/14/15	6539 SCHOOL SPECIALTY INC.	C
10	12014396	45,974.50	04/14/15	6429 SODEXO CATERING FOR E.O.B.O.E FOOD SERVI	C
10	12014397	360.00	04/14/15	7174 UNION CTY EDUC SERV COMM	C
10	12014398	298.79	04/14/15	7167 USI, INC.	C
10	12014399	985.89	04/14/15	2540 W. B. MASON CO. INC	C
10	12014400	26,540.64	04/14/15	1271 1ST CEREBRAL PALSY OF NJ	C
10	12014401	12,544.00	04/14/15	261 ALLEGRO	C
10	12014402	8,253.30	04/14/15	202 BANYAN SCHOOL, INC.	C
10	12014403	9,315.00	04/14/15	836 BONNIE BRAE	C
10	12014404	39,893.01	04/14/15	1637 CEREBRAL PALSY OF NORTH JERSEY	C
10	12014405	5,628.00	04/14/15	1543 COASTAL LEARNING CENTER MONMOUTH CORP.	C
10	12014406	21,243.75	04/14/15	2105 DERON II SCHOOL OF NEW JERSEY	C
10	12014407	14,484.60	04/14/15	2237 ECLC OF NEW JERSEY	C
10	12014408	24,125.60	04/14/15	2523 ESSEX COUNTY VOCATIONAL SCHOOLS	C
10	12014409	30,982.60	04/14/15	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12014410	21,007.36	04/14/15	2534 ESSEX VALLEY SCHOOL	C
10	12014411	14,605.08	04/14/15	8131 FEDCAP REHABILITATION SERVICES INC.	C
10	12014412	4,093.05	04/14/15	2640 FELICIAN SCHOOL FOR EXCEPTIONAL CHILDREN	C
10	12014413	13,760.00	04/14/15	1390 FIRST CHILDREN, LLC PAM VENKUS	C
10	12014414	27,548.00	04/14/15	2860 GATEWAY SCHOOL	C
10	12014415	8,569.68	04/14/15	2919 GLENVIEW ACADEMY DBA KDDS INC.	C
10	12014416	11,737.05	04/14/15	3001 GRAMON SCHOOL DBA ELO INCORORATED	C
10	12014417	6,914.40	04/14/15	4186 LAKEVIEW LEARNING CENTER	C
10	12014418	29,789.28	04/14/15	6636 LORD STIRLING SCHOOLS	C
10	12014419	5,104.00	04/14/15	4794 MIDDLESEX REGIONAL EDUCATIONAL SERVICES	C
10	12014420	8,528.20	04/14/15	4926 MORRIS-UNION JOINTURE COMM. BOARD OF EDU	C
10	12014421	45,991.00	04/14/15	4972 MOUNTAIN LAKES BOARD OF EDUCATION	C
10	12014422	25,631.94	04/14/15	5283 NEW BEGINNINGS DBA KDDS III INC	C
10	12014423	17,091.36	04/14/15	3405 NEW ROAD SCHOOLS OF NEW JERSEY DBA HIGH	C
10	12014424	30,808.00	04/14/15	5285 NEWARK BOARD OF EDUCATION	C
10	12014425	41,352.68	04/14/15	1619 NORTHWEST ESSEX COMMUNITY HEALTHCARE NET	C
10	12014426	15,391.20	04/14/15	5839 PHOENIX CENTER	C
10	12014427	6,399.06	04/14/15	6142 RANCOCAS VALLEY REGIONAL HIGH SCHOOL	C
10	12014428	14,292.00	04/14/15	6704 SOMERSET HILLS SCHOOL	C
10	12014429	4,452.00	04/14/15	5371 TERRANOVA GROUP	C
10	12014430	6,792.28	04/14/15	1412 THE CHILDREN'S INSTITUTE	C
10	12014431	9,339.30	04/14/15	4228 THE LEARNING CENTER FOR EXCEPTIONAL	C
10	12014432	6,450.00	04/14/15	4693 THE MATHENY SCHOOL & HOSPITAL	C
10	12014433	14,535.50	04/14/15	7174 UNION CTY EDUC SERV COMM	C
10	12014434	81,868.91	04/14/15	7570 YOUTH CONSULTATION SERVICE	C
10	12014435	505,788.00	04/14/15	2333 EAST ORANGE COMMUNITY CHARTER SCHOOL	C
10	12014436	21,855.00	04/14/15	7064 GREAT OAKS CHARTER SCHOOL	C
10	12014437	2,065.00	04/14/15	3430 HOBOKEN CHARTER SCHOOL	C
10	12014438	27,361.00	04/14/15	4166 LADY LIBERTY ACADEMY CHARTER SCHOOL	C
10	12014439	34,238.00	04/14/15	24740 LINK COMMUNITY CHARTER SCHOOL	C
10	12014440	25,807.00	04/14/15	21717 HARION P. THOMAS CHARTER SCHOOL	C
10	12014441	11,115.00	04/14/15	17981 MERIT PREPARTORY OF NEWARK CHARTER SCHOO	C
10	12014442	4,918.00	04/14/15	5296 NEW HORIZONS COMMUNITY CHARTER SCHOOL	C
10	12014443	1,418.00	04/14/15	19046 NEWARK EDUCATORS COMMUNITY CHARTER	C
10	12014444	20,263.00	04/14/15	13927 NEWARK PREP CHARTER	C
10	12014445	3,830.00	04/14/15	23400 NORTH STAR ACADEMY CHARTER	C

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Bank	Check No	Amount	Date	Vendor	Type
10	12014446	12,862.00	04/14/15	17973 PEOPLE'S PREPARATORY CHARTER SCHOOL	C
10	12014447	105,628.00	04/14/15	17604 PHILIP'S ACADEMY CHARTER SCHOOL (PACS)	C
10	12014448	297,101.00	04/14/15	6015 PRIDE ACADEMY CHARTER SCHOOL	C
10	12014449	16,750.00	04/14/15	5258 ROSEVILLE COMMUNITY CHARTER SCHOOL	C
10	12014450	71,801.00	04/14/15	6978 TEAM ACADEMY CHARTER SCHOOL	C
10	12014451	33,617.00	04/14/15	13951 THE PAULO FREIRE SCHOOL	C
10	12014452	24,455.00	04/14/15	7228 UNIVERSITY HEIGHTS CHARTER SCHOOL	C
10	12014453	34,136.10	04/14/15	2105 DERON II SCHOOL OF NEW JERSEY	C
10	12014454	11,879.94	04/14/15	5693 PASSAIC COUNTY ELKS CEREBRAL PALSY CTR.	C
10	12014455	4,130.00	04/14/15	7501 WINDSOR LEARNING CENTER	C
10	12014456	5,894.56	04/14/15	21849 SCARINCI & HOLLENBECK , LLC	C

total Bank No 10 5,130,785.25

30	12000067	6.40	04/14/15	25313 C. SMITH	C
30	12000068	43.65	04/14/15	25364 BIENVENIDO RODRIGUEZ	C
30	12000069	10.30	04/14/15	25321 DONETTA GARRETT	C
30	12000070	568,329.19	04/14/15	6428 SODEXO, INC. - BUSINESS OFFICE	C
30	12000071	13.10	04/14/15	24287 TACHA GABRIUS	C
30	12000072	8.15	04/14/15	25348 VERNONICA JOHNSON	C

total Bank No 30 568,410.79

Total Hand Checks	.00
Total Computer Checks	5,699,196.04
Total ACH Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00

Grand Total: 5,699,196.04

Batch Yr	Batch No	Amount
15	001356	66,021.29
15	001360	422,774.73
15	001362	222,731.98
15	001367	33,644.09
15	001377	23,254.66
15	001385	64,715.84
15	001404	1,220,872.00
15	001406	59,967.00
15	001407	242,508.59
15	001408	91,881.57
15	001413	628,520.52
15	001415	50,146.04
15	001416	662,737.41
15	001422	424,184.04
15	001425	36,541.31
15	001448	30,336.71
15	001451	252,783.75
15	001452	30,746.49
15	001458	568,410.79
15	001460	53,520.66
15	001463	72,177.79
15	001465	83,784.40
15	001477	34,800.02
15	001479	189,675.91
15	001483	8,355.00
15	001484	2,705.85
15	001485	415.52
15	001507	115,343.40
15	001521	-8,355.00

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>	
				15	001525	8,099.12
				15	001528	5,894.56

POLICY COVER PAGE



[See POLICY ALERT Nos. 120, 135, 147, 153, 168, 170, 197 and 205]

2622 STUDENT ASSESSMENTS

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. 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:8-4.2. 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:



[See POLICY ALERT No. 205]

2622 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.**



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:



Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY

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Pupil Supervision After School Dismissal

8601 PUPIL SUPERVISION AFTER SCHOOL DISMISSAL

The Board of Education adopts this Pupil Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court's decision in *Joseph Jerkins, an infant by his Guardian Ad Litem, Charles Jerkins; Charles Jerkins and Toni Jerkins, individually, v. Soweto Anderson; Kemba N. Anderson; John Does 1-10 (fictitious individuals) and ABC Corporations 1-10 (fictitious entities), and Board of Education of Pleasantville Public Schools and Rosemay Clarke*.

The New Jersey Supreme Court, in *Jerkins*, indicated dangers exist for younger pupils at dismissal as children are susceptible to numerous risks, including negligent conduct, when leaving school property. Because of these risks, the Board of Education adopts and requires the implementation of Policy 8601 for the supervision of younger pupils after dismissal. The supervision provisions of Policy Guide 8601 are applicable to parents or legal guardians of pupils attending district-operated schools or programs in grades PreK through twelve who are not eligible for district-provided transportation after dismissal or are eligible and elect not to use district-provided transportation after dismissal.

Any parent(s) or legal guardian(s) of a pupil attending a district-operated school or program in grades PreK through twelve, where the pupil is not eligible for district-provided transportation or is eligible and elects not to use district-provided transportation after dismissal may request the school or program not release the pupil to walk home after dismissal unless the pupil is released to the parent(s) or legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s). The parent(s) or legal guardian(s) designated escort(s) must be at least eighteen years old. The parent(s) or legal guardian(s) may designate up to two escorts. The parent(s) or legal guardian(s) requesting their child(ren) only be released to a parent(s) or legal guardian(s) or parent(s) or legal guardian(s)-designated escort after dismissal must submit a completed Request for Supervision at Dismissal from School Form to the Principal or designee, or program administrator.

The Form shall be made available in the Main office of the school building or the location of the program, upon request to the Principal, or designee, or the program administrator, to parent(s) or legal guardian(s) in the beginning of the school year.

Only those parents or legal guardians requesting the school or program not release their child(ren) to walk home after school dismissal unless the child(ren) is released to the parent(s) or legal guardian(s) or designated escort need to complete the Request Form.



