

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION  
14 Vogt Drive  
Bridgewater, New Jersey 08807

Regular Meeting  
August 22, 2016

Call to Order

Mr. Hyncik called the meeting to order at 5:00 p.m. in the Technology Center with the following board of education members:

William Hyncik, Jr., President  
Sarah Costa, Vice President  
Theodore Smith  
Stephen Rodzinak  
Roger Jinks

Also Present

Dr. Chrys Harttraft, Superintendent of Schools  
Raelene Catterson, School Business Administrator/Board Secretary  
Diane Ziegler, High School Principal  
Lisa Fittipaldi, Board Attorney  
Peter S. Palmer, Somerset County Freeholder Liaison

Adequate notice of this meeting has been provided specifying time and place.

Pledge of Allegiance

Approval of Minutes

On motion by Mr. Jinks, seconded by Mr. Smith, the minutes of the Regular Meeting and Executive Session held on July 25, 2016 were approved.

Correspondence

- None

Presentations/Recognitions

- None

Old or Unfinished Business

Construction Projects

- Mr. Kuschyk presented a PowerPoint of all summer projects and updated the board on their status.

Report of the Attorney

- Ms. Fittipaldi will give her report during closed session.

Committee Reports

- Board of School Estimate (Ms. Costa) - None
- Curriculum/Grants (Mr. Smith) - None
- NJSBA Delegate (Mr. Hyncik) - None
- SCSBA Delegate - None
- SCESC Representative (Mr. Smith) - None
- SCJIF Commissioner (Ms. Catterson) - None

School Communications Report

- None

Superintendent’s Report

On recommendation of Dr. Hartraft and motion by Ms. Costa, seconded by Mr. Rodzinak and on roll call vote, agenda items A through J as follows:

A. Employment of Full-Time Personnel – 2016-17 School Year

The Board of Education appointed Ms. Rachel Miller to the position of English Instructor (UPC# TCH-HS-ENGL-FL-01), at a salary of \$59,704.00 (masters stipend added to base), Step 5-6/B, effective September 1, 2016. (11-310-100-101-60-0000)

The Board of Education appointed Mr. Charles Schade III to the position of Special Education Instructor (67%) (UPC# TCH-HS-INC-FL-04), at a salary of \$40,172.53 (masters stipend added to base), Step 7-8/B, effective September 1, 2016.

The Board of Education appoint Ms. Denise Krok as Temporary Guidance Counselor (Leave Replacement), at a salary of \$60,229.00 (prorated), Step 1-2/C, effective September 1, 2016 through January 10, 2017. (11-000-218-104-05-0000)

The Board of Education appointed Mr. Wayne Gallagher as Temporary Science Instructor (Leave Replacement), at a salary of \$58,479.00 (prorated), Step 1-2/B, effective September 12, 2016 through April 7, 2017. (11-140-100-101-03-0000)

The Board of Education appointed Ms. Linda Caterinicchia to the position of Administrative Secretary (UPC# SEC-HS-SCHS-FL-07), at a salary of \$40,840.00 (prorated), Step C1, effective August 23, 2016. (11-000-240-105-03-0000)

B. Lateral Move

The Board of Education approved Ms. Johanna Scholl’s request for a lateral move from Step 20/A to Step 20/B on the salary guide in the amount of \$72,074.00 effective September 1, 2016.

C. Salary Adjustments – 2016-17 School Year

The Board of Education approved salary adjustments for the 2016-17 school year as follows:

Name	2016-17 Base Salary	Masters Stipend	Add'l Assignments per Week	% rate	Amount	Longevity	2016-17 Total Salary
Christopher Miller	\$65,659.00	\$725.00	10	28.56%	\$ 18,752.21	NA	\$ 85,136.21
Johanna Scholl	\$72,074.00	NA	10	28.56%	\$ 20,584.33	NA	\$ 92,658.33

D. Stipend Amount Revisions – 2015-16 and 2016-17 School Years

The Board of Education, in keeping with recently approved 2015-16 and 2016-17 school year salaries, approved the following revised stipend position amounts:

		<u>2015-16</u>	<u>2016-17</u>
Teresa Morelli	Affirmative Action Officer	\$757.35/month	\$777.30/month
Christopher Lemongelli	Child Study Team Case Manager for Social Assessments (School Social Worker) Special Education – IEP’s	\$480.90/assess	\$494.30/assessment

## E. 2015-16 Part-Time Hourly Instructional Aide – Salary Adjustment

The Board of Education approved a salary adjustment for the 2015-16 school year in the amount of \$27.21/hour for Mr. Raymond Glowacki, Temporary Aide.

## F. Employment of Part-Time Hourly Personnel – 2016-17 School Year

The Board of Education approved employment of the following part-time personnel for the 2016-17 school year:

High School

Mary Lynne McAnally	Tap Dance Company Instructor (36 hours)	\$44.81/hour (11-310-100-101-10-0000)
Kathleen Caola	Aide – Health Occupations (20 hours/week)	\$27.89/hour (11-310-100-106-11-0000)
Brooke Michalak	Aide – Cosmetology (20 hours/week)	\$27.89/hour (11-310-100-106-11-0000)
Catherine Quinn	Aide – Cosmetology (20 hours/week)	\$27.89/hour (11-310-100-106-11-0000)
Patricia Figueredo-Vargas	Dining Line Server/Cashier (3.5 hours/day)	\$10.25/hour (11-000-262-107-00-0000)
Roberta Snead	Substitute Bus Driver	\$18.03/hour (11-000-270-162-02-0001)

Performing Arts – Dance Performance/Dance Education

Kathleen Amalfitano	Ballet I, Dance Science, Anatomy (200 hours)	\$41.05/hour (11-310-100-101-10-0000)
Nora Cotter	Ballet III (200 hours)	\$41.05/hour (11-310-100-101-10-0000)
Svetlana Volf	Accompanist (170 hours)	\$30.58/hour (11-310-100-101-10-0000)
David Cheifer	Accompanist (100 hours)	\$30.58/hour (11-310-100-101-10-0000)
Bonnie Grube	Costumier (150 hours)	\$30.58/hour (11-310-100-101-10-0000)
	Production Assistant (200 hours)	\$21.52/hour (11-310-100-101-10-0000)
Robert Wolfe	Technical Director (100 hours)	\$31.96/hour (11-310-100-101-10-0000)

Performing Arts – Theater Arts

John Keller	Acting (80 hours)	\$41.05/hour (11-310-100-101-10-0000)
Matthew Ungerma	Acting (65 hours)	\$41.05/hour (11-310-100-101-10-0000)
Laura Swanson	Acting (350 hours)	\$41.05/hour (11-310-100-101-10-0000)
John Conte	Accompanist (330 hours)	\$30.58/hour (11-310-100-101-10-0000)
Lauren McCloughlin	Costumier (325 hours)	\$30.58/hour (11-310-100-101-10-0000)
Robert Wolfe	Technical Director (475 hours)	\$31.96/hour (11-310-100-101-10-0000)
Bonnie Grube	Assistant Technical Director (600 hours)	\$21.52/hour (11-310-100-101-10-0000)

Creative Arts

Sheila Buttermore Adult Dance Evening Instructor \$50.13/hour (11-310-100-101-10-0000)  
(72 hours)

NJ SkillsUSA

Peter Carey State Director \$4,853.33/month (20-335-200-100-24-0000)  
Sheila Rick Assistant to State Director \$4,246.67/month (20-335-200-100-24-0000)  
Nzinga Basir Program Assistant \$ 416.67/month (20-335-200-100-24-0000)  
Janet Cantore-Watson Communications Assistant \$ 416.67/ month (20-335-200-100-24-0000)  
Amy Patryn Financial Assistant \$ 416.67/ month (20-335-200-100-24-0000)

## G. FMLA Leave – Ushma Mehta

The Board of Education approved the request of Ms. Ushma Mehta for an FMLA leave beginning on January 16, 2017 through April 17, 2017.

## H. Extra-Curricular Appointments – 2016-17 School Year

The Board of Education approved the following extra-curricular appointments for the 2016-17 school year.

Janet Cantore-Watson	Yearbook Co-Advisor	\$1,812.66
Deborah Gichan	Yearbook Co-Advisor	\$1,812.66
JaLisa Williamson	Yearbook Co-Advisor	\$1,812.66
Erick Bowers	JV Boys' Basketball Coach	\$2,971.00

## I. Employment of Substitutes

The Board of Education approved employment of the following substitute at a rate of \$100.00/day for the 2016-17 school year:

Christopher Escudero

## J. Professional Seminars/Workshops/Travel Reimbursements

The Board of Education approved requests for district staff and Board of Education members to attend professional seminars, workshops and travel reimbursements as they appear on Addendum #1.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Costa	X	
Mr. Hyncik	X	
Mr. Rodzinak	X	
Mr. Jinks	Abstain	

On recommendation of Dr. Harttraft and motion by Ms. Costa, seconded by Mr. Rodzinak and on roll call vote, agenda items K through M as follows:

## K. After School Hours Program Fee

The Board of Education approved the after school hours program fee for the 2016-17 school year as follows:

Performing Arts Program Students/Tap Dance Company Fee	\$140.00 per student
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## L. Field Trips

The Board of Education approved field trips for high school students as they appear on Addendum #2.

## M. Textbook Approval

The Board of Education approved the following textbook:

HS Math Common Core Geometry + Geometry Digital Courseware 6-year license +MathXL-6-year (Student Edition – 75 @\$151.47 ea.) HS Math Common Core Geometry/2-Volume (Teacher Edition – 3 @ N/C) Prentice Hall Common Core Geometry All-In-One Teacher Resources (3 @ N/C)

Total \$12,269.07 (includes shipping & handling).

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Costa	X	
Mr. Hyncik	X	
Mr. Rodzinak	X	
Mr. Jinks	X	

## N. Emergency Certificate

On recommendation of Dr. Harttraft and motion by Ms. Costa, seconded by Mr. Rodzinak and on roll call vote, the Board of Education authorized the Secretary to file Form BTEAC-5a for the renewal of an Emergency Certificate for Thomas Heinbach, Cooperative Education Coordinator/Hazardous Occupations.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Costa	X	
Mr. Hyncik	X	
Mr. Rodzinak	X	
Mr. Jinks	Abstain	

## O. Travel Expenses/Reimbursements – NJ School Boards Association Workshop – October 25-27, 2016

On recommendation of Dr. Harttraft and motion by Ms. Costa, seconded by Mr. Rodzinak and on roll call vote, the Board of Education approved travel expenses/reimbursements for Mr. Roger Jinks during his attendance at the NJ School Boards Association Workshop in Atlantic City, New Jersey as follows:

Hotel - \$194.00

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Costa	X	
Mr. Hyncik	X	
Mr. Rodzinak	X	
Mr. Jinks	Abstain	

## P. Application for Funds

On recommendation of Dr. Harttraft and motion by Ms. Costa, seconded by Mr. Rodzinak and on roll call vote, the Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its August 22, 2016 meeting authorized application for funds for the following:

NJ Department of Education	IDEA – Part B – Basic (7/1/16-6/30/17)	\$111,999.00
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<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Costa	X	
Mr. Hyncik	X	
Mr. Rodzinak	X	
Mr. Jinks	Abstain	

On recommendation of Dr. Harttraft and motion by Ms. Costa, seconded by Mr. Rodzinak and on roll call vote, agenda items Q through S as follows:

Q. Revised Board Policies and Regulations - First Reading

The Board of Education approved the following revised board policies and regulations at this first reading as they appear on Addendum #3.

1220 – Employment of Chief School Administrator  
1310 – Employment of School Business Administrator/Board Secretary  
R2414 – Programs and Services for Students in High Poverty  
and in High Need School Districts  
3111 – Creating Positions  
3124 - Employment Contract  
3125 – Employment of Teaching Staff Members  
3125.2 – Employment of Substitute Teachers  
3126/R3126 – District Mentoring Program  
3141 – Resignation  
3144/R3144 – Certification of Tenure Charges  
3159 – Teaching Staff Member/School District Reporting Responsibilities  
3231 – Outside Employment as Athletic Coach  
3240/R3240 – Professional Development for Teachers and School Leaders  
4159 – Support Staff Member/School District Reporting Responsibilities  
5305 – Health Services Personnel  
5330 – Administration of Medication  
5339 – Screening for Dyslexia  
5350 – Student Suicide Prevention  
R5350 – Student Suicide  
5460 – High School Graduation  
5514 – Student Use of Vehicles on School Grounds  
7510 – Use of School Facilities  
8441/R8441 – Care of Injured and Ill Persons  
8550 – Outstanding Food Service Charges  
8630 – Bus Driver/Bus Aide Responsibility  
R8630 – Emergency School Bus Procedures  
9541 – Student Teachers/Interns

R. New Board Policies and Regulations - First Reading

The Board of Education approved the following new board policies and regulations at this first reading as they appear on Addendum #4.

7481 – Unmanned Aircraft Systems (UAS also known as Drones)  
R7510 – Use of School Facilities  
8454 – Management of Pediculosis

S. Abolish Board Policies and Regulations

The Board of Education abolished the following board policies and regulations.

3244/R3244 – In-Service Training  
R5514 – Student Use of Vehicles

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Costa	X	
Mr. Hyncik	X	
Mr. Rodzinak	X	
Mr. Jinks	Abstain	

#### Superintendent's Update

- HIB - 0 cases submitted for August
- 2016-17 Student Enrollment; 691 students (Director of Pupil Services, Maria Johnson reported)
- New student orientation was on August 18<sup>th</sup>, both parents and students were invited; it was the largest attended orientation to date.
- On August 17<sup>th</sup>, the administrative team completed discussions regarding the 2016-2017 District Goals. Action plans indicating achievement of 2015-16 District Goals and implementation of 2016-17 District Goals will be presented to the board by the administrators beginning with next month's board meeting. The first plan will be presented by Pat Pelliccia, Chair of the Curriculum and Instruction Action Planning Team.
- Planning for an Active Shooter drill on campus was completed this month with first responders and law enforcement. The drill is being planned for September 1<sup>st</sup> during an in-service faculty day.

#### Submission of Bills

On motion by Ms. Costa, seconded by Mr. Rodzinak and on roll call vote, the Board of Education approved the bills list for August 2016 which was included in the board packet and is attached to the regular meeting minutes.

Fund 10	\$ 872,922.26
Fund 20	\$ 82,552.62
Fund 90	<u>\$ 218,020.86</u>
Total	\$1,173,495.74

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Costa	X	
Mr. Hyncik	X	
Mr. Rodzinak	X	
Mr. Jinks	Abstain	

#### Report of the School Business Administrator/Board Secretary

##### A. Reports A-148 and A-149 – July 2016

On motion by Ms. Costa, seconded by Mr. Rodzinak and on roll call vote, the Board of Education adopted the monthly financial statement reports for the School Business Administrator/Board Secretary for the month of July 2016 and the Treasurer of School Monies for the month of July 2016, after review of the secretary's monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major fund has been overextended in violation to N.J.A.C. 6:20-2A.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Addendum #5)

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Costa	X	
Mr. Hyncik	X	
Mr. Rodzinak	X	
Mr. Jinks	Abstain	

On motion by Ms. Costa, seconded by Mr. Rodzinak and on roll call vote, agenda items B through E as follows:

**B. Budget Transfers – 2016-17 School Year**

The Board of Education approved the following budget transfers for the 2016-17 school year and the budget transfers as they appear on Addendum #6.

From: 20-008-200-516-14-0000	(\$ 591.00)	To: 20-008-200-110-14-0000	\$ 591.00
From: 20-008-200-516-14-0000	(\$ 69.00)	To: 20-008-100-610-14-0000	\$ 69.00
From: 20-008-100-800-14-0000	(\$5,965.38)	To: 20-008-100-610-14-0000	\$5,965.38
From: 20-335-200-580-99-0000	(\$ 6.06)	To: 20-335-200-600-99-0000	\$ 6.06
From: 11-140-100-640-03-0000	(\$1,600.00)	To: 11-140-100-640-03-0000	\$1,600.00
From: 11-140-100-500-03-0000	(\$ 500.00)	To: 11-140-100-640-03-0000	\$ 500.00
From: 11-140-100-610-03-0004	(\$ 500.00)	To: 11-140-100-640-03-0000	\$ 500.00
From: 11-140-100-610-03-0003	(\$1,060.80)	To: 11-140-100-640-03-0000	\$1,060.80

**C. Boy's Locker Room Upgrade – Change Order**

The Board of Education approved the following change order for the Boy's Locker Room Upgrade project.

Change Order No. 3

Add \$5,598.28, DeSapio Construction, Inc. shall install CMU wall to height of 12' to achieve proper fire rating, provide all material per proposal dated August 15, 2016 and provide all work in accordance with the requirements of the contract.

**D. Member Participation in the Educational Cooperative Pricing System – 2016-17 School Year**

The Board of Education approved to enter into a cooperative pricing agreement.

WHEREAS N.J.S.A. 40A:11-11 (5) authorizes contracting units to enter into Cooperative Pricing Agreements; and

WHEREAS the Educational Services Commission of Morris County, hereinafter referred to as the "Lead Agency", has offered voluntary participation in a Cooperative Pricing System known as the "Educational Cooperative Pricing System" for the purchase of work, materials and supplies; and WHEREAS the Somerset County Vocational & Technical Schools within the County of Somerset, New Jersey, desires to participate in the Educational Cooperative Pricing System.

NOW THEREFORE, BE IT RESOLVED ON August 22, 2016 by the said Board of Education as follows:

As directed by N.J.S.A. 18A-18A-11 et seq. and pursuant to the provisions of N.J.S.A.40A:11-11 (5) the Board President is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

The Lead Agency shall advertise for a received bids from vendors who will make school supplies, equipment and other related goods and services available to participating members of the said Cooperative Pricing System at the agreed upon price; and

The Lead Agency entering into contracts on behalf of the Somerset County Vocational & Technical Schools shall be responsible for complying with the 54 provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

This resolution shall take effect immediately upon passage.

## E. Cooperative Pricing System Agreement

The Board of Education entered into a cooperative pricing system agreement for participation in the Educational Services Commission of Morris.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Costa	X	
Mr. Hyncik	X	
Mr. Rodzinak	X	
Mr. Jinks	Abstain	

## New Business

- None

## Next Meeting

The next regular meeting of the Somerset County Vocational Board of Education will be held:

September 26, 2016

5:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

## Remarks from the Public

- None

BE IT RESOLVED by the Vocational Board of Education of the County of Somerset that:

- This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
- The general nature of matters to be discussed relates to litigation. Action may or may not be taken.
- Under the provisions of the above stated laws, the public shall be excluded from attendance at the portion of the meeting relating to the above matters.
- It is anticipated that the items discussed will be made public when the matters discussed are resolved.

## Closed Session

On motion by Ms. Costa, seconded by Mr. Rodzinak and on roll call vote, the Board of Education went into closed session at 5:41 p.m.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Costa	X	
Mr. Hyncik	X	
Mr. Rodzinak	X	
Mr. Jinks	X	

## Open Session

On motion by Ms. Costa, seconded by Mr. Rodzinak and on roll call vote, the Board of Education went into open session at 6:04 p.m.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Costa	X	
Mr. Hyncik	X	
Mr. Rodzinak	X	
Mr. Jinks	X	

## Adjournment

On motion by Ms. Costa, seconded by Mr. Jinks and passed, the meeting adjourned at 6:04 p.m.

Raelene Catterson  
Business Administrator/Board Secretary

Professional Seminars/Workshops/Travel Reimbursements  
August 22, 2016

	DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
1	September 28, 2016	Randee Holz Patrick Pelliccia Mario Peluso Diane Ziegler Chrys Harttraft	\$300.00 ea.	\$3.10/mileage-\$15.00/tolls  \$17.60/tolls \$15.56/mileage-\$2.00/tolls	Establishing Meaningful PLCs	Monroe Township, NJ
2	September 29, 2016	Amy Patryn	\$119.00	NA	Mistake Free Grammar	Edison, NJ
3	September 30, 2016	Erik Fargo	\$150.00	\$13.02/mileage	NJAAE Conference	Columbus, NJ
4	November 16-20, 2016 (previously approved at the 7/25/16 BOE mtg)	Louise Tokarsky-Unda	\$252.00	\$351/Flight \$839.16/Hotel \$359.50/Meals \$40.00/Workshops <b>\$68.00/Shuttle Service</b>	Annual Anthropology Conference	Minneapolis, MN
5	September 9, 2016	Teresa Morelli	\$150.00	NA	TEACHNJ Progressive Supervision/CAP	Annandale, NJ
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August 2016  
Field Trips

<u>Date of Trip</u>	<u>CTE Program/Other</u>	<u>Location</u>	<u>Cost Per Student/Paid by</u>	<u>Transportation Provided/Paid by</u>
9/21/2016	TOPS	Camp Mason Harwick, NJ	\$34.00/TOPS	District
10/7/2016	FFA	Crowne Plaza Monroe Twp., NJ	\$24.98/Student	District
10/26/2016	TOPS	Philadelphia Zoo Philadelphia, PA	\$12.00/TOPS	District
11/1,7,8,14, 15,21,22,28, 29 12/6,7 2016	Health Occupations	Bridgeway Care Center Bridgewater, NJ	\$0.00	District
11/4/2016	TOPS	Bridgeway Nursing Home Bridgewater, NJ	\$0.00	District
11/30/2016	TOPS	Escape Room Hackensack, NJ	\$20.00/TOPS	District
12/20/2016	TOPS	Reading Cinemas Manville, NJ	\$7.50/TOPS	District
12/22/2016	TOPS	Agape House Somerville, NJ	\$0.00	District
1/25/2017	TOPS	Branchburg Sports Complex Branchburg, NJ	\$12.00/TOPS	District
2/22/2017	TOPS	Princeton University Art Museum Princeton, NJ	\$0.00	District
3/16/2017	TOPS	Shake Shack Bridgewater, NJ	\$12.00/TOPS	District
4/28/2017	TOPS	Statue of Liberty Jersey City, NJ	\$9.00/TOPS	District
5/19/2017	TOPS	Bridgeway Nursing Home Bridgewater, NJ	\$0.00	District
5/24/2017	TOPS	River Country Point Pleasant, PA	\$25.00/TOPS	District
6/1/2017	TOPS	Seaside Heights Seaside Heights, NJ	\$0.00	District
6/5/2017	TOPS	Airsoft Factory Bridgewater, NJ	\$25.00/Student	District
6/8/2017	TOPS	White Oak Park Branchburg, NJ	\$8.00/TOPS	District
6/12/2017	TOPS	Tee-rrific Golf Branchburg, NJ	\$6.00/TOPS	District
6/14/2017	TOPS	Maggiano's Restaurant Bridgewater, NJ	\$18.00/TOPS	District

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Employment of Chief School Administrator  
Jun 16  
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[See **POLICY ALERT Nos. 115, 145, 173, 184, 186 and 209**]

## 1220 EMPLOYMENT OF CHIEF SCHOOL ADMINISTRATOR

The Board of Education vests the primary responsibility for the administration of this school district in a Superintendent of Schools and recognizes the appointment of a person to that office is one of the most important functions this Board can perform. The Superintendent shall have a seat on the Board of Education and the right to speak on matters at meetings of the Board (pursuant to N.J.S.A. 18A:17-20.a or N.J.S.A. 18A:17-20.b), but shall have no vote.

~~[Optional~~

~~The Superintendent shall devote himself or herself exclusively to the duties of the office.]~~

### Recruitment Procedures

The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent. The Board may use a consultant service to assist in the recruitment process. Recruitment procedures may include, but are not limited to, the following activities:

1. The preparation of a new or a review of an existing written job description;
2. Preparation of informative material describing the school district and its educational goals and objectives;
3. Where feasible, the opportunity for applicants to visit the district;
4. Establish an interview process that encourages the candidate and the Board members to have a meaningful discussion of the school district's needs and expectations. The Board members shall review and discuss the candidate's credentials, qualifications, educational philosophy, and other qualities and expertise he/she can offer to the district;
5. Solicitation of applications from a wide geographical area; and
6. Strict compliance with law and Policy No. 1530 on equal employment opportunity.



# POLICY GUIDE

ADMINISTRATION

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Employment of Chief School Administrator

## Qualifications

The candidate must possess or be eligible for a valid New Jersey administrative certificate endorsed for school administrator or a provisional school administrator's endorsement in accordance with N.J.A.C. ~~6A:9-12.4~~ **6A:9B-12.4** et seq. and must qualify for employment following a criminal history record check.

~~[Optional~~

~~The candidate shall  
meet criteria established by the Board.~~

**OR**

**Choose one or more of the following:**

\_\_\_ have earned a doctoral degree from a duly accredited institution of higher education as defined in N.J.A.C. 6A:9-2.1.

\_\_\_ have \_\_\_\_\_ years of demonstrated success in public school administration of which at least \_\_\_\_\_ years have been in the capacity of

\_\_\_ school Principal.

\_\_\_ central office administrator.

\_\_\_ Assistant Superintendent.

\_\_\_ \_\_\_\_\_  
(Insert other locally adopted requirements regarding background, experience, personal qualities, and individual achievements.)

\_\_\_ \_\_\_\_\_  
(Insert locally adopted requirements regarding verification of competency including: resumes, records of past experience, college transcripts, certification test, evaluation reports, internship evaluations, etc.)

\_\_\_ submit at least \_\_\_\_\_ letters of recommendation from persons who have supervised his/her administrative performance.]



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Employment of Chief School Administrator

## Employment Contract

A person appointed Superintendent must enter an employment contract with the Board. An employment contract for the Superintendent of Schools shall be reviewed and approved by the Executive County Superintendent in accordance with the provisions of N.J.A.C. 6A:23A-3.1 and Policy 1620. Any actions by the Executive County Superintendent undertaken pursuant to N.J.A.C. 6A:23A-3.1 may be appealed to the Commissioner pursuant to the procedures set forth in N.J.A.C. 6A:3.

The employment contract with the Superintendent must be approved with a recorded roll call majority vote of the full membership of the Board at a public Board meeting.

In the event there is a Superintendent vacancy at the expiration of the existing contract, only the Board seated at the time of the expiration of the current Superintendent's contract may appoint and approve an employment contract for the next Superintendent.

In the event there is a Superintendent vacancy prior to the expiration of the existing contract, the Board seated at the time the position becomes vacant may appoint and approve an employment contract for the next Superintendent.

The contract for the Superintendent who does not acquire tenure, but who holds tenure during the term of his/her employment contract will include: a term of not less than three nor more than five years and expiring July 1; a beginning and ending date; the salary to be paid and benefits to be received; a provision for termination of the contract by the Superintendent; an evaluation process pursuant to N.J.S.A. 18A:17-20.3; and other terms agreed to between the Board and the Superintendent.

During the term of the contract, the Superintendent shall not be dismissed or reduced in compensation except for inefficiency, incapacity, conduct unbecoming a Superintendent, or other just cause and only by the Commissioner of Education pursuant to the tenure hearing laws.

At the conclusion of the term of the initial contract or of any subsequent contract, in accordance with N.J.S.A. 18A:17-20.1, the Superintendent shall be deemed reappointed for another contracted term of the same duration as the previous contract unless either: the Board by contract reappoints the Superintendent for a



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## Employment of Chief School Administrator

different term which shall not be less than three nor more than five years, in which event reappointments thereafter shall be deemed for the new term unless a different term is again specified; or the Board notifies the Superintendent in writing the Superintendent will not be reappointed at the end of the current term, in which event his/her employment shall cease at the expiration of that term. In the event the Board notifies the Superintendent he/she will not be reappointed, the notification shall be given prior to the expiration of the first or any subsequent contract by a length of time equal to thirty days for each year in the term of the current contract.

Pursuant to N.J.S.A. 18A:20.2a, the Board shall submit to the Commissioner for prior approval an early termination of employment agreement that includes the payment of compensation as a condition of separation. In accordance with N.J.S.A. 18A:17-20.2a, compensation includes, but is not limited to, salary, allowances, bonuses and stipends, payments of accumulated sick or vacation leave, contributions toward the costs of health, dental, life, and other types of insurance, medical reimbursement plans, retirement plans, and any in-kind or other form of remuneration.

An early termination of an employment agreement shall be limited in its terms and conditions as outlined in N.J.A.C. 6A:23A-3.2. The Commissioner shall evaluate such agreements in accordance with the provisions of N.J.S.A. 18A:17-20.2a and N.J.A.C. 6A:23A-3.2 and has the authority to disapprove the agreement. The agreement shall be submitted to the Commissioner by the district by certified mail, return receipt requested. The determination shall be made within thirty days of the Commissioner's receipt of the agreement from the school district.

### Disqualification

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will be considered by this Board to constitute grounds for dismissal.

### Certificate Revocation

In accordance with N.J.A.C. 6A:23A-3.1(e)(12), in the event the Superintendent's certificate is revoked, the Superintendent's contract is null and void.

N.J.S.A. 18A:16-1; 18A:17-15; 18A:17-20; 18A:17-20.1;  
18A:17-20.2; 18A:17-20.2a; 18A:17-20.3

N.J.A.C. ~~6A:9-12.3~~ **6A:9B-12.3**; ~~6A:9-12.4~~ **6A:9B-12.4**;  
6A:23A-3.1; 6A:23A-3.2

Adopted:



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Employment of School Business Administrator/  
Board Secretary

Jun 16

[See POLICY ALERT Nos. 140, 172 and 209]

## 1310 EMPLOYMENT OF SCHOOL BUSINESS ADMINISTRATOR/ BOARD SECRETARY

The Board of Education shall appoint a qualified and capable person to fill a vacancy in the position of School Business Administrator/Board Secretary. An appointment shall be made within a reasonable time after the occurrence of the vacancy and by the recorded roll call vote of a majority of the full Board. No person shall act as School Business Administrator/Board Secretary or perform the duties of a School Business Administrator/Board Secretary, as prescribed by the rules and regulations of the State Board of Education, unless he/she holds such a certificate.

All candidates for the position of School Business Administrator/Board Secretary must produce evidence of their training and/or experience in the fields of: ~~economic and legal environment, accounting, quantitative methods, management information systems, organizational theories, administrative processes, production and marketing of goods, financing of the business enterprise~~ **economics; law; accounting; organizational theory; management or administration; finance;** and other responsibilities as outlined in the Board job description **or required by the Board.**

**A candidate** ~~Every serious candidate~~ for the position of School Business Administrator/Board Secretary shall be **recommended to the Board by the Superintendent** interviewed by the \_\_\_\_\_. The Board of Education will appoint a suitable person who holds the appropriate certificate as prescribed by the State Board of Education. **The appointment of the School Business Administrator/Board Secretary** ~~Final selection~~ shall be made by the Board, which shall also fix the compensation to be paid to the School Business Administrator/Board Secretary.

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will be considered by this Board to constitute grounds for dismissal.



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Employment of School Business  
Administrator/Board Secretary

## Optional

~~[Subcontracted School Business Administrator/Board Secretary~~

~~The Board of Education shall subcontract its School Business Administrator/Board Secretary to another school district. The Board's subcontracting of the School Business Administrator/Board Secretary will have no effect on the School Business Administrator/Board Secretary's tenure and credit toward tenure acquisition shall accrue only in the \_\_\_\_\_  
(the primary district of employment) School District.]~~

N.J.S.A. 18A:16-1; 18A:17-5; 18A:17-14.1 et seq.

N.J.A.C. ~~6A:9-12.3; 6A:9-12.7~~ **6A:9B-12.7**

Adopted:



# REGULATION GUIDE

PROGRAM

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Programs and Services for Students in High Poverty  
and in High Need School Districts

Jun 16

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[See POLICY ALERT Nos. 143, 153, 192 and 209]

## R 2414 PROGRAMS AND SERVICES FOR STUDENTS IN HIGH POVERTY AND IN HIGH NEED SCHOOL DISTRICTS

[For High Poverty and High Need School Districts]

### A. Definitions

1. “At-risk-students” means those resident students from households with a household income at or below the most recent Federal poverty guidelines available on October 15 of the prebudget year multiplied by 1.85.
2. “High poverty school district” means a district in which forty percent or more of the students are at-risk students.
3. “High need school district” means a school district in which forty percent or more of the students are at-risk-students and is at one or more of the following proficiency levels on State assessments:
  - a. Less than eighty-five percent of total students have achieved proficiency in language arts literacy on the New Jersey Assessment of Skills and Knowledge (NJ ASK) 3;
  - b. Less than eighty percent of total students have achieved proficiency in language arts literacy on the NJ ASK 8;
  - c. Less than eighty percent of total students have achieved proficiency in language arts literacy on the HSPA;
  - d. Less than eighty-five percent of total students have achieved proficiency in mathematics on the NJ ASK 4;
  - e. Less than eighty percent of total students have achieved proficiency in mathematics on the NJ ASK 8; and/or
  - f. Less than eighty percent of total students have achieved proficiency in mathematics on the high school State assessment.



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Programs and Services for Students in High Poverty  
and in High Need School Districts

## B. High Need School Districts

### 1. Implementation Timelines

- a. The New Jersey Department of Education shall identify the list of high need school districts based on the State assessments results and shall promptly notify the districts that are classified as high need.
- b. In the first school year immediately following such identification as a high need school district, the district shall begin planning for implementation of, and shall implement where possible, the designated program(s) (language arts and/or mathematics literacy) as required below.
- c. In the subsequent year following identification as a high need school district, the district shall fully implement the designated program(s).
- d. High need school districts, once identified, shall remain in that status and shall continue to implement the designated program(s) for a minimum of three years.

### 2. Language Arts Literacy – Intensive Early Literacy for Grades Preschool through Three

High need school districts where less than eighty-five percent of total students have achieved proficiency in language arts literacy on the NJ ASK 3 shall provide an intensive early literacy program for preschool to grade three to ensure that all students achieve proficiency on State standards. The intensive early literacy program shall include the following components:

- a. An emphasis on small group instruction in at least reading, writing, and technology;
- b. A comprehensive early literacy assessment program that includes:



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Programs and Services for Students in High Poverty  
and in High Need School Districts

- (1) Assessment of English language learners (ELLs) in accordance with N.J.A.C. 6A:15-1.3;
  - (2) A reading measure used minimally at the beginning of grades Kindergarten through three to determine the reading skills and strategies students have mastered;
  - (3) On-going performance-based assessments;
  - (4) A comprehensive diagnostic assessment of individual students who are exhibiting persistent difficulty in reading following a sustained period of targeted instruction; and
  - (5) An annual end-of-year achievement assessment of reading with a norm-referenced and/or criterion referenced test in grades one and two.
- c. At least a daily ninety-minute, uninterrupted language arts literacy block in grades Kindergarten through three with guidance in the use of that time that may include the following instructional strategies:
- (1) Use of a reading measure to differentiate student needs;
  - (2) Small group instruction;
  - (3) Direct instruction;
  - (4) Guided reading; and
  - (5) Shared reading.
- d. Instructional materials that include concepts and themes from other content areas;



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Programs and Services for Students in High Poverty  
and in High Need School Districts

- e. Professional development opportunities for teachers that focus on the elements of intensive early literacy, ways to assist students who exhibit persistent difficulty in reading, or other related topics that have been identified by these teachers as professional development needs and are reflected in the school and school district professional development plans pursuant to N.J.A.C. 6A:9-15 6A:9C-4 et seq.;
- f. Consistent and adequate opportunities for teachers to discuss and analyze student work, interim progress measures and assessment results, and to plan any modifications in grouping and/or instruction that may be indicated, consistent with this section;
- g. A classroom library that reflects the diversity and needs of all students and includes assistive technology;
- h. Use of a highly skilled literacy coach or certified teacher to coordinate professional development and collaboration based on the school and school district professional development plan, if documented as necessary to increase achievement of early literacy; and
- i. Methods to involve parents and family members in student learning.

### 3. Language Arts Literacy – Intensive Literacy for Grades Four through Eight

High need school districts where less than eighty percent of total students have achieved proficiency in language arts literacy on the NJ ASK 8 shall implement an intensive literacy program for grades four through eight that includes the following components:

- a. A comprehensive literacy assessment for grades four through eight as part of the school district's curriculum to measure individual and group progress indicated below:



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Programs and Services for Students in High Poverty  
and in High Need School Districts

- (1) Benchmark analysis that gauges students' performance and is used to assist school staff in determining skills that students still need to attain; and
  - (2) Assessment of English language learners (ELLs) pursuant to N.J.A.C. 6A:15-1.3.
- b. Emphasis on small group instruction with scheduling of double periods, including appropriate classroom materials for small group instruction with evidence-based interventions and additional time for students who are not proficient in language arts literacy;
- c. Professional development opportunities for teachers and administrators that are based on effective instructional practices including:
- (1) Enhancing knowledge of the language arts literacy content and pedagogy to engage all students; and
  - (2) Learning how and having opportunities to analyze student work and assessment results in a collaborative setting.
- d. Involving parents and family members in student learning.
4. Language Arts Literacy – Literacy for Students in Grades Nine through Twelve

High need school districts where less than eighty percent of total students have achieved proficiency in language arts literacy on the high school State assessment shall implement a language arts literacy program aligned with college preparatory English I, II, III, and IV for grades nine through twelve that incorporates the elements in 3. above with the exception of providing a double period for language arts literacy.



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Programs and Services for Students in High Poverty  
and in High Need School Districts

5. Mathematics Literacy – Math Literacy for Students in Grades Three through Four

High need school districts in which less than eighty-five percent of total students have achieved proficiency in mathematics on the NJ ASK 4 shall implement a comprehensive program for mathematics education that prepares students in grades three through four for success in higher order mathematics and that includes the following components:

- a. Curriculum that simultaneously develops conceptual understanding, computational fluency, and problem solving skills, with meaningful instruction and a focus on critical mathematics skills as part of a successful learning experience;
- b. Mathematical reasoning that occurs in contextual learning;
- c. An emphasis on communicating mathematics concepts both verbally and in writing;
- d. The use of frequent questions and opportunities for class discussion in addition to the mathematics textbook activities to improve student problem solving ability;
- e. Professional development in both mathematics content and in the elements of mathematics pedagogy specified in this section, related to the appropriate grade and based on individual professional needs, pursuant to N.J.A.C. 6A:9-15 6A:9C-3 et seq.;
- f. Use of appropriate instructional materials, technology, and manipulatives, aligned with the Core Curriculum Content Standards (CCCS) in mathematics, that lead students through concrete, symbolic, and abstract mathematical thinking;
- g. Multiple assessments and benchmarks, including use of formative assessments;



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- h. Differentiated instruction;
- i. Explicit mathematics instruction for struggling students to ensure that these students possess the foundational skills and conceptual knowledge necessary for understanding the mathematics they are learning at their grade level; and
- j. Methods to involve parents and family members in student learning.

6. Mathematics Literacy – Math Literacy for Students in Grades Five through Eight

High need school districts where less than eighty percent of total students have not achieved proficiency in mathematics on the NJ ASK 8 shall implement a comprehensive program for mathematics education that prepares all students in grades five through eight for success in Algebra at the high school level and incorporates the elements in 5. above.

7. Mathematics Literacy – Math Literacy for Students in Grades Nine through Twelve

High need school districts where eighty percent or more of total students have not achieved proficiency in mathematics on the high school State assessment shall implement a comprehensive program for mathematics education for grades nine through twelve which incorporates the elements in 5. above and is aligned to course expectations as required to meet graduation requirements.

C. High Poverty School Districts

1. Class Size Requirements

- a. Class size in high poverty school districts shall not exceed twenty-one students in grades Kindergarten through three, twenty-three students in grades four and five, and twenty-four students in grades six through twelve; provided that if the district chooses to maintain lower class sizes in grades Kindergarten through three, class sizes in grades four and five may equal but not exceed twenty-five students.



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Programs and Services for Students in High Poverty  
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- b. Exceptions to the class size requirements in C.1.a. above are permitted for some physical education and performing arts classes, where appropriate.
2. Full-Day Kindergarten Requirements
- a. High poverty school districts shall maintain all existing full-day Kindergarten programs with a teacher's aide for each classroom.
  - b. Class size for these Kindergarten classrooms shall not exceed twenty-one students.

Issued:



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TEACHING STAFF MEMBERS

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Creating Positions

Jun 16

[See POLICY ALERT Nos. 96, 172 and 209]

## 3111 CREATING POSITIONS

The Board of Education recognizes its authority to create and fill teaching staff member positions to implement a thorough and efficient system of free public schools.

The Board shall, **upon the Superintendent's recommendation**, create new positions as they are required, **and approve job titles and job descriptions**, and specify the number of positions required to staff adequately each employment category. Job descriptions shall be prepared in accordance with Policy No. 1400. The **job description** Board shall, on a careful review of the position, establish **outline** the background experiences and personal qualities, if any, to be required of candidates or preferred among applicants for a particular position. Any such local qualifications shall be flexibly applied.

The Superintendent shall recommend to the Board such new positions or additions to existing employment categories as may be required by the specific instructional needs of students of the district and each school within the district.

**In accordance with the provisions of N.J.A.C. 6A:9B-5.5, titles assigned to teaching staff members shall be recognized by the New Jersey Department of Education. The Department of Education shall maintain and make available a list of approved job titles with corresponding authorized certificates. In the event the Board desires to use an unrecognized title, or if a previously established unrecognized title exists, the Board, prior to appointing a candidate, shall submit to the Executive County Superintendent a written request, including a detailed job description, for permission to use the proposed title. The Executive County Superintendent shall exercise discretion regarding approval of the request and shall determine the appropriate certification and title for the position. Positions shall, to the maximum extent possible, conform to certification regulations of the State Board of Education. When district organization requires the creation of a nonconforming, unrecognized position, the approval of the Executive County Superintendent shall be sought before the position is filled.**



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Creating Positions

**The Executive County Superintendent shall review annually all previously approved unrecognized position titles and shall determine whether the titles will be continued for the next school year. Decisions rendered by the Executive County Superintendent regarding titles and certificates for unrecognized positions shall be binding upon future seniority determinations on a case-by-case basis.**

N.J.S.A. 18A:16-1; 18A:28-1 et seq.

N.J.A.C. ~~6A:9-5.1~~ **6A:9B-5.1**; ~~6A:9-5.5~~ **6A:9B-5.5**

Adopted:



# POLICY GUIDE

TEACHING STAFF MEMBERS

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Employment Contract

Jun 16

[See POLICY ALERT Nos. 140, 172 and 209]

## 3124 EMPLOYMENT CONTRACT

The Board of Education requires that every nontenured teaching staff member employed by this district annually sign an employment contract for a term of not more than one year.

The employment contract shall include the specific title of the position to which the teaching staff member is appointed; the term for which employment is contracted, including beginning and ending dates; a full description of the certification held by the teaching staff member and the date, if any, on which certification will expire, **if applicable**; the salary at which the teaching staff member will be employed; **and** the intervals at which the salary will be paid; ~~and a provision for the termination of the contract on \_\_\_\_\_ days notice duly given by either party.~~

**The employment contract will also include a provision for termination of the contract by either the teaching staff member or the Board of Education unless the teaching staff member is represented by a collective bargaining agreement and the agreement has termination provisions.**

[Optional

If the teaching staff member is not represented by a collective bargaining agreement or the collective bargaining agreement does not have provisions for termination, the nontenured teaching staff member may terminate the contract with a 60 calendar day notice and the Board may terminate the contract for non-tenured teaching staff members with a 60 calendar day notice.]

[Optional

*Keep*  
[In the event that the salary entered on the written contract differs from that approved by the Board in a resolution duly adopted, the salary approved by the Board shall be the salary paid.]

N.J.S.A. 18A:27-2 et seq.; 18A:28-8

N.J.A.C. ~~6A:9-5.1~~ **6A:9B-5.1**; ~~6A:9-5.2~~ **6A:9B-5.4**

Adopted:



# POLICY GUIDE

TEACHING STAFF MEMBERS

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Employment of Teaching Staff Members

Jun 16

M

[See POLICY MEMO Nos. 35 and 74]

[See POLICY ALERT Nos. 79, 85, 95, 103, 116, 135, 149, 156,  
166, 202 and 209]

## 3125 EMPLOYMENT OF TEACHING STAFF MEMBERS

The Board of Education believes it is vital to the successful operation of the school district that teaching staff member positions be filled with highly qualified and competent professionals.

In accordance with the provisions of N.J.S.A. 18A:27-4.1, the Board shall appoint, transfer, remove, or renew a certificated or non-certificated officer or employee only upon the recommendation of the Superintendent of Schools and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. The Board shall approve the employment, fix the compensation, and establish the term of employment for every teaching staff member employed by this district.

No teaching staff member shall be employed unless he/she is a holder of a valid certificate in accordance with the New Jersey Department of Education and applicable statutes and administrative codes. The Superintendent shall require proof of any candidate's certification or pending application for certification.

The Board will employ substitutes for absent teachers in order to ensure continuity in the instructional program and will annually approve a list of substitutes and rate of pay. The Superintendent or designee shall select substitutes from the list approved by the Board to serve in the place of an absent teaching staff member.

**In accordance with the provisions of N.J.S.A. 18A:16-1.1, the Board of Education will provide written notice to a teaching staff member, other than a per diem substitute, of his/her designation as a replacement when the teaching staff member has been designated or appointed by the Board to act in place of any officer or employee during an absence, disability, or disqualification of any such officer or employee subject to the provisions of N.J.S.A. 18A:17-13. Per diem substitutes shall also be informed in their notice of approval that their employment is as a replacement staff member.**



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TEACHING STAFF MEMBERS

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Employment of Teaching Staff Members

The Board may use a private contractor to secure a substitute teacher in accordance with N.J.A.C. 6A:9B-7.1(f) et seq.

The Board shall approve the employment, fix the compensation, and set the term of employment for each person employed in a summer school program. The Board will employ only those candidates recommended by the Superintendent. Service as a summer school teacher will not count toward the accrual of tenure or seniority.

The Superintendent shall recommend to the Board the employment of qualified coaches for the district's interscholastic and/or intramural athletic programs. The Board will employ as athletic coaches only those persons who have experience in and knowledge of the specific sport, are properly certified, and possess the personal characteristics that qualify them to serve as role models to students.

**In accordance with the provisions of N.J.A.C. 6A:9B-5.16(a),** any teaching staff member in the employ of the Board of Education shall be permitted to organize public school students for purposes of coaching or for conducting games, events, or contests in physical education or athletics. ~~In accordance with the provisions of N.J.A.C. 6A:9-5.18(b),~~ **T**he Superintendent may recommend to the Board the employment of a qualified candidate for an interscholastic athletic coaching position who is a holder of either a New Jersey teaching certificate or a substitute credential, pursuant to N.J.A.C. 6A:9-6.5 **6A:9B-5.16(b)**, to work in the interscholastic athletic program provided the position has been advertised. The twenty day limitation noted in N.J.A.C. 6A:9-6.5(b) **6A:9B-7.4(a)** shall not apply to coaching situations.

An athletic coach employed by this district who is not a regular employee of this district shall be employed only for the duration of the specific sport season. He/She shall be paid the stipend and no out-of-district athletic coach shall be eligible for tenure or for employment benefits.

An athletic trainer shall possess an educational services certificate issued by the State Board of Examiners pursuant to N.J.S.A. 18A:26-2.4 and 18A:26-2.5.

The Board of Education shall not employ for pay or contract for the paid services of any teaching staff member or any other person serving in a position which involves regular contact with students unless the Board has first determined, consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq., that



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TEACHING STAFF MEMBERS

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Employment of Teaching Staff Members

no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

An individual employed by the Board in any substitute capacity or position shall be required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1b.

An individual, except as provided in N.J.S.A. 18A:6-7.1g, shall be permanently disqualified from employment or service in the school district if the criminal history record check reveals a record of conviction for any crime or offense as defined in N.J.S.A. 18A:6-7.1 et seq.

The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history record check if the Board or contracted service provider demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.1c. In the event the criminal history record check is not completed for an emergent hired employee within three months, the Board or contracted service provider may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the employee.

No criminal history record check shall be performed unless the applicant shall have furnished written consent to such a check. The applicant shall bear the cost for the criminal history record check, including all costs for administering and processing the check. The district will deny employment to an applicant if the applicant is required and refuses to submit to a criminal history record check.

The Board of Education prohibits any relative of a Board member or Superintendent of Schools from being employed in an office or position in the school district in accordance with the provisions of N.J.A.C. 6A:23A-6.2 and Board Policy 0142.1 – Nepotism.

A teaching staff member's misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.



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Employment of Teaching Staff Members

N.J.S.A. 18A:6-5; 18A:6-6; 18A:6-7.1; 18A:6-7.1b; 18A:6-7.1c; 18A:6-7.2;  
18A:16-1 et seq.; 18A:26-1 et seq.; 18A:27.1 et seq.; 18A:27-4.1;  
18A:27-7; 18A:27-8

N.J.S.A. 18A:54-20 [**vocational districts**]

N.J.A.C. 6A:9-5.18; 6A:9-5.19 **6A:9B-5.16; 6A:9B-7.4**

Adopted:



# POLICY GUIDE

TEACHING STAFF MEMBERS  
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Employment of Substitute Teachers  
Jun 16

[See POLICY ALERT Nos. 193 and 209]

## 3125.2 EMPLOYMENT OF SUBSTITUTE TEACHERS

The Board of Education will employ substitutes in order to ensure continuity in the instructional program and will approve a list of substitutes on an annual basis and additional approved substitutes will be added to the approved list throughout the school year. Substitute teachers will be employed from the substitute list recommended by the Superintendent and approved by the Board. The Board shall also approve the substitute rate of pay.

All substitute teachers must possess a substitute credential issued by the New Jersey State Board of Examiners in accordance with the provisions of N.J.A.C. 6A:9-6.5 6A:9B-7.1 et seq. All substitute teachers are required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1 et seq. and New Jersey Department of Education regulations and procedures for criminal history record checks. In accordance with the provisions of N.J.S.A. 18A:6-7.1b., a substitute teacher who is rehired annually by the Board shall only be required to undergo a criminal history record check as required by N.J.S.A. 18A:6-7.1 et seq. upon initial employment, provided the substitute continues in the employ of at least one of the districts at which the substitute was employed within one year of the approval of the criminal history record check.

A substitute teacher shall follow the daily lesson plan provided by the regular teacher and, when that plan is exhausted or unavailable, the instructions of the Principal. A substitute teacher may not plan or direct an instructional program except as expressly permitted by the Superintendent.

In accordance with the provisions of N.J.S.A. 18A:16-1.1b. and N.J.A.C. 6A:9B-7.4(c), a vacant teaching position **may only** ~~shall not~~ be filled in ~~any~~ school year by one or more individuals employed as substitute teachers and holding an **instructional** certificate of eligibility (CE), ~~or~~ a certificate of eligibility with advanced standing (CEAS), or **standard certificate** issued by the New Jersey State Board of Examiners **with an endorsement within the scope of the subject being taught** and ~~working in an area authorized by their credentials~~ for **no more than a total amount of time exceeding sixty school instructional days in the same classroom per year. The sixty day limit may be extended if the Executive County Superintendent is notified of an extension by the school district which shall demonstrate:**



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Employment of Substitute Teachers

1. **The school district was unable to hire an appropriately certified teacher for the vacant position;**
2. **The school district is filling the position subject to the limitations in a local contract or N.J.A.C. 6A:9B-7.1; and**
3. **Holders of an instructional CE or CEAS with an endorsement within the scope of the subject being taught meet the following provisions:**
  - a. **CE or CEAS holders obtain a provisional certificate;**
  - b. **CE or CEAS holders are enrolled in a district mentoring program upon obtaining a provisional certificate;**
  - c. **CE holders are accepted into a CE educator program and will begin coursework in the program's next available cohort.**

~~The Executive County Superintendent of Schools may grant an extension upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original sixty day time limit. In the event that one individual employed pursuant to this~~ **the provisions of N.J.S.A. 18A:16-1.1b.** ~~is employed in the same position for more than sixty days, the substitute shall be compensated by the school district on a pro-rata basis consistent with the salary provided to a teacher with similar credentials in the school district.~~

In accordance with the provisions of N.J.S.A. 18A:16-1.1c. **and N.J.A.C. 6A:9B-7.4(b),** a vacant teaching position **may only** ~~shall not~~ be filled in ~~any school year~~ by one or more individuals employed as substitute teachers and holding an **instructional certificate of eligibility CE, or a certificate of eligibility with advanced standing CEAS, or a standard certificate** issued by the New Jersey State Board of Examiners **with an endorsement not within the scope of the subject being taught** and ~~working in an area not authorized by their credentials for no more than forty instructional days in the same classroom per year a total amount of time exceeding twenty school days.~~ The Executive County Superintendent of Schools **shall be notified by the Superintendent or**



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Employment of Substitute Teachers

~~designee if a holder of an instructional CE or CEAS substitutes for more than twenty instructional days in the same classroom. may grant an extension of up to an additional twenty days upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original twenty day time limit.~~

~~In accordance with the provisions of N.J.S.A. 18A:16-1.1d., a vacant teaching position shall not be filled in any school year by one or more individuals employed as substitute teachers and holding a standard instructional certificate issued by the New Jersey State Board of Examiners and working in an area not authorized by their credentials for a total amount of time exceeding forty school days.~~

**Holders of a career and technical education substitute credential pursuant to N.J.A.C. 6A:9B-7.5 shall be permitted to substitute for no more than forty instructional days in the same classroom per year in accordance with the provisions of N.J.A.C. 6A:9B-7.4(b)2.**

In accordance with the provisions of N.J.S.A. 18A:16-1.1a. and N.J.A.C. 6A:9B-7.4(a), a vacant teaching position **may only** ~~shall not~~ be filled in any school year by one or more individuals holding a substitute credential **or holding an administrative or educational services certificate without an instructional CE, CEAS, or standard certificate** issued by the New Jersey State Board of Education pursuant to the provisions of N.J.S.A. 18A:6-38 for **no more than a total amount of time exceeding twenty instructional school days in the same classroom per year.** The Commissioner of Education may grant an extension of up to an additional twenty school days upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original twenty-day time limit.

N.J.S.A. 18A:6-7.1 et seq.; 18A:16-1.1a.; 18A:16-1.1b.;  
18A:16-1.1c.; 18A:16-1.1d.

**N.J.A.C. 6A:9B-7.1; 6A:9B-7.2; 6A:9B-7.3; 6A:9B-7.4; 6A:9B-7.5**

Adopted:



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Induction Program for Provisional Teachers

**District Mentoring Program**

Jun 16

[See POLICY ALERT Nos. 123, 125, 187 and 209]

## 3126 INDUCTION PROGRAM FOR PROVISIONAL TEACHERS DISTRICT MENTORING PROGRAM

The Board of Education shall develop a district mentoring program to provide nontenured teachers, including novice professional teachers who hold ~~may~~ employ a holder of a certificate of eligibility (CE) or certificate of eligibility with advanced standing (CEAS) with an induction to the teaching profession and to the school community through differentiated supports based on the teachers' individual needs and to help them become effective professionals after its mentoring plan has been approved pursuant to N.J.A.C. 6A:9-8.4.

The goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the Core Curriculum Content Standards to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in performing their duties and adjusting to the challenges of teaching. The Board of Education shall determine how each nontenured teacher in his or her first year of employment shall be provided with supports as outlined in N.J.A.C. 6A:9C-5.1(c). The Board shall provide an individual mentor to work one-on-one with a novice provisional teacher in accordance with N.J.A.C. 6A:9C-5.1(d). The Superintendent shall oversee the mentor selection process and ensure the individual mentor meets the minimum requirements required in N.J.A.C. 6A:9C-5.2(a). ~~State approved district training program shall provide essential knowledge and skills through training that includes on-going mentoring, observations and evaluations, formal instruction in professional education aligned with the Professional Standards for Teachers, and other provisions as outlined in N.J.A.C. 6A:9-8.3(b). The training may be provided by the school district or consortia of districts in conjunction with a college or university in accordance with N.J.A.C. 6A:9-8.4(c). The district or consortium shall submit a written plan for the department's approval. In the event that joint sponsorship with a college or university cannot be achieved, the department may authorize the district or consortium to provide the formal instruction independently or in joint sponsorship with a non-collegiate entity. The district or consortium's written plan shall include documentation of its efforts to secure college or university participation. In the event the district is unable to provide formal instruction to provisional teachers in their employ, the district may provide access to formal instruction through a network of Department of Education authorized providers.~~



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### Induction Program for Provisional Teachers District Mentoring Program

**In accordance with the provisions of N.J.A.C. 6A:9C-5.4, an approved agency and its designated staff shall be authorized to provide the services, evaluations, and recommendations specified within N.J.A.C. 6A:9B-8.6, 8.7, and 8.9 for provisional Teachers of Supplemental Instruction in Reading and Mathematics, Grades K-8 in their employ.**

The district's local mentoring plan shall be in accordance with the requirements as outlined in N.J.A.C. 6A:9-8.4 6A:9C-5.1 et seq. All novice teachers are required to participate in a mentoring program that takes place over a period of thirty weeks for provisional teachers holding a CEAS and thirty four weeks for provisional teachers holding a CE. Provisional teachers shall participate for a proportionally longer period of time if in a part time teaching position. The mentoring program shall be implemented by the mentor teacher, supervised by the school Principal, and conducted within the parameters of a school district's local mentor plan and the requirements of N.J.A.C. 6A:9-8.3. In the event that no State funds are available to pay the costs of mentoring fees, candidates who are required to complete a provisional year of teaching in order to obtain standard certification shall be responsible for payment of mentoring fees during the provisional year. **[Optional]** The district may, at its discretion, pay all or part of the mentoring fee.]

A local Professional Development Committee shall be established pursuant to N.J.A.C. 6A:9-15.3(d) and this Committee shall develop a local mentor plan that includes the requirements as outlined in N.J.A.C. 6A:9-8.4(c). The Professional Development Committee shall submit the local mentor plan to the Board of Education for initial approval. The Professional Development Committee shall submit the addendum for the twenty day clinical experience pursuant to N.J.A.C. 6A:9-8.3(b)1 to the Board of Education for initial approval and to the Executive County Superintendent for final approval. After plan review, the Board shall submit the plan to the Executive County Superintendent for final review and approval. The Executive County Superintendent shall notify the Department of Education of plan approval. Every three years, the district's mentor plan shall be revised and re-submitted to the Executive County Superintendent based on program evaluation.

**The Superintendent of Schools or designee shall develop the district mentoring plan in accordance with the requirements outlined in N.J.A.C. 6A:9C-5.3 as part of the school district's professional development plan (PDP) pursuant to N.J.A.C. 6A:9C-4.4. The district mentoring plan shall include logistics for its implementation and describe the school district's responsibilities pursuant to N.J.A.C. 6A:9C-5.1 et seq.**



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## Induction Program for Provisional Teachers District Mentoring Program

~~The Board of Education shall be responsible for the implementation of the local mentor plan and the district shall submit a report on the effectiveness of the local mentor plan to the Department on an annual basis. The report, using data collected on a Department of Education developed form, shall include program impact on job satisfaction, adequacy of time and training, and recommended program changes and additions. The district shall align the mentor plan with the Professional Standards for Teachers.~~

The Board of Education shall be responsible to budget any State funds appropriated for the novice teacher mentoring program **in accordance with the provisions of N.J.A.C. 6A:9C-5.1(f)**. The Board shall ensure that State funds appropriated for this program shall supplement, and not supplant, any Federal, State or local funds already devoted to planning and implementing a novice teacher mentor program. The Board of Education shall ensure that State funds shall be used for **one or more of the following**: stipends for mentor teachers; the costs associated with release time; substitutes for mentor teachers and novice teachers; and/or professional development and training activities related to the program.

~~An appropriately certified Building Principal or administrative designee authorized to supervise instructional staff shall observe and evaluate the provisional teacher three times during the first year of mentoring for purposes of certification. All performance evaluations shall be aligned with the Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.3 and reported on State-developed forms. Performance evaluations for career and technical education teachers shall also include career and technical education knowledge and skills. Evaluations for a provisional teacher shall be completed in accordance with the requirements of N.J.A.C. 6A:9-8.6 6A:9B-8.6 et seq. Mentor teachers shall not assess or evaluate the performance of provisional teachers. Interactions between provisional teachers and experienced mentor teachers are formative in nature and considered a matter of professional privilege. Mentor teachers shall not be compelled to offer testimony on the performance of provisional teachers.~~

~~Within thirty days after the conclusion of the State-approved district training program, the Principal shall submit the final evaluation directly to the Secretary of the New Jersey State Board of Examiners that shall contain a recommendation regarding standard certification for each provisional teacher. The final evaluation~~



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~~for each provisional teacher shall include a recommendation of approved, insufficient, or disapproved. Candidates who receive a recommendation of "disapproved" or two recommendations of "insufficient" may petition the Board of Examiners for approval of additional opportunities to seek provisional employment in districts other than those in which they received unfavorable recommendations pursuant to N.J.A.C. 6A:9-17.18.~~

N.J.S.A. 18A:26-2; 18A:26-2a

N.J.A.C. ~~6A:9-8.3; 6A:9B-8.4; 6A:9B-8.5; 6A:9B-8.6;~~  
~~6A:9-8.4; 6A:9C-5.1 6A:9-8.6; 6A:9-8.7~~

Adopted:



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~~Induction Program For Provisional Teachers~~

**District Mentoring Program**

Jun 16

[See POLICY ALERT Nos. 134, 187 and 209]

## R 3126 INDUCTION PROGRAM FOR PROVISIONAL TEACHERS DISTRICT MENTORING PROGRAM

The Board of Education is authorized to employ a holder of a certificate of eligibility (CE) or certificate of eligibility with advanced standing (CEAS) after its mentoring plan has been approved pursuant to N.J.A.C. ~~6A:9-8.4~~ **6A:9C-5.1**.

### A. Definitions (N.J.A.C. 6A:9-2.1)

1. "Certificate of Eligibility or CE" means a ~~credential~~ **certificate** with lifetime validity issued to persons who have completed degree, academic study, and applicable test requirements for certification. The CE permits the applicant to seek and accept employment in **corresponding** positions requiring certification.
2. "Certificate of Eligibility with Advanced Standing or (CEAS)" means a ~~credential~~ **certificate** with a lifetime validity issued to persons who have completed degree, academic study, applicable test requirements, and ~~traditional professional~~ **CEAS educator** preparation programs for certification. The CEAS permits the applicant to seek and accept employment in positions requiring certification.
3. "District mentoring program" means a **program of induction and support for non-tenured teachers, including novice provisional teachers and experienced teachers new to a school district, designed to develop them into effective professionals within the school district.**
4. "Endorsement" means an **authorization allowing a certificate holder to teach one or more specific subject area(s) or to serve in one or more specific teaching staff role(s).**
35. "Mentor teacher" means a ~~an experienced, certified~~ **an experienced, certified** New Jersey ~~certified experienced~~ teacher who is assigned to provide support and guidance to a novice teacher.



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46. **“Novice teacher” means any ~~full-time or part-time~~ teacher ~~serv~~ing ~~full- or part-time under a provisional certificate~~ who has not yet been issued a standard instructional certificate in any endorsement area ~~completed one year of full-time teaching under a valid State teaching certificate.~~**
5. **“~~Professional Development Committee~~” means ~~the local district committee established by the Board of Education pursuant to N.J.A.C. 6A:9-15.3(d) to plan and implement local district professional development programs.~~**
67. **“Professional Standards for Teachers” means the knowledge, skills, and dispositions that all ~~new~~ teachers must acquire and describes ~~what all teachers should know and be able to do.~~ to practice as teachers in accordance with N.J.A.C. 6A:9-3.3.**
8. **“Provisional teaching period” means a minimum of two years of full-time teaching under a provisional certificate required of all novice teachers before they are eligible to be recommended for a standard certificate.**

**B. ~~State Approved District Training Program~~**

1. ~~The State approved district training program shall provide essential knowledge and skills through the following training:~~
  - a. ~~On-going mentoring of the provisional teacher shall take place over a period of thirty weeks or proportionally longer if the provisional teacher holds a part-time teaching position in accordance with the district’s mentor plan pursuant to N.J.A.C. 6A:9-8.4 and in accordance with the Professional Standards for Teachers.~~
  - b. ~~The Building Principal or an appropriately certified school administrative designee shall observe and formally evaluate the provisional teacher in accordance with N.J.A.C. 6A:9-8.6 and 8.7.~~



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- ~~e. Except for d. and e. below, a minimum of two hundred hours of formal instruction in professional education aligned with the Professional Standards for Teachers shall be completed by the provisional teacher concurrently with the requirements of a. and b. above. This requirement shall not apply to provisional teachers who hold a CEAS pursuant to N.J.A.C. 6A:9-8.1(e).~~
- ~~d. For provisional teachers who are holders of a career and technical education CE, a minimum of two hundred hours of formal instruction in a State approved career and technical education professional education program that is aligned with the Professional Standards for Teachers and that includes the essential knowledge and skills regarding the delivery of career and technical education programs shall be completed concurrently with the requirements of a. and b. above. This requirement shall not apply to provisional teachers who hold a CEAS pursuant to N.J.A.C. 6A:9-8.1(b). The effective date of this requirement shall be February 1, 2010.~~
- ~~e. For provisional teachers who are holders of an elementary school (Kindergarten through grade five) endorsement, a minimum of two hundred ninety hours of formal instruction over no more than two years in a State approved program of formal instruction that is aligned with the Professional Standards for Teachers shall be completed. This instruction must include in the first calendar year of a teacher's employment a minimum of forty five hours of study in the teaching of language arts/literacy at the Kindergarten through grade five level and a minimum of forty five hours of study in teaching mathematics at the Kindergarten through grade five level. The effective date of this requirement shall be October 31, 2009. Provisional teachers holding an elementary school (Kindergarten to grade five) certificate of eligibility may be exempted from completing forty five hours of study in the teaching of language arts/literacy at the Kindergarten through grade five level as well as from completing forty five hours of~~



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~~study in the teaching of mathematics at the Kindergarten through grade five level if:~~

~~(1) For each area of study, they have completed forty-five hours of study in that area within the three years prior to receiving their certificate of eligibility as documented by a New Jersey Department of Education approved alternate route regional training center or through equivalent coursework on the transcript of a regionally accredited four year college or university; or~~

~~(2) For each area of study, they document the equivalent of at least one year of successful experience as a full time teacher during which the subject area is regularly taught, among the other subjects for which a Kindergarten through grade five teacher would be responsible. This experience must take place within the three years prior to receiving their certificate of eligibility and documented by submitting a completed, original form provided by the Department of Education.~~

~~2. Districts or consortia of districts, in conjunction with a college or university, shall provide formal instruction to the provisional teachers they employ pursuant to B.1.d. above. The district or consortium shall submit a written plan for the department's approval. In the event that joint sponsorship with a college or university cannot be achieved, the department may authorize the district or consortium to provide the formal instruction independently or in joint sponsorship with a non-collegiate entity. The district or consortium's written plan shall include documentation of its efforts to secure college or university participation.~~

~~3. Districts unable to provide formal instruction to provisional teachers in their employ shall provide access to formal instruction through a network of department authorized providers.~~



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## BE. Requirements for Local Mentor Plan-District Mentoring Program

1. A "novice teacher" means any full time or part time teacher who has not completed one year of full time teaching under a valid State teaching certificate. All novice teachers are required to participate in a mentoring program that takes place over a period of thirty weeks for provisional teachers holding a CEAS and thirty-four weeks for provisional teachers holding a CE.

Provisional teachers shall participate for a proportionally longer period of time if in a part time teaching position. The mentoring program shall be implemented by the mentor teacher, supervised by the school Principal, and conducted within the parameters of a school district's local mentor plan and the requirements of N.J.A.C. 6A:9-8.3.

- a. In the event that no State funds are available to pay the costs of mentoring fees, candidates who are required to complete a provisional year of teaching in order to obtain standard certification shall be responsible for payment of mentoring fees during the provisional year. **[Optional]** The district may, at its discretion, pay all or part of the mentoring fee.]
  - b. All novice teachers whose positions require possession of instructional certificates in accordance with N.J.S.A. 18A:26-2 and N.J.A.C. 6A:9-5.1(a) shall comply with the requirements of the district's mentoring plan.
2. Novice teachers in positions requiring the possession of instructional certificates shall comply with the provisions of N.J.A.C. 6A:9-8 and shall ensure the following:
    - a. The rigorous mentoring shall be provided to novice teachers by developing a local mentor plan in which experienced teachers give confidential support and guidance to novice teachers in accordance with the Professional Standards for Teachers;



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- b. ~~That each novice teacher is assigned a mentor at the beginning of the contracted teaching assignment;~~
  - e. ~~That the district's mentor plan includes in person contact between the mentor teacher and the novice teacher over the course of thirty weeks or proportionally longer if the novice teacher holds a part time teaching assignment;~~
  - d. ~~That the local Professional Development Committee established pursuant to N.J.A.C. 6A:9-15.3(d) develops the district's mentor plan; and~~
  - e. ~~That the Board of Education shall report annually the implementation of the district's mentor plan as required by the Department of Education.~~
3. ~~The district's Professional Development Committee shall ensure the development of a district mentor plan as follows:~~
- a. ~~The district's Professional Development Committee shall develop a district mentor plan that includes:~~
    - (1) ~~Goals that at a minimum enhance teacher knowledge of and strategies related to the CCCS in order to facilitate student achievement; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist novice teachers in the performance of their duties and adjustment to the challenges of teaching;~~
    - (2) ~~An application process for selecting mentor teachers;~~
    - (3) ~~Criteria for mentor teacher selection;~~
    - (4) ~~Provisions for comprehensive mentor training;~~
    - (5) ~~Identification of mentor teacher responsibilities;~~



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- (6) — Logistics for mentor plan implementation;
  - (7) — Consideration of collaborative arrangements with colleges and universities;
  - (8) — Provisions for the use of State funds; and
  - (9) — An addendum with criteria and guidelines for the twenty day clinical experience pursuant to N.J.A.C. 6A:9-8.3(b)1.
- b. — The Professional Development Committee shall submit the district's mentor plan to the Board of Education for initial approval.
- e. — The Professional Development Committee shall submit the addendum for the twenty day clinical experience pursuant to N.J.A.C. 6A:9-8.3(b)1 to the Board of Education for initial approval and to the Executive County Superintendent for final approval.
- d. — After the mentor plan is reviewed, the Board shall submit the plan to the Executive County Superintendent for final review and approval. The Executive County Superintendent shall notify the Department of plan approval.
- e. — Every three years, the district's mentor plan shall be revised and re-submitted to the Executive County Superintendent based on program evaluation.
4. — The Board of Education shall be responsible for the implementation of the district's mentor plan through the following:
- a. — The plan shall provide criteria for selection of mentor teachers. At a minimum, the criteria shall include the following



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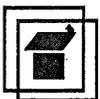
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**District Mentoring Program**

- ~~(1) The Board may select a certified teacher with at least three years of experience who is actively teaching in the district to serve as a mentor teacher;~~
- ~~(2) The mentor teacher applicant is committed to the goals of the local mentor plan;~~
- ~~(3) The mentor teacher applicant has agreed to maintain the confidential nature of the mentor teacher/novice teacher relationship;~~
- ~~(4) The mentor teacher applicant has demonstrated exemplary command of content area knowledge and of pedagogy;~~
- ~~(5) The mentor teacher applicant is experienced and certified in the subject area in which the novice teacher is teaching, where possible;~~
- ~~(6) The mentor teacher applicant is knowledgeable about the social and workplace norms of the school district and the community the Board of Education serves;~~
- ~~(7) The mentor teacher applicant is knowledgeable about the resources and opportunities in the district and able to act as a referral source to the novice teacher;~~
- ~~(8) The mentor teacher applicant provides letters of recommendation as determined by the district mentor plan from those who are familiar with the mentor teacher applicant's work; and~~
- ~~(9) The mentor teacher applicant agrees to complete a comprehensive mentor training program.~~

- 1. The district shall develop a mentoring program to provide non-tenured teachers, including novice provisional teachers who hold a CE or CEAS, with an induction to the teaching profession and to the school district community through differentiated supports based on the teachers' individual needs and to help them become effective professionals.**





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2. **The goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the Core Curriculum Content Standards (CCCS) to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in performing their duties and adjusting to the challenges of teaching.**
  
3. **The Board of Education shall determine how each non-tenured teacher in his or her first year of employment shall be provided with the following supports:**
  - a. **Comprehensive induction to school district policies and procedures including, but not limited to, introduction to school district curricula, student assessment policies, and training on the school district's evaluation rubric, including setting and assessing student learning through student growth objectives;**
  
  - b. **Individualized supports and activities, which shall be assigned at the school district's discretion and shall be aligned with the Professional Standards for Teachers at N.J.A.C. 6A:9-3.3, the Standards for Professional Learning at N.J.A.C. 6A:9C-3.3, and the school district's Commissioner-approved teaching practice instrument. The supports and activities shall be guided by:**
    - (1) **The non-tenured teacher's degree of preparation and experience;**
  
    - (2) **The non-tenured teacher's individual professional development plan (PDP) developed within thirty instructional days of the beginning of the teaching assignment pursuant to N.J.A.C. 6A:9C-4.4(f);**





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d. If no State funds are available to pay the costs of mentoring fees, candidates who are required to complete a provisional period of teaching to obtain standard certification shall be responsible for payment of mentoring fees during the first provisional year. The Board may, at its discretion, pay all or part of the mentoring fees.

7. The school district's administrative office shall oversee the payment of mentors. Payment shall not be conferred directly from provisional novice teacher to mentor.

## C. Mentor requirements

1. The Superintendent shall oversee the mentor selection process and ensure the individual mentor of a novice provisional teacher meets the following minimum requirements:

a. Holds an instructional certificate and, when possible, is certified in the subject area in which the novice provisional teacher is working;

b. Has at least three years of experience and has taught full-time for at least two years within the last five years;

c. Does not serve as the mentee's direct supervisor nor conduct evaluations of teachers;

d. Demonstrates a record of success in the classroom:

(1) Beginning academic year 2014-2015, all mentor teacher applicants shall have received a summative rating of effective or highly effective on the most recent summative evaluation, pursuant to N.J.A.C. 6A:10.



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- (a) A mentor teacher applicant in a school or school district not required pursuant to N.J.A.C. 6A:10-1 to issue summative evaluations shall demonstrate at least one year of effective teaching on his or her most recent evaluation as determined by his or her supervisor.
  - e. Understands the social and workplace norms of the school district and the community it serves;
  - f. Understands the resources and opportunities available in the school district and is able to act as a referral source to the novice provisional teacher; and
  - g. Completes a comprehensive mentor training program with a curriculum that includes, at a minimum, training on the school district's teaching evaluation rubric and practice instrument, Professional Standards for Teachers, CCCS, classroom observation skills, facilitating adult learning, and leading reflective conversations about teaching practice.
- ~~b. Annually, the district shall submit a report on the effectiveness of the district's mentor plan to the Department of Education. The report, using data collected on a Department of Education developed form, shall include program impact on job satisfaction, adequacy of time and training, and recommended program changes and additions.~~
- ~~e. The district shall align the mentor plan with the Professional Standards for Teachers.~~
- ~~5. The Board of Education shall be responsible to budget any State funds appropriated for the novice teacher mentoring program.~~



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- a. ~~Subject to the availability of funds, the department shall appropriate State funds based on the number of novice teachers employed each year in a given public school district.~~
- b. ~~The Board of Education shall ensure that State funds appropriated for this program shall supplement, and not supplant, any Federal, State, or local funds already devoted to planning and implementing a novice teacher mentor program.~~
- e. ~~The Board of Education shall ensure that State funds shall be used for one or more of the following:~~
  - (1) ~~Stipends for mentor teachers;~~
  - (2) ~~The costs associated with release time;~~
  - (3) ~~Substitutes for mentor teachers and novice teachers; and~~
  - (4) ~~Professional development and training activities related to the program.~~

## **D. District Mentoring Plan**

- 1. **The Superintendent or designee shall develop a district mentoring plan as part of the school district's PDP pursuant to N.J.A.C. 6A:9C-4.4. The district mentoring plan shall include logistics for its implementation and describe the school district's responsibilities pursuant to N.J.A.C. 6A:9C-5.**
  - a. **The Superintendent shall submit the district mentoring plan to the Board of Education for review of its fiscal impact.**
  - b. **The Superintendent or designee shall share the district mentoring plan with each school improvement panel, which shall oversee the school-level implementation of the district mentoring plan and shall communicate the plan to all non-tenured teachers and their mentors.**



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- c. **The Superintendent or designee annually shall review the plan and revise it, as necessary, based on feedback from mentor logs, each school improvement panel, and data on teacher and student performance.**

~~D. Evaluation of Provisional Teachers~~

- ~~1. An appropriately certified Building Principal or administrative designee authorized to supervise instructional staff shall observe and evaluate the provisional teacher three times during the first year of mentoring for purposes of certification. All performance evaluations shall be aligned with the Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.3 and reported on State-developed forms. Performance evaluations for career and technical education teachers shall also include career and technical education knowledge and skills.~~
  - ~~a. The first formative evaluation shall be completed at the end of ten weeks, or proportionally longer if the teacher is part-time, after the provisional teacher assumes full responsibility of a classroom.~~
  - ~~b. The second formative evaluation shall be completed at the end of twenty weeks, or proportionally longer for part-time teachers, after the provisional teacher assumes full responsibility of a classroom.~~
  - ~~c. The final summative evaluation shall be completed at the end of thirty weeks, or proportionally longer for part-time teachers, after the provisional teacher assumes full responsibility of a classroom. This final, summative evaluation shall be completed by the Building Principal who shall make one of three recommendations for certification pursuant to N.J.A.C. 6A:9-8.7(b).~~
- ~~2. Within fifteen days following each evaluation, the evaluator pursuant to a. above shall provide a copy of the evaluation to the provisional teacher.~~



# REGULATION GUIDE

TEACHING STAFF MEMBERS

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Induction Program For Provisional Teachers

**District Mentoring Program**

~~3. — Mentor teachers shall not assess or evaluate the performance of provisional teachers. Interactions between provisional teachers and experienced mentor teachers are formative in nature and considered a matter of professional privilege. Mentor teachers shall not be compelled to offer testimony on the performance of provisional teachers.~~

~~E. — Recommendation for Certification of Provisional Teachers~~

~~1. — Within thirty days after the conclusion of the State approved district training program, the Building Principal shall submit the final evaluation directly to the Secretary of the New Jersey State Board of Examiners that shall contain a recommendation regarding standard certification for each provisional teacher.~~

~~2. — The final evaluation for each provisional teacher shall include one of the following recommendations:~~

~~a. — Approved: Recommends issuance of a standard certificate;~~

~~b. — Insufficient: Recommends that a standard certificate not be issued but that the candidate be permitted to seek entry on one more occasion into a State approved district training program. A second rating of "insufficient" shall be deemed a "disapproved" in accord with c. below; or~~

~~c. — Disapproved: Recommends that a standard certificate not be issued and that the candidate not be allowed to enter into another State approved district training program.~~

~~3. — Candidates who receive a recommendation of "disapproved" or two recommendations of "insufficient" may petition the Board of Examiners for approval of additional opportunities to seek provisional employment in districts other than those in which they received unfavorable recommendations pursuant to N.J.A.C. 6A:9-17.18.~~

Issued:



# POLICY GUIDE

TEACHING STAFF MEMBERS

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Resignation

Jun 16

[See **POLICY ALERT Nos. 140, 172 and 209**]

## 3141 RESIGNATION

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

An employee's resignation must be tendered to the Board through the Superintendent who may accept the resignation on behalf of the Board. Any such acceptance of a resignation will be ratified by the Board at its next meeting.

A member who offers insufficient notice of resignation will be paid only through the last day of service. In addition, the Board may notify the Commissioner of Education of any tenured teaching staff member who terminates his/her position without having given sixty days **written** notice to the Board **unless the Board approves the tenured teaching staff member's release on shorter notice and without the express permission of the Board.** The **Commissioner of Education may suspend the tenured teaching staff member's certificate for not more than one year for failure to give such notice** ~~certificate of any such member may be suspended.~~

N.J.S.A. 18A:26-10; 18A:28-8

N.J.A.C. ~~6A:9-17.9~~ **6A:9B-4.8**

Adopted:



# POLICY GUIDE

TEACHING STAFF MEMBERS

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Certification of Tenure Charges

Jun 16

[See POLICY MEMO No. 27]

[See POLICY ALERT Nos. 86, 172, 190, 201 and 209]

## 3144 CERTIFICATION OF TENURE CHARGES

Tenure charges may be instituted against a tenured staff member of the district in accordance with the provisions of N.J.A.C. 6A:3-5.1 et seq. In all instances of the filing and certification of tenure charges, except charges filed against a teacher, Principal, Assistant Principal, or Vice Principal for reasons of inefficiency pursuant to N.J.S.A. 18A:6-17.3, the procedures and timelines outlined in N.J.A.C. 6A:3-5.1(b) shall be observed. In the event the tenure charges are charges of inefficiency pursuant to N.J.S.A. 18A:6-17.3, except in the case of Principals, Assistant Principals, and Vice Principals in school districts under full State intervention, where procedures are governed by the provisions of N.J.S.A. 18A:7A-45 and such rules as may be promulgated to implement it, the procedures and timelines outlined in N.J.A.C. 6A:3-5.1(c) shall be observed.

Filing and service of petition of appeal as outlined in N.J.A.C. 6A:3-1.3, shall not apply in a case of charges filed with the Commissioner of Education against an employee of a Board of Education or of a school district under full State intervention. In place of the usual petition, the Board of Education or the State District Superintendent shall file written charges and the required certificate of determination with the Commissioner together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.

In accordance with N.J.S.A. 34:13A-24, fines and suspensions imposed as minor discipline shall not constitute a reduction in compensation pursuant to the provisions of N.J.S.A. 18A:6-10 where the negotiated agreement between the Board of Education and the majority representative of the employees in the appropriate collective bargaining unit provides for such discipline. In these cases, tenure charges shall not be filed to impose minor discipline on a person serving under tenure.



# POLICY GUIDE

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Certification of Tenure Charges

The Board of Education or the State District Superintendent shall determine whether there is probable cause to credit the evidence in support of the charges and whether such charges, if credited, are sufficient to warrant a dismissal or reduction of salary. Pursuant to N.J.S.A. 18A:6-11, all deliberations and actions of the Board of Education with respect to such charges shall take place at a closed/executive session meeting. In the event the Board of Education or the State District Superintendent finds probable cause exists and that the charges, if credited, are sufficient to warrant a dismissal or reduction of salary, then the Board or the State District Superintendent shall file, within fifteen days, written charges with the Commissioner. The charge(s) shall be stated with specificity as to the action or behavior underlying the charges or the nature of the alleged inefficiency and shall be accompanied by the required certificate of determination together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.

The certificate of determination that accompanies the written charges shall contain a certification by the Board Secretary or the State District Superintendent including that a determination was made of the charges and the evidence in support of the charges are sufficient, if true in fact, to warrant dismissal or a reduction in salary; of the date, place, and time of the meeting at which such determination was made and whether or not the employee was suspended and, if so, whether such suspension was with or without pay; that such determination was made by a majority vote of the whole number of members of the Board of Education or by the State District Superintendent in accordance with N.J.S.A. 18A:7A-39.

An individual against whom tenure charges are certified shall file a written response to the charges in accordance with the provisions of N.J.A.C. 6A:3-5.3 et seq. The Commissioner shall determine whether such charge(s) are sufficient, if true, to warrant dismissal or reduction in salary in accordance with the provisions of N.J.A.C. 6A:3-5.5. Any withdrawal, settlement, or mooted of tenure charges shall be in accordance with the provisions of N.J.A.C. 6A:3-5.6.



# POLICY GUIDE

TEACHING STAFF MEMBERS

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Certification of Tenure Charges

Certification of tenure charges for Charter School employees shall be governed by N.J.A.C. 6A:11-6.1 et seq.

N.J.S.A. 18A:6-8.3; 18A:6-10; 18A:6-11; 18A:6-13; 18A:6-14;  
18A:6-16; 18A:25-6; 18A:25-7

N.J.A.C. 6A:3-5.1; 6A:3-5.2; 6A:3-5.3; 6A:3-5.5; 6A:3-5.6;  
6A:9-17.4; 6A:9-17.5

Adopted:



# REGULATION GUIDE

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Certification of Tenure Charges  
Jun 16

[See **POLICY ALERT Nos. 190, 192, 201 and 209**]

## R 3144 CERTIFICATION OF TENURE CHARGES

### A. Definition

1. For the purposes of Policy 3144 and this Regulation, “day” means business day when the period specified is less than seven days, and calendar day when the period specified is seven days or more; provided however, that calculations do not include the day of the action from which they are computed but do not include the last day of the period being computed unless such day falls on a Saturday, Sunday or holiday, in which case the last day shall be deemed the next business day immediately following. Filings received after the close of business (4:15 p.m.) shall be deemed filed on the next business day.

### B. Filing of Written Charges and Certificate of Determination – N.J.A.C. 6A:3-5.1

1. N.J.A.C. 6A:3-1.3 - Filing and Service of Petition of Appeal shall not apply in a case of tenure charges filed with the Commissioner against an employee of a Board of Education or a school district under full State intervention. In place of the usual petition, the Board or the State District Superintendent shall file written charges and the required certificate of determination with the Commissioner, together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or the State District Superintendent and proof of service upon the employee and the employee’s representative, if known. Such service shall be at the same time and in the same manner as charges are filed with the Commissioner.
  - a. In accordance with N.J.S.A. 34:13A-24, fines and suspensions imposed as minor discipline shall not constitute a reduction in compensation pursuant to the provisions of N.J.S.A. 18A:6-10 where the negotiated agreement between a Board of Education and the majority representative of the employees in the appropriate collective bargaining unit provides for such discipline. In these cases, tenure charges shall not be filed to impose minor discipline on a person serving under tenure.



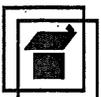
# REGULATION GUIDE

TEACHING STAFF MEMBERS

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Certification of Tenure Charges

2. In all instances of the filing and certification of tenure charges, except charges filed against a teacher, Principal, Assistant Principal, or Vice Principal for reasons of inefficiency pursuant to N.J.S.A. 18A:6-17.3, the following procedures and timelines shall be observed:
  - a. Charges shall be stated with specificity as to the action or behavior underlying the charges and shall be filed in writing with the Secretary of the Board of Education or the State District Superintendent, accompanied by a supporting statement of evidence, both of which shall be executed under oath by the person(s) instituting such charges.
  - b. Along with the required sworn statement of evidence, charges shall be transmitted to the affected tenured employee and the employee's representative, if known, within three working days of the date they were filed with the Secretary of the Board of Education or the State District Superintendent. Proof of mailing or hand delivery shall constitute proof of transmittal.
  - c. The affected tenured employee shall have an opportunity to submit to the Board of Education or the State District Superintendent a written statement of position and a written statement of evidence, both of which shall be executed under oath with respect thereto within fifteen days of receipt of the tenure charges.
  - d. Upon receipt of the tenured employee's written statements of position and evidence under oath, or upon expiration of the allotted fifteen-day time period, the Board of Education shall determine by a majority vote of its full membership, or the State District Superintendent shall determine, within forty-five days whether there is probable cause to credit the evidence in support of the charges and whether such charges, if credited, are sufficient to warrant a dismissal or reduction of salary. In accordance with the provisions of N.J.S.A. 18A:6-13, if the Board of Education does not make a determination within forty-five days after receipt of the written charges, the charges shall be deemed to be dismissed and no further proceeding or action shall be taken.



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Certification of Tenure Charges

- e. The Board of Education or the State District Superintendent shall provide, within three working days, written notification of the determination to the employee against whom the charges has been made, in person or by certified mail to the last known address of the employee and the employee's representative, if known.
  - f. If the Board of Education or the State District Superintendent finds probable cause exists and the charges, if credited, are sufficient to warrant a dismissal or reduction of salary, then the Board or the State District Superintendent shall file, within fifteen days, written charges with the Commissioner. The charges shall be stated with specificity as to the action or behavior underlying the charges and shall be accompanied by the required certificate of determination together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.
  - g. Pursuant to N.J.S.A. 18A:6-11, all deliberations and actions of the Board of Education with respect to such charges shall take place at a closed/executive session meeting.
3. If the tenure charges are charges of inefficiency pursuant to N.J.S.A. 18A:6-17.3, except in the case of Principals and Vice Principals in school districts under full State intervention, where procedures are governed by the provisions of N.J.S.A. 18A:7A-45 and such rules as may be promulgated to implement it, the following procedures and timelines shall be observed:
- a. When the conditions described in N.J.S.A. 18A:6-17.3.a(1) or (2) and as outlined in Policy 3144.12 have been satisfied, the Superintendent shall promptly file with the Secretary of the Board a charge of inefficiency.



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Certification of Tenure Charges

- b. The charges of inefficiency shall be transmitted to the affected tenured employee and the employee's representative, if known, within three working days of the date the charges were filed with the Secretary of the Board or State District Superintendent. Proof of mailing or hand delivery shall constitute proof of transmittal.
- c. The affected tenured employee shall have an opportunity within ten days of receipt to submit to the Board or State District Superintendent a written statement of position under oath demonstrating how the school district failed to comply with evaluation procedures.
- d. Within thirty days of the filing, the Board or State District Superintendent shall forward a written charge to the Commissioner unless the Board or the State District Superintendent determines the evaluation process has not been followed. Such determination shall be made by a majority vote of the Board's full membership or by the State District Superintendent.
- e. Upon receipt of the charge, the Commissioner or his or her designee shall examine the charge. The charge shall again be served upon the employee at the same time it is forwarded to the Commissioner and proof of service shall be included with the filed charge. The individual against whom the charge is filed shall have ten days to submit to the Commissioner a written response to the charge.
- f. Within five days of the individual's deadline to submit a written response to the charge, the Commissioner shall appoint an arbitrator to hear the case and refer the case to the arbitrator, unless he/she determines the evaluation process has not been followed.
- g. Pursuant to N.J.S.A. 18A:6-11, all deliberations and actions of the Board of Education with respect to such charges shall take place at a closed/executive session meeting.



# REGULATION GUIDE

TEACHING STAFF MEMBERS

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Certification of Tenure Charges

4. The provisions of N.J.A.C. 6A:3-5.1 shall not apply to employees of Charter Schools, who are governed by the provisions of N.J.A.C. 6A:11-6.
- C. Format of Certificate of Determination
1. The certificate of determination that accompanies the written charges shall contain a certification by the Board of Education Secretary or the State District Superintendent:
    - a. The Board of Education or the State District Superintendent has determined the charges and the evidence in support of the charges are sufficient, if true in fact, to warrant dismissal or a reduction in salary;
    - b. Of the date, place, and time of the meeting at which such determination was made and whether the employee was suspended and, if so, whether such suspension was with or without pay; and
    - c. The determination was made by a majority vote of the whole number of members of the Board of Education or by the State District Superintendent in accordance with N.J.S.A. 18A:7A-39.
  2. The provisions of N.J.A.C. 6A:3-5.2 shall not apply to employees of Charter Schools, who are governed by the provisions of N.J.A.C. 6A:11-6.
- D. Filing and Service of Answer to Written Charges – N.J.A.C. 6A:3-5.3
1. Except as specified in N.J.A.C. 6A:3-5.1(c)5, an individual against whom tenure charges are certified shall have fifteen days from the date such charges are filed with the Commissioner to file a written response to the charges. Except as to the time for filing, the answer shall conform to the requirements of N.J.A.C. 6A:3-1.5(a) through (d).



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Certification of Tenure Charges

- a. Consistent with N.J.A.C. 6A:3-1.5(g), nothing in N.J.A.C. 6A:3-5.3 precludes the filing of a motion to dismiss in lieu of an answer to the charges, provided the motion is filed within the time allotted for the filing of an answer. Briefing on the motions shall be in the manner and within the time fixed by the Commissioner, or by the arbitrator if the motion is to be briefed following transmittal to an arbitrator.
2. Upon written application by the person against whom charges are filed, the Commissioner may extend the time period for the filing of an answer upon a finding of good cause shown consistent with the provisions of N.J.S.A. 18A:6-16. Such application shall be received prior to the expiration of the fifteen-day answer period, or the ten-day answer period specified in N.J.A.C. 6A:3-5.1(c), and a copy shall be served upon the charging Board of Education or the State District Superintendent. The Board of Education or State District Superintendent shall promptly notify the Commissioner of any opposition to the request.
  - a. A request for extension that is received after the fifteen-day period allotted for an answer to tenure charges, or after the ten-day period allotted in N.J.A.C. 6A:3-5.1(c) will be considered only in the event of demonstrated emergency or other unforeseeable circumstance such that the request could not have been made within the requisite filing period.
3. If no answer is filed within the requisite time period and no request for extension is made, or if the request is denied by the Commissioner, or the charged employee submits an answer or other responsive filing indicating the employee does not contest the charges, the charges shall be deemed admitted by the charged employee.
4. The provisions of N.J.A.C. 6A:3-5.3 shall not apply to employees of Charter Schools, who are governed by the provisions of N.J.A.C. 6A:11-6.



# REGULATION GUIDE

TEACHING STAFF MEMBERS

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Certification of Tenure Charges

E. Determination of Sufficiency and Transmittal for Hearing – N.J.A.C. 6A:3-5.5

1. Except as specified in N.J.A.C. 6A:3-5.1(c), within ten days of receipt of the charged party's answer or expiration of the time for its filing, the Commissioner shall determine whether such charge(s) are sufficient, if true, to warrant dismissal or reduction in salary. If the charges are determined insufficient, they shall be dismissed and the parties shall be notified accordingly. If the charges are determined sufficient, the matter shall be transmitted immediately to an arbitrator for further proceedings, unless the Commissioner retains the matter pursuant to N.J.A.C. 6A:3-1.12.
  - a. A notice of transmittal shall be issued to the parties by the Department of Education on the same date as the matter is transmitted to an arbitrator.
2. Where a party to a tenure matter requests, the Commissioner may agree to hold the matter in abeyance at any time prior to transmittal to an arbitrator. Thereafter, requests to hold the matter in abeyance shall be directed to the arbitrator. Any request for abeyance, whether directed to the Commissioner or the arbitrator, shall be consistent with the intent of N.J.S.A. 18A:6-16 as amended by P.L. 1998, c.42.

F. Withdrawal, Settlement, or Mooting of Tenure Charges – N.J.A.C. 6A:3-5.6

1. Once tenure charges are certified to the Commissioner, they may be withdrawn or settled only with approval. Any proposed withdrawal or settlement, whether submitted to the Commissioner or to the arbitrator, shall address the following standards established by the State Board of Education in the matter entitled *In re Cardonick*, State Board decision of April 6, 1983 (1990 *School Law Decisions (S.L.D.)* 842, 846):



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Certification of Tenure Charges

- a. Accompaniment by documentation as to the nature of the charges;
  - b. Explication of the circumstances justifying settlement or withdrawal;
  - c. Consent of both the charged and charging parties;
  - d. Indication the charged party entered into the agreement with a full understanding of his or her rights;
  - e. A showing the agreement is in the public interest; and
  - f. If the charged party is a teaching staff member, a showing the teaching staff member has been advised of the Commissioner's duty to refer tenure determinations resulting in loss of position to the State Board of Examiners for possible suspension or revocation of certificate.
2. A settlement agreement shall not propose terms that would restrict access to information or records deemed public by law or result in misrepresentation of the reason for an employee's separation from service. If tenure charges have been certified to the Commissioner by a Board of Education, any proposed settlement shall indicate, by signature of the Board Attorney or inclusion of a Board of Education resolution authorizing settlement, that the Board of Education has consented to the terms of the settlement.
  3. A proposed withdrawal or settlement of tenure charges shall be submitted to the Commissioner prior to transmittal of such charges to the arbitrator; thereafter, it shall be submitted to the arbitrator.
  4. If tenure proceedings against a teaching staff member are concluded prior to adjudication because the charged party has unilaterally resigned or retired, the Commissioner may refer the matter to the State Board of Examiners for action against the charged party's certificate as it deems appropriate, when such referral is warranted under the provisions governing resignation or retirement prior to conclusion of tenure charges as set forth in N.J.A.C. ~~6A:9-17.4~~ **6A:9B-4.3**.



# REGULATION GUIDE

TEACHING STAFF MEMBERS

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Certification of Tenure Charges

5. If a proposed settlement requires the tenured employee to relinquish a certificate issued by the State Board of Examiners, upon approval of the settlement agreement, the Commissioner shall forward the matter to the State Board of Examiners for proceedings in accordance with N.J.A.C. ~~6A:9-17.11~~ **6A:9B-4.10**.

Issued:



# POLICY GUIDE

TEACHING STAFF MEMBERS

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Teaching Staff Member/School District  
Reporting Responsibilities

Jun 16

[See POLICY ALERT Nos. 186 and 209]

## 3159 TEACHING STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

All certificate holders shall report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days of the **arrest or indictment** in accordance with the provisions of N.J.A.C. 6A:9-17.1 6A:9B-4.3. For purposes of this policy, "certificate holders" shall include all individuals who hold certificates, credentials, certificates of eligibility (CEs), and certificates of eligibility with advance standing (CEASs) issued by the State Board of Examiners. For purposes of this Policy, the term "certificate" shall include all standard, emergency and provisional certificates, all credentials, and all CEAs and CEASs issued by the State Board of Examiners.

The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders shall also report to the Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" for revocation or suspension of certification pursuant to N.J.A.C. 6A:9-17.5 6A:9B-4.4. The school district shall make these reporting requirements known to all new employees upon initial employment and to all employees on an annual basis.

The Superintendent of Schools shall notify the New Jersey State Board of Examiners when:

1. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
2. Nontenured teaching staff members, including substitute teachers, who are accused of criminal offenses or unbecoming conduct resign, retire, or are removed from their positions;
3. A certificate holder fails to maintain any license, certificate, or authorization **that is mandated** pursuant to N.J.A.C. 6A:9-4.1(b) 6A:9B that is ~~mandated in order~~ for the holder to serve in a position;



# POLICY GUIDE

TEACHING STAFF MEMBERS

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Teaching Staff Member/School District  
Reporting Responsibilities

4. The Superintendent of Schools becomes aware that a certificate holder has been convicted of a crime or criminal offense while in the district's employ; or
5. The Superintendent has received a report from the ~~Division of Youth and Family Services (DYFS)~~ **Department of Children and Families** substantiating allegations of abuse or neglect, or establishing "concerns" regarding a certificated teaching staff member.

In the event the New Jersey State Board of Examiners issues an order to show cause based on the information that the school district provided about the certificate holder, it shall be the responsibility of the school district to cooperate with the Board of Examiners in any proceeding arising from the order to show cause.

The Superintendent of Schools shall also notify the New Jersey State Board of Examiners, in accordance with the provisions of N.J.S.A. 18A:16-1.3, whenever a nontenured, certificated employee is dismissed prior to the end of the school year for just cause as a result of misconduct in office. This notification requirement shall not apply in instances where the employee's contract is not renewed. The Superintendent of Schools will comply with the additional notice requirements to the New Jersey State Board of Examiners in the event it is subsequently determined by a disciplinary grievance arbitration, a court, or an administrative tribunal of competent jurisdiction that the basis for the dismissal did not constitute misconduct in office. In addition, whenever the Superintendent of Schools notifies the New Jersey State Board of Examiners of an employee's dismissal for reasons of misconduct in accordance with the provisions of N.J.S.A. 18A:16-1.3, the employee shall receive a simultaneous copy of the notifying correspondence.

N.J.S.A. 18A:16-1.3

N.J.A.C. ~~6A:9-17.1~~ **6A:9B-4.3; 6A:9B-4.4** ~~6A:9-17.4~~

Adopted:



# POLICY GUIDE

TEACHING STAFF MEMBERS

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Outside Employment as Athletic Coach

Jun 16

[See POLICY ALERT Nos. 171, 172 and 209]

## 3231 OUTSIDE EMPLOYMENT AS ATHLETIC COACH

The Board of Education will permit, in accordance with this Policy, staff members of this school district to serve as an athletic coach in another school district providing the responsibilities in the other district do not interfere with the performance of the staff member's professional responsibilities in this district.

[Optional

*Keep*

{A staff member who wishes to accept employment as an athletic coach in another school district must request and receive permission to do so from the Superintendent of this district if the staff member may need to request any special accommodation(s) from this school district to fulfill their coaching responsibilities in another school district. A special accommodation may be consideration for a requested duty assignment(s), a temporary work schedule adjustment and/or other considerations. A special accommodation will not be considered if it would violate any provisions of any collective bargaining agreement within the district. The staff member's request to the Superintendent must be in writing and must indicate with specificity the accommodation(s) that may be required. The Superintendent, in consultation with the staff member's Building Principal and/or immediate supervisor, will evaluate each request on a case-by-case basis.]

N.J.A.C. ~~6A:9-5.19~~ **6A:9B-5.16**

Adopted:



# POLICY GUIDE

TEACHING STAFF MEMBERS

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Professional Development for Teachers  
and School Leaders

Jun 16

M

[See POLICY ALERT Nos. 145, 187, 202 and 209]

## 3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS

The Board of Education encourages all teaching staff members to pursue a program of continuing professional development by course work or matriculation in institutions of higher learning, participation in workshops and conferences, membership in professional organizations, and/or independent scholarship.

Teaching staff members may be permitted to: visit other schools and classrooms; attend local, regional, or national conferences; participate in committees, workshops, and panels, both within and outside the district. Requests for participation in such professional development activities must be submitted in writing to the Superintendent or designee for approval. In addition, the Board of Education must approve all travel expenditures in accordance with N.J.S.A. 18A:11-12 and the State of New Jersey Department of the Treasury, Office of Management and Budget Circulars 08-19-OMB and 06-14-OMB (OMB Circulars) and any superseding circulars and any additional requirements set forth in N.J.A.C. 6A:23A-7 et seq.

A teaching staff member who has been granted time off and/or approved to be reimbursed for a professional development activity shall submit to the Superintendent or designee, with a copy to the School Business Administrator/Board Secretary, within ten working days, a brief written report that includes the primary purpose of the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district.

All active teachers, defined as staff whose positions require possession of the instructional or educational services certificates in accordance with N.J.A.C. 6A:9-8, 10, 11, and 13 **6A:9C-8 through 11 and 13** and all active school leaders serving on a permanent or interim basis whose positions require possession of the Chief School Administrator, Principal, or Supervisor endorsement in accordance with N.J.A.C. 6A:9-12 **6A:9B-12** shall comply with the professional development requirements as outlined in N.J.A.C. ~~6A:9-15.1~~ **6A:9C-4.1** et seq.



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To meet the professional development requirement, each teacher shall be guided by an individual Professional Development Plan (PDP), which shall include at least twenty hours per year of qualifying activities as outlined in N.J.A.C. ~~6A:9-15.4~~ **6A:9C-4.4**. The PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers in N.J.A.C. ~~6A:9-3~~ **6A:9-3.3** and the Standards for Professional Learning in N.J.A.C. ~~6A:9-15.3~~ **6A:9C-3.3**. The PDP shall be effective for one year, **updated annually**, and shall include, at least the minimum requirements outlined in N.J.A.C. ~~6A:9-15.4(e)~~ **6A:9C-4.4(c)**.

~~District-level and~~ **Sschool-level** professional development planning and implementation shall be in accordance with the requirements of N.J.A.C. ~~6A:9-15.5~~ **6A:9C-4.2**. ~~District-level professional development planning and implementation shall be in accordance with N.J.A.C. 6A:9-15.6.~~

Implementation of the professional development requirement for school leaders shall be in accordance with N.J.A.C. ~~6A:9-15.7 and 15.8~~ **6A:9C-4.3**.

The Board of Education shall comply with the monitoring and assistance requirements as outlined in N.J.A.C. ~~6A:9-15.9~~ **6A:9C-4.4**.

The Board shall monitor and enforce the professional development requirements for teachers and school leaders set forth in N.J.A.C. ~~6A:9-15~~ **6A:9C-4.1** et seq. and shall actively assist and support the provision of opportunities and resources, and the efforts by teachers and school leaders to meet the professional development requirements.

N.J.S.A. 18A:31-2; 18A:6-111

N.J.A.C. 6A:9-3.3; 6A:13-2.1; **6A:9B-12**; ~~6A:9-15.1 et seq.~~

**6A:9C-3.3; 6A:9C-4.1 et seq.; 6A:9C-8 through 11 and 13**

Adopted:



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Professional Development for Teachers and  
School Leaders

Jun 16

[See POLICY ALERT Nos. 145, 187, 202 and 209]

## R 3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS

### A. Definitions (N.J.A.C. 6A:9C-2.1)

1. The definitions set forth in N.J.A.C. 6A:9-2.1 shall apply to the words and terms used in N.J.A.C. 6A:9C-3 et seq. and 6A:9C-4 et seq. and Policy and Regulation 3240.

### BA. Components of Professional Development – Definition (N.J.A.C. 6A:9-15.2 6A:9C-3.2)

1. Professional development shall align with the Professional Standards for Teachers and the Professional Standards for School Leaders in N.J.A.C. 6A:9-3, the standards for ~~be~~ ~~comprised~~ of professional learning in N.J.A.C. 6A:9C-3.3, ~~opportunities aligned with~~ student learning and educator development needs, and school, school district, and/or State improvement goals.
2. ~~Professional development shall have as its primary focus the improvement of teachers' and school leaders' effectiveness in assisting all students to meet the Core Curriculum Content Standards (CCCS).~~
23. Professional development shall encompass a broad range of professional learning that contributes to improved practice, including, but not limited to, ~~include~~ participation in the work of established collaborative teams of teachers, school leaders, and other administrative, instructional, and educational services staff members who commit to working together to accomplish common goals and who are engaged in a continuous cycle of professional improvement focused on:
  - a. Evaluating student learning needs through ongoing reviews of data on student performance; and
  - b. Defining a clear set of educator learning goals based on the rigorous analysis of ~~these~~ data on student performance.



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34. Professional learning shall incorporate coherent, sustained, and evidenced-based strategies that improve educator effectiveness and student achievement, **such as including** job-embedded coaching or other forms of assistance to support educators' transfer of new knowledge and skills to their work.
  45. Professional **learning development** may be supported by external expert assistance or additional activities that:
    - a. Address defined student and educator learning goals;
    - b. Advance primarily ongoing school-based professional **learning development**; and
    - c. Include, but are not limited to, courses, workshops, institutes, networks, and conferences provided by for-profit and nonprofit entities outside the school such as universities, educational service agencies, technical assistance providers, networks of content specialists, and other education organizations and associations.
  - ~~6. Professional development shall align with the professional standards for teachers and school leaders in N.J.A.C. 6A:9-3 and the Standards for Professional Learning in N.J.A.C. 6A:9-15.3.~~
- CB.** Standards for Professional Learning (N.J.A.C. ~~6A:9-15.3~~ **6A:9C-3.3**)
1. Professional learning that increases educator effectiveness and improves results for all students shall be guided by the following standards:
    - a. Learning communities: Occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment;
    - b. Leadership: Requires skillful leaders who develop capacity, advocate, and create support systems for professional learning;



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- c. Resources: Requires prioritizing, monitoring, and coordinating resources for educator learning;
- d. Data: Uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning;
- e. Learning designs: Integrates theories, research, and models of human learning to achieve its intended outcomes;
- f. Implementation: Applies research on change and sustains support for implementation of professional learning for long-term change; and
- g. Outcomes: Aligns its outcomes with educator performance and student curriculum standards.

~~2. The standards in 1.a. through g. above shall serve as indicators to guide the policies, activities, facilitation, implementation, management, and evaluation of professional development.~~

**DC.** Requirements for **and Implementation of Teachers' Individual Teacher Professional Development Plans Planning and Implementation** (N.J.A.C. ~~6A:9-15.4~~ **6A:9C-4.4**)

- 1. ~~To meet the professional development requirement, Each teacher shall be guided by an individualized Professional Development Plan (PDP), pursuant to N.J.S.A. 18A:6-128.a, which shall include at least twenty hours per year of qualifying experiences activities. The twenty-hour annual requirement shall be based on the length of full-time employment and reduced by a pro rata share reflecting part-time employment, or an absence, including reduced by a pro rata share reflecting the use of family or medical leave.~~
- 2. The content of each **individual** PDP shall be developed by each teacher's supervisor, in consultation with the teacher, and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3 and the Standards for Professional Learning in N.J.A.C. ~~6A:9-15.3~~ **6A:9C-3.3**.



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3. The **individual** PDP shall be effective for one year, **updated annually**, and **modified during the year, as necessary**, and shall specify, at **least** a minimum:
  - a. One area for development of professional practice derived from the results of observations and evidence accumulated through the teacher's annual performance evaluation; **and**
  - b. ~~As appropriate, an additional~~ **One** area for development of professional practice **derived from individual**, aligned to the teacher's role as a member of his or her collaborative professional learning team, **school, or school district improvement goals** in accordance with N.J.A.C. 6A:9-15.2;
  - e. ~~As appropriate, an additional area for development of professional practice aligned with school and/or district improvement goals as set forth in N.J.A.C. 6A:9-15.5~~ **6A:9C-4.2** and 15.6; and
  - d. ~~Any requirements for professional development stipulated elsewhere in statute or regulation.~~
4. The ~~Progress of on the individual~~ PDP shall be discussed at the **annual summary conference**, pursuant to N.J.A.C. 6A:10-2.4, **but may occur more frequently throughout the year** each teacher in meeting the goals of the PDP must be determined annually and aligned to the district or applicable nonpublic school process for teacher evaluation.
5. Evidence of ~~Progress toward meeting the requirements of the teacher's on the individual~~ PDP may be provided by the teacher and/or his or her supervisor, and shall be reviewed as part of **each annual summary conference** ~~must be discussed during a minimum of one annual conference between the teacher and his or her supervisor.~~
6. ~~Each teacher shall provide evidence of progress toward meeting the requirements of his or her individual PDP, and this evidence must be reviewed as part of each conference.~~



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- ~~7. The PDP shall be revised at a minimum annually, but may be adjusted as necessary to support the teacher's progress.~~
68. All teachers governed by the professional development requirements shall have an individual PDP within thirty instructional days of the beginning of their respective teaching assignments.
- ~~9. The Board of Education shall ensure all teachers receive the necessary opportunities, support, and resources to engage in ongoing professional learning and to complete the requirements of their respective PDPs.~~
710. A teacher's individual PDP goals may necessitate more than the recommended minimum requirements outlined in N.J.A.C. ~~6A:9-15~~ 6A:9C-4 et seq.
811. Additional hours of qualifying **experiences** activities may be required for teachers in low-performing schools, as determined by the Commissioner of Education.
9. **The teacher's designated supervisor shall:**
- a. Use the teacher performance evaluation process and the professional development planning process to monitor each teacher's progress in meeting the professional development requirements and shall take appropriate steps to assure such progress. If a teacher's progress is found to be inadequate, the teacher's designated supervisor shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means; and
  - b. Maintain accurate records of each teacher's progress in meeting the individual professional development requirements, pursuant to N.J.A.C. 6A:9C-4.3 and N.J.A.C. 6A:9C-4.4. Such records shall include a copy of each teacher's current PDP and timeline, as well as any documentation and evidence showing the teacher's progress toward meeting the plan's requirements.



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10. **If a teacher leaves the employ of one New Jersey school district and is hired by another, the previous employing school district shall share with the new employing school district the teacher's individual PDP and all supporting documentation. If the current individual PDP is found to be unsuitable to the teacher's new assignment, the new employing school district shall ensure a revised individual PDP and timeline is created within thirty days of hire by the employee's new supervisor in collaboration with the new teacher.**

**ED. Requirements for School-Level Plans for Professional Development Planning and Implementation (N.J.A.C. 6A:9-15.5 6A:9C-4.2)**

1. The Principal shall oversee the development and implementation of a plan for school-level professional development **and shall ensure:**
  - a2. The school-level professional development plan shall include a description of school-level and team-based professional learning aligned with identified school goals, and **includes** teacher and student learning needs; **and**
  - b. **All teachers receive the necessary opportunities, support, and resources to complete individual professional development requirements pursuant to N.J.A.C. 6A:9C-4.4(a).**
23. The school-level plan shall become part of the **school district plan for district's professional development plan overseen and reviewed by the Superintendent of Schools Board of Education pursuant to N.J.A.C. 6A:9-15.6.**
4. ~~The school level professional development plan shall go into effect for the 2013-2014 school year.~~
5. ~~The Principal shall ensure all teachers receive the necessary opportunities, support, and resources to complete professional development requirements in accordance with N.J.A.C. 6A:9-15.4(a).~~



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**FE. Requirements for District-Level Plans for Professional Development Planning and Implementation (N.J.A.C. 6A:9-15.6 6A:9C-4.2)**

1. **The school district plan shall provide information on school-level and district-wide professional development learning opportunities, the resources being allocated toward their support, a justification for the expenditures, and include any professional development required by statute or regulation.**
21. The Superintendent of Schools or designee shall oversee the development and implementation of **the school district** plans to address the school district's professional development needs **and shall review on an annual basis the school district plan to assess its effectiveness and revise it, as necessary, to meet the school district's learning goals for students, teachers, and school leaders.** ~~School districts sending to the same middle and/or high school may form a regional consortium to develop one district-wide plan based on the sending schools' plans.~~
32. **When overseeing and reviewing the school district plan, the Superintendent or designee** ~~The Superintendent~~ shall:
  - a. Review school-level professional development plans;
  - b. Assess the learning needs of students, teachers, and school leaders based on educator evaluation data, school-level plans, and data from school- and district-level performances;
  - c. Plan, support, and implement professional development **learning** activities that address the CCCS, and that align with the Standards for Professional Learning in N.J.A.C. ~~6A:9-15.3~~ **6A:9C-3.3** and the Professional Standards for Teachers and School Leaders in N.J.A.C. ~~6A:9-3~~ **6A:9-3**; ~~and~~
  - d. Develop and update, as necessary, the district mentoring plan for **non-tenured teachers including novice professional teachers who hold a CE or CEAS, new teachers** in accordance with N.J.A.C. ~~6A:9-8.4~~ **6A:9C-5.3**;



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- e. **Present the plan to the Board of Education to review for fiscal impact; and**
  - f. **Certify annually to the Department of Education, through a statement of assurance, that the school district is meeting the requirements for the school district plan as set forth in N.J.A.C. 6A:9C-4.2 and that it includes requirements of the district mentoring plan pursuant to N.J.A.C. 6A:9C-5.3.**
4. **School districts sending to the same middle and/or high school may form a regional consortium to develop one district-wide plan based on the sending schools' plans.**
  - ~~3. The Superintendent shall review on an annual basis the school district plan to assess its effectiveness and revise it as necessary to meet the school district's learning goals for students, teachers, and school leaders.~~
  - ~~4. The school district plan shall provide information on school level and district wide professional development opportunities, the resources being allocated toward their support, and a justification for the expenditures.~~
  - ~~5. The school district plan shall include any professional development required by statute or regulation.~~
  - ~~6. The Superintendent shall be responsible for the content and implementation of the district professional development plan. The Superintendent shall present the plan to the Board of Education to review for fiscal impact.~~
- GF: Requirements for and Implementation of School Leaders' the Professional Development Plans Requirement for School Leaders (N.J.A.C. 6A:9-15.7 6A:9C-4.3)**
- ~~1. The Board of Education shall oversee and review for the Superintendent professional development that links to individual, school, and district professional development goals and to the school district's professional development plan.~~



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- a. **The Board shall review the Superintendent's individual PDP, including the individual training needs pursuant to N.J.A.C. 6A:9C-4.3(a)5, and shall ensure the individual PDP aligns to school district goals and to the school district's plan for professional development.**
  - b. **The Superintendent shall submit annually to the Board evidence of progress toward completion of the individual PDP. The Superintendent also shall submit every three to five years, depending on the length of his or her contract with the Board, summative evidence of plan completion.**
  - c. **The Superintendent may appeal to the Executive County Superintendent if he or she disagrees with the Board regarding PDP contents or progress toward completion. The Executive County Superintendent shall have final decision-making authority on all such matters.**
3. **Leaders whose positions require a Principal or supervisor endorsement, or whose positions require a Chief School Administrator endorsement but who do not serve as a Chief School Administrator or Superintendent of a school district, shall develop in collaboration with the Superintendent or designee an individual PDP and shall provide evidence of progress toward fulfillment of his or her plan. Each Superintendent or designee shall:**
- a. **Review each Principal's, supervisor's, or other school leader's individual PDP, including the individual training needs pursuant to N.J.A.C. 6A:9C-4.3(a)5, and shall ensure it aligns to school and school district goals and the school district's plan for professional development;**
  - b. **Meet with the Principal, supervisor, or other school leader at mid-year to assess progress toward his or her PDP's completion or modification; and**



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- ~~2. The Superintendent shall oversee and review for each Principal and Supervisor professional development that links to individual, school, and district professional development goals and the school district's professional development plan.~~
13. **Each school leader** ~~The Superintendent, Principals, and Supervisors~~ shall **create, implement, and complete an fulfill** the professional development requirement through the creation, implementation, and completion of a **individual** professional development plan **PDP** that:
- a. Aligns with the Professional Standards for School Leaders set forth in N.J.A.C. 6A:9-3.4 and the Standards for Professional Learning in N.J.A.C. ~~6A:9-15.3~~ **6A:9C-3.3**;
  - b. Derives from the results of observations, evidence, and recommendations included in the annual performance evaluation of the **school leader** ~~Superintendent, Principals, or Supervisors~~;
  - c. Identifies professional **learning** goals that address specific individual, school, or school district goals; ~~and~~
  - d. Grounds professional **learning** development activities in objectives related to improving teaching, learning, and student achievement, and **aligns to the** ~~in support of the~~ school and/or school district **plan for** professional development ~~plan~~; ~~and~~
  - e. **Includes training on:** school law, ethics, and governance pursuant to N.J.S.A. 18A:26-8.2 and other statutory requirements related to student safety, bullying and harassment, and well-being.
2. **The Superintendent of Schools shall develop an individual PDP for review by the Board of Education. In developing the individual PDP, the following process shall be followed:**





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- b. ~~Documentation of professional growth activities such as school-based learning activities, training, university coursework, action research, and study groups. Study groups may include school, district, county and/or State associations and organizations, school and district collaborative teams, and virtual learning communities.~~
5. ~~Leaders whose positions require a Principal or Supervisor endorsement shall have an annual plan developed in collaboration with the Superintendent or designee holding a Chief School Administrator endorsement.~~
6. ~~Leaders whose positions require a Chief School Administrator's endorsement, but who do not serve as a Chief School Administrator of the school district, shall have an annual plan developed in collaboration with the Superintendent or designee holding a Chief School Administrator endorsement.~~
7. ~~The Superintendent or designee holding a Chief School Administrator endorsement shall meet with Principals, Supervisors, or other school administrators at mid-year to assess progress toward completion or modification of the plan.~~
8. ~~The Superintendent or designee holding a Chief School Administrator endorsement shall review the status of the professional development plan as part of the Principals', Supervisors', or other district administrators' annual performance evaluation.~~
9. ~~The Superintendent shall develop a professional development plan for review by the Board of Education.~~
10. ~~The Superintendent shall provide to the Board of Education annual evidence of progress toward completion of the professional development plan and summative evidence of plan completion every three to five years, depending on the Superintendent's contract with the Board of Education.~~



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~~11. In cases where there is disagreement between the Superintendent and the Board of Education regarding plan contents or progress toward completion, the Superintendent may appeal to the Executive County Superintendent, who will have final decision-making authority on all such matters.~~

~~G. Requirements for School Leader Professional Development in Ethics, Law, and Governance (N.J.A.C. 6A:9-15.8)~~

~~1. All professional development plans for active school leaders serving on a permanent or interim basis whose positions require possession of a Chief School Administrator, Principal, or Supervisor endorsement in accordance with N.J.A.C. 6A:9-12.3 shall ensure the completion of appropriate training on: school law, ethics, and governance pursuant to N.J.S.A. 18A:26-8.2; and other statutory requirements related to student safety and well being. To meet this ongoing requirement, the specific training needs of each school leader will be reviewed annually as part of the professional development planning process.~~

~~H. Monitoring and Assistance (N.J.A.C. 6A:9-15.9 6A:9C-4.1)~~

~~1. The Board of Education shall ensure all teachers and school leaders receive the necessary opportunities, support, and resources to engage in ongoing professional learning and to complete the requirements of their respective professional development plans. monitor and enforce the professional development requirements for teachers and school leaders set forth in N.J.A.C. 6A:9-15 et seq.~~

~~2. The Board of Education shall actively assist and support the provision of opportunities and resources, and the efforts by teachers and school leaders to meet the professional development requirements of N.J.A.C. 6A:9-15.1 et seq.~~

~~3. To ensure that the professional development requirements set forth in N.J.A.C. 6A:9-15 et seq. reflect a policy of continuous improvement, constructive support, and timely intervention, the Department of Education shall establish accountability procedures pursuant to N.J.A.C. 6A:30.~~



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4. ~~It is the responsibility of supervisors and school district administrators through the teacher performance evaluation process and the professional development planning process to monitor each teacher's progress in meeting the professional development requirements and to take appropriate steps to assure such progress. In any instance where a teacher's progress is found to be inadequate, the school district administration shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means.~~
5. ~~It is the responsibility of a school leader's immediate supervisor, or the Board of Education in the case of the Superintendent, to monitor each school leader's progress in meeting the professional development requirements. Monitoring shall be accomplished through the performance evaluation and professional development planning processes. In any instance where a school leader's progress is found to be inadequate, the school leader's immediate supervisor or Board of Education shall take appropriate remedial action.~~
6. ~~The school district administration shall be responsible for maintaining accurate records of each educator's progress in meeting the professional development requirements outlined in N.J.A.C. 6A:9-15 et seq. Such records shall include a copy of each educator's current professional development plan and timeline, as well as any documentation and evidence showing the educator's progress toward meeting the plan's requirements.~~
7. ~~If a teacher leaves the employ of one New Jersey school district and is hired by another, the previous employing school district must share with the new employing school district the teacher's PDP and all supporting documentation. If the current professional development plan is found to be unsuitable to the teacher's new assignment, the new employing school district must ensure a revised professional development plan and timeline are created within thirty days of hire by the employee's new supervisor in collaboration with the new teacher.~~



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8. ~~If a school leader leaves the employ of one New Jersey school district and is hired by another, the new employing school district or Board of Education shall ensure that a revised professional development plan appropriate to the new assignment is developed in collaboration with the school leader.~~

Issued:



# POLICY GUIDE

SUPPORT STAFF MEMBERS

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Support Staff Member/School District  
Reporting Responsibilities

Jun 16

[See POLICY ALERT Nos. 190 and 209]

## 4159 SUPPORT STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

All support staff members shall be required to report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days of the arrest or indictment. For purposes of this policy, "support staff members" shall include all school district employees who hold a position in the school district for which no certificate issued by the New Jersey State Board of Examiners is required.

The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the support staff member. Such support staff members shall also report to the Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" for disciplinary action, which may include termination or non-renewal of employment in accordance with law.

Teaching staff members are required to report their arrest or indictment for any crime or offense in accordance with Policy 3159 and N.J.A.C. ~~6A:9-17.1~~ **6A:9B-4.3**.

The school district shall make these reporting requirements known to all new support staff members upon initial employment and to all employees on an annual basis.

Adopted:



# POLICY GUIDE

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Health Services Personnel  
Jun 16

[See POLICY ALERT Nos. 178, 204 and 209]

## 5305 HEALTH SERVICES PERSONNEL

The Board of Education shall appoint at least one school physician pursuant to N.J.S.A. 18A:40-1. The Board may appoint a lead school physician to serve as health services director if more than one school physician is required. The school physician shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development. The school district shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services.

The school physician shall provide, at a minimum, the following services:

1. Consultation in the development and implementation of school district policies, procedures, and mechanisms related to health, safety, and medical emergencies pursuant to N.J.A.C. 6A:16-2.1(a);
2. Consultation to school district medical staff regarding the delivery of school health services, which includes special health care needs of technology-supported and medically fragile children, including students covered by 20 U.S.C. § 1400 et seq., Individuals with Disabilities Education Improvement Act;
3. Physical examinations conducted in the school physician's office or other comparably equipped facility for students who do not have a medical home or whose parent has identified the school as the medical home for the purpose of a sports physical examination;
4. Provision of written notification to the parent stating approval or disapproval of the student's participation in athletics based upon the medical report;
5. Direction for professional duties of other medical staff;
6. Written standing orders that shall be reviewed and reissued before the beginning of each school year;



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Health Services Personnel

7. Establishment of standards of care for emergency situations and medically-related care involving students and school staff;
8. Assistance to the certified school nurse or non-certified nurse in conducting health screenings of students and staff and assistance with the delivery of school health services;
9. Review, as needed, of reports and orders from a student's medical home regarding student health concerns;
10. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c);
11. Review, approval, or denial with reasons of a medical home determination of a student's anticipated confinement and resulting need for home instruction; and
12. Consultation with the school district certified school nurse(s) to obtain input for the development of the school nursing services plan pursuant to N.J.A.C. 6A:16-2.1(b).

The Board shall employ a certified school nurse to provide nursing services while school is in session pursuant to N.J.S.A. 18A:40-1 and 3.3. The certified school nurse shall work under the direction of the school physician and Superintendent of Schools.

The certified school nurse shall possess a standard educational certificate with a school nurse endorsement or school nurse/non-instructional endorsement pursuant to N.J.A.C. ~~6A:9-13.3 or 13.4~~ **6A:9B-14.3 or 14.4**. The certified school nurse shall possess a current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing; a bachelor's degree from a regionally accredited college or university; a current Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines.

The certified school nurse shall complete training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma, and Immunology.



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Health Services Personnel

11. Reviewing and summarizing available health and medical information regarding the student and transmitting a summary of relevant health and medical information to the Child Study Team for the meeting pursuant to N.J.A.C. 6A:14-3.4(h);
12. Writing and updating, at least annually, the individualized health care plan and the individualized emergency healthcare plan for students' medical needs and instructing staff as appropriate;
13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a), for any student who requires them;
14. Assisting in the development of and implementing healthcare procedures for students in the event of an emergency;
15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3; and
16. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.

A certified school nurse who possesses the school nurse/non-instructional certificate is not authorized to teach in areas related to health pursuant to N.J.A.C. ~~6A:9-13.4~~ **6A:9B-14.4**.

The Board may appoint a non-certified nurse under the supervision of a certified school nurse to supplement the services of a certified school nurse in accordance with the provisions of N.J.A.C. 6A:16-2.3(c). The non-certified nurse shall be assigned to the same school building or complex as the certified school nurse pursuant to N.J.S.A. 18A:40-3.3(a) and is limited to providing services only as permitted under the non-certified nurse's license issued by the State Board of Nursing.

N.J.A.C. ~~6A:9-13.3~~ **6A:9B-14.3**; ~~6A:9-13.4~~ **6A:9B-14.4**; 6A:16-2.3

Adopted:



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Health Services Personnel

The role of the certified school nurse shall include, but not be limited to:

1. Carrying out written orders of the medical home and standing orders of the school physician;
2. Conducting health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 and monitoring vital signs and general health status for emergent issues for students suspected of being under the influence of alcohol and controlled dangerous substances pursuant to N.J.S.A. 18A:40-4 and 12;
3. Maintaining student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4;
4. Recommending to the school Principal students who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;
5. Annually reviewing student immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;
6. Recommending to the school Principal exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7, 8, and 10;
7. Directing and supervising the emergency administration of epinephrine and glucagon, and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6 and 12.14;
8. Administering asthma medication through use of a nebulizer;
9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;
10. Providing classroom instruction in areas related to health pursuant to N.J.A.C. 6A:9-13.3 6A:9B-14.3;



# REGULATION GUIDE

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Administration of Medication

Jun 16

M

[See POLICY ALERT Nos. 125, 133, 144, 145, 157, 173, 179, 206 and 209]

## R 5330 ADMINISTRATION OF MEDICATION

### A. Definitions

1. "Medication" means any prescription drug or over-the-counter medicine or nutritional supplement and includes, but is not limited to, aspirin and cough drops.
2. "Administration" means the taking of any medication by ingestion, injection, or application to any part of the body or the giving of direct physical assistance to the person who is ingesting, injecting, or applying medication.
3. "Self-administration" means carrying and taking medication without the intervention of the school nurse, approved through the school district policy and restricted to students with asthma, other potentially life-threatening illnesses or life-threatening allergic reaction.
4. "Life-threatening illness" means an illness or condition that requires an immediate response to specific symptoms or sequelae (an after effect of disease or injury) that if left untreated may lead to potential loss of life, i.e. adrenaline injection in anaphylaxis.
5. "A pre-filled auto-injector mechanism containing epinephrine" is a medical device used for the emergency administration of epinephrine to a student for anaphylaxis.
6. "Noncertified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and is employed by the district, and who is not certified as a school nurse by the Department of Education.
7. "Substitute school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and who has been issued a county substitute certificate to serve as a substitute for a certified school nurse in accordance with N.J.A.C. 6A:9-6.5(i) 6A:9B-7.6.



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Administration of Medication

8. "School physician" means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Medical Examiners who works under contract or as an employee of the district. This physician is referred to as the medical inspector in N.J.S.A. 18A:40-4.1.
  9. "Advanced practice nurse" means a person who holds current certification as nurse practitioner/clinical nurse specialist from the State Board of Nursing.
  10. "Certified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services **Certificate with a school nurse endorsement**, ~~school nurse~~, or school nurse/non-instructional from the Department of Education pursuant to N.J.A.C. ~~6A:9-13.3 and 13.4~~ **6A:9B-14.3 and 14.4**.
- B. Permission for Administration by a School Nurse or Registered Nurse
1. Permission for the administration of medication in school or at school-related events will be given only when it is necessary for the health and safety of the student.
  2. Medication will not be administered to a student who is physically unfit to attend school or has a contagious disease. Any such student should not be permitted to attend school and may be excluded in accordance with Policy No. 8451.
  3. Parent requests for the administration of medication in school must be made in writing and signed by the parent.
  4. The parent must submit a certified statement written and signed by the student's physician. The statement must include:
    - a. The student's name;
    - b. The name of the medication;
    - c. The purpose of its administration to the student for whom the medication is intended;



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- d. The proper timing and dosage of medication;
  - e. Any possible side effects of the medication;
  - f. The time when the medication will be discontinued;
  - g. A statement that the student is physically fit to attend school and is free of contagious disease; and
  - h. A statement that the student would not be able to attend school if the medication is not administered during school hours.
5. The request for the administration of medication must be made to the Principal prior to any administration of medication or delivery of the medication to the school. The Principal may consult with the school nurse and the school physician in making his/her final determination to allow or deny the request.
- a. An approved request will be signed by the Principal and given to the school nurse and the student's parent.
  - b. The parent will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent.

## C. Administration of Epinephrine to Students

1. The parent may provide the Superintendent authorization for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to a student for anaphylaxis provided:
- a. The parent provides the Superintendent a written authorization for the administration of epinephrine with written orders from the physician or an advanced practice nurse that the student requires the administration of epinephrine for anaphylaxis.



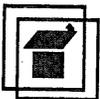
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- b. The school nurse has the primary responsibility for the administration of epinephrine. However, the school nurse shall designate, in consultation with the Board or Superintendent, additional employees of the district who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a student when the school nurse is not physically present at the scene. These volunteers shall be trained using standardized training protocols established by the New Jersey Department of Education in consultation with the Department of Health and Senior Services. The student's parent must consent in writing to the administration of epinephrine via a pre-filled auto-injector mechanism by the designee(s).
- c. The parent must be informed in writing by the Board or Superintendent that the school district and its employees or agents shall have no liability as a result of any injury to a student arising from the administration of epinephrine via a pre-filled auto-injector mechanism.
- d. The parent must sign a statement acknowledging their understanding the district shall incur no liability as a result of any injury arising from the administration of epinephrine via a pre-filled auto-injector mechanism to the student and the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of epinephrine via a pre-filled auto-injector mechanism to the student.
- e. The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism is effective for the school year it is granted and must be renewed for each subsequent school year upon the fulfillment of the requirements as outlined in a. through d. above.



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- f. The school nurse shall be responsible for the placement of the student's prescribed epinephrine in a secure but unlocked location easily accessible by the school nurse and trained designees to ensure prompt availability in the event of an allergic emergency at school or at a school function. The location of the epinephrine shall be indicated on the student's emergency care plan. Back-up epinephrine shall also be available at the school if needed.
- g. The school nurse or trained designee shall be promptly available on site at the school and school-sponsored functions in the event of an allergic reaction.
- h. The school nurse or trained designee shall arrange for the transportation of the student to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the student's symptoms appear to have resolved.
- i. In accordance with the provisions of N.J.S.A. 18A:40-12.5.f, the school nurse or a designated employee trained to administer epinephrine via a pre-filled auto-injector mechanism is permitted to administer epinephrine via a pre-filled auto-injector mechanism to any student without a known history of anaphylaxis or to any student whose parent has not met the requirements outlined above when the school nurse or trained designee in good faith believes the student is having an anaphylactic reaction.
- j. Each school in the district will maintain in a secure, but unlocked and easily accessible location, a supply of epinephrine auto-injectors prescribed under a standing order from a licensed physician, and that is accessible to the school nurse and trained designees for administration to a student having an anaphylactic reaction.



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Administration of Medication

## D. Permission for Self-Administration of Medication

Permission for self-administration of medication of a student with asthma, other potentially life-threatening illness, or a life-threatening allergic reaction may be granted under the following conditions:

1. Parent of the student must provide the Board written authorization for the self-administration of medication;
2. The parent of the student must also provide the Board with a signed written certification from the physician of the student that the student has asthma or another potentially life threatening illness or is subject to a life-threatening allergic reaction and is capable of, and has been instructed in, the proper method of self-administration of medication. The written certification must include:
  - a. The student's name;
  - b. The name of the medication;
  - c. The purpose of its administration to the student for whom the medication is intended;
  - d. The proper timing and dosage of medication;
  - e. Any possible side effects of the medication;
  - f. The time when the medication will be discontinued;
  - g. A statement that the student is physically fit to attend school and is free of contagious disease; and
  - h. A statement the medication must be administered during the school day or the student would not be able to attend school.



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3. The parent of the student have signed a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the parent shall indemnify and hold harmless the school district, the Board, and its employees or agents against any claims arising out of the self-administration of medication by the student;
  4. The parent's written authorization and the physician's written certification shall be reviewed by the Principal or designee with the school nurse and the school physician. The school nurse and the school physician must agree the student is capable of self-administration of the medication. If it is determined the student may self-administer medication in accordance with the request:
    - a. The request will be signed by the Principal and given to the school nurse and the student's parent;
    - b. The parent will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent.
  5. Permission to self-administer one medication shall not be construed as permission to self-administer other medication; and
  6. Permission shall be effective on the school year for which it is granted and shall be renewed for each subsequent school year upon fulfillment of the requirements in 1. through 4. above.
- E. Custodianship of Medication
1. Medications to be administered by the school nurse or a registered nurse:
    - a. All medications must be delivered to the school by the parent.
    - b. All medications must be in the original container, with the prescription information affixed.



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- c. The school nurse shall be custodian of students' medication, which will be properly secured.
  - d. Any unused medication must be picked up by the student's parent.
  - e. After reasonable efforts to have the parent retrieve the medication have failed, any unused medication that remains in the school at the end of the school year or two school weeks after the student stops taking the medication, whichever first occurs, must be destroyed or discarded by the school nurse, in accordance with proper medical controls.
2. Medications to be self-administered by a student:
- a. Time being of the essence in cases of asthma, other potentially life threatening illness, or a life-threatening allergic reaction, all medications to be self-administered by a student must be kept in the student's possession.
  - b. No student may possess medication for self-administration unless the proper permission has been granted by the Principal and a record of the medication is on file in the office of the school nurse.
  - c. Students who are permitted to self-administer medications must secure their medication in such a manner that the medication will not be available to other students. The medication must be in a sealed container and clearly labeled with the medication name, dosage, and ordering physician. The medication, if ingested by someone other than the student, shall not cause severe illness or death.
  - d. Students who are permitted to self-administer medications shall only have in their possession the quantity of medication necessary for the time period of the student's school day.



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- e. Notwithstanding any other law or regulation, a student who is permitted to self-administer medication in accordance with the provisions of N.J.S.A. 18A:40-12.3 shall be permitted to carry an inhaler or prescribed medication for allergic reactions, including a pre-filled auto-injector mechanism, at all times, provided the student does not endanger himself or other persons through misuse.

## F. Administration of Medication

1. No medication shall be administered to or taken by a student in school or at a school-sponsored event except as permitted by Board policy and this regulation.
2. Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.
3. When practicable, self-administration of medication should be observed by the school nurse.
4. Students self-administering medication shall report each administration of medication and any side effects to a teacher, coach, or the individual in charge of the student during school activities. Such individuals shall report all administrations and any side effects reported or observed to the school nurse within twenty-four hours.
5. When a student attends a school-sponsored event at which medication may be required (such as an outdoor field trip or athletic competition) and the school nurse cannot be in attendance, the student's parent will be invited to attend. If neither the school nurse nor the parent can attend and the student does not have permission to self-administer medication and there is a risk that the student may suffer injury from lack of medication, the student may be excused from the event.



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## G. Emergencies

1. Any medical emergency requiring medication of students will be handled in accordance with Policy No. 8441 and implementing regulations on first aid and, as appropriate, the school physician's standing orders for school nurses. Arrangements will be made to transport a student to a hospital emergency room after the administration of epinephrine in accordance with N.J.S.A. 18A:40-12.5.e.(3).
2. Nothing in N.J.S.A. 18A:40-12.6 prohibits the emergency administration of epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis by the school nurse or other trained designated employees pursuant to N.J.S.A. 18A:40-12.6 when the student is authorized to self-administer epinephrine pursuant to N.J.S.A. 18A:40-12.3, or when there is a coexisting diagnosis of asthma, or when a prescription is received from a licensed health care professional for epinephrine coupled with another form of medicine, or when the epinephrine is administered pursuant to N.J.A.C. 18A:40-12.5.

## H. Records

The school nurse shall include the following in a student's health record:

1. The approved written request for the administration or self-administration of medication;
2. A record of each instance of the administration of the medication by the school nurse or a registered nurse;
3. A record of reports by teachers, coaches, and other individuals in charge of school activities who report student self-administration of medication;
4. Any side effects that resulted from the administration of medication; and
5. Whether the supply of medication provided in cases where the medication is to be administered by the school nurse or a registered nurse was exhausted or the parent removed the medication or, if the parent failed to remove the medication, the medication was destroyed and the date on which that occurred.



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## I. Notification

1. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with information about the medication and administration when such release of information is in the student's best educational interest.
2. The school nurse will provide teachers, coaches, and other individuals in charge of school activities with a list of students who have been given permission to self-administer medication.
3. The school nurse will inform the student's parent of any difficulty in the administration of medication or any side effects.
4. The school nurse will report to the school physician any student who appears to be adversely affected by the medication.

Adopted:



# POLICY GUIDE

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Student Suicide Prevention  
Jun 16

[See POLICY ALERT Nos. 81, 193 and 209]

## 5350 STUDENT SUICIDE PREVENTION

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student under severe stress cannot benefit fully from the educational program and may pose a threat to himself or herself or others.

The Board directs all school personnel to be alert to the student who exhibits behavioral warning signs of potential self-destruction or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness and reported immediately to the Building Principal, who shall notify the student's parent(s) or legal guardian(s) and other professional staff members in accordance with administrative regulations.

A potentially suicidal student shall be referred to the Child Study Team for appropriate evaluation and/or recommendation for independent medical or psychiatric services. In the event that the parent(s) or legal guardian(s) objects to the recommended evaluation or indicates an unwillingness to cooperate in the best interests of the student, the Child Study Team may contact the **Department of Children and Families, Division of Child Protection and Permanency New Jersey Division of Youth and Family Services** to request that agency's intervention on the student's behalf.

[Optional

NO

{The Superintendent shall, in consultation with appropriate teaching staff members and mental health organizations, develop and implement a stress reduction program for students in grades \_\_\_\_\_ through \_\_\_\_\_ to address the problem of depression, help students toward alternative ways of resolving stressful situations, and encourage students to help one another.}

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. 6A:9-15.1 et seq. 6A:9C-3 et seq., every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed



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Student Suicide Prevention

health care professional with experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

The Superintendent shall prepare and disseminate regulations for the guidance of staff members in recognizing the student who contemplates suicide, in responding to threatened or attempted suicide, and in preventing contagion when a student commits suicide.

N.J.S.A. 18A:6-111; 18A:6-112

N.J.A.C. 6A:9-15.1 et seq. 6A:9C-3 et seq.

Adopted:



# REGULATION GUIDE

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Student Suicide  
Jun 16

[See POLICY ALERT Nos. 96 and 209]

## R 5350 STUDENT SUICIDE

The following regulations are established for guidance of staff members in recognizing the student who contemplates suicide, in responding to threatened or attempted suicide, and in preventing contagion when a student commits suicide. Because a prompt response may be essential to a student's life, the designation of a district position in these regulations includes the person who holds that position and, if the position holder is absent or unavailable, the person temporarily charged with the responsibilities of the position.

### A. Recognition of Potential Suicide

All school personnel, both teaching staff members and support staff members, shall be alert to any sign that a student may be contemplating suicide. Such signs include, but are not necessarily limited to, a student's:

1. Overt suggestion, regardless of its context, that he/she is considering or has considered suicide or has worked out the details of a suicide attempt;
2. Evidence of preparation of a will, intention to dispose of his/her effects and belongings, or otherwise get life "in order";
3. Obsession with death or afterlife;
4. Possession of a weapon or other means of suicide or obsession with such means;
5. Sense of hopelessness or unrelieved sadness;
6. Lethargy or despondency, or, conversely, a tendency to become more impulsive or aggressive than usual;
7. Drop in academic achievement, slacking off of energy and effort, or inability to focus on studies;
8. Isolation from others by loss of friends, withdrawal from friends, lack of companionship, or family disintegration;
9. Preoccupation with nonexistent physical ills;
10. Loss of weight, appetite, and/or sleep;



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Student Suicide

11. Substance abuse; and
  12. Loss of economic resources.
- B. Response to Potential Suicide
1. Any indication of a potential suicide, whether personally witnessed or received by report from another, must be taken seriously and must be reported to the Principal immediately.
  2. The Principal shall immediately inform the Child Study Team, which shall investigate the matter promptly and conduct such evaluations as may be appropriate.
  3. The Principal will inform the student's parent(s) ~~or legal guardian(s)~~, in a conference if possible, of the signs demonstrated by the student and of the district's concern and seek parental approval of the student's evaluation. In the event parental abuse or neglect is suspected, the Principal or the employee who forms the suspicion will immediately so inform the **Department of Children and Families, Division of Child Protection and Permanency** ~~Division of Youth and Family Services~~ in accordance with Policy ~~No.~~ 8462.
  4. If the threat of suicide is immediate and serious, the Principal may appoint teaching staff members and/or Child Study Team members to a suicide intervention team, which shall determine the potential of the threat by directly questioning the student, without mincing words, about:
    - a. Whether any suicide plans have been made, how detailed the plans are, and whether any preliminary actions have been taken,
    - b. The student's feelings of hopelessness and the length of time the student has had such feelings,
    - c. The student's thoughts of suicide and how persistent and strong those thoughts are, and
    - d. Whether the student has considered alternative courses of action to resolve his/her problems.



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Student Suicide

5. After gathering information, the suicide intervention team shall determine the life-threatening risk of the situation based on the student's signs of possible suicide (paragraph A1) and the student's responses to questioning.
6. If it is determined that a substantial risk of suicide exists, the Suicide Intervention Team shall:
  - a. Assign staff members as required to assure that the student is never out of the presence of an adult who has been fully informed that the student may be in danger of self-destruction,
  - b. Refer the student to the Child Study Team for comprehensive evaluation,
  - c. Notify the student's parent(s) ~~or legal guardian(s)~~ immediately and strongly recommend consultation with a licensed mental health professional or agency,
  - d. Request the parent(s) ~~or legal guardian(s)~~ to sign a release of information form authorizing the chosen mental health professional or agency to share with appropriate district personnel such relevant information as premature termination of treatment, additional threats and/or attempts of suicide, and continuing warning signs.
7. A member of the Suicide Intervention Team will be appointed to follow up on the student's progress and to determine whether the student's parent(s) ~~or legal guardian(s)~~ has consulted a mental health professional or agency. Follow up reports will be made to the Principal.
8. If the student's parent(s) ~~or legal guardian(s)~~ does not sign the release of information form or does not cooperate in a comprehensive Child Study Team evaluation or does not seek treatment for the student, the Principal shall inform the **Department of Children and Families, Division of Child Protection and Permanency** ~~Division of Youth and Family Services~~.



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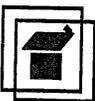
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Student Suicide

## C. Response to Suicide Attempt

1. Any attempted suicide, whether or not on school premises or during the school day, must be reported immediately to the Principal.
2. The staff member who witnesses a suicide attempt on school premises or at a school sponsored event or in the course of school-related travel shall render first aid in accordance with Policy No. 8441 and summon medical assistance as appropriate.
3. Procedures outlined at paragraph B2 through paragraph B8 above will be followed.

## D. Prevention of Suicide Contagion

1. All district Principals will be promptly informed when a student of this district commits suicide.
2. Each Principal will assemble teaching staff members prior to the opening of school to provide them with accurate information, plans for the school day, and guidelines for handling the concerns of students.
3. The Principal of the school or building that the victim attended will assign a crisis team from the student personnel staff to assist the staff in dealing with the general school situation and any individual problems that may arise.
4. The suicide will not be given prominence by public announcement or a school-wide assembly. School will not be closed in order to permit students and staff members to attend the victim's funeral.
5. Teachers will respond to the needs of students with as little interruption of the educational program as possible.
6. Students will be provided with accurate information and will be given the opportunity to discuss their feelings of loss and their memories of the victim, both good and bad, without penalty.
7. All school personnel shall be especially alert to signs of contemplated suicide among the victim's peers.



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8. Teaching staff members, under the direction of the Principal, shall attempt to prevent social contagion by:
  - a. Preventing glorification or romanticization of the suicide,
  - b. Helping students recognize that suicide is irreversible and permanent and does not truly resolve problems,
  - c. Encouraging students to ask probing questions when a fellow student suggests suicide and to report such suggestions to a teaching staff member, and
  - d. Discussing ways of handling depression and anxiety without resort to self-destruction.
  
9. Students who were close to the victim, and their parent(s) or legal guardian(s), shall be offered special counseling services and notified of available community mental health services.

Issued:



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[See POLICY ALERT Nos. 204, 206 and 209]

## 5339 SCREENING FOR DYSLEXIA

In accordance with the provisions of N.J.S.A. 18A:40-5.1 et seq., the Board of Education shall ensure each student enrolled in the school district who has exhibited one or more potential indicators of dyslexia or other reading disabilities is screened for dyslexia and other reading disabilities using a screening instrument selected pursuant to the provisions of N.J.S.A. 18A:40-5.2. This screening shall be administered no later than the student's completion of the first semester of the second grade.

In the event a student enrolls in the district in Kindergarten through grade six and has no record of being previously screened for dyslexia or other reading disabilities, pursuant to N.J.S.A. 18A:40-5.2, the Board shall ensure the newly-enrolled student is screened for dyslexia and other reading disabilities using a screening instrument selected pursuant to N.J.S.A. 18A:40-5.2. This screening shall be administered at the same time other students enrolled in the student's grade are screened for dyslexia and other reading disabilities or, if other students enrolled in the student's grade have previously been screened, within ninety calendar days of the date the student is enrolled in the district. The screenings shall be administered by a teacher or other teaching staff member properly trained in the screening process for dyslexia and other reading disabilities.

For the purposes of this Policy, "dyslexia" **means** is a specific learning disability that is ~~neurological~~ **neurobiological** in origin. It is characterized by difficulties with accurate and/or fluent word recognition and by poor spelling and decoding abilities. These difficulties typically result from a deficit in the phonological component of language that is often unexpected in relation to other cognitive abilities and the provision of effective classroom instruction. Secondary consequences may include problems in reading comprehension and reduced reading experience that can impede growth of vocabulary and background knowledge.

For the purposes of this Policy, "potential indicators of dyslexia or other reading disabilities" means indicators that include, but shall not be limited to, difficulty in acquiring language skills; inability to comprehend oral or written language; difficulty in rhyming words; difficulty in naming letters, recognizing letters,



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matching letters to sounds, and blending sounds when speaking and reading words; difficulty recognizing and remembering sight words; consistent transposition of number sequences, letter reversals, inversions, and substitutions; and trouble in replication of content.

In accordance with the provisions of N.J.S.A. 18A:40-5.2(a), the Commissioner of Education shall distribute to each Board of Education information on screening instruments available to identify students who possess one or more potential indicators of dyslexia or other reading disabilities. The Commissioner shall provide information on the screening instruments appropriate for Kindergarten through grade two students and on screening instruments that may be suitably used for older students. The Board shall select and implement age-appropriate screening instruments for the early diagnosis of dyslexia and other reading disabilities.

In accordance with provisions of N.J.S.A. 18A:40-5.2(b), the Commissioner shall also develop and distribute to each Board of Education guidance on appropriate intervention strategies for students diagnosed with dyslexia or other reading disabilities.

In the event a student is determined, through the screening conducted in accordance with N.J.S.A. 18A:40-5.3, to possess one or more potential indicators of dyslexia or other reading disabilities pursuant to the provisions of N.J.S.A. 18A:40-5.1 et seq., the Board shall ensure the student receives a comprehensive assessment for the learning disorder. In the event a diagnosis of dyslexia or other reading disability is confirmed by the comprehensive assessment, the Board shall provide appropriate evidence-based intervention strategies to the student, including intense instruction on phonemic awareness, phonics and fluency, vocabulary, and reading comprehension.

In accordance with the provisions of N.J.S.A. 18A:6-131, general education teachers in grades Kindergarten through three, special education teachers, basic skills teachers, English as a second language teachers, reading specialists, learning disabilities teacher consultants, and speech-language specialists are required to complete at least two hours of professional development each year on the screening, intervention, accommodation, and use of technology for students with reading disabilities, including dyslexia. The Board may make these professional development opportunities available to other instructional or support staff members as the Board deems appropriate. This requirement for professional



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development in reading disabilities may be part of the twenty hours of annual professional development required by N.J.A.C. ~~6A:9 et seq~~ **6A:9C et seq.** Documentation of teachers' fulfillment of this professional development requirement shall be maintained in the district.

N.J.S.A. 18A:40-5.1; 18A:40-5.2; 18A:40-5.3; 18A:40-5.4;  
18A:6-131

Adopted:



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[See POLICY ALERT Nos. 90, 95, 121 153, 157, 169, 186, 205, 208 and 209]

## 5460 HIGH SCHOOL GRADUATION

The Board of Education will recognize the successful completion of the secondary school instructional program by the award of a State-endorsed diploma certifying the student has met all State and local requirements for high school graduation. The Board will annually certify to the Executive County Superintendent each student who has been awarded a diploma has met the requirements for graduation.

### A. High School Graduation Requirements

A graduating student must have earned a minimum of 127.5 (four-year high school: no fewer than one hundred twenty credits) credits in courses designed to meet all of the New Jersey Core Curriculum Content Standards including, but not limited to, the following credits:

1. 20 (At least twenty) credits in language arts literacy aligned to grade nine through twelve standards;
2. 15 (At least fifteen) credits in mathematics, including Algebra I or the content equivalent ("content equivalent" is defined at N.J.A.C. 6A:8-1.3) including geometry or the content equivalent ~~effective with the 2010-2011 grade nine class~~; and a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares students for college and 21<sup>st</sup> century careers ~~effective with the 2012-2013 grade nine class~~;
3. 15 (At least fifteen) credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2; five credits in world history; and the integration of civics, economics, geography, and global content in all course offerings;
4. 15 (At least fifteen) credits in science, including at least five credits in laboratory biology/life science or the content equivalent ~~effective with the 2008-2009 grade nine class~~; one additional laboratory/inquiry-based science course, which shall include chemistry, environmental science, or physics ~~effective with the 2010-2011 grade nine class~~; and one additional laboratory/inquiry-based science course ~~effective with 2012-2013 grade nine class~~;



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5. 5 (At least three and three-quarters) credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18A:35-5, 7, and 8;
6. 5 (At least five) credits in visual and performing arts;
7. 5 (At least five) credits in world languages or student demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2);
8. 2.5 (At least two and one-half) credits in financial, economic, business, and entrepreneurial literacy, ~~effective with 2010-2011 grade nine class;~~
9. Technological literacy, consistent with the Core Curriculum Content Standards, integrated throughout the curriculum;
10. 30 (At least five) credits in 21<sup>st</sup> century life and careers, or career-technical education; and
11. ~~Electives as determined by the high school program sufficient to total a minimum of \_\_\_\_\_ (must be at least one hundred twenty) credits.~~

As defined in N.J.A.C. 6A:8-1.3, "credit" means the award for the equivalent of a class period of instruction which meets for a minimum of forty minutes, one time per week during the school year or as approved through N.J.A.C. 6A:8-5.1(a)2.

The high school graduation credit requirement may be met in whole or in part through program completion of a range of experiences that enable students to pursue a variety of personalized learning opportunities, as follows:

1. The district shall establish a process to approve individualized student learning opportunities that meet or exceed the Core Curriculum Content Standards.
  - a. Individualized student learning opportunities in all Core Curriculum Content Standards areas include, but are not limited, to the following:
    - (1) Independent study;



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- (2) Online learning;
  - (3) Work-based programs, internships, apprenticeships;
  - (4) Study abroad programs;
  - (5) Student exchange programs; and
  - (6) Structured learning experiences, including, but not limited to, work-based programs, internships, apprenticeships, and service learning experiences.
- b. Individualized student learning opportunities based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards shall:
- (1) Be based on student interest and career goals as reflected in the Personalized Student Learning Plans;
  - (2) Include demonstration of student competency;
  - (3) Be certified for completion based on the district process adopted according to 2. below; and
  - (4) Be on file in the school district and subject to review by the Commissioner or designee.
- c. Group programs based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards shall be permitted and shall be approved in the same manner as other approved courses.
2. The district shall establish a process for granting of credits through successful completion of assessments that verify student achievement in meeting or exceeding the Core Curriculum Content Standards at the high school level, including standards achieved by means of the individualized student learning opportunities enumerated as outlined in N.J.A.C. 6A:8-5.1(a)2. Such programs or assessments may occur all or in part prior to a student's high school enrollment; no such locally administered assessments shall preclude or exempt student participation in applicable Statewide assessments at grades three through twelve.



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- a. The district shall choose assessments that are aligned with or exceed the Core Curriculum Content Standards and may include locally designed assessments.
  - b. The district shall choose from among the following assessment options to determine if students have achieved the level of language proficiency designated as Novice-High as defined by the American Council on the Teaching of Foreign Languages (ACTFL) and recognized as fulfilling the world languages requirement of the Core Curriculum Content Standards:
    - (1) The Standards-based Measurement of Proficiency (STAMP) online assessment;
    - (2) The ACTFL Oral Proficiency Interview (OPI) or Modified Oral Proficiency Interview (MOPI); or
    - (3) Department-approved locally designed competency-based assessments.
3. The district shall establish a process to approve post-secondary learning opportunities that may consist of: **(select one or more options)**
- Advanced Placement (AP) courses;
- the College-Level Examination Program (CLEP); or
- concurrent/dual enrollment at accredited higher education institutions.
- a. The district shall award credit for successful completion of an approved, accredited college course that assures achievement of knowledge and skills that meets or exceeds the Core Curriculum Content Standards.
- B. Additional Graduation Requirements
1. Attendance requirements as indicated in Policy and Regulation 5200;



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4. **[OPTION – Select one option below**

✓ The NJDOE has developed “concordant” cut scores for additional substitute assessments. For the classes of 2016, 2017, and 2018, and 2019, students will be able to demonstrate proficiency in both ELA and Mathematics by meeting one of the criteria under English Language Arts and Mathematics as indicated below:

a. English Language Arts

- ~~Passing score on a PARCC ELA Grade 9~~  $\geq$  **750 (Level 4)**; or
- ~~Passing score on a PARCC ELA Grade 10~~  $\geq$  **750 (Level 4)**; or
- ~~Passing score on a PARCC ELA Grade 11~~  $\geq$  **725 (Level 3)**; or
- **Prior to 3/1/16 SAT Critical Reading**  $\geq$  400; or
- **3/1/16 or later SAT Evidence-Based Reading and Writing Section**  $\geq$  **450 OR SAT Reading Test**  $\geq$  **22**; or
- **ACT Reading or ACT PLAN Reading**  $\geq$  16; or
- **Accuplacer Write Placer**  $\geq$  6; or
- **Accuplacer Write Placer ESL**  $\geq$  **4**; or
- **PSAT10 Reading or PSAT/NMSQT Reading\***  $\geq$  40; or
- **PSAT10 Reading or PSAT/NMSQT Reading\*\***  $\geq$  **22**; or
- **ACT Aspire Reading**  $\geq$  422; or
- **ASVAB – AFQT Composite**  $\geq$  31; or
- Meet the Criteria of the NJDOE Portfolio Appeal

b. Mathematics

- ~~Passing score on a PARCC Algebra I~~  $\geq$  **750 (Level 4)**; or
- ~~Passing score on a PARCC Geometry~~  $\geq$  **725 (Level 3)**; or
- ~~Passing score on a PARCC Algebra II~~  $\geq$  **725 (Level 3)**; or
- **Prior to 3/1/16 SAT Math**  $\geq$  400; or
- **3/1/16 or later SAT Math Section**  $\geq$  **440 OR SAT Math Test**  $\geq$  **22**
- **ACT or ACT PLAN Math**  $\geq$  16; or
- **Accuplacer Elementary Algebra**  $\geq$  76; or
- **PSAT10 Math or PSAT/NMSQT Math\***  $\geq$  40; or
- **PSAT10 Math or PSAT/NMSQT Math\*\***  $\geq$  **22**; or
- **ACT Aspire Math**  $\geq$  422; or
- **ASVAB – AFQT Composite**  $\geq$  31; or
- Meet the Criteria of the NJDOE Portfolio Appeal

**Note: \* PSAT taken prior to October 2015; \*\* PSAT taken after October 2015.**



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2. Other requirements established by the Board of Education as indicated below:

Requirements of CTE programs through the Senior year (minimum 30 credits required for CTE certificate);

3. Any statutorily mandated requirements for earning a high school diploma; and
4. Any Statewide assessment graduation requirements as determined by the New Jersey Department of Education, and as outlined in C. below.

## C. Statewide Assessment Graduation Requirements

1. The New Jersey Department of Education (NJDOE) is transitioning from the High School Proficiency Assessment (HSPA) to the Partnership for the Assessment of Readiness for College and Careers (PARCC) End-of-Course assessments for students, including students with disabilities, in the classes of 2016, 2017, and 2018, and 2019.
2. Students in the classes of 2016, 2017, and 2018, and 2019 will be able to demonstrate proficiencies in English Language Arts (ELA) and Mathematics required by State statute by either meeting the "cut score" on the PARCC assessments or meeting the "cut score" on a substitute assessment or by meeting the criteria of the NJDOE portfolio appeal process.
3. A student with a disability, whose Individualized Educational Plan (IEP) team determines the student is exempt from these requirements, would be required to achieve the alternative proficiency in his/her IEP.



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**\_\_\_ The NJDOE has developed “concordant” cut scores for additional substitute assessments. For the classes of 2016, 2017, 2018, and 2019, students will be able to demonstrate proficiency in both ELA and Mathematics by meeting one of the criteria under English Language Arts and Mathematics in accordance with the current NJDOE approved “concurrent” cut scores for additional substitute assessments.]**

D. Attendance

Regular attendance is required for the successful completion of a course of study and graduation. Students are expected to be present in every scheduled class except as their attendance is excused in accordance with Board Policy 5200.

E. Students with Disabilities

1. Through the IEP process and pursuant to N.J.A.C. 6A:14-4.11 - Graduation, the district may specify alternate requirements for a State-endorsed diploma for individual students with disabilities as defined in N.J.A.C. 6A:14-1.3.
  - a. The district shall specifically address any alternate requirements for graduation in a student's IEP, in accordance with N.J.A.C. 6A:14-4.11.
  - b. The district shall develop and implement procedures for assessing whether a student with a disability has met any alternate requirements for graduation individually determined in an IEP.
2. If a student with a disability attends a school other than that of the school district of residence, which is empowered to grant a diploma, the student shall have the choice of receiving the diploma of the school attended or the diploma of the school district of residence.
  - a. If the school the student is attending declines to issue a diploma to the student, the district of residence Board of Education shall issue the student a diploma if the student has satisfied all State and local graduation requirements, as specified in the student's IEP.



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3. Students with disabilities who meet the standards for graduation according to the school district's graduation requirements shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.
4. A student with a disability whose IEP prescribes continued special education programs beyond the fourth year of high school shall be permitted to participate in commencement ceremonies with his/her graduating class and shall receive a certificate of attendance, provided the student has attended four years of high school.
5. When a student with a disability graduates or exceeds the age of eligibility, the student shall be provided a written summary of his or her academic achievement and functional performance prior to the date of the student's graduation or the conclusion of the school year in which he or she exceeds the age of eligibility. The summary shall include recommendations to assist the child in meeting his or her postsecondary goals.

## F. High School Diploma

1. The Board of Education shall award a State-endorsed high school diploma to prospective graduates who have met all of the requirements adopted in accordance with State and local Board of Education requirements.
2. The Board of Education shall not issue a high school diploma to any student not meeting the criteria specified in State and local requirements.
  - a. The district shall provide students exiting grade twelve without a diploma the opportunity for continued high school enrollment to age twenty, or until the requirements for a State-endorsed diploma have been met, whichever comes first.
  - b. The district shall allow any out-of-school individual to age twenty who has otherwise met all State and local graduation requirements, but has failed to meet the Statewide assessment graduation requirements, to return to



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school at scheduled times for the purpose of meeting the Statewide assessment graduation requirements. Upon certification of meeting these requirements, a State-endorsed diploma shall be granted by the high school of record.

3. The Commissioner of Education shall award a State-issued high school diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(c) and (d).
4. The Board of Education shall award a State-endorsed high school diploma to any currently enrolled student formally requesting an early award of the diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(e) and Board Policy 5465.

## G. Notification

Each student who enters or transfers into the high school and the student's parent(s) will be provided a copy of the school district's requirements for a State-endorsed diploma, and the programs available to assist students in attaining the State-endorsed diploma, in accordance with N.J.S.A. 18A:7C-5.

## H. Reporting

The Superintendent, in accordance with N.J.S.A. 18A:7C-7 and 18A:7E-3, shall report annually to the Board of Education and to the Commissioner of Education the number of students who completed the twelfth grade course requirements and were denied a diploma and the number of students who received State endorsed diplomas.

- I. The Superintendent shall provide to the Executive County Superintendent the district's graduation requirements each year they are evaluated through the Quality Single Accountability Continuum (QSAC) and update the filed copy each time the graduation policy and requirements are revised.

N.J.S.A. 18A:7C-1 et seq.; 18A:35-1;

18A:35-4.9; 18A:35-7; 18A:36-17

N.J.A.C. 6A:8-1 et seq.; 6A:8-5.1; 6A:8-5.2; 6A:14-4.11 et seq.

Adopted:



# POLICY GUIDE

Section: Property  
7510. USE OF SCHOOL FACILITIES  
Date Created: June 25, 2007  
Date Edited: November 24, 2008  
Date Edited: June 25, 2012

## 7510 USE OF SCHOOL FACILITIES

The Board of Education believes the **Somerset County Vocational and Technical Schools belong to the people of the county who provide the funds to establish maintain and operate the school. The Board of Education accepts the responsibility for making its school facilities of this district should be made** available for community purposes, provided that such use does not interfere with the educational and co-curricular programs of the school district. For the purpose of this policy, "school facilities" also includes school grounds.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Director of Buildings and Grounds, **Principal and Business Administrator**. The Board **and/or Superintendent** reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency.

**Requests will be made on a first come, first served basis.** In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

1. Uses and groups directly related to the schools and the operations of the schools, including pupil and teacher groups;
2. Uses and organizations indirectly related to the schools, including Home-School Association, and other school-parent related organizations;
3. Departments and agencies of the municipal governments **within Somerset County**:
  - a. **Recreation Departments**
  - b. **Senior Citizen Groups**
  - c. **Other municipal groups**
4. **Board of Education approved business partners;**
5. Governmental agencies;
6. **Somerset County** community organizations formed for charitable, civic, social, or educational purposes. **Non-profit organizations whose majority of participants are residents of Somerset County;**
7. Community political organizations;

8. Community church groups;

The use of school facilities will not be granted for: **(a) The advantage of any commercial or profit-making organization, with the narrow exception of Board approved business partners, (b) partisan political activity, (c) private or social function, or (d) any purpose that is prohibited by law.**

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration. **All indoor activities must be terminated by 10:00 p.m. or by the time custodial coverage for the evening is completed. All outdoor activities must be terminated at dusk or as otherwise provided for by municipal ordinance.**

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, ~~certain no~~ **no** items of equipment may ~~only~~ **only** be used ~~except~~ **except** by a qualified operator. ~~approved by the school district administration.~~

The Board shall approve annually a schedule of fees for the use of school facilities based upon the following guidelines:

1. The use of school facilities for activities directly related to the educational program and district operations **as specified in items # 1 and #2 above** shall be without cost, ~~to the user~~ except that the user **of facilities by groups encompassed under #2** shall be responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use.
2. All other organizations or persons granted the use of school facilities **as specified in items #3 - #8 above shall be responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use,** and shall pay in advance the scheduled fee and the cost of any additional staff services required by the use.

The school district shall provide a copy of Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of

compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school district.

**(DELETE REMAINDER OF POLICY – SEE REGULATION)**

N.J.S.A. 18A:20-20; 18A:20-34

Adopted:

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[See POLICY ALERT Nos. 93, 172 and 209]

## 8441 CARE OF INJURED AND ILL PERSONS

The Board of Education ~~directs the Superintendent to~~ **will provide for the prompt and appropriate medical attention for students, staff members, or visitors who are injured or become ill on school grounds premises or during a at school sponsored events, activity, or field trip.**

Any injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, the Building Principal **or designee**, ~~who will determine whether an emergency exists.~~ Immediate steps may be taken as necessary to remove the injured or ill person from ~~imminent~~ danger and/or to prevent exacerbation of the **injury or illness disability.** ~~Basic Routine~~ first aid ~~will~~ **may** be administered by district personnel ~~as necessary~~ to ensure the safety and comfort of the injured or ill person **until the school nurse or other medical professional arrives on the scene.**

The parent(s) ~~or legal guardian(s)~~ of an injured or ill student and, if necessary, the family of an injured or ill staff member or ~~adult~~ visitor will be notified promptly ~~and tactfully~~ of the injury or illness **and the ongoing health status of the injured or ill person.** If the school nurse or school **physician** ~~medical inspector~~ or, in the absence of both, the Principal **or designee**, determines that the injured or ill person should **receive** ~~be removed from school for rest and/or treatment at home or for a medical examination from consultation with a~~ **their medical professional** ~~private physician~~, the parent(s) ~~or legal guardian(s)~~, or family member ~~will~~ **shall be required to remove the injured or ill person from the school or school event or activity requested to provide transportation.** **In the event a serious health emergency occurs on school grounds or during a school sponsored event, activity, or field trip, emergency medical assistance will be contacted.**

**In the event it is determined by the school nurse and/or a medical professional that a student shall be immediately transported to a hospital or other emergency medical facility, a school staff member, if a parent or their designee is not on the scene, shall accompany the student to a hospital or other emergency medical facility.**



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## Optional

~~[A team of school district employees shall be assembled by the Principal in each school building and shall be trained and annually retrained in first aid procedures. Both the initial training of first aid team members and annual refresher courses will be at Board expense. The names of the first aid team members will be submitted to the Superintendent and distributed to all employees assigned to the school building. First aid team members shall assist the school nurse and may administer first aid in the absence of the school nurse.]~~

~~In a serious emergency requiring immediate medical attention, an ambulance may be summoned for transportation to a hospital or the school nurse may drive the injured or ill person to the hospital.~~

~~The school nurse(s) Superintendent shall, in consultation with the school physician, medical inspector and school nurse, will develop prepare standing orders basic emergency first aid procedures for the emergency treatment of an injury injuries or illness in the event a school staff member may be in the position to provide emergency first aid until the school nurse or other medical professional arrives on the scene and disabilities by the school nurse and regulations for the handling of injured and ill persons by all other school employees. All district personnel will be briefed annually on the regulations governing the handling of injured and ill persons.~~

Injuries and disabilities that occur in the course of the athletic program are subject to the provisions of Policy No. 2431 and implementing regulations. Student disabilities attributable to substance abuse will be handled in accordance with Policy No. 5530. Injuries that occur in the course of school bus transportation will be handled in accordance with regulations implementing Policy No. 8630.

~~N.J.S.A. 18A:40-3~~

~~N.J.A.C. 6A:16-1.4(a)1; 6A:16-1.4(a)2; 6A:16-1.4(a)3~~ **6A:16-2.1(a)4**

Adopted:



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[See POLICY ALERT Nos. 117 and 209]

## R 8441 CARE OF INJURED AND ILL PERSONS

### A. **Injuries and/or Illness Requiring Immediate Attention**

These regulations apply when a ~~person~~ student, staff member, or visitor, **or other person** on school grounds premises or **during in the course of** a school-sponsored event, activity, or field trip is injured or becomes suddenly ill. ~~A The school staff member or other responsible adult present who takes charge should act quickly but not hastily~~ **shall take charge under these circumstances until the school nurse or another medical professional arrives on the scene.**

1. The injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, to the Principal **or designee**. ~~The report may be made directly (over an intercom) or by another adult or by a student messenger.~~
2. If it is clearly evident that the illness or injury is serious **and immediate medical attention may be required**, emergency medical assistance shall be immediately summoned by a telephone call to 911.
3. The **injured or ill person** ~~victim~~ shall be examined for **any obvious injuries or health problems** ~~breathing obstructions, bleeding, and broken bones.~~
4. The **injured or ill person** ~~victim~~ shall be checked for the presence of a necklace or bracelet that identifies a particular medical problem ~~such as diabetes or epilepsy.~~
5. The **injured or ill person** ~~victim~~ **shall** ~~will~~ not be moved, except as may be ~~absolutely~~ necessary to remove the person from a dangerous environment. ~~If necessary, furniture or equipment will be moved to permit space around the victim.~~



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6. The **injured or ill person** ~~victim~~ should be made as comfortable as possible, without moving him/her; ~~by loosening binding clothing and providing warm coverings.~~
7. No food or liquid should be given to the ~~victim~~ **injured or ill person** except on the orders of **the school nurse or another a medical** ~~health~~ professional.
8. The **injured or ill person** ~~victim~~ **shall** ~~should~~ be **informed when emergency medical assistance has been contacted** ~~calmed with assurances that he/she is receiving or is about to receive aid.~~

## B. Emergency First Aid Procedures

1. **The school nurse or other medical professional will administer emergency first aid to an injured student, staff member, or visitor.**
2. **In the event the school nurse or other medical professional is not available or before the school nurse or other medical professional arrives, the school staff member or other adult in charge may administer basic first aid to the injured or ill person until the school nurse or other trained medical professional arrives.**
  - a. **The school nurse will develop, in consultation with the school physician, basic emergency first aid procedures in the event a school staff member may be in the position to provide emergency first aid to an injured or ill person until the school nurse or other medical professional arrives on the scene.**
  - b. **The school nurse will make such basic emergency first aid procedures available to school staff members.**

~~The school nurse shall administer the following emergency first aid procedures, as appropriate to the victim's illness or injury. If the school nurse or other health professional is not available or cannot be summoned quickly or the victim's illness or injury is so serious as to warrant immediate attention, these first aid procedures may be followed by the responsible adult present.~~



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## 1. ~~ALLERGIC REACTIONS~~

~~The victim may show sudden blotchy swelling of the skin (hives) and mucous membranes, difficulty in breathing, wheezing, increased pulse rate, nausea, abdominal cramps, vomiting, fall in blood pressure with weak pulse.~~

~~The use of a single dose auto injector for epinephrine may be indicated. The school nurse or trained teacher shall decide whether or not to administer the appropriate dose.~~

~~In a severe allergic (anaphylaxis) reaction, the victim should be taken immediately to hospital emergency services or a doctor's office.~~

## 2. ~~BLEEDING, SEVERE~~

a. ~~Apply direct pressure with a sterile compress, if available; if no compress is available, the gloved or otherwise protected hand or fingers may be used until a compress can be obtained.~~

b. ~~Unless there is evidence of a fracture, a severe wound of the hand, neck, arm, or leg should be elevated above the level of the victim's heart.~~

c. ~~Apply pressure on the supplying artery if severe bleeding does not stop after application of direct pressure plus elevation.~~

d. ~~A tourniquet may be used only for a severe, life threatening hemorrhage that cannot be controlled by other means. The decision to use a tourniquet may be made only by a health professional.~~

## 3. ~~BREATHING OBSTRUCTION~~

a. ~~Tilt the victim's head, clear the airway, and begin mouth-to-mouth or mouth-to-nose breathing immediately.~~



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- ~~— Initially, give four quick, full breaths without allowing the lungs to fully deflate between each breath.~~
- b. ~~— Maintain the head tilt and look, listen, and feel for exhalation of air. Check the carotid pulse for at least five but no more than ten seconds.~~
- c. ~~— If there is no pulse and no breathing, cardiopulmonary resuscitation (CPR) should be commenced by a person trained to give CPR.~~
- d. ~~— If there is a pulse but no breathing, mouth-to-mouth breathing should be continued until the victim breathes spontaneously.~~

#### 4. ~~BURNS, MAJOR~~

~~The victim has sustained a second or third degree burn, i.e. has burned the epidermis and underlying dermis and perhaps underlying tissues, possibly over a large area; the skin will appear red and blistered or, in a very serious burn, white or blackened.~~

- a. ~~— If the burn was caused by exposure to a chemical,~~
  - (1) ~~— Flush the affected area under cool running water for at least fifteen minutes;~~
  - (2) ~~— Apply any first aid measures specified on the chemical container;~~
  - (3) ~~— Cover the burn with a cool, wet dressing; and~~
  - (4) ~~— Take the victim to hospital emergency services.~~
- b. ~~— If the burn is a second degree burn that covers an area less than two or three inches across,~~
  - (1) ~~— Rinse the burn with cool water and gently wash and rinse the burned area;~~



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- ~~(2) — Spray with an antiseptic spray and cover with a sterile dressing;~~
- ~~(3) — Do not apply ointments, petroleum jelly, margarine, grease, oil, or butter; and~~
- ~~(4) — Do not break blisters to avoid the risk of infection.~~
- e. ~~If the burn affects an area more than two or three inches across or is a third degree burn,~~
  - ~~(1) — Immerse the burned area in cold water or apply cold compresses to the affected area to bring skin temperature back to normal, and~~
  - ~~(2) — Wrap the victim loosely in a clean sheet and transport him/her to hospital emergency services or, if the burn affects more than ten percent of the body, to a specialized burn facility.~~

## 5. — CONCUSSION

~~The victim may be dazed or unconscious, bleed from mouth, nose or ears; have rapid but weak pulse; have eye pupils unequal in size; complain of headache and dizziness; be nauseated or vomiting,~~

- a. ~~Keep victim lying down and warmly covered.~~
- b. ~~Ice may be applied to head.~~
- e. ~~Medical attention must be sought to determine extent of injury.~~

## 6. — CONVULSION OR SEIZURE

- a. ~~Protect the victim from self injury by lying him/her down, preferably on a padded surface, and loosen his/her clothing.~~



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- b. — Turn the victim's head to one side to keep the airway open and permit saliva to flow out of the mouth. If possible, place a rolled-up handkerchief or other soft object (not a hard object) between the upper and lower teeth. Do not place a finger in the victim's mouth or try to force open the victim's clenched jaws.
- e. — Do not restrain the victim unless gentle restraint is necessary to prevent self injury.
- d. — If vomiting occurs, turn the head so that vomitus is expelled from the mouth and is not inhaled.
- e. — If the seizure continues for more than a few minutes or recurs in a short time, summon an ambulance.

## 7. — INSULIN SHOCK

The victim may have a sudden onset of weak, drowsy appearance; moist and pale skin; drooling; intense hunger, vision disturbance; normal or shallow respirations; full and pounding pulse; irritability;

- a. — Administer some kind of carbohydrate, which can be in the form of sugar, fruit juice, candy, sugared soda pop (not artificially sweetened). If the victim has lost consciousness, honey or granulated sugar should be placed under the victim's tongue.
- b. — After symptoms have subsided (in ten to fifteen minutes), offer the victim a food snack.
- e. — If the symptoms do not subside, the victim should be taken to a hospital emergency service.

## 8. — DIABETIC COMA

The victim may have an extremely ill appearance, dry flushed skin, intense thirst, exaggerated respiration with hunger for air, weak and rapid pulse, dimming of vision, and acetone or fruity odor on breath. A person in diabetic coma must be taken immediately to a hospital emergency service.



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## 9. HEAT EXHAUSTION

~~The victim may have pale, clammy skin, rapid and weak pulse, weakness, headache, nausea, cramps of abdomen or limbs.~~

- a. ~~The victim should lie down with his/her head lower than the body.~~
- b. ~~The victim should be protected from chilling.~~
- e. ~~If the symptoms do not subside, the victim should be taken to a hospital emergency service.~~

## 10. POISONING

- a. ~~Contact the Poison Control Center by calling 911 for instructions. Be prepared to give information regarding the substance and amount ingested and the state of the victim.~~
- b. ~~If the Poison Control Center cannot be consulted and the poison can be identified with certainty and its original container is available, administer the antidote specified on the container in the method and dosage recommended and seek medical assistance.~~
- e. ~~If the poison is unknown, dilute the poison by requiring the victim to drink quantities of water or milk.~~
- d. ~~If the poison is not corrosive or a petroleum product (see paragraph B10e) and the victim is not unconscious, induce vomiting by:
  - (1) ~~Administering one to two tablespoons of Ipecac Syrup followed by water, or~~
  - (2) ~~Inserting a spoon handle or finger in the victim's throat to produce a gag reflex.~~~~



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- e. ~~If the poison is a corrosive substance (drain cleaner, lye, bleach, or other acid or alkali product) or a petroleum product, do not induce vomiting. Burns on or in the mouth may indicate a corrosive substance and a smell of petroleum on the victim's breath indicates a petroleum product.~~
- f. ~~Remove the victim, along with the container of the substance ingested and any vomitus, to hospital emergency services.~~

## 11. ~~SHOCK~~

~~The victim may be drained of color and have a clammy skin, weak and rapid pulse, irregular or labored breathing, perspiration on upper lip and forehead. Victim may be nauseated and/or thirsty.~~

- a. ~~Keep the victim covered and lying down, with feet raised higher than the heart.~~
- b. ~~Loosen tight clothing and keep the victim comfortably warm.~~
- e. ~~If the victim is conscious, has no abdominal injury, and is not vomiting, the victim may be given fluid.~~

## C. ~~Routine First Aid Care~~

~~The school nurse shall administer the following routine first aid procedures, as appropriate to the victim's illness or injury. If the school nurse or other health professional is not available or cannot be summoned quickly, these first aid procedures may be followed by the responsible adult present.~~

### 1. ~~ABDOMINAL PAIN~~

- a. ~~Take the victim's temperature and pulse rate.~~
- b. ~~Check for recent history of nausea, vomiting, and food ingestion and whether victim has had appendectomy.~~



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- e. ~~Require victim to lie down for rest period.~~
- d. ~~If pain does not diminish or intensifies, notify parent(s) or legal guardian(s) or the school physician.~~

## 2. ~~ABRASIONS AND LACERATIONS~~

- a. ~~Wash area gently with bland soap and cool water, rinsing carefully.~~
- b. ~~Apply an approved antiseptic.~~
- e. ~~Cover area with a light protective adhesive bandage.~~

## 3. ~~BITES and STINGS~~

- a. ~~A wound resulting from the bite of an animal—dog, cat, hamster, mouse—should be treated as follows:~~
  - (1) ~~Wash wound immediately with soap under running water. Apply an antiseptic and an antibiotic.~~
  - (2) ~~If the wound is severe or a puncture wound, cleanse and send victim to hospital emergency services.~~
  - (3) ~~Attempt to identify and capture animal.~~
- b. ~~A wound resulting from the bite of a human being should be washed and treated by a physician.~~
- e. ~~A bee sting should be treated as follows:~~
  - (1) ~~Remove the stinger by scooping it out of the skin.~~
  - (2) ~~Apply an ice pack or flush with cold water.~~
  - (3) ~~Apply calamine, lotion or cream to ease itching and swelling.~~
  - (4) ~~If severe allergic reaction occurs, take the victim to hospital emergency services.~~



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4. ~~BLISTERS (other than those caused by burns)~~
  - a. ~~Apply a light protective bandage.~~
  - b. ~~Do not break; allow tissues to absorb fluid.~~
  - e. ~~If blister ruptures, wash with antiseptic and water and apply sterile dressing.~~
5. ~~BOILS~~
  - a. ~~Apply dry dressing.~~
  - b. ~~If boil has erupted, cleanse area and apply sterile dressing.~~
6. ~~BRUISES~~
  - a. ~~Apply cold compresses or ice to bruised area.~~
  - b. ~~If bruise is black eye, examine student's eye and check victim for head injury.~~
7. ~~BURNS, MINOR~~
  - a. ~~Cool burned area under cold running water or with application of cold compress.~~
  - b. ~~Encourage victim to drink fluids.~~
8. ~~DIARRHEA~~
  - a. ~~Take the victim's temperature.~~
  - b. ~~Call parent(s) or legal guardian(s).~~
9. ~~DISLOCATIONS~~
  - a. ~~Apply ice or cold compress.~~



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- b. ~~If possible, e.g., in the dislocation of a finger joint, apply a splint.~~
- e. ~~Notify student's parent(s) or legal guardian(s).~~
- d. ~~Take victim to hospital emergency services or a doctor's offices.~~

## 10. ~~EARACHE~~

- a. ~~Check victim's temperature and examine ear.~~
- b. ~~Place small piece of cotton gently in outer orifice to provide warmth and/or comfort.~~
- e. ~~Call parent(s) or legal guardian(s).~~

## 11. ~~FAINTING~~

- a. ~~Recline victim to lying position on his/her back. Loosen clothing for comfort.~~
- b. ~~Check victim for pulse rate and breathing; if necessary, apply CPR.~~
- e. ~~Permit victim to recover slowly.~~
- d. ~~If recovery does not occur in reasonable period of time or other symptoms indicate possibly complications, take victim to hospital emergency services.~~

## 12. ~~FOREIGN OBJECTS~~

- a. ~~If the object is in the eye,
  - (1) ~~Wash hands and examine the inner surface of the lower lid by pulling lid gently down.~~
  - (2) ~~Remove object with slightly moistened swab.~~~~



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- ~~(3) — If object has not been removed, pull upper lid down over lower lid so that tears may wash object to corner of eye.~~
  - ~~(4) — Eye may be flushed with clean running water to dislodge object.~~
  - ~~(5) — If object remains, take victim to hospital emergency services or doctor's office.~~
- b. — If the object is in the ear,
- ~~(1) — Use tweezers to remove any soft object that is clearly visible.~~
  - ~~(2) — Tilt the victim's head so that affected ear is downward and gently shake the victim's head.~~
  - ~~(3) — Place oil in ear only to immobilize an insect in the victim's ear.~~
  - ~~(4) — If object remains, take victim to hospital emergency services or doctor's office.~~
- e. — If the object is in the nose,
- ~~(1) — Use tweezers to remove any soft object that is clearly visible.~~
  - ~~(2) — Have victim gently blow his/her nose once or twice to attempt to dislodge the object.~~
  - ~~(3) — If object remains, take victim to hospital emergency services or doctor's office.~~
- d. — When a foreign object has been swallowed or is in the victim's air passages,
- ~~(1) — Apply the Heimlich maneuver.~~
  - ~~(2) — Remove victim to hospital emergency services.~~



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## 13. FRACTURES

- a. When the fracture is simple (no wound or break in skin),
- (1) Support the fracture with a splint or bandage, as required.
  - (2) Take the victim to hospital emergency services or a doctor's office.
- b. When the fracture is compound (punctures the skin),
- (1) Take measures to stop the bleeding and apply a protective dressing to the wound.
  - (2) Provide support but do not move or handle the injured part until the bone has been splinted.
  - (3) Summon the ambulance and keep victim warm and comfortable.
- c. When the fracture occurs to the skull (to be suspected when the victim is unconscious or semiconscious after a blow to the head) or to the neck or spinal column,
- (1) Do not move the victim; be careful to keep neck in alignment with the rest of the spine.
  - (2) Control any bleeding with gentle direct pressure.
  - (3) If it is absolutely necessary to move victim (to remove him/her from a life-threatening situation), first place victim on board or other firm object, with head, neck, and spine in alignment and immobilized.
  - (4) Summon an ambulance to take the victim to hospital emergency services.



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## 14. HEADACHE

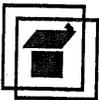
- a. Ascertain how and when the headache started, the length of time it has persisted, and what medication, if any, has been taken.
- b. Take victim's temperature.
- c. Have victim rest for ten minutes.
- d. Offer fluid and apply ice pack to back of head.
- e. In case of frequent recurring headaches or complicating symptoms, notify parent(s) or legal guardian(s).

## 15. MENSTRUAL DISCOMFORT

- a. Have victim rest and apply heating pad for thirty minutes.
- b. If a physician's permission has been given, administer analgesic.
- c. If pain is severe, notify parent(s) or legal guardian(s).

## 16. NOSEBLEEDS (not associated with head injury)

- a. Have victim sit with head angled slightly forward so that blood cannot run back into the throat.
- b. If bleeding is from one nostril only, press that nostril toward the center; if from both nostrils, pinch nostrils together five to ten minutes. Ask victim to breathe through the mouth.
- c. If bleeding persists when pressure is removed, make twist of sterile gauze or clean cloth and insert in nostril(s). Reapply pressure for ten minutes.
- d. If bleeding stops, gently remove packing after thirty to sixty minutes.
- e. If bleeding cannot be stopped or recurs frequently, notify parent(s) or legal guardian(s) or take victim to doctor's office.



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17. ~~POISON IVY, OAK, SUMAC~~
- a. ~~If person has recently been exposed to toxic plant, wash exposed skin area with soap and rinse thoroughly.~~
  - b. ~~After rash appears, apply calamine lotion to lessen itching and burning.~~
  - e. ~~Weeping rash should be covered with a dressing. Victim with weeping rash should be excluded from school.~~
18. ~~SORE THROAT~~
- a. ~~Check victim's temperature.~~
  - b. ~~Observe throat for infection, redness, swollen tonsils, and the like.~~
  - e. ~~If fever or complicating symptom is present, notify parent(s) or legal guardian(s).~~
19. ~~SPLINTERS~~
- a. ~~Cleanse area with soap and water, followed by alcohol.~~
  - b. ~~Remove visible splinter with tweezers or sterile needle and cleanse area again. Apply antiseptic and light protective adhesive bandage.~~
  - e. ~~If splinter is imbedded, do not remove. Notify parent(s) or legal guardian(s).~~
20. ~~SPRAIN~~
- a. ~~Eliminate all stress on the injured part.~~
  - b. ~~Keep the area raised, elevated on a pillow or sling.~~
  - e. ~~Apply ice pack or cold compresses to the injured part to keep swelling down.~~



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d. ~~Bandage with elastic bandage for support.~~

e. ~~Notify parent(s) or legal guardian(s).~~

## 21. ~~TEETH~~

a. ~~Apply a mild analgesic (Anbesol) to a mild toothache if physician's or dentist's permission has been granted.~~

b. ~~If the toothache is severe, notify the parent(s) or legal guardian(s) and suggest dental care. A cold pack may be applied for temporary relief.~~

c. ~~If a tooth is broken or is knocked out, notify the parent(s) or legal guardian(s).~~

d. ~~A permanent tooth knocked out should be placed in water or a clean wet cloth and sent with the victim to a dentist immediately.~~

~~This regulation shall not be in effect unless it has the specific approval of the School Medical Inspector.~~

Adopted:



# POLICY

## Somerset County Vocational Board of Education

Section: Operations

8550. OUTSTANDING FOOD SERVICE CHARGES

Date Created: July, 2015

Date Edited: April, 2016

### 8550 OUTSTANDING FOOD SERVICE CHARGES

The Board of Education understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. When this happens, the food service program will provide the student with breakfast or lunch with an expectation payment will be made the next school day or shortly thereafter. However, there may be circumstances when payment is not made and a student's school breakfast/lunch bill is in arrears. The school district will manage a student's breakfast or lunch bill that is in arrears in accordance with the provisions of N.J.S.A. 18A:33-21 and this Policy.

In the event a student's school lunch or breakfast bill is in arrears, the Principal or designee shall contact the student's parent to provide notice of the amount in arrears and shall provide the parent a period of ten school days to pay the full amount due. If the student's parent does not make full payment to the Principal or designee by the end of the ten school days, the Principal or designee shall again contact the student's parent to provide a second notice that their child's lunch or breakfast bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student ~~will be provided a basic lunch that will contain the essentials in balanced nutritional selections as prescribed by the Bureau of Child Nutrition Programs, New Jersey Department of Agriculture beginning the eighth calendar day from the date of the second notice.~~ **will not be served school breakfast or lunch, as applicable, beginning the eighth calendar day from the date of the second notice.**

A parent who has received a second notice their child's lunch or breakfast bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent's refusal to meet or take other steps to resolve the matter may be indicative of more serious issues in the family or household. In these situations, the Principal or designee shall consult with and seek necessary services from both the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate.

When a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

The provisions of N.J.S.A. 18A:33-21 and this Policy will be made available to parents of all children in the school district in a manner as determined by the Superintendent.

N.J.S.A.18A:33-21

Adopted: 15 July 2015

Revised: 26 October 2015

Revised: 25 April 2016

# POLICY GUIDE

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Bus Driver/Bus Aide Responsibility

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[See POLICY MEMO No. 67]

[See POLICY ALERT Nos. 164, 205 and 209]

## 8630 BUS DRIVER/BUS AIDE RESPONSIBILITY

The Board of Education requires all school bus drivers and bus aides employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications necessary to perform the duties of the position. Anyone driving a school bus used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A:39-17, 18, 19.1, and 20 and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are subject to all the Federal and State requirements to maintain the appropriate license.

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1 et seq. and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student's record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(j)1.

**A Commissioner of Education-developed training program on proper procedures for interacting with students with special needs shall be administered to all school bus drivers and bus aides in accordance with the requirements of N.J.S.A. 18A:39-19.2. This training program must be administered in accordance with the provisions of N.J.S.A. 18A:39-19.3.a. and all school bus drivers and bus aides must file a certification with the Board of Education that the individual has completed the training program within five business days of its completion. The Board shall retain a copy of the certificate for the duration of the individual's employment and shall file a copy of the certification to the Department of Education in accordance with the provisions of N.J.S.A. 18A:39-19.3.b.**

School bus drivers and bus aides shall receive training in the use of a student's educational records and in their responsibility to ensure the privacy of the student and his or her records. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.2(b) and (c).



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Bus Driver/Bus Aide Responsibility

In accordance with the provisions of N.J.S.A. 18A:39-28, school bus drivers must visually inspect the school bus they are assigned at the end of the transportation route to determine that no student has been left on the bus.

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a student from the school bus, but if unable to manage a student, the school bus driver will report the unmanageable student to the Principal or designee of the school in which the student attends.

The Principal or designee, upon such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the student from the bus. The student's parent shall provide for the student's transportation to and from school during the time of exclusion.

In the event of an emergency, school bus drivers shall follow procedures established by this Board. School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school. All other students shall receive school bus evacuation instruction at least once per year. School bus drivers and bus aides shall participate in the emergency exit drills, which shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity. Drills shall be documented in the minutes of the Board of Education at the first meeting following completion of the emergency exit drill in accordance with the provisions of N.J.A.C. 6A:27-11.2(d).

**In accordance with the provisions of N.J.S.A. 18A:39-19.4, a Commissioner-developed student information card shall be completed by a parent of a student with an Individualized Education Plan (IEP), who receives transportation services, when the IEP is developed or amended. Upon receiving consent from the parent, the student information card shall be provided to a school bus driver and bus aide for each student on the bus route to which the school bus driver or bus aide is assigned for whom a student information card has been completed by the parent.**

The school bus driver will immediately inform the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation following an accident that involves injury, death, or property damage. The school bus driver must also complete and file within ten



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Bus Driver/Bus Aide Responsibility

days of the accident the Preliminary School Bus Accident Report prescribed by the Commissioner of Education. In addition to the Preliminary School Bus Accident Report, the driver of a school bus involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500, shall complete and file within ten days after such accident a motor vehicle accident report in accordance with N.J.S.A. 39:4-130.

School bus drivers are prohibited from using a cellular, ~~or other wireless telephone,~~ **or other electronic communication device** while operating a school bus unless the school bus is parked in a safe area off a highway or in an emergency situation pursuant to N.J.S.A. 39:3B-25. A school bus driver who violates this policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.

School bus drivers are responsible for the safety of their students and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of their school bus.

N.J.S.A. 18A:25-2; 18A:39-28

N.J.S.A. 39:3B-25

N.J.A.C. 6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted:



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[See POLICY ALERT Nos. 164, 205 and 209]

## R 8630 EMERGENCY SCHOOL BUS PROCEDURES

### A. Staff Training

1. The Board of Education will administer a safety education program for all permanent and substitute school bus drivers and bus aides. At a minimum, the training shall include:
  - a. Student management and discipline;
  - b. School bus accident and emergency procedures;
  - c. Conducting school bus emergency exit drills;
  - d. Loading and unloading procedures;
  - e. School bus stop loading zone safety;
  - f. Inspecting the school vehicle for students left on board the bus at the end of a route; and
  - g. The use of student's educational records, including the district's responsibility to ensure the privacy of the student and his or her records, if applicable.
2. The **Board of Education** ~~district shall~~ **will** administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.
3. **The Board of Education will administer a Commissioner of Education-developed training program on proper procedures for interacting with students with special needs in accordance with the provisions of N.J.S.A. 18A:39-19.2 for all school bus drivers and school bus aides:**



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- a. **In the case of a school bus driver or aide who is employed prior to the development and availability of the training program, the Board shall administer the training program to the individual no later than one hundred and eighty days after the training program is made available by the Commissioner;**
  - b. **In the case of a school bus driver or aide who is employed after the development and availability of the training program, the Board shall administer the training program to the individual prior to that individual operating a school bus or serving as an aide on a school bus;**
  - c. **In accordance with the provisions of N.J.S.A. 18A:39-19.3b., the Board of Education shall require a school bus driver or school bus aide employed by the Board to file a certification with the Board that the individual has completed the training program required as per N.J.S.A. 18A:39-19.2 within five business days of its completion. The Board shall retain a copy of the certification for the duration of the individual's employment, and shall forward a copy of the certification to the Department of Education; and/or**
  - d. **Contractors that provide student transportation services under a contract with the Board of Education shall comply with the requirements of N.J.S.A. 18A:39-19.2 and 19.3.**
- B. **Emergency Bus Evacuation Drills**
1. The Principal of each school shall organize and conduct emergency bus exit drills at least twice each school year for students who are transported to and from school and all other students shall receive school bus evacuation instruction at least once within the school year.
  2. School bus drivers and bus aides shall participate in the emergency exit drills.



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3. Bus exit drills will be conducted on school property and shall be supervised by the Principal or by a person assigned to act in a supervisory capacity. The drills will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of students.
4. The portion of the drill involving the use of the rear emergency door, which requires students to jump from the bus to the ground does need not to be performed by every student and may be demonstrated by others.
5. The school bus driver or supervisor of the drill shall:
  - a. Describe and demonstrate the use of kick-out windows and split-sash windows;
  - b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
  - c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;
  - d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
  - e. Demonstrate the use of the emergency exit door;
  - f. Instruct students that lunches and books should be left on the bus in the evacuation procedure;
  - g. Encourage older, bigger students to assist younger, smaller students in their exit from the bus;
  - h. Have students leave the bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;



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- i. Instruct students to group a safe distance away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority;
  - j. Tolerate no student misbehavior in the conduct of the drill; the failure of any student to follow directions must be reported to the Principal; and
  - k. Provide any other training that will protect the safety of the students in the event the bus needs to be exited due to an emergency.
6. In accordance with the provisions of N.J.A.C. 6A:27-11.2(d), emergency bus evacuation drills shall be documented in the minutes of the Board at the first meeting following completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
- a. The date of the drill;
  - b. The time the drill was conducted;
  - c. The school name;
  - d. The location of the drill;
  - e. The route number(s) included in the drill; and
  - f. The name of the Principal or assigned person(s) who supervised the drill.
- C. Additional Precautions
1. School bus drivers may, depending on the age of the students on a bus route, discuss with the students additional safety precautions that may be taken in the event of a bus emergency. The safety precautions to be discussed shall be approved by the Principal or designee (Transportation Supervisor or Principal or designee).



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2. **In accordance with the provisions of N.J.S.A. 18A:39-19.4, the Commissioner of Education shall develop a student information card that includes information that should be readily available to a school bus driver and school bus aide for the purpose of promoting proper interaction with a student with special needs. The parent of a student with an Individualized Education Plan (IEP) shall complete the student information card when the IEP is developed or amended for a student who receives transportation services.**
  - a. **Upon receiving consent from a student's parent, the school district shall provide a copy of the completed student information card to a school bus driver and school bus aide for each student on the bus route to which the school bus driver or school bus aide is assigned.**
32. School bus drivers shall attend training workshops offered by the New Jersey Department of Education and this school district and shall be trained in first aid.
43. Each school bus shall be equipped with:
  - a. A list of the students assigned to that bus;
  - b. A first aid kit approved by the school nurse and inspected regularly by the school bus driver;
  - c. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver;
  - d. Flags or flares or other warning devices; and
  - e. Any other equipment or supplies determined to be included on the school bus by the administration.



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54. Each school bus driver shall:
- a. Inspect his/her bus for possible hazards or safety concerns before driving the bus each day;
  - b. Keep aisles and passageways clear at all times;
  - c. Maintain student discipline on the bus;
  - d. Prohibit the presence of any non-service animal, firearm, ammunition, weapon, explosive, or any other dangerous or illegal material or object on the school bus;
  - e. Report promptly to the Principal (Principal, Transportation Supervisor, Other) any potential driving hazard on his/her route, such as construction, road work, etc.;
  - f. Report promptly to the Principal (Principal, Transportation Supervisor, Other) any deviation in the bus route or schedule;
  - g. Drive at safe **within** speeds **limits** at all times and exercise extraordinary care in inclement weather;
  - h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations;
  - i. Not smoke, eat, or drink while in or operating the bus at any time or perform any act or behave in any manner that may impair the safe operation of the school bus;
  - j. Visually inspect the school bus at the end of each transportation route to determine that no student has been left on the bus; and
  - k. Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.



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4. When a school bus is evacuated, students shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
5. Students who have been evacuated from a school bus shall be moved to a safe place and distance from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other alternative safety provisions can be made.
6. No student shall be allowed to request a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.
7. In the event a school bus is disabled in the course of providing student transportation, the driver, or a responsible person designated by the driver, will notify the Principal (**Principal of the receiving school, Transportation Supervisor, School Business Administrator, Other**) of the number and location of the bus and the circumstances of the disability. The Principal (**Principal of the receiving school, Transportation Supervisor, School Business Administrator, Other**) will make arrangements for the safety of the students.

## E. Specific Emergency Situations

1. In the event of an accident or vehicle failure the following procedures will be implemented:
  - a. The school bus driver shall, in person or through a responsible designee, summon the police and emergency medical services, if necessary, and notify the Principal of the receiving school and the School Business Administrator, or designee, of the district providing the transportation.
  - b. The school bus driver will attempt to make all students as safe and comfortable as possible. If possible and necessary, the driver will administer emergency first aid to injured students.



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## D. General Emergency Rules

1. School bus drivers are responsible for the safety of the students on their bus. In the event of an emergency, school bus drivers must exercise responsible leadership. The safety and well-being of students must be the drivers' paramount consideration. School bus drivers shall stay with their students until another school staff member, law enforcement officer, or a first responder can assume responsibility for the safety of the students.
2. School bus drivers may not leave the school bus when children are aboard except in an emergency and, then, only after they have turned off the engine, removed the ignition key, and safely secured the school bus.
3. A school bus must be evacuated when:
  - a. There is a fire in the engine or any other portion of the bus;
  - b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away;
  - c. The bus is disabled for any reason and:
    - (1) Its stopping point is in the path of a train or is adjacent to a railroad track;;
    - (2) A potential exists for the position of the bus to shift thus endangering students;; or
    - (3) The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision; or.
  - d. The risk of remaining in the bus poses a greater safety risk than evacuating the bus.



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- c. In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:
- (1) If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or
  - (2) If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- d. In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.
- (1) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.
  - (2) If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- e. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) or from law enforcement officers at the accident scene: driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).



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- f. The following notifications must be provided:
- (1) The school bus driver must report immediately to the Principal ~~of the receiving school~~ and the School Business Administrator or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the Commissioner of Education.
  - (2) The Principal ~~of the receiving school~~ shall retain a copy of the Report and forward other copies of the Report as prescribed by the New Jersey Department of Education.
  - (3) In addition, a school bus driver involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500 shall complete and file within ten days after such accident a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.
  - (4) The parent of students involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported to a hospital by ambulance or by other emergency personnel.
2. In the event the school bus driver is incapacitated, the following procedures will be implemented:
- a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition.



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- b. If there is a bus aide on the bus, the bus aide will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance. If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.
  - c. The bus shall be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and safely secure the bus.
  - d. The Principal (Principal of the receiving school, Transportation Supervisor, School Business Administrator, Other) shall immediately arrange for the transportation of the students by substitute driver, substitute bus, or other means.
3. In the event of an injury to a student on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.
- a. In the absence of another responsible adult in authority, the school bus driver will take charge of a student who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.
  - b. If necessary, first aid will be administered.
  - c. If the student's injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the student until emergency medical help arrives.
  - d. If the student's injury is not serious, and:
    - (1) Occurs on the way to the school, the school bus driver will deliver the injured student to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the student's parent;



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- (2) Occurs on the way to the student's home, the school bus driver or another school district staff member will deliver the injured student to his/her parent or to a responsible adult at the student's home or if no one is home the injured student will be transported back to a school district location until a parent or another responsible adult can be contacted. If it is determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the child may be transported to the school physician's office or to the nearest hospital emergency room.; **or**
  - (3) Occurs on the way to or from an extracurricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of the student and notify the student's parent.
- e. The school bus driver will immediately report the incident and any injuries to the Principal or designee of the school in which the student is enrolled.

Issued:



# POLICY GUIDE

COMMUNITY  
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Student Teachers/Interns  
Jun 16

[See POLICY ALERT Nos. 140, 172, 182 and 209]

## 9541 STUDENT TEACHERS/INTERNS

The Board of Education encourages cooperation with colleges and universities in the education of teachers, because the public school offers an experience essential to their training, interaction with students and teachers at work in the classroom. Accordingly, the schools of this district will accept students from accredited institutions of higher learning as junior or senior student teachers/interns.

The Board, upon the recommendation of the Superintendent, shall approve student teachers/interns.

Student teachers/interns shall be assigned by the Superintendent. The Superintendent shall assign student teachers/interns throughout the district in a manner that assures that no single group of students will be subject to excessive student teacher/intern classroom hours.

Student teachers/interns shall comply with the health examination required by rules of the State Board of Education and that required for teaching staff members by this Board.

[Optional

*NO*

The Board of Education requires every student teacher/intern possess a county substitute credential issued in accordance with N.J.A.C. ~~6A:9-6.5~~ **6A:9B-7.1**.]

Student teachers/interns shall at all times be subject to the policies of this Board. Student teachers/interns serving in the schools of this district shall be responsible to the Principal for their conduct and to the cooperating teacher for their performance.

Students and other affiliates of educational institutions will be offered the opportunity to visit and observe our district in the course of teacher training programs and educational research projects. Such students will be treated as visitors and will be under the direct supervision of the Principal.

N.J.A.C. ~~6A:9-6.5; 6A:9-10.2~~ **6A:9A-4 et seq;**  
~~6A:9-10.3~~ **6A:9A-5 et seq.; 6A:9B-7.1** ~~6A:9-10.4~~

Adopted:

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# POLICY GUIDE

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Unmanned Aircraft Systems (UAS also known as Drones)

Jun 16

[See **POLICY ALERT No. 209**]

## 7481 UNMANNED AIRCRAFT SYSTEMS (UAS also known as DRONES)

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

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

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

### [Option – Select Option Below if the Board Permits the Use of UAS on School Grounds

However, the Board of Education may authorize the use of an unmanned aircraft system on school grounds for an approved school district purpose.

### Select One or Both Options

The use of an unmanned aircraft system on school grounds for school district purposes that is owned and operated by a contractor must be approved by the Board of Education. Such request must include documentation (to include: the pilot's certificate, medical certification, aircraft registration, etc.) supporting the contractor's compliance with all applicable Federal Aviation Administration regulations and any State and local laws for the operation of an



# POLICY GUIDE

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Unmanned Aircraft Systems (UAS also known as Drones)

unmanned aircraft system and proof of insurance coverage for the specific use as required by the Board of Education. The minimum insurance coverage shall be determined by the Board after consultation with the Board's insurance company and Board Attorney.



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

[Option

Yes

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

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

Adopted:



# REGULATION GUIDE

Section: Property  
7510. USE OF SCHOOL FACILITIES  
Date Created: August 2016

## R 7510 USE OF SCHOOL FACILITIES

### A. Classification of Users

Organizations and individuals using school facilities will be classified as Class I, II, III, IV, or V users as follows:

1. Class I users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a use fee or charge for custodial and staff service costs. Class I users include the following organizations and individuals:
  - Uses and groups directly related to the schools and the operations of the school, including student and teacher groups
2. Class II users will be given priority for the use of school facilities over Class III users and may use school district facilities without payment of a use fee but will be charged custodial and staff service costs. Class II users include the following organizations and individuals:
  - Uses and organizations indirectly related to the schools, including Home-School Association, and other school-parent related organizations;
  - Department and agencies of municipal government within Somerset County;
  - Board of Education approved business partners;
3. Class III users may use school district facilities only on payment of a use fee and charges for custodial and staff service costs. Class III users include the following organizations and individuals:
  - Other governmental agencies;
  - Community organizations formed for charitable, civic, social, or educational purposes;
  - Community political organizations;
  - Community church groups;
4. No other organizations or individuals will be permitted to use school facilities.

## B. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the Director of Buildings and Grounds' office.
2. Applications for use of facilities by any group other than school sponsored activities are to be submitted to the Director of Buildings and Grounds at least 45 days prior to the event.
3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.
4. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.
5. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.

## C. Approval

1. The Director of Buildings and Grounds will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled
  - a. For use in the instructional or co-curricular program,
  - b. For maintenance, repair, or capital improvement, or
  - c. For use by another organization.
2. If the facility is not available for use, the Director of Buildings and Grounds will so inform the representative of the organization and may suggest alternative dates, times, or facilities.
3. If the facility is available for use and the applicant meets the standards set by Policy No. 7510 and these regulations, the Director of Buildings and Grounds will note his/her approval on the application form and will record the classification of the applicant organization and forward the application to the Principal and Business Administrator for final approval or for referral to the Board for requests that may be approved only by the Board.
4. Standards for approval include the following limitations on use:

- a. School facilities are available for use Monday through Saturday. School facilities are not normally available for use on Sunday and other public holidays without the expressed written authorization of the Business Administrator.
  - b. School facilities are available for use only during the hours of 2:30 p.m. and 10:00 p.m. weekdays and 8:00 a.m. and 10:00 p.m. on Saturday. School facilities are not available for use during the school day or for any use that may interfere with the school district's educational or co-curricular programs.
  - c. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes.
  - d. In accordance with Policy No. 7510, the use of school facilities will not be granted for the advantage of any commercial or profit-making organization or partisan political activity, or any purpose that is prohibited by law.
5. The Director of Buildings and Grounds will determine the classification (I, II, or III) of the applicant organization and the fees and service costs, if any, to be charged for the use of the facility. This information will be provided to the applicant.
  6. In the event of a conflict between requesting organizations within the same class, the request received earlier by the district will be honored first.
  7. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.
  8. The application form will include the rules governing the use of school facilities, and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.
  9. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.
  10. Permission to use school facilities is not transferable.
  11. The organization representative must inform the Director of Buildings and Grounds of any canceled use request as soon as he/she is aware of the cancellation. An organization's failure to inform the Director of Buildings

and Grounds of a canceled use at least five (5) working days in advance of the scheduled time of the use may result in imposition of service charges.

12. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency.

#### D. Insurance and Indemnification

1. The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.
2. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.
3. The user shall furnish evidence of the purchase of liability insurance in the amount of \$1,000,000/\$3,000,000 for liability, personal injury and property damage coverage and name Somerset County Vocational & Technical Schools, its elected and appointed officers, agents, employees and volunteers as additional insureds.
4. Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury in the amount of not less than \$50,000 per person per occurrence, insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries, which will be provided to the adult representative of the requesting organization with the application to use school facilities. For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

#### E. Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
  - a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
  - b. The use must not exceed the established capacity of the facility used.

- c. The use must not involve gambling or games of chance.
- d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
- e. Smoking is prohibited in accordance with Policy No. 7434.
- f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.

2. Users of school facilities will respect Board property

- a. The user will not damage, destroy or deface school property. The facility shall be used with care and left in an orderly and neat condition.
- b. The user must request in the application and receive permission to bring and use equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property or grounds.
- c. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises beyond the time period approved in the application may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
- d. The user must request in the application and receive permission to use, move, or tune a district piano. A piano may be moved only by school district staff or by a competent and experienced commercial mover approved by the Board and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.
- e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.
- f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
- g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
- h. The user must request in the application and receive permission to serve and consume food and/or beverages on school premises. The

service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.

- i. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval.
- j. No school keys shall be issued to a user.
- k. No animal shall be allowed on school premises without prior approval.
- l. An authorized school district staff member shall examine the school facilities and/or grounds after the use and will inform the user of any loss or damage that must be corrected.
- m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, and office equipment.
- n. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.

### 3. Uses Must be Properly Supervised

- a. A staff member of the school's maintenance department must be on duty during the entire time a use occurs. The staff member is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The staff member is paid by the Board and may not accept gratuities from users. If the staff member is needed to perform extra services as an accommodation to the user, the user may be charged an additional fee and the staff member will be compensated accordingly by the district.
- b. The use of certain school facilities (such as auditorium stage) require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.
- c. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity. The district, depending on the activity, may require as a condition of approval, a certain number of chaperones, law



# POLICY GUIDE

OPERATIONS  
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Management of Pediculosis  
Jun 16

[See POLICY ALERT No. 209]

## 8454 MANAGEMENT OF PEDICULOSIS

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

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

### [Option – Select Only One Option Below

- The presence of nits (the eggs of lice) without active head lice will not prohibit a child from attending school provided proof of treatment has been provided to the nurse and there is no evidence of active head lice in the student's hair.
- The presence of nits (the eggs of lice) will prohibit a child from attending school until the parent has provided proof of treatment to the school nurse and there is no evidence of nits in the student's hair.]

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



# POLICY GUIDE

OPERATIONS  
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Management of Pediculosis

If the school nurse determines a student has active head lice or nits, the parent shall be notified by the school nurse as soon as reasonably possible. The parent will be provided a copy of the district's Management of Pediculosis Information Packet and this Policy. The school nurse will advise the parent that prompt treatment of active head lice and/or nits is in the best interest of their child and treatment shall be required before the student can return to school. The school nurse will determine to send the child home or have the child remain at school for the remainder of the school day based on the comfort of the child, the degree of the infestation, and the likelihood of the spread of head lice to other students. If the school nurse cannot contact the parent a letter from the school nurse informing the parent of the presence of active head lice or nits will be sent home with the student. In the event the parent cannot be reached on the day it is determined their child has active head lice or nits, the parent will be required to contact the school nurse the next school day to review the Board Policy, the Management of Pediculosis Information Packet, and treatment options.

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

## [Select the Grades in the School District

- NA
1. Grades Kindergarten through Four – When a single case of active head lice has been identified by the school nurse, parents of all children in a class will be notified by the school nurse. The Principal will send home a copy of a Head Lice Alert Notice, the school district's Management of Pediculosis Information Packet, and this Policy to all parents of children in the class.
    - a. The information provided to parents will clearly notify parents that treatment should only be performed on their child if active head lice or nits are found in their child's scalp and treatment should not be applied as a preventative measure. This notification will inform parents they are expected to notify the school nurse if they find active head lice or nits in their child's scalp. The school nurse will perform a head check of any student if requested by the parent.
    - b. The school nurse will perform head checks of all students in a classroom where there are three or more active head lice cases or nits in the same classroom within a two week period.



# POLICY GUIDE

OPERATIONS  
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Management of Pediculosis

NI<sup>2</sup>

~~Grades Five through Eight – When a single case of active head lice has been identified by the school nurse, parents of children in a class or on a team may be sent a Head Lice Alert Notice, the school district’s Management of Pediculosis Information Packet, and this Policy at the discretion of the Principal or designee and the school nurse. Parents may request information regarding head lice from the school nurse. The school nurse will perform a head check of any student if requested by the parent.~~

✓

3. Grades Nine through Twelve – When a single case of active head lice has been identified by the school nurse, parents of children in a class or on a team may be sent a Head Lice Alert Notice, the school district’s Management of Pediculosis Information Packet, and this Policy at the discretion of the Principal or designee and the school nurse. Parents may request information regarding head lice from the school nurse. The school nurse will perform a head check of any student if requested by the parent.]

## [Option

✓

When a case of active head lice has been identified by the school nurse, the school nurse shall perform a head check of any of the infested student’s siblings in the school. If a sibling(s) attends a different school in the district, the school nurse in the sibling’s school will be notified and the school nurse may conduct a head check of the sibling(s). In addition, anytime the school nurse has identified active head lice, the school nurse may conduct a head check of other students in the school who are most likely to have had head-to-head contact with the infested child. All other students to be checked shall be identified by the school nurse in consultation with the school administration. Parental approval shall be obtained by the Principal or designee or school nurse.]

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

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



# POLICY GUIDE

OPERATIONS  
8454/page 4 of 4  
Management of Pediculosis

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

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

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

Adopted:

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8/3 8:12am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10 (including subfunds 16 and 17)  
Interim Balance Sheet  
For 1 Month Period Ending 07/31/2016

=====

ASSETS AND RESOURCES

=====

--- A S S E T S ---

101	Cash in bank		\$3,248,063.56
121	Tax levy receivable		\$11,012,903.00
	Accounts receivable:		
132	Interfund	\$40,926.21	
141	Intergovernmental - State	\$1,433,539.05	
143	Intergovernmental - Other	\$32,074.00	
			\$1,506,539.26
	Other Current Assets		\$0.00

--- R E S O U R C E S ---

301	Estimated Revenues	\$14,758,205.00	
302	Less Revenues	(\$13,385,038.73)	
			\$1,373,166.27

	Total assets and resources		\$17,140,672.09
			=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10 (including subfunds 16 and 17)  
Interim Balance Sheet  
For 1 Month Period Ending 07/31/2016

=====

LIABILITIES AND FUND EQUITY

=====

--- L I A B I L I T I E S ---

421	Accounts Payable	\$266,778.48
TOTAL LIABILITIES		\$266,778.48
		=====

F U N D   B A L A N C E

--- A p p r o p r i a t e d ---

753	Reserve for encumbrances - Current Year	\$10,483,990.26	
754	Reserve for encumbrance - Prior Year	\$377,065.48	
Reserved fund balance:			
760	Reserved Fund Balance	\$714,590.22	
601	Appropriations	\$15,522,496.79	
602	Less : Expenditures	\$718,103.31	
603	Encumbrances	\$10,861,055.74 (\$11,579,159.05)	
		\$3,943,337.74	
Total Appropriated		\$15,518,983.70	
--- U n a p p r o p r i a t e d ---			
770	Fund Balance -	\$1,739,909.91	
303	Budgeted Fund Balance	(\$385,000.00)	
TOTAL FUND BALANCE		\$16,873,893.61	
TOTAL LIABILITIES AND FUND EQUITY		\$17,140,672.09	
		=====	

Somerset County Vocational Board of Ed.  
 General Fund - Fund 10 (including subfunds 16 and 17)  
 Interim Balance Sheet  
 For 1 Month Period Ending 07/31/2016

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
	_____	_____	_____
Appropriations	\$15,522,496.79	\$11,579,159.05	\$3,943,337.74
Revenues	(\$14,758,205.00)	(\$13,385,038.73)	(\$1,373,166.27)
	_____	_____	_____
	\$764,291.79	(\$1,805,879.68)	\$2,570,171.47
Less: Adjust for prior year encumb.	(\$379,291.79)	(\$379,291.79)	
	_____	_____	_____
Budgeted Fund Balance	\$385,000.00	(\$2,185,171.47)	\$2,570,171.47
	=====	=====	=====
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$385,000.00	(\$2,185,171.47)	\$2,570,171.47
Fund 16 (Restricted ARRA-ESF)	\$0.00	\$0.00	\$0.00
Fund 17 (Restricted ARRA-GSF)	\$0.00	\$0.00	\$0.00
	_____	_____	_____
TOTAL Budgeted Fund Balance	\$385,000.00	(\$2,185,171.47)	\$2,570,171.47
	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including subfunds 16 and 17)  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 1 Month Period Ending 07/31/2016

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$13,329,643.00	\$11,956,476.73		\$1,373,166.27
3XXX From State Sources	\$1,428,562.00	\$1,428,562.00		.00
TOTAL REVENUE/SOURCES OF FUNDS	\$14,758,205.00	\$13,385,038.73		\$1,373,166.27
=====				
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$1,884,162.00	\$4,772.98	\$1,495,471.91	\$383,917.11
11-3XX-100-XXX Voc. Programs - Local - Instruction	\$3,796,232.78	\$18,894.88	\$2,384,327.58	\$1,393,010.32
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$75,025.00	\$0.00	\$190.53	\$74,834.47
11-402-100-XXX School-Spons. Athletics - Instruction	\$103,273.00	\$2,045.56	\$21,178.52	\$80,048.92
--- UNDISTRIBUTED EXPENDITURES ---				
11-000-213-XXX Health Services	\$188,498.00	\$8,213.00	\$152,472.80	\$27,812.20
11-000-216-XXX Speech, OT,PT & Related Svcs	\$4,500.00	\$0.00	\$10,944.00	(\$6,444.00)
11-000-218-XXX Guidance	\$831,088.50	\$39,808.30	\$701,738.15	\$89,542.05
11-000-219-XXX Child Study Teams	\$241,678.53	\$14,635.44	\$210,722.95	\$16,320.14
11-000-219-592 Misc Purch Ser	\$1,015.00	.00	.00	\$1,015.00
11-000-221-XXX Improv of Inst. - Instruc Staff	\$170,262.00	\$13,222.42	\$137,746.50	\$19,293.08
11-000-222-XXX Educational Media Serv/School Library	\$62,097.00	\$0.00	\$33,846.32	\$28,250.68
11-000-223-XXX Instructional Staff Training Services	\$68,550.00	\$1,400.00	\$1,514.28	\$65,635.72
11-000-230-XXX Supp. Serv.-General Administration	\$711,970.00	\$66,475.08	\$425,929.39	\$219,565.53
11-000-240-XXX Supp. Serv.-School Administration	\$871,737.00	\$63,965.01	\$699,520.95	\$108,251.04
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$848,286.00	\$82,520.85	\$704,281.37	\$61,483.78
11-000-261-XXX Require Maint. for School Facilities	\$1,259,579.23	\$49,932.64	\$863,261.78	\$346,384.81
11-000-262-XXX Custodial Services	\$1,218,121.00	\$90,835.93	\$818,660.55	\$308,624.52
11-000-263-XXX Care and Upkeep of Grounds	\$25,150.00	\$0.00	\$0.00	\$25,150.00
11-000-266-XXX Security	\$77,975.00	\$3,470.06	\$0.00	\$74,504.94
11-000-270-XXX Student Transportation Services	\$100,984.00	\$0.00	\$39,259.20	\$61,724.80
11-XXX-XXX-2XX Allocated and Unallocated Benefits	\$2,782,939.00	\$257,911.16	\$2,078,008.21	\$447,019.63
TOTAL GENERAL CURRENT EXPENSE				
EXPENDITURES/USES OF FUNDS	\$15,323,123.04	\$718,103.31	\$10,779,074.99	\$3,825,944.74
=====				

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10 (including subfunds 16 and 17)  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 1 Month Period Ending 07/31/2016

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$178,985.75	\$0.00	\$81,980.75	\$97,005.00
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$20,388.00	.00	.00	\$20,388.00
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$199,373.75	\$0.00	\$81,980.75	\$117,393.00
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$15,522,496.79	\$718,103.31	\$10,861,055.74	\$3,943,337.74
	=====	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including subfunds 16 and 17)  
SCHEDULE OF REVENUES  
ACTUAL COMPARED WITH ESTIMATED  
For 1 Month Period Ending 07/31/2016

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,922,443.00	\$11,922,443.00	.00
1310	Tuition- From Individuals	\$525,000.00	\$6,294.00	\$518,706.00
1XXX	Miscellaneous	\$882,200.00	\$27,739.73	\$854,460.27
	TOTAL	\$13,329,643.00	\$11,956,476.73	\$1,373,166.27
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$293,914.00	\$293,914.00	.00
3176	Equalization	\$580,221.00	\$580,221.00	.00
3177	Categorical Security	\$64,725.00	\$64,725.00	.00
3178	Adjustment Aid	\$475,042.00	\$475,042.00	.00
3XXX	Other State Aids	\$14,660.00	\$14,660.00	\$0.00
	TOTAL	\$1,428,562.00	\$1,428,562.00	\$0.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$14,758,205.00	\$13,385,038.73	\$1,373,166.27
		=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including subfunds 16 and 17)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 1 Month Period Ending 07/31/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-140-100-101 Grades 9-12 - Teachers Sal.	\$1,682,991.00	\$4,772.98	\$1,468,087.82	\$210,130.20
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$3,000.00	\$0.00	\$0.00	\$3,000.00
11-150-100-320 Purchased Prof.-Ed. Services	\$4,500.00	.00	.00	\$4,500.00
11-150-100-500 Other Purch. Serv. (400-500 series)	\$100.00	.00	.00	\$100.00
TOTAL	\$1,690,591.00	\$4,772.98	\$1,468,087.82	\$217,730.20
--- SPECIAL EDUCATION - INSTRUCTION ---				
--- Vocational Programs-Local-Instruction ---				
11-3XX-100-101 Salaries of Teachers	\$2,970,047.00	\$11,928.10	\$2,303,692.10	\$654,426.80
11-3XX-100-106 Other Sal. For Instruction	\$188,125.00	\$0.00	\$0.00	\$188,125.00
11-3XX-100-320 Purchased Prof.-Ed. Services	\$224,149.00	\$0.00	\$0.00	\$224,149.00
11-3XX-100-500 Other Purchased Serv.(400-500 series)	\$59,182.78	\$6,418.93	\$5,877.26	\$46,886.59
11-3XX-100-610 General Supplies	\$322,829.00	\$547.85	\$53,187.91	\$269,093.24
11-3XX-100-640 Textbooks	\$20,450.00	\$0.00	\$21,119.31	(\$669.31)
11-3XX-100-800 Other Objects	\$11,450.00	\$0.00	\$451.00	\$10,999.00
TOTAL	\$3,796,232.78	\$18,894.88	\$2,384,327.58	\$1,393,010.32
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$46,525.00	.00	.00	\$46,525.00
11-401-100-500 Purchased Services (300-500 series)	\$2,725.00	.00	.00	\$2,725.00
11-401-100-600 Supplies and Materials	\$22,275.00	.00	\$190.53	\$22,084.47
11-401-100-800 Other Objects	\$3,500.00	.00	.00	\$3,500.00
TOTAL	\$75,025.00	\$0.00	\$190.53	\$74,834.47
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$70,901.00	\$2,045.56	\$21,178.52	\$47,676.92
11-402-100-500 Purchased Services (300-500 series)	\$4,200.00	.00	.00	\$4,200.00
11-402-100-600 Supplies and Materials	\$7,012.00	.00	.00	\$7,012.00
11-402-100-800 Other Objects	\$21,160.00	.00	.00	\$21,160.00
TOTAL	\$103,273.00	\$2,045.56	\$21,178.52	\$80,048.92
--- UNDISTRIBUTED EXPENDITURES ---				
--- Health services ---				
11-000-213-100 Salaries	\$163,498.00	\$8,213.00	\$152,052.00	\$3,233.00
11-000-213-300 Purchased Prof. & Tech. Svc.	\$16,000.00	.00	.00	\$16,000.00
11-000-213-500 Other Purchd. Serv.(400-500 series)	\$1,100.00	.00	\$300.00	\$800.00
11-000-213-600 Supplies and Materials	\$7,000.00	.00	\$120.80	\$6,879.20
11-000-213-800 Other Objects	\$900.00	.00	.00	\$900.00
TOTAL	\$188,498.00	\$8,213.00	\$152,472.80	\$27,812.20
--- Speech, OT,PT & Related Svcs ---				
11-000-216-320 Purchased Prof. Ed. Services	\$4,500.00	.00	\$10,944.00	(\$6,444.00)
TOTAL	\$4,500.00	\$0.00	\$10,944.00	(\$6,444.00)

Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10 (including subfunds 16 and 17)  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 1 Month Period Ending 07/31/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$343,135.00	\$6,175.66	\$268,497.16	\$68,462.18
11-000-218-105 Sal Secr. & Clerical Asst.	\$106,003.00	\$8,784.16	\$96,625.76	\$593.08
11-000-218-110 Other Salaries	\$298,393.00	\$24,848.48	\$273,333.28	\$211.24
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$61,077.50	.00	\$45,778.50	\$15,299.00
11-000-218-500 Other Purchased Services (400-500 series)	\$18,880.00	.00	\$14,837.00	\$4,043.00
11-000-218-600 Supplies and Materials	\$3,500.00	.00	\$2,666.45	\$833.55
11-000-218-800 Other Objects	\$100.00	.00	.00	\$100.00
TOTAL	\$831,088.50	\$39,808.30	\$701,738.15	\$89,542.05
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$138,120.00	\$6,205.34	\$128,188.94	\$3,725.72
11-000-219-105 Sal Secr. & Clerical Asst.	\$87,185.00	\$6,447.57	\$80,832.27	(\$94.84)
11-000-219-320 Purchased Prof. - Ed. Services	\$2,000.00	.00	.00	\$2,000.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$7,200.00	.00	\$199.00	\$7,001.00
11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs)	\$1,015.00	\$0.00	\$0.00	\$1,015.00
11-000-219-600 Supplies and Materials	\$5,673.53	\$1,708.53	\$1,302.74	\$2,662.26
11-000-219-800 Other Objects	\$1,500.00	\$274.00	\$200.00	\$1,026.00
TOTAL	\$242,693.53	\$14,635.44	\$210,722.95	\$17,335.14
--- Improv. of instr. Serv. ---				
11-000-221-104 Salaries Other Prof. Staff	\$105,002.00	\$8,434.97	\$85,084.55	\$11,482.48
11-000-221-105 Sal Secr. & Clerical Asst.	\$56,760.00	\$4,627.08	\$50,897.88	\$1,235.04
11-000-221-500 Other Purchased Services (400-500 series)	\$2,500.00	\$160.37	\$1,764.07	\$575.56
11-000-221-600 Supplies and Materials	\$3,000.00	.00	.00	\$3,000.00
11-000-221-800 Other Objects	\$3,000.00	.00	.00	\$3,000.00
TOTAL	\$170,262.00	\$13,222.42	\$137,746.50	\$19,293.08
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$31,552.00	.00	\$30,487.00	\$1,065.00
11-000-222-300 Purchased Prof. & Tech Svc.	\$3,310.00	.00	.00	\$3,310.00
11-000-222-500 Other Purchased Services (400-500 series)	\$4,300.00	.00	.00	\$4,300.00
11-000-222-600 Supplies and Materials	\$18,900.00	.00	\$3,359.32	\$15,540.68
11-000-222-800 Other Objects	\$4,035.00	.00	.00	\$4,035.00
TOTAL	\$62,097.00	\$0.00	\$33,846.32	\$28,250.68
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$45,000.00	\$1,400.00	.00	\$43,600.00
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$5,000.00	.00	\$110.00	\$4,890.00
11-000-223-500 Other Purchased Services (400-500 series)	\$16,550.00	.00	\$1,404.28	\$15,145.72
11-000-223-600 Supplies and Materials	\$2,000.00	.00	.00	\$2,000.00
TOTAL	\$68,550.00	\$1,400.00	\$1,514.28	\$65,635.72
--- Support services-general administration ---				
11-000-230-101 Salaries of Teachers	\$316,670.00	\$26,367.04	\$280,762.16	\$9,540.80
11-000-230-331 Legal Services	\$60,000.00	.00	.00	\$60,000.00
11-000-230-332 Audit Fees	\$35,400.00	.00	.00	\$35,400.00
11-000-230-334 Architectural/Engineering Services	\$12,800.00	.00	\$12,800.00	.00

Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10 (including subfunds 16 and 17)  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 1 Month Period Ending 07/31/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-339 Other Purchased Prof. Svc.	\$17,500.00	.00	.00	\$17,500.00
11-000-230-530 Communications/Telephone	\$89,200.00	\$2,000.00	\$63,263.65	\$23,936.35
11-000-230-585 BOE Other Purchased Prof. Svc.	\$1,500.00	.00	\$1,400.00	\$100.00
11-000-230-590 Other Purchased Services	\$133,900.00	\$29,153.87	\$54,175.00	\$50,571.13
11-000-230-610 General Supplies	\$10,000.00	.00	\$460.00	\$9,540.00
11-000-230-630 BOE In-House Training/Meeting Supplies	\$1,000.00	.00	.00	\$1,000.00
11-000-230-890 Misc. Expenditures	\$27,000.00	\$2,204.42	\$13,068.58	\$11,727.00
11-000-230-895 BOE Membership Dues and Fees	\$7,000.00	\$6,749.75	.00	\$250.25
TOTAL	\$711,970.00	\$66,475.08	\$425,929.39	\$219,565.53
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$631,013.00	\$51,180.68	\$562,987.48	\$16,844.84
11-000-240-105 Sal Secr. & Clerical Asst.	\$179,973.00	\$11,429.98	\$125,729.78	\$42,813.24
11-000-240-1XX Other Salaries	\$10,000.00	\$0.00	\$0.00	\$10,000.00
11-000-240-500 Other Purchased Services	\$32,600.00	\$1,354.35	\$2,901.00	\$28,344.65
11-000-240-600 Supplies and Materials	\$12,411.00	.00	\$2,162.69	\$10,248.31
11-000-240-800 Other Objects	\$5,740.00	.00	\$5,740.00	.00
TOTAL	\$871,737.00	\$63,965.01	\$699,520.95	\$108,251.04
--- Central Services ---				
11-000-251-100 Salaries	\$334,476.00	\$28,097.86	\$309,076.46	(\$2,698.32)
11-000-251-330 Purchased Prof. Services	\$11,003.00	\$1,071.95	\$3,270.85	\$6,660.20
11-000-251-340 Purchased Technical Services	\$31,001.00	\$9,514.00	\$9,514.00	\$11,973.00
11-000-251-592 Misc Pur Serv (400-500 series )	\$3,000.00	.00	.00	\$3,000.00
11-000-251-600 Supplies and Materials	\$9,001.00	.00	\$1,126.50	\$7,874.50
11-000-251-890 Other Objects	\$5,000.00	\$1,661.80	\$1,390.16	\$1,948.04
TOTAL	\$393,481.00	\$40,345.61	\$324,377.97	\$28,757.42
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$388,994.00	\$32,535.14	\$357,886.54	(\$1,427.68)
11-000-252-500 Other Pur Serv. (400-500 series )	\$34,311.00	\$9,640.10	\$6,469.00	\$18,201.90
11-000-252-600 Supplies and Materials	\$31,500.00	.00	\$15,547.86	\$15,952.14
TOTAL	\$454,805.00	\$42,175.24	\$379,903.40	\$32,726.36
TOTAL Cent. Svcs. & Admin IT	\$848,286.00	\$82,520.85	\$704,281.37	\$61,483.78
--- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	\$631,549.00	\$48,213.61	\$517,035.11	\$66,300.28
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$533,253.32	\$919.03	\$316,341.53	\$215,992.76
11-000-261-610 General Supplies	\$84,624.91	.00	\$28,285.14	\$56,339.77
11-000-261-800 Other Objects	\$10,152.00	\$800.00	\$1,600.00	\$7,752.00
TOTAL	\$1,259,579.23	\$49,932.64	\$863,261.78	\$346,384.81
11-000-262-107 Salaries of Non-Instructional Aids	\$7,000.00	.00	.00	\$7,000.00
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$402,500.00	\$102.00	\$408,056.48	(\$5,658.48)
11-000-262-490 Other Purchased Property Svc.	\$65,000.00	\$2,418.43	\$24,354.57	\$38,227.00
11-000-262-520 Insurance	\$128,608.00	\$63,188.00	\$65,420.00	.00
11-000-262-621 Energy (Natural Gas)	\$130,013.00	\$476.67	\$45,407.33	\$84,129.00

Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10 (including subfunds 16 and 17)  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 1 Month Period Ending 07/31/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-622 Energy (Electricity)	\$485,000.00	\$24,650.83	\$275,422.17	\$184,927.00
TOTAL	\$1,218,121.00	\$90,835.93	\$818,660.55	\$308,624.52
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$22,150.00	.00	.00	\$22,150.00
11-000-263-610 General Supplies	\$3,000.00	.00	.00	\$3,000.00
TOTAL	\$25,150.00	\$0.00	\$0.00	\$25,150.00
--- Security ---				
11-000-266-100 Salaries	\$77,975.00	\$3,470.06	.00	\$74,504.94
TOTAL	\$77,975.00	\$3,470.06	\$0.00	\$74,504.94
TOTAL Oper & Maint of Plant Services	\$2,580,825.23	\$144,238.63	\$1,681,922.33	\$754,664.27
--- Student transportation services ---				
11-000-270-162 Sal Pupil Trans.Other than Bet Home & Sch	\$42,259.00	.00	\$39,259.20	\$2,999.80
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$3,045.00	.00	.00	\$3,045.00
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	\$31,350.00	.00	.00	\$31,350.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$15,300.00	.00	.00	\$15,300.00
11-000-270-593 Misc. Purchased Svc.- Transp.	\$5,000.00	.00	.00	\$5,000.00
11-000-270-610 General Supplies	\$2,030.00	.00	.00	\$2,030.00
11-000-270-800 Misc. Expenditures	\$2,000.00	.00	.00	\$2,000.00
TOTAL	\$100,984.00	\$0.00	\$39,259.20	\$61,724.80
--- Personal Services-Employee Benefits---				
11-XXX-XXX-220 Social Security Contributions	\$277,043.00	\$15,351.62	\$236,444.76	\$25,246.62
11-XXX-XXX-241 Other Retirement Contrb. - Regular	\$307,360.00	\$124.36	\$6,946.87	\$300,288.77
11-XXX-XXX-250 Unemployment Compensation	\$50,005.00	\$11,608.88	\$29,553.20	\$8,842.92
11-XXX-XXX-260 Workman's Compensation	\$188,909.00	\$94,454.50	\$94,454.50	.00
11-XXX-XXX-270 Health Benefits	\$1,867,622.00	\$136,101.80	\$1,680,608.88	\$50,911.32
11-XXX-XXX-280 Tuition Reimbursement	\$30,000.00	.00	\$30,000.00	.00
11-XXX-XXX-290 Other Employee Benefits	\$62,000.00	\$270.00	.00	\$61,730.00
TOTAL	\$2,782,939.00	\$257,911.16	\$2,078,008.21	\$447,019.63
Total Undistributed Expenditures	\$9,464,430.26	\$692,389.89	\$6,877,906.45	\$1,894,133.92
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$15,129,552.04	\$718,103.31	\$10,751,690.90	\$3,659,757.83
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$15,129,552.04	\$718,103.31	\$10,751,690.90	\$3,659,757.83

Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10 (including subfunds 16 and 17)  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 1 Month Period Ending 07/31/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
*** C A P I T A L O U T L A Y ***				
--- E Q U I P M E N T ---				
Special education - instruction				
12-3XX-100-730 Voc.programs-local-instruction	\$3,000.00	.00	.00	\$3,000.00
Undistributed expenses				
12-000-100-730 Instruction	\$44,000.00	.00	.00	\$44,000.00
12-000-210-730 Support services-students-reg.	\$8,000.00	\$0.00	\$7,995.00	\$5.00
Undist. Exp. - Non-instructional Services				
TOTAL	\$55,000.00	\$0.00	\$7,995.00	\$47,005.00
--- Facilities acquisition and construction services ---				
12-000-4XX-8XX Other objects	\$20,388.00	.00	.00	\$20,388.00
Sub Total	\$20,388.00	\$0.00	\$0.00	\$20,388.00
TOTAL	\$20,388.00	\$0.00	\$0.00	\$20,388.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$75,388.00	\$0.00	\$7,995.00	\$67,393.00

Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including subfunds 16 and 17)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 1 Month Period Ending 07/31/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
TOTAL GENERAL FUND EXPENDITURES	\$15,204,940.04	\$718,103.31	\$10,759,685.90	\$3,727,150.83

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10 (including subfunds 16 and 17)

For 1 Month Period Ending 07/31/2016

Raelene Catterson

I, \_\_\_\_\_, Board Secretary/Business Administrator  
certify that no line item account has encumbrances and expenditures,  
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).

\_\_\_\_\_  
Board Secretary/Business Administrator

July 31, 2016

Date

Accounts that are not included in Details of the REPORT OF THE SECRETARY

ACCOUNT NUMBER	DESCRIPTION	APPROPRIATION	EXPENDITURE	ENCUMBERANCES	AVAILABLE BALANCE
11-000-251-897-08-0000	SHARED SVC AGT-CO BO	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
11-140-100-320-03-0000	PURCHASED PROF ED SE	\$ 8,600.00	\$ 0.00	\$ 0.00	\$ 8,600.00
11-140-100-320-16-0000	PURCHASED SERVICES	\$ 12,000.00	\$ 0.00	\$ 0.00	\$ 12,000.00
11-140-100-500-03-0000	OTH PURC SVCS-TRAVEL	\$ 5,500.00	\$ 0.00	\$ 0.00	\$ 5,500.00
11-140-100-500-07-0000	OTH PURCH SERVICES	\$ 2,264.00	\$ 0.00	\$ 1,000.00	\$ 1,264.00
11-140-100-500-16-0000	SITE LICENSING	\$ 82,472.00	\$ 0.00	\$ 5,098.08	\$ 77,373.92
11-140-100-610-03-0000	SUPPLIES - HS	\$ 2,400.00	\$ 0.00	\$ 0.00	\$ 2,400.00
11-140-100-610-03-0001	SUPPLIES - PHYSICAL	\$ 5,800.00	\$ 0.00	\$ 0.00	\$ 5,800.00
11-140-100-610-03-0002	SUPPLIES - SOC. STUD	\$ 3,000.00	\$ 0.00	\$ 1,219.97	\$ 1,780.03
11-140-100-610-03-0003	SUPPLIES - SCIENCE	\$ 8,500.00	\$ 0.00	\$ 5,774.59	\$ 2,725.41
11-140-100-610-03-0004	SUPPLIES - MATH	\$ 1,500.00	\$ 0.00	\$ 81.76	\$ 1,418.24
11-140-100-610-03-0005	SUPPLIES - WORLD LAN	\$ 2,000.00	\$ 0.00	\$ 762.62	\$ 1,237.38
11-140-100-610-03-0006	SUPPLIES - ENGLISH	\$ 3,000.00	\$ 0.00	\$ 387.74	\$ 2,612.26
11-140-100-610-03-0007	SUPPLIES - HEALTH /	\$ 3,050.00	\$ 0.00	\$ 1,006.15	\$ 2,043.85
11-140-100-610-03-0008	SUPPLIES - PHOTOGRAP	\$ 10,435.00	\$ 0.00	\$ 0.00	\$ 10,435.00
11-140-100-610-07-0000	SUPPLIES - ALT. SCHO	\$ 0.00	\$ 0.00	\$ 451.85	\$ -451.85
11-140-100-610-16-0000	HIGH SCH TECH SUPPLI	\$ 12,500.00	\$ 0.00	\$ 7,170.00	\$ 5,330.00
11-140-100-610-16-0001	SUPPLIES-PARCC	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
11-140-100-640-03-0000	TEXTBOOKS - REG INST	\$ 21,250.00	\$ 0.00	\$ 2,937.33	\$ 18,312.67
11-140-100-640-07-0000	TEXTBOOKS - ALT. SCH	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 1,000.00
11-140-100-800-07-0000	OTHER OBJECTS	\$ 7,450.00	\$ 0.00	\$ 0.00	\$ 7,450.00
11-140-100-890-03-0000	OTHER OBJECTS	\$ 850.00	\$ 0.00	\$ 1,494.00	\$ -644.00
11-999-999-999- -	NET PAY ADJ	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

8/3 8:12am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 1 Month Period Ending 07/31/16

=====

ASSETS AND RESOURCES

=====

--- A S S E T S ---

101	Cash in bank		\$89,823.59
	Accounts receivable:		
141	Intergovernmental - State	\$38,328.43	
		\$38,328.43	

--- R E S O U R C E S ---

301	Estimated Revenues	\$1,428,577.61	
302	Less Revenues	(\$158,522.26)	
		\$1,270,055.35	
	Total assets and resources		\$1,398,207.37
			=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Special Revenue Fund - Fund 20  
 Interim Balance Sheet  
 For 1 Month Period Ending 07/31/16

=====

LIABILITIES AND FUND EQUITY

=====

--- L I A B I L I T I E S ---

421	Accounts Payable	\$12,568.13
481	Deferred revenues	(\$1,600.00)
	Other current liabilities	\$18,926.21
	<b>TOTAL LIABILITIES</b>	<b>\$29,894.34</b>
		=====

F U N D   B A L A N C E

--- A p p r o p r i a t e d ---

753	Reserve for encumbrances - Current Year	\$451,083.82
754	Reserve for encumbrances - Prior Year	\$35.98
601	Appropriations	\$1,428,577.61
602	Less: Expenditures	\$60,300.56
603	Encumbrances	\$451,083.82    (\$511,384.38)
		\$917,193.23
	<b>TOTAL FUND BALANCE</b>	<b>\$1,368,313.03</b>
	<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$1,398,207.37</b>
		=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 1 Month Period Ending 07/31/16

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
		-----	-----	-----	-----
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$100,776.26	\$100,776.26		.00
3XXX	From State Sources	\$880,672.35	\$57,746.00		\$822,926.35
4XXX	From Federal Sources	\$447,129.00	.00		\$447,129.00
		-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS		\$1,428,577.61	\$158,522.26		\$1,270,055.35
		=====	=====	=====	=====
*** EXPENDITURES ***					
		-----	-----	-----	-----
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
		-----	-----	-----	-----
LOCAL PROJECTS:		\$100,776.26	\$42,053.03	\$11,179.51	\$47,543.72
STATE PROJECTS:					
	Vocational education	\$534,195.35	.00	\$132,423.00	\$401,772.35
	Other State Projects	\$346,477.00	\$18,247.53	\$233,819.81	\$94,409.66
		-----	-----	-----	-----
TOTAL STATE PROJECTS		\$880,672.35	\$18,247.53	\$366,242.81	\$496,182.01
FEDERAL PROJECTS:					
	NCLB Title I - Part A/D	\$60,701.00	.00	\$202.50	\$60,498.50
	I.D.E.A. Part B (Handicapped)	\$112,880.00	.00	\$69,159.00	\$43,721.00
	NCLB Title II - Part A/D	\$10,286.00	.00	\$4,300.00	\$5,986.00
	Vocational Education	\$263,262.00	.00	.00	\$263,262.00
		-----	-----	-----	-----
TOTAL FEDERAL PROJECTS		\$447,129.00	\$0.00	\$73,661.50	\$373,467.50
*** TOTAL EXPENDITURES ***		\$1,428,577.61	\$60,300.56	\$451,083.82	\$917,193.23
		=====	=====	=====	=====

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.

Special Revenue Fund - Fund 20  
For 1 Month Period Ending 07/31/16

I, Raelene Catterson, Board Secretary/Business Administrator  
certify that no line item account has encumbrances and expenditures,  
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).

\_\_\_\_\_  
Board Secretary/Business Administrator

July 31, 2016

Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

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8/3 8:12am

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Capital Projects Fund - Fund 30  
 Interim Balance Sheet  
 For 1 Month Period Ending 07/31/16

=====  
 ASSETS AND RESOURCES  
 =====

--- A S S E T S ---

101	Cash in bank		\$161,156.62
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$2,187,992.73	
		\$2,187,992.73	

--- R E S O U R C E S ---

		\$2,349,149.35
Total assets and resources		=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.

Capital Projects Fund - Fund 30  
 Interim Balance Sheet  
 For 1 Month Period Ending 07/31/16

=====  
 LIABILITIES AND FUND EQUITY  
 =====

FUND BALANCE

--- Appropriated ---

754	Reserve for encumbrances - Prior Year			\$2,356,678.59
601	Appropriations		\$2,356,678.59	
603	Encumbrances	\$2,356,678.59	(\$2,356,678.59)	
	Total Appropriated			\$2,356,678.59

--- Unappropriated ---

770	Fund balance			(\$7,529.24)
-----	--------------	--	--	--------------

TOTAL FUND BALANCE \$2,349,149.35

TOTAL LIABILITIES AND FUND EQUITY \$2,349,149.35

=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.

Capital Projects Fund - Fund 30  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 1 Month Period Ending 07/31/16

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
	=====	=====	=====	=====
*** EXPENDITURES ***				AVAILABLE BALANCE
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	
---				
Facilities acquisition and constr. serv. ---				
30-000-4XX-334 Architectural/Engineering Services	\$175,642.09	.00	\$175,642.09	.00
30-000-4XX-450 Construction services	\$2,181,036.50	.00	\$2,181,036.50	.00
Total fac.acq.and constr. serv.	\$2,356,678.59	\$0.00	\$2,356,678.59	\$0.00
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$2,356,678.59	\$0.00	\$2,356,678.59	\$0.00
*** TOTAL EXPENDITURES AND TRANSFERS	\$2,356,678.59	\$0.00	\$2,356,678.59	\$0.00
	=====	=====	=====	=====

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.

Capital Projects Fund - Fund 30  
For 1 Month Period Ending 07/31/16

I, Raelene Catterson, Board Secretary/Business Administrator  
certify that no line item account has encumbrances and expenditures,  
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).

\_\_\_\_\_  
Board Secretary/Business Administrator

July 31, 2016

Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

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Report of the Treasurer  
to the Board of Education

Somerset County Vocational  
All Funds  
For Month Ended: July 31, 2016

CASH REPORT

<b>FUNDS</b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
<b>Governmental Funds</b>	<b>Adjusted Beginning Balance</b>	<b>Deposits</b>	<b>Disbursements</b>	<b>Ending Balance</b>
General Fund (10)	\$2,822,481.10	\$1,294,604.72	-\$869,022.26	\$3,248,063.56
Special Revenue Fund (20)	-\$81,402.79	\$253,779.00	-\$82,552.62	\$89,823.59
Capital Project Fund (30)	\$161,156.62	\$0.00	\$0.00	\$161,156.62
Total Governmental Funds	<u>\$2,902,234.93</u>	<u>\$1,548,383.72</u>	<u>-\$951,574.88</u>	<u>\$3,499,043.77</u>
Summer Savings	\$142,196.10	\$0.00	-\$71,098.06	\$71,098.04
Enterprise Fund (60) Cafeteria	\$0.12	\$8,244.77	\$0.00	\$8,244.89
Payroll Fund (70)	\$0.00	\$289,157.60	-\$289,157.60	\$0.00
Agency Fund (90)	\$0.00	\$218,020.86	-\$218,020.86	\$0.00
Total Trust & Agency	<u>\$142,196.22</u>	<u>\$515,423.23</u>	<u>-\$578,276.52</u>	<u>\$79,342.93</u>
Grand Total for all Funds	<u>\$3,044,431.15</u>	<u>\$2,063,806.95</u>	<u>-\$1,529,851.40</u>	<u>\$3,578,386.70</u>
				\$3,578,386.70

Prepared and submitted by:

\_\_\_\_\_  
Michelle Fresco, Treasurer of School Moneys

\_\_\_\_\_  
8/5/2016

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# Somerset County Vocational Board of Ed.

## Expense Account Adjustment Analysis By Account#

ADDENDUM #6

va\_exaa1.082406

07/31/2016

Current Cycle : July

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<b>Current Appropriation Adjustments</b>								
11-000-216-320-05-0000	SPEECH/OT/PT/RELATED SVC	July Transfers	0010	07/31/2016	RCATTERSON	\$4,500.00	\$6,444.00	\$10,944.00
11-000-218-500-05-0000	PURCH SERVICES	July Transfers	0011	07/31/2016	RCATTERSON	\$17,680.00	(\$6,000.00)	\$11,680.00
11-000-219-104-05-0001	SUMMER WORK/EXTRA WORK	July Transfers	0010	07/31/2016	RCATTERSON	\$3,458.00	(\$100.00)	\$3,358.00
11-000-219-105-05-0000	SALARIES - SECRETARIES	July Transfers	0010	07/31/2016	RCATTERSON	\$87,185.00	\$100.00	\$87,285.00
11-000-222-610-03-0000	AVA MATERIALS - HS	July Transfers	0009	07/31/2016	RCATTERSON	\$18,900.00	(\$8,200.00)	\$10,700.00
11-000-251-100-08-0000	SALARIES-BUSINESS OFFICE	July Transfers	0010	07/31/2016	RCATTERSON	\$334,476.00	\$2,700.00	\$337,176.00
11-000-251-340-08-0000	PURCHASED TECHNICAL SERV	July Transfers	0010	07/31/2016	RCATTERSON	\$13,001.00	(\$2,700.00)	\$10,301.00
11-000-252-100-16-0000	SALARIES-TECHNOLOGY	July Transfers	0010	07/31/2016	RCATTERSON	\$388,994.00	\$1,500.00	\$390,494.00
11-000-252-500-16-0000	OTHER PURCH SCVS	July Transfers	0010	07/31/2016	RCATTERSON	\$27,461.00	(\$1,500.00)	\$25,961.00
11-000-262-420-02-0000	CUSTODIAL CONTRACT	July Transfers	0010	07/31/2016	RCATTERSON	\$382,500.00	\$10,000.00	\$392,500.00
11-000-262-622-02-0000	ENERGY - ELECTRICITY	July Transfers	0010	07/31/2016	RCATTERSON	\$485,000.00	(\$16,444.00)	\$468,556.00
11-000-270-162-02-0000	SALARY FOR PUPILS TRANS.	July Transfers	0010	07/31/2016	RCATTERSON	\$39,259.00	\$0.20	\$39,259.20
11-000-270-162-02-0001	SUBSTITUTES/OT	July Transfers	0010	07/31/2016	RCATTERSON	\$3,000.00	(\$0.20)	\$2,999.80
11-140-100-106-03-0000	SALARIES - AIDES	July Transfers	0010	07/31/2016	RCATTERSON	\$39,049.00	(\$0.20)	\$39,048.80
11-140-100-106-07-0000	AIDES - ALTERNATIVE SCH	July Transfers	0010	07/31/2016	RCATTERSON	\$42,598.00	\$0.20	\$42,598.20
11-140-100-500-03-0000	OTH PURC SVCS-TRAVEL HS	July Transfers	0009	07/31/2016	RCATTERSON	\$5,500.00	(\$833.00)	\$4,667.00
11-140-100-640-03-0000	TEXTBOOKS - REG INSTRUC	July Transfers	0009	07/31/2016	RCATTERSON	\$21,250.00	\$9,033.00	\$30,283.00
11-310-100-500-11-0000	OTHER PURCHD SERVS	July Transfers	0009	07/31/2016	RCATTERSON	\$40,250.00	(\$2,971.00)	\$37,279.00
11-310-100-500-60-0000	ACADEMY OTHER PURCH SERV	July Transfers	0011	07/31/2016	RCATTERSON	\$3,000.00	\$6,000.00	\$9,000.00
11-310-100-610-11-0020	SUPPL-HEALTH OCCUPATIONS	July Transfers	0009	07/31/2016	RCATTERSON	\$2,924.00	\$2,971.00	\$5,895.00
11-310-100-610-60-0000	ACADEMY SUPPLIES	July Transfers	0009	07/31/2016	RCATTERSON	\$10,000.00	(\$4,809.00)	\$5,191.00
11-310-100-640-60-0000	ACADEMY TEXTBOOKS	July Transfers	0009	07/31/2016	RCATTERSON	\$5,000.00	\$4,809.00	\$9,809.00
<b>Total Current Appr.</b>								<b>\$0.00</b>

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# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : July

09/23/2016  
va\_chkr8.081205

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
<b>POSTED CHECKS</b>				
<b>General Account -Check Series #1</b>				
69349	07/19/2016	8247	Horizon Blue Cross & Blue Shield	\$150,745.33
69350	07/19/2016	8452	Michael's Arts and Crafts	\$547.85
69351	07/19/2016	2665	PUBLIC SERVICE ELECTRIC &	\$19,354.75
69352	07/25/2016	9912	Christine Hartraft	\$324.42
69353	07/25/2016	9592	E-Rate Exchange LLC	\$1,675.00
69354	07/25/2016	8376	Eppy's Tool & Equipment Warehouse, Inc	\$252.19
69355	07/25/2016	9220	Frontline Technologies	\$5,285.10
69356	07/25/2016	6509	Honeywell Business Solutions, Inc.	\$2,680.00
69357	07/25/2016	1950	Hughes-Plumer & Associates	\$20,255.00
69358	07/25/2016	9589	NASP	\$199.00
69359	07/25/2016	9948	Naviance, Inc.	\$5,689.00
69360	07/25/2016	9964	NJ E-Z Pass Customer Service Center	\$400.00
69361	07/25/2016	2820	NJASA	\$1,880.00
69362	07/25/2016	6485	NJASBO	\$1,515.00
69363	07/25/2016	8875	NJASP	\$75.00
69364	07/25/2016	5751	NJSBA	\$6,749.75
69365	07/25/2016	2459	NJSBGA-Central Chapter	\$400.00
69366	07/25/2016	10269	PDQ Auto Supply	\$1,944.40
69367	07/25/2016	5936	Pritchard Industries	\$102.00
69368	07/25/2016	10145	Rutgers The State University of NJ	\$116.10
69369	07/25/2016	6115	School Dude	\$2,625.00
69370	07/25/2016	3452	STATE OF NJ DEPT OF LABOR	\$270.00
69371	07/25/2016	7133	Strauss Esmay Associates, LLP	\$4,535.00
69372	07/25/2016	4054	SYSTEMS 3000, INC.	\$774.60
69373	07/25/2016	3594	United States Postal Service	\$2,000.00
69374	07/25/2016	9891	Atlantic A Program of DeLage	\$1,214.77
69375	07/25/2016	8439	Atlantic Tomorrow's Office	\$1,286.78
69376	07/25/2016	5824	Automatic Data Processing	\$297.35
69377	07/25/2016	9946	Benefit Express	\$44.85
69378	07/25/2016	9886	Defined Contribution Retirement	\$315.16
69379	07/25/2016	10523	Directional Ad-Vantage Holdings, LLC	\$1,300.00
69380	07/25/2016	1850	Family & Community Services of	\$4,442.33
69381	07/25/2016	2318	Middle Earth	\$2,800.58
69382	07/25/2016	7543	National Dance Education Organization	\$300.00
69383	07/25/2016	1666	NJ American Water	\$2,418.43
69384	07/25/2016	2855	NORTHWESTERN MUTUAL LIFE	\$718.59
69385	07/25/2016	10043	Courier News	\$54.35
69386	07/25/2016	4286	SOUTH JERSEY ENERGY	\$476.67
69387	07/25/2016	10353	Sunlight General Somerset Solar, LLC	\$5,296.08
69388	07/25/2016	4054	SYSTEMS 3000, INC.	\$9,514.00
69389	07/25/2016	1251	VERIZON	\$889.19
69390	07/25/2016	8515	VERIZON BUSINESS	\$99.25
69391	07/25/2016	7866	Verizon Wireless	\$826.79
69392	07/25/2016	3191	VISION SERVICE PLAN INC.	\$2,065.50
69393	07/25/2016	4690	BYRD; GEORGE	\$282.78
69394	07/25/2016	6376	CDW Government	\$9,493.68
69395	07/25/2016	6215	CHARLES NECHTEM ASSOC. INC	\$849.63
69396	07/25/2016	10472	Dept of Children & Families Services	\$2,980.04
69397	07/25/2016	2092	DIFRANCESCO,BATEMAN P.C.	\$81.60
69398	07/25/2016	6972	E & A Restaurant Supply	\$1,022.46
69399	07/25/2016	10790	Franklin Griffith, LLC	\$256.93
69400	07/25/2016	5875	Grainger	\$2,224.82

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : July

09/23/2016  
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Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
<b>POSTED CHECKS</b>				
<b>General Account -Check Series #1</b>				
69401	07/25/2016	5238	Herff Jones	\$238.00
69402	07/25/2016	2622	Post Hardware	\$191.28
69403	07/25/2016	7387	SkillsUSA	\$250.00
69404	07/25/2016	2942	SOMERSET CTY. TREASURER	\$484.80
69405	07/25/2016	5828	Sysco Metro New York	\$346.82
69406	07/25/2016	10831	Thomas Heinbach	\$85.56
69407	07/28/2016	6399	Stephanie Andrade	\$360.00
69408	07/28/2016	6399	Shamir Lane	\$336.00
69409	07/28/2016	6399	Bryton Rodriguez	\$360.00
69410	07/28/2016	6399	Matthew Rojas	\$360.00
69411	07/28/2016	6399	Victoria Barbiero	\$312.00
69412	07/28/2016	6399	Zyesha Jones	\$360.00
69413	07/28/2016	6399	Diatou Sane	\$360.00
69414	07/28/2016	6399	Cierrah Tucker-Grimes	\$360.00
69415	07/28/2016	6399	Nidia Ugalde	\$360.00
69416	07/28/2016	6399	Marianela Vargas	\$336.00
69417	07/28/2016	6399	Isabel Iturra	\$336.00
69418	07/28/2016	6399	Gabriel Ochoa	\$336.00
69419	07/28/2016	6399	Dionte Green	\$264.00
69420	07/28/2016	6399	Liby Madrigal Astorga	\$336.00
69421	07/28/2016	6399	Steven Palencia	\$360.00
69422	07/28/2016	6399	Jazaan Walsh	\$240.00
69423	07/28/2016	6399	Irma Garcia	\$288.00
69424	07/28/2016	6399	Jacqueline Lockhart	\$336.00
69425	07/28/2016	6399	Leslie Rojas	\$360.00
69426	07/28/2016	6399	Heather Young	\$319.50
69427	07/28/2016	6399	John Doran	\$360.00
69428	07/28/2016	6399	Sean Mallis	\$336.00
69429	07/28/2016	6399	Joseph Zakzewski	\$360.00
69430	07/28/2016	6399	Janiya Burney	\$360.00
69431	07/28/2016	6399	Eleila Cruz	\$312.00
69432	07/28/2016	6399	Aylin Garcia	\$312.00
69433	07/28/2016	6399	Gabrielle Riddick	\$360.00
69434	07/28/2016	6399	Onasis Assoumany	\$360.00
69435	07/28/2016	6399	Ahmed Mansaray	\$360.00
69436	07/28/2016	6399	Damani Wainwright	\$330.00
69437	07/28/2016	6399	Nafisatu Dawud	\$336.00
69438	07/28/2016	6399	Fatoumata Gbamou	\$336.00
69439	07/28/2016	6399	Destiny Kollie	\$360.00
69440	07/28/2016	6399	Jada Nelson	\$360.00
69441	07/28/2016	6399	Ngardie Tarawally	\$336.00
69442	07/28/2016	6399	Nadia Asmah	\$360.00
69443	07/28/2016	6399	Teniola Bello	\$360.00
69444	07/28/2016	6399	Sylvia Elliot	\$360.00
69445	07/28/2016	6399	Abrams Kengo	\$336.00
69446	07/28/2016	6399	Fatimah Nabie	\$330.00
69447	07/28/2016	6399	Barkisu Rahman	\$312.00
69448	07/28/2016	6399	Henry Condado	\$360.00
69449	07/28/2016	6399	Ahmir Maxsom	\$306.00
69450	07/28/2016	6399	Joan Allen	\$360.00
69451	07/28/2016	6399	Serena Austin	\$360.00
69452	07/28/2016	6399	Katricee McCargo	\$264.00

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : July

09/23/2016  
va\_chkr8.081205

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
<b>POSTED CHECKS</b>				
<b>General Account -Check Series #1</b>				
69453	07/28/2016	6399	Alyssa Milson	\$336.00
69454	07/28/2016	6399	Davona Ashraf	\$336.00
69455	07/28/2016	6399	Shekeia Beckford	\$360.00
69456	07/28/2016	6399	Ammeara Carter	\$360.00
69457	07/28/2016	6399	Jalyssa Clemon	\$309.00
69458	07/28/2016	6399	Oscariana Frias-Nunez	\$312.00
69459	07/28/2016	6399	Genesys Grullon	\$288.00
69460	07/28/2016	6399	Nichole Perez	\$336.00
69461	07/28/2016	6399	Catherine Rodriguez	\$360.00
69462	07/28/2016	6399	Trenitee Styles	\$360.00
69463	07/28/2016	6399	Alhajie Bah	\$336.00
69464	07/28/2016	6399	Chernoh Bah	\$336.00
69465	07/28/2016	6399	Orion Flynn	\$360.00
69466	07/28/2016	6399	Jordan Ponce	\$357.00
69467	07/28/2016	6399	Cierrah Styles	\$336.00
69468	07/28/2016	6399	Tyree Cathcart	\$360.00
69469	07/28/2016	6399	Jackie Flores	\$276.96
69470	07/28/2016	6399	Jacinda Nembhard	\$336.00
69471	07/28/2016	6399	Carlos Reyes	\$360.00
69472	07/28/2016	6399	Jarrin Clemon	\$309.00
69473	07/28/2016	6399	Jayla Jennings	\$312.00
69474	07/28/2016	6399	Kate Lopez-Ramos	\$312.00
69475	07/28/2016	6399	Danielle Oppong	\$359.16
69476	07/28/2016	6399	Justin Reed	\$312.00
69477	07/28/2016	6399	Tachera Reid	\$330.00
<b>Total for General Account Check Series #1</b>				<b>\$307,458.18</b>

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : July

09/23/2016  
va\_chkr8.081205

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount	
<b>POSTED CHECKS</b>					
<b>Hand Checks</b>					
	3822	06/09/2016	10809	Raven Wesner	\$500.00
*	3895	06/16/2016	10809	Cody Adams	\$100.00
*	3901	06/16/2016	10809	Alexandra Lilly	\$200.00
*	3921	06/25/2016	10060	Nick Sinko	\$135.00
*	3927	07/11/2016	10298	Susan Santiago	\$18.65
	3928	07/11/2016	9927	Amy Patryn	\$29.99
	3929	07/11/2016	10808	Randee Holz	\$54.99
	3930	07/11/2016	9229	Kensington Bus Company, Inc	\$940.00
	3931	07/11/2016	8063	W.B. Mason	\$41.29
	3932	07/11/2016	7155	Cheapestees.com	\$683.70
	3933	07/11/2016	9273	Group Sales Box Office	\$3,059.50
	3934	07/14/2016	5238	Herff Jones	\$2,712.35
	3935	07/14/2016	3562	Traveltyme, Inc.	\$3,248.00
	3936	07/14/2016	10400	Lifetouch	\$1,345.00
	3937	07/21/2016	10277	State of New Jersey (Cosmetology)	\$110.00
	3938	07/21/2016	10277	State of New Jersey (Cosmetology)	\$110.00
	3939	07/21/2016	10277	State of New Jersey (Cosmetology)	\$110.00
	3940	07/21/2016	10277	State of New Jersey (Cosmetology)	\$110.00
	3941	07/21/2016	10277	State of New Jersey (Cosmetology)	\$110.00
	3942	07/21/2016	10277	State of New Jersey (Cosmetology)	\$110.00
	3943	07/21/2016	10277	State of New Jersey (Cosmetology)	\$110.00
*	3946	07/26/2016	10277	State of New Jersey (Cosmetology)	\$50.00
	3947	07/26/2016	10277	State of New Jersey (Cosmetology)	\$50.00
	3948	07/26/2016	10841	Fan Cloth	\$636.50
*	5084	07/01/2016	3411	New Jersey Risk Managers & Consultants	\$211,742.50
*	10070	07/07/2016	6974	Maschio's Food Services	\$47.00
	10071	07/08/2016	7972	State of NJ Division of Pensions-TPAF	\$41,099.78
	10072	07/08/2016	4869	State of NJ Division of Pensions-PERS	\$15,654.95
	10073	07/15/2016	9773	INTERNAL REVENUE SERVICE	\$11,907.13
	10074	07/15/2016	9849	Fulton Bank Of New Jersey	\$146.80
	10075	07/15/2016	3458	STATE OF NEW JERSEY	\$10,575.13
	10076	07/30/2016	9717	Prudential Insurance	\$27.00
	10077	07/30/2016	9773	INTERNAL REVENUE SERVICE	\$13,172.77
*	71516	07/15/2016	3099	Treasurer Somerset County	\$163,466.21
*	73116	07/31/2016	3099	Treasurer Somerset County	\$180,177.43
*	907081601	07/08/2016	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$41,099.78
	907081602	07/08/2016	9777	NJ DIV OF PENSIONS AND BENEFITS - PERS	\$15,654.95
*	907151600	07/15/2016	9774	NJ DIVISION OF REVENUE	\$10,575.13
	907151601	07/15/2016	9769	PLAN CONNECT-EQUITABLE	\$3,848.71
	907151601	07/15/2016	9770	PLAN CONNECT_VALIC	\$150.00
	907151601	07/15/2016	10733	PLAN CONNECT-FORESTERS INVESTORS-PAYROLL	\$50.00
	907151602	07/15/2016	9773	INTERNAL REVENUE SERVICE	\$42,055.25
	907151603	07/15/2016	9774	NJ DIVISION OF REVENUE	\$263.16
	907151604	07/15/2016	9774	NJ DIVISION OF REVENUE	\$4,293.53
	907151605	07/15/2016	9775	PENNSYLVANIA DEPARTMENT OF REVENUE	\$871.66
*	907291601	07/29/2016	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$10,880.20
	907291602	07/29/2016	9777	NJ DIV OF PENSIONS AND BENEFITS - PERS	\$14,365.82
	907291603	07/29/2016	9778	PRUDENTIAL RETIREMENT SERVICES	\$76.50
	907291604	07/29/2016	9769	PLAN CONNECT-EQUITABLE	\$3,848.71
	907291604	07/29/2016	9770	PLAN CONNECT_VALIC	\$150.00
	907291604	07/29/2016	10733	PLAN CONNECT-FORESTERS INVESTORS-PAYROLL	\$100.00
	907291605	07/29/2016	9768	SOMERSET COUNTY BOARD OF EDUCATION	\$17,199.84

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : July

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Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
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### POSTED CHECKS

#### Hand Checks

907291606	07/29/2016	9768	SOMERSET COUNTY BOARD OF EDUCATION	\$601.36
907291607	07/29/2016	9761	AFLAC	\$195.12
907291608	07/29/2016	9773	INTERNAL REVENUE SERVICE	\$46,072.22
907291609	07/29/2016	9774	NJ DIVISION OF REVENUE	\$250.24
907291610	07/29/2016	9774	NJ DIVISION OF REVENUE	\$4,585.60
907291611	07/29/2016	9775	PENNSYLVANIA DEPARTMENT OF REVENUE	\$833.08



# Somerset County Vocational Board of Ed.

09/23/2016  
va\_chkr8.081205

## Summary Check Register By Check#

Posted Checks : Selected Cycle : July

### Fund Summary

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	10				\$9,728.28	\$9,728.28
10	11	\$257,425.87		\$595,305.41		\$852,731.28
10	P1	\$4,759.44		\$5,703.26		\$10,462.70
Fund 10	TOTAL	\$262,185.31		\$601,008.67	\$9,728.28	\$872,922.26
20	20	\$33,470.22		\$26,830.34		\$60,300.56
20	P2	\$11,802.65		\$10,449.41		\$22,252.06
Fund 20	TOTAL	\$45,272.87		\$37,279.75		\$82,552.62
90	90				\$218,020.86	\$218,020.86
95	95				\$14,574.97	\$14,574.97
GRAND	TOTAL	\$307,458.18	\$0.00	\$638,288.42	\$242,324.11	\$1,188,070.71

<b>* Total Prior Cycle Checks Voided in selected cycle(s):</b>	<b>\$0.00</b>
<b>Total Checks from selected cycle(s) voided in the selected cycle(s):</b>	<b>\$5,174.99</b>