

**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, January 12, 2016 – 6:00 P.M.

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. BOARD OF EDUCATION

A. NOMINATIONS AND ELECTION OF VICE PRESIDENT

B. APPROVAL OF MINUTES

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

- December 8, 2015

V. REPORT OF THE SUPERINTENDENT OF SCHOOLS

A. PRESENTATIONS

1. Overview of the District's PARCC Results by Mr. James Leutz, Supervisor of Testing, Dr. Deborah Harvest, Assistant Superintendent of Operations and Dr. Gayle Griffin, Assistant Superintendent of Curriculum & Instruction

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
1240	Evaluation of Superintendent	Revised Policy & Regulation
3221	Evaluation of Teachers	Revised Policy & Regulation
3222	Evaluation of Teaching Staff Members, Excluding Teaching and Administrators	Revised Policy & Regulation
3223	Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals	Revised Policy & Regulation
3431.1	Family Leave – Teaching Staff Members	Revised Policy
4431.1	Family Leave – Support Staff Members	Revised Policy
5337	Service Animals	New Policy
5516	Use of Electronic Communication and Recording Devices (ECRD)	Revised Policy

V. REPORT OF THE SUPERINTENDENT OF SCHOOLS

B. POLICY READING

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

Policy No.	Description	New/Revised
9181	Volunteer Athletic Coaches	Revised Policy

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

VII. COMMENTS AND PRESENTATIONS FROM THE PRESIDENT

VIII. COMMENTS FROM THE PUBLIC

IX. RETIRE TO EXECUTIVE SESSION

X. RECOMMENCE PUBLIC MEETING

XI. ROLL CALL

XII. CONSIDERATION OF RESOLUTIONS

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- a. Althea Gibson Academy Grandparent's Day
- b. Althea Gibson Academy Field Day
- c. Althea Gibson Academy PTO School Carnival
- d. Althea Gibson Academy Quiver Farm
- e. Althea Gibson Academy Super Science & Technology Night
- f. Jump Rope for Heart and Hoops
- g. On Site Professional Development for Embedded Practices by Access Education Advisors
- h. B.R.I.C.K. Program
- i. Workshop: Promoting Responsibility in Drug Education
- j. Cicely Tyson Elementary Cheerleading Program
- k. Professional Development for Early Childhood Educators
- l. Parent/Teacher Cultural Acceptance Anti-Bullying Workshop
- m. 2015-2016 Senior Prom
- n. Healthy Choices
- o. National Wear Red Day
- p. Pennies for Patients
- q. Super Pig - An Anti-Bullying Program
- r. NCJW Center for Women to Speak to Students About Teen Dating Abuse Project
- s. KinderSmile Foundation
- t. IDEA-B Final Report Amendment Application to Carry Over FY-2015 Funds
- u. ChildSight New Jersey
- v. Commission for the Blind & Visually Impaired 2015-2016 Contract
- w. Special Education Home Instruction Students
- x. Smile Program: The Mobile Dentists
- y. Special Education Out of District Placements
- z. Students Recommendations for In-District Alternative Program Placement
- aa. Burlington County Special Services School District (Out of District Placement)

XII. CONSIDERATION OF RESOLUTIONS

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- bb. Rancocas Valley Regional High School
- cc. Straight & Narrow, Inc.
- dd. SAT Administration
- ee. Artist in Residence in Acting
- ff. Artist in Residence in Acting
- gg. Building Capacity for Career Pathways Grant Submission
- hh. Quest Program Higher Minds of Tomorrow Invention Convention
- ii. Carnegie Learning In-Class Support for Math Teachers
- jj. Fiscal Year 2016 "No Child Left Behind" Consolidated Application Amendment
- kk. Medicine, Inc., National Nonprofit Foundation in New York – Science Pathfinders Program for Students in Grades 3-12
- ll. Harassment, Intimidation & Bullying Monthly Report
- mm. Field Trip Agenda

2. HUMAN RESOURCE SERVICES

- a. Retirement
- b. Resignations
- c. Other Separation
- d. Leaves of Absence
- e. Transfers
- f. Reclassifications
- g. Salary Adjustments
- h. Staff Appointments
- i. Extra-curricular and Co-curricular Appointments – Various Locations – 2015-2016 SY
- j. Extra-curricular and Co-curricular Appointments Rescission/Changes – Various Locations – 2015-16 SY
- k. Granting of Request for Extended Sick Leave
- l. Intermittent FMLA Renewal for 2015-16 School Year
- m. Agenda Changes/Corrections
- n. Appointments
- o. Suspension
- p. Professional Conferences

3. BUSINESS SERVICES

- a. List of Bills (Ratify)
- b. List of Bills
- c. Appropriation Transfers
- d. Appropriation Transfers – ECPA/Fund 15
- e. T-1 Request for Taxes from the City of East Orange
- f. T-2 Request for Debt Service Taxes from City of East Orange
- g. Designation of Representative to the Essex Regional Educational Services Commission
- h. Donation for the East Orange STEM Academy Gardening Club
- i. Recommendation to Approve Fund Raising Requests
- j. Recommendation for Extension of Award of Contract – Refuse Collection Bid 2016-2017 SY
- k. Five Year Preschool Program Plan Annual Update for 2016-2017 SY and One Year Budget for the 2016-2017
- l. Cicely L. Tyson Elementary School Twilight Rams Donation

XII. CONSIDERATION OF RESOLUTIONS

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- m. Recommendation for Award – Musical Instrument Rental (2015-2016 SY)
- n. Acceptance of Donation from the Pajama Program
- o. Acceptance of the 2014-2015 School Year Audit Report/Audit Findings and Recommendations/Correction Plan for the 2014-2015 Annual Audit
- p. A-148 Secretary's Report
- q. A-149 Treasurer's Report
- r. Budgetary Major Account/Fund Status Certificate
- s. Resolution Authorizing the Conveyance of NJ Schools Development Authority Property to the East Orange School District
- t. Recommendation for Rejection of Proposals –Professional Development Services: Technology Integration Addressing Common Core Instructional Shifts-Job Embedded Instructional Coaching 2015-2016 SY

4. MAINTENANCE SERVICES

- a. Recommendation for the Use of Facility

XIII. CLOSING STATEMENT/ADJOURNMENT

A. SUPERINTENDENT OF SCHOOLS**1. EDUCATIONAL SUPPORT & STUDENT SERVICES****a. Althea Gibson Academy Grandparent's Day – (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 permission to host the Annual Grandparent's Day at Gibson Academy on May 12, 2016 at cost TBD from the allocated Title I Funds 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: 16.20.232.200.600.337.037.9626)

b. Althea Gibson Academy Field Day – (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 27, 2016 at no cost to the District.

c. Althea Gibson Academy PTO School Carnival – (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 carnival on June 10, 2016 with a rain date TBD at No Cost to the District.

d. Althea Gibson Academy Quiver Farm – (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 Quiver Farm Projects, Inc. on June 2, 2016 with a rain date TBD at No Cost to the District.

e. Althea Gibson Academy Super Science & Technology Night – (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 permission to host the Annual Super Science & Technology Night at Gibson Academy on May 5, 2016 from 6:00 p.m. – 8:00 p.m. at no cost to the District.

f. Jump Rope for Heart and Hoops – (Parks)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the attendance of PreK-5th grade students to participate in the Jump Rope for Heart fundraising activities on January 2016 – February 2016 at Gordon Parks Academy at no cost to the District.

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- g. On Site Professional Development for Embedded Practices by Access Education Advisors – (Burton)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves professional development services provided by Access Education Advisors held at WE Academy for four (4) days in 2015-2016; at a cost of \$3,500.

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: 16.11.423.100.320.144.044.0000)

- h. B.R.I.C.K. Program – (Lovett)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves 4th & 5th grade male students at Dionne Warwick Institute for B.R.I.C.K., a male mentoring program beginning January 18, 2016 at no cost to the District.

- i. Workshop: Promoting Responsibility in Drug Education – (Webb)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the New Jersey Department of Corrections presents a workshop entitled, "Project Pride: Promoting Responsibility in Drug Education," to be held on Thursday, March 31, 2016 at no cost to the District.

- j. Cicely Tyson Elementary Cheerleading Program – (Moss-Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the Cicely Tyson Elementary School Cheerleading Program to be held from January 2016 through April 2016. There will be no cost to the District.

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESk. Professional Development for Early Childhood Educators – (Moss-Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the Cycle of Professional Learning for Early Childhood Educators. The workshops will be presented by April Terrell, educational consultant from Academic Solution, LLC on January 2016 thru May 9, 2016. The professional development days will not exceed 15 days, at a cost to the District of \$1,600.

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: 16.15.190.100.320.312.012.0000)

l. Parent/Teacher Cultural Acceptance Anti-Bullying Workshop – (Vincent)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contracting of author Ama KariKari-Yawson, to provide a parent-teacher professional development workshop, during the month of February, focused on Bullying Prevention and Culturally Responsive Education, to the parents/guardians and staff of Benjamin Banneker Academy at a cost to the District of \$800.

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: 16.20.231.200.300.336.036.9626)

m. 2015 – 2016 Senior Prom – (Champagne)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the Senior Class of Cicely L. Tyson School of Performing and Fine Arts to hold their prom at The Manor in West Orange, NJ on Wednesday, June 1, 2015 from 5 p.m. to 12 p.m. at no cost to the District.

n. Healthy Choices – (Champagne)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the Healthy Choices Wellness workshops sponsored by Cicely Tyson Medical and Physical Education unit, East Orange Health and Fire Prevention Department, and the Regional Dietitian/Shop Rite East Orange. Workshops will be presented to the high school population at no cost to the District.

A. SUPERINTENDENT OF SCHOOLS**1. EDUCATIONAL SUPPORT & STUDENT SERVICES****o. National Wear Red Day – (Champagne)**

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the collaboration between Cicely Tyson M/H medical and physical education department, the American Heart Association (AHA), East Orange Health Department and Wakefern Corporation (Shop-Rite, East Orange) in promotion National Wear Red Day during February 2016, at no cost to the District.

p. Pennies for Patients – (Jackson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, permits the Student Council of Langston Hughes School to spearhead participation by Langston Hughes School in the Pennies for Patients Campaign during the month of March 2015 at no cost to the District.

q. Super Pig – An Anti-Bullying Program – (Jackson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, permits the Blue Sky Puppet Theater to present two programs on anti-bullying to the students of Langston Hughes School on February 29, 2016 at a cost to the District of \$825.

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: 16.15.000.211.500.306.006.0000)

r. NCJW Center for Women to Speak to Students about Teen Dating Abuse Project – (DeTufio)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools approves the attendance of the NCJW Center for Women to speak to STEM students about the Teen Dating Abuse Project on Thursdays and Fridays, January 14th & 15th and May 12th & 13th, 2016 with no cost to the District.

s. KinderSmile Foundation – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the oral health program provided by KinderSmile Foundation located in Montclair, NJ for the 2015-2016 school year at no cost to the District.

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- t. IDEA-B Final Report/Amendment Application to Carry Over FY 2015 Funds – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the submission of the IDEA-B (Basic and Preschool) Final Report Application in the amount of \$850,730 (\$816,146 Public and \$34,584 Nonpublic), and the IDEA-B Amendment Application to carry over funds to be expended during 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: IDEA-B Carry Over Funds)

- u. ChildSight New Jersey – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contractual agreement between ChildSight, New Jersey and the East Orange School District for provision of free vision screenings and free prescription eyeglasses to students that meet the identified criteria. The services will be provided at no cost to the families of the District.

- v. Commission for the Blind & Visually Impaired 2015-2016 Contract – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract between the East Orange School District and the New Jersey Commission for the Blind and Visually Impaired. Seven students will receive Level I services at a cost of \$1,531.25.

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: 16.11.206.100.0320.000.028.031.0000)

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

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves 9 students for Home Instruction Services.

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

(Account Code: 11.150.100.0500.000.028.031. – Home Instruction)

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESx. Smile Program – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the Smiles Program: The Mobile Dentists to provide oral hygiene services to students at Jackson Academy, Tyson Elementary, Warwick Institute, Garvin School, Hart Complex, Carver Institute, Bowser School, Parks Academy, Gibson Academy, Houston Academy and Cochran Academy at no cost to the District or parents.

y. 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 4 Out of District Special Education students and contracts for the total cost of \$152,864.

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: 11.000.100.0562.028.031.0000 – Public
 11.000.100.0564.028.031.0000 – Vocational
 11.000.100.0565.028.031.0000 – County
 11.000.100.0566.028.031.0000 – Private)

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

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the recommendation to in-district alternative program placement for six (6) students.

aa. Burlington County Special Services School District (Out of District Placement) – (Harvest, Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the tuition contract agreement between the East Orange Board of Education and Burlington County Special Services School District to provide out of district educational services for regular education student, J.T., at the current tuition rate of \$18,678 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: 16.11.000.100.561.028.046.0000)

A. SUPERINTENDENT OF SCHOOLS**1. EDUCATIONAL SUPPORT & STUDENT SERVICES****bb. Rancocas Valley Regional High School – (Harvest, Watson)**

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the tuition contract agreement between the East Orange Board of Education and the Rancocas Valley Regional High School Board of Education to provide out of district educational services for regular education student, M.M. at the annual tuition rate of \$12,565 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: 16.11.000.100.561.028.046.0000)

cc. Straight and Narrow, Inc. – (Harvest, Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract agreement between the East Orange Board of Education and Straight and Narrow, Inc. to provide court mandated residential treatment/educational services for student, J.D., at a rate of \$98 per day for the period of November 10, 2015 to May 31, 2016 unless terminated earlier in accordance with the provisions of the contract.

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: 16.11.000.100.561.028.046.0000)

dd. SAT Administration – (Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the Administration of the SAT at East Orange Campus High School for 600 students on Saturday, May 7, 2016 from 7:30 am – 1:30 pm at a cost to the District not to exceed \$8,051.

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: 16.20.231.100.101.001.9734 – SIP Salary)

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESee. Artist in Residence in Acting – (Griffin, Colson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the hiring of Turron Kofi Alleyne Mayo, Artist in Residence to work with the Tyson Theater Arts majors on acting technique in 8 sessions from January 19 – May 13, 2016. Cost to the District - \$1,200.

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)

ff. Artist in Residence in Acting – (Griffin, Colson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the hiring of Jevonnah Mayo, Artist in Residence to work with the Tyson Theater Arts majors on acting technique in 8 sessions from January 19 – May 13, 2016. Cost to the District - \$1,200.

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)

gg. Building Capacity for Career Pathways Grant Submission – (Griffin, Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the submission of the Building Capacity for Career Pathways Grant.

hh. Quest Program Higher Minds of Tomorrow Invention Convention – (Griffin, Bialkin)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the presentation of the East Orange School District's Higher Minds of Tomorrow Invention Convention at Bowser School on March 9, 2016 at a cost to the District not to exceed \$1,188.91 to be used for table/chair rentals and refreshments for judges.

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: 16.11.000.221.500.028.033.6686)

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- ii. Carnegie Learning In-Class Support for Math Teachers – (Griffin, Fraser)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Carnegie Learning to provide professional development services for teachers of mathematics during the months of December 2015 – June 2016 at a cost of \$2,000 per diem, not to exceed \$6,000.

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: 16.27.271.200.300.028.057.0000 – Title IIA)

- jj. Fiscal Year 2016 – No Child Left Behind – Consolidated Application Amendment – (Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the submission of and the acceptance upon subsequent approval of the Fiscal Year 2016 No Child Left Behind (NCLB) Consolidated Amendment Application in the amount of \$5,463,477. The project period is July 1, 2015 to June 30, 2016.

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: NCLB Title I, Title I – SIA, Title II-A, and Title III)

- kk. Medicine, Inc., National Nonprofit Foundation in New York – Science Pathfinders for Students in Grades 3 - 12 – (Griffin)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the partnership between the East Orange School District and Mentoring in Medicine, Inc., (MIM) a national nonprofit organization headquartered in NY with general programs that will impact students in grades 6-12 and with specific programs that will work collaboratively in three (3) schools – Costley, East Orange Campus and STEM Academy for the purpose of igniting, cultivating and preparing students for health and science careers through academic enrichment, leadership development, civic engagement, and mentoring. The programs for each school will be customized to promote and prepare students to become the next generation of Biomedical, Health and Science Professional at a cost to the District of \$50,000.

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 Codes: 16.11.000.221.104.028.025.9730
16.20.271.200.300.028.057.0000)

XII. CONSIDERATION OF RESOLUTIONS**JANUARY 12, 2016****A. SUPERINTENDENT OF SCHOOLS****1. EDUCATIONAL SUPPORT & STUDENT SERVICES****II. 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 December 2015 for the NJDOE monthly reporting of HIB.

mm. Field Trips

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

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
1	Ms. M. Riddick 7 students 4 staff members Campus High School	Union, NJ	To participate in the NJ DECA 2016 Central Region Gold Conference at Kean Uni. (Educational)	1/8/16 (snow date 1/12/16)	\$ 400.00 Transportation \$ 520.00 Substitute Salary \$ 91.00 Registration \$1,011.00 Total 16.15.000.270.512.101.001.5523 (SB) 16.11.140.101.001.000.000.0000 (SB)
2	Mr. J. Ozello 25 students 2 staff members 2 parent chaperones Campus High School	Newark, NJ	To participate in NJ State Assoc. Mock Trial Competition (Educational)	1/11/16 1/12/16 1/13/16 Thru 1/28/16	\$1,092.00 Transportation \$1,092.00 Total 16.15.000.270.512.101.001.5523 (SB)
3	Ms. C. Jones 10 students 1 staff member 1 parent chaperone Houston Academy	Livingston, NJ	To visit the Heritage Middle School (Educational)	1/14/16	\$338.00 Transportation \$338.00 Total 16.15.000.270.512.307.007.5523 (SB)
4	Ms. Craighead 65 students 10 staff members 5 parent chaperones Garvin School	Montville, NJ	To visit Kidnetic (Educational)	1/14/16	\$ 613.60 Transportation \$ 910.00 Admissions \$1,523.60 Total 16.20.218.200.516.308.026.9019 (GB) 16.20.218.100.500.308.026.9019 (GB)
5	Ms. R. Richardson 384 students 39 staff members Healy Middle School	Various locations in Essex County	To participate in the Second Annual Day of Service (Educational)	1/15/16	\$2,932.80 Transportation \$2,932.80 Total 16.15.000.270.512.217.017.5523 (SB)
6	Ms. B. Froehlich 12 students 1 staff members STEM Academy	New Brunswick, NJ	To attend the Future City Competition at Rutgers Uni. (Educational)	1/16/16	No cost to the district
					F/T Board Agenda 1/12/16

XII. CONSIDERATION OF RESOLUTIONS**JANUARY 12, 2016****A. SUPERINTENDENT OF SCHOOLS****1. EDUCATIONAL SUPPORT & STUDENT SERVICES**mm. Field Trips (cont'd)

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
7	Mr. G. Sneed Students TBD Staff members TBD District middle schools	East Orange, NJ	To ride "sweep bus" transporting students to district middle schools for marching band practice (Educational)	1/20/16 1/27/16 2/3/16	<u>\$1,266.00</u> Transportation \$1,266.00 Total 16.15.000.270.512.101.001.5539 (SB)
8	Ms. A. Pruett 50 students per date 6 staff members Bowser Elementary	Princeton, NJ	To visit the Drumthwacket Educational Program (Educational & Enrichment)	1/20/16 1/27/16 2/3/16	No cost to the district
9	Ms. P. York 40 students 4 staff members 4 parent chaperones Campus High School	Paterson, NJ Nutley, NJ	To attend Hohokus Vocational & Technical Schools (Educational)	1/21/16	\$ 468.00 Transportation \$1,000.00 Admissions <u>\$ 520.00</u> Substitute Salary \$1,988.00 Total 16.15.000.270.512.101.001.5523 (SB) 16.15.140.101.000.000.001.0000 (SB) 16.15.190.100.800.101.001.4000 (SB)
10	Ms. I. Castlewood 68 students 4 staff members 2 parent chaperones Warwick Institute	South Orange, NJ	To visit the South Orange Performing Arts Center (SOPAC) (Educational)	1/21/16	\$ 260.00 Transportation <u>\$ 748.00</u> Admissions \$1,008.00 Total 16.15.000.270.512.309.009.5523 (SB) 16.15.190.100.800.309.009.0000 (SB)
11	Ms. R. Hassan 104 students 10 staff members 1 parent chaperone STEM Academy	Branchburg, NJ	To visit the Raritan Valley Planetarium (Educational)	1/22/16	\$ 936.00 Transportation <u>\$ 832.00</u> Admissions \$1,768.00 Total 16.15.000.270.512.102.002.5523 (SB) 16.15.190.100.800.102.002.0000 (SB)
12	Ms. F. Allen 200 students Staff members TBD Healy Middle School	Woodbridge, NJ	To visit the Woodbridge Community Center (Incentive)	1/29/16	\$1,430.00 Transportation <u>\$3,520.00</u> Admissions \$4,950.00 Total 16.15.190.100.800.217.017.0000 (SB) 16.15.000.270.512.217.017.5523 (SB)
13	Ms. A. Amirr 12 students 3 staff members FS HS Academy	Cranford, NJ	To visit the Fire Me Up Studio (Educational)	1/29/16	<u>\$393.00</u> Admissions \$393.00 Total 16.11.423.100.800.029.029.5523 (SB)
14	Ms. N. Diaz 36 students 4 staff members Campus High School	New York, NY	To visit the Sony Wonder Lab (Educational & Enrichment)	1/29/16	\$ 546.00 Transportation <u>\$ 520.00</u> Substitute Salary \$1,066.00 Total 16.15.000.270.512.101.001.5523 (SB) 16.15.140.100.101.101.001.9727 (SB)
					F/T Board Agenda 1/12/16

XII. CONSIDERATION OF RESOLUTIONS**JANUARY 12, 2016****A. SUPERINTENDENT OF SCHOOLS****1. EDUCATIONAL SUPPORT & STUDENT SERVICES****mm. Field Trips (cont'd)**

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
15	Ms. L. Gopal 30 students 2 staff members 1 parent chaperone Campus High School	New York, NY	To attend the Winter Garden Theater and Classroom Theater (Educational & Enrichment)	2/10/16	\$ 884.00 Transportation \$ 260.00 Substitute Salary <u>\$2,400.00</u> Admissions \$3,544.00 Total 16.15.000.270.512.101.001.5523 (SB) 16.15.140.101.000.000.001.0000 (SB) 16.15.190.100.800.101.001.4000 (SB)
16	Ms. B. Froehlich 20 students 2 staff members STEM Academy	New Brunswick, NJ	To visit Rutgers University Computer Science Dept. (Educational)	2/10/16	No cost to the district
17	Ms. C. Smith-Jarvis 23 students 4 staff members Cochran Academy	Point Pleasant Beach, NJ	To visit the Jenkinson's Aquarium (Educational)	2/11/16	\$355.00 Admissions <u>\$436.80</u> Transportation \$791.80 Total 16.15.190.100.800.338.038.0000 (SB) 16.15.000.270.512.338.038.5523 (SB)
18	Mr. P. Mwangi 27 students 2 staff members 2 parent chaperones Campus High School	Scotch Plains, NJ	To have the allied health students visit the Rutgers Scotch Plain Campus (Educational)	2/25/16	\$ 416.00 Transportation \$ 130.00 Substitute Salary <u>\$1,130.00</u> Admissions \$1,676.00 Total 16.15.000.270.512.101.001.5523 (SB) 16.15.140.101.000.000.001.0000 (SB) 16.15.190.100.800.101.001.4000 (SB)
19	Ms. S. Johnson 45 students 4 staff members Houston Academy	Hillside, NJ	To visit the New Jersey Food Bank (Educational)	2/17/16 5/11/16	<u>\$676.00</u> Transportation \$676.00 Total 16.15.000.270.512.307.007.5523 (SB)
20	Ms. A. Amirr 12 students 3 staff members FS HS Academy	Westfield, NJ	To visit Just Bead Yourself (Educational)	2/19/16	<u>\$525.00</u> Admissions \$525.00 Total 16.11.423.100.800.029.029.0000 (SB)
21	Ms. A. Annunziata 95 students 10 staff members STEM Academy	New York, NY	To visit the MoMath Museum (Educational)	2/19/16	\$1,456.00 Transportation <u>\$1,235.00</u> Admissions \$2,691.00 Total 16.15.000.270.512.102.002.5523 (SB) 16.15.190.100.800.102.002.0000 (SB)
22	Mr. P. Mwangi 27 students 2 staff members 2 parent chaperones Campus High School	Scotch Plains, NJ	To have the allied health students visit the Rutgers Scotch Plain Campus (Educational)	2/25/16	\$1,130.00 Admissions \$ 130.00 Substitute Salary <u>\$1,310.00</u> Total \$1,676.00 Total 16.15.140.101.000.000.001.0000 (SB) 16.15.190.100.800.101.001.4000 (SB)
23	Mr. Miller 40 students 6 staff members Campus High School	Madison, NJ	To attend college tour at Fairleigh Dickenson Uni. (Educational & Enrichment)	2/25/16	\$ 395.00 Transportation <u>\$ 650.00</u> Substitute Salary \$1,045.00 Total 16.15.000.270.512.101.001.5523 (SB) 16.11.140.101.000.000.001.0000 (SB)

XII. CONSIDERATION OF RESOLUTIONS**JANUARY 12, 2016****A. SUPERINTENDENT OF SCHOOLS****1. EDUCATIONAL SUPPORT & STUDENT SERVICES**mm. Field Trips (cont'd)

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
24	Ms. B. Froehlich 10 students 1 staff member STEM Academy	Rockaway, NJ	To visit the Picatinny Arsenal (Educational)	2/25/16	No cost to the district
25	Ms. K. Hosler 18 students 13 staff members WE Academy	Branchburg, NJ	To visit the Raritan Valley Community College Planetarium (Educational)	2/25/16	\$ 442.00 Transportation \$ 504.00 Admissions \$ 260.00 Substitute Salary \$1,206.00 Total 16.11.423.100.512.144.044.0000 (SB) 16.11.423.100.800.144.044.0000 (SB) 16.11.120.100.101.000.000.0000 (SB)
26	Ms. F. Allen 200 students Staff members TBD Healy Middle School	Woodbridge, NJ	To visit the Woodbridge Community Center (Incentive)	2/26/16	\$1,430.00 Transportation \$3,520.00 Admissions \$4,950.00 Total 16.15.190.800.217.017.000.0000 (SB) 16.15.000.270.512.217.017.5523 (SB)
27	Ms. Craighead 65 students 10 staff members 5 parent chaperones Garvin School	Millburn, NJ	To visit the Paper Mill Playhouse (Educational)	2/26/16	\$ 540.80 Transportation \$ 722.00 Admissions \$1,262.80 Total 16.20.218.200.516.308.026.9019 (GB) 16.20.218.100.500.308.026.9019 (GB)
28	Ms. A. McCaskill 7 students 1 staff member Cochran Academy	Oradell, NJ	To attend a trip to Odyssey of the Mind Liberty at Oradell Public School (Enrichment)	2/27/16	\$462.80 Transportation \$462.80 Total 16.15.000.270.512.338.038.5523 (SB)
29	Ms. N. Rizk-Solyman 65 students 7 staff members Tyson Elementary	Roseland, NJ	To visit the Essex County Environment Center (Educational)	3/1/16	\$572.00 Transportation \$572.00 Total 16.15.000.270.512.312.012.5523 (SB)
30	Ms. C. Jones 10 students 1 staff member 1 parent chaperone Houston Academy	Orange, NJ	To visit the Dream Academy for the Declamation Forensic Competition (Enrichment)	3/4/16	\$187.20 Transportation \$187.20 Total 16.15.000.270.512.307.007.5523 (SB)
31	Ms. B. Froehlich 30 students 3 staff members STEM Academy	Mt. Olive, NJ	To attend Robotics Competition at Mt. Olive High School (Educational)	3/4/16 3/5/16 3/6/16	\$1,092.00 Transportation \$1,092.00 Total 16.15.000.270.512.102.002.5523 (SB)
32	Ms. T. Bialkin 300 students Staff members TBD Elementary Schools	East Orange, NJ	To attend the Invention Convention (Educational)	3/9/16	\$1,029.60 Transportation \$1,029.60 Total 16.11.000.270.512.028.033.9713 (Elementary Education's Budget)
					F/T Board Agenda 1/12/16

XII. CONSIDERATION OF RESOLUTIONS**JANUARY 12, 2016****A. SUPERINTENDENT OF SCHOOLS****1. EDUCATIONAL SUPPORT & STUDENT SERVICES**mm. Field Trips (cont'd)

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets
					SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
33	Ms. I. Colson 60 students 6 staff members Curriculum Services	East Orange, NJ	To attend the visual & performing arts exhibition (Educational)	2/26/16 3/10/16	\$624.00 Transportation \$624.00 Total 16.11.000.270.517.000.000.9706 (AB)
34	Ms. J. Malloy 76 students 7 staff members 4 parent chaperones Cochran Academy	Millburn, NJ	To visit the Paper Mill Playhouse (Educational)	3/11/16	\$ 520.00 Transportation \$ 788.50 Admissions \$1,308.50 Total 16.15.190.100.800.338.038.0000 (SB) 16.15.000.270.512.338.038.5523 (SB)
35	Ms. E. Avidon 40 students 4 staff members Houston Academy	Jersey City, NJ	To visit the Liberty Science Center (Educational)	3/11/16	\$338.00 Transportation \$545.00 Admissions \$883.00 Total 16.15.000.270.512.307.007.5523 (SB) 16.15.190.100.800.307.007.0000 (SB)
36	Ms. J. Refinski 40 students 5 staff members STEM Academy	Holmdel, NJ	To visit the NJ Vietnam Veterans Memorial & Education Center (Educational)	3/11/16	\$514.80 Transportation \$130.00 Substitute Salary \$644.80 Total 16.15.000.270.512.102.002.5523 (SB) 16.15.130.100.101.102.002.9729 (SB)
37	Ms. K. Hosler 18 students 13 staff members WE Academy	Camden, NJ	To visit the Adventure Aquarium (Educational)	3/17/16	\$ 624.00 Transportation \$ 763.28 Admissions \$ 260.00 Substitute Salary \$1,647.28 Total 16.11.423.100.512.144.044.0000 (SB) 16.11.423.100.800.144.044.0000 (SB) 16.11.120.100.101.000.000.0000 (SB)
38	Ms. A. Boose 73 students 7 staff members Banneker Academy	Roseland, NJ	To visit the Essex County Environmental Center (Educational)	3/24/16	\$520.00 Transportation \$520.00 Total 16.15.000.270.512.336.036.5523 (SB)
39	Ms. B. Froehlich 30 students 3 staff members STEM Academy	Bridgewater, NJ	To attend the FRC Robotics Competition at Raritan High School (Educational)	4/1/16 4/2/16 4/3/16	\$1,092.00 Transportation \$1,092.00 Total 16.15.000.270.512.102.002.5523 (SB)
40	MSgt Rivera 45 students 4 staff members Campus High School	Wayne, PA	To visit the Valley Forge Military College (Educational)	4/7/16	\$468.00 Transportation \$225.00 Admissions \$693.00 Total 16.15.000.270.512.101.001.5523 (SB) 16.15.190.100.800.101.001.4000 (SB)
41	Ms. L. Blaskewicz 80 students 9 staff members 8 parent chaperones Warwick Institute	Point Pleasant, NJ	To visit the Jenkinson's Aquarium (Educational)	5/9/16	\$ 936.00 Transportation \$ 543.00 Admissions \$1,479.00 Total 16.15.000.270.512.309.009.5523 (SB) 16.15.190.100.800.309.009.0000 (SB)
					F/T Board Agenda 1/12/16

XII. CONSIDERATION OF RESOLUTIONS**JANUARY 12, 2016****A. SUPERINTENDENT OF SCHOOLS****1. EDUCATIONAL SUPPORT & STUDENT SERVICES****mm. Field Trips (cont'd)**

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
42	Ms. M. Morano 42 students 3 staff members 8 parent chaperones Cochran Academy	West Orange, NJ	To visit the Turtle Back Zoo (Educational)	5/18/16	\$286.00 Transportation <u>\$450.00</u> Admissions \$736.00 Total 16.15.190.100.800.338.038.0000 (SB) 16.15.000.270.512.338.038.5523 (SB)
43	Ms. K. Grimes 18 students 12 staff members WE Academy	East Hanover, NJ	To visit the FunPlex (Educational)	5/20/16	\$ 291.20 Transportation \$ 310.00 Meals <u>\$ 720.00</u> Admissions \$1,321.20 Total 16.11.423.100.512.144.044.0000 (SB) 16.11.423.100.800.144.044.0000 (SB) 16.11.423.100.800.144.044.0000 (SB)
44	Ms. C. Kindergarten 46 students 6 staff members 2 parent chaperones Banneker Academy	West Orange, NJ	To visit the Turtle Back Zoo (Educational)	5/20/16	\$260.00 Transportation <u>\$486.00</u> Admissions \$746.00 Total 16.15.190.100.800.336.036.0000 (SB) 16.15.000.270.512.336.036.5523 (SB)
45	Ms. J. James 36 students 6 staff members Tyson M/H School	Newark, NJ	To attend and then participate in a performance with Ms. Jessye Norman at NJPAC (Educational)	5/21/16	\$ 676.00 Transportation <u>\$3,921.72</u> Admissions \$4,597.72 Total 16.11.000.270.517.000.000.9706 (AB) 16.11.000.221.890.000.000.9706 (AB)
46	Ms. P. Hurt 42 students 5 staff members Cochran Academy	New Brunswick, NJ	To attend Mock Trial Comp. Ex. at the NJ State Bar Foundation (Educational)	5/23/16	<u>\$390.00</u> Transportation \$390.00 Total 16.15.000.270.512.338.038.5523 (SB)
47	Ms. S. Watanabe 81 students 8 staff members Banneker Academy	Lyndhurst, NJ	To visit the Meadowlands Estuary Explorers (Educational)	5/24/16	\$ 676.00 Transportation <u>\$ 972.00</u> Admissions \$1,648.00 Total 16.15.190.100.800.336.036.0000 (SB) 16.15.000.270.512.336.036.5523 (SB)
48	Ms. F. Allen 200 students Staff Members TBD Healy Middle School	Woodbridge, NJ	To visit the Woodbridge Community Center (Incentive)	5/25/16	\$1,430.00 Transportation <u>\$3,520.00</u> Admissions \$4,950.00 Total 16.15.190.100.800.217.017.0000 (SB) 16.15.000.270.512.217.017.5523 (SB)
49	Ms. S. Johnson 45 students 4 staff members Houston Academy	Jackson, NJ	To visit Six Flags Great Adventure (Rewards)	5/27/16	\$1,242.80 Transportation <u>\$1,530.00</u> Admissions \$2,772.80 Total 16.15.000.270.512.307.007.5523 (SB) 16.15.190.100.800.307.007.0000 (SB)
50	Ms. T. Hinton 113 students 14 staff members STEM Academy	Newark, NJ	To visit Branch Brook Park Roller Skating Rink (Incentive)	5/27/16	\$ 499.20 Transportation <u>\$1,469.00</u> Admissions \$1,968.20 Total 16.15.190.100.800.102.002.0000 (SB) 16.15.000.270.512.102.002.5523 (SB)

XII. CONSIDERATION OF RESOLUTIONS**JANUARY 12, 2016****A. SUPERINTENDENT OF SCHOOLS****1. EDUCATIONAL SUPPORT & STUDENT SERVICES**mm. Field Trips (cont'd)