0134 **BOARD SELF EVALUATION**

The Board of Education may determine to conduct a self-evaluation on a periodic or regular basis. In the event the Board determines to conduct a self-evaluation, it will adopt an evaluation instrument that permits individual Board members to record their assessments of the conduct of the Board in fulfilling its responsibilities in accordance with applicable statutes and administrative codes.

The assessments will be tabulated **by the Board President or designee** and presented for discussion at a regular meeting of the Board in which the Superintendent will be invited to participate. The Board will formulate, as appropriate, goals and priorities that will serve to guide the Board's **conduct**.

N.J.S.A. 18A:11-1

Adopted: 9 March 2010
Adopted:



Policy/Regulations

East Orange Board of Education

BYLAWS
0152/page 1 of 1
Board Officers

0152 **BOARD OFFICERS**

The Board of Education shall organize **at its first regular meeting** by electing one of its members as President and another as Vice-President.

Any member may place a member's name in nomination; a second is not required. Election for each office will be conducted by **a** vote when the nominations for that office are closed. The candidate receiving a **majority vote of the members of the Board present and constituting a quorum** will be elected to office.

Voting shall take place by verbal roll call **vote after nominations are closed. When more than one person has been nominated, the Board will vote on candidates in the order in which they were nominated. In the event no candidate receives a majority vote of the members of the Board present and constituting a quorum, the procedure shall continue until someone receives a majority vote.**

Officers shall serve for one year and until their respective successors are elected and shall qualify, but if the Board shall fail to hold the organization meeting or to elect Board officers as prescribed by N.J.S.A. 18A:15-1, the **Executive** County Superintendent shall appoint from among the members of the Board a President and/or Vice-President.

A President or Vice-President who refuses to perform a duty imposed upon him/her by law may be removed by a majority vote of the **Board** members **present and constituting a quorum**. In the event the office of President or Vice-President shall become vacant the Board shall, within thirty days thereafter, fill the vacancy for the unexpired term. If the Board fails to fill the vacancy within such time, the **Executive** County Superintendent shall fill the vacancy for the unexpired term.

The Board shall by a recorded roll-call majority vote at its annual reorganization meeting to appoint a person to serve as School Business Administrator/Board Secretary. The School Business Administrator/Board Secretary shall be bonded according to law. The Board shall pay the expense of the bond.

The Board shall also appoint a Treasurer of School Moneys at the annual reorganization meeting. The Treasurer shall be bonded according to law.

Officers shall serve for one year and until their respective successors are elected and shall qualify, but if the Board shall fail to hold the organization meeting or to elect Board officers as prescribed by N.J.S.A. 18A:15-1, the County Superintendent shall appoint from among the members of the Board a President and/or Vice-President.

N.J.S.A. 18A:15-1; 18A:15-2

Adopted: 9 March 2010

Adopted:



R 2430 EXTRACURRICULAR ACTIVITIES

A. Definition

“Extracurricular activities” means activities conducted on or off school premises by clubs, associations, and organizations of pupils sponsored by the Board of Education; “extracurricular activities” also includes the pupil clubs, associations, and organizations that conduct those activities. “Extracurricular activities” does not include athletic competitions or practices or athletic teams or organizations.

B. Recognition

1. All extracurricular activities must be approved by the Board. An organization of pupils or an activity conducted by and for pupils becomes an extracurricular activity only when it has been duly approved by the Board.
2. **All clubs must have a minimum membership of ten (10) students to remain operational. If a club fails to achieve and/or sustain ten (10) members by December 15th, it will be discontinued immediately.**
3. **All club advisors are expected to abide by the guidelines and procedures outlined in the Club Advisors’ Handbook to receive full stipend payment.**
4. The Board will approve annually and maintain a list of approved extracurricular activities, which will be distributed to Principals. The list will include:
 - a. Those extracurricular activities that have been in operation and have been found to address satisfactorily a continuing need,
 - b. Newly approved extracurricular activities,
 - c. A brief description of each approved activity,
 - d. The name of the advisor of each activity, and
 - e. The name of the custodian of the activity's fund.
5. A new extracurricular activity may be initiated in accordance with the following procedures:
 - a. A written proposal for the new activity must be submitted to the Building Principal. The proposal will include;



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Extracurricular Activities

- (1) The name and purpose of the proposed activity and the date of the request,
 - (2) The name of a faculty member, who has agreed to be its advisor,
 - (3) A plan for the use of school facilities, including the facility required, the times and frequency of use, and the portion of the school year the facility will be used,
 - (4) The need, if any, for support personnel or services,
 - (5) A description of the activities that participating pupils will conduct;
 - (6) An estimation of the costs, if any, that the activity will incur,
 - (7) A statement as to whether or not the proposed activity will involve fund raising and, if fund raising will be involved, the use that will be made of those funds,
 - (8) The manner in which pupil leaders will be chosen and organizational decisions will be made,
 - (9) The number of pupils who intend to participate in the activity, and
 - (10) Qualifications for participation, if any, and, if pupils must qualify on a basis other than interest and availability, the rationale for that qualification.
- b. A duly submitted proposal for a new extracurricular activity will be approved if:
- (1) Its objectives are in harmony with the educational goals adopted by the Board;
 - (2) It is designed to meet assessed pupil needs and interests;
 - (3) At least ten pupils have expressed an intention to participate in the activity;



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Extracurricular Activities

- (4) Participation is open to all interested pupils available for participation or, if participation is limited, any qualifications for participation are reasonably justified by the purpose of the activity;
- (5) The proposed use of school facilities does not interfere with the instructional program or the conduct of established extracurricular activities; and
- (6) The proposed activity will be properly supervised.

C. Pupil Participation

1. The program of extracurricular activities should be sufficiently varied to meet the wide range of pupils' vocational, recreational, social, and cultural needs and interests.
2. All pupils will be provided with information on extracurricular activities at the start of the school year and will be invited to participate in one or more activities.
3. Eligibility standards are set forth in Policy No. 2430.
4. When a pupil becomes ineligible for participation in extracurricular activities by reason of poor attendance or poor academic performance, his/her teacher will so inform the advisors of the co-curricular activities in which the pupil participates. The advisor will suspend the pupil's participation, except as exempted by Policy No. 2430.

D. Supervision

1. Each extracurricular activity must be supervised by at least one staff member appointed by the Board as advisor.
2. The Superintendent will provide appropriate in-service training for extracurricular advisors.
3. Extracurricular advisors will be provided with an advisors' handbook that includes, as a minimum, these regulations and detailed school procedures for the conduct of co-curricular activities.
4. Each extracurricular advisor shall:



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Extracurricular Activities

- a. Meet regularly and promptly with participating pupils at the assigned time and place of the activity and ensure an orderly environment appropriate to the purpose of the activity;
 - b. The first meeting of the club must take place prior to October 31st.**
 - c. Instruct participating pupils in the purpose and conduct of the activity and explain any rules and/or standards to be observed in the conduct of the activity;
 - d. Encourage participating pupils to take appropriate responsibility for the conduct and leadership of the activity;
 - e. Prepare and submit to the Building Principal a calendar of activities for the school year;
 - f. Prepare and maintain a membership list of participating pupils, keep an attendance record, and submit the membership list **by October 31st**;
 - g. Submit attendance sign-in sheets, updated club rosters, agendas, and meeting minutes for every meeting to the Building Principal by the 30th of each month;**
 - h. Ascertain that each participating pupil is involved in the activity to the extent commensurate with his/her interests and abilities;
 - i. Report periodically or as required to the Building Principal on the conduct and/or achievements of the activity;
 - j. Take all reasonable and necessary steps to safeguard the health and safety of participating pupils, including the prohibition of hazing and similar initiation rites;
 - k. Ensure the proper accounting and deposit of any funds raised or collected by the activity, in accordance with Policy No. 6660; and
 - l. Cooperate with the Principal in a year-end evaluation of the activity.
- 5. The building principal shall be responsible for submitting the sign-in sheets for each club to the Division of Human Resource Services by the 5th of each month for the previous month's meetings.**



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Extracurricular Activities

6. The advisor responsible for an activity scheduled for an evening or a weekend (such as a performance or social event) should consult Regulation No. 5850 and No. 9161 and should:
 - a. Request permission for the activity from the Building Principal and for the use of the facility from the Building Principal;
 - b. Provide publicity and advertising information to the Building Principal at least ten working days in advance of the event;
 - c. Order any necessary tickets and/or program, correct proofs, and print;
 - d. Provide for any music required by hiring musicians and/or collecting records and tapes;
 - e. Arrange with the Principal for the provision of any additional security and/or traffic services, in accordance with Regulation No. 9320;
 - f. Arrange for any required audio or lighting equipment and supplies;
 - g. Provide for the checking of participants' and spectators' outerwear;
 - h. Provide for any food services that will be required;
 - i. Arrange for ushers and chaperones;
 - j. Provide for the prompt deposit of any moneys collected; and
 - k. After the event, report to the Building Principal;
 - (1) The number of tickets sold,
 - (2) The number of persons, who attended the event,
 - (3) The amount of money collected and deposited, and
 - (4) An evaluation of the event, including an account of any unusual incidents.
7. Staff members other than the activity advisor should attend activities as follows:
 - a. An administrator should be assigned to attend each evening and each weekend extracurricular activity;



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Extracurricular Activities

- b. Teachers are encouraged to support and attend a function that has been planned and prepared by a significant proportion of the pupils assigned to them;
- c. All faculty members are encouraged to support and attend special extracurricular events that involve a significant degree of pupil planning and preparation such as plays, concerts, and dances.

E. Evaluation

1. An evaluation of each extracurricular activity will be conducted by the Principal and the advisor at the end of the school year or the conclusion of the activity.
2. The evaluation will measure the activity against its stated objectives to determine if the objectives were met. Criteria may include:
 - a. Membership and attendance records;
 - b. Regularity of meetings;
 - c. The planning and execution of special events;
 - d. Evidence of pupil leadership and assumption of responsibility; and
 - e. Such other indicia of pupils' growth and development as the evaluators may choose.
3. The evaluation will include recommendations for the improvement of the activity or, if so indicated, for the cancellation of the activity.
4. The Building Principal will conduct an annual evaluation of the overall program of extracurricular activities. That evaluation should consider whether the program has resulted in:
 - a. Improvement in school attendance;
 - b. Improvement in academic performance;
 - c. Increased participation in school activities; and
 - d. Improvement in school morale and pupil behaviors.

F. Records



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Extracurricular Activities

1. A pupil's participation in extracurricular activities shall be recorded in his/her record, will be preserved for the duration of the pupil's enrollment in the school, and may be released only in accordance with Policy No. 8330.
2. Records of the conduct of extracurricular activities will be maintained by the Building Principal and will include, as appropriate to the activity:
 - a. The period in which the activity occurred;
 - b. The numbers of participating pupils in each school year and/or present at each extracurricular event;
 - c. The name of the activity advisor;
 - d. The printed product of the activity, such as copies of the school newspaper or literary collection;
 - e. Copies of reports of the activity in newspapers and/or other public relations releases; and
 - f. The financial records of the activity.

