

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

REGULAR PUBLIC MEETING

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

Tuesday, April 18, 2017 – 6:00 P.M.

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. BOARD OF EDUCATION

A. APPROVAL OF MINUTES

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

- **March 16, 2017**

V. REPORT OF THE SUPERINTENDENT OF SCHOOLS

A. PRESENTATIONS

- 1. Presentation by Cicely Tyson High School, The San Kofa Experience – Emphasis on the Importance of African American History**
- 2. Presentation by Houston Academy students that placed 1st & 2nd in the Essex County's 2017 Junior Varsity Forensics Declaration Competition – Sincere Silvera – 1st place and Nimat Saleem – 2nd Place**
- 3. 2016 – 2017 EVVRS (Electronic Violence and Vandalism Reporting System) and HIB-ITP (Harassment, Intimidation & Bullying – Investigations, Training and Program) – Period 1**

B. POLICY READING

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

Policy No.	Description	New/Revised
0000.1	Introduction	Revised Bylaw
2320	Independent Study Program	Abolished
2416.06	Unsafe School Choice Option	Revised Policy
2622	Student Assessment	Revised Policy
3282	Use of Social Networking Sites	Revised Policy
4282	Use of Social Networking Sites	Revised Policy
4415	Substitute Wages	Revised Policy
5116	Education of Homeless Children	Revised Policy & Regulation

V. REPORT OF THE SUPERINTENDENT OF SCHOOLS

B. POLICY READING

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

5465	Early Graduation	Abolished
5519	Dating Violence at School	Revised Policy & Regulation
7446	School Security Program	New Policy
8310	Public Records	Revised Policy & Regulation
8311	Managing Electronic Mail	Revised Policy
8320	Personnel Records	Revised Policy & Regulation
8350	Retention Records	New Policy
8420	Emergency & Crisis Situations	Revised Policy & Regulation
8420.1	Fire & Fire Drills	Revised Regulation
8420.2	Bomb Threats	Revised Regulation

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

Policy No.	Description	New/Revised
2460	Special Education	Revised Policy & Regulation
2460.1	Special Education – Location, Identification and Referral	Revised Regulation
2460.8	Special Education – Free and Appropriate Public Education	Revised Regulation
2460.9	Special Education – Transition from Early Intervention Programs to Preschool Programs	Revised Regulation
2460.15	Special Education – In Service Training Needs for Paraprofessionals and Paraprofessional Staff	New Regulation
2460.16	Special Education – Instructional Material to Blind or Print Disabled Students	Revised Regulation
2467	Surrogate Parents and Foster Parents	Revised Policy
3321	Responsible Use of Computer Network(s)/Computers and Resources by Teaching Staff Members	Revised Policy & Regulation
3324	Right of Privacy	Revised Policy
3433	Vacations	Revised Policy
3435	Anticipated Disability	Revised Policy
3436	Personal Leave	Revised Policy
3437	Military Leave	Revised Policy
3438	Jury Duty	Revised Policy
4321	Responsible Use of Computer Network(s)/Computers and Resources by Support Staff Members	Revised Policy & Regulation
4324	Right of Privacy	Revised Policy
4352	Sexual Harassment	Revised Policy & Regulation
4433	Vacations	Revised Policy
4434	Holidays	Revised Policy
4435	Anticipated Disability	Revised Policy
4436	Personal Leave	Revised Policy
4437	Military Leave	Revised Policy
4438	Jury Duty	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. NJ Spine and Rehabilitation Center “Massage a Teacher” at STEM Academy
- b. Before School Open Gym
- c. SAT Administration
- d. Pre-Kindergarten Moving Up Ceremony
- e. Kindergarten Graduation Ceremony
- f. Annual Family/Community STEM Night
- g. Grant Application & Acceptance and Memorandum of Understanding – EOBOE Fresh Start Academy Adult Basic Skills/ESL Evening Program (ABE) 2017 – 2018
- h. New Jersey Positive Behavior Support in Schools (NJPBSIS)
- i. Hope for Haiti
- j. Scholastic UNICEF Kid Power
- k. Paint and Sip Series Program Pilot
- l. Field Day/Fund Day 2017
- m. Harambee & Warwick Preschool Family Interactive Presentations from the Turtle Back Zoo
- n. Comprehensive Peripheral Hearing, Central Auditory Processing, and Speech Evaluations
- o. Public School Home Instruction
- p. Public Child Study Team Services
- q. Special Education Out of District Placements
- r. Special Education Home Instruction Students
- s. Department of Veterans Affairs Voluntary Service Recognition Ceremony
- t. Orange Dental Group: On-Site Smiles Program
- u. 2017 New Jersey Student Health Survey
- v. Surrogate Parent Training
- w. Frontline Education User Group
- x. Enrollment Center Summer Employment/Extended Hours
- y. 2017 Essex County Academic Awards Banquet
- z. Partnership to Achieve Health Equity “Grant FY2017 – 2022” Submission and Acceptance
- aa. Project “Yes We Can” School Health Curricula Program Implemented by “From the Start” Organization
- bb. Expanded Learning Program Activities Grant Submission and Acceptance
- cc. School Disciplinary Hearing – Return to East Orange Campus High School
- dd. School Disciplinary Hearing – Return to East Orange Campus High School
- ee. School Disciplinary Hearing – Return to Tyson Middle/High School
- ff. School Disciplinary Hearing – Return to Healy Middle School
- gg. School Disciplinary Hearing – Recommendation for In-District Alternative Education Placement

XII. CONSIDERATION OF RESOLUTIONS

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- hh. School Disciplinary Hearing – Recommendation for Long Term Home Instruction
- ii. School Disciplinary Hearing – Return for IN-District Alternative Education Placement
- jj. Harassment, Intimidation and Bullying Monthly Incident
- kk. Field Trips

2. LABOR RELATIONS & EMPLOYMENT SERVICES

- a. Retirements
- b. Resignations
- c. Rescission of Appointments
- d. Rescission of Leaves of Absence
- e. Leaves of Absence
- f. Reclassifications
- g. Salary Adjustments
- h. Staff Appointments
- i. Extra-Curricular and Co-Curricular Appointments – Various Locations – 2016-2017 SY
- j. Summer Staff Appointments
- k. Approval of Proposed Summer Extra Compensation Allocations – 2017-18 SY
- l. Salary Adjustments – East Orange Period Supervisory Aides’ Association – 2014-15 to 2016-17 SY
- m. Salary Adjustments – Extra-curricular and Co-curricular Staff 2016-17 SY
- n. Agenda Changes/Corrections
- o. Appointments
- p. Professional Conferences
- q. Extra-curricular and Co-curricular Appointments – Various Locations – 2017-2018 School Year

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. Recommendation to Approve Fund Raising Requests
- g. Grant Application & Acceptance – East Orange Board of Education Adult Basic Skills Evening Program – 2017-2018 ABS FY 2017
- h. Reflex Math Grant
- i. Request for Grant Approval
- j. Donation for the East Orange STEM Academy Robotics Team #5310
- k. Permission to Receive Donation (Tyson Elementary)
- l. Resolution of the East Orange Board of Education Authorizing the Execution of a Project Development Agreement with Honeywell in connection with the Board’s Energy Savings Improvement Program
- m. A-148 Secretary’s Report
- n. A-149 Treasurer’s Report
- o. Budgetary Major Account/Fund Status Certificate

XII. CONSIDERATION OF RESOLUTIONS

A. SUPERINTENDENT OF SCHOOLS

4. MAINTENANCE SERVICES

- a. Recommendation for the Use of Facility

XIII. CLOSING STATEMENT/ADJOURNMENT

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- a. NJ Spine and Rehabilitation Center “Massage a Teacher” at STEM Academy – (Ramsey)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the attendance of the NJ Spine and Rehabilitation Center to provide a “Massage a Teacher” for teacher appreciation day on Wednesday, May 17, 2017 from 1 pm to 4 pm at STEM Academy at no cost to the District.

- b. Before School Open Gym - (Trono)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves a before school open gym for Costley Middle School at no cost to the District.

- c. SAT Administration – (Champagne)

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 Cicely L. Tyson Community School of Performing and Fine Arts for 200 students, on Saturday, June 2, 2017 from 7:30 am – 3:30 pm at a cost to the District not to exceed \$3,692 and negotiated Security contractual rate.

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

(Account Code: 17.15.000.240.500.203.003.0000)

- d. Pre-Kindergarten Moving Up Ceremony – (Jackson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Wahlstrom Academy to conduct a Pre-Kindergarten Moving Up Ceremony in the Campus High School Auditorium on June 2, 2017 at no cost to the District.

- e. Kindergarten Graduation Ceremony – (Jackson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Wahlstrom Academy to conduct a Kindergarten Graduation Ceremony in the Campus High School Auditorium on June 7, 2017 at no cost to the District.

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESf. Annual Family/Community STEM Night – (Jackson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Wahlstrom Early Childhood Academy staff and students to conduct its Annual Family/Community STEM Night on April 26, 2017 from 6 pm to 7 pm at a cost to the District no to exceed \$360 for teacher stipend.

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

(Account Code: 17.15.110.100.101.339.039.9727)

g. Grant Application & Acceptance and Memorandum of Understanding – EOBOE Fresh Start Academy Adult Basic Skills/ESL Evening Program (ABE) 2017-2018 – (Webb)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the Memorandum of Understanding and application and acceptance of a grant in the amount of \$70,000 from the State Department of Labor & Workforce Development with district matching funds of \$17,500 (25%) to fund the East Orange Board of Education ABE program for the period of July 1, 2017 through June 30, 2018.

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

(Account Code: State of NJ, Department of Labor)

h. New Jersey Positive Behavior Support in Schools (NJPBSIS) – (Webb)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the participation of Fresh Start Academy High School staff and students in the NJPBSIS Program in collaboration with the New Jersey Department of Education, Office of Special Education Programs and Robert Wood Medical School.

i. Hope for Haiti – (P. Hassan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve the “Hope for Haiti Project” at no cost to the District. The drive will provide community service opportunities for Student Council, Just Between Girls Mentoring Program and Boys Today Men Tomorrow Mentoring Program. It also affords the young people the opportunity to assist others and experience charitable giving.

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESj. Scholastic UNICEF Kid Power – (P. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the Scholastic UNICEF Power Project at no cost to the District.

k. Paint and Sip Series Program Pilot – (P. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves a pilot Paint and Sip implemented by the CTES administration and staff. The project will involve offering an evening of painting and sipping fruit juices named after educational sources. Childcare will be provided free of charge and the project is at no cost to the District. The project will begin in April 2017 and June 2017. Dates are as follow: 4/21/17, 5/5/17 and 6/2/17.

l. Field Day/Fun Day – (Joseph)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves J. Garfield Jackson, SR. Academy Field Day on June 9, 2017 to be held at Jackson Academy at no cost to the District.

m. Harambee & Warwick Preschool Family Interactive Presentation from the Turtle Back Zoo, West Orange – (Lofton-Simpson, Aquil)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves two visits/interactive presentations from the Turtle Back Zoo's Educational Outreach Program in West Orange, NJ. The first visit will be to the Harambee Preschool Provider site on May 4, 2017, and the second visit will be to Warwick Elementary School on May 11, 2017 at a cost not to exceed \$530.

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

(Account Code: 17.20.218.200.330.028.026.9034)

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

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

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

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with Speech and Hearing Associates (Dr. Robert W. Woods) to conduct Comprehensive Peripheral Hearing Evaluations for the students of East Orange School District of East Orange School District for the 2017-2018 school year. The cost of the Comprehensive Peripheral Hearing Evaluation is \$250. The cost the Central Auditory Evaluation is \$550. Speech Evaluations with a report for the purpose of a second opinion can be conducted for \$550, Speech Therapy/per session \$85 (30 min) \$150 (1 hour), Language Processing Evaluation with report \$750, AAC Evaluation \$750, Bilingual Evaluation \$600-700, Hearing Aid Evaluation with report \$375 unlimited communication with school staff no charge. Any no show appointments will result in a fee of \$100 without 24 hour notice of cancellation. All services are conducted at the Speech and Hearing Associates office in Roseland, NJ.

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

(Account Code: 11.000.219.0390.000.028.031.0000)

- o. Public School Home Instruction - (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 Essex Regional Educational Services Commission for the provision of Public School Home Instructions Services to students within the District at a cost of \$44.17 per hour for each instructor during the 2017-2018 school year.

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

(Account Code: 11.150.100.0500.028.031.0000)

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESp. Public Child Study Team Services – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract between East Orange School District and the Essex Regional Educational Services Commission for the provision of Child Study team Services: Social Assessment - \$331.22; Educational - \$331.22; Psychological Evaluation - \$331.22; Speech Evaluation - \$331.22 and Bilingual Evaluations - \$441.26 per evaluation. If additional projective test are needed, the rate will be \$342.26 per Psychological Evaluation for the 2017-2018 school year.

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

(Account Code: 11.000.219.0390.000.028.031.0000)

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

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves 4 Out of District Special Education students and contracts. Placements at a total cost of \$86,470.

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

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

r. 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 14 students to be given on 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.)

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

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

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves sixteen (16) students and five (5) staff members to attend the Veterans Affairs Voluntary Service Recognition Ceremony on May 9, 2017 (rain date: May 10, 2017) at the Veterans Affairs: NJ Health Care Services in Lyon, New Jersey at the cost of \$450 to cover the cost of transportation.

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

(Account Code: 17.11.000.270.0158.028.031.5521)

- t. Orange Dental Group: OnSite Smiles Program – (West, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the Orange Dental Group: OnSite Smiles program to provide oral hygiene services to students at the following schools at no cost to the District or parents: Jackson Academy, Cochran Academy, Louverture, Bowser School, Gibson Academy, Tyson Elementary, Costley Middle, Healy Middle and Truth Middle.

- u. 2017 New Jersey Student Health Survey – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves East Orange Campus High School to participate in the 2017 New Jersey Student Health Survey conducted by the New Jersey Department of Education in collaboration with the New Jersey Departments of Human Services, Health, and Children and Families. The survey will be conducted during the month of May at no cost to the District.

- v. Surrogate Parent Training – (Harvest, A. Hasan, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the proposal from Ms. Safiyyah Muhammad, Parent Advocate Consultant, to present a three part workshop series to parent volunteers entitled, Surrogate Parent Training. The services to be provided during the month of May will not exceed the cost of \$1,500.

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

(Account Code: 17.11.000.270.0158.028.031.5521)

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESw. Frontline Education User Group – (Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Frontline Education to host a district visit in May 2017 at no cost to the District.

x. Enrollment Center Summer Employment/Extended Hours – (Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the hiring of the certain staff members to work at the Enrollment center from June 23, 2017 – September 9, 2017 at a cost not to exceed \$35,000.

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: 18.20.218.200.110.028.026.9030 – Attendance Officers
 18.11.000.211.100.030.030.0000 – Bilingual Tester
 18.20.218.200.110.028.026.9030 – Custodian
 18.20.218.200.105.028.026.9030 – Data Entry Clerks
 18.20.218.200.105.028.026.9030 – Enrollment Specialists
 18.20.218.200.104.028.026.9030 – Medical Team
 18.20.218.200.105.028.026.9030 – Secretary
 18.20.218.200.110.028.026.9030 – Security Officer)

y. 2017 Essex County Academic Awards Banquet – (West)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the participation of the District in the 2017 Annual Essex County Academic Awards Banquet on Tuesday, May 2, 2017 at 6:30 pm at Nanina's In the Park, Belleville, New Jersey for the purpose of honoring the top 2 twelfth grade students in each Essex County high school. The cost to the District will not exceed \$1,550; \$50 each for 6 students; 20 guests, 4 Board Members and the Superintendent of Schools.

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

(Account Code: 17.11.000.230.590.028.019.6669)

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- z. Partnership to Achieve Health Equity Grant FY 2017 – 22 Submission and Acceptance – (D. Walker, Adisa)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the acceptance and submission of the FY2017-22 “Partnership to Achieve Health Equity” grant from the Office of Minority Health at no cost to the District. Mentoring in Medicine (MIM) seeks to partner with East Orange District to apply for the grant. The focus is to increase the diversity of the health workforce including health professionals, health researchers and health scientists through programs at the high school level that focus on racial and ethnic health disparities and health equity, and which include mentoring as a core component.

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

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

- aa. Project “YES WE CAN” School Health Curricula Program Implemented by “FROM THE START” Organization – (Walker, Adisa)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves East Orange Schools students from Healy Middle School, Costley Middle School, Truth Middle School, Houston Middle School, Fresh Start Middle/High School, Tyson Middle/High School, STEM Middle/High School, and CAMPUS High School to participate in the “YES WE CAN” School Health Curricula Program implemented by the “FROM THE START” organization from April 2017 to June 2021 at no cost to the district.

- bb. Expanded Learning Program Activities Grant Submission and Acceptance – (Walker, Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the submission of a joint application for the Extended Learning Program Grant for the amount of \$250,000.

- cc. Student Disciplinary Hearing – Return to East Orange Campus High School – (Harvest, Watson, Santos)

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

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- dd. Student Disciplinary Hearing – Return to East Orange Campus High School – (Harvest, Watson, Santos)

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

- ee. Student Disciplinary Hearing – Return to Tyson Middle/High School – (Harvest, Watson, Santos)

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

- ff. Student Disciplinary Hearing – Return to Healy Middle School – (Harvest, Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the recommendation for a student to return to Healy Middle School as a result of a disciplinary hearing.

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

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

- hh. Student Disciplinary Hearing – Recommendation for Long Term Home Instruction – (Harvest, Watson)

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

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

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

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

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

XII. CONSIDERATION OF RESOLUTIONS

APRIL 18, 2017

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

kk. 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	Mr. L. Wigfall 20 students 4 staff members Campus High School	Pasadena, California	Participation of Boys Track Team in the 2017 New Balance Nationals for Outdoor Track (Educational/ Enrichment)	4/5/17 Thru 4/9/17	\$ 6,626.25 Transportation \$ 8,630.00 Lodging <u>\$ 1,500.00 Meals</u> \$16,756.25 Total 17.15.000.270.512.101.001.5525 (SB) 17.15.402.100.580.101.001.0000 (SB) RATIFIED FIELD TRIP
2	Ms. N. Hughes 40 students 3 staff members Tyson M/H School	Newark, NJ	To perform at the Board's Annual "Essex County Celebrates Youth" event (Enrichment)	4/19/17	No cost to the district
3	Ms. I. Gorbunoff 70 students 5 staff members 10 parent chaperones Gibson Academy	West Orange, NJ	To visit the Turtle Back Zoo (Educational)	4/20/17	\$1,050.00 Admissions <u>\$ 338.00</u> Transportation \$1,338.00 Total 17.15.000.270.512.337.037.5523 (SB) 17.15.190.100.800.337.037.0000 (SB)
4	Mr. Horsford 71 students 9 staff members 8 parent chaperones Langston Hughes	West Orange, NJ	To visit the Turtle Back Zoo (Educational)	4/21/17	\$ 870.00 Admissions <u>\$ 572.00</u> Transportation \$1,442.00 Total 17.15.190.100.800.306.006.0000 (SB) 17.15.000.270.512.306.006.5523 (SB)
5	Ms. Y. Jean-Mary 10 students 1 staff member Tyson M/H School	East Orange, NJ	To attend a City Council Meeting (Educational)	4/24/17	No cost to the district
6	Ms. J. Leszczynski 64 students 11 staff members 10 parent chaperones Wahlstrom Academy	Jersey City, NJ	To visit the Liberty Science Center (Educational)	4/26/17	\$ 728.00 Transportation <u>\$ 745.00</u> Admissions \$1,473.00 Total 17.15.190.100.800.339.039.0000 (SB) (Transportation funded by PTO)
7	Ms. D. Ivey 42 students 3 staff members Louverture	East Orange, NJ	Walking trip to Boston Market Restaurant (Educational/ Enrichment)	4/28/17	No cost to the district
					F/T Board Agenda 4/18/17

XII. CONSIDERATION OF RESOLUTIONS

APRIL 18, 2017

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

kk. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
8	Guidance Counselor 73 students 12 staff members Warwick Institute	East Orange, NJ	Walking trip to the East Orange Fire Department (Educational)	May 2017	No cost to the district
9	Mr. B. Madurah 20 students 2 staff members Campus High School	Montclair, NJ	To attend the Montclair Film Festival (Educational/Enrichment)	5/3/17	\$286.00 Transportation \$286.00 Total 17.15.000.270.580.101.001.5523 (SB)
10	Ms. J. Leszczynski 64 students 11 staff members Wahlstrom Academy	East Orange, NJ	To visit the East Orange Public Library (Educational)	5/3/17	No cost to the district (Transportation paid by PTO)
11	Ms. T. Long 83 students 11 staff members Wahlstrom Academy	East Orange, NJ	To visit the East Orange Public Library (Educational)	5/10/17	\$405.60 Transportation \$405.60 Total 17.20.218.200.516.339.026.9019 (GB)
12	MSgt Rivera 10 students 2 staff members Campus High School	Fort Dix, NJ	To attend the South Jersey Joint Military Services Commander's Cup Physical Fitness Competition (Educational/Enrichment)	5/11/17	\$624.00 Transportation \$624.00 Total 17.15.140.100.101.101.001.9727 (SB) 17.15.000.270.512.101.001.5523 (SB)
13	Ms. L. Blaskewicz 65 students 7 staff members 6 parent chaperones Warwick Institute	Point Pleasant, NJ	To visit Jenkinson's Aquarium (Educational)	5/22/17	\$ 884.00 Transportation \$ 477.22 Admissions \$1,361.22 Total 17.15.000.270.512.309.009.5523 (SB) 17.15.190.100.800.309.009.0000 (SB)
14	Ms. E. Washington 50 students 5 staff members Tyson M/H School	Reeders, PA	To attend Senior Class Trip at Pocono Valley (Rewards)	5/24/17	\$728.00 Transportation \$728.00 Total 17.15.000.270.512.203.003.5523 (SB)
15	Ms. A. White 43 students 3 staff members Jackson Academy	Princeton, NJ	To visit the Governor's Mansion at Drumthwacket (Educational)	5/24/17	No cost to the district (Transportation paid by the Drumthwacket Foundation)
16	Ms. White 25 students 2 staff members Jackson Academy	New Brunswick, NJ	To attend a Mock Trial at the NJ Law Center (Educational)	5/25/17	\$312.00 Transportation \$312.00 Total 17.15.000.270.512.314.014.5523 (SB)
					E/T Board Agenda 4/18/17

XII. CONSIDERATION OF RESOLUTIONS

APRIL 18, 2017

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

kk. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
17	Ms. M. Sullivan 44 students 4 staff members Jackson Academy	Fort Hancock, NJ	To visit the Marine Science Consortium (Educational)	5/31/17	\$ 988.00 Transportation \$ 450.00 Admissions \$1,438.00 Total 17.15.190.100.800.314.014.0000 (SB) 17.15.000.270.512.314.014.0000 (SB)
18	Ms. Napolitano 33 students 4 staff members 2 parent chaperones Jackson Academy	West Orange, NJ	To visit the Turtle Back Zoo (Educational)	6/1/17	\$286.00 Transportation \$400.00 Admissions \$686.00 Total 17.15.190.100.800.314.014.0000 (SB) 17.15.000.270.512.314.014.5523 (SB)
19	Ms. D. Ivey 42 students 2 staff members 2 parent chaperones Louverture	West Orange, NJ	To attend Black Tie Banquet for Social Etiquette Club Students at Mayfair Farms (Educational/Enrichment)	6/1/17	No cost to the district
20	Mr. C. Angione 600 students All Staff Members Langston Hughes	East Orange, NJ	To participate in Field Day at Elmwood Park (Enrichment)	6/1/17	No cost to the district
21	Ms. Napolitano 47 students 3 staff members 2 parent chaperones Jackson Academy	West Orange, NJ	To visit the Turtle Back Zoo (Educational)	6/2/17	\$286.00 Transportation \$486.00 Admissions \$772.00 Total 17.15.190.100.800.314.014.0000 (SB) 17.15.000.270.512.314.014.5523 (SB)
22	Ms. Grubbs 41 students 9 staff members Langston Hughes	Roselle Park, NJ	To visit Pump It Up (Incentive/Enrichment)	6/6/17	\$ 301.60 Transportation \$ 744.92 Admissions \$1,046.52 Total 17.15.190.100.800.306.006.0000 (SB) 17.15.000.270.512.306.006.5523 (SB)
23	Ms. Peer 49 students 6 staff members 2 parent chaperones Jackson Academy	Point Pleasant, NJ	To visit Jenkinson's Aquarium (Educational)	6/6/17	\$1,014.00 Transportation \$ 392.00 Admissions \$1,406.00 Total 17.15.190.100.800.314.014.0000 (SB) 17.15.204.100.800.314.014.0000 (SB) 17.15.000.270.512.314.014.0000 (SB)
24	Ms. Dipsey 43 students 3 staff members 2 parent chaperones Jackson Academy	New York, NY	To visit the National Museum of Mathematics (Educational)	6/8/17	\$ 988.00 Transportation \$ 414.00 Admissions \$1,402.00 Total 17.15.190.100.800.314.014.0000 (SB) 17.15.000.270.512.314.014.0000 (SB)
25	Ms. E. Washington 80 students 8 staff members Tyson M/H School	Jackson, NJ	To attend Graduation Night at Six Flags Great Adventure (Educational)	6/9/17	No cost to the district
					F/T Board Agenda 4/18/17

XII. CONSIDERATION OF RESOLUTIONS

APRIL 18, 2017

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

kk. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets
					SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
26	Ms. McPherson 102 students 9 staff members 8 parent chaperones Langston Hughes	Hope, NJ	To visit the Land of Make Believe (Educational)	6/14/17	\$1,170.00 Transportation <u>\$1,224.00</u> Admissions \$2,394.00 Total 17.15.190.100.800.306.006.0000 (SB) 17.15.000.270.512.306.006.5523 (SB)
27	Ms. J. Leszczynski 64 students 14 staff members 10 parent chaperones Wahlstrom Academy	Newark, NJ	To visit the Branch Brook Roller Skating Rink (Incentive)	6/14/17	\$ 468.00 Transportation <u>\$ 774.00</u> Admissions \$1,242.00 Total 17.15.190.100.800.339.039.0000 (SB) (Transportation funded by PTO)
28	Ms. J. Leszczynski 83 students 12 staff members 10 parent chaperones Wahlstrom Academy	Newark, NJ	To visit the Branch Brook Skating Rink (Incentive)	6/14/17	\$ 468.00 Transportation <u>\$ 756.00</u> Admissions \$1,224.00 Total 17.20.218.200.516.339.026.9019 (SB) 17.20.218.100.500.339.026.9019 (SB)
29	Ms. LeBlanc 44 students 4 staff members Jackson Academy	East Orange, NJ	To attend the 2017 5th Grade Spring Dance (Rewards)	6/15/17	No cost to the district
30	Dr. V. Stallings 120 students 14 staff members 6 parent chaperones Langston Hughes	Newark, NJ	To visit the Branch Brook Park Roller Skating Center (Incentive)	6/15/17	\$ 702.00 Transportation <u>\$1,200.00</u> Admissions \$1,902.00 Total 17.15.190.100.800.306.006.0000 (SB) 17.15.000.270.512.306.006.5523 (SB)
31	Ms LeBlanc 45 students 4 staff members Jackson Academy	East Orange, NJ	Walking trip to Healy Middle School's Auditorium for the 5th Grade Promotion Rehearsal (Educational)	6/19/17	No cost to the district
32	Ms. White 45 students 3 staff members Jackson Academy	East Orange, NJ	Walking trip for 4th Grade Students attending 5th Grade Promotion at Healy Middle School (Educational)	6/20/17	No cost to the district
33	Mr. C. Elias 15 students 3 staff members Costley Middle	Ewing, NJ	Attend the NJ Career Development Conference	5/10/17	\$702.00 Transportation \$702.00 Total 17.15.000.270.512.015.5523
CHANGES TO ADMINISTRATIVE/FIELD TRIP RESOLUTIONS					
1	Ms. A. Jackson Wahlstrom Academy	East Orange, NJ	March Madness Parents vs. Staff Basketball Game	4/20/17	This resolution was Board approved at the 3/14/17 Board meeting. The original date of the event was 3/23/17 and has been changed to 4/20/17 due to a postponement.
					F/T Board Agenda 4/18/17

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

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

1. Ms. Zainab Abdul-Zahir – Literacy Coach – Truth Middle School
Effective July 1, 2017 (13 years, 8 months of service)
(15.000.221.0104.000.216.016.0000)
2. Ms. Kathleen Brown – Teacher Aide for Special Education (MCI) – East Orange Campus High School
Effective April 1, 2017 (18 years, 7 months of service)
(15.201.010.0000.000.101.001.0000)
3. Mr. Jose Del Rosario – Co-Teacher – Truth Middle School
Effective July 1, 2017 (11 years, 7 months of service)
(15.130.100.0101.000.216.016.0000)
4. Mr. Ronald McDonald – Teacher of Health/Physical Education – East Orange Campus High School
Effective July 1, 2017 (39 years, 7 months of service)
(15.140.100.0101.000.101.001.0000)
5. Ms. Cynthia Patterson – Teacher of Social Studies – Truth Middle School
Effective July 1, 2017 (39 years, of service)
(15.130.100.0101.000.216.016.0000)
6. Mr. Alton Vaughn – Teacher of Grades 6-8 (Mth) – Tyson 6-12
Effective July 1, 2017 (13 years, of service)
(15.130.100.0101.000.203.003.0000)
7. Mr. Robert Wilson – School Social Worker – Fresh Start Academy Middle School
Effective July 1, 2017 (18 years, 2 months of service)
(11.000.211.0100.000.000.000.0000)
8. Ms. Roberta Youngblood-Myricks – Supervisor of Social Studies – Division of Curriculum Services
Effective June 1, 2017 (39 years, 7 months of service) (11.000.221.0104.000.000.000.0000)

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 – Garvin School
Effective March 20, 2017 (another position) (2 months of service)
(11.000.262.0100.000.000.000.0000)
2. Ms. Yvonne Folkes-Randall – Teacher of the Handicapped (MCI) – East Orange Campus High School
Effective May 26, 2017 (no reason) (9 years, 9 months of service)
(15.201.100.0101.000.101.001.0000)
3. Ms. Charlene Powell – Teacher of Mathematics – Fresh Start Academy High School
Effective May 16, 2017 (no reason) (9 years, 8 months of service)
(11.423.100.0101.000.029.029.0000)
4. Ms. Chloe Tanis – Building Based Substitute Teacher – Healy Middle School
Effective May 8, 2017 (another position) (6 months of service)
(11.130.100.0101.000.000.000.0000)
5. Ms. Natasha Thomas – Teacher Assistant for Special Education (AUT) – Garvin School
Effective March 15, 2017 (another position) (3 years, 4 months of service)
(15.214.100.0106.000.308.008.0000)

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESc. Rescission of Appointments

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

1. Mr. Avery Searcy – Lunch Period Supervisory Aide – Garvin School
Appointment was approved at the January 17, 2017 Board Meeting
(11.000.262.0100.000.000.000.0000)
2. Ms. Kamani Smith – Lunch Period Supervisory Aide – Tyson Elementary
Appointment was approved at the February 14, 2017 Board Meeting
(11.000.262.0100.000.000.000.0000)

d. Rescission of Leaves of Absence

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

1. Ms. Tiana McCargo – Teacher of Elementary – Bowser Elementary School
Child Rearing LOA was approved at the December 13, 2016 Board Meeting
(15.120.100.0101.000.304.004.0000)
2. Ms. Shannon Roman-Snellgrove – Master Teacher – Department of Early Childhood
Child Rearing LOA was approved at the February 14, 2017 Board Meeting
(20.218.200.0176.000.028.026.9026)

e. Leaves of Absence

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

1. Ms. Ellie Abdi – Teacher of Health/Physical Education – Warwick Institute
Family Act LOA Effective April 3, 2017 to April 14, 2017
(15.120.100.0101.000.309.009.0000 – 84.0000%)
(20.218.100.0101.000.028.026.9011 – 16.0000%)
2. Ms. Zainab Abdul-Zahir – Literacy Coach – Truth Middle School
Family Act LOA Effective February 17, 2017 to March 13, 2017
(15.000.221.0104.000.216.016.0000)
3. Ms. Candace Ballard – Security Monitor – Costley Middle School
Family Act LOA Effective March 2, 2017 to April 20, 2017
Health LOA Effective April 21, 2017 to a date TBD (NTE 06/30/17)
(15.000.266.0100.000.215.015.0000)
4. Ms. Michele Baltimore – Secretary (Head) – Wahlstrom Academy
Family Welfare LOA (without pay) Effective May 1, 2017 to June 30, 2017
(15.000.240.0105.000.339.039.0000 – 70.0000%)
(15.000.211.0100.000.339.039.0000 – 30.0000%)
5. Ms. Jacquelyn Banks – Teacher Tutor – Parks Academy
Family Act LOA Effective March 3, 2017 to May 15, 2017
Family Act LOA (Intermittent) Effective May 16, 2017 to June 30, 2017 (NTE 06 days)
(15.120.100.0101.000.311.011.0000)

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

6. Ms. Michelle Bell-Herron – Teacher of the Handicapped (MCI) – Campus High
Family Act LOA Effective February 22, 2017 to May 30, 2017
Health LOA Effective May 31, 2017 to a date TBD (NTE 06/30/17)
(15.201.100.0101.000.101.001.0000)
7. Ms. Charity Bracey – Teacher of English – East Orange STEM Academy High School
Family Act LOA Effective February 21, 2017 to February 27, 2017
Family Act LOA (Intermittent) Effective February 28, 2017 to June 30, 2017 (NTE 15 days)
(15.140.100.0101.000.102.002.0000)
8. Ms. Sharonda Chambers – Teacher of Kindergarten – Garvin School
Family Act LOA Effective February 21, 2017 to March 7, 2017
(15.110.100.0101.000.308.008.9704)
9. Ms. Jan Cheema – Teacher Assistant for Special Ed (ICS) – Campus High
Health LOA Effective September 5, 2017 to September 25, 2017
(15.213.100.0106.000.101.001.0000)
10. Ms. Donna Dangler – Teacher of Music (Voc) – Houston Academy
Family Act LOA Effective February 27, 2017 to March 3, 2017
(15.120.100.0101.000.307.007.0000 – 95.8300%)
(20.218.100.0101.000.028.026.9011 – 4.1700%)
11. Ms. Tanisha Dow – Teacher of Elementary – Carver Institute
Family Act LOA Effective April 17, 2017 to April 28, 2017
Family Act LOA (Intermittent) Effective May 1, 2017 to May 17, 2017 (NTE 13 days)
(15.120.100.0101.000.305.005.0000)
12. Ms. Ashley Elio – Teacher of Elementary – Parks Academy
Family Act and Bonding LOA Effective September 5, 2017 to October 31, 2017
(15.120.100.0101.000.311.011.0000)
13. Ms. Rosario Garlobo Yaque – Teacher of Spanish – East Orange STEM Academy High School
Family Act LOA Effective February 28, 2017 to March 14, 2017
(15.140.100.0101.000.102.002.0000)
14. Ms. Joyce Harper – Groundskeeper – Division of Maintenance Services
Family Act LOA Effective December 5, 2016 to March 3, 2017
(11.000.263.0100.000.000.000.0000)
15. Ms. April Hendricks – CST Social Worker – Ecolè Toussaint Louverture
Family Act LOA Effective March 2, 2017 to March 17, 2017
Family Act LOA (Intermittent) Effective March 20, 2017 to June 30, 2017 (NTE 22 days)
(11.000.219.0104.000.000.000.0000)
16. Ms. Sharice James – Teacher Assistant for Special Ed (LD) – Tyson Elementary
Family Act LOA Effective May 16, 2017 to June 30, 2017
(15.204.100.0106.000.312.012.0000)
17. Ms. Eileen Lesko-Eckert – Teacher of Business/Technology – East Orange STEM Academy High
Family Act LOA Effective March 10, 2017 to March 13, 2017
(15.140.100.0101.000.102.002.0000)

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

18. Ms. Vanessa Ming – Supervisor of Educational Support Svcs – Educational Support Services
Family Act LOA Effective March 15, 2017 to March 20, 2017
Family Act LOA Effective March 22, 2017 to March 24, 2017
(11.000.218.0104.000.000.0000)
19. Ms. Michele Monaco – Teacher of Technology – Costley Middle School
Family Act LOA Effective April 21, 2017 to June 30, 2017
Family Act and Bonding LOA Effective September 5, 2017 to September 22, 2017
(15.000.222.0100.000.215.015.0000)
20. Ms. Cynthia Patterson – Teacher of Grades 6-8 (SSd) – Truth Middle School
Family Act LOA (Intermittent) Effective January 17, 2017 to June 30, 2017 (NTE 15 days)
(15.130.100.0101.000.216.016.0000)
21. Ms. Katina Petty – Security Monitor – Department of Security
Health LOA (extended) Effective September 1, 2016 to March 24, 2017
(11.000.262.0100.000.000.000.0000)
22. Ms. Maria Pula – Teacher of Pre-Kindergarten – Tyson Elementary
Family Act LOA Effective February 15, 2017 to February 28, 2017
(20.218.100.0101.000.028.026.9010)
23. Ms. Meshele Scipio – Teacher of Science – Fresh Start Academy High School
Family Act LOA Effective January 30, 2017 to February 13, 2017
Family Act LOA Effective March 2, 2017 to March 9, 2017
(11.423.100.0101.000.029.029.0000)
24. Mr. David Stevens – Custodian (Day) – Truth Middle School
Family Act LOA (Intermittent) Effective July 1, 2016 to June 30, 2017 (NTE 20 days)
(11.000.262.0100.000.000.000.0000)
25. Ms. Karen Thomas – Teacher of Elementary – Langston Hughes School
Family Act LOA Effective March 24, 2017 to June 30, 2017
(15.120.100.0101.000.306.006.0000)
26. Ms. Suzzette Thomas – Teacher of Pre-Kindergarten – Langston Hughes School
Family Act LOA (Intermittent) Effective March 15, 2017 to June 30, 2017 (NTE 20 days)
(20.218.100.0101.000.028.026.9010)
27. Ms. Miriam Williamson – Teacher of the Handicapped (MCI) – Bowser Elementary School
Family Act LOA Effective April 3, 2017 to June 5, 2017
Health LOA Effective June 6, 2017 to June 30, 2017
(15.201.100.0101.000.304.004.0000)
28. Ms. Taria Young – Teacher Assistant for Pre-Kindergarten – Gibson Academy
Educational LOA (without pay) Effective September 11, 2017 to January 14, 2018
(15.216.100.0106.000.337.037.0000)

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 DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.f.”

