

**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, January 17, 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:

- December 13, 2016

V. REPORT OF THE SUPERINTENDENT OF SCHOOLS

A. PRESENTATIONS

- 1. A presentation by Dr. Kemper, Associate Teaching Professor and Director, Rutgers Early College Humanities Program, REaCH**
- 2. A presentation to Ms. Jean James, Tyson Music Teacher, for 47 years of service by the East Orange Board Members**

B. POLICY READING

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

Policy No.	Description	New/Revised
2415.30	Title I – Educational Stability for Children in Foster Care	New Policy
3112	Abolishing Positions	Revised Policy
3134	Assignment or Additional Duties	Revised Policy
3143	Dismissal	Revised Policy
3146	Conduct of Reduction in Force	Revised Policy & Regulation
3150	Discipline	Revised Policy
3152	Withholding an Increment	Revised Policy
3160	Physical Examination	Revised Policy & Regulation
3161	Examination for Cause	Revised Policy
4111	Creating Positions	Revised Policy
4130	Assignment and Transfer	Revised Policy

V. REPORT OF THE SUPERINTENDENT OF SCHOOLS

A. POLICY READING continued..

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

Policy No.	Description	New/Revised
4140	Termination	Revised Policy
4145	Layoffs	Revised Policy
4150	Discipline	Revised Policy
4152	Freezing or Reducing Wages	Revised Policy
4160	Physical Examination	Revised Policy & Regulation
4161	Examination for Cause	Revised Policy
5841	Secret Societies	Revised Policy
5842	Equal Access of Student Organizations	Revised Policy
5850	Social Events and Class Trips	Revised Policy & Regulation
5880	Public Performances by Students	Revised Policy

B. POLICY READING

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

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

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

VII. COMMENTS AND PRESENTATIONS FROM THE PRESIDENT

VIII. COMMENTS FROM THE PUBLIC

IX. RETIRE TO EXECUTIVE SESSION

X. RECOMMENCE PUBLIC MEETING

XI. ROLL CALL

XII. CONSIDERATION OF RESOLUTIONS

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- a. Memorandum of Understanding (MOU) Test Assessing Secondary Completion and EOBOE
- b. Behavior Health Services Program (Provided by ASAPP Health Care)
- c. Permission to Partner with NJIT for Dual Enrollment
- d. Elevate Education Study Skills Program
- e. In-School Mentoring Program
- f. Rutgers School of Health Professions Online Exam Registration for Allied Health Students on February 22nd, June 2nd and June 9th, 2017
- g. Guest Speakers – Law Day 2017 Mock Trial Presentation – Superior Court of New Jersey
- h. Look Before You Leap
- i. Warfield Leadership: Unlimited Guest Speaker
- j. Consultant Heather Jackson on Cross Content Curriculum Mapping Formative Assessments, and Instructional Strategies
- k. Parent Workshop with Baruti Kafele
- l. The Power of One Anti-Bullying Assembly
- m. Effective Parent Engagement Parent Workshop
- n. Special Education Home Instruction Students
- o. Special Education Out of District Placements
- p. IDEA-B Final Report/ Amendment Application to Carry Over FY 2016 Funds
- q. Intervention and Referral Services Training
- r. NJIT's 2017 Pre-College Program
- s. Zoological Camp 2017 at the Turtle Back Zoo
- t. Artists in Residence – Vocal Studies
- u. Afterschool Program Cost
- v. Afterschool Detention
- w. Nutrition Program
- x. Wellness Program
- y. Harassment, Intimidation and Bullying Monthly Incident
- z. Field Trips

XII. CONSIDERATION OF RESOLUTIONS

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

- a. Retirement
- b. Resignations
- c. Rescission of Appointment
- d. Rescission of Leaves of Absence
- e. Leaves of Absence
- f. Transfers
- g. Reclassifications
- h. Salary Adjustments
- i. Staff Appointments
- j. Extra-Curricular and Co-Curricular Appointments – Various Locations – 2016-2017 SY
- k. Salary Adjustments – East Orange Education Association – 2014-2015, 2015-16 & 2016-2017 S/Y
- l. Creation of Position and Job Description
- m. Agenda Changes/Corrections
- n. Appointments
- o. Denial of Request for Extended Sick Leave
- p. Separation
- o. Professional Conferences

3. BUSINESS SERVICES

- a. List of Bills (Ratify)
- b. List of Bills
- c. Appropriation Transfers
- d. Appropriation Transfers – ECPA/Fund 15
- e. T-1 Request for Taxes from the City of East Orange
- f. T-2 Request for Debt Service Taxes from the City of East Orange
- g. Recommendation to Approve Fund Raising Requests
- h. Acceptable of Funds – Nonpolic Security Aid
- i. Acceptance of Donation (Book Exchange Structure) – Cochran Academy
- j. Acceptance of Donation from Pajama Program
- k. Five Year Preschool Program Plan Update for 2017-2018 SY and One Year Budget for the 2017-2018 School Year
- l. 2016-2017 School Year – Revised Preschool Budget for the East Orange Early Childhood Collaborative Agency: Sara Ward
- m. A-148 Secretary's Report
- n. A-149 Treasurer's Report
- o. Budgetary Major Account/Fund Status Certificate
- p. Request for Authorization to Participate in the Educational Services Commission of New Jersey for 2016-2017 SY
- q. 2016-2017 School Year – East Orange School District Private Provider and Head Start Agencies Teacher Salary Guides
- r. Request for Qualifications – Special Litigation Counsel

4. MAINTENANCE SERVICES

- a. Recommendation for the Use of Facility

XIII. CLOSING STATEMENT/ADJOURNMENT

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- a. Memorandum of Understanding (MOU) Test Assessing Secondary Completion (TASC) and East Orange Board of Education – (Webb)

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 MOU to administer the TASC Test July 1, 2016 through December 31, 2020.

- b. Behavioral Health Services Program for Jackson Academy Students Provided by ASAPP Health Care – (Joseph)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves ASAPP to provide behavioral health services to Jackson Academy students from January 23, 2017 to June 16, 2017 at no cost to the District.

- c. Permission to Partner with NJIT for Dual Enrollment – (Ramsey)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves a partnership with NJIT for dual enrollment for the 2017-2018 school year at a cost of \$55,000 which includes tuition and books. Current STEM Academy teachers who have the credentials will teach the courses using the NJIT materials and handbook.

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

(Account Code: TBD when new budget is determined)

- d. Elevate Education Study Skills Program – (Ramsey)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves a contract with ELEVATE Education for study skills instruction for 7th - 11th grade East Orange STEM Academy students. The cost of the training is \$5,775. The training will begin the end of January 2017.

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

(Account Code: 17.15.190.100.320.102.002.0000)

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESe. In-School Mentoring Program – (Walker)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves an In-School Mentoring Program for girls at Healy Middle School at the cost of \$750 (materials) plus \$2000 (facilitator fee) for a total cost of \$2750 to the District.

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

(Account Code: 17.15.190.100.320.217.017.0000)

f. Rutgers School of Health Professions Online Exam Registration for Allied Health Students on February 22, June 2nd and June 9th – (A. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the registration of Allied Health students to take the online end of course college examinations on February 22nd, June 2nd, and June 9th, 2017 at a cost the District not to exceed \$2,850. No transportation is needed.

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

(Account Code: 17.15.190.100.610.101.001.6000)

g. Guest Speakers – Law Day 2017 Mock Trial Presentation – Superior Court of New Jersey – Essex Vicinage – (A. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves a Guest Speakers Event for the students of the Law Classes and Law Club of East Orange Campus High School to participate in the Law Day 2017 Mock Trial, on or about May 1, 2017 in Room B111, the Court Room. There is no cost to the District.

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESh. Look Before You Leap – (A. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves program from the NJ Physicians Advisory Group with Peggy Cowen, entitled “Look Before You Leap”, to be held at East Orange Campus High School on February 8, 2017 at a cost not to exceed \$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: 17.15.000.213.500.101.001.0000)

i. Warfield Leadership Unlimited Guest Speaker – (A. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the attendance of Nash Warfield to be a guest speaker at East Orange Campus High School and provide a workshop to EOCHS students at a cost to the District not to exceed \$1,000.

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

(Account Code: 17.15.000.218.500.101.001.0000)

j. Consultant: Heather Walker on Cross Content Curriculum Mapping, Formative Assessments and Instructional Strategies – (A. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Ms. Heather Jackson to provide professional development to teachers on 7 full days for the period of January through March 2017 at a cost to the District not to exceed \$8,400.

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: 17.20.231.200.100.001.001.9727)

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESk. Parent Workshop with Baruti Kafele – (A. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Mr. Baruti Kafele to present a workshop to parents on how to effectively support their children in the learning process at a Parent Meeting on February 15, 2017 at a cost to the District not to exceed \$500.

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

(Account Code: 17.20.231.200.100.101.001.9727)

l. The Power of One Anti-Bullying Assembly – (Stallings)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Soren Bennick productions to present the Power of One, an anti-bullying assembly to the students of Langston Hughes on February 3, 2017 at a cost to the District of \$850.

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

(Account Code: 17.15.000.218.500.306.003.0000)

m. Effective Parent Engagement Parent Workshop – (Stallings)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Dr. Baruti Kafele to present “Effective Parent Engagement,” a parent workshop to the parents of Langston Hughes on February 15, 2017, at a cost to the District of \$500.

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

(Account Code: 17.20.231.200.500.306.006.9626)

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

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

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves 7 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.)

- o. 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 2 Out of District Special Education students and contracts. Placements at a total cost of \$88,863.

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)

- p. IDEAS –B Final Report/Amendment Application to Carry Over FY 2016 Funds – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the submission of the IDEA-B (Basic and Preschool) Final Report Application in the amount of \$467,909 (Basic \$325,714, Preschool \$4,894 and Nonpublic \$137,301) and the IDEA-B Amendment Application to carry over funds to be expended during the 2016-2017 school year.

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

(Account Code: IDEA-B Carry Over Funds \$467,909)

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- q. Intervention and Referral Services Training – (Harvest, Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Ms. Connie Greene, Consultant to provide a one day Intervention & Referral Services (I&RS) professional development workshop for the district's I&RS teams outlining the processes and procedures of Intervention & Referral Services (I&RS) on Wednesday, January 25, 2017 at no cost to the District.

- r. NJIT's 2017 Pre-College Program – (Watson, Johnson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the participation of 60, ethnically diverse, East Orange School District students, in a 4-week STEM program at NJIT – Newark from July 10, 2017 to August 4, 2017 with a daily starting time at 9 am and ending at 4 pm. The total cost to the District is \$13,850. The cost of lunch and tuition will be provided by the Ralph Errington Charitable Foundation.

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.

- s. Zoological Camp 2017 at the Turtle Back Zoo – (Watson, Johnson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the participation of 40, ethnically diversified, East Orange School District students, in a 4-day Zoological Program at the Turtle Back Zoo, West Orange, NJ from July 3, 2017 to July 7, 2017. The school day will run from 9 am – 4 pm. Student participants will be selected from Louverture Elementary, Warwick Institute, Tyson Elementary and Jackson Academy in grades one through 5. The student's tuition will be paid for by the Ralph Errington Charitable Foundation. The total cost to the District is \$1,664 for 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.

- t. Artists in Residence – Vocal Studies – (Harvest, Colson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Alicia Hall Moran and Joseph Joubert, as Artists in Residence, to present at Convocation for the Tyson High School students and provide Master classes for Tyson Vocal and Musical Theater Majors between February 1, 2017 and May 15, 2017. Cost to the District is \$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:17.11.000.221.320.000.000.9706)

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESu. Afterschool Program Cost- (Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the operation of an Afterschool Program at a cost not to exceed \$960 for salaries. The program will provide additional time on task for identified students in the content areas of Language Arts and Mathematics. The program will begin on or after February 1, 2017 and conclude on or before May 30, 2017. All costs are budgeted in school based accounts as certified by the school accountant.

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: School Based Budget)

v. After School Detention – (Trono)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves an After school Detention Program for Costley Middle School at no cost to the District.

w. Nutrition – (Trono)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the attendance of Sally Hammer Registered Dietician from East Orange Shoprite Live Right Program to provide nutritional information on healthy eating, how to make healthy choices and calorie counting to the students in Costley Middle School at no cost to the District.

x. Wellness – (Trono)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the attendance of Mary Ann Kokidis to provide health and wellness information to Costley Middle School Staff at no cost to the District.

y. 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 10 incidents for December 2016 for the NJDOE monthly reporting of HIB.

XII. CONSIDERATION OF RESOLUTIONS**JANUARY 17, 2017****A. SUPERINTENDENT OF SCHOOLS****1. EDUCATIONAL SUPPORT & STUDENT SERVICES****z. Field Trips**

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

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
1	Ms. Lesko-Eckert 20 students 2 staff members STEM Academy	Philadelphia, PA	To visit the Federal Reserve and the US Mint (Educational)	1/20/17	\$1,014.00 Transportation <u>\$ 130.00</u> Substitute Salary \$1,144.00 Total 17.15.000.270.512.102.002.5523 (SB) 17.15.130.100.101.102.002.9729 (SB)
2	Ms. C. Jones 15 students 2 staff members 1 parent chaperone Houston Academy	Essex Fells, NJ	To attend the Totally Global Competition and Fair (Educational & Enrichment)	1/24/17	<u>\$286.00</u> Transportation \$286.00 Total 17.15.000.270.512.307.007.5523 (SB)
3	Ms. J. Refinski 10 students 1 staff member STEM Academy	Hackensack, NJ	To attend the Model UN Congress (Educational)	1/26/17 1/27/17	\$ 882.16 Transportation \$ 500.00 Admissions <u>\$ 260.00</u> Substitute Salary \$1,642.16 Total 17.15.000.270.512.102.002.5523 (SB) 17.15.190.100.800.102.002.0000 (SB) 17.15.130.100.101.102.002.9729 (SB)
4	Ms. A. Evans 30 students 3 staff members Campus High School	New York, NY	To visit the Metropolitan Museum (Educational)	1/27/17	\$ 872.00 Transportation <u>\$ 260.00</u> Substitute Salary \$1,132.00 17.15.000.218.500.101.001.0000 (SB) 17.15.140.100.101.101.001.9727 (SB)
5	Ms. L. DeJesus 150 students 15 staff members Healy Middle School	West Orange, NJ	To attend the Positive Behavior Support in Schools Program at Richard J. Codey Arena (Educational)	2/2/17	\$1,190.80 Transportation <u>\$1,410.00</u> Admissions \$2,600.80 Total 17.15.190.100.800.217.017.0000 (SB) 17.15.000.270.512.217.017.5523 (SB)
6	Ms. I. Colson 650 students 65 staff members All district schools	East Orange, NJ	To participate in the All City Arts Festival (Educational)	2/3/17 2/10/17 3/8/17 3/9/17 3/11/17 3/12/17	\$6,700.00 Transportation <u>\$2,300.00</u> Stipends for Overtime \$9,000.00 Total 17.11.000.270.517.000.000.9706 (AB) 17.11.000.221.110.000.000.9706 (AB)

XII. CONSIDERATION OF RESOLUTIONS**JANUARY 17, 2017****A. SUPERINTENDENT OF SCHOOLS****1. EDUCATIONAL SUPPORT & STUDENT SERVICES****z. Field Trips**

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
7	Ms. N. Diaz 25 students 2 staff members Campus High School	Newark, NJ	To attend a summit for high school girls at Rutgers Uni. (Educational)	2/4/17	\$234.00 Transportation <u>\$260.00</u> Substitute Salary \$494.00 Total 17.15.000.270.512.101.001.5523 (SB) 17.15.140.100.101.101.001.9727 (SB)
8	Ms. N. Diaz 15 students 2 staff members Campus High School	New York City, NY	To visit the NY FED Economics Boot Camp at the Federal Reserve Bank (Educational)	2/7/17	\$495.00 Transportation <u>\$260.00</u> Substitute Salary \$755.00 Total 17.15.000.270.512.101.001.5523 (SB) 17.15.140.100.101.101.001.9727 (SB)
9	Ms. L. Gopal 50 student 5 staff members Campus High School	Montclair, NJ	To attend the Montclair State University Choralfest (Educational)	2/10/17	\$291.20 Transportation <u>\$100.00</u> Registration \$391.20 Total 17.15.000.270.512.101.001.5523 (SB) 17.15.190.100.610.101.001.6000 (SB)
10	Mr. S. Webb 30 students 10 staff members FSA High School	Newark, NJ	To attend a play entitled, "Mayheim Poets" at NJPAC (Educational)	2/10/17	\$320.00 Admissions <u>\$234.00</u> Transportation \$554.00 Total 17.11.423.100.800.029.029.0000 (SB) 17.11.423.270.571.029.029.5523 (SB)
11	Ms. A. Evans 45 students 4 staff members Campus High School	Washington, DC	To visit the National Museum of African American History (Educational)	2/16/17	\$2,184.00 Transportation <u>\$ 390.00</u> Substitute Salary \$2,574.00 Total 17.15.140.100.101.101.001.9727 (SB) 17.15.000.270.512.101.001.0000 (SB)
12	Ms. L. Gopal 20 students 3 staff members Campus High School	New York, NY	To attend performance of Cirque du Soleil Paramour at the Lyric Theater (Educational, Enrichment & Incentive)	2/16/17	\$676.00 Transportation <u>\$130.00</u> Substitute Salary \$806.00 Total 17.15.000.270.512.101.001.5523 (SB) 17.15.140.100.101.101.001.9727 (SB)
13	Mr. K. Zahir 35 students 4 staff members Tyson M/H School	New York City, NY	To attend the Harry Connick, Jr. T.V. show taping and production (Educational & Enrichment)	2/16/17	No cost to the district.

XII. CONSIDERATION OF RESOLUTIONS**JANUARY 17, 2017****A. SUPERINTENDENT OF SCHOOLS****1. EDUCATIONAL SUPPORT & STUDENT SERVICES****z. Field Trips**

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
14	Mr. W. Miller 40 students 4 staff members Campus High School	New York, NY	To visit the Schomburg Cultural Center (Educational & Enrichment)	2/19/17	\$390.00 Substitute Salary <u>\$525.00</u> Transportation \$915.00 Total 17.15.140.100.101.101.001.9727 (SB) 17.15.000.218.500.101.001.0000 (SB)
15	TSgt Thomas 40 students 3 staff members 2 parent chaperones Campus High School	Philadelphia, PA	To visit the African American Museum (Educational)	2/23/17	\$1,014.00 Transportation <u>\$ 390.00</u> Substitute Salary \$1,404.00 Total 17.15.000.270.512.101.001.5523 (SB) 17.15.140.100.101.101.001.9727 (SB)
16	Ms. A. King 14 students 5 staff members STEM Academy	Jersey City, NJ	To visit the Liberty Science Center (Educational)	3/7/17	\$390.00 Transportation <u>\$470.25</u> Admissions \$860.25 Total 17.15.000.270.512.102.002.5523 (SB) 17.15.190.100.800.102.002.0000 (SB)
17	Mr. Gibbs 54 students 3 staff members 2 parent chaperones Carver Institute	South Orange, NJ	To attend the Science Show at SOPAC (Educational)	4/5/17	\$ 594.00 Admissions <u>\$ 421.20</u> Transportation \$1,015.20 Total 17.15.000.270.512.305.005.5523 (SB) 17.15.190.100.800.305.005.0000 (SB)
18	Ms. Nichol-Manning 34 students 4 staff members STEM Academy	Paramus, NJ	To visit the Buehler Challenger & Science Center (Educational & Incentive)	4/17/17	\$ 374.40 Transportation \$ 845.00 Admissions <u>\$ 390.00</u> Substitute Salary \$1,609.40 Total 17.15.000.270.512.102.002.5523 (SB) 17.15.190.100.800.102.002.0000 (SB) 17.15.130.100.101.102.002.9729 (SB)
19	Mr. S. Webb 47 students 4 staff members FSA High School	Morristown, NJ	To attend performance of the Hispanic Flamenco Ballet (Educational)	4/24/17	\$ 364.00 Transportation <u>\$ 940.00</u> Admissions \$1,304.00 Total 17.11.423.270.512.029.029.5523 (SB) 17.11.423.100.800.029.029.0000 (SB)
20	Ms. S. Webb 30 students 10 staff members FSA High School	Washington, DC	To attend Howard University and Tour of MLK Monument (Educational)	4/27/17	\$2,366.00 Transportation <u>\$ 60.00</u> Catering \$2,426.00 Total 17.11.423.270.512.029.029.5523 (SB) 17.11.423.100.500.029.029.0000 (SB)

XII. CONSIDERATION OF RESOLUTIONS**JANUARY 17, 2017****A. SUPERINTENDENT OF SCHOOLS****1. EDUCATIONAL SUPPORT & STUDENT SERVICES****z. Field Trips**

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets
					SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
21	Ms. L. DeJesus 150 students 15 staff members Healy Middle School	Freehold, NJ	To visit I-PLAY AMERICA (Rewards)	5/5/17	\$2,848.50 Admissions <u>\$1,560.00</u> Transportation \$4,408.50 Total 17.15.190.100.800.217.017.0000 (SB) 17.15.000.270.512.217.017.5523 (SB)
22	Mr. S. Webb 30 students 10 staff members FSA High School	Newark, NJ	To attend Alvin Ailey Dance Theater performance at NJPAC (Educational)	5/12/17	\$320.00 Admissions <u>\$234.00</u> Transportation \$554.00 Total 17.11.423.100.800.029.029.5523 (SB) 17.11.423.270.571.029.029.5523 (SB)
23	Ms. M. Morano 41 students 2 staff members 8 parent chaperones Cochran Academy	West Orange, NJ	To visit the Turtle Back Zoo (Educational)	5/23/17	\$270.40 Transportation <u>\$369.00</u> Admissions \$639.40 Total 17.15.190.100.800.338.038.0000 (SB) 17.15.000.270.512.338.038.5523 (SB)
24	Ms. Dow 63 students 6 staff members 8 parent chaperones Carver Institute	Freehold, NJ	To visit I-PLAY AMERICA (Incentive)	5/30/17	\$1,559.35 Admissions <u>\$ 832.00</u> Transportation \$2,391.35 Total 17.15.000.270.512.305.005.5523 (SB) 17.15.190.100.800.305.005.0000 (SB)
25	Ms. L. DeJesus 150 students 15 staff members Healy Middle School	Camden, NJ	To visit the Camden Aquarium (Rewards)	6/2/17	\$2,430.00 Admissions <u>\$2,184.00</u> Transportation \$4,614.00 Total 17.15.190.100.800.217.017.0000 (SB) 17.15.000.270.512.217.017.5523 (SB)
26	Ms. Hassan 88 students 8 staff members STEM Academy	Weehawken, NJ	To visit Spirit Cruises for 8th Grade Social (Rewards)	6/5/17	<u>\$1,872.00</u> Transportation \$1,872.00 Total 17.15.000.270.512.102.002.5523 (SB)
27	Mr. S. Nabutete 82 students 10 staff members 10 parent chaperones Cochran Academy	West Orange, NJ	To visit Turtle Back Zoo (Educational & Enrichment)	6/8/17	\$ 909.00 Admissions <u>\$ 624.00</u> Transportation \$1,533.00 Total 17.15.190.100.800.338.038.0000 (SB) 17.15.000.270.512.338.038.5523 (SB)