Issued: 6 May 2009



3212 ATTENDANCE

The East Orange Board of Education recognizes that an effective educational system is one in which all staff members, whenever possible, report for duty each and every working day. Therefore, to foster and maximize staff attendance at the 95 percent level, an attendance improvement program shall be developed and implemented.

The primary purpose of the attendance program shall be to improve and maintain the quality of education. Improved attendance will increase the level of staff contact time and ensure the continuity of learning by reducing to a minimum the interruption of services provided pupils by full time staff.

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Staff member absenteeism disrupts the educational program the Board of Education considers attendance an important component of a staff member's job performance.

A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to appropriate consequences, which may include the withholding of a salary increments, dismissal, and/or certification of tenure charges.

In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household. No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in the collective bargaining agreement negotiated with the member's majority representative, in an individual employment contract, or provided in the policies of the Board. In accordance with N.J.S.A. 18A:30-4, the Superintendent or Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.

The Superintendent of Schools shall be responsible for developing, implementing, and maintaining an attendance program that is consistent with the basic philosophy, purpose, and mission of this school district.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
3212/page 2 of 2
Attendance

Full consideration shall be given to the development of positive approaches for dealing with human behavior and to the institution of proper motivational techniques designed to engender improved staff attendance.

The Superintendent shall include in this program plans for conducting annual audits of district staff attendance. Such audits shall be the basis for a comprehensive report to the Board of Education in August of each year.

Definitions

Sickness or illness may be defined as a physical or mental impairment which can be certified by a physician, **if needed**. It tends to debilitate a person to the extent that it reduces his/her effectiveness on the job and may be classified as short-term or long-term.

Short-term occasional illnesses are sporadic periods of absences over a long duration, each of which usually consists of one to three days.

Long-term occasional illnesses are absences over a long duration, consisting of four days or more, in which a staff member is absent because of a legitimate ailment. All staff members must be cleared by the Human Resources Department prior to returning to their assignment.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among the staff members. The review will include the collection and analysis of attendance data, the training of teaching staff members in their attendance responsibilities, and the counseling of teaching staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-1 et.seq.

Adopted: 3 December 2008

Adopted: 27 June 2013

Adopted:



3218 SUBSTANCE ABUSE

The Board of Education recognizes a teaching staff member who reports to work under the influence of drugs or alcohol poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any teaching staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district. A teaching staff member is prohibited from possession, use, distribution, or being under the influence of any substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities.

For the purposes of this Policy, "substance" or "substances" means alcoholic beverages, any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

Any teaching staff member who reports to work or attends a school-sponsored function where the teaching staff member has assigned job responsibilities under the influence of or in possession of any substance will be subject to appropriate discipline, which may include termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.

A teaching staff member shall be required to submit to an immediate medical examination to include a substance test if the Principal or designee has reasonable suspicion to believe a teaching staff member is under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities. Refusal of a teaching staff member to consent to the medical examination and substance test will be determined to be a positive result.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
3218/page 2 of 2
Substance Abuse

In the event a teaching staff member's medical examination and substance test results are negative for a substance, any documents or records pertaining to the requirement for the examination and test and results will not be maintained by the school district. Any required examination and testing shall be paid for by the Board. The teaching staff member will be afforded the opportunity to have any test results confirmed using acceptable test confirmation practices. This confirming test shall be paid for by the teaching staff member.

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any teaching staff member who, in the course of their employment, has reason to believe a school staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal, or in the absence of the Principal, to the staff member responsible at the time of the alleged violation. Either the Principal or the staff member shall notify the Superintendent of Schools who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a teaching staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the teaching staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a teaching staff member in response to questioning initiated by the Principal or designee or following the discovery by the Principal or designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

42 CFR Part 2
N.J.A.C. 6A:16-6.3; 6A:32-6.3

Adopted: 3 December 2008



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East Orange Board of Education

TEACHING STAFF MEMBERS

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Substance Abuse

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R 3218 SUBSTANCE ABUSE

A. Definition

1. "Principal or designee" means the teaching staff member's Principal or a staff member designated by the Principal to be responsible at the time of the alleged violation or the teaching staff member's supervisor or a staff member designated by the teaching staff member's supervisor to be responsible at the time of the alleged violation.
2. "Substance" or "substances" means alcoholic beverages, any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.
3. "Substance test" means a test conducted by a State-licensed clinical laboratory using accepted substance use practices, accepted chain of custody procedures, and testing methodology recommended by the laboratory instrument's manufacturer.
4. "Under the influence" means the presence of a substance as defined in Policy 3218 and this Regulation as confirmed in a medical examination and substance test.

B. Procedures to be Followed When a Teaching Staff Member is Suspected to be Under the Influence of a Substance

1. The following procedures shall be used when a teaching staff member is suspected of being under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities.



TEACHING STAFF MEMBERS

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Substance Abuse

- a. **The Principal or designee, upon receiving a report or information a teaching staff member may be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities will:**
 - (1) **Immediately notify the Superintendent of Schools;**
 - (2) **Immediately meet with the teaching staff member;**
 - (a) **The Principal or designee may include another staff member in this meeting; and**
 - (b) **The teaching staff member suspected of being under the influence may include another staff member or a representative of their choice in this meeting.**
- b. **The Principal or designee shall present to the teaching staff member the report or information supporting the suspicion the teaching staff member may be under the influence of a substance.**
- c. **The teaching staff member shall be provided an opportunity to respond to the report or information presented by the Principal or designee.**
- d. **In the event the Principal or designee believes the teaching staff member may be under the influence of a substance after meeting with the teaching staff member, the Principal or designee will arrange for an immediate medical examination to include a substance test.**
- e. **The teaching staff member shall be transported to the examination and testing location by means of transportation approved by the Superintendent or designee and shall be accompanied by the Principal or designee.**
- f. **The teaching staff member, prior to the medical examination and substance test, will be informed by the physician or the physician's designee on the type of testing to be completed and the substances that will be tested.**
- g. **The teaching staff member may, prior to being examined and tested, disclose to the physician any prescription medicine, over-the-counter medicine or supplements, or any other reason why the teaching staff member's test results may be positive.**



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Substance Abuse

1. **Any teaching staff member who has been determined by the physician to be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities shall be required to meet with the Superintendent.**
 - a. **The teaching staff member may include a staff member or a representative of their choice in this meeting.**
2. **The Superintendent will provide the teaching staff member an opportunity to respond to the physician's determination.**
3. **A teaching staff member who has been determined to have been under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities will be subject to appropriate discipline which may include termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member.**

Issued:



4212 ATTENDANCE

Employee attendance is an important factor in the successful operation of any school district and in the maintenance of the continuity of the educational program. The Board of Education is vitally and continually interested in the attendance of each employee and considers satisfactory attendance an important criterion of satisfactory job performance. Therefore, to foster and maximize staff attendance at the 95 percent level, an attendance improvement program shall be developed and implemented.

The regular and prompt of support staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a staff member's job performance.

A support staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to appropriate consequences, which may include the withholding of a salary increment, dismissal, and/or certification of tenure charges.

In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the support staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household. No support staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in the collective bargaining agreement negotiated with the member's majority representative, in an individual employment contract, or provided in the policies of the Board. In accordance with N.J.S.A. 18A:30-4, the Superintendent or Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among the staff members. The review will include the collection and analysis of attendance data, the training of support staff members in their attendance responsibilities, and the counseling of support staff members for whom regular and prompt attendance is a problem.



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Definitions

Sickness or illness may be defined as a physical or mental impairment which can be certified by a physician, if needed. It tends to debilitate a person to the extent that it reduces his/her effectiveness on the job and may be classified as short-term or long-term.

Short-term occasional illnesses are sporadic periods of absences over a long duration, each of which usually consists of one to three days.

Long-term occasional illnesses are absences over a long duration, consisting of four days or more, in which a staff member is absent because of a legitimate ailment. All staff members must be cleared by the Human Resources Department prior to returning to their assignment.

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

Adopted: 3 December 2008

Adopted: 11 June 2013

Adopted:



4218 SUBSTANCE ABUSE

The Board of Education recognizes a support staff member who reports to work under the influence of drugs or alcohol poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any support staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district. A support staff member is prohibited from possession, use, distribution, or being under the influence of any substance during work hours.

For the purposes of this Policy, “substance” or “substances” means alcoholic beverages, any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

Any support staff member who reports to work under the influence of or in possession of any substance will be subject to appropriate discipline, which may include termination or the filing of tenure charges for a tenured support staff member in accordance with law.

A support staff member shall be required to submit to an immediate medical examination to include a substance test if the support staff member’s supervisor has reasonable suspicion to believe a support staff member is under the influence of a substance during work hours. Refusal of a support staff member to consent to the medical examination and substance test will be determined to be a positive result.



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In the event a support staff member's medical examination and substance test results are negative for a substance, any documents or records pertaining to the requirement for the examination and test and results will not be maintained by the school district. Any required examination and testing shall be paid for by the Board. The support staff member will be afforded the opportunity to have any test results confirmed using acceptable test confirmation practices. This confirming test shall be paid for by the support staff member.

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any support staff member who, in the course of their employment, has reason to believe a school staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal, or in the absence of the Principal, to the staff member responsible at the time of the alleged violation. Either the Principal or the staff member shall notify the Superintendent of Schools who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a support staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the support staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a support staff member in response to questioning initiated by the Principal or designee or following the discovery by the Principal or designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

**42 CFR Part 2
N.J.A.C. 6A:16-6.3; 6A:32-6.3**

Adopted: 3 December 2008

Adopted:



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R 4218 SUBSTANCE ABUSE

A. Definition

- 1. "Substance" or "substances" means alcoholic beverages, any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.**
- 2. "Substance test" means a test conducted by a State-licensed clinical laboratory using accepted substance use practices, accepted chain of custody procedures, and testing methodology recommended by the laboratory instrument's manufacturer.**
- 3. "Support staff member's supervisor" or "supervisor" means the building or district administrative staff member who is responsible for supervising the support staff member. For the purposes of this Policy and Regulation, the support staff member's supervisor shall be the support staff member's Principal, School Business Administrator/Board Secretary, district Director or Supervisor, or any other administrative staff member designated by the Superintendent.**
- 4. "Under the influence" means the presence of a substance as defined in Policy 4218 and this Regulation as confirmed in a medical examination and substance test.**

B. Procedures to be Followed When a Support Staff Member is Suspected to be Under the Influence of a Substance

- 1. The following procedures shall be used when a support staff member is suspected of being under the influence of a substance during work hours.**