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESg. 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. Jasmine Boyer – Teacher Assistant for Kindergarten – Cochran Academy
(Original Hire Date: November 10, 2008)
From: Step 1 \$26,007.00 p/a
To: Step 3 \$26,557.00 p/a
Effective March 1, 2017 to June 30, 2017
(higher training level)
(15.190.100.0106.000.338.038.9704)
2. Mr. Byron Carter – Teacher of the Handicapped (ICS) – Tyson 6-12
(Original Hire Date: March 31, 1992)
From: Level 4/BA Step 16 \$91,709.00 p/a + \$1,250 Longevity
To: Level 4/BA Step 16 \$91,709.00 p/a + \$1,500 Longevity
Effective March 31, 2017 to June 30, 2017
(25 years longevity stipend)
(15.213.100.0101.000.203.003.0000)
3. Mr. Gavin Cobourne – Per Diem Substitute Teacher – Substitute Department
(Original Hire Date: January 30, 2017)
From: \$75.00 p/d
To: \$130.00 p/d
Effective January 30, 2017 to June 30, 2017
(higher training level)
(11.120.100.0101.000.000.000.0000)
4. Mr. Emanuel Cordero – Teacher of Chemistry – Tyson 6-12
(Original Hire Date: March 15, 2017)
From: Level 5/MA Step 1 \$58,734.00 p/a
To: Level 6/MA+32 Step 16 \$106,268.00 p/a
Effective June 5, 2017 to June 30, 2017
(verified prior experience)
(15.140.100.0101.000.203.003.0000)
5. Ms. Amanda Dudas – Teacher of Elementary – Tyson Elementary
(Original Hire Date: February 21, 2017)
From: Level 4/BA Step 2 \$53,634.00 p/a
To: Level 4/BA Step 2½ \$54,334.00 p/a
Effective February 21, 2017 to June 30, 2017
(verified prior experience)
(15.120.100.0101.000.312.012.0000)
6. Ms. Belinda Georges – CST Social Worker – Parks Academy
(Original Hire Date: March 4, 2002)
From: Level 6/MA+32 Step 16 \$106,268.00 p/a
To: Level 6/MA+32 Step 16 \$106,268.00 p/a + \$750 Longevity
Effective March 6, 2017 to June 30, 2017
(15 years longevity stipend)
(11.000.219.0104.000.000.000.0000)

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

7. Ms. Rania Hassan – Teacher of Grades 6-8 (Sci) – East Orange STEM Academy High School
(Original Hire Date: September 1, 2012)
From: Level 4/BA Step 4 \$55,034.00 p/a
To: Level 5/MA Step 4 \$61,679.00 p/a
Effective September 1, 2017 to June 30, 2018
(higher training level)
(15.140.100.0101.000.102.002.0000)
8. Ms. Renee McGrady – Math Coach – Langston Hughes School
(Original Hire Date: March 16, 1992)
From: Level 5½/MA+15 Step 16 \$100,005.00 p/a + \$1,250 Longevity
To: Level 5½/MA+15 Step 16 \$100,005.00 p/a + \$1,500 Longevity
Effective March 16, 2017 to June 30, 2017
(25 years longevity stipend)
(15.000.221.0104.000.306.006.0000)
9. Ms. Crystal Newby-Reynolds – Teacher of Dance – Tyson Elementary
(Original Hire Date: March 25, 1992)
From: Level 6/MA+32 Step 16 \$106,268.00 p/a + \$1,250 Longevity
To: Level 6/MA+32 Step 16 \$106,268.00 p/a + \$1,500 Longevity
Effective March 27, 2017 to June 30, 2017
(25 years longevity stipend)
(15.120.100.0101.000.312.012.0000)

h. Staff Appointments

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

i. Extra-curricular and Co-curricular Appointments – Various Locations – 2016-2017 School Year

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

j. Summer Staff Appointments

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2017-18 summer staff appointments listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES 2.j. All positions are dependent upon student enrollment and the availability of funds.”

k. Approval of Proposed Summer Extra Compensation Allocations – 2017-18 School Year

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2017-18 school year proposed summer extra compensation allocation listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES 2.k.”

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICES

- l. Salary Adjustments – East Orange Lunch Period Supervisory Aides’ Association 2014-15 to 2016-17 School Year

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2014-15 to 2016-17 school year salary adjustments for East Orange Lunch Period Supervisory Aides’ Association listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES 2.l.”

- m. Salary Adjustments – Extra-curricular and Co-curricular Staff 2016-17 School Year

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2016-17 school year salary adjustments for extra-curricular and co-curricular staff listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES 2.m.”

- n. 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. Rafaelina Almonte – Teacher Assistant for ESL – Costley Middle School
Change in Educational LOA Effective Dates
From: January 5, 2017 to April 19, 2017
To: January 5, 2017 to May 2, 2017
2. Ms. Tiana McCargo – Teacher of Elementary – Bowser Elementary School
Change in Family Act and Bonding LOA Effective Dates
From: January 3, 2017 to April 3, 2017
To: January 3, 2017 to May 16, 2017
3. Ms. Shannon Roman-Snellgrove – Master Teacher – Department of Early Childhood
Change in Family Act and Bonding LOA Effective Dates
From: April 20, 2017 to June 30, 2017
To: April 3, 2017 to June 30, 2017
Change in Family Act and Bonding LOA Effective Dates
From: September 1, 2017 to October 11, 2017
To: September 5, 2017 to October 10, 2017
4. Ms. Robyn Sorbino – Speech Therapist – Department of Special Education
Change in Family Act LOA Effective Dates
From: January 10, 2017 to February 28, 2017
To: January 10, 2017 to March 31, 2017
5. Ms. Naomie Ulysse – Teacher Assistant for Special Ed (1:1) – Houston Academy
Change in Resignation Effective Date
From: April 21, 2017
To: March 24, 2017
6. Mr. Jimmy Williams – School Disciplinarian – Fresh Start Academy Middle School
Change in Health LOA Effective Dates
From: January 6, 2017 to March 17, 2017
To: January 6, 2017 to April 14, 2017
7. Mr. Robert Wilson – School Social Worker – Fresh Start Academy Middle School
Change in Health LOA Effective Dates
From: February 28, 2017 to April 17, 2017
To: February 28, 2017 to May 2, 2017

A. SUPERINTENDENT OF SCHOOLS**2. LABOR RELATIONS & EMPLOYMENT SERVICES****o. Appointments**

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

1. Ms. Demetrisha Barnes – Parent/Community Liaison – Educational Support Services
Salary \$30,000.00 p/a Effective April 19, 2017 to June 30, 2017
(11.000.211.0100.000.000.0000) (new)
2. Ms. Kalma Butler – Per Diem Substitute Teacher – Substitute Department
Salary \$75.00 p/d Effective April 19, 2017 to June 30, 2017
(11.120.100.0101.000.000.0000) (new)
3. Ms. Karen Coy – Building Based Substitute Teacher – Tyson Elementary
Salary \$143.00 p/d Effective April 19, 2017 to June 30, 2017
(11.120.100.0101.000.000.0000) (new)
4. Ms. Tyreka Cupitt – Lunch Period Supervisory Aide – Tyson Elementary
Salary \$8.75 p/h Step 1 Effective April 19, 2017 to June 30, 2017
(11.000.262.0100.000.000.0000) (replacement)
5. Ms. Delores Johnson – Lunch Period Supervisory Aide – Costley Middle School
Salary \$8.75 p/h Step 1 Effective April 19, 2017 to June 30, 2017
(11.000.262.0100.000.000.0000) (replacement)
6. Mr. Hans Lundy – Teacher Assistant for Special Education (CSM) – Tyson 6-12
Salary \$26,007.00 p/a Step 1 Effective April 19, 2017 to June 30, 2017
(15.213.100.0106.000.203.003.0000) (replacement)
7. Ms. Jacqueline Mompoint – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective April 19, 2017 to June 30, 2017
(11.130.100.0101.000.000.0000) (new)
8. Ms. Chloe Tanis – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective May 09, 2017 to June 30, 2017
(11.130.100.0101.000.000.0000) (new)
9. Mr. Michael Tate – Lunch Period Supervisory Aide – Garvin School
Salary \$8.75 p/h Step 1 Effective April 19, 2017 to June 30, 2017
(11.000.262.0100.000.000.0000) (replacement)

XII. CONSIDERATION OF RESOLUTIONS

APRIL 18, 2017

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT 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.	Dr. Gloria Watson <i>Educational Support Services & Parent Relations</i> Thelma Ramsey <i>STEM Academy</i>	Monroe Township, NJ	PSEL Leadership Reflection and Growth Tool	4/18/2017	NO COST TO THE DISTRICT	
2.	Fidelia Sturdivant Monica Burton Howard Walker Kevin Williams Leslie Shults Annie Jackson Anita Champagne Yvy Joseph Vincent Stallings Ralph Jacob, Jr. <i>Division of Operations, Compliance & Educational Support Services</i>	Monroe Township, NJ	PSEL Leadership Reflection and Growth Tool	4/22/2017	NO COST TO THE DISTRICT	
3.	Dario Lambkin <i>Department of Facilities & Maintenance Services</i>	Cedar Grove, NJ	Bomb Threat Assessment: Awareness and Response	4/18/2017	NO COST TO THE DISTRICT	
4.	Valerie Sterzel Candi Roman Yvy Joseph Vanessa Ming Melaine Cruz <i>Educational Support Services & Parent Relations</i>	Denville, NJ	Positive Discipline: In School and Classroom	4/21-22/2017	\$1950.00 \$50.00 \$2000.00 17.15.000.223.580.336.036.0000 17.15.000.223.580.314.014.0000 17.15.000.240.580.309.009.0000 17.11.000.218.580.028.046.0000	Registration Fee Mileage and Tolls Total Est. Cost
5.	Gloria Watson Flore-Nadeige Lovett <i>Educational Support Services & Parent Relations</i>	Parsippany, NJ	Oppositional, Defiant & Disruptive Children and Adolescents: Non-Medication Approaches to the Most Challenging Behaviors	5/2/2017	\$700.00 \$14.00 \$714.00 17.11.000.218.580.028.046.0000 17.15.000.240.580.309.009.0000 17.15.000.221.500.215.015.0000 17.15.000.240.580.101.001.0000	Registration Fee Mileage and Tolls Total Est. Cost
6.	Roberta Levenson <i>Truth Middle School</i>	Lincroft, NJ	New Jersey Counseling Association 2017 Conference	5/5-7/2017	NO COST TO THE DISTRICT	

XII. CONSIDERATION OF RESOLUTIONS

APRIL 18, 2017

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

p. Professional Conferences

	Name(s)	Destination	Reason	Date(s)	Cost	
7.	Koree Toles <i>Houston Academy</i> Iqua Colson <i>Curriculum Services</i>	Monroe Township, NJ	NJPSA "How to Become a Model School of the Arts"	5/8/2017	\$298.00 \$298.00	Registration Fee Total Est. Cost 17.15.000.240.580.307.007.0000 17.11.000.221.580.000.000.9706
8.	Koree Toles <i>Houston Academy</i>	Monroe Township, NJ	NJPSA "The Role of Social 7 Emotional Learning"	5/10/2017	\$100.00 \$100.00	Registration Fee Total Est. Cost 17.15.000.240.580.307.007.0000
9.	Craig Smith <i>Division of Business Services</i>	Franklin Township, NJ	ESCNJ Vendor Expo	5/12/2017	NO COST TO THE DISTRICT	
10	Dr. Kevin West <i>Office of the Superintendent of Schools</i>	Atlantic City, NJ	NJASA/NJPSA "35 th Annual Spring Leadership Conference"	5/17-19/2017	\$575.00 \$181.00 \$212.00 \$172.50 \$1140.80	Registration Fee Mileage and Tolls or Transportation Costs Lodging and Gratuities Meals and Gratuities Total Est. Cost 17.15.000.240.580.307.007.0000
11	Paulette Solomon <i>Division of Curriculum Services</i>	Atlantic City, NJ	2017 NJASA Spring Conference	5/19/2017	NO COST TO THE DISTRICT	
12	Ikechukwu Onyema <i>Campus High School</i>	New York City, NY	Public Science Project's 7 th Annual Summer Institute on Critical Participatory Action Research	5/30 – 6/3/2017	NO COST TO THE DISTRICT	
13	Stephen Webb Brian Tidwell Meshele Scipio Adrienne Surgeon <i>Fresh Start Academy High School</i>	West Windsor, NJ	11 th Annual PBSIS Leadership Forum	6/1/2017	\$58.00 \$92.00 \$150.00	Registration Fee Other Expenses Total Est. Cost 17.11.423.240.580.029.029.0000
14	Fred Womack Sgt. Mary Berrouet <i>Campus High School</i>	Atlantic City, NJ	New Jersey Juvenile Officer's Association Annual Conference	6/1-2/2017	\$300.00 \$402.00 \$702.00	Registration Fee Lodging & Gratuities Total Est. Cost 17.15.000.240.580.101.0001.0000
15	Tracy Smith <i>Division of Operations, Compliance & Educational Support Services</i>	San Antonio, TX	ISTE 2017 Conference	6/25-29/2017	\$495.00 \$750.00 \$810.01 \$250.00 \$50.00 \$2355.01	Registration Fee Mileage and Tolls or Transportation Costs Lodging & Gratuities Meals & Gratuities Other Expenses Total Est. Cost 17.11.000.251.580.028.023.0000

XII. CONSIDERATION OF RESOLUTIONS

APRIL 18, 2017

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

p. Professional Conferences

Name(s)	Destination	Reason	Date(s)	Cost	
16 Marissa McKenzie Jennifer Parrish <i>Division of Labor Relations & Employment Services</i>	Phoenix, AZ	American Association of School Personnel Administrators AASPA's 79 th Annual Conference	10/16-20/2017	\$1210.00 \$1100.00 \$2074.96 \$531.00 \$359.20 \$5275.16	Registration Fee Mileage and Tolls or Transportation Costs Lodging & Gratuities Meals & Gratuities Other Expenses Total Est. Cost
				17.11.000.230.580.028.021.0000	

q) Extra-curricular and Co-curricular Appointments – Various Locations – 2017-2018 School Year

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the extra-curricular and co-curricular appointments for the various locations listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2,p for the 2017-2018 school year."

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, ratifies the payment of bills on the attached lists totaling \$7,829,453.70. (Attachment 3-a)

b. List of Bills

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

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

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, authorizes and approves the payment of bills on the attached lists for the Tuesday, April 18, 2017 board meeting in the amount of \$4,475,251.59. (Attachment 3-b)

c. Appropriation Transfers

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

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

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

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

d. Appropriation Transfers – ECPA/Fund 15

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

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

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

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

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

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

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

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

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

f. 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-f)

g. Grant Application & Acceptance – East Orange Board of Education Adult Basic Skills Evening Program – 2017-2018 ABS FY 2017

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the application and acceptance of a grant in the amount of \$70,000 from the State Department of Labor & Workforce Development with district matching funds of \$17,500 (25%) for funding of the EOBE Adult Basic Skills (ABS) program for the period of July 1, 2017 through June 30, 2018.

h. Reflex Math Grant

BE IT RESOLVED: the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the acceptance of grant to Johnnie L. Cochran Jr. Academy's second grade from Reflex Math (online curriculum) for a period of 12 months at no cost to the district. (Attachment 3-h)

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICESi. Request for Grant Approval

BE IT RESOLVED: the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Wahlstrom Early Childhood Academy to accept the Field Trip New Jersey Grant in the amount of \$1,508.00 to cover the cost for field trip transportation to the Turtle Back Zoo (\$572) and the Branch Brook Skating (\$936). (Attachment 3-i)

j. Donation for the East Orange STEM Academy Robotics Team #5310

BE IT RESOLVED: the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the donation of \$500.00 from Northeast Region Council of Carpenters for the East Orange STEM Academy Robotics Team #5310. (Attachment 3-j)

k. Permission to Receive Donation (Tyson Elementary)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve the acceptance of a check in the amount of \$185.70 given to Cicely L. Tyson Elementary School by Box Top Education. (Attachment 3-k)

l. Resolution of the East Orange Board of Education Authorizing the Execution of a Project Development Agreement with Honeywell in Connection with the Board's Energy Savings Improvement Program

WHEREAS, the East Orange Board of Education (the "Board") completed a Local Government Energy Audit (the "Audit") through a no-cost program administered by the Board of Public Utilities Office of Clean Energy ("BPU"); and

WHEREAS, on September 30, 2015, the Board, pursuant to the competitive contracting provisions of the Public School Contracts Law, N.J.S.A. 18A:18A-4.1 et seq., issued a *Request for Proposals to Select an Energy Services Company to Develop and Implement an Energy Savings Plan through an Energy Savings Improvement Program for the East Orange School District, East Orange Board of Education, 199 4th Avenue, East Orange, NJ 07017* (the "RFP") in accordance with the requirements of N.J.S.A. 18A:18A-4.6 et seq.; and

WHEREAS, on November 24, 2015, the Board received four legally compliant proposals from the four firms; and

WHEREAS, the Board's Evaluation Team evaluated all four (4) proposals, and prepared an Evaluation Report, dated April 8, 2016, recommending Honeywell as the Successful Respondent; and

WHEREAS, Honeywell was selected by the Board as the Successful Respondent; and

WHEREAS, Honeywell has completed a detailed audit of the Board's facilities and generated an Energy Savings Plan;

WHEREAS, the Energy Savings Plan was independently reviewed and verified by Gabel Associates on behalf of the Board; and

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

1. Resolution of the East Orange Board of Education Authorizing the Execution of a Project Development Agreement with Honeywell in Connection with the Board's Energy Savings Improvement Program – Cont'd

WHEREAS, the Energy Savings Plan was submitted to the Board of Public Utilities on December 21, 2016, for review and approval; and

WHEREAS, the Board of Public Utilities approved the Energy Savings Plan on January 12, 2017; and

WHEREAS, the Board accepted the Energy Savings Plan via Resolution on March 16, 2017; and

WHEREAS, the parties now wish to memorialize their respective obligations with respect to the next phase of the Energy Savings Improvement Program, the development of a final Energy Savings Improvement Plan, by executing the Project Development Agreement attached hereto as Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED, by the East Orange Board of Education, as follows:

1. The aforesaid recitals are incorporated herein as if set forth at length.
2. The Business Administrator is hereby authorized and directed to execute a Project Development Agreement in the form substantially similar to the Agreement attached hereto as Exhibit A.
3. The Business Administrator, working with the Board's legal counsel, financial advisor, energy consultant and Honeywell shall provide the Board with a final Energy Savings Improvement Plan recommendation which shall be subject to Board approval.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.
(Attachment 3-l)

m. 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-m)

Period Ending	Appropriation Balance	Cash Balance
February 28, 2017	\$	\$

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

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

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

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

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, for the period ending February 28, 2017 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-n)

Period Ending	Cash Balance
February 28, 2017	\$

o. Budgetary Major Account/Fund Status Certificate

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

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

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

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

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

No.	Organization	Schedule ID#	Schedule Title	School/Location	Event Date
1	EO RECREATION	Board apprvd. 3/14/17 1518-1520	AFTER SCHOOL PROGRAM	LOUVERTURE - CAFÉ & GYM	MAR. 20, 2017 - JUN 23, 2017 (M-F) *additional dates
2	EO RECREATION	Board apprvd. 3/14/17 1524-1525	AFTER SCHOOL PROGRAM	HOUSTON - CLASSROOM	APR 17, 2017 - JUN 23, 2017 (M-F) *additional dates
3	ROBESON CLASSIC	1442	ROBESON CLASSIC ALL STAR GAMES	ROBESON STADIUM	RAIN DATE ONLY JUNE 16, 2017 (FRI)
4	EO EDUCATION FOUNDATION	1545	ANNUAL SPELLING BEE	EO CAMPUS - AUDITORIUM	JUNE 3, 2017 (SAT)
5	JOHNNIE L. COCHRAN ACADEMY PTO	1547	EASTER EGG HUNT	COCHRAN - PARKING LOT	APRIL 8, 2017 (SAT)
6	EO JR JAGUARS	1548-1549	CHEERLEADING PRACTICE	EO CAMPUS - HALLWAY	MAY, 2, 2017 - JUNE 29, 2017 (TUES - THURS)
7	EO JR JAGUARS	1550	EO JR JAGUARS MEETINGS	EO CAMPUS - ALL-PURPOSE RM & MEDIA CNTR.	APRIL 19, 2017 - JUNE 21, 2017 (WED)
8	THREE STAGES	1551	THE WORLD IS A RAINBOW	HEALY - AUDITORIUM	APRIL 27, 2017 (THURS)
9	EO RECREATION	1552	MAC FEST CELEBRATION	TYSON HIGH - PARKING LOT	JUNE 17, 2017 (SAT)
10	WORLDS COLLIDE TOP RANK FIGHTING LLC	1553	BOXING EVENT	EO CAMPUS - GYM	JUNE 24, 2017 (SAT)
11	EO COMMUNITY CHARTER SCHOOL	1554	MOVING UP CEREMONY	TYSON HIGH - 800 SEAT THEATER	JUNE 20, 2017 (TUES)

XII. CONSIDERATION OF RESOLUTIONS

April 18, 2017

A. SUPERINTENDENT OF SCHOOLS**4. MAINTENANCE SERVICES****a. Recommendation for the Use of Facility- Cont'd**

No.	Organization	Schedule ID#	Schedule Title	School/Location	Event Date
12	THE HISTORICAL SOCIETY OF EO	1556	HSEO LAWN RECEPTION	TYSON HIGH - GROUNDS	JUNE 11, 2017 (SUN)
13	ESSEX COUNTY BOARD OF ELECTIONS	1558	PRIMARY/GENERAL ELECTIONS	STEM - GYM	JUNE 6, 2017 & NOV. 7, 2017 (TUES)
14	ESSEX COUNTY BOARD OF ELECTIONS	1559	PRIMARY/GENERAL ELECTIONS	JACKSON - ALL PURPOSE RM/MEDIA CNTR	JUNE 6, 2017 & NOV. 7, 2017 (TUES)
15	ESSEX COUNTY BOARD OF ELECTIONS	1560	PRIMARY/GENERAL ELECTIONS	LOUVERTURE - GYM	JUNE 6, 2017 & NOV. 7, 2017 (TUES)
16	ESSEX COUNTY BOARD OF ELECTIONS	1561	PRIMARY/GENERAL ELECTIONS	HUGHES - GYM	JUNE 6, 2017 & NOV. 7, 2017 (TUES)
17	ESSEX COUNTY BOARD OF ELECTIONS	1562	PRIMARY/GENERAL ELECTIONS	PARKS - HALLWAY	JUNE 6, 2017 & NOV. 7, 2017 (TUES)
18	ESSEX COUNTY BOARD OF ELECTIONS	1563	PRIMARY/GENERAL ELECTIONS	BOWSER - HALLWAY	JUNE 6, 2017 & NOV. 7, 2017 (TUES)
19	EO RECREATION	1565	AUTISM AWARENESS WNBA MEET & GREET	STEM - GYM	MAY 10, 2017 (WED)

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 listed above as long as each organization submit all documents required in accordance to the District's Policy and Regulation#7510.

ADJOURNMENT

POLICY COVER PAGE

POLICY

1st Reading



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Definitions

The following terms used in these bylaws, policies and regulations shall have the meanings set forth below unless the context requires a different meaning or a different definition is supplied:

"Board" means the Board of Education of East Orange.

"Bylaw" means a rule of the Board for its own operation.

"Chief School Administrator" means the Chief Executive Officer of this school district, whose title in this district is Superintendent.

"Collective Bargaining", "Negotiated Agreement", or "Collective Bargaining Agreement" means a contract collectively negotiated by the Board of Education and a recognized bargaining unit.

"Commissioner" means the New Jersey State Commissioner of Education.

"Core Curriculum Content Standards" means the New Jersey **Student Learning Standards**.

"County Superintendent" means the Executive County Superintendent of Schools designated by the Department of Education for this school district.

"Day" means a calendar day.

"Division of Youth and Family Services" or "DYFS" means the New Jersey Department of Children and Families – Division of Child Protection and Permanency or DCP&P.

"Executive County Superintendent" means the "County Superintendent designated by the Department of Education for this school district."

"Full Board" means the authorized number of voting members of the Board of Education.

"Meeting" means a gathering that is attended by or opens to all of the members of the Board of Education, held with the intent on the part of the Board members present to discuss or act as a unit on the specific public business of the Board of Education.



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“New Jersey Student Learning Standards” or “NJSLS” means standards adopted by the State Board of Education on May 1, 1996, and as thereafter revised by the State Board, and the Common Core State Standards adopted by the State Board on June 16, 2010, and as thereafter revised by the State Board, that describe the knowledge and skills all New Jersey students are expected to acquire by benchmark grades in the following areas: English language arts; mathematics; science; social studies; visual and performing arts; comprehensive health and physical education; world languages; technology; and 21st century life and careers. The standards are established for the provision of a thorough and efficient education pursuant to N.J.S.A. 18A:7F-46 and as a basis for the evaluation of school districts in accordance with N.J.A.C. 6A:30.

“Parent” means the natural parent(s), adoptive parent(s), or legal guardian(s), foster parents(s), or parent surrogate(s) of a student. Where parents are separated or divorced, “parent” means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student provided such parental rights have not been terminated by a court of appropriate jurisdiction.

“Policy” means a statement, formally adopted by the Board of Education, in which the Board recognizes the mandates and constraints of law, establishes practices and standards binding on staff members and students, and gives direction to the Superintendent.

“President” means the President of the Board of Education.

“Principal” means the administrator in charge of a school building or facility; except where prohibited by law, “Principal or designee” also means the qualified person duly delegated by the Principal to discharge a particular duty in place of the Principal.

“Professional employee” means a teaching staff member.

“Pupil” means a student enrolled in a school in this district.

“Regulation” means a statement developed and promulgated by the Superintendent that details the specific operations by which Board policy or a legal mandate is implemented.

“Secretary” means the Secretary of the Board of Education.

“Student” means a student enrolled in the school in this district.

“Superintendent” means the Chief School Administrator of this school district; except where prohibited by law, “Superintendent or designee” means the qualified person duly delegated by the Superintendent to discharge a particular duty in place of the Superintendent.



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“Support staff member” means an employee who holds a position for which no certificate issued by the New Jersey State Board of Examiners is required.

“Teaching staff member” means an employee who holds a position for which a certificate issued by the New Jersey State Board of Examiners is required.

“Treasurer” means the Treasurer of School Moneys for this school district.

Construction

The following rules of construction apply to these bylaws, policies and regulations:

1. Wherever possible, language shall be given its clear and ordinary interpretation;
2. Language shall be construed to have a meaning that complies with law;
3. In the event bylaws, policies and regulations conflict with one another, the later adopted bylaw, policy or regulation shall take precedence over the earlier, and the more specific bylaw, policy or regulation shall take precedence over the more general;
4. Except as otherwise provided by the context, the auxiliary verbs “shall,” “will,” and “must” indicate a mandated action, and the auxiliary verb “may” indicates an action that is permitted but is not mandated.

Effectuation

Except as may otherwise be expressly provided, a bylaw, policy or regulation will become effective on the date it is adopted and a revised bylaw, policy or regulation will become effective on the date it is revised.

Citations

Bylaws, policies and regulations may contain citations to the following codifications of state and federal laws and regulations:

1. United States **Code** Statutes - **U.S.C.**
2. United States Regulations - **Code of Federal Regulations (C.F.R.)**



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Severability

If any part of this manual is made invalid by judicial decision or legislative or administrative enactment, all other parts shall remain in full effect unless and until they are amended or repealed by the Board of Education or until regulations issued by the Superintendent are amended.



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Enactment

The official record of the adoption, issuance, amendment, or repeal of the bylaws, policies and regulations of this district shall be the minutes of meetings of the Board of Education. Such alterations shall be duly entered in this manual; a master copy of the bylaw, policy and regulation manual shall be maintained by the Division of Business Services and shall be the manual to which all others may be compared for accuracy.

Issued: 10 September 2013

Issued:



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Independent Study Programs

ABOLISHED AS OF APRIL 2017

2320 INDEPENDENT STUDY PROGRAMS

The Board of Education authorizes an independent study program aimed at achieving the Core Curriculum Content Standards for promotion and graduation purposes in accordance with the requirements of N.J.A.C. 6A:8-5.1(a)ii.

An independent study program and appropriate assessments shall be planned for individuals and/or a group based on specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards. The Principal shall certify completion of the independent study program based on specific instructional objectives.

The Principal may utilize a performance or competency assessment to approve student completion of an independent study program, including those occurring all or in part prior to the student's high school enrollment.

A group independent study program shall be approved in the same manner as other approved courses. Independent study programs shall be on file in the school district and subject to review by the Commissioner of Education or designee.

N.J.A.C. 6A:8-5.1 et seq.

Adopted: 3 June 2009



2415.06 UNSAFE SCHOOL CHOICE OPTION

The New Jersey Department of Education (NJDOE) is required to establish an Unsafe School Choice Option (USCO) Policy per the Elementary and Secondary Act (ESEA) of 1965, as reauthorized under the Federal Every Student Succeeds Act of 2015 (ESSA). The USCO Policy requires that students who attend a persistently dangerous public elementary or secondary school as determined by the NJDOE, or become victims of a violent criminal offense while in or on school grounds of a public school that they attend, be allowed to attend a safe public school within the district. The USCO provision under the ESSA contains two provisions that apply to school districts that receive funds under ESSA: Provision I - Persistently Dangerous Schools and Provision II - Victims of Violent Criminal Offenses.

Effective the beginning of each school year, school districts receiving **ESSA** funds must be prepared to complete the transfer of students who choose to exercise Provision I and Provision II of this **USCO** Policy. Compliance with the Policy is a condition of receiving funds under any and all titles under **ESSA**. The Superintendent is required to certify compliance with this USCO Policy to the New Jersey Department of Education (NJDOE) in the application for **ESSA** funds.

USCO Policy Provision I - Persistently Dangerous Schools (PDS)

1. Criteria for Determining Persistently Dangerous Schools.

A persistently dangerous school is a public elementary or secondary school building (except for Regional Day Schools, Educational Services Commissions and Special Services School Districts) that meets the objective criteria determined by the New Jersey Department of Education (NJDOE) for three consecutive years and is part of a school district that receives funds under **ESSA**. The NJDOE will use the most current available data from the Electronic Violence and Vandalism Reporting System (EVVRS) to identify persistently dangerous schools on or before July 31 of each year.

2. Procedures and Guidelines for Schools Determined to be Persistently Dangerous.

A school district will be notified by the NJDOE on or before July 31 of each year if a school(s) in the school district has been identified as a PDS. Once the district receives notification a school is identified as persistently dangerous, the district must inform all parents of enrolled students in the school of the designation within fifteen calendar days of the **date of the** notice and offer them the option for their children to transfer to a safe public school within the district



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by the beginning of the respective school year. The district must complete all transfers by the beginning of the school year following the July notification.

Students are not required to accept the transfer option, but they must be afforded the opportunity to do so. Parental notice regarding the status of the school and the offer to transfer students should be made simultaneously. Parents of enrolled students must be notified of the persistently dangerous designation whether or not there is another school within the district for the transferring students.

To the extent possible, the district will allow transferring students to transfer to schools that **have not been identified as low performing, under the State's ESSA accountability system. When a transfer school is not available within the school district, the district may seek arrangements for students to transfer to the nearest charter school or neighboring district; however, this is not required.** The district **may** take into account the needs and preferences of the affected students and parents.