XII. CONSIDERATION OF RESOLUTIONS

JANUARY 17, 2017

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

z. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets
					SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
28	Ms. R. Hassan 88 students 10 staff members STEM Academy	Jackson, NJ	To visit Six Flags Great Adventure (Rewards)	6/9/17	\$1,456.00 Transportation \$ 520.00 Substitute Salary \$1,976.00 Total 17.15.000.270.512.102.002.5523 (SB) 17.15.130.100.101.102.002.9729 (SB)
29	Ms. F. Allen 100 students 11 staff members Healy Middle School	New York, NY	To visit the National Museum of Mathematics (Educational)	6/9/17	\$1,508.00 Transportation \$ 954.00 Admissions \$2,462.00 Total 17.15.190.100.800.217.017.0000 (SB) 17.15.000.270.512.217.017.5523 (SB)
30	Dr. V. Stallings 80 students 7 staff members 8 parent chaperones Langston Hughes	Lincoln Harbor, NJ	To visit Spirit Cruises to attend a luncheon cruise (Educational & Incentive)	6/19/17	\$4,704.06 Admissions \$ 780.00 Transportation \$5,484.06 Total 17.15.000.270.512.306.006.5523 (SB) 17.15.190.100.800.306.006.0000 (SB)
31	MSgt Rivera 10 students 2 staff members Campus High School	Tupper Lake, NY	To attend the Floodwood Mountain Leadership Camp (Educational)	7/9/17 Thru 7/15/17	No cost to the district
32	Ms. L. Gopal 8 students 2 staff members Campus High School	Kinnelon, NJ Morris Knolls, NJ	To participate in the NJSMA Regional Choir Rehearsals and Concert	1/18; 1/24; 1/26 and 1/28/17	\$1,872.00 Transportation \$1,872.00 Total 17.15.000.270.512.101.001.5523
CHANGES TO FIELD TRIP RESOLUTIONS					
1	Ms. A. Battle 80 students 10 staff members Banneker Academy	Philadelphia, PA	To visit the Philadelphia Museum of Art (Educational)	3/7/17	This field trip was Board approved at the 11/14/16 meeting. Due to a scheduling conflict, the date of the trip was changed from 3/8/17 to 3/7/17.
RATIFIED RESOLUTION					
1	Coach L.T. Wigfall 10 students 3 staff members Campus High School	Lynchburg, VA	To compete in the Milestat Presents the VA Show (Educational)	1/12/17 Thru 1/15/17	\$6,240.00 Transportation \$1,297.91 Lodging \$ 500.00 Meals \$8,037.91 Total 17.15.000.270.512.101.001.5523 (SB) 17.15.402.100.500.101.001.0000 (SB)
					F/T Board Agenda 1/17/17

A. SUPERINTENDENT OF SCHOOLS**2. LABOR RELATIONS & EMPLOYMENT SERVICES****a. Retirement**

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

1. Dr. Freida Scott – Teacher of the Handicapped (MCI) – East Orange Campus High School
Effective March 1, 2017 (19 years, 6 months of service)
(15.201.100.0101.000.101.001.0000)

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. Kevin Horton – Teacher Assistant for Special Education (BD) – Garvin School
Effective January 20, 2017 (personal reasons) (10 years, of service)
(15.204.100.0106.000.308.008.0000)
2. Mr. Al-Majid Hutchins – Teacher Assistant for Special Education (CSM) – Campus High
Effective January 6, 2017 (another position) (4 years, 4 months of service)
(15.213.100.0106.000.101.001.0000)
3. Ms. Kamellah Marsh – Teacher Assistant for Special Education (AUT) – Tyson 6-12
Effective January 27, 2017 (no reason) (3 years, 2 months of service)
(15.214.100.0106.000.203.003.0000)
4. Ms. Yolanda Martin – Lunch Period Supervisory Aide – Wahlstrom Academy
Effective January 20, 2017 (another position) (1 year, 4 months of service)
(11.000.262.0100.000.000.000.0000)
5. Ms. Lesia Richards – Lunch Period Supervisory Aide – Wahlstrom Academy
Effective January 17, 2017 (to continue education) (1 year, 4 months of service)
(11.000.262.0100.000.000.000.0000)
6. Mr. Abdul Aziz Yasin – Custodian (Night) – Warwick Institute
Effective January 17, 2017 (no reason) (4 years, 3 months of service)
(11.000.262.0100.000.000.000.0000)

c. Rescission of Appointment

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

1. Mr. Donald Scott – Lunch Period Supervisory Aide – Garvin School
Appointment was approved at the October 11, 2016 Board Meeting
(11.000.262.0100.000.000.000.0000)

d) Rescission of Leaves of Absence

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

1. Ms. Tahseena Abdul-Majeed – Teacher of Science – East Orange STEM Academy High School
Educational LOA was approved at the September 20, 2016 Board Meeting
(15.140.100.0101.000.102.002.0000)

A. SUPERINTENDENT OF SCHOOLS**2. LABOR RELATIONS & EMPLOYMENT SERVICES****d. Rescission of Leaves of Absence (cont'd)**

2. Ms. Stacey Field – Teacher of the Handicapped (PSD) – Gibson Academy
Educational LOA was approved at the April 12, 2016 Board Meeting
(15.216.100.0101.000.337.037.0000)

e. Leaves of Absence

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

1. Ms. Zainab Abdul-Zahir – Literacy Coach – Truth Middle School
Family Act LOA Effective December 1, 2016 to December 23, 2016
(15.000.221.0104.000.216.016.0000)
2. Ms. Karen Akutekha – Teacher of Science – Campus High
Family Act LOA Effective October 14, 2016 to December 23, 2016
(15.140.100.0101.000.101.001.0000)
3. Ms. Alice Ash – Secretary (Assistant) – Division of Curriculum Services
Family Act LOA Effective October 18, 2016 to January 24, 2017
Health LOA Effective January 25, 2017 to February 28, 2017
(11.000.221.0105.000.000.000.0000)
4. Ms. Jacquelyn Banks – Teacher Tutor – Parks Academy
Family Act LOA Effective November 14, 2016 to November 30, 2016
(15.120.100.0101.000.311.011.0000)
5. Mr. Samir Bengherifa – Teacher of Mathematics – Tyson 6-12
Family Act LOA Effective December 14, 2016 to December 23, 2016
(15.130.100.0101.000.203.003.0000)
6. Ms. Ebony Bittings – Teacher of Elementary – Warwick Institute
Family Act LOA Effective January 9, 2017 to February 10, 2017
(15.120.100.0101.000.309.009.0000)
7. Ms. Shantae Bolden – Teacher of Pre-Kindergarten – Wahlstrom Academy
Family Act and Bonding LOA Effective February 16, 2017 to June 22, 2017
Child Rearing LOA (without pay) Effective June 23, 2017 to June 30, 2017
(20.218.100.0101.000.028.026.9010)
8. Ms. Natasha Cross – Secretary (Head) – Banneker Academy
Family Act LOA Effective December 19, 2016 to December 23, 2016
(15.000.240.0105.000.336.036.0000)
9. Ms. Jasmine Darwin – Teacher Assistant for Special Ed (BD) – Tyson Elementary
Family Act and Bonding LOA Effective February 21, 2017 to June 23, 2017
Child Rearing LOA (without pay) Effective June 24, 2017 to June 30, 2017
(15.216.100.0106.000.312.012.0000)
10. Ms. Christine DeVitto – Teacher of Elementary – Langston Hughes School
Health LOA Effective November 30, 2016 to December 9, 2016
(15.120.100.0101.000.306.006.0000)

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

11. Ms. Quanisha Dorsey – Security Monitor – Campus High
Pregnancy LOA Effective January 31, 2017 to April 17, 2017
(11.000.266.0100.000.000.000.0000)
12. Ms. Khabirah Edouard – Secretary – Educational Support Services
Family Act LOA (Intermittent) Effective September 6, 2016 to February 12, 2017 (NTE 20 days)
(11.000.218.0105.000.000.000.0000)
13. Mr. Keith Gant – Teacher of Grades 6-8 (SSd) – Healy Middle School
Family Act LOA Effective January 18, 2017 to February 27, 2017
(15.130.100.0101.000.217.017.0000)
14. Ms. Tamiko Gourdine-Broadway – Data Coordinator – Campus High
Family Act LOA (Intermittent) Effective September 15, 2016 to June 30, 2017 (NTE 25 days)
(15.140.100.0101.000.101.001.0000)
15. Ms. Geraldine Gray – Security Monitor – Healy Middle School
Family Act LOA Effective November 14, 2016 to January 6, 2017
(15.000.266.0100.000.217.017.0000)
16. Mr. John Gregory – Attendance Officer – Division of Operations
Family Welfare LOA (without pay) Effective January 3, 2017 to March 1, 2017
(11.000.211.0100.000.000.000.0000 – 74.0000%)
(20.218.200.0110.000.028.026.9030 – 26.0000%)
17. Ms. Carolyn Howard – School Nurse – Healy Middle School
Family Act LOA (Intermittent) Effective December 19, 2016 to June 30, 2017 (NTE 30 days)
(15.000.213.0100.000.215.015.0000 – 40.0000%)
(15.000.213.0100.000.216.016.0000 – 30.0000%)
(15.000.213.0100.000.217.017.0000 – 30.0000%)
18. Mr. Boaz Ibarasa – Teacher of the Handicapped (LD) – Campus High
Health LOA Effective January 18, 2017 to February 1, 2017
(15.204.100.0101.000.101.001.0000)
19. Ms. Pamela Kates – Secretary (Assistant) – Tyson 6-12
Family Act LOA (Intermittent) Effective December 13, 2016 to June 30, 2017 (NTE 20 days)
(15.000.240.0105.000.203.003.0000)
20. Ms. Ashley King – Teacher of the Handicapped (AUT) – East Orange STEM Academy High School
Family Act LOA (Intermittent) Effective September 1, 2016 to June 30, 2017 (NTE 20 days)
(15.214.100.0101.000.102.002.0000)
21. Ms. Alrita Legband – Teacher of Elementary – Parks Academy
Family Act LOA Effective January 3, 2017 to February 28, 2017
(15.120.100.0101.000.311.011.0000)
22. Ms. Annette Lewis – Teacher of Elementary – Langston Hughes School
Family Act LOA (Intermittent) Effective November 17, 2016 to June 30, 2017 (NTE 35 days)
(15.120.100.0101.000.306.006.0000)
23. Ms. Alexia Maltabes – Teacher of Grades 6-8 (Mth) – Costley Middle School
Family Act LOA Effective November 28, 2016 to December 9, 2016
(15.130.100.0101.000.215.015.0000)

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

24. Ms. Mary McGinn – Teacher of Health/Physical Education – Cochran Academy
Family Act LOA Effective December 5, 2016 to January 3, 2017
(15.120.100.0101.000.306.006.0000 – 40.0000%)
(15.120.100.0101.000.338.038.0000 – 60.0000%)
25. Ms. Michele Monaco – Teacher of Technology – Costley Middle School
Family Act LOA (Intermittent) Effective October 24, 2016 to June 30, 2017 (NTE 15 days)
(15.000.222.0100.000.215.015.0000)
26. Ms. Dawn Nichol-Manning – Teacher of Grades 6-8 (Sci) – East Orange STEM Academy High School
Family Act LOA Effective November 23, 2016 to February 3, 2017
(15.140.100.0101.000.102.002.0000)
27. Ms. Allison Nunes – Teacher of the Handicapped (MCI) – Campus High
Family Act LOA Effective December 2, 2016 to January 13, 2017
(15.201.100.0101.000.101.001.0000)
28. Mr. Patrick O'Donnell – Teacher of Music (Ins) – Campus High
Health LOA Effective December 5, 2016 to February 10, 2017
(15.140.100.0101.000.101.001.0000)
29. Ms. Adrienne Register – School Psychologist – Tyson 6-12
Family Act LOA (Intermittent) Effective November 21, 2016 to June 30, 2017 (NTE 15 days)
(11.000.219.0104.000.000.000.0000)
30. Ms. Shakinah Riley-Lavendar – Teacher of Elementary – Langston Hughes School
Family Act LOA Effective December 12, 2016 to December 23, 2016
(15.120.100.0101.000.306.006.0000)
31. Ms. Renee Robinson – Teacher Assistant for Special Ed (ICS) – Carver Institute
Family Act LOA Effective November 28, 2016 to March 2, 2017
(15.213.100.0106.000.305.005.0000)
32. Ms. Danyelle Saunders – Teacher of Music (Voc) – Langston Hughes School
Family Act LOA Effective October 7, 2016 to October 21, 2016
(15.120.100.0101.000.306.006.0000 – 87.0000%)
(20.218.100.0101.000.028.026.9011 – 13.0000%)
33. Ms. Elizabeth Shahade – Teacher of Grades 6-8 (Mth) – Truth Middle School
Family Act LOA Effective November 8, 2016 to December 13, 2016
(15.130.100.0101.000.216.016.0000)
34. Ms. Phyllis Taylor – CST Social Worker – Department of Special Education
Family Act LOA (Intermittent) Effective November 2, 2016 to January 4, 2017 (NTE 06 days)
Family Act LOA Effective January 5, 2017 to March 28, 2017
(11.000.219.0104.000.000.000.0000)
35. Ms. Stephanie Thompson – Teacher of Elementary – Banneker Academy
Family Act LOA (Intermittent) Effective December 12, 2016 to June 30, 2017 (NTE 20 days)
(15.120.100.0101.000.336.036.0000)
36. Mr. Jimmy Williams – School Disciplinarian – Fresh Start Academy Middle School
Health LOA Effective January 6, 2017 to February 3, 2017
(11.423.100.0101.000.145.045.0000)

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

37. Ms. Miriam Williamson – Teacher of the Handicapped (MCI) – Bowser Elementary School
Family Act LOA (Intermittent) Effective November 1, 2016 to June 30, 2017 (NTE 15 days)
Family Act LOA Effective December 12, 2016 to December 23, 2016
(15.201.100.0101.000.304.004.0000)
38. Ms. Cynthia Wilson Bradshaw – Secretary – Department of Special Education
Family Act LOA Effective January 3, 2017 to March 29, 2017
Health LOA Effective March 30, 2017 to March 31, 2017
(11.000.219.0105.000.000.000.0000)
39. Ms. Audrey Young – Clerk Typist – Division of Business Services
Family Act LOA Effective January 23, 2017 to March 17, 2017
(11.000.251.0100.000.000.000.0000)

f. Transfers

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

g. Reclassifications

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

h. Salary Adjustments

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

1. Ms. Megan Carola – Teacher of Grades 6-8 (LA) – Costley Middle School
(Original Hire Date: September 1, 2006)
From: Level 5/MA Step 10 \$67,734.00 p/a
To: Level 5½/MA+15 Step 10 \$69,234.00 p/a
Effective February 1, 2017 to June 30, 2017
(higher training level)
(15.130.100.0101.000.215.015.0000)
2. Ms. Taryn Ciulla – Teacher of Elementary – Tyson Elementary
(Original Hire Date: January 9, 2017)
From: Level 4/BA Step 1 \$51,873.00 p/a
To: Level 4/BA Step 11½ \$65,223.00 p/a
Effective January 9, 2017 to June 30, 2017
(verified prior experience)
(15.120.100.0101.000.312.012.0000)
3. Mr. Emmanuel Etim – Teacher of the Handicapped (ICS) – Truth Middle School
(Original Hire Date: January 3, 2000)
From: Level 5½/MA+15 Step 16 \$100,005.00 p/a + \$750 Longevity
To: Level 6/MA+32 Step 16 \$106,268.00 p/a + \$750 Longevity
Effective February 1, 2017 to June 30, 2017
(higher training level)
(15.213.100.0101.000.216.016.0000)

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

4. Ms. Ariana Fernandez – Teacher Assistant for Special Education (LD) – Tyson Elementary
(Original Hire Date: January 9, 2017)
From: Step 1 \$26,007.00 p/a
To: Step 3 \$26,557.00 p/a
Effective January 17, 2017 to June 30, 2017
(higher training level) (15.204.100.0106.000.312.012.0000)
5. Ms. Tia Green – Teacher of Kindergarten – Jackson Academy
(Original Hire Date: October 9, 1997)
From: Level 5/MA Step 16 \$98,423.00 p/a + \$750 Longevity
To: Level 5½/MA+15 Step 16 \$100,005.00 p/a + \$750 Longevity
Effective February 1, 2017 to June 30, 2017
(higher training level) (15.120.100.0101.000.314.014.0000)
6. Ms. Ivy Hutchins-Best – Learning Disabilities Teacher Consultant – Parks Academy
(Original Hire Date: December 17, 1996)
From: Level 5/MA Step 16 \$98,423.00 p/a + \$750 Longevity
To: Level 5/MA Step 16 \$98,423.00 p/a + \$1,250 Longevity
Effective December 16, 2016 to June 30, 2017
(20 years longevity stipend)
(11.000.219.0104.000.000.000.0000)
7. Ms. G. Jean Itzcovitz – Teacher of Health/Physical Education – Bowser Elementary School
(Original Hire Date: December 16, 1996)
From: Level 4/BA Step 16 \$91,709.00 p/a + \$750 Longevity
To: Level 4/BA Step 16 \$91,709.00 p/a + \$1,250 Longevity
Effective December 16, 2016 to June 30, 2017
(20 years longevity stipend)
(15.120.100.0101.000.304.004.0000 – 88.0000%)
(20.218.100.0101.000.028.026.9011 – 12.0000%)
8. Ms. Theresa Maughan – Teacher of Grades 6-8 (SSd) – East Orange STEM Academy High School
(Original Hire Date: September 1, 1987)
From: Level 5½/MA+15 Step 16 \$100,005.00 p/a + \$1,500 Longevity
To: Level 6/MA+32 Step 16 \$106,268.00 p/a + \$1,500 Longevity
Effective February 1, 2017 to June 30, 2017
(higher training level)
(15.140.100.0101.000.102.002.0000)
9. Ms. Itohan Osasogie – Teacher Assistant for Special Ed (ICS) – Langston Hughes School
(Original Hire Date: December 1, 2016)
From: Step 1 \$26,007.00 p/a
To: Step 3 \$26,557.00 p/a
Effective December 1, 2016 to June 30, 2017
(higher training level)
(15.213.100.0106.000.306.006.0000)
10. Ms. Kelly Speed-Hobbs – Teacher Tutor – Tyson Elementary
(Original Hire Date: September 1, 2012)
From: Level 5½/MA+15 Step 9 \$65,734.00 p/a
To: Level 6/MA+32 Step 9 \$72,834.00 p/a
Effective February 1, 2017 to June 30, 2017
(higher training level) (15.120.100.0101.000.312.012.0000)

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

11. Mr. Todd St. Laurent – Teacher of Grades 6-8 (Sci) – Costley Middle School
(Original Hire Date: January 3, 2017)
From: Level 5½/MA+15 Step 13 \$81,953.00 p/a
To: Level 6/MA+32 Step 13 \$87,453.00 p/a
Effective January 3, 2017 to June 30, 2017
(higher training level)
(15.130.100.0101.000.215.015.0000)
12. Ms. Alcillena Wilson – Teacher Tutor – Langston Hughes School
(Original Hire Date: January 17, 2017)
From: Level 4/BA Step 1 \$51,873.00 p/a
To: Level 4/BA Step 3 \$54,634.00 p/a
Effective January 17, 2017 to June 30, 2017
(verified prior experience)
(15.120.100.0101.000.306.006.0000)

i. 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.i.”

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

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

k. Salary Adjustments – East Orange Education Association – 2014-15, 2015-16 & 2016-17 S/Y

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

l. Creation of Position and Job Description

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the creation of the following position and job description effective January 18, 2017 listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.l.”

District Safety, Culture and Climate Specialist

m. Agenda Changes/Corrections

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

1. Ms. Ebony Bittings – Teacher of Elementary – Warwick Institute
Change in Family Act LOA Effective Dates
From: December 12, 2016 to January 6, 2017
To: December 12, 2016 to December 16, 2016

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESm. Agenda Changes/Corrections (cont'd)

2. Ms. Trisha Butts – Teacher Assistant for Kindergarten – Bowser Elementary School
Change in Educational LOA Effective Dates
From: January 5, 2017 to April 28, 2017
To: January 18, 2017 to May 3, 2017
3. Mr. Boaz Ibarasa – Teacher of the Handicapped (LD) – Campus High
Change in Family Act LOA Effective Dates
From: October 11, 2016 to January 3, 2017
To: October 11, 2016 to January 17, 2017
4. Mr. Patrick O'Donnell – Teacher of Music (Ins) – Campus High
Change in Family Act LOA Effective Dates
From: September 1, 2016 to March 31, 2017
To: September 1, 2016 to December 2, 2016
5. Ms. Kimberly Scott – Inventory Control – Division of Business Services
Change in Family Act LOA Effective Dates
From: December 12, 2016 to January 16, 2017
To: December 21, 2016 to January 16, 2017
6. Mr. Jimmy Williams – School Disciplinarian – Fresh Start Academy Middle School
Change in Family Act LOA Effective Dates
From: September 29, 2016 to January 4, 2017
To: September 29, 2016 to January 5, 2017

n) Appointments

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

1. Mr. Paul Akinrinade – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective January 18, 2017 to June 30, 2017
(11.120.100.0101.000.000.0000)
2. Ms. Khadijah Allen-Fryer – Lunch Period Supervisory Aide – Garvin School
Salary \$8.75 p/h Step 1 Effective January 18, 2017 to June 30, 2017
(11.000.262.0100.000.000.0000) (new)
3. Mr. Richard Bent – Lunch Period Supervisory Aide – Garvin School
Salary \$8.75 p/h Step 1 Effective January 18, 2017 to June 30, 2017
(11.000.262.0100.000.000.0000) (replacement)
4. Mr. Jamil Burger – Lunch Period Supervisory Aide – Garvin School
Salary \$8.75 p/h Step 1 Effective January 18, 2017 to June 30, 2017
(11.000.262.0100.000.000.0000) (new)
5. Mr. Ariel Cadet – School Social Worker – Jackson Academy
Salary \$58,734.00 p/a Level 5/MA Step 1 Effective January 18, 2017 to June 30, 2017
(15.000.211.0100.000.314.014.0000) (replacement)
6. Mr. Gavin CoBourne – Per Diem Substitute Teacher – Substitute Department
Salary \$75.00 p/d Effective January 18, 2017 to June 30, 2017
(11.120.100.0101.000.000.000.0000)