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Substance Abuse

- a. **The support staff member's supervisor, upon receiving a report or information a support staff member may be under the influence of a substance during work hours will:**
 - (1) **Immediately notify the Superintendent of Schools;**
 - (2) **Immediately meet with the support staff member;**
 - (a) **The support staff member's supervisor may include another staff member in this meeting; and**
 - (b) **The support staff member suspected of being under the influence may include another staff member or a representative of their choice in this meeting.**
- b. **The support staff member's supervisor shall present to the support staff member the report or information supporting the suspicion the support staff member may be under the influence of a substance.**
- c. **The support staff member shall be provided an opportunity to respond to the report or information presented by the supervisor.**
- d. **In the event the supervisor or designee believes the support staff member may be under the influence of a substance after meeting with the support staff member, the supervisor will arrange for an immediate medical examination to include a substance test.**
- e. **The support staff member shall be transported to the examination and testing location by means of transportation approved by the Superintendent or designee and shall be accompanied by the support staff member's supervisor or designee.**
- f. **The support staff member, prior to the medical examination and substance test, will be informed by the physician or the physician's designee on the type of testing to be completed and the substances that will be tested.**
- g. **The support staff member may, prior to being examined and tested, disclose to the physician any prescription medicine, over-the-counter medicine or supplements, or any other reason why the support staff member's test results may be positive.**



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- 3. A support staff member who has been determined to have been under the influence of a substance during work hours will be subject to appropriate discipline which may include termination of or the filing of tenure charges for a tenured support staff member.**

Issued: 3 December 2008

Issued:



SUPPORT STAFF MEMBERS - POLICY

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Arrest Notification by Support Staff Members

4284 ARREST NOTIFICATION BY SUPPORT STAFF MEMBERS

All support staff members shall report their arrest or indictment for any crime or offense to the Superintendent within 14 calendar days. The report 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 adverse personnel action including termination of employment.**

The Division of Human Resource Services will provide an annual notice of this requirement to all **support staff members** by September 30th of each school year. Each affected employee will sign a document acknowledging his/her receipt of such notice, which will remain on file within the Division of Human Resource Services. Anyone hired after September 30th will receive a copy of said notice with his/her pre-employment documentation and will sign a document acknowledging his/her receipt of such notice in the Division of Human Resource Services.

Adopted:



5200 ATTENDANCE

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The East Orange Board of Education supports the concept that increased students time on academic tasks will improve academic achievement. The intent attendance policy is to reduce pupil absenteeism and ensure increased pupil time on academic tasks.

The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

In accordance with the provisions of N.J.A.C. 6A:16-7.6, **and for the purpose of this Policy and Regulation 5200**, a student's absence from school **will** be excused **or** unexcused that counts toward truancy.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. A student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that account toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.



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The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; 18A:38-25
N.J.S.A. 34:2-21.1 et seq.
N.J.A.C. 6A:16-7.6; 6A:32-8.3

Adopted: 12 January 2010
Adopted: 14 October 2014

Adopted:

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Attendance

R 5200 ATTENDANCE

A. Definitions

1. For the purposes of school attendance, a “day in session” shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers’ institutes, and inclement weather shall not be considered as days in session.
2. A “school day” shall consist of not less than four hours, except that one continuous session of two and one-half hours may be considered a full day of Kindergarten.
3. “A day of attendance” shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.
 - a. Whenever over-crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.
4. A “half-day class” shall be considered the equivalent of a full day’s attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.

B. Attendance Recording

1. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.
2. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.
3. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.



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4. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.
 5. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.
 6. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.
 7. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.
- C. **Unexcused Absences That Count Toward Truancy/Excused Absences**
1. **"An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined below.**
 2. **"An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:-**
 - a. The student's illness supported by a written letter from the parent upon student's return to school;
 - b. The student's required attendance in court;
 - c. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§794 and 705(20), and individualized health care plans;
 - d. The student's suspension from school;



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- e. Family illness or death supported by a written letter from the parent upon the student's return to school;
 - f. Visits to post-secondary educational institutions;
 - g. Interviews with a prospective employer or with an admissions officer of an institution of higher education;
 - h. Examination for a driver's license;
 - i. **Take Our Children to Work Day;**
 - j. **An absence considered excused by an New Jersey Department of Education rule;**
 - k. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
 - l. An absence for a reason not listed above, but deemed **excused** by the Principal upon a written request by the student's stating the reason for the absence and requesting permission for the absence to be an **excused** absence;
3. "Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not counted toward truancy listed in C.2. above shall be an **unexcused** absence counted toward truancy.
 4. **"Unexcused tardiness" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240.**
- D. Notice to School of a Student's Absence
1. The parent or adult student is requested to call the school office before the start of the student's school day.
 2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session should call or provide notice to the school office before the start of the afternoon session.



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3. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged should notify the school office to arrange make-up work.

E. Readmission to School After an Absence

1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reasons for the absence.
2. A note explaining a student's absence for a noncommunicable illness for a period of more than five school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.

F. Instruction

1. Teachers shall cooperate in the preparation of home assignments for students who anticipate an excused absence of five school days duration. The parent or student must request such home assignments.
2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy ~~No.~~ 2412. The parent must request home instruction.
3. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
4. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up missed work.
5. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.

G. Denial of Course Credit



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1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absences in determining a final grade, except absences **for the observance of a religious holiday** or absence for a **student's** suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.
2. A secondary student may be dropped from a course or denied course credit when he/she has been absent from eighteen or more of the class sessions, whatever the reason for the absence, except that excused absences or absences caused by a student's suspension will not count toward the total.

Exceptions to this rule may be made for students who have demonstrated to the teacher through completion of make-up assignments that they have mastered the proficiencies established for the course of study.

A secondary student who has been dropped from a course of study may be assigned to an alternate program.

A secondary student denied course credit after completing the course will be permitted to attend a credit completion session to regain the denied credit, provided the student has not been absent from the class more than eighteen times.

3. An elementary student may be retained at grade level, in accordance with Policy 5410, when he/she has been absent eighteen or more school days, whatever the reason for the absence, except that excused absences and absences due to student's suspension will not count toward the total.

Exceptions to this rule may be made for students who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.

H. School District Response To Unexcused Absences During the School Year That Count Toward Truancy

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;



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- b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
- a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;
 - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;



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- (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
 5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plans under 29 U.S.C. §§794 and 705(20); and individualized health care plans and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.
 6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences.
 - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
 - (1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.
- I. Discipline
1. Students may be denied participation in co-curricular activities if the Board establishes attendance standards for participation.
 2. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.
 3. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.
- J. Recording Attendance
1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.



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2. A record shall be maintained of each excused absence, **and each** unexcused absence that counts toward truancy, **as defined in Policy and Regulation 5200.**
3. A report card will record the number of times the student was absent and tardy in each marking period.
4. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

K. Appeal

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



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- f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education, in accordance with Policy 5710, Pupil Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

L. Attendance Records

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

Issued: 12 January 2010

Issued: 14 October 2014

Issued:



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-one credits **in courses designed to meet all of the New Jersey Core Curriculum Content Standards including, but not limited to the following credits:**

1. **Completion of 4 courses, grades 9 through 12, of English Language Arts, earning a total of twenty credits maybe 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 effective with the 2010-2011 grade nine class 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 effective with the 2012-2013 grade nine class;;
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 effective with the 2008-2009 grade nine class; one additional laboratory/inquiry-based science course, which shall include chemistry, environmental science, or physics effective with the 2010-2011 grade nine class; and one additional laboratory/inquiry-based science course effective with 2012-2013 grade nine class;
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;



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, effective with 2010-2011 grade nine class;
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 one 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.**



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- 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.**



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, and 2018.**
 2. **Students in the classes of 2016, 2017, and 2018 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, and 2018, 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:**
 - a. **English Language Arts**
 - **Passing score on a PARCC ELA Grade 9; or**
 - **Passing score on a PARCC ELA Grade 10; or**
 - **Passing score on a PARCC ELA Grade 11; or**
 - **SAT \geq 400; or**
 - **ACT \geq 16; or**
 - **Accuplacer Write Placer \geq 6; or**
 - **PSAT \geq 40; or**
 - **ACT Aspire \geq 422; or**
 - **ASVAB – AFQT \geq 31; or**
 - **Meet the criteria of the NJDOE Portfolio Appeal**



b. Mathematics

- **Passing score on a PARCC Algebra I; or**
- **Passing score on a PARCC Geometry; or**
- **Passing score on a PARCC Algebra II; or**
- **SAT \geq 400; or**
- **ACT \geq 16; or**
- **Accuplacer Elementary Algebra \geq 76; or**
- **PSAT \geq 40; or**
- **ACT Aspire \geq 422; or**
- **ASVAB - AFQT \geq 31; or**
- **Meet the criteria of the NJDOE Portfolio Appeal**

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 pupil 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 pupil 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.
 - b. District Boards of Education shall develop and implement procedures for assessing whether a **student with a disability** has met any alternate requirements for graduation individually determined in an IEP.
2. If a **student with a disability** attends a school other than that of the school district of residence which is empowered to grant a diploma, the **student** shall have the choice of receiving the diploma of the school attended or the diploma of the school district of residence.



- a. **If the school the student is attending declines to issue a diploma to the student, the district of residence Board of Education shall issue the student a diploma if the student has satisfied all State and local graduation requirements, as specified in the student's IEP.**
 3. **Students** with disabilities who meet the standards for graduation according to this section shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.
 4. **A student with a disability whose IEP prescribes continued special education programs beyond the fourth year of high school shall be permitted to participate in commencement ceremonies with his/her graduating class and shall receive a certificate of attendance, provided the student has attended four years of high school.**
 5. **When a student with a disability graduates or exceeds the age of eligibility, the student shall be provided a written summary of his or her academic achievement and functional performance prior to the date of the student's graduation or the conclusion of the school year in which he or she exceeds the age of eligibility. The summary shall include recommendations to assist the child in meeting his or her postsecondary goals.**
- G.** Notification
- Each **student** who enters or transfers into the high school and the **student's** parent(s) 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 pupil and his/her parent(s) or legal guardian(s) will be notified during the school year of the pupil's progress toward meeting graduation requirements. The parent(s) or legal guardian(s) of a pupil 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



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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.**

- 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:



5465 EARLY GRADUATION

The Board of Education will award a State-endorsed diploma to a student that has met all State and local requirements for high school graduation. In addition, the Board shall award a State-endorsed high school diploma to any currently enrolled **student** in accordance with the provisions of N.J.A.C. 6A:8-5.2(e).

In accordance with the provisions of N.J.A.C. 6A:8-5.2(e), **the Board of Education shall** award a **State-endorsed high school diploma** early to any currently enrolled **student** who:

1. Has **demonstrated proficiencies in the Statewide assessments as required by the New Jersey Department of Education for high school graduation;**
2. Has presented official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education; and
3. Has formally requested an early award of a State-endorsed high school diploma.

A pupil permitted to graduate before the end of the twelfth grade will be issued a state-endorsed diploma certifying that he/she has met all state and local requirements for early graduation. The diploma will bear the date of its issuance. The pupil may be permitted to participate in graduation ceremonies with his/her classmates without formal readmission to the school district on application to and approval of the high school Principal.

N.J.S.A. 18A:7C-1 et seq.
N.J.A.C. 6A:8-5.1 et seq.; 6A:8-5.2 et seq.