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
51	Ms. S. Johnson 35 students 5 staff members Houston Academy	Camden, NJ	To visit the Adventure Aquarium (Educational)	6/1/16	\$ 988.00 Transportation \$ 900.00 Admissions \$1,888.00 Total 16.15.000.270.512.307.007.5523 (SB) 16.15.204.100.800.307.007.0000 (SB)
52	Ms. M. Rae-Dudley 100 students 10 staff members Tyson M/H School	Jackson, NJ	For Senior Class trip to Six Flags Great Adventure (Incentive)	6/3/16	\$2,184.00 Transportation \$2,184.00 Total 16.15.000.270.512.203.003.5523 (SB)
53	Ms. A. Amirr 12 students 3 staff members FS HS Academy	Montclair, NJ	To visit the Montclair Art Museum (Educational)	6/3/16	\$198.00 Transportation \$198.00 Total 16.11.423.100.800.029.029.0000 (SB)
54	Ms. M. Johnson 45 students 5 staff members Parks Academy	Weehawken, NJ	To visit Spirit Cruises Guided Sightseeing Tours (Educational & Enrichment)	6/3/16	\$ 410.00 Transportation \$1,200.00 Admissions \$1,610.00 Total 16.15.000.270.512.311.011.5523 (SB) 16.15.190.100.800.311.011.0000 (SB)
55	Ms. N. Rizk-Solyman 71 students 8 staff members Tyson Elementary	Roseland, NJ	To visit the Essex County Environmental Center (Educational)	6/6/16	\$572.00 Transportation \$572.00 Total 16.15.000.270.512.312.012.5523 (SB)
56	Ms. G. Shiiwdin 90 students 10 staff members Banneker Academy	Camden, NJ	To visit the Adventure Aquarium (Educational)	6/9/16	\$4,602.00 Transportation \$1,280.00 Admissions \$5,882.00 Total 16.20.218.100.500.336.036.9019 (SB) 16.20.218.200.516.336.036.9019 (SB) 16.15.000.270.812.336.036.5523 (SB)
57	Mr. K. Kreutzer 30 students 3 staff members STEM Academy	Millburn, NJ	To visit the Paper Mill Playhouse (Educational)	6/9/16	\$1,350.40 Admissions \$ 260.00 Transportation \$ 130.00 Substitute Salary \$1,740.40 Total 16.15.000.270.512.102.002.5523 (SB) 16.15.130.100.101.102.002.9729 (SB)
58	Ms. J. Atkinson-Johnson 18 students 12 staff members WE Academy	Roseland, NJ	To visit the Essex County Environmental Center (Educational)	6/10/16	\$286.00 Transportation \$260.00 Substitute Salary \$546.00 Total 16.11.423.100.512.144.044.0000 (SB) 16.11.120.100.101.000.000.0000 (SB)
59	Ms. S. Johnson 45 students 6 staff members Houston Academy	Weehawken, NJ	To visit the Spirit Cruises at the Lincoln Harbor Marina (Enrichment)	6/10/16	\$1,550.00 Admissions \$ 884.00 Transportation \$2,434.00 Total 16.15.000.270.512.307.007.5523 (SB) 16.15.190.100.800.307.007.0000 (SB)
					F/T Board Agenda 1/12/16

XII. CONSIDERATION OF RESOLUTIONS**JANUARY 12, 2016****A. SUPERINTENDENT OF SCHOOLS****1. EDUCATIONAL SUPPORT & STUDENT SERVICES****mm. Field Trips (cont'd)**

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets
					SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
60	Ms. P. Rice-Phillips 94 students 6 staff members 6 parent chaperones Houston Academy	New York, NY	To visit the Museum of Natural History (Educational)	6/13/16	\$1,272.00 Admissions <u>\$1,040.00</u> Transportation \$2,312.00 Total 16.15.000.270.512.307.007.5523 (SB) 16.15.190.100.800.307.007.0000 (SB)
61	Ms. E. Lund 37 students 4 staff members 8 parent chaperones Parks Academy	Point Pleasant, NJ	To visit the Jenkinson's Aquarium (Educational & Enrichment)	6/13/16	\$ 884.00 Transportation <u>\$ 278.00</u> Admissions \$1,162.00 Total 16.15.000.270.512.311.011.5523 (SB) 16.15.190.100.800.311.011.0000 (SB)
62	Ms. M. Sheridan 100 students 8 staff members 2 parent chaperones STEM Academy	New York, NY	To attend Senior Class Trip to the Chelsea Piers (Rewards)	6/14/16	\$1,144.00 Transportation <u>\$6,500.00</u> Admissions \$7,644.00 Total 16.15.000.270.512.102.002.5523 (SB) 16.15.190.100.800.102.002.0000 (SB)
63	Ms. C. Jones 40 students 1 staff members 4 parent chaperones Houston Academy	Bronx, NY	To visit the Bronx Zoo (Enrichment)	6/15/16	<u>\$499.20</u> Transportation \$499.20 Total 16.15.000.270.512.307.007.5523 (SB)
64	Mr. R. Hassan 100 students 10 staff members STEM Academy	Weehawken, NJ	To visit the Spirit Cruises for 8th Grade Social (Enrichment)	6/15/16	<u>\$1,456.00</u> Transportation \$1,456.00 Total 16.15.000.270.512.102.002.5523 (SB)
65	Mr. D. Malyszko 4 students 1 teacher EOCHS	Paramus, NJ	To sing in a competition	1/9/16	\$3,150.00 Admission <u>390.00</u> Transportation \$3,540.00 Total 16.15.000.270.512.101.001.5523 16.15.190.100.800.101.001.4000
66	Mr. D. Malyszko 10 students 2 teacher EOCHS	Paramus, NJ	To sing in a competition	1/21/16	\$390.00 Transportation <u>260.00</u> Substitute \$650.00 Total 16.15.000.270.512.101.001.5523 16.15.140.101.000.000.001.0000
67	Dr. J. Aviles 7 students 4 teachers EOCHS	Union, NJ	To participate in the NJ DECA 2016 Central Region Gold Conference	1/8/16	\$400.00 - Transportation 520.00 - Substitute <u>91.00</u> - Registration \$1,011.00 - Total 16.15.000.270.512.101.001.5523 16.11.140.101.000.000.001.0000 16.15.190.100.800.101.001.4000

XII. CONSIDERATION OF RESOLUTIONS

JANUARY 12, 2016

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

mm. Field Trips (cont'd)

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
67	5 th Grade EO Students Banneker – 74 students 7 staff members Bowser – 90 students 9 staff members Carver – 50 students 5 staff members Cochran – 50 students 5 staff members Garvin – 53 students 5 staff members Hughes – 66 students 7 staff members Jackson – 50 students 5 staff members Louverture – 50 students 5 staff members Parks – 50 students 5 staff members Tyson Elem. – 64 students 6 staff members (no bus needed) Warwick – 65 students 7 staff members WE Academy – 6 students 1 staff member 8 th Grade Students Fresh Start – 6 students 1 staff member Healy – 335 students 34 staff members Houston – 22 – 68 students (5 th & 8 th Grades) 7 staff members	Tyson M/H School	Presentation and Tour Tyson M/H School	2/10/16 2/11/16	\$5,782.40 Transportation \$5,782.40 16.15.000.270.512.203.003.5523
DATE/CHANGES TO FIELD TRIP RESOLUTIONS					
1	Ms. L. Phillips 66 students 6 staff members 1 parent chaperone Banneker Academy	Roseland, NJ	To visit the Essex County Environmental Center (Educational)	1/12/16	This field trip was submitted late. It was presented as a walk on at the curriculum committee meeting on 12/2/15. It was approved at the 12/8/15 Board meeting.
2	Ms. A. Adeoye 72 students 8 staff members Banneker Academy	South Orange, NJ	To visit the South Orange Performing Arts Center (SOPAC) (Educational)	12/7/15	This field trip was approved at the 11/10/15 Board meeting. The show time was changed from 10am to 11am which caused a change in the bus price from \$364 to \$520. The date of the trip will remain the same.
					F/T Board Agenda 1/12/16

XII. CONSIDERATION OF RESOLUTIONS

JANUARY 12, 2016

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

a. Retirement

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

1. Dr. Robert Morgan – Principal On Special Assignment – Office of the Superintendent
Effective May 1, 2016 (20 years, 6 months of service)
(11.000.251.0100.000.000.000.0000)

b. Resignations

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

1. Mr. Jamil Burger – Lunch Period Supervisory Aide – Tyson Elementary
Effective December 16, 2015 (personal reasons) (1 month of service)
(11.000.262.0100.000.000.000.0000)
2. Ms. Marcia Goldbourne-Thomas – Teacher Assistant for Special Education (CSM) – Campus High
Effective January 3, 2016 (home duties) (8 years of service)
(15.213.100.0106.000.101.001.0000)
3. Ms. Tiffany Hazzard – Teacher Assistant for Special Education (BD) – Langston Hughes School
Effective January 8, 2016 (no reason) (2 years, 4 months of service)
(15.209.100.0106.000.306.006.0000)
4. Ms. Sable Hightower – Teacher of Grades 6-8 (LA) – Healy Middle School
Effective December 1, 2015 (personal reasons) (1 month of service)
(15.130.100.0101.000.217.017.0000)
5. Mr. Alex Jean-Francois – Teacher Assistant – WE Academy
Effective December 31, 2015 (personal reasons) (1 year, 3 months of service)
(11.423.100.0106.000.144.044.0000)
6. Ms. Beatrice McBlain – Teacher Assistant – East Orange Campus High School
Effective December 1, 2015 (no reason) (7 years, 2 months of service)
(15.240.100.0106.000.101.001.0000)
7. Ms. Janice Reaves – Teacher of Grades 6-8 (Mth) – Tyson 6-12
Effective March 8, 2016 (no reason) (5 months of service)
(15.130.100.0101.000.203.003.0000)
8. Ms. Jasmine Regalado – Teacher of Grades 6-8 (LAL) – Truth Middle School
Effective March 4, 2016 (personal reasons) (3 years, 6 months of service)
(15.130.100.0101.000.216.016.0000)
9. Ms. Debbian Sherwood – CTE Teacher (Family & Consumer Sciences) – Campus High School
Effective February 23, 2016 (personal reasons) (1 year, 5 months of service)
(15.140.100.0101.000.101.001.0000)
10. Ms. Tawanda Williams – Teacher Assistant for Special Education (LD) – Campus High School
Effective January 7, 2016 (another position) (5 years, 10 months of service)
(15.204.100.0106.000.101.001.0000)

XII. CONSIDERATION OF RESOLUTIONS

JANUARY 12, 2016

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

c. Other Separation

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

1. Ms. Dolores Burroughs – Secretary (Head) – Houston Academy
Effective November 15, 2015 (deceased) (15 years, 1 month of service)
(15.000.240.0105.000.307.007.0000)
2. Mr. Kenneth May – Teacher Aide for Special Education (BD) – Bowser Elementary School
Effective December 3, 2015 (deceased) (15 years, 1 month of service)
(15.209.100.0106.000.304.004.0000)
3. Ms. Stacey Sharpe – Elementary Teacher – Carver Institute
Effective December 12, 2015 (deceased) (13 years of service)
(15.120.100.0101.000.305.005.0000)

d. Leaves of Absence

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

1. Mr. David Balaban – Co-Teacher – Garvin School
Family Act LOA Effective November 13, 2015 to December 4, 2015
(15.120.100.0101.000.308.008.0000)
2. Ms. Rina Blackburn – Teacher of Kindergarten – Tyson Elementary
Health LOA Effective December 17, 2015 to January 1, 2016
(15.110.100.0101.000.312.012.9704)
3. Ms. Karen Cruz – Secretary (Irr) – Department of Secondary Education
Family Act LOA Effective December 23, 2015 to January 1, 2016
(11.000.221.0105.000.000.000.0000)
4. Ms. Marcia Dickens – Custodian (Night) – Gibson Academy
Family Act LOA Effective November 30, 2015 to January 8, 2016
(11.000.262.0100.000.000.000.0000)
5. Dr. Josephine Foley – Teacher of Grades 6-8 (Sci) – Truth Middle School
Family Act LOA Effective December 2, 2015 to March 2, 2016
(15.130.100.0101.000.216.016.0000)
6. Ms. Otha Harley – Teacher Assistant for Pre-Kindergarten – Carver Institute
Family Act LOA Effective November 9, 2015 to February 9, 2016
(20.218.100.0106.000.028.026.9013)
7. Mr. Martin Hubany – Co-Teacher – Costley Middle School
Family Act and Bonding LOA Effective January 4, 2016 to January 15, 2016
(15.130.100.0101.000.215.015.0000)
8. Ms. Nakia Jones – Secretary (Assistant) – Banneker Academy
Child Rearing LOA Effective December 2, 2015 to January 1, 2016
(15.000.240.0105.000.336.036.0000)

XII. CONSIDERATION OF RESOLUTIONS

JANUARY 12, 2016

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

d. Leave of Absence (cont'd)

9. Ms. Darlene Kuc – School Nurse – Jackson Academy
Family Act LOA (Intermittent) Effective January 13, 2016 to June 30, 2016 (NTE 10 days)
(15.000.213.0100.000.314.014.0000)
10. Ms. Randi Leifer – Teacher of Grades 6-8 (LAL) – Costley Middle School
Family Act LOA (Intermittent) Effective December 11, 2015 to June 30, 2016 (NTE 10 days)
(15.130.100.0101.000.215.015.0000)
11. Mr. Kenneth May – Teacher Aide for Special Education (BD) – Bowser Elementary School
Family Act LOA Effective October 16, 2015 to December 3, 2015
(15.209.100.0106.000.304.004.0000)
12. Ms. Renee McGrady – Math Coach – Langston Hughes School
Family Act LOA Effective September 14, 2015 to September 18, 2015
(15.000.221.0104.000.306.006.0000 – 85%) & (20.271.200.0100.000.028.057.0000 – 15%)
13. Ms. Deena Megaro – Teacher of Health/Physical Education – East Orange STEM Academy High
Family Act LOA Effective December 23, 2015 to January 12, 2016
(15.140.100.0101.000.102.002.0000)
14. Ms. Christina Muniz – Teacher Assistant for Special Ed (PSD) – Bowser Elementary School
Child Rearing LOA Effective December 2, 2015 to June 30, 2016
(15.216.100.0106.000.304.004.0000)
15. Ms. Katina Petty – Security Monitor – Campus High
Family Act LOA Effective November 30, 2015 to March 1, 2016
(15.000.266.0100.000.101.001.0000)
16. Mr. Robert Reilly – Athletic Trainer – Campus High
Family Act LOA Effective November 16, 2015 to November 23, 2015
Family Act LOA (Intermittent) Effective January 13, 2016 to June 30, 2016 (NTE 10 days)
(15.140.100.0101.000.101.001.0000)
17. Ms. Rachel Rothman – Co-Teacher – Tyson Elementary
Family Act LOA Effective November 19, 2015 to February 17, 2016
(15.120.100.0101.000.312.012.0000)
18. Ms. Tyra Terrell-Ricks – Teacher Assistant for Special Ed (BD) – Warwick Institute
Family Act and Bonding LOA Effective November 30, 2015 to March 2, 2016
(15.209.100.0106.000.309.009.0000)
19. Mr. Kerry Thompson – Custodian (Night) – Tyson 6-12
Family Act LOA (Intermittent) Effective January 13, 2015 to June 30, 2016 (NTE 10 days)
(11.000.262.0100.000.000.000.0000)
20. Ms. Jacquetta Winters – Teacher of Elementary – Jackson Academy
Family Act LOA (Intermittent) Effective January 13, 2016 to June 30, 2016 (NTE 10 days)
(15.120.100.0101.000.314.014.0000)
21. Ms. Jinna Youn – Teacher of Music (Voc) – Carver Institute
Family Act LOA Effective January 4, 2016 to April 4, 2016
Health LOA Effective April 5, 2016 to June 30, 2016
(15.120.100.0101.000.305.005.0000 – 88.0000%)
(20.218.100.0101.000.028.026.9011 – 12.0000%)

XII. CONSIDERATION OF RESOLUTIONS

JANUARY 12, 2016

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

d. Leave of Absence (cont'd)

22. Ms. Roberta Youngblood-Myricks – Supervisor of Social Studies – Division of Curriculum Services
Family Act LOA (Intermittent) Effective December 8, 2015 to June 30, 2016 (NTE 15 days)
(11.000.221.0104.000.000.000.0000)

e. 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.e.”

f. Reclassifications

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

g. 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. Ellen Cacchione – Teacher of English – East Orange Campus High School
(Original Hire Date: December 6, 2000)
From: Level 6/MA+32 Step 16 \$103,265.00 p/a
To: Level 6/MA+32 Step \$103,265.00 p/a + \$750 Longevity
Effective December 7, 2015 to June 30, 2016
(15 years longevity stipend)
(15.140.100.0101.000.101.001.0000)
2. Mr. Emmanuel Etim – Teacher of the Handicapped (ICS) – Truth Middle School
(Original Hire Date: January 3, 2000)
From: Level 5/MA Step 16 \$95,420.00 p/a
To: Level 5½/MA+15 Step 16 \$97,002.00 p/a
Effective February 1, 2016 to June 30, 2016
(higher training level)
(15.213.100.0101.000.216.016.0000)
3. Mr. Eric Heckstall – Accounts Payable Clerk – Division of Business Services
(Original Hire Date: October 31, 2011)
From: Group 4 Step 1 \$38,148.00 p/a
To: Group 4 Step 1 \$38,148.00 p/a + \$2,000 Stipend
Effective December 11, 2015 to June 30, 2016
(higher training level)
(11.000.251.0100.000.000.000.0000)
4. Ms. Emily Konopinski – Teacher of Art – Tyson Elementary
(Original Hire Date: October 17, 2011)
From: Level 4/BA Step 7½ \$55,473.00 p/a
To: Level 5½/MA+15 Step 7½ \$62,873.00 p/a
Effective February 1, 2016 to June 30, 2016
(higher training level)
(15.120.100.0101.000.312.012.0000)

XII. CONSIDERATION OF RESOLUTIONS

JANUARY 12, 2016

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

g. Salary Adjustments (cont'd)

5. Ms. Robin Mallory – Teacher of the Handicapped (MCI) – East Orange Campus High School
(Original Hire Date: December 8, 2000)
From: Level 4/BA Step 14½ \$81,635.00 p/a
To: Level 4/BA Step 14½ \$81,635.00 p/a + \$750 Longevity
Effective December 8, 2015 to June 30, 2016
(15 years longevity stipend)
(15.201.100.0101.000.101.001.0000)
6. Ms. Parris Miller – Teacher of Elementary – Banneker Academy
(Original Hire Date: December 17, 2015)
From: Level 4/BA Step 1 \$51,873.00 p/a
To: Level 4/BA Step 3½ \$53,673.00 p/a
Effective December 17, 2015 to June 30, 2016
(verified prior experience)
(15.120.100.0101.000.336.036.0000)
7. Ms. Alexandra Pujols – Learning Disabilities Teacher Consultant – Department of Special Education
(Original Hire Date: September 1, 2005)
From: Level 5/MA Step 8 \$61,773.00 p/a
To: Level 5½/MA+15 Step 8 \$63,173.00 p/a
Effective February 1, 2016 to June 30, 2016
(higher training level)
(11.000.219.0104.000.000.000.0000)
8. Mr. Devon Reed – School Disciplinarian – East Orange Campus High School
(Original Hire Date: September 1, 2005)
From: Level 5/MA Step 12 \$74,073.00 p/a
To: Level 5½/MA+15 Step 12 \$75,073.00 p/a
Effective February 1, 2016 to June 30, 2016
(higher training level)
(15.000.211.0100.000.101.001.0000)
9. Mr. Jahaad Scott – Teacher Assistant for Kindergarten – Wahlstrom Academy
(Original Hire Date: January 5, 2016)
From: Step 1 \$26,007.00 p/a
To: Step 3 \$26,557.00 p/a
Effective January 5, 2016 to June 30, 2016
(higher training level)
(15.190.100.0106.000.339.039.0000)
10. Mr. Hasani Shingles – Lunch Period Supervisory Aide – Parks Academy
(Original Hire Date: February 28, 2000)
From: Step 1 \$8.75 p/h
To: Step 16 \$16.00 p/h
Effective December 9, 2015 to June 30, 2016
(placement on correct step)
(11.000.262.0100.000.000.000.0000)
11. Ms. Brigita Wright – Teacher of the Handicapped (ICS) – Bowser Elementary School
(Original Hire Date: January 19, 2016)
From: Level 4/BA Step 11½ \$65,223.00 p/a
To: Level 5/MA Step 11½ \$71,073.00 p/a
Effective January 19, 2016 to June 30, 2016 (higher training level)
(15.213.100.0101.000.304.004.0000)

XII. CONSIDERATION OF RESOLUTIONS

JANUARY 12, 2016

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

h. Staff Appointments

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2015-16 staff appointments listed in HUMAN RESOURCE SERVICES SCHEDULE 2.h."

i. Extra-curricular and Co-curricular Appointments – Various Locations– 2015-2016 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.i for the 2015-2016 school year."

j. Extra-curricular and Co-curricular Appointments Rescission/Changes – Various Locations– 2015-2016 SY

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the rescission of the co-curricular and extra-curricular appointments for the various locations listed HUMAN RESOURCE SERVICES SCHEDULE 2.j for the 2015-2016 school year."

k. Granting of Requests for Extended Sick Leave

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

MC 10 days

l. Intermittent FMLA Renewal for 2015-16 School Year

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the intermittent FMLA renewal for 2015-16 school year listed in HUMAN RESOURCE SERVICES SCHEDULE 2.l."

m. 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. Nasheen Boss – Teacher Assistant for Pre-Kindergarten – Warwick Institute
Change in Educational LOA Effective Dates

From: September 1, 2015 to November 27, 2015

To: September 1, 2015 to January 8, 2016

2. Mr. Eddy Eugene – Teacher Assistant – Division of Operations
Change in Family Act LOA Effective Dates

From: November 9, 2015 to December 3, 2015

To: November 9, 2015 to January 1, 2016

XII. CONSIDERATION OF RESOLUTIONS

JANUARY 12, 2016

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

- m. Agenda Changes/Corrections (cont'd)
 - 3. Ms. Emily Konopinski – Teacher of Art – Tyson Elementary
Change in Child Rearing LOA Effective Dates
From: December 2, 2015 to December 14, 2015
To: December 2, 2015 to January 22, 2016
 - 4. Mr. James Lansing – Teacher of English – Campus High
Change in Family Act LOA Effective Dates
From: December 1, 2015 to February 1, 2016
To: December 14, 2015 to February 14, 2016
 - 5. Dr. Neville Matadin – Supervisor – Fresh Start Academy High
Change in Retirement Effective Date
From: March 1, 2016
To: July 1, 2016
 - 6. Ms. Christina Muniz – Teacher Assistant for Special Ed (PSD) – Bowser Elementary School
Change in LOA Type and Effective Dates
From: Family Act and Bonding LOA Effective September 1, 2015 to December 23, 2015
To: Family Act LOA Effective September 1, 2015 to December 1, 2015
 - 7. Ms. Aisha Pruett – Teacher Tutor – Bowser Elementary School
Change in Family Act and Bonding LOA Effective Dates
From: September 16, 2015 to November 30, 2015
To: September 16, 2015 to December 11, 2015
 - 8. Ms. Rachel Rothman – Co-Teacher – Tyson Elementary
Change in LOA Type and Effective Dates
From: Family Act and Bonding LOA Effective November 20, 2015 to February 19, 2016
To: Family Act LOA (Intermittent) Effective October 16, 2015 to Nov 18, 2015 (NTE 02 days)
 - 9. Mr. Daniel Wells – Teacher of Health/Physical Education – Warwick Institute
Change in Family Act LOA Effective Dates
From: December 10, 2015 to December 16, 2015
To: December 7, 2015 to December 11, 2015
- n. Appointments

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

- 1. Mr. William Brown – Teacher of Science – Tyson 6-12
Salary \$72,673.00 p/a Level 6/MA+32 Step 9½ Effective January 13, 2016 to June 30, 2016
(15.140.100.0101.000.203.003.0000) (leave replacement)
- 2. Ms. Melissa Charles – Teacher Assistant for Kindergarten – Tyson Elementary
Salary \$26,557.00 p/a Step 3 Effective January 13, 2016 to June 30, 2016
(15.190.100.0106.000.312.012.9704) (replacement)
- 3. Ms. Denayna Collins – Teacher of Elementary – Tyson Elementary
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective January 13, 2016 to June 30, 2016
(15.120.100.0101.000.312.012.0000) (leave replacement)

XII. CONSIDERATION OF RESOLUTIONS

JANUARY 12, 2016

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

n. Appointments cont'd

4. Mr. Jean-Claude Francois – Teacher Assistant for Special Education (CSM) – Tyson 6-12
Salary \$26,557.00 p/a Step 3 Effective January 13, 2016 to June 30, 2016
(15.213.100.0106.000.203.003.0000) (replacement)
5. Ms. Kheri Freeman – Teacher of Social Studies – Tyson 6-12
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective January 13, 2016 to June 30, 2016
(15.130.100.0101.000.203.003.0000) (replacement)
6. Ms. Mia Johnson – Security Hourly – Department of Security
Salary \$16.13 p/h Step 1 Effective January 13, 2016 to June 30, 2016
(11.000.266.0100.000.000.000.0000) (new)
7. Ms. Qy-Deara Nathan – Teacher of Elementary – Tyson Elementary
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective January 13, 2016 to June 30, 2016
(15.120.100.0101.000.312.012.0000) (replacement)
8. Ms. Debra Strand – Confidential Secretary – Office of the Superintendent
Salary \$39,000.00 p/a Effective January 13, 2016 to June 30, 2016
(11.000.230.0100.000.000.000.0000) (new)
9. Ms. Juanita Williams – Lunch Period Supervisory Aide – Tyson Elementary
Salary \$8.75 p/h Step 1 Effective January 13, 2016 to June 30, 2016
(11.000.262.0100.000.000.000.0000) (replacement)

o. Suspension

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

KB – Effective December 30, 2015 – TBD (w/ pay)

XII. CONSIDERATION OF RESOLUTIONS**JANUARY 12, 2016****A. SUPERINTENDENT OF SCHOOLS****2. HUMAN RESOURCE SERVICES****p. 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.	Patricia Henderson John Ford Juanita Morgan Trene Barksdale Brenda Porter STEM Academy	Monroe, NJ	NJPS/FEA Bullying and Bullying Prevention	1/2016-6/2016	NO COST TO THE DISTRICT
2.	Patricia Henderson John Ford Juanita Morgan Trene Barksdale Brenda Porter STEM Academy	New Brunswick, NJ	NJ Bar Foundation	1/2016-6/2016	NO COST TO THE DISTRICT
3.	Carlis Benjamin Ella Tidwell John Edwards Elizabeth Peri Hughes School	New Brunswick, NJ	NJ Bar Foundation / School Safety Team Training	1/2016-6/2016	NO COST TO THE DISTRICT
4.	Dr. Monica Burton WE Academy	Parsippany, NJ	Conversations Around PARCC	1/19/2016	NO COST TO THE DISTRICT
5.	Kristin Hosler WE Academy	Trento, NJ	edConnectNJ Work Session	1/27/2016	\$130.00 Substitute Salary \$130.00 Total Est. Cost 16.11.423.100.580.144.044.0000
6.	Craig Smith Beth Coleman Div. of Business Services	New Brunswick, NJ	Annual USDA Foods Conference	1/21/2016	\$40.00 Mileage & Tolls \$40.00 Total Est. Cost 16.11.000.251.580.028.020.0000
7.	Julia Atkinson-Johnson WE Academy	East Orange, NJ	Using feedback to improve student outcomes	1/28/2016	\$130.00 Substitute Salary \$130.00 Total Est. Cost 16.11.120.100.101.000.000.0000
8.	Kyeshia Grimes WE Academy	East Orange, NJ	Supporting Strategies in Special Education	1/28/2016	\$ 130.00 Substitute Salary \$ 130.00 Total Est. Cost 16.11.120.100.101.000.000.0000

XII. CONSIDERATION OF RESOLUTIONS**JANUARY 12, 2016****A. SUPERINTENDENT OF SCHOOLS****2. HUMAN RESOURCE SERVICES****p. Professional Conferences**

	Name(s)	Destination	Reason	Date(s)	Cost
9.	Koree Toles Houston Academy	Monroe Township, NJ	School Law Boot Camp	1/28-29/2016	\$300.00 Registration Fee \$300.00 Total Est. Cost 16.15.000.240.580.307.007.0000
10.	Vaughn Miller Curtis Frazier Dion Bailey Div. of Business Services	Atlantic City, NJ	NJ Association of School Administrators Techspo	1/28-29/2016	\$1,260.00 Registration Fee \$ 258.00 Mileage & Tolls \$ 369.00 Lodging & Gratuities \$1,887.00 Total Est. Cost 16.11.000.251.580.028.020.0000
11.	Nicole Harper Marilyn Roldan Carver Institute	Fairfield, NJ	Practical Strategies for Using Apps and Mobile Devices	1/1/2016	\$ 260.00 Substitute Salary \$ 478.00 Registration Fee \$ 738.00 Total Est. Cost 16.15.000.233.580.305.005.0000 16.11.120.100.101.000.000.0000
12.	Taniesha Whitaker Brian Rock James Ozello Shea Richardson Vishnu Raghunandan Felicia Duggins Campus HS	Princeton, NJ	Peer Group Connection (Behavior Modification Program)	2/1-3/2016	\$ 303.60 Mileage & Tolls \$ 1,650.00 Other Expense (\$330.00 x 5) Stipend \$ 1,953.60 Total Est. Cost 16.15.000.240.580.101.001.0000
13.	Hallie Gamble Charlen Powell Fresh Start HS	New Brunswick, NJ	Effectively Dealing with Disruptive Students	2/3/2016	\$ 478.00 Registration Fee \$ 40.00 Mileage & Tolls \$ 518.00 Total Est. Cost 16.11.423.240.580.029.029.0000
14.	Marissa McKenzie Jennifer Parrish Human Resource Services	Edison, NJ	FMLA Compliance Update	2/9/2016	\$ 498.00 Registration Cost \$ 498.00 Total Est. Cost 16.11.000.230.580.028.021.0000
15.	Kristin Hosler WE Academy	East Orange, NJ	Lesson Planning: Making the most out of small group instruction	2/11/2016	\$ 130.00 Substitute Cost \$ 130.00 Total Est. Cost 16.11.423.100.580.144.044.0000
16.	Roberto Ruiz Jacqueline Delatour Tyson Middle/HS	New York, NY	Developing Intercultural Competence through World Languages	2/11-12/2016	\$ 520.00 Substitute Salary \$ 591.20 Registration Fee \$ 1,111.20 Total Est. Cost 16.15.000.240.500.203.003.0000 16.15.140.100.101.203.003.9727
17.	Christian Grimbilas Tyson Middle/HS	Long Branch, NJ	2016 Annual Convention: NJASPERD	2/21-23/2016	NO COST TO THE DISTRICT

XII. CONSIDERATION OF RESOLUTIONS**JANUARY 12, 2016****A. SUPERINTENDENT OF SCHOOLS****2. HUMAN RESOURCE SERVICES****p. Professional Conferences**

	Name(s)	Destination	Reason	Date(s)	Cost
18.	Jennifer Longo STEM Academy	Long Branch, NJ	NJASPERD Convention	2/22-23/2016	\$130.00 Substitute Salary \$130.00 Total Est. Cost 16.15.130.100.101.102.002.9729
19.	Robert DeVeaux Tyson Middle/HS	Baltimore, MD	19 th National School Social Work Conference	3/9-12/2016	NO COST TO THE DISTRICT
20.	Patricia Henderson STEM Academy	Baltimore, MD	National School Social Work Conference	3/10-11/2016	NO COST TO THE DISTRICT
21.	Dr. Monica Burton WE Academy	Monroe Township, NJ	LEGAL ONE: A New Paradigm for Corrective Action Plans	4/1/2016	\$150.00 Registration Cost \$150.00 Total Est. Cost 16.11.423.100.580.144.044.0000
22.	Julia Atkinson-Johnson WE Academy	New Brunswick, NJ	Elementary School Conflict Resolutions Training	4/6/2016	\$ 20.00 Registration Cost \$ 130.00 Substitute Salary \$ 150.00 Total Est. Cost 16.11.120.100.101.000.000.0000
23.	Dr. Monica Burton WE Academy	Monroe Township, NJ	New Jersey Council of Education	4/8/2016	NO COST TO THE DISTRICT
24.	Roberta Myricks Div. of Curriculum	Somerset, NJ	25 th Annual New Jersey Association Gifted Conference	4/15-16/2016	\$136.85 Lodging and Gratuities \$ 50.00 Meals and Gratuities \$593.00 Registration Fee \$40.00 Other Expenses \$ 819.85 Total Est. Cost 16.11.000.221.580.028.025.0000
25.	Cheryl Jones Houston Academy	Somerset, NJ	25 th Annual NJAGC Conference for the Gifted	4/15-16/2016	\$348.00 Registration Fee \$348.00 Total Est. Cost 16.15.000.223.580.307.007.0000
26.	Dr. Nicole Crews John English Anita Champagne Tyson Middle/ HS	Orlando, Fla	24 th Annual Model Schools Conference	6/26-29/2016	\$ 1050.00 Registration Fee \$ 858.00 Mileage and Tolls \$ 1260.00 Lodging and Gratuities \$ 300.00 Meals and Gratuities \$ 515.00 Other Expense \$ 3983.00 Total Est. Cost 16.15.000.240.580.203.003.0000 16.15.000.240.500.203.003.0000

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 \$1,471,875.97 (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, January 12, 2016 board meeting in the amount of \$6,544,073.37 (Attachment 3-b)

c. Appropriation Transfers

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

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

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

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

d. Appropriation Transfers – ECPA/Fund 15

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

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

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

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

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

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

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

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

WHEREAS, the Secretary of the Board has determined this amount to be \$1,579,170.83 for the month of January 2016;

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. T-2 Request for Debt Service Taxes from the City of East Orange

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

WHEREAS, the Secretary of the Board has determined this amount to be **\$848,660.00** for February 1, 2016.

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-2 Request for Debt Service monies from the City of East Orange. (Attachment 3-f)

g. Designation of Representative to the Essex Regional Educational Services Commission

WHEREAS, pursuant to N.J.S.A. 18A:6-61 et seq., the Board of Education of the City of East Orange of the East Orange School District must elect one of its members to represent it on the Representative Assembly of the Essex Regional Educational Services Commission; and

WHEREAS, the Board of Education of the City of East Orange of the East Orange School District has held such an election among its members;

NOW, THEREFORE BE IT RESOLVED, that the Essex Regional Educational Services Commission be notified that Terry Swanson Tucker has been duly elected as a member of the Representative Assembly of the Essex Regional Educational Services Commission;

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- g. Designation of Representative to the Essex Regional Educational Services Commission – Cont'd

BE IT FURTHER RESOLVED that a copy of the minutes indicating such election be forwarded to the Superintendent/Board Secretary of the Essex Regional Educational Services Commission.

