

SUBJECT TO BD APPROVAL DRAFT COPY
SPRINGFIELD BOARD OF EDUCATION
MAY 13, 2019
REGULAR MEETING

The Springfield Board of Education is committed to providing high quality, efficient educational programs through which all students achieve the New Jersey Core Curriculum Contents Standards. Every effort is made to ensure that the district's certificated and support personnel are among the best in their fields.

The staff and Board of Education are dedicated to maintaining excellence in the delivery of child-centered educational programs. Very simply stated, in Springfield...SCHOOLS ARE FOR KIDS!

A Regular Meeting of the Board of Education of the Township of Springfield in the County of Union, New Jersey, was held at the Jonathan Dayton High School Instructional Media Center-First Floor on Monday, May 13, 2019 at 6:06 P.M.

President's Statement: Pursuant to the New Jersey Open Public Meetings Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of the meeting to be given to the public and the press on January 7, 2019 and revised on May 9, 2019.

1. CALL TO ORDER

The meeting was called to order by Board President, Mr. Scott Silverstein.

Present: Mr. Anthony Delia, Mr. Scott Donner, Mrs. Laura Gamarekian, Mr. Marc Miller, Mr. Hector Munoz (Arrived at 6:11 PM), Mrs. Kristy Rubin, Mrs. Paula Saha, Mrs. Hilary Turnbull, Mr. Scott Silverstein

Also Present:

Mr. Michael Davino, Superintendent

Mr. Matthew Clarke, Business Administrator/Board Secretary

Mrs. Erica Scudero, Assistant Superintendent for Curriculum, Instruction & Assessment

Mrs. Jannett Pacheco, Director of Human Resources

2. CLOSED SESSION (6:07 PM)

Moved by Mr. Miller, seconded by Mr. Delia, "I move to suspend the rules of the order of business of the Regular Meeting and adjourn to closed conference session for the reasons contained in the following resolution:"

RESOLUTION

"WHEREAS the Board of Education must discuss subjects concerning matters protected by Attorney/Client privilege and grievance hearing which are not appropriate subjects to be discussed in a public meeting and which are within the exemptions permitted to be discussed and acted upon in private session pursuant to P.L. 1975 Chapter 231, it is therefore

RESOLVED that the aforesaid subjects shall be discussed in private session by this Board and the administrative staff and information pertaining thereto will be made available to the public as soon thereafter as possible and once the reasons for non-disclosure no longer exist."

Closed Conference Items

1. Matters protected by Attorney/Client privilege
2. Grievance hearing

Yeas: Unanimous by all Members present.

MOTION CARRIED

3. RECONVENE TO REGULAR MEETING (7:56 PM)

Moved by Mr. Miller, seconded by Mrs. Turnbull, approval to reconvene to the Regular Meeting Agenda of the Board of Education.

Yeas: Unanimous by all Members present.

MOTION CARRIED

4. PLEDGE OF ALLEGIANCE

5. COMMUNICATIONS

1. NJSBA

School Security and Student Safety, June 7th at 9:30AM at the Conference Center of Mercer.

Weekly Program Update- April 25th and May 2nd.

School board notes- May 1st & 8th.

2. NSBA

"National Connection Daily" –April 29th through May 10th.

3. Board Candidate packets are available at the County of Union, Board of Election office. Applications are due in the County of Union Office by 4:00 PM, July 29th (election is November 5th).

6. MINUTES

Moved by Mr. Miller, seconded by Mr. Munoz, to approve the following minutes:
Regular Meeting - April 29, 2019

Present: Mr. Anthony Delia, Mr. Scott Donner, Mrs. Laura Gamarekian, Mr. Marc Miller, Mr. Hector Munoz, Mrs. Kristy Rubin, Mrs. Paula Saha, Mrs. Hilary Turnbull, Mr. Scott Silverstein

MOTION CARRIED

7. SUPERINTENDENT'S REPORT

Moved by Mr. Miller, seconded by Mr. Munoz, to accept and approve the Superintendent's Report as presented -

1. Student/Staff Recognitions

a. on April 30th, JDHS hosted it's first STEM competition- There were 8 teams from 4 school districts. The event was sponsored by the Union County Freeholders and the JDHS PTSO.

b. Union County Kids Dig In, Congratulations on receiving Grant Awards for 2019- Jonathan Dayton, Bryan Davison(Garden Representative) and Edward Walton, Lauren Gigante(Garden Representative).

c. 2019 Rising Star Awards nomination – Outstanding performance by an actor in a leading role- Honorable Mention for "Urinetown" Will Silva and for Outstanding Performance by a Chorus- Honorable Mention for "Urinetown".

d. NJ Football Coaches Association – Hall of Fame – Mr. Bob Martin

2. SSEP Presentation- giving by Mr. Gregory Salmon, Winning Flight Group: Tropis longicaudatus growth and development in microgravity by 7th Graders Ava Fidalgo,

- Sarah Lumas, Miriam Pereira and Lakela Whitney from Alison Gillen's class. Semi-Finalist Groups: The Effect of Microgravity on Chia Seed Germination by 9th Graders Jenna Lashuk, Max Levy, Joey Lucarello from Irene Ornovitz's Biology Honors Class. The Effect of Microgravity on Concrete Formation by Ian Drogowitz 11th Grade, Erica Carrie 12th Grade, Luana Dos Santos 11th Grade, Allison Czajkowski 11th Grade and Justin Mascitelli 11th Grade from Bryan Davison's Physics Class. Patch Art Competition Winners: Samantha Sainato – Grade 4, Ms. Leung and Ms. Noto, JCS and Aspy Lee-Grade 8, Mr. Gabriel, FMG. All students will receive a certificate from the NCESSSE
3. HIB Report (The Board will go into closed session at the end of the meeting if specific clarification is needed.)
 4. Building Usage Request
 5. Fund Raiser Request
 6. Fieldtrip Request
 7. Contracts PL2015, Chapter 47

Yeas: Mr. Anthony Delia, Mr. Scott Donner, Mrs. Laura Gamarekian, Mr. Marc Miller, Mr. Hector Munoz, Mrs. Kristy Rubin, Mrs. Paula Saha, Mr. Scott Silverstein
Abstention: Mrs. Hilary Turnbull

MOTION CARRIED

8. PUBLIC SESSION

At this time, the public did not have any comments/questions regarding items on the Agenda or the Superintendent's Report.

9. BILL LIST

Moved by Mr. Munoz, seconded by Mrs. Gamarekian, approval of check numbers 044095 through 044207 and wire transfers 800175, and 888394 through 888403 in the amount of \$665,863.33.

Yeas: Unanimous by all Members present.

MOTION CARRIED

10. TRANSFERS

Moved by Mr. Munoz, seconded by Mrs. Gamarekian, the approval of the transfer of funds from and to the following line item accounts as designated. (Attachment A)

Yeas: Unanimous by all Members present.

MOTION CARRIED

11. BOARD SECRETARY'S REPORT

Moved by Mr. Munoz, seconded by Mrs. Gamarekian, to approve the Board Secretary's Report dated March 31, 2019 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

12. TREASURER'S REPORT

Moved by Mr. Munoz, seconded by Mrs. Gamarekian, to approve the Treasurer's Report dated March 31, 2019 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

13. LEGAL MARCH 2019

Moved by Mr. Munoz, seconded by Mrs. Gamarekian, Pursuant to N.J.A.C. 6:20-2.13 (e) and after review of the Board Secretary's and Treasurer's monthly financial reports and upon consultation with the appropriate district officials, I move the Board certify that to the best of its knowledge as of March 31, 2019 no major account or fund has been over expended in violation of N.J.A.C. 6:20-2.13 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year

Yeas: Unanimous by all Members present.

MOTION CARRIED

14. SPECIAL SALARIES, FEES AND COMPENSATION RATES 2019-2020

Moved by Mr. Munoz, seconded by Mrs. Gamarekian, to approve the Special Salaries, Fees, and Compensation Rates for the 2019-2020 school year. (Attachment B)

Yeas: Unanimous by all Members present.

MOTION CARRIED

15. HORIZON BLUE CROSS & BLUE SHIELD MEDICAL COVERAGE

Moved by Mr. Munoz, seconded by Mrs. Gamarekian, approval to authorize the Business Administrator/Board Secretary to sign a contract with Horizon Blue Cross/Blue Shield of New Jersey to provide medical coverage per the Springfield Education Association Agreement, Article VII A, Insurance Protection for the 2019-2020 school year, the broker of record for the medical program to be Arthur J Gallagher & Co., Gallagher O'Gorman & Young.

Yeas: Unanimous by all Members present.

MOTION CARRIED

16. HORIZON BLUE CROSS & BLUE SHIELD PRESCRIPTION COVERAGE

Moved by Mr. Munoz, seconded by Mrs. Gamarekian, approval to authorize the Business Administrator/Board Secretary to sign a contract with Horizon Blue Cross/Blue Shield of New Jersey to provide prescription coverage per the Springfield Education Association Agreement, Article VII C, Insurance Protection for the 2019-2020 school year, the broker of record for the prescription program to be Arthur J Gallagher & Co., Gallagher O'Gorman & Young. The prescription plan is capped at \$184,154.00 for SEA members pursuant to Article VII C.

Yeas: Unanimous by all Members present.

MOTION CARRIED

17. DELTA DENTAL COVERAGE

Moved by Mr. Munoz, seconded by Mrs. Gamarekian, approval to authorize the Business Administrator/Board Secretary to sign a contract with Delta Dental to provide dental coverage per the Springfield Education Association Agreement, Article VII B, Insurance Protection for the 2019-2020 school year, the broker of record for the dental program to be Arthur J Gallagher & Co., Gallagher O'Gorman & Young.

Yeas: Unanimous by all Members present.

MOTION CARRIED

18. TUITION RATES FOR 2019-2020

Moved by Mr. Munoz, seconded by Mrs. Gamarekian, to approve the following 2019-2020 tuition charges for those children residing out of the district who are enrolled in regular/special education classes in the Springfield School District, as provided in Springfield Board of Education Policy #5118:

Preschool (half day)	\$ 6,947
Kindergarten (full day)	\$ 13,893
Grades 1 – 5	\$ 15,235
Grades 6 – 8	\$ 16,648
Grades 9 – 12	\$ 16,724
LLD	\$ 35,973
PreK Dis PT	\$ 22,287

Yeas: Unanimous by all Members present.

MOTION CARRIED

19. DISTRICT BANK ACCOUNTS FOR 2019-2020

Moved by Mr. Munoz, seconded by Mrs. Gamarekian, move to designate the following banks as depositories for school district funds, for the 2019 - 2020 school year

a. Investors Savings Bank

Springfield Board of Education

General Account

Payroll Account

Payroll Agency Account

Summer Savings Account

UCI Trust Account

Capital Projects Account

Food Service Account

Before and Aftercare Account

Edward V Walton Student Activity Account

James Caldwell Student Activity Account

Thelma L Sandmeier Student Activity Account

Florence M Gaudineer Student Activity Account

Jonathan Dayton Student Activity Account

Jonathan Dayton Athletic Activity Account

b. State of New Jersey Cash Management Fund.

Yeas: Unanimous by all Members present.

MOTION CARRIED

20. PETTY CASH

Moved by Mr. Munoz, seconded by Mrs. Gamarekian, At the recommendation of the Superintendent, I move the Secretary of the Board be directed to establish petty cash funds for the 2019 - 2020 school year as follows, as required by statute:

Superintendent/Administration	\$300.00
Jonathan Dayton High School	300.00
Florence M. Gaudineer School	200.00
Edward V. Walton School	150.00
James Caldwell School	150.00
Thelma L. Sandmeier School	150.00
Buildings and Grounds	150.00

Yeas: Unanimous by all Members present.

MOTION CARRIED

21. INVESTMENT OF FUNDS

Moved by Mr. Munoz, seconded by Mrs. Gamarekian, to authorize, pursuant to 17:12B-241, Mr. Matthew A. Clarke, School Business Administrator/Board Secretary, to invest school funds, and order wire transfers if necessary to complete the transaction, in one or more accounts in any insured bank whose principal office is located in New Jersey in any amount up to, but not exceeding, the amounts for which such accounts are insured.

Yeas: Unanimous by all Members present.

MOTION CARRIED

22. PERSONNEL APPOINTMENTS

Moved by Mr. Miller, seconded by Mr. Munoz, at the recommendation of the Superintendent, approval of the appointment of personnel on the attachment. (Attachment C)

Yeas: Unanimous by all Members present.

MOTION CARRIED

23. STAFF RENEWALS FOR 2019-2020

Moved by Mr. Miller, seconded by Mr. Delia, at the recommendation of the Superintendent, approval of certificated and non-certificated staff appointments for the 2019- 2020 school year. (Attachment C1)

Yeas: Mr. Anthony Delia, Mr. Scott Donner, Mrs. Laura Gamarekian, Mr. Marc Miller, Mr. Hector Munoz, Mrs. Paula Saha, Mrs. Hilary Turnbull, Mr. Scott Silverstein
Abstention: Mrs. Kristy Rubin

MOTION CARRIED

24. PROFESSIONAL DEVELOPMENT - PERSONNEL

Moved by Mr. Miller, seconded by Mr. Munoz, at the recommendation of the Superintendent, approval of the attached personnel travel for Professional Development. (Attachment D)

Yeas: Unanimous by all Members present.

MOTION CARRIED

25. SPECIAL EDUCATION PLACEMENTS

Moved by Mr. Miller, seconded by Mr. Munoz, at the recommendation of the Superintendent, that the Board of Education approve Special Education request for Related Services/Placements on the attachment. (Attachment E)

Yeas: Unanimous by all Members present.

MOTION CARRIED

26. HIB REPORT

Moved by Mr. Miller, seconded by Mr. Munoz, the Board of Education affirms the HIB Report previously presented at the following Board meetings:
April 29, 2019.

Yeas: Unanimous by all Members present.

MOTION CARRIED

27. REVISED CURRICULUM

Moved by Mr. Miller, seconded by Mr. Munoz, at the recommendation of the Superintendent, to approve the following revised curriculum –

- | | | |
|-------------------------------|---|--------------|
| • AP Italian | - | High School |
| • Digital Photography | - | High School |
| • Intro to Engineering Design | - | High School |
| • Psychology | - | High School. |

Yeas: Unanimous by all Members present.