Adopted: 12 January 2010

Adopted:



6471 SCHOOL DISTRICT TRAVEL

The Board of Education shall ensure the effective and efficient use of **funds** by adopting and implementing policies and procedures that are in accordance with N.J.S.A. 18A:1 I-12 and State of New Jersey Department of the Treasury, Office of Management and Budget (OMB) Circulars 08-19--OMB and 06-14-0 (OMB Circulars) and any superseding circulars pertaining to travel, meals, events and entertainment, and the additional requirements set forth in N.J.A.C. 6A:23A-7. If any superseding circulars of the Office of Management and Budget conflict with the provisions of N.J.A.C. 6A:23A-7, the provisions of the superseding circulars shall govern.

A. Definitions

1. For the purposes of this Policy, "travel expenditures" means those costs paid by the school district using local, State, or Federal funds, whether directly by the school district or by employee reimbursement, for travel by school district employees and district Board of Education members, to the following five types of travel events:
 - a. Training and seminars - means all regularly scheduled, formal residential or non-residential training functions conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility;
 - b. Conventions and conferences - means general programs, sponsored by professional associations on a regular basis, which address subjects of particular interest to a school district or are convened to conduct association business. The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge or the reinforcement of those skills and knowledge in a particular field related to school district operations. These are distinct from formal staff training and seminars, although some -training may take place at such events;
 - c. School district sponsored events - means conferences, conventions, receptions, or special meetings where the school district plans, develops, implements, and coordinates the event and is the event's primary financial backer. School district employees are actively involved in working the event and other employees may attend as participants;



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- d. Regular school district business - means all regular official business travel, including attendance at meetings, conferences, and any other gatherings which are not covered by the definitions included in a., b., and c. above. Regular school district business travel also includes attendance at regularly scheduled in-State county meetings and Department of Education sponsored or association sponsored events provided free of charge and regularly scheduled in-State professional development activities with a registration fee that does not exceed \$150 per employee or Board member. Beginning in 2009-2010 the \$150 limit per employee or Board member may be adjusted by inflation; and
 - e. Retreats - means meetings with school district employees and school Board members, at which organizational goals and objectives are discussed.
- B. School District Travel Expenses
1. Any sections in either the State or Federal Circulars that conflict with New Jersey school law (N.J.S.A. 18A:1-1 et seq.) shall not be included in this Policy nor authorized under N.J.A.C. 6A:23A-7.1 et seq. This includes, but is not limited to, the authority to issue travel charge cards as allowed under the State Circular, but not authorized for school districts under New Jersey school law.
 2. School district travel expenditures shall include, but are not limited to, all costs for transportation, meals, lodging, and registration or conference fees directly related to participation in the event.
 3. School district travel expenditures in accordance with this Policy and N.J.A.C. 6A:23-7.1 et seq. shall include costs for all required training and all travel authorized in school district employee contracts and school Board policies. This includes, but is not limited to, required professional development, other staff training and required training for Board members, and attendance at specific conferences authorized in existing employee contracts, provided that such travel meets the requirements of N.J.A.C. 6A:23-7.1 et seq.
 4. All such expenditures are subject to the requirements of N.J.A.C. 6A:23-7A et seq., including but not limited to, inclusion in the annual travel limit, prior Board approval, separate tracking, and per diem reimbursements.



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C. School District Travel Requirements

1. All travel by Board of Education employees and Board members must be educationally necessary and fiscally prudent and all school district travel expenditures shall be:
 - a. Directly related to and within the scope of the employee's or Board member's current responsibilities and, for school district employees, the school district's professional development plan, the school building professional development plan, and an employee's individual professional development plan;
 - b. For travel that is critical to the instructional needs of the school district or furthers the efficient operation of the school district; and
 - c. In compliance with State travel payment guidelines as established by the Department of the Treasury and with guidelines established by the Federal Office of Management and Budget; except those guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable, including, but not limited to, the authority to issue travel charge cards. The Board specifies in this Policy the applicable restrictions and requirements set forth in the State and Federal guidelines including, but not limited to, types of travel, methods of transportation, mileage allowance, subsistence allowance, and submission of supporting documentation including receipts, checks, or vouchers.
2. Reimbursement for all in-State and out-of-State travel shall be made pursuant to N.J.S.A. 18A: 1-12 in accordance with the provisions of N.J.A.C. 6A:23 A-5.9:
 - a. Out-of-State travel events shall be limited to the fewest number of Board members or affected employees needed to acquire and present the content offered to all Board members or staff, as applicable, at the conclusion of the event. Where the event is sponsored by a New Jersey-based organization and targeted to employees and/or Board members of New Jersey school districts, reimbursement for lodging may be permitted only where the sponsoring organization obtains a waiver pursuant to the provisions of N.J.A.C. 6A:23A-7.13. Where the event is national or regional in scope and targeted to school district employees and/or Board members from multiple States, reimbursement for lodging may only be provided if the event occurs on two or more consecutive days and where home to event commute exceeds fifty miles.



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- b. Where a travel event has a total cost that exceeds \$5,000, regardless of the number of attendees, or where more than five individuals from the district are to attend a travel event out-of-State, the school district shall obtain the prior written approval of the Executive County Superintendent. The Executive County Superintendent shall promptly review the request and render a decision within ten working days.
- c. For all employee and Board member travel events out-of-the country, regardless of cost or number of attendees, the school district shall obtain the prior written approval of the Executive County Superintendent. Such requests must be supported by detailed justification. The Executive County Superintendent shall promptly review the request and render a decision within ten working days. It is expected that approvals will be rare.

D. Travel Reimbursements

1. Travel reimbursements will be paid only upon compliance with all provisions of N.J.A.C. 6A:23A-7 and the Board's procedures and approval requirements. The Board will not ratify or approve payments or reimbursements for travel after completion of the travel event, except as provided at N.J.A.C. 6A:23A-7.4(d).

E. Board Member Voting On School District Travel

1. A Board member shall recuse him/herself from voting on travel if the Board member, a member of his/her immediate family, or a business organization in which he/she has an interest, has a direct or indirect financial involvement that may reasonably be expected to impair his/her objectivity or independence of judgment.
2. A Board member shall not act in his/her official capacity in any matter in which he/she or a member of his/her immediate family has a personal involvement that is or creates some benefit to the school official or member of his/her immediate family; or undertake any employment or service, whether compensated or not, which may reasonably be expected to prejudice his/her independence of judgment in the execution of his/her official duties.

F. Maximum Travel Budget

1. Annually in the pre-budget year, the Board shall establish by Board resolution, a maximum travel expenditure amount for the budget year which the school district shall not exceed. The Board resolution shall also include the maximum amount established for the pre-budget year and the amount spent to date.



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- a. The maximum school district travel expenditure amount shall include all travel supported by local and State funds.
 - b. The Board may elect to exclude travel expenditures supported by Federal funds from the maximum travel expenditure amount. If Federal funds are excluded from the established maximum amount, the Board shall include in the resolution the total amount of travel supported by Federal funds from the prior year, pre-budget year, and projected for the budget year.
 - c. Exclusion of Federal funds from the annual maximum travel budget does not exempt such travel from the requirements applicable to State and local funds.
- G. Travel Approval Procedures
1. All travel requests for employees of the district shall be approved in writing by the Superintendent of Schools and approved by a majority of the full voting membership of the Board, except where the Board has excluded regular business travel from prior approval pursuant to the provisions of N.J.A.C. 6A:23A-7.3(b), prior to obligating the school district to pay related expenses and prior to attendance at the travel event.
 - a. The Superintendent shall designate an alternate approval authority to approve travel requests in his/her absence when necessary to obtain timely Board approval.
 - b. Regulation 6471 provides the procedures for the internal levels of approval required prior to the Superintendent's or designee's approval of the travel event, as applicable.
 2. All travel requests for Board members shall require prior approval by a majority of the full voting membership of the Board, except where the Board has excluded regular business travel from prior approval pursuant to the provisions of N.J.A.C. 6A:23A-7.3(b), and the travel shall be in compliance with N.J.S.A. 18A:12-24 and N.J.S.A. 18A:12-24. 1.
 3. The Board may approve, at any time prior to the event, travel for multiple months as long as the Board approval, as detailed in Board minutes, itemizes the approval by event, total cost, and number of employees and Board members attending the event. General or blanket pre-approval is not authorized.



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4. Where occasional unforeseen emergent situations arise wherein a travel request cannot obtain prior approval of the Board, justification shall be included in the text of the travel request. Such requests shall require prior written approval of the Superintendent or designee and the Executive County Superintendent or designee. The Board shall ratify the request at its next regularly scheduled meeting. Travel to conferences, conventions, and symposiums are not considered to be emergencies and shall not be approved after the fact.

Optional

5. The Board, in accordance with the provisions of N.J.A.C. 6A:23A-7.4(d) excludes from the requirements of prior Board approval any travel caused by or subject to existing contractual provisions, including grants and donations, and other statutory requirements, or Federal regulatory requirements.

- a. For the exclusion of prior Board approval to apply, the required travel event must be detailed, with number of employee(s), Board member(s), and total cost in the applicable contract, grant, donation, statute, or Federal regulation.

- (1) This does not include general grant guidelines or regulations that are permissive but do not require the travel event, unless the specific travel event, number of employee(s), Board member(s) and total cost is detailed in the approved grant, donation, or other fund acceptance agreement.

- (2) This does not include general contractual provisions in labor agreements for continuing education or professional development, except where the Board has included in its policy, a maximum amount per employee for regular business travel that does not require prior Board approval pursuant to N.J.A.C. 6A:23A-7.3.]