- h. Donation for the East Orange STEM Academy Gardening Club

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the acceptance of a donation from the East Orange Clean and Green Department of Public Works to the East Orange STEM Academy Gardening Club in the amount of \$3,000.00. (Attachment 3-h)

- i. 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-i)

- j. Recommendation for Extension of Award of Contract – Refuse Collection Bid 2016-2017 SY

WHEREAS, pursuant to the Public School contract Law and New Jersey Statutes, Title 18A-18A-37, the Bid for Refuse Collection (Bid No. 2301) was advertised by the East Orange School District January 7, 2014; and

WHEREAS, all Bids received were opened and publicly read aloud by the Purchasing Agent on January 28, 2014; and

WHEREAS, the Board received the following responses:

1. Waste Management of NJ, 107 Silvia Street, Ewing, NJ 08628
2. Interstate Waste Services of NJ Inc. 451 Frelinghuysen Ave, Newark, NJ 07114
3. Allegro Sanitation Corp., 278 Secaucus Road, Secaucus, NJ 07094

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

WHEREAS the original bid package included a written statement with regard to the East Orange School District's option to renew the awarded contract for not more than two additional, (1 year) extensions; and

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- j. Recommendation for Extension of Award of Contract – Refuse Collection Bid 2016-2017 SY- Cont’d

WHEREAS the awarded contractor has agreed to extend the bid for the second and final year, with no additional cost added to the original bid pricing; and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, awards a contract to Interstate Waste Services as per the cost and rates specified in the original bid proposal. Contract to commence on January, 2016, through January 2017. (as per Bid #2301)

- k. Five Year Preschool Program Plan Annual Update for 2016-2017 SY and One Year Budget for the 2016-2017

BE IT RESOLVED: “the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves” the acceptance of the Five-Year Preschool Program Plan Annual Update for 2016-2017, and the one year budget for the 2016-2017 school year in the amount of \$21,000,188.00. (Attachment 3-k)

- l. Cicely L. Tyson Elementary School Twilight Rams Donation

BE IT RESOLVED: the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the acceptance of a donation for the Twilight Rams program for \$1,000.00 from Steven and Nina Learner. (Attachment 3-l)

- m. Recommendation for Award – Musical Instrument Rentals (2015-2016 SY)

WHEREAS, pursuant to the Public School Contract Law and the New Jersey Statutes, Title 18A:18A-37, Bid No. 2638 for Musical Instrument Rentals was advertised on December 8, 2015; and

WHEREAS, the Bid package was completed by the District's Purchasing Agent, which included specifications for the Bid prepared by the Supervisor of Visual & Performing Arts, And;

WHEREAS, all proposals received were opened and publicly read aloud by the Purchasing Agent on December 22, 2015 and

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

m. Recommendation for Award – Musical Instrument Rentals (2015-2016 SY) – Cont'd

WHEREAS, the following response was received:

- 1) The Music Shop
56 Fanny Road
PO Box 688
Boonton, NJ 07055

WHEREAS, the response was reviewed by the Purchasing Agent and resulted in a recommendation to award a contract to The Music Shop and;

WHEREAS, funds will be made available from various account lines, and:
16.11.000.221.890.000.000.9706;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, awards a contract to The Music Shop for Musical Instrument Rentals to the East Orange School District for the 2015-2016 SY in accordance with their Bid proposal. Bid No. 2638. (Attachment 3-m)

n. Acceptance of Donation from the Pajama Program

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, accepts the donation of approximately 100 pairs of pajamas in sizes 3T to 7T from the Pajama Program via a Ms. Debra Roselin who is the Essex County Regional Coordinator. The pajamas will be distributed to our preschool and kindergarten students. (Attachment 3-n)

o. Acceptance of the 2014-2015 School Year Audit Report/Audit Findings and Recommendations/ Correction Plan for the 2014-2015 Annual Audit

WHEREAS, the East Orange Board of Education has received the audit; reviewed the recommendations contained in the Management Report on Administrative Findings-Financial, Compliance and Performance Reporting Audit Report for the period July 1, 2014 through June 30, 2015 as prepared by its Auditor of Record, Lerch, Vinci & Higgins; and

WHEREAS, the East Orange Board of Education has reviewed the findings and responses to these recommendations;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent, does hereby;

1. Authorize the Board Secretary to enter said discussion in the minutes of this meeting;
2. Approve and authorize the implementation of the Corrective Action Plan that addresses all of the audit Findings and Recommendation in the Management Report on Administrative Findings-Financial, Compliance and Performance for the Fiscal Year ended June 30, 2015 presented by the Auditor of Record, Lerch, Vinci & Higgins

XII. CONSIDERATION OF RESOLUTIONS

JANUARY 12, 2016

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- o. Acceptance of the 2014-2015 School Year Audit Report/Audit Findings and Recommendations/ Correction Plan for the 2014-2015 Annual Audit – Cont'd

BE IT FURTHER RESOLVED that the East Orange Board of Education authorizes the Superintendent of Schools and the School Business Administrator to cause two (2) certified copies of said Corrective Action Plan to be filed with the County Superintendent of Schools and the State Department of Education.

- p. 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-p)

Period Ending	Appropriation Balance	Cash Balance
November 30, 2015	\$166,699,578.31	\$38,135,007.86

- q. 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 November 30, 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-q)

Period Ending	Cash Balance
November 30, 2015	\$38,135,007.86

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

r. 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)

s. Resolution Authorizing the Conveyance of NJ Schools Development Authority Property to the East Orange School District

WHEREAS, in order for the East Orange School District (herein the "District") to move forward, it is necessary for the NJ Schools Development Authority (NJSDA) to convey fee simple title for the following Block and Lots to the East Orange Board of Education:

Block #810, Lots 19, 25, 26, 29.01, and 29.03

WHEREAS, the terms and conditions of the conveyance of the aforesaid property has been set forth in a Purchase and Sale Agreement between NJSDA and the District; and

WHEREAS, the Purchase and Sale Agreement has been reviewed by Counsel for the District; and

WHEREAS, the property will be conveyed in accordance with the Educational Facilities Construction and Financing Act (NJSA 18A:7G-1 et seq) as a completed school facilities project under an alternative method of delivery;

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools authorizes:

1. the purchase of Block #810, Lots 19, 25, 26, 29.01, and 29.03 from NJSDA;
2. the Board President and the Superintendent of Schools be empowered to execute all documents necessary to effectuate the conveyance of the aforesaid properties.
3. This resolution shall take effect immediately.

XII. CONSIDERATION OF RESOLUTIONS

JANUARY 12, 2016

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- t. Recommendation for Rejection of Proposals –Professional Development Services: Technology Integration Addressing Common Core Instructional Shifts-Job Embedded Instructional Coaching 2015-2016 SY

WHEREAS, pursuant to the Public School Contract Law and New Jersey Statutes Title 18A:18A-21, proposals for Professional Development Services: Technology Integration Addressing Common Core Instructional Shifts/Job-Embedded Instructional Coaching (RFP No. 2634) was advertised, received, opened and publicly read aloud by the Purchasing Agent on January 6, 2016; and

WHEREAS, pursuant to the Public School Contract Law and New Jersey Statutes Title 18A:18A-22, the Board of Education has the right to reject all bids; and

WHEREAS, the following responses were received:

1. Access Educational Advisors, LLC, PO Box 129, Fanwood, NJ 07023
2. Promethean, Inc. 1165 Sanctuary Pkwy, Suite 400 Alpharetta GA, 30009
3. Standard Solution Holding, LLC. 196 Belvidere Ave, Washington, NJ 07883
4. Tequipment Inc., 7 Norden Lane, Huntington Station, NY, 11746

WHEREAS, a review of their proposals was undertaken by the Purchasing Agent; and

WHEREAS, the Purchasing Agent advises that the proposal should include revisions of the specifications;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, rejects all proposals received for Professional Development Services: Technology Integration Addressing Common Core Instructional Shifts-Job Embedded Instructional Coaching 2015-2016 SY

BE IT FURTHER RESOLVED that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, grants permission to re-advertise a request for proposals for Technology Integration Addressing Common Core Instructional Shifts-Job Embedded Instructional Coaching 2015-2016 SY.

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

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

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

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

	Organization	School/Location	Date(s)	Activity
1	West Newark Spanish Congregation	199 Fourth Ave. -Conf. Rm. A	Wed., March 23, 2016	Religious Ceremony
2	Dept. of Public Works	Warwick- Parking Lot	Fri., Dec. 18, 2015	Parking Use
3	Coalition of Caribbean American Commission & Sky's The Limit Ent. Promo. & STL	Robeson Stadium	Sat., August 6, 2016 & Sun., August 7, 2016	Cultural Festival
4	SGI USA	STEM- auditorium	Sun., February 28, 2016	Men's Division Activity for World Peace
5	Green's School of Martial Arts	EO Campus - Gym, Locker Rms & Bathrooms	Sun., February 21, 2016	Martial Arts Tournament
6	Kappa Alpha Psi Inc.	Tyson High - Gym	March 5, 2016 (Sat)	Basketball Tournament
7	EO City Council	Hughes - Auditorium	February 3, 2016 (Wed)	3 rd Ward Meeting
8	EO Jr. Jaguars	TBD	January 13, 2016 - June 22, 2016 (Wed)	Youth Football Training (ages 9-13)
9	EO Recreation	Tyson Middle/High-400 & 800 seat, gym, café, rotunda hall (atrium)	January 23, 2016 (Sat)	2 nd Annual Mentoring Summit
10	Diaspora Theater Mvmnt/Dorson Fdn./Caribbean American Coalition	EO Campus-Auditorium	March 20, 2016 (Sun)	Gospel Play
11	Arlington Congregation of Jehovah's Witness	Tyson Middle - 400 Seat Theater	March 23, 2016 (Wed)	Memorial of Christ Death

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)

ADJOURNMENT

POLICY COVER PAGE



1240 **EVALUATION OF SUPERINTENDENT**

The purpose of the annual evaluation is to promote professional excellence and improve the skills of the Superintendent, improve the quality of education received by the students in the schools, and to provide a basis for the review of the Superintendent's performance.

The Policy and Regulation 1240 shall be developed by the Board of Education after consultation with the Superintendent and shall include, but not limited to:

1. Determination of roles and responsibilities for the implementation of the annual evaluation policy and procedures.
2. Development of a job description and evaluation criteria based upon the Board of Education's local goals, program objectives, policies, instructional priorities, State goals, statutory requirements, and the functions, duties, and responsibilities of the Superintendent;
3. Specification of data collection and reporting methods appropriate to the job description;
4. Provisions for the preparation of an individual professional growth and development plan based in part upon any need(s) identified in the evaluation. The plan shall be mutually developed by the Board of Education and the Superintendent; and
5. Preparation of an annual written performance report by a majority of the full membership of the Board of Education and an annual summary conference between a majority of the total membership of the Board of Education and the Superintendent.

There shall be an annual summary conference between the Board of Education, with a majority of its total membership present, and the Superintendent which shall be held before a written performance report is filed. The conference shall be held in executive session, unless the Superintendent requests that it be held in public. The conference shall include, but not limited to, review of the following:

1. Performance of the Superintendent based upon the Board approved job description;



Policy Alerts

East Orange Board of Education

ADMINISTRATION POLICY
1240/page 2 of 3
Evaluation of Superintendent

2. Progress of the Superintendent in achieving and/or implementing the school district's goal, program objectives, policies, instructional priorities, State goals, and statutory requirements; and
3. Indicators of student's progress and growth toward program objectives.

The annual written performance shall be prepared by **July 1** a majority of the Board of Education's total membership and shall include, but not be limited to:

1. Performance area(s) of strength;
2. Performance area(s) needing improvement based upon the job description and evaluation criteria set forth in N.J.A.C 6A:10-**8.1** (c)2;
3. Recommendations for professional growth and development;
4. **A** summary of indicators of student's progress and growth, and a statement of how the indicators relate to the effectiveness of the overall program and the Superintendent's performance; and
5. Provision for performance data not included in the report to be entered into the record by the Superintendent within ten **teaching staff member** working days after the report's completion.

The evaluation procedure for a nontenured Superintendent shall be completed by July 1 each year.

Each newly appointed or elected Board of Education member shall complete a New Jersey School Boards Association training program on the evaluation of the Superintendent within six months of the commencement of his or her term of office pursuant to N.J.S.A. 18A:17-20.3.b.

The rules in N.J.A.C. 6A:10-1.1 et seq. shall not override any conflicting provision(s) of a collective bargaining agreement or other employment contracts entered into by a school district in effect on July 1, 2013. No collective bargaining agreement entered after July 1, 2013 shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to collective bargaining involve matters of educational policy or managerial prerogatives.



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East Orange Board of Education

ADMINISTRATION POLICY
1240/page 3 of 3
Evaluation of Superintendent

The Board of Education shall add to the Superintendent's personnel file all written performance reports and supporting data, including, but not limited to, indicators of student progress and growth. All information contained in written performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et. seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the New Jersey Department of Education from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.

The Board of Education may hire a qualified consultant to assist or advise in the evaluation process; however, the evaluation itself shall be the responsibility of the Board of Education.

Policy and Regulation 1240 shall be distributed to the Superintendent upon the adoption by the Board. Amendments to this Policy and Regulation shall be distributed within ten days after adoption.

The provisions of this Policy, Regulation, and N.J.A.C. 6A:10-**8.1** et seq. are the minimum requirements for the evaluation of a Superintendent.

N.J.S.A. 18A:17-20.3; 18A:6-117 through 18A:6-129
N.J.S.C. 6A:10-1.1 et seq.; 6A:10-**8.1** et seq.

Adopted: 5 November 2008

Adopted: 28 January 2014

Adopted:



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East Orange Board of Education

ADMINISTRATION -REGULATION

R1240/page 1 of 3

Evaluation of Superintendent

R1240 **EVALUATION OF SUPERINTENDENT**

- A. Roles and Responsibilities for the Implementation of the Annual Evaluation Policy and Responsibilities
1. The Board of Education and the Superintendent will develop and the Board will adopt a job description and evaluation criteria for the Superintendent's position based upon the Board's local goals, program objectives, policies, instructional priorities, State goals, statutory requirements, and the functions, duties and responsibilities of the Superintendent.
 2. The Superintendent shall have primary responsibility for data collection and reporting methods appropriate to the job description.
 3. The Board President, or the Board President's designee, shall oversee the annual evaluation of the Superintendent.
 4. The Board of Education shall establish timelines for completion of the annual evaluation of the Superintendent.
- B. Annual Summary Conference
1. The Board of Education shall conduct an annual conference with the Superintendent to develop and prepare an Annual Written Performance Report.
 2. The annual summary conference between the Board of Education, with a majority of its total membership present, and the Superintendent shall be held before the Annual Written Performance Report is prepared and filed.
 3. The Superintendent shall submit to all Board members any information, documentation, statistics, or any other data or information he/she would like for the Board members to consider at the annual summary conference.
 4. The Board President, or the Board President's designee, shall preside over the Board's annual summary conference meeting.
 5. The conference shall be held in executive session, unless the Superintendent requests it be held in public. The conference shall include, but not limited to, review of the following:



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East Orange Board of Education

ADMINISTRATION -REGULATION
R1240/page 2 of 3
Evaluation of Superintendent

- a. Performance of the Superintendent based upon the Board approved job description;
- b. Progress of the Superintendent in achieving and/or implementing the school district's goals, program objectives, policies, instructional priorities, State goals and statutory requirements; and
- c. Indicators of student progress and growth toward program objectives.

C. Annual Written Performance Report

1. The Annual Written Performance Report shall be prepared and approved by a majority of the Board of Education's total membership by July 1 and shall include, but not limited to:
 - a. Performance area(s) of strength;
 - b. Performance area(s) needing improvement based upon the job description and evaluation criteria set forth in N.J.A.C. 6A:10-8.1(c)2;
 - c. Recommendations for professional growth and development;
 - d. Summary of indicators of student progress and growth, and a statement of how the indicators relate to the effectiveness of the overall program and the Superintendent's performance and
 - e. Provision for performance data not included in the report to be entered into the record by the Superintendent within ten teaching staff member working days after the report's completion.
2. The Board President, or the Board President's designee, shall prepare a draft of the Annual Written Performance Report after the annual summary conference.
3. The draft of the Annual Written Performance Report shall be disseminated to all Board members for review and comment before presenting the draft report to the Superintendent.



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East Orange Board of Education

ADMINISTRATION -REGULATION

R1240/page 3 of 3

Evaluation of Superintendent

- a. In the event a Board member believes a provision(s) of the draft of the Annual Written Performance Report is not in accord with the provisions agreed to by a majority of the Board during the annual summary conference, the Board member shall submit in writing their proposed revision(s) to the drafter of the Annual Written Performance Report. The draft the Annual Written Performance Report may be revised by the drafter of the report if the drafter agrees with the Board member's proposed revisions. In the event the drafter does not agree with the proposed revision(s), the issue shall be presented to the full membership of the Board of Education in executive session to make a final determination.
4. The draft of the Annual Written Performance Report shall be presented to the full membership of the Board of Education in executive session for discussion and approval after the draft report has been disseminated to all Board members for review. The Superintendent shall receive a copy of the draft of the Annual Written Performance from the Board President, or Board President's designee, prior to the executive session where the Board is scheduled to discuss and approve.
5. In the event the Superintendent does not agree with a provision(s) in the draft of the Annual Written Performance Report, the Superintendent shall be provided an opportunity to discuss with the full membership of the Board reconsideration of the disputed provision(s).
6. A majority of the Board's full membership shall approve the draft of the Annual Written Performance Report before presenting the final Annual Written Report to the Superintendent.
7. The Superintendent may submit a written response to the final Annual Written Performance Report, which shall be attached to the report.
- D. Nontenured Superintendent of Schools
 1. The evaluation procedure for a nontenured Superintendent shall be completed by July 1 each year.

Adopted: 5 November 2008

Adopted: 28 January 2014

Adopted:



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

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Evaluation of Teachers

3221 EVALUATION OF TEACHERS

The Board of Education recognizes the importance of teacher effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3221 for the evaluation of teachers consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teacher evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3221, “teacher” means a teaching staff member who **holds the appropriate** standard, provisional, or emergency instructional certificate **issued by the Board of Examiners and is assigned a class roster of students for at least one particular course.**

The rules in N.J.A.C. 6A:10 – Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in written performance reports and all information collected, compiled, and/or maintained by employees for the evaluation process pursuant to N.J.A.C. 6A:10.1.1 et seq. shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for teachers which shall be submitted to the Commissioner by June 1 for approval by August 1 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teachers and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teachers. A District Evaluation Advisory Committee shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for teachers as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teacher rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5. A School Improvement Panel shall be established in accordance with N.J.A.C. 6A:10-3.1 **and** with the responsibilities outlined in N.J.A.C. 6A:10-3.2.



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

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Evaluation of Teachers

The components of the teacher evaluation rubrics as described in N.J.A.C. 6A:10-4.1 shall apply to teachers. Measures of student achievement, as outlined in N.J.A.C. 6A:10-4.2, shall be used to determine impact on student learning. Teacher observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-4.4. Observers shall conduct the observations pursuant to N.J.S.A. 18A:6-123.b.(8) and N.J.A.C. 6A:10-2.5 and 3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).

The teacher practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.2.

The Superintendent shall annually notify all teachers of the adopted evaluation policies and procedures/regulations no later than October 1. If a teacher is hired after October 1, the Superintendent shall notify the teacher of the policies and procedures/regulations at the beginning of his or her employment. All teachers shall be notified of amendments to the policy and procedures/regulations within ten teacher working days of adoption.

N.J.S.A. 18A:6-117 et seq.

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

N.J.A.C. 6A:10-3.1 and 3.2; N.J.A.C. 6A: 10-4.1 through 4.4

N.J.A.C. 6A:10-7.1 and 7.2

Adopted: 3 December 2008

Adopted: 28 January 2014

Adopted:



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

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Evaluation of Teachers

R 3221 **EVALUATION OF TEACHERS**

A. Definition – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3221 unless the context clearly indicates otherwise:

“Announced observation” means **an observation in which** the person conducting an evaluation for the purpose of evaluation will notify the teacher of the date and the class period the observation will be conducted.

“Annual performance report” means a written appraisal of the teacher’s performance prepared by the **teacher’s designated supervisor** based on the evaluation rubric for his or her position.

“Annual summative evaluation rating” means an annual evaluation rating that is based on appraisals of educator practice and student performance, and includes all measures captured in a teacher’s evaluation rubric. The four summative performance categories are ineffective, partially effective, and highly effective.

“Calibration” in the context of educator evaluation means a process to monitor the competency of a trained evaluator to ensure the evaluator continues to apply an educator practice instrument accurately and consistently according to the standards and definitions of the specific instrument.

“Chief School Administrator” means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.

“Commissioner” means Commissioner of the New Jersey Department of Education.

“Co-observation” mean two or more supervisors who are trained on the practice instrument who observe simultaneously, or at alternate times, the same lesson or portion of a lesson for the purpose of training.

“Corrective Action Plan” means a written plan developed by a teaching staff member serving in a supervisory capacity in collaboration with the teacher to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual teacher and the school district for implementing the plan, and specific support that the district shall provide.

“Department” means the New Jersey Department of Education.



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“Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the teacher’s supervisor.

“District Evaluation Advisory Committee” means a group created to oversee and guide the planning and implementation of the Board of Education’s evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.

“Educator practice instrument” means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies.

“Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description, professional standards, and Statewide evaluation criteria that incorporates analysis of multiple measures of student achievement or growth and multiple data sources.

“Evaluation rubrics” means a set of criteria, measures, and processes used to evaluate all teachers in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instruments and student outcomes. Each Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice Principals, and Assistant Principals, and evaluation rubrics for other categories of teaching staff members.

“Indicators of student progress and growth” means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessments.

“Individual professional development plan” **is as defined in N.J.S.A. 18A:6-119.**

“Job Description” means a written description specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.

“Long Observation” means an observation for the purpose of evaluation that is conducted for a minimum duration of forty minutes or one class period, whichever is shorter.

“Model evaluation rubric” means district educator evaluation rubrics that have been reviewed and accepted by the Commissioner. A model teaching or principal evaluation rubric includes a teacher or principal practice instrument that appears on the Department’s list of approved educator practice instruments.



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“Observation” means a method of collecting data on the performance of a teacher’s assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by an individual employed in the school district in a supervisory role and capacity and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9-1.1.

“Post-observation conference” means a meeting, either in-person or remotely, between **the** supervisor who conducted the observation and the teacher for the purpose of evaluation to discuss the data collected in the observation.

“Scoring guide” means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. **Teacher** practice instruments include a scoring guide that an evaluator used to structure his or her assessments and ratings of professional practice.

“Semester” means half of the school year.

“Short observation” means an observation for the purpose of evaluation that is conducted for at least twenty minutes.

“Signed” means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

“Student growth objective” **means** an academic goal that teachers and evaluators set for groups of students.

“Student growth percentile” means a specific metric for measuring individual student progress on Statewide assessments by tracking how much a student’s test scores have changed relative to other students Statewide with similar scores in previous years.

“Superintendent” means Superintendent of Schools or Chief School Administrator.

“Supervisor” means an appropriately certified teaching staff member, as defined in N.J.S.A. 18A:1-1, **or Superintendent** employed in the school district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. **6A:9B-11.**

“Teacher” means a teaching staff member **who holds appropriate** standard, provisional, or emergency instructional certificate **issued by the Board of Examiners and is assigned a class roster of students for at least one particular course.**



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“Teacher practice instrument” means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from the teacher practice instrument are components of the teacher’s evaluation rubrics and the scores are included in the summative evaluation rating for the individual.

“Unannounced observation” means **an observation in which** the person conducting an observation for the purpose of evaluation will not notify the teacher of the date or time the observation will be conducted.

B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3.

The rules in N.J.A.C. 6A:10-1.1 et seq. shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts entered into by a school district in effect on July 1, 2013. No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.

C. Educator Evaluation Data, Information, and Written Reports – N.J.A.C. 6A:10-1.4

All information contained in written performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department or **a school district** from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.

D. Evaluation of Teachers – N.J.A.C. 6A:10-2.1

1. The Board of Education annually shall adopt evaluation rubrics for teachers. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective and highly effective.
2. The evaluation rubrics for teachers shall include all other relevant minimum standards set forth in N.J.S.A. 18A:6-123. (P.L. 2012, c. 26, §17c).
3. Evaluation rubrics shall be submitted to the Commissioner by June 1 for approval by August 1 of each year.



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E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2

1. The Board of Education shall meet the following requirements for the annual evaluation of teachers, unless otherwise specified:
 - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-1.1 et seq.
 - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c);
 - c. Ensure the Superintendent annually notifies all teachers of the adopted evaluation policies and procedures no later than October 1. If a teacher is hired after October 1, the Board/Superintendent shall notify the teacher of the policies and procedures at the beginning of his or her employment. All teachers shall be notified of amendments to the policy and procedures within ten teacher working days of adoption.
 - d. Annually adopt by June 1, any Commissioner-approved **teacher** practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics.
 - e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2.
 - f. Ensure data elements are collected and stored **d** in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation **and student growth objective data; and**
 - g. Ensure **the Superintendent or designee certifies to the Department that** any observer who conducts an observation of a teacher for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; and N.J.A.C. 6A:10-5.4, **and N.J.A.C. 6A:10-6.2**, shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.



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2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all teacher and, when applicable, applying the Commissioner-approved educator practice instruments;
- a. Annually provide training on and descriptions of each component of the evaluation rubric for all teachers who are being evaluated in the school district and provide more thorough training for all teachers who are being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;
 - b. Provide training on the teacher practice instrument for any supervisor who will conduct observations for the purpose of evaluation of teachers. Training shall be provided before the observer conducts his or her first observation for the purpose of evaluation;
 - c. Annually provide updates and refresher training on the teacher practice instrument for any supervisor who will observe **teacher** practice for the purpose of increasing accuracy and consistency among observers;
 - d. Annually require each supervisor who will conduct observations for the purpose of evaluation of a teacher to complete two co-observation during the academic year.
 - (1) Co-observers shall use the **co-observation** to calibrate teacher to promote accuracy in scoring, and to continually train themselves on the instrument; and
 - (2) A co-observation **shall** count as **one** required observation for the purpose of evaluation pursuant to N.J.A.C. 6A:10-4.4, as long as the observer meets the requirements set forth in N.J.A.C. 6A:10-4.3 and 4.4.
 - e. The Superintendent shall annually certify to the Department that all supervisors of teachers in the school district who are utilizing **teacher** practice instruments have completed training on the instrument and its application and have demonstrated competency in applying the **teacher** practice instruments.
- F. District Evaluation Advisory Committee -N.J.A.C. 6A:10-2.3



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1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.
 2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups **and to individuals.**
 3. Beginning in 2017-2018, the District Evaluation Advisory Committees shall no longer be required and the Board of Education shall have the discretion to continue the District's Evaluation Advisory Committee.
- G. Evaluation Procedures for Teachers – N.J.A.C. 6A:10-2.4
1. The provisions outlined in Policy and Regulation 3221 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation **of** teachers.
 2. Evaluation policies and procedures requiring the annual evaluation of all teachers shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
 - a. Roles and responsibilities for implementation of evaluation policies and procedures;
 - b. Job descriptions, **evaluation rubrics for teachers, the process for calculating the summative ratings and each component,** and the evaluation regulations set forth in this N.J.A.C. 6A:10 et seq.;
 - c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for **student attrition to teachers, Principals, Assistant Principals for calculating the median and school-wide student growth percentile;**
 - d. **Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;**
 - e. The process for preparation of individual professional development plans; and



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- f. The process for preparation of an annual written performance report by the teacher's **designated** supervisor, and an annual summary conference between the teacher and his or her **designated** supervisor.
3. The annual summary conference between **designated** supervisors and teachers shall be held before the written performance report is filed. The conference shall **occur before June 30 of each year and shall** include, but not be limited to, a review of the following:
 - a. The performance of the teacher based upon the job description and the scores or evidence compiled using the teacher's evaluation rubric, including, **when applicable**, the teacher's practice instrument;
 - b. The progress of the teacher toward meeting the **goals** of the individual professional development plan or, **when** applicable, the corrective action plan;
 - c. Available indicators or scores of student achievement or growth, **when applicable**, such as student growth objective scores and student growth percentile scores; and
 - d. The preliminary annual written performance report.
4. If any scores for the teacher's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
5. The annual written performance report shall be prepared by the teacher's **designated supervisor** and shall include, but not be limited to:
 - a. A summative rating based on the evaluation rubric, including, **when applicable**, a total score for each component as described in N.J.A.C. 6A:10-4;
 - b. Performance area(s) of strength and area(s) needing improvement based upon the job description, observations for the purpose of evaluation and, **when applicable**, the teacher practice instrument; **and**
 - c. An individual professional development plan developed by the designated supervisor and the teacher or, when applicable, a corrective action plan from the evaluation year being reviewed in the report.



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6. The teacher and the **designated supervisor** shall sign the report within five teacher working days of the review.
7. The Board of Education shall **include** all written performance reports and supporting data, including, but not limited to, written **observation reports and additional components of the summative evaluation rating** as part of **the teacher's file, or in an alternative, confidential location. If reports and data are stored in an alternative location, the personnel file shall clearly indicate the report's location and how it can be easily assessed.** The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1 A-l et seq.

H. Corrective Action Plans for Teachers - N.J.A.C. 6A:10-2.5

1. For each teacher rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed by the teacher and the Superintendent or the teacher's **designated** supervisor.
2. If the summative evaluation rating is calculated before the end of the school year, then the corrective action plan shall be developed and the teacher and his or her **designated** supervisor shall meet to discuss the corrective action plan prior to September 15 of the following school year. The conference to develop and discuss the corrective action plan may be combined with the teacher's annual summary conference that occurs at the end of the year of evaluation.
3. If the ineffective or partially effective summative evaluation rating is received after the start of the school year following the year of evaluation, then a corrective action plan must be developed, and the teacher and his or her **designated** supervisor shall meet to discuss the corrective action plan within fifteen teacher working days following the school district's receipt of the teacher's summative rating.
4. The content of the corrective action plan shall replace the content of the individual professional development plan required in N.J.A.C. **6A:9C-3.4(c) and 3.7(c)** until the next annual summary conference.
5. The content of the corrective action plan shall:
 - a. Address areas in need of improvement identified in the teacher evaluation rubric;
 - b. Include specific, demonstrable goals for improvement;



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- c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
 - d. Include timelines for meeting the goal(s).
6. The teacher's **designated** supervisor, and the teacher on a corrective action plan shall discuss the teacher's progress toward the goals outlined in the corrective action plan during each post observation conference, when required by N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10 4.4.
7. Progress toward the teacher's goals outlined in the corrective action plan, shall be documented in the teacher's personnel file and reviewed at the annual summary conference or the mid-year evaluation, **when applicable. Both the teacher on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the teacher's progress toward his or her corrective action plan goals.**
8. Progress toward the teacher's goals outlined in the corrective action plan may be used as evidence in the teacher's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.
9. Responsibilities of the evaluated teacher on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teacher's **designated** supervisor.
10. The School Improvement Panel shall ensure teachers with a corrective action plan receive a mid-year evaluation as required by N.J.S.A. 18A:6-120.c. If the corrective action plan was created on or prior to September 15 of the academic year, the mid-year evaluation shall occur before February 15; if the corrective action plan was created after September 15, the mid-year evaluation shall occur **midway between the development of the corrective action plan and the annual summary conference. The mid-year evaluation shall include, at a minimum, a conference to discuss progress toward the teacher's goal outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.**
11. **The School Improvement Panel shall ensure teachers with a corrective action plan receive one observation, including a post-observation, in addition to the observations required in N.J.A.C. 6A:10-4.4 for the purpose of evaluation as described in N.J.A.C. 6A:10-1.2 and 4.4(a). The Superintendent or Principal shall determine the length of the additional observation.**



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- 12.** Tenured teachers with a corrective action plan shall be observed by multiple observers for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4(c)2.
- 13. The corrective action plan shall remain in effect until the teacher receives his or her next summative evaluation rating.**

I. School Improvement Panel- N.J.A.C. 6A:10-3 et seq.

l. School Improvement Panel Membership - N.J.A.C. 6A:10-3.1

- a. The School Improvement Panel shall include the Principal, a Vice Principal, and a teacher who is chosen in accordance with b. below by the Principal in consultation with the majority representative. The Principal may appoint additional members to the School Improvement Panel as long as all members meet the criteria outlined in this section and N.J.S.A. 18A:6-120.a and the teacher(s) on the panel represents at least one-third of its total membership.
- b. The Principal annually shall choose the teacher(s) on the School Improvement Panel through the following process:
 - (1) The teacher member shall be a person with a demonstrated record of success in the classroom. A demonstrated record of success in the classroom means the teacher member shall have been rated effective or highly effective in the most recent available annual summative rating.
 - (2) The majority representative, in accordance with a. above, may submit to the principal, teacher member nominees for consideration.
 - (3) The Principal shall have final decision making authority and is not bound by the majority representative's list of nominees.
- c. The teacher member shall serve a full academic year, except in case of illness or authorized leave, but may not be appointed more than three consecutive years.
- d. All members of the School Improvement Panel shall be chosen by August 31 of each year.

2. School Improvement Panel Responsibilities - N.J.A.C. 6A:10-3.2



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- a. The School Improvement Panel shall:
 - (1) Oversee the mentoring of teachers according to N.J.A.C. 6A:9B-8 and support the implementation of the school district mentoring plan;
 - (2) Conduct evaluations of teachers pursuant to N.J.A.C. 6A:10-2.4 and 4.4;
 - (3) Ensure corrective action plans for teachers are created in accordance to N.J.A.C. 6A:10-2.5(j); and conduct mid-year evaluations for teachers who are on a corrective action plan; and
 - (4) Identify professional development opportunities for all teachers based on the review of aggregate school-level data, including, but not limited to, **teacher** evaluation and student performance data to support school-level professional development plans described in N.J.A.C. **6A:9C-3.5**.
- b. To conduct observations for the purpose of evaluation, the teacher member shall have:
 - (1) Agreement of the majority representative;
 - (2) An appropriate supervisory certificate; and
 - (3) Approval of the Principal who supervises the teacher being observed.
- c. The teacher member who participates in the evaluation process shall not serve concurrently as a mentor under N.J.A.C. 6A:9B-8.4.

J. Components of Teacher Evaluation Rubric- N.J.A.C. 6A:10-4.1

- 1. The components of the teacher evaluation rubric described in N.J.A.C. 6A:10-4.1 et seq. shall apply to teachers holding the position of teacher and holding a valid and effective standard, provisional, or emergency instructional certificate.
- 2. Evaluation rubrics for all teachers shall include the requirements described in N.J.S.A. 18A:6-123, including, but not limited to:
 - a. Measures of student achievement pursuant to N.J.A.C. 6A: 10-4.2; and
 - b. Measures of teacher practice **pursuant to** N.J.A.C. 6A:10-4.3 and 4.4.



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3. **To earn a summative rating, a teacher shall have a student achievement score, including median student growth percentile and/or student growth objectives(s) scores, and a teacher practice score pursuant to N.J.A.C. 6A:10-4.4.**
4. Each **score** shall be converted to a percentage weight so all **components** make up 100 percent of the evaluation rubric. By **August 31** prior to the **academic year in which** the evaluation rubric applies, the Department shall provide on its website the required percentage weight of each **component and the required summative rating scale**. All components shall be worth the following percentage weights or fall within the following ranges:
 - a. If, according to N.J.A.C. 6A:10-4.2(b), a teacher receives a median student growth percentile, the student achievement component shall be at least forty percent and no more than **thirty** percent of a teacher's evaluation rubric rating as determined by the Department.
 - b. If, according to N.J.A.C. 6A:10-4.2(b), a teacher does not receive a median student growth percentile, the student achievement component shall be at least fifteen percent and no more than fifty percent of a teacher's evaluation rubric rating as determined by the Department.
 - c. Measures of teacher practice described in N.J.A.C. 6A:10-4.3 and 4.4 shall be at least fifty percent and no more than eighty-five percent of a teacher's evaluation rubric rating as determined by the Department.
 - d. **Notwithstanding the provisions of a, b, and c above, if a teacher's appeal of his or her student growth objective is approved, according to N.J.A.C. 6A:10-4.2(f), the student growth objective score weight within the student achievement component and the teacher practice weight shall be adjusted by the Superintendent or the Commissioner, as applicable according to N.J.A.C. 6A:10-4.2(f).**
5. Standardized tests, used as a measure of student progress, shall not be the predominant factor in determining a teacher's annual summative rating.

