MEETING OF THE LAKEWOOD BOARD OF EDUCATION, HELD ON WEDNESDAY, FEBRUARY 21, 2018, AT 6:30 P.M., IN THE COMMONS, 855 SOMERSET AVENUE, LAKEWOOD, NEW JERSEY 08701

At 6:44 p.m. the Board Members adjourned to the conference room to open in committee due to a lack of a quorum.

At 6:50 p.m. Laura Winters, Kevin Campbell, Robert Finger, and Michael Inzelbuch returned to the LHS Commons to open the meeting. The Board remained in the conference room. Mr. Campbell lead the public in the Pledge of Allegiance, read the Sunshine Law and the Resolution for Executive Session.

Mr. Campbell then read in for the minutes the Members who were present in Executive Session: Mr. Zlatkin, Mrs. Gonzalez, Mr. Nakdimen, Mr. Newhouse, and Mr. Bender. The following were not present at the time: Mr. Rodriguez, Mr. Tendler, Mr. Treisser, and Mrs. Jackson-Byers.

I. **PLEDGE OF ALLEGIANCE:** Kevin Campbell, Board Secretary

SUNSHINE LAW

Pursuant to the provisions of Chapter 231, of the Laws of 1976 (THE OPEN PUBLIC MEETINGS ACT), Mr. Campbell notified the public that notice of the date, time, location and agenda of this meeting, to the extent known, was provided at least forty-eight (48) hours prior to the commencement of this meeting in the following manner:

1. By posting such notice on the public announcement board of the Lakewood Board of Education Offices, and the Lakewood Township Municipal Building.
2. By e-mailing such notice to the office of the Asbury Park Press.
3. By filing such notice with the Board Secretary.
4. By mailing such notice to all individuals who requested and paid for a copy of same.

II. **EXECUTIVE SESSION** - RESOLUTION

Whereas, Public Law 1975, Chapter 231, known as the Open Public Meetings Act, provides that a public body may not exclude the public from any meeting to discuss any matter described therein until the public body has first adopted a Resolution; and

Whereas, the Board of Education of the Township of Lakewood has determined that the following items must be discussed in closed session and that the public must be excluded from said deliberations; and

Whereas, the Board of Education of the Township of Lakewood has determined that the subject matter of the closed discussion falls within those matters described in subsection 7b of the Open Public meetings Act;

Now, Therefore, Be It Resolved, by the Board of Education of the Township of Lakewood, County of Ocean, State of New Jersey, that

A. The Board of Education, in closed session, may discuss one or more of the following subject matters:

1. Any pending or anticipated litigation or contract negotiation
2. Involving the employment, appointment, termination of employment
3. Any deliberations occurring after a public hearing

Which subject matters constitute a subject matter described in the sub-section 7b of the open Public Meetings Act.

Be It Further Resolved that, the Board of Education, of the Township of Lakewood, will disclose to the public the subject matter of said closed discussions, as soon as the matters have been resolved and the determination can be disclosed to the public.

At 6:52 p.m. Laura Winters, Kevin Campbell, Robert Finger, and Michael Inzelbuch returned to the conference room to join the Board in Executive Session.

At 7:53 p.m. Mr. Bender motioned for the Board to return to Public Session, and Mr. Zlatkin seconded the motion. Mr. Campbell did Roll Call.

III. ROLL CALL

Board Members Present:	Mr. Moshe Bender, President – left 7:59 p.m., returned 8:20 p.m. Mrs. Thea Jackson-Byers, Vice President Mrs. Ada Gonzalez Mr. Chanina Nakdimen Mr. Moshe Newhouse – arrived 7:55p.m., left 8:14 p.m., returned 8:16 p.m. Mr. Bentzion Treisser – arrived 7:55 p.m. Mr. Isaac Zlatkin – left 8:29 p.m., returned 8:32 p.m., left 8:43 p.m.
Board Members Absent:	Mr. Heriberto Rodriguez Mr. Moshe Tendler

Also Attending: Mrs. Laura A. Winters, Superintendent
Mr. Kevin Campbell, Interim Business Administrator/Interim Board Secretary
Mr. Robert Finger, Interim Asst. Business Administrator/Interim Asst. Board Secretary
Mr. David Shafter, State Monitor
Mr. Michael I. Inzelbuch, Esq., Board Attorney

Translator: Ana Faone
SGA: Karla Farfan

The Board observed a Moment of Silence for the student and faculty victims of Forest High School shooting in Ocala, Florida.

IV. PRESENTATIONS:
1. Lakewood School District Security – Mrs. Winters
   Lakewood Police Butterworth/Marshall
2. Superintendent Recognition Award

V. MINUTES
Public Meeting Minutes – January 16, 2018
Public Meeting Minutes – January 24, 2018
Special Meeting Minutes – January 31, 2018

MOTION TO APPROVE THE MINUTES OF JANUARY 16, 2018, JANUARY 24, 2018 & JANUARY 31, 2018 (passed)
Motion: Mrs. Jackson-Byers **Second:** Mr. Zlatkin
6 Ayes: Mr. Zlatkin, Mrs. Gonzalez, Mr. Nakdimen, Mr. Newhouse, Mr. Treisser, Mrs. Jackson-Byers
0 Nays:
0 Abstained:
3 Absent: Mr. Rodriguez, Mr. Tendler, Mr. Bender

VI. COMMITTEE REPORTS – None at this meeting

VII. CORRESPONDENCE AND COMMUNICATIONS – None at this meeting

VIII. RECOGNITION OF THE PUBLIC - no one signed up to speak

STATEMENT BY BOARD PRESIDENT

Pursuant to Board Policy 0164, Roberts' Rules of Order shall govern the Board of Education in its deliberations and in the conduct of its meetings. As such, all comments from the public and from other members of the Board should be directed to the Board President who is responsible for presiding over the meeting.

The President shall direct all inquiries or comments to the appropriate Administrator or Board member for response, as appropriate. The law requires a period of public comment at our

meetings, not a question or answer session or debate. The board president at his discretion may or may not feel it is appropriate to answer questions raised during the public comment period. The board and administration do take all public comments seriously and consider them when conducting business.

The President may interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive or obscene. In addition, Security Personnel may direct any individual to leave the meeting when that person does not observe reasonable decorum, whether the person is at the microphone or at any other place in the meeting room. New Jersey law makes it a crime for any person to intentionally disrupt a public meeting. Law enforcement will be contacted if a person disrupts the meeting and fails to desist after being directed to do so. Finally, we ask that you silence all electronic devices.

MOTION TO APPROVE THE READ-IN CORRECTION TO THE AGENDA (passed)
Motion: Mr. Zlatkin **Second:** Mrs. Jackson-Byers
7 Ayes: Mr. Zlatkin, Mrs. Gonzalez, Mr. Nakdimen, Mr. Newhouse, Mr. Treisser, Mrs. Jackson-Byers, Mr. Bender
0 Nays:
0 Abstained:
2 Absent: Mr. Rodriguez, Mr. Tendler

MOTION TO APPROVE TO ACCEPT THE ADDITIONS #1 & 2 TO THE AGENDA (passed)
Motion: Mr. Zlatkin **Second:** Mrs. Jackson-Byers
7 Ayes: Mr. Zlatkin, Mrs. Gonzalez, Mr. Nakdimen, Mr. Newhouse, Mr. Treisser, Mrs. Jackson-Byers, Mr. Bender
0 Nays:
0 Abstained:
2 Absent: Mr. Rodriguez, Mr. Tendler

IX. REPORTS AND RECOMMENDATIONS OF THE BUSINESS ADMINISTRATOR/ BOARD SECRETARY:

A. Approve the Budgetary line item Transfers - None at this meeting

B. Acceptance of the Treasurers' and Board Secretary Reports – None at this meeting

C. Certification of No Over expenditures: None at this meeting

Kevin Campbell — February 21, 2018
Interim Business Administrator/ Board Secretary — Date

D. 1. Approve Bills List for February 21, 2018 for the Warrant Account in the amount of $10,534,977.42
2. Approve Supplemental Bills List for February 21, 2018 for the Warrant account in the amount of $1,390,475.94

E. Approve Bills List for the Cafeteria Account for February 21, 2018 in the amount of $431,930.27

F. Approval of the Payroll and Board Share of Fica/Medi for:

- February 02, 2018 in the amount of $2,242,866.59
- February 15, 2018 in the amount of $2,323,714.28

G. Approval of payment of New Jersey State Health Benefit Plan for December 2017– $1,386,123.74

H. Transportation Items: - None at this meeting

I. Move to approve Frances Santoro as a Consultant for the Business Office for the 2017-2018 school year on an as needed basis not to exceed $4500.00 (11-000-251-100-00-0000)

J. Move to approve the licensing and maintenance fee for Educational Data Services, Inc. a New Jersey Cooperative Bid Maintenance Program for the 2018-2019 school year in the amount of $14,180.00. (11-000-251-340-00-0000)

K. WHEREAS, the Lakewood Board of Education has identified the attached listed Food Service equipment as having no education or mechanical value; and

WHEREAS, Lakewood Board of Education Policy 7300 provides for the disposal of public property; and

WHEREAS, this property has exceeded its useful life for the Lakewood School District.

NOW, THEREFORE be resolved, that the Lakewood Board of Education authorizes the Facilities Director to dispose of this equipment.

L. Move that the Board authorizes the School Business Administrator to prepare and solicit a Request for Proposal for a Transportation Efficiency Study. Said study shall include an analysis of historical costs for the past five years for both district-operated and contracted bus routes. The study shall also include recommendations for cost efficiencies for both district-operated and contracted routes. Furthermore, the Board authorizes a review by Shoop SBA, LLC of the Request for Proposal prior to release.

M. **FAILED – Overrode by State Monitor**
Move that the Board of Education amend resolution from July 19, 2017 Board of Education meeting retaining the services of Shoop SBA, LLC for Professional Consulting Services for the 2017-2018 school year, to provide consulting services to the Business Office, on an as needed basis, and approval from the Superintendent of Schools, at a cost of $110.00 per hour, not to exceed $40,000, paid through budget account # 11-000-251-340-00-0000.

Note: Letter "M" of the Business Agenda Failed due to State Monitor Override:

"The Motion as approved, removed state monitor approval when the Board of Education desires to use the services of Shoop SBA LLC for professional consulting services. . The Board of Education cannot remove the authority of the State Monitor.

By my authority as State Monitor [**David Shafter**], I am overriding the Board of Education approval of item M under Reports and Recommendations of the Business Administrator/Board Secretary"

N. WHEREAS, the Board advertised for competitive Bids (Bid 12-1718) for Nonpublic Security Guards for schools in Lakewood, New Jersey; and

WHEREAS, twenty (20) firms were solicited and three (3) responses were received and evaluated on February 14, 2018 at 10:00 a.m. as follows:

CATEGORIES	FIRM #1	FIRM #2	FIRM #3
	Iron Rock Security	U.S. Security Associates	Strategic Security Corp
Hourly rate for UNARMED Security Officer	$19.43	$16.07	$16.25
Hourly rate for ARMED Security Officer	$29.47	$28.76	$29.47
Hourly rate for RETIRED POLICE OFFICER	$32.45	$32.25	$29.47
Hourly rate for ACTIVE POLICE OFFICER	$80.00	NO BID	$48.00
Number of Personnel Available	12	216 Un-armed 10 armed	32

WHEREAS, U.S. Security Associates Bid was deemed unresponsive as their response included "Exceptions to the Bid". Any exceptions must be addressed no less than three (3) days prior to the Bid opening date as per N.J.S.A. 18A:18A-15; and

WHEREAS, Iron Rock Security and Strategic Security Corp both presented Responsive and Responsible Bids,

BE IT RESOLVED, that the Lakewood Board of Education award the following nonpublic security categories to Strategic Security Corp., 207 Granville Circle, Egg Harbor, NJ 08234 at the above rates:

- Unarmed Security Officer
- Retired Police Officer
- Active Police Officer

AND BE IT FURTHER RESOLVED, that the Lakewood Board of Education may award the following nonpublic security category to either Iron Rock Security or Strategic Security Corp:

- Armed Security Officer

As per N.J.S.A. 18A:18A-37 "whenever two or more responses to a request of a purchasing agent offer equal prices and are the lowest responsible bids or proposals, the Board of Education may award the contract to the vendor whose response, in the discretion of the Board of Education, is the most advantageous, price and other factors considered" the Board has the option to award the category of Armed Security Officer to either Iron Rock Security or Strategic Corp.

MOTION TO AWARD BUSINESS AGENDA LETTER N, BID 12-1718 THE NON-PUBLIC SECURITY CATEGORY: ARMED SECURITY OFFICER TO IRON ROCK SECURITY (passed)
Motion: Mr. Treisser **Second:** Mrs. Gonzalez
6 Ayes: Mrs. Gonzalez, Mr. Nakdimen, Mr. Newhouse, Mr. Treisser, Mrs. Jakcosn-Byers, Mr. Bender
0 Nays:
0 Abstained:
3 Absent: Mr. Rodriguez, Mr. Tendler, Mr. Zlatkin

NOTE: <u>The remainder of the motion was voted for as part of Reports and Recommendations of the Business Administrator/ Board Secretary</u>.

O. WHEREAS, The Lakewood Board of Education issued Bid 10-1718 for Nonpublic Security Supplies for nineteen (19) nonpublic schools in Lakewood; and

WHEREAS, the bid opening occurred on February 14, 2018 at 11:00 A.M.; and

WHEREAS, twenty-five (25) firms were solicited and four (4) bids were received; and

WHEREAS three (3) of the firms presented responsive and responsible proposals and one (1) firm, Tec, Inc. was disqualified as they did not possess a notice of DPMC classification and did not submit a total of uncompleted contracts as was required in the Bid Specifications; and

WHEREAS, all bids were evaluated by the Technology Director and found to be reasonable in price,

NOW BE IT RESOLVED that the Board of Education approve the award of the Nonpublic Security Supplies and Installation bid to the following vendors for the fourteen(14) schools for which responsive and responsible bids were received:

VENDOR	SCHOOL	NOT TO EXCEED AMT
Advanced Database Management 1885 Swarthmore Ave. Lakewood, NJ 08701	Bais Faiga	$13,539.00
	Bnos Devorah	$36,988.51
	Bnos Penina	$12,450.00
	Lakewood Cheder	$7,519.32
	Yeshiva Toras Chaim	$7,975.00
	Yeshiva Toras Menachem	$27,600.00
Advanced Database Management Total		**$106,071.83**
ID Tech Solutions 505 E. County Line Road Lakewood, NJ 08701	Bnos Bina Toras Imecha	$22,328.65
	Cheder Bnei Torah	$23,635.00
	Knesses Bais Levi	$5,550.00
	Mesivta of Lakewood	$20,490.00
	Moreshes Bais Yaakov	$6,675.00
	United Talmudical Academy	$15,925.00
	Yesodos Bais Yaakov	$996.44
ID Tech Solutions Total		**$95,600.09**
OpSec Consulting, LLC 1507 Cindy Court Lakewood, NJ 08701	Bnot Yisroel	$19,275.00
OpSec Consulting, LLC Total		**$19,275.00**

(Funding for this project is paid thru the Nonpublic Security Grant 20-511-266-610-16-xxxx)

AND BE IT FURTHER RESOLVED, that the Board of Education grants permission to the Business Administrator/Purchasing Agent to solicit for Nonpublic Security Supplies and Installation for any remaining schools for which no responsible and responsive bid was received or which were not part of this bid.

P. Move that the Board of Education give permission to the Business Administrator/Purchasing Agent to advertise a Request for Proposal for Leased Educational Preschool Program Space for the 2018-2019 school year.

MOTION TO APPROVE BUSINESS AGENDA (passed)
Motion: Mr. Treisser **Second:** Mr. Nakdimen
7 Ayes: Mr. Zlatkin, Mrs. Gonzalez, Mr. Nakdimen, Mr. Newhouse, Mr. Treisser, Mrs. Jackson-Byers, Mr. Bender
0 Nays:
0 Abstained:
2 Absent: Mr. Rodriguez, Mr. Tendler

Note: Mr. Nakdimen's vote should reflect his abstention from any item pertaining to or involving SCHI.

Note: Letter "M" of the Business Agenda Failed due to State Monitor Override:

"The Motion as approved, removed state monitor approval when the Board of Education desires to use the services of Shoop SBA LLC for professional consulting services. The Board of Education cannot remove the authority of the State Monitor.

By my authority as State Monitor [**David Shafter**], I am overriding the Board of Education approval of item M under Reports and Recommendations of the Business Administrator/Board Secretary"

X. REPORTS AND RECOMMENDATIONS OF SUPERINTENDENT:

A. Superintendent Items

1. Approve First Reading of the following Bylaws, Policies and Regulations:

- Policy 7000 Table of Contents (R)
- Policy 7440 School District Security (M)(R)
  Name changed from Security of School Premises
- Regulation 7000 Table of Contents (R)
- Regulation 7440 School District Security (M)(R)
  Name changed from Security of School Premises
- Policy 7441 Electronic Surveillance In School Buildings And On School Grounds (M)(R)
- Regulation 7441 Electronic Surveillance In School Buildings And On School Grounds (M)(R)
- Policy 8507 Breakfast Offer Versus Serve (OVS) (M)(R)
- Policy 8630 Bus Driver/Bus Aide Responsibility (M)(R)
- Regulation 8630 Emergency School Bus Procedures (M)(R)

2. Approve Second Reading and adoption of the following Bylaws, Policies and Regulations:

    - Bylaw 0169.02 Board Member Use Of Social Networks (New)
    - Policy 3437 Military Leave (R)
    - Policy 4437 Military Leave (R)
    - Policy 5516.01 Student Tracking Devices (New)
    - Policy 7425 Lead Testing of Water in Schools (New)
    - Regulation 5460.01 High School Transcripts (M)(R)
    - Regulation 7101 Educational Adequacy of Capital Projects (R)

3. Approve the Lakewood Board of Education Preschool Expansion Grant School Districts four-year Preschool Expansion Program Plan Annual Update for 2018-2019 School Year.

4. Approve YSA Productions to Live Stream the Lakewood Board of Education Meeting on January 31, 2018, at a cost of $812.50, to be paid through budget account # 11-000-230-530-15-0015.

5. Approve the following staff for the Lakewood High School English Language Arts Curriculum & Assessment Revision Team to edit and revise the existing curricula and assessments as well as add new resources and strategic learning activities, from March 1, 2018 through June 1, 2018, at a rate of $40.00 per hour, a maximum of 25 hours each, not to exceed $5,600.00 to be paid through budget account # 20-232-200-100-03-0003.

    - Shelleen Elsbree – Lead Teacher
    - Jeanette Callahan – Grade Level Teacher
    - Mary Ware - Grade Level Teacher
    - Patricia Gregory - Grade Level Teacher
    - Jennifer Garcia - Grade Level Teacher

6. Approve two (2) S4T substitutes to be used for ESL coverage during ACCESS testing at the Oak Street School, from February 22, 2018 thru March 14, 2018, for a total of 15 days, at a rate of $123.80 per day, not to exceed $3,714.00, to be paid through budget account # 15-190-100-610-09-0009.

7. Approve to grant 10 World Language credits to student #919280 to be used towards meeting graduation requirements. As per NJDOE procedures to be used by school districts for approval of instructional programs offering World Languages not taught in public schools: both the district and the academy have complied with all requirements and all necessary criteria have been met and fulfilled.

8. Approve Aspire High contract for Lakewood High School for the remainder of the 2017-2018 school year, geared towards the Freshman Academy students and will include programs and activities, during and after-school, to provide students with high school readiness skills and exposure to college and career-readiness, in the total amount of $34,500.00, to be paid through Title I SIA budget account # 20-232-200-300-03-0003.

9. Approve Maureen McGuinness to attend the Language Arts PLC meetings at EGC, March 9, 2018, June, 1, 2018, and June 13, 2018, 2 hours per meeting, at a rate of $40.00, cost not to exceed $240.00, to be paid through the EGC RAC Funds, budget account #20-231-200-100-02-0999.

10. Approve the following Ella G. Clarke staff as substitutes for the EGC Afterschool SIP Program, from February 22, 2018 through April 19, 2018, on an as need basis, at a rate of $40.00 per hour., to be paid through EGC RAC Fund budget account # 20-231-200-100-05-0999 (Original Program approval on Board agenda October 18, 2017).

    Kimberly Alexis Kallok
    Tara Kane
    Cara Leach
    McGuinness, Maureen
    Wilson, Bernice

11. Approve Cathy Felder, Scheduling Consultant for (3) three full days to assist with the Career Academy schedule at LHS for the 2018-2019 school year, not to exceed $5,000.00, to be paid through LHS Title I RAC budget account #20-231-200-300-03-0999.

12. Approve the following staff members to facilitate the after-school access program at LHS, beginning February 22, 2018 through June 18, 2018, program runs three days a week, from 2:00 p.m. – 5:00 p.m., at a rate of $40.00 per hour, not to exceed $6,600.00, to be paid through LHS Title I SIA budget account #20-232-200-100-03-0003.

    Callahan-Melia, Jeannette
    Klinger, Aimee
    Lees, Tanya

13. Approve Benjamin Lieberman to do data entry for the Math XL program at Lakewood High School, a maximum of 100 hours, from February 26, 2018 through June 1, 2018, at a rate of $40.00 per hour, not to exceed $4,000.00, to be paid through LHS Title I SIA budget account 20-232-200-100-03-0003.

14. Approve Shelleen Elsbree to implement the PARCC portfolio process for 12th-grade students in need of meeting graduation requirements, a maximum of 100 hours, from February 26, 2018 through June 1, 2018, at a rate of $40.00 per hour, not to exceed $4,000.00, to be paid through LHS Title I SIA budget account #20-232-200-100-03-0003.

15. Approve James DeSopo to run after school Physics tutoring and project-based learning program, three days a week, from 1:45 p.m. to 2:45 pm., beginning February 22, 2018, through June 18, 2018, at a rate of $40.00 per hour, not to exceed $2,200.00, to be paid through LHS Title I SIA budget account #20-232-100-100-03-0003.

16. Approve the following Lakewood High School staff as members of the LHS Attendance Committee, 5 hours per month for 5 months, from February 2018 through June 2018, at $40.00 per hour, not to exceed $5,000.00, to be paid through LHS Title I SIA budget account #20-232-200-100-03-0003.

Clark, Lawrence
DeJohn, Andrea
Heilman, Eileen
Riordan, Nancy
Williams, Heather

17. Approve the following LHS staff members to prepare for and implement the Lakewood HS Career Academy Fair for all incoming 9th-grade students and their families, February 22, 2018, from 6:30 p.m. to 8:30 p.m. Staff will receive 2 hours to prepare and 2 hours to present, for a total of 4 hours, at a rate of $40.00 per hour, not to exceed $2,400.00, to be paid through LHS Title I SIA budget account #20-232-200-100-03-0003.

Byrd, Maria
Cilino, Eileen
Conroy, James
Daniluk, Valerie
DeJohn, Andrea
Elsbree, Shelleen
Francia, Michael
Heilman, Eileen
Lieberman, Benjamin
Majowicz, David
Mogielski, Malwina
Roslowski, Roger
Salguero, Samuel
Taylor, Tracey

18. Approve the purchase of Computer Aided Drafting program (CAD) for the Engineering program at Lakewood High School, including AutoCAD annual subscription, mobile workstation, and cart, not to exceed $47,128.50, to be paid through LHS Title I SIA Funds, budget account #20-232-100-600-03-0003.

19. Approve additional NAVAIR base employees to volunteer STEM/tutoring at the middle school one day a week beginning February 22, 2018 continuing through June 15, 2018, at no cost to the school district. (Pending completion of Volunteer Packet and Fingerprinting.)

Capritti, Luke
Chen, Kevin
Intong, Mark
Jackson, Marlene
Wu, Gloria

20. Approve Lakewood Middle School to purchase three Google Chromebook carts (90 Chromebooks per cart), at a cost not to exceed $29,500.00, to be paid through LMS Title I RAC Funds, budget account # 20-231-100-600-04-0999.

21. Approve Brenda Douglas, Eric Putman, Melissa Pick, Gina Silinonte, to chaperone the Lakewood Middle School semi-formal on March 23, 2018, as needed at a rate of $50.00 per chaperone, cost not to exceed $200.00, to be paid through budget account # 15-130-100-101-04-1017. A maximum number of chaperones will be determined based on the number of confirmed students attending as of Thursday, March 22, 2018.

22. Approve two (2) security specialists, four (4) hours each, to attend the Lakewood Middle School semi-formal on March 23, 2018, at a rate of $23.78 per hour, not exceed $190.24, to be paid through budget account # 11-000-266-100-00-0000.

23. Approve Lakewood Middle School to accept the donation of 50 chairs from Dave Reilly.

24. Approve Maria Janusz and Javier Cachon Vergara to present *Conversational Spanish Teacher Institute*, February 23, 2018, a maximum of two (2) hours each to plan, organize and present the workshop, at a rate of $40 per hour, not to exceed $80 each, to be paid through LMS Title I RAC budget account # 20-231-200-100-04-0999.

25. Approve the following LMS staff to attend, Conversational Spanish Teacher Institute, taking place on February 23, 2018 , the session shall be one (1) hour in duration, at a rate of $40 per hour (teacher) $20 per hour (paraprofessional), not to exceed $1,160.00, to be paid through LMS Title I RAC budget account # 20-231-200-100-04-0999.

Teacher	Teacher
Augliera, Carlee	Mackow, Nicole
Boettcher, Angela	Markey, George
Caravano, Cheryl	Moore, Tara
Celenza, Taylor	Muth , Michael
Cirlincione, Jamie	Pietruska, Holly

Teacher	Teacher
D'Amico, Joseph	Pivetz, Benjamin
Dotts, Jodi	Quick, Carmella
Dugan, Kelly	Resignato, Rachel
Ehlers, Diana	Ross, Heather
Fry, John	Silinonte, Gina
Jankowski, Kelly	Slocum, Heather
Klotz, MaryEllen	Valgenti, Bridgit
Kravetz, Rose	Young, Daniel
Lee, Darren	Zwick, Garen

Paraprofessional	Paraprofessional
Donato, Michele	Weber, Diane

26. Approve the following Special Education LMS staff members to work in the Element Alternative Program, beginning February 16, 2018, through June 20, 2018, at a rate of $40.00 per hour, not to exceed $7,800.00, to be paid through budget account # 15-423-100-101-04-0004.

Staff Member	Maximum hours per week
Taylor Celenza	7
Krista Smith	5

27. Approve Meredith Alvaro from Middle Schools That Work, to present to the following LMS staff a Special Education workshop, at the Lakewood Middle School, February 15, 2018. Thirteen (13) substitutes will be needed, at a cost of $125 each, not to exceed $1,625.00, to be paid through LMS Title I RAC funds, budget account # 20-231-100-300-04-0999.

Barton, Courtney	Quick, Carmella
Dotts, Jodi	Silinonte, Juilliane
Douglas, Brenda	Slocum, Mary
Intromasso, Alicia	Sturman, Janet
Lake, Daniel	Young, Danielle
Nielsen, Catherine	Zwick, Garen
Pepek, Eileen	

28. Approve the following preschool staff to participate in the Preschool - Kindergarten transition team collaboration at no cost to district on March 16, 2018 and May 25, 2018. Six half-day substitutes will be required each day, at a rate of $125 per day, not to exceed $750, to be paid through budget account #20-218-100-500-00-0000.

Choffey, Laura
Gonzalez, Gladys
Gutman, Amanda
Jacob, Lindsey
Slawsky, Brueck
Sweigart, Lizia

29. Approve the 2017-2018 tuition costs for the following out-of-district placements to be paid through budget account # 11-000-100-566-00-0000.

Number	Placement	Per Diem Rate/Monthly Rate	Aide/Nurse Per Diem/Monthly	Billable Days	Start Date
924238	Bancroft	$287.81/day		180	9/6/2017-6/30/2018
924273	Bancroft	$287.81/day		180	9/6/2017-6/30/2018
922667	Center for Education	$315.59/day		180	9/1/2017-6/30/2018
925316	Center for Education	$315.59/day		86	2/5/2018-6/30/2018
925341	Center for Education	$315.59/day	$93.00/day	88	2/20/2018-6/30/2018
926012	Ladacin Network-Lehmann School	$340.00/day		102	1/19/2018-6/30/2018
205132	New Road School	$289.86/day		167	9/26/2017-6/30/2018
909465	SCHI	$461.28/day	$133.33/day	210	7/4/2017-6/30/2018
919496	SCHI	$461.28/day	$133.33/day	122	12/11/2017-6/3/2018
921672	SCHI	$461.28/day	$133.33/day	124	12/7/2017-6/30/2018
925265	SCHI	$461.28/day		78	2/16/2018-6/30/2018
925318	SCHI	$461.28/day	$133.33/day	82	2/12/2018-6/30/2018
925333	SCHI	$461.28/day		87	2/5/2018-6/30/2018

30. Approve the 2017-2018 tuition costs for the following out-of-district placements to be paid through budget account # 11-000-100-569-00-0000.

Number	Placement	Per Diem Rate/Monthly Rate	Aide/Nurse Per Diem/Monthly	Billable Days	Start Date
911035	Lakewood Cheder School	$1,500.00/month	$1,500.00/month	10 months	9/1/2017-6/30/2018
908487	Yeshiva Orchos Chaim	$1,150.00/month		11 months	7/1/2017-6/30/2018

31. Approve the 2017-2018 tuition costs for the following out-of-district placements to be paid through budget account # 11-000-100-561-00-0000.

Number	Placement	Per Diem Rate/Monthly Rate	Aide/Nurse Per Diem/Monthly	Billable Days	Start Date
907769	Hunterdon County ESC Schools- West Amwell Campus	$4,015.00/month		9 months	10/2/2017-6/30/2018

32. Approve the 2017-2018 tuition costs for the following out-of-district placements to be paid through budget account # 11-000-100-563-00-0000.

Number	Placement	Per Diem Rate/Monthly Rate	Aide/Nurse Per Diem/Monthly	Billable Days	Start Date
191100	Mercer County Technical District Board of Education	$30.22/day		182	9/6/2017-6/30/2018

33. Approve NJ Commission for the Blind and Visually Impaired to service the following students for the 2017-2018 school-year to be paid through budget account # 11-000-216-320-00-0000.

Number	Placement	Rate	Start Date
921673	Commission For The Blind and Visually Impaired	$1,900.00	9/1/2017-6/30/2018
924315	Commission For The Blind and Visually Impaired	$1,900.00	9/1/2017-6/30/2018

34. Approve the following nursing companies to provide one to one nursing for the 2017-2018 school year; to be paid through budget account #11-000-217-320-00-0000 as follows:

Student ID	Agency	Rate per hour
925333	Starlight Homecare Agency, Inc./d/b/a Star Pediatric Home Care Agency	$49.00/hr
926012	Brentwood Health Care	$45.00/hr LPN or $55.00/hr RN

35. Approve the tuition adjustment for extraordinary services of Ladacin Network for the 2014-2015 school year; in the amount of $4,032.68.

36. Approve the tuition adjustment for Alpha School for the 2009-2010 school year; in the amount $8,640.82.

37. Approve the tuition adjustment for Toms River Schools Board of Education for the 2015-2016 school year; in the total amount of $14,347.87.

38. **Be It Hereby Resolved**, that the Board of Education approved the settlement in the student matter captioned, K.B. o/b/o S.B. v. Lakewood Township Board of Education, Agency Reference # 2016-23893, OAL Docket # EDS 1179-16. Modify Page 2, Paragraph 3: Instead of reimbursement to the parent for tuition; the Lakewood Board of Education will pay the school directly for the non-sectarian portion of the student's academic day at $1,450.00/month. All other requirements must be met in accordance with the terms of the original Settlement Agreement and Release which was Board Approved on March 16, 2016 and is on file in the office of the Business Administrator. **AT NO ADDITIONAL COST TO THE DISTRICT**

39. **Be It Hereby Resolved**, that the Board of Education approved the settlement in the student matter captioned, R.H. o/b/o S.H. v. Lakewood Township Board of Education, Agency Reference # 2017-26145, OAL Docket # EDS 07604-17. Modify Page 2, Paragraph 3: Instead of reimbursement to the parent for tuition; the Lakewood Board of Education will pay the student's "Supplemental Needs Account" for the non-sectarian portion of the student's academic day at $1,500.00/month. All other requirements must be met in accordance with the terms of the original Settlement Agreement and Release which was Board Approved on June 16, 2017 and is on file in the office of the Business Administrator. **AT NO ADDITIONAL COST TO THE DISTRICT**

40. Medical/Administrative Homebound Instruction for the following students by the following agency/consultant. (Budget Account #11-150-100-320-00-0000).

Number	Agency/Consultant	Date	Hourly Rate
908992	Education Inc.	1/25/18 – 2/8/18	$49.00
915712	Tracy Brenman	1/27/17 – 2/27/18	$40.00
907238	Education Inc.	1/23/18 -2/8/18	$49.00
191277	Iryna Magbanua, Michael Hadley	1/25/18 – 2/25/18	$40.00
191364	Education Inc.	1/27/18 – 2/10/18	$49.00
912193	Kathryn Bower, Jeanette Callahanmelia	1/28/18 – 2/28/18	$40.00
195329	Kathryn Bower	2/7/18 – 3/7/18	$40.00
205333	Rachel Klein/TBD	2/1/18 – 3/7/18	$40.00
906829	CHOP	2/1/18– 3/1/18	$55.19
9589	Rachel Klein	1/21/17 – 2/15/18	$40.00

Number	Agency/Consultant	Date	Hourly Rate
181107	Preferred	12/1/17 – 12/30/17	$40.00
175325	Barry Hoberman	2/7/18 – 3/7/18	$40.00
6025	Carmella Quick	2/6/8 – 3/6/18	$40.00
925442	Tree of Knowledge	2/3/18 – 3/3/18	$50.00
181017	Tanya Lees	2/13/18 –3/13/18	$40.00
906382	Morgan Toal, Gina Silinonte, Kelly Jankowski	2/15/18 – 2/28/18	$40.00
6640	Silvergate Prep	2/15/18 – 3/15/18	$50.00
214755	Education Inc.	1/19/18 – 1/25/18	$49.00
194152	Patricia Gregory,	1/18/18 – 1/30/18	$40.00
191118	Jeanette Callahan	1/26/18 – 2/11/18	$40.00
926205	Jon Wudzki	1/26/18 – 2/26/18	$40.00
181149	Patricia Gregory, Gina Pagliaro, Iryna Magbanua	1/24/18 – 2/8/18	$40.00
191362	Patricia Gregory, Meghan Blue	1/24/18 – 2/24/18	$40.00
924727	Daniel Silvestri	1/26/18 – 2/9/18	$40.00
190143	Iryna Magbanua, Gina Pagliaro, Patricia Gregory	1/24/18 – 2/8/18	$40.00
191080	Michael Hadley	2/18/18 – 3/18/18	$40.00
191311	Michael Hadley	1/26/18 – 2/9/18	$40.00
192004	Michael Hadley, Patricia Gregory, Kathleen Kirby	1/25/18 – 2/25/18	$40.00
181497	Iryna Magbanua, Patricia Gregory	1/3/18 – 1/30/18	$40.00
906066	TBD	2/15/18 -3/05/18	$40.00
907649	James Mount	1/2/18 – 3/2/18	$40.00

41. Approve Malka Golovenzitz to conduct functional vision evaluations and TVI student services/staff consultations for the 2017-2018 school year; not to exceed a total of $18,000.00, from account 11-000-217-320-00-0000.

42. Approve Vivian Attanasio; Verbal Behavior Analysts, LLC as a Board Certified Behavior Analyst (BCBA), to conduct evaluations at $1900.00 an evaluation or at $150.00/hr. to be paid through account # 11-000-219-320-00-0000. **Correction from Agenda 11.15.17**

43. Approve Avon OT Inc. to provide DIR consulting at a rate of $100 per hour not to exceed 12 hours per week for the 2017-2018 school year; not to exceed $13,800; to be paid through budget accounts # 11-000-219-320-00-000; 11-000-219-390-13-0000

44. Approve the Perkins Grant amendment in the amount of $388,426.00.

45. Approve the participation in the 2018 New Jersey Teacher Job Fair, April 12, 2018, at a cost of $200.00.

46. Approve the following placements for the Spring 2018 semester for student observations:

LAST NAME	FIRST NAME	COLLEGE/UNIVERSITY	PLACEMENT	DATES FOR PLACEMENT
Franco	Jacqueline	OCC	CAGS	1/22-5/14/18
Brown	Janaya	OCC	EGC	1/22-5/14/18
Hernandez	Jenifer	OCC	OSS	1/22-5/14/18
Chico	Abril	OCC	EGC	1/22-5/14/18
Fallon	Kimberly	GCU	SSS	2/25-10 days

47. Approve Professional Development for the following staff for the 2017-2018 school year:

Last Name	First Name	Workshop	Date(s)	Register Fee	Mileage	Other
Blaydes	Jonathan	**TEAMOLOGY "INCREASING RESILIENCY IN STUDENTS" WORKSHOP	2/26/18	$129.00	$0.00	$0.00
Cilino	Eileen	*NJ DECA STATE CONVERENCE	2/27/18 2/28/18 3/1/18	$0.00	$39.58	$5.50 TOLLS
Cilino	Eileen	***NJMLA MTG.	2/20/18	$0.00	$37.91	$4.00 TOLLS
Conroy	James	****INDUSTRY TRADE SHOW	3/5/18	$40.00	$41.42	$18.00 (FERRY)
Daniluk	Valerie	*****NEXT GENERATION SCIENCE CONFERENCE	3/12/18 3/13/18	$399.00	$63.86	$0.00
Filkin	Karen	STUDENT EVAL SCHI	1/26/18	$0.00	$1.49	$0.00
Filkin	Karen	STUDENT EVAL LMS	1/25/18	$0.00	$0.84	$0.00
Filkin	Karen	PROGRAM VISIT OSS	1/26/18	$0.00	$1.49	$0.00
Filkin	Karen	STUDENT EVAL SCHI	2/8/18	$0.00	$1.49	$0.00
Haluska	Sharon	*****NEXT	3/12/18	$399.00	$63.86	$0.00