H. Required Documentation for Travel

1. Neither the Superintendent or designee, nor the Board shall approve a travel request unless the written request for travel includes the following information:
 - a. Name and dates of event;
 - b. A list of Board members and/or employees to attend either by name or title;



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- c. Justification of the importance of these individuals attending the event;
 - d. A justification and brief statement that includes the primary purpose for the travel and the key issues that will be addressed at the event and their relevance to improving instruction or the operation of the school district. For training events, whether the training is needed for a certification required for continued employment, continuing education requirements, requirements for Federal or State law, or other purpose related to the programs and services currently being delivered or soon to be implemented in the school district, or related to school district operations;
 - e. Copy of agenda or itinerary for travel and subsequent schedule of events;
 - f. A brief statement that includes the primary purpose for the travel and the key issues that will be addressed at the event and their relevance to improving instruction or the operation of the school district;
 - g. For training events, whether the training is needed for a certification required for continued employment, continuing education requirements, requirements of Federal or State law, or other purpose related to the programs and services currently being delivered or soon to be implemented in the school district, or related to school district operations;
 - h. Account number and funding source — Federal, State, private, or local; and
 - i. In the case of annual events, total attendance and cost for the previous year.
2. Detailed documentation shall be maintained on file in the school district which demonstrates compliance with the Board's travel policy, including travel approvals, reports, and receipts for all school district funded expenditures, as appropriate.
- I. Accounting for School District Travel
 1. The School Business Administrator/Board Secretary or designee shall prepare itemized travel budgets by function and object of expense for each cost center, department or location maintained in the school district's accounting system, as applicable, as part of the preparation of and documentation for the annual school district budget:



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- a. The aggregate amount of all travel budgets shall not exceed the Board approved maximum travel expenditure amount for the budget year as required by N.J.A.C. 6A:23A-7.3.
 2. The School Business Administrator/Board Secretary shall maintain separate accounting for school district travel expenditures as necessary to ensure compliance with the school district's maximum travel expenditure amount. This may include, but need not be limited to, a separate or offline accounting of such expenditures or expanding the school district's accounting system. The tracking system shall be sufficient to demonstrate compliance with the Board's policy and N.J.A.C. 6A:23-7, and shall be in a detailed format suitable for audit.
 3. The School Business Administrator/Board Secretary or designee, shall review and approve all requests for travel expenditure reimbursement submitted for expenses incurred in the course of school district business as to cost and support documentation required by N.J.A.C. 6A:23A-7:
 - a. The School Business Administrator/Board Secretary shall not approve or issue payment of travel expenditures or reimbursement requests until all required documentation and information has been submitted to support the payment and shall not approve any travel expenditure that when added to already approved travel expenditures would exceed the Board approved maximum travel expenditure amount for the budget year.
 4. The School Business Administrator/Board or/Board Secretary shall be responsible for the adequacy of documentation of transactions processed by their staff and the retention of that documentation to permit audits of their records.
 5. An employee of the Board, a Board member, or organization, shall not receive payment, either partial or full, for travel and travel-related expenses in advance of the travel pursuant to N.J.S.A.18A:19-1 et seq. The payment of travel and travel-related expenses shall be made personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. This applies to travel-related purchases for which a purchase order is not applicable. This provision does not preclude the district from paying the vendor directly with the proper use of a purchase order (e.g., for registration, airline tickets, hotel).
- J. Sanctions for Violations of Travel Requirements



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1. Any Board of Education that violates its established maximum travel expenditure as set forth in N.J.A.C. 6A:23A- 7.3, or that otherwise is not in compliance with the travel limitations set forth in N.J.A.C. 6A:23A-7 may be subject to sanctions by the Commissioner as authorized pursuant to N.J.S.A. 18A:4-23 and N.J.S.A. 18A:4-24, including reduction of State aid in an amount equal to any excess expenditure pursuant to N.J.S.A. 18A:11-12 and N.J.S.A. 18A:7F-60,
 2. A person who approves any travel request or reimbursement in violation of N.J.A.C. 6A:23A-7 shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event pursuant to N.J.S.A. 18A:11-12:
 - a. As required in N.J.A.C. 6A:23A-7.7(b)(1) the Board designates the Superintendent of Schools and the School Business Administrator/Board Secretary as the person(s) with the final approval authority for travel and therefore shall be subject to this penalty.
 3. An employee or Board member who violates the school district's travel policy or these rules shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event pursuant to N.J.S.A. 18A:11-12.
 4. In the event it is determined a violation of the provisions of N.J.A.C. 6A:23A-7 has occurred after Board payment has been made, the Superintendent of Schools shall be responsible to ensure the sanctions as outlined in N.J.A.C. 6A:23A-7.7 are imposed. If a violation is determined prior to payment or reimbursement of the travel event, no consequences as outlined in N.J.A.C. 6A:23A-7.7 shall be imposed; however, the Superintendent may impose disciplinary action as necessary.
 5. The annual audit conducted pursuant to N.J.S.A. 18A:23-1 shall include test procedures to ensure compliance with this Policy and travel limitations set forth in N.J.A. C. 6A:23A-7 and N.J.S.A. 18A:11-12.
- K. Prohibited Travel Reimbursements
1. The following types of expenditures are not eligible for reimbursement:
 - a. Subsistence reimbursement for one-day trips, except for meals expressly authorized by and in accordance with the provisions of N.J.A.C. 6A:23A-7.12;



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- b. Subsistence reimbursement for overnight travel within the State, except where authorized by the Commissioner in accordance with the procedures set forth in N.J.A.C. 6A:23A-7.11;
- c. Travel by Board members or employees whose duties are unrelated to the purpose of the travel event or who are not required to attend to meet continuing education requirements or to comply with law or regulation;
- d. Travel by spouses, civil union partners, domestic partners, immediate family members, and other relatives;
- e. Costs for employee attendance for coordinating other attendees' accommodations at the travel event;
- f. Lunch or refreshments for training sessions and retreats held within the school district including in-service days other than that permitted by the Commission of Education's circular and for employee participants traveling from other locations within the school district;
- g. Training to maintain a certification that is not required as a condition of employment (example: CPE credits to maintain a CPA license if the employee is not required to be a CPA for continued school district employment);
- h. Charges for laundry, valet service, or entertainment;
- i. Limousine services and chauffeuring costs to or during the event;
- j. Car rentals, either utilized for airport transportation or transportation at a conference, convention, etc., unless absolutely necessary for the conduct of school district business. Justification must accompany any request for car rentals. If approved, the most economical scheduling of car rental is to be used, including the use of subcompacts, discounted, and special rates. An example of the justified use of car rental is when an employee is out of State, making inspections at various locations, and the use of public transportation is impracticable. When car rental is authorized, the employee shall not be issued an advance payment for the anticipated expense associated with the rental;
- k. Alcoholic beverages; Entertainment costs including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities);



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- l. Gratuities or tips in excess of those permitted by Federal per diem rates;
 - m. Reverse telephone charges or third party calls;
 - n. Hospitality rooms;
 - o. Souvenirs, memorabilia, promotional items, or gifts;
 - p. Air fare without documentation of quotes from at least three airlines and/or online services; and
 - q. Other travel expenditures that is unnecessary and/or excessive.
- L. Travel Methods
- 1. For the purposes of this Policy, "transportation" means necessary official travel on railroads, airlines, shuttles, buses, taxicabs, school district-owned or leased vehicles, and personal vehicles.
 - 2. The purchase or payment of related - transportation expenses shall be made by purchase order or personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. An actual invoice or receipt for each purchase or expense shall be submitted with a claim for reimbursement.
 - 3. Pursuant to OMB Circulars, the following travel methods requirements apply:
 - a. Mileage reimbursement should only be authorized at the OMB rate for anyone required to use their own automobile in the performance of their duty.
 - b. Air and rail tickets shall be purchased via the Internet, if possible, using airline or online travel services such as Travelocity, Expedia, Hotwire;
 - c. Air travel shall only be authorized when determined that it is necessary and advantageous to conduct school district business:
 - (1) The most economical air travel should be used, including the use of discounted and special rates;
 - (2) The following options should be considered when booking tickets:



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- (a) Connecting versus nonstop flights;
 - (b) Departing earlier or later compared to the preferred departure time;
 - (c) Utilizing alternative airports within a city, i.e. Chicago, Illinois — Midway Airport versus O'Hare Airport;
 - (d) Utilizing alternative cities, i.e. Newark versus Philadelphia;
 - (e) Utilizing "low cost" airlines; and
 - (f) Exploring alternate arrival and/or departure days.
- (3) No employee or Board member can earn benefits as a result of school district funded travel. Employees and Board members are prohibited from receiving "Frequent Flyer" benefits accruing from school district funded travel;
- (4) Airfare other than economy (i.e., Business or First Class) shall not be fully reimbursed by the school district except when travel in such classes:
- (a) Is less expensive than economy;
 - (b) Avoids circuitous routings or excessive flight duration; or
 - (c) Would result in overall transportation cost savings
- (5) All airfare other than economy and not covered by the above exceptions purchased by an employee or Board member shall only be reimbursed at the economy rate for the approved destination;
- (6) Cost estimates on travel requests and associated authorizations shall be consistent with current airline tariffs, with consideration of available special fares or discounts, for the requested destination;
- (7) Airline tickets shall not be booked until all necessary approvals have been obtained;



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- (8) Justification shall be required when actions by a traveler result in additional expenses over and above the authorized travel request. Sufficient justification shall be considered only for factors outside the control of the purchaser. Additional expenses without sufficient justification shall not be reimbursed; and
 - (9) Justification shall accompany requests for airline ticket reimbursement when purchased by employees or Board members contrary to the above regulations. Sufficient justification shall be considered only for factors outside the control of the purchaser. Noncompliant purchases without sufficient justification shall not be reimbursed. Reimbursement of purchases with sufficient justification shall be otherwise permitted and reimbursed in accordance with the above procedures.
- d. Rail travel shall only be authorized when determined that it is necessary and advantageous to conduct school district business:
- (1) The most economical scheduling of rail-travel shall be utilized, including excursion and government discounts, whenever applicable;
 - (2) When one employee or Board member is traveling within the Northeast Corridor, NJ Transit shall be used as the rail option. Use of Amtrak will not be authorized unless it is the only means of travel available;
 - (3) The use of high speed rail services, such as Avella, shall not be authorized;
 - (4) When two or more employees and/or Board members are traveling to the same event in the Northeast Corridor (between Boston, MA and Washington, DC), rail travel shall not be authorized. In those cases, the travelers must use a school district vehicle or, if not available, a personally-owned vehicle must be used; and
 - (5) All rail travel, including rail travel in the Northeast Corridor must be processed in the same manner as prescribed for air travel above.



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- d. Use of a school district-owned or leased vehicle shall be the first means of ground transportation. Use of a personally-owned vehicle on a mileage basis shall not be permitted for official business where a school district-owned or leased vehicle is available:
- (1) Mileage allowance in lieu of actual expenses of transportation shall be allowed at the rate authorized by the annual State Appropriations Act, or a lesser rate at the Board's discretion for an employee or Board member traveling by his/her personally-owned vehicle on official business:
 - (a) In accordance with the OMB circular, if any condition in an existing negotiated contract is in conflict with the circular, such as the mileage reimbursement rate, the provision of the contract will prevail;
 - (b) Parking and toll charges shall be allowed in addition to mileage allowance;
 - (c) Reimbursement for travel to points outside the State by automobile shall be permitted when such arrangements prove to be more efficient and economical than other means of public transportation;
 - (d) In determining the relative costs of private and public transportation, all associated costs (i.e., tolls, taxicabs, airport, or station transfers, etc.) shall be considered;
 - (e) All employees and Board members using privately-owned vehicles in the performance of their duties for the school district shall present a New Jersey Insurance Identification Card indicating that insurance coverage is in full force and effect with companies approved by the State Department of Banking and Insurance. The card shall be made available to the Superintendent or designee before authorization to use privately-owned vehicles;
 - (f) Employees and Board members who are out-of-State residents must provide appropriate insurance identification in lieu of the New Jersey Insurance Identification Card;



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- (g) School district-owned or leased vehicles shall be utilized in accordance with N.J.A.C. 6A:23A-0.12;
- (h) Necessary taxicab charges are permitted. However, travel to and from airports, downtown areas, and between hotel and event site shall be confined to regularly scheduled shuttle service, whenever such service is complimentary or is less costly. If shuttle service is not available, taxicabs may be used; and
- (i) Cruises are not permitted for travel events or transportation.