K. Student Achievement Components -N.J.A.C. 6A:10-4.2

1. Measures of student achievement shall be used to determine impact on student learning. The **student achievement** measures shall include the following components:



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- a. **If the teacher meets the requirements of 2. below, the median student growth percentile of all students assigned to a teacher, which shall be calculated as set forth in 4. below; and**
 - b. Student growth objective(s), which shall be specific and measurable, based on available student learning data, aligned to the Core Curriculum Content Standards, and based on growth and/or achievement.
 - (1) For teachers who teach subjects or grades not covered by the Core Curriculum Content Standards, student growth objective(s) shall align to standards adopted or endorsed, as applicable, by the State Board.
2. The median student growth percentile shall be included the annual summative rating of a teacher who:
- a. Teaches at least one course or group within a course that falls within a standardized-tested grade or subject. The Department shall maintain on its website a course listing of all standardized-tested grades and subjects for which student growth percentile can be calculated pursuant to 4. below;
 - b. Teaches the course or group within the course for at least sixty percent of the time from the beginning of the course to the day of the standardized assessment; and
 - c. Has at least twenty individual student growth percentile scores attributed to his or her name during the academic year of the evaluation. If a teacher does not have at least twenty individual student growth percentile scores in a given academic year, **the student growth percentile scores attributed to a teacher during the two academic years prior to the evaluation year may be used in addition to the student growth percentile scores attributed to the teacher during the academic year of the evaluation. Only student growth percentile scores from academic year 2013-2014 or any year after shall be used to determine median student growth percentiles.**
3. The Department shall **periodically collect data for all teachers that include, but are not limited to, student achievement and teacher practice scores.**
4. The Department shall **calculate the median student growth percentile for teachers using students assigned to the teacher by the school district.** For teachers who have a student growth percentile score:



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- a. The Board of Education shall submit to the Department final ratings for all components, other than the student growth percentile, for the annual summative rating; and
 - b. The Department **then** shall report to the employing district Board of Education the annual summative rating, including the median student growth percentile for each teacher who receives a median student growth percentile.
5. Student growth objectives for teachers shall be developed and measured according to the following procedures:
- a. The Superintendent shall determine the number of required student growth objectives for teachers, including teachers with a student growth percentile. A teacher with a student growth percentile shall have at least one and not more than four student growth objectives. A teacher without a student growth percentile shall have at least two and a maximum of four student growth objectives. By **August 31**, prior to the **academic** school year the evaluation rubric applies, the Department shall provide on its website the minimum and maximum number of required student growth objectives within this range.
 - b. A teacher with a student growth percentile shall not use the standardized assessment used in determining the student growth percentile to measure progress toward a student growth objective.
 - c. **Each** teacher shall develop, in consultation with **his or her supervisor or a Principal's designee**, each student growth objective. If the teacher does not agree with the student growth objectives, the Principal shall make the final determination.
 - d. Student growth objectives and the criteria for assessing teacher performance based on the objectives shall be determined, **recorded, and retained by the teacher and his or her supervisor by October 31 of each academic year, or within twenty work days of the teacher's start date if the teacher begins work after October 1.**
 - e. Adjustments to student growth objectives may be made by the teacher **in consultation with** his or her supervisor only when approved by the Superintendent or designee. **Adjustments** shall be recorded in the teacher's personnel file on or before February 15.



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(1) If the Student Growth Objective (SGO) covers only the second semester of the school year, or if the teacher begins work after October 1, adjustments shall be recorded before the mid-point of the second semester.

- f. The teacher's **designated** supervisor shall calculate each teacher's student growth objective score. The teacher's student growth objective score, if available, shall be discussed at the teacher's annual summary conference **and recorded in the teacher's personnel file.**

L. Teacher Practice Components - N.J.A.C. 6A:10-4.3

1. The teacher practice component rating shall be based on the measurement of the teacher's performance according to the school district's Commissioner-approved teacher practice instrument. Observations pursuant to N.J.A.C. 6A:10-4.4 shall be used as one form of evidence for the measurement.

M. Teacher Observations – N.J.A.C. 6A:10-4.4

1. For the purpose of teacher evaluation, observers shall conduct the observations pursuant to N.J.S.A. 18A:6-123.b(8) and N.J.A.C. 6A:10-2.5 and 3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).
2. Observation conferences shall include the following procedures:
- a. A supervisor who is present at the observation shall conduct a post-observation conference with the teacher being observed. A post-observation conference shall occur no more than fifteen **teacher** working days following each observation.
 - b. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the teacher practice instrument and the teacher's individual professional development plan, collecting additional information needed for the evaluation of the teacher, and offering areas to improve effectiveness.
 - c. If agreed to by the teacher, post-observation conferences for short observations of tenured teachers who are not on a corrective action plan may be conducted via written communication, including electronic.
 - d. A pre-conference, when required, shall occur **at least one but not more than seven teacher** working days prior to the observation.



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3. Each teacher shall be observed as described in N.J.A.C. 6A:10-4.4, at least three times during the school year, but not less than once during the semester. For all teachers, at least one of the required observations shall be announced and preceded by a pre-conference, and at least one of the required observations shall be unannounced. The Superintendent shall decide whether the third required observation is announced or unannounced. The following additional requirements shall apply:
 - a. Nontenured teachers shall receive a minimum of three observations within the timeframe set forth in N.J.S.A. 18A:27-3.1, and observations for all other teachers shall occur prior to the annual summary conference, which shall occur prior to the end of the academic school year.
 - b. Teachers on a corrective action plan shall receive observations within the timeline set forth in N.J.A.C. 6A:10-2.5.
 - c. Nontenured teachers shall be observed during the course of the year by more than one appropriately certified supervisor, either simultaneously or separately, by multiple observers, with the following provisions:
 - (1) A co-observation shall fulfill the requirement in this section for multiple observers.
 - (2) One co-observation shall count as one observation required in 4. below.
 - d. One post-observation conference may be combined with a teacher's annual summary conference as long as it occurs within the required fifteen **teacher** working days following the observation for the purpose of evaluation.
 - e. A written **or electronic** evaluation report shall be signed by the supervisor who conducted the observation and post observation and the teacher who was observed.
 - f. The teacher shall submit his or her written objection(s) of the evaluation within ten teacher working days following the conference. The objection(s) shall be attached to each party's copy of the annual written performance report.
4. Each observation required for the purpose of evaluations shall be conducted for the minimum duration based on the following groups:



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- a. A nontenured teacher who is in his or her first or second year of teaching in the school district shall receive at least two long observations and one short observation.
- b. A nontenured teacher who is in his or her third or fourth year of teaching in the school district shall receive at least one long observation and two short observations.
- c. A tenured teacher shall receive at least three short observations.

5. To earn a teacher practice score, a teacher shall receive at least three observations.

- a. **If a teacher is present for less than forty percent of the total student school days in an academic year, he or she shall receive at least two observations to earn a teacher practice score.**

N. Teacher Practice Instrument - N.J.A.C. 6A:10-6.2

- 1. The teacher practice instrument approved by the Department shall meet the following criteria:
 - a. Include domains of professional practice that align to the New Jersey Professional Standards for Teachers pursuant to N.J.A.C. 6A:9-3;
 - b. Include scoring guides for assessing teacher practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall:
 - (1) Clearly define the expectations for each rating category;
 - (2) Provide a conversion to the four rating categories: ineffective, partially effective, effective, and highly effective;
 - (3) Be applicable to all grades and subjects; or to specific grades and/or subjects if designed explicitly for the grades and/or subjects; and
 - (4) Use clear and precise language that facilitates common understanding among teachers and administrators.



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- c. Rely, to the extent possible, on specific, discrete, observable, and/or measurable behaviors of students and teachers in the classroom with direct evidence of student engagement and teaming; and
 - d. Include descriptions of specific training and implementation details required for the instrument to be effective.
2. For Commissioner-approval of a teacher practice instrument in 2015 or any year thereafter, the instrument shall include a process to assess competency on the evaluation instrument which the school district may choose to use as a measure of competency.

Adopted: 3 December 2008

Adopted: 28 January 2014

Adopted:

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Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

3222 EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND ADMINISTRATORS

The Board of Education recognizes the importance of teaching staff member effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3222 for the evaluation of teaching staff members consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teaching staff member evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3222, "teaching staff member" includes, but is not limited to, educational services staff members, guidance counselors, school nurses, library/media specialists, occupational therapists, and other teaching staff members working under an educational services certificate. For the purposes of Policy and Regulation 3222, "teaching staff member" does not include teachers, Principals, Vice Principals, Assistant Principals, and administrators, including, but not limited to, directors and/or supervisors.

The rules in N.J.A.C. 6A:10 - Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and no collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in written performance reports and all information collected, compiled, and/or maintained by employees for the evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for teaching staff members which shall be submitted to the Commissioner by June 1 for approval by August 1 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teaching staff members and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teaching staff members. A District Evaluation Advisory Committee shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for teaching staff members as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.



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Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

Observations and evaluations for nontenured teaching staff members shall be in accordance with the provisions of N.J.S.A.18A:27-3.1. Evaluations for nontenured teaching staff members shall **take place before April 30 each year** prior to the May 15 notice requirement date for continued employment. Evaluations for tenured teaching staff members shall be completed prior to June 30.

The Superintendent shall annually notify all teaching staff members of the adopted evaluation policies and procedures/regulations no later than October 1. If a teaching staff member is hired after October 1, the Superintendent shall notify the teaching staff member of the policies and procedures/regulations at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and procedures/regulations within ten teaching staff member working days of adoption.

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1

N.J.A.C. 6A:10-1.I through 1.4; 6A:10-2.1 through 2.5; **6A:10-6.2**

Adopted: 28 January 2014

Adopted:



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Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

R3222 EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND ADMINISTRATORS

A. Definition – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3222 unless the context clearly indicates otherwise:

“Annual performance report” means a written appraisal of the teaching staff member’s performance prepared by the teaching staff member’s **designated** supervisor based on the evaluation rubric for his or her position.

“Annual summative evaluation rating” means an annual evaluation rating that is based on appraisals of educator practice and student performance, if applicable, and includes all measures captured in a teaching staff member’s evaluation rubric. The four summative performance categories are ineffective, partially effective, and highly effective.

“Chief School Administrator” means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.

“Commissioner” means Commissioner of the New Jersey Department of Education.

“Corrective Action Plan” means a written plan developed by a teaching staff member serving in a supervisory capacity in collaboration with the teacher staff member to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual teaching staff and the school district for implementing the plan, and specific support that the district shall provide.

“Department” means the New Jersey Department of Education.

“Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the teaching staff member’s supervisor.

“District Evaluation Advisory Committee” means a group created to oversee and guide the planning and implementation of the Board of Education’s evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.



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Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

“Educator practice instrument” means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. **The scores from educator practice instruments for teaching staff members other than teachers, Principals, Vice Principals, and Assistant Principals may be applied to the teaching staff member’s summative evaluation rating in a manner determined by the school district.**

“Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description, professional standards, and Statewide evaluation criteria that incorporates analysis of multiple measures of student achievement or growth and multiple data sources.

“Evaluation rubrics” means a set of criteria, measures, and processes used to evaluate all teaching staff members in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instruments and student outcomes. Each Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice Principals, and Assistant Principals, and evaluation rubrics for other categories of teaching staff members.

“Indicators of student progress and growth” means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessments.

“Individual professional development plan” **is as defined in N.J.S.A. 18A:6-119.**

“Job Description” means a written description specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.

“Model evaluation rubric” means district educator evaluation rubrics that have been reviewed and accepted by the Commissioner. A model teaching or principal evaluation rubric includes a teacher or principal practice instrument that appears on the Department’s list of approved educator practice instruments.



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Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

“Observation” means a method of collecting data on the performance of a teaching staff member’s assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by an individual employed in the school district in a supervisory role and capacity and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9-1.1.

“Post-observation conference” means a meeting, either in-person or remotely, between **the** supervisor who conducted the observation and the teaching staff member for the purpose of evaluation to discuss the data collected in the observation.

“Scoring guide” means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Educator practice instruments include a scoring guide that an evaluator used to structure his or her assessments and ratings of professional practice.

“Semester” means half of the school year.

“Signed” means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

“Student growth objective” **means** an academic goal that teaching staff members and evaluators set for groups of students.

“Superintendent” means Superintendent of Schools or Chief School Administrator.

“Supervisor” means an appropriately certified teaching staff member, as defined in N.J.S.A. 18A:1-1, **or Superintendent** employed in the school district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. **6A:9B-11**.

“Teaching staff member” for the purpose of Policy 3222 and this Regulation, includes, but is not limited to, educational services staff members, guidance counselors, school nurses, library/media specialists, occupational therapists, and other teaching staff members working under an educational services certificate and does not include teachers, Principals, Vice Principals, Assistant Principals, and administrators, including, but not limited to, Directors and/or Supervisors.

- B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3.



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Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

The rules in N.J.A.C. 6A:10-1.1 et seq. shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts entered into by a school district in effect on July 1, 2013. No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.

C. Educator Evaluation Data, Information, and Written Reports – N.J.A.C. 6A:10-1.4

All information contained in written performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department **or a school district** from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.

D. Evaluation of Teaching Staff Members – N.J.A.C. 6A:10-2.1

1. The Board of Education annually shall adopt evaluation rubrics for all teaching staff members. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective and highly effective.
2. Evaluation rubrics shall be submitted to the Commissioner by June 1 for approval by August 1 of each year.

E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2

1. The Board of Education shall meet the following requirements for the annual evaluation of teachers, unless otherwise specified:
 - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.
 - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c).



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Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

- c. Ensure the Superintendent annually notifies all teaching staff members of the adopted evaluation policies and procedures no later than October 1. If a teacher is hired after October 1, the Board/Superintendent shall notify the teaching staff member of the policies and procedures at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and procedures within ten teaching staff member working days of adoption.
 - d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics.
 - e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2.
 - f. Ensure data elements are collected and store the data in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation **and student growth objective data; and**.
 - g. Ensure **the Superintendent or designee certifies to the Department that** any observer who conducts an observation of a teaching staff member for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; and N.J.A.C. 6A:10-5.4, **and 6A:10-6.2**, shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.
2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all teaching staff members and, when applicable, applying the Commissioner-approved educator practice instruments;
 - a. Annually provide training on and descriptions of each component of the evaluation rubric for all teaching staff members who are being evaluated in the school district and provide more thorough training for all teaching staff members who are being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;



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- b. **Provide training on the teaching staff member practice instruments for any supervisor who will conduct observations for the purpose of evaluation of teaching staff members. Training shall be provided before the observer conducts his or her first observation for the purpose of evaluation;**
- c. **Annually provide updates and refresher training on the teaching staff member practice instruments for any supervisor who will observe teaching staff member practice for the purpose of increasing accuracy and consistency among observers; and**
- d. The Superintendent **shall** annually certify to the Department that all supervisors of teaching staff members in the school district who are utilizing educator practice instruments have completed training on the instrument and its application and have demonstrated competency in applying the educator practice instruments.

F. District Evaluation Advisory Committee - N.J.A.C. 6A:10-2.3

- 1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.
- 2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups **and to individuals.**
- 3. Beginning in 2017-2018, the District Evaluation Advisory Committees shall no longer be required and the Board of Education shall have the discretion to continue the District's Evaluation Advisory Committee.

G. Evaluation Procedures for Teaching Staff Members – N.J.A.C. 6A:10-2.4

- 1. The provisions outlined in Policy and Regulation 3222 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation **of** teaching staff members.



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2. Evaluation policies and procedures requiring the annual evaluation of all teaching staff members shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
 - a. Roles and responsibilities for implementation of evaluation policies and procedures;
 - b. Job descriptions, **evaluation rubrics for all teaching staff members, the process for calculating the summative ratings and each component**, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;
 - c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the processes for **student attrition to teachers, Principals, Assistant Principals, and Vice Principals for calculating the median and school-wide student growth percentile**;
 - d. **Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor**;
 - e. The process for preparation of individual professional development plans; and
 - f. The process for preparation of an annual written performance report by the teaching staff member's **designated** supervisor, and an annual summary conference between the teaching staff member and his or her **designated** supervisor.
3. The annual summary conference between the **designated** supervisor and the teaching staff member shall be held before the written performance report is filed. The conference shall **occur on or before June 30 of each school year and shall** include, but not be limited to, a review of the following:
 - a. The performance of the teaching staff member based upon the job description and, when applicable, the scores or evidence compiled using the teaching staff member's evaluation rubric, **including, whenever applicable, the teaching staff member's** practice instrument;



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- b. The progress of the teaching staff member toward meeting the **goals** of the individual professional development plan or, whenever applicable, the corrective action plan;
 - c. Available indicators or scores of student achievement or growth such as student growth objective scores and student growth percentile scores, as applicable; and
 - d. The preliminary annual written performance report.
4. If any scores for the teaching staff member's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
5. The annual written performance report shall be prepared by the teaching staff member's **designated** supervisor, and shall include, but not be limited to:
 - a. A summative rating based on the evaluation rubric;
 - b. Performance area(s) of strength and area(s) needing improvement based upon the job description, observations for the purpose of evaluation and, when applicable, the **teaching staff member** practice instrument; **and**
 - c. An individual professional development plan developed by the **designated** supervisor and the teaching staff member or, when applicable, a corrective action plan from the evaluation year being reviewed in the report; and
6. The teaching staff member and the **designated supervisor** shall sign the report within five teaching staff member working days of the review.
7. The Board of Education shall **include** all written performance reports and supporting data, including, but not limited to, written **observation reports and additional components of the summative evaluation rating** as part of the **teaching staff member's** personnel file **or in an alternative, confidential location. If reports and data are stored in an alternative location, the personnel file shall clearly indicate the report's location and how it can be easily accessed.** The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1 A-1 et seq.



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H. Corrective Action Plans for Teaching Staff Members - N.J.A.C. 6A:10-2.5

1. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed by the teacher and the Superintendent or the teaching staff member's **designated** supervisor.
2. If the summative evaluation rating is calculated before the end of the school year, then the corrective action plan shall be developed and the teaching staff member and his or her **designated** supervisor shall meet to discuss the corrective action plan prior to September 15 of the following school year. The conference to develop and discuss the corrective action plan may be combined with the teaching staff member's annual summary conference that occurs at the end of the year of evaluation.
3. If the ineffective or partially effective summative evaluation rating is received after the start of the school year following the year of evaluation, then a corrective action plan must be developed, and the teaching staff member and his or her **designated** supervisor shall meet to discuss the corrective action plan within fifteen teaching staff member working days following the school district's receipt of the teaching staff member's summative rating.
4. The content of the corrective action plan shall replace the content of the individual professional development plan required in N.J.A.C. **6A:9C-3.4(c) and 3.7(c)** until the next annual summary conference.
5. The content of the corrective action plan shall:
 - a. Address areas in need of improvement identified in the teaching staff member evaluation rubric;
 - b. Include specific, demonstrable goals for improvement;
 - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
 - d. Include timelines for meeting the goal(s).
6. The teaching staff member's **designated** supervisor, and the teaching staff member on a corrective action plan shall discuss the teaching staff member's progress toward the goals outlined in the corrective action plan during each post observation conference.



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7. Progress toward the teaching staff member's goals outlined in the corrective action plan shall be documented in the teaching staff member's personnel file and reviewed at the annual summary conference **or the mid-year evaluation, when applicable. Both the teaching staff member on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the teaching staff member's progress toward his or her corrective action plan goals.**
8. Progress toward the teaching staff member's goals outlined in the corrective action plan may be used as evidence in the teaching staff member's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.
9. Responsibilities of the evaluated teaching staff member on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teaching staff member's **designated** supervisor.
- I. Teaching Staff Member Observations and Evaluations – **N.J.A.C. 6A:10-6.2.**
 1. The Superintendent shall determine the duration of observations required **pursuant to N.J.S.A. 18A:27-3.1** for nontenured teaching staff members, **except teachers, Principals, Vice Principals, and Assistant Principals.**
 2. Each nontenured teaching staff member shall be observed and evaluated in the performance of his or her duties at three times during each school year, but not less than once during each semester.
 3. Each tenured teaching staff member shall be observed and evaluated in the performance of his or her duties at least once each school year. The Superintendent shall determine the duration of observations.
 4. Observations include, but are not limited to, observations of meetings, student instruction, parent conferences, and a case-study analysis of a significant student issue.
 5. Each observation shall be followed within fifteen teaching staff member working days by a conference between the **Superintendent or designated supervisor** who made the observation and written **or electronic** evaluation, and the teaching staff member. **Both parties to such a conference shall sign the written evaluation report and each shall retain a copy for his or her records. The purpose of this procedure is to recommend as to reemployment, identify any deficiencies, extend assistance for correction, and improve professional competence.**



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6. **The teaching staff member may submit his or her written objection(s) of the evaluation within ten teaching staff member working days following the conference. The objection(s) shall be attached to each party's copy of the annual written performance report.**
7. The required observations **and** evaluations for nontenured teaching staff members shall take place before April 30 each year. These observations **and evaluations** may cover that period between April 30 of one year and April 30 of the succeeding year excepting in the case of the first year of employment where the three observations **and evaluations** must have been completed prior to April 30.
8. The number of required observations and the annual evaluation for nontenured teaching staff members may be reduced proportionately when an individual teaching staff member's term of service is less than one academic year.
9. Evaluations for tenured teaching staff shall be completed prior to **June 30**.

Adopted: 28 January 2014

Adopted:



TEACHING STAFF MEMBERS - POLICY

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Evaluation of Administrators, Excluding Principals,
Vice Principals and Assistant Principals

3223 EVALUATION OF ADMINISTRATORS, EXCLUDING PRINCIPALS, VICE PRINCIPALS AND ASSISTANT PRINCIPALS

The Board of Education recognizes the importance of administrator effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3223 for the evaluation of administrators consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for administrator evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3223, “administrator” means an appropriately certified staff member, as defined in N.J.S.A. 18A-1.1, employed in the school district in an administrative and/or supervisory role and capacity, and holding a valid and effective standard, provisional, or emergency instructional certificate. An “administrator” may be a director, supervisor, or any other administrative or supervisory position in the district. For the purposes of Policy and Regulation 3223 and N.J.A.C. 6A:10-1.1 et seq., “administrator” is not a Principal, Vice Principal or Assistant Principal.

The rules in N.J.A.C. 6A:10 – Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in written performance reports and all information collected, compiled, and/or maintained by employees for the evaluation process pursuant to N.J.A.C. 6A:10.1.1 et seq. shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for administrators which shall be submitted to the Commissioner by June 1 for approval by August 1 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of administrators and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all administrators. A District Evaluation Advisory Committee shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for administrators as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each administrator rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.



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Observations and evaluations for nontenured administrators shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1. Evaluations for nontenured administrators shall **take place before April 30 each year** prior to the May 15 notice requirement date for continued employment. Evaluations for tenured administrators shall be completed prior to June 30.

The Superintendent shall annually notify all administrators of the adopted evaluation policies and procedures/regulations no later than October 1. If an administrator is hired after October 1, the Superintendent shall notify the administrator of the policies and procedures/regulations at the beginning of his or her employment. All administrators shall be notified of amendments to the policy and procedures/regulations within ten administrator working days of adoption.

N.J.S.A. 18A:6-117 et seq.

N.J.S.A. 18A:27-3.1

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

Adopted: 3 December 2008

Adopted: 28 January 2014

Adopted:



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Evaluation of Administrators, Excluding Principals,
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R 3223 EVALUATION OF ADMINISTRATORS, EXCLUDING PRINCIPALS, VICE PRINCIPALS AND ASSISTANT PRINCIPALS

A. Definition – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3223 unless the context clearly indicates otherwise:

“Administrator” means an appropriately certified staff member, as defined in N.J.S.A. 18A-1.1, employed in the school district in an administrative and/or supervisory role and capacity, and holding a valid and effective standard, provisional, or emergency administrative certificate. An “administrator” may be a director, supervisor or any other administrative or supervisory position in the district. For the purposes of Policy and Regulation 3223 and N.J.A.C. 6A:10-1.1 et seq., “administrator” is not a Principal, Vice Principal or Assistant Principal.

“Annual performance report” means a written appraisal of the administrator’s performance prepared by the administrator’s **designated** supervisor based on the evaluation rubric for his or her position.

“Annual summative evaluation rating” means an annual evaluation rating that is based on appraisals of educator practice and student performance, and includes all measures captured in a teacher’s evaluation rubric. The four summative performance categories are ineffective, partially effective, and highly effective.

“Chief School Administrator” means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.

“Commissioner” means Commissioner of the New Jersey Department of Education.

“Corrective Action Plan” means a written plan developed by the administrator’s supervisor capacity in collaboration with the administrator to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual administrator and the school district for implementing the plan, and specific support that the district shall provide.

“Department” means the New Jersey Department of Education.

“Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the administrator’s supervisor.



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“District Evaluation Advisory Committee” means a group created to oversee and guide the planning and implementation of the Board of Education’s evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.

“Educator practice instrument” means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. **The scores from educator practice instruments for teaching staff members other than teachers, Principals, Vice Principals, and Assistant Principals may be applied to the administrator’s summative evaluation rating in a manner determined by the school district.**

“Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description, professional standards, and Statewide evaluation criteria that incorporates analysis of multiple measures of student achievement or growth and multiple data sources.

“Evaluation rubrics” means a set of criteria, measures, and processes used to evaluate all administrators in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instruments and student outcomes. Each Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice Principals, and Assistant Principals, and evaluation rubrics for other categories of staff members.

“Indicators of student progress and growth” means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessments.

“Individual professional development plan” **is as defined in N.J.S.A. 18A:6-119.**

“Job Description” means a written description specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.

“Model evaluation rubric” means district educator evaluation rubrics that have been reviewed and accepted by the Commissioner. A model teaching or principal evaluation rubric includes a teacher or principal practice instrument that appears on the Department’s list of approved educator practice instruments.



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“Observation” means a method of collecting data on the performance of an administrator’s assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by the Superintendent or designee.

“Post-observation conference” means a meeting, either in-person or remotely, between the Superintendent or **designated supervisor** who conducted the observation and the administrator for the purpose of evaluation to discuss the data collected in the observation.

“Scoring guide” means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Educator practice instruments include a scoring guide that an evaluator used to structure his or her assessments and ratings of professional practice.

“Semester” means half of the school year.

“Signed” means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

“Student growth objective” **means** an academic goal that teachers and evaluators set for groups of students.

“Superintendent” means Superintendent of Schools or Chief School Administrator.

“Supervisor” means an appropriately certified teaching staff member, as defined in N.J.S.A. 18A:1-1, **or Superintendent** employed in the school district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. **6A:9B-11**.

B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3.

The rules in N.J.A.C. 6A:10-1.1 et seq. shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts entered into by a school district in effect on July 1, 2013. No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.



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C. Educator Evaluation Data, Information, and Written Reports – N.J.A.C. 6A:10-1.4

All information contained in written performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department **or a school district** from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.

D. Evaluation of Administrators – N.J.A.C. 6A:10-2.1

1. The Board of Education annually shall adopt evaluation rubrics for administrators. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective and highly effective.
2. Evaluation rubrics shall be submitted to the Commissioner by June 1 for approval by August 1 of each year.

E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2

1. The Board of Education shall meet the following requirements for the annual evaluation of administrators, unless otherwise specified:
 - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-1.1 et seq.
 - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c).
 - c. Ensure the Superintendent annually notifies all administrators of the adopted evaluation policies and procedures no later than October 1. If an administrator is hired after October 1, the Board/Superintendent shall notify the administrator of the policies and procedures at the beginning of his or her employment. All administrators shall be notified of amendments to the policy and procedures within ten administrator working days of adoption.



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- d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics.
 - e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2.
 - f. Ensure data elements are collected and stored **and** the data in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation **and student growth objective data; and**
 - g. Ensure **the Superintendent or designee certifies to the Department that** any observer who conducts an observation of an administrator for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; and N.J.A.C. 6A:10-5.4, **and N.J.A.C. 6A:10-6.2** shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.
2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all administrators and, when applicable, applying the Commissioner-approved educator practice instruments;
- a. Annually provide training on and descriptions of each component of the evaluation rubric for all administrators who are being evaluated in the school district and provide more thorough training for any administrator who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;
 - a. **Provide training on the educator practice instruments for any supervisor who will conduct observations for the purpose of evaluation of administrators. Training shall be provided before the observer conducts his or her first observation for the purpose of evaluation;**



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b. Annually provide updates and refresher training on the educator practice instruments for any supervisor who will observe educator practice for the purpose of increasing accuracy and consistency among observers; and

d. The Superintendent **shall** certify to the Department that all supervisors of administrators in the school district who are utilizing educator practice instruments have completed training on the instrument and its application and have demonstrated competency in applying the educator practice instruments.

F. District Evaluation Advisory Committee - N.J.A.C. 6A:10-2.3

1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.
2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups **and to individuals**.
3. Beginning in 2017-2018, the District Evaluation Advisory Committees shall no longer be required and the Board of Education shall have the discretion to continue the District's Evaluation Advisory Committee.

G. Evaluation Procedures for Teachers – N.J.A.C. 6A:10-2.4

1. The provisions outlined in Policy and Regulation 3223 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation **of** administrators.
2. Evaluation policies and procedures requiring the annual evaluation of all administrators shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
 - a. Roles and responsibilities for implementation of evaluation policies and procedures;



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- b. Job descriptions, **evaluation rubrics for administrators, the process for calculating the summative ratings and each component**, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;
 - c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for **student attrition to teachers, Principals, Vice Principals, and Assistant Principals for calculating the median and school-wide student growth percentile**;
 - d. **Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor**;
 - e. The process for preparation of individual professional development plans; and
 - f. The process for preparation of an annual written performance report by the Superintendent or **designated supervisor** and an annual summary conference between the administrator and the Superintendent or **designated supervisor**.
3. The annual summary conference between the Superintendent or **designated supervisor** and the administrator shall be held before the written performance report is filed. The conference shall **occur on or before June 30 of each year and shall** include, but not be limited to, a review of the following:
- a. The performance of the administrator based upon the job description and the scores or evidence compiled using the administrator's evaluation rubric, **including, whenever applicable** the educator practice instrument;
 - b. The progress of the administrator toward meeting the **goals** of the individual professional development plan or, whenever applicable, the corrective action plan;
 - c. Available indicators or scores of student achievement or growth such as student growth objective scores and student growth percentile scores, as applicable; and
 - d. The preliminary annual written performance report.



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4. If any scores for the administrator's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
 5. The annual written performance report shall be prepared by the Superintendent or **designated supervisor** and shall include, but not be limited to:
 - a. A summative rating based on the evaluation rubric;
 - b. Performance area(s) of strength and area(s) needing improvement based upon the job description, observations for the purpose of evaluation and, when applicable, the educator practice instrument; **and**
 - c. An individual professional development plan developed by the Superintendent or **designated supervisor** and the administrator, if applicable, a corrective action plan from the evaluation year being reviewed in the report; and
 6. The administrator and the **Superintendent of designated supervisor** shall sign the report within five administrator working days of the review.
 7. The Board of Education shall **include** all written performance reports and supporting data, including, but not limited to, **written observation reports and additional components of the summative evaluation rating** as part of his or her personnel file, **or in an alternative, confidential location. If reports and data are stored in an alternative, confidential location, the personnel file shall clearly indicate the report's location and how it can easily be accessed.** The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.
- H. Corrective Action Plans for Administrators - N.J.A.C. 6A:10-2.5
1. For each administrator rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed by administrator and the Superintendent or **the designated supervisor**.



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2. If the summative evaluation rating is calculated before the end of the school year, then the corrective action plan shall be developed and the administrator and the Superintendent or **designated supervisor** shall meet to discuss the corrective action plan prior to September 15 of the following school year. The conference to develop and discuss the corrective action plan may be combined with the administrator's annual summary conference that occurs at the end of the year of evaluation.
3. If the ineffective or partially effective summative evaluation rating is received after the start of the school year following the year of evaluation, then a corrective action plan must be developed, and the administrator and the Superintendent or **designated supervisor** shall meet to discuss the corrective action plan within fifteen administrator working days following the school district's receipt of the administrator's summative rating.
4. The content of the corrective action plan shall replace the content of the individual professional development plan required in N.J.A.C. **6A:9C-3.4(c) and 3.7(c)** until the next annual summary conference.
5. The content of the corrective action plan shall:
 - a. Address areas in need of improvement identified in the teacher evaluation rubric;
 - b. Include specific, demonstrable goals for improvement;
 - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
 - d. Include timelines for meeting the goal(s).
6. The Superintendent or **designated supervisor**, and the administrator on a corrective action plan shall discuss the administrator's progress toward the goals outlined in the corrective action plan during each post observation conference.
7. Progress toward the administrator's goals outlined in the corrective action plan shall be documented in the administrator's personnel file and reviewed at the annual summary conference **or the mid-year evaluation, when applicable. Both the administrator on a corrective action plan and the Superintendent or designated supervisor may collect data and evidence to demonstrate the administrator's progress toward his or her corrective action plan goals.**



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8. Progress toward the administrator's goals outlined in the corrective action plan may be used as evidence in the administrator's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.
9. Responsibilities of the evaluated administrator on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the Superintendent or **designated supervisor**.

10. The corrective action plan shall remain in effect until the administrator receives his or her next summative evaluation rating.

I. Administrator Staff Member Observations and Evaluations – **N.J.A.C. 6A:10-6.2**

1. The Superintendent shall determine the duration of observations required **pursuant to N.J.S.A. 18A:27-3.1** for nontenured administrator.
2. Each nontenured administrator shall be observed and evaluated in the performance of his or her duties at three times during each school year, but not less than once during each semester.
3. Each tenured administrator shall be observed and evaluated in the performance of his or her duties at least once each school year. The Superintendent shall determine the duration of observations.
4. Observations include, but are not limited to, observations of meetings, student instruction, parent conferences, and a case-study analysis of a significant student issue.
5. Each observation shall be followed within fifteen administrator working days by a conference between **the Superintendent or designated supervisor** who made the observation and written **or electronic** evaluation and the administrator. **Both parties to such a conference shall sign the written or electronic evaluation report and each shall retain a copy for his or her records. The purpose of this procedure is to recommend as to reemployment, identify any deficiencies, extend assistance for correction, and improve professional competence.**
6. **The administrator may submit his or her written objection(s) of the evaluation within ten administrator working days following the conference. The objection(s) shall be attached to each party's copy of the annual written performance report.**



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7. The required observations **and** evaluations for nontenured administrators shall take place before April 30 each year. These observations **and evaluations** may cover that period between April 30 of one year and April 30 of the succeeding year except in the case of the first year of employment where the three evaluations **and observations** must have been completed prior to April 30.
8. The number of required observations and evaluations for nontenured administrators may be reduced proportionately when an individual administrator's term of service is less than one academic year.
9. Evaluations for tenured teaching staff shall be completed prior to June 30.

Adopted: 28 January 2014



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Evaluation of Principals, Vice Principals,
and Assistant Principals
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3224 **EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS**

The Board of Education recognizes the importance of Principal, Vice Principal, and Assistant Principal effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3224 for the evaluation of Principals, Vice Principals, and Assistant Principals consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for Principal, Vice Principal, and Assistant Principal evaluations consistent with TEACHNJ and AchieveNJ.

The rules in N.J.A.C. 6A:10 – Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and no collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in written performance reports and all information collected, compiled, and/or maintained by employees for the evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for Principals, Vice Principals, and Assistant Principals which shall be submitted to the Commissioner by June 1 for approval by August 1 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of Principals, Vice Principals, and Assistant Principals and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all Principals, Vice Principals, or Assistant Principals. A District Evaluation Advisory Committee shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.



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The minimum requirements for the evaluation procedures for Principals, Vice Principals, and Assistant Principals as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each Principal, Vice Principal, or Assistant Principal rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

The components of the principal evaluation rubrics as described in N.J.A.C. 6A:10-5.1 shall apply to Principals, Vice Principals, and Assistant Principals. Measures of student achievement, as outlined in N.J.A.C. 6A:10-5.2, shall be used to determine impact on student learning. Principal, Vice Principal, and Assistant Principal observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-5.4. The Superintendent or **designated supervisor** shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b). A Principal, or the Superintendent or **designated supervisor**, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.

The principal practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-**7.3**.

The Superintendent annually shall notify all Principals, Vice Principals, or Assistant Principals of the adopted evaluation policies and procedures/regulations no later than October 1. If a Principal, Vice Principal, or Assistant Principal is hired after October 1, the Superintendent shall notify the Principal, Vice Principal, or Assistant Principal of the policies and procedures/regulations at the beginning of his or her employment. All Principals, Vice Principals, and Assistant Principals shall be notified of amendments to the policy and procedures/regulations within ten Principal, Vice Principal, or Assistant Principal working days of adoption.

N.J.S.A. 18A:6-117 et seq.

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

N.J.A.C. 6A:10-5.1 through 5.4

N.J.A.C. 6A:10-~~76~~.1 and ~~76~~.3

Adopted: 28 January 2014

Adopted:



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Evaluation of Principals, Vice Principals,
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R 3224 EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS

A. Definitions – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3224 unless the context clearly indicates otherwise:

“Annual performance report” means a written appraisal of the Principal’s, Vice Principal’s, or Assistant Principal’s performance prepared by the **designated supervisor** based on the evaluation rubric for his or her position.

“Annual summative evaluation rating” means an annual evaluation rating that is based on appraisals of educator practice and student performance, and includes all measures captured in a Principal, Vice Principal, or Assistant Principal evaluation rubric. The four summative performance categories are ineffective, partially effective, effective, and highly effective.

“Calibration” in the context of educator evaluation means a process to monitor the competency of a trained evaluator to ensure the evaluator continues to apply an educator practice instrument accurately and consistently according to the standards and definitions of the specific instrument.

“Chief School Administrator” means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.

“Commissioner” means Commissioner of the New Jersey Department of Education.

“Corrective Action Plan” means a written plan developed by the Superintendent or designee in collaboration with the Principal, Vice Principal, and Assistant Principal to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual Principal, Vice Principal, and Assistant Principal and the school district for implementing the plan, and specific support that the district shall provide.

“Department” means the New Jersey Department of Education.

“Designated supervisor” means the supervisor designated by the Superintendent of Schools as the Principal’s, Vice Principal’s, or Assistant Principal’s supervisor.



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“District Evaluation Advisory Committee” means a group created to oversee and guide the planning and implementation of the Board of Education’s evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.

“Educator practice instrument” means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies.

“Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description, professional standards, and Statewide evaluation criteria that incorporates analysis of multiple measures of student achievement or growth and multiple data sources.

“Evaluation rubrics” means a set of criteria, measures, and processes used to evaluate all Principals, Vice Principals, and Assistant Principals in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instruments and student outcomes. Each Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice Principals, and Assistant Principals, and evaluation rubrics for other categories of teaching staff members.

“Indicators of student progress and growth” means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessment.

“Individual professional development plan” **is as defined in N.J.S.A. 18A:6-119.**

“Job description” means a written specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.

“Model evaluation rubric” means district educator evaluation rubrics that have been reviewed and accepted by the Commissioner. A model teaching or principal evaluation rubric includes a teacher or principal practice instrument that appears on the Department’s list of approved educator practice instruments.

“Observation” means a method of collecting data on the performance of a Principal’s, Vice Principal’s, and Assistant Principal’s assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by the Superintendent or designee.



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“Post-observation conference” means a meeting, either in-person or remotely, between the Superintendent or **the designated supervisor** who conducted the observation and the Principal, Vice Principal, and Assistant Principal for the purpose of evaluation to discuss the data collected in the observation.

“Principal practice instrument” means an assessment tool that provides scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from the principal practice instrument are components of the evaluation rubrics and the scores are included in the summative evaluation rating for the individual.

“Scoring guide” means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Educator practice instruments include a scoring guide that an evaluator uses to structure his or her assessments and ratings of professional practice.

“Semester” means half of the school year.

“Signed” means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

“Student growth objective” **means** an academic goal that teachers and evaluators set for groups of students.

“Student growth percentile” means a specific metric for measuring individual student progress on Statewide assessments by tracking how much a student’s test scores have changed relative to other students Statewide with similar scores in previous years.

“Superintendent” means Superintendent of Schools or Chief School Administrator.

“Supervisor” means an appropriately certified teaching staff member as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-11 and certified to evaluate a Principal, Vice Principal, or Assistant Principal.



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B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3

The rules in N.J.A.C. 6A:10-1.1 et seq. shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts entered into by a school district in effect on July 1, 2013. No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.

C. Educator Evaluation Data, Information, and Written Reports – N.J.A.C. 6A:10-1.4

All information contained in written performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department **or a school district** from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.

D. Evaluation of Principals, Vice Principals, and Assistant Principals – N.J.A.C. 6A:10-2.1

1. The Board of Education shall annually adopt evaluation rubrics for all Principals, Vice Principals, and Assistant Principals. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.
2. The evaluation rubrics for Principals, Vice Principals, and Assistant Principals shall include all other relevant minimum standards set forth in N.J.S.A. 18A:6-123 (P.L. 2012, c. 26, § 17c).
3. Evaluation rubrics shall be submitted to the Commissioner by June 1 for approval by August 1 of each year.

E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2

1. The Board of Education shall meet the following requirements for the annual evaluation of Principals, Vice Principals, and Assistant Principals, unless otherwise specified:



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- a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-1.1 et seq.;
- b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c);
- c. Ensure the Superintendent annually notifies all Principals, Vice Principals, and Assistant Principals of the adopted evaluation policies and procedures no later than October 1. If a Principal, Vice Principal, or Assistant Principal is hired after October 1, the Board/Superintendent shall notify all Principals, Vice Principals, and Assistant Principals of the policies and procedures at the beginning of his or her employment. All Principals, Vice Principals, and Assistant Principals shall be notified of amendments to the policy and procedures within ten Principal, Vice Principal, or Assistant Principal working days of adoption;
- d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;
- e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;
- f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation **and student growth objective data; and**
- g. Ensure the Superintendent **or designee certifies to the Department that** any observer who conducts an observation of a **Principal, Vice Principal, or Assistant Principal** for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4; **and 6A:10-6.2** shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.



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2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all Principals, Vice Principals, and Assistant Principals and, when applicable, applying the Commissioner-approved principal practice instruments:
 - a. Annually provide training on and descriptions of each component of the evaluation rubric for all Principals, Vice Principals, and Assistant Principals who are being evaluated in the school district and provide more thorough training for any Principals, Vice Principals, and Assistant Principals who **are** being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the principal practice instrument;
 - b. Provide training on the principal practice instrument for the Superintendent or **designated supervisor** who will conduct observations for the purpose of evaluation of Principals, Vice Principals, or Assistant Principals. Training shall be provided before the observer conducts his or her first observation for the purpose of evaluation;
 - c. Annually provide updates and refresher training on the principal practice instrument for any supervisor who will observe principal practice for the purpose of increasing accuracy and consistency among observers;
 - d. The Superintendent shall annually certify to the Department that all evaluators of Principals, Vice Principals, and Assistant Principals in the school district who are utilizing principal practice instruments have completed training on the instrument and its application and have demonstrated competency in applying the principal practice instrument.
- F. District Evaluation Advisory Committee – N.J.A.C. 6A:10-2.3
1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.



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2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups **and to individuals.**
 3. Beginning in 2017-2018, the District Evaluation Advisory Committees shall no longer be required and the Board of Education shall have the discretion to continue the District's Evaluation Advisory Committee.
- G. Evaluation Procedures for Principals, Vice Principals, and Assistant Principals - N.J.A.C. 6A:10-2.4
1. The provisions outlined in Policy and Regulation 3224 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of Principals, Vice Principals, and Assistant Principals.
 2. Evaluation policies and procedures requiring the annual evaluation of Principals, Vice Principals, and Assistant Principals shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
 - a. Roles and responsibilities for implementation of evaluation policies and procedures;
 - b. Job descriptions, **evaluation rubrics for Principals, Vice Principals, and Assistant Principals, the process for calculating the summative ratings and each component** and the evaluation regulations set forth in N.J.A.C. 6A:10-1 et seq.;
 - c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process **for student attrition to teachers, Principals, Vice Principals, Assistant Principals for calculating the median and school-wide student growth percentile;**
 - d. **Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;**
 - e. The process for preparation of individual professional development plans; and



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- f. The process for preparation of an annual written performance report by the Superintendent or **designated supervisor**, and an annual summary conference between the Principal, Vice Principal, or Assistant Principal and the Superintendent or **designated supervisor**.
3. The annual summary conference between the Superintendent or **designated supervisor** and the Principal, Vice Principal, or Assistant Principal shall be held before the written performance report is filed. The conference shall **occur on or before June 30 of each year and shall** include, but not be limited to, a review of the following:
 - a. The performance of the Principal, Vice Principal, or Assistant Principal based upon the job description and, when applicable, the scores or evidence compiled using the evaluation rubric, including, **when applicable**, the principal practice instrument;
 - b. The progress of the Principal, Vice Principal, or Assistant Principal toward meeting the **goals** of the individual professional development plan or, when applicable, the corrective action plan;
 - c. Available indicators or scores of student achievement or growth, **when applicable**, such as student growth objective scores and student growth percentile scores; and
 - d. The preliminary annual written performance report.
4. If any scores for the Principal's, Vice Principal's, or Assistant Principal's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
5. The annual written performance report for the Principal, Vice Principal, or Assistant Principal shall be prepared by the Superintendent or **designated supervisor** and shall include, but not be limited to:
 - a. A summative rating based on the evaluation rubric, including, **when applicable**, a total score for each component as described in N.J.A.C. 6A:10-5;
 - b. Performance area(s) of strength and area(s) needing improvement based upon the job description, observations for the purpose of evaluation and, **when applicable**, the principal practice instrument; **and**



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- c. An individual professional development plan developed by the Superintendent or **designated supervisor** and the Principal, Vice Principal, or Assistant Principal or, when applicable, a corrective action plan from the evaluation year being reviewed in the report.
 6. The Principal, Vice Principal, or Assistant Principal and the **Superintendent or designated supervisor** shall sign the report within five Principal, Vice Principal, or Assistant Principal working days of the review.
 7. The Board of Education shall **include** all written performance reports and supporting data, including, but not limited to, **written observation reports and additional components of the summative evaluation rating** as part of **the Principal's, Vice Principal's, or Assistant Principal's** personnel file, **or in an alternative, confidential location. If reports and data are stored in an alternate location, the personnel file shall clearly indicate the report's location and how it can be easily accessed.** The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.
- H. Corrective Action Plans for Principals, Vice Principals, and Assistant Principals – N.J.A.C. 6A:10-2.5
1. For each Principal, Vice Principal, and Assistant Principal rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by the Principal, Vice Principal, or Assistant Principal and the Superintendent or **designated supervisor**.
 2. If the summative evaluation rating is calculated before the end of the school year, then the corrective action plan shall be developed and the Principal, Vice Principal, or Assistant Principal and the Superintendent or **designated supervisor** shall meet to discuss the corrective action plan prior to September 15 of the following school year. The conference to develop and discuss the corrective action plan may be combined with the Principal's, Vice Principal's, or Assistant Principal's annual summary conference that occurs at the end of the year of evaluation.
 3. If the ineffective or partially effective summative evaluation rating is received after the start of the school year following the year of evaluation, then a corrective action plan must be developed, and the Principal, Vice Principal, or Assistant Principal and the Superintendent or **designated supervisor** shall meet to



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discuss the corrective action plan within fifteen Principal, Vice Principal, or Assistant Principal working days following the school district's receipt of the Principal's, Vice Principal's, or Assistant Principal's summative rating.

4. The content of the corrective action plan shall replace the content of the individual professional development plan required in N.J.A.C. **6A:9C-3.4(c) and 3.7(c)** until the next annual summary conference.
5. The content of the corrective action plan shall:
 - a. Address areas in need of improvement identified in the principal evaluation rubric;
 - b. Include specific, demonstrable goals for improvement;
 - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
 - d. Include timelines for meeting the goal(s).
6. The Superintendent or **designated supervisor** and the Principal, Vice Principal, or Assistant Principal on a corrective action plan shall discuss the employee's progress toward the goals outlined in the corrective action plan during each post-observation conference, when required by N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10-5.4.
7. Progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan shall be documented in the Principal's, Vice Principal's, or Assistant Principal's personnel file and reviewed at the annual summary conference or the mid-year evaluation, **when applicable. Both the Principal, Vice Principal, or Assistant Principal on a corrective action plan and the Superintendent or designated supervisor may collect data and evidence to demonstrate the Principal's, Vice Principal's, or Assistant Principal's progress toward his or her corrective action plan goals.**
8. Progress toward the goals outlined in the corrective action plan may be used as evidence in the Principal's, Vice Principal's, or Assistant Principal's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.



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9. Responsibilities of the evaluated Principal, Vice Principal, or Assistant Principal on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the Superintendent or **designated supervisor**.
 10. The Superintendent or **designated supervisor** and the Principal, as appropriate, shall conduct a mid-year evaluation of any Principal, Vice Principal, or Assistant Principal pursuant to N.J.S.A. 18A:6-121.c. If the corrective action plan was created before the start of the year, the mid-year evaluation shall occur **midway between the development of the corrective action plan and the annual summary conference**. The mid-year evaluation shall include, at a minimum **a conference to discuss progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.**
 11. **The Superintendent shall ensure Principals, Vice Principals, and Assistant Principals with a corrective action plan receive one observation and a post-observation in addition to the observations required in N.J.A.C. 6A:10-5.4 for the purpose of evaluation as described in N.J.A.C. 6A:10-1.2 and 5.4. The Superintendent or Principal shall determine the length of the observation.**
 12. **The corrective action plan shall remain in effect until the Principal, Vice Principal, or Assistant Principal receives his or her next summative evaluation rating.**
- I. Components of Principal Evaluation Rubrics – N.J.A.C. 6A:10-5.1
1. Unless otherwise noted, the components of the principal evaluation rubrics shall apply to teaching staff members holding the position of Principal, Vice Principal, or Assistant Principal and holding a valid and effective standard, provisional, or emergency administrative certificate.
 2. The principal evaluation rubric shall meet the standards provided in N.J.S.A. 18A:6-123, including, but not limited to:
 - a. Measures of student achievement pursuant to N.J.A.C. 6A:10-5.2; and
 - b. Measures of principal practice pursuant to N.J.A.C. 6A:10-5.3 **and 5.4.**



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3. **To earn a summative rating, the Principal, Vice Principal, or Assistant Principal shall have a student achievement score, pursuant to N.J.A.C. 6A:10-5.2 and a principal practice score pursuant to N.J.A.C. 6A:10-5.3 and 5.4.**
4. Each **score** shall be converted to a percentage weight so all measures make up 100 percent of the evaluation rubric. By **August 31** prior to **the academic year in which the evaluation rubric applies**, the Department shall provide on its website the required percentage weight of each **component and the required summative rating scale**. All components shall be worth the following percentage weights or fall within the following ranges:
 - a. If, according to N.J.A.C. 6A:10-5.2(b), the Principal, Vice Principal, or Assistant Principal receives a **school-wide** student growth percentile **score** as described in N.J.A.C. 6A:10-5.2(c), the **score** shall be at least **ten** percent and no greater than forty percent of evaluation rubric rating as determined by the Department.
 - b. Measure of average student growth objective for all teachers, as described in N.J.A.C. 6A:10-5.2(d), shall be at least ten percent and no greater than twenty percent of evaluation rubric rating as determined by the Department.
 - c. Measure of administrator goal, as described in N.J.A.C. 6A:10-5.2(e), shall be no less than ten percent and no greater than forty percent of evaluation rubric rating as determined by the Department.
 - d. Measure of principal practice, as described in N.J.A.C. 6A:10-5.3(b), shall be thirty percent of evaluation rubric rating.
 - e. Measure of leadership practice, as described in N.J.A.C. 6A:10-5.3(c), shall be twenty percent of evaluation rubric rating.
 - f. **Notwithstanding the provisions of a. through e. above, if an appeal of the administrator goal is approved, according to N.J.A.C. 6A:10-5.2(e)5, the administrator goal weight and the principal practice weight shall be adjusted by the Superintendent or the Commissioner, as applicable according to N.J.A.C. 6A:10-5.2(e)5.**
5. Standardized assessments, used as a measure of student progress, shall not be the predominant factor in determining a Principal's annual summative rating.



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6. The Department shall periodically collect principal evaluation rubric data that shall include, but are not limited to, component-level scores and annual summative ratings.
- J. Student Achievement Components of Principal Evaluation Rubrics – N.J.A.C. 6A:10-5.2
1. Measures of student achievement shall be used to determine impact on student learning and shall include the following components:
 - a. The school-wide student growth percentile of all students assigned to the Principal;
 - b. Average student growth objective scores of every teacher, as described in N.J.A.C. 6A:10-4.2(e), assigned to the Principal; and
 - c. Administrator goals set by Principals, Vice Principals, and Assistant Principals in consultation with the Superintendent or **designated supervisor** pursuant to N.J.A.C. 6A:10-5.2(e), which shall be specific and measurable, based on student growth and/or achievement data.
 2. The school-wide student growth percentile score shall be included in the annual summative rating of Principals, Vice Principals, and Assistant Principals who are assigned to a school as of October 15 and who are employed in schools where student growth percentiles are available for students in one or more grades. **If the Principal, Vice Principal, or Assistant Principal is employed in more than one school, the Superintendent shall assign to the Principal, Vice Principal, or Assistant Principal, as appropriate, the school-wide student growth percentile from one school and shall notify the Principal, Vice Principal, or Assistant Principal at the beginning of the school year of the student growth percentile assignment.**
 3. The Department shall calculate the school-wide student growth percentile for Principals, Vice Principals, and Assistant Principals.
 4. The average student growth objective scores of all teachers, as described in N.J.A.C. 6A:10-4.2(e), shall be a component of the Principal's annual summative rating. The average student growth objective scores for Vice Principals or Assistant Principals shall be determined according to the following procedures:



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- a. The Principal, in consultation with the Vice Principal or Assistant Principal, shall determine prior to the start of the year, which teachers, if not all teachers in the school, shall be linked to the Vice Principal's and Assistant Principal's average student growth objective score.
 - b. If the Vice Principal or Assistant Principal does not agree with the list of teachers linked to his or her name for the purposes of this measurement, the Principal shall make the final determination.
5. Administrator goals for Principals, Vice Principals, or Assistant Principals shall be developed and measured according to the following procedures:
- a. The Superintendent shall determine for all Principals, Vice Principals, or Assistant Principals, the number of required administrator goals which shall reflect the achievement of a significant number of students within the school. By **August 31** prior to the **academic year in which** the evaluation rubric applies, the Department shall provide on the Department's website the minimum and maximum number of required goals, which will be at least one goal and no more than four goals.
 - b. Principals, Vice Principals, or Assistant Principals shall develop, in consultation with the Superintendent or **designated supervisor**, each administrator goal. Vice Principals and Assistant Principals shall set goals specific to his or her job description or adopt the same goals as his or her Principal. If the Principal, Vice Principal, or Assistant Principal and Superintendent or **designated supervisor** do not agree upon the **goal core**, the **Principal's, Vice Principal's, or Assistant Principal's** Superintendent or **designated supervisor** shall make the final determination.
 - c. Administrator goals and the criteria for assessing performance based on those objectives shall be determined, recorded, **and retained by** the Principal, Vice Principal, or Assistant Principal **and the Superintendent or designated supervisor by October 31 of each academic year, or within twenty work days of the Principal's, Vice Principal's, or Assistant Principal's start date if he or she begins work after October 1.**
 - d. The administrator goal score shall be calculated by the Superintendent or **designated supervisor** of the Principal, Vice Principal, or Assistant Principal. The Principal's, Vice Principal's, or Assistant Principal's administrator goal score, if available, shall be discussed at his or her annual summary conference **and recorded in his or her personnel file.**



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6. The Superintendent shall remove a teacher's student growth objective score from the Principal's, Vice Principal's, or Assistant Principal's final average student growth objective score for the 2013-2014 academic year and adjust the annual summative rating accordingly if:

a. A Principal's, Vice Principal's, or Assistant Principal's average student growth objective for the 2013-2014 academic year included a teacher's student growth objective that was successfully appealed according to N.J.A.C. 6A:10-4.2(f); and

b. Failure to remove the score would cause the Principal's, Vice Principal's, or Assistant Principal's annual summative rating to be ineffective or partially effective.

K. Principal Practice Component of Evaluation Rubric – N.J.A.C. 6A:10-5.3

1. Measures of principal practice shall include the following components:

- a. A measure determined through a Commissioner-approved principal practice instrument; and
- b. A leadership measure determined through the Department-created leadership rubric.

2. Principal practice component rating shall be based on the measurement of the Principal's, Vice Principal's, or Assistant Principal's performance according to the school district's Commissioner-approved principal practice instrument. Observations pursuant to N.J.A.C. 6A:10-5.4 shall be used as one form of evidence for this measurement.

3. Leadership practice shall be determined by a score on a leadership rubric, which will assess the Principal's, Vice Principal's, or Assistant Principal's ability to improve student achievement and teaching staff member effectiveness through identified leader behaviors. The rubric will be posted on the Department's website and annually maintained.

L. Principal, Vice Principal, and Assistant Principal Observations – N.J.A.C. 6A:10-5.4

1. The Superintendent or **designated supervisor** shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).



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2. A Principal, or the Superintendent or **designated supervisor**, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.
3. For the purpose of collecting data for the evaluation of a Principal, Vice Principal, or Assistant Principal, an observation, as described in N.J.S.A. 18A:6-119 and N.J.A.C. 6A:10-1.2, may include, but is not limited to: building walk-through, staff meeting observation, parent conference observation, or case study analysis of a significant student issue.
4. Post-observation conferences shall include the following procedures:
 - a. A Superintendent or **designated supervisor** who was present at the observation shall conduct a post-observation conference with the Principal, Vice Principal, or Assistant Principal being observed. A post-observation conference shall occur no more than fifteen Principal, Vice Principal, or Assistant Principal working days following each observation.
 - b. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the principal practice instrument and the Principal's, Vice Principal's, or Assistant Principal's individual professional development plan, collecting additional information needed for the evaluation, and offering areas to improve effectiveness.
 - c. With the consent of the observed Principal, Vice Principal, or Assistant Principal, post-observation conferences for individuals who are not on a corrective action plan may be conducted via written communication, including electronic communication.
 - d. One post-observation conference may be combined with the Principal's, Vice Principal's, or Assistant Principal's annual summary conference as long as it occurs within the required fifteen Principal, Vice Principal, or Assistant Principal working days following the observation.
 - e. A written **or electronic** evaluation report shall be signed by the Superintendent or **designated supervisor** who conducted the observation and post-observation and the Principal, Vice Principal, or Assistant Principal who was observed.



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Evaluation of Principals, Vice Principals,
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- f. The Principal, Vice Principal, or Assistant Principal shall submit his or her written objection(s) of the evaluation within ten Principal, Vice Principal, or Assistant Principal working days following the conference. The objection(s) shall be attached to each party's copy of the annual written performance report.
- 5. Each tenured Principal, Vice Principal, and Assistant Principal shall be observed as described in N.J.A.C. 6A:10-5.4, at least two times during each school year. Each nontenured Principal, Vice Principal, and Assistant Principal shall be observed as described in N.J.A.C. 6A:10-5.4 at least three times during each school year, as required by N.J.S.A. 18A:27-3.1. An additional observation shall be conducted pursuant to N.J.A.C. 6A:10-2.5(l) for Principals, Vice Principals, and Assistant Principals who are on a corrective action plan.
- M. Principal Practice Instrument – N.J.A.C. 6A:10-**7.3**
 - 1. The principal practice instrument approved by the Department shall meet the following criteria:
 - a. Incorporate domains of practice and/or performance criteria that align to the 2008 ISLLC Professional Standards for School Leaders developed by the Interstate School Leadership Licensure Consortium incorporated herein by reference, available at:
http://www.ccsso.org/documents/2008/educational_leadership_policy_standards_2008.pdf;
 - b. Include scoring guides for assessing **teacher** practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall clearly define the expectations for each category and provide a conversion for the four categories: ineffective, partially effective, effective, and highly effective;
 - c. Be based on multiple sources of evidence collected throughout the year;
 - d. Incorporate an assessment of the Principal's leadership for implementing a rigorous curriculum and assessments aligned to the Core Curriculum Content Standards;
 - e. Incorporate an assessment of the Principal's leadership for high-quality instruction;



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Evaluation of Principals, Vice Principals,
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- f. Include an assessment of the Principal's performance in evaluating teachers; and
 - g. Include an assessment of the Principal's support for teachers' professional growth.
2. For Commissioner-approval of a principal practice instrument in 2015 or any year thereafter, the instrument shall include a process to assess competency on the evaluation instrument which the school district may choose to use as a measure of competency.

Adopted: 3 December 2008

Adopted: 28 January 2014

Adopted:



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Family Leave

3431.1 **FAMILY LEAVE**

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Family Leave

A. Introduction

The Board will provide family leave in accordance with the Federal Family and Medical Leave Act (FMLA) and the New Jersey Family Leave Act (NJFLA).

FMLA leave for eligible staff members shall be up to twelve weeks leave of absence in a twelve month period upon advance notice to the district for the birth of a son or daughter of the staff member and in order to care for such son or daughter; for the placement of a son or daughter with the staff member for adoption or foster care; in order to care for the spouse, son, daughter, or parent of the staff member if such spouse, son, daughter, or parent has a serious health condition; or for a serious health condition that makes the staff member unable to perform the functions of the position of such staff member, **or because of any qualifying exigency arising out of the fact that the staff member's spouse, son, daughter, or parent is a military member on active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty). In addition, eligible staff members may take up to a combined total of twenty-six workweeks in a single twelve month period to care for a covered servicemember with a serious injury or illness.**

NJFLA leave for teaching staff members shall be up to twelve weeks leave of absence in any twenty-four month period upon advance notice to the district so that a staff member may provide care made necessary by the birth of a child of the staff member, the placement of a child with the staff member in connection with adoption of such child by the staff member, and the serious health condition of a spouse, parent, or child.

B. Applicability

The Board will comply with requirements of the New Jersey and Federal Family Leave laws. The laws have similar and different provisions that may provide different rights and obligations for the staff member and/or the Board. The staff member shall be afforded the most favorable rights if there is a conflict in the rights afforded to the staff member under the two laws.

1. If the staff member is eligible for leave for reasons provided under the FMLA and NJFLA, then the time taken shall be concurrent and be applied to both laws.
2. The NJFLA provides twelve weeks leave in a twenty-four month period while the FMLA provides twelve weeks leave in a twelve-month period. A staff member is eligible for up to twelve weeks leave in the first twelve months of the twenty-four month period under the NJFLA. A staff member is eligible for up to twelve weeks leave in the second twelve-month period under the FMLA.



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3. In the event the reason for the family leave is recognized under one law and not the other law, the staff member is eligible for each law's leave entitlements within one twelve-month period. (Example: A staff member may use their FMLA leave for a twelve week family leave for their own pregnancy, which is considered a "serious health condition" under FMLA, and upon conclusion of the twelve week FMLA leave, the staff member would be eligible for a twelve week NJFLA leave to care for their newborn or any other reasons pursuant to the NJFLA.)

C. Definitions

1. Federal Family and Medical Leave Act (FMLA)

"Contingency operation" means a military operation that results in the call or order to, or retention on, active duty of members of the uniformed services during a war or during a national emergency declared by the President or Congress.

"Covered active duty" or "call to covered active duty" means duty during deployment of a member with the Armed Forces to a foreign country and, in the case of a member of the Reserve components of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation.

"Covered servicemember" means a current member of the Armed Forces (including National Guard or Reserves), who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or a covered veteran undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

"Covered veteran" means an individual who was a member of the Armed Forces (including National Guard or Reserves), discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible staff member takes FMLA leave to care for the covered veteran. For a veteran discharged prior to March 8, 2013, the effective date of the FMLA Final Rule, the period between October 28, 2009 and March 8, 2013 will not count towards the determination of the five-year period. 29 CFR §825.127(b)(2)



“Military caregiver leave” means leave taken to care for a covered servicemember with a serious injury or illness under FMLA. 29 CFR §825.127

“Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin. For example, if a covered servicemember has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered servicemember's next of kin. Alternatively, where a covered servicemember has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered servicemember's next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered servicemember pursuant to 29 CFR §825.122(k). 29 CFR §825.127(d)(3)

“Outpatient status” means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. 29 CFR §825.127(b)(1)

“Parent” means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a son or daughter as defined below. This term does not include parents “in law.”



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"Parent of a covered servicemember" means a covered servicemember's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents "in law."

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or continuing treatment by a health care provider. "Serious health condition" may include treatment of substance abuse pursuant to 29 CFR §825.119.

"Serious injury or illness," only in the case of a veteran or current member of the Armed Forces, means:

- a. **In the case of a current member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness that was incurred by the covered servicemember in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the servicemember medically unfit to perform the duties of the member's office, grade, rank, or rating; and**
- b. **In the case of a covered veteran, an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:**
 - (1) **A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or**
 - (2) **A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of fifty percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or**



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- (3) A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
- (4) An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers. 29 CFR §825.127(c)

"Single twelve-month period" means that a military caregiver's leave begins on the first day the staff member takes FMLA leave and ends twelve months after that date, regardless of the twelve-month period established by the district for other FMLA leave reasons. 29 CFR §825.127(e)(1)

"Son" or "daughter" means a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age eighteen or age eighteen or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

"Son or daughter of the covered servicemember" means a covered servicemember's biological, adopted or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age. 29 CFR §825.127(d)(1)

"Son or daughter on covered active duty or call to covered active duty status" means the staff member's biological, adopted or foster child, stepchild, legal ward, or a child for whom the staff member stood in loco parentis, who is on covered active duty or call to covered active duty status, and who is of any age. 29 CFR §825.126(a)(5)

"Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under State law in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex marriage or common law marriage. 29 CFR §825.122



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“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or continuing treatment by a health care provider.

- a. Inpatient care in a hospital, hospice, or residential medical care facility
- b. Continuing medical treatment or continuing supervision by a health care provider. A used in this definition, “continuing medical treatment or continuing supervision by a health care provider” means a period of incapacity (that is, inability to work, attend school or perform regular daily activities due to a serious health condition, treatment therefore and recovery there from) of more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - i. Treatment two or more times by a health care provider, or
 - ii. Treatment by a health care provider on one occasion which results in a regimen of continuing treatment under the supervision of a health care provider;
- c. A period of incapacity due to pregnancy, or for prenatal care;
- d. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
- e. A period of incapacity, which is permanent or long-term due to a condition for which treatment may not be effective (such as Alzheimer’s disease, a severe stroke or the terminal stages of a disease) where the individual is under continuing supervision of, but need not be receiving active treatment by, a health care provider; or
- f. Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of, or on referral by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity or more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy) or kidney disease (dialysis).

“Staff member” means an employee eligible for family and medical leave in accordance with the Federal Family and Medical Leave Act (FMLA).



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“Week” or “Workweek” means the number of days a staff member normally works each calendar week.

2. New Jersey Family Leave Act (NJFLA)

“Child” means a biological, adopted or foster child, stepchild, legal ward, child of a parent who is under eighteen years of age or a child eighteen years of age or older but incapable of self-care because of a mental or physical impairment.

“Continuing medical treatment” or “continuing supervision by a health care provider” means a period of incapacity or a period of absence in accordance with N.J.A.C. 13:14.

“Parent” **means** a biological, adoptive, or foster parent; step-parent; parent-in-law; a legal guardian having a “parent-child relationship” with a child as defined by law; or a person who has sole or joint legal or physical custody, care, guardianship, or visitation with a child.

“Serious health condition” **means** an illness, injury, impairment, or physical or mental condition that requires inpatient care in a hospital, hospice, or residential medical facility or continuing medical treatment or continuing supervision by a health care provider.

“Spouse” means a person to whom a staff member is lawfully married as defined by New Jersey law.

“Staff member” **means** an employee eligible for family leave in accordance with the New Jersey Family Leave Act.

“Week” or “Workweek” means the number of days a staff member normally works each calendar week.

D. Eligibility

1. Federal Family and Medical Leave Act (FMLA)

A staff member shall become eligible for FMLA leave after he/she has been employed at least twelve months in this district and employed for at least 1250 hours of service during the twelve-month period immediately preceding the commencement of the leave. The twelve months the staff member must have been employed need not be consecutive months pursuant to 29 CFR §825 110(b). The minimum 1250 hours of service shall be determined according to the principles established under the Fair Labor Standards Act (FSLA) for determining compensable hours of work pursuant to 29 CFR §785. Entitlement



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to FMLA leave taken for the birth of a son or daughter or placement of a son or daughter with the staff member for adoption or foster care shall expire at the end of the twelve-month period beginning on the date of such birth or placement.

Pursuant to 29 CFR §825 202, a husband and wife both employed by the district are limited to a combined total of twelve weeks of leave during the twelve-month period if the leave is taken for the birth of a son or daughter of the staff member or to care for such son or daughter after birth; for placement of a son or daughter with the staff member for adoption or foster care or in order to care for the spouse, son, daughter, or parent of the staff member with a serious health condition.

The method to determine the twelve-month period in which the twelve weeks of FMLA leave entitlement occurs will be a “rolling” twelve-month period measured backward from the date a staff member uses any family leave.

A staff member during any period of FMLA leave is prohibited from performing any services on a full-time basis for any person for whom the staff member did not provide services immediately prior to commencement of the leave. A staff member using FMLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the district. The staff member may continue the part-time employment that commenced prior to the FMLA leave at the same number of hours that the staff member was regularly scheduled prior to such leave.

2. New Jersey Family Leave Act (NJFLA)

A staff member shall become eligible for NJFLA leave after he/she has been employed at least twelve months in this district for not less than 1,000 base hours, excluding overtime, during the immediate preceding twelve month period. The calculation of the twelve-month period to determine eligibility shall commence with the commencement of the NJFLA leave. NJFLA leave taken for the birth or adoption of a healthy child may commence at any time within a year after the date of the birth or placement for adoption.

The district shall grant a family leave under NJFLA to more than one staff member from the same family (for example, a husband and a wife, or a brother and a sister) at the same time, provided such staff members are otherwise eligible for the leave. N.J.A.C. 13:14-1.12



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A staff member during any period of the NJFLA leave is prohibited from performing any services on a full-time basis for any person for whom the staff member did not provide services immediately prior to commencement of the leave. A staff member on NJFLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the district. The staff member may continue the part-time employment that commenced prior to the NJFLA leave at the same number of hours that the staff member was regularly scheduled prior to such leave.

The method to determine the twenty-four month period in which the twelve weeks of NJFLA leave entitlement occurs will be a "rolling" twenty-four month period measured backward from the date a staff member uses any leave.

E. Types of Leave

1. Federal Family and Medical Leave Act (FMLA)

A staff member may take FMLA leave **to include servicemember qualifying exigency leave or military caregiver leave** in consecutive weeks, as intermittent leave, or as reduced leave. A staff member who requests intermittent or reduced leave shall make a reasonable effort to schedule such leave so as not to unduly disrupt the instructional/educational program.

