

**EAST ORANGE BOARD OF EDUCATION  
199 4<sup>th</sup> AVENUE  
EAST ORANGE, NEW JERSEY 07017**

**REGULAR PUBLIC MEETING**

**East Orange Board of Education  
199 4<sup>th</sup> Avenue, East Orange, NJ 07017**

**Tuesday, March 14, 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:

- January 27 & 28, 2017 (Board Retreat)
- February 14, 2017
- March 8, 2017 (Special Meeting)

**V. REPORT OF THE SUPERINTENDENT OF SCHOOLS**

**A. PRESENTATIONS**

1. Presentation by Cicely Tyson High School, The San Kofa Experience – Emphasis on the Importance of African American History
2. 2016 – 2017 EVVRS (Electronic Violence and Vandalism Reporting System) and HIB-ITP (Harassment, Intimidation & Bullying – Investigations, Training and Program) – Period 1

**B. POLICY READING**

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

Policy No.	Description	New/Revised
1510	Americans with Disabilities Act	Revised Policy & Regulation
3216	Dress & Grooming	Revised Policy & Regulation
3245	Research Projects by Staff Members	Revised Policy
3270	Professional Responsibilities	Revised Policy
3351	Healthy Workplace Environment	Revised Policy
3352	Sexual Harassment	Revised Policy
3352	Sexual Harassment of Teaching Staff Members Complaint Procedure	Revised Regulation
3370	Teaching Staff Member Tenure	Revised Policy
3425	Work Related Disability Pay	Revised Policy
3425.1	Modified Duty Early Return to Work Program – Teaching Staff Members	Revised Policy & Regulation

## V. REPORT OF THE SUPERINTENDENT OF SCHOOLS

### B. POLICY READING

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

Policy No.	Description	New/Revised
3431.3	New Jersey's Family Leave Insurance Program	Revised Policy
3432	Sick Leave	Revised Policy & Regulation
4216	Dress & Grooming	Revised Policy & Regulation
4425	Work Related Disability Pay	Revised Policy
4425.1	Modified Duty Early Return to Work Program – Support Staff Members	Revised Policy & Regulation
4431.3	New Jersey's Family Leave Insurance Program	Revised Policy
4432	Sick Leave	Revised Policy & Regulation
8110	Attendance Areas	Revised Policy
8140	Enrollment Accounting	Revised Policy & Regulation
8210	School Year	Revised Policy
8220	School Day and Closings	Revised Policy & Regulation

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

Policy No.	Description	New/Revised
2460	Special Education	Revised Policy & Regulation
2460.1	Special Education – Location, Identification and Referral	Revised Regulation
2460.8	Special Education – Free and Appropriate Public Education	Revised Regulation
2460.9	Special Education – Transition from Early Intervention Programs to Preschool Programs	Revised Regulation
2460.15	Special Education – In Service Training Needs for Paraprofessionals and Paraprofessional Staff	New Regulation
2460.16	Special Education – Instructional Material to Blind or Print Disabled Students	Revised Regulation
2467	Surrogate Parents and Foster Parents	Revised Policy
3321	Responsible Use of Computer Network(s)/Computers and Resources by Teaching Staff Members	Revised Policy & Regulation
3324	Right of Privacy	Revised Policy
3433	Vacations	Revised Policy
3435	Anticipated Disability	Revised Policy
3436	Personal Leave	Revised Policy
3437	Military Leave	Revised Policy
3438	Jury Duty	Revised Policy
4321	Responsible Use of Computer Network(s)/Computers and Resources by Support Staff Members	Revised Policy & Regulation
4324	Right of Privacy	Revised Policy
4352	Sexual Harassment	Revised Policy & Regulation
4433	Vacations	Revised Policy
4434	Holidays	Revised Policy
4435	Anticipated Disability	Revised Policy
4436	Personal Leave	Revised Policy
4437	Military Leave	Revised Policy
4438	Jury Duty	Revised Policy

- VI. COMMITTEE REPORTS AND COMMENTS FROM THE MEMBERS OF THE BOARD OF EDUCATION
- VII. COMMENTS AND PRESENTATIONS FROM THE PRESIDENT
- VIII. COMMENTS FROM THE PUBLIC
- IX. RETIRE TO EXECUTIVE SESSION
- X. RECOMMENCE PUBLIC MEETING
- XI. ROLL CALL
- XII. CONSIDERATION OF RESOLUTIONS

**A. SUPERINTENDENT OF SCHOOLS**

**1. EDUCATIONAL SUPPORT & STUDENT SERVICES**

- a. Field Day
- b. HIB Student/Parent Workshop and Training (Consultant)
- c. March Madness Parents vs. Staff Basketball Game
- d. Athletic Awards Banquet
- e. Career Day
- f. Mentoring Program
- g. Art Show/Spring Concert
- h. PARCC Parent Workshop and the Wake Up Call: Preparing Elementary Students for College and Career Readiness
- i. PARCC Parent Workshop
- j. Promoting Healthcare and Empowering the Community Health Fair
- k. PTO March Madness Basketball Game
- l. Garvin Mentoring Program
- m. Becoming Trauma Informed
- n. ManUp Self Esteem, Bullying, and Respect
- o. The Early Childhood Registration Fair 2017
- p. Early Childhood Department Enrollment Campaign/Recruitment
- q. Family Night Library Event: "World of Social Emotional Literacy"
- r. Week of the Young Child Celebration – Campaign/Recruitment
- s. IDEA-B Final Report/ Amendment Application to Carry Over FY 2016 Funds (Revised)
- t. Asthma Education Seminar
- u. Cerebral Palsy of New Jersey: Workshops for Speech Language Specialists
- v. Cerebral Palsy of New Jersey: Workshops for Staff Assigned to Preschool Disabilities Programs
- w. Special Education Program Policies and Procedures for Eligibility Under Part B of the IDEA Statement of Assurances for 2016-2017
- x. Special Education Out of District Placements
- y. Special Education Home Instruction Students
- z. Child Sight New Jersey
- aa. Working with Children of Incarcerated Parents in Schools
- bb. Students Disciplinary Hearings – Return to Truth Middle School
- cc. Student Disciplinary Hearings Recommendation for In District Alternative Education Placement
- dd. 2017-2018 School Calendar
- ee. Summer Employment – Technology Trainer
- ff. Early Childhood/PreK Registration
- gg. Leading for Rigor, Relevance and Registration

## **XII. CONSIDERATION OF RESOLUTIONS**

### **A. SUPERINTENDENT OF SCHOOLS**

#### **1. EDUCATIONAL SUPPORT & STUDENT SERVICES**

- hh. Ten Marks – Amazon Company
- ii. Go Math Curious George APP for Home Use
- jj. Go Math 2015-HMH
- kk. East Orange Public Schools Mission and Goals
- ll. Student Disciplinary Hearings – Recommendation for Long Term Instruction
- mm. Construction of 9/11 Memorial at STEM Academy
- nn. Screening of 13 and Panel Discussion
- oo. Zumba Instruction
- pp. Harassment, Intimidation and Bullying Monthly Incident
- qq. Field Trips

#### **2. LABOR RELATIONS & EMPLOYMENT SERVICES**

- a. Retirements
- b. Resignations
- c. Rescission of Appointment
- d. Rescission of Transfers
- e. Rescission of Leaves of Absence
- f. Leaves of Absence
- g. Transfers
- h. Salary Adjustments
- i. Extra-Curricular and Co-Curricular Appointments – Various Locations – 2016-2017 SY
- j. Approval of Extra-curricular and Co-curricular Activities – Various Location – 2016-2017 S/Y
- k. Salary Adjustments – East Orange Educational Secretaries’ Association – 2015-16 & 2016-2017 S/Y
- l. Approval and Ratification of Collective Negotiated Agreement (LPSAA)
- m. Agenda Changes/Corrections
- n. Appointments
- o. Suspension
- p. Termination
- q. 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. Recommendation to Approve Fund Raising Requests
- g. Acceptance of Donation from Montclair State University
- h. Donations for the East Orange STEM Academy Robotics Team #5310
- i. Musical Instruments to be Donated to STEM Academy
- j. Recommendation to Appraise Vacant Properties
- k. Request for Authorization to Participate in the Educational Services Commission of Morris County for NJ Classroom Supplies SY 2016-2017
- l. Recommendation for Award of Bid – Repair of Food Service Equipment
- m. Request for Authorization to Participate in the Educational Service Commission of New Jersey for 2016-2017 SY

## **XII. CONSIDERATION OF RESOLUTIONS**

### **A. SUPERINTENDENT OF SCHOOLS**

#### **3. BUSINESS SERVICES**

- n. Request for Authorization to Participate in the Hunterdon County Educational Services Commission for 2016-2017
- o. Recommendation for Award Contract to the Essex Regional Educational Services Commission for Transportation Services – School Year 2017-2018
- p. Resolution of the East Orange Board of Education, the Energy Savings Plan prepared by Honeywell and Approved by the New Jersey Board of Public Utilities in Connection with the Board's Energy Savings Improvement Program
- q. A-148 Secretary's Report
- r. A-149 Treasurer's Report
- s. Budgetary Major Account/Fund Status Certificate
- t. Resolution Authorizing Use of Competitive Contracting
- u. Approval of the Preliminary 2017-2018 Budget to be submitted to the Interim Executive Essex County Superintendent

#### **4. MAINTENANCE SERVICES**

- a. Recommendation for the Use of Facility

## **XIII. CLOSING STATEMENT/ADJOURNMENT**

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESa. Field Day – (Jacob)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Johnnie L. Cochran, Jr. Academy's student body and staff to attend a Field Day to be held in Watsessing Park, East Orange, New Jersey on May 26, 2017 from 9 am to 12 pm. Rain date June 2, 2017 at no cost to the District.

b. HIB Student/Parent Workshop and Training (Consultant) – (Champagne)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves a consultant S.O.F.I.A. (Start out Fresh Intervention Advocates) to speak with students and parents regarding Teen Dating Violence at Cicely Tyson Community School of Performing and Fine Arts on April 19, 2017 for high school students and for parents during Parents' Corner. The consultant will hold two (2) separate sessions for students during the school day and one session for parents at a cost not to exceed \$1,500 from Title I funding.

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: 17.20.231.200.300.203.003.0000)

c. March Madness Parents vs. Staff Basketball Game – (Jackson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the family and community event, March Madness Parents vs. Staff Basketball game to be held on March 23, 2017 in the Campus High School gymnasium at 6:00 pm at no cost to the District.

d. Athletic Awards Banquet – (A. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the East Orange Campus High School Athletic Department to host the Athletic Awards Banquet at East Orange Campus High School for 450 students on June 8, 2017 at a total cost to the District not to exceed \$7,513 of the Annual EOCHS/CJS Alumni Basketball Game funds.

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: 17.20.008.100.800.028.020.2014)

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESe. Sojourner Truth Middle School Career Day – (Burton)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the participation of Sojourner Truth Middle School in Career Day on March 24, 2017 from 8:00 am – 2:00 pm conducted by Sojourner Truth Middle School, East Orange, NJ. This career day will be organized at a cost of \$585 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: 17.15.000.240.500.216.016.0000)

f. Mentoring Program – (Burton)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the eighth grade students from Sojourner Truth Middle School to participate in the Female mentoring program founded by Wanita Moses from Simpli Excellence for the 2016-2017 academic year starting March 31, 2017 at no cost to the District.

g. Art Show/Spring Concert – (Burton)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves an Art Show/Display at Spring Concert scheduled for May 18, 2017 from 6:30 – 8:00 pm at Truth Middle School. The Hart Complex music/art teachers: Ms. Twomey, Ms. Ransom, Ms. Thurlow and Mr. Tamburro will spearhead this Art/Spring Concert Show at no cost to the District.

h. PARCC Parent Workshop and The Wake Up Call: Preparing Elementary Students for College and Career Readiness – (P. Hassan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves a “PARCC Parent Workshop and The Wake Up Call: Preparing Elementary Students for College and Career Readiness” presented by Mrs. Tennile C. Raney on March 21, 2017 at 5 pm at Cicely Tyson Elementary School at the cost of \$300 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 Codes: 17.20.231.200.800.312.012.9626  
17.15.000.222.500.102.002.0000)

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- i. PARCC Parent Workshop – (P. Hasan, Heaphy, Johnson, Shults and Ramsey)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves a PARCC Parent Workshop presented by Mrs. Moss – Hasan (Tyson Elementary School), Mr. Heaphy (Bowser School), Mr. Johnson (Louverture, Ms. Shults (Parks Academy), and Ms. Ramsey (STEM Academy) on March 21, 2017 at 5 pm at Tyson Elementary School at the cost of \$250 per school for refreshments and supplies.

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:      17.20.231.200.800.304.004.9626      17.20.231.200.800.310.010.9626  
                                 17.15.000.222.500.102.002.0000      17.20.231.200.800.311.011.9626)

- j. Promoting Healthcare and Empowering the Community – (P. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves The East Orange School Health Services' Health Promotion and Empowering Community Health Fair at no cost to the District.

- k. PTO March Madness Basketball Game – (Sturdivant)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the Mildred Barry Garvin PTO March Madness Basketball game on March 22, 2017 at Campus High School at no cost to the District.

- l. Garvin Mentoring Program – (Sturdivant)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the adoption of the Garvin Mentoring Program for Boys lead by Justin Alsbrook, Teacher Assistant, Garvin School.

- m. Becoming Trauma Informed – (S. Davis)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves a proposal to have Trauma Informed training workshops conducted on March 14, 2017 for students and parents at George Washington Carver. The training will be conducted by Mrs. Madinah Brown-Day, MSW, LCSW, CCS, Consultant of Beacon of Wellness, and Incorporated at a cost to the District not to exceed \$800.

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

(Account Codes:      17.15.000.223.320.305.005.0000  
                                 17.15.190.100.320.305.002.0000)



A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- n. ManUp Self-Esteem, Bullying and Respect – (S. Davis)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves George Washington Carver to have a Performance Play ManUp and workshop for students on April 7, 2017 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: 17.15.190.100.320.305.005.0000)

- o. The Early Childhood Registration Fair 2017 – (Aquil, Lofton-Simpson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves The Early Childhood Registration Fair to be held at Langston Hughes School at 160 Rhode Island Avenue, East Orange, NJ on Saturday, April 22, 2017 from 10 am until 2 pm for use of facility and services at a cost that will not exceed \$5,303.37.

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: 17.20.218.200.330.028.026.9030  
17.20.218.200.110.028.026.9030)

- p. Early Childhood Department Enrollment Campaign/Recruitment – (Aquil, Lofton-Simpson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the Early Childhood Department's Media Enrollment Campaign, from March 20 through May 16, 2017 to advertise the availability of in-district preschool and childcare agency/provider's preschool classes at a cost not to exceed \$21,222.50.

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

(Account Code: 17.20.218.200.800.028.026.9030)

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- q. Family Night Library Event: World of Social Emotional Literacy – (Aquil, Lofton-Simpson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the Early Childhood Department's World of Literacy Event, which will be held on March 30, 2017 at 6 pm to 8 pm at the East Orange Public Library at a cost of \$637.50 for refreshments.

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

(Account Code: 17.20.218.200.330.028.026.9034)

- r. Week of the Young Child Celebration – Campaign/Recruitment – (Aquil, Lofton-Simpson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the Early Childhood Department's Teddy Bear Friendship Parade on April 26, 2017, (Rain date – April 27<sup>th</sup>) from 10 am to 11 am. The participants will be the district's three and four year old preschool children, the preschool teaching staff, the Early Childhood staff and the parents. There is no cost to the District.

- s. IDEA-B Final Report/Amendment Application to Carry Over FY 2016 Funds (Revised – (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 - \$355,276, Preschool - \$3,046 and Nonpublic - \$109,587) 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 Carryover Funds)

- t. Asthma Education Seminar – (Harvest, A. Hasan, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Ms. Primrose Germaine, Doctorial Nurse Practitioner candidate at Rutgers University to present an Asthma Education Seminar for at risk adolescents diagnosis with Asthmas, at East Orange Campus High School. The seminar that will be conducted during the week of March 27, 2017 will be presented at no cost to the District.

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- u. Cerebral Palsy of New Jersey: Workshops for Speech Language Specialists – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Cerebral Palsy of New Jersey to conduct two workshops for district Speech Therapist at no cost to the District.

- v. Cerebral Palsy of New Jersey: Workshops for Staff Assigned to Preschool Disabilities Programs – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Cerebral Palsy of New Jersey to conduct four workshops for District staff assigned to Preschool Disabilities Programs at no cost to the District.

- w. Special Education Program Policies and Procedures for Eligibility Under Part B of the IDEA Statement of Assurances for 2016-2017 – (Santos, Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the certification and submission of the Special Education policies and procedures for eligibility under Part B of the Individuals with Disabilities Education Act Statement of Assurances for 2016-2017 to the New Jersey Department of Education.

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

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves 4 Out of District Special Education students and contracts. Placements at a total cost of \$106,284.

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)

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

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves 5 students to be given on Home Instruction Services.

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

(Account Code:      11.150.100.0500.000.028.031.)

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESz. ChildSight New Jersey – (Harvest, Santos)

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

aa. Working with Children of Incarcerated Parents in Schools – (Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves a workshop by Rutgers National Resources Center on Children & Families of the Incarcerated on “Working with Children of Incarcerated Parents in Schools” for all Educational Support Services on Wednesday, April 19, 2017 from 8:30 am – 12:30 pm at a cost of \$826.28 for presentation, mileage and tolls.

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: 17.11.000.218.320.028.046.0000)

bb. Student Disciplinary Hearings – Return to Truth Middle School – (Watson, Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the recommendation to return to Sojourner Truth Middle School four students as a result of the disciplinary hearings.

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

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

dd. 2017-2018 School Calendar – (West, Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2017-2018 school calendar.

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESee. Summer Employment – Technology Trainer – (Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the hiring of Ms. Tracy Smith for Summer Employment to work on the submission of student and staff data to the NJSmart database for no more than 25 days (5 hours a day) at a cost not to exceed \$4,250.

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

(Account Code: 18.11.000.211.100.028.023.9730)

ff. Early Childhood/Pre-K Registration – (Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the extended schedule for Pre-K registration on April 26, 2017 and May 3, 2017 from 4 pm – 7 pm and April 29, 2017 and May 6, 2017 from 9 am – 1 pm at a cost not to exceed \$8,613.30.

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: 17.20.218.200.105.028.026.9030  
17.20.218.200.105.028.026.9030  
17.20.218.200.110.028.026.9030  
17.20.218.200.176.028.026.9026  
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17.20.218.200.110.028.026.9030  
17.20.218.200.110.028.026.9030)

gg. Leading for Rigor, Relevance, and Relationships – (Walker, Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves The Academy for Urban Transformation at Seton Hall University to provide professional development for district administrators during April and May 2017 at a cost not to exceed \$7,000.

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: 17.11.000.223.320.028.057.4336)

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICEShh. Ten Marks – Amazon Company – (Walker, Moncur, Fraser)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves use Ten Marks Program for Houston, Bowser and Parks schools. The amount will not exceed \$2,500.

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: 17.11.000.221.500.028.033.0000)

ii. GoMath Curious George App for Home Use – (Walker, Moncur)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves use of Curious George App for home use for all PreK students at no cost to the District.

jj. GoMath 2015-HMH – (Walker, Moncur)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves purchase of GoMath-2015. The amount will not exceed \$145,837.53 for the two year upgrade.

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)

kk. East Orange Public Schools Mission and Goals – (West)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, adopts the new East Orange School District Mission, Vision, Core Beliefs, Negotiables and Motto (“East Orange Public Schools: Developing Leaders One Student at a Time.”)

ll. Student Disciplinary Hearings – Recommendation for Long Term Home Instruction – (Watson, Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the recommendation for Home Instruction for one student as a result of a disciplinary Hearing.

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESmm. Construction of 9/11 Memorial at STEM Academy – (Ramsey)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the construction and design of the 9/11 Memorial dedicated to First Responders of Essex County during the month of June 2017 with no cost to the District.

nn. Screening of 13 and Panel Discussion – (Ramsey)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the screening of the documentary “13” at East Orange STEM Academy on Saturday, April 1, 2017 from 12 pm to 4 pm. The community and students from East Orange Campus High and STEM Academy will view the film and participate with a panel discussion of law enforcement personnel, former judges, criminal attorneys and others who have had a connection to the criminal justice system. The school will be partnering with the social action committee of The Montclair Alumnae of Delta Sigma Theta Sorority, Inc.

oo. Zumba Instruction – (Ramsey)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves East Orange STEM Academy to provide Zumba Instruction through Moody Zumba Fitness in conjunction with East Orange STEM Academy PTA.

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

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

qq. 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. D. Pasterczyk 40 students 4 staff members Jackson Academy	Livingston, NJ	To attend the 2017 EOEA Pride in Education Expo (Educational/ Enrichment)	3/13/17	\$286.00 Transportation \$286.00 Total 17.15.000.270.512.314.014.5523 (SB)
2	Ms. F. Sturdivant 25 students 3 staff members Garvin School	East Orange, NJ	To participate in a lunch time nature walk to Oval Park (Educational)	3/15/17 Thru 6/21/17	No cost to the district
3	Ms. J. Rogers 117 students 12 staff members Garvin School	Clifton, NJ	To attend viewing of the movie, "Hidden Figures" (Educational)	3/15/17	\$936.00 Transportation \$936.00 Total 17.15.000.270.512.308.008.5523 (SB)

**XII. CONSIDERATION OF RESOLUTIONS****MARCH 14, 2017****A. SUPERINTENDENT OF SCHOOLS****1. EDUCATIONAL SUPPORT & STUDENT SERVICES****qq. Field Trips**

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
4	Mr. J. Winborne 8 students 1 staff member Campus High School	Summit, NJ	To attend the NJ State Step Association Competition (Enrichment)	3/18/17	<u>\$546.00</u> Transportation \$546.00 Total 17.15.000.270.512.101.001.5523 (SB)
5	Mr. W. Miller 38 students 6 staff members Campus High School	Washington, D.C.	To visit the National Museum for African American History (Educational)	3/24/17	<u>\$1,976.00</u> Transportation \$1,976.00 Total 17.15.000.270.512.101.001.5523 (SB)
6	Mr. J. Refinski 10 students 1 staff member STEM Academy	South Orange, NJ	To visit Seton Hall University for a Model UN Congress (Educational)	3/25/17 3/26/17	\$ 572.00 Transportation <u>\$ 550.00</u> Admissions \$1,122.00 Total 17.15.000.270.512.102.002.5523 (SB) 17.15.190.100.800.102.002.0000 (SB)
7	Mr. S. Webb 35 students 11 staff members FSA High School	Hillside, NJ	To visit the Community Food Bank (Educational)	3/28/17	<u>\$306.80</u> Transportation \$306.80 Total 17.11.423.270.571.029.029.5523 (SB)
8	Ms. E. Barber 12 students 6 staff members 2 parent chaperones Garvin School	Easton, PA	To visit the Crayola Factory (Educational)	3/31/17	\$504.40 Transportation <u>\$213.81</u> Admissions \$718.21 Total 17.15.000.270.512.308.008.5523 (SB) 17.15.190.100.800.308.008.0000 (SB)
9	Dr. O. Petty 12 students 1 staff member Tyson M/H School	West Orange, NJ	To attend the 2017 Essex County Honors Symphonic Band Reading Rehearsal (Enrichment)	4/5/17	<u>\$286.00</u> Transportation \$286.00 Total 17.15.100.270.512.203.003.5523 (SB)
10	Dr. O. Petty 12 students 1 staff member Tyson M/H School	North Caldwell, NJ	To attend the 2017 Essex County Honors Symphonic Band Reading Performance (Enrichment)	4/19/17	\$416.00 Transportation <u>\$180.00</u> Substitute Salary \$596.00 Total 17.15.000.270.512.203.003.5523 (SB) 17.15.190.100.800.203.003.0000 (SB)
11	Ms. L. Craighead 70 students 12 staff members 6 parent chaperones Garvin School	Florham Park, NJ	To visit the Imagine That Children's Museum (Educational)	4/21/17	\$ 592.80 Transportation <u>\$ 957.78</u> Admissions \$1,550.58 Total 17.20.218.100.500.308.026.9019 (GB) (bus paid thru student activities acct.)
12	Mr. R. Thomas 40 students 5 staff members Campus High School	East Orange, NJ	To visit East Orange General Hospital (Educational)	4/24/17	\$182.00 Transportation <u>\$520.00</u> Substitute Salary \$702.00 Total 17.15.000.270.512.101.001.5523 (SB) 17.15.140.100.101.101.001.0000 (SB)
13	Ms. N. Rizk-Solyman 75 students 7 staff members 7 parent chaperones Tyson Elementary	Ogdensburg, NJ	To visit the Sterling Hill Mining Museum (Educational)	4/25/17	\$ 800.80 Transportation <u>\$ 944.80</u> Admissions \$1,744.80 Total 17.15.000.270.512.312.012.5523 (SB) 17.15.190.100.800.312.012.0000 (SB)
14	Ms. M. Brown 50 students 20 staff members 1 parent chaperone Bowser Elementary	West Orange, NJ	To visit the Turtle Back Zoo (Educational/Enrichment)	5/1/17	<u>\$520.00</u> Transportation \$520.00 Total 17.15.000.270.512.304.004.5523 (SB)



**XII. CONSIDERATION OF RESOLUTIONS****MARCH 14, 2017****A. SUPERINTENDENT OF SCHOOLS****1. EDUCATIONAL SUPPORT & STUDENT SERVICES****qq. Field Trips**

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
15	Ms. D. Drakert 69 students 12 staff members 10 parent chaperones Tyson Elementary	Montclair, NJ	To visit the Memorial Auditorium at Montclair State University (Educational)	5/2/17	\$ 551.20 Transportation \$ 795.50 Admissions \$1,346.70 Total 17.15.000.270.512.312.012.5523 (SB) 17.15.190.100.800.312.012.0000 (SB)
16	Mr. R. Thomas 40 students 5 staff members Campus High School	Newark, NJ	To tour the Federal Express Facility at Newark Liberty International Airport (Educational/Enrichment)	5/4/17	\$312.00 Transportation \$520.00 Substitute Salary \$832.00 Total 17.15.000.270.512.101.001.5523 (SB) 17.15.140.100.101.101.001.9727 (SB)
17	Ms. N. Diaz 150 students 14 staff members 1 parent chaperone Campus High School	Reeders, PA	To attend the 2017 Class Senior Trip to Pocono Valley (Rewards)	5/19/17	\$ 6,240.00 Transportation \$ 9,750.00 Admissions \$ 1,950.00 Substitute Salary \$17,940.00 Total 17.15.000.270.512.101.001.5523 (SB) 17.15.190.100.610.101.001.0000 (SB) 17.15.140.100.101.101.001.9727 (SB)
18	Ms. J. Allen 57 students 10 staff members Garvin School	New York City, NY	To visit the American Museum of Natural History (Educational)	5/24/17	\$ 884.00 Transportation \$1,038.50 Admissions \$1,922.50 Total 17.15.000.270.512.308.008.5523 (SB) 17.15.190.100.800.308.008.0000 (SB)
19	Mr. S. Harris 23 students 10 staff members FSA Middle School	East Hanover, NJ	To visit Funplex (Educational)	5/25/17	\$ 338.00 Transportation \$ 697.04 Substitute Salary \$1,035.04 Total 17.11.423.270.512.145.045.0000 (SB) 17.11.423.100.800.145.045.0000 (SB)
20	Dr. V. Stallings 67 students 13 staff members 8 parent chaperones Langston Hughes	West Orange, NJ	To visit the Turtle Back Zoo (Educational)	5/31/17	\$ 572.00 Transportation \$ 880.00 Admissions \$1,452.00 Total 17.20.218.100.500.306.026.9019 (GB) 17.20.218.200.516.306.026.9019 (GB)
21	Ms. V. Nicholson 85 students 10 students 5 parent chaperones Tyson Elementary	New York, NY	To visit the American Museum of Natural History (Educational)	6/1/17	\$ 936.00 Transportation \$1,200.00 Admissions \$2,136.00 Total 17.15.000.270.512.312.012.5523 (SB) 17.15.190.100.800.312.012.0000 (SB)
22	Ms. E. Lund 44 students 5 staff members 5 parent chaperones Gordon Parks Academy	Hope, NJ	To visit the Land of Make Believe (Educational)	6/1/17	\$ 624.00 Transportation \$ 458.00 Admissions \$1,082.00 Total 17.15.000.270.512.311.011.5523 (SB) 17.15.190.100.800.311.011.0000 (SB)
23	Ms. T. Wilson 38 students 4 staff members 2 parent chaperones Garvin School	Brooklyn, NY	To visit the New York Aquarium (Educational)	6/5/17	\$ 624.00 Transportation \$ 393.80 Admissions \$1,017.80 Total 17.15.000.270.512.308.008.5523 (SB) 17.15.190.100.800.308.008.0000 (SB)
24	Ms. Spain 162 students 8 staff members 10 parent chaperones Garvin School	Newark, NJ	To visit the Branch Brook Park Roller Skating Center (Incentive)	6/5/17	\$ 728.00 Transportation \$1,440.00 Admissions \$2,168.00 Total 17.15.000.270.512.308.008.5523 (SB) 17.15.190.100.800.308.008.0000 (SB)

**XII. CONSIDERATION OF RESOLUTIONS****MARCH 14, 2017****A. SUPERINTENDENT OF SCHOOLS****1. EDUCATIONAL SUPPORT & STUDENT SERVICES****qq. Field Trips**

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
25	Ms. E. Negron 44 students 5 staff members Garvin School	New York, NY	To visit the Intrepid Sea, Air & Space Museum Complex (Educational)	6/5/17	<u>\$520.00</u> Transportation \$520.00 Total 17.15.000.270.512.308.008.5523 (SB)
26	Ms. M. Johnson 35 students 5 staff members Gordon Parks Academy	Leonora, NJ	To visit Field Station Dinosaurs (Educational)	6/7/17	\$374.40 Transportation <u>\$363.00</u> Admissions \$737.40 Total 17.15.000.270.512.311.011.5523 (SB) 17.15.190.100.800.311.011.0000 (SB)
27	Ms. Oglesby 300 students 30 staff members Truth Middle School	Allentown, PA	To visit Dorney Park (Incentive/ Rewards)	6/8/17	\$ 7,696.00 Transportation <u>\$ 5,000.00</u> Admissions \$12,696.00 Total 17.15.000.270.512.216.016.5523 (SB) 17.15.190.100.800.216.016.0000 (SB)
28	Ms. R. Richardson 15 students 7 staff members FSA Middle School	New York, NY	To attend performance of STOMP at the Orpheum Theater (Incentive)	6/9/17	\$1,225.00 Admissions <u>\$ 468.00</u> Transportation \$1,693.00 Total 17.11.423.270.512.145.045.0000 (SB) 17.11.423.100.800.145.045.0000 (SB)
29	Dr. N. Crews 100 students 10 staff members Tyson M/H School	Sparta, NJ	To visit Tomahawk Lake (Rewards)	6/12/17	\$2,096.60 Transportation <u>\$2,850.00</u> Admissions \$4,670.00 Total 17.15.000.270.512.203.003.5523 (SB) 17.15.190.100.800.203.003.0000 (SB)
30	Ms. Oglesby 300 students 30 staff members 30 parent chaperones Truth Middle School	Perth Amboy, NJ	To attend the 8th Grade Social on the Cornucopia Cruise Line (Incentive/ Rewards)	6/13/17	\$ 2,782.00 Transportation <u>\$ 8,000.00</u> Admissions \$10,782.00 Total 17.15.000.270.512.216.016.5523 (SB) 17.15.190.100.800.216.016.0000 (SB)
31	Mr. K. Hinton 38 students 5 staff members 2 parent chaperones Garvin School	Bronx, NY	To visit the Bronx Zoo (Educational)	6/14/17	\$624.00 Transportation <u>\$ 20.00</u> Bus Parking \$644.00 Total 17.15.000.270.512.308.008.5523 (SB) 17.15.190.100.800.308.008.0000 (SB)
32	Dr. M. Burton 370 students 50 staff members 50 parent chaperones Truth Middle School	East Orange, NJ	To attend the 8th Grade Promotional Exercise at Paul Robeson Stadium (Incentive/ Rewards)	6/16/17	\$ 224.00 Flowers \$ 770.00 Chairs <u>\$1,355.00</u> CMT Sound Systems LLC \$2,349.00 Total 17.15.000.240.500.216.016.0000 (SB)
33	Mr. R. Greene 115 students 12 staff members Banneker Academy	West Orange, NJ	To visit the Turtle Back Zoo (Educational)	6/19/17	\$ 889.20 Transportation <u>\$1,270.00</u> Admissions \$2,159.20 Total 17.15.000.270.512.336.036.5523 (SB) 17.15.190.100.800.336.036.0000 (SB) 17.20.218.200.516.336.026.9019 (SB)
34	Mr. R. Green 250 students 25 staff members Banneker Academy	East Hanover, NJ	To visit the Funplex (Incentive/ Rewards)	6/19/17	\$1,872.00 Transportation <u>\$2,000.00</u> Admissions \$3,872.00 Total 17.15.000.270.512.336.036.5523 (SB) 17.15.190.100.800.336.036.0000 (SB)

**XII. CONSIDERATION OF RESOLUTIONS****MARCH 14, 2017****A. SUPERINTENDENT OF SCHOOLS****1. EDUCATIONAL SUPPORT & STUDENT SERVICES****qq. Field Trips**

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
35	Ms. Gregg 15 students 3 staff members Carver Institute	Trenton, NJ	To visit the Old Barracks Museum and State House (Educational)	6/6/17	\$364.00 Transportation \$114.00 Admissions \$478.00 Total 17.15.000.270.512.305.005.5523 (SB) 17.15.190.100.800.305.005.0000 (SB)
36	Ms. R. Gordon-Cartier 10 students 3 staff members Tyson M/H School	Parsippany, NJ	To attend the Somerset Folk Harp Festival (Educational)	7/20/17 Thru 7/23/17	\$1,981.00 Lodging \$1,740.00 Meals \$4,085.00 Registration \$7,806.70 Total 18.11.111.221.890.000.000.9706 (AB)
37	Ms. E. Lesko-Eckert 10 students 1 staff member STEM Academy	Newark, NJ	To visit Saint John's Soup Kitchen (Educational)	3/28/17 4/7/17	\$130.00 Substitute Salary \$130.00 Total 17.15.130.100.101.102.002.9729 (SB)
38	Mr. J. Refinski 40 students 4 staff members STEM Academy	Washington, DC	To visit the Holocaust Museum (Educational)	5/12/17	<u>\$1,872.00 Transportation</u> <u>\$ 130.00 Substitute Salary</u> <u>\$2,002.00 Total</u> <u>17.15.000.270.512.102.002.5523 (SB)</u> <u>17.15.130.100.101.102.002.9729 (SB)</u>
39	Mr. J. Refinski 40 students 4 staff members STEM Academy	New York, NY	To visit the National 9/11 Memorial and Museum (Educational)	5/19/17	<u>\$ 416.00 Transportation</u> <u>\$ 528.00 Admissions</u> <u>\$ 130.00 Substitute Salary</u> <u>\$1,074.00 Total</u> <u>17.15.000.270.512.102.002.5523 (SB)</u> <u>17.15.190.100.800.102.002.0000 (SB)</u> <u>17.15.130.100.101.102.002.9729 (SB)</u>
40	Mr. J. Refinski 10 students 1 staff member STEM Academy	Highland Park, NJ	To visit Highland Park HS for Model UN Congress (Educational)	5/20/17	No cost to the district
					<b>F/T Board Agenda 3/14/17</b>

<b>RATIFIED RESOLUTION(S)</b>					
1	Ms. N. Hughes 12 students 3 staff members Tyson M/H School	Newark, NJ	To attend The Chieftains Performance at NJPAC (Educational)	3/5/17	No cost to the district
2	Mr. A. Hasan Campus High School	East Orange, NJ	Walking trip for the Marching Band to Hart Complex (Enrichment)	2/24/17	No cost to the district
					<b>F/T Board Agenda 3/14/17</b>

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

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

1. Mr. Andre Adams – Disciplinarian – Costley Middle School  
Effective July 1, 2017 (31 years, 7 months of service)  
(15.130.100.0101.000.215.015.0000)
2. Ms. Diane Bach – Teacher of the Handicapped (ICS) – Langston Hughes School  
Effective July 1, 2017 (34 years of service)  
(15.213.100.0101.000.306.006.0000)
3. Ms. Janet Jacobs – Media Specialist – Langston Hughes School  
Effective July 1, 2017 (20 years, 9 months of service)  
(15.000.222.0100.000.306.006.0000)
4. Ms. Andrea McKinnon – Teacher of Elementary – Langston Hughes School  
Effective July 1, 2017 (31 years of service)  
(15.120.100.0101.000.306.006.0000)
5. Ms. Denise Risucci – CST - Social Worker – Department of Special Education  
Effective July 1, 2017 (16 years, 2 months of service)  
(11.000.219.0104.000.000.000.0000)

b. Resignations

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

1. Ms. Charlene Johnson – Teacher Assistant for Special Education (CSM) – Tyson 6-12  
Effective March 28, 2017 (no reason) (4 years, 7 months of service)  
(15.213.100.0106.000.203.003.0000)
2. Ms. Allison Korf – Teacher of Kindergarten – Langston Hughes School  
Effective June 30, 2017 (no reason) (13 years of service)  
(15.110.100.0101.000.306.006.9704)
3. Ms. Lori Perry – Attendance Officer – Division of Operations  
Effective April 21, 2017 (home duties) (1 year, 7 months of service)  
(15.000.211.0100.000.101.001.0000)
4. Ms. Naomie Ulysse – Teacher Assistant for Special Education (1:1) – Houston Academy  
Effective April 21, 2017 (another position) (8 years, 6 months of service)  
(11.000.217.0100.000.000.000.0000)

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. Ms. Dominique Anderson – Parent/Community Liaison – Educational Support Services  
Appointment was approved at the February 14, 2017 Board Meeting  
(11.000.211.0100.000.000.000.0000)

**A. SUPERINTENDENT OF SCHOOLS****2. LABOR RELATIONS & EMPLOYMENT SERVICES****d. Rescission of Transfers**

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

1. Ms. Lashaunda Saunders – Teacher Assistant for Kindergarten – Gibson Academy  
Transfer was approved at the February 14, 2017 Board Meeting  
(15.190.100.0106.000.337.037.9704)
2. Ms. Rosa Torres – Teacher Assistant for Kindergarten – Gibson Academy  
Transfer was approved at the February 14, 2017 Board Meeting  
(15.190.100.0106.000.337.037.9704)

**e. Rescission of Leaves of Absence**

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

1. Ms. Christina Smith – Teacher Assistant for Special Ed (BD) – Houston Academy  
Child Rearing LOA was approved at the December 13, 2016 Board Meeting  
(15.209.100.0106.000.307.007.0000)
2. Ms. Bonnie Taylor – Teacher of Business/Technology – East Orange STEM Academy High School  
Family Welfare LOA was approved at the December 13, 2016 Board Meeting  
(15.140.100.0101.000.102.002.0000)

**f. Leaves of Absence**

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

1. Mr. Matthew Brill – Teacher of Health/Physical Education – Costley Middle School  
Family Act LOA Effective February 21, 2017 to February 24, 2017  
(15.130.100.0101.000.215.015.0000 – 40.0000%)  
(15.130.100.0101.000.216.016.0000 – 30.0000%)  
(15.130.100.0101.000.217.017.0000 – 30.0000%)
2. Ms. Angela Cabrera – Teacher Assistant for Pre-Kindergarten – Langston Hughes School  
Family Act LOA Effective February 3, 2017 to February 10, 2017  
(20.218.100.0106.000.028.026.9013)
3. Mr. Joseph Cannon – Custodian (Head) – Cochran Academy  
Family Act LOA Effective February 1, 2017 to April 24, 2017  
(11.000.262.0100.000.000.000.0000)
4. Dr. Jewel Carter-McCummings – Teacher of Technology – Warwick Institute  
Family Act LOA (Intermittent) Effective January 12, 2017 to June 30, 2017 (NTE 20 days)  
(15.000.222.0100.000.309.009.0000)
5. Ms. Lisa Cesareo – Co-Teacher – Houston Academy  
Family Act LOA Effective November 28, 2016 to December 9, 2016  
Family Act LOA Effective January 5, 2017 to March 3, 2017  
(15.120.100.0101.000.307.007.0000)

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

6. Mr. Williams Coronado – Teacher of Art – Tyson 6-12  
Family Act LOA (Intermittent) Effective March 1, 2017 to June 30, 2017 (NTE 05 days)  
(15.130.100.0101.000.203.003.0000)
7. Ms. Khabirah Edouard – Secretary – Educational Support Services  
Family Act and Bonding LOA Effective February 20, 2017 to May 5, 2017  
(11.000.218.0105.000.000.000.0000)
8. Ms. Sandra Fedrick – Teacher of Art – Warwick Institute  
Family Act LOA Effective February 21, 2017 to March 10, 2017  
(15.120.100.0101.000.309.009.0000 – 84.0000%)  
(20.218.100.0101.000.028.026.9011 – 16.0000%)
9. Ms. Stacey Field – Teacher of the Handicapped (PSD) – Gibson Academy  
Family Act LOA Effective April 26, 2017 to June 7, 2017  
(15.216.100.0101.000.337.037.0000)
10. Mr. Eric Hayden – Security Guard – Fresh Start Academy Middle School  
Family Act LOA Effective May 10, 2017 to June 19, 2017  
Family Act LOA (Intermittent) Effective June 20, 2017 to June 30, 2017 (NTE 06 days)  
(11.000.266.0100.000.000.000.0000)
11. Ms. Roberta Leveson – School Counselor – Truth Middle School  
Health LOA Effective March 16, 2017 to a date TBD (NTE 06/30/17)  
(15.000.218.0104.000.216.016.0000)
12. Ms. Carressa Long-Golden – Custodian (Night) – Truth Middle School  
Family Act LOA Effective August 18, 2016 to November 16, 2016  
Health LOA Effective November 17, 2016 to December 31, 2016  
(11.000.262.0100.000.000.000.0000)
13. Ms. Joan Makle – Teacher Assistant for Special Ed (ICS) – Campus High  
Health LOA Effective April 5, 2017 to April 28, 2017  
(15.213.100.0106.000.101.001.0000)
14. Ms. Eveleana Matthews – CST Social Worker – Garvin School  
Family Act LOA Effective January 17, 2017 to March 20, 2017  
(11.000.219.0104.000.000.000.0000)
15. Mr. Robert McAllister, Jr – Co-Teacher – Truth Middle School  
Family Act LOA (Intermittent) Effective January 17, 2017 to June 30, 2017 (NTE 15 days)  
(15.130.100.0101.000.216.016.0000)
16. Ms. Bernice McCray – Computer Off Asst/Scanner/Operator Tech – Division of Business Services  
Family Act LOA Effective January 23, 2017 to February 16, 2017  
Family Act LOA (Intermittent) Effective February 17, 2017 to June 30, 2017 (NTE 05 days)  
(11.000.252.0100.000.000.000.0000)
17. Mr. Charles Mitchell – Plumber – Division of Maintenance Services  
Family Act LOA (Intermittent) Effective November 29, 2016 to June 30, 2017 (NTE 15 days)  
(11.000.261.0100.000.000.000.0000)

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

18. Ms. Passion Moss-Hasan – Principal – Tyson Elementary  
Family Act LOA (Intermittent) Effective January 3, 2017 to June 30, 2017 (NTE 60 days)  
(15.000.240.0103.000.312.012.0000)
19. Mr. John Pullins – Security Guard (Head) – Campus High  
Family Act LOA Effective March 8, 2017 to April 20, 2017  
(15.000.266.0100.000.101.001.0000)
20. Ms. Ashanti Rimes-Morris – Teacher of English – Campus High  
Family Act LOA Effective February 15, 2017 to March 3, 2017  
(15.140.100.0101.000.101.001.0000)
21. Ms. Sonia Rivera – Teacher of the Handicapped (BD) – Tyson 6-12  
Family Act LOA (Intermittent) Effective January 25, 2017 to June 30, 2017 (NTE 20 days)  
(15.209.100.0101.000.203.003.0000)
22. Mr. Robert Rogers – Teacher of Elementary – Banneker Academy  
Family Act LOA Effective February 14, 2017 to March 30, 2017  
Family Act LOA (Intermittent) Effective April 1, 2017 to June 30, 2017 (NTE 10 days)  
(15.120.100.0101.000.336.036.0000)
23. Ms. Doris Sares – Testing Coordinator – East Orange STEM Academy High School  
Health LOA Effective January 25, 2017 to February 20, 2017  
(15.000.221.0104.000.102.002.0000)
24. Ms. Nadia Silvera – Teacher of Pre-Kindergarten – Garvin School  
Family Act and Bonding LOA Effective March 13, 2017 to June 15, 2017  
Child Rearing LOA (without pay) Effective June 16, 2017 to June 30, 2017  
(20.218.100.0101.000.028.026.9010)
25. Ms. Renee Smith – Security Monitor – Division of Operations  
Family Act LOA Effective January 24, 2017 to March 17, 2017  
(11.000.266.0100.000.000.000.0000)
26. Ms. Sherri Taylor – Master Teacher – Department of Early Childhood  
Family Act LOA (Intermittent) Effective January 18, 2017 to June 30, 2017 (NTE 10 days)  
(20.218.200.0176.000.028.026.9026)
27. Dr. Moira Weidenborner – Teacher of ESL – Costley Middle School  
Health LOA Effective March 22, 2017 to April 14, 2017  
(15.240.100.0101.000.215.015.0000)
28. Mr. Bryan Wilson – Custodian (Head) – Gibson Academy  
Family Act and Bonding LOA Effective April 17, 2017 to May 30, 2017  
(11.000.262.0100.000.000.000.0000)
29. Mr. Robert Wilson – School Social Worker – Fresh Start Academy Middle School  
Health LOA Effective February 28, 2017 to April 17, 2017  
(11.000.211.0100.000.000.000.0000)
30. Ms. Yaritza Yens – Teacher of Pre-Kindergarten – Ecolè Toussaint Louverture  
Pregnancy LOA Effective January 18, 2017 to April 4, 2017  
(20.218.100.0101.000.028.026.9010)

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

31. Ms. Roberta Youngblood-Myricks – Supervisor of Social Studies – Division of Curriculum Services  
Family Act LOA Effective February 23, 2017 to May 23, 2017  
(11.000.221.0104.000.000.0000)

g. 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.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. Chaunte Benekin – Teacher of Grades 6-8 (Mth) – Healy Middle School  
(Original Hire Date: April 17, 2017)  
From: Level 4/BA Step 1 \$53,034.00 p/a  
To: Level 4/BA Step 12 \$68,384.00 p/a  
Effective April 17, 2017 to June 30, 2017  
(verified prior experience)  
(15.130.100.0101.000.217.017.0000)
2. Ms. Michele Brown – CST Social Worker – Parks Academy  
(Original Hire Date: February 25, 2002)  
From: Level 6/MA+32 Step 10 \$74,834.00 p/a  
To: Level 6/MA+32 Step 10 \$74,834.00 p/a + \$750 Longevity  
Effective February 27, 2017 to June 30, 2017  
(15 years longevity stipend)  
(11.000.219.0104.000.000.000.0000)
3. Mr. Ariel Cadet – School Social Worker – Jackson Academy  
(Original Hire Date: April 3, 2017)  
From: Level 5/MA Step 3 \$59,934.00 p/a  
To: Level 6/MA+32 Step 12½ \$85,001.00 p/a  
Effective April 3, 2017 to June 30, 2017  
(higher training level & verified prior experience)  
(15.000.211.0100.000.314.014.0000)
4. Ms. Susan DeCarlo – Teacher of Kindergarten – Warwick Institute  
(Original Hire Date: September 1, 2001)  
From: Level 4/BA Step 15 \$84,780.00 p/a  
To: Level 4/BA Step 16 \$89,706.00 p/a  
Effective September 1, 2014 to June 30, 2015  
(placement on correct step)  
(15.110.100.0101.000.000.000.9704)
5. Ms. Amanda Dudas – Teacher of Elementary – Tyson Elementary  
(Original Hire Date: February 21, 2017)  
From: Level 4/BA Step 1 \$53,034.00 p/a  
To: Level 4/BA Step 2 \$53,634.00 p/a  
Effective February 21, 2017 to June 30, 2017  
(verified prior experience)  
(15.120.100.0101.000.312.012.0000)



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

6. Ms. Jennifer Fernandes – Teacher of Grades 6-8 (Mth) – Costley Middle School  
(Original Hire Date: September 15, 2014)  
From: Level 4/BA Step 3 \$54,634.00 p/a  
To: Level 5/MA Step 3 \$59,934.00 p/a  
Effective February 1, 2017 to June 30, 2017  
(higher training level)  
(15.130.100.0101.000.215.015.0000)
7. Ms. Cecilia Garado – Teacher Assistant for Kindergarten – Wahlstrom Academy  
(Original Hire Date: January 19, 2017)  
From: Step 1 \$26,007.00 p/a  
To: Step 3 \$26,557.00 p/a  
Effective January 19, 2017 to June 30, 2017  
(higher training level)  
(15.190.100.0106.000.339.039.9704)
8. Ms. Keyera Johnson – Per Diem Substitute Teacher – Substitute Department  
(Original Hire Date: December 19, 2016)  
From: \$75.00 p/d  
To: \$130.00 p/d  
Effective February 1, 2017 to June 30, 2017  
(higher training level)  
(11.120.100.0101.000.000.000.0000)
9. Ms. Shante Johnson – Teacher Assistant for Kindergarten – Tyson Elementary  
(Original Hire Date: February 16, 2017)  
From: Step 1 \$26,007.00 p/a  
To: Step 3 \$26,557.00 p/a  
Effective February 16, 2017 to June 30, 2017  
(higher training level)  
(15.190.100.0106.000.312.012.9704)
10. Mr. Jihad Jubran – Teacher of Grades 6-8 (SSd) – Healy Middle School  
(Original Hire Date: February 25, 2013)  
From: Level 5½/MA+15 Step 4 \$61,934.00 p/a  
To: Level 6/MA+32 Step 4 \$68,834.00 p/a  
Effective February 1, 2017 to June 30, 2017  
(higher training level)  
(15.130.100.0101.000.217.017.0000)
11. Ms. Eileen Lesko-Eckert – Teacher of Business – East Orange STEM Academy High School  
(Original Hire Date: September 1, 2005)  
From: Level 5½/MA+15 Step 15 \$95,151.00 p/a  
To: Level 6/MA+32 Step 15 \$102,651.00 p/a  
Effective February 1, 2017 to June 30, 2017  
(higher training level)  
(15.140.100.0101.000.102.002.0000)
12. Ms. Fatima McCoy – Guidance Counselor – Warwick Institute  
(Original Hire Date: November 10, 2008)  
From: Level 5/MA Step 12½ \$77,001.00 p/a  
To: Level 6/MA+32 Step 12½ \$85,001.00 p/a  
Effective February 1, 2017 to June 30, 2017  
(higher training level) (15.000.218.0104.000.309.009.0000)

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

13. Ms. Deanna McPherson – Teacher of Elementary – Langston Hughes School  
(Original Hire Date: April 11, 2012)  
From: Level 4/BAH Step 3½ \$54,834.00 p/a  
To: Level 5½/MA+15 Step 3½ \$61,634.00 p/a  
Effective February 1, 2017 to June 30, 2017  
(higher training level)  
(15.120.100.0101.000.306.006.0000)
14. Dr. Daphne Tinglin-Jarrett – Teacher of Science – Truth Middle School  
(Original Hire Date: January 14, 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 + \$1,250 Stipend + \$750 Longevity  
Effective February 1, 2017 to June 30, 2017  
(higher training level)  
(15.130.100.0101.000.216.016.0000)
15. Ms. Yvonna Wade – Teacher of Kindergarten – Langston Hughes School  
(Original Hire Date: March 6, 2017)  
From: Level 4/BA Step 1 \$53,034.00 p/a  
To: Level 4/BA Step 5½ \$55,634.00 p/a  
Effective March 6, 2017 to June 30, 2017  
(verified prior experience)  
(15.110.100.0101.000.306.006.9704)
16. Ms. Tashira Wheeler – Assistant Secretary (12-Mth) – Tyson 6-12  
(Original Hire Date: January 25, 2017)  
From: Group 2 Step 1 \$32,305.00 p/a  
To: Group 2 Step 2 \$32,715.00 p/a + \$2,000 Differential  
Effective January 25, 2017 to June 30, 2017  
(higher training level & verified prior experience)  
(15.000.240.0105.000.203.003.0000)
17. Ms. Yaritza Yens – Teacher of Pre-Kindergarten – Ecolè Toussaint Louverture  
(Original Hire Date: September 12, 2016)  
From: Level 4/BA Step 6 \$55,834.00 p/a  
To: Level 5/MA Step 6 \$61,734.00 p/a  
Effective February 1, 2017 to June 30, 2017  
(higher training level)  
(20.218.100.0101.000.028.026.9010)

i. 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 extra-curricular and co-curricular appointments for the various locations listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.i for the 2016-2017 school year.”

j. Approval of Extra-curricular and Co-curricular Activities – Various Locations – 2016-2017 S/Y

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

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESk. Salary Adjustments – East Orange Educational Secretaries’ Association – 2015-16 & 2016-17 School Year

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

l. Approval and Ratification of Collective Negotiated Agreement (LPSAA)

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves and ratifies the collective negotiated agreement between the East Orange Board of Education and the Lunch Period Supervisory Aides’ Association (LPSAA) for the period effective September 1, 2013 – June 30, 2018.”

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. Mabel Boah – Teacher of Grades 6-8 (Sci) – Costley Middle School  
Change in Health LOA Effective Dates  
 From: January 12, 2017 to March 1, 2017  
 To: January 12, 2017 to June 30, 2017
2. Mr. Keith Gant – Teacher of Grades 6-8 (SSd) – Healy Middle School  
Change in Family Act LOA Effective Dates  
 From: January 18, 2017 to February 27, 2017  
 To: January 19, 2017 to March 3, 2017
3. Ms. Roberta Leveson – School Counselor – Truth Middle School  
Change in Family Act LOA Effective Dates  
 From: December 7, 2016 to February 28, 2017  
 To: December 7, 2016 to March 15, 2017
4. Ms. Joan Makle – Teacher Assistant for Special Ed (ICS) – Campus High  
Change in Family Act LOA Effective Dates  
 From: January 3, 2017 to February 14, 2017  
 To: January 3, 2017 to April 4, 2017
5. Mr. Ronald McDonald – Teacher of Health/Physical Education – Campus High  
Change in Health LOA Effective Dates  
 From: December 19, 2016 to March 19, 2017  
 To: December 19, 2016 to June 30, 2017
6. Mr. Roberto Ruiz – Teacher of Spanish – Tyson 6-12  
Change in Family Act LOA Effective Dates  
 From: January 3, 2017 to March 3, 2017  
 To: January 3, 2017 to March 13, 2017
7. Ms. Christina Smith – Teacher Assistant for Special Ed (BD) – Houston Academy  
Change in Family Act and Bonding LOA Effective Dates  
 From: March 20, 2017 to June 20, 2017  
 To: February 24, 2017 to June 30, 2017
8. Dr. Moira Weidenborner – Teacher of ELS – Costley Middle School  
Change in Family Act LOA Effective Dates  
 From: December 12, 2016 to March 15, 2017  
 To: December 12, 2016 to March 21, 2017

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

9. Ms. Kathleen Weldon – Teacher of Elementary – Ecolè Toussaint Louverture  
Correction of Years of Service  
From: 17 years, 7 months  
To: 28 years, 7 months
10. Mr. Jimmy Williams – School Disciplinarian – Fresh Start Academy Middle School  
Change in Health LOA Effective Dates  
From: January 6, 2017 to February 3, 2017  
To: January 6, 2017 to March 17, 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. Ms. Claudia Annese – Per Diem Substitute Teacher – Substitute Department  
Salary \$130.00 p/d Effective February 16, 2017 to June 30, 2017  
(11.120.100.0101.000.000.000.0000)
2. Ms. Ariel Boswell – Lunch Period Supervisory Aide – East Orange Campus High School  
Salary \$8.75 p/h Step 1 Effective March 15, 2017 to June 30, 2017  
(11.000.262.0100.000.000.000.0000) (replacement)
3. Ms. Nairon Callahan – Lunch Period Supervisory Aide – East Orange Campus High School  
Salary \$8.75 p/h Step 1 Effective March 15, 2017 to June 30, 2017  
(11.000.262.0100.000.000.000.0000) (new)
4. Mr. Emanuel Cordero – Teacher of Chemistry – Tyson 6-12  
Salary \$58,734.00 p/a Level 5/MA Step 1 Effective March 15, 2017 to June 30, 2017  
(15.140.100.0101.000.203.003.0000) (replacement)
5. Ms. Patrice Daniels – Lunch Period Supervisory Aide – East Orange Campus High School  
Salary \$8.75 p/h Step 1 Effective March 15, 2017 to June 30, 2017  
(11.000.262.0100.000.000.000.0000) (new)
6. Mr. Theron Edghill, Jr. – Teacher Assistant for Kindergarten – Gibson Academy  
Salary \$26,007.00 p/a Step 1 Effective March 15, 2017 to June 30, 2017  
(15.190.100.0106.000.337.037.9704) (replacement)
7. Ms. Maha Elfaki – Per Diem Substitute Teacher – Substitute Department  
Salary \$130.00 p/d Effective March 15, 2017 to June 30, 2017  
(11.120.100.0101.000.000.000.0000)
8. Mr. Farod Gary – Per Diem Substitute Teacher – Substitute Department  
Salary \$130.00 p/d Effective March 15, 2017 to June 30, 2017  
(11.120.100.0101.000.000.000.0000)
9. Ms. Jene Jones – Per Diem Substitute Teacher – Substitute Department  
Salary \$130.00 p/d Effective March 15, 2017 to June 30, 2017  
(11.120.100.0101.000.000.000.0000)
10. Mr. Tyree Ladd – Teacher Assistant for Special Education (1:1) – Houston Academy  
Salary \$26,557.00 p/a Step 3 Effective March 15, 2017 to June 30, 2017  
(11.000.217.0100.000.000.000.0000) (replacement)

**A. SUPERINTENDENT OF SCHOOLS**

**2. LABOR RELATIONS & EMPLOYMENT SERVICES**

n. Appointments (cont'd)

11. Mr. Shamir Lowe – Lunch Period Supervisory Aide – Garvin School  
Salary \$8.75 p/h Step 1 Effective March 15, 2017 to June 30, 2017  
(11.000.262.0100.000.000.0000) (new)
12. Mr. Jabril Paul – Teacher Assistant for Pre-Kindergarten – Wahlstrom Academy  
Salary \$26,007.00 p/a Step 1 Effective March 15, 2017 to June 30, 2017  
(20.218.100.0106.000.028.026.9013) (leave replacement)
13. Ms. Tonya Plumber – Per Diem Substitute Teacher – Substitute Department  
Salary \$130.00 p/d Effective March 15, 2017 to June 30, 2017  
(11.120.100.0101.000.000.000.0000)

o. Suspension

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

VH – Effective February 8, 2017 (w/o pay)

p. Termination

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the termination of employee listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.p effective May 9, 2017 (Resolution #4.A).”

## XII. CONSIDERATION OF RESOLUTIONS

MARCH 14, 2017

### A. SUPERINTENDENT OF SCHOOLS

#### 2. LABOR RELATIONS & EMPLOYMENT SERVICES

##### 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."

	<b>Name(s)</b>	<b>Destination</b>	<b>Reason</b>	<b>Date(s)</b>	<b>Cost</b>	
1.	Dr. Older Azard <i>Truth Middle School</i>	Edison, NJ	Basic Supervision Workshop	3/2/2017	\$149.00 <b>\$149.00</b>	Registration Fee <b>Total Est. Cost</b> 17.11.000.240.580.216.016.0000
2.	Alexis Bolivar Leroy Johnson <i>Early Childhood Department</i>	Ramapo, NJ	New Jersey Council for Young Children Spring 2017 Conference	3/13/2017	\$250.00 <b>\$250.00</b>	Registration Fee <b>Total Est. Cost</b> 17.20.218.200.329.028.026.9033
3.	Antoinette Hare <i>Office of the Superintendent</i>	Morristown, NJ	Managing Multiple Projects, Objectives and Deadlines	3/20/2017	\$149.00 <b>\$149.00</b>	Registration Fee <b>Total Est. Cost</b> 17.11.000.230.580.028.019.0000
4.	Richard Greene <i>Banneker Academy</i>	Tenafly, NJ	Family Therapy from a Multi-contextual Framework	3/20/2017	NO COST TO THE DISTRICT	
5.	Craig Smith <i>Division of Business Services</i>	Atlantic City, NJ	Governmental Purchasing Association of NJ 5 <sup>th</sup> Annual Educational Symposium	3/22-3/24/2017	\$395.00 \$71.00 \$30.00 \$291.00 \$132.00 <b>\$919.00</b>	Registration Fee Mileage and Tolls Transportation Costs Lodging & Gratuities Meals & Gratuities <b>Total Est. Cost</b> 17.11.000.251.580.028.020.0000
6.	Norma Diaz Robert Thomas Donald Henderson <i>Campus High School</i>	Edison, NJ	Department of Education Career and Technical Education Career Conference: Engaging Students in Career Exploration	3/24/2017	\$390.00 <b>\$390.00</b>	Substitute Salary <b>Total Est. Cost</b> 17.15.140.100.101.101.001.9727
7.	Tanzania Guyton <i>Parks Academy</i>	Iselin, NJ	2017 NJSSNA School Health Conference	3/25/2017	\$225.00 <b>\$225.00</b>	Registration Fee <b>Total Est. Cost</b> 17.15.000.223.580.311.011.0000
8.	Fidelia Sturdivant <i>Garvin School</i>	Washington, DC	NAESP Leadership Conference	3/26/2017 – 3/29/2017	NO COST TO THE DISTRICT	
9.	Nimjah Coleman Tamisha Engram Belinda Georges April Hendricks Lakisha Miles Deanna Phillips Dr. Myra Robinson Elizabeth Withstrum <i>Department of Special Services</i>	Iselin, NJ	New Jersey Association of School Social Workers	3/27/2017	NO COST TO THE DISTRICT	

## XII. CONSIDERATION OF RESOLUTIONS

MARCH 14, 2017

### A. SUPERINTENDENT OF SCHOOLS

#### 2. LABOR RELATIONS & EMPLOYMENT SERVICES

##### q. Professional Conferences

	Name(s)	Destination	Reason	Date(s)	Cost
10	Willie Miller <i>Campus High School</i>	West Orange, NJ	Successfully “Flip” Your Social Studies/ History Instruction (6-12)	3/27/2017	\$245.00 Registration Fee \$50.00 Mileage and Tolls or Transportation Costs \$30.00 Meals & Gratuities <b>\$325.00 Total Est. Cost</b> 17.15.000.240.580.101.0001.0000
11	Patricia Henderson <i>STEM Academy</i>	Iselin, NJ	NJ Association of Social Workers Spring Institute	3/27/2017	NO COST TO THE DISTRICT
12	Aisha Pruett <i>Bowser School</i>	Fairfield, NJ	School-wide Literacy Workshop	3/30/2017	\$100.00 Registration Fee <b>\$100.00 Total Est. Cost</b> 17.15.190.100.320.304.004.0000
13	Dana Sprague <i>Houston Academy</i>	Fairfield, NJ	School-wide Literacy Workshop	3/30/2017	\$100.00 Registration Fee <b>\$100.00 Total Est. Cost</b> 17.15.000.223.580.307.007.0000
14	Nadirah Keith <i>Warwick Institute</i>	Fairfield, NJ	School-wide Literacy Workshop	3/30/2017	NO COST TO THE DISTRICT
15	Maria Johnson <i>Gordon Parks Academy</i>	Fairfield, NJ	School-wide Literacy Workshop	3/30/2017	\$100.00 Registration Fee <b>\$100.00 Total Est. Cost</b> 17.15.000.223.580.311.011.0000
16	Dr. Deborah Harvest Dr. Dana Walker <i>Division of Operations, Compliance &amp; Educational Support Services</i>	Monroe Township, NJ	AASA 2 <sup>nd</sup> Annual Women’s Leadership Conference	3/30-31/2017	\$650.00 Registration Fee \$120.00 Mileage and Tolls or Transportation Costs \$120.00 Lodging & Gratuities \$30.00 Meals & Gratuities <b>\$920.00 Total Est. Cost</b> 17.11.000.251.580.028.023.0000
17	Richard Greene <i>Banneker Academy</i>	New Brunswick, NJ	Why We Bully: Unconscious Bias	3/31/2017	NO COST TO THE DISTRICT
18	Gregory Jenkins <i>Houston Academy</i>	Union, NJ	The New Jersey Counseling Association Spring Conference	3/31/2017	NO COST TO THE DISTRICT
19	Carlis Benjamin Elizabeth Peri <i>Bowser School</i>	Bloomfield, NJ	CEU Workshop	3/31/2017	NO COST TO THE DISTRICT

## XII. CONSIDERATION OF RESOLUTIONS

MARCH 14, 2017

### A. SUPERINTENDENT OF SCHOOLS

#### 2. LABOR RELATIONS & EMPLOYMENT SERVICES

##### q. Professional Conferences

	Name(s)	Destination	Reason	Date(s)	Cost	
20	Suzanne Glasgow <i>Campus High School</i>	New York, NY	Momentum Education Basic Course Workshop	3/30-4/2/2017	\$398.00 <b>\$398.00</b>	Registration Fee <b>Total Est. Cost</b>  17.15.000.240.580.101.001.0000
21	Marissa McKenzie <i>Division of Labor Relations &amp; Employment Services</i>	West Trenton, NJ	Analyzing and Constructing Salary Guides Training	3/31/2017	\$149.00 \$81.39 <b>\$230.39</b>	Registration Fee Mileage and Tolls or Transportation Costs <b>Total Est. Cost</b>  17.15.000.230.580.028.021.0000
22	Wayland Allrich Tracie Sims Fernande Fortun <i>Campus High School</i>	Randolph, NJ	Counselors Luncheon	3/31/2017	NO COST TO THE DISTRICT	
23	Vanessa Ming Melaine Cruz <i>Educational Support Services &amp; Parent Relations</i>	Union, NJ	2017 Annual School Counselor Conference	3/31/2017	\$40.00 \$18.36 <b>\$58.36</b>	Registration Fee Mileage and Tolls or Transportation Costs <b>Total Est. Cost</b>  17.11.000.218.580.028.046.0000
24	Debbie Hoges Jennifer Parrish <i>Division of Labor Relations &amp; Employment Services</i>	Cranbury, NJ	ACA: Repeal and Replace – 2017/2018 Healthcare Reform Workshop	4/5/2017	\$106.50 <b>\$106.50</b>	Mileage and Tolls or Transportation Costs <b>Total Est. Cost</b>  17.11.000.230.580.028.021.0000
25	Delfin Santiago <i>STEM Academy</i>	Atlantic City, NJ	NAFME- Eastern Conference	4/5-7/2017	\$390.00 <b>\$390.00</b>	Substitute Salary <b>Total Est. Cost</b>  17.15.130.100.101.1022.002.9729
26	Todd Doan <i>Tyson Elementary School</i>	Atlantic City, NJ	NAFME- Eastern Conference	4/5-7/2017	NO COST TO THE DISTRICT	
27	Therese Bialkin Yukima Vannoy Jackie Nisenon Elizabeth Potuchek <i>Division of Curriculum Services</i>	Somerset, NJ	Kelly Gallagher: Teaching Practices and Instructional Strategies that Students Closer to Reading and Writing Excellence	4/24/2017	NO COST TO THE DISTRICT	
28	Eric Heckstall <i>Division of Business Services</i>	Edison, NJ	Microsoft Excel (Basics) Training	4/27/2017	\$79.00 \$7.00 \$28.00 <b>\$114.00</b>	Registration Fee Transportation Costs Meals & Gratuities <b>Total Est. Cost</b>  17.11.000.251.580.028.020.0000
29	Barbara Chroman <i>Carver Institute</i>	Long Branch, NJ	2017 New Jersey Speech & Hearing Convention	4/28/2017	NO COST TO THE DISTRICT	



**XII. CONSIDERATION OF RESOLUTIONS**

**MARCH 14, 2017**

**A. SUPERINTENDENT OF SCHOOLS**

**2. LABOR RELATIONS & EMPLOYMENT SERVICES**

**q. Professional Conferences**

Name(s)		Destination	Reason	Date(s)	Cost	
30	Richard Greene <i>Early Childhood Department</i>	Somerset, NJ	Kelly Gallagher: Teaching Practices and Instructional Strategies that Students Closer to Reading and Writing Excellence	4/30-5/2/2017	NO COST TO THE DISTRICT	
31	David Mwangi <i>Division of Curriculum Services</i>	Kansas, MO	AP Biology Exam Rating of Open ended questions	6/10-18/2017	NO COST TO THE DISTRICT	
32	Thelma Ramsey STEM Academy	Orlando, FL	Middle School Leadership Conference	6/25-28/2017	\$895.00 \$750.00 \$471.00 \$150.00 \$199.00 <b>\$2465.00</b>	Registration Fee Lodging & Gratuities Airfare & Transportation Costs Meals & Gratuities Other Expenses <b>Total Est. Cost</b>  17.15.190.100.320.102.002.0000
33	Gregory Jenkins <i>Houston Academy</i>	Denver, CO	American School Counselor Association 2017 National Conference	7/7 – 7/11/2017	\$369.00 \$633.42 <b>\$1002.42</b>	Registration Fee Lodging & Gratuities <b>Total Est. Cost</b>  17.15.000.223.580.307.007.0000
34	Vanessa Ming <i>Division of Educational Support Services &amp; Parent Relations</i>	Orlando, FL	The Naviance Summer Institute 2017	7/11-14/2017	\$895.00 \$575.45 \$465.00 \$236.00 <b>\$2171.45</b>	Registration Fee Lodging & Gratuities Airfare & Transportation Costs Meals & Gratuities <b>Total Est. Cost</b>  17.11.000.218.580.028.046.0000
35	Dr. Kevin West Victor Demming Marissa McKenzie <i>Office of Board Members</i>	Atlantic City, NJ	2017 Annual New Jersey School Board Association NJASA/NJASBO Workshop & Exhibition	10/23-26/2017	\$1500.00 \$5263.00 \$750.00 <b>\$7513.00</b>	Registration Fee Lodging, Meals & Incidentals Transportation & Parking <b>Total Est. Cost</b>  17.11.000.230.585.028.032.6661

**Correction:** Name Change – *Approved February 14, 2017*

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 \$4,092,315.36. (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, March 14, 2017 board meeting in the amount of \$6,066,963.48. (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 March 2017;

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

f. Recommendation to Approve Fund Raising Requests

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

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

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

g. Acceptance of Donation from Montclair State University

BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the acceptance of the Teacher Study Group Grant in the amount of \$500 from Montclair State University. (Attachment 3-g)  
Account Code: 17.20.038.200.500.028.057.0000

h. Donations for the East Orange STEM Academy robotics Team #5310

BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the donation of \$75.00 from Ultimate Computer for the East Orange STEM Academy Robotics Team #5310. (Attachment 3-h)

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICESi. Musical Instruments to be donated to STEM Academy

BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the donation of a Xylophone, Fender Squire electric Guitar, Fender 10G Amplifier and an Acoustic Guitar from Mr. Paul Herman from Connecticut with no cost to the district. (Attachment 3-i)

j. Recommendation to Appraise Vacant Properties

WHEREAS, the East Orange Board of Education has several vacant properties that are no longer in use; and

WHEREAS, the East Orange Board of Education seeks to gain the actual value of the following vacant properties:

1. Old Langston Hughes, 181 Elmwood Avenue
2. Old Cicely Tyson, 161 Elmwood Avenue
3. Washington Academy, 165-185 Sanford Avenue
4. Dantzler Building, 308 Prospect Street

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education authorizes administration to appraise the aforementioned vacant properties.

k. Request for Authorization to Participate in the Educational Services Commission of Morris County for NJ Classroom Supplies SY 2016-2017

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

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

WHEREAS, upon recommendation by Educational Data Services, Inc., the Educational Services Commission of Morris County adopts a resolution awarding the contracts to the various vendors; and

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

WHEREAS, the bid package was completed by Educational Data Services, Inc. under Cooperative Purchasing and included in the package were specifications for the bid that were developed by the Educational Data Services, Inc.; and

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

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

- k. Request for Authorization to Participate in the Educational Services Commission of Morris County for NJ Classroom Supplies SY 2016-2017 – 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 Morris County as registered and approved by the Director of the Division of Local Government Services in the Department of Community Affairs; effective December 1, 2016 thru November 30, 2017

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 W. B. Mason Co. Inc. (Bid #2739), has been extended until September 30, 2017

- l. Recommendation for Award of Bid – Repair of Food Service Equipment

WHEREAS, pursuant to the Public School Contract Law and the New Jersey Statutes, Title 18A:18A-37, Bid No. 2771 for repair of food service equipment was advertised on January 20, 2017, and received and opened on February 3, 2017; and

WHEREAS, the bid package was completed by the District's Purchasing Agent, which included specifications for the bid developed by the Business Office; and

WHEREAS, the following responses were received:

- 1) Envirocon, LLC  
490 Schooley's Mountain Rd.  
Hackettstown, NJ 07840
- 2) Pro-Tek  
270 North Broadway 2<sup>nd</sup> Floor  
Hicksville, NY 11801

WHEREAS, the responses were reviewed by the Purchasing Agent and resulted in a recommendation to award a contract to **Pro-Tek**, for a period of twelve (12) months in accordance with their bid proposal submitted, and;

WHEREAS, funds will be made available from account number:  
17.60.910.310.500.000.000.4430;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, awards the bid for repair of food service equipment to **Pro-Tek**, effective March, 2017 through March, 2018, in accordance with their low bid. (Bid No. 2771) (Attachment 3-1)

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

- m. 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 contracts and awards were made by resolution;

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the 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 *ACT Telecommunications (Regional/Lg.Distance)* awarded to Xtel. (Bid #1968), **has been extended to June 30, 2020;**

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 *Apple Education Products* awarded to Apple. (Bid #2702), **has been extended to May 12, 2018;**  
And

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

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

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Athletic Equipment & Supplies* awarded to various vendors listed below. (Bid #2779),

Aluminum Athletic Equipment Co
Kelly's Sports, LTD (formerly Efingers)
Guardian Gym Equipment
Metuchen Center Inc. dba Garden State Apparel
Partac Peat, Corp
Riddell/ All American
Storr Tractor Co
Degler- Whiting, Inc
S & S Worldwide

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Automotive Fluids & Lubricants* awarded to David Weber. (Bid #2507), **has been extended to February 19, 2018;**

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Bleacher (Interior) Systems - Purchase & Installation* awarded to Nickerson Corp. (Bid #1998), **has been extended to April 23, 2018;**

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Carpet* awarded to various vendors listed below. (Bid #2597), **has been extended to June 30, 2018;**

Caddell Commercial Interiors Direct
Hannon Floor Coverings
The Gillespie Group
West Carpet

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Classroom Supplies* awarded to School Specialty. (Bid #2260), **has been extended to June 30, 2018;**

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

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

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Copy Machines/Printers & Related Services* awarded to various vendors listed below.  
(Bid #2780),

Konica Minolta
Kyocera

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Grounds Equipment* awarded to various vendors listed below. (Bid #2782),

Bobcat of Central New Jersey
CAMMPS Hardware and Lawn Products, Inc.
Central Jersey Equipment
Cherry Valley
Foley Inc
Giles & Ransome
Harter Equipment Inc
Jesco
Lawn & Golf Supply Inc
North Jersey Bobcat
Power Place Inc
Storr Tractor
Trius, Inc
Turf Equipment & Supply
Wilfred MacDonald

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Demand Response* awarded to Constellation Energy. (Bid #1888), **has been extended to May 30, 2019;**

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Digital Resources* awarded to various vendors listed below. (Bid #2653), **has been extended to February 28, 2018;**

Mackin Educational Resources
The Library Corp



A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

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

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Electrician Services – Time & Material* awarded to various vendors listed below. (Bid #2781),

MTB
Northeast Electric
Redmann Electric

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Facility Management Software* awarded to Dude Solutions. (Bid #2654), **has been extended to February 28, 2018;**

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Flooring* awarded to various vendors listed below. (Bid #2602), **has been extended to June 4, 2018;**

Caddell Commercial Interiors Direct
Hannon Floor Coverings
The Gillespie Group
West Carpet

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Generator Equipment & Maintenance* awarded to various vendors listed below. (Bid #2710), **has been extended to June 29, 2018;**

Foley Inc
Power Place

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 Equipment* awarded to various vendors listed below. (Bid #2792),

Accommodation Mollen Inc. (dealer for Triple S)
All Clean Janitorial Supply Co
APP Inc
ATRA Janitorial Supply
Bio-Shine
Brighton USA
Brulin & Co
Buckeye International
Certified Chemical Co

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

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

EnvirOx, LLC
Dave's Cleaning Service dba General Chemical and Supply
E.A. Morse & Co. Inc.
Hillyard Delaware Valley
John A. Earl Inc
Liberty Paper Janitorial Supply Co
Northeast Janitorial Supply
Office Basics
Pro-Link Inc.
Scoles Floorshine Industries
Simplify Chemical Solutions
South Jersey Paper Products
Spartan Chemical Co
Interline Brands dba Supply Works (formerly AmSan)
TSP Maintenance Supply
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 *Grounds Equipment 2* awarded to various vendors listed below. (Bid #2783),

Kenvile Power Equipment
Laurel Lawn Mower Inc
Trius, Inc

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Gym Floors - Repair/Refinishing/ T & M* awarded to Classic Floor Finishing, Inc. (Bid #2255), **has been extended to May 13, 2018;**

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Hybrid Phone Systems* awarded to RFP Solutions (Bid #2524), **has been extended to March 15, 2018;**

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Learning Management Systems* awarded to Schoology (Bid #2656), **has been extended to January 21, 2018;**

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

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

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for **LED-Lighting and Fixtures** awarded to various vendors listed below. (Bid #2784),

Facility Solutions Group Inc
Tri-State Led
Good Mart

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for **Lockers – Purchase/Refurbish/Installation & Repair** awarded to various vendors listed below. (Bid #2785),

Nickerson Corp
Rabco Equipment Co

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 #2786),

Atra Janitorial Supply Co
Bio-Shine
E.A. Morse & Co
Interline Brands Inc./Supply Works
Northeast Janitorial Supply
Scoles Floorshine
Scrubber Doctor
Camden Bag & Paper Co
Clean Smart Products & Services
G & B Janitorial Supply
Karcher North America
Philip Rosenau
South Jersey Paper Products
Spruce Industries
Hawk Enterprises of Elkhart
ICE, LLC
Kaivac Inc
Koblentz-Thorne Electric Co
NaceCare Solutions
Nilfisk-Advance, Inc
RPS Corp. (Tomcat)
Tennant Sales and Service

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

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

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Musical Instrument Repair* awarded to various vendors listed below. (Bid #2787),

K & S Music
Music & Arts

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Occupational & Physical Therapy Service* awarded to various vendors listed below. (Bid #2607), **has been extended to June 30, 2018;**

Staffing Plus
EBS Healthcare

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Office Supplies* awarded to W.B. Mason (Bid #2286), **has been extended to June 30, 2018;**

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Paint & Supplies* awarded to various vendors listed below. (Bid #2788),

Ricciardi Brothers
The Sherwin-Williams Co

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Paving - Job Order Contracting - All Regions* awarded to various vendors listed below. (Bid #2705), **has been extended to June 2, 2018;**

Ascend Construction Management Inc
Murray Paving & Concrete, LLC

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Radios - Motorola* awarded to AlphaComm (Bid #2279), **has been extended to June 30, 2018;**

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Radio - Vertex* awarded to PMC Associates (Bid #2610), **has been extended to June 30, 2018;**

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Roofing & Building Envelope Services* awarded to Weatherproofing Technologies (Tremco) (Bid #2611), **has been extended to February 28, 2018;**

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

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

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Safety and Security Window Film* awarded to Window Film Depot, Inc. (Bid #2675), **has been extended to March 20, 2018;**

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Scoreboards - Interior/Exterior, Marquee, Equipment & Installation* awarded Darktronics (Bid #2676), **has been extended to February 28, 2018;**

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Shredding & Disposal of Records* awarded to IDS (Bid #2584), **has been extended to May 8, 2018;**

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Speech Services* awarded to Staffing Options & Solutions (Bid #2678), **has been extended to March 17, 2018;**

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Stage Curtains - Installation & Repair* awarded to Ackerson Drapery & Decorator Inc (Bid #2679), **has been extended to March 17, 2018;**

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Technology Supplies & Services* awarded to CDW-G (Bid #2261), **has been extended to June 30, 2018;**

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Toner & Ink Supplies* awarded to W.B. Mason (Bid #2462), **has been extended to June 30, 2018;**

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Turf - Synthetic - Repair, Maintenance & Replacement* awarded to various vendors listed below. (Bid #2789),

Field Turf
Hellas Construction
Shaw Sports Turf

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Walkthrough Metal Detectors* awarded to CEIA USA LTD (Bid #2525), **has been extended to February 28, 2018;**

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

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

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Wireless Duress Monitoring Systems* awarded to various vendors listed below (Bid #2790),

Signal Electric Corp
Troxell Communications
Turn-Key Technology Inc

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

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

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

WHEREAS, upon recommendation by Hunterdon County Educational Services Commission adopts a resolution awarding the contracts to the various vendors; and

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

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

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

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

BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Proprietary Apple Products* awarded to Apple, Inc. (Bid #2690) has been extended to March 25, 2018

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

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

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

W.B. Mason
Paper Mart

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Assessment & Data Management System for Students & Teachers* awarded to LinkIT (Bid #2772),

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Musical Instrument, Equipment, Supplies, Repairs & Conditioning for Students & Teachers* awarded to K & S Music, Inc. (Bid #2773),

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Furniture – School & Office* awarded to various vendors noted listed below. (Bid #2774),

Tanner North Jersey
Procademy Furniture

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *General School Supply* awarded to various vendors noted listed below. (Bid #2775),

School Specialty
Kurtz Bros
Nasco

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Health/Sport Medicine Supply* awarded to various vendors noted listed below. (Bid #2776),

School Health Corp
Moore Medical
School Nurse Supply Inc
AOSS Medical Supply

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for Type B & C School Vehicles awarded to H.A. DeHart & Son (Bid #2777),

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

- o. Recommendation for Award Contract to the Essex Regional Educational Services Commission for Transportation Services – School Year 2017-2018

WHEREAS, the Board of Education of the City of East Orange seeks to continue to employ the services of the Transportation Division, Essex Regional Educational Services Commission to transport students to their assigned facilities; and

WHEREAS, the East Orange Board of Education is committed to transport its students by safe and cost efficient method; and

WHEREAS, the Transportation Division of Essex Regional Educational Services Commission lists established routes to schools East Orange students are assigned to; and

WHEREAS, the Transportation Division of the State Department of Education expects school districts to provide safe and economical student transportation services;

WHEREAS, funds will be made available from account number:  
17.11.000.270.517.000.028.023.9708;

NOW, THEREFORE, BE IT RESOLVED, that said contract will be contingent upon the Transportation Division of Essex Regional Educational Services Commission to supply transportation to classified, vocational students assigned to out-of-district schools and other educational and non-educational transportation during the 2017-2018 school year.

BE IT FURTHER RESOLVED, that said contract will be contingent upon the Transportation Division of Essex Regional Educational Services Commission complying with the East Orange Board of Education's requirements regarding minority staffing, contracts, and set aside programs;

BE IT FINALLY RESOLVED, that the Transportation Division of Essex Regional Educational Services Commission shall include a representative of the East Orange Board of Education on its Board of Directors pursuant to the terms and conditions of N.J.S.A. 18A:6-51 et. seq. (Attachment 3-o)

- p. Resolution of the East Orange Board of Education the Energy Savings Plan prepared by Honeywell and approved by the New Jersey Board of Public Utilities in connection with the Board's Energy Savings Improvement Program

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

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



A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

- p. Resolution of the East Orange Board of Education the Energy Savings Plan prepared by Honeywell and approved by the New Jersey Board of Public Utilities in connection with the Board's Energy Savings Improvement Program – Cont'd

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

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

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

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

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

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

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

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

1. The aforesaid recitals are incorporated herein as if set forth at length.
2. The Board hereby adopts the Energy Savings Plan as approved by the Board of Public Utilities on January 12, 2017.
3. The Business Administrator is hereby authorized and directed to work with the Board's legal counsel, energy consultant and financial advisor to negotiate a Project Development Agreement for the development and implementation of the final Energy Savings Plan with Honeywell, which will be subject to Board approval.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICESq. A-148 Secretary's Report

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

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

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

Period Ending	Appropriation Balance	Cash Balance
January 31, 2017	\$32,503,657.25	\$29,583,251.06

r. A-149 Treasurer's Report

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

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

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

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, for the period ending January 31, 2017 upon the recommendation of the Superintendent of Schools, adopt the A-149 and cause it to become a part of the official minutes of this meeting: (Attachment 3-r)

Period Ending	Cash Balance
January 31, 2017	\$29,583,251.06

s. Budgetary Major Account/Fund Status Certificate

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

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICESt. Resolution Authorizing Use of Competitive Contracting

BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby recommends the use of the Competitive Contracting Process in accordance with N.J.S.A 18A:18A-4.1 et. seq. to procure

*Professional Development Services (Educational Evaluation Services for the Department of Special Education, for Middle and High School Students) SY 2017-2018*

BE IT FURTHER RESOLVED, the technical specifications and evaluation criteria will be prepared and administered by the Purchasing Agent. The Competitive Contracting process will be administered by Craig Smith, Purchasing Agent.

u. Approval of the Preliminary 2017-2018 Budget Submission to Interim Executive Essex County Superintendent

BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby approves the submission of the 2017-2018 preliminary budget to the Interim Executive Essex County Superintendent in accordance with NJSA Title 18A:7F-5 and 18A:7-6.

**XII. CONSIDERATION OF RESOLUTIONS****MARCH 14, 2017****A. SUPERINTENDENT OF SCHOOLS****4. MAINTENANCE SERVICES****a. Recommendation for the Use of Facility**

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

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

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

No.	Organization	Schedule ID#	Schedule Title	School/Location	Event Date
1	EO RECREATION	1399	REC SMART PROG.	COSTLEY - CAFÉ, FACULTY RM & GYM	JULY 25, 2017 - AUG. 4, 2017 (M-F)
2	EO RECREATION	1470	JUNETEENTH	EO CAMPUS - BASEBALL FIELD & PARKING LOT	JUNE 17, 2017 (SAT)
3	EO WILDCATS	1511	AWARD CEREMONY	EO CAMPUS - CAFÉ	MARCH 25, 2017 (SAT)
4	OMEGA PSI PHI	1512	MENTORING PROG.	TRUTH - GYM	FEB. 25; MAR 18; APR 15; MAY 20; JUNE 17 (SAT)
5	THREE STAGES LEARNING CNTR.	1513	ANNUAL MULTICULTURAL SHOW	HEALY - AUDITORIUM	MAR. 23, 2017 (THURS)
6	ZADIE'S EARLY CHILDHOOD CNTR.	1514	GRADUATION	HOUSTON - AUDITORIUM	JUNE 16, 2017 & JUNE 23, 2017 (FRI)
7	EO RECREATION	1515	REC SMART PROG.	ROBESON STADIUM	MAR. 20, 2017 - JUNE 1, 2017 (M-F)
8	EO RECREATION	1517-1520	REC SMART PROG.	LOUVERTURE - CAFÉ & GYM	FEB. 27, 2017 - MAR. 15, 2017 (M-F)
9	EO RECREATION	1523 - 1525	REC SMART PROG.	HOUSTON - CLASSROOM	MAR. 20, 2017 - APR. 13, 2017 (M-F)
10	EO RECREATION	1528	REC SMART PROG.	HOUSTON - ALL PURPOSE RM & CAFÉ	JUNE 26, 2017 - AUG 4, 2017 (M-F)
11	EO RECREATION	1530	REC SMART PROG.	ROBESON STADIUM	JUNLY 5, 2017 - AUG. 4, 2017 (M-F)

**XII. CONSIDERATION OF RESOLUTIONS****March 14, 2017****A. SUPERINTENDENT OF SCHOOLS****4. MAINTENANCE SERVICES****a. Recommendation for the Use of Facility (cont'd)**

No.	Organization	Schedule ID#	Schedule Title	School/Location	Event Date
12	EO RECREATION	1532	REC SMART PROG.	TYSON HIGH - 50 & 400 SEAT THEATER; CLASSROOM	JUNE 26, 2017 - AUG. 4, 2017 (M-F)
13	EO RECREATION	1533	REC SMART PROG.	TRUTH - GYM	JUNE 26, 2017 - AUG. 4, 2017 (M-F)
14	EO RECREATION	1535	REC SMART PROG.	STEM - CLASSROOM	JUNE 26, 2017 - AUG. 4, 2017 (M-F)
15	EO RECREATION	1537	REC SMART PROG.	EO CAMPUS - GYM	APRIL 1, 2017 (SAT)
16	EO RECREATION	1538	RISEING STAR BASKETBALL TOURNAMENT	EO CAMPUS - GYM	APRIL 22, 2017 & APRIL 23, 2017 (SAT & SUN)
17	PANTHER'S TRACK CLUB OF NJ	1539	TRACK CLUB PRACTICE	BOWSER - HALLWAYS	MARCH. 27, 29 & 30 2017 (M,W,THUR)
18	CITY OF EO MAYOR'S OFFICE OF EMPLOYMENT & TRAINING	1540	SWEP SPECIAL PROG.	TYSON HIGH - 400 SEAT THEATER & CLASSROOM	JULY 10, 2017- AUG. 18, 2017 (M-F)
19	MUSH EMMANUEL	1541	BASKETBALL PRACTICE/GAMES	HUGHES - GYM	APR. 3, 2017 - MAY 24, 2017 (M-W)
20	ROBESON CLASSICS	1542	MEDIA DAY	BOWSER - GYM	APR. 30, 2017 (SUN)
21	LESTER TAYLOR III FOUNDATION	1543	CIVIC LEADERSHIP ACADEMY	EO CAMPUS - ALL PURPOSE RM/MEDIA CNTR.	MARCH 20, 2017 - JUNE 30, 2017 (3 <sup>RD</sup> MON PER MONTH)
22	MEN WHO COOK	1544	COOKING CLASS	TBD	APRIL 15, 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

ADMINISTRATION - POLICY

1510/page 1 of 3

**Americans with Disabilities Act**

## 1510 **AMERICANS WITH DISABILITIES ACT**

It is the policy of the Board of Education that no qualified **individual with a disability will**, on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or under any program, activity, **services** or sponsored by this Board. The Board **will** comply with the Americans with Disabilities Act of 1990, **as amended by the Americans with Disabilities Amendments Act of 2008 (hereafter referred to as the Act)**.

Notice of the Board **Policy 1530 – Equal Educational Opportunities and Board Policy 5750 – Equal Educational Opportunity** will be included in the Board policy manual, posted throughout the district, and referenced in any district statement regarding the availability of employment positions or educational services.

### Employment

No employee or candidate for employment **will** be discriminated against in recruitment, hiring, advancement, discharge, compensation, **job** training, transfer, or any other term, condition, or privilege of employment solely **on the basis of a disability**, provided the employee or candidate can, with or without reasonable accommodation, perform the essential functions of the position sought or held.

No candidate for employment **will** be required to answer a question or submit to an examination regarding a disability except as such disability relates directly to **perform job-related functions**. No candidate will be discriminated against on the basis of a disability that is not directly related to the essential function of the position for which he/she has applied.

Reasonable accommodations, not directly affecting the educational and/or instructional program, **will** be made to accommodate employment conditions to the needs of qualified **individuals** with disabilities, such accommodations may include, but are not limited to: **making existing facilities used by employees readily assessable to and usable by individuals with disabilities, job restructuring, part-time modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.**

**The district will furnish appropriate auxiliary aids and services where necessary to afford individuals with disabilities an equal opportunity to participate in and enjoy the benefits of a service, program, or activity conducted by the district.**



# Policy/Regulations

East Orange Board of Education

ADMINISTRATION - POLICY

1510/page 2 of 3

## **Americans with Disabilities Act**

### Facilities **Maintenance and** Accessibility

No qualified **individual with a disability will**, because of the school district's facilities being inaccessible or unusable by disabled persons, be denied the benefits of, be excluded from participation in or otherwise be subjected to discrimination under any program or activity offered by the Board. No new facilities **will** be constructed that do not fully comply with and the Act. Alterations to existing facilities or part thereof, **will** be altered in such a manner to the maximum extent feasible, that the facilities are readily accessible and usable by individuals with disabilities who have a need to access Board facilities.

**The district will maintain facilities and equipment required by the Act to be readily accessible to and usable by persons with disabilities.**

### Service, Program and Activity Access

**The district will make reasonable accommodations so that services, programs, and activities are readily accessible and usable by qualified individuals with disabilities. The district is not required to provide personal devices or services of a personal nature to qualified individuals with disabilities.**

### Evaluation and Compliance

**The Superintendent or designee will evaluate district programs and practices on nondiscrimination, in accordance with law, and will report to the Board accordingly. Assurances of compliance will be submitted as required by law.**

**~~The district, with the assistance of interested persons, who may include individuals with disabilities or members of organizations representing individuals with disabilities, or other interested community members and staff,~~ will evaluate its current services, policies, practices, and the effects thereof with regard to the requirements of the Act and make necessary modifications to meet the Act requirements. If such modifications would result in a fundamental alteration of the nature of the affected program or activity, or undue financial or administration burden, the district will provide access through means which would not result in a fundamental alteration or undue financial or administrative burden. 28 CFR §35.150(a)**

**For a period of at least three years following completion of the self-evaluation, the district will maintain on file, available for public inspection, ~~a list of those interested persons consulted,~~ a description of the areas examined and problems identified, and modifications made.**





# Policy/Regulations

East Orange Board of Education

ADMINISTRATION - POLICY

1510/page 3 of 3

## **Americans with Disabilities Act**

Enforcement - **28 CFR §35.107**

A designee selected by the Superintendent of schools will be assigned as district coordinator for matters dealing with **ADA compliance**. The district coordinator can be contacted at the following address or telephone number:

Address: **199 4<sup>th</sup> Avenue**  
East Orange, New Jersey 07017

Telephone Number: 973-266-5761

**Grievance procedures are outlined in Regulation 1510.**

Guarantee of Rights

The Board **will** not interfere, directly or indirectly, with any person's exercise or enjoyment of the rights protected by the **Act**.

The Board **will** not discriminate against any person for that person's opposition to any act or practice made unlawful by law or this **Policy** or for that person's participation in any manner in an investigation or proceeding arising under **the Act**.

**The district is not required to permit an individual to participate in or benefit from the district's services, programs, or activities when that individual poses a direct threat to the health or safety of others.**

**Notice**

**Policy and Regulation 1510 will be available to any member of the public in the district's Policy and Regulation Manual as well as the District's website.**

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

N.J.S.A. 10:5-1 et seq.

N.J.S.A. 18A:18A-17

N.J.A.C. 6A:14-1 et seq.

34 CFR Part 104

Adopted: 5 November 2008

Adopted: 11 October 2016

**Adopted:**



# Policy/Regulations

## East Orange Board of Education

### ADMINISTRATION - REGULATION

R 1510/page 1 of 18

### **Americans with Disabilities Act**

#### R 1510 **AMERICANS WITH DISABILITIES ACT**

The Board of Education will comply with the requirements of the Americans with Disabilities Act of 1990, including changes made by the ADA Amendments Act of 2008 (hereafter referred to as the "Act.")

#### **A. Definitions**

1. "Act" means the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008.
2. "Auxiliary aids and services" are identified based on the context of the communication and the individual's disability. 28 CFR §35.104

They include, but are not limited to:

- a. Effective methods of making aurally delivered information available to individuals who are deaf or hard of hearing;
  - b. Effective methods of making visually delivered materials available to individuals who are blind or have low vision;
  - c. Acquisition or modification of equipment or devices or similar services and actions; and
  - d. Other similar services and actions.
3. "Board" means the Board of Education of this school district.
  4. "Companion" means a family member, friend, or associate of an individual seeking access to a service, program, or activity of a school district, who, along with such individual, is an appropriate person with whom the district should communicate.
  5. "Complete complaint" means a written statement, signed by the complainant or someone authorized to do so on his/her behalf, containing the complainant's name and address and describing the public entity's alleged discriminatory action in sufficient detail to inform the agency of the nature and date of the alleged violation. 28 CFR §35.104



# Policy/Regulations

East Orange Board of Education

ADMINISTRATION - REGULATION

R 1510/page 2 of 18

**Americans with Disabilities Act**

6. **"Current illegal use of drugs" means illegal use of drugs that occurred recently enough to justify a reasonable belief that a person's drug use is current or that continuing use is a real and ongoing problem.**
7. **"Direct threat" means a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services. 28 CFR §35.139**
8. **"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.**
9. **"District" means this school district.**
10. **"District Coordinator" means the district official responsible for the coordination of activities relating to compliance with the Act.**
11. **"Drug" means a controlled substance, as defined in schedules I through V of Section 202 of the Controlled Substances Act. 21 U.S.C. §812**
12. **"Employee" means an individual employed by the Board.**
13. **"Essential functions of the employment position" are based upon the employer's judgment and can include an employer's written description, prepared before advertising or interviewing applicants for the job.**
14. **"Existing facility" means a facility in existence on any given date, newly constructed or altered.**
15. **"Facility" means all or any portion of buildings, property, or structures, including the site where the building, property, structure, or equipment is located.**
16. **"Illegal use of drugs" means the use of one or more drugs, the possession or distribution of which is unlawful under the Controlled Substances Act. 21 U.S.C. §812**



# Policy/Regulations

## East Orange Board of Education

### ADMINISTRATION - REGULATION

R 1510/page 3 of 18

#### **Americans with Disabilities Act**

17. **"Individual with a disability"** means a person who has a disability and does not include an individual currently engaging in the illegal use of drugs, when the district acts on the basis of such use.
18. **"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, reaching, writing, standing, reaching, lifting, sleeping, bending, speaking, breathing, reading, concentrating, thinking, communicating, interacting with others, learning, and working. **"Major life activities"** also includes 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
19. **"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
  - 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.
20. **"Office for Civil Rights" (OCR)** means the United States Department of Education Office for Civil Rights.
21. **"Other power-driven mobility device"** means any mobility device powered by batteries, fuel, or other engines used by individuals with mobility disabilities for the purpose of locomotion, including any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair. 28 CFR §35.104



# Policy/Regulations

East Orange Board of Education

ADMINISTRATION - REGULATION

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**Americans with Disabilities Act**

22. "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.
23. "Public entity" means this Board of Education.
24. "Qualified individual" for the purposes of employment, means an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position (based upon the employer's judgment) that such individual holds or desires. An employer's written description, prepared before advertising or interviewing applicants for the job, shall be considered evidence of the essential functions of the job. 42 U.S.C. 126 §12111(8)



# Policy/Regulations

East Orange Board of Education

ADMINISTRATION - REGULATION

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**Americans with Disabilities Act**

25. "Reasonable accommodation" may include making existing facilities used by employees readily assessable to and usable by individuals with disabilities and job restructuring, part-time modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.
26. "Record of such an impairment" means the individual has a history of, or has been misclassified as having a mental or physical impairment that substantially limits one or more major life activities.
27. "Regarded as having an impairment" means the individual establishes that he or she has been subjected to a prohibited action under the Act 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.
28. "Substantially limits" means the extent to which the impairment limits an individual'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 performance of a major life activity include:
  - a. That it is broadly construed in favor of expansive coverage, to the maximum extent permitted under the Act.
  - b. That it does not demand extensive analysis.
  - c. That it substantially limits one major life activity, but not necessarily other major life activities.



# Policy/Regulations

## East Orange Board of Education

### ADMINISTRATION - REGULATION

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#### Americans with Disabilities Act

- d. That it may be episodic or in remission, as long as the impairment 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".
29. "Undue hardship" means an action requiring significant difficulty or expense when considered in light of factors which include: the nature and cost of the needed accommodation; the overall financial resources of the district or facility providing the reasonable accommodation; the size of the district with respect to the number of employees; effect on expenses and resources, or the impact otherwise of accommodation upon the operation of the facilities; and the type/location of facilities. 42 U.S.C. 126 §12111 (10)
30. "Wheelchair" means a manually operated or power-driven device designed primarily for use by an individual with a mobility disability.





# Policy/Regulations

East Orange Board of Education

ADMINISTRATION - REGULATION

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**Americans with Disabilities Act**

## **B. General Requirements**

### **1. Prohibitions Against Discrimination**

- a. Discrimination is prohibited against a qualified individual on the basis of a disability. Such individual will not be excluded from participation in or denied the benefits of district services, programs, or activities or be subjected to discrimination by the district in accordance with 28 CFR §35.130. The district must ensure that:**
  - (1) When services, programs, and activities are viewed in their entirety, they are accessible to and usable by individuals with disabilities; and**
  - (2) Access to services, programs, and activities is provided in an integrated setting unless separate programs are necessary to ensure equal benefits.**
- b. The district is not required to take any action that would result in a fundamental alteration of the nature of the program or activity or undue financial or administrative burden. However, claiming undue burden still requires the district to provide access through means that would not result in a fundamental alteration or undue financial or administrative burden.**

### **2. Direct Threat - 28 CFR §35.139**

- a. The district is not required to permit an individual to participate in or benefit from the district's services, programs, or activities when that individual poses a direct threat to the health or safety of others.**
- b. To determine whether an individual poses a direct threat to the health or safety of others, the district must make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence to ascertain:**
  - (1) The nature, duration, and severity of the risk;**
  - (2) The probability that the potential injury will actually occur; and**





# Policy/Regulations

East Orange Board of Education

ADMINISTRATION - REGULATION

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**Americans with Disabilities Act**

- (3) Whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

## 3. Illegal Use of Drugs - 28 CFR §35.131

- a. The district will not discriminate on the basis of past illegal use of drugs against an individual who is not engaging in current illegal use of drugs and who:
  - (1) Has successfully completed a supervised drug rehabilitation program or has otherwise been rehabilitated successfully;
  - (2) Is participating in a supervised rehabilitation program; or
  - (3) Is erroneously regarded as engaging in such use.
- b. While the Act does not prohibit discrimination against an individual based on that individual's current illegal use of drugs, the district will not deny health services or services provided in connection with drug rehabilitation to an individual on the basis of that individual's current illegal use of drugs, if the individual is otherwise entitled to such services.
- c. The Act does not prohibit the district from adopting or administering reasonable policies or procedures, including but not limited to drug testing, designed to ensure that an individual who formerly engaged in the illegal use of drugs is not now engaging in current illegal use of drugs.

## C. Personal Devices and Services

1. The district will permit individuals with mobility disabilities to use wheelchairs and manually powered mobility aids such as walkers, crutches, canes, braces, or other similar devices designed for use by individuals with mobility disabilities in any areas open to pedestrian use.  
28 CFR §35.137



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**Americans with Disabilities Act**

2. The district will make reasonable modifications to permit the use of other power-driven mobility devices by individuals with mobility disabilities unless the district can demonstrate that the power-driven device cannot be operated in accordance with legitimate safety requirements pursuant to 28 CFR §35.137. The district will not ask an individual using a wheelchair or other power-driven mobility device questions about the nature and extent of the individual's disability. The district may require the individual to provide credible assurance that the device is required because of the person's disability.
  3. The district is not required to provide individuals with disabilities personal devices, such as wheelchairs; individually prescribed devices such as prescription eyeglasses or hearing aids; readers for personal use or study; or services of a personal nature including assistance in eating, toileting, or dressing pursuant to 28 CFR §35.135.
- D. Employment - 42 U.S.C. 126 §12112
1. Discrimination in Employment
    - a. The Board will not discriminate against a qualified individual on the basis of disability in regard to job application procedures; hiring, advancement, or discharge; compensation; job training; and other terms, conditions, and privileges of employment.
    - b. Applicants and employees working for or applying to work for the district who qualify for a job and are able to perform the essential functions of that job are entitled to reasonable accommodations provided that such accommodations do not pose undue hardship for the district.
    - c. Nothing in the Act shall be construed to preempt, modify, or amend any State, county, or local law, ordinance, or regulation as outlined in N.J.A.C. 6A:32-4.1 et seq.
    - d. The school district may not, on the basis of disability:
      - (1) Limit, segregate, or classify a qualified individual in a way that adversely affects his/her opportunities or status of such employee, applicant, or participant in a contractual or other arrangement;



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#### **Americans with Disabilities Act**

- (2) Utilize standards, criteria, or methods of administration that have the effect of discrimination on the basis of disability or perpetuate the discrimination of others subject to common administrative control;
- (3) Exclude or otherwise deny equal jobs or benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to associate or have a relationship;
- (4) Fail to make reasonable accommodations to known physical or mental limitations of an otherwise qualified individual with a disability or deny employment opportunities to such qualified individual unless the district can demonstrate that the accommodation would impose undue hardship to district operations;
- (5) Use qualification standards, employment tests, or other selection criteria that screen out or tend to screen out individuals with disabilities unless the standard, test, or other selection criteria, as used by the district, is shown to be job-related for the position in question and consistent with business necessity; and/or
- (6) Select and administer tests concerning employment to otherwise qualified individuals who possess impaired sensory, manual, or speaking skills, unless done in an effective manner to ensure that, when such tests are administered to a job applicant or employee who has a disability that impairs sensory, manual, or speaking skills, the test results accurately reflect the skills, aptitude, or other factors such tests purport to measure rather than reflecting the impaired sensory, manual, or speaking skills of the employee or applicant (except where such skills are the factors that the test purports to measure).

#### **2. Medical Examinations and Inquiries - (42 U.S.C. 126 §12112)**

##### **a. Pre-employment**

- (1) Prohibited examination or inquiries:



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### ADMINISTRATION - REGULATION

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#### **Americans with Disabilities Act**

(a) Whether such an applicant is an individual with a disability; or

(b) The nature or severity of such disability.

(2) Acceptable inquiry:

(a) The ability of an applicant to perform job-related functions.

b. Employment Entrance Examinations

(1) The district may require a medical examination after an offer of employment has been made to a job applicant and prior to the commencement of the employment duties of such applicant, and may condition an offer of employment on the results of such examination, if:

(a) All entering employees are subject to such an examination regardless of disability;

(b) Information obtained regarding the medical condition or history of the applicant is collected and maintained on separate forms and in separate medical files and is treated as a confidential medical record, except that:

i. Supervisors and managers may be informed regarding necessary restrictions on work or duties of the employees and necessary accommodations;

ii. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment; and

iii. Government officials investigating compliance with this Act, will be provided relevant information on request.

(2) The results of such examination shall only be used in accordance with these provisions.



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**Americans with Disabilities Act**

**c. Examination and Inquiry:**

**(1) Prohibited examinations and inquiries:**

- (a) The district will not require a medical examination and will not make inquiries of an employee as to whether such employee is an individual with a disability or as to the nature or severity of the disability, unless such examination or inquiry is shown to be job-related and consistent with business necessity.**

**(2) Acceptable examinations and inquiries:**

- (a) The district may conduct voluntary medical examinations, including voluntary medical histories, which are part of an employee health program available to employees in the district.**
- (b) The district may make inquiries into the ability of an employee to perform job-related functions.**

**3. Defenses - 42 U.S.C. 126 §12113**

**a. Qualification Standards**

- (1) It may be a defense to a charge of discrimination under the Act that an alleged application of qualification standards, tests, or selection criteria that screen out, tend to screen out, or otherwise deny a job or benefit to an individual with a disability has been shown to be job-related and consistent with business necessity, and such performance cannot be accomplished by reasonable accommodation, as required under the Act.**
  - (a) The term "qualification standards" may include a requirement that an individual will not pose a direct threat to the health or safety of other individuals in the workplace.**



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### ADMINISTRATION - REGULATION

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#### **Americans with Disabilities Act**

- (b) Notwithstanding 42 U.S.C. 126 §12102 (4)(E)(ii), the Board will not use qualification standards, employment tests, or other selection criteria based on an individual's uncorrected vision unless the standard, test, or other selection criteria, as used by the covered entity, is shown to be job-related for the position in question and consistent with business necessity.

#### **b. Infectious and Communicable Diseases**

- (1) In any case in which an individual has an infectious or communicable disease included on the list developed by the United States Secretary of Health and Human Services in accordance with the Act, and which cannot be eliminated by reasonable accommodation, and that is transmitted to others through the handling of food, the Board and its administration may refuse to assign or allow such individual to continue to work in a job involving food handling.

#### **c. Illegal Use of Drugs and Alcohol - 42 U.S.C. 126 §12114**

- (1) An individual with a disability shall not include any employee or applicant who is currently engaging in the illegal use of drugs, with exceptions noted in section B.3. of this Regulation.
- (2) The Board will hold an employee who engages in the illegal use of drugs or who is an alcoholic to the same qualification standards for employment or job performance and behavior as other employees, even if any unsatisfactory performance or behavior is related to the drug use or alcoholism of such employee.

#### **d. Drug Testing**

- (1) For the purposes of the Act, a test to determine the illegal use of drugs will not be considered a medical examination.
- (2) No provision of the Act shall be construed to encourage, prohibit, or authorize the conducting of drug testing for the illegal use of drugs by job applicants or employees or making employment decisions based on such test results.



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**Americans with Disabilities Act**

## **E. Program Accessibility**

### **1. Discrimination Prohibited**

- a. Except as otherwise provided in 28 CFR §35.150, no qualified individual with a disability will, because the district's facilities are inaccessible to or unusable by individuals with disabilities, including inside or outside access to such facilities, may be excluded from participation in, or be denied the benefits of the services, programs, or activities of the district, or be subjected to discrimination by the district.**
- b. The district will maintain facilities and equipment required by the Act to be readily accessible to and usable by individuals with disabilities. This provision does not prohibit isolated or temporary interruptions in service or access due to maintenance or repairs. 28 CFR §35.133**
  - (1) In regard to existing facilities, the district will operate each service, program, or activity so that the service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities.**
    - (a) The district is not required to fundamentally alter the nature of a service, program, or activity, or assume undue financial or administrative burdens, or take any action threatening the historic significance of a historic property and has the burden of proving that compliance with the Act would result in such alterations or burdens. 28 CFR §35.150(a)**
    - (b) Should the Board and Superintendent of Schools or his/her designee determine, after considering all resources available, that compliance would result in such alteration or burden, a written statement of reasons must accompany such a determination.**



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### ADMINISTRATION - REGULATION

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#### **Americans with Disabilities Act**

(c) The Board will take any other action, including, but not limited to redesign or acquisition of equipment, or reassignment of services or staff, that would not result in such alteration or burden, but would, nevertheless, ensure that individuals with disabilities receive the benefits/services provided by the district.

(2) In regard to new construction and alterations, each facility or part of a facility constructed by, on behalf of, or for the use of the district will be designed and constructed in such manner, in accordance with 28 CFR §35.151, that the facility or part of the facility is readily accessible to and usable by individuals with disabilities.

(a) Full compliance with the requirements of 28 CFR §35.151 is not required where the district can demonstrate that it is structurally impracticable to meet the requirements.

(b) If providing accessibility in conformance with 28 CFR §35.151 to individuals with certain disabilities (e.g., those who use wheelchairs) would be structurally impracticable, accessibility shall nonetheless be ensured to persons with other types of disabilities, (e.g., those who use crutches or who have sight, hearing, or mental impairments) in accordance with 28 CFR §35.151.

#### **F. Communications - 28 CFR §35.160**

1. The district will take appropriate steps to ensure that communications with applicants, participants, members of the public, and companions with disabilities are as effective as communications with others.

2. The district will furnish appropriate auxiliary aids and services where necessary to afford individuals with disabilities, including applicants, participants, companions, and members of the public, an equal opportunity to participate in and enjoy the benefits of a service, program, or activity conducted by the district.

a. Auxiliary aids and services will be provided in accessible formats, in a timely manner, and in such a way as to protect the privacy and independence of the individual with a disability.



- b. The district will not require an individual with a disability to bring another individual to interpret with a disability. The district will not rely on an adult accompanying an individual with a disability or on a minor child to interpret or facilitate communication, except in an emergency involving an imminent threat to the safety or welfare of an individual or the public where there is no interpreter available; or where the individual with a disability specifically requests that the accompanying adult interprets or facilitates communication, the accompanying adult agrees to provide such assistance, and reliance on that adult is appropriate under the circumstances.
  3. Where the district communicates by telephone with applicants and beneficiaries who are deaf, hard of hearing, or who have speech impairments, text telephones (TTYs) or equally effective telecommunications systems equipped with emergency service access will be used to communicate, in the same time and manner as with other telephone systems (including automated systems). 28 CFR §35.161
  4. The district will ensure that interested persons, including persons with impaired vision or hearing, can obtain information as to the existence and location of accessible services, activities, and facilities, including signage at all inaccessible facility entrances. 28 CFR §35.163
- G. Grievance Procedure - 28 CFR §35.107(b)
1. A complainant who believes that he/she has been harmed or adversely affected by a discriminatory practice or act prohibited by law and/or policy shall first discuss the matter with his/her immediate supervisor in an attempt to resolve the matter informally.
  2. If the matter is not resolved to the satisfaction of the complainant within thirty working days, the complainant may submit a written complaint to the District Coordinator. The complaint will include:
    - a. The complainant's name and address;
    - b. The specific act or practice of which the complainant complains;
    - c. The employee, if any, responsible for the allegedly discriminatory act;



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## East Orange Board of Education

### ADMINISTRATION - REGULATION

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#### **Americans with Disabilities Act**

- d. **Results of discussions conducted in accordance with paragraph G.1. above; and**
  - e. **Reasons why those results are not satisfactory.**
3. **The District Coordinator will investigate the matter informally and will respond to the complainant in writing no later than seven working days after receipt of the written complaint. A copy of the complaint and the response will be forwarded to the Superintendent.**
4. **The response of the District Coordinator may be appealed to the Superintendent in writing within three working days after it has been received by the complainant. The appeal will include the original complaint, the response to the complaint, and the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have acted discriminatorily.**
5. **On his/her timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision), the complainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than seven working days after the request for a hearing has been submitted. The Superintendent may also require at the hearing the presence of the staff member charged with a discriminatory act and any other person with knowledge of the complained act.**
6. **The Superintendent will render a written decision in the matter no later than seven working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties.**
7. **The complainant may appeal the Superintendent's decision to the Board by filing a written appeal with the School Business Administrator/Board Secretary no later than three working days after receipt of the Superintendent's decision. The appeal shall include:**
  - a. **The original complaint;**
  - b. **The response to the complaint;**
  - c. **The Superintendent's decision;**
  - d. **A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented; and**



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### ADMINISTRATION - REGULATION

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#### **Americans with Disabilities Act**

- e. The complainant's reason for believing the Superintendent's decision should be changed.
8. If a staff member is charged with a discriminatory act, the Board will provide a copy of the appeal to that staff member.
9. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
10. The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
11. The complainant will be informed of his/her right to appeal the Board's decision to the:  
  
U.S. Department of Justice  
950 Pennsylvania Avenue, NW  
Civil Rights Division  
Disability Rights Section - 1425 NYAV  
Washington, D.C. 20530
12. An individual who believes he or she or a specific class of individuals has been subjected to discrimination on the basis of disability by the district may, by himself/herself, or an authorized representative, at any time, file a complaint directly with OCR.
13. Record:
  - a. The record of any complaint processed in accordance with this procedure will be maintained in a file kept by the District Coordinator.
  - b. A copy of the decision rendered at the highest level of appeal will be kept in the employee's personnel file.

Issued: 5 November 2008

Issued: 11 October 2016

**Issued:**



# Policy/Regulations

## East Orange Board of Education

### TEACHING STAFF MEMBERS - POLICY

3216/page 1 of 1  
Dress and Grooming

#### 3216 DRESS AND GROOMING

The purpose of this dress code is to promote and encourage an atmosphere which is conducive to teaching and learning. Students view their teachers as role models so it is important that staff members present an appropriate image and appearance.

The Board of Education recognizes that each staff member's mode of dress and grooming is an expression of personal style and individual appearance. The Board will not interfere with the right of staff members to make decisions regarding their appearance, as long as those decisions are guided by the following parameters:

1. All dress and grooming must present an image and appearance which reflects standards that are acceptable to the school community, and which are appropriate for the job responsibilities to be performed.
2. All dress and grooming must be neat, clean, inoffensive, and within the bounds of good taste.
3. All dress and grooming must not have a negative impact of the maintenance of school and classroom discipline nor on the development of respect for authority.
4. All dress and grooming must not present a danger to the health and safety of staff members or others.
5. All dress and grooming must not diminish teaching effectiveness or have an adverse effect on the work of staff members.
6. This policy shall be reviewed periodically.

The Superintendent of Schools is authorized and directed to develop and enforce regulations to implement this policy.

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

Adopted: 3 December 2008

Adopted: 11 January 2011

**Adopted:**



# Policy/Regulations

## East Orange Board of Education

### TEACHING STAFF MEMBERS - REGULATION

R 3216/page 1 of 3  
Dress and Grooming

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Staff Dress Code Guidelines:

Grooming and attire shall meet the following criteria during school/work hours:

- A. A female staff member may wear dresses, suits, skirts, with blouse or sweaters, slack ensembles or slack suits.
- B. A male staff member may wear suits or slacks (shirts with or without ties); a turtleneck shirt or turtleneck sweater with or without a jacket is acceptable. (Shirts and ties are preferred).
- C. The clothing and appearance of all staff members must be clean and neat.
- D. Physical education, home economics, science and industrial art teachers may wear clothing deemed appropriate for their instructional assignments and in their classrooms. All staff may wear appropriate attire for special occasions such as, but not limited to:
  - ❖ Picnics
  - ❖ Field trips
  - ❖ Track meets
  - ❖ Nature Walks
  - ❖ Halloween Parties
- E. All staff members are role models for students and, therefore, hats and caps must be removed when entering our school buildings and officers. No clothing shall be worn by staff members that constitutes a danger to the health and/or safety to him/herself or others, and no clothing may be worn that distracts and/or disrupts the instructional program (i.e. mini-skirts, see-through clothing).



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## East Orange Board of Education

### TEACHING STAFF MEMBERS - REGULATION

R 3216/page 2 of 3

#### Dress and Grooming

- F. If you are dressed inappropriately, the principal and/or staff member's supervisor shall determine whether a violation of the dress code has occurred and shall discuss, in private, the violation with the staff member. When a single violation so warrants or violations reoccur, the principal or supervisor may enter a reprimand in the staff member's file. The employee shall be directed by the supervisor to change into appropriate attire. Should this change require leaving the work site, the employee shall sign/clock out/in and shall be docked accordingly. Upon the third letter of reprimand, the principal or immediate supervisor may recommend more stringent disciplinary action such as, but not limited to, the following:
1. Withholding of increment
  2. Insubordination charges
- G. A staff member may appeal the denial of a waiver of this dress code or the entry of reprimand through the grievance procedure.
- H. Those employees required to wear uniforms (security, cafeteria, custodial and custodian staff) MUST wear the entire uniform during their workday.
- I. When appropriate, the **Superintendent may relax** the dress code (i.e. inclement weather, excessive temperature, etc.).
- J. When appropriate, **the building principal** may relax the dress code for individual members of the faculty (i.e. field trips; unique school activities; etc.).

#### EXAMPLES OF UNACCEPTABLE ATTIRE DURING SCHOOL/WORK HOURS ARE:

- ❖ Faded, torn, patched, frayed and/or dirty clothing
- ❖ Flip flop or beach like sandals/ slippers
- ❖ See-through clothing
- ❖ Excessive tight/form-fitting clothing
- ❖ Shirt or blouse buttons open beyond the mid-point of the chest or low cut tops
- ❖ Midriff, halter tube tops, strapless or spaghetti strap tops
- ❖ Painter's pants or overall
- ❖ Shorts or scooter (bike-shorts-not to exceed two (2) inches above the knee)
- ❖ T-Shirts, undershirts as outerwear
- ❖ Clothing with obscene language/gestures
- ❖ Sweatshirts, sweatpants and sweat suits (exceptions – physical education)
- ❖ Caps or hats in the building
- ❖ Dark eyeglasses (except for documented medical reasons)
- ❖ Distracting attire such as mini-skirts exceeding two (2) inches above the knee or skirts with high slits
- ❖ Cutoffs, dungarees and/or jeans
- ❖ Tights/Spandex, leggings



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East Orange Board of Education

## TEACHING STAFF MEMBERS - REGULATION

R 3216/page 3 of 3  
Dress and Grooming

- ❖ The wearing of a Bluetooth device while performing school district responsibilities.

### ACCEPTABLE ATTIRE

- ❖ Khakis pants or "Dockers" style gabardines, linen, cotton or silk pants or dress slacks
- ❖ Dress shirts or blouses, casual shirts with collars, golf shirts, turtlenecks, knit tops, dresses and shirt or Capri pants which fall mid-calf.

We want to have a professional work environment and encourage you to exercise good judgment when dressing for work. When in doubt, "dress up."

N.J.S.A. 18A:6-10; 18A:11-1; 18A:27-4; 18A:54-20

Issued: 9 November 2010

Issued: 11 January 2011

**Issued:**



# Policy/Regulations

## East Orange Board of Education

### TEACHING STAFF MEMBERS - POLICY

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Research Projects By Staff Members

#### 3245 RESEARCH PROJECTS BY STAFF MEMBERS

The Board of Education encourages the participation of teaching staff members in research projects that are soundly designed and professionally conducted.

Teaching staff members may seek funding from local, state, and federal sources, public and private, for locally conducted research projects. Any research project **requiring the identifiable information of** students must be approved by the Board; all other research projects involving district personnel, facilities, **unidentifiable student information** and/or resources **must** be approved by the Superintendent **or his/her designee**.

An application for approval of a proposed research project must set forth the purpose of the project; a detailed description of the project; the degree to which, if any, the project will interrupt or displace the regular instructional program; a projection of the number of students, if any, and staff members who will be involved, the period of time that will be devoted to the project, and the project costs; the source of funding; any background information necessary to an understanding of the project; the means by which the project will be evaluated; and an assessment of the contribution the project will make to the educational program of this district.

A written report must be made to the Superintendent when a research project is terminated, either completed or incomplete. The Superintendent may also require progress reports during the course of any research project and may notify appropriate administrators of the conduct of any research project.

Adopted: 3 December 2008

**Adopted:**





# Policy/Regulations

## East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY  
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Professional Responsibilities

### 3270 **PROFESSIONAL RESPONSIBILITIES**

The Board of Education will establish and enforce rules for the assignment of specific duties to teaching staff members and for the conduct of teaching staff members during the work day.

The Board directs the Superintendent to require the preparation of lesson plans by each teacher that implement the goals and objectives of the educational program. Teachers shall also be responsible for providing adequate direction and guidance to substitutes. Lesson plans will be subject to periodic review by the Building Principal.

The Superintendent shall apply uniformly throughout the district, except as may otherwise be provided in this policy, the following additional rules for teaching staff member conduct:

1. During the work day, teaching staff members may be assigned extra or alternative duties by the Building Principal in accordance with Board Policy No. 3134;
2. Teaching staff members are expected to attend every faculty meeting unless expressly excused by the Building Principal; and
3. A teaching staff member who is excused from attending a faculty meeting must meet with the Building Principal the following day to review the topics covered at the meeting.

Teaching staff members who are assigned to work on curriculum revision during the regular school day will be given an appropriate reduction in teaching assignments.

Adopted: 3 December 2008

**Adopted:**



# Policy/Regulations

## East Orange Board of Education

### TEACHING STAFF MEMBERS - POLICY

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#### Healthy Workplace Environment

### 3351 **HEALTHY WORKPLACE ENVIRONMENT**

The Board of Education recognizes a healthy workplace environment enables school district administrative and teaching staff members to fully contribute their expertise and skills to their school district responsibilities. A healthy workplace environment can improve productivity, reduce absenteeism, and reduce staff turnover while having a positive impact on the school district's programs provided to students in the school district.

A significant characteristic of a healthy workplace environment is that employees interact with each other with dignity and respect regardless of an employee's work assignment or position in the school district. Repeated malicious conduct of an employee or group of employees directed toward another employee or group of employees in the workplace that a reasonable person would find hostile or offensive is unacceptable and is not conducive to establishing or maintaining a healthy workplace environment. This unacceptable conduct may include, but is not limited to, repeated infliction of verbal abuse such as the use of derogatory remarks; insults; verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; or the gratuitous sabotage or undermining of a person's work performance. A single act of such conduct shall not constitute the unacceptable conduct prohibited by this policy unless it is especially severe and egregious.

Unacceptable conduct, for the purposes of this policy, is not conduct toward an employee of a protected class or because of the employee's protected activity. These employees and activities are afforded the legal protections under various Federal and State anti-discrimination laws. In addition, unacceptable conduct for the purposes of this policy shall not be confused with conduct of management employees exercising management rights including, but not limited to, assigning tasks, reprimanding, assigning discipline, or directing.

Employees who believe the conduct prohibited by this policy has been directed toward them or to another employee of the school district shall submit a written report to the Superintendent of Schools. The written report shall provide specific details supporting the claim including, but not limited to, the specific conduct; the names of witnesses (if any) who may have observed such conduct; dates or times when such conduct occurred; and any other information the person(s) making the report believes will be informative and helpful to an investigation of the allegations. Upon receipt of a report, the Superintendent or designee will conduct an investigation and upon completion of the investigation will inform the person(s) who made the report such an investigation was completed. The amount of investigation information shared with the person(s) making the report will be at the discretion of the Superintendent or designee and may vary depending on whether the conduct reported was directed to the person(s) making the report, confidential personnel matters, and/or other issues as determined by the Superintendent or designee.



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## East Orange Board of Education

### TEACHING STAFF MEMBERS - POLICY

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#### Healthy Workplace Environment

If the investigation determines conduct prohibited by this policy has taken place, the Superintendent or designee will meet with the offender(s) and the victim(s) to review the investigation results and to implement remedial measures to ensure such conduct does not continue or reoccur. Appropriate disciplinary action may be taken depending on the severity of conduct.

There shall be no reprisals or retaliation against any person(s) who reports conduct prohibited by this policy.

Adopted: 10 September 2010

**Adopted:**



# Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

3352/page 1 of 1

Sexual Harassment

**M**

## 3352 SEXUAL HARASSMENT

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

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

The sexual harassment of any employee of this district is strictly forbidden. Any employee or agent of this Board who is found to have sexually harassed an employee of this district will be subject to discipline which may include termination of employment. Any employee who has been exposed to sexual harassment by any employee or agent of this Board is encouraged to report the harassment to an appropriate supervisor. An employee may complain of any failure of the Board to take corrective action by recourse to the procedure by which a discrimination complaint is processed. The employee may appeal the Board's action or inaction to the United States Equal Employment Opportunity Commission or the New Jersey Division of Civil Rights. Complaints regarding sexual harassment shall be submitted following the procedures outlined in Regulation No. 1530, Equal Employment Opportunity.

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

29 C.F.R. 1604.11

Adopted: 3 December 2008

**Adopted:**



# Policy/Regulations

## East Orange Board of Education

### TEACHING STAFF MEMBERS - REGULATION

R 3352/page 1 of 5

#### Sexual Harassment of Teaching Staff Members Complaint Procedure

### R 3352 **SEXUAL HARASSMENT OF TEACHING STAFF MEMBERS** **COMPLAINT PROCEDURE**

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

#### A. Definitions

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

#### B. Grievance Procedure

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

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



# Policy/Regulations

## East Orange Board of Education

### TEACHING STAFF MEMBERS - REGULATION

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#### Sexual Harassment of Teaching Staff Members Complaint Procedure

- b. The school district can learn of sexual harassment through other means such as from a witness to an incident, an anonymous letter, or telephone call.
  - c. A report to the school Building Principal or an immediate supervisor will be forwarded to the school district Affirmative Action Officer within one working day, even if the school Building Principal or immediate supervisor feels sexual harassment conduct was not present.
  - d. In the event the report alleges conduct by the Building Principal or the Affirmative Action Officer, the Superintendent will designate a school official to assume the Building Principal's or Affirmative Action Officer's responsibilities as outlined in Policy No. 3362 and this Regulation.
2. Affirmative Action Officer's Investigation
- a. Upon receipt of any report of potential sexual harassment conduct, the Affirmative Action Officer will begin an immediate investigation. The Affirmative Action Officer will promptly investigate all alleged complaints of sexual harassment, whether or not a formal grievance is filed and steps will be taken to resolve the situation, if needed. This investigation will be prompt, thorough, and impartial. The investigation will be completed no more than ten working days after receiving notice.
  - b. When a school staff member provides information or complains about sexual harassment, the Affirmative Action Officer will initially discuss what actions the staff member is seeking in response to the harassment.
  - c. The Affirmative Action Officer's investigation may include, but is not limited to, interviews with all persons with potential knowledge of the alleged conduct, interviews with any staff member(s) who may have been sexually harassed in the past by the school staff member and any other reasonable methods to determine if sexual harassment conduct existed.
  - d. The Affirmative Action Officer may request a staff member involved in the investigation to assist in the investigation.
  - e. The Affirmative Action Officer will provide a copy of Board Policy and Regulation No. 3362 to all persons who are interviewed with potential knowledge, upon request, and to any other person the Affirmative Action Officer feels would be served by a copy of such documents.



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#### Sexual Harassment of Teaching Staff Members Complaint Procedure

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

#### 3. Investigation Results

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





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### TEACHING STAFF MEMBERS - REGULATION

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#### Sexual Harassment of Teaching Staff Members Complaint Procedure

harassed staff member, dissemination of information, distribution of new policy statements or other steps to communicate the message that the Board does not tolerate harassment and will be responsive to any school staff member that reports such conduct.

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

#### 4. Affirmative Action Officer's Investigation Appeal Process

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

#### C. Office Of Civil Rights (OCR) Case Resolution

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





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### TEACHING STAFF MEMBERS - REGULATION

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#### Sexual Harassment of Teaching Staff Members Complaint Procedure

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

Issued: 3 December 2008

**Issued:**



# Policy/Regulations

## East Orange Board of Education

### TEACHING STAFF MEMBERS - POLICY

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#### Teaching Staff Member Tenure

### 3370 **TEACHING STAFF MEMBER TENURE**

The Board of Education recognizes that the benefit of tenure is conferred by law on teaching staff members who have completed the requisite period of probationary service in this school district. The Board also recognizes that certain service does not qualify the teaching staff member who performs that service for the grant of tenure.

Tenure in any administrative or supervisory position as listed in N.J.S.A. 18A:28-5 shall accrue only by employment in that administrative or supervisory position. Tenure so accrued will not extend to any other administrative or supervisory position and nothing shall limit or restrict tenure rights which were or may be acquired pursuant to N.J.S.A. 18A:28-6.

The Board specifically directs that service in the following positions will not accrue toward the tenure status and will be performed only under contract renewable at the discretion of the Board:

1. Substitute teacher acting in the absence of another employee;
2. Summer school teacher;
3. Co-curricular advisor;
4. Athletic coach; and
5. Department chairperson other than a supervisor.

Nothing in this policy will be deemed to confer tenure on any employee who serves in a position not listed above and for whom tenure is not provided by law.

N.J.S.A. 18A:16-1.1; 18A:28-3 et seq.; 18A:28-5 et seq.

Adopted: 3 December 2008

**Adopted:**



# Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

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Work Related Disability Pay

## 3425 WORK RELATED DISABILITY PAY

The Board of Education will permit, in accordance with law, the absence without loss of pay or of annual or accumulated sick leave benefits of a teaching staff member disabled by accident or injury arising out of and in the course of employment. Any such employee shall seek the workers' compensation benefits to which he/she is entitled by law.

An employee whose disability has qualified for the receipt of workers' compensation benefits shall be presumed eligible for work related disability pay under this policy. When an employee's disability is so brief as to preclude the employee's application for workers' compensation benefits, the employee may request and the Board may grant work related disability pay.

Any employee who qualifies for work related disability pay under this policy will be entitled to receive full pay during the period he/she is on disability leave of absence, for up to twelve consecutive months, **after which time temporary disability payments will be sent by the worker's compensation insurance company directly to the employee.**

As a condition of receiving full salary, an employee who receives workers' compensation benefits for his/her work-related disability must endorse and deliver to the Board all workers' compensation temporary disability checks received for the period covered by this policy.

N.J.S.A 18A:30-2.1; 18A:66-32.1

N.J.S.A 34:15-38

Adopted: 3 December 2008

**Adopted:**



# Policy/Regulations

## East Orange Board of Education

### TEACHING STAFF MEMBERS - POLICY

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Modified Duty Early Return to Work  
Program – Teaching Staff Members

#### 3425.1 **MODIFIED DUTY EARLY RETURN TO WORK PROGRAM – TEACHING STAFF MEMBERS**

New Jersey's workers' compensation laws provide lost wages and pay medical expenses for an employee who sustains an injury as a result of an on-the-job accident, injury, or occupational disease. Workers' compensation is designed to protect school district employees and their families against the hardships from injury arising in the workplace. In an effort to assist school staff in recovering from an eligible workers' compensation injury, the Board provides a Modified Duty Early Return To Work Program. The Program is provided to staff members who have been injured on the job, but who are not permanently disabled. The Program is intended to minimize the negative psychological impact to an injured staff member due to being out of work and to provide a transition and adjustment period for the injured staff member to return to work while recovering from an on-the-job injury.

The school district may assign temporary modified duties and responsibilities to staff members that have sustained an eligible workers' compensation injury. These employees may temporarily perform duties and responsibilities that may or may not be within their job description, or may or may not be within their department. The modified duties and/or responsibilities will be within the injured staff member's capabilities and a staff member will not be assigned any modified duties and/or responsibilities that require any certifications/licenses that are not possessed by the injured staff member.

The modified duties and responsibilities will be determined by the Director **of Labor Relations and Employment Services**, the district's designated Workers' Compensation Coordinator, after a medical examination and evaluation of the injured staff member by the Board's designated workers' compensation physician. The Workers' Compensation Coordinator will determine if the injured staff member is eligible for modified duties or responsibilities. This determination will be based on:

1. The workers' compensation physician's examination and evaluation report;
2. The injured staff member's capabilities to assume modified duties or responsibilities;
3. The availability of modified duties and responsibilities within the district at the time; and/or
4. Other issues that may impact the district's ability to assign modified duties and responsibilities.

This Modified Duty Early Return to Work Program will be administered consistent with applicable federal and State laws and in accordance with provisions of collective bargaining agreements within the district.

Adopted: 3 December 2008

**Adopted:**



# Policy/Regulations

## East Orange Board of Education

### TEACHING STAFF MEMBERS - REGULATION

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Modified Duty Early Return to Work  
Program – Teaching Staff Members

#### R 3425.1 **MODIFIED DUTY EARLY RETURN TO WORK PROGRAM – TEACHING STAFF MEMBERS**

The Modified Duty Early Return to Work Program shall be administered by the Director **of Labor Relations and Employment Services**, the district's designated Workers' Compensation Coordinator.

##### A. Filing a Claim Report

1. A staff member must file a written Workers' Compensation Report if they have been injured **during** the performance of their job. This Report will be available in the main office and the nurse's office in each school building and in the Coordinator's office.
2. Upon sustaining an on-the-job injury, the staff member shall immediately report the injury to their immediate supervisor and report to the school nurse. If the injured staff member is not assigned to a school building with a school nurse, the school staff member shall immediately contact the Coordinator's office. The Coordinator, or designee, will direct the injured staff member to a school's main office, a school nurse, or to the workers' compensation physician.
  - a. In the event the injury requires immediate medical treatment, the staff member may be directed to the school physician or to the hospital emergency room. In this case, the Report shall be completed by the staff member whenever practical.
  - b. In the event the staff member gets injured when schools are closed or after business hours and the staff member believes the injury requires immediate medical treatment the staff member shall:
    - (1) Go to the hospital emergency room; and
    - (2) Notify their immediate supervisor as soon as possible after the injury.
  - c. In the event the injured staff member goes to the hospital emergency room when schools are closed, the staff member must report the injury to the Coordinator the next business day. The Coordinator may direct the injured staff member to a school nurse or to the workers' compensation physician. All future medical treatment for the injured staff member shall be scheduled through the Coordinator's office.



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### TEACHING STAFF MEMBERS - REGULATION

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Modified Duty Early Return to Work  
Program – Teaching Staff Members

- d. In the event the staff member gets injured when schools are closed or after business hours and the staff member believes the injury does not require immediate medical treatment, the staff member shall:
    - (1) Immediately notify their immediate supervisor; and
    - (2) Notify the Coordinator's office the next business day.
  3. The Workers' Compensation Report shall be forwarded to the Coordinator's office as soon as it is completed by the injured staff member.
    - a. In the event the staff member requires a physician's examination and evaluation, the Coordinator's office will schedule the appointment with the workers' compensation physician's office and the staff member.
  4. Any staff member injured on-the-job and the injury causes the staff member to miss work time or prohibits the staff member from fulfilling all their job responsibilities must be examined by the workers' compensation physician. The Coordinator will authorize workers' compensation time off from work for a staff member injured on-the-job only after the staff member has been examined by the worker's compensation physician. The Coordinator may, upon certain circumstances, authorize workers' compensation time from work without requiring an examination by the workers' compensation physician.
  5. The Modified Duty Early Return to Work Policy will be attached to the Workers' Compensation Report and this Regulation will be provided to the injured staff member upon request.
- B. Physician's Workers' Compensation Examination and Evaluation
1. The Coordinator will provide the workers' compensation physician a job description and a list of required tasks for positions in the school district.
  2. Upon completing the medical examination and evaluation, the workers' compensation physician will prepare a report indicating the staff member's physical limitations, if any, that prevent the staff member from completing the staff member's job responsibilities. The workers' compensation physician's report will also include a diagnosis, to the best of the physician's ability, on the length of recovery for each limitation. The physician's report will be forwarded to the Coordinator.



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### TEACHING STAFF MEMBERS - REGULATION

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Modified Duty Early Return to Work  
Program – Teaching Staff Members

3. The Coordinator will review the workers' compensation physician's report and follow-up with the workers' compensation physician and the staff member if the Coordinator needs more information to make a determination if modified duty is an option for the injured staff member.

#### C. Modified Duty Restriction

1. There is no permanent modified duty and all modified duty positions are temporary.
2. Upon reviewing the workers' compensation physician's report, the Coordinator will determine if temporary modified duty is appropriate for the staff member. The Coordinator may determine the staff member should be out of work until such time the staff member is able to return to work to assume all their job responsibilities. The Coordinator may also determine a date in the future for the staff member to return to work to assume temporary modified duties.
3. A medical review and examination by the workers' compensation physician may be required to continue a modified duty assignment beyond sixty calendar days.
4. The Board reserves the right to require a staff member returning from modified duty to submit to a physical examination before returning to their position to assume all the job responsibilities of their position.
5. There will be communications among the Coordinator, the injured staff member's supervisor, the staff member, the workers' compensation physician, and the workers' compensation insurance provider throughout the course of treatment and recovery of the injured staff member.
6. A tracking system will be established for documenting a staff member's status in the Modified Duty Program.

#### D. Assignment of Job Tasks

1. Assigning modified duty to staff members will be decided on a case-by-case basis.
2. Job tasks for staff members on modified duty will be determined and assigned within the limitations established and approved by the workers' compensation physician.
3. The injured staff member's immediate supervisor shall provide periodic status reports to the Coordinator for any staff member assigned modified duty.



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### TEACHING STAFF MEMBERS - REGULATION

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Modified Duty Early Return to Work  
Program – Teaching Staff Members

4. There is no restriction on the school district location or the type of modified duties assigned to the staff member provided it is consistent with the limitations detailed by the workers' compensation physician. These modified duties may be assigned to a full or partial day schedule depending on the staff member's limitations.
5. The modified duties and/or responsibilities will be within the injured staff member's capabilities and a staff member will not be assigned any modified duties and/or responsibilities that require any certifications/licenses that are not possessed by the injured staff member.

#### E. Staff Member Requirements

1. Staff members shall perform the job tasks designated by the workers' compensation physician in the physician's report and assigned by the Coordinator. In the event these job tasks cause discomfort, the staff member shall discontinue the specific activity and inform their immediate supervisor. The immediate supervisor will report this information to the Coordinator, who will schedule a medical appointment for the staff member.
2. Staff members are required to follow the Coordinator's directives regarding:
  - a. Job assignments and tasks;
  - b. Attending scheduled doctors' appointments; and
  - c. Completing and transmitting reports to and from the workers' compensation physician, their immediate supervisor, and the Coordinator's office.

#### F. Compliance With Laws

The Modified Duty Early Return To Work Program shall be administered consistent with the applicable federal and State laws and in accordance with provisions of collective bargaining agreements within the district.

Issued: 3 December 2008

**Issued:**





# Policy/Regulations

## East Orange Board of Education

### TEACHING STAFF MEMBERS - POLICY

3431.3/page 1 of 2

#### New Jersey's Family Leave Insurance Program

#### 3431.3 **NEW JERSEY'S FAMILY LEAVE INSURANCE PROGRAM**

Board of Education employees are eligible to apply for benefits under New Jersey's Family Leave Insurance Program administered by the State of New Jersey – Department of Labor and Workforce Development. New Jersey's Family Leave Insurance Program (NJFLI) may provide up to six weeks of Family leave insurance benefits payable to covered employees from either the New Jersey State Plan or an approved employer-provided private plan.

A benefit provided through the NJFLI will be for the employee to bond with a child during the first twelve months after the child's birth, if the covered individual or the domestic partner or civil union partner of the covered individual is a biological parent of the child, or the first twelve months after the placement of the child for adoption with the covered individual. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI must provide the Superintendent of Schools written notice thirty calendar days prior to beginning the leave. Failure to provide this thirty-day notice may result in a reduction in the employee's maximum family leave insurance benefits. Intermittent leave to bond with a newborn or newly adopted child must be agreed to by the Superintendent of Schools and the employee and, if agreed to, must be taken in periods of seven days or more.

A benefit provided through the NJFLI will also be to care for a family member with a serious health condition supported by a certification provided by a health care provider. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI for consecutive leave must provide the school district reasonable and practical notice unless the time of the leave is unexpected or the time of the leave changes for unforeseen reasons. An employee who intends to apply for benefits under this provision of the NJFLI for intermittent leave must provide the school district with a written notice at least fifteen calendar days prior to beginning the leave.

For the purposes of this Policy, "family member" means a child, spouse, domestic partner, civil union partner, or parent of a covered individual. "Child" means a biological, adopted, or foster child, stepchild, or legal ward of a covered individual, child of a domestic partner of the covered individual, or child of a civil union partner of the covered individual, who is less than nineteen years of age or is nineteen years of age or older but incapable of self-care because of mental or physical impairment.

[Optional – An employee will be required to use (up to ten) workdays of earned vacation, personal, or other earned leave in connection with a period of paid leave from the NJFLI. In accordance with N.J.S.A. 18A:30-1, sick leave is only to be used for personal disability due to **illness or injury** and therefore may not be used for NJFLI purposes.]

All applications for benefits under the NJFLI must be filed directly with the State of New Jersey – Department of Labor and Workforce Development. The eligibility requirements, wage requirements, benefit duration and amounts, and benefit limitations shall be in accordance with the provisions of the NJFLI as administered by the State of New Jersey – Department of Labor



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## East Orange Board of Education

### TEACHING STAFF MEMBERS - POLICY

3431.3/page 2 of 2

#### New Jersey's Family Leave Insurance Program

and Workforce Development. A formal appeal may be submitted to the State of New Jersey – Department of Labor and Workforce Development if an employee or the Board disagrees with a determination on a claim.

The NJFLI provides eligible individuals a monetary benefit and not a leave benefit. The school district administrative and related staff will comply with the State of New Jersey – Department of Labor and Workforce Development requests for information in accordance with the provisions of N.J.S.A. 12:21-3.9.

The Board may elect to provide employees with Family Leave Insurance benefits coverage under a private plan which must be approved by the State of New Jersey – Department of Labor and Workforce Development.

A printed notification of covered individuals' right relative to the receipt of benefits under the NJFLI will be posted in each of the district's worksites and in a place or places accessible to all employees at the worksite. Each employee shall receive a copy of this notification in writing at the time of the employee's hiring, whenever the employee provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI, or at any time upon the first request of the employee. The written notification may be transmitted to the employee in electronic form.

N.J.S.A. 43.21-25 et seq.

N.J.A.C. 12:21-1.1 et seq.

Adopted: 14 September 2010

**Adopted:**



# Policy/Regulations

## East Orange Board of Education

### TEACHING STAFF MEMBERS - POLICY

3432/page 1 of 1

Sick Leave

#### 3432 SICK LEAVE

The Board of Education shall grant sick leave, in accordance with law, to teaching staff members absent from work because of personal disability or quarantine. Each steadily employed employee eligible for sick leave will be entitled annually to the number of paid sick leave days negotiated with the employee's majority representative or provided in this policy or in an individual contract with the Board.

The Board will consider requests for extension of sick leave benefits on a case-by-case basis.

29 U.S.C. 2601 et seq.

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

Adopted: 3 December 2008

**Adopted:**



# Policy/Regulations

## East Orange Board of Education

### TEACHING STAFF MEMBERS - REGULATION

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Sick Leave

#### R 3432 SICK LEAVE

##### A. Eligibility for Sick Leave

1. Each person steadily employed by this district will be paid in full, to the limit of his/her entitlement, for days on which the employee is absent from work because of:
  - a. Personal disability due to the employee's illness or injury,
  - b. The employee's exclusion from school by the school district's medical authorities on account of a contagious disease, or
  - c. The employee's having been quarantined for a contagious disease in his/her immediate household.
2. Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee:
  - a. Has engaged in or prepared for gainful employment with an employer other than the Board,
  - b. Has participated in a concerted work stoppage, or
  - c. Has engaged in any activity, vocational or avocational, that clearly refutes the employee's claim of disability or quarantine.

##### B. Call in Procedures

1. An employee who anticipates a day of disability should make every reasonable effort to so notify the Building Principal no later than the day before the absence, to allow sufficient time for the securing of substitute services.
2. Notice of the disability should include a reasonable estimate of the duration of the disability.
3. An employee who becomes aware of his/her disability on the morning of the absence must **report the absence via the Absence Management System (formerly AESOP) and notify his/her administrator.**
4. An employee who becomes disabled during the school day must so inform the Principal as promptly as possible and request permission to leave the school premises.



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## East Orange Board of Education

### TEACHING STAFF MEMBERS - REGULATION

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Sick Leave

5. In all instances, the employee himself/herself should call the Principal to report sick leave. An agent may be appointed to call in sick leave only when the employee is so incapacitated as to make a personal call inadvisable or impossible.
- C. Sick Leave Charges
1. A sick leave absence commences when the absence is called in pursuant to paragraph B. An employee who leaves school early because of a disability will not be charged with a sick leave day provided the absence commences after the hour of 2:00 p.m.
  2. A sick leave day once commenced may be reinstated as a working day only with the approval of the Director **of Labor Relations and Employment Services**.
  3. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.
  4. An employee scheduled for a sick leave absence on a day on which the schools do not open because of an emergency (such as a snow day) will not be charged with a sick leave day.
- D. Verification of Sick Leave
1. An employee absent for reasons of disability more than **three** consecutive working days in any one instance shall submit the signed statement of his/her physician indicating:
    - a. The reason for the employee's absence, as personally known to the physician; and
    - b. If the employee is not immediately returning to work, the anticipated duration of the employee's disability.
  2. The Board may, at its discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.
  3. If the results of the examination conducted pursuant to paragraph D2 are inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's disability on days claimed for sick leave.



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## East Orange Board of Education

### TEACHING STAFF MEMBERS - REGULATION

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Sick Leave

#### E. Readmission After Disability

1. An employee who wishes to return to work without restriction or after sick leave of more than **three** consecutive working days in any one instance shall submit the signed statement of his/her physician indicating the employee's fitness to perform his/her duties. (i.e. exhibit #3432)
2. The Board may, at its discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.
3. If the results of the examination conducted pursuant to paragraph E2 are inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's fitness to return to service.

#### F. Exhaustion of Sick Leave

1. The Director **of Labor Relations and Employment Services** will monitor each employee's sick leave bank and charge the employee's bank of accumulated sick leave with sick leave days in accordance with Policy No. 3432 and this regulation.
2. When it is apparent that an employee on extended sick leave will utilize the last sick leave day to which he/she is entitled the **Division of Labor Relations and Employment Services** will so inform the employee by written notice. The notice will include a statement **regarding the employee's obligation to pay his/her share of any and all applicable insurance premiums.**
3. A request for the extension of sick leave should be submitted to the Director **of Labor Relations and Employment Services**. The request must be accompanied by a physician's signed statement setting forth the nature and anticipated duration of the employee's disability.
4. An employee who anticipates an extended period of disability may apply to the Board for a disability leave of absence pursuant to Policy No. 3431.
5. Employees will receive no compensation or benefits during an unpaid leave of absence, except the continuation of health insurance coverage for which the employee must recompense the district.



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## East Orange Board of Education

### TEACHING STAFF MEMBERS - REGULATION

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Sick Leave

#### G. Accumulation of Sick Leave

1. Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year and, when that sick leave entitlement is exhausted, to the employee's bank of accumulated sick leave.
2. At the beginning of each contract year, sick leave newly available but unused in the prior contract year will be carried forward and credited to a full-time employee's bank of sick leave.
3. The unused sick leave of part-time employees will be accumulated on the basis of hours of work rather than days of work.
  - a. When a part-time employee, continuously employed in the district, is employed full-time, his/her accumulated sick leave hours will be divided by the number of hours in a full working day, and the dividend will be multiplied by the number of days he/she worked each week as a part-time employee. The product will be divided by five, the number of days in a full-time week. The resulting number, rounded up to the next full day, represents the number of accrued sick leave days in the employee's sick leave bank.

#### H. Records

1. The **Employee Services Portal** will include an accurate record of **each** employee's attendance **record** in accordance with Policy No. 3212.
2. Each employee's attendance record will record the reason for any absence.
3. The attendance record will include the number of accumulated unused sick leave days in the employee's sick leave bank.

#### Exhibit 3432

#### Procedures for Employees Returning to Work After an Absence or Leave

Employees who are absent for reasons of personal illnesses, accident or injury (after **three** or more consecutive days) must provide medical verification of their absence to their school or department. The District also has the right to require a medical statement after each day of absence.



# Policy/Regulations

## East Orange Board of Education

### TEACHING STAFF MEMBERS - REGULATION

R 3432/page 5 of 6  
Sick Leave

The medical statement provided must include the following information:

1. Period of disability (specific dates).
2. Specific date for return to work.
3. Statement regarding limitation or restrictions, if any:  
(must be specific or state "none")

The employee may also be required to provide written medical verification of the absences for any of the following reasons:

1. Excessive absences.
2. Absence pattern suggests an abuse of sick leave.
3. There is a question about the legitimacy of the reason(s) for the absences.
4. There is a question about the ability to perform the duties of the position or assignment.

The medical statement must be written on appropriate medical stationery (letterhead or an Rx note) and must be an original copy.

The employee must report to the Division of **Labor Relations and Employment Services** for return-to-work clearance whenever a return after an accident, illness or injury (regardless of duration), if the medical statement has any limitation or restrictions. The employee can report to the Division of **Labor Relations and Employment Services** without making an appointment and you will be seen by the Director or **his/her** designee.

In addition, if the employee has been absent and are no longer entitled to pay, they must report to the **Division of Labor Relations and Employment Services** for clearance to return to work. This will project the employees' entitlement to benefits and salary.

Finally, if the employee is returning from a pregnancy leave, child-rearing leave, Family Act Leave or any other Board approved leave (excluding professional leave), they must report to **Division of Labor Relations and Employment Services** for correct employment status.

No employee who has any restrictions or limitations will be permitted to return to work unless clearance is obtained from the **Division of Labor Relations and Employment Services**. There will be no exceptions.





# Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3432/page 6 of 6

Sick Leave

The above procedures apply to all employees and must be followed without exception. The district is obligated to permit the employee to resume their position and assignment but only if the employee is medically able to perform the duties and responsibilities of the position and assignment.

Issued: 3 December 2008

**Issued:**

DRAFT



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - POLICY

4216/page 1 of 1  
Dress and Grooming

#### 4216 **DRESS AND GROOMING**

The purpose of this dress code is to promote and encourage an atmosphere which is conducive to teaching and learning. Students view their teachers as role models so it is important that staff members present an appropriate image and appearance.

The Board of Education recognizes that each staff member's mode of dress and grooming is an expression of personal style and individual appearance. The Board will not interfere with the right of staff members to make decisions regarding their appearance, as long as those decisions are guided by the following parameters:

1. All dress and grooming must present an image and appearance which reflects standards that are acceptable to the school community, and which are appropriate for the job responsibilities to be performed.
2. All dress and grooming must be neat, clean, inoffensive, and within the bounds of good taste.
3. All dress and grooming must not have a negative impact of the maintenance of school and classroom discipline nor on the development of respect for authority.
4. All dress and grooming must not present a danger to the health and safety of staff members or others.
5. All dress and grooming must not diminish teaching effectiveness or have an adverse effect on the work of staff members.
6. This policy shall be reviewed periodically.

The Superintendent of Schools is authorized and directed to develop and enforce regulations to implement this policy.

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

Adopted: 11 January 2011

**Adopted:**



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R4216/page 1 of 3  
Dress and Grooming

#### R4216 **DRESS AND GROOMING**

The purpose of this dress code is to promote and encourage an atmosphere which is conducive to teaching and learning. Students view support staff members as role models so it is important that staff members present an appropriate image and appearance.

The Board of Education recognizes that each staff member's mode of dress and grooming is an expression of personal style and individual appearance. The Board will not interfere with the right of staff members to make decisions regarding their appearance, as long as those decisions are guided by the following parameters:

##### Staff Dress Code Guidelines:

Grooming and attire shall meet the following criteria during school/work hours:

- A. A female staff member may wear dresses, suits, skirts, with blouse or sweaters, slack ensembles or slack suits.
- B. A male staff member may wear suits or slacks (shirts with or without ties); a turtleneck shirt or turtleneck sweater with or without a jacket is acceptable. (Shirts and ties are preferred).
- C. The clothing and appearance of all staff members must be clean and neat.
- D. All staff may wear appropriate attire for special occasions such as, but not limited to:
  - ❖ Picnics
  - ❖ Field trips
  - ❖ Track meets
  - ❖ Nature Walks
  - ❖ Halloween Parties
- E. All staff members are role models for students and, therefore, hats and caps must be removed when entering our school buildings and officers. No clothing shall be worn by staff members that constitutes a danger to the health and/or safety to him/herself or others, and no clothing may be worn that distracts and/or disrupts the instructional program (i.e. mini-skirts, see-through clothing).
- F. If you are dressed inappropriately, the principal and/or staff member's supervisor shall determine whether a violation of the dress code has occurred and shall discuss, in private, the violation with the staff member. When a single violation so warrants or violations reoccur, the principal or supervisor may enter a reprimand in the staff member's file. The employee shall be directed by the supervisor to change into



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R4216/page 2 of 3  
Dress and Grooming

appropriate attire. Should this change require leaving the work site, the employee shall sign/clock out/in and shall be docked accordingly. Upon the third letter of reprimand, the principal or immediate supervisor may recommend more stringent disciplinary action such as, but not limited to, the following:

1. Withholding of increment
  2. Insubordination charges
- G. A staff member may appeal the denial of a waiver of this dress code or the entry of reprimand through the grievance procedure.
- H. Those employees required to wear uniforms (security, cafeteria, custodial and custodian staff) MUST wear the entire uniform during their workday.
- I. When appropriate, the **Superintendent may relax** the dress code (i.e. inclement weather, excessive temperature, etc.).
- J. When appropriate, the **building principal may relax** the dress code for individual members of the faculty (i.e. field trips; unique school activities; etc.).

#### EXAMPLES OF UNACCEPTABLE ATTIRE DURING SCHOOL/WORK HOURS ARE:

- ❖ Faded, torn, patched, frayed and/or dirty clothing
- ❖ Flip flop or beach like sandals/ slippers
- ❖ See-through clothing
- ❖ Excessive tight/form-fitting clothing
- ❖ Shirt or blouse buttons open beyond the mid-point of the chest or low cut tops
- ❖ Midriff, halter tube tops, strapless or spaghetti strap tops
- ❖ Painter's pants or overall
- ❖ Shorts or scooter (bike-shorts-not to exceed two (2) inches above the knee)
- ❖ T-Shirts, undershirts as outerwear
- ❖ Clothing with obscene language/gestures
- ❖ Sweatshirts, sweatpants and sweat suits (exceptions – physical education)
- ❖ Caps or hats in the building
- ❖ Dark eyeglasses (except for documented medical reasons)
- ❖ Distracting attire such as mini-skirts exceeding two (2) inches above the knee or skirts with high slits
- ❖ Cutoffs, dungarees and/or jeans
- ❖ Tights/Spandex, leggings
- ❖ The wearing of a Bluetooth device while performing school district responsibilities.



# Policy/Regulations

East Orange Board of Education

## SUPPORT STAFF MEMBERS - REGULATION

R4216/page 3 of 3  
Dress and Grooming

### ACCEPTABLE ATTIRE

- ❖ Khakis pants or "Dockers" style gabardines, linen, cotton or silk pants or dress slacks
- ❖ Dress shirts or blouses, casual shirts with collars, golf shirts, turtlenecks, knit tops, dresses and shirt or Capri pants which fall mid-calf.

We want to have a professional work environment and encourage you to exercise good judgment when dressing for work. When in doubt, "dress up."

N.J.S.A. 18A:6-10; 18A:11-1; 18A:27-4; 18A:54-20

Issued: 9 November 2010

Issued: 11 January 2011

**Issued:**



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4425/page 1 of 1

Work Related Disability Pay

## 4425 WORK RELATED DISABILITY PAY

The Board of Education will permit, in accordance with law, the absence without loss of pay or of annual or accumulated sick leave benefits of a support staff member disabled by accident or injury arising out of and in the course of employment. Any such employee shall seek the workers' compensation benefits to which he/she is entitled by law.

An employee whose disability has qualified for the receipt of workers' compensation benefits shall be presumed eligible for work related disability pay under this policy. When an employee's disability is so brief as to preclude the employee's application for worker's compensation benefits, the employee may request and the Board may grant work related disability pay.

Any employee who qualified for work related disability pay under this policy shall receive full pay during the period he/she is on disability leave of absence, up to one calendar year.

As a condition of receiving full salary, an employee who receives workers' compensation benefits for his/her work-related disability must endorse and deliver to the Board all workers' compensation temporary disability checks received for the period covered by this policy.

N.J.S.A. 18A:30-2.1; 18A:66-32.1

N.J.S.A. 34:15-38

Adopted: 3 December 2008

**Adopted:**



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - POLICY

4425.1/page 1 of 1

Modified Duty Early Return to Work  
Program – Support Staff Members

#### 4425.1 **MODIFIED DUTY EARLY RETURN TO WORK PROGRAM – SUPPORT STAFF MEMBERS**

New Jersey's workers' compensation laws provide lost wages and pay medical expenses for an employee who sustains an injury as a result of an on-the-job accident, injury, or occupational disease. Workers' compensation is designed to protect school district employees and their families against the hardships from injury arising in the workplace. In an effort to assist school staff in recovering from an eligible workers' compensation injury, the Board provides a Modified Duty Early Return To Work Program. The Program is provided to staff members who have been injured on the job, but who are not permanently disabled. The Program is intended to minimize the negative psychological impact to an injured staff member due to being out of work and to provide a transition and adjustment period for the injured staff member to return to work while recovering from an on-the-job injury.

The school district may assign temporary modified duties and responsibilities to staff members that have sustained an eligible workers' compensation injury. These employees may temporarily perform duties and responsibilities that may or may not be within their job description, or may or may not be within their department. The modified duties and/or responsibilities will be within the injured staff member's capabilities and a staff member will not be assigned any modified duties and/or responsibilities that require any certifications/licenses that are not possessed by the injured staff member.

The modified duties and responsibilities will be determined by the Director **of Labor Relations and Employment Services**, the district's designated Workers' Compensation Coordinator, after a medical examination and evaluation of the injured staff member by the Board's designated workers' compensation physician. The Workers' Compensation Coordinator will determine if the injured staff member is eligible for modified duties or responsibilities. This determination will be based on:

1. The workers' compensation physician's examination and evaluation report;
2. The injured staff member's capabilities to assume modified duties or responsibilities;
3. The availability of modified duties and responsibilities within the district at the time; and/or
4. Other issues that may impact the district's ability to assign modified duties and responsibilities.

This Modified Duty Early Return to Work Program will be administered consistent with applicable federal and State laws and in accordance with provisions of collective bargaining agreements within the district.

Adopted: 3 December 2008

**Adopted:**



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4425.1/page 1 of 4

Modified Duty Early Return to Work  
Program – Support Staff Members

#### R 4425.1 **MODIFIED DUTY EARLY RETURN TO WORK PROGRAM – SUPPORT STAFF MEMBERS**

The Modified Duty Early Return to Work Program shall be administered by the Director **of Labor Relations and Employment Services**, the district's designated Workers' Compensation Coordinator.

##### A. Filing a Claim Report

1. A staff member must file a written Workers' Compensation Report if they have been injured **during** the performance of their job. This Report will be available in the main office and the nurse's office in each school building and in the Coordinator's office.
2. Upon sustaining an on-the-job injury, the staff member shall immediately report the injury to their immediate supervisor and report to the school nurse. If the injured staff member is not assigned to a school building with a school nurse, the school staff member shall immediately contact the Coordinator's office. The Coordinator, or designee, will direct the injured staff member to a school's main office, a school nurse, or the workers' compensation physician.
  - a. In the event the injury requires immediate medical treatment, the staff member may be directed to the workers' compensation physician or to the hospital emergency room. In this case, the Report shall be completed by the staff member whenever practical.
  - b. In the event the staff member gets injured when schools are closed or after business hours and the staff member believes the injury requires immediate medical treatment the staff member shall:
    - (1) Go to the hospital emergency room; and
    - (2) Notify their immediate supervisor as soon as possible after the injury.
  - c. In the event the injured staff member goes to the hospital emergency room when schools are closed, the staff member must report the injury to the Coordinator the next business day. The Coordinator may direct the injured staff member to a school nurse or to the workers' compensation physician. All future medical treatment for the injured staff member shall be scheduled through the Coordinator's office.





# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4425.1/page 2 of 4

Modified Duty Early Return to Work  
Program – Support Staff Members

- d. In the event the staff member gets injured when schools are closed or after business hours and the staff member believes the injury does not require immediate medical treatment, the staff member shall:
    - (1) Immediately notify their immediate supervisor; and
    - (2) Notify the Coordinator's office the next business day.
  3. The Workers' Compensation Report shall be forwarded to the Coordinator's office as soon as it is completed by the injured staff member.
    - a. In the event the staff member requires a physician's examination and evaluation, the Coordinator's office will schedule the appointment with the workers' compensation physician's office and the staff member.
  4. Any staff member injured on-the-job and the injury causes the staff member to miss work time or prohibits the staff member from fulfilling all their job responsibilities must be examined by the workers' compensation physician. The Coordinator will authorize workers' compensation time off from work for a staff member injured on-the-job only after the staff member has been examined by the worker's compensation physician. The Coordinator may, upon certain circumstances, authorize workers' compensation time from work without requiring an examination by the workers' compensation physician.
  5. The Modified Duty Early Return to Work Policy will be attached to the Workers' Compensation Report and this Regulation will be provided to the injured staff member upon request.
- B. Physician's Workers' Compensation Examination and Evaluation
1. The Coordinator will provide the workers' compensation physician a job description and a list of required tasks for positions in the school district.
  2. Upon completing the medical examination and evaluation, the workers' compensation physician will prepare a report indicating the staff member's physical limitations, if any, that prevent the staff member from completing the staff member's job responsibilities. The workers' compensation physician's report will also include a diagnosis, to the best of the physician's ability, on the length of recovery for each limitation. The physician's report will be forwarded to the Coordinator.



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4425.1/page 3 of 4

#### Modified Duty Early Return to Work Program – Support Staff Members

3. The Coordinator will review the workers' compensation physician's report and follow-up with the workers' compensation physician and the staff member if the Coordinator needs more information to make a determination if modified duty is an option for the injured staff member.

#### C. Modified Duty Restriction

1. There is no permanent modified duty and all modified duty positions are temporary.
2. Upon reviewing the workers' compensation physician's report, the Coordinator will determine if temporary modified duty is appropriate for the staff member. The Coordinator may determine the staff member should be out of work until such time the staff member is able to return to work to assume all their job responsibilities. The Coordinator may also determine a date in the future for the staff member to return to work to assume temporary modified duties.
3. A medical review and examination by the workers' compensation physician may be required to continue a modified duty assignment beyond sixty calendar days.
4. The Board reserves the right to require a staff member returning from modified duty to submit to a physical examination before returning to their position to assume all the job responsibilities of their position.
5. There will be communications among the Coordinator, the injured staff member's supervisor, the staff member, the workers' compensation physician, and the workers' compensation insurance provider throughout the course of treatment and recovery of the injured staff member.
6. A tracking system will be established for documenting a staff member's status in the Modified Duty Program.

#### D. Assignment of Job Tasks

1. Assigning modified duty to staff members will be decided on a case-by-case basis.
2. Job tasks for staff members on modified duty will be determined and assigned within the limitations established and approved by the workers' compensation physician.
3. The injured staff member's immediate supervisor shall provide periodic status reports to the Coordinator for any staff member assigned modified duty.



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4425.1/page 4 of 4

Modified Duty Early Return to Work  
Program – Support Staff Members

4. There is no restriction on the school district location or the type of modified duties assigned to a staff member provided it is consistent with the limitations detailed by the workers' compensation physician. These modified duties may be assigned to a full or partial day schedule depending on the staff member's limitations.
5. The modified duties and/or responsibilities will be within the injured staff member's capabilities and a staff member will not be assigned any modified duties and/or responsibilities that require any certifications/licenses that are not possessed by the injured staff member.

#### E. Staff Member Requirements

1. Staff members shall perform the job tasks designated by the workers' compensation physician in the physician's report and assigned by the Coordinator. In the event these job tasks cause discomfort, the staff member shall discontinue the specific activity and inform their immediate supervisor. The immediate supervisor will report this information to the Coordinator, who will schedule a medical appointment for the staff member.
2. Staff members are required to follow the Coordinator's directives regarding:
  - a. Job assignments and tasks;
  - b. Attending scheduled doctors' appointments; and
  - c. Completing and transmitting reports to and from the workers' compensation physician, their immediate supervisor, and the Coordinator's office.

#### F. Compliance With Laws

The Modified Duty Early Return To Work Program shall be administered consistent with the applicable federal and State laws and in accordance with provisions of collective bargaining agreements within the district.

Issued: 3 December 2008

**Issued:**



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - POLICY

4431.3/page 1 of 2

#### New Jersey's Family Leave Insurance Program

#### 4431.3 **NEW JERSEY'S FAMILY LEAVE INSURANCE PROGRAM**

Board of Education employees are eligible to apply for benefits under New Jersey's Family Leave Insurance Program administered by the State of New Jersey – Department of Labor and Workforce Development. New Jersey's Family Leave Insurance Program (NJFLI) may provide up to six weeks of Family leave insurance benefits payable to covered employees from either the New Jersey State Plan or an approved employer-provided private plan.

A benefit provided through the NJFLI will be for the employee to bond with a child during the first twelve months after the child's birth, if the covered individual or the domestic partner or civil union partner of the covered individual is a biological parent of the child, or the first twelve months after the placement of the child for adoption with the covered individual. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI must provide the Superintendent of Schools written notice thirty calendar days prior to beginning the leave. Failure to provide this thirty-day notice may result in a reduction in the employee's maximum family leave insurance benefits. Intermittent leave to bond with a newborn or newly adopted child must be agreed to by the Superintendent of Schools and the employee and, if agreed to, must be taken in periods of seven days or more.

A benefit provided through the NJFLI will also be to care for a family member with a serious health condition supported by a certification provided by a health care provider. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI for consecutive leave must provide the school district reasonable and practical notice unless the time of the leave is unexpected or the time of the leave changes for unforeseen reasons. An employee who intends to apply for benefits under this provision of the NJFLI for intermittent leave must provide the school district with a written notice at least fifteen calendar days prior to beginning the leave.

For the purposes of this Policy, "family member" means a child, spouse, domestic partner, civil union partner, or parent of a covered individual. "Child" means a biological, adopted, or foster child, stepchild, or legal ward of a covered individual, child of a domestic partner of the covered individual, or child of a civil union partner of the covered individual, who is less than nineteen years of age or is nineteen years of age or older but incapable of self-care because of mental or physical impairment.

Optional – An employee will be required to use (up to ten) workdays of earned vacation, personal, or other earned leave in connection with a period of paid leave from the NJFLI. In accordance with N.J.S.A. 18A:30-1, sick leave is only to be used for personal disability due to **illness or injury** and therefore may not be used for NJFLI purposes.



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - POLICY

4431.3/page 2 of 2

#### New Jersey's Family Leave Insurance Program

All applications for benefits under the NJFLI must be filed directly with the State of New Jersey – Department of Labor and Workforce Development. The eligibility requirements, wage requirements, benefit duration and amounts, and benefit limitations shall be in accordance with the provisions of the NJFLI as administered by the State of New Jersey – Department of Labor and Workforce Development. A formal appeal may be submitted to the State of New Jersey – Department of Labor and Workforce Development if an employee or the Board disagrees with a determination on a claim.

The NJFLI provides eligible individuals a monetary benefit and not a leave benefit. The school district administrative and related staff will comply with the State of New Jersey – Department of Labor and Workforce Development requests for information in accordance with the provisions of N.J.S.A. 12:21-3.9.

The Board may elect to provide employees with Family Leave Insurance benefits coverage under a private plan which must be approved by the State of New Jersey – Department of Labor and Workforce Development.

A printed notification of covered individuals' right relative to the receipt of benefits under the NJFLI will be posted in each of the district's worksites and in a place or places accessible to all employees at the worksite. Each employee shall receive a copy of this notification in writing at the time of the employee's hiring, whenever the employee provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI, or at any time upon the first request of the employee. The written notification may be transmitted to the employee in electronic form.

N.J.S.A. 43:21-25 et seq.

N.J.A.C. 12:21-1.1 et seq.

Adopted: 14 September 2010

**Adopted:**



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4432/page 1 of 1

Sick Leave

## 4432 SICK LEAVE

The Board of Education shall grant sick leave, in accordance with law, to support staff members absent from work because of personal disability or quarantine. Each steadily employed employee eligible for sick leave will be entitled annually to the number of paid sick leave days negotiated with the employee's majority representative or provided in this policy or in an individual contract with the Board.

29 U.S.C. 2601 et seq.  
N.J.S.A. 18A:30-1 et seq.

Adopted: 3 December 2008

**Adopted:**



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4432/page 1 of 5

Sick Leave

#### R 4432 **SICK LEAVE**

##### A. Eligibility for Sick Leave

1. Each person steadily employed by this district will be paid in full, to the limit of his/her entitlement, for days on which the employee is absent from work because of:
  - a. Personal disability due to the employee's illness or injury;
  - b. The employee's exclusion from school by the school district's medical authorities on account of a contagious disease; or
  - c. The employee's having been quarantined for a contagious disease in his/her immediate household.
2. Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee:
  - a. Has engaged in or prepared for gainful employment with an employer other than the Board;
  - b. Has participated in a concerted work stoppage; or
  - c. Has engaged in any activity, vocational or avocational, that clearly refutes the employee's claim of disability or quarantine.

##### B. Call in Procedures

1. An employee who anticipates a day of disability should make every reasonable effort to so notify his/her immediate supervisor no later than the day before the absence, to allow sufficient time for the securing of any substitute services that may be required.
2. Notice of the disability should include a reasonable estimate of the duration of the disability.
3. An employee who becomes aware of his/her disability on the morning of the absence must **report the absence via the Absence Management System (formerly AESOP), if applicable and notify his/her administrator.**



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4432/page 2 of 5

Sick Leave

4. An employee who becomes disabled during the school day must so inform the Principal as promptly as possible and request permission to leave the school premises.
  5. In all instances, the employee should call personally to report sick leave. An agent may be appointed to call in sick leave only when the employee is so incapacitated as to make a personal call inadvisable or impossible.
- C. Sick Leave Charges
1. A sick leave absence commences when the absence is called in pursuant to paragraph B.
  2. A sick leave day once commenced may be reinstated as a working day only with the approval of the Director **of Labor Relations and Employment Services**.
  3. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.
  4. An employee scheduled for a sick leave absence on a day on which the schools do not open because of an emergency (such as a snow day) will not be charged with a sick leave day.
- D. Verification of Sick Leave
1. An employee absent for reasons of disability more than **three** consecutive working days shall submit the signed statement of his/her physician indicating:
    - a. The reason for the employee's absence, as personally known to the physician, and
    - b. If the employee is not immediately returning to work, the anticipated duration of the employee's disability.
  2. The Board may, at its discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.
  3. If the results of the examination conducted pursuant to paragraph D2 are inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's disability on days claimed for sick leave.





# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4432/page 3 of 5

Sick Leave

#### E. Readmission After Disability

1. An employee who wishes to return to work after sick leave of more than **three** consecutive working days or with any restrictions shall submit a signed statement of his/her physician indicating the employee's fitness to perform his/her duties. (see exhibit 4432)
2. The Superintendent of Schools may, in his/her discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.
3. If the results of the examination conducted pursuant to paragraph D2 is inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's fitness to return to service.

#### F. Exhaustion of Sick Leave

1. The Principal or department designee staff member will monitor each employee's sick leave bank and charge the employee's bank of accumulated sick leave with sick leave days in accordance with Policy No. 4432 and this regulation.
2. A request for the extension of sick leave should be submitted to the **Director of Labor Relations and Employment Services** at least ten working days in advance of the next Board meeting. The request must be accompanied by a physician's signed statement setting forth the nature and anticipated duration of the employee's disability.
3. An employee who anticipates an extended period of disability may apply to the Board for a disability leave of absence, during which the employee will receive no compensation or benefits, pursuant to Policy No. 4431.
4. Employees are reminded that sick leave extensions and disability leaves of absence are not entitlements and will be granted or denied by the Board on a case by case basis.

#### G. Accumulation of Sick Leave

1. Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year and, when that sick leave entitlement is exhausted, to the employee's bank of accumulated sick leave.



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4432/page 4 of 5

Sick Leave

2. At the beginning of each contract year, up to fifteen days of sick leave newly available but unused in the prior contract year will be carried forward and credited to a full-time employee's bank of sick leave.
3. The unused sick leave of part-time employees will be accumulated on the basis of hours of work rather than days of work.
  - a. At the close of each contract year, the number of sick leave days not used by a part-time employee will be multiplied by the number of hours the employee worked in each day or, if the employee worked irregular hours, the average number of hours in each contract day.
  - b. When a part-time employee, continuously employed in the district, is employed full-time, his/her accumulated sick leave hours will be divided by the number of hours in a full working day, and the dividend will be multiplied by the number of days he/she worked each week as a part-time employee. The product will be divided by five, the number of days in a full-time week. The resulting number, rounded up to the next full day, represents the number of accrued sick leave days in the employee's sick leave bank.

#### H. Records

1. **The Employee Services Portal will include an accurate of each employee's attendance record** in accordance with Policy No. 4211.
2. Each employee's attendance record will record the reason for any absence.
3. The attendance record will include the accumulated unused sick leave in the employee's sick leave bank.

#### Exhibit 4432

#### Procedures for Employees Returning to Work After an Absence or Leave

Employees who are absent for reasons of personal illnesses, accident or injury (after **three** or more consecutive days) must provide medical verification of their absence to their school or department. The District also has the right to require a medical statement after each day of absence.

The medical statement provided must include the following information:

1. Period of disability (specific dates).



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4432/page 5 of 5

Sick Leave

2. Specific date for return to work.
3. Statement regarding limitation or restrictions, if any: (must be specific or state "none")

The employee may also be required to provide written medical verification of the absences for any of the following reasons:

1. Excessive absences.
2. Absence pattern suggests an abuse of sick leave.
3. There is a question about the legitimacy of the reason(s) for the absences.
4. There is a question about the ability to perform the duties of the position or assignment.

The medical statement must be written on appropriate medical stationery (letterhead or an Rx note) and must be an original copy.

The employee must report to the **Division of Labor Relations and Employment Services** for return-to-work clearance whenever a return after an accident, illness or injury (regardless of duration), if the medical statement has any limitation or restrictions. The employee can report to the **Division of Labor Relations and Employment Services** without making an appointment and you will be seen by the Director of **Labor Relations and Employment Services** or his/her designee.

In addition, if the employee has been absent and are no longer entitled to pay, they must report to the **Division of Labor Relations and Employment Services** for clearance to return to work. This will project the employees' entitlement to benefits and salary.

Finally, if the employee is returning from a pregnancy leave, child-rearing leave, Family Act Leave or any other Board approved leave (excluding professional leave), they must report to the **Division of Labor Relations and Employment Services** for correct employment status.

No employee who has any restrictions or limitations will be permitted to return to work unless clearance is obtained from the **Division of Labor Relations and Employment Services**. There will be no exceptions.

The above procedures apply to all employees and must be followed without exception. The district is obligated to permit the employee to resume their position and assignment but only if the employee is medically able to perform the duties and responsibilities of the position and assignment.

Issued: 3 December 2008

**Issued:**



# Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY  
8110/page 1 of 1  
Attendance Areas

## 8110 ATTENDANCE AREAS

The Board of Education directs the assignment of students to the schools, programs, and classes in a manner that is consistent with the best interests of the students and the best uses of the resources of this district.

The Board shall determine the school attendance areas of the district to determine the assignment of students to school in accordance with Policy No. 5120.

The Superintendent shall annually review existing attendance areas and recommend to the Board such changes as may be justified by considerations of safe student transportation and travel; convenience of access to the schools; financial and administrative efficiency, the effectiveness of the instructional program, and a wholesome and educationally sound balance of student populations.

Adopted: 12 January 2010

**Adopted:**



# Policy/Regulations

## East Orange Board of Education

OPERATIONS - POLICY  
8140/page 1 of 1  
**Enrollment Accounting**  
**M**

### 8140 **ENROLLMENT ACCOUNTING**

The Board of Education recognizes that efficient district operations require an accurate and up to date accounting of the number of students resident in this district and enrolled in district classes and programs.

Student attendance shall be recorded in the school register during school hours on each day the school is in session. Separate registers shall be kept for students attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared-time classes for regular students, shared-time classes for students with disabilities, full-time bilingual education programs and vocational day programs, summer schools operated by the district, and any other programs as required by the New Jersey Department of Education and N.J.A.C. 6A:32-8.1(d).

A student who has been placed on home instruction shall have his or her attendance status recorded on the regular register attendance pages for the program in which the student is enrolled. For the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement, the student shall be marked absent. No absences will be recorded for the student while on home instruction, providing the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9. The number of possible days of enrollment for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.

Such records shall be made and maintained as will enable the Board to plan program and facilities development, to make appropriate allocation of district resources, and receive the district's maximum amount of State and federal aid.

The Superintendent or designee shall annually and in accordance with the timelines established by the Commissioner, file a report with the Commissioner stating the school district's enrollment.

N.J.S.A. 18A:25-4

N.J.A.C. 6A:14-4.8; 6A:14-4.9; 6A:32-8.1; 6A:32-8.2

Adopted: 12 January 2010

**Adopted:**



# Policy/Regulations

## East Orange Board of Education

OPERATIONS - REGULATION

R 8140/page 1 of 3

Enrollment Accounting

**M**

### R 8140 **ENROLLMENT ACCOUNTING**

#### A. School Enrollment

1. The enrollment in a class, a school, or the district shall be the total number of original entries plus the number of re-entries, less the number of transfers, withdrawals or dropouts in any such unit during a school year. The total number of original entries and re-entries, less the number of transfers, withdrawals or dropouts, in all the classes and schools of the district shall constitute the school enrollment for the school district during any school year.
2. No student attending a school operated by this district shall be enrolled in more than one school register in the school district during a school year. All students shall be enrolled as of the first day of attendance for that year.
3. No student shall be enrolled in a school register until the student has reached the following legal school age by October 1<sup>st</sup>.
  - a. Kindergarten - more than four years and less than six years;
  - b. Day school - more than five years; or
  - a. Preschool disabled - more than three years and less than five years.
  - b. Preschool – more than three years and less than five years.
4. Within ten days of the start of the school year, the district shall determine whether any re-entering student who has not attended school that year has an excused absence or has transferred, withdrawn, or dropped out of the school district.
5. Any student enrolled in a school register in a school district who moves to another school district in the same school year shall be enrolled in one register in the new school district upon entering school in that school district.
6. The average daily enrollment in the district for a school year shall be the sum of the days present and absent of all enrolled students when schools were in session during the year, divided by the number of days schools were actually in session. The average daily enrollment for the classes or schools of the district having varying lengths of terms shall be the sum of the average daily enrollments obtained for the individual classes or schools.



# Policy/Regulations

## East Orange Board of Education

### OPERATIONS - REGULATION

R 8140/page 2 of 3

Enrollment Accounting

7. The average daily attendance in the district for a school year shall be the sum of the days present of all enrolled students when schools were in session during the year, divided by the number of days schools were actually in session. The average daily attendance for the classes or schools of the district having varying lengths of terms shall be the sum of the average daily attendance obtained for the individual classes or schools.

#### B. Application for State School Aid

Pursuant to the requirements of N.J.S.A. 18A:7F-33, the district shall file with the Commissioner of Education an Application for State School Aid in accordance with the following procedures:

##### 1. Counting Procedure

- a. Each employee responsible for the maintenance and safe keeping of a school register (and whose name appears on the cover of the register) shall conduct a count of the students entered in the register on the last school day prior to October 16.
- b. The count shall include all students who have attended school since the beginning of the school year, by original entry or reentry, and shall exclude all students who have been removed from the register by transfer or dropout.
- c. The count shall be recorded on a form, and the form shall be submitted to the Superintendent no later than October 16.

##### 2. Data Collection

- a. The Assistant Superintendent for Operations shall assign responsibility for the preparation of worksheets to document the compilation of register data.
- b. Completed worksheets shall be submitted to the Assistant Superintendent for Operations who shall compare the data submitted on the worksheets to the register count submitted in accordance with B.1.a.
- c. The Assistant Superintendent for Operations shall reconcile all inconsistencies between worksheet data and register counts and submit final enrollment counts to the County Superintendent no later than as required by law.



# Policy/Regulations

East Orange Board of Education

OPERATIONS - REGULATION

R 8140/page 3 of 3

Enrollment Accounting

## 3. Application Submission

The Assistant Superintendent for Operations shall complete the Application for State School Aid and submit the application to the Superintendent for approval.

Issued: 12 January 2010

Issued: 26 June 2014

**Issued:**





# Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY

8210/page 1 of 1

School Year

## 8210 SCHOOL YEAR

The Board of Education recognizes that the preparation of a school calendar is essential to orderly educational planning and to the efficient operation of the district.

The Board shall determine annually the days when the schools will be in session for instructional purposes. The school calendar will provide no fewer than one hundred eighty days of instruction. Days on which school is closed for holidays, teachers' institutes, and inclement weather shall not be considered as days in session.

A school day shall consist of not less than four hours of actual instruction, except that in an approved Kindergarten, one continuous session of two and one half hours may be considered a full day. A half-day class shall be considered the equivalent of a full day's attendance only if the class is in session for four hours or more, exclusive of recess periods or lunch periods.

An approved Kindergarten shall meet the requirements set forth in N.J.A.C. 6A:32-8.3(c).

The Commissioner of Education shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis. Staff members shall avoid, whenever possible, scheduling a test on a religious holiday commonly observed by residents of the district.

The Superintendent shall in consultation with the calendar committee, annually prepare and submit to the Board a school calendar. The Board reserves the right to alter the school calendar when such alteration is feasible and serves the best interests of the students of this district.

N.J.S.A. 18A:25-3; 18A:36-2; 18A:36-16

N.J.A.C. 6A:32-8.3

Adopted: 12 January 2010

**Adopted:**



# Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY

8220/page 1 of 1

School Day **and Closings**

## 8220 SCHOOL DAY AND CLOSINGS

The Board of Education shall determine the times that school will be in session for the purpose of providing adequate time for students to profit from the educational program of the district.

The schools of the district will be in session for students on those days specified by the Board as recommended by the Superintendent.

The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members. The Superintendent shall inform the Board President of any such alteration as soon as possible and shall prepare rules for the proper and timely notification of concerned persons in the event of any emergency closing of the schools.

Each year, parent(s), students, and staff members shall be informed in advance of how they shall be notified in event of emergency closings. Parent(s) shall be required to make alternate arrangements for their children in case no one is home to receive a child after an unscheduled early closing.

N.J.A.C. 6:20-1.3; 6:21-2.5

Adopted: 12 January 2010

**Adopted:**



# Policy/Regulations

## East Orange Board of Education

### OPERATIONS - REGULATION

R 8220/page 1 of 1

School **Day and** Closings

#### R 8220 **SCHOOL DAY AND CLOSINGS**

When it is necessary to close the schools because of inclement weather or other emergencies, the public and staff will be so notified before school through a radio/TV announcement and other electronic medium available to the district over predetermined stations or frequencies. The announcements will begin at 6:00 a.m. on the day (each day) the schools will be closed.

Additionally, announcements of the school closing will be made as frequently as possible between 6:00 and 8:00 a.m. over local radio/TV stations and other electronic medium available to the district.

Parent(s) and students are to be advised by school Principals in advance not to telephone schools on stormy mornings to inquire about school closings.

All Principals and Directors will be telephoned immediately when a decision to close the schools is reached. The Principal and Directors shall see that all employees in his/her building/department are notified.

If the decision to close schools occurs after students have arrived and before the regular closing time, the students will be transported back to their sending school. It is the responsibility of the Principals to notify parent(s) of the closing and that the students would be sent home or to the location previously agreed upon with the parent(s). Parent(s) may pick up the student from the site or have the child picked up by a predetermined adult. Preferably an adult whose name is written on the students cum folder or emergency card. Under no circumstances shall a child be sent home without the proper notification of a parent(s). Nor will a student be released to a person without parent(s) authorization.

If **there is a** decision to close a school or schools but not the district occurs after students have arrived, students will be transported to their sending school or, if necessary, a predetermined alternate site. It is the responsibility of the Principal of the students' receiving school to notify parent(s).

Students will be released from the school/site as written in the previous paragraph.

Issued: 12 January 2010

**Issued:**



# Policy Alerts

## East Orange Board of Education

PROGRAM - POLICY  
2460/page 1 of 4  
Special Education  
**M**

### 2460 **SPECIAL EDUCATION**

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

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



# Policy Alerts

## East Orange Board of Education

PROGRAM - POLICY  
2460/page 2 of 4  
Special Education

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



# Policy Alerts

## East Orange Board of Education

PROGRAM - POLICY  
2460/page 3 of 4  
Special Education

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



# Policy Alerts

## East Orange Board of Education

PROGRAM - POLICY  
2460/page 4 of 4  
Special Education

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

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

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

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

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



# Policy Alerts

## East Orange Board of Education

PROGRAM - REGULATION  
R 2460/page 1 of 1  
Special Education  
**M**

### R 2460 **SPECIAL EDUCATION**

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

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

#### Definitions:

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

Adopted: 31 March 2009

Adopted: 8 November 2016

**Adopted:**





# Policy Alerts

## East Orange Board of Education

PROGRAM - REGULATION

R 2460.1/page 1 of 7

Special Education - Location, Identification, and Referral

**M**

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

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

#### A. Procedures for Locating Students With Disabilities

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



# Policy Alerts

## East Orange Board of Education

PROGRAM - REGULATION

R 2460.1/page 2 of 7

Special Education - Location, Identification, and Referral

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



# Policy Alerts

## East Orange Board of Education

### PROGRAM - REGULATION

R 2460.1/page 3 of 7

#### Special Education - Location, Identification, and Referral

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

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

#### B. Procedures for Intervention in the General Education Program

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

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

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

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

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



# Policy Alerts

## East Orange Board of Education

PROGRAM - REGULATION

R 2460.1/page 4 of 7

Special Education - Location, Identification, and Referral

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

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



# Policy Alerts

## East Orange Board of Education

### PROGRAM - REGULATION

R 2460.1/page 5 of 7

#### Special Education - Location, Identification, and Referral

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

#### C. Procedures for Referral

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

##### 1. Parental Notification of Referral Procedures

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

##### 2. Parent Initiated Referral

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

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



# Policy Alerts

## East Orange Board of Education

### PROGRAM - REGULATION

R 2460.1/page 6 of 7

#### Special Education - Location, Identification, and Referral

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

#### 3. School Initiated Referral

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

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

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

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



# Policy Alerts

## East Orange Board of Education

PROGRAM - REGULATION

R 2460.1/page 6 of 7

Special Education - Location, Identification, and Referral

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

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

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



# Policy Alerts

## East Orange Board of Education

### PROGRAM - REGULATION

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#### Special Education - Location, Identification, and Referral

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

Adopted: 31 March 2009

Adopted: 11 October 2016

**Adopted:**





# Policy Alerts

## East Orange Board of Education

PROGRAM - REGULATION

R 2460.8/page 1 of 4

Special Education - Free and Appropriate Public Education

**M**

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

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

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

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

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

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

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

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

**a. Student's name;**

**b. The infraction;**

**c. Time suspended; and**

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

**4. When a student is suspended from transportation:**

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

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



# Policy Alerts

## East Orange Board of Education

### PROGRAM - REGULATION

R 2460.8/page 2 of 4

### Special Education - Free and Appropriate Public Education

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

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

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

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

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

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

**The following procedures will be followed:**

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



# Policy Alerts

## East Orange Board of Education

### PROGRAM - REGULATION

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#### Special Education - Free and Appropriate Public Education

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

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

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

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

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

Adopted: 31 March 2009

Adopted: 11 October 2016

**Adopted:**



# Policy Alerts

## East Orange Board of Education

PROGRAM - REGULATION

R 2460.9/page 1 of 1

Special Education - Transition From Early Intervention  
Programs to Preschool Programs

**M**

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

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

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

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

Adopted: 31 March 2009

**Adopted:**



# Policy Alerts

East Orange Board of Education

PROGRAM - REGULATION

R 2460.15/page 1 of 1

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

Feb 17

M

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

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

The district will maintain information to demonstrate its efforts to:

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

Adopted:



# Policy Alerts

East Orange Board of Education

PROGRAM - REGULATION

R 2460.16/page 1 of 1

Special Education - Instructional Material to

Blind or Print-Disabled Students

**M**

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

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

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

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

Adopted: 31 March 2009

Adopted: 11 October 2016

**Adopted:**



# Policy Alerts

## East Orange Board of Education

PROGRAM - POLICY

2467/page 1 of 3

Surrogate Parents and Foster Parents

**M**

### 2467 **SURROGATE PARENTS AND FOSTER PARENTS**

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

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

#### Qualifications and Selection

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

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

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





# Policy Alerts

## East Orange Board of Education

PROGRAM - POLICY

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Surrogate Parents and Foster Parents

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

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

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

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

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

### Training

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



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## East Orange Board of Education

PROGRAM - POLICY

2467/page 3 of 3

Surrogate Parents and Foster Parents

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

### Rights of the Surrogate Parent

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

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

Adopted: 3 June 2009

**Adopted:**



# Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

3321/page 1 of 4

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

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

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

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

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

### **Network**

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

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

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

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

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



# Policy Alerts

## East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

3321/page 2 of 4

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

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

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

### Digital Citizenship

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

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

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

### Privacy

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

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

### Passwords

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

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

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

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



# Policy Alerts

## East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

3321/page 3 of 4

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

### Support

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

### Loss/Theft

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

### Return of Electronic Devices

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

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

### Technology Purchasing & Donations

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

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



# Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

3321/page 4 of 4

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

## Consequences for Inappropriate Use

Noncompliance and/or misuse of District technology may result in

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

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

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

Adopted: 3 December 2008

**Adopted:**



# Policy Alerts

## East Orange Board of Education

### TEACHING STAFF MEMBERS - REGULATION

R3321/page 1 of 4

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

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

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

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

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

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

#### **Network**

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



# Policy Alerts

## East Orange Board of Education

### TEACHING STAFF MEMBERS - REGULATION

R3321/page 2 of 4

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

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

### Digital Citizenship

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

### Privacy

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





# Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R3321/page 3 of 4

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

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

## Passwords

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

## Support

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

## Loss/Theft

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

## Return of Electronic Devices

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



# Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R3321/page 4 of 4

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

## Technology Purchasing & Donations

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

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

Adopted: 3 December 2008

**Adopted:**



# Policy Alerts

## East Orange Board of Education

### TEACHING STAFF MEMBERS - POLICY

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Right of Privacy

#### 3324 **RIGHT OF PRIVACY**

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

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

Adopted: 8 May 2012

**Adopted:**



# Policy Alerts

## East Orange Board of Education

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

### 3433 VACATIONS

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

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

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

Adopted: 3 December 2008

**Adopted:**



# Policy Alerts

## East Orange Board of Education

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

### 3435 ANTICIPATED DISABILITY

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

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

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

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

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

Adopted: 3 December 2008

**Adopted:**



# Policy Alerts

## East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY  
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Personal Leave

### 3436 PERSONAL LEAVE

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

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

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

Adopted: 3 December 2008

**Adopted:**



# Policy Alerts

## East Orange Board of Education

### TEACHING STAFF MEMBERS - POLICY

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Military Leave

#### 3437 **MILITARY LEAVE**

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

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

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

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

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

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



# Policy Alerts

## East Orange Board of Education

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

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

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

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

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

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

Adopted: 3 December 2008

**Adopted:**





# Policy Alerts

## East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY  
3438/page 1 of 1  
Jury Duty

### 3438 JURY DUTY

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

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

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

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

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

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

Adopted: 3 December 2008

**Adopted:**



# Policy Alerts

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4321/page 1 of 4

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

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

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

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

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

### **Network**

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

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

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

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

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



# Policy Alerts

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

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

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

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

## Digital Citizenship

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

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

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

## Privacy

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

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

## Passwords

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

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

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

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



# Policy Alerts

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

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

## Support

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

## Loss/Theft

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

## Return of Electronic Devices

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

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

## Technology Purchasing & Donations

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

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



# Policy Alerts

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

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

## Consequences for Inappropriate Use

Noncompliance and/or misuse of District technology may result in

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

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

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

Adopted: 3 December 2008

**Adopted:**



# Policy Alerts

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R4321/page 1 of 4

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

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

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

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

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

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

#### **Network**

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



# Policy Alerts

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

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

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

### Digital Citizenship

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

### Privacy

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



# Policy Alerts

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

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

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

#### Passwords

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

#### Support

5. Installing District software on personal devices
6. Installing unapproved software on District devices
7. Requesting support for personal devices or software
8. Intentionally interfering with the District's management of devices

#### Loss/Theft

3. Exceeding 24 hours to report loss/theft of District equipment
4. Filing false reports of loss/theft of District equipment

#### Return of Electronic Devices

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





# Policy Alerts

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R4321/page 4 of 4

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

## Technology Purchasing & Donations

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

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

Adopted: 3 December 2008

**Adopted:**



# Policy Alerts

## East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
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Right of Privacy

### 4324 RIGHT OF PRIVACY

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

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

Adopted: 8 May 2012

**Adopted:**



# Policy Alerts

## East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
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Sexual Harassment  
**M**

### 4352 **SEXUAL HARASSMENT**

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

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

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

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

29 C.F.R. 1604.11

Adopted: 3 December 2008

**Adopted:**



# Policy Alerts

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4352/page 1 of 5

#### Sexual Harassment of Support Staff Members Complaint Procedure

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

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

#### A. Definitions

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

#### B. Grievance Procedure

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

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



# Policy Alerts

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4352/page 2 of 5

#### Sexual Harassment of Support Staff Members Complaint Procedure

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



# Policy Alerts

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4352/page 3 of 5

#### Sexual Harassment of Support Staff Members Complaint Procedure

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

#### 3. Investigation Results

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



# Policy Alerts

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4352/page 4 of 5

#### Sexual Harassment of Support Staff Members Complaint Procedure

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

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

#### 4. Affirmative Action Officer's Investigation Appeal Process

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

#### C. Office of Civil Rights (OCR) Case Resolution

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



# Policy Alerts

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4352/page 5 of 5

#### Sexual Harassment of Support Staff Members Complaint Procedure

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

Issued: 3 December 2008

**Issued:**





# Policy Alerts

## East Orange Board of Education

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

### 4433 VACATIONS

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

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

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

Adopted: 3 December 2008

**Adopted:**



# Policy Alerts

## East Orange Board of Education

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

### 4434 HOLIDAYS

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

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

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

Adopted: 3 December 2008

**Adopted:**



# Policy Alerts

## East Orange Board of Education

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

### 4435 ANTICIPATED DISABILITY

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

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

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

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

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

Adopted: 3 December 2008

**Adopted:**



# Policy Alerts

## East Orange Board of Education

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

### 4436 PERSONAL LEAVE

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

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

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

Adopted: 3 December 2008

**Adopted:**



# Policy Alerts

## East Orange Board of Education

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

### 4437 **MILITARY LEAVE**

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

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

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

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

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



# Policy Alerts

## East Orange Board of Education

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

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

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

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

Adopted: 3 December 2008

**Adopted:**



# Policy Alerts

## East Orange Board of Education

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

### 4438 JURY DUTY

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

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

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

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

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

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

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

Adopted: 3 December 2008

**Adopted:**

**BUSINESS SERVICES**

**RESOLUTIONS**



Report Date 02/16/17 11:16 AM

EAST ORANGE BOARD OF EDUCATION

Page No 1

A/P Summary Check Register *Re Issue*

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12021452	115.24	02/16/17	1085 CTB	C
Total Bank No 10		115.24			

Total Manual Checks	.00
Total Computer Checks	115.24
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	115.24
Number of Checks	1

Batch Yr	Batch No	Amount
17	001070	115.24

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12021443	505,909.02	02/15/17	29823 BENECARD SERVICES	C
10	12021444	60,465.48	02/15/17	29831 DELTA DENTAL OF NJ	C
10	12021450	2,187,031.04	02/15/17	5780 STATE OF NEW JERSEY	C
10	12021451	23,307.72	02/15/17	5780 STATE OF NEW JERSEY	C
Total Bank No 10		2,776,713.26			
Total Manual Checks					.00
Total Computer Checks					2,776,713.26
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					2,776,713.26
Number of Checks					4

Batch Yr	Batch No	Amount
17	001065	2,776,713.26

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12021441	254.31	02/15/17	2623 ANNIE JACKSON - PETTY CASH	C
10	12021442	2,759.10	02/15/17	6165 BARNES & NOBLE, INC.	C
10	12021445	277.94	02/15/17	311 DR. MONICA BURTON - PETTY CASH	C
10	12021446	100,000.00	02/15/17	2310 EAST ORANGE BOARD OF EDUCATION	C
10	12021447	84,067.54	02/15/17	2358 EAST ORANGE WATER COMMISSION	C
10	12021448	19,780.00	02/15/17	28550 SD GAMEDAY LLC	C
10	12021449	845.00	02/15/17	6429 SODEXO CATERING FOR E.O.B.O.E FOOD SERVI	C
Total Bank No 10		207,983.89			

Total Manual Checks	.00
Total Computer Checks	207,983.89
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 207,983.89

Number of Checks 7

Batch Yr	Batch No	Amount
17	001063	207,983.89

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12021453	166,941.49	03/01/17	1546 COMMUNITY DAY NURSERY	C
10	12021454	167,008.34	03/01/17	2332 EAST ORANGE CHILDO DEVELOPMENT CORP.	C
10	12021455	123,321.39	03/01/17	3182 HARAMBEE FAMILY ACADEMY	C
10	12021456	77,825.25	03/01/17	4499 METRO YMCA OF THE ORANGES-E.O.BRANCH	C
10	12021457	40,817.16	03/01/17	5280 NORJENES	C
10	12021458	13,624.68	03/01/17	3076 SARAH WARD NURSERY CORPORATION	C
10	12021459	185,387.85	03/01/17	4426 THE LITTLE ONES	C
10	12021460	194,744.73	03/01/17	3166 THREE STAGES LEARNING CENTER	C
10	12021461	129,439.08	03/01/17	10669 ZADIE'S OF THE ORANGES	C
Total Bank No 10		1,099,109.97			

Total Manual Checks	.00
Total Computer Checks	1,099,109.97
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 1,099,109.97

Number of Checks 9

Batch Yr	Batch No	Amount
17	001188	1,099,109.97

Report Date 03/03/17 09:18 AM

## EAST ORANGE BOARD OF EDUCATION

Page No 1

## A/P Summary Check Register

*Re Issue*

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
10	12021462	150.00	03/03/17	1537 LORI CLERKIN	C
Total Bank No 10		150.00			

Total Manual Checks	.00
Total Computer Checks	150.00
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	150.00
Number of Checks	1

Batch Yr	Batch No	Amount
17	001202	150.00

## A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
10	12021586	756.11	03/14/17	1211 CASCADE SCHOOL SUPPLIES INC.	C
Total Bank No 10		756.11			

Total Manual Checks	.00
Total Computer Checks	756.11
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	756.11
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Number of Checks	1
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Batch Yr	Batch No	Amount
16	002307	756.11

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12021463	3,235.00	03/14/17	4077 ACHIEVE 3000	C
10	12021464	1,168.90	03/14/17	157 ADAMS STERN GUTIRREZ & LATTIBOUDERE, LLC	C
10	12021465	3,206.36	03/14/17	18104 AETNA LIFE INSURANCE COMPANY	C
10	12021466	5,000.00	03/14/17	12190 ALONZO PERRY, JR.	C
10	12021467	1,698.00	03/14/17	32107 ALPHA CARD SYSTEMS	C
10	12021468	104.85	03/14/17	352 AMERICAN ASSOCIATION OF SCHOOL PERSONNEL	C
10	12021469	565.00	03/14/17	423 AMERICAN MULTI-CINEMA, INC.	C
10	12021470	1,092.00	03/14/17	385 AMERICAN MUSEUM OF NATURAL	C
10	12021471	1,775.82	03/14/17	17736 AMERICAN PAD-EX OF NEW YORK	C
10	12021472	1,107.00	03/14/17	566 AMINAH A. TOLER	C
10	12021473	400.00	03/14/17	443 ANDERSON AQUARIUMS	C
10	12021474	117,656.40	03/14/17	452 APPLE COMPUTER, INC	C
10	12021475	106.34	03/14/17	626 ARCTIC FALLS SPRING WATER INC	C
10	12021476	3,199.00	03/14/17	621 B&H PHOTO-VIDEO	C
10	12021477	1,376.00	03/14/17	5819 BALLET HISPANICO OF NY	C
10	12021478	1,968.40	03/14/17	6165 BARNES & NOBLE, INC.	C
10	12021479	7,043.31	03/14/17	664 BECKER'S SCHOOL SUPPLIES	C
10	12021480	300.00	03/14/17	628 BEN WILLIAMS	C
10	12021481	106.00	03/14/17	759 BEVERLY A. BUDGESS	C
10	12021482	19,920.00	03/14/17	604 BTU CONSULTANTS LLC	C
10	12021483	3,845.00	03/14/17	994 BUREAU OF EDUCATION & RESEARCH	C
10	12021484	750.00	03/14/17	1115 CALIFON CONSULTANTS, INC.	C
10	12021485	1,082.61	03/14/17	31500 CARROT-TOP INDUSTRIES, INC.	C
10	12021486	7,570.88	03/14/17	1211 CASCADE SCHOOL SUPPLIES INC.	C
10	12021487	7,986.00	03/14/17	6146 CATAPULT LEARNING, LLC	C
10	12021488	7,440.00	03/14/17	1221 CATHOLIC CHARITIES OF THE ARCHDIOCESE OF	C
10	12021489	231,829.91	03/14/17	1012 CDW GOVERNMENT, INC.	C
10	12021490	164.00	03/14/17	1277 CENTER FOR EDUC. & EMPLOY. LAW	C
10	12021491	419,139.58	03/14/17	1637 CEREBRAL PALSY OF NORTH JERSEY	C
10	12021492	9,595.00	03/14/17	1498 CLASSIC SYSTEMS, INC.	C
10	12021493	1,473.46	03/14/17	507 CONNECTIONS PERSONNEL INC.	C
10	12021494	1,170.00	03/14/17	1725 CRISIS PREVENTION INSTITUTE, INC.	C
10	12021495	390.00	03/14/17	11975 DATA MANAGEMENT, INC.	C
10	12021496	3,321.13	03/14/17	2057 DELL MARKETING L.P.	C
10	12021497	1,500.00	03/14/17	857 DIAGNOSTIC EDUCATIONAL CONSULTANTS INC.	C
10	12021498	7,500.00	03/14/17	2806 DR. DONALD MERACHNIK, PHD.	C
10	12021499	800.00	03/14/17	3733 DR. ROBERT W. WOODS SPEECH & HEAR. ASSOC	C
10	12021500	656.81	03/14/17	2603 E+PLUS TECHNOLOGY, INC.	C
10	12021501	1,087.84	03/14/17	2235 EAI EDUCATION ERIC ARMIN INCORPORATED	C
10	12021502	417,555.00	03/14/17	2333 EAST ORANGE COMMUNITY CHARTER SCHOOL	C
10	12021503	5,495.00	03/14/17	29670 ELEVATE EDUCATION, INC.	C
10	12021504	314,659.29	03/14/17	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12021505	1,387.50	03/14/17	5649 EXCEPTIONAL SECURITY SOLUTIONS, LLC	C
10	12021506	3,486.32	03/14/17	12211 FILEBANK, INC.	C
10	12021507	4,035.97	03/14/17	2698 FOLLETT SCHOOL SOLUTIONS, INC.	C
10	12021508	5,306.16	03/14/17	2700 FOLLETT SCHOOL SOLUTIONS, INC.	C
10	12021509	300.00	03/14/17	8166 FOUNDATION FOR EDUCAT. ADMIN.	C
10	12021510	199.00	03/14/17	9849 FRED PRYOR SEMINARS/CAREER TRACK	C
10	12021511	836.50	03/14/17	19623 GINA BONHOMME	C
10	12021512	87.43	03/14/17	6522 GLORIA P. WATSON	C
10	12021513	1,447.29	03/14/17	2985 GOPHER SPORT PROPHET CORPORATION	C
10	12021514	100.00	03/14/17	2820 GPANJ, INC.	C
10	12021515	168.33	03/14/17	3000 GRAINGER	C
10	12021516	754.43	03/14/17	3063 GRAND RENTAL STATION	C
10	12021517	285.20	03/14/17	3333 HAWK LABELING SYSTEMS A DIVISION OF K-SU	C

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12021518	32.48	03/14/17	4774 HENRY SCHEIN, INC.	C
10	12021519	820.00	03/14/17	3395 HERTZ FURNITURE SYSTEMS	C
10	12021520	630.00	03/14/17	8311 HISPANIC FLAMENCO BALLET	C
10	12021521	11,116.00	03/14/17	30767 HONOR RIDGE ACADEMY	C
10	12021522	14,600.00	03/14/17	787 HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	C
10	12021523	2,063.00	03/14/17	6432 IXL LEARNING	C
10	12021524	335.80	03/14/17	3801 JAGUAR EDUCATIONAL IMAGINE THIS ENTERPRI	C
10	12021525	2,635.00	03/14/17	31640 JASON E. KRONICK DBA SONIC ARCHITECTURE	C
10	12021526	2,379.34	03/14/17	25674 JEFFREY D. DICKMANN	C
10	12021527	300.00	03/14/17	24589 JERRY BRYANT	C
10	12021528	3,750.00	03/14/17	3799 JOEL THERVIL	C
10	12021529	150.58	03/14/17	6877 JOSTENS	C
10	12021530	199.96	03/14/17	11290 KURTZ BROS. INC.	C
10	12021531	16,484.00	03/14/17	4166 LADY LIBERTY ACADEMY CHARTER SCHOOL	C
10	12021532	4,477.74	03/14/17	4185 LAKESHORE LEARNING MATERIALS	C
10	12021533	6,928.43	03/14/17	4289 LERRO ENTERPRISES, INC.	C
10	12021534	50,519.00	03/14/17	24740 LINK COMMUNITY CHARTER SCHOOL	C
10	12021535	32,392.00	03/14/17	21717 MARION P. THOMAS CHARTER SCHOOL	C
10	12021536	3,375.00	03/14/17	4528 MARY ELLEN LAUGHLIN	C
10	12021537	3,726.00	03/14/17	9016 MAXIMUM TOURS	C
10	12021538	442.00	03/14/17	32280 MELONICA GARWOOD	C
10	12021539	23,401.00	03/14/17	17981 MERIT PREPATORY OF NEWARK CHARTER SCHOO	C
10	12021540	360.00	03/14/17	4763 METROPOLITAN MUSEUM OF ART, INC DEPT OF E	C
10	12021541	2,792.50	03/14/17	4818 MONTCLAIR STATE UNIVERSITY	C
10	12021542	616.00	03/14/17	32212 MPAC	C
10	12021543	1,450.00	03/14/17	14958 NATIONAL MUSEUM OF MATHEMATICS	C
10	12021544	327.00	03/14/17	22144 NANCY DEAN	C
10	12021545	6,205.00	03/14/17	5271 NEUROSCIENCE ASSOC., MD., PA	C
10	12021546	17,143.00	03/14/17	13927 NEWARK PREP CHARTER	C
10	12021547	5,440.00	03/14/17	5289 NEWARK RENAISSANCE HOUSE, INC.	C
10	12021548	190.00	03/14/17	1369 NIGP ACCOUNTING DEPARTMENT	C
10	12021549	2,609.82	03/14/17	7351 OMNI TRAVEL & TOURS	C
10	12021550	5,241.00	03/14/17	795 PEARSON EDUCATION	C
10	12021551	132,388.00	03/14/17	17604 PHILIP'S ACADEMY CHARTER SCHOOL (PACS)	C
10	12021552	344.98	03/14/17	5899 POSITIVE PROMOTIONS, INC	C
10	12021553	320,961.00	03/14/17	6015 PRIDE ACADEMY CHARTER SCHOOL	C
10	12021554	4,994.00	03/14/17	2446 PSAT/COLLEGE BOARD	C
10	12021555	2,820.00	03/14/17	1769 RONALD W. CRAMPTON, M.D.	C
10	12021556	11,250.00	03/14/17	31607 SARA DELANO MOORE	C
10	12021557	986.12	03/14/17	6510 SCHOOL HEALTH CORP.	C
10	12021558	1,291.75	03/14/17	6512 SCHOOL NURSE SUPPLY INC.	C
10	12021559	3,990.76	03/14/17	6539 SCHOOL SPECIALTY INC.	C
10	12021560	1,620.00	03/14/17	24988 SHARON THOMPSON-RUSSELL	C
10	12021561	10,981.80	03/14/17	6429 SODEXO CATERING FOR E.O.B.O.E FOOD SERVI	C
10	12021562	3,300.00	03/14/17	15393 SOLARWINDS, INC.	C
10	12021563	4,139.35	03/14/17	1721 STAPLES ADVANTAGE	C
10	12021564	1,729.65	03/14/17	27600 SUCCESS ADVERTISING INC.	C
10	12021565	104.90	03/14/17	6845 SUPER DUPER, INC.	C
10	12021566	121,048.00	03/14/17	6978 TEAM ACADEMY CHARTER SCHOOL	C
10	12021567	1,970.00	03/14/17	6980 TECH SQUAD	C
10	12021568	28,249.20	03/14/17	22080 TEQUIPMENT, IN.	C
10	12021569	675.00	03/14/17	1565 THE COLLEGE BOARD MSRO	C
10	12021570	8,915.00	03/14/17	4246 THE LEARNING INTERNET, INC.	C
10	12021571	41,989.00	03/14/17	13951 THE PAULO FREIRE SCHOOL	C
10	12021572	293.58	03/14/17	7643 THE PRUDENTIAL INSURANCE COMPANY OF AMER	C



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Bank	Check No	Amount	Date	Vendor	Type
10	12021573	37.20	03/14/17	6785 NJ ADVANCE MEDIA	C
10	12021574	5,004.00	03/14/17	2412 TRIUMPH LEARNING LLC	C
10	12021575	5,953.50	03/14/17	12513 ULINE	C
10	12021576	380.90	03/14/17	7235 UNITED PARCEL SERVICE	C
10	12021577	11,234.59	03/14/17	14796 VERIZON BUSINESS	C
10	12021578	283.49	03/14/17	2540 W.B. MASON INC.	C
10	12021579	7,841.68	03/14/17	7390 WASHINGTON ACADEMY, INC	C
10	12021580	1,715.74	03/14/17	5019 WEIDENHAMMER	C
10	12021581	947.74	03/14/17	4554 WILLIAM V. MACGILL & CO	C
10	12021582	50,024.13	03/14/17	7548 XEROX CORP	C
10	12021583	3,469.62	03/14/17	7549 XEROX CORP	C
10	12021584	5,545.23	03/14/17	19500 XEROX FINANCIAL SERVICES	C
10	12021585	4,044.40	03/14/17	7570 YOUTH CONSULTATION SERVICE	C
10	12021587	25.47	03/14/17	2858 GAS ARC DIV. AWISCO NY CORP	C
10	12021588	8,000.00	03/14/17	7009 532 HOLDING CO. LLC	C
10	12021589	7,945.00	03/14/17	31119 ABSOLUTE FENCE SERVICES INC.	C
10	12021590	5,937.50	03/14/17	20236 ACADEMIC SOLUTIONS LLC	C
10	12021591	5,602.05	03/14/17	29580 ACRISURE LLC, DBA SIMPLIFYACA	C
10	12021592	30,459.03	03/14/17	3543 ACTION CARTING ENVIRONMENTAL GROUP	C
10	12021593	55,800.00	03/14/17	148 ALARM & COMMUNICATION TECHNOLOGIES, INC.	C
10	12021594	1,112.97	03/14/17	17736 AMERICAN PAD-EX OF NEW YORK	C
10	12021595	270.00	03/14/17	416 AMERICAN TIME RECORDER	C
10	12021596	740.00	03/14/17	443 ANDERSON AQUARIUMS	C
10	12021597	15,158.00	03/14/17	452 APPLE COMPUTER, INC	C
10	12021598	34.22	03/14/17	626 ARCTIC FALLS SPRING WATER INC	C
10	12021599	26.83	03/14/17	55 AT&T	C
10	12021600	990.00	03/14/17	8576 AUTOMATED LOGIC CONTRACTING SERVICE	C
10	12021601	270.55	03/14/17	621 B&H PHOTO-VIDEO	C
10	12021602	17,205.00	03/14/17	650 BARNES & NOBLE INC.	C
10	12021603	1,281.23	03/14/17	663 BAUDVILLE INC	C
10	12021604	6,500.00	03/14/17	739 BERGEN COUNTY SPECIAL SERVICES	C
10	12021605	116.95	03/14/17	624 BEYOND PLAY, LLC	C
10	12021606	310.00	03/14/17	21830 BOGUSH INC. DBA PUBLIC SEWER SERVICE	C
10	12021607	1,050.00	03/14/17	998 BURLINGTON COUNTY SPECIAL	C
10	12021608	325.00	03/14/17	1115 CALIFON CONSULTANTS, INC.	C
10	12021609	2,800.00	03/14/17	15239 CAMPBELL FIRE PROTECTION, INC.	C
10	12021610	2,950.00	03/14/17	27650 CAPE MAY COUNTY SPECIAL SERVICES SCHOOL	C
10	12021611	12,000.00	03/14/17	22306 CARNEGIE LEARNING INC.	C
10	12021612	711.37	03/14/17	1211 CASCADE SCHOOL SUPPLIES INC.	C
10	12021613	311.60	03/14/17	1012 CDW GOVERNMENT, INC.	C
10	12021614	2,923.02	03/14/17	1637 CEREBRAL PALSY OF NORTH JERSEY	C
10	12021615	18,560.04	03/14/17	1477 CITY OF EAST ORANGE	C
10	12021616	11.99	03/14/17	1587 COMCAST	C
10	12021617	1,175.00	03/14/17	1541 COMPUTER MANAGEMENT TECHNOLOGIES	C
10	12021618	19,336.49	03/14/17	507 CONNECTIONS PERSONNEL INC.	C
10	12021619	30,621.04	03/14/17	1822 CROSSTOWN PLUMBING SUPPLY	C
10	12021620	1,245.00	03/14/17	15903 CRYSTAL CLEAR GLASS, LLC	C
10	12021621	958.95	03/14/17	7544 DANCE WEAR SOLUTIONS	C
10	12021622	245.00	03/14/17	5017 DAVID N. MWANGI	C
10	12021623	2,738.40	03/14/17	15849 DELSEA REGIONAL H.S. DISTRICT	C
10	12021624	250.00	03/14/17	32646 DENNIS MASUZZO	C
10	12021625	2,640.00	03/14/17	2105 DERON SCHOOL OF NEW JERSEY	C
10	12021626	1,666.67	03/14/17	11436 E & G EXTERMINATORS, INC.	C
10	12021627	2,944.38	03/14/17	2235 EAI EDUCATION ERIC ARMIN INCORPORATED	C
10	12021628	30,293.75	03/14/17	24554 ELEVATOR MAINTENANCE CORP.	C

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Bank	Check No	Amount	Date	Vendor	Type
10	12021629	1,073.30	03/14/17	24627 ENTERPRISE HOLDINGS, INC. DBA ELRAC, LLC	C
10	12021630	726.02	03/14/17	2494 EQUIPMENT SALES & SERVICE INC.	C
10	12021631	522,037.71	03/14/17	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12021632	260.00	03/14/17	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12021633	3,198.00	03/14/17	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12021634	700.00	03/14/17	5649 EXCEPTIONAL SECURITY SOLUTIONS, LLC	C
10	12021635	7,186.85	03/14/17	12211 FILEBANK, INC.	C
10	12021636	3,075.66	03/14/17	1390 FIRST CHILDREN, LLC PAM VENKUS	C
10	12021637	3,910.00	03/14/17	2919 GLENVIEW ACADEMY DBA KDDS INC.	C
10	12021638	4,413.20	03/14/17	2954 GLOUCESTER COUNTY SPECIAL SERVICES SCHOO	C
10	12021639	7,820.00	03/14/17	3001 GRAMON SCHOOL DBA ELO INCORPORATED	C
10	12021640	190.00	03/14/17	3345 HECHT TRAILERS	C
10	12021641	3,514.70	03/14/17	4774 HENRY SCHEIN, INC.	C
10	12021642	17,201.00	03/14/17	20389 HERITAGE EDUCATION & FESTIVALS, LLC	C
10	12021643	2,065.97	03/14/17	3394 HERTZ EQUIPMENT RENTAL	C
10	12021644	900.00	03/14/17	8311 HISPANIC FLAMENCO BALLET	C
10	12021645	17,700.00	03/14/17	3479 HOUGHTON MIFFLIN CO.	C
10	12021646	7,950.00	03/14/17	787 HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	C
10	12021647	75.00	03/14/17	31011 IN THE NEWS	C
10	12021648	111.11	03/14/17	5783 J.W. PEPPER & SON, INC.	C
10	12021649	231.69	03/14/17	32662 JEAN LEBLANC	C
10	12021650	399.54	03/14/17	25674 JEFFREY D. DICKMANN	C
10	12021651	10,986.30	03/14/17	3807 JEWEL ELECTRIC SUPPLY	C
10	12021652	600.00	03/14/17	18090 KEVIN MAYNOR	C
10	12021653	195.04	03/14/17	30813 KOPI OWENS	C
10	12021654	116.96	03/14/17	4185 LAKESHORE LEARNING MATERIALS	C
10	12021655	962.27	03/14/17	15466 LEARNER CENTERED INITIATIVES, LTD.	C
10	12021656	105.00	03/14/17	4289 LERRO ENTERPRISES, INC.	C
10	12021657	1,326.00	03/14/17	17388 LUVERIA MORRIS	C
10	12021658	100.93	03/14/17	1894 MARISSA C MCKENZIE	C
10	12021659	1,080.00	03/14/17	4539 MGL FORMS - SYSTEMS	C
10	12021660	260.00	03/14/17	4928 MORRISON CONSULTING, INC.	C
10	12021661	4,000.00	03/14/17	4893 MSUNER	C
10	12021662	5,758.59	03/14/17	5133 NASCO	C
10	12021663	350.00	03/14/17	32204 NATIONAL ALTERNATIVE EDUCATION ASSOCIATI	C
10	12021664	139.00	03/14/17	5233 NATIONAL SEMINARS TRAINING	C
10	12021665	33,770.11	03/14/17	5249 NATIONAL TERMINAL INC.	C
10	12021666	820.00	03/14/17	7640 NEW JERSEY PRINCIPALS & SUPERVISORS	C
10	12021667	2,407.00	03/14/17	5397 TREASURER, STATE OF NEW JERSEY	C
10	12021668	31,992.00	03/14/17	5029 NJ TRANSIT BULK TICKET SALES	C
10	12021669	125.00	03/14/17	5024 NJAHPERD	C
10	12021670	145.00	03/14/17	5030 NJASCD	C
10	12021671	320.00	03/14/17	5388 NJPAC TICKET SERVICES SCHOOLTIME SERIES	C
10	12021672	152.00	03/14/17	5461 NORCOSTCO, INC.	C
10	12021673	2,142.68	03/14/17	5693 NORTH JERSEY ELKS DEVELOPMENTAL	C
10	12021674	13,728.00	03/14/17	1619 NORTHWEST ESSEX COMMUNITY HEALTHCARE NET	C
10	12021675	9,004.80	03/14/17	27286 NUTLEY BOARD OF EDUCATION	C
10	12021676	6,780.19	03/14/17	7351 OMNI TRAVEL & TOURS	C
10	12021677	329.94	03/14/17	5595 ORIENTAL TRADING	C
10	12021678	3,232.50	03/14/17	5622 PABCO INDUSTRIES, LLC	C
10	12021679	522.50	03/14/17	5710 PAPER MART INC.	C
10	12021680	10,273.68	03/14/17	5727 PASSAIC CTY TECHNICAL INST.	C
10	12021681	255.70	03/14/17	4932 PAULETTE RANEX SALOMON	C
10	12021682	399.78	03/14/17	2042 READYREFRESH	C
10	12021683	9,535.05	03/14/17	5899 POSITIVE PROMOTIONS, INC	C

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10	12021684	435.09	03/14/17	5899 POSITIVE PROMOTIONS, INC.	C
10	12021685	56,150.00	03/14/17	116 PRAD'S HARDWARE	C
10	12021686	6,202.98	03/14/17	5944 PRESENTATION SYSTEMS INC.	C
10	12021687	55.00	03/14/17	5958 PRINTING DELITE, INC.	C
10	12021688	1,679.29	03/14/17	5982 FROM NITE (TRADE: TAYMARK)	C
10	12021689	650.00	03/14/17	5983 FROMEDIA TECHNOLOGY SERVICES, INC.	C
10	12021690	2,710.00	03/14/17	2446 PSAT/COLLEGE BOARD	C
10	12021691	418,713.97	03/14/17	6008 PSE & G	C
10	12021692	5,500.00	03/14/17	22837 PUGLIESE POOL SERVICE	C
10	12021693	129.00	03/14/17	6085 RAHWAY BUSINESS MACHINES	C
10	12021694	524.60	03/14/17	6168 REALLY GOOD STUFF A DIV OF FILMIC ARCHIV	C
10	12021695	500.00	03/14/17	32530 REBECCA CYPRESS	C
10	12021696	11,015.00	03/14/17	26557 RIS CONSTRUCTION CORP.	C
10	12021697	135.40	03/14/17	3113 ROWMAN & LITTLEFIELD PUBLISHING GROUP, I	C
10	12021698	1,126.00	03/14/17	31291 RUTGERS UNIVERSITY DBA KITE & KEY,	C
10	12021699	2,792.21	03/14/17	1795 SAL ELECTRIC COMPANY	C
10	12021700	379.97	03/14/17	2871 SAM ASH MUSIC STORES	C
10	12021701	107.44	03/14/17	6492 SCHOLASTIC INC.	C
10	12021702	907.50	03/14/17	6500 SCHOLASTIC MAGAZINES	C
10	12021703	22,231.10	03/14/17	6539 SCHOOL SPECIALTY INC.	C
10	12021704	117.11	03/14/17	12475 SCHOOLHOUSE OUTFITTERS LLC	C
10	12021705	1,955.00	03/14/17	6557 SCIENTIFIC WATER CONDITIONING CO	C
10	12021706	7,872.00	03/14/17	4390 SHI INTERNATIONAL CORP.	C
10	12021707	199.00	03/14/17	15768 SHRM (SOC.FOR HUMAN RESOURCE MANAGEMENT)	C
10	12021708	4,244.20	03/14/17	6422 SIX FLAGS GREAT ADVENTURE	C
10	12021709	5,183.25	03/14/17	6429 SODEXO CATERING FOR E.O.B.O.E FOOD SERVI	C
10	12021710	850.00	03/14/17	6149 SOREN BENNICK PRODUCTIONS INC.	C
10	12021711	2,125.00	03/14/17	1412 SPECTRUM 360	C
10	12021712	6,000.00	03/14/17	6766 STANDARDS SOLUTIONS LLC	C
10	12021713	1,607.81	03/14/17	1721 STAPLES ADVANTAGE	C
10	12021714	5,040.00	03/14/17	11460 STARLIGHT HOME CARE AGENCY, INC.	C
10	12021715	900.00	03/14/17	6831 SUMMIT HEARING AID CENTER	C
10	12021716	802.56	03/14/17	7142 TANNER NORTH JERSEY, INC. FURNITURE & EQ	C
10	12021717	442.00	03/14/17	31399 TASHANA MOLETTE	C
10	12021718	442.00	03/14/17	31887 TAVON HOPKINS	C
10	12021719	2,065.00	03/14/17	1295 THE LOCKER MAN INC.	C
10	12021720	85.00	03/14/17	5346 TREASURER STATE OF NEW JERSEY NJDEP	C
10	12021721	11,520.00	03/14/17	15210 TSP MAINTENANCE SUPPLY, LLC	C
10	12021722	21.02	03/14/17	7288 VERIZON SELECT SERVICES INC.	C
10	12021723	25,268.61	03/14/17	2540 W.B. MASON INC.	C
10	12021724	300.00	03/14/17	28991 WILLIAM M. SEALY	C
10	12021725	1,424.50	03/14/17	6238 WINSOR LEARNING, INC.	C
10	12021726	58.00	03/14/17	7523 WORRALL COMMUNITY NEWSPAPERS	C
10	12021727	31,297.68	03/14/17	1271 1ST CEREBRAL PALSY OF NJ	C
10	12021728	4,457.74	03/14/17	642 BANCROFT, INC.	C
10	12021729	6,622.85	03/14/17	202 BANYAN SCHOOL, INC.	C
10	12021730	6,022.17	03/14/17	734 BERGEN CENTER FOR CHILD DEVELOPMENT INC.	C
10	12021731	14,800.00	03/14/17	836 BONNIE BRAE	C
10	12021732	46,464.00	03/14/17	1273 CEREBRAL PALSY LEAGUE, INC	C
10	12021733	11,485.95	03/14/17	1637 CEREBRAL PALSY OF NORTH JERSEY	C
10	12021734	95,910.98	03/14/17	2105 DERON SCHOOL OF NEW JERSEY	C
10	12021735	32,316.84	03/14/17	2314 EAST MOUNTAIN SCHOOL CARRIER CLINIC	C
10	12021736	25,491.20	03/14/17	2523 ESSEX COUNTY VOCATIONAL SCHOOLS	C
10	12021737	60,601.04	03/14/17	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12021738	78,194.16	03/14/17	8131 FEDCAP REHABILITATION SERVICES	C

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Bank	Check No	Amount	Date	Vendor	Type
10	12021739	6,598.70	03/14/17	2640 FELICIAN SCHOOL FOR EXCEPTIONAL CHILDREN	C
10	12021740	25,704.00	03/14/17	1390 FIRST CHILDREN, LLC PAM VENKUS	C
10	12021741	13,002.44	03/14/17	2860 GATEWAY SCHOOL	C
10	12021742	7,416.58	03/14/17	2919 GLENVIEW ACADEMY DBA KDDS INC.	C
10	12021743	22,810.02	03/14/17	3001 GRAMON SCHOOL DBA ELO INCORPORATED	C
10	12021744	5,558.00	03/14/17	30767 HONOR RIDGE ACADEMY	C
10	12021745	5,594.60	03/14/17	30520 HUNTERDON PREPARATORY SCHOOL	C
10	12021746	4,513.56	03/14/17	26930 LINDENWOLD BOARD OF EDUCATION	C
10	12021747	37,516.00	03/14/17	6636 LORD STIRLING SCHOOLS	C
10	12021748	5,256.40	03/14/17	1411 LEGACY TREATMENT SERVICES	C
10	12021749	6,430.84	03/14/17	11479 MORRIS HILLS REGIONAL DISTRICT	C
10	12021750	6,489.20	03/14/17	16942 MORRIS SCHOOL DISTRICT	C
10	12021751	22,400.00	03/14/17	4957 MT.CARMEL GUILD/CATH.COMM.SERV	C
10	12021752	6,005.16	03/14/17	22853 NEPTUNE TOWNSHIP BOARD OF EDUCATION	C
10	12021753	21,939.93	03/14/17	5283 NEW BEGINNINGS DBA KDDS III INC	C
10	12021754	10,477.74	03/14/17	3405 NEW ROAD SCHOOLS OF NEW JERSEY DBA HIGH	C
10	12021755	228,565.10	03/14/17	5286 NEWARK BOARD OF EDUCATION N J REG DAY NE	C
10	12021756	5,492.02	03/14/17	5693 NORTH JERSEY ELKS DEVELOPMENTAL	C
10	12021757	62,385.53	03/14/17	1619 NORTHWEST ESSEX COMMUNITY HEALTHCARE NET	C
10	12021758	5,521.20	03/14/17	27286 NUTLEY BOARD OF EDUCATION	C
10	12021759	2,134.70	03/14/17	5727 PASSAIC CTY TECHNICAL INST.	C
10	12021760	20,358.00	03/14/17	5839 PHOENIX CENTER	C
10	12021761	10,058.49	03/14/17	1412 SPECTRUM 360	C
10	12021762	5,673.30	03/14/17	6437 ST.JOSEPH SCHOOL FOR THE BLIND DBA/ CONC	C
10	12021763	15,135.48	03/14/17	4841 THE MILTON SCHOOL	C
10	12021764	11,194.50	03/14/17	7174 UNION CTY EDUC SERV COMM	C
10	12021765	54,765.30	03/14/17	1395 WESTBRIDGE ACADEMY, INC.	C
10	12021766	51,640.16	03/14/17	7499 WINDSOR PREP INC	C
10	12021767	54,487.20	03/14/17	7570 YOUTH CONSULTATION SERVICE	C
Total Bank No 10		5,467,643.62			
30	12000118	598,563.75	03/14/17	6428 SODEXO, INC. - BUSINESS OFFICE	C
Total Bank No 30		598,563.75			
Total Manual Checks					.00
Total Computer Checks					6,066,207.37
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					6,066,207.37
Number of Checks					305

Batch Yr	Batch No	Amount
17	001162	117,656.40
17	001166	116,273.91
17	001171	44,893.59
17	001172	46,344.14
17	001176	26,768.62
17	001177	121,823.45

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<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
				17	001179 498,442.91
				17	001184 37,271.28
				17	001187 56,603.75
				17	001198 25,784.22
				17	001203 601,531.89
				17	001213 266,205.30
				17	001219 38,635.70
				17	001222 49,886.44
				17	001227 597,092.17
				17	001229 598,563.75
				17	001230 1,173,880.00
				17	001235 449,134.09
				17	001236 650,345.85
				17	001242 57,077.52
				17	001244 376,386.42
				17	001246 78,739.89
				17	001248 37,146.08