M. Routing of Travel

1. Pursuant to OMB Circulars:

- (a) All travel shall be by the most direct, economical, and usually-traveled route. Travel by other routes as a result of official necessity shall only be eligible for payment or reimbursement if satisfactorily established in advance of such travel.
- (b) In any case where a person travels by indirect route for personal convenience, the extra expense shall be borne by the individual.
- (c) Reimbursement for expenses shall be based only on charges that do not exceed what would have been incurred by using the most direct, economical, and usually traveled route.

N. Subsistence Allowance — Overnight Travel

- 1. Pursuant to the OMB Circulars, one-day trips that do not involve overnight lodging shall not be eligible for subsistence reimbursement, except for meals expressly authorized by and in accordance with the provisions of N.J.A.C. 6A:23A-7.12.
- 2. Pursuant to the OMB Circulars, generally, overnight travel shall not be eligible for subsistence reimbursement if travel is within the State. Overnight travel is permitted if such -travel is authorized pursuant to N.J.A.C. 6A:23A-7.1 1(c), or is a required component of a grant, donation, or other funding agreement with the district. The specific required overnight in-State travel event must be detailed in the approved grant, donation, or other fund acceptance agreement along with the number of employee(s), Board member(s), and total cost. All



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reimbursements are subject to these rules unless the funding acceptance agreement specifies otherwise.

3. The Commissioner is authorized to grant waivers for overnight travel for school Board members and school district employees to attend in-State conferences in accordance with N.J.A.C. 6A:23A-7.11(c). If a waiver is granted by the Commissioner, it shall permit reimbursement for travel expenses for only those individuals whose home to the convention commute exceeds fifty miles.
4. Overnight travel within the State shall not be eligible for subsistence reimbursement if travel is on the day prior to the start of the conference. Reimbursement shall be prohibited for lodging prior to check-in time for the first day of the event or after check-out time on the last day of the event.
5. The United States General Services Administration publishes a schedule of Federal per diem rates in the Federal Register for approved overnight travel by the event location. The latest Federal per diem rates schedule for lodging, meals, and incidental expenses by location can be found at www.gsa.gov. The following restrictions apply to allowable per diem reimbursements.
 - a. Allowable per diem reimbursement for lodging, meals, and incidentals shall be actual reasonable costs, not to exceed the Federal per diem rates for the event location. Registration and conference fees are not subject to the Federal per diem rate caps. If the event location is not listed, the maximum per diem allowance shall be \$31 for meal/incidental expenses and \$60 for lodging, or amounts listed in any superseding NJOMB circular.
 - b. Pursuant to N.J.S.A. 18A:11-12(o), reimbursement for lodging expenses for overnight travel, out-of-State or in-State as authorized by the Commissioner, may exceed the Federal per diem rates if the hotel is the site of the convention, conference, seminar or meeting, and the going rate of the hotel is in excess of Federal per diem rates.
 - (1) If the hotel at the site of the current travel event is not available, lodging may be paid for similar accommodations at a rate not to exceed the hotel rate at the site of the current event.
 - (2) If there is no hotel at the site of the current travel event (e.g. Atlantic City Convention Center), then reimbursement for lodging shall not exceed the Federal per diem rate.



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- c. If the meal is not part of a one-sum fee for a travel event, reimbursement may be approved for the full cost of an official convention meal that the employee or Board member attends, when such meal is scheduled as an integral part of the convention or conference proceedings.
 - (1) Receipts shall be submitted in order to obtain reimbursement in such situations. The amount of the Federal per diem rate for the corresponding meal shall be deducted from that day's subsistence allowance.
 - d. The allowance for a meal or meals, or incidentals shall not be eligible for reimbursement when included and paid in the registration fee, the cost of lodging or transportation charge.
 - e. Receipts shall be required for all hotel and incidental expenses. Meal expenses under the Federal per diem allowance limits do not require receipts pursuant to N.J. S.A. 18A:11-12.o.(3).
 - f. In any case in which the total per diem reimbursement is greater than the Federal per diem rates, the costs shall be considered excessive in the absence of substantial justification accompanying the travel voucher submitted by the employee or Board member. In such cases, receipts shall be submitted for all costs including meals.
 - g. Employees and Board members shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits or is more advantageous to the conduct of school district business.
 - h. Actual subsistence expenses shall not be reimbursable if paid by the traveler to a member of his/her family, to another school district employee, or to a member of the family of another school district employee.
0. Meal Allowance Special Conditions And Allowable Incidental Travel Expenditures
- 1. Meals for in-State travel shall not be eligible for reimbursement except as expressly authorized within N.J.A.C. 6A:23A-7.
 - 2. Meals during one-day, out-of-State trips required for school business purposes may be authorized for breakfast, lunch, and/or dinner in an amount permitted by NJOMB. The Commissioner shall post the most current rates on the Department of Education website for reference.



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3. Lunch for training sessions and retreats may be authorized for an amount up to \$7 per person only when it is necessary that employees or Board members remain at a site other than their school district and there are no viable options for lunch at the off-site location.
 - (a) If lunch is included in a one-sum registration fee for the training session, the full amount is eligible for reimbursement if reasonable.
 - (b) Refreshments for breaks may also be provided at training sessions and retreats held at a site other than the school district. Providing lunch for staff meetings and in-service days or for staff that come from other parts of the school district shall not be permitted (See N.J.A.C. 6A:23A-7.12(d)).
 - (c) In accordance with N.J.S.A. 18A:11-12a (1) (d), employee and Board member retreats shall be held onsite unless there is no school district site available
4. Subsistence expenses for an employee or Board member shall not be allowed at the school district or within a radius of ten miles thereof, except for meals expressly authorized by and in accordance with the provisions of Section 0 of this Policy and N.J.A.C. 6A:23A-7.12. Non-allowed expenses include, but are not limited to, meals and refreshments for staff meetings and in-service days.
5. Reimbursement may be approved for the cost of an official luncheon or dinner, up to \$7 and \$10, respectively, that an employee or Board member is authorized to attend, where such a meal is scheduled as an integral part of an official proceeding or program related to school district business and the employee's responsibilities.
 - a. School district business above refers to the management operations of the district and does not refer to activities that benefit pupils and are part of the instructional program. Pursuant to N.J.A.C. 6A:23A-5.8(b)(4), all reasonable expenditures related to district employees that are essential to the conduct of a pupil activity are permitted.
6. Regular meetings, special meetings, and work sessions of the Board of Education shall be limited to light meals and refreshments for all Board members.



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- a. The meals may be served to employees who are required to attend the event and where it is impractical for the employee to commute to and from his or her residence between the end of the work day and the beginning of the event, or where the employee is required to remain at the school district to prepare for the event.
 - b. The school district shall acquire the light meals and refreshments by the solicitation of at least three quotes if required pursuant to N.J.S.A. 18A:18A-1 et. seq.
 - c. Where the school district's food service program can prepare comparable meals at a lower cost, the food service program shall be used.
 - d. The average cost per meal shall not exceed \$10.
 - e. The school district shall purchase or prepare foods that are sufficient to provide each Board member, dignitary, non-employee speaker, or allowable staff member one meal. Meals should be carefully ordered to avoid left-over food. Unintended left-over food should be donated to a charitable shelter or similar facility, if at all possible.
7. Allowable incidental travel expenses are defined as those that are essential to transacting official business.
- a. Charges for telephone calls on official business may be allowed. The voucher must show the dates on which such calls were made, the points between which each call was made and the cost per call.
 - b. Employees and Board members using their personally-owned telephone for business may request reimbursement, less Federal Communications Tax. Calls for business are tax exempt and the telephone company will make allowances for the tax if the employee or Board member certifies to the telephone company when paying bills for personally-owned phones that said calls were business calls.
 - c. Incidental expenses, when necessarily incurred by the traveler in connection with the transaction of official business, may be submitted for reimbursement only when the necessity and nature of the expense are clearly and fully explained on the travel voucher and the voucher is approved. Travel vouchers shall be supported by receipts showing the quantity and unit price.



P. Records and Supporting Documentation

1. All persons authorized to travel on business must keep a memorandum of expenditures chargeable to the school district, noting each item at the time the expense is incurred, together with the date incurred.
2. The travel voucher shall be completed by the employee or Board member to document the details of the travel event. The travel voucher must be signed by the employee or Board member to certify to the validity of the charges for which a reimbursement is sought. The form must also bear the signatures of approval officials for processing.
3. Sufficient documentation shall be maintained centrally by the school district to support payment and approval of the travel voucher.
4. Each person authorized to travel shall submit a brief report that includes the primary purpose for the travel, the key issues addressed at the event and their relevance to improving instruction or the operations of the school district. This report shall be submitted prior to receiving reimbursement.
5. Documentation for requests for travel reimbursement shall show:
 - a. The dates and individual points of travel, number of miles traveled between such points, and kind of conveyance used;
 - b. If the distance traveled between any given points is greater than the usual route between these points, the reason for the greater distance must be stated;
 - c. The hours of the normal work day and actual hours worked must be shown when requesting meal reimbursement for non-overnight travel;
 - d. Original receipts shall be required for all reimbursable expenses, except for meals that qualify for per diem allowances and for parking meters;
 - e. Actual vendor receipts for personal credit card charges shall be attached to reimbursement requests. Credit card statements shall not be accepted as documentation of expenses;
 - f. Personal charges on a hotel bill shall be deducted and shown on the bill;
 - g. When lodging, is shared jointly, the fact must be stated on the travel voucher;



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- h. Where travel is not by the most economical, usually-traveled route, the employee or Board member reimbursement request shall set forth the details of the route, the expenses actually incurred, the hour of departure, the hour of arrival, and an explanation for the use of costlier travel arrangements;
 - i. When travel is authorized in the employee's or Board member's own automobile on a mileage basis, the points between which travel was made and the distance traveled between each place must be shown. A statement as to ownership of the auto or other conveyance used, as well as a certification that liability insurance is in effect, must be documented;
 - j. Reimbursement requests must be supported by other receipts as required;
 - k. The voucher shall be itemized; and
 - l. Reimbursement requests shall be rendered monthly when in excess of \$25. Travel for a single travel event must be reported as soon as possible after the trip.
6. All outstanding travel vouchers for the school year ending June 30 shall be submitted as soon as possible after June 30 regardless of amount, notwithstanding N.J.A.C. 6A:23A-7.13(e)(12).
 7. Travel mileage reimbursement requests of the just completed school year, that are not submitted by July 30 or the date approved by the district for the closing of books, whichever is earlier, for the just completed school year shall not be approved or paid.

N.J.S.A. 18A:11-12 et seq.

N.J.A.C. 6A:23A-5.9; 6A:23A-7 et seq.