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

7. Ms. Cecilia Garado – Teacher Assistant for Kindergarten – Wahlstrom Academy
Salary \$26,007.00 p/a Step 1 Effective January 18, 2017 to June 30, 2017
(15.190.100.0106.000.339.039.9704) (replacement)
8. Mr. Taylor Gatling – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective January 18, 2017 to June 30, 2017
(11.120.100.0101.000.000.000.0000)
9. Ms. Deidra Govan – Per Diem Substitute Teacher – Substitute Department
Salary \$75.00 p/d Effective January 18, 2017 to June 30, 2017
(11.120.100.0101.000.000.000.0000)
10. Ms. Yakira Jackson – Building Based Substitute Teacher – Costley Middle School
Salary \$143.00 p/d Effective January 18, 2017 to June 30, 2017
(11.130.100.0101.000.000.000.0000) (new)
11. Ms. Keyera Johnson – Teacher of Grades 6-8 (Mth) – East Orange STEM Academy High School
Salary \$53,034.00 p/a Level 4/BA Step 1 Effective September 01, 2017 to June 30, 2017
(15.140.100.0101.000.102.002.0000) (replacement)
12. Mr. Jabari Kafele – Teacher Assistant for Special Education (BD) – Garvin School
Salary \$26,007.00 p/a Step 1 Effective January 18, 2017 to June 30, 2017
(15.209.100.0106.000.308.008.0000) (replacement)
13. Mr. Peter Oderanti – Per Diem Substitute Teacher – Substitute Department
Salary \$130.00 p/d Effective January 18, 2017 to June 30, 2017
(11.120.100.0101.000.000.000.0000)
14. Ms. Jenissa Reynoso – Teacher of ESL – Costley Middle School
Salary \$53,034.00 p/a Level 4/BA Step 1 Effective January 18, 2017 to June 30, 2017
(15.240.100.0101.000.215.015.0000) (replacement)
15. Mr. Avery Searcy – Lunch Period Supervisory Aide – Garvin School
Salary \$8.75 p/h Step 1 Effective January 18, 2017 to June 30, 2017
(11.000.262.0100.000.000.000.0000) (new)
16. Ms. Sylvia Sherrod – Lunch Period Supervisory Aide – Gibson Academy
Salary \$8.75 p/h Step 1 Effective January 18, 2017 to June 30, 2017
(11.000.262.0100.000.000.000.0000) (replacement)
17. Ms. Yvonna Wade – Teacher of Kindergarten – Langston Hughes School
Salary \$53,034.00 p/a Level 4/BA Step 1 Effective January 18, 2017 to June 30, 2017
(15.110.100.0101.000.306.006.9704) (replacement)
18. Ms. Tashira Wheeler – Assistant Secretary (12-Mth) – Tyson 6-12
Salary \$32,305.00 p/a Group 2 Step 1 Effective January 18, 2017 to June 30, 2017
(15.000.240.0105.000.203.003.0000) (replacement)

XII. CONSIDERATION OF RESOLUTIONS

JANUARY 17, 2017

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

o. Denial of Request for Extended Sick Leave

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

GW
CW

p. Separation

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

1. Ms. Alicia Starnes – Teacher Assistant for Special Education (CSM) – Tyson 6-12
Effective October 6, 2016 (abandoned position)
(15.213.100.0106.000.203.003.0000)

q. 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.	Annie Jackson <i>Wahlstrom Academy</i>	Monroe Township, NJ	Early Childhood Summit: Bridging the Gap in Early Learning	1/23/2017	NO COST TO THE DISTRICT
2.	Crystal Davis <i>Gibson Academy</i>	Monroe Township, NJ	Early Childhood Summit: Bridging the Gap in Early Learning	1/23/2017	NO COST TO THE DISTRICT
3.	Netesha Jones Angela Magliaro Michele Tiller <i>Special Education</i>	East Orange, NJ	Effective IEP Development: LRE Decision	2/7/2017	NO COST TO THE DISTRICT
4.	Dr. David Mwangi <i>Special Education</i>	East Orange, NJ	Effective IEP Development: LRE Decision	2/7/2017	NO COST TO THE DISTRICT
5.	Melissa Baptiste Salema Daniels Elizabeth Makhanda Alexis Martin Sharon Rodriguez Rene Tucker Kim Severe <i>Campus High School</i>	Somerset, NJ	Using the Response to Intervention Model for Disruptive and Difficult Student Behaviors	2/7/2017	\$1,575.00 Registration Fee \$1,575.00 Total Est. Cost 17.15.000.222.300.101.001.0000

XII. CONSIDERATION OF RESOLUTIONS

JANUARY 17, 2017

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

q. Professional Conferences

	Name(s)	Destination	Reason	Date(s)	Cost	
6.	Melissa Baptiste Salema Daniels Elizabeth Makhanda Alexis Martin Sharon Rodriguez Rene Tucker Kim Severe <i>Campus High School</i>	Somerset, NJ	Motivation, Mindset and Grit: Proven Strategies to Improve Learning	2/14/2017	\$1,575.00 \$1,575.00	Registration Fee Total Est. Cost 17.15.000.222.300.101.001.0000
7.	Dr. Monica Burton <i>Truth Middle School</i>	Monroe Township, NJ	Tenure and Evaluation	2/21/2017	NO COST TO THE DISTRICT	
8.	Netesha Jones Angela Magliaro Michele Tiller <i>Special Education</i>	East Orange, NJ	NJ Tiered System of Support (NJTSS)	2/22/2017	NO COST TO THE DISTRICT	
9.	Michael Rollins <i>Division of Operations</i>	Orlando, FL	2017 NEA Leadership Summit Conference	2/23- 26/2017	NO COST TO THE DISTRICT	
10.	Patricia Landon <i>Healy Middle School</i>	Long Branch, NJ	Annual NJAHPERD Conference	2/26 – 28/2017	\$100.00 \$260.00 \$360.00	Registration Fee Substitute's Salary Total Est. Cost 17.15.000.223.580.217.017.0000 17.11.120.100.101.101.001.9727
11.	Mary McGinn <i>Cochran Academy</i>	Long Branch, NJ	Annual NJAHPERD Conference	2/26 – 28/2017	\$150.00 \$150.00	Registration Fee Total Est. Cost 17.15.000.223.580.338.038.0000
12.	Carolyn Walters Byron Hamby Christian Grimbali <i>Curriculum Services</i>	Long Branch, NJ	Annual NJAHPERD Conference	2/26 – 28/2017	\$500.00 \$685.40 \$300.00 \$150.00 \$1995.40	Substitute's Salary Lodging & Gratuities Meals & Gratuities Other Expenses Total Est. Cost 17.11.000.223.580.028.057.0000 17.11.000.223.800.028.057.6664 17.11.000.223.110.028.057.0000
13.	Sharon LeDoux-Arlett <i>Wahlstrom Academy</i>	Atlantic City, NJ	2017 SDE Conference for Kindergarten Teachers	2/27/2017	\$130.00 \$130.00	Substitute's Salary Total Est. Cost 17.15.000.222.300.101.001.0000
14.	Walter Foote <i>Wahlstrom Academy</i>	Long Branch, NJ	Annual NJAHPERD Conference	2/27 – 28/2017	NO COST TO THE DISTRICT	

XII. CONSIDERATION OF RESOLUTIONS

JANUARY 17, 2017

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

q. Professional Conferences

	Name(s)	Destination	Reason	Date(s)	Cost
15.	Favell Holder Shiva Bral Kori Washington Delvin Horsford <i>Curriculum Services</i>	Atlantic City, NJ	SDE-2017 Conference for New Jersey Kindergarten Teachers	2/27 – 28/2017	<div> <div>\$312.48 Mileage and Tolls or Transportation Costs</div> <div>\$380.24 Lodging and Gratuities</div> <div>\$400.00 Meals and Gratuities</div> <div>\$1620.00 Registration Fee</div> <div>\$2712.72 Total Est. Cost</div> </div> <div>17.20.271.200.500.028.057.0000</div>
16.	Marjorie Theodule <i>Campus High School</i>	West Orange, NJ	Practical Strategies to Address the Challenges of Today's Nurse	3/1/2017	<div> <div>\$245.00 Registration Fee</div> <div>\$245.00 Total Est. Cost</div> </div> <div>17.15.000.213.600.101.001.0000</div>
17.	Melissa Baptiste Salema Daniels Elizabeth Makhanda Alexis Martin Sharon Rodriguez Rene Tucker Kim Severe Tracy Arrington <i>Campus High School</i>	West Orange, NJ	Dealing with Disruptive Students: Practical, Classroom-Proven Techniques	3/6/2017	<div> <div>\$1,800.00 Registration Fee</div> <div>\$1,800.00 Total Est. Cost</div> </div> <div>17.15.000.222.300.101.001.0000</div>
18.	Michael Rollins <i>Division of Operations</i>	Dallas, TX	2017 NEA ESP Conference	3/9 – 12/2017	NO COST TO THE DISTRICT
19.	Dr. Monica Burton <i>Truth Middle School</i>	Monroe Township, NJ	Reinventing Your Struggling School: Fight for Your School	3/13/2017	<div> <div>\$149.00 Registration Fee</div> <div>\$149.00 Total Est. Cost</div> </div> <div>17.15.000.240.580.216.016.0000</div>
20.	Dr. Howard Walker <i>Healy Middle School</i>	Monroe Township, NJ	Reinventing Your Struggling School: Fight for Your School	3/13/2017	<div> <div>\$149.00 Registration Fee</div> <div>\$149.00 Total Est. Cost</div> </div> <div>17.15.000.240.580.217.017.0000</div>
21.	Salema Daniels <i>Campus High School</i>	West Orange, NJ	Current Best Strategies to Identify Reading Problems and Target Instruction to Help Your Struggling Readers Become More Proficient Readers	3/20 – 21/2017	<div> <div>\$645.00 Registration Fee</div> <div>\$645.00 Total Est. Cost</div> </div> <div>17.15.000.222.300.101.001.0000</div>
22.	Rhonda Watson <i>Early Childhood Department</i>	Princeton, NJ	Administrative Assistants Conference	3/27/2017	<div> <div>\$199.00 Registration Fee</div> <div>\$199.00 Total Est. Cost</div> </div> <div>17.20.218.200.329.028.026.9033</div>
23.	Shiela Harper-Cabbell <i>Campus High School</i>	West Orange, NJ	School Nurses: Best, Current Practices for School Medical Emergencies	4/25/2017	<div> <div>\$249.00 Registration Fee</div> <div>\$249.00 Total Est. Cost</div> </div> <div>17.15.000.213.500.101.001.0000</div>

XII. CONSIDERATION OF RESOLUTIONS

JANUARY 17, 2017

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

q. Professional Conferences

	Name(s)	Destination	Reason	Date(s)	Cost	
24.	Brittany Wingate <i>Healy Middle School</i>	Atlantic City, NJ	National Association of Social Workers: Annual Social Work Conference	4/30-5/2/2017	\$525.00 \$204.00 \$729.00	Registration Fee Lodging and Gratuities Total Est. Cost 17.15.000.223.580.217.017.0000
25.	David Johnson <i>Louverture School</i>	Trenton, NJ	Character is Forever: Building Your Program to Last	5/19/2017	\$85.00 \$85.00	Registration Fee Total Est. Cost 17.15.000.223.580.310.010.0000

Correction: Date Change – *Approved December 13, 2016*

Correction: Date Change

Renee Richardson <i>Fresh Start Middle</i>	Dallas, TX	23 rd Annual Conference on Alternative Education	From: 3/8-10/2017 To: 3/7-11/2017
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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 \$3,652,869.67 (Attachment 3-a)

b. List of Bills

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

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

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, authorizes and approves the payment of bills on the attached lists for the Tuesday, January 17, 2017 board meeting in the amount of \$3,869,424.84 (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 January 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. T-2 Request for Debt Service Taxes from the City of East Orange

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

WHEREAS, the Secretary of the Board has determined this amount to be \$848,660.00 for February 1, 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-2 Request for Debt Service monies from the City of East Orange. (Attachment 3-f)

g. Recommendation to Approve Fund Raising Requests

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

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

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

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICESh. Acceptance of Funds – Nonpublic Security Aid

BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, accept the funds for nonpublic schools in the amounts listed below: (Attachment 3-h)

School	Amount
Madrasatu Ahlis Sunnah, 215 N. Oraton Prkwy	\$9,150
Jamas Children's University, 86 Washington Street	\$3,250
Clark School, 671 Park Avenue	\$1,600
St. Joseph School, 115 Telford Street	\$11,550
Our Lady Help of Christians, 17 N. Clinton Street	\$9,500

i. Acceptance of Donation (Book Exchange Structure)-Cochran Academy

BE IT RESOLVED: "the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the acceptance of a donated structure to be utilized as an outdoor Book-Exchange House.

BE IT FURTHER RESOLVED: That the East Orange Board of Education, upon the direction of the Superintendent of Schools allows Mr. Ramon Jimenez, parent of a Cochran Student to donate all materials and time to construct and place the Book-Exchange on the premises and allow the students of Johnnie L. Cochran, Jr. Academy to participate by donating books to initiate the library exchange. (Attachment 3-i)

j. Acceptance of Donation from the Pajama Program

BE IT RESOLVED: "the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, accepts the donation of approximately 300 pairs of pajamas in sizes 4T to 14T from the Pajama Program via a Ms. Debra Roselin who is the Essex County Regional Coordinator. The pajamas will be distributed to the families of our preschoolers. (Attachment 3-j)

k. Five Year Preschool Program Plan Annual Update for 2017-2018 SY and One Year Budget for the 2017-2018 school Year

BE IT RESOLVED: "the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves" the acceptance of the Five-Year Preschool Program Plan Annual Update for 2017-2018, and the one year budget for the 2017-2018 school year in the amount of \$20,823,242.00. (Attachment 3-k)

l. 2016-2017 School Year – Revised Preschool Budget for the East Orange Early Childhood Collaborative Agency: Sara Ward

BE IT RESOLVED: "the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves" the following Preschool Education Program Budget (REVISIONS) FOR THE 2016-2017 school year not to exceed \$313,606.

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

1. 2016-2017 School Year – Revised Preschool Budget for the East Orange Early Childhood Collaborative Agency : Sara Ward – Cont'd

<u>Name of Provider</u>	<u>#of Students</u>	<u>#of Classes</u>	<u>Cost Per Proposed Budget Modification</u>	<u>Cost Per Last Budget Modification</u>	<u>Total Budget Decrease</u>	<u>Less Payment Reduction For Lower Enrollment</u>	<u>Net Increase to Providers' Payment</u>
*Sarah Ward	15	1	\$313,606	\$429,313	\$115,707	\$9,642.25	\$0
Total					\$115,707	\$9,642.25	\$0

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 and goods or services from said vendor/consultant. (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)

<u>Period Ending</u>	<u>Appropriation Balance</u>	<u>Cash Balance</u>
November 30, 2016	\$43,711,922.36	\$31,183,329.59

n. 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;

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

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, for the period ending November 30, 2016 upon the recommendation of the Superintendent of Schools, adopt the A-149 and cause it to become a part of the official minutes of this meeting:
(Attachment 3-n)

Period Ending	Cash Balance
November 30, 2016	\$31,183,329.59

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)

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

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

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

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

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

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

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

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

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

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

BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Flexible Spending Account Management* awarded to National Benefit Services, LLC. (Bid #2066), has been extended to December 31, 2019;

And

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Lawn Care Products and Services* awarded to Central Turf. (Bid #2645), has been extended to January 21, 2018

And

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Ceiling Tiles* awarded to Supply Works. (Bid #2735),

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Custodial Supplies* awarded to various vendors listed below. (Bid #2732),

Accommodation Mollen Inc (dealer for Triple S)
All Clean Janitorial Supply
APP Inc
ATRA Janitorial Supply
Bio-Shine
Brighton USA
Brulin & Co
Buckeye International Inc
Certified Chemical Co
EnvirOX, LLC
Dave's Cleaning Service dba General Chemical and Supply
E.A. Morse & Co
Hillyard Delaware Valley
John A. Earl, Inc.
Liberty Paper Janitorial Supply
Northeast Janitorial Supply
Office Basics
Pro-Link Inc
Scoles Floorshine Industries

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

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

Simplify Chemical Solutions Inc
South Jersey Paper Products
Spartan Chemical Company
Interline Brands dba Supply Works (formerly AmSan)
TSP Maintenance Supply Inc
Spruce Industries
Tomar Industries
Triple S

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Custodial Supplies- Plastic Liners* awarded to Supply Works. (Bid #2733),

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Maintenance Equipment* awarded to various vendors listed below. (Bid #2734),

Accommodation Mollen, Inc
American Paper and Supply Co
APP Inc
Atra Janitorial Supply Co
BCB Janitorial Supply Co
Bio-Shine Inc
Camden Bag & Paper Co
Capital Supply Co
Clean Smart Products & Services
Dave's Cleaning Service, dba General Chemical and Supply
E.A. Morse & Co, Inc
G & B Janitorial Supply
Hawk Enterprises of Elkhart Inc
Hillyard Inc
ICE LLC
Imperial Bag & Paper Co
Interline Brands Inc/Supply Works
John A. Earl Inc
Kaivac Inc
Karcher North America
Koblentz-Thorne Electric Co
NaceCare Solutions
Nilfisk-Advance Inc
Northeast Janitorial Supply Inc

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

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

Office Basics
Philip Rosenau Co
RPS Corp. (Tomcat)
Scoles Floorshine Industries
Scrubber Doctor
South Jersey Paper Products
Spruce Industries
Tennant Sales and Service Co

- q. 2016-2017 School Year – East Orange School District Private Provider and Head Start Agencies Teacher Salary Guides

BE IT RESOLVED: “the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves” the four (4) attached Private Provider and Head Start Agencies Teacher Salary Guides for the East Orange School District’s (District) childcare and head start agencies.

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

- r. Request for Qualifications – Special Litigation Counsel

WHEREAS, Request for Qualifications for Special Litigation Counsel (RFQ#2685) was issued by the East Orange School District and received on December 6, 2016 at 12pm in Conference Room B; and

WHEREAS, the following firms have been reviewed and selected by the East Orange Board of Education:

1. Scarinci & Hollenbeck – 1100 Valley Brook Avenue, PO Box 790, Lyndhurst, NJ 07071
2. Biancamano & Distefano – Executive Praza, 10 Parsonage Road, Suite 300, Edison, NJ 08837
3. Florio, Kenny & Raval – 5 Marine View Plaza, Suite 103, PO Box 771, Hoboken, NJ 07030
4. The Woolridge Law Firm – 462 South Harrison Street, Suite 200, Orange, NJ 07050

NOW, THEREFORE, BE IT RESOLVED, that these firms have the required qualifications and meet the necessary requirements as outlined in the Request for Qualifications and thus hereby approved by the East Orange Board of Education to be selected as Special Litigation Counsel. (Attachment 3-r)

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	**PENDING** EO RECREATION	1398 & 1399	RECREATION PROGRAM	COSTLEY - POOL, GYM, FACULTY RM. & CAFÉ	JUN 26, 2017 - AUG 4, 2017 (M-F)
2	EO RECREATION	1415 - 1420	RECREATION PROGRAM	STEM - CLASSROOM	JAN 3, 2017 - JUN 22, 2017 (M-F)
3	ROBESON CLASSIC	1441 & 1442	PRACTICE/GAME DAY (RAIN DATE)	ROBESON STADIUM	JUN 1, 2017 - JUN 14, 2017 (M-F) *RAIN DATE 6/16/17
4	NJAC DELTA THETA SORORITY	1443	DELTA SIGMA THETA SESSIONS	TRUTH - CAFÉ	MAR 28, 2017 - APR 23, 2017 (SUN-SAT)
5	EO RECREATION	1444 - 1450 & 1453	RECREATION PROGRAM	GARVIN - GYM	JAN 9, 2017 - FEB 24, 2017 (M-F)
6	NJ INTERNATIONAL SOCCER LEAGUE	1454	SOCCER PRACTICES & GAMES	ROBESON STADIUM	MAY 28, 2017 - SEPT 24, 2017 (SUN)
7	EO RECREATION	1455	MENTORING SUMMIT	TYSON HIGH - ATRIUM, 50 & 800 SEAT	JAN 21, 2017 (SAT)
8	EO WILDCATS	1456	PAL YOUTH FOOTBALL TRAINING	CARVER - GYM	FEB 7, 2017 - MAR 30, 2017 (TUE)
9	NJAC DELTA SIGMA THETA SORORITY	1457	MEETING	EO CAMPUS - AUDITORIUM	MAR 28, 2017 (TUE)

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

No.	Organization	Schedule Id #	Schedule Title	School/Location	Event Date
10	EO WILDCATS	1461	YOUTH FOOTBALL GAMES	CARVER – GYM	FEB 9, 2017 – MAR 23, 2017 (THUR)
11	EO RECREATION	1462	BLACK HISTORY PLAY	EO CAMPUS – AUDITORIUM	FEB 16, 2017 (THUR)
12	EO RECREATION	1463	FATHER’S CONF.	EO CAMPUS – CLASSROOMS, CAFÉ & BASEBALL FIELD	OCT 21, 2017 (SAT)
13	EO RECREATION	1464	WOMEN’S CONF.	TYSON HIGH – ATRIUM, BLACK BOX, 400 SEAT THEATER	MAR 18, 2017 (SAT)
14	BLACK KNIGHTS (DBA MUSH EMMANUEL)	1465 – 1468	BASKETBALL PRACTICE	WARWICK – GYM	JAN 18, 2017 – APR 29, 2017 (M/W/F)
15	EO RECREATION	1469	FATHER DAUGHTER DANCE	EO CAMPUS – CAFÉ	JUN 16, 2017 (FRI)
16	EO RECREATION	1470	JUNETEENTH	EO CAMPUS – GYM	JUN 17, 2017 (SAT)
17	EO WILDCATS	1471	AWARD CEREMONY	EO CAMPUS – CAFÉ	FEB 11, 2017 (SAT)

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.

XIII ADJOURNMENT

POLICY COVER PAGE



Policy/Regulations

East Orange Board of Education

PROGRAM - POLICY

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Title I – Educational Stability for Children in Foster Care

Nov 16

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2415.30 TITLE I – EDUCATIONAL STABILITY FOR CHILDREN IN FOSTER CARE

The Federal Every Student Succeeds Act (ESSA), which reauthorized the Elementary and Secondary Education Act (ESEA), initiated protections for children in foster care that further enhanced the requirements of the Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering Connections Act). These provisions require school districts to work with child welfare agencies to ensure the educational stability of children in foster care. New Jersey statutes support and implement Federal legislation and require New Jersey's child welfare agencies and school districts to collaborate and to keep children placed in foster care in the same school when their living placements change if remaining in that school is in the child's best interest. The educational stability of children in foster care is the joint responsibility of both the educational and child welfare systems.

A designated staff member from the Office of Student Support Services shall be designated as the Board of Education's point of contact person for all matters related to the educational stability for children in foster care. The point of contact person for the school district shall not be the same person designated as the school district liaison for the education of homeless children.

For the purpose of this Policy, "child welfare agency" shall be the New Jersey Department of Children and Families.

For the purpose of this Policy, "foster care" means twenty-four hour substitute care for children placed away from their parents and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes.

For the purpose of this Policy, "school of origin" is the school district in which the child is enrolled at the time of placement in foster care or the school district of residence as per N.J.S.A. 30:4C-26 and N.J.S.A. 18A:7B-12.

A child in foster care shall remain in his/her school of origin if it is determined to be in the best interest of the child for the duration of time in foster care.