MOTION CARRIED

28. TUITION GRANTS

Moved by Mr. Miller, seconded by Mr. Munoz, at the recommendation of the Superintendent, approval of the attached personnel for following courses as being eligible for Tuition Grant reimbursement and applicable for advancement on the guide. (Attachment F)

Yeas: Unanimous by all Members present.

MOTION CARRIED

29. STUDENT TEACHER

Moved by Mr. Miller, seconded by Mr. Munoz, to approve the attached list of Student Teachers for the 2019-2020 school year. (Attachment G)

Yeas: Unanimous by all Members present.

MOTION CARRIED

30. JAG VOLUNTEER PHYSICIAN FOOTBALL GAMES

Moved by Mrs. Turnbull, seconded by Mr. Miller, at the recommendation of the Superintendent, to approve the following vendor to provide volunteer physicians for home football games on an as need basis for the 2019-20 school year -

JAG Physical Therapy
2360 Morris Avenue, Union, NJ

Yeas: Unanimous by all Members present.

MOTION CARRIED

31. JAG SUBSTITUTE TRAINER SERVICES

Moved by Mrs. Turnbull, seconded by Mr. Miller, at the recommendation of the Superintendent, to approve the following vendor to provide substitute trainer services on an as need basis for the 2019-20 school year -

JAG Physical Therapy - \$50/hour
2360 Morris Avenue, union, NJ

Yeas: Unanimous by all Members present.

MOTION CARRIED

32. POLICY

Moved by Mr. Delia, seconded by Mrs. Gamarekian, to approve the second and final reading of the newly written bylaws, policies and regulations (Attachment H) -

Policies – 1110, 2415.30, 5512, 7481, 8454, 8561
Regulations – 5200.

Yeas: Unanimous by all Members present.

MOTION CARRIED

33. PUBLIC SESSION (8:39 PM)

The public did not have any questions or comments to bring to the Board at this time.

34. DENIAL OF GRIEVANCE

Moved by Mr. Miller, seconded by Mr. Munoz,

RESOLUTION

WHEREAS, the Springfield Education Association has filed a grievance on behalf of Employee Number 2515 pursuant to Article 6 of the Agreement between the Association and the Board; and

WHEREAS, pursuant to Article 6 of the Agreement, the grievance was not informally resolved; and

WHEREAS, the employee's immediate supervisor denied the grievance at level one; and

WHEREAS, the grievance was presented to the Superintendent, who denied the grievance at level two; and

WHEREAS, the grievance was then presented to the Board; and

WHEREAS, the Board has carefully considered the grievance and all relevant documents presented.

NOW, THEREFORE, BE IT RESOLVED that the Board denies the grievance and authorizes the Board Secretary to notify the Association and the employee of its determination and to forward a copy of its determination to the Superintendent and the employee's immediate supervisor.

Yeas: Unanimous by all Members present.

MOTION CARRIED

35. OLD BUSINESS

1. TLS PTA Meeting - End of Year Activities - Bike Rodeo, Field Day, 5th Graders party and yearbooks

2. Reminder - Snow Give Back Days: May 24, 2019 and May 28, 2019 - schools will be closed.

36. ADJOURNMENT

Moved by Mr. Miller, seconded by Mr. Munoz, to adjourn the regular meeting at 8:43 PM.

Yeas: Unanimous by all Members present.

MOTION CARRIED

Upcoming Meetings:

1. Regular Meeting – June 3, 2019 at 7:30 PM in the IMC at JDHS

2. Regular Meeting – June 17, 2019 at 7:30 PM in the IMC at JDHS

Matthew A. Clarke
Business Administrator/Board Secretary

**TRANSFERS
APRIL 2019**

Attachment (A)

Account Code	Description	To	From
11-000-213-100-00-10	SALARIES HEALTH SERVICES - NUR		27,660.00
11-000-213-300-01-09	NURSE COVERAGE - CONT. SERV	27,660.00	
11-000-222-100-00-10	SALARY IMC		10,000.00
11-000-222-105-99-10	SALARY IMC CLERKS	10,000.00	
11-000-222-600-03-06	SOFTWARE AVA FMG		1,200.00
11-000-230-331-01-01	PROFESSIONAL SERVICES LEGAL	20,000.00	
11-000-230-334-01-01	CONSTRUCTION PROF FEES		2,000.00
11-000-230-339-00-01	OTHER PROF SERV BOND RELATED		1,500.00
11-000-230-530-93-03	COMMUNICATIONS POSTAGE		4,000.00
11-000-230-530-95-05	UTILITIES TELEPHONE		10,000.00
11-000-230-580-09-12	WORKSHOPS/TRAVEL		1,500.00
11-000-230-590-05-01	ELECTION EXPENSES		1,000.00
11-000-240-600-82-14	OFFICE SUPPLIES JDHS		33.00
11-000-261-420-94-05	CONTRACTED SERVICES/FACILITIES	22,000.00	
11-000-262-107-95-10	NON INSTRUCTIONAL AIDES	18,500.00	
11-000-262-420-72-14	HEALTH EQUIP REPAIRS	33.00	
11-000-262-420-93-03	REPAIR/SERVICE/MAINT EQUIP		18,500.00
11-000-262-621-95-05	NATURAL GAS		22,000.00
11-110-100-101-01-10	SUBSTITUTES K		15,000.00
11-130-100-101-01-10	SUBSTITUTES 6-8	15,000.00	
11-140-100-101-01-10	SUBSTITUTES 9-12	12,000.00	
11-140-100-101-28-14	TRANSITION JDHS		12,000.00
11-150-100-101-63-11	SALARIES HOME INST/BED SD TUT	1,000.00	
11-150-100-320-63-11	HOME INSTRUCTION PURCH.PROF.ED		1,000.00
11-190-100-610-21-08	TEACHER SUPPLIES PE JC	3,056.00	
11-190-100-610-22-03	DISTRICT SCIENCE SSEP	405.00	
11-190-100-610-22-09	SCI SUPPLIES WAL		405.00
11-190-100-610-80-04	TEACHER SUPPLIES CUR+STAFF DEV		3,056.00
11-190-100-610-82-06	TEACHER SUPPLIES OFFICE FMG	1,200.00	
11-190-100-640-11-14	TEXTBOOKS BUSINESS ED. JDHS		75.00
11-190-100-640-15-14	TEXTBOOKS FOREIGN LANGUAGE JDH	75.00	

Springfield Public Schools
Springfield, New Jersey 07081
2019 - 2020 School Year (Revised)
Special Salaries, Fees, and Compensations

1 Bedside Instruction Rate	\$	41.00	per hour
1a Interpreter/Translator (language)	\$	41.00	per hour
2 Substitute and Part-time Clerks	\$	14.25	per hour
3 Substitute Clerical Personnel (Retirees)	\$	14.50	per hour
4 Custodial Substitutes/Maintenance Worker	\$	14.25	per hour
5 Summer Student Help	\$	11.00	per hour
6 Rate for Mileage	\$	0.310	per mile
7 Substitute/School Bus Drivers	\$	16.25	per hour
8 Charge for Copies of Materials	\$	0.05	per/page standard
	\$	0.07	per/page legal
9 Bus Rental Fee	\$	66.50	per hour
10 Subscription Busing	\$	400.00	1 way
	\$	800.00	Roundtrip
11 Substitute Teacher			
a. County Certificate			
1-19 days	\$	91.00	
20+ days	\$	101.00	
b. County Certificate/BA			
1-19 days	\$	96.00	
20+ days	\$	106.00	
c. Regular Teaching Certificate			
1. Cumulative days of service in current school year			
1-19 days	\$	101.00	
20-39 days	\$	106.00	*
40+ days	\$	116.00	
2. Cumulative days of service in same assignment & current school year			
1-19 days	\$	116.00	
20+ days	\$	138.00	**
d. County Certificate/Certified RN			
1+ days	\$	180.00	

* After 50 days of cumulative service the previous year, the rate of pay will be \$106.00

** After 20 consecutive days in the same assignment, \$138/diem retro-active to the 1st day.

SPRINGFIELD PUBLIC SCHOOLS								
PERSONNEL								
Last Name	First Name	Position	Location	Grade/Step	Salary	Renewal/New	Information	Effective Date
Certified Staff								
Ismaelito	Casey	Teacher	JDHS	---	---	---	Resignation	---
Townsend	Kyle	DCA Summer Program English	JDHS	---	\$55.37/hr	---	---	06/26/2019-07/24/2019
DeNicolo	Anthony	TSS School Coordinator	JDHS	---	\$55.37/hr	---	---	06/26/2019-07/24/2019
Coeking	Mary	TSS Social Studies	JDHS	---	\$55.37/hr	---	---	06/26/2019-07/24/2019
Griffin	Sarah	TSS Math	JDHS	---	\$55.37/hr	---	---	06/26/2019-07/24/2019
Hofman	Maeve	TSS Special Education	JDHS	---	\$55.37/hr	---	---	06/26/2019-07/24/2019
Malino	Judith	TSS English	JDHS	---	\$55.37/hr	---	---	06/26/2019-07/24/2019
Moore	Erica	TSS Life Coach	JDHS	---	\$55.37/hr	---	---	06/26/2019-07/24/2019
Mortensen	Jen	DCA Science	JDHS	---	\$55.37/hr	---	---	06/26/2019-07/24/2019
Zale	Allison	DCA Math	JDHS	---	\$55.37/hr	---	---	06/26/2019-07/24/2019
Graham	Roxanne	Summer Nurse	JDHS	---	\$55.37/hr up to 50 hrs	---	---	06/26/2019-07/24/2019
Hill	Darlene	Summer Guidance Counselor	JDHS	---	\$56.62/hr up to 180 hrs	---	---	06/26/2019-07/24/2019
Ritter	Jackie	Summer Guidance Counselor	JDHS	---	\$56.62/hr up to 180 hrs	---	---	06/26/2019-07/24/2019
Vecchione	Anthony	Summer Guidance Counselor	JDHS	---	\$56.62/hr up to 180 hrs	---	---	06/26/2019-07/24/2019
Cugliari	Mark	Strength & Conditioning	JDHS	---	\$28.30/hr - 4 hrs/day max	---	---	07/01/2019-06/30/2020
Lynch	Matt	Director/Summer School Enrichment & STEM Camp	District	---	\$7,691.16	Revised salary	---	02/26/2019-8/2/2019
Mowczan	Renee	Summer Enrichment & STEM Camp Nurse	District	---	\$55.37/hr.	Revised hourly rate	Up to 128 hours	06/26/2019-08/02/2019
Campbell	David	Summer Enrichment	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/24/2019
Chang	Lauren	Summer Enrichment	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/24/2019
Coward	Gregory	Summer Enrichment	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/24/2019
Devergilio	Jamie	Summer Enrichment	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/24/2019
Diez	Sandra	Summer Enrichment	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/24/2019
Gabriel	Leonard	Summer Enrichment	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/24/2019
Ging	Jessica	Summer Enrichment	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/24/2019
Griffin	Steven	Summer Enrichment	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/24/2019
Grobarz	Alyssa	Summer Enrichment	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/24/2019
Hildebrand	Robert	Summer Enrichment	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/24/2019
Lagemann	Melissa	Summer Enrichment	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/24/2019
Martinez	Jennifer	Summer Enrichment	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/24/2019
Tawfik	Faten	Summer Enrichment	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/24/2019
Stockdale	Kerilyn	Summer School Substitute Teacher	District	---	\$55.37/hr.	---	as needed	06/26/2019-07/24/2019
Reich	Linda	Summer School Substitute Teacher	District	---	\$55.37/hr.	---	as needed	06/26/2019-07/24/2019
Perone	Jason	Summer School Substitute Teacher	District	---	\$55.37/hr.	---	as needed	06/26/2019-07/24/2020
Best	Crystal	Transition/Remedial Summer School	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/12/2019
Chang	Lauren	Transition/Remedial Summer School	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/12/2019
Disko	Maura	Transition/Remedial Summer School	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/12/2019
Earley	Marisa	Transition/Remedial Summer School	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/12/2019
Ela	Danielle	Transition/Remedial Summer School	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/12/2019
Frankhouser	Katherine	Transition/Remedial Summer School	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/12/2019
Gandino	Danielle	Transition/Remedial Summer School	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/12/2019
Ging	Jessica	Transition/Remedial Summer School	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/12/2019
Grobarz	Alyssa	Transition/Remedial Summer School	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/12/2019
Heron	Christine	Transition/Remedial Summer School	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/12/2019
Kelly	Megan	Transition/Remedial Summer School	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/12/2019
Lagemann	Melissa	Transition/Remedial Summer School	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/12/2019
Livingstone	Kristin	Transition/Remedial Summer School	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/12/2019
Maged	Jillian	Transition/Remedial Summer School	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/12/2019

Mojka	Alexis	Transition/Remedial Summer School	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/12/2019
Scheckman	Shari	Transition/Remedial Summer School	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/12/2019
Schoch	Lisa	Transition/Remedial Summer School	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/24/2019
Telesca	Jonathan	Transition/Remedial Summer School	District	---	\$55.37/hr.	Revised hourly rate	---	06/26/2019-07/12/2019
Grobarz	Alyssa	STEM Camp Teacher	District	---	\$55.37/hr.	Revised hourly rate	---	07/29/2019-08/02/2019
Heron	Christine	STEM Camp Teacher	District	---	\$55.37/hr.	Revised hourly rate	---	07/29/2019-08/02/2019
Noto	Kimberly	STEM Camp Teacher	District	---	\$55.37/hr.	Revised hourly rate	---	07/29/2019-08/02/2019
Omovitz	Irene	STEM Camp Teacher	District	---	\$55.37/hr.	Revised hourly rate	---	07/29/2019-08/02/2019
Frelz	Dana	Teacher	EVW	---	---	---	Leave	05/29/2019-06/03/2019
Livingstone	Kristin	Elementary Teacher	TLS	Step 3- MA	\$62.107	---	---	09/01/2019-06/30/2020
Leonardis	Deanna	Elementary Teacher	EVW	Step 8- MA+30	\$72.506	---	---	09/01/2019-06/30/2020
Costa	Diana	Elementary Teacher	EVW	Step 8- MA+30	\$72.506	---	---	09/01/2019-06/30/2020
Hildebrand	Robert	Afterschool Program- Title 1	FMG	---	\$49.23/hr.	---	---	05/14/2019-09/30/2019
Reynolds	Barbara	Afterschool Program- Title 1	JDHS	---	\$49.23/hr.	---	---	05/09/2019-09/30/2019
Davidson	Bryan	Afterschool Program- Title 1	JDHS	---	\$49.23/hr.	---	---	05/09/2019-09/30/2019
Silva	David	Afterschool Program- Title 1	JDHS	---	\$49.23/hr.	---	---	05/09/2019-09/30/2019

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Non-Certificated								
Beck	Jennie	Summer Bus Driver	District	---	\$20.08/hr	---	---	06/26/2019-08/02/2019
Stewart	Kevin	Summer Bus Driver	District	---	\$20.08/hr	---	---	06/26/2019-08/02/2019
Blondet	James	Summer Bus Driver	District	---	\$19.68/hr	---	---	06/26/2019-08/02/2019
Polykala	Agnes	Summer Bus Driver	District	---	\$19.28/hr	---	---	06/26/2019-08/02/2019
Votto	Mary	Summer Transportation Aides	District	---	\$19.08/hr	---	---	06/26/2019-08/02/2019
Tuvel	Hagit	Summer Transportation Aides	District	---	\$18.68/hr	---	---	06/26/2019-08/02/2019
Capone	Timothy	Custodian	TLS	---	---	---	Non Renewal	06/30/2019
McCabe	Thomas	Custodian	FMB	---	---	---	Revised Leave	03/04/2019-04/29/2019
Drysdale	Danielle	Instructional Aide	JDHS	---	---	---	Resignation	---
Walsh	Susan	Secretary of Special Services	District	---	---	---	Resignation	---
Limma	Cathy	Summer Aide	District	---	\$18.28/hr	---	---	06/26/2019-07/24/2019
Thompson	Robin	Summer Aide	District	---	\$18.28/hr	---	---	06/26/2019-07/24/2019
Okseniuk	Monica	Summer Aide	District	---	\$19.08/hr	---	---	06/26/2019-07/24/2019
Schraff	Lisa	Summer Aide	District	---	\$19.08/hr	---	---	06/26/2019-07/24/2019
Turner	Pamela	Summer Aide	District	---	\$18.28/hr	---	---	06/26/2019-07/24/2019
Quilling	Cindy	Summer Aide	District	---	\$19.08/hr	---	---	06/26/2019-07/24/2019
Huber	Rachel	Summer Aide	District	---	\$18.28/hr	---	---	06/26/2019-07/24/2019
Kazemi	Susan	Summer Aide	District	---	\$18.28/hr	---	---	06/26/2019-07/24/2019
Ortiz	Tracy	Summer Aide	District	---	\$19.08/hr	---	---	06/26/2019-07/24/2019
Campos	MaryJo	Summer Aide	District	---	\$18.68/hr	---	---	06/26/2019-07/24/2019
Tomalavage	Laura	Summer Aide	District	---	\$18.28/hr	---	---	06/26/2019-07/24/2019
Mongiello	Michelle	Summer Aide	District	---	\$19.08/hr	---	---	06/26/2019-07/24/2019
Medina	Susan	Summer Aide	District	---	\$19.08/hr	---	---	06/26/2019-07/24/2019
Corigliano	Tara	Summer Aide	District	---	\$18.68/hr	---	---	06/26/2019-07/24/2019
Kozys-Halawa	Caroline	Summer Aide	District	---	\$19.08/hr	---	---	06/26/2019-07/24/2019
Hawileh	Nancy	Summer Aide	District	---	\$18.68/hr	---	---	06/26/2019-07/24/2019
Saladino	Linda	Summer Aide	District	---	\$18.28/hr	---	---	06/26/2019-07/24/2019
Dessel	Lori	Summer Aide	District	---	\$18.68/hr	---	---	06/26/2019-07/24/2019
Shields	Debbie	Summer Aide	District	---	\$19.08/hr	---	---	06/26/2019-07/24/2019
Cladek	Elaine	Summer Aide	District	---	\$18.28/hr	---	---	06/26/2019-07/24/2019
Walsh	Richard	Aide/Substitute Aide	District	---	---	New	---	05/14/2019-06/30/2019

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Before and After School Program/Childcare								
" A school district or charter school may employ for a period not to exceed 90 days pending review by the school district providing all the following are satisfied: Applicant compiled with providing list School district has no knowledge or information that the applicant would be required to disclose under the law School district determines special or emergent circumstances exist that justify the temporary employment of this applicant" Springfield Board of Education Regular Meeting, May 13, 2019 ***Resignation subject to the requirements provided by law								

<u>SCHOOL/DEPT.</u>	<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>START DATE</u>	<u>CATEGORY</u>		<u>Base Salary</u>	<u>Stipends</u>	<u>Longevity</u>	<u>Total</u>
WALTON SCHOOL	VACCARELLA	LUCY	11/16/2000	BOOK	Step Q - C	48,620.00	0.00	2,260.00	50,880.00
WALTON SCHOOL	LUSTIG-KERR	ALICE C.	07/01/2009	CLERK	Step 8 -D	35,059.00	0.00	0.00	35,059.00
WALTON SCHOOL	DUNLAP	ALI	7/1/14	CUST	Step 5	44,139.00	1,469.00	0.00	45,608.00
WALTON SCHOOL	TAYLOR	CLARENCE	7/1/14	CUST	Step 5	44,139.00	1,469.00	0.00	45,608.00
WALTON SCHOOL	WILLIAMS	FREDDIE	6/3/13	CUST	Step 7	45,472.00	1,469.00	0.00	46,941.00
WALTON SCHOOL	BALKE	THEODORE W.	07/01/1999	CUST	Step T	51,061.00	2,560.00	713.00	54,334.00
WALTON SCHOOL	SALICETI	CHRISTINE	1/2/13	GUIDANCE	Step 6/MA	64,178.00	0.00	0.00	64,178.00
WALTON SCHOOL	COPPOLA	ADRIANA	9/1/17	PRINCIPAL	Step 5-A	116,686.00	8,840.00	2,500.00	128,026.00
WALTON SCHOOL	DU BEAU	MARIE A.	09/01/2006	SEC	Step W - B	39,830.00	0.00	1,130.00	40,960.00
WALTON SCHOOL	GIGANTE	LAUREN	9/1/14	SPEC	Step 5/MA	63,482.00	0.00	0.00	63,482.00
WALTON SCHOOL	PAOLINO	CAMILLE	09/01/1991	SPEC	Step Q/MA	94,137.00	0.00	0.00	94,137.00
WALTON SCHOOL	WEISS	STACY	3/1/16	SPEC	Step 6/6th	55,388.80	0.00	0.00	55,388.80
WALTON SCHOOL	KING	KARA	4/6/14	SPEC	Step 9/6th	73,751.00	0.00	0.00	73,751.00
WALTON SCHOOL	PAERNOSTRO	ANNEMARIA	9/1/18	TEACHER	Step 0/BA	55,478.00	0.00	0.00	55,478.00
WALTON SCHOOL	GRIFFIN	MEGAN M.	09/01/2005	TEACHER	Step 12/6th	79,278.00	0.00	0.00	79,278.00
WALTON SCHOOL	ALAMORIAN	CHRISTINE	09/01/2003	TEACHER	Step 13/6th	80,914.00	0.00	0.00	80,914.00
WALTON SCHOOL	GIULIANO	ALISON	9/1/13	TEACHER	Step 13/BA	69,952.00	0.00	0.00	69,952.00
WALTON SCHOOL	FEIGELES	SUSAN B.	09/01/2002	TEACHER	Step 13/MA	74,533.00	0.00	0.00	74,533.00
WALTON SCHOOL	PERONE	REBECCA A.	09/01/2004	TEACHER	Step 13/MA	75,186.00	0.00	0.00	75,186.00
WALTON SCHOOL	FUNK	COLLEEN	09/01/2002	TEACHER	Step 14/MA	77,277.00	0.00	0.00	77,277.00
WALTON SCHOOL	KRINNER	CHELSEA	2/20/18	TEACHER	Step 2/BA	56,735.00	0.00	0.00	56,735.00
WALTON SCHOOL	VARTAN	JENNA	9/1/16	TEACHER	Step 2/BA	56,735.00	0.00	0.00	56,735.00
WALTON SCHOOL	CIFELLI	KARI	9/1/16	TEACHER	Step 2/MA	61,468.00	0.00	0.00	61,468.00
WALTON SCHOOL	HOROWITZ	TAYLOR	9/1/16	TEACHER	Step 3/MA	62,107.00	0.00	0.00	62,107.00
WALTON SCHOOL	MCGOWAN	CAITLIN	9/1/16	TEACHER	Step 3/MA	62,107.00	0.00	0.00	62,107.00
WALTON SCHOOL	REBIMBAS	JACQUELINE	9/1/14	TEACHER	Step 5/BA	58,672.00	0.00	0.00	58,672.00
WALTON SCHOOL	REILLY	DONNA	9/1/12	TEACHER	Step 7/BA	60,705.00	0.00	0.00	60,705.00
WALTON SCHOOL	D'ALOISIO	DORI	01/04/2010	TEACHER	Step 7/MA	66,700.00	0.00	0.00	66,700.00
WALTON SCHOOL	FRETZ	DANA	9/1/12	TEACHER	Step 7/MA	66,700.00	0.00	0.00	66,700.00
WALTON SCHOOL	JONES	MARISSA	9/1/10	TEACHER	Step 8/BA	62,286.00	0.00	0.00	62,286.00
WALTON SCHOOL	COSTA	DIANA	9/1/16	TEACHER	Step 8/MA	67,319.00	0.00	0.00	67,319.00
WALTON SCHOOL	KIRNA	ROBIN	09/01/2008	TEACHER	Step 8/MA	67,319.00	0.00	0.00	67,319.00
WALTON SCHOOL	LEONARDIS	DEANNA	09/01/2008	TEACHER	Step 8/MA	67,319.00	0.00	0.00	67,319.00
WALTON SCHOOL	TURNER	LAUREN M	02/02/2009	TEACHER	Step 9/MA	68,489.00	0.00	0.00	68,489.00
WALTON SCHOOL	BERGER	DEBRA P	01/01/1997	TEACHER	Step BB/6th	92,236.00	0.00	0.00	92,236.00
WALTON SCHOOL	KINNEY	KENDRA M.	09/01/1999	TEACHER	Step EE/MA	82,437.00	0.00	0.00	82,437.00
WALTON SCHOOL	KELLY	MEGAN A.	09/01/1999	TEACHER	Step GG/MA	79,987.00	0.00	0.00	79,987.00
WALTON SCHOOL	WEISS	MELANIE S.	09/01/2001	TEACHER	Step HH/6th	85,015.00	0.00	0.00	85,015.00
WALTON SCHOOL	MAUL	THERESA S.	09/01/2000	TEACHER	Step HH/BA	73,667.00	0.00	0.00	73,667.00
WALTON SCHOOL	FELTER	SUSAN	09/01/2000	TEACHER	Step HH/MA	79,087.00	0.00	0.00	79,087.00
WALTON SCHOOL	LEVINE	PHOEBE H.	09/01/2001	TEACHER	Step II/6th	84,115.00	0.00	0.00	84,115.00
WALTON SCHOOL	ZIKA	DANA L.	12/17/2001	TEACHER	Step II/BA	72,767.00	0.00	0.00	72,767.00

WALTON SCHOOL	FORTNA	VICTORIA	09/01/2008	TEACHER	Step II/BA	72,767.00	0.00	0.00	72,767.00
WALTON SCHOOL	GREENE	SUSAN	07/15/1992	TEACHER	Step S/MA	92,352.00	0.00	0.00	92,352.00
WALTON SCHOOL	RICARDO	DEBORAH A	09/01/1989	TEACHER	Step V/MA	89,406.00	0.00	0.00	89,406.00
WALTON SCHOOL	SCHOCH	LISA	09/01/1995	TEACHER	Step Y/BA	82,006.00	0.00	0.00	82,006.00
WALTON SCHOOL	PERDOMO	MARY SANCHEZ	09/01/1993	TEACHER	Step Z/6th	93,387.00	0.00	0.00	93,387.00
WALTON SCHOOL	MATT	PAIGE	9/1/17	TEACHER	Step I/BA	56,117.00	0.00	0.00	56,117.00
CALDWELL ELEMENTARY	LEONE	CHRISTOPHER	07/01/2009	CUST	Step 8	46,314.00	0.00	2,560.00	48,874.00
CALDWELL ELEMENTARY	MC NANNA	DAVID T.	01/01/1994	CUST	Step N	54,302.00	1,469.00	1,077.00	56,848.00
CALDWELL ELEMENTARY	WIECZORKOWSKI	WALDEMAR	11/01/2000	CUST	Step P	52,449.00	1,469.00	713.00	54,631.00
CALDWELL ELEMENTARY	ZAMBOLLA	MARNIE	09/01/2007	GUIDANCE	Step 9/6th	73,751.00	0.00	0.00	73,751.00
CALDWELL ELEMENTARY	RENNIE	DAVID	7/1/06	PRINC	J ELEM	125,842.00	8,840.00	2,466.00	137,148.00
CALDWELL ELEMENTARY	LEONARDIS	ROSA M	10/16/1989	SEC	Step E - A	52,662.00	0.00	4,526.00	57,188.00
CALDWELL ELEMENTARY	GLAZNER	TRACI	01/01/2004	SPEC	Step 12/MA	73,654.00	0.00	0.00	73,654.00
CALDWELL ELEMENTARY	ALTMAN	RENEE D.	02/11/2002	SPEC	Step 14/6th	83,205.00	0.00	0.00	83,205.00
CALDWELL ELEMENTARY	ABBATE	MICHAEL D.	09/01/2002	TEACHER	Step 14/MA	77,277.00	0.00	0.00	77,277.00
CALDWELL ELEMENTARY	ZAVOCKI	CRISTIN	9/1/16	TEACHER	Step 2/MA	61,468.00	0.00	0.00	61,468.00
CALDWELL ELEMENTARY	SCHULTZ	KEVIN	9/1/15	TEACHER	Step 3/BA	57,373.00	0.00	0.00	57,373.00
CALDWELL ELEMENTARY	ZIMMER	DANIEL	9/1/16	TEACHER	Step 3/BA	57,373.00	0.00	0.00	57,373.00
CALDWELL ELEMENTARY	LEUNG	CAROLINE	9/1/15	TEACHER	Step 3/MA	62,107.00	0.00	0.00	62,107.00
CALDWELL ELEMENTARY	GROBARZ	ALYSSA	9/1/15	TEACHER	Step 4/BA	58,012.00	0.00	0.00	58,012.00
CALDWELL ELEMENTARY	DAUBERT	KELSEY	9/1/13	TEACHER	Step 5/BA	58,672.00	0.00	0.00	58,672.00
CALDWELL ELEMENTARY	BAKER	ERIN	9/1/12	TEACHER	Step 6/MA	64,178.00	0.00	0.00	64,178.00
CALDWELL ELEMENTARY	LYNCH	JAMIE	9/1/13	TEACHER	Step 6/MA	64,178.00	0.00	0.00	64,178.00
CALDWELL ELEMENTARY	MEDINA	SARAH	09/01/2008	TEACHER	Step 8/MA	67,319.00	0.00	0.00	67,319.00
CALDWELL ELEMENTARY	CAMPBELL	DAVID	09/01/1995	TEACHER	Step AA/MA	86,667.00	0.00	0.00	86,667.00
CALDWELL ELEMENTARY	BLANCHARD-SALMON	KAREN	09/01/2004	NURSE	Step DD/6	89,565.00	0.00	0.00	89,565.00
CALDWELL ELEMENTARY	BIERLY	LISA	09/01/1999	TEACHER	Step GG/6th	85,915.00	0.00	0.00	85,915.00
CALDWELL ELEMENTARY	CHANG	LAUREN	09/01/2003	TEACHER	Step GG/6th	85,915.00	0.00	0.00	85,915.00
CALDWELL ELEMENTARY	BHASIN	KANAK	09/01/2000	TEACHER	Step GG/6th	85,915.00	0.00	0.00	85,915.00
CALDWELL ELEMENTARY	GING	JESSICA	09/01/2001	TEACHER	Step HH/6th	85,015.00	0.00	0.00	85,015.00
CALDWELL ELEMENTARY	GRIFFITHS	STEVEN I	09/01/1994	TEACHER	Step X/6th	94,589.00	0.00	0.00	94,589.00
CALDWELL ELEMENTARY	FRANKHOUSER	KATHERINE	09/01/1993	TEACHER	Step Z/6th	93,387.00	0.00	0.00	93,387.00
CALDWELL ELEMENTARY	HERON	CHRISTINE	09/01/1999	TEACHER	Step Z/MA	87,209.00	0.00	0.00	87,209.00
SANDMEIER ELEMENTARY	FELDMAN	STEWART	10/01/1991	CUST	Step L	56,183.00	2,560.00	1,077.00	59,820.00
SANDMEIER ELEMENTARY	MARCHESE	CHRISTINA	9/1/18	GUIDANCE	Step 1/MA	60,850.00	0.00	0.00	60,850.00
SANDMEIER ELEMENTARY	PLIAS	MICHAEL	07/01/12	PRINC	6 ELEM	117,842.00	8,840.00	1,295.00	127,977.00
SANDMEIER ELEMENTARY	FERREIRA	SUSAN	8/26/13	SEC	Step 6- A	34,813.00	0.00	0.00	34,813.00
SANDMEIER ELEMENTARY	REINDEAU	SAMANTHA	9/1/17	TEACHER	Step 1/BA	56,117.00	0.00	0.00	56,117.00
SANDMEIER ELEMENTARY	ERICKSON	GREGG P.	09/01/2004	TEACHER	Step 13/6th	80,914.00	0.00	0.00	80,914.00
SANDMEIER ELEMENTARY	NOTO	KIMBERLY A.	09/01/2003	TEACHER	Step 13/6th	80,914.00	0.00	0.00	80,914.00

SANDMEIER ELEMENTARY	SALOMON	REBECCA	09/01/2003	TEACHER	Step 13/6th	80,914.00	0.00	0.00	80,914.00
SANDMEIER ELEMENTARY	PALUMBO	LeETTA	09/01/2005	TEACHER	Step 13/MA	75,186.00	0.00	0.00	75,186.00
SANDMEIER ELEMENTARY	MERINGOLO	SAMANTHA	9/1/16	TEACHER	Step 2/BA	56,735.00	0.00	0.00	56,735.00
SANDMEIER ELEMENTARY	LIVINGSTONE	KRISTEN	9/1/15	TEACHER	Step 3/BA	57,373.00	0.00	0.00	57,373.00
SANDMEIER ELEMENTARY	STEARNS	LINDSAY	2/1/14	TEACHER	Step 5/BA	58,672.00	0.00	0.00	58,672.00
SANDMEIER ELEMENTARY	TAUSCHER	KELLEY	9/1/14	TEACHER	Step 5/BA	58,672.00	0.00	0.00	58,672.00
SANDMEIER ELEMENTARY	EARLEY	MARISSA	9/1/13	TEACHER	Step 5/MA	63,482.00	0.00	0.00	63,482.00
SANDMEIER ELEMENTARY	GANDINO	DANIELLE	9/1/13	TEACHER	Step 6/MA	64,178.00	0.00	0.00	64,178.00
SANDMEIER ELEMENTARY	DISKO	MAURA	9/1/13	TEACHER	Step 6/MA	64,178.00	0.00	0.00	64,178.00
SANDMEIER ELEMENTARY	DELALLAVE	PAMELA	2/1/2012	TEACHER	Step 7/MA	66,700.00	0.00	0.00	66,700.00
SANDMEIER ELEMENTARY	SCARPELLI	ANTHONY V	03/01/1995	TEACHER	Step BB/6th	92,236.00	0.00	0.00	92,236.00
SANDMEIER ELEMENTARY	DILLARD	GILLIAN M.	09/01/1999	TEACHER	Step BB/MA	86,134.00	0.00	0.00	86,134.00
SANDMEIER ELEMENTARY	SCHMIDT	LINDA	03/01/2000	TEACHER	Step EE/MA	82,437.00	0.00	0.00	82,437.00
SANDMEIER ELEMENTARY	KORMAN	MARILYN S	09/01/1998	TEACHER	Step FF/6th	87,165.00	0.00	0.00	87,165.00
SANDMEIER ELEMENTARY	MURRAY PLENT	KRISTINE	02/01/1999	TEACHER	Step FF/6th	87,165.00	0.00	0.00	87,165.00
SANDMEIER ELEMENTARY	HANDY	DOLORES M.	02/21/2001	TEACHER	Step GG/6th	85,915.00	0.00	0.00	85,915.00
SANDMEIER ELEMENTARY	LIVESAY	AMANDA	9/26/16	TEACHER	Step 2/BA	56,735.00	0.00	0.00	56,735.00
SANDMEIER/CALDWELL	ELIA	DANIELLE	9/1/15	SPEC	Step 4/BA	58,012.00	0.00	0.00	58,012.00
GAUDINEER MIDDLE	ROCHA	MARIA	11/14/16	CUST	Step 4	43,357.00	1,469.00	0.00	44,826.00
GAUDINEER MIDDLE	TURNER	DARRELL	2/7/14	CUST	Step 5	44,139.00	1,469.00	0.00	45,608.00
GAUDINEER MIDDLE	MC CABE	THOMAS	03/20/1995	CUST	Step P	53,543.00	1,469.00	1,077.00	56,089.00
GAUDINEER MIDDLE	BOYD	RICKY	07/01/2005	CUST	Step X	48,651.00	2,560.00	364.00	51,575.00
GAUDINEER MIDDLE	LYNCH	MATTHEW	7/1/15	FMG SUPV		83,292.00	9,393.00	0.00	92,685.00
GAUDINEER MIDDLE	CHOU	LILLIAN	09/01/2001	GUIDANCE	Step DD/6th	89,565.00	0.00	0.00	89,565.00
GAUDINEER MIDDLE	OLIVE	VIRGINIA K.	01/02/2002	GUIDANCE	Step II/6th	84,115.00	0.00	0.00	84,115.00
GAUDINEER MIDDLE	MOWCZAN	RENEE	9/1/18	NURSE	Step 0/BA	55,478.00	0.00	0.00	55,478.00
GAUDINEER MIDDLE	KIELTY	TIMOTHY	09/01/2004	PRINC	H MIDDLE	135,330.00	8,840.00	2,466.00	146,636.00
GAUDINEER MIDDLE	WETZEL	JENNIFER	10/1/18	SEC	STEP 1 -B	34,568.00	0.00	0.00	34,568.00
GAUDINEER MIDDLE	POCARO	JESSICA	8/31/15	SEC	STEP W clerk	35,162.00	0.00	0.00	35,162.00
GAUDINEER MIDDLE	PAZ	KIMBERLY	9/1/16	SPEC	Step 10/MA	70,657.00	0.00	0.00	70,657.00
GAUDINEER MIDDLE	GAUGHAN	JAIME	9/1/18	TEACHER	Step 0/BA	55,478.00	0.00	0.00	55,478.00
GAUDINEER MIDDLE	REYNDERS	ALISON	9/1/17	TEACHER	Step 1/BA	56,117.00	0.00	0.00	56,117.00
GAUDINEER MIDDLE	FRIEDMAN	JILL	9/1/16	TEACHER	Step 10/6th	75,988.00	0.00	0.00	75,988.00
GAUDINEER MIDDLE	PERONE	JASON	09/01/2006	TEACHER	Step 10/BA	65,487.00	0.00	0.00	65,487.00
GAUDINEER MIDDLE	HILDEBRAND	ROBERT A.	09/01/2005	TEACHER	Step 11/6th	77,111.00	0.00	0.00	77,111.00
GAUDINEER MIDDLE	HERRINGTON	AMY W.	01/06/2006	TEACHER	Step 11/6th	77,111.00	0.00	0.00	77,111.00
GAUDINEER MIDDLE	MAJOR	MICHELLE	09/01/2005	TEACHER	Step 12/6th	79,278.00	0.00	0.00	79,278.00
GAUDINEER MIDDLE	MARX	JULIE	09/01/2004	TEACHER	Step 12/BA	68,209.00	0.00	0.00	68,209.00
GAUDINEER MIDDLE	CONDON	EILEEN	09/01/2004	TEACHER	Step 12/MA	73,654.00	0.00	0.00	73,654.00
GAUDINEER MIDDLE	DAVID	JOSEPH J	09/01/2005	TEACHER	Step 12/MA	73,654.00	0.00	0.00	73,654.00
GAUDINEER MIDDLE	HAGGERTY	DEVIN	09/01/2004	TEACHER	Step 12/MA	73,654.00	0.00	0.00	73,654.00
GAUDINEER MIDDLE	HERNANDEZ	STEPHANIE	09/01/2005	TEACHER	Step 12/MA	73,654.00	0.00	0.00	73,654.00

GAUDINEER MIDDLE	GABRIEL	LEONARD	09/01/2005	TEACHER	Step 13/6th	80,914.00	0.00	0.00	80,914.00
GAUDINEER MIDDLE	DAVID	SARAH	09/01/2003	TEACHER	Step 13/MA	75,186.00	0.00	0.00	75,186.00
GAUDINEER MIDDLE	SANDFORD	ROSALBA	01/01/2003	TEACHER	Step 14/6th	83,205.00	0.00	0.00	83,205.00
GAUDINEER MIDDLE	TELESCA	JONATHAN	09/01/2002	TEACHER	Step 14/6th	83,205.00	0.00	0.00	83,205.00
GAUDINEER MIDDLE	WEAKLEY	MAUREEN	11/13/17	TEACHER	Step 2/BA	56,735.00	0.00	0.00	56,735.00
GAUDINEER MIDDLE	HILSER	KATHLEEN	4/9/18	TEACHER	Step 2/MA	61,468.00		0.00	61,468.00
GAUDINEER MIDDLE	BEST	CRYSTAL	9/1/16	TEACHER	Step 3/BA	57,373.00	0.00	0.00	57,373.00
GAUDINEER MIDDLE	RODRIGUEZ	CHRISTINA M	10/17/2006	TEACHER	Step 3/BA	57,373.00	0.00	0.00	57,373.00
GAUDINEER MIDDLE	STROBER	DANA	9/1/15	TEACHER	Step 3/BA	57,373.00	0.00	0.00	57,373.00
GAUDINEER MIDDLE	MOJKA	ALEXIS	9/1/15	TEACHER	Step 4/MA	62,746.00	0.00	0.00	62,746.00
GAUDINEER MIDDLE	COLLINS	TRISH	9/1/12	TEACHER	Step 6/MA	64,178.00	0.00	0.00	64,178.00
GAUDINEER MIDDLE	D'ANGELO	LAURE	9/1/12	TEACHER	Step 7/BA	60,705.00	0.00	0.00	60,705.00
GAUDINEER MIDDLE	KRUPIT	BENJAMIN	9/1/12	TEACHER	Step 7/MA	66,700.00	0.00	0.00	66,700.00
GAUDINEER MIDDLE	MIRABELLA	MICHAEL J	09/01/1988	TEACHER	Step 7/MA	66,700.00	0.00	0.00	66,700.00
GAUDINEER MIDDLE	D'AMORE	MICHELLE	09/01/2008	TEACHER	Step 8/MA	67,319.00	0.00	0.00	67,319.00
GAUDINEER MIDDLE	GOERGE	MICHAEL	09/01/2007	TEACHER	Step 9/BA	63,393.00	0.00	0.00	63,393.00
GAUDINEER MIDDLE	LAURENCELLE	LAURA	9/1/17	TEACHER	Step 9/BA	63,393.00	0.00	0.00	63,393.00
GAUDINEER MIDDLE	BELLER	LAURA	09/01/1999	TEACHER	Step DD/MA	83,637.00	0.00	0.00	83,637.00
GAUDINEER MIDDLE	KANTERMAN	ROBIN	09/01/2007	TEACHER	Step FF/6th	87,165.00	0.00	0.00	87,165.00
GAUDINEER MIDDLE	SCHECKMAN	SHARI L.	09/01/1998	TEACHER	Step FF/6th	87,165.00	0.00	0.00	87,165.00
GAUDINEER MIDDLE	CARIANI	JUDY S	09/01/1999	TEACHER	Step GG/6TH	85,915.00	0.00	0.00	85,915.00
GAUDINEER MIDDLE	CIOFFI	JOSEPHINE	09/01/1999	TEACHER	Step GG/MA	79,987.00	0.00	0.00	79,987.00
GAUDINEER MIDDLE	GRAY	JANET H.	09/01/2009	TEACHER	Step HH/6th	85,015.00	0.00	0.00	85,015.00
GAUDINEER MIDDLE	MASTERSON	KIMBERLY ANN	09/01/2001	TEACHER	Step HH/6th	85,015.00	0.00	0.00	85,015.00
GAUDINEER MIDDLE	HILTON	DAVID S.	09/01/2000	TEACHER	Step HH/BA	73,667.00	0.00	0.00	73,667.00
GAUDINEER MIDDLE	GILLEN	ALISON	09/01/1988	TEACHER	Step O/MA	96,909.00	0.00	0.00	96,909.00
GAUDINEER MIDDLE	LIBERTO	MARY-CATHLEE	09/01/2001	TEACHER	Step V/MA	89,406.00	0.00	0.00	89,406.00
GAUDINEER MIDDLE	LAGEMANN	MELISSA	09/01/1993	TEACHER	Step W/BA	83,061.00	0.00	0.00	83,061.00
JONATHAN DAYTON	BYNUM	STEPHANIE	6/19/18	CUST	Step 1	41,679.00	1,469.00		43,148.00
JONATHAN DAYTON	ELIJAH	ROBERT	1/2/18	CUST	Step 2	42,189.00	1,469.00	0.00	43,658.00
JONATHAN DAYTON	HINTON	MARY	7/1/16	CUST	Step 3	42,717.00	2,560.00	441.00	45,718.00
JONATHAN DAYTON	POUGH	SAMUEL	9/1/17	CUST	Step 3	42,717.00	1,469.00	0.00	44,186.00
JONATHAN DAYTON	VAUGHAN	ALAN	07/01/1975	CUST	Step A	72,995.00	1,469.00	1,077.00	75,541.00
JONATHAN DAYTON	PEREZ	FELIX	08/01/1991	CUST	Step L	56,183.00	1,469.00	1,077.00	58,729.00
JONATHAN DAYTON	JOSEPH	JEAN D.	09/03/1996	CUST	Step Q	52,637.00	3,812.00	1,077.00	57,526.00
JONATHAN DAYTON	DOUGHERTY	DIXIE L.	07/01/2005	CUST	Step X	48,651.00	3,812.00	364.00	52,827.00
JONATHAN DAYTON	HILL	DARLENE	9/1/16	GUIDANCE	Step 3/6TH	67,102.00	0.00	0.00	67,102.00
JONATHAN DAYTON	VECCHIONE	ANTHONY	9/1/14	GUIDANCE	STEP 4/MA	62,746.00	0.00	0.00	62,746.00
JONATHAN DAYTON	RITTER	JACQUELINE L	09/01/2001	GUIDANCE	Step II/6th	84,115.00	0.00	0.00	84,115.00
JONATHAN DAYTON	SISTA	MARIA C.	03/05/2002	GUIDANCE/SAC	Step 14/6th	83,205.00	0.00	0.00	83,205.00
JONATHAN DAYTON	SILBERTO-GRAHAM	ROXANNE	01/25/2000	NURSE	Step GG/6TH	85,915.00	0.00	0.00	85,915.00
JONATHAN DAYTON	FRANCIS	NORMAN	7/1/15	PRINC	I HIGH	143,950.00	8,840.00	2,500.00	155,290.00
JONATHAN DAYTON	CIERI	KIM	1/2/18	SEC	Step 2 - G	35,184.00	0.00		35,184.00

JONATHAN DAYTON	FERRETTI	CINDY	7/1/15	SEC	STEP 4-G	36,371.00	0.00	0.00	36,371.00
JONATHAN DAYTON	LO SCHIAVO	DEBRA A.	06/01/2000	SEC	Step P - G	42,783.00	0.00	2,260.00	45,043.00
JONATHAN DAYTON	FINNE	KAREN	08/25/2004	SEC	Step V - B	39,948.00	0.00	1,130.00	41,078.00
JONATHAN DAYTON	HANSELMANN	GINA	8/18/15	SEC	STEP W-A	36,489.00	0.00	0.00	36,489.00
JONATHAN DAYTON	SIMON	DANIELLE	2/5/18	SPEC	Step 9/MA	68,489.00	0.00	0.00	68,489.00
JONATHAN DAYTON	JACOBS	LANCE	08/15/2006	SUPERVISOR		100,556.00	9,393.00	1,228.00	111,177.00
JONATHAN DAYTON	SALMON	GREGORY	7/1/16	SUPERVISOR		70,867.00	18,785.00	0.00	89,652.00
JONATHAN DAYTON	SCHIANO	CANDICE	7/1/15	SUPERVISOR		87,521.00	18,785.00	0.00	106,306.00
JONATHAN DAYTON	SLATE	RONALD S	7/1/07	SUPERVISOR		104,529.00	9,393.00	1,228.00	115,150.00
JONATHAN DAYTON	LICO	ADELINO	9/1/18	TEACHER	Step 0/MA	60,212.00	0.00	0.00	60,212.00
JONATHAN DAYTON	HUANG	KEVIN	9/1/18	TEACHER	Step 1/6th + Doc	65,845.00	1,895.00	0.00	67,740.00
JONATHAN DAYTON	TESTA	LAURA	9/1/18	TEACHER	Step 1/BA	56,117.00	0.00	0.00	56,117.00
JONATHAN DAYTON	ZALE	ALLISON	9/2017	TEACHER	Step 1/BA	56,117.00	0.00	0.00	56,117.00
JONATHAN DAYTON	DIEZ	SANDRA	09/01/2007	TEACHER	Step 10/6th	75,988.00	0.00	0.00	75,988.00
JONATHAN DAYTON	GENOVA	MARIE	9/1/13	TEACHER	Step 10/6th	75,988.00	0.00	0.00	75,988.00
JONATHAN DAYTON	BAUERS	ASHLEY	09/01/2006	TEACHER	Step 10/BA	65,487.00	0.00	0.00	65,487.00
JONATHAN DAYTON	GUTIERREZ	TAMARA	09/01/2006	TEACHER	Step 10/BA	65,487.00	0.00	0.00	65,487.00
JONATHAN DAYTON	HOFMAN	VERONICA M.	09/01/2006	TEACHER	Step 11/6th	77,111.00	0.00	0.00	77,111.00
JONATHAN DAYTON	SALADINO	TRACEYELLEN	09/01/2005	TEACHER	Step 11/BA	66,419.00	0.00	0.00	66,419.00
JONATHAN DAYTON	COWARD	GREGORY M.	09/01/2005	TEACHER	Step 11/MA	71,682.00	0.00	0.00	71,682.00
JONATHAN DAYTON	DORING	WILLIAM	09/01/2009	TEACHER	Step 12/BA	68,209.00	0.00	0.00	68,209.00
JONATHAN DAYTON	GARROD	WENDY	09/01/2002	TEACHER	Step 12/BA	68,209.00	0.00	0.00	68,209.00
JONATHAN DAYTON	MORTENSEN	JENNIFER	09/01/2004	TEACHER	Step 12/MA	73,654.00	0.00	0.00	73,654.00
JONATHAN DAYTON	WHITE	CHRISTOPHER	09/01/2004	TEACHER	Step 13/6th	80,914.00	0.00	0.00	80,914.00
JONATHAN DAYTON	BREEN	SUSAN	09/01/2003	TEACHER	Step 13/MA	75,186.00	0.00	0.00	75,186.00
JONATHAN DAYTON	MALINO	JUDITH	11/1/16	TEACHER	Step 13/MA	75,186.00	0.00	0.00	75,186.00
JONATHAN DAYTON	BELLAROSA	MANDEE M.	02/02/2003	TEACHER	Step 14/MA	77,277.00	0.00	0.00	77,277.00
JONATHAN DAYTON	O'BRIEN	MICHAEL	9/1/17	TEACHER	Step 2/MA	61,468.00	0.00	0.00	61,468.00
JONATHAN DAYTON	ADAMS	CHRISTOPHER	9/1/16	TEACHER	Step 3/BA	57,373.00	0.00	0.00	57,373.00
JONATHAN DAYTON	GONZALEZ- SILVA	DAVID	9/1/14	TEACHER	Step 4/ BA	58,012.00	0.00	0.00	58,012.00
JONATHAN DAYTON	RANDOLPH	MEGAN	9/1/15	TEACHER	Step 4/MA	62,746.00	0.00	0.00	62,746.00
JONATHAN DAYTON	GRIFFIN	SARAH	9/1/13	TEACHER	Step 5/BA	58,672.00	0.00	0.00	58,672.00
JONATHAN DAYTON	STEINMAN	DAVID	9/1/13	TEACHER	Step 5/MA	63,482.00	0.00	0.00	63,482.00
JONATHAN DAYTON	BALLETTO	BRYAN	9/1/13	TEACHER	Step 6/BA	59,287.00	0.00	0.00	59,287.00
JONATHAN DAYTON	BEAL	JENNIFER	9/1/13	TEACHER	Step 6/BA	59,287.00	0.00	0.00	59,287.00
JONATHAN DAYTON	REYNOLDS	BARBARA	4/14/16	TEACHER	Step 6/MA	64,178.00	0.00	0.00	64,178.00
JONATHAN DAYTON	CUGLIARI	MARK	8/6/12	TEACHER	Step 6/MA	64,178.00	0.00	0.00	64,178.00
JONATHAN DAYTON	MOORE	ERICA	9/1/15	TEACHER	Step 6/MA	64,178.00	0.00	0.00	64,178.00
JONATHAN DAYTON	TUTTLE	KIMBERLY	9/1/13	TEACHER	Step 6/MA	64,178.00	0.00	0.00	64,178.00
JONATHAN DAYTON	SALMON	KATHERINE	9/1/10	TEACHER	Step 7/6th	70,790.00	0.00	0.00	70,790.00
JONATHAN DAYTON	TOWNSEND	KYLE	12/16/11	TEACHER	Step 7/MA	66,700.00	0.00	0.00	66,700.00
JONATHAN DAYTON	VAN DEURSEN	MATTHEW	9/1/11	TEACHER	Step 7/MA	66,700.00	0.00	0.00	66,700.00
JONATHAN DAYTON	DENICOLO	ANTHONY	09/01/2008	TEACHER	Step 8/MA	67,319.00	0.00	0.00	67,319.00
JONATHAN DAYTON	KUSZMERSKI	JENNIFER	09/01/2008	TEACHER	Step 8/MA	67,319.00	0.00	0.00	67,319.00

JONATHAN DAYTON	MARTINEZ	JENNIFER	9/1/16	TEACHER	Step 9/BA	63,393.00	0.00	0.00	63,393.00
JONATHAN DAYTON	CARLSON	STEPHANIE	02/01/2008	TEACHER	Step 9/MA	68,489.00	0.00	0.00	68,489.00
JONATHAN DAYTON	SPANGLER	IKE	08/15/2007	TEACHER	Step 9/MA	68,489.00	0.00	0.00	68,489.00
JONATHAN DAYTON	DAVISON	BRYAN	09/01/2005	TEACHER	Step AA/MA	86,667.00	0.00	0.00	86,667.00
JONATHAN DAYTON	COKEING	MARY E	09/01/1997	TEACHER	Step EE/6th	88,365.00	0.00	0.00	88,365.00
JONATHAN DAYTON	MARTIN	ROBERT	09/01/2005	TEACHER	Step EE/BA	77,017.00	0.00	0.00	77,017.00
JONATHAN DAYTON	ROONEY-KUHN	ELIZABETH A.	09/01/1998	TEACHER	Step FF/MA	81,327.00	0.00	0.00	81,327.00
JONATHAN DAYTON	CHOMKO	KARYN L.	01/18/2000	TEACHER	Step GG/MA	79,987.00	0.00	0.00	79,987.00
JONATHAN DAYTON	BELGROD	TATIANA	02/01/2008	TEACHER	Step HH/6th	85,015.00	0.00	0.00	85,015.00
JONATHAN DAYTON	ORNOVITZ	IRENE	09/01/1999	TEACHER	Step T/6th	97,029.00	0.00	0.00	97,029.00
JONATHAN DAYTON	POWERS	MARY ELLEN	09/01/1991	TEACHER	Step U/6th	96,206.00	0.00	0.00	96,206.00
JONATHAN DAYTON	DELIKARIS	BARBARA	09/01/1990	TEACHER	Step V/6th	95,271.00	0.00	0.00	95,271.00
JONATHAN DAYTON	DI GANGI	STEVEN B.	09/01/1992	TEACHER	Step Y/6th	93,980.00	0.00	0.00	93,980.00
JONATHAN DAYTON/FMG	MAGED	JILLIAN	9/1/16	TEACHER	Step 2/MA	61,468.00	0.00	0.00	61,468.00
SPECIAL SERVICES	GIORDINO	SUSAN	7/9/12	SEC	Step 7 CST	42,491.00	0.00	0.00	42,491.00
SPECIAL SERVICES	ROUSSO	REGINE	09/01/2007	SPEC	Step 10/6th	75,988.00	0.00	0.00	75,988.00
ADMINISTRATION	BUDIS	TRACY	7/1/05	ASST. TO BUS. ADMIN.		61,000.00	0.00	0.00	61,000.00
ADMINISTRATION	HUBER	JEANNETTE	06/07/2004	BOOK	Step Q - C	48,620.00	0.00	1,130.00	49,750.00
ADMINISTRATION	SIGNORELLI	KATHY	01/03/2006	BOOK	Step T - C	46,743.00	0.00	1,130.00	47,873.00
ADMINISTRATION	PROTO	TERESA N.	10/18/2004	CLERK	Step O - D	37,909.00	0.00	1,130.00	39,039.00
ADMINISTRATION	MANNINO	PATRICIA	8/1/12	CONF		55,426.00	3,752.00	0.00	59,178.00
ADMINISTRATION	BURNS	NICOLE	11/6/18	CONF		50,000.00	0.00	0.00	50,000.00
ADMINISTRATION	OLIVEIRA	ANN	10/1/18	CONF		67,000.00	0.00	0.00	67,000.00
ADMINISTRATION	DAVITT	SARAH	1/1/19	CONF		50,000.00	0.00	0.00	50,000.00
ADMINISTRATION	BOEHM	TIFFANY	9/1/15	DIRECTOR		107,689.58	0.00	0.00	107,689.58
ADMINISTRATION	RICCARDI	DANIELA	5/22/96	COORD. OF TECH		90,582.00	0.00	0.00	90,582.00
ADMINISTRATION	CARTER	EDDIE	1/2/18	GROUPS	Step 2 - M	44,443.00	1,469.00		45,912.00
ADMINISTRATION	GRIMM	RICHARD W	07/01/1992	MAINTENANCE	Step M - M	58,279.00	0.00	1,077.00	59,356.00
ADMINISTRATION	WUEST	ADAM F.	01/04/1993	MAINTENANCE	Step M - M	58,279.00	0.00	1,077.00	59,356.00
ADMINISTRATION	TRANQUILLI	ROBERT A.	09/01/1997	MAINTENANCE	Step R - M	54,578.00	0.00	1,077.00	55,655.00
ADMINISTRATION	LICATESE	FRANCESCO	09/01/1998	GROUPS	Step S - M	53,976.00	1,469.00	713.00	56,158.00
ADMINISTRATION	GAMBUZZA	CARMELO	01/09/2008	GROUPS	Step X	51,041.00		364.00	51,405.00
ADMINISTRATION	KNORR	WILLIAM	06/02/2008	SUPERVISOR		99,161.58	0.00	0.00	99,161.58
ADMINISTRATION	DEBIASIO	WAYNE	07/01/1983	TECH		85,724.00	0.00	0.00	85,724.00
ADMINISTRATION	DIAL	NICHOLAS	12/4/18	TECH		62,000.00	0.00	0.00	62,000.00
ADMINISTRATION	PAGANI	PATRICK	8/4/16	TECH		68,238.00	0.00	0.00	68,238.00
ADMINISTRATION	FABI	JORDAN	2/1/17	TECH MGR.		68,238.00	0.00	0.00	68,238.00
TRANSPORTATION	LIES	SUSAN	01/04/2010	COORD. OF TRANSP.		44,085.25	0.00	0.00	44,085.25
TRANSPORTATION	MONTEVERDE	HECTOR A.	12/29/1998	Currier/Driver		42,836.80	1,173.00	0.00	44,009.80

CONFERENCES/CONVENTIONS/WORKSHOPS								
2018-2019								
LAST NAME	FIRST NAME	SCHOOL	DESCRIPTION	LOCATION	Funding	DATE	AMOUNT	BOE APPROVED
Salmon	Gregory	District	STEM Made Simple	SHI Executive Conference Center, Somerset, NJ		5/22/19	\$5.39	5/13/19
Tauscher	Kelley	Sandmeier	MUJC GT Symposium	MUJC, New Providence, NJ		5/15/19	\$0.00	5/13/19

**Special Education Request
Related Services/OOD Placements**

Attachment (E)

1. RELATED SERVICES REQUEST

<u>Vendor</u>	<u>Related Service</u>	<u>Rate</u>	<u>Hours/days/weeks</u>	<u>Term</u>	<u>Student</u>
Horizon Heathcare Staffing Manalapan, NJ	Nursing services	\$53.00-\$58.00		18-19ESY	
Morris Union Jointure Commission New Providence, NJ	Physical therapy	\$8,721.00		18-19SY	

2. OUT OF DISTRICT PLACEMENT REQUEST

<u>School/Placement</u>	<u>Student</u>	<u>Tuition</u>	<u>Term</u>	<u>Comments</u>
Cornerstone Day School Mountainside, NJ	1902	15,009.00	18-19SY	
Allen W. Roberts New Providence, NJ	1004	\$2,472.00	18-19SY	Tuition adjustment
First Children School Fanwood, NJ	1211-1111	\$7,000.00	18-19SY	Tuition adjustment
New Beginnings Fairfield, NJ	0702	\$8,514.00	aide- 18-19SY	

**Tuition Grants
Fall 2019**

Allison Zale	Math 513- Educational Technology for School Mathematics-Revised course Math 580 (Math 580-Combinatorial Mathematics was approved March 11, 2019)	Graduate
Stephanie Carlson	ENGL 556 -Poe, Hawthorn, and Melville	Graduate

For approval at the May 13, 2019 BOE Meeting

Student Teachers/Internships

2019-2020 School Year

Board of Education Meeting: May 13, 2019

Student Teacher/Intern	Daniel Gonzalez
College / University	College of Saint Elizabeth
Assignment Date	9/9/19-12/6/19, 2 days/wk, 1/13/20-4/24/20, full time
Field of Study	Full Day Observation
School	Florence M. Gaudineer
Cooperating Teacher/Counselor	Shari Scheckman

Student Teacher/Intern	Victoria Huff
College / University	Caldwell University
Assignment Date	Fall Semester 9/2019-12/2019
Field of Study	Full Day Observation
School	Edward V. Walton School
Cooperating Teacher/Counselor	Christine Saliceti

(H)

POLICY

SPRINGFIELD BOARD OF EDUCATION

ADMINISTRATION

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District Organization

1100 DISTRICT ORGANIZATION

The Board directs the establishment and implementation of an organizational plan for the management and control of school district operations. The plan will require the identification and resolution of problems at appropriate organizational levels. All references to school district administrators in policies or regulations shall be construed to mean that administrator or his/her designee.

All members and employees of this Board are directed to observe faithfully the chain of communications established by the school district organizational plan. In general, a problem should be identified and its resolution attempted at the level most immediate to the problem's origin. When a resolution cannot be found at that level, remedy may be sought through appropriate resolution and remediation procedures.

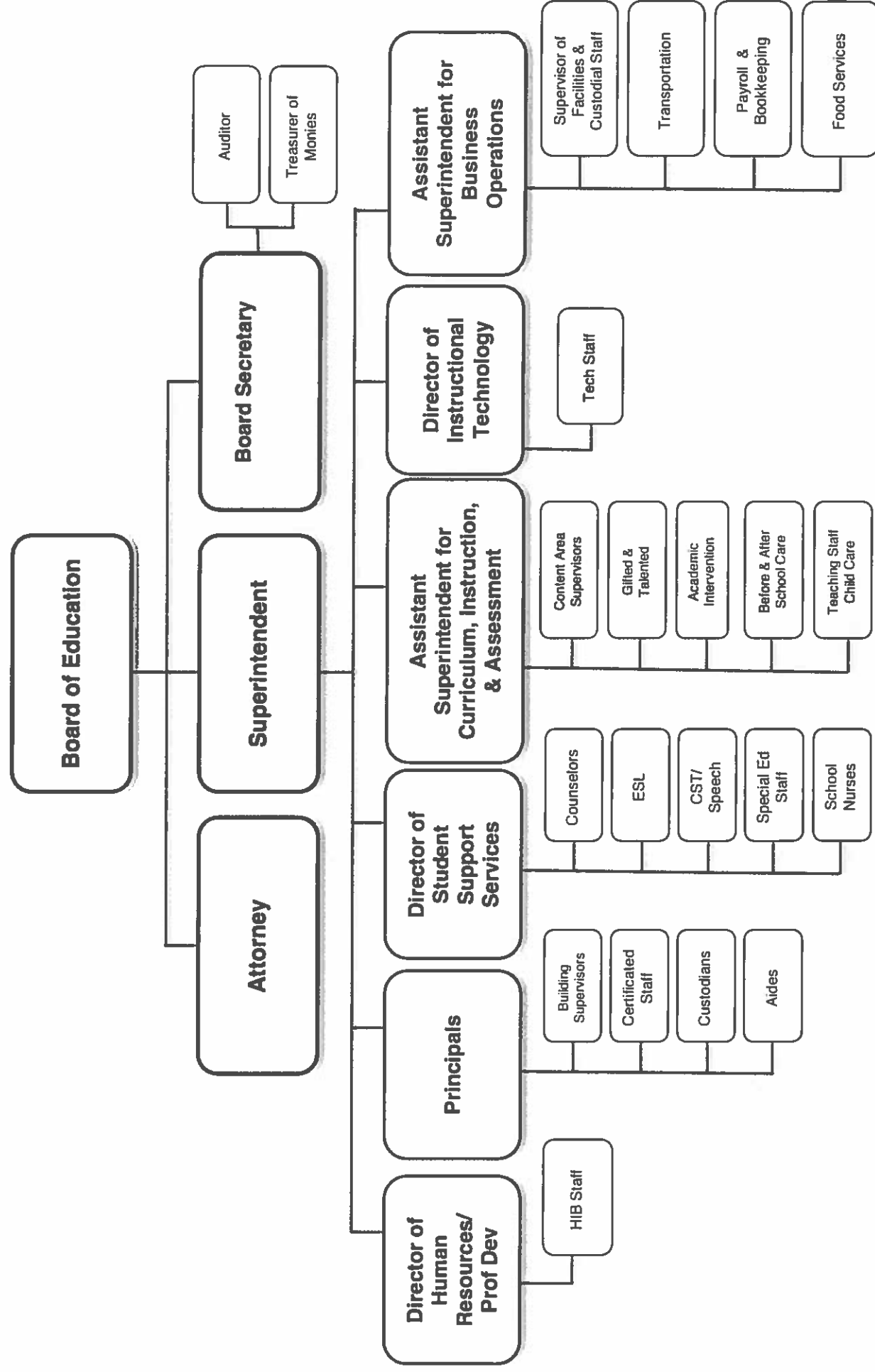
The Board expressly disapproves of any attempt to expedite the resolution of a problem by disregard of the organizational plan and the appropriate processes. A staff member's persistent disregard for the established management organization of the school district in violation of this policy will be considered an act of insubordination subject to discipline.

N.J.S.A. 18:11-1; 18A:27-4

Adopted:



SPRINGFIELD BOARD OF EDUCATION ORGANIZATIONAL CHART



2415.30 TITLE I – EDUCATIONAL STABILITY FOR CHILDREN IN FOSTER CARE

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

The Superintendent or designee shall be designated as the Board's point of contact person for all matters related to the educational stability for children in foster care. The point of contact person for the school district shall not be the same person designated as the school district liaison for the education of homeless children.

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

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

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

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

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



Title I – Educational Stability for Children in Foster Care

1. Preferences of the child;
2. Preferences of the child's parent(s) or educational decision maker(s);
3. The child's attachment to the school, including meaningful relationships with staff and peers;
4. The proximity of the resource family home to the child's present school;
5. The age and grade level of the child as it relates to the other best-interest factors;
6. The needs of the child, including social adjustment and well-being;
7. The child's performance, continuity of education, and engagement in the school the child presently attends;
8. The child's special education programming if the child is classified;
9. The point of time in the school year;
10. The child's permanency goal and likelihood of reunification;
11. The anticipated duration of the placement;
12. Placement of the child's sibling(s);
13. Influence of the school climate on the child, including safety;
14. The availability and quality of the services in the school to meet the child's educational and socioemotional needs;
15. History of school transfers and how they have impacted the child;
16. How the length of the commute would impact the child, based on the child's developmental stage;
17. Whether the child is a student with a disability under the Individuals with Disabilities Act (IDEA) who is receiving special education and related services or a student with a disability under Section 504 who is receiving special education or related aids and services and, if so, the availability of those required services in a school other than the school of origin; and



18. Whether the child is an English language learner (ELL) and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin, consistent with Title VI and the Equal Educational Opportunities Act of 1974 (EEOA).

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

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

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

A foster care child who has been placed in the school district and exits foster care during the school year may be permitted to continue in the school district for the remainder of the school year.

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



Title I – Educational Stability for Children in Foster Care

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

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

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

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

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

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

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

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

New Jersey Department of Education Memorandum dated October 4, 2016 –
Ensuring Educational Stability for Children in Foster Care

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

Adopted:



5512 HARASSMENT, INTIMIDATION, AND BULLYING

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A. Policy Statement

The Board prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

B. Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or



- b. Has the effect of insulting or demeaning any student or group of students;
or
- c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

C. Student Expectations

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.



The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the school district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the school district. This Policy requires all students in the school district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to students and their parents the rules of the school district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The school district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;



3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
 4. Report acts of harassment, intimidation, and bullying to the designated school staff member.
- D. Consequences and Appropriate Remedial Actions

Consequences and Appropriate Remedial Actions – Students

The Board requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

Appropriate remedial action for a student who commits an act of harassment, intimidation, or bullying that takes into account the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance. The appropriate remedial action may also include a behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team as appropriate; and supportive interventions and referral services, including those at N.J.A.C. 6A:16-8.

Factors for Determining Consequences – Student Considerations

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.



Factors for Determining Consequences – School Considerations

1. School culture, climate, and general staff management of the learning environment;
2. Social, emotional, and behavioral supports;
3. Student-staff relationships and staff behavior toward the student;
4. Family, community, and neighborhood situation; and
5. Alignment with Board policy and regulations/procedures.

Factors for Determining Remedial Measures

Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Interests;
6. Hobbies;
7. Extra-curricular activities;
8. Classroom participation;
9. Academic performance; and
10. Relationship to students and the school district.

Environmental

1. School culture;
2. School climate;
3. Student-staff relationships and staff behavior toward the student;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including



suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension;
7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action; or
9. Expulsion.

Examples of Remedial Measures

Personal – Student Exhibiting Bullying Behavior

1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways he or she can solve the problem and change behaviors;
2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;
3. Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;



4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;
5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);
6. Develop a learning plan that includes consequences and skill building;
7. Consider wrap-around support services or after-school programs or services;
8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
9. Arrange for an apology, preferably written;
10. Require a reflective essay to ensure the student understands the impact of his or her actions on others;
11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and
14. Schedule a follow-up conference with the student.

Personal – Target/Victim

1. Meet with a trusted staff member to explore the student's feelings about the incident;
2. Develop a plan to ensure the student's emotional and physical safety at school;
3. Have the student meet with the school counselor or school social worker to ensure he or she does not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;
5. Help the student develop skills and strategies for resisting bullying; and
6. Schedule a follow-up conference with the student.

Parents, Family, and Community

1. Develop a family agreement;
2. Refer the family for family counseling; and
3. Offer parent education workshops related to bullying and social-emotional learning.

Examples of Remedial Measures – Environmental (Classroom, School Building, or School District)

1. Analysis of existing data to identify bullying issues and concerns;
2. Use of findings from school surveys (e.g., school climate surveys);



3. Focus groups;
4. Mailings – postal and email;
5. Cable access television;
6. School culture change;
7. School climate improvement;
8. Increased supervision in “hot spots” (e.g., locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. Professional development plans for involved staff;
12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. Formation of professional learning communities to address bullying problems;
14. Small or large group presentations for fully addressing the actions and the school’s response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;
15. School policy and procedure revisions;
16. Modifications of schedules;
17. Adjustments in hallway traffic;
18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;
19. Modifications in student routes or patterns traveling to and from school;
20. Supervision of student victims before and after school, including school transportation;
21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
22. Targeted use of teacher aides;
23. Disciplinary action, including dismissal, for school staff who contributed to the problem;
24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
25. Parent conferences;
26. Family counseling;
27. Development of a general harassment, intimidation, and bullying response plan;
28. Behavioral expectations communicated to students and parents;
29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;



30. Recommendations of a student behavior or ethics council;
31. Participation in peer support groups;
32. School transfers; and
33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.

Consequences and Appropriate Remedial Actions – Adults

The school district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Target/Victim Support

Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.

Sufficient safety measures should be undertaken to ensure the victims' physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.

Examples of support for student victims of harassment, intimidation, and bullying include:

1. Teacher aides;
2. Hallway and playground monitors;
3. Partnering with a school leader;
4. Provision of an adult mentor;
5. Assignment of an adult "shadow" to help protect the student;
6. Seating changes;
7. Schedule changes;
8. School transfers;



9. Before- and after-school supervision;
10. School transportation supervision;
11. Counseling; and
12. Treatment or therapy.

E. Harassment, Intimidation, and Bullying Reporting Procedure

The Board requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report.

The Principal or designee will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident.

A person may report, verbally or in writing, an act of harassment, intimidation, or bullying committed by an adult or youth against a student anonymously. The Board will not take formal disciplinary action based solely on the anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.



In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The school district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the school district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The school district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
- b. Collaborate with school Anti-Bullying Specialists in the school district, the Board, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the school district;
- c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
- d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
- e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the school district.



2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
 - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
 - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety/School Climate Team shall be formed in each school in the school district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety/School Climate Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/School Climate Team.

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;



- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the school district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/School Climate Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

G. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying.



The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation. Investigations or complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. An investigation concerning a staff member shall not be conducted by a staff member who is supervised by the staff member being investigated or who is an administrator in the school district. The Principal or designee, in consultation with the Superintendent or designee, will appoint a staff member to complete these investigations.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action, as necessary.

The Superintendent shall report the results of each investigation to the Board no later than the date of the regularly scheduled Board meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the school district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in



writing within five school days after the results of the investigation are reported to the Board.

A parent may request a hearing before the Board after receiving the written information about the investigation. Any request for such a hearing shall be filed with the Board Secretary no later than sixty calendar days after the written information is provided to the parents. The hearing shall be held within ten business days of the request. The Board shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board's decision.

A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

H. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board shall establish a range of responses to harassment, intimidation, and bullying incidents and the Principal and the Anti-Bullying Specialist shall appropriately apply these responses once an incident of harassment, intimidation, or bullying is confirmed. The Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials.



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For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include consistent and appropriate positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) intended to remediate the problem behaviors.
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays (when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying), research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, "acts of kindness" programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, "natural helper" or peer leadership programs, "upstander" programs, parent programs, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.
4. District-wide responses can comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based organizations), launching harassment, intimidation, and bullying prevention campaigns.

I. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying.



The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures. All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.

Examples of consequences and remedial measures for students who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with students who engage in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.

J. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.

1. Students - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students found to have falsely accused another as a means of harassment, intimidation, or bullying



or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

K. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with students, school volunteers, students, and parents who have children enrolled in a school in the school district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post a link to the school district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The school district will notify students and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

The Superintendent shall post the name, school phone number, school address, and school email address of the school district Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the school district Anti-Bullying Coordinator on the home page of each school's website.



L. Harassment, Intimidation, and Bullying Training and Prevention Programs

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with students; and persons contracted by the school district to provide services to students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board member must complete, during the first year of the member's first term, a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the school district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the New Jersey Student Learning Standards, pursuant to N.J.S.A. 18A:37-29.



The school district and each school in the school district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17 et seq.

M. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review

The Superintendent shall develop and implement a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with students.

The Superintendent, Principal(s), and the Anti-Bullying Coordinator, with input from the schools' Anti-Bullying Specialists, shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, and any report(s) and/or finding(s) of the School Safety/School Climate Team(s). The Superintendent shall recommend to the Board necessary revisions and additions to the Policy consistent with N.J.S.A. 18A:37-15.c., as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

N. Reports to Board of Education and New Jersey Department of Education

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

O. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the school district shall be posted on the homepage of the school's website and the school district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school



district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the school district.

P. Reports to Law Enforcement

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

The Board prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

R. Students with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

S. Approved Private Schools for Students with Disabilities (APSSD)

In accordance with the provisions of N.J.A.C. 6A:16-7.7(a).2.ix.(2), the Board shall investigate a complaint or report of harassment, intimidation, or bullying, pursuant to N.J.A.C. 6A:16-7.7(a).2.ix. and Section G. of this Policy, occurring on Board school buses, at Board school-sponsored functions, and off school grounds involving a student who attends an APSSD. The investigation shall be conducted by a Board Anti-Bullying Specialist, in consultation with the APSSD.

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.



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N.J.S.A. 18A:37-13 through 18A:37-32

N.J.A.C. 6A:16-7.1 et seq.; 6A:16-7.9 et seq.

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 2011 – New Jersey Department of Education

Memorandum – New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011

Adopted:



7481 UNMANNED AIRCRAFT SYSTEMS (UAS also known as DRONES)

The Board is concerned for the safety of all staff members, students, parents, community members, and visitors while on school grounds. The Board recognizes the operation of an unmanned aircraft system (UAS) on school grounds or flying an unmanned aircraft on or over school grounds presents a public safety issue as school grounds are populated many hours of the day by students, staff members, parents, and community members.

An unmanned aircraft system is the unmanned aircraft and all the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc. necessary to operate the unmanned aircraft. The unmanned aircraft is the flying portion of the system by a pilot via a ground control system, or autonomously through the use of an on-board computer, communication links and any additional equipment that is necessary for the unmanned aircraft to operate safely. A model aircraft is considered an unmanned aircraft.

The Board prohibits the operation of an unmanned aircraft system on school grounds, the launching or landing of an unmanned aircraft on school grounds, or the flying of an unmanned aircraft over school grounds at all times.

 X However, the Superintendent or designee may authorize the use of an unmanned aircraft system on school grounds for an approved school district purpose.

 X The use of an unmanned aircraft system on school grounds for school district purposes that is owned and operated by a contractor must be approved by the Superintendent or designee. Such request must include documentation (to include: the pilot's certificate, medical certification, aircraft registration, etc.) supporting the contractor's compliance with all applicable Federal Aviation Administration regulations and any State and local laws for the operation of an unmanned aircraft system and proof of insurance coverage for the specific use as required by the Board. The minimum insurance coverage shall be determined by the Board after consultation with the Board's insurance company and Board Attorney.



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Unmanned Aircraft Systems (UAS also known as Drones)

- X The use of an unmanned aircraft system on school grounds for school district purposes that is owned and operated by the Board or owned and operated by a student and used in an approved school district program must be operated under the supervision of a school district staff member(s). The unmanned aircraft system shall only be operated on school grounds and the unmanned aircraft shall only be launched or landed on school grounds or flown over school grounds. The Superintendent or designee shall approve the specific activity(ies) or event(s) in which an unmanned aircraft system may be used. The Superintendent or designee shall ensure the use of a school district-owned or student-owned unmanned aircraft system is in compliance with all applicable Federal Aviation Administration regulations and State and local laws for the operation of an unmanned aircraft system. In addition, the Superintendent or designee shall ensure the Board has insurance coverage for the use or operation of an unmanned aircraft system. The insurance coverage shall be determined by the Board after consultation with the Board's insurance company and Board Attorney. Prior to any launch, notification must be made to the police department and the building principal.

The Board may post signage on school grounds indicating the operation of an unmanned aircraft system or flying an unmanned aircraft over school grounds without Board approval is prohibited at all times.

The Board will take appropriate action in accordance with Federal Aviation Administration regulations and/or any State and local laws against any violations of the provisions of this Policy.

Adopted:



8454 MANAGEMENT OF PEDICULOSIS

The Board recognizes the need to maintain a healthy learning environment for all children in the school district. One way to maintain this healthy learning environment is to manage pediculosis, a condition of a person having head lice. Head lice are very small insects that have claws that cling to hair and spend their entire life cycle on the heads of people. Head lice do not spread any diseases and having head lice is not prevented by personal or household cleanliness, use of shampoos, or length of hair. All social and economic groups can be affected by head lice. Because it is very difficult to totally prevent head lice infestations in schools where children come into close head-to-head contact with each other frequently, the Board authorizes appropriate steps to manage pediculosis.

A student who is found to have active head lice will not be permitted to attend school until there are no active lice in the student's hair, proof of treatment has been provided to the nurse, and until all live and/or dead head lice are removed from the student's hair as confirmed by an examination by the school nurse.

 X The presence of nits (the eggs of lice) will prohibit a child from attending school until the parent has provided proof of treatment to the school nurse and there is no evidence of nits in the student's hair.

The Board recognizes parents have the primary responsibility for the detection and treatment of head lice and school staff members will work in a cooperative and collaborative manner to assist all families in managing pediculosis. The school nurse will compile a Management of Pediculosis Information Packet. The Board's Management of Pediculosis Information Packet and this Policy will be provided to parents of children identified with active head lice or nits and be made available to all parents upon request. The Information Packet will include information about identifying, treating, and managing pediculosis.

If the school nurse determines a student has active head lice or nits, the parent shall be notified by the school nurse as soon as reasonably possible. The parent will be provided a copy of the school district's Management of Pediculosis Information Packet and this Policy. The school nurse will advise the parent that prompt treatment of active head lice and/or nits is in the best

interest of their child and treatment shall be required before the student can return to school. The school nurse will determine to send the child home or have the child remain at school for the remainder of the school day based on the comfort of the child, the degree of the infestation, and the likelihood of the spread of head lice to other students. If the school nurse cannot contact the parent a letter from the school nurse informing the parent of the presence of active head lice or nits will be sent home with the student. In the event the parent cannot be reached on the day it is



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Management of Pediculosis

determined their child has active head lice or nits, the parent will be required to contact the school nurse the next school day to review the Board Policy, the Management of Pediculosis Information Packet, and treatment options.

The following action will be taken to prevent the spread of head lice in district schools:

- ☒ 1. Grades Kindergarten through Four – When a single case of active head lice has been identified by the school nurse, parents of all children in a class will be notified by the school nurse. The Principal will send home a copy of a Head Lice Alert Notice, the school district's Management of Pediculosis Information Packet, and this Policy to all parents of children in the class.
 - a. The information provided to parents will clearly notify parents that treatment should only be performed on their child if active head lice or nits are found in their child's scalp and treatment should not be applied as a preventative measure. This notification will inform parents they are expected to notify the school nurse if they find active head lice or nits in their child's scalp. The school nurse will perform a head check of any student if requested by the parent.
 - b. The school nurse will perform head checks of all students in a classroom where there are three or more active head lice cases or nits in the same classroom within a two week period.
- ☒ 2. Grades Five through Eight – When a single case of active head lice has been identified by the school nurse, parents of children in a class or on a team may be sent a Head Lice Alert Notice, the school district's Management of Pediculosis Information Packet, and this Policy at the discretion of the Principal or designee and the school nurse. Parents may request information regarding head lice from the school nurse. The school nurse will perform a head check of any student if requested by the parent.
- ☒ 3. Grades Nine through Twelve – When a single case of active head lice has been identified by the school nurse, parents of children in a class or on a team may be sent a Head Lice Alert Notice, the school district's Management of Pediculosis Information Packet, and this Policy at the discretion of the Principal or designee and the school nurse. Parents may request information regarding head lice from the school nurse. The school nurse will perform a head check of any student if requested by the parent.
- ☒ When a case of active head lice has been identified by the school nurse, the school nurse shall perform a head check of any of the infested student's siblings or other student(s) residing with the infested student in the school. If a sibling(s) or other student(s) residing with the infested student attends a different school in the school district, the school nurse



in the sibling's or other student(s) residing with the infested student school will be notified and the school nurse may conduct a head check of the student(s). In addition, anytime the school nurse has identified active head lice, the school nurse may conduct a head check of other students in the school who are most likely to have had head-to-head contact with the infested child. All other students to be checked shall be identified by the school nurse in consultation with the school administration.

Each school in the school district will make available to parents the school district's Management of Pediculosis Policy.

All school staff members will maintain a sympathetic attitude and will not stigmatize and/or blame families who experience difficulty with control measures. All school staff members will act responsibly and respectfully when dealing with members of the school and broader community regarding issues of head lice.

Each school in the school district will educate and encourage children and parents to learn about head lice in an attempt to remove any stigma or to prevent any harassment, intimidation, and bullying associated with this issue. Any instances of harassment, intimidation, and bullying shall be reported and investigated in accordance with the provisions of the school district's Harassment, Intimidation, and Bullying Policy.

A student excluded from school for reasons outlined in this Policy shall be re-admitted only upon the examination and approval of the Principal or designee and the school nurse. The examination for re-admittance to school by the school nurse may be, but is not required to be, in the presence of the student's parent.

Cases of active head lice will be recorded by the school nurse in each school for the purpose of tracking incident rates and mandatory reporting of outbreaks will be done according to the New Jersey Department of Health criteria for reporting outbreaks.

Adopted:



8561 PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

The Board adopts this Policy to identify their procurement plan for the United States Department of Agriculture's (USDA) School Nutrition Programs. School Nutrition Programs include, but are not limited to: the National School Lunch Program (NSLP); School Breakfast Program (SBP); Afterschool Snack Program (ASP); Special Milk Program (SMP); Fresh Fruit and Vegetable Program (FFVP); Seamless Summer Option (SSO) of the NSLP; Summer Food Service Program (SFSP); the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP); and the Schools/Child Nutrition USDA Foods Program.

The Board is ultimately responsible for ensuring all procurement procedures for any purchases by the Board and/or a food service management company (FSMC) comply with all Federal regulations, including but not limited to: 7 CFR Parts 210, 220, 225, 226, 245, 250; 2 CFR 200; State procurement statutes and administrative codes and regulations; local Board of Education procurement policies; and any other applicable State and local laws.

The procurement procedures contained in this Policy will be implemented beginning immediately, until amended. All procurements must maximize full and open competition. Source documentation will be maintained by the School Business Administrator/Board Secretary or designee and will be available to determine open competition, the reasonableness, the allowability, and the allocation of costs.

The Board intentionally seeks to prohibit conflicts of interest in all procurement of goods and services.

A. General Procurement

The procurement procedures will maximize full and open competition, transparency in transactions, comparability, and documentation of all procurement activities. The school district's plan for procuring items for use in the School Nutrition Programs is as follows:

1. The School Business Administrator/Board Secretary will ensure all purchases will be in accordance with the Federal Funds Procurement Method Selection Chart – State Agency Form #358 - Appendix. Formal procurement procedures will be used as required by 2 CFR 200.318-.326 and any State and local procurement code and regulations. Informal procurement procedures (small purchase) will be required for purchases under the most restrictive small purchase threshold.



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Procurement Procedures for School Nutrition Programs

2. The following procedures will be used for all purchases:

Product/ Services	Estimated Dollar Amount	Procurement Method	Evaluation	Contract Award Type	Contract Duration/ Frequency
Small Wares	Up to \$6,000	Informal bid/quotes	Reasonable Price	Equitable Distribution	Annual provided funds are available for purchase
Small Wares	Over \$6,000	Informal bid/quotes	Bottom Line	Fixed Price	Annual provided funds are available for purchase
Repair Services	Up to \$6,000	Informal bid/quotes	Bottom Line	Fixed Price	As needed
Capital Equipment	Up to \$40,000	Informal bid/quotes	Bottom Line	Fixed Price	As needed with Available funds, Subject to State Approval
Capital Equipment	Over to \$40,000	Formal IFB	Bottom Line	Fixed Price	Annual, with Available funds, Subject to State Approval
Shortages/Emergency	Up to \$6,000	Micro-Purchase	Reasonable Price	Equitable Distribution	Infrequently, as Needed
FSMC Services		Formal RFP	Criteria as Specified in RFP	As Specified in RFP	Base year plus up to 4 – (1) year renewals As specified

Micro-Purchases:

Purchases of supplies or services, within the micro-purchase threshold (the aggregate amount does not exceed \$3,500 as defined by 2 CFR 200.67) will be awarded without soliciting competitive price quotations if the price is reasonable. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

3. Formal bid procedures will be applied on the basis of:

☒ centralized system;
☒ individual school;
☒ multi-school system; and/or
☒ State contract.



4. Because of the potential for purchasing more than the public or non-public informal/small purchase threshold amount, or the Board approved threshold if less, it will be the responsibility of the School Business Administrator/Board Secretary to document the amounts to be purchased so the correct method of procurement will be followed.

B. Formal Procurement

When a formal procurement method is required, the following competitive sealed bid or an Invitation for Bid (IFB) or competitive proposal in the form of a Request for Proposal (RFP) procedures will apply:

1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.
2. An advertisement in the official newspaper for at least one day is required for all purchases over the school district's small purchase threshold as outlined in Appendix – Federal Funds Procurement Method Section Chart. The advertisement will contain the following:
 - a. A general description of items to be purchased;
 - b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;
 - c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;
 - d. The deadline for submission of sealed bids or proposals; and
 - e. The address of the location where complete specifications and bid forms may be obtained.
3. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.



4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
5. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
 - a. Contract period;
 - b. The Board is responsible for all contracts awarded (statement);
 - c. Date, time, and location of IFB/RFP opening;
 - d. How the vendor is to be informed of bid acceptance or rejection;
 - e. Delivery schedule;
 - f. Requirements (terms and conditions) the bidder must fulfill in order for bid to be evaluated;
 - g. Benefits to which the Board will be entitled if the contractor cannot or will not perform as required;
 - h. Statement assuring positive efforts will be made to involve minority and small business;
 - i. Statement regarding the return of purchase incentives, discounts, rebates, and credits to the Board's nonprofit school food service account;
 - j. Contract provisions as required in Appendix II to 2 CFR 200;
 - k. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;
 - l. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;
 - m. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding;



- n. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. The "index rate" means the annual percentage increase rounded to the nearest half percent in the implicit price deflator for State and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;
- o. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using a RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);
- p. Method of award announcement and effective date (if intent to award is required by State or local procurement requirements);
- q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;
- r. Provision requiring access by duly authorized representatives of the Board, New Jersey Department of Agriculture (NJDA), United States Department of Agriculture (USDA), or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;
- s. Method of shipment or delivery upon contract award;
- t. Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts;
- u. Description of process for enabling vendors to receive or pick up orders upon contract award;
- v. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);
- w. Signed statement of non-collusion;
- x. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);



- y. Provision requiring "Buy American" as outlined in 7 CFR Part 210.21(d) and USDA Guidance Memo SP 38-2017; and
 - z. Specifications and estimated quantities of products and services prepared by the school district and provided to potential contractors desiring to submit bids/proposals for the products or services requested.
6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, interpretation will be provided in writing to all potential bidders by the School Business Administrator/Board Secretary or designee and will specify the deadline for all questions.
- a. The School Business Administrator/Board Secretary will be responsible for securing all bids or proposals.
 - b. The School Business Administrator/Board Secretary will be responsible to ensure all Board procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
 - c. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.
- a. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board, price as the primary, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.
 - b. The School Business Administrator/Board Secretary or designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
 - c. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.



- d. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified was received.
- e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.
- f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.
- g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.

C. Small Purchase Procedures

If the amount of purchases for items is less than the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Selection Chart – See Appendix, the following small purchase procedures including quotes will be used. Quotes from a minimum number of three qualified sources will be required.

- 1. Written specifications will be prepared and provided to all vendors.
- 2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors shall be contacted.
- 3. The School Business Administrator/Board Secretary or designee will be responsible for contacting potential vendors when price quotes are needed.
- 4. The price quotes will receive appropriate confidentiality before award.
- 5. Quotes/Bids will be awarded by the School Business Administrator/Board Secretary. Quotes/Bids will be awarded on the following criteria. Quote/Bid



price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.

6. The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
7. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified is received.
8. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
9. The School Business Administrator/Board Secretary or designee is required to sign all quote tabulations, signifying a review and approval of the selections.

D. Noncompetitive Proposal Procedures

If items are available only from a single source when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, noncompetitive proposal procedures will be used:

1. Written specifications will be prepared and provided to the vendor.
2. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.
3. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product or service specified was received.
4. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.
5. The noncompetitive micro-purchase method shall be used for one-time purchases of a new food item if the amount is less than \$3,500 to determine food acceptance



by students and provide samples for testing purposes. A record of noncompetitive negotiation purchase shall be maintained by the School Business Administrator/Board Secretary or designee. At a minimum, the record of noncompetitive purchases shall include: item name; dollar amount; vendor; and reason for noncompetitive procurement.

6. A member or representative of the Board will approve, in advance, all procurements that result from noncompetitive negotiations.

E. Miscellaneous Provisions

1. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.
2. The Board agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.
3. Payment will be made to the vendor when the contract has been met and verified and has met the Board's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)
4. Specifications will be updated as needed.
5. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service; contact vendor for approved alternate product; or remove product from bid.

F. Emergency Purchases

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, and the public exigency or emergency will not permit a delay resulting from a competitive solicitation, the purchase must be authorized using a purchase order signed by the School Business Administrator/Board Secretary. The emergency procedures to be followed for such purchases shall be those procedures used by the school district for other emergency purchases consistent with N.J.S.A. 18A:18A-7. All emergency procurements shall be approved by the School Business Administrator/Board Secretary. At a minimum, the following emergency procurement procedures shall be documented to include, but not be limited to: item name; dollar amount; vendor; and reason for emergency.



- G. Purchasing Goods and Services – Cooperative Agreements, Agents, and Third-Party Services (Piggybacking)
1. When participating in intergovernmental and inter-agency agreements the Board will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.318-.326 and applicable program regulations and guidance.
 2. When utilizing the services of a co-op, agent, or third party the Board will ensure that the following conditions have been met:
 - a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;
 - b. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;
 - c. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;
 - d. The awarded contract requires all the Federally required certifications; e.g. Buy American, debarment, restrictions on lobbying, etc.;
 - e. The agency will confirm the addition of their purchasing power (goods or services) to the procurement in scope or services does not create a material change, resulting in the needs to re-bid the contract;
 - f. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;
 - g. The Buy American provisions are included in the procurement of food and agricultural products; and
 - h. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.
- H. Records Retention



1. The Board shall agree to retain all books, records, and other documents relative to the award of the contract for three years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Board shall maintain, at a minimum, the following documents:
 - a. Written rationale for the method of procurement;
 - b. A copy of the original solicitation;
 - c. The selection of contract type;
 - d. The bidding and negotiation history and working papers;
 - e. The basis for contractor selection;
 - f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
 - g. The basis for award cost or price;
 - h. The terms and conditions of the contract;
 - i. Any changes to the contract and negotiation history;
 - j. Billing and payment records;
 - k. A history of any contractor claims;
 - l. A history of any contractor breaches; and
 - m. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.

I. Code of Conduct for Procurement

1. All procurements must ensure there is open and free competition and adhere to the most restrictive Federal, State, and local requirements. The Board seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection,



Procurement Procedures for School Nutrition Programs

award, and administration of contracts. All procurements will be in accordance with this Policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.

2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent; any member of his or her immediate family, his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.
5. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.

J. Food Service Management Company (FSMC)

1. In the operation of the school district's food service program, the school district shall ensure that a FSMC complies with the requirements of the Program Agreement, the school district's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable State and local laws. In order to operate an a la carte food service program, the FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.
2. The school district shall monitor the FSMC billing invoices to ensure compliance with Federal and State procurement regulations.



3. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for a FSMC.

N.J.S.A. 18A:18A – Public School Contracts Law

APPENDIX

FEDERAL FUNDS PROCUREMENT METHOD SELECTION CHART		
THERE ARE TWO (2) PROCUREMENT METHODS, FORMAL AND INFORMAL. THE METHOD THE SCHOOL FOOD AUTHORITIES (SFA) NEEDS TO USE DEPENDS ON TWO (2) FACTORS, THE AMOUNT OF THE CONTRACT AND WHETHER THE SFA IS A PUBLIC/CHARTER OR NON-PUBLIC SCHOOL.		
NEW JERSEY PUBLIC/CHARTER SCHOOLS PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below \$4,350 without QPA	N.J.S.A. 18A:18A-3	Sound Business Practice
Below \$6,000 with QPA	APPLIES TO PURCHASES BELOW THE QUOTATION THRESHOLDS	
SMALL PURCHASE PROCEDURES		
\$4,351 OR \$6,000 up to \$29,000 OR \$40,000	N.J.S.A. 18A:18A-37 ANY PURCHASE EXCEEDING \$3,500 REQUIRES A QUOTE UP TO THE APPLICABLE N.J.S.A. BID THRESHOLDS OF \$29,000 (without a QPA*) OR \$40,000 (with a QPA*)	Quotation using SFA Internal Procurement Procedures
NOTE: ANNUAL AGGREGATE AMOUNTS		
FORMAL PROCUREMENT		
\$29,000 or \$40,000 and above	N.J.S.A. 18A:18A-37 Bid Threshold without a QPA* - \$29,000 Bid Threshold with a QPA* - \$40,000 * QUALIFIED PURCHASING AGENT	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)
NEW JERSEY NON-PUBLIC SCHOOL PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below \$10,000 *	Micro - purchases 2 CFR 200.320(a) Single Transaction aggregate cost less than \$10,000	Sound Business Practice *
* Or LESS than \$10,000 if local SFA Procurement Policies are more restrictive		
\$10,001 - \$249,999	Small purchase procedures 2 CFR 200.320(b)	Quotation using SFA Internal Procurement Procedures
FORMAL PROCUREMENT		
\$250,000 and above	As per Federal requirements in 2 CFR Parts 200.317 - 200.326	Bid - Invitation for Bid (IFB) OR Request for



POLICY

SPRINGFIELD BOARD OF EDUCATION

		Proposal (RFP)
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Note: The Federal Funds Procurement Method Selection Chart is subject to change in accordance with the schedule set forth in N.J.S.A. 18A:18A-3 "Public Contracts Law". A "Qualified Purchasing Agent" must be qualified in accordance with N.J.S.A. 40A:11-9. In order to track updates to this Chart, the source document can be located on the New Jersey Department of Agriculture's website under "Forms and Publications" it is titled, "State Agency Form #358."

Adopted:



R 5200 ATTENDANCE

A. Definitions

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

B. Attendance Recording

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



4. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.
5. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.
6. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.
7. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

C. Unexcused Absences That Count Toward Truancy/Excused Absences

1. "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined below.
2. "An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:
 - a. The student's illness supported by notification to the school by the student's parent;
 - b. The student's required attendance in court;
 - c. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;



- d. The student's suspension from school;
 - e. Family illness or death supported by notification to the school by the student's parent;
 - f. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
 - g. Observation of religious holiday;
 - h. An absence considered excused by a New Jersey Department of Education rule; and
 - i. An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence.
3. "Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.2. above shall be an unexcused absence counted toward truancy.
- D. Notice to School of a Student's Absence
- 1. The parent or adult student is requested to call the school office before the start of the student's school day.
 - 2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session should call or provide notice to the school office before the start of the afternoon session.
 - 3. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged should notify the school office to arrange make-up work.



E. Readmission to School After an Absence

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

F. Instruction

1. Teachers shall cooperate in the preparation of home assignments for students who anticipate an excused absence. The parent or student must request such home assignments.
2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.
3. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
4. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up missed work.
5. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.

G. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.



2. A secondary student may be dropped from a course or denied course credit when he/she has been absent from 10% or 18 days or more of the class sessions, whatever the reason for the absence, except that absences for the observance of a religious holiday or absences caused by a student's suspension will not count toward the total.]

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

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

 X A secondary student denied course credit after completing the course may be permitted to attend a credit completion session to regain the denied credit.

3. An elementary student may be retained at grade level, in accordance with Policy 5410, when he/she has been absent 10% or 18 days or more school days, whatever the reason for the absence, except that absences as those delineated by the State Board of Education will not count towards the total.

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

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

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
- a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;



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



- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
- 3. For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
 - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
- 4. A court referral may be made as follows:
 - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
 - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
- 5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities



Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.

6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
 - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
 - (1) The sending school district shall proceed in accordance with the Board's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.

I. Discipline

1. Students may be denied participation in co-curricular activities if the Board establishes attendance standards for participation.
2. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.
3. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

J. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy and Regulation 5200.
3. A report card will record the number of times the student was absent and tardy in each marking period.



4. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

K. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
 - b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
 - c. If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.
 - d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.
 - e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
 - f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board, and the Commissioner in accordance with Policy 5710, Student Grievance and N.J.S.A. 18A. An



appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

L. Attendance Records

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

Adopted:

