#### OAKLAND K-8 PUBLIC SCHOOLS

Office of the Superintendent

and

Secretary of the Board

BOARD OF EDUCATION Regular Monthly Meeting Administrative Offices 7:00 PM

#### MEMBERS OF THE BOARD

Ms. Cooper Ms. Kilday Mr. Mazzilli

Mr. Scerbo

Ms. Shelkin

Dr. Gina M. Coffaro, Superintendent of Schools Ms. Annette Wells, Business Administrator/Board Secretary

Regular Monthly Meetings on the Third Tuesday of each month at 7:00 PM

Next Regular Monthly Meeting: June 25, 2024 Administration Office STATEMENT ON OPEN PUBLIC MEETINGS AND POLICY CONCERNING PERSONNEL

#### PRESIDING OFFICER:

FLAG SALUTE

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Oakland Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted on January 11, 2024 and May 6, 2024 in the Municipal Building, the Board Offices, all school offices and copies sent to The Record Newspaper. The Board reserves the right to limit public discussion of personnel items, so as to preserve individual privacy.

The Board appreciates the concerns and comments expressed by the public and will take them into consideration. However, please remain advised that, neither the Board nor the administration may comment on or respond to public inquiries or statements regarding any internal personnel matters involving a District employee.

Please be further advised that there is no privilege or qualified privilege with regard to any statements that you make before the Board of Education. Furthermore, in addition to their respective rights to privacy, employees of this school district retain all rights regarding defamation and slander according to the laws of New Jersey.

Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses. Each speaker shall be limited to two minutes. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds.

#### **ROLL CALL**

	<u>Present</u>	Absent	Time of Arrival After Meeting Called to Order
Ms. Cooper			
Ms. Kilday			
Mr. Mazzilli	<del></del>		<del></del>
Ms. Shelkin			
Mr. Scerbo			

Also Present: Dr. Gina M. Coffaro, Superintendent of Schools Ms. Annette Wells, Business Administrator

and approximately \_\_\_\_\_ members of the public.

# **Report of the Superintendent of Schools**

MINUTES ITEMS A through C

Mr. Scerbo

## I. <u>MINUTES</u>

- A. Approve the Regular Monthly Meeting minutes from April 29, 2024.
- B. Approve the Work Session minutes from April 29, 2024.
- C. Approve the Executive Sessions minutes from April 29, 2024.

Motion:(Discussion)	Second:
Roll Call Vote:	
Ms. Cooper Ms. Kilday	
Mr. Mazzilli Ms. Shelkin	

## II. BUILDINGS AND GROUNDS

Ms. Shelkin Board Liaison

A. Approve the safety drill report for the month of April.

BUILDINGS AND GROUNDS ITE
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Motion:(Discussion)	Secon	nd:
Roll Call Vote	<u>2</u> :	
Ms. Cooper Ms. Kilday		
Mr. Mazzilli		
Ms. Shelkin Mr. Scerbo		

#### III. PERSONNEL

Ms. Cooper Board Liaison

- A. Amend the dates for Juliet Letz's leave as follows: FMLA starting March 25, 2024, using 38 sick days through May 23, 2024, paid with benefits. Beginning on May 24, 2024, continuing FMLA, unpaid with benefits, until FMLA is exhausted. NJFLA, unpaid with benefits, beginning May 24, 2024 through June 30, 2024. Ms. Letz plans to return to District on or about August 1, 2024.
- B. Approve Leonard Parra to work Spring 2024 STEAM Family Night at \$80.00 per hour, upon submission of an approved voucher. This salary will be funded with ARP/ESSER III funds.
- C. Approve Jennifer Grella for after-school supervision while students participate in online tutoring with an outside vendor at an hourly rate of \$77.00, upon submission of an approved voucher. This salary will be funded with New Jersey High Impact Tutoring funds.
- D. Approve the salary of \$6,000 to Dr. Melissa A. Chism and Pediatricare Associates, together with the corresponding Agreement for health/medical services, as the District's Medical Inspector for the Oakland School District for the 2024-2025 school year.
- E. Approve the appointment of Judy Favino as Treasurer of School Monies for the school year 2024-2025, as required by law and in accordance with budgetary provisions in the amount of \$5,500.
- F. Approve the following stipend amounts for Route Coverage, Mid-Day Route Coverage, Bus Drills, Field Trips, STEAM, and Gifted & Talented transportation for the 2024-2025 school year:

Route Coverage AM or PM – One Way	
AM and PM – Round Trip and Out-of-Town Field Trips	\$100.00
Local Field Trips, Bus Drills, STEAM, and Gifted & Talented – One Way	
Local Field Trips, STEAM, Gifted & Talented, Mid-Day Routes – Round Trip	\$ 50.00

- G. Approve Lewis Thurston to drive a District bus for the Junior Police Academy from July 19, 2024 to July 26, 2024 to be paid at the approved transportation stipend amounts, upon submission of an approved voucher.
- H. Approve the following employees to provide transportation coverage for the 2024-2025 school year to be paid at the approved transportation stipend amounts, upon submission of an approved voucher.

Gerald McMinn   Thomas Shortman   Lewis Thurston
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I. Approve the following Bus Aides for the 2024 Extended School Year at an hourly rate of \$20.00, upon submission of an approved voucher.

Christina Barbour	Kiley Kesenheimer	Margaret Hartwell
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J. Approve the appointment of Ghazal Behreini as Substitute Nurse for the 2023-2024 school year, upon satisfactory completion of all employment obligations.

## **PERSONNEL** (continued)

K. Acknowledge the following employees' days without pay for the 2023-2024 school year as listed below:

Name	School	Dates
Kiley Kesenheimer	Heights	5/1
Maria Glasson	Heights	5/2, 5/3
Kaitlyn McPike	Manito	5/31

PERSONNEL ITEMS A through K		
Motion:(Discussion)	Second:	
Roll Call Vote:		
Ms. Cooper		
Ms. Kilday		
Mr. Mazzilli		
Ms. Shelkin		
Mr Scorbo		

## IV. <u>REGULAR EDUCATION</u>

Ms. Shelkin Board Liaison

A. Approve the HIB Report for the period April 29, 2024 through May 14, 2024 as follows:

Number of HIB Investigations	0
Number of Affirmed HIB Incidents	3

B. Approve the following scores as reported by the state of NJ, for the 2022-2023 School Self-Assessment under the Anti-Bullying Bill of Right Act:

Dogwood Hill	74	Manito	74
Heights	74	Valley Middle	76

C. Approve Rutherford Public School's Pierrepont School, and 24 students, to visit Valley Middle School on Monday, June 10, 2024, for the seventh-grade workshop students "Business Project".

## REGULAR EDUCATION ITEMS A through C

Motion:	Second:
(Discussion)	
Roll Call Vote:	
Ms. Cooper	
Ms. Kilday	
Mr. Mazzilli	
Ms. Shelkin	
Mr. Scerbo	

## V. <u>SPECIAL EDUCATION</u>

Ms. Cooper Board Liaison

- A. Approve the 2023-2024 school year out-of-district placement for one student, whose name is on file in the Superintendent's office, to attend the behavior program at Wanaque Elementary School, Wanaque, New Jersey from April 22, 2024 to June 21, 2024.
- B. Approve the 2023-2024 school year out-of-district placement for one student, whose name is on file in the Superintendent's office, to attend Chapel Hill Academy, Lincoln Park, New Jersey, from on or about May 13, 2024 through June 19, 2024.
- C. Approve the Service Agreement with Speech Therapy Plus LLC for outside speech/language, occupational therapy evaluations and direct speech and occupational therapy from May 15, 2024 through June 30, 2024 at the following rates:
  - \$105 per 30 minute session
  - \$155 per 45 minute session
  - \$200 per hour session
  - \$375 per completed evaluation

SPECIAL EDUCATION ITEMS A through C						
Motion:(Discussion)	Second:					
Roll Call Vote:						
Ms. Cooper						
Ms. Kilday Mr. Mazzilli						
Ms. Shelkin						
Mr. Soorbo						

# VI. FINANCE Mr. Mazzilli Board Liaison

- A. Approve the April 2024 certified gross (net & agency) payroll in the amount of \$1,965,034.76.
- B. Approve the payment of the attached list of bills in the amount of \$1,327,449.99 which in proper legal form and subject to audit, provided funds are available in their respective accounts.
- C. Approve the Board Secretary's certification to the Oakland Board of Education that, as of April 30, 2024 no line-item account has encumbrances and expenditures, which, in total, exceed the line-item appropriation in violation of NJAC 6A:23A-16.10(c)3; and further,
  - Approve the Oakland Board of Education's certification that, after a review of the Board Secretary's and Board Treasurer's monthly financial reports and the advice of District officials, there is no reason to doubt that any major account or fund has been over-expended in violation of NJAC 6A:23A-16.10(c)4.
- D. Approve the school year 2023-2024 Budget appropriation transfers for the month ending April 30, 2024.
- E. Approve the Board Secretary's Financial Report for the month ending April 30, 2024.
- F. Approve the Treasurer of School Monies Report for the month ending April 30, 2024.
- G. Approve staff participation in professional conferences/workshops outside the District, as per the attached.
- H. Rescind the approval of LAN Associates, Engineering, Planning, Architecture, Surveying, Inc. to provide A/E Services for Multi-Purpose Room HVAC Improvements at Dogwood Hill Elementary School at the proposal cost of \$68,300.
- I. Approve Parette Somjen Architects, LLC to provide A/E Services for Multi-Purpose Room HVAC Improvements at Dogwood Hill Elementary School at the proposal cost of \$68,300.
- J. The Oakland Board of Education requested bids for Transportation Services for the 2024-2025 school year. Bids were received and opened on Wednesday, May 8, 2024, with three bidders responding as follows:

<b>Double Route</b>	<u>First Stud</u>	<u>dent</u>	<u>D &amp; </u>	<u>M</u>	<u>Jordan Tr</u>	ansportation and a second
Route	<u>Cost</u>	Adj Cost	<u>Cost</u>	Adj Cost	Cost	Adj Cost
VMS 6	\$252.03	\$1.00	\$191.24	\$1.00	\$249.00	\$1.50
D 8	<u>\$252.03</u>	\$1.00	\$191.24	\$1.00	\$249.00	\$1.50
Tier Cost	\$504.06		\$382.48		\$498.00	

WHEREAS, the Board has the authority to reject all bids where the lowest bid substantially exceeds the cost estimates for the goods or services in accordance with N.J.S.A. 18A:18A-22 a.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby rejects all of the bids received for the double route for VMS 6 and D 8 due to the lowest bid substantially exceeding the cost estimates for this service.

K. The Oakland Board of Education requested bids for an Outdoor Learning area at Manito Elementary School to be paid with PTO funds. Bids were opened on Thursday, May 2, 2024, with one bidder responding as follows:

MM Construction of Cranford, NJ	Base Bid	\$735,000	Alternate 1	\$15,000
	Alternate 2	\$ 17,000	Alternate 3	\$30,000

**WHEREAS**, the Board has the authority to reject all bids where the lowest bid substantially exceeds the cost estimates for the goods or services in accordance with N.J.S.A. 18A:18A-22 a.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby rejects the bid from MM Construction due to the lowest bid substantially exceeding the cost estimates for this service and hereby authorizes the Business Administrator to rebid the project.

L. The Oakland Board of Education requested proposals for Food Service Management for the 2024-2025 school year. Proposals were opened on Tuesday, May 7, 2024 with one vendor responding.

Be it resolved that the Oakland Board of Education "SFA" accepts the proposal for the Food Service Management contract with The Pomptonian, Inc. "FSMC" for the food service operation for 2024-2025.

#### 1. FSMC Fee:

The FSMC shall receive, in addition to the costs of operation, an administrative/management fee of \$0.3127 per reimbursable meal and meal equivalent to compensate the FSMC for administrative and management costs. This fee shall be billed monthly as a cost of operation. The SFA guarantees the payment of such costs and fee to the FSMC.

Total meals are calculated by adding reimbursable meal pattern meals served and meal equivalents. The number of reimbursable meals served to the children shall be determined by actual count. Cash receipts, other than from sales of reimbursable program meals served to the children, shall be divided by \$4.70 to arrive at an equivalent meal count.

The per meal administrative/management fee of \$0.3127 will be multiplied by total meals.

- 2. There is a guaranteed breakeven financial performance
- 3. Total Estimated Cost of Contract:

Total expenses (cost) include food, labor, supplies, other expenses, and FSMC management fee.

The Total Cost of Contract is \$654,589.25

- M. Approve the submission of the ARP ESSER III amended application for fiscal and programmatic changes.
- N. Approve the increase for the 2023-2024 school year for Fogarty & Hara Legal Services not to exceed \$70,000.

- O. Approve Allstate Interiors to replace flooring in three classrooms at Heights Elementary School in the 2024-2025 school year, in the amount of \$43,629.01, through New Jersey State Contract # 23-FOOD-47763.
- P. Approve Stacks Environmental, LLC. to replace boiler breechings at Dogwood Elementary School and Valley Middle School, in the amount of \$17,700 primarily paid for with the FY24 Emergent & Capital Maintenance Grant. This vendor provided the lowest quote for this project.
- Q. Approve the Shared Services Agreement between the Oakland Board of Education and the Bergen County Technical Schools Board of Education for the following services of the 2024-2025 school year:

Level 1 Technician

\$83,736

- R. Approve Jordan Transportation for bus inspection and repairs for the 2024-2025 school year in the amount not to exceed \$26,000. The district received quotes for this service and this vendor is the most advantageous to the Board, price and other factors considered.
- S. Approve the agreement between the Oakland Board of Education and Valley Health System, Inc. to provide alcohol and drug testing services, effective, July 1, 2024 June 30, 2026.
- T. Approve the monthly Petty Cash amounts for the 2024-2025 school year as follows:

School	Petty Cash Amount	Single Expenditure
Dogwood Hill School	\$100	\$25
Heights School	\$100	\$25
Manito School	\$100	\$25
Valley Middle School	\$250	\$50
Central Office	\$300	\$50

U. **Be It Resolved,** that the Oakland Board of Education approves attendance for the following staff/board members at the New Jersey School Boards Association (NJSBA) Annual Workshop, October 21-24, 2024, Atlantic City, New Jersey, in accordance with Policy #6471, *N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7* 

	Name	Mileage (.47)	Meals	Lodging	Registration	Other	Total
	Dr. Gina Coffaro	\$137.24	\$206.50	\$424.62	*	\$100.00	\$868.36
	Ms. Annette Wells	\$137.24	\$206.50	\$424.62	*	\$100.00	\$868.36
U.1	Ms. Michelle Andrawis	\$137.24	\$206.50	\$424.62	*	\$100.00	\$868.36
0.1	Ms. Pamela Baykal	\$137.24	\$206.50	\$424.62	*	\$100.00	\$868.36
	Mr. Joseph Tumminia	\$137.24	\$206.50	\$424.62	*	\$100.00	\$868.36
	Ms. Teresa Kilday	\$137.24	\$206.50	\$424.62	*	\$100.00	\$868.36
U.2	Mr. Peter Mazzilli	\$137.24	\$206.50	\$424.62	*	\$100.00	\$868.36
U.3	Mr. John Scerbo	\$137.24	\$206.50	\$424.62	*	\$100.00	\$868.36

<sup>\*</sup>Group registration for district Board of Education \$2,100.00 (prepaid).

V. Approve the following Tax-Sheltered Annuity Companies, Brokers and Third-Party Administrator for the 2024-2025 school year:

Equitable/AXA Orion Portfolio Solutions Security Benefit Lincoln Investment Planning

Omni Financial

- W. Approve continued participation with the Public Employer Trust Agreement for the policy period beginning July 1, 2024 through June 30, 2025.
- X. Approve continued participation with the School Health Insurance Fund for District employees for the policy period beginning July 1, 2024 through June 30, 2025.
- Y. Approve continued participation with Horizon Blue Cross/Blue Shield of New Jersey for Dental coverage for District employees for the policy period beginning July 1, 2024 through June 30, 2025.
- Z. Approve the flexible spending account, cobra account and commuter reimbursement account administrative services agreement between the Oakland Board of Education and Ameriflex, Inc. for the 2024-2025 school year.
- AA. Approve the 2024-2025 cooperative bids prepared by Education Data Services, Inc. for General Classroom, Photography, Science Supplies, Athletic, Custodial, Library, Physical Education, Technology, Health & Trainer, Audio Visual, Fine Art, Music, Computer/Toner, Elementary Teaching Aids, Special Needs and Operational and Maintenance Supplies and Equipment.
- BB. Approve the use of the Ed Data Cooperative Bids for Time & Materials (as per lists on file in the Business Office).
- CC. Approve the award of copier paper contract to WB Mason as per bid EDS-NJ-North#12569 under Ed Data Cooperative Management System.
- DD. Approve the attached resolution authorizing the Oakland Board of Education to enter into NJSBA's Cooperative Pricing Agreement (E8801-ACESCPS) for technology products.
- EE. Approve the following Cooperative Bidding Services for the 2024-2025 school year:
  - The Hunterdon Regional Co-Op
  - The Ed Services Commission of NJ
- FF. Approve Karl Environmental Group as the District's Environmental consultants for the 2024-2025 school year.
- GG. Approve E2E Exchange for E-rate services for the 2024-2025 school year.

- HH. Approve the contract for 192-193 Nonpublic Services between the Bergen County Special Services School District and the Oakland School District for the 2024-2025 school year.
- II. Approve the participation of the Oakland Public Schools in the National School Lunch Program at all schools for the 2024-2025 school year in accordance with the rules and regulations promulgated by the Bureau of Child Nutrition Programs, New Jersey Department of Education.
- JJ. Approve the following professional services for the 2024-2025 school year as per submitted proposals on file in the Business Office:

Name	Services	<b>Contract Amount</b>	
* Fogarty & Hara, LLC	Legal Firm	Partner:	\$175/hr
		Associate:	\$155/hr
		Estimated Annual:	\$70,000
*Methfessel & Werbel, P.C.	Legal Firm	Partner:	\$175/hr
		Associate:	\$155/hr
		Estimated Annual:	\$20,000
*Parette Somjen Architects L.L.C.	Architect Services	Partner	\$183/hr
-		Director/Senior Assoc.	\$174/hr
		Senior Architect	\$165/hr
		Project Architect	\$144/hr
		Contract Administrator	\$124/hr
		Estimated Annual:	\$20,000
* LAN Associates	Architect Services	Principal:	\$225/hr
		Project Mgr:	\$160/hr
* LAN Associates	<b>Engineering Services</b>	Principal:	\$225/hr
		Project Mgr:	\$160/hr
		Estimated Annual:	\$20,000
* Wielkotz & Company, LLC	Audit Firm	Annual Fee:	\$29,000
		Partner Hourly Rate:	\$200
		Manager/Supervisor	\$150-\$175
		Senior Rate:	\$125
		Staff Rate:	\$100
* Brown & Brown	Health Insurance	Commission Based	

<sup>\* 1.</sup> The fee structure is most advantageous to the Board, price and other factors considered.

<sup>2.</sup> Experience, staff and resources necessary to perform the service as demonstrated by their prior performance with the Board.

<sup>3.</sup> Reputation and responsibility of professional contractor based upon prior performance with the Board.

- KK. Approve the Business Administrator/Board Secretary, or designee, be designated as the Board's agents to request State and Federal funds under the existing State and Federal Laws for the 2024-2025 school year.
- LL. Approve the Business Administrator/Board Secretary be designated as the Board of Education's Claims Auditor with authority, as provided by 18A:19-2 amended, to direct pre-payment of claims for Debt Service, Payroll, Fixed Charges and any other claim or demand which would be in the best interest of the Board to pay promptly.
- MM. Approve the revised Shared Services Agreement with the Borough to provide Special Law Enforcement Officer III ("SLEO III") in the schools to serve as security officers for the 2024-2025 school year and authorize the Board President and the Board Secretary/Business

Administrator to sign the Agreement and such other documents as are necessary to effectuate the terms of this resolution.

FINANCE ITEMS A through MM		
Motion: (Discussion)	Second:	
Roll Call Vote:		
Ms. Cooper Ms. Kilday		
Mr. Mazzilli		
Ms. Shelkin Mr. Scerbo		

## VII <u>ADMINISTRATION</u>

Ms. Kilday Board Liaison

- A. Approve Board Policies, By-Laws and Board Regulations as detailed in the Governance Manual for the 2024-2025 school, subject to amendments, additions, revisions or deletions, as determined by Board resolution.
- B. Approve the Oakland School District's curriculum and services for the 2024-2025 school year meeting all identified QSAC sub-categories.

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Motion:(Discussion)	 Second:	
Roll Call Vote:		
Ms. Cooper		
Ms. Kilday		
Mr. Mazzilli		
Ms. Shelkin		
Mr. Scerbo		

## VIII. TRANSPORTATION

Ms. Kilday Board Liaison

- A. Approve the following Extended School Year 2024 bus routes to be transported by District drivers and buses:
  - Franklin Lakes Public Schools/CAPS @ Colonial Road Elementary School in Franklin Lakes, NJ.
  - High Mountain Road School/Bright Horizons School Program in Franklin Lakes, NJ.
  - Peter Cooper School in Ringwood, NJ.
  - Windsor Bergen Academy in Ridgewood, NJ.

TRANSPORTAT	ΓΙΟΝ ITEM A		
Motion:(Discussion)		Second:	
Roll Call Vote:			
Ms. Cooper			
Ms. Kilday			
Mr. Mazzilli			
Ms. Shelkin			
Mr Scerbo			

IX.	<u>POLICY</u>	Ms. Cooper
		Board Liaison

A. Approve the *second* reading of new/revised Board policies/regulations as listed below:

P & R 2423 Prevention and Treatment of Sports- Related Concussions and Head Injuries
P 4360 Support Staff Member Tenure
P 3324 Right to Privacy Teaching Staff
P 4324 Right to Privacy Support Staff

P & R 7510 Use of School Facilities

B. Approve the *Abolishment* of the following Board Policy:

P 5755 Equity in Educational Programs and Services

## POLICY ITEMS A through B

Motion:	Second:	
(Discussion)		

## **Roll Call Vote:**

Ms. Cooper Ms. Kilday

Mr. Mazzilli
Ms. Shelkin

Mr. Scerbo

# X. AUDIENCE PARTICIPATION

#### XI. EXECUTIVE SESSION (If requested)

- WHEREAS, The Board of Education must discuss subjects concerning personnel matters, legal issues, Harassment, Intimidation and Bullying, and/or contract negotiations concerning the District, and
- WHEREAS, the aforesaid subjects are not appropriate subjects to be discussed in a public meeting; and
- WHEREAS, the aforesaid subjects to be discussed are within the exemptions which are permitted to be discussed and acted upon in closed executive session pursuant to P.L. 1975, Chapter 231, it is therefore
- RESOLVED, that the aforesaid subjects shall be discussed in a closed executive session by this Board and administrative and information pertaining thereto will be made available to the public as soon thereafter as possible and once the reasons for nondisclosure no longer exist.

Estimated Time in Executive Session	
Topics:	
Motion:	
Roll Call Vote:	
Ms. Cooper	
Ms. Kilday Mr. Mazzilli	
Ms. Shelkin	
Mr. Scerbo	
Time Entered Executive Session:	
RETURN TO OPEN SESSION:	
Motion:	Second:
Time Returned to Open Session:	
ADJOURNMENT:	
Motion:	Second:
Time of Adjournment:	

#### **Attachments**

Minutes: Regular Monthly Meeting- April 29, 2024

Work Session Regular- April 29, 2024 Executive Sessions- April 29, 2024

**Buildings & Grounds:** April Safety Drill Report

**Personnel:** 

**Regular Education:** Monthly Enrollment

**Special Education**:

**Finance:** April 2024 Treasurer Report

April 2024 Transfers

April 2024 Board Secretary Report

Bills List

Conferences/Workshops

NJSBA's Cooperative Pricing Agreement Resolution

**Transportation:** 

**Policy:** 

P & R 2423 Prevention and Treatment of Sports- Related Concussions and Head

Injuries

P 4360 Support Staff Member Tenure
P 3324 Right to Privacy Teaching Staff
P 4324 Right to Privacy Support Staff

P & R 7510 Use of School Facilities

P 5755 Equity in Educational Programs and Services