Adopted: 11 August 2009

Adopted: 14 September 2010

Adopted:



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R 6471 SCHOOL DISTRICT TRAVEL PROCEDURES

A. Approval of Travel Expense Reimbursement

The following procedure shall be implemented for all Board of Education staff members and Board members seeking to receive travel expense reimbursement in accordance with the provisions of N.J.A.C. 6A:23A-7 and Policy 6471:

1. All requests for travel must be submitted to the Superintendent of Schools or designee prior to the requested travel date(s) within the timeframe established by the Superintendent for the request to be considered and for submission of the request to the Board for Board approval.
2. **All requests for travel outside the Mid-Atlantic region must be submitted 120 days in advance of the travel date. The Executive County Superintendent of Schools must approve such requests; therefore, the request must be submitted in a timely fashion. Travel plans shall not be made without receiving approval receiving approval from the Essex County Superintendent of Schools. If he/she approves the travel at a lower cost, the attendee will be responsible for the difference without reimbursement from the Board for said difference.**
3. The Superintendent may require travel requests be submitted to a Principal, the School Business Administrator/Board Secretary, and/or the staff member's immediate supervisor for preliminary approval before considering such request for submission to the Board.
4. A travel request will not be approved unless it includes the following information:
 - a. Name and dates of event;
 - b. A list of Board members and/or employees to attend either by name or title;
 - c. Justification of the importance of these individuals attending the event;
 - d. A justification and brief statement that includes the primary purpose for the travel and the key issues that will be addressed at the event and their relevance to improving instruction or the operation of the school district. For training events, whether the training is required for continued employment, continuing education requirements, requirements for State law, or other purpose related to the programs or



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services currently being delivered or soon to be implemented in the school district, or related to district operations;

- e. Copy of agenda or itinerary for travel and subsequent schedule of events;
- f. A brief statement that includes the primary purpose for the travel and the key issues that will be addressed at the event and their relevance to improving instruction or the operation of the school district;
- g. For training events, whether the training is needed for a certification required for continued employment, continuing education requirements, requirements of Federal or State law, or other purpose related to the programs and services currently being delivered or soon to be implemented in the school district, or related to school district operations;
- h. Account number and funding source — Federal, State, private or local:
 - (1) In the case of annual events, total attendance, and cost for previous year.

5. The Superintendent of Schools shall review and may approve or deny each request for travel submitted by a school staff member. The Superintendent's signature designating approval is required on each request from school staff members for travel expenses prior to submission to the Board for approval.

- a. If the travel request for a school staff member is approved by the Superintendent of Schools and if the requested travel expenses are in compliance with the guidelines outlined above, the travel request will be submitted to the Board of Education for approval.
- b. If any travel expenses requested by a school staff member are not in compliance with the guidelines outlined above, the School Business Administrator/Board Secretary will return the request to the Superintendent of Schools.
 - (1) The Superintendent may deny the request, approve the request conditioned upon the staff member assuming the financial responsibility for those travel expenses that are not in compliance with the guidelines, or may return the request to the school, staff member to be revised in accordance with the guidelines outlined above.



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6. The Superintendent of Schools and/or the School Business Administrator/Board Secretary shall review each travel request submitted by a Board member.
 - a. The School Business Administrator/ Board Secretary shall review all requests for Board member travel prior to submission to the Board for Board approval. The School Business Administrator/Board Secretary or designee will determine if the expenses as outlined in the travel request are in compliance with N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7, the current State travel payment guidelines established by the Department of the Treasury, and the current guidelines established by the Federal Office of Management and Budget.
 - b. If the requested travel expenses for a Board member are in compliance with the guidelines outlined above, the travel request will be submitted to the Board of Education for approval.
 - c. If any travel expenses requested by a Board member are not in compliance with the guidelines outlined above, the School Business Administrator/Board Secretary will return the request to the Board member to be revised in accordance with the guidelines outlined above.
7. All travel requests must be approved by a majority of the full voting membership of the Board at a Board meeting unless prior Board approval is not required in accordance with provisions of N.J.A.C. 6A:23A-7 and Board Policy 6471.

B. Reimbursement of Travel Expenses

All approved travel expenses shall be reimbursed by the Board of Education in accordance with the provisions of N.J.A.C. 6A:23A-7 and Board Policy 6471 implementing the following procedures:

1. The School Business Administrator/Board Secretary or designee shall review all requests for travel expenditure reimbursement submitted for expenses incurred in the course of school district business as to cost and support documentation required by N.J.A.C. 6A:23A-7.
2. The School Business Administrator/Board Secretary shall not approve or issue payment of travel expenditures or reimbursement requests until all required documentation and information has been submitted to support the payment and shall not approve any travel expenditure that when added to already approved travel expenditures would exceed the Board approved maximum travel expenditure amount for the budget year.



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3. The School Business Administrator/Board Secretary shall be responsible for the adequacy of documentation of transactions processed by their staff and the retention of that documentation to permit audits of their records.
4. An employee of the Board, a Board member, or organization, shall not receive payment, either partial or full, for travel and travel-related expenses in advance of the travel pursuant to N.J.S.A. 18A:19-1 et seq. The payment of travel and travel-related expenses shall be made personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. This applies to travel related purchases for which a purchase order is not applicable. This provision does not preclude the district from paying the vendor directly with the proper use of a purchase order (e.g., for registration, airline tickets, hotel).
5. All travel expense reimbursement payments to be made to a school staff member or a Board member will be made to the staff member or Board member in accordance with the district's policy regarding payment of claims.

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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).

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.

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**



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Bus Driver/**Bus Aide** Responsibility

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).

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, 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.

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:



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 district shall administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.**

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**.**



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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;
 - 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 in 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.**



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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).**
2. 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.
3. 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.**



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4. 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;
 - 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



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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.**
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; **or**
 - 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.



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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**.

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.**



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- 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.**
 - (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.



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- (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:
 - 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.
 - c. 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.



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- 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.
 - (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:



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Pupil Supervision After School Dismissal

In order for the school administration to effectively implement the requirements of this Policy and to ensure the safety and security of pupils that will be released to a parent(s) or legal guardian(s) or designated escort, the parental request shall be applicable for every school day and shall apply for a duration period of the entire school year. The Request Form must be re-submitted at the end of the duration period. In addition, a parent(s) or legal guardian(s) may rescind their Request by submitting a written request to the Principal or program administrator indicating the date in which the parent(s) or legal guardian(s) no longer requests the school provide supervision of their child(ren) after school dismissal. The child(ren) will be dismissed in accordance with typical dismissal protocol effective the date indicated in the rescinding request.

The Principal or designee, or program administrator upon receiving the Request for Supervision at Dismissal from School Form, shall notify the appropriate school staff member(s) who has supervision of the pupil at dismissal time at the end of the school day of the parent's or legal guardian's request. The supervising staff member that receives such notice shall retain supervision of the pupil when other pupils are dismissed from school at the end of the school day.

Each Principal or program administrator will develop and implement a written Pupil Supervision After School Dismissal Plan for their school building or program location. This Plan shall include the school building's or program's supervision procedures for pupils at the end of the school day to the designated area in the school building or program and the location of the designated area in the school building or program. The Plan shall be based on the school's or program's ability to provide supervision, the accessibility for the parent(s) or legal guardian(s) or designated escort to pick-up the child without disrupting dismissal of the remaining school population, and other considerations unique to the school building or program location. The school's or program's Pupil Supervision After School Dismissal Plan shall be provided to all parent(s) or legal guardian(s) that have submitted a Request Form.

In the event the parent(s) or legal guardian(s) or designated escort does not arrive to pick up their child(ren) after the dismissal time of school, the Principal or designee will attempt to contact the parent(s) or legal guardian(s) using the district's emergency call procedures.

The pupil(s) shall be supervised by school staff in the designated area of the building and will only be released when the parent(s) or legal guardian(s) or designated escort arrives to pick up the pupil **and signs the pupil out of school.**



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Pupil Supervision After School Dismissal

In order to ensure the safety of other pupils being dismissed from school in accordance with typical school dismissal protocol, to limit interaction of parent(s) or legal guardian(s) or designated escorts with other pupils within the building, and to avoid traffic and vehicular safety problems outside the school building, the Principal or program administrator may prohibit the parent(s) or legal guardian(s) or designated escort from entering the school building until a time period after school has dismissed or until school buses and other vehicular traffic have cleared the school site. This determination shall be made by each Principal or program administrator after considering the unique circumstances at the school building and the building's typical dismissal protocol.

In the event of an emergency such that, when an unforeseen event prevents a parent or legal guardian or designated escort from arriving for the child(ren) at dismissal within the time period designated by the Principal or program administrator, the pupil will be relocated to the Main Office in the school building and will remain in the Main Office supervised by the Main Office staff until the parent(s) or legal guardian(s) or designated escort arrives and signs the pupil out of school; be relocated to the Central Office (Board of Education) where the pupil will be supervised by after-school program staff until the parent(s) or legal guardian(s) or designated escort arrives and signs the pupil out of school.

The board shall adhere to the policies prescribed from the New Jersey court decision on after school safety.

Pupils shall be supervised by school staff after school dismissal to the location of the Board-approved after-school program. The staff member(s) of the after-school program will assume supervision of the pupil and will only release the pupil when the parent(s) or legal guardian(s) or designated escort arrives in the designated area in the after-school program and signs the pupil out of school.

In order to ensure the safety of other pupils being dismissed from school in accordance with typical school dismissal protocol, to limit interaction of parent(s) or legal guardian(s) or designated escorts with other pupils, and to avoid traffic and vehicular congestion outside the school building, the Principal or program administrator may prohibit the parent(s) or legal guardian(s) or designated escort from entering the school building until a time period after school has dismissed or until school buses and other vehicular traffic have cleared the school site. This determination may be made by each Principal or program administrator after considering the unique circumstances of the school building and the building's typical dismissal protocol.



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Pupil Supervision After School Dismissal

In the event of an emergency such that, when an unforeseen event prevents a parent(s) or legal guardian(s) or designated escort from arriving for the child(ren) at dismissal within the time period designated by the Principal or program administrator, the pupil will remain under the supervision of the after-school program until the parent(s) or legal guardian(s) or designated escort arrives and signs the pupil out of school. In this circumstance, the parent(s) or legal guardian(s) may be subject to after-school program fees.

The school will provide parent(s) or legal guardian(s) information regarding any supervised after-school services, if any, that may be available to pupils at the school's facilities after formal school dismissal.

This Policy shall be published in pupil/school handbooks. In addition, the school district shall provide to parent(s) or legal guardian(s) in the beginning of the school year, the school's calendar to include the starting and dismissal times for full session, half-session, and early dismissal days due to weather or other emergencies. Parent(s) or legal guardian(s) shall be required to return to the school a signed acknowledgement of receipt of the pupil/school handbook, which shall include this Policy and the school calendar. In addition, any changes to the school's calendar made during the school year shall also be provided to parent(s) or legal guardian(s).

Adopted: 12 January 2010

Adopted: