

November 2023 Attachments

Item #	Description	Status
1-C	Resolution Authorizing Closed Session	Complete
V-A	October 18, 2023 Board Meeting Minutes	Complete
V-B	October 18, 2023 Closed Session Minutes	Complete
VI-A-1	Monthly Wellness Report	Complete
VI-A-2	Fire/Security Drill Log	Complete
A-4-a	Policy # 2270- Religion in the Schools	Complete
A-4-b	Policy # 2419- School Threat Assessment Teams	Complete
A-4-c	Policy # 5111- Eligibility of Resident/Nonresident Students	Complete
A-4-d	Policy # 5116- Education of Homeless Children and Youths	Complete
A-5-a	Regulation # 5116- Education of Homeless Children and Youths	Complete
A-9	2024-2025 Annual Preschool Plan Operation Update ** (Preschool Projected Enrollment to be distributed)	Complete
B-7-a	Policy # 3161- Examination for Cause-Teaching Staff Members	Complete
B-7-b	Policy # 3212- Attendance- Teaching Staff Members	Complete
B-7-c	Policy # 3432- Sick Leave-Teaching Staff Members-Abolished	Complete
B-7-d	Policy # 4161- Examination for Cause- Support Staff	Complete
B-7-e	Policy # 4212- Attendance- Support Staff	Complete
B-7-f	Policy # 4432- Sick Leave- Support Staff-Abolished	Complete
C-1	Board Secretary's Certifications for September 2023	Complete
C-3	Financial Reports for September 2023	Complete
C-4	Bills Lists	Complete
C-5-a to C-5-d	2023-2024 Tuition Contracts (4)	Complete
C-6-a	Agreement for Student Interns between Rowan University and Waterford Township Public Schools	Complete
C-6-b	Student Transportation Contract with First Student	Complete
C-9	Statement of Priorities and NJ Student Learning Standards	Complete
C-10	Indoor Air Quality Program 2023-2024	Complete
C-11-b-1	Policy # 8500- Food Services	Complete
C-11-b-2	Policy # 8540- School Nutrition Programs-Abolished	Complete
C-11-b-3	Policy # 8550- Meal Charges/Outstanding Food Service Bill-Abolished	Complete

**WATERFORD TOWNSHIP BOARD OF EDUCATION
REGULAR BOARD MEETING MINUTES – October 18, 2023
WATERFORD ELEMENTARY SCHOOL**

DRAFT

V-B

I. MEETING CALLED TO ORDER 6:33 P.M.

This meeting was advertised in compliance with the Sunshine Law through the notice issued to the Courier-Post and filed with the clerk of the Township of Waterford and posted on the district website, wtsd.org.

A. ROLL CALL OF ATTENDANCE

Members Present: Matthew DeNafo, Benjamin De Vuyst, Daniel Hoover, Rosemarie Hunter, Thomas Leach, Barbara Libak Fanz, Michael McClintock, Ehren O'Donnell

Members absent: Jason Galante

Others present: Dr. Michael A. Nolan, Superintendent, Daniel J. Fox, Assistant Superintendent for Business /Board Secretary, Howard Long, Solicitor.

B. REVISED MOTION TO APPROVE BUSINESS NOT ANTICIPATED AT THE TIME OF THE AGENDA PURSUANT TO BOARD POLICY

A motion was made by Ms. Hunter, seconded by Ms. Libak Fanz, and carried by unanimous voice consent to approve the amendment to the agenda.

C. MOTION TO APPROVE THE REVISED RESOLUTION AUTHORIZING CLOSED SESSION

A motion was made by Mr. De Vuyst, seconded by Ms. Libak Fanz, and carried by unanimous voice consent to approve the Resolution Authorizing Closed Session.

D. MOTION TO APPROVE THE RETURN TO OPEN SESSION

A motion was made by Mr. O'Donnell, seconded by Mr. Libak Fanz, and carried by unanimous voice consent to return to open session at 7:14 p.m.

E. FLAG SALUTE

Mr. DeNafo led the Pledge of Allegiance.

F. MISSION STATEMENT

Mr. O'Donnell read the Mission Statement.

G. STATEMENT TO THE PUBLIC

Mr. DeNafo read the statement to the public.

II. COMMITTEE REPORTS

A. EDUCATION - No report.

B. PERSONNEL - No report.

C. BUSINESS - No report.

III. PRESENTATIONS

A. NJSLA Test Scores- *Dr. Nolan*

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY

A. A motion was made by Mr. O'Donnell, seconded by Mr. McClintock, and carried by unanimous voice consent to open the meeting to the public.

Kathy Worrell- PreK Sub Rates

Janice Piantadosi – PreK Sub Rates – Are they trained as well?

B. A motion was made by Ms. Hunter, seconded by Mr. O'Donnell, and carried by unanimous voice consent to close the meeting to the public.

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V. MINUTES

A motion was made by Mr. O'Donnell, seconded by Mr. De Vuyst, and carried by voice consent to approve the minutes for the following meeting as submitted by the Assistant Superintendent for Business/Board Secretary:

- A. Board Meeting September 20, 2023
- B. Closed Session September 20, 2023

VI. SUPERINTENDENT'S REPORT

A motion was made by Ms. Libak Fanz, seconded by Ms. Hunter, and carried by a unanimous roll call vote to approve the following items.

- A. **Monthly District Reports-**
 - 1. Monthly Wellness Report
 - 2. Fire/Security Drill Log

B. Enrollment:

Grade	2022-2023 # of Students	2023-2024 # of Students
PK (3 yr. old)	71	52
PK (4 yr. old)	93	98
PK (5 yr. old)	0	2
K	106	108
1 st	97	110
2 nd	108	95
3 rd	117	109
4 th	105	118
5 th	132	114
6 th	114	132
Total:	943	938

C. Suspension Report:

SID#	Date	Incident	School	Location	Reported by	Resolution
N/A						

VII. SUPERINTENDENT'S RECOMMENDATIONS

A. EDUCATION

Upon the recommendation of the Superintendent, a motion was made by Ms. Hunter, seconded by Mr. De Vuyst, and carried by unanimous roll call vote to approve items 1 through 9.

1. Harassment, Intimidation and Bullying (HIB) Report:

Acknowledge Receipt of HIB Investigations as follows:

Alleged Target(s)	Alleged Aggressor(s)	Location	Report Received Date	Investigation Completed Date	Investigation Outcome HIB-Yes/No	Action Taken
N/A						

2. Harassment, Intimidation and Bullying (HIB) Report:

Affirm the Harassment, Intimidation & Bullying Report as follows:

Alleged Target(s)	Alleged Aggressor(s)	Location	Report Received Date	Investigation Completed Date	Investigation Outcome HIB-Yes/No	Action Taken
N/A						

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3. **Approve the following policy for the first reading:**
 - a. Policy #: 2270- Religion in the Schools
 - b. Policy #: 2419- School Threat Assessments Teams
 - c. Policy #: 5111 - Eligibility of Resident/Nonresident Students
 - d. Policy #: 5116- Education of Homeless Children and Youths

4. **Approve the following policy for the second reading:**
n/a

5. **Acknowledge receipt of the following regulations:**
 - a. Regulation #: 2419- School Threat Assessment Teams
 - b. Regulation #: 5116- Education of Homeless Children and Youths
 - c. Regulation#: 5111- Eligibility of Resident/Nonresident Students

6. **Nurse's Service Plan 2023-2024 School Year:**
Approve the Nurse's Service Plan for the 2023-2024 school year. (See Attachment A-6).

7. **School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Act:**
Approve the submission of the 2022-2023 School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act to the New Jersey Department of Education.

8. **Field Trips for the 2023-2024 School Year:**
Approve the following field trips for the 2023-2024 school year:

Location	Date	Grade	Staff	Total Adults/ Students	Cost PP	Total
Six Flags Great Adventure	6/4/23	6	36 Staff Members	Approx. 45/130	\$64.98 pp	Admission: \$10,300 Transportation: \$3,100

9. Resolution of the Board of Education of Waterford Township School District supporting the Waterford Township safe routes to school project and the application for safe routes to school funding to make infrastructure improvements that will improve the biking environment for students.

10. **Superintendent Evaluation Calendar:**
Approve the Superintendent Evaluation calendar for the 2023-2024 school year. (See Attachment A-10).

11. **Fieldwork Experience for Fall, 2023:**
Approve the following student placements:

Name	College	Location	Grade	Teacher	Dates	# of Hours
Gizelle Annuzzi	CCC	WES	5	Borman/DeNafo	Fall, 2023	15 hrs total (3 hrs/wk)
Julia Simperts	CCC	WES	5	Young	Fall, 2023	15 hrs total (3 hrs/wk)

12. **Fieldwork Experience for Spring, 2024:**
Approve the following student placement:

Name	College	Location	Grade	Teacher	Dates	# of Hours
Alisa Johnson	Walden	WES	4	Chance	1/8/23-5/17/24	60 hrs total (2-3 hrs/wk)

B. PERSONNEL

Upon the recommendation of the Superintendent, a motion was made by Mr. De Vuyst, seconded by Mr. McClintock, and carried by roll call vote to approve items 1-13.

**WATERFORD TOWNSHIP BOARD OF EDUCATION
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1. Resignation of Non-Certified Staff Member(s):

Approve the resignation of the following staff member(s):

Name	Location	Position	UPC	Effective Date
Boorse, A.	TR	Paraprofessional	20-45-EX / AQD	10.22.23
Galiano, M.	TR	Paraprofessional	20-45-L1 / AIP	9.20.23

2. Appointment of Certified Staff for the 2023-2024 School Year:

Approve the following staff member for the position below, pending receipt of required documentation:

Name	Assignment	UPC	From	To	Step	Salary	FTE
Hand, A.	Long-Term Substitute (Grade 3)	30-50-G3/AZT	12.14.23	4.12.23	2 BA	\$57,058	1.0
Walker, K.	Long-Term Substitute (Preschool Relief)	30-45-P2 / AKQ	1.02.24	6.30.24	6 MA	\$64,592	1.0

3. Appointment of Support Staff for the 2023-2024 School Year:

Approve the following Support Staff members for the 2023-2024 school year, pending receipt of the required documentation:

Name	Assignment	UPC	Loc	Step	Rate / Hour	Hours / Day	Days / Year	FTE
Harrold, J.	Paraprofessional	20-45-L1 / AIA	TR	3	\$16.00	6	185	1.0

4. Position Change of Support Staff Members for the 2023-2024 School Year:

Approve the change of position for the following Support Staff members for the 2023-2024 school year:

Name	Curr Loc	Curr Position	Curr UPC	Curr Rate / Hour	Curr Hr/Day Day/Yr	New Loc	New Position	New UPC	Curr Rate / Hour	Curr Hr/Day Day/Yr	Effective Date
Caruso, H.	TR	HQ Parapro	20-45-L1 / AIA	18.89	6.0 185	TR	HQ Parapro	20-45-L1 / AIP	18.89	6.0 185	11.01.23
DeMato, B	TR	Parapro	20-45-EX / AQM	16.00	6.0 185	TR	HQ Parapro	20-45-P2 / ALR	17.00	6.0 185	10.23.23
Morales, R.	Atco	Non-Instr. (Café) Aide	20-40-NA / AZK	15.00	2.5 185	TR	Parapro	20-45-EX / AQM	16.00	6.0 185	10.23.23
Nielubowicz, E.	District	Perm. Parapro Substitute	80-10-L1 / AIJ	16.00	6.0 185	TR	Non-Instr. (Café) Aide	20-45-NA / AZJ	15.00	3.5	10.23.23

5. Revised Certified Substitute Rates for the 2023-2024 School Year:

Approve the revised certified substitute rates for the 2023-2024 school year as listed below:

Number of Consecutive Days	Substitute Gr. 1-6 County Certificate	Substitute Gr. PreK-Kdg County Certificate	Substitute Gr. 1-6 CE/CEAS/Standard Certificate	Substitute Gr. PreK-Kdg CE/CEAS/Standard Certificate	Substitute Nurse	Substitute Requiring TOSD Certificate
1-20	\$125.15	\$137.67	\$133.90	\$147.29	\$283.25	n/a
21-40	133.90	147.29	149.35	164.29	309.00	\$180.25
41-60	n/a	n/a	180.25	198.28	334.75	206.00

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6. **Revised Non-Certified Substitute Rates for the 2023-2024 School Year:**
Approve the revised non-certified substitute rates for the 2023-2024 school year as listed below:

Position	Substitute Gr. 1-6	Substitute Gr. PreK-Kdg
Non-Instructional Aide (Cafeteria)	\$16.48	\$18.13
Paraprofessional	17.51	19.26
Mechanic	19.57	19.57
Secretarial	17.51	17.51
Custodian	18.54	18.54

7. **Appointment of Substitutes for the 2023-2024 School Year:**
Approve the following substitutes for the 2023-2024 school year, pending receipt of required documents:

Name	Substitute Position	Rate
Cormaney, D.	Teacher	\$125.15 / hr.
	Paraprofessional	17.51 / hr.
Franchetti, J.	Paraprofessional	17.51 / hr.
	Non-Instructional (Cafeteria Aide)	16.48 / hr.
Stanton, M.	Teacher	125.15 / hr.
	Paraprofessional	17.51 / hr.

8. **Leave-of-Absence Acknowledgement:**
Acknowledge the submission/notification of the following staff member's Leave-of-absence:

Staff Member	Dates	Classification
5164	12.11.23 – 4.30.24	FMLA / NJFLA

9. **Perfect Attendance Award – September 2023:**
Acknowledge and congratulate the recipient of September's Perfect Attendance Award, Michelle Biggs. Michelle has been with the district since December 2018, has served the district as a preschool teacher at Thomas Richards for most of her time with us. Just recently Michelle was selected as our Preschool Teacher Coach and will receive a \$50.00 Amazon gift card.
10. **Approve the following policy for the first reading:**
 a. Policy #: 3161- Examination for Cause-Teaching Staff Members
 b. Policy #: 3212- Attendance-Teaching Staff Members
 c. Policy#: 3432- Sick Leave- Teaching Staff Members- Abolished
 d. Policy#: 4161- Examination for Cause- Support Staff Members
 e. Policy#: 4212- Attendance- Support Staff Members
 f. Policy#: 4432- Sick Leave- Support Staff Members- Abolished
11. **Approve the following policy for the second reading:**
n/a
12. **Acknowledge receipt of the following regulations:**
 a. Regulation #: 3212- Professional Staff Attendance
 b. Regulation #: 3432- Sick Leave- Teaching Staff Members-Abolished
 c. Regulation #: 4212- Support Staff Attendance
 d. Regulation #: 4432- Sick Leave- Support Staff-Abolished

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13. **Retirement of Support Staff Member(s):**
Approve the retirement of Patricia Wressing, Custodian, with gratitude and appreciation for 1.5 years of service, effective January 1, 2024. (UPC 21-50-C3 / AHM).

C. BUSINESS

Upon the recommendation of the Superintendent, a motion was made by Mr. Leach, seconded by Ms. Hunter, and carried by a roll call vote to approve items 1 through 12 and addendum item 7b.

1. **Board Secretary's Certifications for the month August 2023 (See Attachment C-1):**
In accordance with 18A:17-9 for the month of August 2023, the Cash Reconciliation Report and the Board Secretary's report are in agreement. In accordance with 18A:17-9 for the month of January 2023, the Board Secretary certifies that no line item has been over-expended in violation of N.J.A.C. 23A-16.10(c)3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. The Board Secretary, in accordance with N.J.A.C. 6A:23A-16.10(c)2 certifies that the following changes in anticipated revenue amounts and revenue sources.
2. **Board of Education Monthly Financial Certification:**
Pursuant to N.J.A.C. 6A:23A-16.10(c) 4, the Waterford Township Board of Education certifies that as of August 2023 and after review of the Secretary's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
3. **Financial Reports for the month August 2023 (as per attached):**
 - a. Investment report.
 - b. Report of the Board Secretary in accordance with 18A:17-36 and 17A:17-9
 - c. Student Activity Fund General Ledger.
 - d. Nutri-Serve Food Management/Waterford Township School District Financial Statement. (N/A)
4. **Approval of Expenditures (as per attached):**
Approve the payment of bills and claims:
 - Bills List #1- \$ 1,329.50
 - Bills List #2- \$ 34,887.06
 - Bills List #3- \$ 1,410,410.09
5. **Tuition Contracts for the 2023-2024 School Year:**
Approve the tuition contracts for the 2023-2024 school year:

SID #	School	From	To	Amount	Send/Receive	Attachment
5301637342	Yale School, Inc.	8/29/23	6/30/24	\$63,399.60	Send	C-5-a
2467104348	Brookfield Schools	9/8/23	6/30/24	\$81,293.40	Send	C-5-b
4232157242	Burlington County Special Services School District	9/7/23	6/17/24	\$57,010	Send	C-5-c
9145157534	YALE School	9/11/23	6/30/24	112,899.60	Send	C-5-d
9937488584	YALE School	9/11/23	6/30/24	112,899.60	Send	C-5-e
4232157242	BCSSSD	7/5/23	8/1/23	\$4,263.00	Send	C-5-f

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6. Contracts:

Approve the contracts for the 2023-2024 school year:

Vendor	Service	From	To	Amount	Attachment
Empower AAC	Speech Evaluations	9/1/23	6/30/24	\$120/hour	C-6-a

7. Grants:

a. Approve the grant applications for the 2023-2024 school year:

Grantor	School	Amount	Purpose
WT Home & School Association	Thomas Richards	\$150	Clothes & Health Supplies
WT Home & School Association	Atco	\$150	Clothes
WT Home & School Association	WES	\$150	Clothes

b. Approve the Resolution of the Board of Education of Waterford Township School District Supporting the Waterford Township Safe Routes to School Project and the Application for Safe Routes to School Funding. (See Attachment C-7-b)

8. ESEA-ESSA Funding Allocation – Title I Rtl Paraprofessionals:

a. Approve a change to the percentage of funding of salary for Title I Rtl Paraprofessional as indicated below, retroactive to September 1, 2023 through the last day of employment, September 19, 2023:

Location	Name	Salary	Local %	Title IA %
TR Para	Galiano, M.	\$18,870	100%	0%

b. Approve a change to the percentage of funding of prorated salary for Title I Rtl Paraprofessional as indicated below, effective November 1, 2023 through the end of the 2023-2024 school year, based on ESEA-ESSA Title IA and local funding as indicated below:

Location	Name	Pro-Rated Salary	Local \$	Local %	Title IA \$	Title IA %	FICA %	FICA \$	Total Title IA
TR Para	Caruso, H.	\$17,072	\$3,756	22%	\$13,316	78%	7.65%	\$1,019	\$14,335

9. Out of District Professional Development for the 2023-2024 School Year:

Approve the Out of District Professional Development for the 2023-2024 school year:

Name	Date Submitted	Date of Workshop	Location	Topic	Cost	Account #
Knoll, M.	9/20/23	11/13/2023	Somerset, N.J.	NJAPERD Adapted PE Conference	\$99.00	11-000-223-580-58-06-100
Knoll, M.	9/20/2023	02/26/2024 02/27/2024	Princeton, NJ	NJAPERD Annual Convention	\$275.00	11-000-223-580-58-06-100

10. Budget:

a. Approve the budget calendar for the 2024-2025 school year. (See Attachment C-10).

11. Facilities:

a. Approve the Comprehensive Maintenance Plan and the Annual Maintenance Budget Amount Worksheet. (See Attachment C-11).

12. Finance-Related Policies:

a. Approve the following policies for the first reading:

1. Policy #: 8500- Food Services
2. Policy #: 8540- School Nutrition Programs- Abolished
3. Policy #: 8550- Meal Charges/Outstanding Food Service Bill-Abolished

**WATERFORD TOWNSHIP BOARD OF EDUCATION
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- b. Approve the following policies for the second reading:
n/a
- c. Acknowledge receipt of the following regulations:
n/a

D. BYLAWS

- 1. Approve the following policy for the first reading:
n/a
- 2. Approve the following policy for the second reading :
n/a
- 3. Acknowledge receipt of the following regulations:
n/a

VIII. REPORTS

- A. **Legislation-** None
- B. **Camden County School Boards Association-** Mr. O'Donnell gave an oral report.
- C. **New Jersey School Boards Association-** Mr. Hoover gave an oral report.
- D. **Camden County Educational Services Commission-** Mr. De Vuyst gave an oral report.
- E. **Hammonton-** Ms. Hunter gave an oral report.
- F. **Board President's Report-** Mr. DeNafo gave an oral report.

IX. BOARD OF EDUCATION BUSINESS

A. OLD BUSINESS

None

B. NEW BUSINESS

A motion was made by Ms. Hunter, seconded by Ms. Libak Fanz, and carried by unanimous voice consent to approve item 1.

1. To approve the following board goals:

- a. Continue to support our Superintendent, administration and staff in their efforts to improve student achievement for all students.
- b. Increase communication within the board on budget development, presentation and communication to the public. (Action plan may include NJSBA workshop on Board's Role in Budget and Finance, etc.)
- c. Continue to enhance communication and public relation efforts to strengthen our relationship with: our send/receive school district of Hammonton, Township of Waterford, Waterford Township Library, WTH&S, etc.

A motion was made by Ms. Libak Fanz, seconded by Mr. Leach, and carried by unanimous voice consent to approve addendum item 2.

- 2. To sustain the administrations recommendation to exclude students 50349, 50350, 50474, and 49990 from district enrollment due to residency status.

X. COMMENTS FROM MEMBERS OF THE PUBLIC ON GENERAL TOPICS

- A. A motion was made by Mr. O'Donnell, seconded by Mr. De Vuyst, and carried by unanimous voice consent to open the meeting to the public.

None

- B. A motion was made by Mr. McClintock, seconded by Ms. Libak Fanz, and carried by unanimous voice consent to close the meeting to the public.

**WATERFORD TOWNSHIP BOARD OF EDUCATION
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XI. MEETING ADJOURNMENT at 7:50 p.m.

A motion was made by Ms. Hunter, seconded by Mr. De Vuyst, and carried by unanimous voice consent to adjourn the meeting.

Respectfully Submitted,



Daniel J. Fox

Assistant Superintendent for Business/Board Secretary

OCTOBER MONTHLY WELLNESS REPORT

Date	Description	School	Class(es) Involved	Menu	Celebration/Curricular	CCS
		WES	Dimitratos	Pizza,pretzels,donuts,juice,cupcakes	Halloween	
		WES	Kelley	Pizza, Cheetos,Cupcakes, water, capri sun	Halloween	
		WES	Magner			
		WES	Schaller	Little Debbie brownies,drinks, salty snacks,pretzel tray, fruit tray	Halloween	
		WES	Scotti			
		WES	O'Donnell	Cheese puffs,applesauce,cupcakes,juice,water,pretzels	Halloween	
		WES	Agoston	Fruit, chips, oreos, pretzel nuggets, water	Halloween	
		WES	Kennevan			
		WES	Kalusa	Apple juice, chips/pretzels, rice krispies,clementines,fruit snacks	Halloween	
		WES	Chance	Fruit, cookies	Halloween	
		WES	Oriente			
		WES	Borman/DeNafo	Pretzel tray, chips, cookies,munchkins, water, apple cider	Halloween	
		WES	Young	Pretzel tray, fruit,juice,chips,popcorn	Halloween	
		WES	Niedoba	Pretzel fruit,cookies,donuts,popcorn, chips,water,juice	Halloween	
		WES	Glatz			
		WES	Stephan	Pretzel tray, cupcakes, water, juice	Halloween	
		WES	Ingemi	Donuts,apple slices/caramel/pretzels,cheese doodles,waters,juice	Halloween	
		WES	Hargrave			
		WES	Caputi	Pretzels,cupcakes,apples/dip,juice,chips	Halloween	
		WES	Johnson	Pretzel tray, chips,pizza,cupcakes,cookies, water, juice	Halloween	
		WES	Catania	Water,capri sun,cookies,pretzels,popcorn,fruitcup	Halloween	
		WES	King	Pretzel Tray,gummy snacks,cosmic brownies,cookies,apples/caramel,juice,water	Halloween	
		WES	Gray	Brownie,water,chips,Chicken nugget & pretzel tray	Halloween	
		WES	Poulton			
				mini pretzel tray, smart food popcorn individual bags		
				cupcakes		
				fruit cups		
				apple juice and roaring water juice boxes		
10.31.2023	Party	Atco	Ercol	Pizza Apple Slices Cookies Juice Boxes Water	Halloween	
10.31.2023	Party	Atco	Griffin/Sindoni	Sweet: Seasonal Mini Cupcakes (Favorite Day Brand) Salty: Single Serve seasonal pretzel bags (UTZ) Drink: Honest Single Serve Juice Boxes Fruit: Fresh Clementines	Halloween	
10.31.2023	Party	Atco	Brown	Capri Sun Roaring Waters	Halloween	
				Cupcakes purchased from the Walmart bakery		
10.31.2023	Party	Atco	Raso	Annie's organic variety snack pack (cheddar bunnies, cheddar squares, bunny grahams)	Halloween	
				Cheese-Its		
				Soft Pretzels		
				Fruit Cups		
				Juice Boxes		
				Candy to take home		
10.31.2023	Party	Atco	Schafer		Halloween	

10.31.2023	Party	Atco	Iadonisi/Scanzano	string cheese, mandarin oranges (or mandarin orange fruit cups), skinny pop popcorn and 100% juice boxes.	Halloween
10.31.2023	Party	Atco	Gallagher/Wallen	Pretzels Apple sauce Cupcakes A small bag of chips/popcorn	Halloween
10.31.2023	Party	Atco	Crone	Food Juice/water Pretzels Cupcakes Apples/dip Chips	Halloween
10.31.2023	Party	Atco	Fieger	Pretzel tray Clementines Cookies Honest juice Water	Halloween
10.31.2023	Party	Atco	Weidmann	cupcakes, clementines, capri sun, Snyder pretzels.	Halloween
10/31	Halloween	TR	K - Allen	honest juice box, goldfish and a Cutie	Halloween
10/31	Halloween	TR	K - Bowden/Elliott	Pizza, veggie chips, honest juices.	Halloween
10/31	Halloween	TR	K - DiPasquale	Juice/Water, Pizza, Fruit Cups, Chips, Cupcakes	Halloween
10/31	Halloween	TR	K - Handzus/Vitagliano	apple slices, soft pretzels, juice pouches, and brownies	Halloween
10/31	Halloween	TR	K - Selby	Spider cookies (oreos and pretzel sticks), Applesauce pouches, juice boxes	Halloween
10/31	Halloween	TR	PK - Antolik	pretzels (pretzel factory), fruit, and a sweet (either cookies or brownies.)	Halloween
10/31	Halloween	TR	PK - Bednarek	Pretzel tray, Cookies,	Halloween
10/31	Halloween	TR	PK - Steffey	Clementines, Honest Juice, Water	Halloween
10/31	Halloween	TR	PSD - Borda	Mini Utz Pretzel Bags, Two Bite Mini Fall Cupcakes, Honest Juice Box (Apple/Fruit Punch), GoGo Squeeze Apple Sauce pouches	Halloween
10/31	Halloween	TR	PK - Intessimoni	Mint Cupcakes, Pirate booty (individual bags), Apple Sauce Juice boxes	Halloween
10/31	Halloween	TR	PK - Iacono	Store bought mini cupcakes, and soft pretzels	Halloween
10/31	Halloween	TR	PK - Litchko	Soft pretzels, water, popcorn balls, cheetos bones cheese puffs, pizza, cookies	Halloween
10/31	Halloween	TR	PK - McGowan	Fruit tray, pretzel tray, juice boxes, Walmart Halloween Sugar Cookies	Halloween
10/31	Halloween	TR	PK - Massaro	Cookies, mini pretzel tray, halloween applesauce pouches, roaring waters juice boxes	Halloween
10/31	Halloween	TR	PK - Meeler	Pirate booty, cupcakes, pretzels, juice, water	Halloween
10/31	Halloween	TR	PK - Oleson	Clementines, Utz Pretzels, Rice Krispy treats, Hugs Juice,	Halloween
10/31	Halloween	TR	PK - Pagano	Mini water bottles	Halloween
10/31	Halloween	TR	PK - Smierciak	Soft pretzels, chocolate cupcakes, apple cider & apple juice, clementines	Halloween
10/31	Halloween	TR	PK - Vento	Cookies, Fruit cups, pumpkin shaped pretzels	Halloween
10/31	Halloween	TR		Pizza, Pretzels, Fruit cups Cupcakes, Water, Juice	Halloween
10/31	Halloween	TR		Soft pretzels, teddy grahams, fruit snacks, capri suns, clementines	Halloween

School Name	Drill Date	Drill Time	Weather Conditions	Type of Drill	# of Students Involved	# of Staff Involved	Brief Summary of Drill:
WES	10/3/2023	1:41 PM	Sunny 81 degrees	Fire	447	99	Duration of drill: 1 minute 29 seconds. No issues
TR	10/4/2023	9:50 AM	Sunny 62 degrees	Fire	240	71	Duration of drill: 1 minute 33 seconds. No issues.
WES	10/4/2023	2:27 PM	Sunny 84 degrees	Non-Fire Evac	443	95	Duration of drill: 1 minute 38 seconds. No issues
Alco	10.17.2023	10:05 AM	Partly Cloudy 54 degrees	Fire	199	35	Duration of drill: 2 minutes 45 seconds. No issues
Alco	10.18.2023	2:50 PM	Partly Cloudy 64 degrees	Non-Fire Evac		45	Duration of the drill: 5 minutes 43 seconds. No issues
TR	10/23/2023	10:51 AM	Sunny 57 degrees	Non-Fire Evac	229	61	Duration of drill: 5 minutes 12 seconds. No issue.

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Religion in the Schools
Sep 23

[See POLICY ALERT Nos. 220 and 231]

2270 RELIGION IN THE SCHOOLS

The Board of Education recognizes that religious belief and disbelief are matters of personal conviction rather than governmental authority and the students of this district are protected by the First Amendment of the United States Constitution and by Article I, Paragraph 4 of the New Jersey State Constitution from the establishment of religion in the schools. The First Amendment requires public school officials to show neither favoritism toward nor hostility against religious expression such as prayer.

As a condition of receiving Elementary and Secondary Education Act of 1965 (ESEA) funds, the Board of Education must annually certify in writing to the New Jersey Department of Education that no Board policy prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary and secondary schools, as detailed in tThe United States Department of Education's Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools (USDOE Guidance). The Board must provide this certification to the New Jersey Department of Education by October 1 of each year during which the Board participates in an ESEA program. The USDOE Guidance provides information on the current state of the law concerning constitutionally protected prayer and religious expression in public elementary and secondary schools.

The following activities as outlined in the USDOE Guidance will be permitted upon applying the governing constitutional principles in particular **public school** contexts related to **prayer: prayer and religious exercise** during non-instructional time; organized prayer groups and activities; teachers, administrators, and other school employees' ~~activities~~; moments of silence; accommodations of ~~for~~ **prayer and religious exercise** during instructional time; ~~prayer in classroom assignments~~; student assemblies and noncurricular events; prayer at graduation; and/or baccalaureate ceremonies.

The following activities as outlined in the USDOE Guidance will be permitted upon applying ~~the governing~~ constitutional principles **regarding religious expression other than prayer in particular public school contexts in particular contexts related to religious expression**: religious literature; teaching about religion; student dress codes and policies; **religious expression in class assignments and homework**; and/or ~~religious~~ **excusals for religious activities**.



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Religion in the Schools

In addition to the constitutional principles outlined in this Policy and the USDOE Guidance, public schools may also be subject to requirements under Federal and State laws relevant to prayer and religious expression. Such Federal and State laws may not; however, obviate or conflict with a public school's Federal constitutional obligations described in the USDOE Guidance. The Equal Access Act, 20 U.S.C. Section 4071, is designed to ensure that student religious activities are **accorded** ~~afforded~~ the same access to Federally funded public secondary school facilities as are student secular activities.

The United States Department of Justice has developed guidance for interpreting the Equal Access Act's requirements outlined in the USDOE Guidance in the area of general provisions, prayer service and worship exercises, means of publicized meetings, lunch-time and recess, and leadership of religious student groups.

Any issues regarding **prayer and religious expression** ~~religion~~ in the schools, **the USDOE Guidance**, and the provisions of this Policy shall be referred to the Superintendent of Schools who may consult with the Board Attorney.

U.S. Const. Amend. 1

The Equal Access Act, 20 U.S.C. Section 4071

U.S. Department of Education - Guidance on Constitutionally Protected

Prayer and Religious Expression in Public Elementary and Secondary Schools

– ~~January 16, 2020~~ **May 15, 2023**

N.J. Const. (1947) Art. 1, para. 4

N.J.S.A. 18A:35-4.6 et seq.; 18A:36-16

Adopted:



POLICY GUIDE

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School Threat Assessment Teams
Sep 23
M

[See POLICY ALERT No. 231]

2419 SCHOOL THREAT ASSESSMENT TEAMS

The Board of Education shall establish a threat assessment team at each school in the district pursuant to N.J.S.A. 18A:17-43.4. The purpose of a threat assessment team shall be to provide school teachers, administrators, and other staff with assistance in identifying students of concern, assessing those students' risk for engaging in violence or other harmful activities, and delivering intervention strategies to manage the risk of harm for students who pose a potential safety risk, to prevent targeted violence in the school, and ensure a safe and secure school environment that enhances the learning experience for all members of the school community.

Threat assessment teams established pursuant to N.J.S.A. 18A:17-43.4.a., and this Policy, and Regulation 2419 must be multidisciplinary in membership and, to the extent possible, shall ~~must~~ include the following individuals:

1. A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
2. A teaching staff member;
3. A ~~school~~ Principal or other senior school administrator;
4. A safe schools resource officer or school employee who serves as a school liaison to law enforcement; and
5. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440, in the event that the school safety specialist is not already a school administrator or school employee required to be a part of the threat assessment team pursuant to N.J.S.A. 18A:17-43.4.b.(5).

Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined to be appropriate by the team.



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Nothing contained in N.J.S.A. 18A:17-43.4 shall be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the effective date pursuant to N.J.S.A. 18A:17-43.3 18A:14-43.4 (August 1, 2022).

This Policy and Regulation 2419, pursuant to N.J.S.A. 18A:17-43.5, are required pursuant to N.J.S.A. 18A:17-43.4, shall be aligned with the Guidance on the Establishment of Behavioral Threat Assessment and Management Teams (BTAM) 2023 (Guidance) guidelines developed by the New Jersey Department of Education (NJDOE) pursuant to N.J.S.A. 18A:17-43.6. and shall include, but need not be limited to:

- ~~1. Guidance for students, teaching staff members, and all school staff members regarding the recognition of threatening or aberrant behavior in a student that may represent a threat to the school community;~~
- ~~2. The designation of members of the school community to whom threatening behavior shall be reported;~~
- ~~3. The development and implementation of policies concerning the assessment and intervention of students whose behavior poses a threat to the safety of the school community, and appropriate actions to be taken, including available social, developmental, and law enforcement resources, for students whose behavior is identified as posing a threat to the safety of the school community;~~
- ~~4. Coordination and consultation with the school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440; and~~
- ~~5. The threat assessment team shall not disclose or disseminate any information obtained during their assessment beyond the purpose for which the information was provided to the threat assessment team, except that the threat assessment team is authorized to disclose the information to applicable agencies to pursue appropriate action pursuant to N.J.S.A. 18A:17-43.5.a.(3) for any student whose behavior is identified as posing a threat to the safety of the school community.~~



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School Threat Assessment Teams

The school district shall structure the threat assessment teams to best meet the needs and resources available, which may include school-based teams and/or district-level teams.

The Superintendent or designee will build a behavioral threat assessment and management program that will: establish a multi-disciplinary team; define prohibited and concerning behaviors; create a central reporting mechanism; define a threshold for law enforcement intervention; establish threat assessment procedures; develop risk management options; create and promote safe school climates; and conduct training for all stakeholders.

The threat assessment and management process will include: the threat assessment team's actions when first learning of a new report or threat; screening the case; gathering information; organizing and analyzing information; making the assessment; developing and implementing a case management/intervention plan; re-assessing and case monitoring; and documenting and closing the case.

When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an Individualized Education Program (IEP) or 504 Plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws.

Each member of the threat assessment team **must attend** ~~shall participate in~~ training in accordance with ~~provided by the school safety specialist designated pursuant to N.J.S.A. 18A:17-43.43,~~ **this and Policy, and Regulation 7440** that is consistent with the **Guidance guidelines** developed by the NJDOE pursuant to N.J.S.A. 18A:17-43.6. **Training must be coordinated with the New Jersey Department of Education, Office of School Preparedness and Emergency Planning (OSPEP).** The training shall ensure the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. The training shall, at a minimum, include training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.



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School Threat Assessment Teams

~~The NJDOE, in consultation with State law enforcement agencies and the New Jersey Office of Homeland Security and Preparedness, shall develop guidelines for school districts regarding the establishment and training of threat assessment teams pursuant to N.J.S.A. 18A:17-43.4 et seq. The NJDOE shall provide training through the New Jersey School Safety Specialist Academy established pursuant to N.J.S.A. 18A:17-43.2. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3, and Policy 7440 shall provide training to school staff consistent with the training and guidelines provided by the NJDOE.~~

Should a threat assessment team become aware of an allegation of HIB when considering or conducting assessments, they must follow Policy 5512 – Harassment, Intimidation, or Bullying for addressing allegations of HIB in alignment with the Anti-Bullying Bill of Rights Act.

Should a threat assessment team become aware of a bias-related act, the team should implement Policy and Regulation 8465 – Bias Crimes and Bias-Related Acts on reporting bias-related acts to law enforcement in accordance with the Memorandum of Agreement Between Education and Law Enforcement Officials and Policy and Regulation 9320 – Cooperation With Law Enforcement Agencies.

Questions and concerns about Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) protections often arise as part of the threat assessment planning process. The threat assessment teams must understand how to balance the safety of the school with the privacy of individual students. These laws should not be an impediment to threat assessment and management.

N.J.S.A. 18A:17-43.3; 18A:17-43.4; 18A:17-43.5; 18A:17-43.6

Guidance on the Establishment of Behavioral Threat Assessment and Management Teams (BTAM) 2023

Adopted:



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Students

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ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

~~[See POLICY ALERT Nos. 96, 109, 128, 143, 160, 171, 173, 189, 208, 217, 220, and 224]~~

The Waterford Township Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education.

Eligibility to Attend School - N.J.A.C. 6A:22-3.1, 3.2, and 3.3

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1 **and Regulation 5111 – Section B.**

~~A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parents or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.~~

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, and where the person is domiciled in the school district and is supporting the student without remuneration as if the student were **their his or her** own child in accordance with N.J.A.C. 6A:22-3.2 **and Regulation 5111 – Section C.** ~~A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a tenant, or a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A.~~



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

18A:38-1(c), any person who fraudulently allows a child of another person to use **their** ~~his or her~~ residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of **their** ~~his or her~~ child to a person in another district commits a disorderly person's offense.

~~A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.b if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces intime of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.~~

~~A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.d if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere pursuant to N.J.A.C. 6A:22-3.1(a)4. and Regulation 5111 – Section B. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents or guardians temporarily resides in the district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.~~

~~A student is eligible to attend this school district free of charge pursuant to N.J.A.C. 6A:22-3.2 and Regulation 5111 – Section C:~~

- ~~1. If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 – Education of Homeless Children;~~
- ~~2. If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;~~
- ~~3. If the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3.(b). The school district shall not be obligated for transportation costs; and~~



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WATERFORD TOWNSHIP BOARD OF EDUCATION

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ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

4. ~~If the student resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.~~

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h) **and Regulation 5111 – Section C.** ~~If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.~~

~~If the district of residence cannot be determined according to the criteria contained in N.J.S.A. 18A:7B-12; if the criteria contained in N.J.S.A. 18A:7B-12 identify a district of residence out of the State; or if the child has resided in a domestic violence shelter, homeless shelter, or transitional living facility located outside of the district of residence for more than one year, the State shall assume fiscal responsibility for the tuition of the child in accordance with N.J.S.A. 18A:7B-12.d.~~

~~A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances, or terms of lease.~~

Except as set forth in N.J.A.C. 6A:22-3.3(b)1, immigration/visa status shall not affect eligibility to attend school. **Any student who is domiciled in and the school district or otherwise eligible to attend school in the school district pursuant to N.J.A.C. 6A:22-3.2 shall be enrolled without regard to, or inquiry concerning, immigration status.** ~~shall not condition enrollment in the school district on immigration status.~~ A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111 - **Section D.**

Proof of Eligibility

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.A.C. 6A:22-3.4 **and Regulation 5111 – Section E.** ~~The Board of Education shall consider the totality of information and documentation offered by an applicant and shall not deny enrollment based on failure to~~



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

~~provide a particular form or subset of documents, without regard to other evidence presented.~~

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~~The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly, or indirectly, require or request such disclosure as an actual or implied condition of enrollment.~~

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In the case of a dispute between the school district and the parent or guardian of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.S.A. 18A:38-1.3. The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district or immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.

Registration Forms and Procedures for Initial Assessment – N.J.A.C. 6A:22-4.1

Registration **and procedures for** and initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1 **and Regulation 5111 – Section F**. ~~The Board of Education shall use Commissioner provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district level administrator designated by the Superintendent shall be clearly identified to applicants, and available to assist persons who experience difficulties with the enrollment process.~~

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2 **and Regulation 5111 – Section F**.



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When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education in accordance with N.J.A.C. 6A:22-4.2 and Regulation 5111 – Section F. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district’s determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty one day period established by N.J.S.A. 18A:38-1.

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws in accordance with N.J.A.C. 6A:22-4.2 and Regulation 5111 – Section F. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of “neglect” for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student’s name, the name(s) of the parent/guardian/resident, and the student’s address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance at the school shall not be conditioned or denied in accordance with N.J.A.C. 6A:22-4.2 and Regulation 5111 – Section F on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student’s birth certificate or other proof of a student’s identity as required within thirty days of initial enrollment pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

~~When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.~~

Notice of Ineligibility – N.J.A.C. 6A:22-4.2

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 ~~et seq~~ and **Regulation 5111 – Section G**. ~~Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notice of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.~~

Removal of Currently Enrolled Students

Nothing in N.J.A.C. 6A:22-4 ~~et seq~~, and this Policy and **Regulation 5111** shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information **pursuant to N.J.A.C. 6A:22-4.3 and Regulation 5111 – Section H**.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal of the student in accordance with the provisions of N.J.A.C. 6A:22-4.3 and **Regulation 5111 – Section H**. ~~No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student, or resident keeping an "affidavit student" does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board~~



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

~~Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.~~

Appeal to the Commissioner – N.J.A.C. 6A:22-5.1

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools **in accordance with N.J.A.C. 6A:22-5.1 and Regulation 5111 – Section I.** ~~Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.~~

Assessment and Calculation of Tuition

If no appeal to the Commissioner **by the parent, guardian, adult student, or district resident keeping an affidavit student** is filed following notice of an ineligibility determination, the Board of Education may assess tuition, for up to one year of a student's ineligible attendance, including the twenty-one-day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner **in accordance with N.J.A.C. 6A:22-6.1 and Regulation 5111 – Section J.** Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq **and Regulation 5111 – Section J.** ~~If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.~~

If an appeal to the Commissioner is filed **by the parent, guardian, adult student, or district resident keeping an affidavit student** and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commission may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-66.2(a) **and Regulation 5111 – Section J.** Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2(a)1. **And Regulation 5111 – Section J.**

Nonresident Students



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

Any person not resident in the school district, if eligible except for residence, may be admitted to the schools of the district with the consent of the Board of Education upon such terms, and with payment of tuition, as the Board prescribes. The Board of Education, with the approval of the Executive County Superintendent, shall establish a uniform tuition amount for any nonresident student admitted to the schools of the district pursuant to N.J.S.A. 18A:38-3.a. ~~The admission of a nonresident student to school free of charge must be approved by the Board. No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation or sex, social or economic status, or disability.~~ The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship and discipline, **attendance, and payment of tuition.**

Children Who Anticipate Moving to or from the District

A nonresident ~~student otherwise eligible for attendance~~ whose parent/guardian anticipates school district residency and has entered a contract to buy, build or rent a residence in this school district maybe enrolled ~~with~~ **without** payment of a tuition ~~rate approved by the Executive County Superintendent~~ for a period of time not greater than four weeks prior to the anticipated date of residency. ~~If any such student does not become a resident of the school district within four weeks after admission to school, tuition will be charged for attendance commencing the beginning of the fifth week and until such time as the student becomes a resident or withdraws from school.~~

Students whose parent or guardian have moved away from the school district on or after the first day of the third trimester and sixth grade students whose parent or guardian have moved away will be permitted to finish the school year in this school district ~~with~~ **without** payment of a tuition ~~rate approved by the Executive County Superintendent.~~

Children of District Employees

A child of a Board of Education employee who does not reside in this school district may be admitted to school in this district with or without the payment of tuition for the child if the child's educational program can be provided in a school in the district. If the Board requires the payment of tuition, the Board shall establish and approve a tuition rate for the child of a Board employee upon a request from the employee for their child to attend a school in the district. The tuition amount for the student is not required to follow the amount established in the uniform tuition amount charged



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

pursuant to N.J.S.A. 18A:38-3, if applicable. This provision shall not supersede a provision included in any collective bargaining agreement.

~~Children of Board of Education employees who do not reside in this school district may be admitted to school in this district with payment of tuition, provided that the educational program of such children can be provided within school district facilities.~~

Other Nonresident Students

~~Other nonresident students, otherwise eligible for attendance may be admitted to this school district with payment of tuition and Board approval.~~

F-1 Visa Students

The school district is not required to but may permit the attendance of F-1 Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the requested I-20 Form, in accordance with the provisions of Federal regulation 8 VFR 214.3. A F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a F-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.

J-1 Visa Student

The school district is not required to but may permit the attendance of J-1 Visa students into the school district. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a J-1 Visa must be approved by the Board for attendance in the school district and shall not pay the tuition. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.

N.J.S.A. 18A:38-1 18A:38-1.1;18A:38-1.3;18A:38-3; 18A:38-3.1
N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22



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Students

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ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

Adopted: 25 June 2014
Revised: 18 May 2016
Revised: 17 March 2021
Revised: 15 December 2021
Revised: 15 November 2023



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Education of Homeless Children **and Youths**

Sep 23

[See **POLICY ALERT Nos. 210, 211, 224, and 231**]

5116 EDUCATION OF HOMELESS CHILDREN AND YOUTHS

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

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

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

The school district liaison designated by the Superintendent of Schools for the education of homeless children **and youths** is _____. The **school district** liaison will facilitate communication and cooperation between the school district of residence and the school district where the homeless child **or youth** resides and shall assume all responsibilities as outlined in N.J.A.C. 6A:17-2.4(a).



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Education of Homeless Children and Youths

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

The Superintendent of the school district of residence or designee shall decide in which school district the homeless child **or youth** shall be enrolled in accordance with the provisions of N.J.A.C. 6A:17-2.5.

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

When a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or the designee(s) of the involved district(s) or the child's **or youth's** parent(s) shall immediately notify the Executive County Superintendent of Schools, who, in consultation with the **New Jersey Department of Education's (NJDOE) McKinney-Vento Homeless Education Coordinator or the Coordinator's** designee, shall immediately decide the child's **or youth's** status. If a dispute remains between the parent and the involved school district(s) following the Executive County Superintendent's determination, the parent or the involved district Board(s) of Education may appeal to the Commissioner of Education for determination pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

When a school district designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent of Schools. ~~The Executive County Superintendent who~~ shall ~~immediately~~ make a determination **immediately**, if possible, but no later than within forty-eight hours **and, when necessary, in consultation with the NJDOE's Homeless Education Coordinator or the Coordinator's designee.**



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Education of Homeless Children and Youths

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

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

Notwithstanding the provisions of N.J.S.A. 18A:38-1, 18A:7B-12, or 18A:7B-12.1, or any other section of law to the contrary, any student who moves from one school district to another as a result of being homeless due to an act of terrorism or due to a natural disaster which results in the declaration of a state of emergency or disaster by the State or by the Federal government, may continue to enroll in the school district in which the parent or guardian last resided prior to becoming homeless for up to two full school years after the act of terrorism or natural disaster; and during the two-year period, if the student is enrolled in the district in which the parent last resided prior to becoming homeless and the student's parent remains homeless for that period, the student shall attend that district tuition-free and that district shall provide the student transportation to and from school in accordance with N.J.S.A. 18A:7B-12.3.

Financial responsibility, including the payment of tuition for the homeless child or youth, will be in accordance with N.J.A.C. 6A:17-2.8. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence or **the school district in**



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which the parent has been deemed domiciled shall no longer list the student on its ASSA. The State shall assume fiscal responsibility for the tuition of the child pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the school district in which the child **or youth** is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. under the circumstances outlined in N.J.A.C. 6A:17-2.8(c).

On or before December 31 of each year, the district shall report to the Office of Homelessness Prevention in the Department of Community Affairs an accounting of each instance in which the district is made aware that a student enrolled in the district because the student's parent moved to the district as a result of being homeless **in accordance with N.J.S.A. 18A:38-1.f.**

N.J.S.A. 18A:7B-12; 18A:7B-12.1; **18A:7B-12.3**; 18A:38-1
N.J.A.C. 6A:17-2.1 et seq.

Adopted:



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EDUCATION OF HOMELESS CHILDREN AND YOUTHS

R 5116 EDUCATION OF HOMELESS CHILDREN AND YOUTHS

A. Definitions – N.J.A.C. 6A:17-1.2

1. “Best interest determination” means the school placement decision made by Division of Child Protection and Permanency (DCP&P) based on the factors considered, as set forth at N.J.S.A. 30:4C-26b.
2. “Career or technical education” or “CTE” means as defined in N.J.A.C. 6A:19-1.2.
3. “DCP&P” means the Division of Child Protection and Permanency, which is a division in the New Jersey Department of Children and Families (DCF) that is responsible for the placement of children in resource family care, pursuant to N.J.S.A. 30:4C-26b.
4. “Educational stability school district notification” means the notification provided by DCP&P to the school district, pursuant to N.J.S.A. 30:4C-26b.h.
5. “Enroll” or “enrollment” means attending classes and participating fully in school activities.
6. “Homeless child” means a child or youth who lacks a fixed, regular, and adequate residence, pursuant to N.J.S.A. 18A:7B-12, N.J.A.C. 6A:17-2.2, and B. below.
7. “Immediate” or “immediately” means at the instant the need for placement is made known.
8. “Parent” means the natural or adoptive parent, legal guardian, resource family care parent, surrogate parent, or person acting in the place of a parent, such as the person with whom the child legally resides or a person legally responsible for the child’s welfare.
9. “Point of contact” means the employee identified in each school district who facilitates all activities needed to ensure enrollment and attendance of children in resource family care.



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10. “Resource family care” means twenty-four-hour substitute care for children placed away from their parent(s) and for whom DCP&P has placement and care responsibility. The term is synonymous with “foster care” as defined in the Federal Elementary and Secondary Education Act (ESEA), as reauthorized by the Every Student Succeeds Act (ESSA), and includes “resource family home” found elsewhere in the New Jersey Administrative Code and in the New Jersey Statutes Annotated.
11. “School district liaison for the education of homeless children and youths” means the person identified in each school district who facilitates all activities needed to ensure the enrollment and attendance of homeless children and youths.
12. “School district of residence” for a homeless child or youth means the school district in which the parent of a homeless child or youth resided prior to becoming homeless. It may not be the school district in which the student currently resides. This term is synonymous with “school district or origin” referenced in the McKinney-Vento Homeless Education Assistance Act. “School district of residence” for a student in a State facility means the school district in which the parent with whom the student lived prior to placement in a State facility currently resides, pursuant to N.J.S.A. 18A:7B-12.b. In the case of a child placed in resource family care prior to September 9, 2010, in accordance with N.J.S.A. 18A:7B-12, the “school district of residence” means the school district in which the resource family care parent(s) resides. In the case of a child placed in resource family care on or after September 9, 2010, in accordance with N.J.S.A. 18A:7B-12, the “school district of resident” means the present school district of residence of the parent(s) with whom the child lived prior to the most recent placement in resource family care.
13. “School of origin” for a child in resource family care means the school district in which a child was enrolled prior to a change in the child’s care, custody, or guardianship. If a child’s resource family care placement changes, the school or origin would then be considered the school district in which the child is enrolled at the time of the placement change.
14. “State agency” means the New Jersey Department of Human Services, the New Jersey Department of Correction, the New Jersey Department of Children and Families, or the New Jersey Juvenile Justice Commission.



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15. "State facility" means residential and day programs operated by, contracted with, or specified by the New Jersey Department of Human Services, the New Jersey Department of Correction, the New Jersey Department of Children and Families, or the New Jersey Juvenile Justice Commission.
16. "Transitional living facility" means a temporary facility that provides housing to a child due to domestic violence, pursuant to N.J.S.A. 18A:7B-12.1.
17. "Unaccompanied youth" means a youth not in the physical custody of a parent at the time of enrollment.

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

1. The Board of Education for the school district of residence shall determine that a child or youth is homeless for the purposes of N.J.A.C. 6A:17-2, Policy 5116, and this Regulation when the child or youth resides in any of the following:
 - a. A publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers;
 - b. A public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles including mobile homes; tents or other temporary shelters; parks; abandoned buildings; bus or train stations; or temporary shelters provided to migrant workers and their children on farm sites;
 - c. The residence of relatives or friends where the homeless child or youth resides out of necessity because their family lacks a regular or permanent residence of its own; or
 - d. Substandard housing.

C. Responsibilities of the School District of Residence – N.J.A.C. 6A:17-2.3



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1. The school district of residence for a homeless child or youth shall be responsible for the education of the child and shall:
 - a. Determine the school district in which the child shall be enrolled after consulting with the parent pursuant to N.J.A.C. 6A:17-2.5 and E. below;
 - b. Pay the cost of tuition pursuant to N.J.S.A. 18A:38-19, when the child attends school in another school district; and
 - c. Provide for transportation for the child pursuant to N.J.A.C. 6A:27-6.2.
 2. The determination of the homeless child's or youth's school district of residence shall be made by the Superintendent of the school district of residence or designee, pursuant to N.J.A.C. 6A:17-2.4 and D. below based upon information received from the parent, a shelter provider, another school district, or an involved agency.
 3. The school district identified in accordance with N.J.S.A. 18A:7B-12 as the school district of residence for a homeless child or youth shall be the school district of residence until the parent establishes a permanent residence. Financial responsibility will remain with the homeless child's school district of residence until the family is deemed domiciled in another jurisdiction, pursuant to N.J.S.A. 18A:38-1.d.
- D. Designation of School District Liaisons and Their Responsibilities – N.J.A.C. 6A:17-2.4
1. The Superintendent identifies **the Superintendent** as the school district liaison for the education of homeless children or youths. The school district liaison shall:
 - a. Facilitate communication and cooperation between the school district of residence and the school district where the homeless child or youth resides;
 - b. Develop procedures to ensure a homeless child or youth residing in the school district is enrolled and attending school pursuant to N.J.A.C. 6A:17-2.5 and E. below;



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- c. Ensure homeless families, children, and youths receive educational services for which they are eligible, including Head Start programs, preschool programs administered by the Board, and referrals to health care, dental, mental health, and other appropriate services;
 - d. Inform parents of homeless children and youths of the educational and related opportunities available to their children and ensure that parents are provided with meaningful opportunities to participate in the education of their children;
 - e. Ensure that public notice of the educational rights of homeless children and youths is disseminated where such children receive services, such as schools, family shelters, and soup kitchens;
 - f. Ensure enrollment disputes are resolved pursuant to N.J.A.C. 6A:17-2.7 and G. below;
 - g. Ensure the parent of a homeless child or youth, or any unaccompanied youth, is fully informed of all transportation services, including transportation to the school district of residence, and is assisted in accessing transportation to the school selected under N.J.A.C. 6A:17-2.5 and E. below;
 - h. Assist the parent to obtain the homeless child's or youth's medical records or required immunizations; and
 - i. Assist an unaccompanied youth to ensure the youth is enrolled in, and is receiving, all services pursuant to N.J.A.C. 6A:17, Policy 5116, and this Regulation.
2. When a homeless child or youth resides in a school district, the school district liaison shall notify the liaison of the school district of residence within twenty-four hours of receiving notification from the parent, a shelter director, or an involved agency.
 3. Upon notification of the need for enrollment of a homeless child or youth, the liaison in the school district of residence shall coordinate enrollment



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procedures immediately based upon the best interest of the child, pursuant to N.J.A.C. 6A:17-2.5(b) and E.2. below.

- E. School District Enrollment – N.J.A.C. 6A:17-2.5
1. The Superintendent of the school district of residence or designee shall decide in which school district the homeless child or youth shall be enrolled as follows:
 - a. Enroll the homeless child or youth in the school district of residence to the extent feasible, except when doing so is contrary to the wishes of the homeless child's or youth's parent;
 - b. Continue the homeless child's or youth's education in the school district of last attendance if it is not the school district of residence; or
 - c. Enroll the homeless child in the school district where the child resides.
 2. The Superintendent of the school district of residence or designee shall decide the school district of enrollment of a homeless child or youth based on what is determined to be in the best interest of the child or youth after considering:
 - a. The enrollment of the homeless child or youth in the school district of residence to the extent feasible, except when doing so is contrary to the wishes of the child's or youth's parent.
 - b. The continuity of the child's educational program;
 - c. The eligibility of the child for special instructional programs, including, but not limited to, bilingual, gifted and talented, special education, early childhood, and career and technical education programs; and
 - d. The distance, travel time, and safety factors in coordinating transportation services from the residence to the school.



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3. The Superintendent of the school district of residence or designee shall determine the child's or youth's school district of enrollment immediately after consultation with the parent. The school district of residence shall adhere to the following procedures:
 - a. Enrollment decisions shall be made immediately upon notification of the need for enrollment. When the decision is made, the child or youth shall be enrolled immediately. If a dispute arises regarding enrollment of a homeless child or youth, the homeless child or youth shall be immediately enrolled in the school district in which enrollment is sought by the parent, pending resolution of the dispute pursuant to N.J.A.C. 6A:17-2.7 and G. below.
 - b. Consultation with the parent regarding the enrollment decision and the right to appeal the decision shall be documented in writing.
 - c. A decision to enroll a homeless child or youth in a school district other than the school district of residence or the school district requested by the parent shall be explained in writing and provided to the parent.
4. When a decision is made to enroll the child or youth in a school district other than the school district of residence, the Superintendent or designee of the school district of residence shall forward to the new school district all relevant school and health records consistent with the provisions of N.J.A.C. 6A:32-7.
5. When a homeless child or youth with a disability is enrolled in a school district other than the school district of residence, the school district of enrollment shall treat the student as a transfer student pursuant to N.J.A.C. 6A:14, Special Education.
6. When the school district of residence for a homeless child or youth cannot be determined, the Superintendent or designee of the school district in which the child or youth currently resides shall enroll the child or youth immediately in the school district of the current residence or the school district of last attendance.
7. The school district selected pursuant to N.J.A.C. 6A:17-2, Policy 5116, and this Regulation shall immediately enroll the homeless child or youth,



even if the child or youth is unable to produce records normally required for enrollment such as previous academic records, medical records, proof of residency, or other documentation.

8. Enrollment in the school district of residence; enrollment in the school district of last attendance, if not the school district of residence; or enrollment in the school district where the child or youth resides shall continue for the duration of homelessness, including when a family becomes homeless between academic years, and also for the remainder of the academic year if the homeless child or youth becomes permanently housed during the academic year.

F. Parental Rights – N.J.A.C. 6A:17-2.6

1. Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2, Policy 5116, and this Regulation.

G. Disputes and Appeals – N.J.A.C. 6A:17-2.7

1. When a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or designee(s) of the involved school district(s) or the child's or youth's parent(s) shall immediately notify the Executive County Superintendent. In consultation with the New Jersey Department of Education's (NJDOE) McKinney-Vento Homeless Education Coordinator or the Coordinator's designee, the Executive County Superintendent shall immediately decide the child's or youth's status. If a dispute remains between the parent and the involved school district(s) following the Executive County Superintendent's determination, the parent or the involved district Board(s) of Education may appeal to the Commissioner of Education for a determination pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
2. When a school district designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent. The Executive County Superintendent shall make a determination immediately, if



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possible, but no later than within forty-eight hours and, when necessary, in consultation with the NJDOE's Homeless Education Coordinator, or the Coordinator's designee.

- a. If the dispute regarding determination of the school district of residence does not involve the determination of homelessness and/or school district of enrollment, the school district disputing the Executive County Superintendent's determination may appeal to the NJDOE pursuant to N.J.A.C. 6A:23A-19.2(d), (e), and (f), and request a determination from the Division of Finance.
 - b. If an appeal of a determination of the school district of residence also includes an appeal of the determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
3. Any dispute or appeal shall not delay the homeless child's or youth's immediate enrollment or continued enrollment in the school district. The homeless child or youth shall be enrolled in the school district in which enrollment or continued enrollment is sought by the parent, pending resolution of the dispute or appeal.
 4. Disputes and appeals involving the services provided to a homeless child or youth with a disability shall be made pursuant to N.J.A.C. 6A:14.

H. Tuition – N.J.A.C. 6A:17-2.8

1. When the homeless child or youth is enrolled in a school district other than the school district of residence, the school district of residence shall pay to the school district of enrollment the tuition costs pursuant to N.J.S.A. 18A:38-19 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence or the school district in which the parent has been deemed domiciled shall pay tuition to the school district of enrollment.
2. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled



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EDUCATION OF HOMELESS CHILDREN AND YOUTHS

in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence or the school district in which the parent has been deemed domiciled shall list the student on its ASSA.

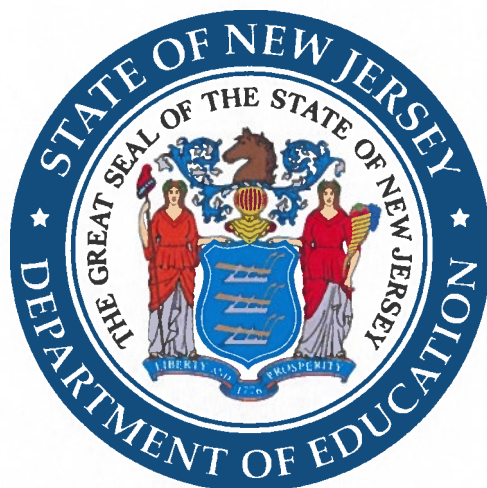
3. The State shall assume fiscal responsibility for the tuition of the child or youth pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the school district in which the child or youth is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d., under the following circumstances:
 - a. If the school district of residence cannot be determined for the homeless child or youth;
 - b. If the school district of residence is outside of the State; or
 - c. If a child or youth resides in a domestic violence shelter, homeless shelter, or transitional living facility located in a school district other than the school district of residence for more than a year during the placement pursuant to N.J.S.A. 18A:7B-12.d. and 12.1.
4. When the State assumes fiscal responsibility for the tuition of a homeless child or youth under the circumstances at N.J.A.C. 6A:17-2.8(c) and H.3. above, the State shall pay to the school district in which the child or youth is enrolled the weighted base per pupil amount calculated pursuant to N.J.S.A. 18A:7F-49 and the appropriate security and special education categorical aids per pupil pursuant to N.J.S.A. 18A:7F-55 and 56.

Issued: 25 June 2014

Revised: 19 July 2017

Revised: 18 October 2023





Division of Early Childhood Services

Annual Preschool Operational Plan Update A Former Abbott's, Charter Schools, and Preschool Education Aid Districts

Due: November 15, 2023

Angelica Allen-McMillan, Ed.D.
Acting Commissioner
New Jersey Department of Education

Contact:
Cary A. Booker
Assistant Commissioner
Division of Early Childhood Services

Contact Number: (609) 376-9077

doeearlychild@doe.nj.gov

I. Introduction

1.1 Purpose

The *Three-Year Preschool Program Operational Plan* provides a comprehensive description of how district, charter schools and renaissance school projects (collectively “districts”) will implement each component of a high-quality preschool program for three- and four-year-olds, as detailed in the [New Jersey Administrative Code \(N.J.A.C.\) 6A:13A](#) and the [Preschool Program Implementation Guidelines](#).

The *Annual Preschool Operational Plan Update* describes any changes to the submitted operational plan. This update should be based on the results of data derived from program assessments, including but not limited to:

- curriculum-specific program assessment tools;
- the Self-Assessment and Validation System (SAVS);
- Grow New Jersey Kids self-assessment; and,
- any other source of information specific to the district’s preschool program.

In addition to the annual update, the district must submit:

- an annual district budget planning workbook;
- provider budget workbooks (if applicable); and,
- a board resolution approving the budget submission.

Due Date for Workbook and Board Resolution

The District Budget Planning Workbook and certified board resolution approving the budget submission are due on March 11, 2024.

1.2 Submission Instructions

Provide detailed answers to all questions. Upload the *Annual Preschool Operational Plan Update* to Homeroom by November 15, 2023.

Helpful Hint

Formatting difficulties with the gray text areas, type responses in a separate Word document first and then copy and paste the response into the text area using right-click copy + right-click paste. Make sure to paste as “Keep Text Only.”

1.2a Title Page

Part I: PEA Plan Title Page

County Name: Camden

County Code: 07

District Name: Waterford Township School District

District Code: 5560

Address: 1106 Old White Horse Pike

City: Waterford Works

State: NJ

Zip: 08089

Early Childhood Contact

Name: Patrick Davidson

Telephone Number: (856) 767-2421

Email: pdavidson@wtsd.org

Business Administrator

Name: Mr. Dan Fox

Telephone Number: (856) 767-8293

Email: dfox@wtsd.org

Board Resolution

Attach the Board-Certified Resolution or provide the date of expected board resolution.

Date of Board Resolution: November 15, 2023

Certification

To the best of my knowledge and belief, the information contained in this document is true and correct. The governing body of this agency has duly authorized this document and we will comply with the attached assurances. I further certify that the Preschool Operational Plan is complete.

Name of Chief School Administrator: Dr. Michael Nolan

Signature of Chief School Administrator:

Date:

II. District-Wide Planning

Refer to [N.J.A.C. 6A:13A](#), including the Enrollment, Universe, and Program Planning sections, and the Preschool Program Implementation Guidelines when completing the following questions.

Provide an overview of 2024-2025 district-wide preschool program planning. Listed below are questions the district must address:

Please complete the tables below.

Indicate any open position as "to be hired".

Add rows as needed.

Table 1: Primary Early Childhood Contact/Administrator for the District

Prefix and Full Name	Email address	Phone number	Title
Mr. Patrick Davidson	pdavidson@wtsd.org	(856) 767-2421	Principal/Supervisor of Preschool

Table 2: Secondary Early Childhood Contact (if applicable)

Prefix and Full Name	Email address	Phone number	Title
Dr. Michael Nolan	mnolan@wtsd.org	(856) 767-8293	Superintendent

Table 3: Superintendent/Chief School Administrator

Prefix and Full Name	Email address	Phone number	Title
Dr. Michael Nolan	mnolan@wtsd.org	(856) 767-8293	Superintendent

Table 4: Business Administrator

Prefix and Full Name	Email address	Phone number	Title
Mr. Dan Fox	dfox@wtsd.org	(856) 767-8293	Business Administrator

Table 5: Early Childhood Fiscal Specialist (if applicable)

Prefix and Full Name	Email address	Phone number	Title
Ms. Dawn Stafford	dstafford@wtsd.org	(856) 767-2421	Administrative Assistant to the Principal

Table 6: Early Childhood Supervisors

Prefix and Full Name	Email address	Phone number	Title
Patrick Davidson	pdavidson@wtsd.org	(856) 767-2421	Principal/Supervisor of Preschool

Table 7: Preschool Instructional Coach (1:20 classroom ratio required)

Prefix and Full Name	Number of assigned classrooms	Date Preschool Instructional Coach Seminar Completed	Is this individual in a shared role? (Yes/No) i.e., PIRS, CPIS	Indicate the percentage of time this individual is in the Preschool

				Instructional Coach role.
Ms. Michelle Biggs	13	Anticipated Winter 2024	No	100%

Table 8: Preschool Intervention and Referral Specialist (1:20 classroom ratio required)

Prefix and Full Name	Number of assigned classrooms	Date Preschool Intervention and Referral Specialist Seminar Completed	Is this individual in a shared role? (Yes/No) i.e., PIC, CPIS	Indicate the percentage of time this individual is in the Preschool Intervention and Referral Specialist role.
Valerie Meslin	13	Anticipated Spring 2024	Yes, kindergarten counselor	70%

Table 9: Community Parent Involvement Specialist

Prefix and Full Name	Number of preschool students enrolled	Is this individual in a shared role? (Yes/No) i.e., Social worker, PIRS	Indicate the percentage of time this individual is in the Community Parent Involvement Specialist role.
Mrs. Jennifer Ervolini	148	Yes, Social Worker	50%

Table 10: Preschool Social Worker (1:300 ratio required)

Prefix and Full Name	Number of preschool students served	Is this individual in a shared role? (Yes/No) i.e., CPIS, PIRS	Indicate the percentage of time this individual is in the Preschool Social Worker role.
Mrs. Jennifer Ervolini	148	Yes, CPIS	50%

Table 11: Preschool Nurse (1:300 ratio required)

Prefix and Full Name	Number of preschool students served	Name of school(s) assigned	Indicate the percentage of time this individual is in the Preschool Nurse role.
Mrs. Kate Saunders	148	Thomas Richards Early Childhood Center	58%

1. What overall program quality improvements do you plan on addressing in the 2024-2025 school year?

Our program will continue to focus on a variety of areas of growth in order to meet the requirements for operating a high quality Preschool Program. Specifically, we will continue to expand our efforts in providing an inclusive environment for all children, including those with disabilities. We will engage families in activities and opportunities for family education that aim to support all families and challenges that are within the home environment. We will provide parent workshops focused on supporting children with challenging behaviors in the home, health and nutrition, and strategies for bridging the continuity between home and school. We will provide support for staff members by offering specific professional development that supports implementation of Creative Curriculum with fidelity, supports social-emotional development and learning, and supports a tiered system of interventions and supports.

2. If the district is projecting to serve less than 90 percent of the preschool universe, please provide a detailed description of why as well as your plan to increase enrollment.

The universe for the 24/25 school year is 190.

3. Please provide a detailed description of the districts efforts and attempts to contract with Head Start and private provider sites.

The District has previously reached out to Atco Christian School and also worked with a private provider during the 2018 school year. Atco Christian School was not interested in partnering with our District and adopting Creative Curriculum. Archway, the private provider we worked with during 2018, also was not completely onboard with partnering with the District to provide a high quality preschool program. The closest Head Start to us is in Sicklerville, NJ, but currently that facility only serves infants and toddlers.

4. How does the district ensure contracted private provider sites and Head Start will receive the same program quality and fiscal supports as district classrooms?

Currently N/A

5. If you are not enrolled in Grow New Jersey Kids, what is preventing your participation and what is the plan to move forward in the process?

Currently N/A

Facilities

All district and provider classrooms must meet facility requirements of 950 square feet (inclusive of closets, bathrooms, and built-in units) or at a minimum of 700 square feet of instructional space. **In the chart below, districts are required to provide the information for in-district, private provider and Head Start projected PEA-funded preschool classrooms that have not been identified in previous operational plans.**

If the district has received a waiver approval for classroom size, please submit a copy of the approval with this document.

Facilities Chart

Site (School, Childcare Private Provider and/or Head Start) (i.e., name of provider or district building)	Class (i.e. Classroom #1)	Class size (i.e., total sq. footage)	Bathroom in classroom (Y/N)	Bathroom In line of sight, if not in the classroom Y/N/NA *in line of sight – Is the bathroom visible from the classroom?	Floor Level
Thomas Richards Early Childhood Center	9	780 sq. ft.	Y	N/A	First
	18	780 sq. ft.	Y	N/A	First
	7	660 sq. ft.	N	N	First
	5	890 sq. ft.	N	N	First
	14	780 sq. ft.	Y	N/A	First
	12	780 sq. ft.	N	Y	First
	10	790 sq. ft.	N	N	First
	8	690 sq. ft.	N	Y	First
	11	1,110 sq. ft.	N	N	First
	13	773 sq. ft.	Y	N/A	First
	15	773 sq. ft.	Y	N/A	First
	16	780 sq. ft.	Y	N/A	First
	3	705 sq. ft.	N	Y	First

III. Community Collaboration and Planning

Refer to N.J.A.C. 6A:13A, including the Family and Community Involvement sections and the Preschool Program Implementation Guidelines, when completing the following questions.

1. How will the Early Childhood Advisory Council support community collaboration and planning to enhance the preschool program next year?

The ECAC meets four times throughout the course of the school year.

2. How does the district plan to assess the community's needs in the 2024-2025 school year?

The District currently sends the Strengthening Families-Protective Factors survey to all preschool families. Once we receive the results, the CPIS, Principal and Preschool Instructional Coach plan events, schedule parent workshops, and provide access to resources for groups and individual families. The District plans to continue using this method of assessing the needs of the community during the 24/25 school year. In addition, we send out a survey closer to the end of the school year seeking family input about the overall operation of our program and asks for suggestions on how we can provide more access and/or resources to our families.

3. How often will a community needs assessment be done?

We conduct a community needs assessment at the beginning of every school year, and we also conduct another needs assessment at the end of each school year. This will be consistent during the 24/25 school year.

4. How will the district collaborate with the community for future program planning?

The District primarily works with the ECAC to collaborate on future initiatives and program planning. We will continue to utilize our community partners who are a part of our ECAC for future program planning. We hold quarterly meetings with our ECAC stakeholders.

IV. Family Involvement

Refer to N.J.A.C. 6A:13A, including the Family and Community Involvement sections and the Preschool Program Implementation Guidelines, when completing the following questions.

1. What outreach to families will occur in the 2024-2025 school year to encourage family involvement and engagement?

2. What specific ways will the families be involved in district program planning and the day-to-day program in the 2024-2025 school year?

V. Curriculum Development and Implementation

Refer to N.J.A.C. 6A:13A, including the sections on Curriculum and Assessment and the Preschool Program Implementation Guidelines, when completing the following questions.

1. What curriculum will the district implement in the 2024-2025 school year?

2. What performance-based child assessment will the district implement?

3. Using the data collected from the previous school year, what areas of curriculum implementation will the district focus on in the 2024-2025 school year?

4. What intentional supports are planned for the 2024-2025 school year to meet the needs of your English Language Learning students' academic, and social growth and development?

5. How does the district plan to support teachers in creating culturally responsive classroom environments that reflect diverse student populations?

6. How does the district plan to support teachers using the selected child assessment system in the 2024-2025 school year?

7. Please list the structured observational tools the Preschool Instructional Coach (PIC) and Preschool Intervention and Referral Specialist (PIRS) plan to implement in the 2024-2025 school year.

8. Have the Preschool Instructional Coach (PIC) and Preschool Intervention and Referral Specialist (PIRS) completed reliability on the abovementioned tools? If not, what plan is in place to ensure the tools are implemented as intended?

9. What developmentally based early childhood screening tool will the district implement in the 2024-2025 school year? Is this different than previous years ?

10. How is your district meeting the requirement of Erin’s Law (N.J.S.A. 18A:35-4.5(a) to provide sexual assault prevention education?

VI. Inclusion of Children with Disabilities in General Edu. Classrooms

Refer to N.J.A.C. 6A:13A, including the sections on Program Planning and Intervention and Support Services, as well as the Preschool Program Implementation Guidelines, when completing the following questions.

1. Please describe the 2024-2025 school year plan to deliver support for students with disabilities in your preschool program.

2. How does the district plan to transition students into the district from the early intervention system? Please information related to parents and students in your plan.

3. Share what district supports are available to students with IEPs surrounding social and emotional development.

VII. Professional Development and Training

Refer to N.J.A.C. 6A:13A, including the section on Program Planning and the Preschool Program Implementation Guidelines, when completing the following questions.

1. What professional development methods will the district use in the 2024-2025 school year? (Workshops, PLC, book study, etc.)

2. Describe the specialized training that your Preschool Instructional Coach, Preschool Intervention and Referral Specialist, Community Parent Involvement Specialist and other support staff will receive in the 2024-2025 school year.

3. How does the district plan to provide professional development to staff about Erin's law?

VIII. Additional Questions

Refer to [N.J.A.C. 6A:13A](#) as well as the Preschool Program Implementation Guidelines when completing the following questions.

1. What measures are in place in your district to ensure all required staffing positions are filled for the 2024-2025 school year? Please be as detailed as possible.

2. How does the preschool nurse plan to educate families, children, and staff members on various health issues based on your district's unique needs?

3. What health screenings will the preschool nurse complete?

4. When will the health screenings be completed?

5. Please describe activities that the district plans to implement to support the transition of students into the preschool program and into kindergarten (inclusive if in-district, private provider and Head Start locations) for the 2024-2025 school year.

6. How is the district ensuring that all children, regardless of eligibility for free and reduced lunch, receive meals and snacks in the district and provider settings?

7. What challenges does the district anticipate in quality program implementation for the 2024-2025 school year?

8. Please describe any changes to the district's approved 2023-2024 Operational Plan that have not been addressed in the previous questions.

Resources

- [Grow NJ Kids Website](#)
- [National Center Pyramid Model Innovations](#)
- [N.J.A.C. 6A:13A, Elements of High-Quality Preschool Programs Preschool Code \(PDF\)](#)
- [Preschool Classroom Teaching Guidelines \(PDF\)](#)
- [Preschool Program Implementation Guidelines](#)

Statement of Assurances

As the duly authorized chief school administrator/school business administrator of the applicant agency, I am aware that submitting the accompanying document to the New Jersey Department of Education constitute the creation of a public document, and I certify that the applicant agency:

1. Has the legal authority to apply for the funds made available under the announcement's requirements, and has the institutional, managerial and financial capacity to ensure proper planning, management, and completion of the project described in this application.
2. Will give the NJDOE, or its authorized representatives, access to, and the right to examine, all records, books, papers, or documents related to the award and establish a proper accounting system in accordance with generally accepted accounting principles (GAAP).
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes, or presents the appearance of, personal or organizational conflict of interest, or personal gain.
4. Will comply with provisions of the Public School Contracts Law: N.J.S.A. 18A:18A-1, *et seq.*, and other relevant state laws and regulations as well as its principals and subgrantees, for all grant awards in excess of \$25,000.00, is not presently debarred, proposed for debarment, declared ineligible, suspended, or voluntarily excluded by any federal agency from receiving federal funds in accordance with Executive Orders 12549 and 12689.
5. Will comply with Section 6002 of the Resource Conservation and Recovery Act (RCRA), P.L. 94-580, codified at 42 U.S.C. 6962 if the applicant is an entity of the state and/or local government and will give preference to the purchase of recycled materials identified in U.S. EPA guidelines (40 CFR Part 247-254).
6. Will comply with all federal and state statutes and regulations relating to nondiscrimination. These include, but are not limited to:
 - (A) Title VI of the Civil Rights Act of 1964 (P.L. 88-352; 34 CFR Part 100) which prohibits discrimination on the basis of race, color or national origin;
 - (B) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686; 34 CFR Part 106), which prohibits discrimination on the basis of sex;
 - (C) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 CFR Part 104), which prohibits discrimination on the basis of handicaps;
 - (D) Section 503 of the Rehabilitation Act of 1973, as amended (41 CFR Parts 60-741.5(a)), as applicable, which requires affirmative action in employment;
 - (E) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 *et seq.*; 45 CFR Part 90), which prohibits discrimination on the basis of age, and
 - (F) the Americans with Disabilities Act of 1990, as amended (P.L. 101-336), which guarantees equal opportunity for individuals with disabilities.
7. Will comply with Executive Order 11246, "Equal Employment Opportunity," dated September 24, 1965, as amended by Executive Order 11375, dated October 13, 1967, and as supplemented by the regulations at 41 CFR Part 60.

8. Will comply with the provisions of the Drug-Free Workplace Act of 1988, as implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610.
9. Will comply with the provisions of the Drug Free Schools and Communities Act Amendments of 1989, as implemented at 34 CFR Part 86, Subparts A-E (institutions of higher education only).
10. Will comply with the provisions set forth in the facilities efficiency standards wherein preschool classrooms shall have 950 square feet in total with a minimum of 750 square footage of usable space and shall be no higher than the second floor of a building as defined in N.J.A.C. 6A:26 and shall not be located in the basement.
11. Will comply with the provisions of full day general education and full day self-contained classrooms.

Signatures

Name of School District: _____

Signature of Chief School Administrator:

Signature of School Business Administrator:

Date:

POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
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EXAMINATION FOR CAUSE

3161 EXAMINATION FOR CAUSE

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

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

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

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

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

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



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
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EXAMINATION FOR CAUSE

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

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

~~42 U.S.C.A. 12101~~

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

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

~~Adopted: 25 June 2014~~

Pursuant to N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.3, the Board of Education may require physical or psychiatric examinations of a teaching staff member whenever, in the judgment of the Board, a teaching staff member shows evidence of deviation from normal physical or mental health, to determine the teaching staff member's physical and mental fitness to perform, with reasonable accommodation, the position the teaching staff member currently holds, or to detect any health risk(s) to students and other employees. When the Board requires a teaching staff member to undergo a physical or psychiatric examination:

1. The Board shall provide the teaching staff member with a written statement of the reasons for the required examination; and
2. The Board shall provide the teaching staff member with a hearing, if requested.



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
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EXAMINATION FOR CAUSE

- a. **Notice of the teaching staff member's right to a hearing shall be provided with the statement of reasons for the required examination;**
 - b. **The teaching staff member must request the Board hearing, in writing, within five working days of the teaching staff member's receipt of the written statement of reasons:**
 - (1) **The teaching staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member failed to timely request a hearing before the Board;**
 - c. **The Board hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the teaching staff member the opportunity to appear before the Board to refute the reason(s) for the required examination(s);**
 - d. **The teaching staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member failed to persuade the Board at the hearing that the teaching staff member should not be required to submit to the appropriate examination(s); and**
 - e. **The determination of such a hearing shall be appealable to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 – Appeals.**
3. **The teaching staff member may refuse, without reprisal, to waive their right to protect the confidentiality of medical information, in accordance with P.L. 104-191, Health Insurance Portability and Accountability Act of 1996.**
- B. **Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of examinations made by a physician or institution designated by the Board. However, the teaching staff member shall bear the cost if the**



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
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EXAMINATION FOR CAUSE

examination is performed by a physician or institution designated by the teaching staff member with approval of the Board.

- 1. If the teaching staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s), the Board is not required to designate the physician or institution submitted for consideration by the teaching staff member, but shall not act unreasonably in withholding its approval of the physician or institution.**
- 2. The teaching staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.**
- 3. All records and reports relating to any such examination shall be the property of the Board, in accordance with N.J.S.A. 18A:16-5.**
 - a. Health records of teaching staff members, including computerized records, shall be secured, stored, and maintained separately from other personnel files; and**
 - b. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5.**
- 4. If the results of any such examination indicate mental abnormality or communicable disease, the teaching staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the teaching staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.**



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
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EXAMINATION FOR CAUSE

- C. In order to return to work, the teaching staff member must submit to an appropriate examination and submit the results of the examination to the Superintendent.**
- 1. The examination must be conducted by a physician or institution upon which the Board and teaching staff member confer and agree;**
 - 2. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the teaching staff member's choice, the cost shall be borne by the teaching staff member; and**
 - 3. The teaching staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.**
- D. A teaching staff member who refuses to submit to an examination required by the Board in accordance with this Policy and has exhausted the hearing procedures established by law and this Policy shall be subject to discipline, which may include, but is not limited to, termination or certification of tenure charges to the Commissioner of Education, as applicable.**

42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4; 18A:16-5

18A:25-7; 18A:28-5; 18A:30-1 et seq.

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



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
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ATTENDANCE (M)

3212 ATTENDANCE (M)

M

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. **Teaching staff** Staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a staff member's job performance.

Teaching staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for teaching staff members to report the use of sick leave and other absences. A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with **statute, administrative code, or Board policy**, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to appropriate consequences, which may include **but not be limited to**, the withholding of a salary increment, **termination dismissal, nonrenewal**, and/or certification of tenure charges.

Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01. ~~In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household.~~ No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for by **statute; administrative code; in the collective bargaining agreement; negotiated with the member's majority representative, in an individual employment contract; or provided in the policies of the Board.** ~~In accordance with N.J.S.A. 18A:30-4, T~~he Superintendent or Board of Education may require **verification** ~~a physician's certificate~~ to be filed with the Secretary of the Board in order to obtain sick leave **in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.**

The Superintendent, in consultation with administrative **teaching** staff members, will review the rate of absence among the staff members. The review will include the collection and analysis of attendance patterns **data**, the training of teaching staff members in their responsibilities, and the counseling of teaching staff members for whom regular and prompt attendance is a problem.



POLICY

WATERFORD TOWNSHIP
BOARD OF EDUCATION

Teaching Staff Members
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ATTENDANCE (M)

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-1 ~~et seq.~~; 18A:30-2; 18A:30-4

Adopted: 25 June 2014
Revised: 17 June 2015
Revised: 15 November 2023



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
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SICK LEAVE

3432 SICK LEAVE

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

The Board reserves the right to require of any employee who claims sick leave, sufficient proof, including a physician's certification, of the employee's illness or disability. As a minimum, no day will be considered to be a sick leave day on which the employee has engaged in or prepared for other gainful employment, has participated in a work stoppage, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.

The Superintendent will prepare rules for the administration of the Board's policy on sick leave, which shall be binding on all employees.

The Superintendent will submit to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified. The willful misuse of sick leave will be considered a serious infraction and is subject to discipline.

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

Adopted: 25 June 2014



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Support Staff
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EXAMINATION FOR CAUSE

4161 EXAMINATION FOR CAUSE

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

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

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

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

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

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



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Support Staff
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EXAMINATION FOR CAUSE

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

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

~~42 U.S.C.A. 12101~~

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

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

~~Adopted: 25 June 2014~~

Pursuant to N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.3, the Board of Education may require physical or psychiatric examinations of a support staff member whenever, in the judgment of the Board, a support staff member shows evidence of deviation from normal physical or mental health, to determine the support staff member's physical and mental fitness to perform, with reasonable accommodation, the position the support staff member currently holds, or to detect any health risk(s) to students and other employees. When the Board requires a support staff member to undergo a physical or psychiatric examination:

1. The Board shall provide the support staff member with a written statement of the reasons for the required examination; and
2. The Board shall provide the support staff member with a hearing, if requested.
 - a. Notice of the support staff member's right to a hearing shall be provided with the statement of reasons for the required examination;



- b. The support staff member must request the Board hearing, in writing, within five working days of the support staff member's receipt of the written statement of reasons:
 - (1) The support staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the support staff member failed to timely request a hearing before the Board;
 - c. The Board hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the support staff member the opportunity to appear before the Board to refute the reason(s) for the required examination(s);
 - d. The support staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the support staff member failed to persuade the Board at the hearing that the support staff member should not be required to submit to the appropriate examination(s); and
 - e. The determination of such a hearing shall be appealable to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 - Appeals.
3. The support staff member may, without reprisal, refuse to waive their right to protect the confidentiality of medical information, in accordance with P.L. 104-191, Health Insurance Portability and Accountability Act of 1996.
- B. Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of examinations made by a physician or institution designated by the Board. However, the support staff member shall bear the cost if the examination is performed by a physician or institution designated by the support staff member with approval of the Board.
1. If the support staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s), the Board is not required to designate



- the physician or institution submitted for consideration by the support staff member, but shall not act unreasonably in withholding its approval of the physician or institution.
2. The support staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.
 3. All records and reports relating to any such examination shall be the property of the Board, in accordance with N.J.S.A. 18A:16-5.
 - a. Health records of support staff members, including computerized records, shall be secured, stored, and maintained separately from other personnel files; and
 - b. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5.
 4. If the results of any such examination indicate mental abnormality or communicable disease, the support staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the support staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.
- C. In order to return to work, the support staff member must submit to an appropriate examination and submit the results of the examination to the Superintendent.
1. The examination must be conducted by a physician or institution upon which the Board and support staff member confer and agree;
 2. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Support Staff
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EXAMINATION FOR CAUSE

conducted by the support staff member's choice, the cost shall be borne by the support staff member; and

3. The support staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.

- D. A support staff member who refuses to submit to the examination required by the Board in accordance with this Policy and has exhausted the hearing procedures established by law and this Policy shall be subject to discipline, which may include, but is not limited to, termination or certification of tenure charges to the Commissioner of Education, as applicable.

42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4; 18A:16-5

18A:25-7; 18A:28-5; 18A:30-1 et seq.

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



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Support Staff
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ATTENDANCE

4212 ATTENDANCE

The regular and prompt attendance of support staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. **Support s**Staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a **support** staff member's job performance.

Support staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for support staff members to report the use of sick leave and other absences. A support staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with **statute, administrative code, or Board policy**, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to appropriate consequences, which may include, **but not limited to**, the withholding of a salary increment, **termination dismissal, nonrenewal**, and/or certification of tenure charges.

Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01. ~~In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the support staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household.~~ No support staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for by **statute, administrative code; in the collective bargaining agreement; negotiated with the member's majority representative**, in an individual employment contract; or **provided in the policies of the Board.** ~~In accordance with N.J.S.A. 18A:30-4, T~~he Superintendent or Board of Education may require **verification a physician's certificate** to be filed with the Secretary of the Board in order to obtain sick leave **in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.**

The Superintendent, in consultation with administrative staff members, will review the rate of absence among **support** the staff members. The review will include the collection and analysis of attendance **pattern data**, the training of support staff members in their attendance responsibilities, and the counseling of support staff members for whom regular and prompt attendance is a problem.



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Support Staff
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ATTENDANCE

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

Adopted: 25 June 2014

Revised: 17 June 2015

Revised: 15 November 2023



POLICY

WATERFORD TOWNSHIP BOARD OF EDUCATION

Support Staff
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SICK LEAVE

4432 SICK LEAVE

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

The Board reserves the right to require of any employee who claims sick leave sufficient proof, including a physician's certification, of the employee's illness or disability. As a minimum, no day will be considered to be a sick leave day on which the employee has engaged in or prepared for other gainful employment, has participated in a work stoppage, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.

The Superintendent will prepare rules for the administration of the Board's policy on sick leave, which shall be binding on all employees.

The Superintendent will submit to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified. The willful misuse of sick leave will be considered a serious infraction and is subject to discipline.

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

Adopted: 25 June 2014



**BOARD SECRETARY'S CERTIFICATIONS
FOR THE MONTH OF SEPTEMBER 2023**

In accordance with 18A:17-9 for the month of September, 2023, the Cash Reconciliation report and the Board Secretary's report are in agreement.

In accordance with 18A:17-9 for the month of September 2023, the Board Secretary certifies that no line item has been over-expended in violation of N.J.A.C. 6A:23A-16.10c.3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

The Board Secretary, in accordance with N.J.A.C. 6A:23A-16.10.2 certifies that the following changes in anticipated revenue amounts and revenue sources:

Code	Source	Amount
1900	Unrestricted Misc Revenues	66,389
	Interest on Maintenance Reserves	2,841
	Interest on Capital Reserve	13,708
Total		82,938

11/8/2023 | 7:40 PM EST

Daniel J. Fox, Board Secretary