- a. Leave for the birth of a son or daughter or placement of a son or daughter with the staff member for adoption or foster care may not be taken by a staff member intermittently or on a reduced leave schedule.
- b. Leave may be taken intermittently or on a reduced leave schedule when medically necessary for planned and/or unanticipated medical treatment of a related serious health condition by or under the supervision of a health care provider, or for recovery from treatment or recovery from a serious health condition.
- c. Intermittent leave means leave scheduled for periods of time from one hour or more to several weeks; however, the total time within which the leave is taken cannot exceed a twelve month period for each serious health condition episode. Intermittent leave may be taken for a serious health condition that requires periodic treatment by a health care provider, rather than one continuous period of time. Intermittent leave may also be taken for absences where the staff member is incapacitated or unable to perform the essential functions of the position because of a serious health condition even if the staff member does not receive treatment by a health care provider. The staff member shall make a



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reasonable effort to schedule intermittent leave so as not to unduly disrupt the operations of the instructional/educational program.

- d. Reduced leave means leave scheduled for fewer than the staff member's usual number of hours worked per workweek, but not fewer than a staff member's usual number of hours worked per workday, unless otherwise agreed to by the staff member and the district. A staff member is entitled, at the option of the staff member, to take leave on a reduced leave schedule not exceeding twenty-four consecutive weeks. The staff member shall make a reasonable effort to schedule reduced leave so as not to unduly disrupt the operations of the instructional/educational program. The staff member shall provide the district prior notice of the care, medical treatment or continuing supervision by a health care provider necessary due to a serious health condition of a family member in a manner that is reasonable and practicable. Leave taken on a reduced leave schedule shall not result in a reduction of the total amount of leave to which a staff member is entitled.

- e. The fact that a holiday may occur within the week taken by a staff member as Family Leave has no effect and the week is counted as a week of Family Leave. However, if the staff member is out on Family Leave and the school district is closed and the staff member would not be expected to report for work for one or more weeks, the weeks the school district is closed for this staff member do not count against the staff member's family leave entitlement.

Any leave time remaining after a staff member has exhausted his/her entitlement to intermittent leave in any twelve month period may be taken as consecutive leave or reduced leave, and any leave time remaining after a staff member has exhausted his/her entitlement to reduced leave in any twelve month period may be taken as consecutive leave or intermittent leave.

- f. "Instructional employees" as defined in 29 CFR §825 600(c) are those staff members whose principle function is to teach and instruct pupils in class, a small group, or in an individual setting. This term includes teachers, athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired. Teacher assistants or aides who do not have as their principal job actual teaching or instructing, guidance counselors, child study team members, curriculum specialists, cafeteria workers, maintenance workers and/or bus drivers are not considered instructional employees for the purposes of this policy. Semester as defined in 29 CFR §825 602(a) (3)(b) means the



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school semester that typically ends near the end of the calendar year and the end of the spring each school year. A school district can have no more than two semesters in a school year.

- (1). Leave taken at the end of the school year and continues into the beginning of the next school year is considered consecutive leave. Should the employee's position require certification, it shall be the staff member's obligation to recertify to remain eligible for employment.
- (2). In accordance with 29 CFR §825 601(a)(1), eligible instructional staff members that need intermittent or reduced leave to care for a family member, or for the staff member's own serious health condition which is foreseeable based on planned medical treatment and the staff member would be on leave more than twenty percent of the total number of working days over the period the leave would extend, the district:
 - (a) May require the staff member to take the leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
 - (b) Transfer the staff member temporarily to an available alternative position for which the staff member is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the staff member's regular position.
- (3). **In accordance with 29 CFR §825.601**, if the instructional staff member does not give the required notice for leave that is foreseeable and desires the leave to be taken intermittently or on a reduced leave schedule, the district may require the staff member to take leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the district may require the staff member to delay taking the leave until the notice provision is met.
- (4). In accordance with 29 CFR **§825.602**, if an instructional staff member begins leave more than five weeks before the end of the school year, the district may require the staff member to continue taking leave until the end of the semester if:
 - (a) The leave will last three weeks, and



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- (b) The staff member would return to work during the three-week period before the end of the semester.

- (5). In accordance with 29 CFR **§825.602**, if an instructional staff member begins leave for a purpose other than the staff member's own serious health condition during the five-week period before the end of the semester, the district may require the staff member to continue taking leave until the end of the semester if:

- (a) The leave will last more than two weeks; and
(b) The **staff member** would return to work during the two-week period before the end of the semester.

(Example of leave falling within these provisions: If a staff member plans two weeks of leave to care for a family member which will begin three weeks before the end of the term, the district could require the staff member to stay out on leave until the end of the term.)

- (6). In accordance with 29 CFR **§825.602**, if an instructional staff member begins leave for a purpose other than the staff member's own serious health condition during the three week period before the end of a semester, the district may require the staff member to continue taking leave until the end of the semester if the leave will last more than five working days.

- (7). In the event the district requires the instructional staff member to take additional leave to the end of the semester in accordance with (4), (5), or (6) above, the additional leave days shall not be counted as FMLA leave.

- g. **Servicemember qualifying exigency leave may arise out of the foreign deployment of the staff member's spouse, child, or parent 29 CFR §§825.122 and 126:**

- (1) **The district must grant an eligible staff member up to twelve work weeks of unpaid, job-protected leave during any twelve-month period for qualifying exigencies that arise when the staff member's spouse, child, or parent is on covered active duty, or has been notified of an impending call or order to covered active duty.**



- (2) The military member must be the spouse, son, daughter, or parent of the staff member taking FMLA exigency leave.
- (3) FMLA leave can be granted for one or more of the following exigencies:
 - (a) Short-notice deployment:
 - i. Notification of duty seven or less calendar days prior to date of deployment;
 - ii. Leave can be used for a period of seven calendar days beginning on the date the military member is notified.
 - (b) Military events and related activities, including official ceremonies, programs, or events sponsored by the military and related to the covered active duty or call to covered active duty status of the military member; and to attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross.
 - (c) Childcare and school activities including arranging for alternative childcare; providing childcare on an urgent, immediate need basis (not routine, regular, or everyday basis); to enroll in or transfer to a new school or day care facility; or to attend meetings with staff at a school or day care facility:
 - i. The son or daughter must be the son or daughter of the covered servicemember.
 - (d) Financial and legal arrangements made to address the military member's absence while on covered active duty or call to covered active duty status.
 - (e) Counseling, provided by someone other than a health care provider for oneself, for the military member, or qualified child, if the need arises from the covered active duty or call to covered active duty status of the military member.



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(f) Rest and Recuperation (R&R) to spend time with the military member on short-term, temporary R&R leave during a term of deployment:

i. Can be used for a period of fifteen calendar days beginning on the date the military member commences each instance of R&R leave.

(g) Post-deployment activities such as ceremonies or briefings including any that arise from the death of the military member while on covered active duty.

(h) Parental care for one meeting the definition of a "parent" and incapable of self-care including: arranging alternative care; providing care on an immediate need basis; and to attend meetings or arrange services at a care facility.

(i) Additional activities in accordance with 29 CFR §825.126(b)(9).

h. Military caregiver leave provides care for a covered servicemember with a serious injury or illness 29 CFR §§825.122 and 127:

(1) The district must grant up to a total of twenty-six workweeks of unpaid, job-protected leave during a "single twelve-month period" to care for a covered servicemember with a serious injury or illness.

(a) The eligible staff member must be the spouse, son, daughter, parent, or next of kin of the covered servicemember.

(b) The staff member is limited to a combined total of twenty-six workweeks for any FMLA-qualifying reasons during the single twelve-month period. Up to twelve of the twenty-six weeks may be for an FMLA-qualifying reason other than military caregiver leave.



(c) Spouses who are eligible for FMLA leave and are employed by the same covered employer may be limited to a combined total of twenty-six workweeks of leave during a single twelve-month period if the leave is taken for birth of the employee's son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement, to care for the employee's parent with a serious health condition, or to care for a covered servicemember with a serious injury or illness. If one spouse is ineligible for FMLA leave, the other spouse would be entitled to a full twenty-six workweeks of FMLA leave.

(2) Leave entitlement is applied on a per-covered-servicemember, per-injury basis.

(a) The staff member may take an additional twenty-six weeks of leave if the leave is to care for different covered servicemembers or to care for the same servicemember with a subsequent serious injury or illness, except that no more than twenty-six weeks of leave may be taken within any single twelve-month period.

(b) An eligible staff member may take military caregiver leave to care for more than one current service member or covered veteran at the same time or for the same family member with the same serious injury or illness both when the family member is a current servicemember and when the family member is a veteran.

(c) Military caregiver leave may be taken by eligible staff members whose family members are recent veterans with serious injuries or illnesses incurred or aggravated in the line of duty on active duty, and that manifested before or after the veteran left active duty.



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A staff member may take NJFLA leave in consecutive weeks, as intermittent leave, or as reduced leave. A staff member who requests intermittent or reduced leave shall make a reasonable effort to schedule such leave so as not to unduly disrupt the instructional/educational program. **The district shall not require a staff member to take a leave of absence beyond the period of time the staff member requests family leave. N.J.A.C. 13:14-1.5(f)**

- a. In the case of a family member who has a serious health condition, leave may be taken intermittently when medically necessary. The total time within which the leave is taken, cannot exceed a twelve-month period for each serious health condition episode. The staff member will provide the district with prior notice of the leave in a manner which is reasonable and practicable; and the staff member shall make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the instructional/educational program. In the case of the birth or adoption of a healthy child, the leave may be taken intermittently only if agreed to by the staff member and the district.
- b. Reduced leave means leave scheduled for fewer than the staff member's usual number of hours worked per workweek, but not fewer than a staff member's usual number of hours worked per workday, unless otherwise agreed to by the staff member and the district. A staff member is entitled, at the option of the staff member, to take leave on a reduced leave schedule for a period not exceeding twenty-four consecutive weeks. The staff member is not entitled to take the leave on a reduced leave schedule without an agreement between the staff member and the district if the leave is taken for the birth or adoption of a healthy child. The staff member shall make a reasonable effort to schedule reduced leave so as not to unduly disrupt the operations of the instructional/educational program. The staff member shall provide the district prior notice of the care, medical treatment or continuing supervision by a health care provider necessary due to a serious health condition of a family member in a manner that is reasonable and practicable. Leave taken on a reduced leave schedule shall not result in a reduction of the total amount of leave to which a staff member is entitled.
- c. The fact that a holiday may occur within the week taken by a staff member as family leave has no effect and the week is counted as a week of family leave. However, if the staff member is out on family leave and the school district is closed and the staff member would not be expected to report for work for one or more weeks, the weeks the school district is closed for this staff member do not count against the staff member's family leave entitlement.



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Any leave time remaining after a staff member has exhausted his/her entitlement to intermittent leave in any twelve month period may be taken as consecutive leave or reduced leave, and any leave time remaining after a staff member has exhausted his/her entitlement to reduced leave in any twelve month period may be taken as consecutive leave or intermittent leave.

F. Notice

1. Federal Family and Medical Leave Act (FMLA)

- a. **Foreseeable Leave** - A staff member eligible for FMLA leave must give at least a thirty day written advance notice to the Director for Human Resources if the need for the leave is foreseeable based on an expected birth, placement for adoption of foster care, or planned medical treatment for a serious health condition of the staff member or a family member. If thirty days is not practical, the staff member must provide notice "as soon as practicable" which means as soon as both possible and practical, taking into account all the facts and circumstances in the individual case. For foreseeable leave where it is not possible to give as much as thirty days notice "as soon as practical" ordinarily would mean at least verbal notification to the Director for Human Resources within one or two business days or when the need for leave becomes known to the staff member. The written notice shall include the reasons for the leave, the anticipated duration of the leave and the anticipated start of the leave.

When planning medical treatment, the staff member must consult with the Director for Human Resources and make a reasonable effort to schedule the leave so as not to unduly disrupt the educational program, subject to the approval of the health care provider. Staff members are ordinarily expected to consult with the Director for Human Resources prior to scheduling of treatment that would require leave for a schedule that best suits the needs of the district and the staff member. The district may delay the staff member taking leave for at least thirty days if the staff member fails to give thirty days' notice for foreseeable leave with no reasonable excuse for the delay.

- c. **Unforeseeable Leave** - When the approximate timing of the need for leave is not foreseeable, a staff member should give notice to the Director for Human Resources for leave as soon as practicable under the facts and circumstances of the particular case. It is expected the staff member will give notice to the Director for Human Resources within no more than one or two working days of learning of the need for leave, except in extraordinary circumstances where



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such notice is not foreseeable. The staff member should provide notice to the employer either in person or by telephone, telegraph, facsimile machine or other electronic means.

2. New Jersey Family Leave Act (NJFLA)

- a. Foreseeable Leave - A staff member eligible for NJFLA leave must give at least a thirty day advance written notice to the Director for Human Resources of the need to take family leave except where the need to take family leave is not foreseeable.

(1). Notice for leave to be taken for the birth or placement of the child for adoption shall be given at least thirty days prior to the commencement of the leave, except that if the date of the birth or adoption requires leave to begin in less than thirty days, the **staff member** shall provide such notice that is reasonable and practicable.

(2). Notice for leave to be taken for the serious health condition of a family member shall be given at least fifteen days prior to the commencement of leave, except that if the date of the treatment or supervision requires leave to begin in less than fifteen days, the staff member shall provide such notice that is reasonable and practicable.

(3). When the Director for Human Resources is not made aware that a staff member was absent for family leave reasons and the staff member wants to request the leave be counted as family leave, the staff member must provide timely notice within two business days of returning to work to have the time considered for family leave in accordance with the Family Leave Act.

- b. Unforeseeable Leave - When the need for leave is not foreseeable, the staff member must provide notice "as soon as practicable" which shall be at least verbal notice to the Director for Human Resources within one or two business days of the staff member learning of the need to take family leave. Whenever emergent circumstances make written notice impracticable, the staff member may give verbal notice to the Director for Human Resources, but any verbal notice must be followed by written notice delivered within two working days.



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G. Leave Designation

An eligible staff member shall designate FMLA or NJFLA leave upon providing notice of the need for the leave or when the need for leave commences consistent with the criteria contained within this policy. Once a district administrator becomes aware that an individual's absences meet the criteria of an FMLA or NJFLA, as described in this policy, he/she must inform the Director of Human Resources so that the employee may be advised of their rights under FMLA and NJFLA and placed on leave accordingly.

H. Benefits

Whether a staff member is required to use sick time or any other accrued leave time concurrent with FMLA or NJFLA leave time will depend upon either the district's practice or a provision in the district's collective bargaining agreement, if applicable. 29 CFR §825.100

The Federal Family and Medical Leave Act and/or the New Jersey Family Leave Act may be a combination of both paid and unpaid leave. Once the conditions of an FMLA or NJFLA leave have been met, any employees taking leave pursuant to either FMLA or NJFLA will be required to fulfill all the requirements of the leave selected, including, when appropriate, the use of accrued leave balances, dependent on for whom the leaving is taken to provide care. If the purpose of the leave is due to the serious health condition of the employee, all personal illness days, personal days, and vacation days (if applicable) must be used. Family illness days shall not be used for the employee's own serious health condition UNLESS personal illness days, family illness days and/or personal days are combined in the collective bargaining agreement that represents the employee. If the purpose of the leave is due to the serious health condition of an eligible dependent, all family illness days, personal days, and vacation days (if applicable) must be used. Personal illness days shall not be used for the care of an employee's eligible dependent UNLESS family illness days, personal illness days, and/or personal leave are combined in the collective bargaining agreement that represents the employee. In cases where there is no collective bargaining agreement for an employee, leave allotments will be applied based on their intended use. (These provisions are made in accordance with N.J.S.A. 18A:30-1 which defines the intended use of sick leave as the "...absence from his or her post of duty, of any person because of personal disability due to illness or injury...")

The employee will remain on paid status until all applicable accrued leave balances have been exhausted. Once all applicable accrued leave balances have been exhausted, the leave will continue unpaid until the employee returns to duty. Under no circumstances will the total leave entitlement, both paid and unpaid exceed the maximum limits as set forth in this policy. The Board will maintain coverage under any group health insurance policy, group subscriber contract, or health care plan at the level and under the conditions coverage would have been provided if the staff member had continued to



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work instead of taking the leave. If the staff member was paying all or part of the premium payments prior to the leave, the staff member would continue to pay his/her share during the leave time. Any instructional employee who is on leave under NJFLA or FMLA at the end of the school year will be provided with any benefits over the summer that the **staff member** would normally receive if they had been working at the end of the school year.

I. Returning from Leave

The Federal Family and Medical Leave Act and/or the New Jersey Family Leave Act

A staff member returning from leave shall be entitled to the position he/she held when leave commenced or to an equivalent position of like seniority, status, employment benefits, pay and other conditions of employment. If the district experiences a reduction in force or layoff and the staff member would have lost his/her position had the staff member not been on family leave as a result of the reduction in force or pursuant to the good faith operation of a bona fide layoff and recall system including a system under any collective bargaining agreement, the staff member shall be entitled to reinstatement to the former or an equivalent position in accordance with applicable statutes, codes and laws. The staff member's tenure and seniority rights, if any, and other benefits shall be preserved, but the staff member shall accrue no additional time toward tenure or seniority for the period of the leave, except as may be provided by law.

The return of a staff member prior to the expiration of the requested family leave may be permitted by the Board if the return does not unduly disrupt the instructional program or require the Board to incur the cost of continuing the employment of a substitute under contract.

The Board may, in accordance with the provisions of 29 CFR §825.312 delay restoration of employment of a staff member using FMLA leave for the staff member's serious health condition until the staff member submits a fitness-for-duty examination from his/her health care provider indicating that the staff member is able to resume work. In the event the Board requires such a fitness-for-duty examination before restoration of the staff member after leave, the Board will provide the staff member specific notice either at the time the staff member gives notice of the need for leave or immediately after the leave commences and the staff member advises the Board of the medical circumstances for the leave.

If leave is taken under FMLA, and the staff member does not return to work after the leave expires, the Board is entitled to recover health insurance costs paid while the staff member was on FMLA. The Board's right to recover premiums would not apply if the staff member fails to return to work due to:



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1. The continuation, onset or recurrence of a serious health condition of the staff member; or
2. Circumstances beyond the staff member's control.

J. Ineligible Staff Members

1. Federal Family and Medical Leave Act (FMLA)

The district may deny job restoration after FMLA leave if the staff member is a "key employee" as defined in 29 CFR **§825.217** if such denial is necessary to prevent substantial and grievous economic injury to the district or the district may delay restoration to a staff member who fails to provide a fitness for duty certificate to return to work for leave that was the staff member's own serious health condition. A "key employee" is a salaried, staff member who is among the highest paid ten percent of the school district staff employed by the district within 75 miles of the worksite. No more than ten percent of the school district staff within 75 miles of the worksite may be "key employees."

In the event the Director for Human Resources believes that reinstatement may be denied to a key employee, the Director for Human Resources must give written notice to the staff member at the time the staff member gives notice of the need for leave, or when the need for leave commences, if earlier, that he/she qualifies as a key employee. The key employee must be fully informed of the potential consequences with respect to reinstatement and maintenance of health benefits if the district should determine that substantial and grievous economic injury to the district's operations will result if the staff member is reinstated from leave. The district's notice must explain the basis for the district's finding that substantial and grievous economic injury will result, and if leave has commenced, must provide the staff member a reasonable time in which to return to work. If the staff member on leave does not return to work in response to the notice of intent to deny restoration, the staff member continues to be entitled to maintenance of health insurance.

A key employee's rights under the FMLA continue unless and until the staff member either gives notice that he/she no longer wishes to return to work or the district actually denies reinstatement at the conclusion of the leave period. A staff member is still entitled to request reinstatement at the end of the leave period even if the staff member did not return to work in response to the district's notice. The district will then again determine whether there will be substantial and grievous economic injury from reinstatement based on the facts at that time. If it is determined that substantial and grievous economic injury will result, the district will notify the staff member in writing (in person or by certified mail) of the denial of the restoration.



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2. New Jersey Family Leave Act

The district may deny family leave to the staff member if the staff member is a salaried employee who is among the highest paid five percent of the school district staff or one of the seven highest paid employees of the district, whichever is greater, if the denial is necessary to prevent substantial and grievous economic injury to the school district's operations. The Director for Human Resources shall notify the staff member of the intent to deny the leave at the time the Director for Human Resources determines the denial is necessary. If the leave has already commenced at the time of the district's notification of denial, the staff member shall be permitted to return to work within ten working days of the date of notification.

K. Verification of Leave

1. Federal Family and Medical Leave Act (FMLA)

The Board requires a staff member's FMLA leave to care for the staff member's seriously ill spouse, son, daughter, or parent; or **for a servicemember's qualifying exigency or serious injury; or for illness** due to the staff member's own serious health condition, that makes the staff member unable to perform one or more of the essential functions of the staff member's position, be supported by a certification issued by the health care provider of the staff member or the staff member's ill family member. **The medical certification required encompasses both physical and psychological care and includes situations where a family member is unable to care for his/her own basic medical, hygienic, or nutritional needs or safety, or is unable to transport himself/herself to the doctor. It can also include providing psychological comfort and reassurance beneficial to a child, spouse, or parent with a serious health condition who is receiving inpatient or home care and can include situations where the staff member may be needed to substitute for others who normally care for the family member or covered servicemember or to make arrangements for changes in care. The staff member need not be the only individual or family member available to care for the family member or covered servicemember. 29 CFR §825.124**

The certification must meet the requirements of 29 CFR **§§825.306, 309, and 310** to include: which part of the definition of "serious health condition" applies; the approximate date the serious health condition commenced and its probable duration; whether it will be necessary for the staff member to take intermittent and/or reduced leave; whether the patient is presently incapacitated and the likely duration and frequency of episodes of incapacity; if additional treatments



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will be required for the condition; and/or if the patient's incapacity will be intermittent or will require reduced leave. The certification of a serious health condition of a family member of the staff member shall be sufficient if it states the date on which the condition commenced, the probable duration of the condition, and the medical facts within the provider's knowledge regarding the condition. Certification for the birth or placement of a child need only state the date of birth or date of placement.

In the event the Director for Human Resources doubts the validity of the certification, in accordance with 29 CFR §825.307, the district may require, at the district's expense, the staff member obtain an opinion regarding the serious health condition from a second health care provider designated by the district, but not employed on a regular basis by the district. If the second opinion differs from the staff member's health care provider, the district may require, at the district's expense, the staff member obtain the opinion of a third health care provider designated by the district or approved jointly, in good faith, by the district and the staff member. The opinion of the third health care provider shall be final and binding on the district and the staff member.

The district may require re-certification pursuant to the requirements of 29 CFR §825.308. In accordance with 29 CFR §825.309, the staff member on leave must provide a written report to the Director for Human Resources every thirty workdays. The report shall include the staff member's status and intended date to return to work. In the event the staff member's circumstances change, the staff member must provide reasonable notice to the Director for Human Resources if the staff member intends to return to work on a date sooner than previously noticed to the district. The staff member is not required to take more leave than necessary to resolve the circumstance that precipitated the need for leave. As a condition of returning to work after the leave for the staff member's own serious health condition, and in accordance with 29 CFR Section 825.310, the district requires a staff member to provide a certification from their health care provider that the staff member is able to resume work.

In accordance with 29 CFR §825.311, the district may delay the taking of FMLA leave to a staff member who fails to provide certification within fifteen days after being requested to do so by the district. In accordance with 29 CFR § 825.312, the district may delay the taking of leave until thirty days after the date the staff member provides notice to the district of foreseeable leave or the district may delay continuation of leave if a staff member fails to provide a requested medical certification in a timely manner.

2. New Jersey Family Leave Act



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The Board shall require the certification of a duly licensed health care provider verifying the purpose of requested NJFLA leave. Certification of a serious health condition of a family member of the staff member shall be sufficient if it states the date on which the condition commenced, the probable duration of the condition, and the medical facts within the provider's knowledge regarding the condition. Certification for the birth or placement of a child need only state the date of birth or date of placement, whichever is appropriate.

In the event the Director for Human Resources doubts the validity of the certification for the serious health condition of a family member of the staff member, the district may require, at the district's expense, the staff member to obtain an opinion regarding the serious health condition from a second health care provider designated or approved, but not employed on a regular basis, by the district. If the second opinion differs from the certification the district may require, at the district's expense, that the staff member obtain the opinion of a third health care provider designated or approved jointly by the district and the staff member concerning the serious health condition. The opinion of the third health care provider shall be final and binding on the district and the staff member.

L. Interference with Family Leave Rights

The Federal Family and Medical Leave Act and the New Jersey Family Leave Act prohibit interference with a staff member's rights under the law, and with legal proceedings or inquiries relating to a staff member's rights. Unless permitted by the law, no staff member shall be required to take family leave or to extend family leave beyond the time requested. A staff member shall not be discriminated against for having exercised his/her rights under the Federal Family and Medical Leave Act or the New Jersey Family Leave Act nor discouraged from the use of family leave.

M. Non-Tenured Teaching Staff

Family leave granted to a nontenured staff member cannot extend the **staff member's** employment beyond the expiration of his/her employment contract.

N. Record Keeping

In order that staff member's entitlement to FMLA leave and NJFLA leave can be properly determined, the Director for Human Resources shall ensure the keeping of accurate attendance records that distinguish family leave from other kinds of leave. The Director for Human Resources will publish a notice explaining the Act's provisions and provide information concerning the procedures for filing complaints of violations of the FMLA and NJFLA.



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O. Processing of Complaints

1. Federal Family and Medical Leave Act (FMLA) 29 CFR §§825.400-401

- a. If there is a dispute between the district and a staff member as to whether leave qualifies as FMLA leave, it should be resolved through discussion between the staff member and the district. Such discussions and the decision shall be documented by the school district.
- b. The staff member also may file, or have another person file on his/her behalf, a complaint with the United States Secretary of Labor. A complaint may be filed in person, by mail, or by telephone with the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, at any local office of the Wage and Hour Division.

2. New Jersey Family Leave Act N.J.A.C. 13:14-1.16

- a. Any complaint alleging a violation of the Act shall be processed in the same manner as a complaint filed under the terms of N.J.S.A. 10:5-1 et seq. and N.J.A.C. 13:4 through the New Jersey Department of Law and Public Safety, Division on Civil Rights.

Implementation of FMLA and NJFLA will be consistent with provisions in collective bargaining agreement(s) in the district.

29 C.F.R. §825 et seq.

29 CFR §785

N.J.S.A. **10:5-1**

N.J.A.C. 13:14-1 et seq.

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

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Adopted: 9 November 2010

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Adopted:



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A. Introduction

The Board will provide family leave in accordance with the Federal Family and Medical Leave Act (FMLA) and the New Jersey Family Leave Act (NJFLA).

FMLA leave for eligible staff members shall be up to twelve weeks leave of absence in **a** twelve month period upon advance notice to the district for the birth of a son or daughter of the staff member and in order to care for such son or daughter; for the placement of a son or daughter with the staff member for adoption or foster care; in order to care for the spouse, son, daughter, or parent of the staff member if such spouse, son, daughter, or parent has a serious health condition; or for a serious health condition that makes the staff member unable to perform the functions of the position of such staff member, **or because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty). In addition, eligible employees may take up to a combined total of twenty-six workweeks in a single twelve month period to care for a covered servicemember with a serious injury or illness.**

NJFLA leave for support staff members shall be up to twelve weeks leave of absence in any twenty-four month period upon advance notice to the district so that a staff member may provide care made necessary by the birth of a child of the staff member, the placement of a child with the staff member in connection with adoption of such child by the staff member, and the serious health condition of a spouse, parent, or child.

B. Applicability

The Board will comply with requirements of the New Jersey and Federal Family Leave laws. The laws have similar and different provisions that may provide different rights and obligations for the staff member and/or the Board. The staff member shall be afforded the most favorable rights if there is a conflict in the rights afforded to the staff member under the two laws.

1. If the staff member is eligible for leave for reasons provided under the FMLA and NJFLA, then the time taken shall be concurrent and be applied to both laws.
2. The NJFLA provides twelve weeks leave in a twenty-four month period while the FMLA provides twelve weeks leave in a twelve-month period. A staff member is eligible for up to twelve weeks leave in the first twelve months of the twenty-four month period under the NJFLA. A staff member is eligible for up to twelve weeks leave in the second twelve-month period under the FMLA.



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3. In the event the reason for the family leave is recognized under one law and not the other law, the staff member is eligible for each law's leave entitlements within one twelve-month period. (Example: A staff member may use their FMLA leave for a twelve week family leave for their own pregnancy, which is considered a "serious health condition" under FMLA, and upon conclusion of the twelve week FMLA leave, the staff member would be eligible for a twelve week NJFLA leave to care for their newborn or any other reasons pursuant to the NJFLA.)

C. Definitions

1. Federal Family and Medical Leave Act (FMLA)

"Contingency operation" means a military operation that results in the call or order to, or retention on, active duty of members of the uniformed services during a war or during a national emergency declared by the President or Congress.

"Covered active duty" or "call to covered active duty" means duty during deployment of a member with the Armed Forces to a foreign country and, in the case of a member of the Reserve components of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation.

"Covered servicemember" means a current member of the Armed Forces (including National Guard or Reserves), who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or a covered veteran undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

"Covered veteran" means an individual who was a member of the Armed Forces (including National Guard or Reserves), discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible staff member takes FMLA leave to care for the covered veteran. For a veteran discharged prior to March 8, 2013, the effective date of the FMLA Final Rule, the period between October 28, 2009 and March 8, 2013 will not count towards the determination of the five-year period. 29 CFR § 825.127(b)(2)

"Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness under FMLA. 29 CFR §825.127



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“Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin. For example, if a covered servicemember has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered servicemember's next of kin. Alternatively, where a covered servicemember has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered servicemember's next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered servicemember pursuant to 29 CFR §825.122(k). 29 CFR §825.127(d)(3)

“Outpatient status” means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. 29 CFR § 825.127(b)(1)

“Parent” means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a son or daughter as defined below. This term does not include parents “in law.”

“Parent of a covered servicemember” means a covered servicemember's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”

“Serious health condition” means an illness, injury, impairment, or physical or mental condition which meets one of the following conditions:



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- a. Inpatient care in a hospital, hospice, or residential medical care facility
- b. Continuing medical treatment or continuing supervision by a health care provider. A used in this definition, "continuing medical treatment or continuing supervision by a health care provider" means a period of incapacity (that is, inability to work, attend school or perform regular daily activities due to a serious health condition, treatment therefore and recovery there from) of more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - i. Treatment two or more times by a health care provider, or
 - ii. Treatment by a health care provider on one occasion which results in a regimen of continuing treatment under the supervision of a health care provider;
- c. A period of incapacity due to pregnancy, or for prenatal care;
- d. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
- e. A period of incapacity, which is permanent or long-term due to a condition for which treatment may not be effective (such as Alzheimer's disease, a severe stroke or the terminal stages of a disease) where the individual is under continuing supervision of, but need not be receiving active treatment by, a health care provider; or
- f. Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of, or on referral by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity or more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy) or kidney disease (dialysis).

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or continuing treatment by a health care provider.

"Serious health condition" may include treatment of substance abuse pursuant to 29 CFR §825.119.



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“Serious injury or illness,” only in the case of a veteran or current member of the Armed Forces, means:

- a. In the case of a current member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness that was incurred by the covered servicemember in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the servicemember medically unfit to perform the duties of the member's office, grade, rank, or rating; and
- b. In the case of a covered veteran, an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:
 - (1) A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - (2) A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of fifty percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - (3) A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (4) An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers. 29 CFR 825 §127(c)



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“Single twelve-month period” means that a military caregiver’s leave begins on the first day the staff member takes FMLA leave and ends twelve months after that date, regardless of the twelve-month period established by the district for other FMLA leave reasons. 29 CFR §825.127(e)(1)

“Son” or “daughter” means a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age eighteen or age eighteen or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

“Son or daughter of the covered servicemember” means a covered servicemember’s biological, adopted or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age. 29 CFR §825.127(d)(1)

“Son or daughter on covered active duty or call to covered active duty status” means the staff member’s biological, adopted or foster child, stepchild, legal ward, or a child for whom the staff member stood in loco parentis, who is on covered active duty or call to covered active duty status, and who is of any age. 29 CFR §825.126(a)(5)

“Spouse” means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under State law in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex marriage or common law marriage. 29 CFR §825.122

“Staff member” means an employee eligible for family and medical leave in accordance with the Federal Family and Medical Leave Act (FMLA).

“Week” or “Workweek” means the number of days a staff member normally works each calendar week.

“Qualifying exigency” may include things such as making arrangements for childcare (but not ongoing childcare), making financial and legal arrangements, attending counseling relating to the active duty of the service member, or attending to farewell or arrival arrangements for the service member.



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"Next of kin" is the nearest blood relative (other than the service member's spouse, parent, son or daughter) in the following order of priority: blood relatives who have been granted legal custody of the service member, siblings, grandparents, aunts and uncles, and first cousins, unless the service member has designated in writing a different blood relative for purposes of military caregiver leave.

2. New Jersey Family Leave Act (NJFLA)

"Child" means a biological, adopted or foster child, stepchild, legal ward, child of a parent who is under eighteen years of age or a child eighteen years of age or older but incapable of self-care because of a mental or physical impairment.

"Continuing medical treatment" or "continuing supervision by a health care provider" means a period of incapacity or a period of absence in accordance with N.J.A.C. 13:14.

"Parent" **means** a biological, adoptive, or foster parent; step-parent; parent-in-law; a legal guardian having a "parent-child relationship" with a child as defined by law; or a person who has sole or joint legal or physical custody, care, guardianship, or visitation with a child.

"Serious health condition" **means** an illness, injury, impairment, or physical or mental condition that requires inpatient care in a hospital, hospice, or residential medical facility or continuing medical treatment or continuing supervision by a health care provider.

Spouse" means a person to whom a staff member is lawfully married as defined by New Jersey law.

"Staff member" **means** an employee eligible for family leave in accordance with the New Jersey Family Leave Act.

"Week" or "Workweek" means the number of days a staff member normally works each calendar week.

D. Eligibility

1. Federal Family and Medical Leave Act (FMLA)



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A staff member shall become eligible for FMLA leave after he/she has been employed at least twelve months in this district and employed for at least 1250 hours of service during the twelve-month period immediately preceding the commencement of the leave. The twelve months the staff member must have been employed need not be consecutive months pursuant to 29 CFR §825.110(b). The minimum 1250 hours of service shall be determined according to the principles established under the Fair Labor Standards Act (FSLA) for determining compensable hours of work pursuant to 29 CFR §785. Entitlement to FMLA leave taken for the birth of a son or daughter or placement of a son or daughter with the staff member for adoption or foster care shall expire at the end of the twelve-month period beginning on the date of such birth or placement.

Pursuant to 29 CFR §825.201, a husband and wife both employed by the district are limited to a combined total of twelve weeks of leave during the twelve-month period if the leave is taken for the birth of a son or daughter of the staff member or to care for such son or daughter after birth; for placement of a son or daughter with the staff member for adoption or foster care or in order to care for the son **or daughter after placement; or to care for the staff member's parent** with a serious health condition.

The method to determine the twelve-month period in which the twelve weeks of FMLA leave entitlement occurs will be a "rolling" twelve-month period measured backward from the date a staff member uses any family leave.

A staff member during any period of FMLA leave is prohibited from performing any services on a full-time basis for any person for whom the staff member did not provide services immediately prior to commencement of the leave. A staff member using FMLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the district. The staff member may continue the part-time employment that commenced prior to the FMLA leave at the same number of hours that the staff member was regularly scheduled prior to such leave.