3. Corrective Action Plan for a School Identified as Persistently Dangerous.

If a school in the district is identified **by the NJDOE** as persistently dangerous, the district will submit to the NJDOE documentation of compliance with the parent notification requirement and actions taken to complete the transfer arrangements for all students exercising the option by the first day of the school year. **Additionally, the district is required to** develop and submit for approval a corrective action plan to the NJDOE on or before September 30 of the same year, which will apply to the respective school year. The corrective action plan, which must be completed in the format provided by the NJDOE, will describe how the school will reduce the number of incidents of violence as determined by the EVVRS. The NJDOE will provide **the** schools with guidance for **its** corrective action plan, as well as monitor the school district's timely completion of the approved plans.

In the spring of each following year, the NJDOE will re-evaluate the status of a school identified as persistently dangerous. The NJDOE will review the school's progress towards completing their corrective action plan and compare the current year's incidents of violence, as reported on the EVVRS, to the criteria for determining persistently dangerous schools (PDS). A school identified as maintaining the persistently dangerous designation will be notified by the NJDOE on or before July 31 of the respective year and will be required to submit for approval a revised corrective action plan by **September 30** of that year, which will apply to the respective school year. The school district must inform all parents of enrolled students in the school of the designation within fifteen calendar days of the date **of** notice and offer them the option for their children to



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transfer to a safe public school by the beginning of the respective school year **in accordance with 2. above.**

A school no longer designated persistently dangerous will be notified on or before July 31 of the respective year. The persistently dangerous designation will be removed after one or more years contingent upon successful fulfillment of the criteria for removal, as determined by and in accordance with guidance provided by the NJDOE.

4. Procedures and Guidelines for Early Warning of Schools.

When a school meets the criteria set forth in this Policy for one year, the district will be informed of the types of offenses reported that have led to an early notification. This notification, on or before August 15 of each year, will be informational only. A school that no longer meets the criteria for PDS for one year will no longer be considered in early notification status. A school that meets the criteria for two consecutive years will move into early warning status outlined below.

If a school meets the criteria set forth in this Policy for two consecutive years, the district will be notified of their pattern of offenses on or before August 15 of each year. If notified, the district will develop and submit for approval **a school safety plan to the NJDOE** on or before September 30 of the same year, which will apply to the respective school year. The **school safety** plan, which must be completed in the format provided by the NJDOE, will describe how the school will reduce the number of incidents of violence as determined by the EVVRS. The NJDOE will provide **an early warning** school with guidance for **its school safety** plan, as well as monitor the school's timely completion of the approved plan. A school receiving an "early warning" notices is not required to provide the transfer option to students.

In the spring of each following year, the NJDOE will reevaluate the school's progress towards completing **its school safety** plan and compare the current year's incidents of violence, as reported on the EVVRS, to the criteria for determining persistently dangerous schools. **The** schools will be notified of **its** status on or before July 31 of the respective year.

A school that no longer meet the **criteria** for Persistently Dangerous Schools for one school year, the year in which the **school safety** plan was in effect will no longer be required to submit a **school safety** plan.



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A school that **meets the criteria for PDS** for a third consecutive year will be designated persistently dangerous and will be required to submit for approval a corrective action plan on or before September 30 of that year, which will apply to the respective school year **and** provide the transfer option to students in the school designated as persistently dangerous.

5. Schools Not Receiving **ESSA** Funds, but Meeting the Criteria for PDS.

School buildings and districts that do not receive federal funds under **ESSA**, but meet any one of the criteria for persistently dangerous schools, will be contacted by the NJDOE and be required to develop and submit for approval a **school safety plan** on or before September 30 of the respective year. The **school safety plan** must be completed in the format provided by the NJDOE and describe how the school will reduce the number of incidents of violence as determined by the EVVRS. The NJDOE will provide the school **with** guidance for **its school safety plan**, as well as monitor the school's timely completion of the approved plan.

USCO Policy Provision II - Victims of Violent Criminal Offenses

The **Unsafe School Choice Option** provision of **ESSA** requires a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary or secondary school that the student attends, be allowed to attend a safe public elementary or secondary school within the district, including a public charter school.

The individual victim provision of this Policy attempts to fulfill the requirement for the school district to provide relief to students who have been victimized, while providing a school with a practical means for making determinations on incidents of victimization that are within the purview of the school district. The individual victim section of this Policy has been crafted to enable school staff to make reasonable determinations and actions regarding this Policy. The Superintendent will consult with the Board attorney and communicate with designated local and/or county law enforcement authorities, per the provisions of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials and N.J.A.C. 6A:16-6.2(b) **13**, on questions and issues that arise in the implementation of the individual victims of violent criminal offenses section of this Policy.

1. Criteria for Determining Victims of Violent Criminal Offenses

The following criteria must be used to determine when an enrolled student has become a victim of a violent criminal offense while in or on the grounds of a public elementary or secondary school that the student attends. These criteria only apply to a student who has become a victim of one or more of the violent criminal offenses enumerated below:



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A student is considered a victim of a violent criminal offense when:

- a. A referral has been made to law enforcement officials for suspicion that one of the violent criminal offenses enumerated below has occurred; and
- b. One or more of the following applies:
 - (1) Law enforcement officials have filed formal charges against the **offender(s)** for commission of the violent crime; or
 - (2) The **offender(s)** has **received sanctions in accordance with the Board of Education's Code of Student**; or
 - (3) The **offender(s)** either has not been identified or is not an enrolled student(s), but it is clear that the student (victim) has become a victim of a violent criminal offense based on objective indicators such as physical evidence, eyewitness testimony, and/or circumstantial evidence; or
 - (4) The pre-existence of a restraining order against the **offender(s)**.

2. Procedures and Guidelines

Effective the first day of each school year, the district must be prepared to begin the transfer of any student who chooses to exercise the **individual** choice option provision. The district must offer, within **fourteen** calendar days **of the incident**, an opportunity to transfer to a safe public school within the district to any student who has become a victim of a violent criminal offense while in or on the grounds of a public school that the student attends. While the student must be offered the opportunity to transfer, the student may elect to remain at the school.

To the extent possible, the district will allow any transferring student to transfer to a school that **has not been identified as low performing, under the State's ESSA accountability system. In addition, when a transfer school is not available within the district, the district may seek arrangements for a student to transfer to the nearest charter school or neighboring district; however, this is not required.** The district **may** take into account the needs and preferences of the affected student and his or her parent(s). Transfers must occur within thirty days of the determination that the student was a victim of a violent criminal offense.



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3. Violent Criminal Offenses

The violent criminal offenses under New Jersey statutes that apply to the individual victim provision **of this Policy** are identified and explained below. The offenses apply to completed offenses, as well as attempts to commit the offenses. The offenses and attempts to commit the offenses apply only when they occur in or on the **school grounds, as defined in N.J.A.C. 6A:16-1.3, of the school that the student attends.** The offenses apply whether they occur wholly or in part in or on the grounds of **the** school that the student attends. The offenses apply only to acts or attempts that are directed at a person (victim) or a group of specified individuals (victims), rather than acts that indiscriminately affect the entire school population or non-specified individuals or groups.

4. Applicable Violent Criminal Offenses

Below is a description of each applicable violent criminal offense that is based upon New Jersey statutes and references to statutory citations that provide complete explanations of each designated offense. The descriptions provided below are not intended to be a complete explanation of each offense or a substitute for the actual provisions of the authorizing statutes. Instead, the descriptions are provided as an aid in facilitating understanding of the general intent and practical applications of the violent criminal offenses that pertain to this Policy.

- a. Homicide [N.J.S.A. 2C:11-2] - A **student** is a victim of a homicide when he or she is the child, sibling or other relative of a decedent, resulting from someone purposely, knowingly or recklessly causing the death of the student's parent, sibling or relative in or on school grounds.
- b. Assault [N.J.S.A. 2C:12-1(A)(1-3) and 2C:12-1(B)(1-4)] - A person is a victim of an assault when the actor purposely, knowingly or recklessly causes bodily injury to the victim; negligently, recklessly, knowingly or purposely causes bodily injury to the victim with a deadly weapon; attempts by physical menace to put the victim in fear of imminent serious bodily injury; or knowingly points a firearm at or in the direction of the victim, whether or not the actor believes it to be loaded.
- c. Sexual Assault [N.J.S.A. 2C:14-2] - A **student** is a victim of **a sexual assault when the student is a victim of an act of sexual contact when the victim is less than thirteen years old and the actor is at least four years older than the victim, or the student is a victim of** an act of sexual penetration under any of the following circumstances:

- (1) The victim is less than thirteen years old.



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- (2) The victim is **at least thirteen, but less than sixteen years old; and the actor is at least four years older than the victim.**
 - (3) The victim is **at least sixteen years old, but less than eighteen years old; and the actor has supervisory or disciplinary power over the victim.**
 - (4) The actor uses **physical force or coercion.**
 - (5) The victim is **one whom the actor knew or should have known was physically helpless, mentally defective, or mentally incapacitated.**
- d. Bias Intimidation [N.J.S.A. 2C:16-1(A)] - A person is a victim of the crime of bias intimidation when an actor commits, attempts to commit, conspires with another to commit or threatens the immediate commission of an offense specified in Chapters 11 through 18 of Title 2C of the New Jersey Statutes; N.J.S.A. 2C:33-4; N.J.S.A. 2C:39-3; N.J.S.A. 2C:39-4 or N.J.S.A. 2C:39-5 in the following circumstances:
- (1) With a purpose to intimidate a victim or a group of specified victims because of race, color, religion, gender, handicap, sexual orientation or ethnicity; or
 - (2) Knowing that the conduct constituting the offense would cause a victim or a group of specified victims to be intimidated because of race, color, religion, gender, handicap, sexual orientation or ethnicity; or
 - (3) Under circumstances that caused any victim of the underlying offense to be intimidated and the victim, considering the manner in which the offense was committed, reasonably believed either that:
 - (a) The offense was committed with a purpose to intimidate the victim or any person or entity in whose welfare the victim is interested because of race, color, religion, gender, handicap, sexual orientation or ethnicity; or
 - (b) The victim or the victim's property was selected to be the target of the offense because of race, color, religion, gender, handicap, sexual orientation or ethnicity.



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- e. Terroristic Threat [N.J.S.A. 2C:12-3(A) and 2C:12-3(B)] - A person is a victim of a terroristic threat when the actor threatens to commit one of the violent criminal offenses enumerated under **this** Policy against the victim with the purpose to put the student in imminent fear of one of the violent crimes enumerated in **this** Policy under circumstances reasonably causing the victim to believe the immediacy of the threat and the likelihood that it will be carried out. The definition of terroristic threat applies to N.J.S.A. 2C:12-3(a) insofar as the threat was directed at a person (victim) or a group of specified individuals (victims).
- f. Robbery [N.J.S.A. 2C:15-1] - A person is a victim of a robbery when the actor, in the course of committing a theft, inflicts bodily injury; or uses force upon the victim; or threatens the victim with or purposely puts the victim in fear of immediate bodily injury.
- g. Kidnapping [N.J.S.A. 2C:13-1] - A person is a victim of a kidnapping when the actor unlawfully removes the victim from the school or school grounds; or the actor unlawfully confines the victim with the purpose of holding the victim for ransom or reward as a shield or hostage; or the actor unlawfully removes the victim from the school or school grounds or a substantial distance from where he or she is found in school or on school grounds; or if the actor unlawfully confines a student for a substantial period of time **with any of the following purposes:** to facilitate commission of a crime or flight thereafter, or to inflict bodily injury on or terrorize the victim.
- h. Arson [N.J.S.A. 2C:17-1] - A person is a victim of arson when the actor **purposely or knowingly** starts a fire or causes an explosion in or on the grounds of a school whereby the victim or group of specified victims are in danger of death or bodily injury; or with the purpose of destroying or damaging the victim's or group of specified victim's property that is in the school or on school grounds.

Miscellaneous Provisions of USCO

1. Transfer Time Period – Persistently Dangerous Schools (PDS)

The transfer will be temporary and will be in effect as long as the student's original school is identified as persistently dangerous.



2. Charter School Transfer Option

While **ESSA** permits affected students to be afforded the opportunity to attend a public charter school, in addition to a safe public elementary school or secondary school within the school district, the application of this provision in New Jersey is limited. Transfers to a charter school can only occur as a part of the charter school's "equal opportunity" selection process and among charter schools administered under the same managing authority (i.e., charter schools within the charter school district).

Since charter schools in New Jersey are considered public **local education agencies (LEA's)**, pursuant to N.J.S.A. 18A:36A-3, operated independently of a local board of education, transfers may only take place among charter schools within the LEA. Therefore, students may be permitted to transfer to another charter school that is administered under the same managing authority of the charter school, but are not permitted to transfer to a school in the local public school district administered by a local board of education.

However, pursuant to N.J.S.A. 18A:36A-7, a charter school must be open to all students on a space available basis and may not discriminate in its admission policies or practices (although it may establish reasonable criteria to evaluate prospective students), and in accordance with N.J.S.A. 18A:36A-8, if there are more applications to enroll in the charter school than there are spaces available, the charter school must select students to attend using a random selection process for enrollment.

3. Funding Sources for USCO

The Unsafe School Choice Option **statute** does not authorize resources specifically to help cover USCO costs **associated with transferring a student from a PDS**. However, under certain circumstances Federal funds may be used. For example, **ESEA Title IV, Part A [Section 4115(b)(2)(E)(v)]** may be used to establish safe zones of passage to and from school to ensure that students travel safely on their way to school and on their way home. In addition, **ESEA Title IV, Part A [Sections 5121(8) and 5131(12) and (25)]** funds may be used to help cover costs such as tuition or transportation related to the Unsafe School Choice Option or expansion of public school choice.

4. Special Education Students

The district will provide transferred special education students with the program required by the student's Individualized Education Program (IEP).



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5. Transfer Schools

In the event there is not another school within the school district for a transferring student, the district is not required to transfer the student to a school outside the school district.

The district will use the school choice option as one response to incidents of victimization. Additionally, the district will develop and implement appropriate strategies for addressing the circumstances that contribute to or support victimization, as well as consistently and proactively manage individuals who have victimized students. The district will promote the importance of school safety and respond to the needs of students and staff. Pursuant to the law, the district will provide an opportunity for students, parents and school district and law enforcement personnel to discuss methods for keeping schools safe from violence; to create school safety plans; and to recognize students in need of help. The district will organize activities to prevent school violence, including, but not limited to, age-appropriate opportunities for student discussion on conflict resolution, issues of student diversity and tolerance. Law enforcement personnel will be invited to join members of the teaching staff in the discussions. Programs shall also be provided for school district employees that are designated to help school district employees recognize warning signs of school violence and to instruct school district employees on recommended conduct during an incident of school violence.

In accordance with the provisions of N.J.S.A. 18A:17-46, two times each school year, between September 1 and January 1 and between January 1 and June 30, at a public hearing, the Superintendent shall report to the Board of Education all acts of violence; vandalism; and harassment, intimidation, and bullying which occurred during the previous reporting period.

**Title VIII, Part F, Subpart 2, SEC. 8532
Every Student Succeeds Act (ESSA) of 2015**

Adopted: 3 June 2009

Adopted:



2622 STUDENT ASSESSMENT

The Commissioner of Education, **in accordance with N.J.S.A. 18A:7C-1 et seq. and 18A:7E-2 and 3, may** implement assessments **of** student achievement **in any grade(s) and by such assessment as he or she deem appropriate** of the Core Curriculum Content Standards in accordance with the provisions of N.J.A.C. 6A:8-4.1 et seq. **The Commissioner shall report to the State Board of Education the results of such assessments.**

The Commissioner shall implement a system and related schedule of Statewide assessments to evaluate student achievement of the New Jersey Student Learning Standards (NJSLS). The Commissioner, with the approval of the State Board of Education, shall define the scope and level of student performance on Statewide assessments that demonstrate thorough understanding of the knowledge and skills delineated by the NJSLS at grade levels three through twelve. After consultation with the Commissioner, the State Board of Education shall establish by resolution uniform Statewide criteria defining adequate school district progress toward meeting the NJSLS.

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

Pursuant to N.J.A.C. 6A:8-4.1(b) and (c), all students at grade levels three through twelve, and at any other grade(s) designated by the Commissioner pursuant to N.J.A.C. 6A:8-4.1(a), shall take all appropriate Statewide assessments as scheduled. There is no provision for a student to opt-out of Statewide assessments. If a student is absent on a testing date, the student will be expected to take the missed test on another school day. Parents and students will be informed of all scheduled testing dates, including make-up testing dates for students who missed the initial testing date.

Statewide Assessment System

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



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The Board of Education shall, according to a schedule prescribed by the Commissioner, administer the applicable Statewide assessments, including the following major components: the elementary assessment component for grades three through five; the middle school assessment component for grades six through eight; the high school end-of-course PARCC assessments; and the alternative assessment for students with disabilities; and provide notification to each student entering grades three through twelve of the Statewide assessment schedule.

The Department of Education shall implement the elementary component of the Statewide assessment of the NJSLs consisting of continued administration of mathematics and English language arts in grades three, four, and five, and of science in grade four.

The Department of Education shall implement the middle school component of the Statewide assessment of the NJSLs consisting of the following: continued administration of mathematics and English language arts in grades six, seven, and eight; and of science in grade eight.

The Department of Education shall implement a high school assessment program component of the NJSLs that assesses, at a minimum, English language arts, mathematics, and science with the exception that students may receive a waiver from the Board of Education from taking the high school end-of-course PARCC assessment in ELA 11 due to the student's participation in another English language/literature college placement assessment during the same school year.

The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the Department of Education for English Language Learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as determined by the IEP or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d)1. The Board may administer the Statewide assessments in mathematics to ELLs in their native language, when available, and/or English. The Board of Education shall have the option for a first-year ELL of substituting a Department of Education-approved language proficiency test only for the English language arts section of the elementary or middle school component of the Statewide assessment, when the student has entered the United States after July 1 of the calendar year prior to the test administration.

The Board of Education shall ensure students with disabilities as defined in N.J.A.C. 6A:14-1.3 participate in Statewide assessments in accordance with N.J.A.C. 6A:14-4.10.

At specific times prescribed by the Commissioner of Education, the Board of Education shall administer the alternative assessment for students with disabilities to students with severe disabilities who cannot participate in other assessments due to the severity of their disabilities. The Department of Education shall implement the alternative



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assessment for students with disabilities according to the schedules in N.J.A.C. 6A:8-4.1(c)1, 2, and 3. The alternative assessment for students with disabilities measures the progress of students who have been determined eligible for the alternative assessment for students with disabilities by the IEP team in accordance with N.J.A.C. 6A:14-4.10.

The Boards of Education shall implement alternative ways for students to demonstrate graduation proficiency in accordance with N.J.A.C. 6A:8-5.1(f).

Test Administration Procedures and Security Measures

The Board of Education shall be responsible for ensuring the security of all components of the Statewide assessment system that are administered within the school district. All Statewide assessments shall be administered in accordance with the Department of Education's required test administration procedures and security measures. Any breach of such procedures or measures shall be immediately reported to the Superintendent or designee.

Documentation of Student Achievement

The Department of Education shall provide the Superintendent with documentation of student **performance** after **each test** administration in accordance with the provisions of N.J.A.C. 6A:8-4.2(a). The Board shall maintain an accurate record of each student's performance on Statewide assessments in accordance with N.J.A.C. 6A:8-4.2. Information regarding individual student test scores shall only be released in accordance with Federal and State law.

The Board of Education shall transmit within ten business days any official records, including transcripts, of students who transfer to other school districts or institutions.

The Board of Education shall maintain an accurate record of each student's performance on Statewide assessments.

The Board of Education shall maintain for every student a ninth grade through graduation transcript that contains the following, as available:

- 1. Results of all applicable State assessments, including assessments that satisfy graduation requirements set forth in N.J.A.C. 6A:8-5.1(a)6;**
- 2. Results of any English language proficiency assessments according to N.J.A.C. 6A:8-5.1(h);**
- 3. Evidence of instructional experience and performance in the NJSL;**
- 4. Evidence of technological literacy;**



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Student Assessment

5. **Evidence of career education instructional experiences and career development activities;**
6. **Evidence of State-issued occupational licenses and credentials, industry-recognized occupational credentials, and/or technical skill assessments for students enrolled in Department of Education-approved career and technical education programs pursuant to N.J.A.C. 6A:19-3.2; and**
7. **Any other information deemed appropriate by the Board of Education.**

Accountability

The Superintendent shall report preliminary and final results of annual assessments to the Board of Education as required by the New Jersey Department of Education. The Board **of Education** will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.2. The Board shall provide appropriate instruction to improve skills and knowledge for students performing below **the** established levels of student proficiency in any content area either on Statewide or local assessments. All students **shall be** expected to demonstrate the knowledge and skills of the **NJSLS** as measured by the Statewide assessment system.

Annual Review and Evaluation of School Districts

The Department of Education shall review the performance of schools and school districts in accordance with the provisions of N.J.A.C. 6A:8-4.4.

Public Reporting

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the Department of Education shall report annually to the State Board of Education and the public on the progress of all students and student subgroups in meeting the **NJSLS** as measured by the Statewide assessment system **by publishing and distributing the Department of Education's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 5. After each test administration, the Department of Education shall report to the Board on the performance of all students and of student subgroups. The Department of Education shall report performance on the APA with the same frequency and in the same detail as it reports on other Statewide assessments, including school and school district means, and the number and percentage of participating students.** In public reporting of school and district performance data, the Department of Education shall not compromise the confidentiality of individual students.



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East Orange Board of Education

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Student Assessment

Parental Notification

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

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

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

Adopted: 3 June 2009

Adopted: 11 September 2012

Adopted: 14 April 2015

Adopted: 9 August 2016

Adopted:



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East Orange Board of Education

PROGRAM - REGULATIONS

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Student Assessments

Feb 15

R2622 STUDENT ASSESSMENTS

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

A. Written Notice from Parent

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

B. Testing Date

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



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East Orange Board of Education

PROGRAM - REGULATIONS
R2622/page 2 of 2
Student Assessments

C. Attendance Recording

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

D. School District Response

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

Issued: 14 April 2015
Issued: 9 August 2016

Issued:



3282 USE OF SOCIAL NETWORKING SITES

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

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

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

While the Board respects the right of staff members to use social networking sites, staff members should recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. It is important that a staff member's use of these sites does not damage the reputation of the school district, employees, students or their families. Staff members who utilize, post or publish images, photographs, or comments on social networking sites, blogs, or other forms of electronic communication outside their professional responsibilities shall ensure their use, posting, or publications are done with an appropriate level of professionalism and are appropriate conduct for a school staff member. Staff members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public even without their knowledge or consent.

The school district strongly encourages all staff members to carefully review the privacy settings and End User License Agreement (EULA) of social networking sites they use and exercise care and good judgment when posting content and information on such sites. Staff members should adhere to the following guidelines, which are consistent with the district's workplace standards on harassment, student relationships, conduct, professional communication, and confidentiality.

When using personal social networking sites, school staff members:



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East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

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Use of Social Networking Sites

1. Should not make statements that would violate any of the district's policies, including its policies concerning discrimination or harassment;
2. Must uphold the district's value of respect for the individual and avoid making defamatory statements about the school district, employees, students, or their families;
3. May not disclose any confidential information about the school district or confidential information obtained during the course of his/her employment, about any individual(s) or organization, including students and their families;
4. Shall not use social networking sites to post any materials of a sexually graphic nature;
5. Shall not use social networking sites to post any materials which promote violence;
6. Shall not use social networking sites which would be detrimental to the mission and function of the district;
7. Are prohibited from using their school district title as well as adding references to the district in any correspondence including, but not limited to, e-mail, postings, blogs, and social networking sites unless the communication is of an official nature and is serving the mission of the district. This prohibition also includes signature lines and personal email accounts;
8. Must consult with their Principal, Assistant Superintendent of Curriculum, and the Department of Information Technology before setting up online sites or creating user accounts on existing online sites to facilitate student learning. Principals are responsible for monitoring all communication and activities on these sites to ensure a safe learning environment;
9. Shall not post updates on any personal social networking sites during normal working hours including posting of statements or comments on the social networking sites of others during school time unless it involves a school project;
10. Shall not promote non-district related businesses/organizations on district social networking sites unless authorized by District Administration;
11. Shall not post or publish any information the Commissioner of Education would deem to be inappropriate conduct by a school staff member; and



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TEACHING STAFF MEMBERS - POLICY
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Use of Social Networking Sites

12. Are required to have a signed media release form on file.

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

This Policy has been developed and adopted by this Board to provide guidance and direction to staff members on how to avoid actual and/or the appearance of inappropriate conduct toward students and/or community while using social networking site.

Adopted: 11 September 2012
Adopted:



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East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

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Use of Social Networking Sites

4282 USE OF SOCIAL NETWORKING SITES

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SUPPORT STAFF MEMBERS - POLICY 4282/Page 2 of 3 Use of Social Networking Sites

1. Should not make statements that would violate any of the district's policies, including its policies concerning discrimination or harassment;
2. Must uphold the district's value of respect for the individual and avoid making defamatory statements about the school district, employees, students, or their families;
3. May not disclose any confidential information about the school district or confidential information obtained during the course of his/her employment, about any individual(s) or organization, including students and their families;
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SUPPORT STAFF MEMBERS - POLICY
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Use of Social Networking Sites

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This Policy has been developed and adopted by this Board to provide guidance and direction to staff members on how to avoid actual and/or the appearance of inappropriate conduct toward students and/or community while using social networking site.

Adopted: 11 September 2012
Adopted:



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SUPPORT STAFF MEMBERS - POLICY
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Substitute Wages

4415 SUBSTITUTE WAGES

In order to ensure reliable assistance in the absence of regular support staff employees, the Board of Education will offer competitive compensation to qualified substitute secretaries, clerks, custodians, maintenance workers, bus drivers **and** teacher aides/**teacher assistants**. In no instance shall the wages paid a substitute exceed the wages paid the regular employee.

Substitute support staff members will be paid at a per diem rate set by the Board.

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

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Education of Homeless Children

5116 EDUCATION OF HOMELESS CHILDREN

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

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

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

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

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

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



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East Orange Board of Education

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Education of Homeless Children

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

When a school district designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent of Schools, who shall immediately make a determination, if possible, but no later than within forty-eight hours.

If a the dispute regarding determination of district of residence does not involve the determination of homelessness and/or district enrollment, the school district disputing the Executive County Superintendent's determination may appeal to the Department of Education pursuant to N.J.A.C. 6A:23A-19.2(d), (e), and (f) and request a determination from the Division of Administration and Finance. If an appeal of a determination of district of residence also includes an appeal of the determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

Any dispute or appeal shall not delay the homeless child's immediate enrollment or continued enrollment in the school district. The homeless child shall be enrolled in the school district in which enrollment or continued enrollment is sought by the parent, pending resolution of the dispute or appeal. Disputes and appeals involving the services provided to a homeless child with a disability shall be made pursuant to N.J.A.C. 6A:14.

Financial responsibility, including the payment of tuition for the homeless child, will be in accordance with N.J.A.C. 6A:17-2.8. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence shall no longer list the student on its ASSA. The State shall assume fiscal responsibility for the tuition of the child pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the school district in which the child is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. under the circumstances outlined in N.J.A.C. 6A:17-2.8(c).

N.J.S.A. 18A:7B-12; 18A:7B-12.1
N.J.A.C. 6A:17-2.1 et seq.

Adopted: 12 January 2010
Adopted: 11 October 2016
Adopted: 14 February 2017

Adopted:



Policy Alerts

East Orange Board of Education

STUDENTS - REGULATION

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Education of Homeless Children

R 5116 **EDUCATION OF HOMELESS CHILDREN**

A. Definitions

1. "School district liaison for the education of homeless children" means the person identified in the school district that facilitates all activities needed to ensure the enrollment and attendance of homeless children.
2. "School district of residence" for a homeless child means the school district in which the parent of a homeless child resided prior to becoming homeless. It may not be the school district in which the student currently resides. This is synonymous with the term "school district of origin" referenced in the McKinney-Vento Homeless Education Assistance Act. "School district of residence" for a student in a State facility means the school district in which the parent with whom the student lived prior to placement in a State facility currently resides pursuant to N.J.S.A. 18A:7B-12.b.
3. "Homeless child" means a child or youth who lacks a fixed, regular, and adequate residence, pursuant to N.J.S.A. 18A:7B-12 and N.J.A.C. 6A:17-2. 2.
4. "Immediate" or "immediately" means at the instant the need for placement is made known.
5. "Parent" means the natural or adoptive parent, legal guardian, foster parent, surrogate parent, or person acting in the place of a parent such as the person with whom the child legally resides or a person legally responsible for the child's welfare.
6. "Superintendent" means Superintendent and/or Chief School Administrator.

B. Determination of Homelessness (N.J.A.C. 6A:17-2.2)

1. The Board of Education shall determine that a child is homeless for the purposes of N.J.A.C. 6A:17-2 when he or she resides in any of the following:
 - a. A publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers;



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East Orange Board of Education

STUDENTS - REGULATION

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Education of Homeless Children

- b. A public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles including mobile homes; tents or other temporary shelters; parks; abandon buildings; bus or train stations; or temporary shelters provided to migrant workers and their children on farm sites;
 - c. The residence of relatives or friends where the homeless child resides out of necessity because his or her family lacks a regular or permanent residence of its own;
 - d. Substandard housing.
- C. Responsibilities of the School District of Residence (N.J.A.C. 6A:17-2.3)
 - 1. The school district of residence for a homeless child is responsible for the education of the child and shall:
 - a. Determine the school district in which the child shall be enrolled after consulting with the parent pursuant to N.J.A.C. 6A:17-2.5;
 - b. Pay the cost of tuition pursuant to N.J.S.A. 18A:38-19, when the child attends school in another school district; and
 - c. Provide for transportation for the child pursuant to N.J.A.C. 6A:27-6.2.
 - 2. The determination of the homeless child's school district of residence shall be made by the Superintendent of the school district of residence or designee pursuant to N.J.A.C. 6A:17-2.4 based upon information received from the parent, the Department of Human Services or the Department of Children and Families, a shelter provider, another school district, an involved agency, or a case manager.
 - 3. The district Board of Education identified in accordance with N.J.S.A. 18A:7B-12 as the school district of residence for a homeless child shall be the school district of residence until the parent establishes a permanent residence. Financial responsibility will remain with the homeless child's school district of residence until the family is deemed domiciled in another jurisdiction, pursuant to N.J.S.A. 18A:38-1.d.



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Education of Homeless Children

- D. Designation of School District Liaisons and Their Responsibilities (N.J.A.C. 6A:17-2.4)
1. The Superintendent identifies the district liaison for the education of homeless children. The school district liaison shall:
 - a. Facilitate communication and cooperation between the school district of residence and the school district where the homeless child resides;
 - b. Develop procedures to ensure a homeless child residing in the school district is enrolled and attending school pursuant to N.J.A.C. 6A:17-2.5;
 - c. Ensure homeless families, children, and youth receive educational services for which they are eligible, including Head Start and Even Start programs, preschool programs administered by the local education agency, and referrals to health care, dental, mental health, and other appropriate services;
 - d. Inform parents of homeless children and youth of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children;
 - e. Ensure that public notice of the educational rights of homeless children and youth is disseminated where such children receive services, such as schools, family shelters, and soup kitchens;
 - f. Ensure enrollment disputes are resolved pursuant to N.J.A.C. 6A:17-2.7;
 - g. Ensure the parent of a homeless child or youth, or any unaccompanied youth, is fully informed of all transportation services, including transportation to the school district of residence, and is assisted in accessing transportation to the school selected under N.J.A.C. 6A:17-2.5;
 - h. Assist the parent to obtain the homeless child or youth's medical records or required immunizations; and
 - i. Assist an unaccompanied youth to ensure he or she is enrolled and is receiving all services pursuant to N.J.A.C. 6A:17.



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Education of Homeless Children

2. When a homeless child resides in a school district, the district liaison shall notify the liaison of the school district of residence within twenty-four hours of receiving notification from the parent, the Department of Human Services or the Department of Children and Families, a shelter director, an involved agency, or a case manager.
 3. Upon notification of the need for enrollment of a homeless child, the liaison in the school district of residence shall coordinate enrollment procedures immediately based upon the best interest of the child pursuant to N.J.A.C. 6A:17-2.5(b).
- E. School District Enrollment (N.J.A.C. 6A:17-2.5)
1. The Superintendent of the school district of residence or designee shall decide in which district the homeless child shall be enrolled as follows:
 - a. Enroll the homeless child in the school district of residence to the extent feasible, except when doing so is contrary to the wishes of the homeless child's parent;
 - b. Continue the homeless child's education in the school district of last attendance if it is not the school district of residence; or
 - c. Enroll the homeless child in the school district where the child resides.
 2. The Superintendent of the school district of residence or designee shall decide the school district of enrollment of a homeless child based on what is determined to be in the best interest of the child after considering:
 - a. The enrollment of the homeless child in the school district of residence to the extent feasible, except when doing so is contrary to the wishes of the child's parent.
 - b. The continuity of the child's educational program;
 - c. The eligibility of the child for special instructional programs, including but not limited to bilingual, gifted and talented, special education, early childhood, and career and technical education programs; and
 - d. The distance, travel time, and safety factors in coordinating transportation services from the residence to the school.



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Education of Homeless Children

3. The Superintendent of the school district of residence or designee shall determine the child's school district enrollment immediately after consultation with the parent. The school district of residence shall adhere to the following procedures:
 - a. Enrollment decisions shall be made immediately upon notification of the need for enrollment. When the decision is made, the child will be enrolled immediately. If a dispute arises regarding enrollment of a homeless child, the homeless child shall be immediately enrolled in the school district in which enrollment is sought by the parent, pending resolution of the dispute pursuant to N.J.A.C. 6A:17-2.7.
 - b. Consultation with the parent regarding the enrollment decision and the right to appeal the decision shall be documented in writing.
 - c. A decision to enroll a homeless child in a school district other than the school district of residence or the school district requested by the parent shall be explained in writing and provided to the parent.
4. When a decision is made to enroll the child in a school district other than the school district of residence, the Superintendent or designee of the school district of residence shall forward to the new school district all relevant school and health records consistent with the provisions of N.J.A.C. 6A:32, School District Operations.
5. When a homeless child with a disability is enrolled in a school district other than the school district of residence, the school district of enrollment shall treat the student as a transfer student pursuant to N.J.A.C. 6A:14, Special Education.
6. When the school district of residence for a homeless child cannot be determined, the Superintendent or designee of the school district in which the child currently resides shall enroll the child immediately in the school district of the current residence or the school district of last attendance.
7. The school district selected pursuant to N.J.A.C. 6A:17-2 shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment such as previous academic records, medical records, proof of residency, or other documentation.



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Education of Homeless Children

8. Enrollment in the school district of residence, the school district of last attendance if not the school district of residence, or the school district where the child resides shall continue for the duration of homelessness, including when a family becomes homeless between academic years, and also for the remainder of the academic year if the homeless child becomes permanently housed during the academic year.
- F. Parental Rights (N.J.A.C. 6A:17-2.6)
1. Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2.1 et seq.
- G. Disputes and Appeals (N.J.A.C. 6A:17-2.7)
1. When a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or designee(s) of the involved school district(s) or the child's parent(s) shall immediately notify the Executive County Superintendent of Schools, who, in consultation with the Department's McKinney-Vento Homeless Education Coordinator or designee, shall immediately decide the child's status. If a dispute remains between the parent and the involved school district(s) following the Executive County Superintendent's determination, the parent or the involved district Board(s) of Education may appeal to the Commissioner of Education for a determination pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
 2. When a school district designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent of Schools, who shall make a determination immediately, if possible, but no later than within forty-eight hours.
 - a. If the dispute regarding determination of district of residence does not involve the determination of homelessness and/or district enrollment, the school district disputing the Executive County Superintendent's determination may appeal to the Department of Education pursuant to N.J.A.C. 6A:23A-19.2(d), (e), and (f), and request a determination from the Division of Administration and Finance.