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East Orange Board of Education

PROGRAM - POLICY

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Title I – Educational Stability for Children in Foster Care

If a student attending the school district in accordance with the provisions of N.J.S.A. 18A:38-1 et seq. is placed in foster care, the school district contact person will collaborate with child welfare agencies to determine whether it is in the child's best interest to remain in the school district taking into consideration all factors relating to the child's best interest. These factors shall include the appropriateness of the current educational setting and proximity of placement (ESEA Section 1111(g)(1)(E)(i)). These factors may include, but are not limited to:

1. Preferences of the child;
2. Preferences of the child's parent(s) or educational decision maker(s);
3. The child's attachment to the school, including meaningful relationships with staff and peers;
4. The proximity of the resource family home to the child's present school;
5. The age and grade level of the child as it relates to the other best-interest factors;
6. The needs of the child, including social adjustment and well-being;
7. The child's performance, continuity of education, and engagement in the school the child presently attends;
8. The child's special education programming if the child is classified;
9. The point of time in the school year;
10. The child's permanency goal and likelihood of reunification;
11. The anticipated duration of the placement;
12. Placement of the child's sibling(s);
13. Influence of the school climate on the child, including safety;
14. The availability and quality of the services in the school to meet the child's educational and socioemotional needs;
15. History of school transfers and how they have impacted the child;



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East Orange Board of Education

PROGRAM - POLICY

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Title I – Educational Stability for Children in Foster Care

16. How the length of the commute would impact the child, based on the child's developmental stage;
17. Whether the child is a student with a disability under the Individuals with Disabilities Act (IDEA) who is receiving special education and related services or a student with a disability under Section 504 who is receiving special education or related aids and services and, if so, the availability of those required services in a school other than the school of origin; and
18. Whether the child is an English language learner (ELL) and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin, consistent with Title VI and the Equal Educational Opportunities Act of 1974 (EEOA).

The school district's contact person will discuss these factors and will make every effort to gather meaningful input and participation from the relevant parties, including appropriate school personnel, in the best-interest determination.

Eligible students with disabilities retain their right to receive a free appropriate public education in the least restrictive environment. When making a best-interest determination regarding the educational placement of a student with a disability under IDEA and Section 504, the Board must ensure that all required special education and related services are provided in the least restrictive placement where the child's unique needs, as described in the student's Individualized Education Program (IEP) or Section 504 Plan, can be met. The school district will identify and assess all potential ELL students and provide all ELL students, including ELL students in foster care, with a language assistance program that is educationally sound and proven successful. When a best-interest determination is made for an ELL student in foster care, the Board of Education will comply with its obligations under Title VI and the EEOA.

To the extent feasible, a child shall remain in his/her school of origin until a final best-interest determination is made. The child welfare agency will notify the school district of origin of the child's school placement after collaboration with the Board of Education's point of contact person and after the child's best-interest determination has been made. If a change of school is recommended by the child welfare agency, the new school shall immediately contact the school of origin to obtain relevant academic and other records of the foster care child. The financial responsibility for the payment of tuition for a foster care child placed outside the school district of origin and attending school outside the school district of origin shall be determined by the Commissioner of Education in accordance with N.J.S.A. 18:7B-12 – Determination of District of Residence.



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East Orange Board of Education

PROGRAM - POLICY

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Title I – Educational Stability for Children in Foster Care

A foster care child who has been placed in this district and exits foster care during the school year will not be permitted to continue in this school district for the remainder of the school year.

In the event there is a disagreement regarding school placement for a child in foster care, the school district will comply with the legal requirements for resolving the dispute. A parent can appeal a best-interest determination whenever the child changes schools.

Children placed in foster care outside the school district of origin, attending a school in that district, will be provided transportation to and from school in accordance with N.J.A.C. 6A:27-6.1 et seq. and the Transportation Policy of that district. The district of origin is financially responsible for transportation costs to and from school.

Children placed in foster care outside the school district of origin, but remaining in a school within the school district of origin, shall receive transportation to and from school on a “cost-efficient” manner and in accordance with Section 475(4) (A) of the Social Security Act for the duration of the time the child is in foster care. The district of origin is financially responsible for transportation costs to and from school.

The cost of transportation shall not be considered when determining the best interest of the child.

Section 475(4)(A) of the Social Security Act provides guidance on “cost-effective” transportation as it relates to the cost of reasonable travel for foster care children placed outside the school district of origin to their school of origin indicating: the child may be dropped off at a bus stop just within the school district of origin to be transported to a school in the district of origin; the school district may offer a public transportation option; the foster care parents or other families may be willing to drive the child to school in the school district of origin; the school district may utilize pre-existing bus routes or stops close to the out-of-district foster care placement that cross school district boundaries; or the foster care child may be eligible for transportation under other Federal or State requirements.

In the event there is a disagreement regarding transportation for a child in foster care, the school district will comply with the New Jersey Department of Education requirements for resolving the dispute. The Board of Education shall provide or arrange for adequate and appropriate transportation for foster care children while any disputes are being resolved.



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East Orange Board of Education

PROGRAM - POLICY

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Title I – Educational Stability for Children in Foster Care

In all cases regarding student data and records, the Board of Education will comply with all statutory requirements to protect student privacy, including Family Education Rights and Privacy Act (FERPA), and all other privacy requirements under Federal laws, State statutes, and administrative codes.

N.J.S.A. 18A:7B-12

N.J.S.A. 30:4C-26

United States Departments of Education and Health and Human Services – Non-Regulatory Guidance - Ensuring Educational Stability for Children in Foster Care – June 23, 2016

Adopted:



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

3112/page 1 of 1
Abolishing Positions

3112 **ABOLISHING POSITIONS**

The Board of Education will provide the professional staff necessary for the economical and efficient implementation of the educational program of the district. The Board reserves the right to abolish positions and reduce district staff commensurately whenever reasons of economy, reorganization of the school district, reduction in the number of students, or other good cause so warrant. The Superintendent shall continually review the efficiency and effectiveness of the district organization and recommend to the Board the abolishment of positions and the reallocation of duties and positions.

N.J.S.A. 18A:28-1; 18A:28-9 et seq.

Adopted: 3 December 2008

Adopted:



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

3134/page 1 of 1

Assignment of Additional Duties

3134 ASSIGNMENT OF ADDITIONAL DUTIES

The professional responsibilities of teaching staff members include such extra duties as may be assigned by the Board of Education. The Board will appoint teaching staff members to extra duty positions including, but not necessarily limited to, account treasurer, co-curricular activity advisor, athletic coach, and chaperone.

A teaching staff member who requests appointment to an extra duty position may be given preference over other candidates for the position.

Any teaching staff member appointed to an extra duty position is expected to serve unless excused for extenuating circumstances. A member's refusal to serve or resignation from extra duty service without permission may constitute an act of insubordination subject to discipline.

A teaching staff member can accrue no tenure or seniority rights in an extra duty position and is not entitled to reappointment to an extra duty position.

Performance in an extra duty position will be considered in a teacher staff member's evaluation, in determining whether to renew a nontenured member.

The Superintendent will inform the Board of extra duty positions required for the implementation of the district's program, post notice of vacancies in those positions, and recommend appointments to those positions.

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

Adopted: 3 December 2008

Adopted:



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
3143/page 1 of 1
Dismissal

3143 DISMISSAL

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

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

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

The Board will determine whether to permit an employee to continue to perform services during the period between the giving of notice and the date of termination.

N.J.S.A. 18A:6-30; 18A:6-30.1; 18A:27-9

Adopted: 3 December 2008

Adopted:



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

3146/page 1 of 1

Conduct of Reduction in Force

3146 CONDUCT OF REDUCTION IN FORCE

When teaching staff member positions have been abolished, in accordance with Board Policy No. 3112, the Board of Education will transfer and/or dismiss affected teaching staff members as required by law.

No tenured teaching staff member will be transferred or dismissed in a reduction in force affecting a category of employment in which a nontenured teaching staff member is employed. When two or more nontenured teaching staff members are employed within the category affected by a reduction in force, the nontenured teaching staff member(s) shall be retained in that category who has demonstrated greater competence.

Tenure and seniority entitlements will govern the transfer and dismissal of tenured teaching staff members affected by a reduction in force, except that, when two or more tenured teaching staff members within the same employment category affected by a reduction in force possess an identical seniority entitlement to that category, the teaching staff member(s) shall be retained in that category who has demonstrated greater competence.

The Superintendent shall collect and maintain the information requisite to the calculation of each tenured teaching staff member's seniority status. The Superintendent shall develop and maintain district seniority lists and shall recommend dismissals and transfers in a reduction in force in accordance with those lists. No seniority list shall be a public document or published in the absence of a reduction in force or reemployment from a preferred eligible list.

Teaching staff members affected by a reduction in force will be informed of their seniority status and of the effect of the reduction in force on their employment, as promptly as possible after the Board's action to abolish positions. Wherever possible, the Board will give sixty days notice of a pending dismissal. If notice cannot be given a full sixty days before the end of the employee's service, salary in lieu of notice will be given for the remaining notice period beyond the end of service.

N.J.S.A. 18A:28-1; 18A:28-9 et seq.
N.J.A.C. 6A:32-5.1

Adopted: 3 December 2008

Adopted:



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

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Conduct of Reduction in Force

R 3146 **CONDUCT OF REDUCTION IN FORCE**

A. Seniority Lists

In order to determine the teaching staff member(s) affected by a reduction in force, a seniority list will be prepared for each seniority category. The **Division of Labor Relations and Employment Services** will

1. Determine the category or categories of employment in which each teaching staff member has served by reference to positions held and qualifying certification.
2. Determine whether the member has earned tenure in the district and in the position in which the category falls, in accordance with N.J.S.A. 18A:28-6. Tenure is earned in the positions of Assistant Superintendent, School Business Administrator, Principal, Assistant Principal, Vice Principal, supervisor, educational services personnel, school nurse, and teacher.
3. Calculate length of service in each category within a tenure position in which the employee has earned tenure.
 - a. Length of service may be expressed in calendar months and days or in calendar years and portions of years, to two decimal places.
 - b. Length of service commences from the day on which the employee began service in the category and ends with the end of the current school year or, in the case of previously rified employees, the day on which the employee's district service was terminated.
4. Deduct from time of service in the category any periods of unpaid absence taken for any purpose other than study or research, except that the first thirty days, consecutive and aggregate, of such unpaid absence taken within any one school year will not be deducted.
5. Add periods of prior active military service, to a maximum of four years, to the member's length of service in the first category of district employment. Each full year of military service equals one year of seniority; a fraction of a year, ten months or longer, equals one year of seniority for a ten month employee.
6. Enter the total amount of service for the member's initial category of employment.



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East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

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Conduct of Reduction in Force

7. If the member has been transferred to a second category or successive categories, calculate the service time of each category in accordance with A1 through A4 and enter separately.
 - a. Service in succeeding categories is included in the member's seniority in each earlier category.
 - b. Each seniority list must clearly indicate the category or categories in which the member has earned seniority and the total accrued time in each.

B. RIF Procedures

1. Determine the category or categories of employment to be reduced in number in a reduction in force.
2. Transfer or dismiss nontenured teaching staff members in the reduced category, in accordance with Policy No. 3146.
3. If no nontenured member remains in the category, the least senior tenured member shall be transferred to a previous seniority category in the same tenure position over a nontenured member or a less senior member in that category.
4. If there are no positions within his/her seniority categories in the same tenure position to which the member may be transferred, the member shall be transferred to a position outside his/her seniority categories but within the same tenure position, provided the member is appropriately certified for the position and the position is held by a nontenured employee.
5. If there are no positions to which he/she can be transferred by right of seniority or tenure in the same tenure position, the member shall revert in reverse chronological order to each seniority category and tenure position in which he/she was previously employed in the district, in accordance with the procedure set forth in B3 through B4 above.
6. When there are no positions which the tenured member affected by a reduction in staff can claim over other tenured employees by superior seniority or over nontenured employees by tenure, he/she shall be dismissed, shall receive sixty days' notice of such dismissal or pay in lieu thereof, and shall be placed on a preferred eligible list for each category in which he/she was employed by the district.

Issued: 3 December 2008

Issued:



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East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
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Discipline

3150 DISCIPLINE

The Board of Education directs all teaching staff members to observe statutes of the State of New Jersey, rules of the State Board of Education, policies of this Board, and duly promulgated administrative rules and regulations governing staff conduct. Violations of those statutes, rules, policies and regulations will be subject to discipline.

The Superintendent **or his/her designee** shall deal with disciplinary matters on a case by case basis. Discipline measures will include verbal and written warnings as appropriate and will provide, wherever possible, for progressive penalties for repeated violations. Penalties may include suspension, withholding one or more increments, and dismissal.

In the event disciplinary action is contemplated, notice will be given to the teaching staff member in ordinary and concise language of the specific acts and omissions upon which the disciplinary action is based; the text of the statute, policy, or rule that the member is alleged to have violated; and the penalty that **is being recommended or ultimately** may be imposed.

N.J.S.A. 18A:25-7; 18A:27-4

N.J.S.A. 34:13A-1 et seq.; 34:19-1

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

3152/page 1 of 1

Withholding an Increment

3152 WITHHOLDING AN INCREMENT

Advancements on the salary guide, including annual employment and adjustment increments, are not automatically granted and must be earned by satisfactory performance. Advancements require favorable evaluations of the employee's performance of assigned duties, a satisfactory attendance record, and adherence to the rules of this district and high standards of professional conduct.

The Board of Education may determine, by recorded roll call majority vote of the full membership and at any time prior to the commencement of the school year or contract year in which the employee's salary will vest, to withhold any or all of the increments indicated by the salary guide or by Board policy. In no case will the Board withhold a portion of an increment.

The Board shall, within ten days of its formal action to withhold an increment, give written notice to the affected employee of both the action and the reason or reasons for which it was taken.

The purpose of the Board in withholding increments is to improve the educational program and encourage the highest possible professional performance of its employees. Accordingly, all reasonable efforts will be made to inform employees of any deficiencies that may result in the withholding of an increment and to assist them in the correction of those deficiencies.

An increment withheld may be restored only by action of the Board. Nothing in this policy shall limit the right of a successor Board to restore an employee from whom an increment or increments have been withheld to that place on the salary guide he/she would have achieved had the increment or increments not been withheld.

N.J.S.A. 18A:25-7; 18A:29-14
N.J.A.C. 6A:3-4.1

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

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Physical Examination

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3160 PHYSICAL EXAMINATION

The Board of Education requires each newly employed teaching staff member undergo a physical examination. The physical examination shall include, but is not limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include a health screening to include height and weight; blood pressure; pulse and respiratory rate; vision screening; hearing screening; and Mantoux test for tuberculosis.

A teaching staff member may provide health status information, including medications, which may be of value to medical personnel in the event of an emergency requiring treatment. The staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency. School employee physicals, examinations and/or annual medical updates do not require screening or disclosure of HIV status.

The physical examinations required by this policy shall be limited to those assessments or information necessary to determine the individual's physical and mental fitness to perform with reasonable accommodation in the position he/she seeks or currently holds and to detect any health risks to students or other employees.

Physical examinations required by this policy may be conducted by a physician or institution designated by the Board or, at the employee's election, by a physician or institution designated by the employee and approved by the Board. The cost of any such examination conducted by the physician or institution designated by the Board shall be borne by the Board. The cost of any such examination conducted by the physician or institution chosen by the employee and approved by the Board shall be borne by the employee.

All staff members' medical and health records, including computerized records, will be secured and will be stored and maintained separately from other personnel files. The information contained in medical records will be kept confidential. Only the staff member **and** the Superintendent **or his/her designee** shall have access to medical information regarding an individual employee. The section of the medical record that contains the health history may be shared with the staff member's Building Principal and the school nurse **only upon written** consent of the staff member.



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East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

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Physical Examination

Additional individual psychiatric or physical examinations of any staff member may be required by the Board whenever, in the judgment of the Board, a staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3. Additional examinations and/or certifications may be required to verify fitness in accordance with Policy No. 3161 or disability in accordance with Policy Nos. 3425 and 3435.

42 U.S.C.A. 12101

N.J.S.A. 18A:16-2 et seq.

N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3160/page 1 of 4

Physical Examination

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R 3160 **PHYSICAL EXAMINATION**

A. Definitions

1. "Employee assurance statement" means a statement signed by the employee certifying that information supplied by the employee is true to the best of the employee's knowledge.
2. "Employee" or "staff member" means the holder of any full-time or part-time position of employment.
3. "Health history" means the record of a person's past health events obtained in writing, completed by the individual or their physician.
4. "Health screening" means the testing of people, using one or more diagnostic tools, to determine the presence or precursors of a particular disease.
5. "Medical evaluation" means the examination of the body by the school medical inspector or by any physician licensed to practice medicine.
6. "Physical examination" means the assessment of an individual's health.
7. "Psychiatric examination" means an examination for the purpose of diagnosis and treatment of mental disorders.

B. Employees' Initial Physical Examination

Each newly employed teaching staff member shall be required to undergo a physical examination. The physical examination shall include, but is not limited a health history, health screenings, and medical evaluation.

1. A health history shall be completed by the employee or by his/her physician which shall include the employee's:
 - a. Past serious illnesses and injuries;
 - b. Current health problems;



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East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3160/page 2 of 4
Physical Examination

- c. Allergies; and
 - d. Record of immunizations.
2. The employee shall submit to health screenings which shall include his/her:
 - a. Height and weight;
 - b. Blood pressure;
 - c. Pulse and respiration rate;
 - d. Vision screening;
 - e. Hearing screening.
3. Health screening shall also include a Mantoux test for the presence of tuberculosis.
 - a. A newly employed member will be exempt from the Mantoux test if he/she presents satisfactory documentation of a test **administered in any place within the six month previous to the member's initial employment in this district.**
 - b. Procedures for the administration of the Mantoux test, interpretation of reactions, follow-up procedures, and reporting shall be conducted in accordance with the guidelines issued by the State Department of Health and titled School Tuberculin Testing in New Jersey.
 - c. If the results of the Mantoux test so indicate, the employee shall be referred for a chest X-ray and medical evaluation to determine the presence of tuberculosis at the employee's expense. The employee shall submit the report of the X-ray and evaluation to the **Division of Labor Relations and Employment Services**. If the **Division of Labor Relations and Employment Services** does not receive the report within four weeks of the referral or is unwilling to accept the findings of the report, he/she may direct the employee to submit to a chest X-ray examination at Board expense, the results of which will be reported directly to the **Division of Labor Relations and Employment Services**.



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TEACHING STAFF MEMBERS - REGULATION

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Physical Examination

- d. An employee who presents a physician's or nurse practitioner's documentation, acceptable to the **Division of Labor Relations and Employment Services**, showing significant tuberculin reaction and a subsequent negative chest X-ray will be exempt from the Mantoux test.
 4. A medical evaluation that shall be limited to those assessments or information necessary to determine the employee's physical and mental fitness to perform with reasonable accommodation in the position which the employee seeks or currently holds and to detect any health risks to students and other employees. The employee's medical evaluation shall include, but not be limited to, a record of immunizations. Guidance regarding immunizations for adults may be found in "Adult Immunization: Recommendations of the Immunization Practices Advisory Committee (ACIP)", available from the Immunization Program, Centers for Disease Control, Public Health, U.S. Department of Health and Human Services, Atlanta GA 30333.
 5. A teaching staff member **may** provide health status information, including medications, which may be of value to medical personnel **in the event of an emergency requiring treatment**. The staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.
- C. Health Records
1. All employee medical records, including computerized records, shall be secured, and shall be stored and maintained separate from other personnel files.
 2. Only the employee **and** the Superintendent **or his/her designee** shall have access to the medical information in that individual's file.
 3. The portion of the employee's medical record containing a health history may be shared with the Principal and the school nurse **only with written** consent of the employee, as provided in B.5.above.
- D. Employees' Physical Examination and Medical Updates
- School employee physical, examinations and/or annual medical updates shall not require disclosure of HIV status.
- E. Candidates Records
1. All records regarding pre-employment physicals and drug tests will be maintained in separate medical files and treated as confidential medical records. These records will be:



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Physical Examination

- a. Kept separate from a candidate's personnel file;
 - b. Kept in a locked cabinet in a central school district location; and
 - c. Accessible only to the Superintendent or **his/her** designee.
2. The records of a candidate's physical examination will be submitted to the **Division of Labor Relations and Employment Services**, who will determine the candidate's physical and mental fitness to function with reasonable accommodation in the position for which he/she has made application. That determination will be made a part of the candidate's application.
3. A candidate's medical records will be maintained separately from his/her application and will be kept confidential in accordance with paragraph D.
 - a. If and when the candidate is employed by this district, the records will be kept in the person's medical file.
 - b. If the candidate is not employed by this district within three years, the records will be destroyed.

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

3161/page 1 of 2
Examination for Cause

3161 EXAMINATION FOR CAUSE

The Board of Education may, in accordance with law, require the psychiatric or physical examination of any teaching staff member who shows evidence of deviation from normal physical or mental health.

The Superintendent shall recommend to the Board the examination of any teaching staff member whose physical or mental conditions so departs from normal health as to adversely affect the performance of the member's duties. Any such recommendation must be accompanied by competent evidence. If the Board determines that deviation from normal health has been demonstrated, it may require that the member submit to a physical or mental examination.

A requirement for physical or mental examination shall be made known to the employee by written notice setting forth the nature of the examination required, the reasons for the requirement, and a statement offering the member the opportunity to appear before the Board to explain or refute those reasons, provided any such hearing is requested in writing within five working days of the receipt of the notice.

A teaching staff member who fails to request an appearance before the Board within the time permitted or, having appeared before the Board, fails to persuade the Board that he/she should not be required to submit to the required examination shall be ordered to submit to an appropriate examination by a physician or institution designated by the Board and at the Board's expense.

The teaching staff member may, at his/her option, submit names of physicians or institutions to the Board for consideration to complete the appropriate examination(s). The Board is not required to designate a physician or institution submitted for consideration by the teaching staff member, but the Board will not act unreasonably in withholding its approval of a physician or institution submitted by a teaching staff member. The cost of the examination will be borne by the Board if the Board designates a physician or institution from the names submitted from the teaching staff member.

If the teaching staff member's request is denied, or if the teaching staff member does not request the Board to consider a physician or institution, the staff member may elect to submit to an appropriate examination conducted by a physician or institution of the teaching staff member's own choosing and at his/her expense, provided the physician or institution so chosen is approved by the Board, pursuant to N.J.S.A. 18A:16-3, and is authorized and directed by the member to report the results of the examination to the Board.



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Examination for Cause

If the results of the examination show mental abnormality or communicable disease, the teaching staff member shall be placed on sick leave and compensated in accordance with his/her sick leave entitlement, if any, until proof of recovery, satisfactory to the Board, is furnished. No leave of absence granted under this policy shall exceed the term of the contract of a nontenured teaching staff member or a period of two years in the case of a tenured teaching staff member.

A teaching staff member who refuses to submit to the examination required by the Board and has exhausted the hearing procedures established by law and this policy shall be subject to discipline, which may include the certification of tenure charges to the Commissioner of Education.

42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-4; 18A:25-7;
18A:28-5; 18A:30-1 et seq.

N.J.A.C. 6A:32-6.3

Adopted: 3 December 2008

Adopted:



Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4111/page 1 of 1
Creating Positions

4111 CREATING POSITIONS

The Board of Education recognizes its authority to establish support staff positions that, when filled by qualified employees, will assist the district in the achievement of educational goals set by the Board.

The Board will create new positions as required, approve a job title appropriate to the position, and determine the number of persons required to staff adequately each such position.

The Superintendent shall recommend to the Board such new positions or additional staffing in existing positions as may be required by student enrollments and the operational needs of the district.

N.J.S.A. 18A:16-1; 18A:17-24; 18A:28-1

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

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Assignment and Transfer

4130 ASSIGNMENT AND TRANSFER

The Superintendent shall make support staff assignments and transfers in the manner best calculated, in his/her judgment, to enhance the educational program.

Procedures for assignment and transfers shall comply with provisions of current negotiated agreements and State and federal law. Discrimination in assignment, transfer, and promotion shall not be tolerated.

Particular attention shall be paid to ensuring that there shall be equivalence of staff among the schools.

N.J.S.A. 34:13A-1 et seq.

N.J.S.A. 18A:27-4.1

Adopted: 3 December 2008

Adopted:



Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY
4140/page 1 of 1
Termination

4140 TERMINATION

The Board of Education will enter a contract with each non-tenured support staff member providing, in part, for the termination of employment by either party. The Board may terminate the employment of an employee for incompetence, immorality, unfitness for service, insubordination, reduction in force, or other good cause. Any notification of termination for cause will include a full statement of the reasons for the dismissal on notice duly given a nonprobationary employee.

The Board may terminate an employment contract with a non-tenured support staff member only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board will not withhold its approval for arbitrary and capricious reasons. N.J.S.A. 18A:27-4.1.

The Board may temporarily suspend an employee with or without pay and without notice when his/her continued services may be inimical to the interests of students.

N.J.S.A. 18A:6-10; 18A:17-2; 18A:17-3; 18A: 27-4.1

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

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Layoffs

4145 LAYOFFS

The Board of Education shall provide the support staff necessary for the operation of the district in a manner that is efficient and economical.

The Board reserves the right to abolish support staff positions and reduce district staff commensurately whenever reasons of economy, reorganization of the school district, reduction in the number of students, or other good cause so warrant. The Superintendent shall continually review the efficiency and effectiveness of district organization and recommend to the Board the creation and abolishment of support staff positions and the reallocation of duties and positions.

When two or more employees are employed in the same classification of employment in which a position is abolished, the employee shall be reemployed who has demonstrated greater competence.

When, as the result of the abolishment of a position, an employee is demoted in position, the employee shall receive the salary of the position to which he/she has been assigned.

N.J.S.A. 18A:6-10; 18A:17-4

Adopted: 3 December 2008

Adopted:



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SUPPORT STAFF MEMBERS - POLICY
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Discipline

4150 DISCIPLINE

The Board of Education directs all support staff members to observe statutes, rules of the State Board of Education, policies of this Board, and duly promulgated administrative rules and regulations governing staff conduct. Violations of those statutes, rules, policies, and regulations will be subject to discipline.

The immediate supervisor, in consultation with the Director for **Division of Labor Relations and Employment Services**, shall deal with disciplinary matters on a case by case basis. Discipline will include, as appropriate, verbal and written warnings, transfer, suspension, freezing wages, and dismissal; discipline will provide, wherever possible, for progressive penalties for repeated violations.

In the event disciplinary action is contemplated, notice will be given to the employee in ordinary and concise language of the specific acts and omissions upon which the disciplinary action is based; the text of the statute, policy, rule, or regulation that the employee is alleged to have violated; and the penalty that **is being recommended and/or may be ultimately** imposed.

N.J.S.A. 18A:25-7; 18A:27-4

N.J.S.A. 34-13A-1 et seq.; 34:19-1

Adopted: 3 December 2008

Adopted:



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SUPPORT STAFF MEMBERS - POLICY

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Freezing or Reducing Wages

4152 **FREEZING OR REDUCING WAGES**

The Board of Education recognizes that any advancement on a salary **guide**, including annual increments and raises, is not automatic but rests within the discretion of the Board.

Advancement on any salary **guide** shall require favorable reports covering the employee's competence and thoroughness in the performance of assigned duties as well as the employee's record of attendance and compliance with district regulations.

The Superintendent shall base a recommendation for wage freeze on evaluations of the employee's performance and conduct. The Superintendent must also show to the satisfaction of the Board that the standards by which an employee has been evaluated are not exceptional or unusual and are expected of all employees in a similar classification.

N.J.S.A. 18A:29-14

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

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Physical Examination

M

4160 **PHYSICAL EXAMINATION**

The Board of Education requires each newly employed support staff member undergo a physical examination. The physical examination shall include, but is not limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include a health screening to include height and weight; blood pressure; pulse and respiratory rate; vision screening; hearing screening; and Mantoux test for tuberculosis.

A support staff member may provide health status information, including medications, which may be of value to medical personnel in the event of an emergency requiring treatment. The staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency. School employee physicals, examinations and/or annual medical updates do not require screening or disclosure of HIV status.

The physical examinations required by this policy shall be limited to those assessments or information necessary to determine the individual's physical and mental fitness to perform with reasonable accommodation in the position he/she seeks or currently holds and to detect any health risks to students or other employees.

Physical examinations required by this policy may be conducted by a physician or institution designated by the Board or, at the employee's election, by a physician or institution designated by the employee and approved by the Board. The cost of any such examination conducted by the physician or institution designated by the Board shall be borne by the Board. The cost of any such examination conducted by the physician or institution chosen by the employee and approved by the Board shall be borne by the employee.

All staff members' medical and health records, including computerized records, will be secured and will be stored and maintained separately from other personnel files. The information contained in medical records will be kept confidential. Only the staff member **and** Superintendent **or his/her designee** shall have access to medical information regarding an individual employee. The section of the medical record that contains the health history may be shared with the staff member's Building Principal and the school nurse **only upon written** consent of the staff member.



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Physical Examination

Additional individual psychiatric or physical examinations of any staff member may be required by the Board whenever, in the judgment of the Board, a staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3. Additional examinations and/or certifications may be required to verify fitness in accordance with Policy No. 3161 or disability in accordance with Policy Nos. 3425 and 3435.

42 U.S.C.A. 12101

N.J.S.A. 18A:16-2 et seq.

N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

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Physical Examination
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R 4160 PHYSICAL EXAMINATION

A. Definitions

1. "Employee assurance statement" means a statement signed by the employee certifying that information supplied by the employee is true to the best of the employee's knowledge.
2. "Employee" or "staff member" means the holder of any full-time or part-time position of employment.
3. "Health history" means the record of a person's past health events obtained in writing, completed by the individual or their physician.
4. "Health screening" means the testing of people, using one or more diagnostic tools, to determine the presence or precursors of a particular disease.
5. "Medical evaluation" means the examination of the body by the school medical inspector or by any physician licensed to practice medicine.
6. "Physical examination" means the assessment of an individual's health.
7. "Psychiatric examination" means an examination for the purpose of diagnosis and treatment of mental disorders.

B. Employees' Initial Physical Examination

Each newly employed support staff member shall be required to undergo a physical examination. The physical examination shall include, but is not limited to a health history, health screenings, and medical evaluation.

1. A health history shall be completed by the employee or by his/her physician which shall include the employee's:
 - a. Past serious illnesses and injuries;
 - b. Current health problems;
 - c. Allergies; and
 - d. Record of immunizations.



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Physical Examination

2. The employee shall submit to health screenings which shall include his/her:
 - a. Height and weight;
 - b. Blood pressure;
 - c. Pulse and respiration rate;
 - d. Vision screening; and
 - e. Hearing screening.
3. Health screening shall also include the conduct of a Mantoux test for the presence of tuberculosis infection.
 - a. A newly employed member will be exempt from the Mantoux test if he/she presents satisfactory documentation of a test **administered in any place within six months previous to the member's initial employment in this district.**
 - b. Procedures for the administration of the Mantoux test, interpretation of reactions, follow-up procedures, and reporting shall be conducted in accordance with the guidelines issued by the State Department of Health and titled School Tuberculin Testing in New Jersey.
 - c. If the results of the Mantoux test so indicate, the employee shall be referred for a chest X-ray and medical evaluation to determine the presence of tuberculosis at the employee's expense. The employee shall submit the report of the X-ray and evaluation to the **Division of Labor Relations and Employment Services**. If the school medical inspector does not receive the report within four weeks of the referral or is unwilling to accept the findings of the report, he/she may direct the employee to submit to a chest X-ray examination at Board expense, the results of which will be reported directly to the **Division of Labor Relations and Employment Services**.
 - d. An employee who presents a physician's or nurse practitioner's documentation, acceptable to the **Division of Labor Relations and Employment Services**, showing significant tuberculin reaction and a subsequent negative chest X-ray will be exempt from the Mantoux test.



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Physical Examination

4. A medical evaluation that shall be limited to those assessments or information necessary to determine the employee's physical and mental fitness to perform with reasonable accommodation in the position which the employee seeks or currently holds and to detect any health risks to students and other employees. The employee's medical evaluation shall include, but not be limited to, a record of immunizations. Guidance regarding immunizations for adults may be found in "Adult Immunization: Recommendations of the Immunization Practices Advisory Committee (ACIP)", available from the Immunization Program, Centers for Disease Control, Public Health, U.S. Department of Health and Human Services, Atlanta GA 30333.
5. A support staff member **may** provide health status information, including medications, which may be of value to medical personnel **in the event of an emergency requiring treatment**. The staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.

C. Health Records

1. All employee medical records, including computerized records, shall be secured, and shall be stored and maintained separate from other personnel files.
2. Only the employee **and** Superintendent **or his/her designee** shall have access to the medical information in that individual's file.
3. The portion of the employee's medical record containing a health history may be shared with the Principal and the school nurse **only upon written** consent of the employee, as provided in paragraph B.5. above.

D. Examination of School Bus Drivers

1. School bus drivers employed by this district are subject to Policy No. 4160 and this regulation generally.
2. School bus drivers employed by a contractor supplying transportation services to this district shall be tested for tuberculosis in accordance with paragraph B3 of this regulation.

E. Employees' Physical Examination and Medical Updates

School employee physicals, examinations and/or annual medical updates shall not require disclosure of HIV status.



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SUPPORT STAFF MEMBERS - REGULATION

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Physical Examination

F. Candidates Records

1. All records regarding pre-employment physicals and drug tests will be maintained in separate medical files and treated as confidential medical records. These records will be:
 - a. Kept separate from a candidate's personnel file;
 - b. Kept in a locked cabinet in a central school district location; and
 - c. Accessible only to the Superintendent or **his/her** designee.
2. The records of a candidate's physical examination will be submitted to the **Division of Labor Relations and Employment Services**, who will determine the candidate's physical and mental fitness to function with reasonable accommodation in the position for which he/she has made application. That determination will be made a part of the candidate's application.
3. A candidate's medical records will be maintained separately from his/her application and will be kept confidential in accordance with paragraph D.
 - a. If and when the candidate is employed by this district, the records will be kept in the person's medical file.
 - b. If the candidate is not employed by this district within three years the records will be destroyed.

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY
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Examination for Cause

4161 EXAMINATION FOR CAUSE

The Board of Education may, in accordance with law, require the psychiatric or physical examination of any support staff member who shows evidence of deviation from normal physical or mental health.

The Superintendent shall recommend to the Board the examination of any support staff member whose physical or mental condition so departs from normal health as to adversely affect the performance of the member's duties. Any such recommendation must be accompanied by competent evidence. If the Board determines that deviation from normal health has been demonstrated, it may require that the member submit to a physical or mental examination.

A requirement for physical or mental examination shall be made known to the employee by written notice setting forth the nature of the examination required, the reasons for the requirement, and a statement offering the member the opportunity to appear before the Board to explain or refute those reasons, provided any such hearing is requested in writing within five working days of the receipt of the notice.

A support staff member who fails to request an appearance before the Board within the time permitted or, having appeared before the Board, fails to persuade the Board that he/she should not be required to submit to the required examination shall be ordered to submit to an appropriate examination by a physician or institution designated by the Board and at the Board's expense.

The support staff member may, at his/her option, submit names of physicians or institutions to the Board for consideration to complete the appropriate examination(s). The Board is not required to designate a physician or institution submitted for consideration by the support staff member, but the Board will not act unreasonably in withholding its approval of a physician or institution submitted by a support staff member. The cost of the examination will be borne by the Board if the Board designates a physician or institution from the names submitted from the support staff member.

If the support staff member's request is denied, or if the support staff member does not request the Board to consider a physician or institution, the staff member may elect to submit to an appropriate examination conducted by a physician or institution of the support staff member's own choosing and at his/her expense, provided the physician or institution so chosen is approved by the Board, pursuant to N.J.S.A. 18A:16-3, and is authorized and directed by the member to report the results of the examination to the Board.



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Examination for Cause

If the results of the examination show mental abnormality or communicable disease, the support staff member shall be placed on sick leave and compensated in accordance with his/her sick leave entitlement, if any, until proof of recovery, satisfactory to the Board, is furnished. No leave of absence granted under this policy shall exceed the term of the contract of a nontenured support staff member or a period of two years in the case of a tenured support staff member.

A support staff member who refuses to submit to the examination required by the Board and has exhausted the hearing procedures established by law and this policy shall be subject to discipline, which may include the certification of tenure charges to the Commissioner of Education.

42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-4; 18A:30-1 et seq.

N.J.A.C. 6A:32-6.3

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

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Secret Societies

5841 **SECRET SOCIETIES**

The Board of Education affirms the legislative prohibition of student organizations with closed membership practices as hostile to the democratic ideals of public education.

No social organization of students will be granted the use of school facilities or permitted the use of the name of the school or this school district unless that organization has first been approved by the Superintendent and/or designee. The application for such approval will set forth the purposes, constitution, and bylaws of the organization; its membership qualifications; and the process by which a person becomes a member.

No organization will be approved if its purposes conflict with the authority and goals of this Board or the best interests of the students of this district; if membership is drawn from outside the currently enrolled student body; if membership qualifications are based on considerations of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, disability or political beliefs, or any other consideration not appropriate to the purpose of the organization; or if any qualifying student who applies may be denied membership.

Nothing in this policy shall prevent or otherwise deny participation in constitutionally protected prayer consistent with protections of the First Amendment of the United States Constitution.

A student who seeks to form or is a member of a fraternity, sorority, or other secret organization formed in whole or in part of students enrolled in this district may be disciplined by this Board. The Board reserves the right to require that any student attest as to his/her membership in a secret organization.

N.J.S.A. 18A:42-5; 18A:42-6

Adopted: 12 January 2010

Adopted:



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East Orange Board of Education

STUDENTS - POLICY

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Equal Access of Student Organizations

5842 EQUAL ACCESS OF STUDENT ORGANIZATIONS

The Board of Education will permit the use of school facilities by student-initiated organizations for non-curricular student activities. A student-initiated organization, regardless of the size of the group, will not be denied an opportunity to meet and use school facilities on the basis of the religious, political, philosophical, or other content of the speech at their meeting.

An application for permission to meet on school premises shall be made to the Building Principal and/or designee, who shall grant permission provided that he/she determines that:

1. The activity has been initiated by students;
2. Attendance at the meeting is voluntary;
3. No agent or employee of the district will promote, lead, or participate in the meeting;
4. The meeting is for a lawful purpose;
5. The meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school;
6. Nonschool persons do not direct, conduct, control, or regularly attend the activity; and
7. The activity is adequately supervised by appropriately certified school district staff.

A student-initiated group granted permission to meet on school premises shall be subject to the same rules and regulations that govern the meetings of student organizations sponsored by this Board, except as provided by this policy. Participation in a student-initiated meeting must be available to all students who wish to attend and cannot be denied on the basis of a student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The Board will not permit the organization of a fraternity, sorority, or secret society. A student-initiated meeting may be attended by no more than two outside resource persons.

Access to school facilities by student organizations will be provided within the governing principles of the First Amendment of the Constitution of the United States.



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Equal Access of Student Organizations

An appropriately certified staff member shall be assigned to attend a student-initiated meeting in a custodial capacity and shall not participate in the activity while serving in this custodial capacity. No teaching staff member shall be compelled to attend a student-initiated meeting if the content of the speech at the meeting is contrary to his/her beliefs.

The Building Principal may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well-being of students and staff members.

20 U.S.C.A. 1701 et seq.

United State Department of Education - Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools

Adopted: 12 January 2010

Adopted:



Policy/Regulations

East Orange Board of Education

STUDENTS - POLICY

5850/page 1 of 2

Social Events and Class Trips

5850 **SOCIAL EVENTS AND CLASS TRIPS**

The Board of Education recognizes the value of social events and class trips that will enhance and enrich the school experience for the students of this district.

For purposes of this policy, a "social event" is a party, celebration, or dance organized for the participation of students, and "class trips" are trips taken by students who share a particular interest in an activity, or students who are enrolled in a particular subject area, course or class. Social events and class trips are not related or are only indirectly related to the curriculum.

The Board will make school facilities available and assign staff members as appropriate for the conduct of social events on school premises that have been approved by the Building Principal and/or designee and for social events and class trips away from school premises that have been approved by the Building Principal and the East Orange Board of Education. A social event or class trip may be considered to have been approved by this Board only when the Board has duly assigned one or more chaperones to supervise participating students. The Board will assume no responsibility for a student social event or trip that has not been approved in accordance with this policy.

The Board will not approve a social event or class trip that has the effect of reducing the school year for participating students to fewer than one hundred eighty days.

The Board reserves the right to cancel any scheduled trip.

Social events or class trips are not part of the thorough and efficient system of education provided by the Board. Participation in them is therefore not a right and may be denied to any student without the due process of notice and an opportunity to be heard. A student who demonstrates disregard for school rules may summarily be denied participation in social events and class trips.

Students who participate in approved social events and class trips are subject to district rules for student conduct and must submit to the authority of assigned chaperones. Infractions of the rules will be subject to discipline in the same manner as are infractions of rules during the regular school program.

A student who possesses or consumes alcohol or drugs in the course of an approved social event or class trip will be deemed to have placed all other participating students at risk and will be disciplined in strict accordance with policy # 5530.

The Board will not permit persons not enrolled in this district to participate in social events, except for the Senior Prom.



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Social Events and Class Trips

The Superintendent will develop regulations governing the conduct and safety of all participants in social events and class trips and will distribute them to student and adult participants.

Adopted: 12 January 2010

Adopted:



Policy/Regulations

East Orange Board of Education

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Social Events and Class Trips

R 5850 **SOCIAL EVENTS AND CLASS TRIPS**

A. Approval

1. Requests for approval of a social event or class trip must be submitted in writing to the Building Principal not less than forty-five (45) working days before the activity is scheduled to occur. Class trips must also be submitted to the Board of Education for approval at least 45 days before the activity.
2. Each request must include:
 - a. The name of the sponsoring organization,
 - b. The name of an adult representative of the organization who will assume responsibility for the activity (such as a club's faculty advisor),
 - c. The date on which the activity is to occur,
 - d. For a social event, the place in which it is to occur (if on school premises, the specific room or facility; if off school premises, the specific location with directions and a telephone number),
 - e. For a class trip, the proposed itinerary, with specific locations of any proposed stops, including telephone numbers, and the planned means of transportation,
 - f. The group of students who will participate in the activity and the anticipated number of students,
 - g. The cost of the activity and the manner in which costs will be assessed or funds will be raised,
 - h. If appropriate, the insurance coverage for the activity, and
 - i. The number and names, to the extent they are known, of the chaperones appointed to the activity.
3. The Building Principal will consult the school calendar to determine whether the proposed activity will interfere with the instructional program or a social event or class trip given earlier approval. He/She will grant or deny the request within fifteen working days of its receipt.



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STUDENTS - REGULATION R 5850/page 2 of 4 Social Events and Class Trips

4. The Building Principal will appoint a teaching staff member as responsible adult for each approved activity. In the absence of formal appointment, the adult designated on the request for approval will serve as responsible adult.
- B. Student Participation
1. Social events and class trips are not directly related to the curriculum and students are permitted to participate only in accordance with Policy No. 5850. Students on suspension are not eligible for participation.
 2. No minor student may participate in a social event or class trip that extends beyond the school day or takes place away from school premises without the written, signed permission of the student's parent(s). Permission slips will be distributed by the sponsoring organization not less than ten working days before the scheduled activity and signed slips will be delivered to the teacher no later than the day of the activity. Permission slips must include the following information:
 - a. The nature of the activity,
 - b. The date, time, and location of the activity,
 - c. The name of the sponsoring organization and the responsible adult,
 - d. The fee, if any, charged to the student for participation, and
 - e. Such information about the activity as may be necessary for the parent to evaluate the risk to his/her child (such as exposure to potential allergens).
- C. Student Conduct
1. Students who elect to participate in social events and class trips and their guests are subject to district rules for student conduct, including rules for conduct on buses. Infractions of rules will be subject to discipline in the same manner as are infractions of rules during the regular school program. Students shall obey the approved chaperones; disobedience to a chaperone will be tantamount to disobedience of a certified staff member.
 2. The school dress code will apply to all social events and class trips unless expressly waived by the Building Principal.



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Social Events and Class Trips

3. Students who violate rules of conduct in the course of a class trip away from school may be denied the opportunity to participate in future field trips unless a parent/guardian accompanies him/her.
 4. Students who elect to attend a social event or class trip are expected to participate; students who attend merely to loiter on the perimeter of the activity (such as outside the facility or in parked cars or the like) will be dismissed from the school premises.
 5. The possession, use, and/or distribution of alcohol and/or drugs by any person and the presence of any person under the influence of alcohol or drugs are absolutely prohibited at any school sponsored social event or class trip, regardless of the location of the activity. Violators of this rule will be disciplined in strict accordance with Policy No. 5530.
- D. Chaperones
1. Each social event and class trip must be properly chaperoned by responsible adults under the supervision of at least one certified staff member.
 2. The organization sponsoring the activity is responsible for appointing and securing proper chaperonage, subject to the approval of the Building Principal.
 3. Chaperones who are not district employees serve as volunteers subject to Policy No. 9180 and will not be compensated by the Board for their services. The expenses incurred by chaperones in the course of the activity will be the responsibility of the sponsoring organization.
 4. Chaperones should:
 - a. Arrive promptly at scheduled activity and, if possible, well in advance of the student participants;
 - b. Acquaint themselves with school rules of conduct and with the distinctions between minor and serious rule infractions (minor infractions are punishable by reprimands, conferences, and/or detention; serious rule infractions may involve the imposition of suspension);
 - c. Circulate freely among the participants in order to detect any infractions of rules;
 - d. Frequently check lavatories, entrances, hallways and the like;



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- e. Correct students who engage in minor infractions of rules;
 - f. Report to a certified staff member any serious infraction of rules that may require school discipline or the dismissal of a student from the activity;
 - g. Report immediately to a certified staff member any person who may be under the influence of alcohol or drugs so that the teaching staff member can implement Regulation No. 5530; and
 - h. Report immediately to a certified staff member or police officer any person who may have alcohol, drugs, contraband, or a weapon in his/her possession.
- E. Post-activity Requirements
- 1. The sponsoring organization is responsible for cleaning up any decorations and debris caused by the activity and left on school premises.
 - 2. The responsible adult will submit to the Building Principal a brief but reasonably detailed report of the activity, including the names of chaperones. The report should include a description of any event that resulted in a student's dismissal from the activity.
 - 3. Any funds collected will be deposited in the Student Activities Fund and accounted for in accordance with Policy No. 6660.

Issued: 12 January 2010

Issued:



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East Orange Board of Education

STUDENTS - POLICY

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Public Performances by Students

5880 **PUBLIC PERFORMANCES BY STUDENTS**

The Board of Education recognizes the value to students and to the community of the demonstration of student talents and skills in performances of student organizations in public events. The Board endorses such performances when they contribute to the instructional program, do not interfere with scheduled school activities, and do not exploit or endanger participating students.

Public performances of student organizations must be approved in advance by the Building Principal and/or designee. The members of a student organization invited to perform shall be polled for their willingness to perform. No student may be compelled to participate in an elective public performance or penalized for his/her failure to participate. Approval for a public performance will not be granted unless the staff advisor determines that the number of students who agree to participate is sufficient to represent the school fairly.

When public performances are scheduled as a regular part of a course of study taken for credit, students shall be informed in advance of their obligation to participate; they will be excused from participation only in accordance with Board policy on student attendance.

No student, student organization, or employee of this Board shall receive compensation for the performance in public of students organized for a school activity.

School groups may, with the permission of the Superintendent, participate in local public events which may be classified as:

1. Educational events in which the schools serve as hosts;
2. Community functions organized in the interest of the schools;
3. Noncommercial occasions of community, county, state or national interest of sufficient breadth to enlist collaboration general sympathy and cooperation;
4. Patriotic events, such as Veteran's Day, Memorial Day, etc.;
5. Charity benefit activities, provided such activity has been specifically approved in advance by the Superintendent;
6. Programs sponsored by established character – building agencies, or programs sponsored jointly by the school system and mass communication media where the time or spaces given to the programs are of a public nature.



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Public Performances by Students

School groups may not participate in events that may be classified as:

1. Events that are for the purpose of private gain or primarily for the advertising of any commercial project or product;
2. Events that are for the furtherance of any politically partisan interest. In questionable cases, the matter shall be approved by the board;
3. Events that are primarily for the furtherance of any sectarian concern;
4. Events that cause an undue amount of interference with the regular school program or that cause an excessive amount of absence due to rehearsal or preparation.

N.J.S.A. 18A:42-2 School orchestra not to compete with civilian musicians; exceptions

Adopted: 12 January 2010

Adopted:



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East Orange Board of Education

PROGRAM - POLICY

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Section 504 of the Rehabilitation Act of 1973 - Students

Dec 16

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[See POLICY ALERT No. 210]

2418 SECTION 504 OF THE REHABILITATION ACT OF 1973 - STUDENTS

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

Guarantee of Rights

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

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

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

Educational Setting

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

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



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Section 504 of the Rehabilitation Act of 1973 - Students

Evaluation and Placement

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

Enforcement

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

Office Address: _____

Telephone: _____

Procedural Safeguards

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

Notice

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



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Section 504 of the Rehabilitation Act of 1973 - Students

State or Local Law

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

29 U.S.C. 794 (Section 504 Rehabilitation Act of 1973)

20 U.S.C. 1401 et seq. (Individuals with Disabilities Education Act)

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

Adopted:



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East Orange Board of Education

PROGRAM - REGULATION

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Section 504 of the Rehabilitation Act of 1973 - Students

Dec 16

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[See POLICY ALERT No. 210]

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

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

A. Definitions

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



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Section 504 of the Rehabilitation Act of 1973 - Students

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



Section 504 of the Rehabilitation Act of 1973 - Students

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



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Section 504 of the Rehabilitation Act of 1973 - Students

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



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Section 504 of the Rehabilitation Act of 1973 - Students

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

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

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



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Section 504 of the Rehabilitation Act of 1973 - Students

C. Educational Program

1. General:

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

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

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



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Section 504 of the Rehabilitation Act of 1973 - Students

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

E. Evaluation and Placement - 34 CFR §104.35

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



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Section 504 of the Rehabilitation Act of 1973 - Students

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

F. Section 504 and Special Education

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



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Section 504 of the Rehabilitation Act of 1973 - Students

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



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



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



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Section 504 of the Rehabilitation Act of 1973 - Students

H. Nonacademic/Extracurricular Services - 34 CFR §104.37

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

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

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



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Section 504 of the Rehabilitation Act of 1973 - Students

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

Adopted:



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East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

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Code of Ethics

3211 CODE OF ETHICS

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

Preamble

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

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

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

Principle I -- Commitment to the Student

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

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

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



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Code of Ethics

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

Principle II -- Commitment to the Profession

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

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

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

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



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TEACHING STAFF MEMBERS - POLICY
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Code of Ethics

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

Adopted: 3 December 2008
Adopted:



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

3211.3/page 1 of 1

Consulting Outside the District

3211.3 CONSULTING OUTSIDE THE DISTRICT

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

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

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

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

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

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3211.3/page 1 of 2

Consulting Outside the District

R 3211.3 **CONSULTING OUTSIDE THE DISTRICT**

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

A. Definitions

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

B. Procedure - Consulting For No Additional Remuneration

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



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TEACHING STAFF MEMBERS - REGULATION

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Consulting Outside the District

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

C. Reporting Activities

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

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East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

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Conflict of Interest

3214 CONFLICT OF INTEREST

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

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

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

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

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

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

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

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

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

Adopted: 3 December 2008

Adopted:



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

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Use of Corporal Punishment

3217 USE OF CORPORAL PUNISHMENT

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

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

A teaching staff member who:

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

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

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

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
3233/page 1 of 2
Political Activities

3233 POLITICAL ACTIVITIES

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

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

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

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

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

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

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



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East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

3233/page 2 of 2

Political Activities

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

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

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

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

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

Adopted: 3 December 2008

Adopted:



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3233/page 1 of 2

Political Activities

R 3233 **POLITICAL ACTIVITIES**

A. Prohibited Activities

The following political activities are prohibited on school district premises:

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

B. Permitted Activities

The following political activities are permitted on school premises.

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



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3233/page 2 of 2

Political Activities

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

Issued: 3 December 2008

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Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

3280/page 1 of 1

Liability for Student Welfare

3280 **LIABILITY FOR STUDENT WELFARE**

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

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

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

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

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3280/page 1 of 3

Liability for Student Welfare

R 3280 **LIABILITY FOR STUDENT WELFARE**

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



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TEACHING STAFF MEMBERS - REGULATION

R 3280/page 2 of 3

Liability for Student Welfare

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



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Liability for Student Welfare

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

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East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

3310/page 1 of 1
Academic Freedom

3310 ACADEMIC FREEDOM

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

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

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

Adopted: 3 December 2008

Adopted:



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

3381/page 1 of 1

Protection Against Retaliation

3381 **PROTECTION AGAINST RETALIATION**

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

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

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

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

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

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

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

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

3410 COMPENSATION

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

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

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
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Benefits

3420 **BENEFITS**

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

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

Adopted: 3 December 2008

Adopted:



Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4212.3/page 1 of 1

Consulting Outside the District

4212.3 CONSULTING OUTSIDE THE DISTRICT

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

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

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

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

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

Adopted: 3 December 2008

Adopted:



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SUPPORT STAFF MEMBERS - REGULATION

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Consulting Outside the District

R 4212.3 **CONSULTING OUTSIDE THE DISTRICT**

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

A. Definitions

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

B. Procedure - Consulting For No Additional Remuneration

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



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East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4212.3/page 2 of 2

Consulting Outside the District

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

Issued: 3 December 2008

Issued:



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East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

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Conflict of Interest

4214 **CONFLICT OF INTEREST**

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

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

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

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

Violations of this policy may result in disciplinary action.

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

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

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

4215 CODE OF ETHICS

All support staff employees will:

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

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4220/page 1 of 1

Employee Evaluation

4220 **EMPLOYEE EVALUATION**

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

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

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

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

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

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Evaluation of Support Staff Members

R 4220 **EVALUATION OF SUPPORT STAFF MEMBERS**

A. Evaluator

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

B. Evaluation Criteria

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

C. Collection of Evaluation Data



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SUPPORT STAFF MEMBERS - REGULATION

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Evaluation of Support Staff Members

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

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

D. Observation Frequency

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

E. Evaluation Procedures

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



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SUPPORT STAFF MEMBERS - REGULATION

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Evaluation of Support Staff Members

7. The employee may prepare a written disclaimer to the evaluation report which will be appended to the report provided it is received by the evaluator not more than ten working days following the conference.
 8. The evaluator shall distribute copies of the evaluation report to the Superintendent.
- F. Individual Performance Improvement Plan
1. An individualized Performance Improvement Plan will be prepared for each support staff member to correct deficiencies and to encourage improvement.
 2. Performance Improvement Plans will derive from the applicable evaluation criteria and focus on weaknesses identified in the evaluation report.
 3. The Performance Improvement Plan will be prepared in cooperation with the employee whenever possible and shall include:
 - a. Areas of required growth,
 - b. Methods of achieving that growth,
 - c. A schedule for implementation of those methods, and
 - d. The responsibility of the support staff member and the district for implementing the plan.
 4. At the time a Performance Improvement Plan is prepared, a review will also be made of the effort by the staff member to achieve the prior year's plan. The degree to which the employee achieved the requirements of the previous plan will be a measure of his/her performance.
 5. Copies of the Performance Improvement Plan will be attached to the employee's evaluation report, given to the support staff member, and filed with the Superintendent.
 6. It is the duty of the support staff member to implement the plan as prepared; his/her failure to do so may result in disciplinary action, including, where appropriate, dismissal.

Issued: 3 December 2008

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East Orange Board of Education

SUPPORT STAFF MEMBERS
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4233/page 1 of 1
Political Activities

4233 POLITICAL ACTIVITIES

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

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

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

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

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

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

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

Adopted: 3 December 2008

Adopted:



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SUPPORT STAFF MEMBERS - REGULATION

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Political Activities

R 4233 **POLITICAL ACTIVITIES**

A. Prohibited Activities

The following political activities are prohibited on school district premises:

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

B. Permitted Activities

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

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

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East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

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Employee Training

4240 EMPLOYEE TRAINING

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

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

Mandated Inservice Programs

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

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

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Employee Training

R 4240 **EMPLOYEE TRAINING**

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



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SUPPORT STAFF MEMBERS - REGULATION

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Employee Training

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

C. On-the-Job Training

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

D. Off-the-Job Training

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



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SUPPORT STAFF MEMBERS - REGULATION

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Employee Training

E. Training Effectiveness

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

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East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

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Protection Against Retaliation

4381 **PROTECTION AGAINST RETALIATION**

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

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

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

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

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

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

Adopted: 3 December 2008

Adopted:



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

4410 COMPENSATION

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

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

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

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

4413 OVERTIME COMPENSATION

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

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

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

Adopted: 3 December 2008

Adopted:



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East Orange Board of Education

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

4420 BENEFITS

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

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

Adopted: 3 December 2008

Adopted:



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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 or any temporary location wherein children and youth are awaiting foster care placement.**

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

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

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

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



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

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

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

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

N.J.S.A. 18A:7B-12; 18A:7B-12.1

N.J.A.C. 6A:17-2.1 et seq.

Adopted: 12 January 2010

Adopted: 11 October 2016

Adopted:



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East Orange Board of Education

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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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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; or**
 - e. **Any temporary location wherein children and youth are awaiting foster care placement.**
- C. Responsibilities of the **School** District of Residence **(N.J.A.C. 6A:17-2.3)**
 - 1. The **school** district of residence for a homeless child is responsible for the education of the child and **shall**:
 - a. Determine the **school** district in which the child shall be enrolled after consulting with the parent pursuant to N.J.A.C. 6A:17-2.5;
 - b. Pay the cost of tuition pursuant to **N.J.S.A. 18A:38-19**, when the child attends school in another **school** district; and
 - c. Provide for transportation for the child pursuant to N.J.A.C. 6A:27-6.2.
 - 2. The determination of the homeless child's **school** district of residence ~~will~~ **shall** be made by the Superintendent **of the school district of residence** or designee pursuant to N.J.A.C. 6A:17-2.4 based upon information received from the parent, the Department of Human Services **or the Department of Children and Families**, a shelter provider, another school district, an involved agency, or a case manager.
 - 3. The district Board of Education identified **in accordance with N.J.S.A. 18A:7B-12** as the **school** district of residence for a homeless child **shall be** the **school** district of residence **until the parent establishes a permanent residence. Financial responsibility will remain with the homeless child's school district of residence until the family is deemed domiciled in another jurisdiction, pursuant to N.J.S.A. 18A:38-1.d.**



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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 Director of Student Services as the district liaison for the education of homeless children. The **school district** liaison **shall:**

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

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



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



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

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



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

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8330 STUDENT RECORDS

The Board of Education believes that information about individual students must be compiled and maintained in the interest of the student's educational welfare and advancement. The Board will strive to balance the student's right to privacy against the district's need to collect, retain, and use information about individual students and groups of students. The Board authorizes the establishment and maintenance of student files that include only those records mandated by law, rules of the State Board of Education, authorized administrative directive, and those records permitted by this Board.

The Superintendent shall prepare, present to the Board for approval, and distribute regulations that implement this Policy and conform to applicable State and federal law and rules of the State Board of Education.

General Considerations

The Board of Education shall compile and maintain student records and regulate access, disclosure, or communication of information contained in educational records in a manner that assures the security of such records in accordance with the provisions of N.J.A.C. 6A:32-7.1 et seq. Student records shall contain only such information as is relevant to the education of the student and is objectively based on the personal observations or knowledge of **the** certified school personnel who originate(s) the record. The **school** district shall **provide annual, written notification to** parents, adult students, **and emancipated minors** of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and local policies shall be made available upon request. The **school** district shall make every effort to notify parents and adult students in their dominant language.

Nothing in this Policy shall be construed to prohibit certified school personnel from disclosing student records to non-adult students or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the student or other persons.

No liability shall be attached to any member, officer, or employee of the Board of Education permitting access or furnishing student records in accordance with **N.J.A.C. 6A:32-7.1 et seq.**



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Student Information Directory

A student information directory is a publication of **the Board of Education** that includes information **relating to a student** as defined in N.J.A.C. 6A:32-2.1. **This information includes: name; grade level; date and place of birth; dates of school attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information. The student information directory shall be used only by authorized school district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption.** In the event the school district publishes a student information directory, the Superintendent or designee will **provide a parent or adult student a ten-day period to submit to** the Superintendent **a written statement** prohibiting the school district from including any **or** all types of information about the student in any student information directory before allowing access to such directory to educational, occupational, and military recruiters pursuant to N.J.S.A. 18A:36-19.1 and P.L. 107-110 sec. 9528, Armed Forces Recruiter Access to Students and Student Recruiting Information of the No Child Left Behind Act of 2001.

School Contact Directory **for Official Use**

A school contact directory for official use is a compilation by the school district that includes the following information for each student: name; address; telephone number; date of birth; and school enrollment. The district shall compile and maintain a school contact directory for official use **that** is separate and distinct from the student information directory. **The student contact directory may be provided** for official use only to judicial **and** law enforcement **personnel**, and **to** medical personnel currently providing services to the student in question. **To** exclude any information from the school contact directory for official use the parent, adult student, **or emancipated minor** shall notify the Superintendent or designee in writing.

Mandated and Permitted Student Records

Mandated student records are those records school districts have been directed to compile by State statute, regulations, or authorized administrative directive in accordance with N.J.A.C. 6A:32-7.3.

Permitted student records are **those student** records **not mandated pursuant to N.J.A.C. 6A:32-7.3, but** authorized by the Board to promote the **student's** educational welfare. The Board shall authorize the permitted records to be collected by adopting **Policy and** Regulation 8330, which will list such permitted records.



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Maintenance and Security of Student Records

The Superintendent or designee shall be responsible for the security of student records maintained in the school district. Policy and Regulation 8330 assure that access to such records is limited to authorized persons.

Records for each individual student **may** be **stored electronically or in paper format. When student records are stored electronically, proper security and back-up procedures shall be administered.**

Student health records, **whether stored on paper or electronically**, shall be maintained separately from other student records, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. Records shall be accessible during the hours in which the school program is in operation.

Any district internet website shall not disclose any personally identifiable information about a student **without receiving prior written consent from the student's parent**, in accordance with **the provisions of** N.J.S.A. 18A:36-35. **Personally identifiable information means student names; student photos; student addresses; student e-mail addresses; student phone numbers; and locations and times of class trips.**

Access to Student Records

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.

The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to **people** permitted by Federal and State statute and regulations in accordance with N.J.A.C. 6A:32-7.5.

The district **may** charge a reasonable fee for reproduction, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-2, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or under rules and regulations regarding students with disabilities.

Access to and disclosure of a student's health record shall meet the requirements of the Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).



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Only authorized organizations, agencies, **or** persons **as defined in N.J.A.C. 6A:32-7.5** shall have access to student records, **including student health records**.

Nothing **in N.J.A.C. 6A:32-7.1 et seq. or in Policy and Regulation 8330** shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.

In **complying with N.J.A.C. 6A:32-7 – Student Records**, individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and 34 CFR Part 99, the Family Educational Rights and Privacy Act (FERPA).

Conditions for Access to Student Records

All authorized organizations, agencies, and persons **defined in N.J.A.C. 6A:32-7.1 et seq.** shall have access to the records of a student subject to conditions **outlined in N.J.A.C. 6A:32-7.6(a)**.

Rights of Appeal for Parents and Adult Students

Student records are subject to challenge by parents and adult students on the grounds of inaccuracy, irrelevancy, impermissible disclosure, inclusion of improper information or denial of access to organizations, agencies, and persons in accordance with N.J.A.C. 6A:32-7.7(a).

To request a change in the record or to request a stay of disclosure pending final determination of the challenged procedure, the **parent or adult student shall follow the procedures pursuant to N.J.A.C. 6A:32-7.7(b)**.

Appeals relating to student records for students with disabilities shall be processed in accordance with the requirements of **N.J.A.C. 6A:32-7.7(b)**

Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place **in the student record** a statement commenting upon the information in the student record or setting forth any reasons for disagreement with the decision **made in the appeal**. Such statements shall be maintained as part of the student record as long as the contested portion of the record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.



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Retention and Disposal of Student Records

A student record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the school district. The school district shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.

Student records of currently enrolled students, other than that described in **N.J.A.C. 6A:32-7.8(e)**, may be disposed of after the information is no longer necessary to provide educational services to a student **and in accordance with the provisions of N.J.A.C. 6A:32-7.8(b)**.

Upon graduation or permanent departure of a student from the school district, the parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request. Information in student records, other than that described in **N.J.A.C. 6A:32-7.8(e)**, may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. Such disposition shall be **in accordance with the provisions of N.J.A.C. 6A:32-7.8(c) 2**.

No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.

In accordance with N.J.A.C. 6A:32-7.8(e), the New Jersey public school district of last enrollment, graduation, or permanent departure of the student from the school district shall keep for 100 years a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment **results**, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

N.J.S.A. 18A:36-19; 18A:36-19.1; 18A:40-4; 18A:40-19

N.J.A.C. 6A:32-7.1; 6A:32-7.2; 6A:32-7.3; 6A:32-7.4; 6A:32-7.5;
6A:32-7.6; 6A:32-7.7; 6A:32-7.8

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R 8330 **STUDENT RECORDS**

A. Definitions

1. "Access" means the right to view, make notes, and/or reproduce **a** student record.
2. "Adult student" means a **person** who is at least eighteen years of age, or is attending an institution of postsecondary education, or is an emancipated minor.
3. "Mandated student records" means student records that school districts compile **pursuant to** State statute, regulation, or authorized administrative directive.
4. "Parent" means the natural or adoptive parent, legal guardian, surrogate **appointed according to N.J.A.C. 6A:14-2.2**, or a person acting in place of a parent **(such as a grandparent or stepparent with whom the student lives or a person legally responsible for the student's welfare)**. Unless parental rights have been terminated by a court of appropriate jurisdiction, the parent retains all rights under N.J.A.C. 6A:32. **In addition, a** foster parent may act as a parent under the provisions of N.J.A.C. 6A:32 if the parent's authority to make educational decisions on the student's behalf has been terminated by a court of appropriate jurisdiction.
5. "Permitted student records" means records that the Board of Education has authorized, by resolution adopted at a regular public meeting, to be collected to promote the educational welfare of students.
6. "Student record" means information related to an individual student gathered within or outside the school **district** and maintained within the school **district** regardless of the physical form in which it is maintained. **Essential in this definition is the idea that** any information that is maintained for the purpose of second-party review is considered a student record. Therefore, information recorded by certified school personnel solely as a memory aid **and** not for the use of a second party is excluded from this definition.



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7. "Student information directory" means a publication of the **Board of Education that** includes information relating to a student. **It shall be used only by authorized school district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption. The information shall be** the student's: name; grade level; date and place of birth; dates of attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information.

B. General Considerations

1. **The Board of Education shall compile and maintain student records and regulate access, disclosure, or communication of information contained in educational records in a manner that assures the security of such records in accordance with the provisions of N.J.A.C. 6A:32-7.1. et seq.**
2. Student records shall contain only such information as is relevant to the education of the student and is objectively based on the personal observations or knowledge of **the** certified school personnel who originate**(s)** the record.
3. The **school** district shall **provide annual, written notification to** parents, adult students, **and emancipated minors** of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and local policies shall be made available upon request. The **school** district shall make every effort to notify parents and adult students in their dominant language.
4. A non-adult student may assert rights of access only through his or her parents. However, nothing in **N.J.A.C. 6A:32-7 et seq. or in** Policy or Regulation 8330 shall be construed to prohibit certified school personnel **from disclosing at** their discretion student records to non-adult students or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the student or other persons.
5. The parent or adult student shall have access to their own records and have access to or be specifically informed about only that portion of another student's record that contains information about his or her own child or himself or herself.



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6. The Superintendent or designee shall require all permitted student records of currently enrolled students to be reviewed annually by certified school personnel to determine the education relevance of the material contained therein. The reviewer shall cause data no longer descriptive of the student or educational program to be deleted from the records except that prior notice shall be given for classified students in accordance with N.J.A.C. 6A:14, Special Education. Such information shall be disposed of and not be recorded elsewhere. No record of any such deletion shall be made.
 7. No liability shall be attached to any member, officer, or employee of the Board of Education permitting access or furnishing student records in accordance with **N.J.A.C. 6A:32-7.1 et seq.**
 8. When the parent's or adult student's dominant language is not English or the parent or adult student is deaf, the **school** district shall provide interpretation of the student records in the dominant language of the parents or adult student.
 8. Student health records shall be maintained separately from other student records and handled, according to the requirements of N.J.A.C. 6A:32-7.1 et seq., until such time as graduation or termination whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.
- C. School Contact Directory **for Official Use (N.J.A.C. 6A:32-7.2)**
1. The **Board of Education** shall compile and maintain a school contact directory for official use **that** is separate and distinct from the student information directory.
 - a. School personnel shall provide information from the school contact directory for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question.
 - b. Upon request from a court, other judicial agency, law enforcement agency, or medical service provider who is currently providing services to the student in question, school personnel shall promptly verify the enrollment of a student and provide the requester with all the information about that student that is contained in the school contact directory for official use.



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2. **To** exclude any information from the school contact directory for official use, the parent, adult student, **or emancipated minor** shall notify the Superintendent or designee in writing.
- D. Mandated and Permitted Student Records
1. Mandated student records shall include the following:
 - a. The student's name, address, telephone number, date of birth, name of parent(s), gender, standardized assessment **results**, grades, attendance, classes attended, grade level completed, year completed, **and years of attendance**;
 - b. Record of daily attendance;
 - c. Descriptions of student progress according to the system of student evaluation used in the school district;
 - d. History and status of physical health compiled in accordance with State regulations, including results of any physical examinations given by qualified school district employees **and immunizations**;
 - e. Records pursuant to rules and regulations regarding the education of students with disabilities; and
 - f. All other records required by **N.J.A.C. 6A**.
 2. Permitted student records are **those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but** authorized by the Board to promote the student's educational welfare and include the following as authorized by this Board upon adoption of Policy and Regulation 8330. These records **may** include, but **are** not limited to:
 - a. Personally authenticated observations, assessments, ratings, and anecdotal reports recorded by teaching staff members in the performance of their professional responsibilities and intended for review by another person, provided the record is dated and signed by the originator. Information recorded solely as a memory aid for the originator becomes a student's record when it is reviewed by any other person, including a substitute;
 - b. Information, scores, and results obtained from standardized tests or by approved tests conducted by professional personnel;



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- c. Educationally relevant information provided by the parent, adult student, **or emancipated minor** regarding the student's achievements or school activities;
- d. Any correspondence with the student and/or the student's parents;
- e. Driver education certificate;
- f. Emergency notification form;
- g. New student registration form;
- h. Withdrawal or transfer form;
- i. Change of schedule form;
- j. Records of disciplinary infractions, penalties, and disciplinary hearings;
- k. Records of the student's co-curricular and athletic activities and achievements;
- l. Class rank;
- m. Awards and honors;
- n. Notations of additional records maintained in a separate file;
- o. The statement from a student's parent or adult student, **or emancipated minor** regarding a contested portion of the record; and
- p. Entries indicating review of the file by an authorized person;

E. Maintenance and Security of Student Records

1. The Superintendent or designee shall be responsible for the security of student records maintained in the school district **and shall devise procedures/regulations for assuring that access to such records is limited to authorized persons.** Policy and Regulation 8330 assures that access to such records is limited to authorized persons.
2. Records for each individual student **may be stored either electronically or in paper format. When student records are stored electronically, proper security and backup procedures shall be administered.**



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3. Student health, **whether stored on paper or electronically**, shall be maintained separately from other student records, until such time as graduation or termination whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.
 4. Records shall be accessible during the hours in which the school program is in operation.
 5. Mandated student records required as part of programs established through State administered entitlement or discretionary funds from the U.S. Department of Education shall be maintained for a period of five years after graduation, termination from the school district, or age **twenty-three**, whichever is longer, and shall be disposed of in accordance with N.J.S.A. 47:3-15 et seq.
 6. Any district website shall not disclose any personally identifiable information about a student, in accordance with N.J.S.A. 18A:36-35.
- F. Access to Student Records **(N.J.A.C. 6A:32-7.5)**
1. **Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.**
 2. The **school** district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to **people** permitted by Federal and State statute and regulations **or stated in N.J.A.C. 6A:32-7.5(e) and section G. below.**
 3. The **school** district will charge a reasonable fee for reproduction **of student records**, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or **other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.**
 4. Access to and disclosure of a student's health record shall meet the requirements of the Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).



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G. Authorized Organizations, Agencies, and Persons with Access to Student Records **(N.J.A.C. 6A:7.5(e))**

Access shall include only the following:

1. A student who has the written permission of a parent and the parent of a student under the age of eighteen whether or not the child resides with **the** parent except per N.J.S.A. 9:2-4;
 - a. The place of residence shall not be disclosed; and
 - b. Access shall not be provided if denied by a court.
2. Students at least sixteen years of age who are terminating their education in the **school** district because they will graduate secondary school at the end of the term or no longer plan to continue their education;
3. **An** adult student and parent who has the written permission of **an adult** student, except that the parent shall have access without consent of the student as long as the student is financially dependent on the parent and enrolled in the public school system or if the student has been declared legally incompetent by a court of appropriate jurisdiction. The parent of the financially dependent adult student may not disclose information contained in the adult student's record to a second or third party without the consent of the adult student;
4. Certified school district personnel who **are** assigned educational responsibility for the student shall have access to the general student record, but not to the student health record, except under conditions permitted in N.J.A.C. 6A:16-**2.4**;
5. Certified educational personnel who have assigned educational responsibility for the student and who are employed by agencies listed below shall have access to the general student record, but not to the student health record except under conditions permitted in N.J.A.C. 6:16-**2.4**:
 - a. An approved private school for the disabled;
 - b. A State facility;
 - c. Accredited nonpublic schools in which students with educational disabilities have been placed according to N.J.S.A. 18A:46-14; or
 - d. Clinics and agencies approved by the Department of Education.



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Student Records

6. **To fulfill** its legal responsibility, the Board **of Education shall have** access through the Superintendent or designee to information contained in a student's record. Information shall be discussed in executive session unless otherwise requested by the parent or adult student;
7. Secretarial and clerical personnel under the direct supervision of certified school personnel shall be permitted access to portions of the record to the extent necessary for the entry and recording of data and the conducting of routine clerical tasks. Access shall be limited only to student files **in** which such staff are directed to enter or record information and shall cease when the specific assigned task is completed;
8. Accrediting organizations in order to carry out their accrediting functions.
9. The Commissioner of Education and New Jersey Department of Education staff **members** who **are** assigned responsibility **that** necessitates the review of such records;
10. Officials of other district Boards of Education within the State of New Jersey or other educational agencies or institutions where the student is placed, registered, or seeks to enroll subject to the following conditions:
 - a. Original mandated student records school districts have been directed to compile by New Jersey statute, regulation, or authorized administrative directive shall be forwarded to the receiving school district with written notification to the parent or adult student;
 - b. Original **mandated** student records **that a** Board **of Education** has required shall be forwarded to the receiving school district only with the written consent of the parent or adult student except where a formal sending-receiving relationship exists between the school districts;
 - c. All records to be forwarded, including disciplinary records as specified in N.J.S.A. 18A:36-19(a), shall be sent to the Superintendent or designee of the school district to which the student has transferred within ten school days after the transfer has been verified by the requesting school district;
 - d. The Superintendent or designee shall request in writing **all student records** from the school district of last attendance within two weeks from the date that the student enrolls in the new school district;



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Student Records

- e. **Upon request**, the Superintendent or designee of the school district of last attendance shall provide a parent(s) or an adult student with a copy of the records disclosed to other educational agencies or institutions; and
 - f. Proper identification, such as a certified copy of the student's birth certificate **or other proof of the child's identity pursuant to N.J.S.A. 18A:36-25.1**, shall be requested at the time of enrollment in a new school district.
- 11. Officials of the United States Department of Education who have assigned responsibilities **that** necessitate review of such records;
 - 12. Officers and employees of a State agency responsible for protective and investigative services for students referred to that agency, pursuant to N.J.S.A. 9:6-8.40. Wherever appropriate, the **Board of Education** shall ask **the** State agency for its cooperation in sharing the findings of **an** investigation.
 - 13. **Agency caseworkers or other representatives of a State or local child welfare agency who have the right to access a student's case plan when the agency or organization is legally responsible, in accordance with State law, for the care and protection of the student, consistent with 20 U.S.C. § 1232g(b)(1)(L);**
 - 14. Organizations, agencies, and persons from outside the school if they have the written consent of the parent or adult **student. Organizations**, agencies, and persons shall not transfer student record information to a third party without the written consent of the parent or adult student;
 - 15. Organizations, agencies, and individuals outside the school, other than those specified in N.J.A.C. 6A:32-7.5, upon the presentation of a court order.
 - 16. Bona fide researchers who explain to the Superintendent, the nature of the research project and the relevance of the records sought. **Researchers shall also** satisfy the Superintendent or designee that the records **will** be used under strict conditions of anonymity and confidentiality. Such assurance shall be received in writing by the Superintendent prior to the release of information to the researcher;
 - 17. **Nothing in N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons; and**



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Student Records

18. In complying with N.J.A.C. 6A:32-7.1 et seq., individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-1 et seq. - the Open Public Records Act (OPRA) and 20 U.S.C. § 1232g, 34 CFR Part 99 - the Family Educational Rights and Privacy Act (FERPA).

H. Conditions for Access to Student Records **(N.J.A.C. 6A:32-7.6)**

All authorized organizations, agencies, and persons **defined in N.J.A.C. 6A:32-7.1 et seq. as listed below** shall have access to the records of a student, subject to the following conditions:

1. No student record shall be altered or disposed of during the time period between a request to review the record and the actual review of the record.
2. Authorized organizations, agencies, and persons from outside the school whose access requires the consent of parents or adult students shall submit **to the Superintendent or designee** request in writing together with any required authorization.
3. The Superintendent or designee shall be present during the period of inspection to provide interpretation of the records where necessary and to prevent their alteration, damage, or loss. In every instance of inspection of student records by persons other than parents, student, or individuals who have assigned educational responsibility for the individual student, an entry shall be made in the student's record of the names of persons granted access, the reason access was granted, the time, and circumstances of inspection, the records studied and the purposes for which the data will be used.
4. **Prior to disclosure of student records to organizations, agencies, or persons outside the school district pursuant to a court order, the Superintendent or designee shall** give the parent or adult student at least three days' notice of the name of the requesting agency **unless otherwise judicially instructed.** and the specific records requested. Such notification shall be provided in writing if practicable. Only records related to the specific purpose of the court order shall be disclosed.
 - a. **Notice to the parent shall not be required when he or she is party to a court proceeding involving child abuse and neglect or dependency matters, consistent with 20 U.S.C. § 1232g(b)(2)(B).**



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Student Records

5. A record may be withheld from a parent or from an adult student only when the **school** district obtains a court order or is provided with evidence that there is a court order revoking the right to access. Only that portion of the record designated by the court **shall** be withheld. When the district has or obtains evidence of such court order, the parent or adult student shall be notified in writing within five days of his or her request that access to the record has been denied and that the person has the right to appeal this decision to the court issuing the order.
- I. Rights of Appeal for Parents and Adult Students **(N.J.A.C. 6A:32-7.7)**
 1. Student records are subject to challenge by parents and adult students on grounds of inaccuracy, irrelevancy, impermissive disclosure, inclusion of improper information, or denial of access to organizations, agencies, and persons. The parent or adult student may seek to: expunge inaccurate, irrelevant, or otherwise improper information from the student record; insert additional data as well as reasonable comments as to the meaning and/or accuracy of the records; and/or request an immediate stay of disclosure pending final determination of the challenge procedure as described in N.J.A.C. 6A:32-7.
 2. To request a change in the record or to request a stay of disclosure pending final determination of the challenged procedure, the process shall be as follows:
 - a. A parent or adult student shall notify **in writing** the Superintendent of the specific issues relating to the student's record.
 - b. Within ten **school** days of notification, the Superintendent or designee shall notify the parent or adult student of the school district's decision.
 - c. If the school district disagrees with the request, the Superintendent or designee shall meet with the parent or adult student to **resolve** the issues set forth in the appeal.
 - d. If the matter is not satisfactorily resolved, the parent or adult student **has ten school days to** appeal this decision either to the Board of Education.
 - e. If **an** appeal is made to the Board of Education, a decision shall be rendered within **twenty school** days. The decision of the Board **of Education** may be appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:43, **Controversies and Disputes**.



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Student Records

- f. At all stages of the appeal process, the parent or adult student shall be afforded a full and fair opportunity to present evidence relevant to the issue. A record of the appeal proceedings and outcome shall be made a part of the student's record with copies made available to the parent or adult student.
 3. Appeals relating to **student** records of students with disabilities shall be processed in accordance with the requirements **I.2** above.
 4. Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place **in the student record** a statement in the commenting upon the information in the student's record or setting forth any reasons for disagreement with the decision **made in the appeal**.
 - a. Such statements shall be maintained as part of the student's record as long as the contested portion of the record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.
- J. Retention and Disposal of Student Records
1. A student's record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the school district.
 - a. The school district shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.
 2. Student records of currently enrolled students, other than the records that must be maintained for one hundred years as described in **N.J.A.C. 6A:32-7.8(e) and 5** below, may be disposed of after the information is no longer necessary to provide educational services to a student.
 - a. Such disposition shall be accomplished only after written parental or adult student notification and written parental or adult student permission has been granted or after reasonable attempts of such notification and reasonable attempts to secure parental or adult student permission has been unsuccessful.
 3. Upon graduation or permanent departure of a student from the school district:



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Student Records

- a. **T**he parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request.
- b. Information in student records, other than **that** described in **N.J.A.C. 6A:32-7.8(e) and 5** below, may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq.
- c. Such disposition shall be accomplished only after written parental or adult student notification and written parental or adult student permission has been granted, or after reasonable attempts at such notification and reasonable attempts to secure parental or adult student permission have been unsuccessful and prior written authorization has been obtained from the New Jersey State Records Committee in the New Jersey Department of State.
4. No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.
5. The New Jersey public school district of last enrollment, graduation, or permanent departure of the student from the school district shall keep for one hundred years a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

Issued: 12 January 2010

Issued:

BUSINESS SERVICES

RESOLUTIONS

9.

Report Date 12/08/16 03:22 PM

EAST ORANGE BOARD OF EDUCATION

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A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12020600	500.00	12/08/16	31275 TONYA SANTOS - PETTY CASH	C
Total Bank No 10		500.00			
30	12000107	7,746.00	12/08/16	27561 JCD INDUSTRIES LLC	C
Total Bank No 30		7,746.00			
Total Manual Checks					.00
Total Computer Checks					8,246.00
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					8,246.00
Number of Checks					2

Batch Yr	Batch No	Amount
17	000676	7,746.00
17	000677	500.00

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12020809	1,900.00	12/14/16	30775 IMANI ENTERPRISES CONSULTING LLC	C
10	12020810	45,830.00	12/14/16	5983 PROMEDIA TECHNOLOGY SERVICES, INC.	C
10	12020811	2,567.75	12/14/16	7066 TRIPLE T SPORTS LLC	C
Total Bank No 10		50,317.75			

Total Manual Checks	.00
Total Computer Checks	50,317.75
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Manual Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total 50,317.75

Number of Checks 3

Batch Yr	Batch No	Amount
17	000697	50,317.75

Report Date 12/19/16 09:13 AM

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A/P Summary Check Register

R Issue

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12020812	5,304.50	12/19/16	659 BEAR COM	C
Total Bank No 10		5,304.50			

Total Manual Checks	.00
Total Computer Checks	5,304.50
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	5,304.50
Number of Checks	1

Batch Yr	Batch No	Amount
17	000724	5,304.50

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	12020813	685.00	12/20/16	2033 DEBORAH HARVEST	C
Total Bank No 10		685.00			

Total Manual Checks	.00
Total Computer Checks	685.00
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	685.00
Number of Checks	1

Batch Yr	Batch No	Amount
17	000734	685.00

A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
30	12000108	47,340.08	12/22/16	31798 CAPITOL FUNDING SOLUTIONS	C
Total Bank No 30		47,340.08			

Total Manual Checks	.00
Total Computer Checks	47,340.08
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	47,340.08
Number of Checks	1

Batch Yr	Batch No	Amount
17	000755	47,340.08

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12020814	493,625.79	12/23/16	29823 BENECARD SERVICES	C
10	12020815	60,475.01	12/23/16	29831 DELTA DENTAL OF NJ	C
10	12020816	2,030,775.19	12/23/16	5780 STATE OF NEW JERSEY	C
10	12020817	24,218.11	12/23/16	5780 STATE OF NEW JERSEY	C
Total Bank No 10		2,609,094.10			
Total Manual Checks					.00
Total Computer Checks					2,609,094.10
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					2,609,094.10
Number of Checks					4

Batch Yr	Batch No	Amount
17	000746	2,609,094.10

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12020827	6,816.36	01/03/17	6965 TEACHERS' PENSION AND ANNUITY FUND CGIPF	C
Total Bank No 10		6,816.36			

Total Manual Checks	.00
Total Computer Checks	6,816.36
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	6,816.36
Number of Checks	1

Batch Yr	Batch No	Amount
17	000773	6,816.36

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12020818	137,703.50	01/03/17	1546 COMMUNITY DAY NURSERY	C
10	12020819	131,402.08	01/03/17	2332 EAST ORANGE CHILD DEVELOPMENT CORP.	C
10	12020820	100,766.67	01/03/17	3182 HARAMBEE FAMILY ACADEMY	C
10	12020821	66,425.25	01/03/17	4499 METRO YMCA OF THE ORANGES-E.O.BRANCH	C
10	12020822	36,758.17	01/03/17	5280 NORJENES	C
10	12020823	35,776.08	01/03/17	3076 SARAH WARD NURSERY CORPORATION	C
10	12020824	174,625.89	01/03/17	4426 THE LITTLE ONES	C
10	12020825	147,701.00	01/03/17	3166 THREE STAGES LEARNING CENTER	C
10	12020826	92,109.33	01/03/17	10669 ZADIE'S OF THE ORANGES	C
Total Bank No 10		923,267.97			

Total Manual Checks	.00
Total Computer Checks	923,267.97
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	923,267.97
Number of Checks	9

Batch Yr	Batch No	Amount
17	000764	923,267.97

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12021113	500.00	01/10/17	16128 LANCE T. WIGFALL	C
10	12021114	1,297.91	01/10/17	16128 LANCE T. WIGFALL	C
Total Bank No 10		1,797.91			

Total Manual Checks	.00
Total Computer Checks	1,797.91
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	1,797.91
Number of Checks	2

Batch Yr	Batch No	Amount
17	000807	1,797.91

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12020828	442.00	01/17/17	27928 SHAINA REID	C
10	12020829	25.05	01/17/17	2858 GAS ARC DIV. AWISCO NY CORP	C
10	12020830	14,314.00	01/17/17	31119 ABSOLUTE FENCE SERVICES INC.	C
10	12020831	1,737.70	01/17/17	352 AMERICAN ASSOCIATION OF SCHOOL PERSONNEL	C
10	12020832	555.00	01/17/17	416 AMERICAN TIME RECORDER	C
10	12020833	1,130.00	01/17/17	443 ANDERSON AQUARIUMS	C
10	12020834	600.00	01/17/17	14729 ANDREW MCKEE	C
10	12020835	26,879.00	01/17/17	30368 APEX LEARNING INC.	C
10	12020836	44,579.59	01/17/17	452 APPLE COMPUTER, INC	C
10	12020837	172.39	01/17/17	626 ARCTIC FALLS SPRING WATER INC	C
10	12020838	990.00	01/17/17	8576 AUTOMATED LOGIC CONTRACTING SERVICE	C
10	12020839	275.00	01/17/17	30449 BARBARA CHROMAN	C
10	12020840	794.75	01/17/17	659 BEAR COM	C
10	12020841	442.00	01/17/17	23833 BEVERLY GADSDEN	C
10	12020842	3,171.50	01/17/17	31194 BIG MOUNTAIN SALES, LLC	C
10	12020843	5,235.00	01/17/17	21830 BOGUSH INC. DBA PUBLIC SEWER SERVICE	C
10	12020844	1,500.00	01/17/17	77 BOLD TECHNOLOGIES, LTD	C
10	12020845	1,412.26	01/17/17	31437 BOOST PREMIER GROUP	C
10	12020846	3,858.90	01/17/17	603 BSN SPORTS/PASSON'S SPORTS SUPPLY GROUP	C
10	12020847	175.85	01/17/17	31445 C & C LIFT TRUCK, INC.	C
10	12020848	2,200.00	01/17/17	27650 CAPE MAY COUNTY SPECIAL SERVICES SCHOOL	C
10	12020849	9,000.00	01/17/17	22306 CARNEGIE LEARNING INC.	C
10	12020850	1,094.93	01/17/17	1187 CAROLINA BIOLOGICAL SUPPLY CO.	C
10	12020851	1,252.80	01/17/17	31500 CARROT-TOP INDUSTRIES, INC.	C
10	12020852	928.96	01/17/17	25925 CARTRIDGE WORLD - 23RD STREET	C
10	12020853	1,024.66	01/17/17	1211 CASCADE SCHOOL SUPPLIES INC.	C
10	12020854	12,915.70	01/17/17	1012 CDW GOVERNMENT, INC.	C
10	12020855	1,381.20	01/17/17	1477 CITY OF EAST ORANGE	C
10	12020856	123.98	01/17/17	31380 CMF BUSINESS SUPPLIES INC	C
10	12020857	47.92	01/17/17	1587 COMCAST	C
10	12020858	1,725.00	01/17/17	1641 COMPUTER MANAGEMENT TECHNOLOGIES	C
10	12020859	5,278.25	01/17/17	2267 CRYSTAL AUTO REPAIR	C
10	12020860	400.00	01/17/17	15903 CRYSTAL CLEAR GLASS, LLC	C
10	12020861	4,500.00	01/17/17	1085 CTB	C
10	12020862	1,705.00	01/17/17	22136 DAN BUCHANAN	C
10	12020863	300.00	01/17/17	3986 DAVID LUTTER	C
10	12020864	437.93	01/17/17	2066 DEMCO EDUCATIONAL CORP.	C
10	12020865	97.00	01/17/17	2409 EDUCATION WEEK	C
10	12020866	3,100.00	01/17/17	24554 ELEVATOR MAINTENANCE CORP.	C
10	12020867	442.00	01/17/17	31046 EMILIE AVERY	C
10	12020868	3,822.86	01/17/17	2494 EQUIPMENT SALES & SERVICE INC.	C
10	12020869	94,551.69	01/17/17	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12020870	1,803.26	01/17/17	2280 ETA/HAND2MIND	C
10	12020871	18.94	01/17/17	2530 EVELEANA MATTHEWS	C
10	12020872	937.50	01/17/17	5649 EXCEPTIONAL SECURITY SOLUTIONS, LLC	C
10	12020873	4,300.38	01/17/17	12211 FILEBANK, INC.	C
10	12020874	105.00	01/17/17	2688 FLINN SCIENTIFIC, INC.	C
10	12020875	1,600.00	01/17/17	2692 FOCUS SCHOOL SOFTWARE	C
10	12020876	420.00	01/17/17	2836 GARDEN STATE LABORATORIES	C
10	12020877	678.09	01/17/17	2985 GOPHER SPORT PROPHET CORPORATION	C
10	12020878	128.73	01/17/17	4774 HENRY SCHEIN, INC.	C
10	12020879	6,146.19	01/17/17	7862 IN-LINE AIR CONDITIONING CO., INC.	C
10	12020880	307.99	01/17/17	5783 J.W. PEPPER & SON, INC.	C
10	12020881	12,950.00	01/17/17	3928 KAPLAN EDUCATIONAL CENTERS K12 LEARNING	C
10	12020882	27.00	01/17/17	4042 KEYBOARD CONSULTANTS	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12020883	69.27	01/17/17	4185 LAKESHORE LEARNING MATERIALS	C
10	12020884	442.00	01/17/17	31038 LAURICE RICHARDSON	C
10	12020885	26.99	01/17/17	4236 LEARNING RESOURCES INC.	C
10	12020886	4,609.00	01/17/17	4289 LERRO ENTERPRISES, INC.	C
10	12020887	150.00	01/17/17	1537 LORI CLERKIN	C
10	12020888	3,638.60	01/17/17	4768 METUCHEN CENTER INC.	C
10	12020889	5,840.00	01/17/17	4928 MORRISON CONSULTING, INC.	C
10	12020890	10,657.35	01/17/17	5249 NATIONAL TERMINAL INC.	C
10	12020891	200.00	01/17/17	5018 NEMC	C
10	12020892	150.00	01/17/17	5410 NEW JERSEY ASSOCIATION OF	C
10	12020893	1,011.00	01/17/17	5334 NEW JERSEY CHAMBER OF COMMERCE	C
10	12020894	5,970.00	01/17/17	26379 NEW YORK SUN WORKS, INC.	C
10	12020895	33,905.50	01/17/17	5029 NJ TRANSIT BULK TICKET SALES	C
10	12020896	2,394.76	01/17/17	5693 NORTH JERSEY ELKS DEVELOPMENTAL	C
10	12020897	11,520.00	01/17/17	1619 NORTHWEST ESSEX COMMUNITY HEALTHCARE NET	C
10	12020898	605.00	01/17/17	27286 NUTLEY BOARD OF EDUCATION	C
10	12020899	526.88	01/17/17	5732 PASSON'S SPORTS SPORT SUPPLY GROUP, INC.	C
10	12020900	32.13	01/17/17	2042 READYREFRESH	C
10	12020901	1,898.36	01/17/17	5899 POSITIVE PROMOTIONS, INC	C
10	12020902	57,687.42	01/17/17	116 PRAD'S HARDWARE	C
10	12020903	646.40	01/17/17	5944 PRESENTATION SYSTEMS INC.	C
10	12020904	300.00	01/17/17	5958 PRINTING DELITE, INC.	C
10	12020905	2,536.57	01/17/17	24333 PROGRESSIVE BUSINESS COMPLIANCE	C
10	12020906	13,281.13	01/17/17	5983 PROMEDIA TECHNOLOGY SERVICES, INC.	C
10	12020907	330.35	01/17/17	5989 PRUDENT PUBLISHING CO. DBA THE	C
10	12020908	228,635.88	01/17/17	6008 PSE & G	C
10	12020909	1,219.24	01/17/17	22837 PUGLIESE POOL SERVICE	C
10	12020910	868.00	01/17/17	6113 RALLY! EDUCATION	C
10	12020911	86.39	01/17/17	6168 REALLY GOOD STUFF A DIV OF FILMIC ARCHIV	C
10	12020912	13,407.50	01/17/17	26557 RIS CONSTRUCTION CORP.	C
10	12020913	100.00	01/17/17	6347 RUPP'S FLOWER & FRUIT SHOP	C
10	12020914	3,990.00	01/17/17	15385 SAFARI BOOKS ONLINE, LLC.	C
10	12020915	13,718.00	01/17/17	1795 SAL ELECTRIC COMPANY	C
10	12020916	114.50	01/17/17	2871 SAM ASH MUSIC STORES	C
10	12020917	1,004.69	01/17/17	6476 SAX ARTS & CRAFTS	C
10	12020918	884.24	01/17/17	6500 SCHOLASTIC MAGAZINES	C
10	12020919	1,263.52	01/17/17	6510 SCHOOL HEALTH CORP.	C
10	12020920	3,544.36	01/17/17	6512 SCHOOL NURSE SUPPLY INC.	C
10	12020921	33,830.10	01/17/17	6539 SCHOOL SPECIALTY INC.	C
10	12020922	1,955.00	01/17/17	6557 SCIENTIFIC WATER CONDITIONING CO	C
10	12020923	442.00	01/17/17	14125 SERENA LIVINGSTON	C
10	12020924	9,738.00	01/17/17	21458 SHAR PRODUCTS COMPANY	C
10	12020925	442.00	01/17/17	17841 SHAWNESE M. ELLIS	C
10	12020926	125.00	01/17/17	6429 SODEXO CATERING FOR E.O.B.O.E FOOD SERVI	C
10	12020927	442.00	01/17/17	24775 SYLVIA COLLYMORE	C
10	12020928	2,990.00	01/17/17	3296 HARTFORD STEAM BOILER	C
10	12020929	368.00	01/17/17	4246 THE LEARNING INTERNET, INC.	C
10	12020930	3,806.00	01/17/17	4999 THE MUSIC SHOP, L.L.C	C
10	12020931	98,573.37	01/17/17	2540 W.B. MASON INC.	C
10	12020932	30.00	01/17/17	4516 WILLIAM H. SADLIER, INC.	C
10	12020933	79.47	01/17/17	4554 WILLIAM V. MACGILL & CO	C
10	12020934	33,138.72	01/17/17	1271 1ST CEREBRAL PALSY OF NJ	C
10	12020935	8,000.00	01/17/17	7009 532 HOLDING CO. LLC	C
10	12020936	4,750.00	01/17/17	20236 ACADEMIC SOLUTIONS LLC	C
10	12020937	9,310.36	01/17/17	157 ADAMS STERN GUTIRREZ & LATTIBOUDERE, LLC	C

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Bank	Check No	Amount	Date	Vendor	Type
10	12020938	3,083.46	01/17/17	18104 AETNA LIFE INSURANCE COMPANY	C
10	12020939	31,425.60	01/17/17	452 APPLE COMPUTER, INC	C
10	12020940	6,368.20	01/17/17	642 BANCROFT	C
10	12020941	5,759.00	01/17/17	202 BANYAN SCHOOL, INC.	C
10	12020942	104.90	01/17/17	759 BEVERLY A. BUDGESS	C
10	12020943	8,880.00	01/17/17	836 BONNIE BRAE	C
10	12020944	1,880.00	01/17/17	30180 CASSANDRA RODRIQUEZ	C
10	12020945	7,590.00	01/17/17	6146 CATAPULT LEARNING, LLC	C
10	12020946	4,070.00	01/17/17	1221 CATHOLIC CHARITIES OF THE ARCHDIOCESE OF	C
10	12020947	962.55	01/17/17	1012 CDW GOVERNMENT, INC.	C
10	12020948	33,290.59	01/17/17	1637 CEREBRAL PALSY OF NORTH JERSEY	C
10	12020949	155.89	01/17/17	1587 COMCAST	C
10	12020950	3,751.53	01/17/17	22012 COMMUNITY TECHNICAL ASSISTANCE	C
10	12020951	18,077.16	01/17/17	507 CONNECTIONS PERSONNEL INC.	C
10	12020952	442.00	01/17/17	24848 CORETTA HUMPHREY-HENRY	C
10	12020953	2,161.95	01/17/17	7470 CORWIN PRESS	C
10	12020954	8,600.00	01/17/17	15903 CRYSTAL CLEAR GLASS, LLC	C
10	12020955	300.00	01/17/17	3190 DARON M. HOGES	C
10	12020956	365.00	01/17/17	3986 DAVID LUTTER	C
10	12020957	91,116.41	01/17/17	2105 DERON SCHOOL OF NEW JERSEY	C
10	12020958	3,375.00	01/17/17	2806 DR. DONALD MERACHNIK, PHD.	C
10	12020959	1,790.00	01/17/17	2225 DREW UNIVERSITY	C
10	12020960	8,811.79	01/17/17	2314 EAST MOUNTAIN SCHOOL CARRIER CLINIC	C
10	12020961	484,374.00	01/17/17	2333 EAST ORANGE COMMUNITY CHARTER SCHOOL	C
10	12020962	5,700.03	01/17/17	2237 ECLC OF NEW JERSEY	C
10	12020963	1,073.30	01/17/17	24627 ENTERPRISE HOLDINGS, INC. DBA ELRAC, LLC	C
10	12020964	174,158.24	01/17/17	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12020965	58,881.90	01/17/17	2534 ESSEX VALLEY SCHOOL	C
10	12020966	1,750.96	01/17/17	2280 ETA/HAND2MIND	C
10	12020967	73,850.04	01/17/17	8131 FEDCAP REHABILITATION SERVICES	C
10	12020968	4,590.40	01/17/17	2640 FELICIAN SCHOOL FOR EXCEPTIONAL CHILDREN	C
10	12020969	44,982.00	01/17/17	1390 FIRST CHILDREN, LLC PAM VENKUS	C
10	12020970	3,125.10	01/17/17	2698 FOLLETT SCHOOL SOLUTIONS, INC.	C
10	12020971	6,387.20	01/17/17	2701 FOLLETT SCHOOL SOLUTIONS, INC.	C
10	12020972	1,472.00	01/17/17	9849 FRED PRYOR SEMINARS/CAREER TRACK	C
10	12020973	36,643.24	01/17/17	2860 GATEWAY SCHOOL	C
10	12020974	6,449.20	01/17/17	2919 GLENVIEW ACADEMY DBA KDDS INC.	C
10	12020975	13,728.78	01/17/17	3000 GRAINGER	C
10	12020976	5,800.00	01/17/17	3001 GRAMON SCHOOL DBA ELO INCORPORATED	C
10	12020977	19,364.00	01/17/17	7064 GREAT OAKS LEGACY CHARTER SCHOOL	C
10	12020978	74.50	01/17/17	3345 HECHT TRAILERS	C
10	12020979	2,994.26	01/17/17	4774 HENRY SCHEIN, INC.	C
10	12020980	23,423.00	01/17/17	30767 HONOR RIDGE ACADEMY	C
10	12020981	91,060.80	01/17/17	3479 HOUGHTON MIFFLIN CO.	C
10	12020982	14,059.14	01/17/17	787 HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	C
10	12020983	5,340.30	01/17/17	30520 HUNTERDON PREPARATORY SCHOOL	C
10	12020984	23,100.00	01/17/17	3587 INTERNATIONAL CENTER FOR	C
10	12020985	442.99	01/17/17	5783 J.W. PEPPER & SON, INC.	C
10	12020986	4,526.43	01/17/17	3807 JEWEL ELECTRIC SUPPLY	C
10	12020987	1,500.00	01/17/17	3799 JOEL THERVIL	C
10	12020988	2,553.14	01/17/17	17728 JOHNSTONE SUPPLY	C
10	12020989	442.00	01/17/17	22810 KAMILIAH GLOVER	C
10	12020990	239.50	01/17/17	3997 KAPLAN'S SCHOOL SUPPLY, INC.	C
10	12020991	642.00	01/17/17	23736 KID.NETIC	C
10	12020992	19,731.00	01/17/17	4166 LADY LIBERTY ACADEMY CHARTER SCHOOL	C

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Bank	Check No	Amount	Date	Vendor	Type
10	12020993	4,554.44	01/17/17	4185 LAKESHORE LEARNING MATERIALS	C
10	12020994	2,197.00	01/17/17	4289 LERRO ENTERPRISES, INC.	C
10	12020995	344.42	01/17/17	5480 LESLIE SHULTS - PETTY CASH	C
10	12020996	30,229.00	01/17/17	21717 MARION P. THOMAS CHARTER SCHOOL	C
10	12020997	3,942.30	01/17/17	1411 LEGACY TREATMENT SERVICES	C
10	12020998	375.00	01/17/17	4528 MARY ELLEN LAUGHLIN	C
10	12020999	3,447.93	01/17/17	4470 MCGRAW-HILL SCHOOL EDUCATION HOLDS.,LLC	C
10	12021000	442.00	01/17/17	28533 MELINDA PRICE-ARCENEUX	C
10	12021001	17,786.00	01/17/17	17981 MERIT PREPARTORY OF NEWARK CHARTER SCHOO	C
10	12021002	862.00	01/17/17	4763 METROPOLITAN MUSEUM OF ART,INC DEPT OF E	C
10	12021003	3,128.00	01/17/17	16977 MK LIONS LLC	C
10	12021004	6,489.20	01/17/17	16942 MORRIS SCHOOL DISTRICT	C
10	12021005	25,200.00	01/17/17	4957 MT.CARMEL GUILD/CATH.COMM.SERV	C
10	12021006	2,696.00	01/17/17	22144 NANCY DEAN	C
10	12021007	4,861.32	01/17/17	22853 NEPTUNE TOWNSHIP BOARD OF EDUCATION	C
10	12021008	1,835.00	01/17/17	5271 NEUROSCIENCE ASSOC.,ND.,PA	C
10	12021009	19,078.20	01/17/17	5283 NEW BEGINNINGS DBA KDDS III INC	C
10	12021010	1,322.00	01/17/17	5296 NEW HORIZONS COMMUNITY CHARTER SCHOOL	C
10	12021011	11,926.88	01/17/17	3767 NEW JERSEY CITY UNIVERSITY	C
10	12021012	16,925.58	01/17/17	3405 NEW ROAD SCHOOLS OF NEW JERSEY DBA HIGH	C
10	12021013	3,034.00	01/17/17	19046 NEWARK EDUCATORS COMMUNITY CHARTER	C
10	12021014	25,586.00	01/17/17	13927 NEWARK PREP CHARTER	C
10	12021015	6,138.14	01/17/17	5693 NORTH JERSEY ELKS DEVELOPMENTAL	C
10	12021016	57,697.60	01/17/17	1619 NORTHWEST ESSEX COMMUNITY HEALTHCARE NET	C
10	12021017	16,563.60	01/17/17	27286 NUTLEY BOARD OF EDUCATION	C
10	12021018	4,447.40	01/17/17	5566 OPEN SYSTEMS INTEGRATORS,INC	C
10	12021019	247.49	01/17/17	5595 ORIENTAL TRADING	C
10	12021020	2,134.70	01/17/17	5727 PASSAIC CTY TECHNICAL INST.	C
10	12021021	6,804.00	01/17/17	17973 PEOPLE'S PREPARATORY CHARTER SCHOOL	C
10	12021022	123,495.00	01/17/17	17604 PHILIP'S ACADEMY CHARTER SCHOOL (PACS)	C
10	12021023	8,000.00	01/17/17	5901 PITNEY BOWES	C
10	12021024	495.48	01/17/17	5863 PITNEY BOWES INC.	C
10	12021025	175.41	01/17/17	2042 READYREFRESH	C
10	12021026	2,242.00	01/17/17	6027 PREMIER AGENDAS, INC.	C
10	12021027	322,523.00	01/17/17	6015 PRIDE ACADEMY CHARTER SCHOOL	C
10	12021028	55.00	01/17/17	5958 PRINTING DELITE, INC.	C
10	12021029	376.29	01/17/17	5989 PRUDENT PUBLISHING CO. DBA THE	C
10	12021030	774.00	01/17/17	6085 RAHWAY BUSINESS MACHINES	C
10	12021031	8,821.07	01/17/17	6244 RICCIARDI BROTHERS HOME DECORATING STORE	C
10	12021032	755.00	01/17/17	1769 RONALD W. CRAMPTON, M.D.	C
10	12021033	10,997.00	01/17/17	5258 ROSEVILLE COMMUNITY CHARTER SCHOOL	C
10	12021034	2,500.00	01/17/17	8638 SANDRA TRIM-DACOSTA	C
10	12021035	6,079.92	01/17/17	21849 SCARINCI & HOLLENBECK , LLC	C
10	12021036	3,086.19	01/17/17	6510 SCHOOL HEALTH CORP.	C
10	12021037	28,510.73	01/17/17	6539 SCHOOL SPECIALTY INC.	C
10	12021038	1,955.00	01/17/17	6557 SCIENTIFIC WATER CONDITIONING CO	C
10	12021039	149.00	01/17/17	6408 SKILLPATH SEMINARS,COMPUMASTER AND HUMAN	C
10	12021040	13,236.40	01/17/17	6429 SODEXO CATERING FOR E.O.B.O.E FOOD SERVI	C
10	12021041	5,558.49	01/17/17	1412 SPECTRUM 360	C
10	12021042	6,051.52	01/17/17	6437 ST.JOSEPH SCHOOL FOR THE BLIND DBA/ CONC	C
10	12021043	993.00	01/17/17	12661 STAPLES	C
10	12021044	2,198.40	01/17/17	1721 STAPLES ADVANTAGE	C
10	12021045	100,356.00	01/17/17	6978 TEAM ACADEMY CHARTER SCHOOL	C
10	12021046	2,361.00	01/17/17	6980 TECH SQUAD	C
10	12021047	550.00	01/17/17	3014 THE GYM SOURCE	C

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Bank	Check No	Amount	Date	Vendor	Type
10	12021048	2,147.34	01/17/17	4228 THE LEARNING CENTER FOR EXCEPTIONAL	C
10	12021049	9,735.48	01/17/17	4841 THE MILTON SCHOOL	C
10	12021050	40,329.00	01/17/17	13951 THE PAULO FREIRE SCHOOL	C
10	12021051	293.58	01/17/17	7643 THE PRUDENTIAL INSURANCE COMPANY OF AMER	C
10	12021052	6,023.19	01/17/17	20168 THE WATSON INSTITUTE	C
10	12021053	49,817.48	01/17/17	10626 TSNE/TOOLS OF THE MIND	C
10	12021054	490.00	01/17/17	1607 TOSHIBA BUSINESS SOLUTIONS	C
10	12021055	864.49	01/17/17	6548 TRACY SMITH	C
10	12021056	4,200.00	01/17/17	7037 TTI ENVIRONMENTAL, INC.	C
10	12021057	21,266.00	01/17/17	7228 UNIVERSITY HEIGHTS CHARTER SCHOOL	C
10	12021058	11,234.59	01/17/17	14796 VERIZON BUSINESS	C
10	12021059	394.57	01/17/17	3849 VINCENT STALLING - PETTY CASH	C
10	12021060	15,461.79	01/17/17	2540 W.B. MASON INC.	C
10	12021061	29,406.30	01/17/17	7390 WASHINGTON ACADEMY, INC	C
10	12021062	3,945.34	01/17/17	31259 WEST MUSIC COMPANY	C
10	12021063	110,324.30	01/17/17	1395 WESTBRIDGE ACADEMY, INC.	C
10	12021064	3,648.46	01/17/17	19500 XEROX FINANCIAL SERVICES	C
10	12021065	53,625.12	01/17/17	7570 YOUTH CONSULTATION SERVICE	C
10	12021066	415.00	01/17/17	18813 DEVINN WAITHE	C
10	12021067	1,666.67	01/17/17	11436 E & G EXTERMINATORS, INC.	C
10	12021068	13,659.23	01/17/17	2408 EFINGER SPORTING GOODS	C
10	12021069	15,795.00	01/17/17	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12021070	2,792.93	01/17/17	12211 FILEBANK, INC.	C
10	12021071	37,740.00	01/17/17	3521 INSERVCO INSURANCE SERVICES, INC.	C
10	12021072	91.63	01/17/17	1721 STAPLES ADVANTAGE	C
10	12021073	7,640.99	01/17/17	6771 STAPLES BUSINESS ADVANTAGE	C
10	12021074	4,950.00	01/17/17	11460 STARLIGHT HOME CARE AGENCY, INC.	C
10	12021075	385.90	01/17/17	17701 STEWART BUSINESS SYSTEMS	C
10	12021076	1,534.75	01/17/17	6843 SUPERIOR-SHOWBOARD CO.	C
10	12021077	1,705.00	01/17/17	6980 TECH SQUAD	C
10	12021078	6,063.30	01/17/17	6994 TELE-MEASUREMENTS, INC.	C
10	12021079	35.65	01/17/17	6785 NJ ADVANCE MEDIA	C
10	12021080	4,123.81	01/17/17	7076 TRANE	C
10	12021081	3,189.61	01/17/17	2412 TRIUMPH LEARNING LLC	C
10	12021082	3,784.00	01/17/17	31461 TRY US HEALTH CARE SVS.	C
10	12021083	1,578.69	01/17/17	12513 ULINE	C
10	12021084	365.45	01/17/17	7235 UNITED PARCEL SERVICE	C
10	12021085	59.30	01/17/17	7257 VWR SCIENTIFIC PRODUCTS SARGENT-WELCH	C
10	12021086	1,860.12	01/17/17	2631 WARSHAUER GENERATORS LLC	C
10	12021087	480.00	01/17/17	31259 WEST MUSIC COMPANY	C
10	12021088	38,159.67	01/17/17	7548 XEROX CORP	C
10	12021089	3,721.00	01/17/17	19500 XEROX FINANCIAL SERVICES	C
10	12021091	9,622.13	01/17/17	507 CONNECTIONS PERSONNEL INC.	C
10	12021092	1,155.23	01/17/17	2057 DELL MARKETING L.P.	C
10	12021093	134.16	01/17/17	2066 DEMCO EDUCATIONAL CORP.	C
10	12021094	2,280.00	01/17/17	2105 DERON SCHOOL OF NEW JERSEY	C
10	12021095	14,927.06	01/17/17	16845 DIRECT ENERGY BUSINESS	C
10	12021096	115.00	01/17/17	5975 DISTINCTIVE DESIGNS WITH MARLO, LLC	C
10	12021097	574.10	01/17/17	2235 EAI EDUCATION ERIC ARMIN INCORPORATED	C
10	12021098	2,745.31	01/17/17	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12021099	1,371.34	01/17/17	2280 ETA/HAND2MIND	C
10	12021100	2,187.50	01/17/17	5649 EXCEPTIONAL SECURITY SOLUTIONS, LLC	C
10	12021101	3,080.01	01/17/17	12211 FILEBANK, INC.	C
10	12021102	3,588.27	01/17/17	1390 FIRST CHILDREN, LLC PAM VENKUS	C
10	12021103	598.00	01/17/17	8166 FOUNDATION FOR EDUCAT. ADMIN.	C

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Bank	Check No	Amount	Date	Vendor	Type
10	12021104	375.00	01/17/17	2725 FOUNDATION FOR EDUCATIONAL ADMINISTRATIO	C
10	12021105	6,650.00	01/17/17	2879 FULL COMPASS SYSTEMS	C
10	12021106	3,400.00	01/17/17	2919 GLENVIEW ACADEMY DBA KDDS INC.	C
10	12021107	2,084.95	01/17/17	22551 GLOBAL INDUSTRIAL	C
10	12021108	6,800.00	01/17/17	3001 GRAMON SCHOOL DBA ELO INCORORATED	C
10	12021109	24,627.89	01/17/17	3395 HERTZ FURNITURE SYSTEMS	C
10	12021110	700.00	01/17/17	8311 HISPANIC FLAMENCO BALLET	C
10	12021111	490.00	01/17/17	3610 INSTITUTE FOR EDUCATIONAL DEVELOPMENT	C
10	12021112	224.00	01/17/17	2955 MILLICENT GODFREY	C
10	12021115	1,836.92	01/17/17	507 CONNECTIONS PERSONNEL INC.	C
10	12021116	35,974.84	01/17/17	21814 DECOTIIS, FITZPATRICK & COLE, LLP	C
10	12021117	439.18	01/17/17	7549 XEROX CORP	C
Total Bank No 10		3,868,724.20			
30	12000109	20.60	01/17/17	31739 COURTNEY HAWKINS	C
30	12000110	22.90	01/17/17	31763 CRYSTAL THOMAS	C
30	12000111	11.40	01/17/17	31780 DEBORAH ROSE	C
30	12000112	25.80	01/17/17	31720 DORSETT JOHNSON	C
30	12000113	48.75	01/17/17	31704 ILYANA JOHNSON	C
30	12000114	16.05	01/17/17	31755 KINGLEY DOWMAN	C
30	12000115	12.95	01/17/17	31615 NATASIA WILSON	C
Total Bank No 30		158.45			

Total Manual Checks	.00
Total Computer Checks	3,868,882.65
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 3,868,882.65
Number of Checks 294

Batch Yr	Batch No	Amount
17	000733	62,559.35
17	000736	87,729.95
17	000743	113,274.58
17	000756	27,792.79
17	000757	57,605.37
17	000765	812,434.45
17	000769	33,579.51
17	000772	331,688.93
17	000779	59,719.64
17	000781	84,667.50
17	000786	1,227,196.00
17	000789	158,666.92
17	000790	158.45
17	000791	112,932.29
17	000792	1,216.02
17	000794	125,410.87
17	000796	167,493.05
17	000797	93,161.25
17	000798	48,176.84

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<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
				17	000799 73,290.25
				17	000800 151,797.70
				17	000810 38,250.94

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12021090	542.19	01/17/17	11320 ASCD	C
Total Bank No 10		542.19			

Total Manual Checks	.00
Total Computer Checks	542.19
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	542.19
Number of Checks	1

Batch Yr	Batch No	Amount
16	002301	542.19