2. New Jersey Family Leave Act (NJFLA)

A staff member shall become eligible for NJFLA leave after he/she has been employed at least twelve months in this district for not less than 1,000 base hours, excluding overtime, during the immediate preceding twelve month period. The calculation of the twelve-month period to determine eligibility shall commence with the commencement of the NJFLA leave. NJFLA leave taken for the birth or adoption of a healthy child may commence at any time within a year after the date of the birth or placement for adoption.



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The district shall grant a family leave under NJFLA to more than one staff member from the same family (for example, a husband and a wife, or a brother and a sister) at the same time, provided such staff members are otherwise eligible for the leave. N.J.A.C. 13:14-1.12

A staff member during any period of the NJFLA leave is prohibited from performing any services on a full-time basis for any person for whom the staff member did not provide services immediately prior to commencement of the leave. A staff member on NJFLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the district. The staff member may continue the part-time employment that commenced prior to the NJFLA leave at the same number of hours that the staff member was regularly scheduled prior to such leave.

The method to determine the twenty-four month period in which the twelve weeks of NJFLA leave entitlement occurs will be a “rolling” twenty-four month period measured backward from the date a staff member uses any leave.

E. Types of Leave

1. Federal Family and Medical Leave Act (FMLA)

A staff member may take FMLA leave **to include servicemember qualifying exigency leave or military caregiver leave** in consecutive weeks, as intermittent leave, or as reduced leave. A staff member who requests intermittent or reduced leave shall make a reasonable effort to schedule such leave so as not to unduly disrupt the instructional/educational program.

- a. Leave for the birth of a son or daughter or placement of a son or daughter with the staff member for adoption or foster care may not be taken by a staff member intermittently or on a reduced leave schedule.
- b. Leave may be taken intermittently or on a reduced leave schedule when medically necessary for planned and/or unanticipated medical treatment of a related serious health condition by or under the supervision of a health care provider, or for recovery from treatment or recovery from a serious health condition.
- c. Intermittent leave means leave scheduled for periods of time from one hour or more to several weeks; however, the total time within which the leave is taken cannot exceed a twelve month period for each serious health condition episode. Intermittent leave may be taken for a serious health condition that requires periodic treatment by a health care provider, rather than one continuous period of time. Intermittent leave



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may also be taken for absences where the staff member is incapacitated or unable to perform the essential functions of the position because of a serious health condition even if the staff member does not receive treatment by a health care provider. The staff member shall make a reasonable effort to schedule intermittent leave so as not to unduly disrupt the operations of the instructional/educational program.

- d. Reduced leave means leave scheduled for fewer than the staff member's usual number of hours worked per workweek, but not fewer than a staff member's usual number of hours worked per workday, unless otherwise agreed to by the staff member and the district. A staff member is entitled, at the option of the staff member, to take leave on a reduced leave schedule not exceeding twenty-four consecutive weeks. The staff member shall make a reasonable effort to schedule reduced leave so as not to unduly disrupt the operations of the instructional/educational program.

The staff member shall provide the district prior notice of the care, medical treatment or continuing supervision by a health care provider necessary due to a serious health condition of a family member in a manner that is reasonable and practicable. Leave taken on a reduced leave schedule shall not result in a reduction of the total amount of leave to which a staff member is entitled.

- e. The fact that a holiday may occur within the week taken by a staff member as Family Leave has no effect and the week is counted as a week of Family Leave. However, if the staff member is out on Family Leave and the school district is closed and the staff member would not be expected to report for work for one or more weeks, the weeks the school district is closed for this staff member do not count against the staff member's family leave entitlement.

Any leave time remaining after a staff member has exhausted his/her entitlement to intermittent leave in any twelve month period may be taken as consecutive leave or reduced leave, and any leave time remaining after a staff member has exhausted his/her entitlement to reduced leave in any twelve month period may be taken as consecutive leave or intermittent leave.

- f. **Servicemember qualifying exigency leave may arise out of the foreign deployment of the staff member's spouse, child, or parent 29 CFR §§825.122 and 126:**



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- (1) The district must grant an eligible staff member up to twelve work weeks of unpaid, job-protected leave during a twelve-month period for qualifying exigencies that arise when the staff member's spouse, child, or parent is on covered active duty, or has been notified of an impending call or order to covered active duty.**
- (2) The military member must be the spouse, son, daughter, or parent, of the staff member taking FMLA exigency leave.**
- (3) FMLA leave can be granted for one or more of the following exigencies:**

 - (a) Short-notice deployment:**

 - i. Notification of duty seven or less calendar days prior to date of deployment;**
 - ii. Leave can be used for a period of seven calendar days beginning on the date the military member is notified.**
 - (b) Military events and related activities, including official ceremonies, programs, or events sponsored by the military and related to the covered active duty or call to covered active duty status of the military member; and to attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross.**
 - (c) Childcare and school activities including arranging for alternative childcare; providing childcare on an urgent, immediate need basis (not routine, regular, or everyday basis); to enroll in or transfer to a new school or day care facility; or to attend meetings with staff at a school or day care facility:**

 - i. The son or daughter must be the son or daughter of the covered servicemember.**



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- (d) Financial and legal arrangements made to address the military member's absence while on covered active duty or call to covered active duty status.
 - (e) Counseling, provided by someone other than a health care provider for oneself, for the military member, or qualified child, if the need arises from the covered active duty or call to covered active duty status of the military member.
 - (f) Rest and Recuperation (R&R) to spend time with the military member on short-term, temporary R&R leave during a term of deployment:
 - i. Can be used for a period of fifteen calendar days beginning on the date the military member commences each instance of R&R leave.
 - (g) Post-deployment activities such as ceremonies or briefings including any that arise from the death of the military member while on covered active duty.
 - (h) Parental care for one meeting the definition of a "parent" and incapable of self-care including: arranging alternative care; providing care on an immediate need basis; and to attend meetings or arrange services at a care facility.
 - (i) Additional activities in accordance with 29 CFR §825.126(b)(9).
- g. Military caregiver leave provides care for a covered servicemember with a serious injury or illness 29 CFR §§825.122 and 127:
- (1) The district must grant up to a total of twenty-six workweeks of unpaid, job-protected leave during a "single twelve-month period" to care for a covered servicemember with a serious injury or illness.
 - (a) The eligible staff member must be the spouse, son, daughter, parent, or next of kin of the covered servicemember.



(b) The staff member is limited to a combined total of twenty-six workweeks for any FMLA-qualifying reasons during the single twelve-month period. Up to twelve of the twenty-six weeks may be for an FMLA-qualifying reason other than military caregiver leave.

(c) Spouses who are eligible for FMLA leave and are employed by the same covered employer may be limited to a combined total of twenty-six workweeks of leave during a single twelve-month period if the leave is taken for birth of the employee's son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement, to care for the employee's parent with a serious health condition, or to care for a covered servicemember with a serious injury or illness. If one spouse is ineligible for FMLA leave, the other spouse would be entitled to a full twenty-six workweeks of FMLA leave.

(2) Leave entitlement is applied on a per-covered-servicemember, per-injury basis.

(a) The staff member may take an additional twenty-six weeks of leave if the leave is to care for different covered servicemembers or to care for the same servicemember with a subsequent serious injury or illness, except that no more than twenty-six weeks of leave may be taken within any single twelve-month period.

(b) An eligible staff member may take military caregiver leave to care for more than one current service member or covered veteran at the same time or for the same family member with the same serious injury or illness both when the family member is a current servicemember and when the family member is a veteran.



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(c) Military caregiver leave may be taken by eligible staff members whose family members are recent veterans with serious injuries or illnesses incurred or aggravated in the line of duty on active duty, and that manifested before or after the veteran left active duty.

h. “Instructional employees” as defined in 29 CFR 825 Section 600(c) are those staff members whose principle function is to teach and instruct pupils in class, a small group, or in an individual setting. This term includes teachers, athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired. Teacher assistants or aides who do not have as their principal job actual teaching or instructing, guidance counselors, child study team members, curriculum specialists, cafeteria workers, maintenance workers and/or bus drivers are not considered instructional employees for the purposes of this policy. Semester as defined in 29 CFR 825 section 602(a)(3)(b) means the school semester that typically ends near the end of the calendar year and the end of the spring each school year. A school district can have no more than two semesters in a school year.

i. Leave taken at the end of the school year and continues into the beginning of the next school year is considered consecutive leave. Should the employee’s position require annual certification, it shall be the staff member’s obligation to recertify to remain eligible for employment.

ii. In accordance with 29 CFR 825 section 601(a)(1), eligible instructional staff members that need intermittent or reduced leave to care for a family member, or for the staff member’s own serious health condition which is foreseeable based on planned medical treatment and the staff member would be on leave more than twenty percent of the total number of working days over the period the leave would extend, the district:

(a) May require the staff member to take the leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or

(b) Transfer the staff member temporarily to an available alternative position for which the staff member is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the staff member’s regular position.



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- iii. If the instructional staff member does not give the required notice for leave that is foreseeable and desires the leave to be taken intermittently or on a reduced leave schedule, the district may require the staff member to take leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the district may require the staff member to delay taking the leave until the notice provision is met.
- iv. In accordance with 29 CFR 825 Section 602, if an instructional staff member begins leave more than five weeks before the end of the school year, the district may require the staff member to continue taking leave until the end of the semester if:
- (a) The leave will last three weeks, and
 - (b) The staff member would return to work during the three-week period before the end of the semester.
- v. In accordance with 29 CFR 825 Section 602, if an instructional staff member begins leave for a purpose other than the staff member's own serious health condition during the five-week period before the end of the semester, the district may require the staff member to continue taking leave until the end of the semester if:
- (a) The leave will last more than two weeks; and
 - (b) The employee would return to work during the two-week period before the end of the semester.
- (Example of leave falling within these provisions: If a staff member plans two weeks of leave to care for a family member who will begin three weeks before the end of the term, the district could require the staff member to stay out on leave until the end of the term.)
- vi. In accordance with 29 CFR 825 Section 602, if an instructional staff member begins leave for a purpose other than the staff member's own serious health condition during the three week period before the end of a semester, the district may require the staff member to continue taking leave until the end of the semester if the leave will last more than five working days.



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- vii. In the event the district requires the instructional staff member to take additional leave to the end of the semester in accordance with iv., v., or vi. above, the additional leave days shall not be counted as FMLA leave.

2. New Jersey Family Leave Act (NJFLA)

A staff member may take NJFLA leave in consecutive weeks, as intermittent leave, or as reduced leave. A staff member who requests intermittent or reduced leave shall make a reasonable effort to schedule such leave so as not to unduly disrupt the instructional/educational program. **The district shall not require a staff member to take a leave of absence beyond the period of time the staff member requests family leave. N.J.A.C. 13:14-1.5(f)**

- a. In the case of a family member who has a serious health condition, leave may be taken intermittently when medically necessary. The total time within which the leave is taken, cannot exceed a twelve-month period for each serious health condition episode. The staff member will provide the district with prior notice of the leave in a manner which is reasonable and practicable; and the staff member shall make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the instructional/educational program. In the case of the birth or adoption of a healthy child, the leave may be taken intermittently only if agreed to by the staff member and the district.
- b. Reduced leave means leave scheduled for fewer than the staff member's usual number of hours worked per workweek, but not fewer than a staff member's usual number of hours worked per workday, unless otherwise agreed to by the staff member and the district. A staff member is entitled, at the option of the staff member, to take leave on a reduced leave schedule for a period not exceeding twenty-four consecutive weeks. The staff member is not entitled to take the leave on a reduced leave schedule without an agreement between the staff member and the district if the leave is taken for the birth or adoption of a healthy child. The staff member shall make a reasonable effort to schedule reduced leave so as not to unduly disrupt the operations of the instructional/educational program. The staff member shall provide the district prior notice of the care, medical treatment or continuing supervision by a health care provider necessary due to a serious health condition of a family member in a manner that is reasonable and practicable. Leave taken on a reduced leave schedule shall not result in a reduction of the total amount of leave to which a staff member is entitled.



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- c. The fact that a holiday may occur within the week taken by a staff member as family leave has no effect and the week is counted as a week of family leave. However, if the staff member is out on family leave and the school district is closed and the staff member would not be expected to report for work for one or more weeks, the weeks the school district is closed for this staff member do not count against the staff member's family leave entitlement.

Any leave time remaining after a staff member has exhausted his/her entitlement to intermittent leave in any twelve month period may be taken as consecutive leave or reduced leave, and any leave time remaining after a staff member has exhausted his/her entitlement to reduced leave in any twelve month period may be taken as consecutive leave or intermittent leave.

F. Notice

1. Federal Family and Medical Leave Act (FMLA)

- a. Foreseeable Leave - A staff member eligible for FMLA leave must give at least a thirty day written advance notice to the Director for Human Resources if the need for the leave is foreseeable based on an expected birth, placement for adoption of foster care, or planned medical treatment for a serious health condition of the staff member or a family member. If thirty days is not practical, the staff member must provide notice "as soon as practicable" which means as soon as both possible and practical, taking into account all the facts and circumstances in the individual case. For foreseeable leave where it is not possible to give as much as thirty days notice "as soon as practical" ordinarily would mean at least verbal notification to the Director for Human Resources within one or two business days or when the need for leave becomes known to the staff member. The written notice shall include the reasons for the leave, the anticipated duration of the leave and the anticipated start of the leave.

When planning medical treatment, the staff member must consult with the Director for Human Resources and make a reasonable effort to schedule the leave so as not to unduly disrupt the educational program, subject to the approval of the health care provider. Staff members are ordinarily expected to consult with the Director for Human Resources prior to scheduling of treatment that would require leave for a schedule that best suits the needs of the district and the staff member.



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The district may delay the staff member taking leave for at least thirty days if the staff member fails to give thirty days' notice for foreseeable leave with no reasonable excuse for the delay.

- b. Unforeseeable Leave - When the approximate timing of the need for leave is not foreseeable, a staff member should give notice to the Director for Human Resources for leave as soon as practicable under the facts and circumstances of the particular case. It is expected the staff member will give notice to the Director for Human Resources within no more than one or two working days of learning of the need for leave, except in extraordinary circumstances where such notice is not foreseeable. The staff member should provide notice to the employer either in person or by telephone, telegraph, facsimile machine or other electronic means.

2. New Jersey Family Leave Act (NJFLA)

- a. Foreseeable Leave - A staff member eligible for NJFLA leave must give at least a thirty day advance written notice to the Director for Human Resources of the need to take family leave except where the need to take family leave is not foreseeable.

(1) Notice for leave to be taken for the birth or placement of the child for adoption shall be given at least thirty days prior to the commencement of the leave, except that if the date of the birth or adoption requires leave to begin in less than thirty days, the **staff member** shall provide such notice that is reasonable and practicable.

(2) Notice for leave to be taken for the serious health condition of a family member shall be given at least fifteen days prior to the commencement of leave, except that if the date of the treatment or supervision requires leave to begin in less than fifteen days, the staff member shall provide such notice that is reasonable and practicable.

(3) When the Director for Human Resources is not made aware that a staff member was absent for family leave reasons and the staff member wants to request the leave be counted as family leave, the staff member must provide timely notice within two business days of returning to work to have the time considered for family leave in accordance with the Family Leave Act.



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- b. Unforeseeable Leave - When the need for leave is not foreseeable, the staff member must provide notice “as soon as practicable” which shall be at least verbal notice to the Director for Human Resources within one or two business days of the staff member learning of the need to take family leave. Whenever emergent circumstances make written notice impracticable, the staff member may give verbal notice to the Director for Human Resources, but any verbal notice must be followed by written notice delivered within two working days.

G. Leave Designation

An eligible staff member shall designate FMLA or NJFLA leave upon providing notice of the need for the leave or when the need for leave commences consistent with the criteria contained within this policy. Once a district administrator becomes aware that an individual's absences meet the criteria of an FMLA or NJFLA, as described in this policy, he/she must inform the Director of Human Resources so that the employee may be advised of their rights under FMLA and NJFLA and placed on leave accordingly.

H. Benefits

Whether a staff member is required to use sick time or any other accrued leave time concurrent with FMLA or NJFLA leave time will depend upon either the district's practice or a provision in the district's collective bargaining agreement, if applicable. 29 CFR §825.100.

The Federal Family and Medical Leave Act and/or the New Jersey Family Leave Act may be a combination of both paid and unpaid leave. Once the conditions of an FMLA or NJFLA leave have been met, any employees taking leave pursuant to either FMLA or NJFLA will be required to fulfill all the requirements of the leave selected, including, when appropriate, the use of accrued leave balances dependent on for whom the leaving is taken to provide care. If the purpose of the leave is due to the serious health condition of the employee, all personal illness days, personal days, and vacation days (if applicable) must be used. Family illness days shall not be used for the employee's own serious health condition UNLESS personal illness days, family illness days and/or personal days are combined in the collective bargaining agreement that represents the employee. If the purpose of the leave is due to the serious health condition of an eligible dependent, all family illness days, personal days, and vacation days (if applicable) must be used. Personal illness days shall not be used for the care of an employee's eligible dependent UNLESS family illness days, personal illness days, and/or personal leave are combined in the collective bargaining agreement that represents the employee. In cases where there is no collective bargaining agreement for an employee, leave allotments will be applied based on their intended use. (These provisions are made in accordance with N.J.S.A. 18A:30-1 which defines the intended use of sick leave as the “...absence



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from his or her post of duty, of any person because of personal disability due to illness or injury...")

The employee will remain on paid status until all applicable accrued leave balances have been exhausted. Once all applicable accrued leave balances have been exhausted, the leave will continue unpaid until the employee returns to duty. **Under no circumstances will the total leave entitlement, both paid and unpaid exceed the maximum limits as set forth in this policy.** The Board will maintain coverage under any group health insurance policy, group subscriber contract, or health care plan at the level and under the conditions coverage would have been provided if the staff member had continued to work instead of taking the leave. If the staff member was paying all or part of the premium payments prior to the leave, the staff member would continue to pay his/her share during the leave time. Any instructional employee who is on leave under NJFLA or FMLA at the end of the school year will be provided with any benefits over the summer that the **staff member** would normally receive if they had been working at the end of the school year.

I. Returning from Leave

The Federal Family and Medical Leave Act and/or the New Jersey Family Leave Act

A staff member returning from leave shall be entitled to the position he/she held when leave commenced or to an equivalent position of like seniority, status, employment benefits, pay and other conditions of employment. If the district experiences a reduction in force or layoff and the staff member would have lost his/her position had the staff member not been on family leave as a result of the reduction in force or pursuant to the good faith operation of a bona fide layoff and recall system including a system under any collective bargaining agreement, the staff member shall be entitled to reinstatement to the former or an equivalent position in accordance with applicable statutes, codes and laws. The staff member's tenure and seniority rights, if any, and other benefits shall be preserved, but the staff member shall accrue no additional time toward tenure or seniority for the period of the leave, except as may be provided by law.

The return of a staff member prior to the expiration of the requested family leave may be permitted by the Board if the return does not unduly disrupt the instructional program or require the Board to incur the cost of continuing the employment of a substitute under contract.

The Board may, in accordance with the provisions of 29 CFR §825.312 delay restoration of employment of a staff member using FMLA leave for the staff member's serious health condition until the staff member submits a fitness-for-duty examination from his/her health care provider indicating that the staff member is able to resume work. In the event the Board requires such a fitness-



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for-duty examination before restoration of the staff member after leave, the Board will provide the staff member specific notice either at the time the staff member gives notice of the need for leave or immediately after the leave commences and the staff member advises the Board of the medical circumstances for the leave.

If leave is taken under FMLA, and the staff member does not return to work after the leave expires, the Board is entitled to recover health insurance costs paid while the staff member was on FMLA. The Board's right to recover premiums would not apply if the staff member fails to return to work due to:

1. The continuation, onset or recurrence of a serious health condition of the staff member; or
2. Circumstances beyond the staff member's control.

J. Ineligible Staff Members

1. Federal Family and Medical Leave Act (FMLA)

The district may deny job restoration after FMLA leave if the staff member is a "key employee" as defined in 29 CFR §825.217 if such denial is necessary to prevent substantial and grievous economic injury to the district or the district may delay restoration to a staff member who fails to provide a fitness for duty certificate to return to work for leave that was the staff member's own serious health condition. A "key employee" is a salaried, staff member who is among the highest paid ten percent of the school district staff employed by the district within 75 miles of the worksite. No more than ten percent of the school district staff within 75 miles of the worksite may be "key employees."

In the event the Director for Human Resources believes that reinstatement may be denied to a key employee, the Director for Human Resources must give written notice to the staff member at the time the staff member gives notice of the need for leave, or when the need for leave commences, if earlier, that he/she qualifies as a key employee. The key employee must be fully informed of the potential consequences with respect to reinstatement and maintenance of health benefits if the district should determine that substantial and grievous economic injury to the district's operations will result if the staff member is reinstated from leave. The district's notice must explain the basis for the district's finding that substantial and grievous economic injury will result, and if leave has commenced, must provide the staff member a reasonable time in which to return to work. If the staff member on leave does not return to work in response to the notice of intent to deny restoration, the staff member continues to be entitled to maintenance of health insurance.



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A key employee's rights under the FMLA continue unless and until the staff member either gives notice that he/she no longer wishes to return to work or the district actually denies reinstatement at the conclusion of the leave period. A staff member is still entitled to request reinstatement at the end of the leave period even if the staff member did not return to work in response to the district's notice. The district will then again determine whether there will be substantial and grievous economic injury from reinstatement based on the facts at that time. If it is determined that substantial and grievous economic injury will result, the district will notify the staff member in writing (in person or by certified mail) of the denial of the restoration.

2. New Jersey Family Leave Act

The district may deny family leave to the staff member if the staff member is a salaried employee who is among the highest paid five percent of the school district staff or one of the seven highest paid employees of the district, whichever is greater, if the denial is necessary to prevent substantial and grievous economic injury to the school district's operations. The Director for Human Resources shall notify the staff member of the intent to deny the leave at the time the Director for Human Resources determines the denial is necessary. If the leave has already commenced at the time of the district's notification of denial, the staff member shall be permitted to return to work within ten working days of the date of notification.

K. Verification of Leave

1. Federal Family and Medical Leave Act (FMLA)

The Board requires a staff member's FMLA leave to care for the staff member's seriously ill spouse, son, daughter, or parent; or **for a servicemember's qualifying exigency or serious injury; or for illness** due to the staff member's own serious health condition, that makes the staff member unable to perform one or more of the essential functions of the staff member's position, be supported by a certification issued by the health care provider of the staff member or the staff member's ill family member. **The medical certification required encompasses both physical and psychological care and includes situations where a family member is unable to care for his/her own basic medical, hygienic, or nutritional needs or safety, or is unable to transport himself/herself to the doctor. It can also include providing psychological comfort and reassurance beneficial to a child, spouse, or parent with a serious health condition who is receiving inpatient or home care and can include situations where the staff member may be needed to substitute for others who normally care for the family member or covered**



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servicemember or to make arrangements for changes in care. The staff member need not be the only individual or family member available to care for the family member or covered servicemember. 29 CFR §825.124

The certification must meet the requirements of 29 CFR §§825.306, **309, and 310** to include: which part of the definition of “serious health condition” applies; the approximate date the serious health condition commenced and its probable duration; whether it will be necessary for the staff member to take intermittent and/or reduced leave; whether the patient is presently incapacitated and the likely duration and frequency of episodes of incapacity; if additional treatments will be required for the condition; and/or if the patient’s incapacity will be intermittent or will require reduced leave. The certification of a serious health condition of a family member of the staff member shall be sufficient if it states the date on which the condition commenced, the probable duration of the condition, and the medical facts within the provider’s knowledge regarding the condition. Certification for the birth or placement of a child need only state the date of birth or date of placement.

In the event the Director for Human Resources doubts the validity of the certification, in accordance with 29 CFR §825.307, the district may require, at the district’s expense, the staff member obtain an opinion regarding the serious health condition from a second health care provider designated by the district, but not employed on a regular basis by the district. If the second opinion differs from the staff member’s health care provider, the district may require, at the district’s expense, the staff member obtain the opinion of a third health care provider designated by the district or approved jointly, in good faith, by the district and the staff member. The opinion of the third health care provider shall be final and binding on the district and the staff member.

The district may require re-certification pursuant to the requirements of 29 CFR §825.308. In accordance with 29 CFR §825.309, the staff member on leave must provide a written report to the Director for Human Resources every thirty workdays. The report shall include the staff member’s status and intended date to return to work. In the event the staff member’s circumstances change, the staff member must provide reasonable notice to the Director for Human Resources if the staff member intends to return to work on a date sooner than previously noticed to the district. The staff member is not required to take more leave than necessary to resolve the circumstance that precipitated the need for leave. As a condition of returning to work after the leave for the staff member’s own serious health condition, and in accordance with 29 CFR §825.310, the district requires a staff member to provide a certification from their health care provider that the staff member is able to resume work.



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In accordance with 29 CFR §825.311, the district may delay the taking of FMLA leave to a staff member who fails to provide certification within fifteen days after being requested to do so by the district. In accordance with 29 CFR § 825.312, the district may delay the taking of leave until thirty days after the date the staff member provides notice to the district of foreseeable leave or the district may delay continuation of leave if a staff member fails to provide a requested medical certification in a timely manner.

2. New Jersey Family Leave Act

The Board shall require the certification of a duly licensed health care provider verifying the purpose of requested NJFLA leave. Certification of a serious health condition of a family member of the staff member shall be sufficient if it states the date on which the condition commenced, the probable duration of the condition, and the medical facts within the provider's knowledge regarding the condition. Certification for the birth or placement of a child need only state the date of birth or date of placement, whichever is appropriate.

In the event the Director for Human Resources doubts the validity of the certification for the serious health condition of a family member of the staff member, the district may require, at the district's expense, the staff member to obtain an opinion regarding the serious health condition from a second health care provider designated or approved, but not employed on a regular basis, by the district. If the second opinion differs from the certification the district may require, at the district's expense, that the staff member obtain the opinion of a third health care provider designated or approved jointly by the district and the staff member concerning the serious health condition. The opinion of the third health care provider shall be final and binding on the district and the staff member.

L. Interference with Family Leave Rights

The Federal Family and Medical Leave Act and the New Jersey Family Leave Act prohibit interference with a staff member's rights under the law, and with legal proceedings or inquiries relating to a staff member's rights. Unless permitted by the law, no staff member shall be required to take family leave or to extend family leave beyond the time requested. A staff member shall not be discriminated against for having exercised his/her rights under the Federal Family and Medical Leave Act or the New Jersey Family Leave Act nor discouraged from the use of family leave.

M. Non-Tenured Support Staff



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Family leave granted to a nontenured staff member cannot extend the employee's employment beyond the expiration of his/her employment contract.

N. Record Keeping

In order that staff member's entitlement to FMLA leave and NJFLA leave can be properly determined, the Director for Human Resources shall ensure the keeping of accurate attendance records that distinguish family leave from other kinds of leave. The Director for Human Resources will publish a notice explaining the Act's provisions and provide information concerning the procedures for filing complaints of violations of the FMLA and NJFLA.

O. Processing of Complaints

1. Federal Family and Medical Leave Act (FMLA) 29 CFR §§825.400-401

- a. If there is a dispute between the district and a staff member as to whether leave qualifies as FMLA leave, it should be resolved through discussion between the staff member and the district. Such discussions and the decision shall be documented by the school district.
- b. The staff member also may file, or have another person file on his/her behalf, a complaint with the United States Secretary of Labor. A complaint may be filed in person, by mail, or by telephone with the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, at any local office of the Wage and Hour Division.

2. New Jersey Family Leave Act N.J.A.C. 13:14-1.16

- a. Any complaint alleging a violation of the Act shall be processed in the same manner as a complaint filed under the terms of N.J.S.A. 10:5-1 et seq. and N.J.A.C. 13:4 through the New Jersey Department of Law and Public Safety, Division on Civil Rights.

Implementation of FMLA and NJFLA will be consistent with provisions in collective bargaining agreement(s) in the district.



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29 **CFR** §825.200 et seq.

29 CFR **§785**

N.J.S.A. **10:5-1**

N.J.A.C. 13:14-1 et seq.

Adopted: 3 December 2008

Adopted: 9 November 2010

Adopted: 9 December 2014

Adopted:

DRAFT



Policy Alerts

East Orange Board of Education

STUDENTS - POLICY
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Service Animals
Oct 15

5337 SERVICE ANIMALS

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

A. Definitions

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



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Service Animals

B. Generally

- 1. The district shall permit the use of a service animal by an individual with a disability unless:**
 - a. The animal is out of control and the animal's handler does not take effective action to control it;**
 - b. The animal is not housebroken.**
- 2. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g. voice control, signals, or other effective means). (28 CFR §35.136(d))**
- 3. If an animal is properly excluded, the district shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises. (28 CFR §35.136(b))**
- 4. If there are places in the district where it is determined to be unsafe for a handler and service animal, reasonable accommodations will be provided to assure the individual equal access to the activity.**
- 5. Unless the need for a service animal is readily apparent, the handler will be required to provide the district with information that:**
 - a. The service animal is required because of a disability; and**
 - b. What work or task the animal has been trained to perform.**
- 6. The district may not require documentation, including proof that the animal has been certified, trained, or licensed as a service animal; nor that the dog demonstrates its ability to perform the work or task. (28 CFR §35.136(f))**



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Service Animals

7. Individuals who have service animals are not exempt from local animal control or public health requirements.
8. Service animals must be licensed and registered in accordance with State and local laws.

C. Delegation of Responsibility

1. The district is not responsible for the care or supervision of a service animal. (28 CFR §35.136(e))
2. If the district normally charges individuals for damage they cause, an individual with a disability may be charged for damage caused by his or her service animal. (28 CFR §35.136(h))
3. The district will designate relief areas for the service animal which will be included in mobility training and orientation of students and animals new to the school.

D. Notification and Responsibilities

1. In the event a service animal will be introduced as part of the school community, the designated administrator will develop a comprehensive implementation plan prior to introduction of the service animal into the school to include:
 - a. Notification to parents of students who may be in contact with the service animal;
 - b. Appropriate etiquette regarding service animals to include:
 - (1) Never pet a service animal while it is working;
 - (2) Never feed a working service animal;
 - (3) Do not deliberately startle, tease, or taunt a service animal;
 - (4) Do not hesitate to ask the handler if he or she would like assistance regarding directions or the facility.



Policy Alerts

East Orange Board of Education

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Service Animals

2. The use of a service animal introduced as part of the school community will require inclusion into the student's Individualized Education Plan (IEP) or the student's Section 504 Accommodation Plan.
3. The district will require that the owner of a service animal introduced as part of the school community and, as included in the student's IEP or Section 504 Accommodation Plan, maintain liability insurance for the service animal in the amount required by the Board of Education.

E. Miniature Horses

1. Miniature horses, although not included in the Act under the definition of "service animal," may only be permitted if individually trained to do work or perform tasks for the benefit of the individual with a disability and if they meet the assessment factors outlined in 3. below. (28 CFR §35.136(i))
2. Ponies and full size horses are not considered miniature horses.
3. Assessment factors to determine whether the district can reasonably modify its policies, practices, and procedures to allow for the use of miniature horses on its property, facilities, or vehicles include:
 - a. Type, size, and weight of the miniature horse and whether the facility can accommodate those features;
 - b. Whether the handler has sufficient control of the miniature horse;
 - c. Whether the miniature horse is housebroken; and
 - d. Whether the miniature horse's presence compromises legitimate safety requirements necessary for safe operation.
4. All requirements for the use of service animals also apply to the use of miniature horses.

28 CFR §35.136
28 CFR §36.104

Adopted:



Policy Alerts

East Orange Board of Education

PUPILS - POLICY

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Use of Electronic Communication and Recording

Devices (ECDRD)

Aug 10

5516 USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES (ECDRD)

The Board of Education believes pupils, administrators, faculty and staff members should not be subject to having a video or audio recording taken of any pupil(s), administrator(s), faculty or staff member(s) for any purpose without the consent of the pupil, the pupil's parent, and/or the administrator, faculty and staff member. In addition to protecting the privacy rights of pupils, administrators, faculty and staff members, the Board recognizes such recordings can be disruptive to the educational program. In addition, inappropriate recordings of educational material, pupil assessment instruments, and/or pupil assessment reviews can be used to compromise the integrity of the district's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other pupils. Therefore, the Board of Education adopts this Policy regarding use of electronic communication and recording devices.

"Electronic communication and recording device (ECDRD)" includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECDRD includes, but is not limited to, cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

A pupil, administrator, faculty or staff is not permitted to have turned on or use an ECDRD on school grounds during the school day or when the pupil, administrator, faculty or staff is participating in a curricular or school-sponsored co-curricular activity. A pupil, administrator, faculty or staff member's personal ECDRD may only be used on school grounds in an emergency situation **or before and after the school day** or when permitted and properly supervised by a staff member supervising the pupil, administrator, faculty and staff in a curricular or school-sponsored co-curricular or district activity. Any audio and/or video recording by a pupil, administrator, faculty or staff using their personal ECDRD with permission of a staff member while participating in a curricular or school-sponsored or district activity where other pupils, administrators, faculty or staff members are present shall require the permission for such recording from any other pupil and their **parent**, administrator, faculty and/or staff members whose voice or image is to be recorded.



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East Orange Board of Education

PUPILS - POLICY

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Use of Electronic Communication and Recording
Devices (ECRD)

This Policy is not intended to prohibit appropriate use of electronic devices for authorized or approved official curricular or school-sponsored co-curricular, district activities such as yearbook photographs, staff member/teacher-directed and approved activities, classroom presentations, athletic events, drama production filming and district events or meetings. A pupil, administrator, faculty or staff authorized or approved to use an ECRD may not use an ECRD to access internet sites or view information or internet-based material that is inappropriate or would be blocked from pupil, administrator, faculty or staff access by the school district's acceptable use of computers and networks policy. Nothing in this Policy is intended to prevent a pupil, administrator, faculty or staff from using their personal ECRD and recording school-sponsored co-curricular activities or district event as a non-participant when the activity is open to the general public.]

For the purposes of -this policy, "school grounds" means and includes land, portions of land, structures, buildings, and structures that support these buildings, including, but not limited to, administrative buildings, kitchens, maintenance shops, and garages. "School grounds" also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

An ECRD used in violation of this Policy will be confiscated by a school staff member or Principal or designee and the pupil, administrator, faculty or staff will be subject to appropriate disciplinary action.

A pupil, administrator, faculty or staff shall not **knowingly** bring or possess any remotely activated paging device on any school or district grounds, including on a school bus or at a school-sponsored function, at any time and regardless of whether school is in session or other persons are present without the express written permission of the Principal or District designee. The pupil, administrator, faculty or staff must submit a written request and establish to the satisfaction of the Principal or District designee a reasonable basis for the possession of the device. The written request must include the purpose for the pupil, administrator, faculty or staff possessing and/or bringing the device on school district property and the date or dates in which the pupil, administrator, faculty or staff request to possess and/or bring the device on school district property. The written request must also include the date in which the pupil, administrator, faculty or staff will no longer need to bring and/or possess the device on school district property.

The Principal or District designee, upon reviewing the request from the pupil, administrator, faculty or staff will make a determination. The determination will be in writing and if approved, written permission for the pupil to bring and/or possess a remotely activating paging device will be provided to the pupil, administrator, faculty or staff. Permission will only be provided for __ month(s).



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Use of Electronic Communication and Recording
Devices (ECRD)

The pupil, administrator, faculty or staff must submit a new request if the time in which permission is given to bring and/or possess a device expires. The pupil, administrator, faculty or staff who is granted permission to possess and/or bring the device must be in the possession of the device at all times. The Principal or designee shall immediately notify the Superintendent of Schools and the appropriate criminal justice or juvenile justice agency if a pupil, administrator, faculty or staff bring or possess a remotely activated paging device in violation of **N.J.S.A. 2C:33-19** and this Policy.

A pupil, administrator, faculty or staff who are an active member in good standing of a volunteer fire company, first aid, ambulance or rescue squad may bring or possess a remotely activated paging device on school district property only if the pupil, administrator, faculty or staff are required to respond to an emergency and the pupil, administrator, faculty or staff provide a statement to the Principal or designee from the chief executive officer of the volunteer fire company, first aid, ambulance or rescue squad authorizing the possession of the device by the pupil, administrator, faculty or staff at all times and that the pupil, administrator, faculty or staff are required to respond to an emergency.

The Principal or designee will confiscate the remotely activated paging device, take appropriate disciplinary action and shall immediately notify the Superintendent of Schools and the appropriate criminal justice or juvenile justice agency if a pupil, administrator, faculty or staff bring or possess a remotely activated paging device in violation of **N.J.S.A. 2C:33-19** and this Policy.

N.J.S.A. 2C:33-19

Adopted: 12 January 2010

Adopted: 11 January 2011

Adopted:



Policy/Regulations

East Orange Board of Education

COMMUNITY - POLICY
9181/page 1 of 2
Volunteer Athletic Coaches

9181 **VOLUNTEER ATHLETIC COACHES**

The Board of Education recognizes the services of volunteer athletic coaches bring unique skills to the district, enrich the athletic program, and enhance the relationship between the school district and the community. Therefore, the Board authorizes a program for the utilization of volunteer athletic coaches in the district.

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

The Athletic Director will be responsible for the recruitment and screening of volunteer athletic coaches and their assignment. The district is not obligated to utilize the proffered services of a volunteer whose abilities or interests do not serve the needs of the school district as determined by the Superintendent.

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

The **Athletic Director** will prepare and promulgate rules of conduct for volunteer athletic coaches. Each volunteer athletic coach will be given a copy of this Policy.

The following guidelines shall govern the service of a volunteer athletic coach:

1. Volunteer athletic coaches may serve only under the direction and immediate supervision of a head and/or assistant coach employed by the Board;
2. Volunteer athletic coaches must clearly understand their duties and responsibilities and perform no services outside those duties;
3. Volunteer athletic coaches serve only in a support capacity and only head or assistant coaches employed by the Board are responsible for the supervision and instruction provided to students participating in athletic programs or co-curricular activities;
4. Volunteer athletic coaches shall respect the individuality, dignity and worth of each student;
5. Volunteer athletic coaches are not permitted access to student records;



Policy/Regulations

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Volunteer Athletic Coaches

6. Volunteer athletic coaches must exercise discretion in disclosing any confidential student matters the coach becomes aware of as a result of their volunteer responsibilities;
7. Volunteer athletic coaches must consult with the Athletic Director regarding any matters or questions regarding their duties and responsibilities;
8. Volunteer athletic coaches shall receive no financial remuneration from the Board; and
9. Volunteer athletic coaches may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent with such action to be recommended to the Board by the Superintendent at the next Board Meeting following relief of duties.

All school volunteer athletic coaches **must:**

1. **Obtain a criminal history record check;**
2. **Sign a waiver for workers' compensation if required by the school district's insurance company;**
3. **Provide documentation that a Mantoux test has been administered.**

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

Adopted: 10 April 2012

Adopted:

BUSINESS SERVICES

RESOLUTIONS

Re Issue a

Report Date 12/09/15 11:52 AM

EAST ORANGE BOARD OF EDUCATION

Page No 1

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12017011	1,683.00	12/09/15	537 AVONDALE ADVENTURE D/B/A HOLEY CARDS	C
10	12017012	372.10	12/09/15	17728 JOHNSTONE SUPPLY	C
10	12017013	400.00	12/09/15	5731 PASSION MOSS-HASSAN - PETTY CASH	C
10	12017014	5,100.00	12/09/15	7125 TRI-STATE FOLDING PARTITIONS INC.	C

Total Bank No 10 7,555.10

Total Hand Checks	.00
Total Computer Checks	7,555.10
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total: 7,555.10

Batch Yr	Batch No	Amount
16	000793	7,555.10

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<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
10	12017015	1,440.00	12/15/15	16241 MADISON SQUARE GARDEN INC.	C
10	12017016	4,367.04	12/15/15	22837 PUGLIESE POOL SERVICE	C
10	12017017	450.00	12/15/15	28347 THE CLAY POT	C
Total Bank No 10		6,257.04			

Total Hand Checks	.00
Total Computer Checks	6,257.04
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total: 6,257.04

Batch Yr	Batch No	Amount
16	000817	6,257.04

A/P Summary Check Register						FPREG01A
Bank	Check No	Amount	Date	Vendor		Type
10	12017018	6,621.78	12/17/15	2267 CRYSTAL AUTO REPAIR		C
Total Bank No 10		6,621.78				
Total Hand Checks						.00
Total Computer Checks						6,621.78
Total ACH Checks						.00
Total Other Checks						.00
Total Electronic Checks						.00
Total Computer Voids						.00
Total Hand Voids						.00
Total ACH Voids						.00
Total Other Voids						.00
Total Electronic Voids						.00
Grand Total:						6,621.78
Batch Yr Batch No Amount						
16 000808 6,621.78						

A/P Summary Check Register

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Bank	Check No	Amount	Date	Vendor	Type
10	12017030	5,919.78	12/22/15	8515 LYONEL LOUISSAINT	C
Total Bank No 10		5,919.78			

Total Hand Checks	.00
Total Computer Checks	5,919.78
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total: 5,919.78

Batch Yr	Batch No	Amount
16	000881	5,919.78

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<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
10	12017029	500,000.00	12/22/15	2309 EAST ORANGE BOARD OF EDUCATION	C
Total Bank No 10		500,000.00			

Total Hand Checks	.00
Total Computer Checks	500,000.00
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total: 500,000.00

Batch Yr	Batch No	Amount
16	000876	500,000.00

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Bank	Check No	Amount	Date	Vendor	Type
10	12017019	131,208.50	01/04/16	1546 COMMUNITY DAY NURSERY	C
10	12017020	181,189.50	01/04/16	27570 EAST ORANGE CHILD DEVELOPMENT CORP.	C
10	12017021	126,259.69	01/04/16	2332 EAST ORANGE CHILD DEVELOPMENT CORP.	C
10	12017022	101,181.92	01/04/16	3182 HARAMBEE FAMILY ACADEMY	C
10	12017023	53,097.92	01/04/16	3459 HOLY TRINITY SCHOOL, INC.	C
10	12017024	68,002.50	01/04/16	4499 METRO YMCA OF THE ORANGES-E.O.BRANCH	C
10	12017025	34,911.33	01/04/16	5280 NORJENES	C
10	12017026	22,480.08	01/04/16	3076 SARAH WARD NURSERY CORPORATION	C
10	12017027	179,248.25	01/04/16	4426 THE LITTLE ONES	C
10	12017028	39,172.92	01/04/16	10669 ZADIE'S OF THE ORANGES	C
Total Bank No 10		936,752.61			

Total Hand Checks	.00
Total Computer Checks	936,752.61
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total: 936,752.61

Batch Yr	Batch No	Amount
16	000864	936,752.61

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<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
10	12017031	8,769.66	01/04/16	6965 TEACHERS' PENSION AND ANNUITY FUND CGIPF	C
Total Bank No 10		8,769.66			

Total Hand Checks	.00
Total Computer Checks	8,769.66
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total: 8,769.66

Batch Yr	Batch No	Amount
16	000887	8,769.66

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Bank	Check No	Amount	Date	Vendor	Type
10	12017032	442.00	01/12/16	27928 SHAINA REID	C
10	12017033	8,000.00	01/12/16	7009 532 HOLDING CO. LLC	C
10	12017034	600.00	01/12/16	2146 A.M. WALTER	C
10	12017035	5,573.00	01/12/16	7590 ACKERSON DRAPERY & DECORATOR SERVICES IN	C
10	12017036	23,687.97	01/12/16	3543 ACTION CARTING ENVIRONMENTAL GROUP	C
10	12017037	31.57	01/12/16	848 BUY NOW OFFICE SUPPLIES	C
10	12017038	3,231.66	01/12/16	18104 AETNA LIFE INSURANCE COMPANY	C
10	12017039	1,700.00	01/12/16	18643 ALANA RENEE DISMUKES	C
10	12017040	2,014.72	01/12/16	257 ALINI MAGAZINE SERVICE	C
10	12017041	3,099.05	01/12/16	13099 ALSTEDE FARMS LLC	C
10	12017042	250.00	01/12/16	416 AMERICAN TIME RECORDER	C
10	12017043	295.00	01/12/16	443 ANDERSON AQUARIUMS	C
10	12017044	800.00	01/12/16	14729 ANDREW MCKEE	C
10	12017045	800.00	01/12/16	25070 ANTHONY F. MORRIS	C
10	12017046	519,561.15	01/12/16	452 APPLE COMPUTER, INC	C
10	12017047	4,613.70	01/12/16	450 APPLE COMPUTER, INC.	C
10	12017048	207.33	01/12/16	626 ARCTIC FALLS SPRING WATER INC	C
10	12017049	3,969.00	01/12/16	138 ATC SERVICES, INC	C
10	12017050	971.00	01/12/16	8576 AUTOMATED LOGIC CONTRACTING SERVICE	C
10	12017051	442.00	01/12/16	27936 AYANNA FRIERSON	C
10	12017052	4,626.58	01/12/16	650 BARNES & NOBLE INC.	C
10	12017053	620.00	01/12/16	21830 BOGUSH INC. DBA PUBLIC SEWER SERVICE	C
10	12017054	1,500.00	01/12/16	77 BOLD TECHNOLOGIES, LTD	C
10	12017055	884.00	01/12/16	17850 BRANDI WARDLAW-SMITH	C
10	12017056	1,800.00	01/12/16	20257 BRYAN FENNELLY, MD	C
10	12017057	1,195.00	01/12/16	9520 CAMBRIDGE EDUC SERV OF ILLINOIS	C
10	12017058	14,689.03	01/12/16	9334 CAMMPS HARDWARE & LAWN PRODUCTS, INC.	C
10	12017059	700.00	01/12/16	15229 CAMPBELL FIRE PROTECTION, INC.	C
10	12017060	1,800.00	01/12/16	27650 CAPE MAY COUNTY SPECIAL SERVICES SCHOOL	C
10	12017061	43.22	01/12/16	1187 CAROLINA BIOLOGICAL SUPPLY CO.	C
10	12017062	22,925.93	01/12/16	1211 CASCADE SCHOOL SUPPLIES INC.	C
10	12017063	5,515.75	01/12/16	1012 CDW GOVERNMENT, INC.	C
10	12017064	7,234.50	01/12/16	1637 CEREBRAL PALSY OF NORTH JERSEY	C
10	12017065	104.44	01/12/16	773 CHANNING-BETE CO., INC.	C
10	12017066	442.00	01/12/16	28266 CHERI HOLMES	C
10	12017067	2,642.56	01/12/16	1477 CITY OF EAST ORANGE	C
10	12017068	193,061.38	01/12/16	1473 CITY OF EAST ORANGE POLICE DEPARTMENT	C
10	12017069	2,800.00	01/12/16	16454 CLARISSA NEWBY PHILLIPS	C
10	12017070	2,142.00	01/12/16	1543 COASTAL LEARNING CENTER MONMOUTH CORP.	C
10	12017071	85.32	01/12/16	1587 COMCAST	C
10	12017072	712.50	01/12/16	1641 COMPUTER MANAGEMENT TECHNOLOGIES	C
10	12017073	15,757.50	01/12/16	507 CONNECTIONS PERSONNEL INC.	C
10	12017074	2,018.08	01/12/16	2267 CRYSTAL AUTO REPAIR	C
10	12017075	3,506.57	01/12/16	2057 DELL MARKETING L.P.	C
10	12017076	537,462.00	01/12/16	14486 DELTA-T GROUP NORTH JERSEY, INC.	C
10	12017077	7,113.23	01/12/16	2102 DICK BLICK COMPANY	C
10	12017078	18,271.15	01/12/16	16845 DIRECT ENERGY BUSINESS	C
10	12017079	493.74	01/12/16	21890 DR. GAYLE GRIFFIN	C
10	12017080	1,495.00	01/12/16	26980 DR. TRACEY SEVERNS	C
10	12017081	3,333.34	01/12/16	11436 E & G EXTERMINATORS, INC.	C
10	12017082	5,137.50	01/12/16	2235 EAI EDUCATION ERIC ARMIN INCORPORATED	C
10	12017083	114,191.08	01/12/16	2358 EAST ORANGE WATER COMMISSION	C
10	12017084	535.90	01/12/16	28096 ED CLUB INC.	C
10	12017085	1,092.24	01/12/16	16632 ERICA BROWN	C
10	12017086	541,372.51	01/12/16	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C

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Bank	Check No	Amount	Date	Vendor	Type
10	12017087	48.30	01/12/16	2280 ETA/HAND2MIND	C
10	12017088	884.00	01/12/16	17833 FAITH STUART	C
10	12017089	1,092.24	01/12/16	2633 FATIMA MCCOY	C
10	12017090	398.19	01/12/16	2623 FIDELIA STURDIVANT - PETTY CASH	C
10	12017091	20,653.27	01/12/16	12211 FILEBANK, INC.	C
10	12017092	643.75	01/12/16	2687 FLAGHOUSE INC.	C
10	12017093	21,822.12	01/12/16	2698 FOLLETT SCHOOL SOLUTIONS, INC.	C
10	12017094	2,998.21	01/12/16	2700 FOLLETT SCHOOL SOLUTIONS, INC.	C
10	12017095	149.00	01/12/16	8166 FOUNDATION FOR EDUCAT. ADMIN.	C
10	12017096	148.00	01/12/16	9849 FRED PRYOR SEMINARS/CAREER TRACK	C
10	12017097	210.00	01/12/16	2836 GARDEN STATE LABORATORIES	C
10	12017098	96.23	01/12/16	2858 GAS ARC DIV. AWISCO NY CORP	C
10	12017099	1,744.60	01/12/16	27367 GINA FIGLER	C
10	12017100	1,019.89	01/12/16	2985 GOPHER SPORT PROPHET CORPORATION	C
10	12017101	200.00	01/12/16	2820 GPANJ, INC.	C
10	12017102	6,270.00	01/12/16	3001 GRAMON SCHOOL DBA ELO INCORORATED	C
10	12017103	1,563.75	01/12/16	25054 GRANT ENGINEERING & CONSTRUCTION GROUP	C
10	12017104	24,000.00	01/12/16	3172 HATCH CREATIVE DIVERSITY	C
10	12017105	181.00	01/12/16	3315 HAWTHORNE EDUCATIONAL SERVICES	C
10	12017106	103.95	01/12/16	3345 HECHT TRAILERS	C
10	12017107	119,592.84	01/12/16	787 HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	C
10	12017108	30,458.90	01/12/16	3479 HOUGHTON MIFFLIN CO.	C
10	12017109	1,620.00	01/12/16	14583 IMAGINE LEARNING, INC.	C
10	12017110	20,147.19	01/12/16	7862 IN-LINE AIR CONDITIONING CO., INC.	C
10	12017111	37,740.00	01/12/16	3521 INSERVCO INSURANCE SERVICES, INC.	C
10	12017112	478.00	01/12/16	3610 INSTITUTE FOR EDUCATIONAL DEVELOPMENT	C
10	12017113	960.00	01/12/16	20214 INTEGRITY, INC.	C
10	12017114	1,617.00	01/12/16	12041 IXL LEARNING	C
10	12017115	6,388.00	01/12/16	6432 IXL LEARNING	C
10	12017116	884.00	01/12/16	19151 JENNIFER HOHN	C
10	12017117	2,184.48	01/12/16	26778 JENNIFER ORELLANA-GIRON	C
10	12017118	125.00	01/12/16	3799 JOEL THERVIL	C
10	12017119	1,642.59	01/12/16	17728 JOHNSTONE SUPPLY	C
10	12017120	197.00	01/12/16	27871 KAWANZA BILLY DBA K. BILLY PUSH	C
10	12017121	3,726.00	01/12/16	3977 KENCOR, INC.	C
10	12017122	1,800.00	01/12/16	18090 KEVIN MAYNOR	C
10	12017123	1,537.00	01/12/16	4042 KEYBOARD CONSULTANTS	C
10	12017124	874.42	01/12/16	4185 LAKESHORE LEARNING MATERIALS	C
10	12017125	3,400.00	01/12/16	24112 LEAH DAVIS	C
10	12017126	6,046.00	01/12/16	4289 LERRO ENTERPRISES, INC.	C
10	12017127	4,550.00	01/12/16	4370 LONGO INDUSTRIES, INC.	C
10	12017128	86.47	01/12/16	1894 MARISSA C MCKENZIE	C
10	12017129	4,188.70	01/12/16	4470 MCGRAW-HILL SCHOOL EDUCATION HOLDS.,LLC	C
10	12017130	7,714.00	01/12/16	8421 MELISSA KADEN	C
10	12017131	420.48	01/12/16	2063 MENTORING MINDS, LP	C
10	12017132	4,707.00	01/12/16	4928 MORRISON CONSULTING, INC.	C
10	12017133	85.00	01/12/16	14958 NATIONAL MUSEUM OF MATHEMATICS	C
10	12017134	1,188.00	01/12/16	4994 MUSEUM OF THE CITY OF NEW YORK	C
10	12017135	195.00	01/12/16	22098 MUSEUM OF THE MOVING IMAGE	C
10	12017136	2,393.33	01/12/16	5133 NASCO	C
10	12017137	56.24	01/12/16	11304 NATIONAL ART & SCHOOL SUPPLIES	C
10	12017138	300.00	01/12/16	5177 NATIONAL BLACK CAUCUS OF SCHOOL BOARD ME	C
10	12017139	5,503.01	01/12/16	5156 NATIONAL BUSINESS FURNITURE	C
10	12017140	274.00	01/12/16	18368 NATIONAL FORENSIC LEAGUE	C
10	12017141	16,339.91	01/12/16	5249 NATIIONAL TERMINAL INC.	C

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Bank	Check No	Amount	Date	Vendor	Type
10	12017142	3,140.00	01/12/16	5271 NEUROSCIENCE ASSOC., MD., PA	C
10	12017143	175.00	01/12/16	5410 NEW JERSEY ASSOCIATION OF	C
10	12017144	149.00	01/12/16	7640 NEW JERSEY PRINCIPALS & SUPERVISORS	C
10	12017145	2,152.50	01/12/16	14818 NEW JERSEY SYMPHONY ORCHESTRA	C
10	12017146	51.00	01/12/16	21687 NJ ADVANCE MEDIA, LLC	C
10	12017147	7,820.00	01/12/16	5029 NJ TRANSIT BULK TICKET SALES	C
10	12017148	12,768.00	01/12/16	1619 NORTHWEST ESSEX COMMUNITY HEALTHCARE NET	C
10	12017149	417.94	01/12/16	16969 PAPER CLIPS, INC.	C
10	12017150	670.00	01/12/16	26735 PARCO SCIENTIFIC COMPANY	C
10	12017151	10,363.22	01/12/16	5693 PASSAIC COUNTY ELKS CEREBRAL PALSY CTR.	C
10	12017152	1,254.75	01/12/16	3266 PEARSON INC NCS PEARSON, INC.	C
10	12017153	261.50	01/12/16	5863 PITNEY BOWES INC.	C
10	12017154	655.22	01/12/16	2042 READYREFRESH	C
10	12017155	696.15	01/12/16	5899 POSITIVE PROMOTIONS, INC.	C
10	12017156	3,355.23	01/12/16	116 PRAD'S HARDWARE	C
10	12017157	5,136.12	01/12/16	5944 PRESENTATION SYSTEMS INC.	C
10	12017158	1,980.43	01/12/16	5982 FROM NITE (TRADE: TAYMARK)	C
10	12017159	30,868.00	01/12/16	5983 PROMEDIA TECHNOLOGY SERVICES, INC.	C
10	12017160	416.53	01/12/16	21423 PROSOURCE SPECIALTIES LLC	C
10	12017161	26,000.00	01/12/16	10057 PUBLIC CONSULTING GROUP, INC.	C
10	12017162	445,245.96	01/12/16	6008 PSE & G	C
10	12017163	1,010.00	01/12/16	26360 R.D. SALES DOOR AND HARDWARE LLC	C
10	12017164	384.00	01/12/16	6085 RAHWAY BUSINESS MACHINES	C
10	12017165	2,324.30	01/12/16	6113 RALLY! EDUCATION	C
10	12017166	272.74	01/12/16	2034 RALPH JACOB, JR. - PETTY CASH	C
10	12017167	266.64	01/12/16	6111 RANDI LEIFER	C
10	12017168	180.00	01/12/16	7285 RUTGERS CENTER FOR LITERACY DEVELOPMENT	C
10	12017169	9,829.37	01/12/16	1795 SAL ELECTRIC COMPANY	C
10	12017170	7,005.88	01/12/16	21849 SCARINCI & HOLLENBECK, LLC	C
10	12017171	13,200.00	01/12/16	6532 SCHILLINGER EDUCATIONAL CONSULTANTS	C
10	12017172	49,995.00	01/12/16	6495 SCHOLASTIC INC	C
10	12017173	1,303.10	01/12/16	6510 SCHOOL HEALTH CORP.	C
10	12017174	4,550.14	01/12/16	6512 SCHOOL NURSE SUPPLY INC.	C
10	12017175	4,713.48	01/12/16	6539 SCHOOL SPECIALTY INC.	C
10	12017176	1,714.28	01/12/16	6557 SCIENTIFIC BOILER WATER CONDITIONING CO	C
10	12017177	442.00	01/12/16	14125 SERENA LIVINGSTON	C
10	12017178	2,464.92	01/12/16	6192 SHEILA J. OLIVER	C
10	12017179	15,000.00	01/12/16	6530 SMAPA	C
10	12017180	3,297.74	01/12/16	6429 SODEXO CATERING FOR E.O.B.O.E FOOD SERVI	C
10	12017181	924.00	01/12/16	6725 SOUTH ORANGE PERFORMING ARTS CENTER	C
10	12017182	859.98	01/12/16	16870 STACEY FIELD	C
10	12017183	10,063.00	01/12/16	6770 STAPLES, INC.	C
10	12017184	1,051.25	01/12/16	19453 STEWART BUSINESS SYSTEMS	C
10	12017185	659.45	01/12/16	17701 STEWART BUSINESS SYSTEMS	C
10	12017186	913.74	01/12/16	6858 W. B. MASON INC.	C
10	12017187	1,574.08	01/12/16	3276 TALX UCEXPRESS	C
10	12017188	154.00	01/12/16	7142 TANNER NORTH JERSEY, INC. FURNITURE & EQ	C
10	12017189	14,890.00	01/12/16	6933 TATBIT CO.	C
10	12017190	985.00	01/12/16	6980 TECH SQUAD	C
10	12017191	11,145.00	01/12/16	6994 TELE-MEASUREMENTS, INC.	C
10	12017192	12,650.00	01/12/16	22080 TEQUIPMENT, IN.	C
10	12017193	2,125.00	01/12/16	1412 THE CHILDREN'S INSTITUTE	C
10	12017194	265.00	01/12/16	3296 HARTFORD STEAM BOILER	C
10	12017195	5,415.00	01/12/16	4246 THE LEARNING INTERNET, INC.	C
10	12017196	3,878.00	01/12/16	4999 THE MUSIC SHOP, L.L.C	C

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Bank	Check No	Amount	Date	Vendor	Type
10	12017197	293.58	01/12/16	7643 THE PRUDENTIAL INSURANCE COMPANY OF AMER	C
10	12017198	720.30	01/12/16	6785 NJ ADVANCE MEDIA	C
10	12017199	120.28	01/12/16	2868 THERESE BIALKIN	C
10	12017200	442.00	01/12/16	22829 TONYA D. JACKSON	C
10	12017201	1,640.00	01/12/16	5345 TREASURER-STATE OF NEW JERSEY	C
10	12017202	528.50	01/12/16	7066 TRIPLE T SPORTS LLC	C
10	12017203	9,996.88	01/12/16	2412 TRIUMPH LEARNING LLC	C
10	12017204	951.00	01/12/16	7037 TTI ENVIRONMENTAL, INC.	C
10	12017205	1,013.82	01/12/16	12513 ULINE	C
10	12017206	323.41	01/12/16	7235 UNITED PARCEL SERVICE	C
10	12017207	2,449.00	01/12/16	7225 UNIVERSAL UNIFORM SALES COMPANY, INC.	C
10	12017208	519.99	01/12/16	7167 USI, INC.	C
10	12017209	640.19	01/12/16	7259 VALIANT NATIONAL AV SUPPLY	C
10	12017210	11,234.59	01/12/16	14796 VERIZON BUSINESS	C
10	12017211	13,575.32	01/12/16	2540 W.B. MASON INC.	C
10	12017212	3,446.73	01/12/16	2631 WARSHAUER GENERATORS LLC	C
10	12017213	7,353.40	01/12/16	7394 WASHINGTON PROFESSIONAL SYSTEM	C
10	12017214	1,749.00	01/12/16	4490 WENGER CORPORATION	C
10	12017215	896.75	01/12/16	2206 WHITNEY CLEANERS	C
10	12017216	79,469.27	01/12/16	7548 XEROX CORP	C
10	12017217	4,324.96	01/12/16	7549 XEROX CORP	C
10	12017218	1,824.23	01/12/16	19500 XEROX FINANCIAL SERVICES	C
10	12017219	4,813.32	01/12/16	2057 DELL MARKETING L.P.	C
10	12017220	1,800.00	01/12/16	2934 GREEN MEADOWS FARM	C
10	12017221	6,709.38	01/12/16	4185 LAKESHORE LEARNING MATERIALS	C
10	12017222	3,046.32	01/12/16	5775 PEARSON CLINICAL ASSESSMENTS ORDERING DE	C
10	12017223	190.80	01/12/16	18120 THE HANEN CENTRE	C
10	12017224	71,611.57	01/12/16	1271 1ST CEREBRAL PALSY OF NJ	C
10	12017225	8,778.00	01/12/16	261 ALLEGRO	C
10	12017226	43,244.45	01/12/16	452 APPLE COMPUTER, INC	C
10	12017227	41.46	01/12/16	626 ARCTIC FALLS SPRING WATER INC	C
10	12017228	5,574.03	01/12/16	642 BANCROFT, INC.	C
10	12017229	10,858.50	01/12/16	202 BANYAN SCHOOL, INC.	C
10	12017230	2,510.40	01/12/16	6165 BARNES & NOBLE, INC.	C
10	12017231	21,829.19	01/12/16	734 BERGEN CENTER FOR CHILD DEVELOPMENT INC.	C
10	12017232	2,500.00	01/12/16	27650 CAPE MAY COUNTY SPECIAL SERVICES SCHOOL	C
10	12017233	825.00	01/12/16	7874 CAROL BLOWE	C
10	12017234	3,263.76	01/12/16	1203 CARTRIDGE WORLD OF RAMSEY CO-OP NJ	C
10	12017235	5,110.00	01/12/16	1221 CATHOLIC CHARITIES OF THE ARCHDIOCESE OF	C
10	12017236	29,707.50	01/12/16	1273 CEREBRAL PALSY LEAGUE, INC	C
10	12017237	4,517.41	01/12/16	1543 COASTAL LEARNING CENTER MONMOUTH CORP.	C
10	12017238	73,890.92	01/12/16	2105 DERON II SCHOOL OF NEW JERSEY	C
10	12017239	1,500.00	01/12/16	857 DIAGNOSTIC EDUCATIONAL CONSULTANTS INC.	C
10	12017240	4,125.00	01/12/16	2806 DR. DONALD MERACHNIK, PHD.	C
10	12017241	3,001.19	01/12/16	2314 EAST MOUNTAIN SCHOOL CARRIER CLINIC	C
10	12017242	463,121.00	01/12/16	2333 EAST ORANGE COMMUNITY CHARTER SCHOOL	C
10	12017243	9,961.32	01/12/16	2237 ECLC OF NEW JERSEY	C
10	12017244	217,433.40	01/12/16	2523 ESSEX COUNTY VOCATIONAL SCHOOLS	C
10	12017245	28,103.34	01/12/16	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12017246	35,970.48	01/12/16	2534 ESSEX VALLEY SCHOOL	C
10	12017247	22,344.00	01/12/16	8131 FEDCAP REHABILITATION SERVICES INC.	C
10	12017248	5,251.60	01/12/16	2640 FELICIAN SCHOOL FOR EXCEPTIONAL CHILDREN	C
10	12017249	26,144.00	01/12/16	1390 FIRST CHILDREN, LLC PAM VENKUS	C
10	12017250	17,199.75	01/12/16	2919 GLENVIEW ACADEMY DBA KDDS INC.	C
10	12017251	1,500.00	01/12/16	24864 GLSEN CENTRAL NEW JERSEY	C

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Bank	Check No	Amount	Date	Vendor	Type
10	12017252	13,668.90	01/12/16	3001 GRAMON SCHOOL DBA ELO INCORORATED	C
10	12017253	17,011.00	01/12/16	7064 GREAT OAKS CHARTER SCHOOL	C
10	12017254	6,734.02	01/12/16	787 HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	C
10	12017255	5,197.50	01/12/16	27596 HUNTERDON CENTRAL REGIONAL HIGH SCHOOL	C
10	12017256	2,625.00	01/12/16	3799 JOEL THERVIL	C
10	12017257	573.75	01/12/16	3997 KAPLAN'S SCHOOL SUPPLY, INC.	C
10	12017258	21,520.00	01/12/16	4166 LADY LIBERTY ACADEMY CHARTER SCHOOL	C
10	12017259	1,405.51	01/12/16	4185 LAKESHORE LEARNING MATERIALS	C
10	12017260	31.50	01/12/16	4209 LERRO ENTERPRISES, INC.	C
10	12017261	42,657.00	01/12/16	24740 LINK COMMUNITY CHARTER SCHOOL	C
10	12017262	48,618.00	01/12/16	6636 LORD STIRLING SCHOOLS	C
10	12017263	35,305.00	01/12/16	21717 MARION P. THOMAS CHARTER SCHOOL	C
10	12017264	3,000.00	01/12/16	4528 MARY ELLEN LAUGHLIN	C
10	12017265	25,659.00	01/12/16	17981 MERIT PREPARTORY OF NEWARK CHARTER SCHOO	C
10	12017266	6,124.90	01/12/16	16942 MORRIS SCHOOL DISTRICT	C
10	12017267	8,698.80	01/12/16	4926 MORRIS-UNION JOINTURE COMM. BOARD OF EDU	C
10	12017268	23,800.00	01/12/16	4957 MT.CARMEL GUILD/CATH.COMM.SERV	C
10	12017269	1,308.00	01/12/16	22144 NANCY DEAN	C
10	12017270	4,805.10	01/12/16	22853 NEPTUNE TOWNSHIP BOARD OF EDUCATION	C
10	12017271	17,846.13	01/12/16	5283 NEW BEGINNINGS DBA KDDS III INC	C
10	12017272	500.00	01/12/16	22713 NEW JERSEY CHAPTER, AMERICAN ACADEMY	C
10	12017273	11,415.20	01/12/16	3767 NEW JERSEY CITY UNIVERSITY	C
10	12017274	3,089.00	01/12/16	19046 NEWARK EDUCATORS COMMUNITY CHARTER	C
10	12017275	26,750.00	01/12/16	13927 NEWARK PREP CHARTER	C
10	12017276	67,613.40	01/12/16	1619 NORTHWEST ESSEX COMMUNITY HEALTHCARE NET	C
10	12017277	6,429.60	01/12/16	5755 PALISADES REGIONAL ACADEMY	C
10	12017278	5,763.06	01/12/16	5693 PASSAIC COUNTY ELKS CEREBRAL PALSY CTR.	C
10	12017279	2,134.70	01/12/16	5727 PASSAIC CTY TECHNICAL INST.	C
10	12017280	9,733.00	01/12/16	17973 PEOPLE'S PREPARATORY CHARTER SCHOOL	C
10	12017281	135,404.00	01/12/16	17604 PHILIP'S ACADEMY CHARTER SCHOOL (PACS)	C
10	12017282	343,544.00	01/12/16	6015 PRIDE ACADEMY CHARTER SCHOOL	C
10	12017283	29,008.00	01/12/16	5258 ROSEVILLE COMMUNITY CHARTER SCHOOL	C
10	12017284	695.09	01/12/16	6539 SCHOOL SPECIALTY INC.	C
10	12017285	1,523.00	01/12/16	6429 SODEXO CATERING FOR E.O.B.O.E FOOD SERVI	C
10	12017286	938.34	01/12/16	6617 SOMERSET COUNTY EDUCATIONAL SERVICES COM	C
10	12017287	85.54	01/12/16	7142 TANNER NORTH JERSEY, INC. FURNITURE & EQ	C
10	12017288	128,633.00	01/12/16	6978 TEAM ACADEMY CHARTER SCHOOL	C
10	12017289	10,777.49	01/12/16	1412 THE CHILDREN'S INSTITUTE	C
10	12017290	12,514.40	01/12/16	4228 THE LEARNING CENTER FOR EXCEPTIONAL	C
10	12017291	25,184.88	01/12/16	4841 THE MILTON SCHOOL	C
10	12017292	33,465.00	01/12/16	13951 THE PAULO FREIRE SCHOOL	C
10	12017293	30,245.00	01/12/16	7228 UNIVERSITY HEIGHTS CHARTER SCHOOL	C
10	12017294	116,988.15	01/12/16	1395 WESTBRIDGE ACADEMY, INC.	C
10	12017295	18,130.42	01/12/16	7501 WINDSOR LEARNING CENTER	C
10	12017296	32,766.80	01/12/16	7499 WINDSOR PREP INC	C
10	12017297	68,814.78	01/12/16	7570 YOUTH CONSULTATION SERVICE	C
Total Bank No 10		5,899,047.15			
30	12000092	342.71	01/12/16	1012 CDW GOVERNMENT, INC.	C
30	12000093	635,117.51	01/12/16	6428 SODEXO, INC. - BUSINESS OFFICE	C
Total Bank No 30		635,460.22			

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<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
				Total Hand Checks	.00
				Total Computer Checks	6,534,507.37
				Total ACH Checks	.00
				Total Other Checks	.00
				Total Electronic Checks	.00
				Total Computer Voids	.00
				Total Hand Voids	.00
				Total ACH Voids	.00
				Total Other Voids	.00
				Total Electronic Voids	.00
				Grand Total:	6,534,507.37

<u>Batch Yr</u>	<u>Batch No</u>	<u>Amount</u>
16	000806	550,073.49
16	000808	676,304.50
16	000809	76,818.46
16	000813	106,601.31
16	000814	935,922.89
16	000820	48,456.68
16	000834	9,232.39
16	000841	80,601.48
16	000843	1,345,144.00
16	000845	262,082.58
16	000852	359,299.07
16	000854	268,023.73
16	000862	47,428.93
16	000863	48,679.23
16	000866	16,559.82
16	000867	123,417.75
16	000869	635,460.22
16	000870	43,566.11
16	000888	646,031.33
16	000891	60,171.71
16	000896	155,908.42
16	000897	38,723.27

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Bank	Check No	Amount	Date	Vendor	Type
10	12017298	936.00	01/12/16	872 BRANCH BROOK PARK	C
10	12017299	1,648.50	01/12/16	2736 FRANKLIN INSTITUTE	C
10	12017300	875.00	01/12/16	26573 LADY A. EVENTS	C
10	12017301	5,802.00	01/12/16	5566 OPEN SYSTEMS INTEGRATORS, INC	C
10	12017302	304.50	01/12/16	7037 TTI ENVIRONMENTAL, INC.	C
Total Bank No 10		9,566.00			

Total Hand Checks	.00
Total Computer Checks	9,566.00
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total:

9,566.00

Batch Yr	Batch No	Amount
15	002469	2,828.00
15	002470	6,738.00