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Education of Homeless Children

- b. If an appeal of a determination of district of residence also includes an appeal of the determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
 3. Any dispute or appeal shall not delay the homeless child's immediate enrollment or continued enrollment in the school district. The homeless child shall be enrolled in the school district in which enrollment or continued enrollment is sought by the parent, pending resolution of the dispute or appeal.
 4. Disputes and appeals involving the services provided to a homeless child with a disability shall be made pursuant to N.J.A.C. 6A:14.
- H. Tuition (N.J.A.C. 6A:17-2.8)
 1. When the homeless child is enrolled in a school district other than the school district of residence, the school district of residence shall pay to the school district of enrollment the tuition costs pursuant to N.J.S.A. 18A:38-19 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence shall no longer pay tuition to the school district of enrollment.
 2. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence shall no longer list the student on its ASSA.
 3. The State shall assume fiscal responsibility for the tuition of the child pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the school district in which the child is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d, under the following circumstances:
 - a. If the school district of residence cannot be determined for the homeless child;
 - b. If the school district of residence is outside of the State; or



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Education of Homeless Children

- c. If a child resides in a Department of Community Affairs-licensed emergency shelter or transitional living facility due to domestic violence for more than a year combined for the duration of the placement pursuant to N.J.S.A. 18A:7B-12.d.
 - (1). When the State assumes fiscal responsibility for the tuition of a homeless child, the State shall pay to the school district in which the child is enrolled the weighted base per pupil amount calculated pursuant to N.J.S.A. 18A:7F-49, and the appropriate security and special education categorical aids per pupil pursuant to N.J.S.A. 18A:7F-55 and 56.

Issued: 12 January 2010

Issued: 11 October 2016

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Issued:



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Early Graduation

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ABOLISHED

5465 EARLY GRADUATION

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

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

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

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

~~N.J.S.A. 18A:7C-1 et seq.~~

~~N.J.A.C. 6A:8-5.1 et seq.; 6A:8-5.2 et seq.~~

~~Adopted: 12 January 2010~~

~~Adopted: 12 May 2015~~



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5519/Page 1 of 3
Dating Violence at School

5519 **DATING VIOLENCE AT SCHOOL**

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A student who is a victim of dating violence suffers academically and the student's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's student code of conduct.

All school staff members (administrative staff, instructional staff, support staff, and volunteers) shall take all reasonable measures to prevent acts or incidents of dating violence at school involving a student. All acts or incidents of dating violence at school shall be reported to the Principal or designee in accordance with the provisions outlined in Regulation 5519. A verbal report shall be made to the Principal or designee as soon as possible, but no later than the end of the student's school day when the staff member witnesses or learns of an act or incident of dating violence at school. A written report regarding the act or incident shall be submitting to the Principal or designee by the reporting staff member no later than one day after the act or incident occurred.

School staff members are required to report all acts or incidents of dating violence at school they witness or upon receiving reliable information concerning acts or incidents of dating violence at school. Acts or incidents may include, but are not limited to: those characterized by physical, emotional, verbal, or sexual abuse; digital or electronic acts or incidents of dating violence; and/or patterns of behavior which are, threatening or controlling.

The Board of Education, upon recommendation of the Superintendent or Schools, shall adopt the guidelines and procedures outlined in Regulation 5519 for responding to acts or incidents of dating violence at school. The protocols outlined in Regulation 5519 have been established for any school staff member who witnesses or learn of an act or incident of dating violence at school and for school administrators to work with the victim and the aggressor of an act or incident of dating violence.

Dating violence statements and investigations shall be kept in files separate from student academic and discipline records to prevent the inadvertent disclosure of confidential information. Every act or incident of dating violence at school that is reported shall be documented in an appropriate manner. This should include statements, planning actions and disciplinary measures as well as counseling and other support resources that are offered and prescribed to the victim or aggressor.



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Dating Violence at School

School administrators shall implement discipline and remedial procedures to address acts or incidents of dating violence at school consistent with the school's student code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.

Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, classroom or administrative detention, in-school suspension, out-of-school suspension, reports to law enforcement, and/or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the alleged aggressor based on the severity of the act or incident.

Remediation/intervention may include, but is not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

A pattern of behaviors may be an important sign a student is involved in an unhealthy or abusive dating relationship. The warning signs listed in Regulation 5519 shall educate the school community on the characteristics 'that a student in an unhealthy or abusive relationship may exhibit. Many of these warning signs make a connection to one student in the relationship asserting control and power over the other. Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.

The Board of Education shall make available to students and their families information on safe, appropriate school, family, peer, and community resources available to address dating violence.

The Board of Education shall incorporate age-appropriate dating violence education in grades seven through twelve through the health education curriculum in alignment with the New Jersey Core Curriculum Content Standards for Comprehensive Health and Physical Education. The educational program shall include, but is not limited to, a definition of dating violence, recognizing the warning signs of dating violence, and the characteristics of healthy relationships.

Upon written request to the school Principal, a parent/legal guardian of a student less than eighteen years of age shall be permitted, within a reasonable period of time after the request is made, to examine the dating violence education instruction materials utilized by the school district.



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Dating Violence at School

Notice of Policy and Regulation 5519 shall appear in all district publications that set forth the comprehensive rules, procedures, and standards of conduct for students within the district and in any handbook.

N.J.S.A. 18A:35-4.23a.; 18A:37-33; 18A:37-34; 18A:37-35; 18A:37-37

New Jersey Department of Education Model Policy and Guidance for Incidents Involving Dating Violence — September 2011

Adopted: 24 January 2012

Adopted:



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Dating Violence at School

R5519 **DATING VIOLENCE AT SCHOOL**

A. Definitions

1. "At school" means in a classroom, or anywhere on school property, school bus or school-related vehicle, at an official bus stop, or at any school-sponsored activity or event whether or not it is on school grounds. (Requesting to add *and from school*).
2. "Dating partner" means any person involved in an intimate association with another individual that is primarily characterized by the expectation of affectionate involvement, whether casual, serious, or long-term.
3. "Dating violence" means a pattern of behavior where one person threatens to use, or actually uses physical, sexual, verbal, or emotional abuse to control a dating partner.

B. Procedures for Reporting Acts or Incidents of Dating Violence

1. School staff members (administrative staff, instructional staff, support staff, and volunteers) shall take all reasonable measures to prevent acts or incidents of teen dating violence and are required to report all acts or incidents of dating violence at school.
2. All acts or incidents of dating violence at school shall be reported to the Principal or designee.
 - a. This report should be made verbally as soon as possible, but no later than the end of the student's school day when the staff member witnesses or learns of an act or incident of dating violence at school.
 - b. A written report regarding the act or incident of dating violence at school should be submitted to the Principal or designee, by the reporting staff member no later than one day after the staff member witnesses or learns of an act or incident of dating violence at school.
3. These acts or incidents may include, but are not limited to:
 - a. Witnessed or receipt of reliable information concerning acts or incidents that are characterized by physical, emotional, verbal, or sexual abuse;
 - b. Digital or electronic acts or incidents of dating violence; and/or



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- c. Patterns of behavior which are threatening or controlling.
- C. Guidelines/Protocols for Responding to At-School Acts or Incidents of Dating Violence
 - 1. Protocol for All School Staff Members - Any school staff member who witnesses or learns of an act or incident of dating violence at school shall take the following steps:
 - a. Separate the victim from the aggressor;
 - b. Speak with the victim and the aggressor separately;
 - c. Speak with witnesses or bystanders separately;
 - d. Verbally report the act or incident to the Principal or designee no later than the end of the student's school day;
 - e. Prepare and submit a written report of the act or incident to the Principal or designee no later than one day after the act or incident occurred; and
 - f. Monitor the interactions of the victim and the aggressor with student safety being the priority.
 - 2. Protocol for Administrators/Administrative Investigation — The Principal or designee upon receiving a report of a dating violence act or incident at school shall take the following steps:
 - a. Separate the victim from the aggressor, if applicable;
 - b. Meet separately with the victim and the alleged aggressor;
 - c. Take written statements from the victim and alleged aggressor;
 - d. Review the victim's and alleged aggressor's written statements to ascertain an understanding of the act or incident. The administrator may ask questions of either individual for classification;
 - e. Further investigate the act or incident by speaking with bystanders/witnesses of the act or incident. All statements obtained from bystanders/witnesses shall be written and documented, when possible;



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Dating Violence at School

- f. The school administrator may make a determination to involve the school resource officer or law enforcement, if appropriate;
 - g. Appropriate referrals should be made if after an assessment by a school social worker, Anti-Bullying Specialist, counselor, or psychologist determines the victim's or alleged aggressor's mental health has been placed at risk;
 - h. The Principal or designee shall contact the parents/ guardians of both the victim and the alleged aggressor. The Principal or designee shall require a meeting be held to discuss the act or incident; and
 - i. The Principal or designee will notify both parties in writing of the outcome/determination of the investigation into the act or incident of dating violence at school.
 - j. Due to the rights of other students involved, the Principal or designee is prohibited from providing a parent with information as to the consequences or services provided to anyone other than their own child.
3. Protocol For Working with the Victim of an Act or Incident of Dating Violence at School — The Principal or Assignee shall implement the following procedures for dealing with victims of a confirmed act or incident of dating violence at school:
- a. A student's safety shall be the first priority in a dating violence act or incident. Interaction between the victim and the aggressor shall be avoided. The burden of any schedule changes (classroom, bus, etc.) should be taken on by the aggressor;
 - b. A conference shall be held with the victim and their parents/guardians;
 - c. Identify any means or actions that should be taken to increase the victim's safety and ability to learn in a safe and civil school environment;
 - d. Alert the victim and their parents/guardians of school and community based resources that may be appropriate, including their right to file charges, if the act or incident violated the law;



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- e. Monitor the victim's safety as needed and assist the victim with any plans needed for the school day and after-school hours (hallway safety, coordination with parents/guardians for transportation to and from school, etc.). The administration should develop a safety plan;
 - f. The administration may develop a Stay-Away Agreement between the victim and the aggressor if deemed necessary;
 - g. Encourage the victim to self-report any and all further acts or incidents of dating violence that occur at school in writing to the Principal or designee; and
 - h. Document all meetings and action plans that are discussed. Keep a record of review, changes, and case closures in student's file.
4. Protocol for Working with the Aggressor of an Act or Incident of Dating Violence at School — The Principal or designee shall implement the following procedures for dealing with the aggressor of a confirmed act or incident of dating violence at school:
- a. Schedule a conference with the aggressor and their parents/guardians;
 - b. Give the aggressor the opportunity to respond verbally and in a written statement to the allegations and the outcome/ determination of an act or incident of dating violence at school;
 - c. Alert the aggressor and their parents/guardians to both school and community-based support and counseling resources that are available;
 - d. Identify and implement counseling, intervention, and disciplinary methods that are consistent with school policy for acts or incidents of this nature;
 - e. Review the seriousness of any type of retaliation (verbal, emotional, physical, sexual, and electronic/digital) toward the victim who reported the act or incident of dating violence. Address that consequences will be issued consistent with the school's student code of conduct and procedures for any type of retaliation or intimidation toward the victim; and
 - f. Document all meetings and action plans that are discussed.



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Dating Violence at School

5. Protocol for the Documentation and Reporting of an Act or Incident of Dating Violence at School - School districts shall implement the following procedures for documenting and reporting acts or incidents of dating violence that occur at school:
 - a. Dating violence statements and investigations shall be kept in files separate from student academic and discipline records to prevent the inadvertent disclosure of confidential information.
 - b. Every act or incident of dating violence at school that is reported shall be documented in an appropriate manner. This documentation shall include all written statements, planning actions, consequences, and disciplinary measures as well as counseling and other support resources that were offered, prescribed, and/or provided to the victim or the aggressor.
- D. Discipline Procedures Specific to At School Acts or Incidents of Dating Violence
 1. The Board of Education requires its school administrators to implement discipline and remedial procedures to address acts or incidents of dating violence at school that are consistent with the school's student code of conduct.
 2. The policies and procedures specific to acts or incidents of dating violence at school should be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved.
 3. The response shall be tiered with consideration given to the seriousness and number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.
 4. Consequences may include, but are not limited to, the following:
 - a. Admonishment
 - b. Temporary removal from the classroom;
 - c. Classroom or administrative detention;
 - d. In-school suspension;
 - e. Out-of-school suspension;
 - f. Reports to law enforcement; and
 - g. Expulsion.



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5. Retaliation toward the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident.
 6. Remedial procedures/interventions may include, but are not limited to, the following:
 - a. Parent conferences;
 - b. Student counseling (all students involved in the act or incident);
 - c. Peer support group;
 - d. Corrective instruction or other relevant learning or service experiences;
 - e. Supportive student intervention (Intervention and Referral Services - I&RS);
 - f. Behavioral management plan; and
 - g. Alternative placements.
- E. Warning Signs of Dating Violence
1. A pattern of behaviors may be an important sign that a student is involved in an unhealthy or abusive dating relationship. Many warning signs make a connection to one student in the relationship asserting control and power over the other. Recognizing one or more *signs* of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.
 2. The warning signs listed below are to educate the school community on the characteristics a student in an unhealthy or abusive relationship might exhibit. Warning signs may include, but are not limited to, the following:
 - a. Name-calling and putdowns - Does one student in the relationship use name-calling or putdowns to belittle or intimidate the other student?
 - b. Extreme jealousy - Does one student in the relationship appear jealous when the other talks with peers?



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- c. Making excuses - Does one student in the relationship make excuses for the other?
 - d. Canceling or changing plans - Does one student cancel plans often, and at the last minute? Do the reasons make sense or sound untrue?
 - e. Monitoring - Does one student call, text, or check up on the other student constantly? Does one student demand to know the other's whereabouts or plans?
 - f. Uncontrolled anger — does one of the students in the relationship lose his or her temper or throw and break things in anger?
 - g. Isolation - Has one student in the relationship given up spending time with family and friends? Has the student stopped participating in activities that were once very important?
 - h. Dramatic changes -- Has the appearance of the student in the relationships changed? Has the student in the relationship lost or gained weight? Does the student seem depressed?
 - i. Injuries - Does the student in the relationship have unexplained injuries? Does the student give explanations that seem untrue?
 - j. Quick Progression - Did the student's relationship get serious very quickly?
- F. The Principal or designee will provide to the parents/guardians of a victim or aggressor information on safe, appropriate school, family, peer, and community resources available to address dating violence related to their child.

Issued: 24 January 2012

Issued:



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School Security Program
Feb 17

[See POLICY ALERT No. 211]

7446 SCHOOL SECURITY PROGRAM

The safety of students, staff members, and visitors on school grounds is an important concern for the Board of Education.

School Resource Officer Program

The Board of Education authorizes a School Resource Officer Program in partnership with the municipality and local law enforcement. The Program is designed for municipal officials, law enforcement officers, and school authorities to work together to identify major problems faced by their schools and to create a more secure school environment through the presence of law enforcement officers within the school district. A School Resource Officer assigned to the school district shall remain an employee of the municipality and its Police Department.

The School Resource Officer may be a full-time Police Officer or a Class Three Special Law Enforcement Officer employed by the municipality in accordance with the provisions of N.J.S.A. 40A:14-146.11. A Class Three Special Law Enforcement Officer is authorized to exercise full powers and duties similar to those of a permanent regularly appointed full-time police officer while providing security at a public school during hours when school is normally in session or when occupied by students or school staff members. The use of a firearm by a Class Three Officer is authorized pursuant to the provisions of N.J.S.A. 40A:14-146.14. A Class Three Officer shall not carry a firearm except when engaged in the actual performance of the Officer's official duties as a School Resource Officer and when specifically authorized by the Chief of Police or in the absence of the Chief, a designee. The Board of Education and the municipality shall enter into a partnership agreement that sets forth the respective obligations of the municipality, local law enforcement, and the school district. The agreement shall include, but is not limited to, the following terms: the number of police officers assigned to the school district; the school(s) to be covered; the days of police coverage in the school district; the process for the Police Department to assign and the process for the Board of Education to approve a School Resource Officer(s); the duties of the assigned School Resource Officer(s); the reporting requirements for the School Resource Officer; and the financial obligations of the parties. The School Resource Officer Program Agreement shall be approved by the Board of Education.



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School Security Program

A School Resource Officer who is a full-time Police Officer or a Class Three Special Law Enforcement Officer must comply with all statutes and codes regarding their law enforcement status and all other statutory and administrative code responsibilities.

School District Employed Security Officers – (Unarmed)

The Board of Education authorizes the employment of school district security officers. The district's security officers will be required to wear Board-approved uniforms and shall work in cooperation with the school administration to provide security services on school grounds. The security officers will be provided the necessary equipment to perform the security functions assigned by the administration. The district's security officers will not carry a gun. The Superintendent of Schools will ensure all school district security officers receive appropriate training for the responsibilities of the position.

This Policy will be reviewed and approved by the Board attorney for compliance with applicable statutes and administrative code provisions before initial adoption and subsequent re-adoptions by the Board.

**N.J.S.A. 2C:39-4; 2C:39-5; 2C:39-6; 2C:58-4;
40A:14-146.10; 40A:14-146.11;
40A:14-146.14**

Adopted:



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Public Records

8310 **PUBLIC RECORDS**

The Board of Education recognizes its responsibility to maintain the public records of this district and to make such records available to residents of New Jersey for inspection and reproduction. The Board designates the School Business Administrator/Board Secretary as the custodian of government records for the district.

Government Record or Record (N.J.S.A. 47:1A-1.1)

"Government records" or "records" pursuant to N.J.S.A. 47:1A-1.1 include any record that has been required by law to be made, maintained, or kept on file by the Board, its officials, or its employees. Except as such records that may be exempted by law or this policy, a "government record" or "record" means any paper, written or printed book, document, drawing, map, plan, photograph, microfilm, data processed or image processed document, information stored or maintained electronically or by sound-recording or in a similar device, or any copy thereof, that has been made, maintained or kept on file in the course of the official business of the Board of Education or that has been received in the course of the official business of the Board of Education.

Board meeting minutes may be inspected and copied as soon as they are prepared; unapproved minutes will be so labeled. Minutes of executive/closed session Board meetings conducted in accordance with the Open Public Meetings Act will be preserved separately and will not be available for immediate public inspection. These minutes will be integrated with minutes of public meetings only after the matter discussed at the executive/closed session meeting has been made public.

A "government record" or "record" does not include inter-agency or intra-agency advisory, consultative, or deliberative material.

A "government record" or "record" does not include excluded information as outlined in N.J.S.A. 47:1A-1.1. The excluded information includes, but is not limited to, information which is deemed to be confidential as per N.J.S.A. 47:1A-1 et seq. Victims' records; trade secrets and proprietary commercial or financial information; any record within the attorney-client privilege; administrative or technical information regarding computer hardware, software and networks which, if disclosed, would jeopardize computer security; emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security; security measures and surveillance techniques and information which, if disclosed, would give an advantage to competitors or bidders are examples of excluded government records.



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Information generated by or on behalf of the Board or Board employees in connection with any sexual harassment complaint filed within the Board or with any grievance filed by or against an individual or in connection with collective negotiations, including documents and statements of strategy or negotiating position; information which is a communication between the district and its insurance carrier, administrative service organization or risk management office; information which is to be kept confidential pursuant to court order and that portion of any most documents which discloses the social security number, credit card number, unlisted telephone number or driver license number of any person; and personnel and pension records of an individual, except the individual's name, title of position, salary, payroll record, length of service, date of separation and the reason therefore, the amount and type of pension he/she receives, and data, other than detailed medical or psychological information, that shows conformity with qualifications for employment and pensions are examples of excluded government records.

Test questions, scoring keys and other examination data pertaining to the administration of an examination for employment or academic examination; information concerning individual student records grievance or disciplinary proceedings against a student to the extent disclosure would reveal the identity of the student and all other information defined as not being a government record in N.J.S.A. 47:1A-1 et seq. are not government records.

Records of Investigation In Progress (N.J.S.A. 47:1A-3 et seq.)

Records which are sought to be inspected, copied, or examined pertain to an investigation in progress by the Board and/or administration will be inspected, copied and/or examined pursuant to N.J.S.A. 47:1A-3.

Inspection, Examination and Copying (N.J.S.A. 47:1A-5 et seq.)

The custodian will permit the government record to be inspected, examined, and copied pursuant to N.J.S.A. 47:1A-5 et seq. by any person during regular business hours. In the case of a Board of Education having a total district enrollment of 500 or fewer, the custodian will permit the records to be inspected, examined and copied during not less than six regular business hours over not less than three business days per week or the entity's regularly-scheduled business hours, whichever is less, unless the government record is exempt from public access as per N.J.S.A. 47:1A-1 et. seq.

Copy Purchase (N.J.S.A. 47:1A-5 et seq.)

Except as otherwise provided by law or regulation, the fee assessed for the duplication of a government record embodied in the form of printed matter shall be \$.05 per letter size page or smaller, and \$.07 per legal size page or larger. If the school district can demonstrate that its actual costs for duplication of a government record exceed the per page rates, the district shall be permitted to charge the actual cost of duplicating the record. The actual cost of duplicating the record, upon which all copy fees are based, shall be the cost of materials and supplies used



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to make a copy of the record, but shall not include the cost of labor or overhead expenses associated with making the copy except as provided for in N.J.S.A. 47:1A-5c.

Actual copy costs for special copies, such as color printing or blueprints copied within the school district, shall be calculated separately. Access to electronic records and non-printed materials shall be provided free of charge, but the district may charge for the actual costs of any needed supplies such as computer discs.

If the district's calculated per copy actual cost exceeds the enumerated rates set forth in N.J.S.A./47:1A-5b. the school district, if challenged, must demonstrate its actual costs are indeed higher than those enumerated rates and are therefore justified.

Whenever the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined, or copied pursuant to this policy is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, the district will charge, in addition to the actual cost of duplicating the record, a special service charge that will be reasonable and will be based upon the actual direct cost of providing the copy or copies. The custodian will provide the requestor an opportunity to review and object to the charge prior to it being incurred.

A custodian will permit access to a government record and provide a copy thereof in the medium requested if the district maintains the record in that medium. If the district does not maintain the record in the medium requested, the custodian will either convert the record to the medium requested or provide a copy in some other meaningful medium. If a request is for a record in a medium not routinely used by the district; not routinely developed or maintained by the district or requiring a substantial amount of manipulation or programming of information technology, the district will charge, in addition to the actual cost of duplication, a special charge that will be reasonable and based on the cost for any extensive use of information technology, or for the labor cost of personnel providing the service, that is actually incurred by the district or attributable to the district for the programming, clerical, and supervisory assistance required, or both.

Immediate access ordinarily will be granted to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information.

The custodian will adopt a form for the use of any person who requests access to a government record held or controlled by the district. The request form will include information in accordance with the requirements of N.J.S.A. 47:1A-5.f. Requests for access to a government record will be in writing and hand-delivered, mailed to the custodian. The custodian will also accept a request for access to a government record that is transmitted electronically. The custodian will promptly comply with a request in accordance with N.J.S.A. 47:1A-5.g.



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Any officer or employee of the district who receives a request for access to a government record will forward the request to the custodian of the record or direct the requestor to the custodian of the record.

The custodian will grant access to a government record or deny a request for access to a government record in accordance with N.J.S.A. 47:1A-5.i and as soon as possible, but not later than seven business days after receiving the request, provided that the record is currently available and not in storage or archived.

A custodian will post prominently in public view in the part of the office of the custodian that is open to or frequented by the public a statement that sets forth in clear, concise and specific terms the right to appeal a denial of, or failure to provide, access to a government record by any person for inspection, examination, or copying or for purchase of copies thereof and the procedure by which an appeal may be filed.

Challenge to Access Upon Denial (N.J.S.A. 47:1A-6)

A person who is denied access to a government record by the custodian, at the option of the requestor, may institute a proceeding to challenge the custodian's decision by filing an action in Superior Court or in lieu of filing an action in Superior Court, file a complaint with the Government Records Council established pursuant to Section 8 of P.L.2001, c. 404 (C.47:1A-7). If it is determined that access was improperly denied, the court or agency head shall order that access be allowed. A requestor who prevails in any proceeding shall be entitled to a reasonable attorney's fee. A public official, officer, employee, or custodian who knowingly and willfully violates N.J.S.A. 47:1A-1 et seq. and is found to have unreasonably denied access under the totality of the circumstances, shall be subject to the penalties and disciplinary proceedings in accordance with N.J.S.A. 47:1-A-11.

Government Records Council (N.J.S.A. 47:1A-7 et seq.)

The Board and the custodian of records will comply with the requirements and guidelines from the Government Records Council in accordance with N.J.S.A. 47:1A-7.

Common Right Law Right of Access (N.J.S.A. 47:1A-8)

Nothing contained in N.J.S.A. 47:1A-1 et seq. will be construed as limiting the common law right of access to a government record, including criminal investigative records of a law enforcement agency.

Construction with Other Laws (N.J.S.A. 47-1A-9 et seq.)

The provisions of this policy and N.J.S.A. 47:1A-1 et seq. will not abrogate any exemption of a public or government record from public access heretofore made pursuant to N.J.S.A. 47:1A-1 et seq.; any other statute; resolution of either or both Houses of the Legislature; regulation



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promulgated under the authority of any statute or Executive Order of the Governor; Executive Order of the Governor; Rules of Court; any federal law; federal regulation; or federal order.

The provisions of this policy and N.J.S.A. 47:1A-1 et seq. will not abrogate or erode any executive or legislative privilege or grant of confidentiality heretofore established or recognized by the Constitution of this State, statute, court rule or judicial case law, which privilege or grant of confidentiality may duly be claimed to restrict public access to a public or government record.

N.J.S.A. 10:4-14

N.J.S.A. 47:1A-1.1 et seq.; 47:3-16

N.J.A.C. 6:3-6.1 et seq.

Adopted: 12 January 2010

Adopted: 14 December 2010

Adopted:



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R 8310 **PUBLIC RECORDS**

A. Definitions (N.J.S.A. 47:1A-1.1)

"Board" means the East Orange Board of Education, school staff, including members of the administration, and any persons acting on behalf of the Board of Education.

"Public agency" or "agency" means any of the principal departments in the Executive Branch of State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department; the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch; and any independent State authority, commission, instrumentality, or agency. The terms also mean any political subdivision of the State or combination of political subdivisions of the State or combination of political subdivisions, and any independent authority, commission, instrumentality, or agency created by a political subdivision or combination of political subdivisions.

"Custodian of a government record" or "custodian" is the officer officially designated by formal action of the Board of Education.

B. Government Record or Record (N.J.S.A. 47:1A-1.1)

1. Any paper, written or printed book, document, drawing, map, plan, photograph, microfilm, data processed or image processed document, information stored or maintained electronically or by sound-recording or in a similar device, or any copy thereof, that has been made, maintained or kept on file in the course of his or its official business of the Board of Education or that has been received in the course of his or its official business of the Board of Education.
2. A "government record" or "record" does not include inter-agency or intra-agency advisory, consultative, or deliberative material.
3. A "government record" or "record" does not include excluded information as outlined in N.J.S.A. 47:1A-1.1. The excluded information includes, but is not limited to, the following information which is deemed to be confidential as per N.J.S.A. 47:1A-1 et seq.:
 - a. Victims' records, except that a victim of a crime shall have access to the victim's own records;



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- b. Trade secrets and proprietary commercial or financial information obtained from any source. Trade secrets shall include data processing software obtained by the district under a licensing agreement which prohibits its disclosure;
- c. Any record within the attorney-client privilege. This will not be construed as exempting from access attorney or consultant bills or invoices except that such bills or invoices may be redacted to remove any information protected by the attorney-client privilege;
- d. Administrative or technical information regarding computer hardware, software and networks that, if disclosed, would jeopardize computer security;
- e. Emergency or security information or procedures for any buildings or facility that, if disclosed, would jeopardize security of the building or facility or persons therein;
- f. Security measures and surveillance techniques that, if disclosed, would create a risk to the safety of persons, property, electronic data or software;
- g. Information that, if disclosed, would give an advantage to competitors or bidders;
- h. Information generated by or on behalf of the Board or Board employees in connection with any sexual harassment complaint filed within the Board or with any grievance filed by or against an individual or in connection with collective negotiations, including documents and statements of strategy or negotiating position;
- i. Information that is a communication between the district and its insurance carrier, administrative service organization or risk management office;
- j. Information that is to be kept confidential pursuant to court order;
- k. That portion of any document which discloses the social security number, credit card number, unlisted telephone number or driver license number of any person; except for use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf thereof, or any private person or entity seeking to enforce payment of court-ordered child support; except with respect to the disclosure of driver information



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by the Division of Motor Vehicles as permitted by Section 2 of P.L.1997, c. 188 (C.39:2-3.4); and except that a social security number contained in a record required by law to be made, maintained or kept on file by a public agency shall be disclosed when access to the document or disclosure of that information is not otherwise prohibited by State or federal law, regulation or order or by State statute, resolution of either or both houses of the Legislature, Executive Order of the Governor, rule of court or regulation promulgated under the authority of any statute or executive order of the Governor;

- l. Personnel and pension records of an individual, including records relating to any grievance filed by or against an individual, except the individual's name, title of position, salary, payroll record, length of service, date of separation and the reason therefore, the amount and type of pension he/she receives, and data, other than detailed medical or psychological information, that shows conformity with qualifications for employment and pensions. Personnel or pension records of any individual shall be accessible when required to be disclosed by law, when disclosure is essential to the performance of official duties of a person duly authorized by this State or the United States, or when authorized by an individual in interest;
- m. Test questions, scoring keys and other examinations data pertaining to the administration of an examination for employment or academic examination;
- n. Information concerning student records or grievance or disciplinary proceedings against a student to the extent disclosure would reveal the identity of the student; and
- o. All other information listed as being confidential and not a government record as defined in N.J.S.A. 47:1A-1

C. Records of Investigation In Progress (N.J.S.A. 47:1A-3)

- 1. Notwithstanding the provisions of N.J.S.A 47:1A:1 et seq., where it appears the record or records which are sought to be inspected, copied, or examined shall pertain to an investigation in progress by the Board and/or administration:
 - a. The right to inspection, copying and/or examination may be denied if the inspection, copying or publication of such record or records will be inimical/detrimental to the public interest. This provision will not be construed to prohibit the Board and/or custodian from opening such



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record or records if not otherwise prohibited by law or to prohibit access to a record that was open for public inspection, examination, or copying before the investigation commenced; and

- b. If the Board, during the course of an investigation, obtains from another public agency a government record that was open for public inspection, examination or copying before the investigation commenced, the Board will provide the other agency with sufficient access to the record to allow the other agency to comply with requests made pursuant to N.J.S.A. 47:1A-1 et seq.
 2. Notwithstanding the provisions of N.J.S.A. 47:1A-1 et seq., the information concerning a criminal investigation will be available to the public in accordance with N.J.S.A. 47:1A-3.b.
- D. Inspection, Examination and Copying (N.J.S.A. 47:1A-5 et seq.)
1. The custodian will permit the government record to be inspected, examined, and copied by any person during regular business hours. In the case of a Board of Education having a total district enrollment of 500 or fewer the custodian will permit the records to be inspected, examined and copied during not less than six regular business hours over not less than three business days per week or the entity's regularly-scheduled business hours, whichever is less, unless the government record is exempt from public access as per N.J.S.A. 47:1A-5.a.
 2. Prior to allowing access to any government record, the custodian will redact from that record any information which discloses the social security number, credit card number, unlisted telephone number, or driver license number of any person, except:
 - a. If the record is being used by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf thereof, or any private person or entity seeking to enforce payment of court-ordered child support;
 - b. With respect to the disclosure of driver information by the Division of Motor Vehicles as permitted by section 2 of P.L.1997, c. 188 (C.39:2-3.4);
 - c. That a social security number contained in a record required by law to be made, maintained or kept on file by a public agency shall be disclosed when access to the document or disclosure of that information is not otherwise prohibited by State or federal law, regulation or order or by State statute, resolution of either or both houses of the Legislature,



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Executive Order of the Governor, rule of court or regulation promulgated under the authority of any statute or executive order of the Governor; and

- d. Where an agency can demonstrate an emergent need, a regulation that limits access to government records shall not be retroactive in effect or applied to deny a request for access to a government record that is pending before the agency, the council or a court at the time of the adoption of the regulation.

E. Copy Purchase (N.J.S.A. 47:1A-5 et seq.)

1. The custodian shall charge the requestor a fee for a copy or copies of a government record in accordance with the provision of N.J.S.A. 47:1A-5b. Except as otherwise provided by law or regulation, the fee assessed for the duplication of a government record embodied in the form of printed matter shall be \$.05 per letter size page or smaller, and \$.07 per legal size page or larger.
 - a. If the school district can demonstrate that its actual costs for duplication of a government record exceed the per page rates, the school district shall be permitted to charge the actual cost of duplicating the record. The actual cost of duplicating the record, upon which all copy fees are based, shall be the cost of materials and supplies used to make a copy of the record, but shall not include the cost of labor or overhead expenses associated with making the copy except as provided for in N.J.S.A. 47:1A-5c. and E.2. below.
 - b. The calculation of actual costs shall be as follows:
 - (1) The custodian shall contact the school district's supplier(s) to determine the cost of paper and toner. A supplier is wherever the district obtains copy materials such as paper and toner.
 - (2) The custodian shall calculate or contact the copying company to determine the school district's annual school year copying volume. This volume shall not only include copies pertaining to OPRA requests, but shall include all copying on all copy machines in the district for all purposes.
 - (3) The custodian shall calculate or contact the copy company to determine the average paper life of one toner/ink cartridge (i.e. how many pieces of paper the ink or toner shall be able to copy).



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- (4) The custodian shall maintain documentation of all information provided by the copying company or office supplier (i.e. contracts or correspondence from purchasing agent or copying company) regarding this calculation.
 - (5) The actual calculation is the total cost of paper purchased for one school year plus the total cost of toner purchased for one school year divided by the annual copying volume. This calculation can be averaged for all copy machines in the district that produce letter and legal copies.
 - (6) Actual copy costs for special copies, such as color printing or blueprints copied within the school district, shall be calculated separately.
 - c. If the district's calculated per copy actual cost exceeds the enumerated rates set forth in N.J.S.A. 47:1A-5b. and E.1 above, the school district, if challenged, must demonstrate its actual costs are indeed higher than those enumerated rates and are therefore justified.
 - d. Access to electronic records and non-printed materials shall be provided free of charge, but the district may charge for the actual costs of any needed supplies such as computer discs.
2. Whenever the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined, or copied pursuant to this Regulation is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, the district will charge, in addition to the actual cost of duplicating the record, a special service charge that will be reasonable and will be based upon the actual direct cost of providing the copy or copies. The custodian will provide the requestor an opportunity to review and object to the charge prior to it being incurred.
3. A custodian shall permit access to a government record and provide a copy thereof in the medium requested if the district maintains the record in that medium. If the district does not maintain the record in the medium requested, the custodian will either convert the record to the medium requested or provide a copy in some other meaningful medium.



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4. If a request is for a record in a medium not routinely used by the district; not routinely developed or maintained by the district or requiring a substantial amount of manipulation or programming of information technology, the district will charge, in addition to the actual cost of duplication, a special charge that will be reasonable and based on the cost for any extensive use of information technology, or for the labor cost of personnel providing the service, that is actually incurred by the district or attributable to the district for the programming, clerical, and supervisory assistance required, or both.
5. Immediate access ordinarily will be granted to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information.
6. The custodian will adopt a form for the use of any person who requests access to a government record held or controlled by the public agency. The form will provide:
 - a. Space for the name, address, and phone number of the requestor and a brief description of the government record sought;
 - b. Space for the custodian to indicate which record will be made available, when the record will be available, and the fees to be charged;
 - c. Specific directions and procedures for requesting a record;
 - d. A statement as to whether prepayment of fees or a deposit is required;
 - e. The time period within which the school district is required by N.J.S.A. 47:1A-1 et seq. to make the record available;
 - f. A statement of the requestor's right to challenge a decision to deny access and the procedure for filing an appeal;
 - g. Space for the custodian to list reasons if a request is denied in whole or in part;
 - h. Space for the requestor to sign and date the form; and
 - i. Space for the custodian to sign and date the form if the request is fulfilled or denied.
7. The custodian may require a deposit against costs for reproducing documents sought through an anonymous request whenever the custodian anticipates that the information thus requested will cost in excess of \$5.00 to reproduce.



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8. Request for access to a government record shall be in writing and hand-delivered, or mailed to the custodian. The custodian will also accept a request for access to a government record that is transmitted electronically.
9. The custodian will promptly comply with a request to inspect, examine, copy, or provide a copy of a government record.
10. If the custodian is unable to comply with a request for access, the custodian will indicate the specific basis therefore on the request form and promptly return it to the requestor.
11. The custodian will sign and date the form and provide the requestor with a copy thereof.
12. If the custodian asserts that part of a particular record is exempt from public access pursuant to N.J.S.A. 47:1A-1 et seq. the custodian will delete or excise from a copy of the record that portion which the custodian asserts is exempt from access and shall promptly permit access to the remainder of the record.
13. If the government record requested is temporarily unavailable because it is in use or in storage, the custodian will advise the requestor and will make arrangements to promptly make available a copy of the record.
14. If a request for access to a government record would substantially disrupt school district operations, the custodian may deny access to the record after attempting to reach a reasonable solution with the requestor that accommodates the interests of the requestor and the district.
15. Any officer or employee of the district who receives a request for access to a government record will forward the request to the custodian of the record or direct the requestor to the custodian of the record.
16. Unless a shorter time period is otherwise provided by statute, regulation, or executive order, the custodian will grant access to a government record or deny a request for access to a government record as soon as possible, but not later than seven business days after receiving the request, provided that the record is currently available and not in storage or archived.
 - a. In the event the custodian fails to respond within seven business days after receiving a request, the failure to respond will be deemed a denial of the request, unless the requestor has elected not to provide a name, address or telephone number, or other means of contacting the requestor.



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- b. If the requestor has elected not to provide a name, address, or telephone number, or other means of contacting the requestor, the custodian will not be required to respond until the requestor reappears before the custodian seeking a response to the original request.
 - c. If the government record is in storage or archived, the requestor will be so advised within seven business days after the custodian receives the request. The requestor will be advised by the custodian when the record can be made available. If the record is not made available by that time, access shall be deemed denied.
 - 17. A custodian will post prominently in public view in the part or parts of the office or offices of the custodian that are open to or frequented by the public a statement that sets forth in clear, concise and specific terms the right to appeal a denial of, or failure to provide, access to a government record by any person for inspection, examination, or copying or for purchase of copies thereof and the procedure by which an appeal may be filed.
- F. Challenge to Access Upon Denial (N.J.S.A. 47:1A-6)
 - 1. A person who is denied access to a government record by the custodian, at the option of the requestor, may:
 - a. Institute a proceeding to challenge the custodian's decision by filing an action in Superior Court; or
 - b. In lieu of filing an action in Superior Court, file a complaint with the Government Records Council established pursuant to section 8 of P.L.2001, c. 404 (C.47:1A-7).
 - 2. The right to institute any proceeding under N.J.S.A. 47:1A-6 will be solely that of the requestor. Any such proceeding shall proceed in a summary or expedited manner. The Board will have the burden of proving that the denial of access is authorized by law. If it is determined that access has been improperly denied, the court or agency head shall order that access be allowed. A requestor who prevails in any proceeding shall be entitled to a reasonable attorney's fee.
- G. Government Records Council (N.J.S.A. 47:1A-7)

The Board and the custodian of records will comply with the requirements and guidelines from the Government Records Council in accordance with N.J.S.A. 47:1A-7.
- H. Common Right Law Right of Access (N.J.S.A. 47:1A-8)



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Nothing contained in N.J.S.A. 47:1A-1 et seq. shall be construed as limiting the common law right of access to a government record, including criminal investigative records of a law enforcement agency.

I. Construction with Other Laws (N.J.S.A. 47-1A-9 et seq.)

1. The provisions of this Regulation and N.J.S.A. 47:1A-1 et seq. shall not abrogate any exemption of a public record or government record from public access heretofore made pursuant to N.J.S.A. 47:1A-1 et seq.; any other statute; resolution of either or both Houses of the Legislature; regulation promulgated under the authority of any statute or Executive Order of the Governor; Executive Order of the Governor; Rules of Court; any federal law; federal regulation; or federal order.
2. The provisions of this Regulation and N.J.S.A. 47:1A-1 et seq. shall not abrogate or erode any executive or legislative privilege or grant of confidentiality heretofore established or recognized by the Constitution of this State, statute, court rule or judicial case law, which privilege or grant of confidentiality may duly be claimed to restrict public access to a public record or government record.

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Managing Electronic Mail

8311 **MANAGING ELECTRONIC MAIL**

School district e-mail messages, like paper records, must be retained and destroyed according to established records management procedures as required by New Jersey's Division of Archives & Records Management (NJDARM). E-mail messages are electronic documents created and sent or received by a computer system. This definition applies equally to the contents of the communication, the transactional information, and any attachments associated with such communication. Thus, e-mail messages are similar to other forms of communicated messages, such as correspondence and memoranda.

N.J.S.A. 47:3-16, as amended, defines public records as follows:

"Public records" mean any paper, written or printed book, document or drawing, map or plan, photograph, microfilm, data processed or image processed document, sound recording or in a similar device, or any copy thereof, that has been made or required by law to be received for filing, indexing, or reproducing by any officer, commission agency, or authority of the State or any political subdivision thereof, including any subordinate boards thereof, or that has been received in the course of his/her or its official business by such officer, commission, agency, or authority of the State or of any political subdivision thereof, including subordinate boards thereof, in connection with the transaction of public business and has been retained by such recipient or its successor as evidence of its activities or because of the information contained therein.

An e-mail message that meets the criteria of the definition of public records per N.J.S.A. 47:3-16, as amended, whether it is subject to access by the general public or not, must be retained according to records retention and disposition schedules approved by the State Records Committee. No public record e-mail may be destroyed without prior consent of the NJDARM and the State Records Committee, even if the retention period for a record has expired.

Retention or disposition of e-mail messages must be related to the information they contain or the purpose they serve. The content of e-mail messages may vary considerably and therefore, the content must be evaluated to determine the length of time the message must be retained.

For the purposes of this Policy, there are non-record e-mail messages and public record e-mail messages.



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Managing Electronic Mail

Non-record e-mail messages are personal correspondence that do not meet the criteria of public records as per N.J.S.A. 47:3-16, as amended, and may be deleted at any time unless they become part of some official record as a result of a special circumstance. These types of messages may include personal correspondence not received or created in the course of school district business and may be deleted at any time since it is not an official public record. Non-record e-mail messages are also non-governmental publications that are publications, promotional material from vendors, and similar materials that are publicly available to anyone. These e-mail messages are not public records as defined by N.J.S.A. 47:3-16, as amended, unless specifically incorporated into other official public records, and may also be deleted at any time. However, if an e-mail message is used to justify expenditure or is included in a proposal, the e-mail message becomes an official public record and must be retained according to records retention and disposition schedules in accordance with the appropriate retention schedules.

All public record e-mail messages shall be maintained by the individual who sends the e-mail message and the primary recipient. The sender and primary recipient are encouraged to print a hard copy of a public record e-mail and file the e-mail in school district files for continued access. The district may establish a district-wide system to facilitate public record e-mail management for continued access and retention. All public record e-mails shall be retained according to records retention and disposition schedules approved by the State Records Committee and no public record e-mail may be destroyed without prior consent of the NJDARM and the State Records Committee, even if the retention period for a record has expired.

An e-mail message that meets the criteria of the definition of a "government record" per N.J.S.A. 47:1A-1.1 must be made available to the public upon request under New Jersey's Open Public Records Act during the required retention period, unless the content of the message falls under one of the exceptions contained in the Act or any other statute, regulation, Executive Order by the Governor, rule of Court, or Federal law, regulation or order.

State of New Jersey – Circular Letter 03-10-ST – Managing Electronic Mail: Guidelines and Best Practices – 7/11/02

Following the guidance of the New Jersey Division of Revenue and Enterprise Services (Records Management Services) and Office of Information Technology, the district will institute an email retention period of seven years.

State of New Jersey - Joint Circular Letter No. 14-12-DORES/OIT - ENTERPRISE ELECTRONIC MAIL RETENTION AND DISPOSITION FRAMEWORK - APRIL 4, 2014

Adopted: 12 January 2010

Adopted:



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Personnel Records

8320 **PERSONNEL RECORDS**

The Board of Education believes that the orderly operation of the school district requires the retention of all records bearing upon an employee's qualifications for employment and employment history.

The Board requires that sufficient records be compiled and maintained to demonstrate an employee's qualifications for the position assigned; compliance with federal, state, and local benefit programs; conformity to district rules; the proper conduct of evaluations; and the employee's entitlement, as appropriate, to tenure and seniority.

The Superintendent shall be responsible for the custody and maintenance of personnel records. A single, central file of documents shall be maintained; temporary, subsidiary records will be permitted for ease in data gathering only. An employee's personnel file shall be maintained for six years following his/her termination of district service, provided the employment history record card is maintained a minimum of eighty years.

Records maintained in the personnel files of this district are not public records and are not open to inspection except as provided for in this policy. Board minutes and other public records of this district and any computerized files maintained by this district may include only an employee's name, title, position, assignments, salary, payroll record, length of service in the district and in military service, the date and reason for separation from service in this district, and the amount and type of pension a former employee receives.

Personnel records may be inspected by school administrators to the extent that such inspection is required in the performance of the inspector's duties.

Board members may have access to confidential information in the personnel files of only those employees recommended for or subjected to an employment action requiring a vote of the Board or where access to the information is essential for the performance of the Board member's duties. Board member access to personnel files is limited to the relevant portion of the file and is available only through the Superintendent. Board members may freely inspect employment applications filed by candidates for district positions.

An employee may inspect his/her personnel file provided that the employee requests such access in writing, reviews the record in the presence of the employee designated to maintain the file, makes no alteration or addition to the file nor removes any material from it, and signs a log attached to the file indicating the date on which it was inspected.

An employee may appeal to the Superintendent the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his/her personnel file.



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The Superintendent shall prepare rules enumerating the records to be maintained for each employee of this district, including, as a minimum and as appropriate to the position, the completed application form, employment contract(s), a copy of the employee's qualifying certification, transcripts, report of an employment physical examination, **(to be contained in a separate medical file)**, oath of allegiance, criminal background check, income tax forms, retirement registration, hospitalization forms, annuity forms, rate of compensation, attendance record, assignments to positions, completed evaluations, reports of disciplinary incidents, records of special awards or distinctions. Reports of annual or special physical and mental examinations **will be stored separately in a medical file.**

Any requirement of this Policy is superseded by any contradictory language in any contract between the Board and the Association.

N.J.S.A. 18A:18A-14.2; 18A:40-19; 18A:66-32
N.J.S.A. 47:1A-1 et seq.

Adopted: 12 January 2010
Adopted:



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Personnel Records

R 8320 **PERSONNEL RECORDS**

A. Content of Record

1. A personnel file shall be assembled and maintained for each person employed by this district. Each file shall contain the original or copies, as appropriate, of the following documents regarding the employee:
 - a. The employee's current correct name, address, telephone number, and birthdate;
 - b. Application form, including official transcripts of all academic work, records of prior military service, and other supporting documents;
 - c. Annual employment contract and/or annual salary notice, signed by the employee;
 - d. Certificates and/or licenses required for employment;
 - e. Documentation of fulfillment of requirements for any change in salary classification;
 - f. Income tax forms;
 - g. Retirement registration;
 - h. Hospitalization forms;
 - i. Annuity forms;
 - j. Rate of compensation;
 - k. Attendance record, including the starting and ending dates of all leaves of absence, whether the leave was paid or unpaid, and the purpose for which such leaves were granted;
 - l. Assignment to positions, including position title and building to which assigned;
 - m. Completed evaluations;



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Personnel Records

- n. Reports of disciplinary incidents;
 - o. Records of special awards, commendations, or distinctions;
 - p. Oath of allegiance;
 - q. Reports of routine physical examinations **to be stored in a separate medical file**; and
 - r. Reports of physical and mental examinations required for cause **to be stored in a separate medical file**.
- 2. No information will be placed in an employees' file that does not pertain to the employee's position in this district and the performance of the employee's duties.
 - 3. The content of personnel files will be reviewed periodically and material no longer required may be destroyed.
- B. Custodian of Personnel Records
- 1. The Superintendent is custodian of all personnel records.
 - 2. Personnel records shall be maintained in the office of the Director of **Labor Relations and Employment Services**, who shall be records manager responsible for the day-to-day maintenance of the files and for supervising access to the files.
- C. Notice of Content of Files
- 1. Each employee will be notified of the inclusion in his/her file of any document that was not received from the employee or at the direction of the employee.
 - a. No evaluation form will be placed in a personnel file until it has been reviewed and signed by the employee unless the employee refuses to sign the document.
 - b. No copy of a memorandum or letter sent by an administrator or other school official to an employee will be placed in the employee's file unless the original and copy include the notation "cc: Personnel File" or other clear indication of the author's intention to place the memorandum or letter in the employee's file.



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Personnel Records

- c. No report or letter or memorandum from any source, other than documents referred to in C2b above, may be placed in an employee's file until a copy of the same has been delivered to the employee.

D. Employee Access to Personnel Records

1. Each employee shall be granted access to his/her personnel file in accordance with these regulations, except as may have been negotiated with the employee's majority representative.
2. Written request for access shall be submitted to the Director of **Labor Relations and Employment Services**. Except in unusual circumstances, access shall be granted only during the regular working hours of the office in which the file is kept.
3. The employee shall review the record in the presence of the Director of **Labor Relations and Employment Services** and, at the employee's request, a representative of the employee.
4. No alteration or addition or deletion may be made to the file, except that the employee may append to any document in the file his/her comment on that document.
5. The employee may hand copy any portion of his/her file and may receive photocopies of records on payment of the copying fees established for copies of public records.

E. Appeal of Content of the File

1. The employee may appeal to the Superintendent the exclusion or inclusion of any portion of his/her personnel file or the accuracy of any information in the file.
2. An appeal must be made in writing **to** the office of the Superintendent.
3. The Superintendent shall render a decision on the appeal as soon as possible, but not later than ten working days from the time the written appeal is submitted. The Superintendent's decision shall be in writing and shall be delivered to the employee and the records manager responsible for the employee's file.
4. Except as may be otherwise provided by contract negotiated with the employee's majority representative, the appellant may appeal the Superintendent's decision to the Board; a decision of the Board shall be final.



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Personnel Records

F. Access by Board Members and School Officials

1. Personnel files may be inspected by school officials only as required in the discharge of their professional or statutory duties and to the extent required in the discharge of those duties.
2. Personnel files may be inspected by Board members when such inspection relates to the Superintendent's recommendation of a candidate for employment, promotion, transfer, dismissal, or discipline.
3. Much of the information included in an employee's file is confidential; access to the employee's file for professional reasons necessarily imposes on the person reviewing the file the duty to respect the confidentiality of the record.

G. Computerized Records

1. Computerized personnel records may include only the following information about an employee:
 - a. Name, address, and telephone number;
 - b. Social security number;
 - c. Current assignment;
 - d. Work experience;
 - e. Employment date; and
 - f. Salary guide and step.
2. Computerized information may be used only for the following purposes:
 - a. Payroll;
 - b. An employee's individual employment record; and
 - c. Studies, reports, or surveys conducted by the district or a governmental agency and authorized by the Director of **Labor Relations and Employment Services**, provided that such studies, reports, or surveys do not identify specific employees.

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Records Retention
Feb 17

[See POLICY ALERT No. 211]

8350 RECORDS RETENTION

The New Jersey Department of the Treasury - Records Management Services places all public records on Records Retention Schedules that list the minimum legal and fiscal time periods public records must be retained by State and local governmental and educational agencies. Records Management Services determines these retention periods in conformance with State and Federal codes, regulations, and statutes of limitation. Final approval of the schedules comes from the State Records Committee, which is comprised of representatives of the Attorney General, State Treasurer, State Auditor, Director of Local Government Services, and the director of the division.

Part and parcel to a good records management program is the timely destruction of records once their retention period has expired. This pertains to the destruction of paper records as well as those that are microfilmed, have been imaged, or are electronic. Unique records disposal request (such as the disposal of fire damaged records which have not yet outlived their retention period) require specific authorization from the State Records Committee.

As per the Destruction of Public Records Act of 1953 (P.L. 1953, c. 410), the Board of Education must receive prior written authorization from Records Management Services to dispose of their public records regardless of the medium in which the information is maintained. Authorization to dispose public records shall be submitted electronically by the school district custodian of such records to Records Management Services. Records must be retained in accordance with the Records Retention Schedules and shall not be disposed until approval for such disposal is obtained from Records Management Services.

Adopted:



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Emergency and Crisis Situations

8420 **EMERGENCY AND CRISIS SITUATIONS**

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement written plans and procedures to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, students, and their families.

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

A copy of the school district's school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district's safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be briefed in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crisis, consistent with the school district's plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1 by November 1, 2010. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training shall be reviewed annually and updated, as appropriate.

In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, bomb threat or active shooter situation that is similar in duration to a fire drill. Schools are required to hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills annually. Fire alarm systems shall be initiated only during a fire drill evacuation. Responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill.



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Emergency and Crisis Situations

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. Although these outside agencies are not required to observe school security drills, the Principal is encouraged to invite representatives from local law enforcement and emergency responder agencies to attend and observe at least four different security drills annually.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds as provided by the New Jersey Office of Homeland Security and Preparedness.

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3
N.J.S.A. 18A:41-1 et seq.
N.J.A.C. 6A:27-11.2

Adopted: 12 January 2010
Adopted: 14 September 2010
Adopted: 8 February 2011
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Emergency Evacuation School Safety Plan

R 8420 **EMERGENCY EVACUATION SCHOOL SAFETY PLAN**

The need for orderly and safe evacuation during certain situations is critical to the safety of the occupants of a school building. If such a threat is deemed immediate, credible, and reasonable, the Principal or designee may order a non-fire building evacuation. In the event the Principal or designee believes a threat does not exist or immediate evacuation is not required, the Principal or designee shall review the situation with the Superintendent of Schools, who may consult with local law enforcement officials to review the threat risk.

A. Procedures in the Events it is Determined a Non-Fire Evacuation is Warranted

1. The Principal or designee will immediately order a non-fire evacuation of the school building. The notification process may be the school's fire alarm system, a notice over the school's public address system, or any other method deemed appropriate by the Principal or designee to inform building occupants to evacuate the school building. The evacuation may be an entire or partial building evacuation depending on the circumstances.
2. The Principal or designee will:
 - a. Immediately call local law enforcement officials;
 - b. Immediately call the Superintendent of Schools;
 - c. Ensure any school buses enroute to the school or other vehicles entering the school grounds are redirected to a designated alternative location pending further instructions from law enforcement officials;
 - d. Notify and maintain contact with the Superintendent of Schools regarding the communication to be released to parents, community and media; and
 - e. Allow local enforcement officials to control the scene upon their arrival.
3. School staff members, upon receiving notice the school needs to be evacuated, will
 - a. Direct students to gather personal belongings in the classroom or within their immediate area;
 - b. Instruct students not to use any electronic communication device until instructed otherwise;
 - c. Close the windows and doors of their vacated rooms and turn off any light or electrical switch;



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Emergency and Non-Fire Evacuation Plan

- d. Take the student roster and the day's attendance;
- e. Lead their class or the students under their supervision upon receiving the evacuation notice to the evacuation area;
- f. Take attendance when arriving at the evacuation area and report any additional students or missing students to the Principal or designee;
- g. Not allow any student to re-enter the building, leave the evacuation area, or be dismissed from school unless authorized by the Principal or designee or law enforcement officials; and
- h. Not speak to the media or permit media to interview any student.

B. Procedures After it is Determined the School Building Can be Reoccupied

1. The Principal or designee, upon a determination by school and law enforcement officials that the threat or risk is concluded, will direct the reoccupation of the building.
2. If it is determined the building is not safe to re-enter, the Principal or designee will notify school officials of the situation at the evacuation assembly locations. If it is determined students will be released for the day, the Principal or designee, in consultation with the Superintendent of Schools, will coordinate student dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.
3. The school district will provide, school district staff and other school district Crisis response team members to provide counseling and support as needed.

Critical Incident Response Procedures for School Administrators, Faculty and Staff — The New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education – 2010

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Fire and Fire Drills

R 8420.1 **FIRE AND FIRE DRILLS**

A. Fire Drills

1. The Principal of each school building will conduct a fire drill each month within school hours, including any summer months during which the school is open for instructional programs. Attempts should be made to conduct drills in various weather conditions and at various times of the school day. Fire drills should always be unannounced to school staff and students. The Principal shall inform local firefighting officials whenever a fire alarm is for drill purposes. District security should also be notified.
2. A or the Fire alarm shall be by a building designated signal. Alarm signals should be tested regularly, before or after the school session.
3. When the fire alarm rings, each teacher will:
 - a. Direct students to form into a single file line and proceed along the evacuation route to the nearest exit designated for evacuation;
 - b. Close the windows of the room and turn off all lights and audio-visual equipment;
 - c. Take the class register or roll book;
 - d. Ascertain that all students have left the room and that any student who may have left the classroom prior to the fire drill is located and escorted from the building;
 - e. Close all doors to the room when the room is empty and keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during the emergency lockdown or an emergency lockdown drill;
 - f. Ensure the students assigned to him/her class has left the school along the route prescribed in the school evacuation plan. In the event a school building has been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill;
 - g. Direct his/her students to a location not less than a distance twice the height of the building walls and keep the students in a single file line facing the building;



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Fire and Fire Drills

- h. Take attendance to determine that all students who reported to his/her class have been evacuated from the building and report immediately to the Principal any student who is unaccounted for; and
 - i. When the recall signal is given, escort his/her students back to the classroom.
4. Evacuation of the school in a fire drill must be conducted quickly and quietly and in an orderly fashion. Students must be silent, refrain from talking and running, and remain in closed, single file lines. Any student or staff member whose behavior disrupts the conduct of the fire drill shall be reported to the Principal and will be subject to discipline.
5. All persons in the school must leave the building during a fire drill, including all aides, visitors, volunteer workers, and all office, cafeteria, custodial, and maintenance employees, except those employees who have been assigned specific duties to be performed in the school building during a fire drill.
6. Physical education classes in progress outside the building should stop the game activity and line up in place or in their regularly assigned drill position.
7. Students will be instructed not to gather belongings to take outside on the fire drill. In inclement or cold weather, students may pick up their coats and put them on as they exit the building, provided no time is lost in that activity.
8. The office employee responsible for keeping the central attendance register, or a designated substitute, must carry the register out of the building during the drill.
9. Each Principal shall report monthly to the Superintendent on the conduct of fire drills. His/Her report will include the date, weather conditions, and time to evacuate for each drill conducted, as well as any comments that could assist in improving the conduct of future drills.
10. Every fire drill will be conducted with seriousness and with the assumption that prompt evacuation is actually required for the safety and survival of persons in the school.
11. Principals are encouraged to change the circumstances of fire drills so that staff members and students are subjected to various conditions and learn to respond to them quickly, constructively, and safely. Any such variations should take into account the ages and abilities of children.
 - a. One or more exits may be designated as "blocked" so that students are required to use alternative evacuation routes.



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Fire and Fire Drills

- b. A fire drill may be designated as a “smoke drill” so that students learn to avoid the hazards of smoke by walking in a low or crouching position (not a crawling position).

B. Fire

1. A school staff member or any building occupant who detects a fire in a school building or on school grounds shall immediately report the fire by calling 911 and/or activating a fire alarm pull station to the East Orange Fire Department in accordance with law, whether or not the fire has been extinguished.
2. The school staff member or building occupant shall also report shall be immediately relayed to the school Principal.
3. In the event of a fire in a school building, the school Principal shall immediately sound the fire alarm, in the event the fire alarm had not been previously activated, for the evacuation of all students, staff members, visitors, and volunteers.
4. Evacuation shall be conducted in accordance with the fire drill procedures established in paragraph A, except that no employee may remain in the building to perform specific duties.
5. As a precaution, the Principal or designee will maintain a record of disabled students who may require special attention in the event of fire or other evacuation. Fire fighters will be promptly informed of the location and special circumstances of each such student.
6. As soon as practicable after the incident, the Principal shall submit a report to the Superintendent on the appropriate form.

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Bomb Threats

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R 8420.2 **BOMB THREATS**

A bomb threat consists of a message regardless of the source or form or truth of the message that someone has placed or intends to place in the school an explosive device or any material that will cause significant harm to persons in the school or damage to school property. The bomb threat message may be a telephone call, written, e-mailed, rumored, graffiti or any other communication method.

A. Procedures When a Bomb Threat is Received

1. A bomb threat received by any school employee will be immediately relayed to the Principal or designee.
2. A written bomb threat should be placed in a folder or a folded paper and should be handled as little as possible.
3. If possible, a telephoned bomb threat should be transferred to the Principal or designee.
 - a. The Principal or other person who talks to the caller will attempt to keep the caller on the line as long as possible to enhance the chance to identify the telephone caller.
 - b. The person talking to the caller should attempt to obtain, by direct questioning and by listening to background clues, and record in writing as much information as possible about
 - (1) The alleged bomb (e.g., its nature, size, specific location, what will cause detonation, detonation time);
 - (2) The caller (e.g., name, address, location, gender, age, background, motive);
 - (3) The identity of the person who placed the bomb, if the caller denies responsibility;
 - (4) The means by which the bomb was delivered to the site;
 - (5) The caller's voice (e.g., calm, angry, excited, slow, rapid, loud, slurred, distinct, familiarity); and
 - (6) Background sounds (e.g. street noises, music, office or factory machinery, animal noises, voices).



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Bomb Threats

B. Procedures to be Used After a Bomb Threat is Received

1. The Principal or designee will immediately call:
 - a. The Police Department/local law enforcement;
 - b. The Fire Department; and
 - c. The Superintendent's office.
2. If the Principal or designee determines there is reasonable cause to believe an explosive device is present and an immediate evacuation is warranted, the principal or designee will order the immediate evacuation of the school building. The evacuation will be conducted as follows:
 - a. The fire drill alarm may include a building designated code to indicate that a bomb threat has been received;
 - b. If the Principal or designee determines that time permits, students will empty their lockers and leave them unlocked; and
 - c. School staff members and students will be evacuated to a waiting place at least 1000 feet from the school building and behind cover or to a predetermined area outside the school building.
3. If the Principal or designee determines an immediate evacuation is not warranted the building will not be immediately evacuated until law enforcement officials arrive on the scene and are provided control of the bomb threat situation.
4. The Principal or designee will also:
 - a. Prohibit the use of any electronic communication devices to include, but not be limited to cellular telephones and walkie-talkies;
 - b. Ensure any school buses enroute to the school or other vehicles entering the school grounds are redirected to a designated alternative location pending further instruction from law enforcement officials;
 - c. Notify and maintain contact with the Superintendent of Schools, regarding the communication to be released to parents, community and media; and



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Bomb Threats

- d. Allow law enforcement officials to control the scene upon their arrival.
5. School staff members, upon receiving notice the school is being evacuated for a bomb threat, will:
 - a. Direct students to gather personal belongings in the classroom or within their immediate area;
 - b. Instruct students to not use any electronic communication device until instructed otherwise;
 - c. Conduct a quick visual survey of their classrooms for any suspicious or unfamiliar objects and report such to the Principal or designee;
 - d. Leave the windows and doors of their vacated rooms open and do not turn on or off any light or electrical switch;
 - e. Take the student roster and the day's attendance;
 - f. Lead their class or the students under their supervision upon receiving the evacuation notice to the evacuation area;
 - g. Take attendance when arriving at the evacuation area and report any additional students or missing students to the Principal or designee;
 - h. Not allow any student to re-enter the building, leave the evacuation area, or be dismissed from school unless authorized by the Principal or designee or law enforcement officials; and
 - i. Not speak to the media or permit media to interview any student.
6. If law enforcement officials determine the building can be re-entered, the Principal or designee will order the building to be re-entered. The regular instructional program will be resumed as quickly as possible. If the bomb threat disruption has occurred late in the school day, the Principal may recommend to the Superintendent that the school be closed and students dismissed.
7. In the event an explosive device is found in the school building or on school grounds threatening the safety of staff and students, the Principal or designee will:
 - a. Work with law enforcement officials to ensure the continued safety of students and staff;



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Bomb Threats

- b. Notify school officials at the evacuation assembly locations of the situation that students will be released for the day; and
 - c. In consultation with the Superintendent of Schools and law enforcement officials, will coordinate student dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.
8. The school district will provide school district staff and other school district crisis response team members to provide counseling and support as needed.
9. All bomb threat procedures will be conducted with seriousness and dispatch. It is the intention of these regulations that the school community be protected against harm without conferring notoriety on the person who threatens harm.
10. In the event an explosion occurs while the building is evacuated, the Principal or designee, in consultations with the Superintendent of Schools and law enforcement officials, will coordinate student dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.
11. The Principal will submit to the Superintendent a written report of each bomb threat received, the steps taken in response, and the outcome of the threat.

These procedures are recommended for implementation in the event a bomb threat is received. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if it is determined modification is needed to best protect the building's occupants.

Critical Incident Response Procedures for School Administrators, Faculty and Staff – The New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education - 2010

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POLICY

2nd Reading



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East Orange Board of Education

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Special Education
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2460 **SPECIAL EDUCATION**

The East Orange School Board of Education assures compliance with Part B of the Individuals with Disabilities Education Act (IDEA) and the New Jersey Administrative Code 6A:14-1 et seq. Furthermore, the Board will have programs and procedures in effect to ensure the following:

1. All students with disabilities, who are in need of special education and related services, including students with disabilities attending nonpublic schools, regardless of the severity of their disabilities, are located, identified, and evaluated according to N.J.A.C. 6A:14-3.3.
2. Homeless students are located, identified, and evaluated according to N.J.A.C. 6A:14-3.3, and are provided special education and related services in accordance with the IDEA, including the appointment of a surrogate parent for unaccompanied homeless youths as defined in 42 U.S.C. §§11431 et seq.
3. Students with disabilities are evaluated according to N.J.A.C. 6A:14-2.5 and 3.4.
4. An Individualized Education Program (IEP) is developed, reviewed and as appropriate, revised according to N.J.A.C. 6A:14-3.6 and 3.7.
5. To the maximum extent appropriate, students with disabilities are educated in the least restrictive environment according to N.J.A.C. 6A:14-4.2.
6. Students with disabilities are included in State-wide and district-wide assessment programs with appropriate accommodations, where necessary according to N.J.A.C. 6A:14-4.10. All students with disabilities will participate in State-wide assessments or the applicable **alternative proficiency assessment** in grades three, four, five, six, seven, eight, and **high school in the applicable courses**.
7. Students with disabilities are afforded procedural safeguards required by N.J.A.C. 6A:14-2.1 et seq., including appointment of a surrogate parent **as set forth in N.J.A.C. 6A:14-2.2 and Policy 2467**, when appropriate.
8. **The rules set forth in N.J.A.C. 6A:14 ensure a** free appropriate public education is available to all students with disabilities between the ages of three and twenty-one, including students with disabilities who have been suspended or expelled from school.



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Special Education

- a. The obligation to make a free, appropriate public education available to each eligible student begins no later than the student's third birthday and that an individualized education program (IEP) is in effect for the student by that date;
 - b. If a child's third birthday occurs during the summer, the child's IEP team shall determine the date when services under the IEP will begin;
 - c. A free appropriate public education is available to any student with a disability who **needs** special education and related services, even though the student is advancing from grade to grade;
 - d. The services and placement needed by each student with a disability to receive a free, appropriate public education and related services, even though the student is advancing from grade to grade;
 - e. The services and placement needed by each student with a disability to receive a free, appropriate educational settings as close to the student's home as possible and, when the IEP does not describe specific restrictions, the student is educated in the school he or she would attend if not a student with a disability.
9. Children with disabilities participating in early intervention programs assisted under IDEA Part C who will participate in preschool programs under N.J.A.C. 6A:14 will experience a smooth transition and have an IEP developed and implemented according to N.J.A.C. 6A:14-3.3(e) and N.J.A.C. 6A:14-3.7.
 10. Full educational opportunity to all students with disabilities is provided.
 11. The compilation, maintenance, access to, and confidentiality of student records are in accordance with N.J.A.C. 6A:32-7.
 12. Provision is made for the participation of students with disabilities who are placed by their parent(s) in nonpublic schools according to N.J.A.C. 6A:14-6.1 and 6.2.
 13. Students with disabilities who are placed in private schools by the district Board are provided special education and related services at no cost to their parent(s) according to N.J.A.C. 6A:14-1.1(d) and N.J.A.C. 6A:14-7.5(b)3.



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Special Education

14. All personnel serving students with disabilities are highly qualified and appropriately certified and licensed, where a license is required, in accordance with State and Federal law **pursuant to N.J.A.C. 6A:14-1.2(b)13.**
15. **Pursuant to N.J.A.C. 6A:14-1.2(b)4,** the in-service training needs for professional and paraprofessional staff who provide special education, general education or related services are identified, and that appropriate in-service training is provided. The district Board shall maintain information to demonstrate its efforts to:
 - a. Prepare general and special education personnel with content knowledge and collaborative skills needed to meet the needs of children with disabilities;
 - b. Enhance the ability of teachers and others to use strategies, such as behavioral interventions, to address the conduct of students with disabilities that impedes the learning of students with disabilities and others;
 - c. Acquire and disseminate to teachers, administrators, school Board members, and related services personnel, significant knowledge derived from educational research and other sources and how the district will, if appropriate, adopt promising practices, materials and technology;
 - d. Ensure that the in-service training is integrated to the maximum extent possible with other professional development activities; and
 - e. Provide for joint training activities of parent(s) and special education, related services and general education personnel.
16. Instructional materials will be provided to blind or print-disabled students in a timely manner, **consistent with a plan developed by the district.**
17. For students with disabilities who are potentially eligible to receive services from the Division of Developmental Disabilities in the Department of Human Services, the district will provide, pursuant to the **Developmentally Disabled Uniform Application Act, N.J.S.A. 30:4-25.10 et. seq. and N.J.A.C.6A:14-1.2(b) 17,** the necessary materials to the parent for such services.



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Special Education

18. When the school district utilizes electronic mail, parents are informed as to whether they may use electronic mail to submit request to submit requests to school officials regarding referral, identification, evaluation, classification, and the provision of a free, appropriate public education. If this is permitted, parents shall be informed of the procedures to access the electronic mail system and they may not utilize mail to provide written consent when the district provides written notice and seeks parental consent as required by N.J.A.C. 6A:14-**1.2(b)18**.
19. The school district will provide teacher aides and the appropriate general or special education teaching staff time for consultation on a regular basis as specified in each student's IEP, **pursuant to N.J.A.C. 6A:14-4.5(d)**.
20. **The school district has a plan in effect to establish stability in special education programming. The plan takes into account the consistency of the location, curriculum, and staffing in the provision of special education services as required by N.J.A.C. 6A:14-3.7(c)4.**
21. **The school district screens students who has exhibited one or more potential indicators of dyslexia or other reading disabilities in accordance with N.J.S.A. 18A:40-5.1 et. seq. and Policy 5339.**

The school district shall provide an Assurance Statement to the County Office of Education that the Board of Education has adopted the required special education policies and procedures/regulations and the district is complying with the mandated policies and procedures/regulations.

This policy will be posted on the district's website.

N.J.A.C. 6A:14-1 et seq.
20 USC §1400 et seq.
34 C.F.R. §300 et seq.

Adopted: 31 March 2009
Adopted: 8 November 2016
Adopted:



Policy Alerts

East Orange Board of Education

PROGRAM - REGULATION
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Special Education
M

R 2460 **SPECIAL EDUCATION**

School district officials and staff shall adhere to all regulations included in N.J.A.C. 6A:14-1.1 et seq. and the following special education regulations:

- | | |
|-----------------|--|
| R 2460.1 | Special Education - Location, Identification, and Referral |
| R 2460.5 | Special Education – Participation in Districtwide and Statewide Testing |
| R 2460.7 | Special Education – Free and Appropriate Public Education |
| R 2460.8 | Special Education - Transition From Early Intervention Programs to Preschool Programs |
| R 2460.10 | Special Education – Maintenance, Access to and Confidentiality of Student Records |
| R 2460.14 | Special Education – In-service Training |
| R2460.15 | Special Education – In-service Training Needs for Professional and Paraprofessional Staff |
| R 2460.16 | Special Education - Instructional Material to Blind or Print-Disabled Students |

Definitions:

Refer to N.J.A.C. 6A:14-1.3 for definitions of terms used in Regulations 2460.1 through 2460.16.

Adopted: 31 March 2009

Adopted: 8 November 2016

Adopted:



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East Orange Board of Education

PROGRAM - REGULATION

R 2460.1/page 1 of 7

Special Education - Location, Identification, and Referral

M

R 2460.1 **SPECIAL EDUCATION - LOCATION, IDENTIFICATION, AND REFERRAL**

All students with disabilities, who are in need of special education and related services, including students with disabilities attending nonpublic schools, and highly mobile students such as migrant and homeless students regardless of the severity of their disabilities, are located, identified and evaluated according to N.J.A.C. 6A:14-3.3

A. Procedures for Locating Students With Disabilities

1. The Director of Special Education will coordinate the child find activities to locate, identify and evaluate all children, ages three through twenty-one, who reside within the school district or attend nonpublic schools within the school district and who may **have a disability**.
2. By April 30 of each school year, the Director of Special Education or his/her designee will conduct child find activities, **in the native language of the population, as appropriate**, including but not limited to:
 - a. **Development of child find materials for distribution.**
 - b. **Broadcasting of child find information on the school district cable television station, (if applicable)**
 - c. **Distribution of flyers to the parents of all students enrolled in the school district.**
 - d. **Mailing of child find material to nonpublic schools in the area.**
 - e. **Mailing of child find material to local pediatricians, hospitals and clergy.**
 - f. **Public service announcements on cable television stations.**
 - g. **Public service announcements in local newspapers.**
 - h. **Distribution of child find materials in supermarkets, convenience stores, shelters for the homeless, public and private social service agency locations and nursery school providers.**



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Special Education - Location, Identification, and Referral

- i. Mailing information letters to local physicians, hospitals, nursery schools, non-public schools, health departments, community centers, rescue squads and churches.**
- j. A guide to preschool services for potentially disabled children ages three to five is made available to the community.**
- k. Posting of State developed child find materials in all schools for potentially disabled students and/or early intervention program.**
- l. Training of home school advocate/school community liaisons or others to assist in the identification of potentially disabled students.**
- m. Listings of Early Intervention Program (EIP), local nursery schools and pediatricians are maintained. The district's preschool coordinator (or other) maintains contact with EIP coordinator and nursery school director.**
- n. Information is distributed through the Parent Advisory Committee.**
- o. School handbooks distributed to parents contain information describing special education services.**
- p. Distribution of information to the school district's ESL/Bilingual teachers describing child find activities.**
- q. Students entering Kindergarten are screened to identify students who may have a disability.**
- r. Intervention and Referral Services Committees (I&RS) have been established in all school buildings.**
- s. Posting of child find information on the school district's website**



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R 2460.1/page 3 of 7

Special Education - Location, Identification, and Referral

3. No later than April 30 of each school year the Director of Special Education will contact by mail the Principal/Director of the nonpublic school official of the nonpublic school(s) to request input from nonpublic school parents and officials for suggestions on ways to conduct child find activities for students attending nonpublic schools.
4. Homeless students are located, identified and evaluated according to N.J.A.C. 6A:14-3.3, and are provided special education and related services in accordance with the IDEA, including the appointment of a surrogate parent for unaccompanied homeless youths as defined in 42 U.S.C. §§ 11431 et seq.
5. Students with disabilities are afforded the procedural safeguards by N.J.A.C. 6A:14-2.1 et seq. including appointment of a surrogate parent, when appropriate.

Based on the suggestions from the representatives of the nonpublic schools and parent(s), the Director of Special Education will modify the child find activities for the next school year, as appropriate.

B. Procedures for Intervention in the General Education Program

Criteria/steps for initiating interventions in the general education program are identified. A staff member or agency shall provide in writing a request for intervention services for students ages three to twenty one, to the Building Principal or designee. The request shall contain the following:

1. Reason for request (including parental or adult student request);
2. Descriptive behavior of student performance; and
3. Indication of the prior interventions.

Teachers and other school professionals, as appropriate, will be in-serviced annually by the Building Principal or designee regarding the procedures for initiating and providing interventions in the general education program. The parent(s) will be informed of the procedures to initiate interventions in the general education program.

The Superintendent or designee will oversee the district's implementation/**evaluation** of the interventions **identified**.

An Intervention and Referral Services Committee (I&RS) will be in place in each school building pursuant to N.J.A.C. 6A:16-8.1 **et seq. and Policy and Regulation 2417**.



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Special Education - Location, Identification, and Referral

The Building Principal or designee will be responsible for the following:

1. The implementation and effectiveness of building level I&RS Committee;
2. Will identify the roles and responsibilities of building staff who participate in planning and providing intervention services; and
3. Review, assess and document the effectiveness of the services provided in achieving the outcome identified in the intervention plan.
4. The I&RS Committee shall:
 - a. Plan and provide appropriate intervention services;
 - b. Actively involve the parent(s) in the development and implementation of intervention plans;
 - c. Develop an action plan for an identified student which specifies specific tasks, resources, persons responsible, completion dates, date for review;
 - d. Coordinate the services of community based social and health provider agencies;
 - e. Process and complete the documentation forms;
 - f. Review and assess the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral plan; **and**
 - g. Ensure the type, frequency, duration, and effectiveness of the interventions are documented.
5. The Building Principal will insure that:
 - a. I&RS Committee receive in-service training by the Building Principal or designee by September 30 each school year;
 - b. Staff handbooks are updated by June 30 and include information regarding intervention procedures;



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Special Education - Location, Identification, and Referral

- c. New instructional staff attend the district's orientation program commencing in the month of September which includes information on I&RS Committee;
- d. School calendars are distributed in the month of August and provide information on intervention services; and
- e. Parent/student handbooks distributed in the month of September and include information on intervention services.

C. Procedures for Referral

Referral procedures are included in professional staff handbooks and referral forms are available in the Principal's office, the Child Study Team office, and the Office of Director of Special Education.

1. Parental Notification of Referral Procedures

Referral procedures shall be included in the handbook, newsletter, special education brochure or pamphlet or other school district publication, which shall be distributed to the parent(s). These procedures and publications shall be updated annually and be distributed to the parent(s) and appropriate social service and welfare agencies not later than October 1 of each year.

2. Parent Initiated Referral

Steps are in place to refer students directly to the child study team when warranted. When a parent makes a written request for an evaluation to determine eligibility for services:

- a. The written request shall be received and dated by the Director of Special Education;
- b. The written request shall be immediately forwarded to the office of special education services;
- c. A file will be initiated to include a timeline for processing the referral including the date that initiates the twenty-day timeline for conducting the referral/identification meeting and any forms used to open a case;



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Special Education - Location, Identification, and Referral

- d. Upon receipt of the referral a request for a summary and review of health and medical information regarding the student shall be forwarded to the school nurse who will transmit the summary to the Child Study Team (CST);
- e. The case manager will convene a referral/identification meeting within twenty calendar days (excluding school holidays, but not summer vacation) of the date the request was received by the district;
- f. A "Notice of a Referral/Identification Meeting" will be sent to the parent(s);
- g. The notice will contain "Parental Rights in Special Education" (PRISE) Booklet; and
- h. The referral/identification meeting will be attended by the parent(s), CST and regular education teacher.

3. School Initiated Referral

Referral of a student **to the CST** may be made by administrative, instructional and other professional staff to determine eligibility for special services when:

- a. It is determined (optional: through the IR&S Committee) that interventions in the general education program have not **been effective in alleviating** the educational **student's** difficulties.
- b. It can be documented that the nature of the student's educational problem(s) is such that an evaluation to determine eligibility for services is warranted without delay.
- c. The Director of Special Education, through in-service training, shall ensure that students **are referred** who may **have a disability, but** are advancing from grade to grade.

(1) A student with a disability, who is advancing from grade to grade with the support of specially designed services, may continue to be eligible when:

- a. **As part of the re-evaluation, the Individualized Educational Plan (IEP) team determines that the student continues to require specially designed services to progress in the general education curriculum; and**



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Special Education - Location, Identification, and Referral

b. The use of functional assessment information supports the IEP team's determination.

The following procedure will be followed for a school initiated referral:

- a. A referral to the CST will be completed by the referring staff member;
 - b. I&RS documentation including, but not limited to: teacher reports, grades and other relevant data (optional: the intervention record) shall be forwarded with the referral to the CST along with any other relevant data;
 - c. I&RS documentation does not need to be forwarded for direct referral when the nature of the student's problem is such that the evaluation is warranted without delay;
 - d. The referral should be dated upon receipt by the CST;
 - e. A file will be initiated to include a timeline for processing the referral including the date that initiates the twenty-day timeline for conducting the referral/identification meeting;
 - f. Upon receipt of the referral, a request for a summary and review of health and medical information regarding the student shall be forwarded to the school nurse who will transmit the summary to the CST;
 - g. The case manager will convene a referral/identification meeting within twenty calendar days (excluding school holidays, but not summer vacation) of the date recorded on the referral;
 - h. A "Notice of a Referral/Identification Meeting" will be sent to the parent(s);
 - i. The notice shall contain "Parental Rights in Special Education" (PRISE); and
 - j. The referral/identification meeting will be attended by the parent(s), CST and regular education teacher.
4. The district may use community rehabilitation programs approved by the New Jersey Department of Labor, Division of Vocational Rehabilitation Services or any other State agency empowered to accept secondary level student placement according to N.J.A.C. 6A:14-4.7(i).



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Special Education - Location, Identification, and Referral

5. Each evaluation of the student requires an assessment to determine appropriate post-secondary outcomes as part of transition services planning.
6. Each IEP Team member is required to certify in writing whether the IEP Team report reflects his or her conclusions. In the event the IEP Team report does not reflect the IEP Team member's conclusion, the IEP Team member must submit a dissenting opinion in order to ensure the parent(s) is aware of dissenting opinions regarding the determination of eligibility for a specific learning disability.
7. The parent(s) must receive a copy of their child's evaluation report and any documentation leading to a determination of eligibility not less than ten calendar days prior to the eligibility conference in order to ensure the parent(s) has a reasonable amount of time to review documentation prior to an eligibility conference.
8. A student may be referred directly to the Child Study Team **(CST)** when warranted.

Adopted: 31 March 2009

Adopted: 11 October 2016

Adopted:



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East Orange Board of Education

PROGRAM - REGULATION

R 2460.8/page 1 of 4

Special Education - Free and Appropriate Public Education

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R 2460.8 **SPECIAL EDUCATION - FREE AND APPROPRIATE PUBLIC EDUCATION**

A free and appropriate public education (FAPE) is available to all students with disabilities between the ages of three and twenty-one including students with disabilities who have been suspended or expelled from school.

Procedures regarding the provision of a FAPE to students with disabilities who are suspended or expelled from school.

1. School officials responsible for implementing suspension/expulsions in the district are the following:

a. Grades Pre-Kindergarten - 12 - Principal/Assistant Principal or designee

2. Each time a student with a disability is removed from his/her current placement for disciplinary reasons, notification of the removal is provided to the case manager by the Principal or designee. Notification must be in written format for documentation.

a. Removal for at least half of the school day shall be reported via the Electronic Violence and Vandalism Reporting System.

3. Each Principal or designee will ensure that a system is in place to track the number of days a student with disabilities has been removed for disciplinary reasons. Documentation will include:

a. Student's name;

b. The infraction;

c. Time suspended; and

d. The cumulative days suspended including removal for a portion of the school day which is counted proportionately.

4. When a student is suspended from transportation:

a. Suspension from transportation is not counted as a day of removal if the student attended school.

b. Suspension from transportation is counted as a day of removal if the student does not attend school.



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Special Education - Free and Appropriate Public Education

- c. If transportation is included in the student's IEP as a required related service, the school district shall provide alternate transportation during the period of suspension from the typical means of transportation.
 - d. Suspension from transportation may be counted as a day of absence rather than a day of removal if the district made available an alternate means of transportation and the student does not attend school.
- 5. When a student with a disability participates in an in-school suspension program, the Principal or designee shall ensure that participation in the program is considered removal when determining whether a manifestation must be conducted if the program provides the following:
 - a. Opportunity for the student to participate and progress in the general curriculum,
 - b. Services and modifications specified in the student's IEP,
 - c. Interaction with **peers who are not disabled** to the extent they would have in the current placement, and
 - d. The student is counted as present for the time spent in the in-school suspension program.
- 6. When a series of short-term removals will accumulate to more than ten school days in the year:
 - a. The Principal/**Assistant** Principal or designee and the case manager will consult to determine whether the removals create a change of placement according to N.J.A.C. 6A:14-2.8(c)2. Written documentation of the consultation between the school administrator and case manager shall be maintained by the case manager.
 - b. If it is determined that there is no change in placement, the Principal/**Assistant** Principal or designee, the case manager, and special education teacher will consult to determine the extent to which services are necessary to:
 - (1) Enable the student to participate and progress appropriately in the general education curriculum; and
 - (2) Advance appropriately toward achieving the goals set out in the student's IEP; and

- c. Written documentation of the consultation and services provided shall be maintained in the student's file.
4. When a disabled student is removed from his/her current placement for more than ten days and the removal does not constitute a change in placement, the case manager shall convene a meeting of the IEP Team and, as necessary or required, conduct a functional behavior assessment and review the behavior intervention plan according to N.J.A.C. 6A:14 Appendix A **Individuals with Disabilities Education Act Amendments of 2004**, 20 U.S.C. §1415(k). The IEP Team shall:
- a. Review the behavioral intervention plan and its implementation;
 - b. Determine if modifications are necessary; and
 - c. Modify the behavioral intervention plan and its implementation as appropriate. The plan will be modified to the extent necessary if at least one member of the team determines that modifications are necessary.

The case manager will document the date and the outcome of the meeting.

The documentation shall be placed in the student's file.

Procedures Regarding the Provision of a FAPE to Preschool Age Students with Disabilities

To ensure that preschoolers with disabilities who are not participating in an early intervention program have their initial IEP's in effect by their third birthday, a written request for an initial evaluation shall be forwarded to the district.

The following procedures will be followed:

1. A parent of a preschool-age student suspected of having a disability, who requests a Child Study Team (CST) evaluation by telephone, will be advised to submit a written request for an evaluation to the Early Childhood Coordinator or Director of Special Education;
2. Upon receipt, the written request shall be dated and signed by the recipient;
3. The district will respond to referrals of preschoolers according to N.J.A.C. 6A:14-3.3(e).



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Special Education - Free and Appropriate Public Education

4. A file will be initiated for the potentially disabled preschooler;
 - a. The assigned case manager will convene a referral/identification meeting within twenty calendar days (excluding school holidays but not summer vacation) of the date recorded on the request;
 - b. A "Notice of Referral/Identification Meeting" will be sent to the parent(s);
 - c. The notice will contain "Parental Rights in Special Education" (PRISE) Booklet;
 - d. The meeting will be attended by the CST, including a speech language specialist, the parent(s), and a teacher who is knowledgeable about the district's program; and
 - e. A program shall be in place no later than ninety calendar days from the date of consent.

Procedures Regarding the Provision of a Free, Appropriate Public Education to Students with Disabilities Who Are Advancing From Grade to Grade

The case manager through in-service training shall ensure students with disabilities who are advancing from grade to grade with the support of specially designed services, continue to be eligible when as part of a reevaluation, the IEP Team determines the student continues to require specially designed services to benefit from education and progress in the general education curriculum; and the use of functional assessment information to support the IEP Team's determination.

Procedures Involving Procedural Safeguards to Students Not Yet Eligible For Special Education

Disciplinary procedural safeguards will apply to students not yet eligible for special education. The parent and/or adult student may assert any of the protections of the law if the district had knowledge the student was a student with a disability before the behavior that precipitated the disciplinary action occurred.

Adopted: 31 March 2009

Adopted: 11 October 2016

Adopted:



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PROGRAM - REGULATION

R 2460.9/page 1 of 1

Special Education - Transition From Early Intervention
Programs to Preschool Programs

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R 2460.9 **SPECIAL EDUCATION - TRANSITION FROM EARLY INTERVENTION PROGRAMS TO PRESCHOOL PROGRAMS**

Children with disabilities participating in early intervention programs (EIP) assisted under IDEA Part C who will participate in preschool programs under N.J.A.C. 6A:14-1.1 et seq. will experience a smooth transition and will have an Individualized Education Program (IEP) developed and implemented according to N.J.A.C. 6A:14-3.3(e) and N.J.A.C. 6A:14-3.7.

Procedure for Child Study Team (CST) Member Attendance at the **Preschool** Transition Planning Conference

1. The East Orange School District/Department of Special Education will make available a CST member to participate in the preschool transition planning conference arranged by the designated **Part C** service coordinator from the early intervention system and will:
 - a. Review the Part C Individualized Family Service Plan for the child;
 - b. Provide the parent(s) written **district** registration requirements;
 - c. Provide the parent(s) written information with respect to available district programs for preschool students, including general education placement options; and
 - d. Provide the parent(s) a form to use to request that the Part C service coordinator be invited to the child's **initial** IEP meeting.
2. The East Orange School District will work collaboratively with the EIP designated **Part C** service coordinator or early intervention system to eliminate barriers regarding meeting times and locations.
3. School district officials shall adhere to all procedures contained in N.J.A.C. 6A:14-1.1 et seq. for transitioning children with disabilities from EIP to preschool programs.
4. The Part C service coordinator shall be invited to the initial IEP meeting for a student transitioning from Part C to Part B.

Adopted: 31 March 2009

Adopted:



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East Orange Board of Education

PROGRAM - REGULATION

R 2460.15/page 1 of 1

Special Education – In-service Training Needs for
Professional and Paraprofessional Staff

Feb 17

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R 2460.15 **SPECIAL EDUCATION – IN-SERVICE TRAINING NEEDS FOR
PROFESSIONAL AND PARAPROFESSIONAL STAFF**

The in-service training needs for professional and paraprofessional staff who provide special education, general education, or related services will be identified and appropriate in-service special education training will be provided by the district.

The district will maintain information to demonstrate its efforts to:

1. Prepare general and special education personnel with the content knowledge and collaborative skills needed to meet the needs of children with disabilities;
2. Enhance the ability of teachers and others to use strategies, such as behavioral interventions, to address the conduct of students with disabilities that impedes the learning of students with disabilities and others;
3. Acquire and disseminate to teachers, administrators, Board members, and related services personnel, significant knowledge derived from educational research and other sources and how the district will, if appropriate, adopt promising practices, materials, and technology;
4. Insure that the in-service training is integrated to the maximum extent possible with other professional development activities; and
5. Provide for joint training activities of parents and special education, related services, and general education personnel.

Adopted:



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PROGRAM - REGULATION

R 2460.16/page 1 of 1

Special Education - Instructional Material to

Blind or Print-Disabled Students

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R 2460.16 **SPECIAL EDUCATION - INSTRUCTIONAL MATERIAL TO
BLIND OR PRINT-DISABLED STUDENTS**

All students that are blind or print-disabled will be provided instructional materials in a timely manner in accordance with a plan developed by the district.

The plan to provide the instructional material to blind or print-disabled students in a timely manner will:

1. Be included in the Individualized Education Program of each student with a disability;
2. Set forth the instructional materials needed by the student;
3. Indicate how the instructional material will be provided to the blind or print-disabled student; and
4. Address any assistive technology needed to permit the student to utilize the instructional material to be provided.

Adopted: 31 March 2009

Adopted: 11 October 2016

Adopted:



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East Orange Board of Education

PROGRAM - POLICY

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Surrogate Parents and Foster Parents

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2467 **SURROGATE PARENTS AND FOSTER PARENTS**

Federal and State laws require the Board ensure the rights of a student are protected through the provision of an individual to act as surrogate for the parent(s) and assume all parental rights under N.J.A.C. 6A:14-2.2 when:

1. The parent (as defined according to N.J.A.C. 6A:14-1.3) cannot be identified;
2. **The parent cannot be located after reasonable efforts;**
3. An agency of the State of New Jersey has guardianship of the student and that agency has not taken steps to appoint a surrogate parent for the student;
4. The student is a ward of the State and no State agency has taken steps to appoint a surrogate parent for the student;
5. No parent can be identified for the student in accordance with N.J.A.C. 6A:14-1.3 except a foster parent, the foster parent does not agree to serve as the student's parent, and no State agency has taken steps to appoint a surrogate parent for the student; and
6. The student is an unaccompanied homeless youth and no State agency has taken steps to appoint a surrogate parent for the student.

Qualifications and Selection

The district will make reasonable efforts to appoint a surrogate parent within thirty days of its determination that a surrogate parent is required for a student. If the district fails to appoint a surrogate parent for a ward of the State, a judge may appoint a surrogate parent if the judge determines a surrogate parent is necessary for such a student.

The person serving as a surrogate parent **shall**:

1. **Have** no interest that conflicts with those of the student he/she represents;
2. **Possess** the knowledge and skills that ensure adequate representation of the student;
3. **Not** be replaced without cause;



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PROGRAM - POLICY

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Surrogate Parents and Foster Parents

4. **Be** at least eighteen years of age; and
5. **Not** be an employee of the New Jersey Department of Education, this district, or a public or nonpublic agency that is involved in the education or care of the child.

The Director of Special Education shall serve as Surrogate Parent Coordinator and will: determine whether there is a need for a surrogate parent for a student;; contact any State agency that is involved with the student to determine whether the State has a surrogate parent appointed for the student;; and will make reasonable efforts to appoint a surrogate parent for the student within thirty days of determining that there is a need for a surrogate parent for the student.

When a student (who is or may be a student with a disability) is in the care of a foster parent residing in this district, and the foster parent is not the parent of the student as defined in N.J.A.C. 6A:14-1.3, the East Orange district where the foster parent resides shall contact the student's case manager at the Division of Child Protection and Permanency (DCP&P) Youth and Family Services (DYFS) in the Department of Children and Families Human Services to determine whether the parent(s) retains the right to make educational decisions and to determine the whereabouts of the parent(s).

If the parent(s) retains the right to make educational decisions and the parent's whereabouts are known to the school district, the Surrogate Parent Coordinator shall obtain all required consent from and provide written notices to the parent(s).

If the district cannot ascertain the whereabouts of the parent(s), the foster parent, unless that person is unwilling to do so, shall serve as the parent pursuant to N.J.A.C. 6A:14-1.3. The surrogate parent coordinator shall consult with the student's case manager at DYFS to assist in identifying an individual, including the foster parent, who may serve as a surrogate. If there is no foster parent, or if the foster parent is unwilling to serve as the student's parent pursuant to N.J.A.C. 6A:14-1.3, the Surrogate Parent Coordinator shall consult with the student's case manager at DCP&P DYFS to assist in identifying an individual to serve as a surrogate parent and the Surrogate Parent Coordinator shall appoint a surrogate parent and obtain all required consent from, and provide written notices to, the surrogate parent.

Training

N.J.A.C 6A:14-2.2(d) requires the district train surrogate parents so they have the knowledge and skills that ensure adequate representation of the student. The Director of Student Services shall coordinate the training for surrogate parents. The training will include, but not be limited to:



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East Orange Board of Education

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Surrogate Parents and Foster Parents

1. Providing the surrogate parent a copy of:
 - a. Parental Rights in Special Education booklet;
 - b. N.J.A.C. 6A:14;
 - c. The Special Education Process;
 - d. Code Training Materials from the Department of Education website; and
 - e. Other relevant materials.
2. Providing the surrogate parent an opportunity to meet with the Director of **Special Education** to discuss the rights of the surrogate parent and the applicable statutes, administrative codes, and Federal laws. The Director of **Special Education** shall provide the surrogate parent the opportunity to review and to become familiar with the State and Federal requirements for assessment, individualized educational program development, and parental rights with respect to the referral and placement process, including their rights with respect to seeking a due process hearing if they disagree with the local procedure or decisions;
3. Providing the surrogate parent adequate time to become familiar with the student and the nature of the student's disability through a review of the student's record;
4. Providing the surrogate parent an opportunity to confer with the student's case manager to discuss the student; and
5. Other information and resources to provide the surrogate parent the knowledge and skills to ensure adequate representation of the student.

Rights of the Surrogate Parent

A surrogate parent appointed in accordance with N.J.A.C. 6A:14-2.2 shall assume all parental rights under N.J.A.C. 6A:14.

N.J.A.C. 6A:14-2.2

Adopted: 3 June 2009

Adopted:



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East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

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Responsible Use of Computer Network(s)/Computers and Resources by Teaching Staff Members

3321 **RESPONSIBLE USE OF COMPUTER NETWORK(S)/COMPUTERS AND RESOURCES BY TEACHING STAFF MEMBERS**

East Orange School District (EOSD) recognizes the value of technology to improve student learning and enhance the administration and operation of its schools. This Responsible Use Policy (RUP) governs all electronic activity of staff using the District's computers, networks, data systems, and other technologies.

The purpose of the RUP is to prevent unauthorized access and other unlawful activities by users, prevent unauthorized disclosure of or access to sensitive information, and to comply with legislation including, but not limited to, the Children's Internet Protection Act (CIPA), the Children's Internet Privacy and Protection (CIPP), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA).

In addition, the RUP clarifies the educational purpose of the District's technology. As used in this policy, "user" includes anyone using computers, Internet, email, and all other forms of electronic communication or equipment provided by the District (the "network") regardless of the physical location of the user. The RUP applies even when District-provided equipment (laptops, tablets, cell phones, etc.) is used off District property. Additionally, the RUP applies when non-District devices access the District network.

Network

The District uses protection measures to block and/or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network.

The District will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to District applications, including, but not limited to, email, data management and reporting tools, and other web applications.

When users access any Internet or networked connected devices or services, they create a "digital footprint". This digital footprint is ...one's unique set of digital activities, actions, and communications that leave a data trace on the Internet...

(<http://www.dictionary.com/browse/digital-footprint>)

The District can and will monitor users' online activities, and access, review, copy and store any communications or files and share them with staff and legal entities as necessary. Users should have no expectation of privacy regarding their use of District equipment, network, and/or Internet access or files, including email, regardless of location.



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TEACHING STAFF MEMBERS - POLICY

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Responsible Use of Computer Network(s)/Computers and Resources by Teaching Staff Members

Network access and bandwidth are provided to schools for academic and operational services. EOSD reserves the right to prioritize network bandwidth and limit certain network activities that are negatively impacting academic and operational services.

Users are prohibited from using the District network to access content deemed inappropriate or illegal, including but not limited to content that is pornographic, obscene, illegal, or promotes violence.

Digital Citizenship

All employees are responsible for modeling and actively practicing positive digital citizenship.

Employees using classroom technology are explicitly required to teach students about positive digital citizenship.

Users are prohibited from posting inappropriate content on Social Media. Refer to the *Use of Social Networking Sites Policy/Regulation (3282)*.

Privacy

Employees will not share personal information about students and employees including, but not limited to, names, home addresses, telephone numbers, dates of birth, student ID numbers, and employee numbers.

All websites, applications and services must be vetted by the District's Technology Committee to ensure that the needs of CIPA, CIPP, COPPA, FERPA, and any other applicable regulations are met.

Passwords

Under no circumstances are District passwords to be shared with others, including other District staff and students.

Log out of unattended equipment and accounts in order to maintain privacy and security.

Users must use extra caution to avoid email scams that request passwords or other personal information.

Please contact the EOSD Help Desk if you have questions or suspect suspicious activity.



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East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

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Responsible Use of Computer Network(s)/Computers and Resources by Teaching Staff Members

Support

- EOSD provides basic installation, synchronization, and software support for District-issued electronic devices. Devices must be connected to the network on a regular basis to receive up-to-date software and antivirus updates.
- Users are responsible for making periodic backups of data files stored locally on their devices.

Loss/Theft

Users must take reasonable measures to prevent a device from being lost or stolen. In the event an electronic device is lost or stolen, the user is required to immediately notify their direct supervisor, local authorities to obtain a police report, and the IT Department (973-266-2961).

Return of Electronic Devices

All technology purchased by or donated to the EOSD is considered District property and any and all equipment assigned to employees must be returned prior to leaving their position or school (including transfers).

All equipment containing sensitive information and data must be returned directly to the IT Department before it can be redeployed.

Technology Purchasing & Donations

All quotes for technology hardware and software must go through the IT Department. Technology purchases may include additional expenses required to ensure proper maintenance and security, including but not limited to warranties, hardware /software upgrades, anti-virus/anti-malware protection, and security/inventory software.

Technology donations must have prior approval by the IT Department and/or the Business Office and be board approved. In addition to these approvals, the entity receiving the donation must also conform to any other existing policies and or practices regarding donations. Schools or departments applying for technology grants, funding, or donations must budget for any additional expenses associated with the requested technology and can be held responsible for any additional expenses incurred.



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TEACHING STAFF MEMBERS - POLICY

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Responsible Use of Computer Network(s)/Computers and
Resources by Teaching Staff Members

Consequences for Inappropriate Use

Noncompliance and/or misuse of District technology may result in

- A. suspension of access to District technology resources;
- B. revocation of account;
- C. disciplinary action consistent with District policies and regulations.

Violations of law may result in criminal prosecutions as well as disciplinary action by the District.

Using the District's technology resources indicates acceptance of this Responsible Use Policy.

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

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Responsible Use of Computer Network(s)/Computers and Resources by TeachingStaffMembers

R4321 **RESPONSIBLE USE OF COMPUTER NETWORK(S)/COMPUTERS AND RESOURCES BY TEACHING STAFF MEMBERS**

East Orange School District provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching, provide opportunities for professional development and collaboration, and encourage the use of global communication resources.

Staff members must adhere to strict regulations which are dictated by various government agencies. Regulations are provided here so that staff members are aware of their responsibilities. The school district may modify these regulations at any time by publishing modified regulations on the network(s) and elsewhere.

Staff members are responsible for good behavior on computer network(s)/computers. Communications on the computer network(s)/computers are often public in nature. Policies and Regulations governing staff members' behavior and communications apply. Access to computer network services/computers is given to staff members who are expected to act in a considerate, responsible and professional manner. Access is a privilege, not a right. Access entails responsibility. Individual users of the district computer network(s)/computers are responsible for their behavior and communications over the computer network(s)/computers. It is presumed that users will comply with district standards.

Behaviors including, but not limited to, the following are prohibited:

Network

1. Using the District network to access content deemed inappropriate or illegal, including but not limited to content that is pornographic, obscene, illegal, or promotes violence
2. Damaging, degrading or disrupting computers, computer systems or computer network(s)/computers
3. Employing the network(s)/computers for commercial purposes
4. Engaging in other activities which do not advance the educational purposes for which computer network(s)/computers are provided
5. Using websites or software that are designed to circumvent the District's security and filtering systems



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TEACHING STAFF MEMBERS - REGULATION

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Responsible Use of Computer Network(s)/Computers and Resources by TeachingStaffMembers

6. **Intentionally introducing viruses, malware or other harmful software into District resources**
7. **Attempting to bypass District security in order to install unapproved software**
8. **Using websites or applications which provide a persistent stream of media outside of an educational content or as background music for an extended period of time**
9. **Creating accounts on non-sanctioned sites, especially for students**
10. **Using personal devices to conduct EOSD business**
**The District does not support BYOD (Bring Your Own Device) at this time.*
11. **Any other unethical, unacceptable, illegal and/or inappropriate activity**

Digital Citizenship

1. **Using software or websites designed to transmit or receive copyrighted materials, such as songs and movies, which are not officially sanctioned by the publisher**
2. **Sending or displaying offensive messages or pictures**
3. **Using obscene language**
4. **Harassing, insulting or attacking others**
5. **Violating copyright laws**
6. **Forging electronic mail messages**
7. **Any other unethical, unacceptable, illegal and/or inappropriate activity**

Privacy

1. **Sharing personal information about students and employees including, but not limited to, names, home addresses, telephone numbers, dates of birth, student ID numbers, and employee numbers**



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East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

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Responsible Use of Computer Network(s)/Computers and Resources by TeachingStaffMembers

2. Using another's password
3. Trespassing in another's folders, work or files
4. Stealing data or other intellectual projects
5. Creating user accounts for students on websites or apps without obtaining the prior approval of the District's Technology Committee
6. Any other unethical, unacceptable, illegal and/or inappropriate activity

Passwords

1. Sharing accounts and passwords
2. Any other unethical, unacceptable, illegal and/or inappropriate activity

Support

1. Installing District software on personal devices
2. Installing unapproved software on District devices
3. Requesting support for personal devices or software
4. Intentionally interfering with the District's management of devices

Loss/Theft

1. Exceeding 24 hours to report loss/theft of District equipment
2. Filing false reports of loss/theft of District equipment

Return of Electronic Devices

1. Exceeding 24 hours to return District devices when leaving the District
2. Transferring District devices to another school/department/user without proper authorization



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TEACHING STAFF MEMBERS - REGULATION

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Responsible Use of Computer Network(s)/Computers and
Resources by TeachingStaffMembers

Technology Purchasing & Donations

1. **Accepting donations without prior approval from the IT Department, Business Office**
2. **Accepting donations without getting Board approval**
3. **Purchasing hardware/software of any kind without going through the IT Department**

Using the District's technology resources indicates acceptance of this Responsible Use Regulation.

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

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Right of Privacy

3324 RIGHT OF PRIVACY

The Board of Education will provide facilities and school district-owned property to assist staff members in their job responsibilities. These facilities or district-owned property may include, but are not limited to, an office, a storage closet, a filing cabinet, a locker, and/or a desk. The Principal or designee may provide a staff member with exclusive use and access to such facilities or school district-owned property or may require **that** the facility or school district-owned property be shared **d** with other staff members. The staff member may be provided a lock or key by the school district or may secure the facility or school district-owned property using their own locking device with permission from the Principal or designee.

School staff members should be aware their expectation of privacy in these facilities and/or the school district-owned property provided by the Board of Education is reduced by virtue of actual office practices and procedures, for searches conducted pursuant to an investigation of work-related employee misconduct, or by legitimate school district policies or regulations. In addition, staff members shall have a reduced expectation of privacy in these facilities and school district-owned property if there is reasonable suspicion the staff member is violating a law or school policy. School staff members shall be on notice this reduced expectation of privacy may result in such facilities and/or school district-owned property being searched without a search warrant. In order to avoid exposing personal belongings to such a search, school staff members are discouraged from storing personal **belongings** in these facilities or school district-owned property.

Adopted: 8 May 2012

Adopted:



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East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
3433/page 1 of 1
Vacations

3433 VACATIONS

The Board of Education believes that the school district benefits when teaching staff members employed to work twelve months a year are given periodic relief from the responsibilities of their positions without loss of compensation.

The Board reserves the right to determine the conditions under which vacation time may be taken when not otherwise covered by the terms of a negotiated agreement or in an individual contract with the Board.

N.J.S.A. 18A:30-7

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
3435/page 1 of 1
Anticipated Disability

3435 ANTICIPATED DISABILITY

The Board of Education shall provide for leaves of absence, in accordance with law and the policies of this Board, for any employee of this district not covered by the terms of a negotiated agreement whose absence from duties will be required for a foreseeable event of disability such as childbirth or surgery.

An employee who anticipates disability shall so notify the Superintendent **or his/her designee** as soon as the employee is under medical supervision for the condition and a date is projected for the anticipated disability. Because of the potentially disabling nature of pregnancy and the certainty of temporary disability at birth, the Board will presume that a pregnant employee is disabled for work thirty days before the anticipated date of childbirth and continues to be disabled for thirty days after birth, except that any such employee who presents medical certification of her fitness may continue to work until she is actually disabled and may return to work as soon as she is able.

The Board reserves the right to require an employee who requests an extended leave of absence that includes anticipated disability to commence and/or terminate the leave at times that ensure continuity in the educational program in accordance with Policy No. 3431. No person who is required to take leave at a time other than that requested will be denied the use of sick leave for the anticipated disability that occurs or is presumed to occur during the leave.

An employee who anticipates a disability may request a leave of absence to commence before disability and to extend beyond the period of disability. Any such request shall be subject to Board discretion and the Board's policy on leave of absence. An employee on voluntary leave of absence is not eligible for sick leave pay for disability occurring during the period of that absence.

42 U.S.C. 2000e-2
29 C.F.R. 1604-1 et seq.
N.J.S.A. 10:5-12
N.J.S.A. 18A:6-6; 18A:16-2; 18A:30-1 et seq.

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
3436/page 1 of 1
Personal Leave

3436 PERSONAL LEAVE

The Board of Education will provide compensated absence for reasons of personal necessity for teaching staff members not covered by the terms of a negotiated agreement or in an individual contract with the Board.

The Board reserves the right to determine the reasons for which personal leave will be granted, the number of days that may be used in any one school year for personal leave, and the manner of proof of personal necessity.

N.J.S.A. 18A:30-7

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
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Military Leave

3437 **MILITARY LEAVE**

The Board of Education recognizes that military service rendered by any district employee in the defense of the country or in maintaining preparedness for conflict, foreign or domestic, is a service benefiting all citizens. Any permanent or full-time officer and/or employee of the district will be provided military leave and related benefits pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq., P.L. 2001 Chapter 351 amending N.J.S.A. 38:23-1, N.J.S.A. 38A:1-1 and N.J.S.A. 38A:4-4., and any other applicable Federal and State laws.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized militia of New Jersey (New Jersey National Guard, New Jersey Naval Militia Joint Command) shall be entitled, in addition to pay received, if any, to a leave of absence without loss of pay or time on all days in which he/she is engaged in any period of State or Federal active duty. The leave of absence for Federal active duty or active duty for training shall not exceed ninety work days in the aggregate in any calendar year. A permanent or full-time temporary officer or employee who has served less than one year in the district shall receive this leave without pay, but without loss of time. This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of ninety workdays shall be without pay, but without loss of time.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve or United States Marine Corps Reserve, or other organization affiliated therewith, including the National Guard of other states, shall be entitled, in addition to pay received, if any, to a leave of absence without loss of pay or time on all work days he/she shall be engaged in any period of active duty, provided such leave of absence shall not exceed thirty work days in any calendar year. A permanent or full-time temporary officer or employee who has served less than one year in the district shall receive this leave without pay, but without loss of time. This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty workdays shall be without pay, but without loss of time.

Military leave with pay is not authorized for Inactive Duty Training (IDT) as defined in N.J.A.C. 5A:2-2.1.

The district will provide benefits and rights for staff on military leave as required by Federal and State laws.

Pursuant to N.J.S.A. 52:13H-2.1, in accordance with the provisions of Article VIII, Section II, paragraph 5 of the New Jersey Constitution, upon application by the district to the State Treasury and approval of the application by the Director of the Division of Budget and



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TEACHING STAFF MEMBERS - POLICY
3437/page 2 of 2
Military Leave

Accounting, reimbursement shall be made by the State of New Jersey for any costs incurred as a result of the provisions of P.L. 2001, Chapter 351.

N.J.S.A. 18A:6-33; 18A:28-11.1; 18A:29-11; 18A:66-8.1

N.J.S.A. 38:23-1 et seq.; 38A:1-1; 38A:4-4; 52:13H-2.1;

N.J.A.C. 5A:2-2.1

Uniformed Services Employment and reemployment Rights Act
(USERRA), 38 U.S.C. Section 4301 et seq.

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
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Jury Duty

3438 JURY DUTY

The Board of Education will indemnify any teaching staff member against loss of pay incurred by a call to jury duty. No such employee will be penalized in any way for an absence caused by service on a panel of grand or petit jurors. The time any such employee is absent on jury duty will not be charged against personal leave and will count as school district service.

Teaching staff members shall report a call to jury duty during the school term to the Principal or their immediate supervisor who shall determine whether or not a replacement is available. Teaching staff members scheduled for jury service during the school term for whom the administration indicates a replacement cannot reasonably be found shall seek from the Assignment Judge an excusal or deferment of service. Teaching staff members shall obtain from the Superintendent, or designee, a letter indicating the lack of availability of a substitute in such instances.

A teaching staff member who is a full-time teacher and is absent from school duties on jury duty for any court of New Jersey, any court of any other State, any federal district court, or in the U.S. District Court for New Jersey will receive their usual compensation from the school district for each day the teaching staff member is present for jury duty. In the event there is any jury duty compensation, excluding mileage and lodging, paid to the teaching staff member for their time on jury duty, the teaching staff member will be entitled to keep the jury duty compensation paid to him/her in addition to their school district paid usual compensation.

An employee summoned to jury duty shall promptly report the summons to his/her immediate supervisor. On return from jury duty, the employee must submit to his/her immediate supervisor a court record of the number of days served on jury duty.

While on jury duty, an employee must report daily to his/her supervisor the schedule for the following day.

N.J.S.A. 2B:20-1 et seq.; 2B:20-10; 2B:20-16

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

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Responsible Use of Computer Network(s)/Computers and Resources by SupportStaffMembers

4321 **RESPONSIBLE USE OF COMPUTER NETWORK(S)/COMPUTERS AND RESOURCES BY SUPPORT STAFF MEMBERS**

East Orange School District (EOSD) recognizes the value of technology to improve student learning and enhance the administration and operation of its schools. This Responsible Use Policy (RUP) governs all electronic activity of staff using the District's computers, networks, data systems, and other technologies.

The purpose of the RUP is to prevent unauthorized access and other unlawful activities by users, prevent unauthorized disclosure of or access to sensitive information, and to comply with legislation including, but not limited to, the Children's Internet Protection Act (CIPA), the Children's Internet Privacy and Protection (CIPP), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA).

In addition, the RUP clarifies the educational purpose of the District's technology. As used in this policy, "user" includes anyone using computers, Internet, email, and all other forms of electronic communication or equipment provided by the District (the "network") regardless of the physical location of the user. The RUP applies even when District-provided equipment (laptops, tablets, cell phones, etc.) is used off District property. Additionally, the RUP applies when non-District devices access the District network.

Network

The District uses protection measures to block and/or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network.

The District will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to District applications, including, but not limited to, email, data management and reporting tools, and other web applications.

When users access any Internet or networked connected devices or services, they create a "digital footprint". This digital footprint is ...one's unique set of digital activities, actions, and communications that leave a data trace on the Internet...

(<http://www.dictionary.com/browse/digital-footprint>)

The District can and will monitor users' online activities, and access, review, copy and store any communications or files and share them with staff and legal entities as necessary. Users should have no expectation of privacy regarding their use of District equipment, network, and/or Internet access or files, including email, regardless of location.



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SUPPORT STAFF MEMBERS - POLICY

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Responsible Use of Computer Network(s)/Computers and Resources by SupportStaffMembers

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Users are prohibited from using the District network to access content deemed inappropriate or illegal, including but not limited to content that is pornographic, obscene, illegal, or promotes violence.

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All employees are responsible for modeling and actively practicing positive digital citizenship.

Employees using classroom technology are explicitly required to teach students about positive digital citizenship.

Users are prohibited from posting inappropriate content on Social Media. Refer to the *Use of Social Networking Sites Policy/Regulation (3282)*.

Privacy

Employees will not share personal information about students and employees including, but not limited to, names, home addresses, telephone numbers, dates of birth, student ID numbers, and employee numbers.

All websites, applications and services must be vetted by the District's Technology Committee to ensure that the needs of CIPA, CIPP, COPPA, FERPA, and any other applicable regulations are met.

Passwords

Under no circumstances are District passwords to be shared with others, including other District staff and students.

Log out of unattended equipment and accounts in order to maintain privacy and security.

Users must use extra caution to avoid email scams that request passwords or other personal information.

Please contact the EOSD Help Desk if you have questions or suspect suspicious activity.



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SUPPORT STAFF MEMBERS - POLICY

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Responsible Use of Computer Network(s)/Computers and Resources by SupportStaffMembers

Support

- EOSD provides basic installation, synchronization, and software support for District-issued electronic devices. Devices must be connected to the network on a regular basis to receive up-to-date software and antivirus updates.
- Users are responsible for making periodic backups of data files stored locally on their devices.

Loss/Theft

Users must take reasonable measures to prevent a device from being lost or stolen. In the event an electronic device is lost or stolen, the user is required to immediately notify their direct supervisor, local authorities to obtain a police report, and the IT Department (973-266-2961).

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All technology purchased by or donated to the EOSD is considered District property and any and all equipment assigned to employees must be returned prior to leaving their position or school (including transfers).

All equipment containing sensitive information and data must be returned directly to the IT Department before it can be redeployed.

Technology Purchasing & Donations

All quotes for technology hardware and software must go through the IT Department. Technology purchases may include additional expenses required to ensure proper maintenance and security, including but not limited to warranties, hardware /software upgrades, anti-virus/anti-malware protection, and security/inventory software.

Technology donations must have prior approval by the IT Department and/or the Business Office and be board approved. In addition to these approvals, the entity receiving the donation must also conform to any other existing policies and or practices regarding donations. Schools or departments applying for technology grants, funding, or donations must budget for any additional expenses associated with the requested technology and can be held responsible for any additional expenses incurred.



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SUPPORT STAFF MEMBERS - POLICY

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Responsible Use of Computer Network(s)/Computers and
Resources by SupportStaffMembers

Consequences for Inappropriate Use

Noncompliance and/or misuse of District technology may result in

- C. suspension of access to District technology resources;
- D. revocation of account;
- C. disciplinary action consistent with District policies and regulations.

Violations of law may result in criminal prosecutions as well as disciplinary action by the District.

Using the District's technology resources indicates acceptance of this Responsible Use Policy.

Adopted: 3 December 2008

Adopted:



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SUPPORT STAFF MEMBERS - REGULATION

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Responsible Use of Computer Network(s)/Computers and Resources by SupportStaffMembers

R4321 **RESPONSIBLE USE OF COMPUTER NETWORK(S)/COMPUTERS AND RESOURCES BY SUPPORT STAFF MEMBERS**

East Orange School District provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching, provide opportunities for professional development and collaboration, and encourage the use of global communication resources.

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Staff members are responsible for good behavior on computer network(s)/computers. Communications on the computer network(s)/computers are often public in nature. Policies and Regulations governing staff members' behavior and communications apply. Access to computer network services/computers is given to staff members who are expected to act in a considerate, responsible and professional manner. Access is a privilege, not a right. Access entails responsibility. Individual users of the district computer network(s)/computers are responsible for their behavior and communications over the computer network(s)/computers. It is presumed that users will comply with district standards.

Behaviors including, but not limited to, the following are prohibited:

Network

12. Using the District network to access content deemed inappropriate or illegal, including but not limited to content that is pornographic, obscene, illegal, or promotes violence
13. Damaging, degrading or disrupting computers, computer systems or computer network(s)/computers
14. Employing the network(s)/computers for commercial purposes
15. Engaging in other activities which do not advance the educational purposes for which computer network(s)/computers are provided
16. Using websites or software that are designed to circumvent the District's security and filtering systems



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SUPPORT STAFF MEMBERS - REGULATION

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Responsible Use of Computer Network(s)/Computers and Resources by SupportStaffMembers

17. Intentionally introducing viruses, malware or other harmful software into District resources
18. Attempting to bypass District security in order to install unapproved software
19. Using websites or applications which provide a persistent stream of media outside of an educational content or as background music for an extended period of time
20. Creating accounts on non-sanctioned sites, especially for students
21. Using personal devices to conduct EOSD business
**The District does not support BYOD (Bring Your Own Device) at this time.*
22. Any other unethical, unacceptable, illegal and/or inappropriate activity

Digital Citizenship

8. Using software or websites designed to transmit or receive copyrighted materials, such as songs and movies, which are not officially sanctioned by the publisher
9. Sending or displaying offensive messages or pictures
10. Using obscene language
11. Harassing, insulting or attacking others
12. Violating copyright laws
13. Forging electronic mail messages
14. Any other unethical, unacceptable, illegal and/or inappropriate activity

Privacy

7. Sharing personal information about students and employees including, but not limited to, names, home addresses, telephone numbers, dates of birth, student ID numbers, and employee numbers



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Responsible Use of Computer Network(s)/Computers and Resources by SupportStaffMembers

8. Using another's password
9. Trespassing in another's folders, work or files
10. Stealing data or other intellectual projects
11. Creating user accounts for students on websites or apps without obtaining the prior approval of the District's Technology Committee
12. Any other unethical, unacceptable, illegal and/or inappropriate activity

Passwords

3. Sharing accounts and passwords
4. Any other unethical, unacceptable, illegal and/or inappropriate activity

Support

5. Installing District software on personal devices
6. Installing unapproved software on District devices
7. Requesting support for personal devices or software
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3. Exceeding 24 hours to report loss/theft of District equipment
4. Filing false reports of loss/theft of District equipment

Return of Electronic Devices

3. Exceeding 24 hours to return District devices when leaving the District
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SUPPORT STAFF MEMBERS - REGULATION

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Responsible Use of Computer Network(s)/Computers and
Resources by SupportStaffMembers

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4. **Accepting donations without prior approval from the IT Department, Business Office**
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6. **Purchasing hardware/software of any kind without going through the IT Department**

Using the District's technology resources indicates acceptance of this Responsible Use Regulation.

Adopted: 3 December 2008

Adopted:



Policy Alerts

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY
4324/page 1 of 1
Right of Privacy

4324 RIGHT OF PRIVACY

The Board of Education will provide facilities and school district-owned property to assist staff members in their job responsibilities. These facilities or district-owned property may include, but are not limited to, an office, a storage closet, a filing cabinet, a locker, and/or a desk. The Principal or designee may provide a staff member with exclusive use and access to such facilities or school district-owned property or may require **that** the facility or school district-owned property be shared **d** with other staff members. The staff member may be provided a lock or key by the school district or may secure the facility or school district-owned property using their own locking device with permission from the Principal or designee.

School staff members should be aware their expectation of privacy in these facilities and/or the school district-owned property provided by the Board of Education is reduced by virtue of actual office practices and procedures, for searches conducted pursuant to an investigation of work-related employee misconduct, or by legitimate school district policies or regulations. In addition, staff members shall have a reduced expectation of privacy in these facilities and school district-owned property if there is reasonable suspicion the staff member is violating a law or school policy. School staff members shall be on notice this reduced expectation of privacy may result in such facilities and/or school district-owned property being searched without a search warrant. In order to avoid exposing personal belongings to such a search, school staff members are discouraged from storing personal **belongings** in these facilities or school district-owned property.

Adopted: 8 May 2012

Adopted:



Policy Alerts

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4352/page 1 of 1

Sexual Harassment

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4352 **SEXUAL HARASSMENT**

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

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

The sexual harassment of any employee of this district is strictly forbidden. Any employee or agent of this Board who is found to have sexually harassed an employee of this district will be subject to discipline, which may include termination of employment. Any employee who has been exposed to sexual harassment by any employee or agent of this Board is encouraged to report the harassment to an appropriate supervisor. An employee may complain of any failure of the Board to take corrective action by recourse to the procedure by which a discrimination complaint is processed. The employee may appeal the Board's action or inaction to the New Jersey Division on Civil Rights or to the United States Equal Employment Opportunity Commission. Complaints regarding sexual harassment shall be submitted following the procedures outlined in Regulation 1530, Equal Employment Opportunity.

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

29 C.F.R. 1604.11

Adopted: 3 December 2008

Adopted:



Policy Alerts

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4352/page 1 of 5

Sexual Harassment of Support Staff Members Complaint Procedure

R 4352 **SEXUAL HARASSMENT OF SUPPORT STAFF MEMBERS** **COMPLAINT PROCEDURE**

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

A. Definitions

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

B. Grievance Procedure

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

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



Policy Alerts

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4352/page 2 of 5

Sexual Harassment of Support Staff Members Complaint Procedure

- b. The school district can learn of sexual harassment through other means such as from a witness to an incident, an anonymous letter, or telephone call.
 - c. A report to the school Building Principal or an immediate supervisor will be forwarded to the school district Affirmative Action Officer within one working day, even if the school Building Principal or immediate supervisor feels sexual harassment conduct was not present.
 - d. In the event the report alleges conduct by the Building Principal or the Affirmative Action Officer, the Superintendent will designate a school official to assume the Building Principal's or Affirmative Action Officer's responsibilities, as outlined in Policy No. 4352 and this Regulation.
2. Affirmative Action Officer's Investigation
- a. Upon receipt of any report of potential sexual harassment conduct, the Affirmative Action Officer will begin an immediate investigation. The Affirmative Action Officer will promptly investigate all alleged complaints of sexual harassment, whether or not a formal grievance is filed and steps will be taken to resolve the situation, if needed. This investigation will be prompt, thorough, and impartial. The investigation will be completed no more than ten working days after receiving notice.
 - b. When a school staff member provides information or complains about sexual harassment, the Affirmative Action Officer will initially discuss what actions the staff member is seeking in response to the harassment.
 - c. The Affirmative Action Officer's investigation may include, but is not limited to, interviews with all persons with potential knowledge of the alleged conduct, interviews with any staff member(s) who may have been sexually harassed in the past by the school staff member and any other reasonable methods to determine if sexual harassment conduct existed.
 - d. The Affirmative Action Officer may request a staff member involved in the investigation to assist in the investigation.
 - e. The Affirmative Action Officer will provide a copy of Board Policy and Regulation No. 4352 to all persons who are interviewed with potential knowledge, upon request, and to any other person the Affirmative Action Officer feels would be served by a copy of such documents.



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East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4352/page 3 of 5

Sexual Harassment of Support Staff Members Complaint Procedure

- f. Any person interviewed by the Affirmative Action Officer may be provided an opportunity to present witnesses and other evidence.
- g. The Affirmative Action Officer and/or Superintendent will contact law enforcement agencies if there is potential criminal conduct by any party.
- h. The school district administration may take interim measures during an Affirmative Action Officer's investigation of a complaint.
- i. The Affirmative Action Officer will consider particular issues of welcomeness based on the allegations.

3. Investigation Results

- a. Upon the conclusion of the investigation, but not later than ten working days after reported to the Affirmative Action Officer, the Affirmative Action Officer will prepare a summary of findings to the parties. At a minimum, this summary shall include the person(s) providing notice to the school district and the staff member(s) who was alleged to be sexually harassed.
- b. The Affirmative Action Officer shall make a determination whether sexual harassment conduct was present.
- c. If the Affirmative Action Officer concludes sexual harassment conduct was not, or is not present, the investigation is concluded.
- d. If the Affirmative Action Officer determines that sexual harassment has occurred, the school district administration shall take reasonable and effective corrective action, including steps tailored to the specific situation. Appropriate steps will be taken to end the harassment such as counseling, warning, and/or disciplinary action. The steps will be based on the severity of the harassment or any record of prior incidents or both. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the harassment.
- e. In the event the Affirmative Action Officer determines a hostile environment exists, the Superintendent shall take steps to eliminate the hostile environment. The school district may need to deliver special training or other interventions to repair the educational environment. Other measures may include directing the harasser to apologize to the harassed staff member, dissemination of information, distribution of new policy statements or other steps to communicate the message that



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East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

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Sexual Harassment of Support Staff Members Complaint Procedure

the Board does not tolerate harassment and will be responsive to any school staff member that reports such conduct.

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

4. Affirmative Action Officer's Investigation Appeal Process

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

C. Office of Civil Rights (OCR) Case Resolution

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



Policy Alerts

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4352/page 5 of 5

Sexual Harassment of Support Staff Members Complaint Procedure

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

Issued: 3 December 2008

Issued:



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East Orange Board of Education

SUPPORT STAFF MEMBERS – POLICY
4433/page 1 of 1
Vacations

4433 VACATIONS

The Board of Education believes that it is beneficial to the school district that persons employed to work twelve months a year be given periodic relief from the responsibilities of their position without loss of compensation.

The Board reserves the right to determine the conditions under which vacation time may be taken when not otherwise covered by the terms of a negotiated agreement or in an individual contract with the Board.

N.J.S.A. 18A:30-7

Adopted: 3 December 2008

Adopted:



Policy Alerts

East Orange Board of Education

SUPPORT STAFF MEMBERS – POLICY
4434/page 1 of 1
Holidays

4434 HOLIDAYS

The Board of Education will compensate support staff members for holidays in accordance with the holiday provisions of current valid negotiated **agreements**.

Compensation for holidays for non-association/non-union represented support staff members will be determined by the Board on an annual basis.

N.J.S.A. 36:1-1

Adopted: 3 December 2008

Adopted:



Policy Alerts

East Orange Board of Education

SUPPORT STAFF MEMBERS – POLICY
4435/page 1 of 1
Anticipated Disability

4435 ANTICIPATED DISABILITY

The Board of Education shall provide for leaves of absence, in accordance with law and the policies of this Board, for any employee of this district not otherwise covered by the terms of the negotiated agreement whose absence from duties will be required for a foreseeable event of disability such as childbirth or surgery.

An employee who anticipates disability shall so notify the Superintendent **or his/her designee** as soon as the employee is under medical supervision for the condition and a date is projected for the anticipated disability. Because of the potentially disabling nature of pregnancy and the certainty of temporary disability at parturition, the Board will presume that a pregnant employee is disabled for work thirty days before the anticipated date of childbirth and continues to be disabled for thirty days after parturition, except that any such employee who presents medical certification of her fitness may continue to work until she is actually disabled and may return to work as soon as she is able.

The Board reserves the right to require an employee who requests an extended leave of absence that includes anticipated disability to commence and/or terminate the leave at times that ensure continuity in district operations. Whenever possible, partial year leaves of absence will begin and end at divisions in the academic calendar and will cause not more than one interruption in employment continuity during the school year in which the leave is taken. No person who is required to take leave at a time other than that requested will be denied the use of sick leave for the anticipated disability that occurs or is presumed to occur during the leave.

An employee who anticipates a disability may request a leave of absence to commence before disability and to extend beyond the period of disability. Any such request shall be subject to Board discretion and the Board's policy on leave of absence. An employee on voluntary leave of absence is not eligible for sick leave pay for disability occurring during the period of that absence.

42 U.S.C.A. 2000e-2(a)
29 C.F.R. 1604-1 et seq.
N.J.S.A. 10:5-12(a)
N.J.S.A. 18A:6-6; 18A:16-2; 18A:30-1 et seq.

Adopted: 3 December 2008

Adopted:



Policy Alerts

East Orange Board of Education

SUPPORT STAFF MEMBERS – POLICY
4436/page 1 of 1
Personal Leave

4436 PERSONAL LEAVE

The Board of Education will provide for an employee's compensated absence for reason of personal necessity not covered by the terms of a negotiated agreement or in an individual contract with the Board.

The Board reserves the right to determine the reasons for which personal leave will be granted, the number of days that may be used in any one school year for personal leave, and the manner of proof of personal necessity, unless specified by the terms of a negotiated agreement.

N.J.S.A. 18A:30-7

Adopted: 3 December 2008

Adopted:



Policy Alerts

East Orange Board of Education

SUPPORT STAFF MEMBERS – POLICY
4437/page 1 of 2
Military Leave

4437 **MILITARY LEAVE**

The Board of Education recognizes that military service rendered by any district employee in the defense of the country or in maintaining preparedness for conflict, foreign or domestic, is a service benefiting all citizens. Any permanent or full-time officer and/or employee of the district will be provided military leave and related benefits pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq., P.L. 2001 Chapter 351 amending N.J.S.A. 38:23-1, N.J.S.A. 38A:1-1 and N.J.S.A. 38A:4-4., and any other applicable Federal and State laws.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized militia of New Jersey (New Jersey National Guard, New Jersey Naval Militia Joint Command) shall be entitled, in addition to pay received, if any, to a leave of absence without loss of pay or time on all days in which he/she is engaged in any period of State or Federal active duty. The leave of absence for Federal active duty or active duty for training shall not exceed ninety work days in the aggregate in any calendar year. A permanent or full-time temporary officer or employee who has served less than one year in the district shall receive this leave without pay, but without loss of time. This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of ninety workdays shall be without pay, but without loss of time.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve or United States Marine Corps Reserve, or other organization affiliated therewith, including the National Guard of other states, shall be entitled, in addition to pay received, if any, to a leave of absence without loss of pay or time on all work days he/she shall be engaged in any period of active duty, provided such leave of absence shall not exceed ninety work days in any calendar year. A permanent or full-time temporary officer or employee who has served less than one year in the district shall receive this leave without pay, but without loss of time. This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of ninety workdays shall be without pay, but without loss of time.

Military leave with pay is not authorized for Inactive Duty Training (IDT) as defined in N.J.A.C. 5A:2-2.1.

The district will provide benefits and rights for staff on military leave as required by Federal and State laws.



Policy Alerts

East Orange Board of Education

SUPPORT STAFF MEMBERS – POLICY
4437/page 2 of 2
Military Leave

Pursuant to N.J.S.A. 52:13H-2.1, in accordance with the provisions of Article VIII, Section II, paragraph 5 of the New Jersey Constitution, upon application by the district to the State Treasury and approval of the application by the Director of the Division of Budget and Accounting, reimbursement shall be made by the State of New Jersey for any costs incurred as a result of the provisions of P.L. 2001, Chapter 351.

N.J.S.A. 18A:6-33; 18A:29-11
N.J.S.A. 38:23-1 et seq.; 38A:1-1; 38A:4-4; 52:13H-2.1
N.J.A.C. 5A:2-2.1

Uniformed Services Employment and reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq.

Adopted: 3 December 2008

Adopted:



Policy Alerts

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY
4438/page 1 of 1
Jury Duty

4438 JURY DUTY

The Board of Education will indemnify all full-time employees against loss of pay incurred by a call to jury duty. No employee will be penalized in any way for an absence caused by service on a panel of grand or petit jurors. The time any such employee is absent will not be charged against personal leave and will count toward district service.

A full-time employee who is absent from their school district duties while on jury duty for any court of New Jersey, any court of any other State, any federal district court, or in the U.S. District Court for New Jersey will receive their usual compensation from the school district for each day the support staff member is present for jury duty. In the event there is any jury duty compensation, excluding mileage and lodging, paid to the employee for their time on jury duty, the employee will be entitled to keep the jury duty compensation paid to him/her in addition to their school district paid usual compensation.

An employee summoned to jury duty shall promptly report the summons to his/her immediate supervisor.

On return from jury duty, the employee must submit to his/her immediate supervisor a court record of the number of days served on jury duty.

While on jury duty, an employee must report daily to his/her supervisor the schedule for the following day.

Custodians working on second shift shall report to work at 6:00 p.m. on days for which they have jury duty. Custodians working third shift shall be released at 4:00 a.m. on days they are to serve on jury duty. (Staff shall be paid for a full shift).

N.J.S.A. 2B:20-1 et seq.; 2B:20-16

Adopted: 3 December 2008

Adopted:

BUSINESS SERVICES

RESOLUTIONS

Q.

Report Date 03/17/17 10:58 AM

EAST ORANGE BOARD OF EDUCATION

Page No 1

A/P Summary Check Register

Replacement

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
10	12021768	62,385.53	03/17/17	1619 NORTHWEST ESSEX COMMUNITY HEALTHCARE NET	C
10	12021769	8,000.00	03/17/17	5901 PITNEY BOWES	C
10	12021770	426,240.27	03/17/17	6008 PSE & G	C
10	12021771	4,720.00	03/17/17	7390 WASHINGTON ACADEMY, INC	C

Total Bank No 10 501,345.80

Total Manual Checks	.00
Total Computer Checks	501,345.80
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Manual Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total 501,345.80

Number of Checks 4

Batch Yr	Batch No	Amount
17	001309	501,345.80

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12021772	200,000.00	03/28/17	2310 EAST ORANGE BOARD OF EDUCATION	C
10	12021773	101,750.00	03/28/17	2309 EAST ORANGE BOARD OF EDUCATION	C
10	12021774	3,301,247.00	03/28/17	7681 STATE OF NEW JERSEY PUBLIC EMPLOYEES RET	C
Total Bank No 10		3,602,997.00			

Total Manual Checks	.00
Total Computer Checks	3,602,997.00
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Manual Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total 3,602,997.00

Number of Checks 3

Batch Yr	Batch No	Amount
17	001360	3,602,997.00

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12021775	506,280.40	03/30/17	29823 BENECARD SERVICES	C
10	12021776	57,794.30	03/30/17	29831 DELTA DENTAL OF NJ	C
10	12021777	2,196,225.13	03/30/17	5780 STATE OF NEW JERSEY	C
10	12021778	23,307.72	03/30/17	5780 STATE OF NEW JERSEY	C
Total Bank No 10		2,783,607.55			
Total Manual Checks					.00
Total Computer Checks					2,783,607.55
Total ACH Checks					.00
Total Other Checks					.00
Total Electronic Checks					.00
Total Computer Voids					.00
Total Manual Voids					.00
Total ACH Voids					.00
Total Other Voids					.00
Total Electronic Voids					.00
Grand Total					2,783,607.55
Number of Checks					4

Batch Yr	Batch No	Amount
17	001381	2,783,607.55

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12021779	30,000.00	03/30/17	33162 ADRIAN TOOLEY-LESTER & ANDREW RUBIN, ESQ	C
10	12021780	8,360.00	03/30/17	33090 COURTYARD BY MARRIOTT PASADENA	C
10	12021781	1,500.00	03/30/17	16128 LANCE T. WIGFALL	C
10	12021782	784.70	03/30/17	33138 PNC BANK	C
Total Bank No 10		40,644.70			
Total Manual Checks					.00
Total Computer Checks					40,644.70
Total ACH Checks					.00
Total Other Checks					.00
Total Electronic Checks					.00
Total Computer Voids					.00
Total Manual Voids					.00
Total ACH Voids					.00
Total Other Voids					.00
Total Electronic Voids					.00
Grand Total					40,644.70
Number of Checks					4

Batch Yr	Batch No	Amount
17	001384	40,644.70

A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
10	12021783	967.90	03/31/17	2736 FRANKLIN INSTITUTE	C
Total Bank No 10		967.90			

Total Manual Checks	.00
Total Computer Checks	967.90
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Manual Voids	.00
Total ACK Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total	967.90
Number of Checks	1

Batch Yr	Batch No	Amount
17	001391	967.90

EAST ORANGE BOARD OF EDUCATION

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12021784	119,809.37	04/03/17	1546 COMMUNITY DAY NURSERY	C
10	12021785	135,358.33	04/03/17	2332 EAST ORANGE CHILD DEVELOPMENT CORP.	C
10	12021786	103,272.75	04/03/17	3182 HARAMBEE FAMILY ACADEMY	C
10	12021787	67,691.92	04/03/17	4499 METRO YMCA OF THE ORANGES-E.O.BRANCH	C
10	12021788	37,209.17	04/03/17	5280 NORJENES	C
10	12021789	12,744.68	04/03/17	3076 SARAH WARD NURSERY CORPORATION	C
10	12021790	168,650.52	04/03/17	4426 THE LITTLE ONES	C
10	12021791	152,928.08	04/03/17	3166 THREE STAGES LEARNING CENTER	C
10	12021792	96,257.08	04/03/17	10669 ZADIE'S OF THE ORANGES	C
Total Bank No 10		893,921.90			

Total Manual Checks	.00
Total Computer Checks	893,921.90
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Manual Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total	893,921.90
Number of Checks	9

Batch Yr	Batch No	Amount
17	001395	893,921.90

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12031793	118.85	04/05/17	352 AMERICAN ASSOCIATION OF SCHOOL PERSONNEL	C
Total Bank No 10		118.85			

Total Manual Checks	.00
Total Computer Checks	118.85
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Manual Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total 118.85

Number of Checks 1

Batch Yr	Batch No	Amount
17	001420	118.85

A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
10	12021794	5,850.00	04/07/17	32328 JAMAL HINNANT	C
Total Bank No 10		5,850.00			

Total Manual Checks	.00
Total Computer Checks	5,850.00
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Manual Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total	5,850.00
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Number of Checks	1
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Batch Yr	Batch No	Amount
17	001454	5,850.00

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12021795	113.81	04/18/17	2858 GAS ARC DIV. AWISCO NY CORP	C
10	12021796	932.00	04/18/17	194 ADVENTURE AQUARIUM, LLC. DBA NEW JERSEY	C
10	12021797	14,880.00	04/18/17	7811 AIRWATCH, LLC	C
10	12021798	3,276.00	04/18/17	148 ALARM & COMMUNICATION TECHNOLOGIES, INC.	C
10	12021799	1,949.85	04/18/17	30805 AMANDA SENANAYAKE	C
10	12021800	94.00	04/18/17	423 AMERICAN MULTI-CINEMA, INC.	C
10	12021801	710.03	04/18/17	28312 AMSTERDAM PRINTING & LITH	C
10	12021802	530.00	04/18/17	443 ANDERSON AQUARIUMS	C
10	12021803	5,906.52	04/18/17	441 ANDERSON'S DBA TAYMARK	C
10	12021804	340.92	04/18/17	442 ANDERSON'S SCHOOL SPIRIT	C
10	12021805	711.27	04/18/17	12807 ANITA CHAMPAGNE - PETTY CASH	C
10	12021806	2,562.25	04/18/17	452 APPLE COMPUTER, INC	C
10	12021807	42.45	04/18/17	626 ARCTIC FALLS SPRING WATER INC	C
10	12021808	41.74	04/18/17	55 AT&T	C
10	12021809	1,424.00	04/18/17	8576 AUTOMATED LOGIC CONTRACTING SERVICE	C
10	12021810	5,738.45	04/18/17	621 B&H PHOTO-VIDEO	C
10	12021811	788.22	04/18/17	650 BARNES & NOBLE INC.	C
10	12021812	138.35	04/18/17	663 BAUDVILLE INC	C
10	12021813	800.00	04/18/17	31089 BEACON OF WELLNESS, INC.	C
10	12021814	524.48	04/18/17	664 BECKER'S SCHOOL SUPPLIES	C
10	12021815	14,120.00	04/18/17	739 BERGEN COUNTY SPECIAL SERVICES	C
10	12021816	30,193.22	04/18/17	21830 BOGUSH INC. DBA PUBLIC SEWER SERVICE	C
10	12021817	27,155.00	04/18/17	9822 BROAD U.S.A. INC.	C
10	12021818	1,447.91	04/18/17	603 BSN SPORTS/PASSON'S SPORTS SUPPLY GROUP	C
10	12021819	4,865.00	04/18/17	994 BUREAU OF EDUCATION & RESEARCH	C
10	12021820	1,200.00	04/18/17	25909 BURGESS PUBLISHING AND TRADING LLC	C
10	12021821	685.47	04/18/17	31445 C & C LIFT TRUCK, INC.	C
10	12021822	875.00	04/18/17	12700 CAMPUS TEAMWEAR, INC.	C
10	12021823	5,013.40	04/18/17	27650 CAPE MAY COUNTY SPECIAL SERVICES SCHOOL	C
10	12021824	686.12	04/18/17	1211 CASCADE SCHOOL SUPPLIES INC.	C
10	12021825	17,516.00	04/18/17	32093 CDI MANAGED SERVICES	C
10	12021826	7,462.06	04/18/17	1012 CDW GOVERNMENT, INC.	C
10	12021827	2,033.58	04/18/17	1258 CENTRAL FABRICS INC	C
10	12021828	507.27	04/18/17	1404 CHILDCRAFT	C
10	12021829	96.19	04/18/17	32824 CHRISTIAN GRIMBILAS	C
10	12021830	12,410.98	04/18/17	1477 CITY OF EAST ORANGE	C
10	12021831	155.89	04/18/17	1587 COMCAST	C
10	12021832	3,980.63	04/18/17	507 CONNECTIONS PERSONNEL INC.	C
10	12021833	221.65	04/18/17	7470 CORWIN PRESS	C
10	12021834	35,075.00	04/18/17	16489 COVER STITCHES	C
10	12021835	1,114.20	04/18/17	2267 CRYSTAL AUTO REPAIR	C
10	12021836	457.60	04/18/17	1085 CTB	C
10	12021837	1,161.88	04/18/17	26417 DAMEIN BEATON-PHOENIX	C
10	12021838	438.74	04/18/17	19577 DARIO B LAMBKIN	C
10	12021839	37,982.23	04/18/17	21814 DECOTIIS, FITZPATRICK & COLE, LLP	C
10	12021840	17,014.07	04/18/17	2057 DELL MARKETING L.P.	C
10	12021841	9,720.00	04/18/17	2105 DERON SCHOOL OF NEW JERSEY	C
10	12021842	306.00	04/18/17	857 DIAGNOSTIC EDUCATIONAL CONSULTANTS INC.	C
10	12021843	535.00	04/18/17	2073 DIGICERT INC.	C
10	12021844	70.00	04/18/17	5975 DISTINCTIVE DESIGNS WITH MARLO, LLC	C
10	12021845	1,666.66	04/18/17	11436 E & G EXTERMINATORS, INC.	C
10	12021846	2,616.00	04/18/17	2603 E-PLUS TECHNOLOGY, INC.	C
10	12021847	268.00	04/18/17	21539 EAST ORANGE HAND CAR WASH LLC.	C
10	12021848	40.00	04/18/17	2359 EAST TRADING WEST INVESTMENTS LLC AMER.T	C
10	12021849	1,900.00	04/18/17	2413 EDUCATIONAL DATA SERVICES	C

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10	12021850	3,035.00	04/18/17	24554 ELEVATOR MAINTENANCE CORP.	C
10	12021851	620.00	04/18/17	2535 ENGINEERED SECURITY SYSTEMS ESSI LLC	C
10	12021852	1,073.30	04/18/17	24627 ENTERPRISE HOLDINGS, INC. DBA ELRAC, LLC	C
10	12021853	2,333.00	04/18/17	2240 EBOOE ATHLETICS IMPREST ACCOUNT	C
10	12021854	418,886.98	04/18/17	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12021855	8,048.75	04/18/17	12211 FILEBANK, INC.	C
10	12021856	3,759.14	04/18/17	1390 FIRST CHILDREN, LLC PAM VENKUS	C
10	12021857	750.00	04/18/17	28363 FLOYD HALL ARENA	C
10	12021858	2,707.89	04/18/17	2698 FOLLETT SCHOOL SOLUTIONS, INC.	C
10	12021859	298.00	04/18/17	2725 FOUNDATION FOR EDUCATIONAL ADMINISTRATIO	C
10	12021860	98.50	04/18/17	2736 FRANKLIN INSTITUTE	C
10	12021861	79.00	04/18/17	9849 FRED PRYOR SEMINARS/CAREER TRACK	C
10	12021862	5,840.88	04/18/17	2879 FULL COMPASS SYSTEMS	C
10	12021863	440.00	04/18/17	2836 GARDEN STATE LABORATORIES	C
10	12021864	2,210.00	04/18/17	2919 GLENVIEW ACADEMY DBA KDDS INC.	C
10	12021865	3,751.22	04/18/17	2954 GLOUCESTER COUNTY SPECIAL SERVICES SCHOO	C
10	12021866	7,492.00	04/18/17	3001 GRAMON SCHOOL DBA ELO INCORPORATED	C
10	12021867	4,760.00	04/18/17	21520 GUARDIAN GYM EQUIPMENT	C
10	12021868	3,330.00	04/18/17	3315 HAWTHORNE EDUCATIONAL SERVICES	C
10	12021869	264.50	04/18/17	3345 HECHT TRAILERS	C
10	12021870	3,399.22	04/18/17	27596 HUNTERDON CENTRAL REGIONAL HIGH SCHOOL	C
10	12021871	5,724.69	04/18/17	7862 IN-LINE AIR CONDITIONING CO., INC.	C
10	12021872	1,350.00	04/18/17	29386 ISTE	C
10	12021873	394.48	04/18/17	5783 J.W. PEPPER & SON, INC.	C
10	12021874	666.00	04/18/17	32115 JACQUELINE DELATOUR	C
10	12021875	231.69	04/18/17	32662 JEAN LEBLANC	C
10	12021876	887.30	04/18/17	25674 JEFFREY D. DICKMANN	C
10	12021877	199.68	04/18/17	26549 JENABU C. WILLIAMS	C
10	12021878	3,769.38	04/18/17	15008 JENNIELLE YASELL	C
10	12021879	469.09	04/18/17	3664 JERRY'S ARTIST OUTLET - ESSEX GREEN	C
10	12021880	1,027.07	04/18/17	3807 JEWEL ELECTRIC SUPPLY	C
10	12021881	87.59	04/18/17	18554 JONES SCHOOL SUPPLY	C
10	12021882	388.41	04/18/17	3965 KAREN CAVANESS	C
10	12021883	1,946.08	04/18/17	32611 LEANORA COUSINS	C
10	12021884	134.00	04/18/17	4289 LERRO ENTERPRISES, INC.	C
10	12021885	1,332.00	04/18/17	31925 MATILDE RAMOS	C
10	12021886	721.08	04/18/17	8229 MEGAN CAROLA	C
10	12021887	382.59	04/18/17	11185 MELAINE CRUZ	C
10	12021888	1,952.70	04/18/17	8420 MELISSA JONES	C
10	12021889	5,344.00	04/18/17	16977 MK LIONS LLC	C
10	12021890	300.00	04/18/17	5673 MOSES B. PHILLIPS	C
10	12021891	1,455.00	04/18/17	14958 NATIONAL MUSEUM OF MATHEMATICS	C
10	12021892	28.50	04/18/17	32220 MYRIAM MORALES	C
10	12021893	1,449.92	04/18/17	5133 NASCO	C
10	12021894	350.00	04/18/17	32204 NATIONAL ALTERNATIVE EDUCATION ASSOCIATI	C
10	12021895	1,095.00	04/18/17	5237 NATIONAL SCIENCE TEACHERS ASSOCIATION	C
10	12021896	149.00	04/18/17	5233 NATIONAL SEMINARS TRAINING	C
10	12021897	528.00	04/18/17	28460 NATIONAL SEPTEMBER 11 MEMORIAL MUSEUM AT	C
10	12021898	29,999.34	04/18/17	5249 NATIONAL TERMINAL INC.	C
10	12021899	1,275.00	04/18/17	5018 NEMC	C
10	12021900	3,795.00	04/18/17	5271 NEUROSCIENCE ASSOC.,MD.,PA	C
10	12021901	450.00	04/18/17	29718 NICOLE D'ANGELO	C
10	12021902	730.00	04/18/17	5024 NJAHPERD	C
10	12021903	300.00	04/18/17	5025 NJALL	C
10	12021904	2,601.02	04/18/17	5461 NORCOSTCO, INC.	C

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10	12021905	10,329.30	04/18/17	5693 NORTH JERSEY ELKS DEVELOPMENTAL	C
10	12021906	2,446.20	04/18/17	27286 NUTLEY BOARD OF EDUCATION	C
10	12021907	6,058.70	04/18/17	5566 OPEN SYSTEMS INTEGRATORS, INC	C
10	12021908	1,952.70	04/18/17	5511 OSCAR PETTY, JR	C
10	12021909	2,841.00	04/18/17	5755 PALISADES REGIONAL ACADEMY	C
10	12021910	1,712.28	04/18/17	5727 PASSAIC CTY TECHNICAL INST.	C
10	12021911	867.60	04/18/17	5775 PEARSON CLINICAL ASSESSMENTS	C
10	12021912	5,859.37	04/18/17	5777 PEARSON EARLY LEARNING	C
10	12021913	8,000.00	04/18/17	5901 PITNEY BOWES	C
10	12021914	422.39	04/18/17	2042 READYREFRESH	C
10	12021915	705.05	04/18/17	5899 POSITIVE PROMOTIONS, INC	C
10	12021916	3,002.52	04/18/17	116 PRAD'S HARDWARE	C
10	12021917	3,416.00	04/18/17	2446 PSAT/COLLEGE BOARD	C
10	12021918	341,368.81	04/18/17	6008 PSE & G	C
10	12021919	60.00	04/18/17	6085 RAWWAY BUSINESS MACHINES	C
10	12021920	1,117.35	04/18/17	6168 REALLY GOOD STUFF A DIV OF FILMIC ARCHIV	C
10	12021921	315.44	04/18/17	12653 RENEE RICHARDSON-PETTY CASH	C
10	12021922	4,790.90	04/18/17	6244 RICCIARDI BROTHERS HOME DECORATING STORE	C
10	12021923	23,750.00	04/18/17	26557 RIS CONSTRUCTION CORP.	C
10	12021924	25.00	04/18/17	1769 RONALD W. CRAMPTON, M.D.	C
10	12021925	8,148.90	04/18/17	1795 SAL ELECTRIC COMPANY	C
10	12021926	44.15	04/18/17	2751 SAMUEL FRENCH, INC	C
10	12021927	4,500.00	04/18/17	31607 SARA DELANO MOORE	C
10	12021928	2,137.76	04/18/17	6495 SCHOLASTIC INC	C
10	12021929	1,795.00	04/18/17	6495 SCHOLASTIC INC	C
10	12021930	2,370.36	04/18/17	6510 SCHOOL HEALTH CORP.	C
10	12021931	136.50	04/18/17	6512 SCHOOL NURSE SUPPLY INC.	C
10	12021932	37,424.36	04/18/17	6539 SCHOOL SPECIALTY INC.	C
10	12021933	1,955.00	04/18/17	6557 SCIENTIFIC WATER CONDITIONING CO	C
10	12021934	2,460.00	04/18/17	6378 SDE, INC.	C
10	12021935	255.00	04/18/17	33014 SEABOARD GLOBAL, INC.	C
10	12021936	550.00	04/18/17	32409 SETON HALL UNIVERSITY	C
10	12021937	52,950.00	04/18/17	30171 SHI INTERNATIONAL	C
10	12021938	149.00	04/18/17	6408 SKILLPATH SEMINARS, COMPUMASTER AND HUMAN	C
10	12021939	14,500.00	04/18/17	6530 SMAPA (SHARON MILLER'S ACADEMY OF	C
10	12021940	1,090.00	04/18/17	6429 SODEXO CATERING FOR E.O.B.O.E FOOD SERVI	C
10	12021941	49,247.59	04/18/17	6728 SOUTH JERSEY ENERGY	C
10	12021942	2,750.00	04/18/17	1412 SPECTRUM 360	C
10	12021943	701.22	04/18/17	1721 STAPLES ADVANTAGE	C
10	12021944	1,520.50	04/18/17	6771 STAPLES BUSINESS ADVANTAGE	C
10	12021945	98.32	04/18/17	6770 STAPLES, INC.	C
10	12021946	1,530.42	04/18/17	19038 STEPHANIE LOUCKA	C
10	12021947	161.64	04/18/17	11967 STEPHEN WEBB	C
10	12021948	147.00	04/18/17	6994 TELE-MEASUREMENTS, INC.	C
10	12021949	37,366.50	04/18/17	22080 TEQUIPMENT, IN.	C
10	12021950	2,091.54	04/18/17	20435 CRAYOLA EXPERIENCE	C
10	12021951	2,285.00	04/18/17	1295 THE LOCKER MAN INC.	C
10	12021952	4,591.22	04/18/17	4999 THE MUSIC SHOP, L.L.C	C
10	12021953	1,290.00	04/18/17	5414 THE NEWARK MUSEUM ASSOCIATION	C
10	12021954	199.95	04/18/17	6785 NJ ADVANCE MEDIA	C
10	12021955	3,905.40	04/18/17	30597 THOMAS BUONOMO	C
10	12021956	500.00	04/18/17	32808 THOMAS PURCELL	C
10	12021957	8,344.30	04/18/17	7076 TRANE	C
10	12021958	3,612.00	04/18/17	31461 TRY US HEALTH CARE SVS.	C
10	12021959	1,580.00	04/18/17	7037 TTI ENVIRONMENTAL, INC.	C

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10	12021960	500.00	04/18/17	28916 TURRON KOFI ALLEYNE	C
10	12021961	59.74	04/18/17	12513 ULINE	C
10	12021962	9,975.28	04/18/17	8173 UNITED WELDING & PLUMBING	C
10	12021963	11,234.59	04/18/17	14796 VERIZON BUSINESS	C
10	12021964	49,122.14	04/18/17	2540 W.B. MASON INC.	C
10	12021965	25.08	04/18/17	7524 WORRALL COMMUNITY NEWSPAPERS	C
10	12021966	38,479.20	04/18/17	7548 XEROX CORP	C
10	12021967	8,000.00	04/18/17	7009 532 HOLDING CO. LLC	C
10	12021968	8,875.50	04/18/17	20236 ACADEMIC SOLUTIONS LLC	C
10	12021969	9,303.47	04/18/17	3543 ACTION CARTING ENVIRONMENTAL GROUP	C
10	12021970	3,081.64	04/18/17	18104 AETNA LIFE INSURANCE COMPANY	C
10	12021971	69.00	04/18/17	50 AICPA	C
10	12021972	4,482.00	04/18/17	148 ALARM & COMMUNICATION TECHNOLOGIES, INC.	C
10	12021973	255.64	04/18/17	313 AMALIA TRONO - PETTY CASH	C
10	12021974	280.00	04/18/17	443 ANDERSON AQUARIUMS	C
10	12021975	33,039.50	04/18/17	452 APPLE COMPUTER, INC	C
10	12021976	108.78	04/18/17	626 ARCTIC FALLS SPRING WATER INC	C
10	12021977	442.00	04/18/17	27936 AYANNA FRIERSON	C
10	12021978	5,524.72	04/18/17	642 BANCROFT, INC.	C
10	12021979	4,031.30	04/18/17	202 BANYAN SCHOOL, INC.	C
10	12021980	2,089.59	04/18/17	650 BARNES & NOBLE INC.	C
10	12021981	2,500.00	04/18/17	145 PRINCIPAL KAFELE CONSULTING, LLC	C
10	12021982	3,728.01	04/18/17	734 BERGEN CENTER FOR CHILD DEVELOPMENT INC.	C
10	12021983	106.00	04/18/17	759 BEVERLY A. BUDGESS	C
10	12021984	7,030.00	04/18/17	636 BONNIE BRAE	C
10	12021985	245.00	04/18/17	994 BUREAU OF EDUCATION & RESEARCH	C
10	12021986	500.00	04/18/17	25909 BURGESS PUBLISHING AND TRADING LLC	C
10	12021987	143.64	04/18/17	32751 BYRON HAMBY	C
10	12021988	1,096.78	04/18/17	12700 CAMPUS TEAMWEAR, INC.	C
10	12021989	103.85	04/18/17	32743 CAROLYN WALTERS	C
10	12021990	7,524.00	04/18/17	6146 CATAPULT LEARNING, LLC	C
10	12021991	7,400.00	04/18/17	1221 CATHOLIC CHARITIES OF THE ARCHDIOCESE OF	C
10	12021992	4,079.75	04/18/17	1012 CDW GOVERNMENT, INC.	C
10	12021993	31,680.00	04/18/17	1273 CEREBRAL PALSY LEAGUE, INC	C
10	12021994	6,365.52	04/18/17	1637 CEREBRAL PALSY OF NORTH JERSEY	C
10	12021995	150.00	04/18/17	1725 CRISIS PREVENTION INSTITUTE, INC.	C
10	12021996	1,605.66	04/18/17	340 CYNTHIA VASQUEZ	C
10	12021997	3,295.20	04/18/17	32859 DAVID ZATORSKI	C
10	12021998	1,589.00	04/18/17	2033 DEBORAH HARVEST	C
10	12021999	93,812.26	04/18/17	2105 DERON SCHOOL OF NEW JERSEY	C
10	12022000	2,786.85	04/18/17	8042 DEVON D. REED	C
10	12022001	5,250.00	04/18/17	2806 DR. DONALD MERACHNIK, PHD.	C
10	12022002	13,865.00	04/18/17	1627 EBSCO INFORMATION SERVICES	C
10	12022003	34,861.25	04/18/17	2237 ECLC OF NEW JERSEY	C
10	12022004	250.00	04/18/17	32735 ELIZABETH KALFAYAN	C
10	12022005	3,905.40	04/18/17	8598 EMMANUEL B. ETIM	C
10	12022006	468.28	04/18/17	2494 EQUIPMENT SALES & SERVICE INC.	C
10	12022007	25,491.20	04/18/17	2523 ESSEX COUNTY VOCATIONAL SCHOOLS	C
10	12022008	114,496.57	04/18/17	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12022009	2,399.44	04/18/17	29076 ESSEX TRAVEL SERVICE	C
10	12022010	44,151.49	04/18/17	2534 ESSEX VALLEY SCHOOL	C
10	12022011	5,363.89	04/18/17	2280 ETA/HAND2MIND	C
10	12022012	675.00	04/18/17	5649 EXCEPTIONAL SECURITY SOLUTIONS, LLC	C
10	12022013	2,030.00	04/18/17	8131 FEDCAP REHABILITATION SERVICES	C
10	12022014	3,729.70	04/18/17	2640 FELICIAN SCHOOL FOR EXCEPTIONAL CHILDREN	C

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10	12022015	2,991.23	04/18/17	12211 FILEBANK, INC.	C
10	12022016	26,061.00	04/18/17	1390 FIRST CHILDREN, LLC PAM VENKUS	C
10	12022017	1,457.60	04/18/17	2688 FLINN SCIENTIFIC, INC.	C
10	12022018	196.00	04/18/17	20974 FRANKLIN COVEY CLIENT SALES INC.	C
10	12022019	327.96	04/18/17	8842 FRANKLIN SANTOS	C
10	12022020	3,788.56	04/18/17	2879 FULL COMPASS SYSTEMS	C
10	12022021	16,674.08	04/18/17	2860 GATEWAY SCHOOL	C
10	12022022	5,867.78	04/18/17	2919 GLENVIEW ACADEMY DBA KDDS INC.	C
10	12022023	547.03	04/18/17	22551 GLOBAL INDUSTRIAL	C
10	12022024	23,816.48	04/18/17	3001 GRAMON SCHOOL DBA ELO INCORPORATED	C
10	12022025	899.25	04/18/17	3063 GRAND RENTAL STATION	C
10	12022026	1,008.00	04/18/17	2934 GREEN MEADOWS FARM	C
10	12022027	3,295.20	04/18/17	32948 GREGORY K. SNEED	C
10	12022028	590.74	04/18/17	3051 GUITAR CENTER	C
10	12022029	5,798.53	04/18/17	787 HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	C
10	12022030	409.31	04/18/17	21911 HOWARD WALKER	C
10	12022031	1,916.80	04/18/17	27595 HUNTERDON CENTRAL REGIONAL HIGH SCHOOL	C
10	12022032	3,560.20	04/18/17	30520 HUNTERDON PREPARATORY SCHOOL	C
10	12022033	37,740.00	04/18/17	3521 INSERVCO INSURANCE SERVICES, INC.	C
10	12022034	7,700.00	04/18/17	3587 HOUGHTON MIFFLIN HARCOURT PUBLISHING	C
10	12022035	125.00	04/18/17	29386 ISTE	C
10	12022036	11.95	04/18/17	25674 JEFFREY D. DICKMANN	C
10	12022037	1,875.00	04/18/17	3799 JOEL THERVIL	C
10	12022038	887.94	04/18/17	4002 FERGUSON ENTERPRISES INC. #501	C
10	12022039	50.00	04/18/17	3911 KEAN UNIVERSITY	C
10	12022040	1,523.70	04/18/17	4042 KEYBOARD CONSULTANTS	C
10	12022041	154.46	04/18/17	7994 KORI WASHINGTON	C
10	12022042	400.00	04/18/17	26573 LADY A. EVENTS	C
10	12022043	3,353.47	04/18/17	4185 LAKESHORE LEARNING MATERIALS	C
10	12022044	41,419.68	04/18/17	4186 LAKEVIEW LEARNING CENTER	C
10	12022045	461.70	04/18/17	21989 LAUREN SMITH	C
10	12022046	1,794.90	04/18/17	4289 LERRO ENTERPRISES, INC.	C
10	12022047	1,800.00	04/18/17	30848 LESLIE DIGITAL IMAGING, LLC	C
10	12022048	507.00	04/18/17	4310 LIBERTY SCIENCE CENTER	C
10	12022049	470.25	04/18/17	4315 LIBERTY SCIENCE CENTER INC	C
10	12022050	25,608.55	04/18/17	6636 LORD STIRLING SCHOOLS	C
10	12022051	7,538.00	04/18/17	11770 M-F ATHLETIC CO., INC	C
10	12022052	400.00	04/18/17	32514 MARK MOLITERNO	C
10	12022053	3,679.48	04/18/17	1411 LEGACY TREATMENT SERVICES	C
10	12022054	1,500.00	04/18/17	4528 MARY ELLEN LAUGHLIN	C
10	12022055	26,367.68	04/18/17	2781 MAXIM HEALTHCARE SERVICES, INC.	C
10	12022056	3,891.25	04/18/17	27162 MEN MAKE A DIFFERENCE	C
10	12022057	2,102.39	04/18/17	11479 MORRIS HILLS REGIONAL DISTRICT	C
10	12022058	7,856.20	04/18/17	16942 MORRIS SCHOOL DISTRICT	C
10	12022059	22,400.00	04/18/17	4957 MT.CARMEL GUILD/CATH.COMM.SERV	C
10	12022060	734.00	04/18/17	22144 NANCY DEAN	C
10	12022061	561.00	04/18/17	5081 NATIONAL ASSOCIATION FOR THE EDUCATION O	C
10	12022062	5,147.28	04/18/17	22853 NEPTUNE TOWNSHIP BOARD OF EDUCATION	C
10	12022063	3,175.00	04/18/17	5271 NEUROSCIENCE ASSOC., MD., PA	C
10	12022064	24,010.11	04/18/17	5283 NEW BEGINNINGS DBA KDDS III INC	C
10	12022065	34,838.28	04/18/17	3405 NEW ROAD SCHOOLS OF NEW JERSEY DBA HIGH	C
10	12022066	161,878.20	04/18/17	5286 NEWARK BOARD OF EDUCATION N J REG DAY NE	C
10	12022067	650.00	04/18/17	5341 NJ ASSOCIATION OF SCHOOL ADM	C
10	12022068	708.00	04/18/17	5239 NJTESOL/NJBE, INC	C
10	12022069	5,521.20	04/18/17	27286 NUTLEY BOARD OF EDUCATION	C

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Bank	Check No	Amount	Date	Vendor	Type
10	12022070	149.93	04/18/17	5595 ORIENTAL TRADING	C
10	12022071	2,134.70	04/18/17	5727 PASSAIC CTY TECHNICAL INST.	C
10	12022072	1,438.50	04/18/17	5775 PEARSON CLINICAL ASSESSMENTS ORDERING DE	C
10	12022073	33,202.40	04/18/17	5839 PHOENIX CENTER	C
10	12022074	252.00	04/18/17	5863 PITNEY BOWES INC.	C
10	12022075	26.99	04/18/17	2042 READYREFRESH	C
10	12022076	6,600.16	04/18/17	5899 POSITIVE PROMOTIONS, INC	C
10	12022077	300.25	04/18/17	30961 PROJECT LEAD THE WAY, INC.	C
10	12022078	707.40	04/18/17	6201 RELIABLE LOCK & SAFE	C
10	12022079	206.57	04/18/17	6064 RENEE RICHARDSON-BACHIA	C
10	12022080	765.37	04/18/17	6244 RICCIARDI BROTHERS HOME DECORATING STORE	C
10	12022081	2,000.00	04/18/17	31976 RONALD CARLSON	C
10	12022082	2,330.00	04/18/17	1769 RONALD W. CRAMPTON, M.D.	C
10	12022083	1,557.92	04/18/17	6510 SCHOOL HEALTH CORP.	C
10	12022084	3,787.49	04/18/17	6539 SCHOOL SPECIALTY INC.	C
10	12022085	485.00	04/18/17	7922 SHARONDA ALLEN	C
10	12022086	579.08	04/18/17	13862 SHERWIN WILLIAMS CO.	C
10	12022087	813.50	04/18/17	6429 SODEXO CATERING FOR E.O.B.O.E FOOD SERVI	C
10	12022088	19,025.37	04/18/17	6704 SOMERSET HILLS SCHOOL	C
10	12022089	1,080.00	04/18/17	26050 SOUL CIRCUS INC.	C
10	12022090	594.00	04/18/17	6725 SOUTH ORANGE PERFORMING ARTS CENTER	C
10	12022091	7,193.34	04/18/17	1412 SPECTRUM 360	C
10	12022092	7,942.62	04/18/17	6437 ST.JOSEPH SCHOOL FOR THE BLIND DBA/ CONC	C
10	12022093	944.25	04/18/17	17701 STEWART BUSINESS SYSTEMS	C
10	12022094	2,307.25	04/18/17	6831 SUMMIT HEARING AID CENTER	C
10	12022095	498.08	04/18/17	7142 TANNER NORTH JERSEY, INC. FURNITURE & EQ	C
10	12022096	2,075.00	04/18/17	6960 TECH SQUAD	C
10	12022097	1,314.00	04/18/17	6994 TELE-MEASUREMENTS, INC.	C
10	12022098	14,345.60	04/18/17	22080 TEQUIPMENT, IN.	C
10	12022099	1,171.60	04/18/17	2674 THE COMMUNITY SCHOOL	C
10	12022100	31,785.49	04/18/17	4228 THE LEARNING CENTER FOR EXCEPTIONAL	C
10	12022101	4,867.74	04/18/17	4841 THE MILTON SCHOOL	C
10	12022102	5,794.44	04/18/17	4999 THE MUSIC SHOP, L.L.C	C
10	12022103	293.58	04/18/17	7643 THE PRUDENTIAL INSURANCE COMPANY OF AMER	C
10	12022104	1,915.20	04/18/17	6785 NJ ADVANCE MEDIA	C
10	12022105	5,880.98	04/18/17	20168 THE WATSON INSTITUTE	C
10	12022106	786.25	04/18/17	7542 THEATREWORKS USA	C
10	12022107	665.72	04/18/17	30465 THOMAS TAMBURIN	C
10	12022108	11,070.00	04/18/17	5345 TREASURER-STATE OF NEW JERSEY	C
10	12022109	912.79	04/18/17	7112 TRIARCO ARTS & CRAFTS	C
10	12022110	9,395.00	04/18/17	15210 TSP MAINTENANCE SUPPLY, LLC	C
10	12022111	1,210.17	04/18/17	12513 ULINE	C
10	12022112	11,194.50	04/18/17	7174 UNION CTY EDUC SERV COMM	C
10	12022113	247.87	04/18/17	7235 UNITED PARCEL SERVICE	C
10	12022114	22,697.39	04/18/17	8173 UNITED WELDING & PLUMBING	C
10	12022115	618.50	04/18/17	7188 UNIVERSAL CHEMICAL	C
10	12022116	9,453.24	04/18/17	7225 UNIVERSAL UNIFORM SALES COMPANY, INC.	C
10	12022117	1,750.00	04/18/17	29440 VALERIE D. WESLEY	C
10	12022118	18.43	04/18/17	7288 VERIZON SELECT SERVICES INC.	C
10	12022119	12,689.97	04/18/17	7296 VERIZON WIRELESS	C
10	12022120	8,695.01	04/18/17	2540 W.B. MASON INC.	C
10	12022121	2,484.46	04/18/17	2631 WARSHAUER GENERATORS LLC	C
10	12022122	468.56	04/18/17	3142 WATCHUNG BOOKSELLERS	C
10	12022123	24,207.85	04/18/17	1395 WESTBRIDGE ACADEMY, INC.	C
10	12022124	1,097.80	04/18/17	2206 WHITNEY CLEANERS	C

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Bank	Check No	Amount	Date	Vendor	Type
10	12022125	396.00	04/18/17	7462 WIESER EDUCATIONAL INC.	C
10	12022126	38,143.30	04/18/17	7499 WINDSOR PREP INC	C
10	12022127	25.44	04/18/17	7524 WORRALL COMMUNITY NEWSPAPERS	C
10	12022128	472.39	04/18/17	7548 XEROX CORP	C
10	12022129	439.18	04/18/17	7549 XEROX CORP	C
10	12022130	5,545.23	04/18/17	19500 XEROX FINANCIAL SERVICES	C
10	12022131	59,586.30	04/18/17	7570 YOUTH CONSULTATION SERVICE	C
10	12022132	6,330.91	04/18/17	2314 EAST MOUNTAIN SCHOOL CARRIER CLINIC	C
10	12022133	211,995.00	04/18/17	2333 EAST ORANGE COMMUNITY CHARTER SCHOOL	C
10	12022134	20,514.00	04/18/17	7064 GREAT OAKS LEGACY CHARTER SCHOOL	C
10	12022135	10,322.00	04/18/17	30767 HONOR RIDGE ACADEMY	C
10	12022136	16,484.00	04/18/17	4166 LADY LIBERTY ACADEMY CHARTER SCHOOL	C
10	12022137	50,519.00	04/18/17	24740 LINK COMMUNITY CHARTER SCHOOL	C
10	12022138	4,089.00	04/18/17	19046 NEWARK EDUCATORS COMMUNITY CHARTER	C
10	12022139	17,143.00	04/18/17	13927 NEWARK PREP CHARTER	C
10	12022140	122,404.00	04/18/17	17604 PHILIP'S ACADEMY CHARTER SCHOOL (PACS)	C
10	12022141	250,500.00	04/18/17	6015 PRIDE ACADEMY CHARTER SCHOOL	C
10	12022142	10,831.00	04/18/17	5258 ROSEVILLE COMMUNITY CHARTER SCHOOL	C
10	12022143	93,020.00	04/18/17	6978 TEAM ACADEMY CHARTER SCHOOL	C
10	12022144	37,296.00	04/18/17	13951 THE PAULO FREIRE SCHOOL	C
10	12022145	11,486.00	04/18/17	7228 UNIVERSITY HEIGHTS CHARTER SCHOOL	C
10	12022146	7,281.56	04/18/17	7390 WASHINGTON ACADEMY, INC	C
Total Bank No 10		3,919,475.27			
30	12000119	1,813.00	04/18/17	3653 JAY-HILL REPAIRS	C
30	12000120	553,963.32	04/18/17	6428 SODEXO, INC. - BUSINESS OFFICE	C
Total Bank No 30		555,776.32			

Total Manual Checks	.00
Total Computer Checks	4,475,251.59
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Manual Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total 4,475,251.59

Number of Checks 354

Batch Yr	Batch No	Amount
17	001380	44,408.54
17	001397	161,376.90
17	001399	846,281.00
17	001401	348,166.54
17	001402	472,436.09
17	001403	419,328.87
17	001405	23,934.47
17	001417	79,322.85
17	001425	85,909.14
17	001428	108,875.20
17	001430	86,945.42
17	001434	35,680.82
17	001435	130,078.30

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<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
				17	001438 97,397.53
				17	001441 82,785.26
				17	001442 142,866.56
				17	001451 49,162.00
				17	001452 393,762.65
				17	001453 21,937.81
				17	001455 96,792.89
				17	001463 49,754.72
				17	001470 142,271.71
				17	001475 555,776.32