Last Name	First Name	Workshop	Date(s)	Register Fee	Mileage	Other
		GENERATION SCIENCE CONFERENCE	3/13/18			
Jones	Magdalis	PARCC TRAINING	3/1/18	$0.00	$44.58	$0.00
Klinger-Ruddy	Aimee	*****NEXT GENERATION SCIENCE CONFERENCE	3/12/18 3/13/18	$399.00	$63.86	$0.00
Laureigh	Melissa	*****NEXT GENERATION SCIENCE CONFERENCE	3/12/18 3/13/18	$399.00	$63.86	$0.00
Marshall	Marcy	***EMPOWER 18 LEADERSHIP CONFERENCE-BOSTON	3/24/18 3/25/18 3/26/18	$699.00	$171.43	$569.96 (LODGING) $172.50 (MEALS)

*PERKINS ACCOUNT #20-360-200-580-03-0000
**ACCOUNT #20-270-200-500-15-0015
*** PERKINS ACCOUNT #20-360-200-580-03-0000-**CHANGE IN LOCATION ORIG APPO 1/24/18**
****REGISTRATION ACCOUNT #20-360-100-500-03-0000 TRAVEL #20-360-200-580-03-0000 PERKINS
*****ACCOUNT #20-232-200-500-03-0003

48. Approval of the following school trips:

Date	School	Where to	# Students	# Staff / Adults	Admission Cost/Acct#	Transportation Cost/Acct#
2/14/18	LHS	*SHORE HS CHESS LEAGUE PLAYOFFS	10	1	$400.00	$440.00
4/11/18	LHS	**STEM EXPERIENCE MCGUIRE	40	2	$0.00	$0.00
4/10/18	LHS	***PINE BELT ARENA	6	2	$0.00	$715.00
3/12/18	LHS	****NJ INSTITUTE OF TECHNOLOGY	8	1	$140.00	$990.00
2/23/18	LHS	*** BROOKDALE COMM COLLEGE	30	2	$0.00	$715.00

Date	School	Where to	# Students	# Staff / Adults	Admission Cost/Acct#	Transportation Cost/Acct#
2/28/18	LHS	***** IFLY S.T.E.M.	40	6	$2,000.00	$1,395.00 (CHARTER)
5/25/18	LMS	****** GREAT ADVENTURE	108	10	$6,804.00	$1,760.00
4/27/18 4/28/18 4/29/18	LMS	@NJASC REGION 2 CONFERENCE	1	1	$0.00	$580.00
3/26/18	LMS	@NJASC MTG.	1	1	$0.00	$1,045.00
3/2/18	LHS	@#ACADEMIC COMPETITION COLONIA	12	1	$190.00	$770.00
3/12/18	OSS	!!@ JENKINSON'S AQUARIUM	48	12	$456.00	$280.00 (IN-HOUSE)
3/13/18	OSS	!!@ JENKINSON'S AQUARIUM	51	13	$487.80	$280.00 (IN-HOUSE)

*ACCOUNT #BUSING 15-000-270-512-03-0003, ADMISSION PAID BY CLUB FUNDS
**NO COST TO DISTRICT TRANSPORTQATION PROVIDED BY MCGUIRE
***ACCOUNT #15-000-270-512-03-0003
****ACCOUNT # ADMISSION 00-401-100-500-00-0000 BUSING 15-000-270-512-03-0003
*****CLUB FUNDS PBSIS
******NO COST TO DISTRICT STUDENT PAID
@ACCOUNT #11-000-270-512-00-0000
@#ADMISSION – CLUB FUNDS/TRANSPORTATION ACCOUNT #15-000-270-512-03-0003
!!@ADMISSION – CLUB FUNDS/TRANSPORTATION IN-HOUSE

B. PERSONNEL

1. CERTIFICATED

a. Resignations

1. MANN, Melissa
   Teacher – EGC
   Effective: April 6, 2018 or sooner

b. Retirements – None At This Meeting

c. Terminations

1. DAVIDIAN, Gretchen
   Teacher – ESL – SSS
   Effective: January 30, 2018
   Abandonment of position

d. Leaves of Absence

1. BARTON, Courtney
   LMS-Teacher
   NJFL-Sick (1.5 days) & Personal (3 days)-Paid
   Effective: April 30, 2018
   Terminating: May 4, 2018 (.5)
   (pending attendance data)
   NJFL-Unpaid
   Effective: May 4, 2018 (.5)
   Terminating: June 30, 2018

2. IACONO, Lori
   LMS-Guidance
   FMLA-Medical-Unpaid
   Effective: February 5, 2018
   Returning: March 23, 2018

3. JACOBS, Miriam
   LMS-CST-LDTC
   NJFL-Unpaid
   Effective: February 1, 2018
   Returning: March 1, 2018

4. SANTA MARIA, Amanda
   Math Coach-K-8
   NJFL-Personal (4 days)-Paid
   Effective: March 26, 2018
   Terminating: April 8, 2018
   NJFL-PEAD (3 days)-Paid-Minus sub pay
   Effective: April 9, 2018
   Terminating: April 11, 2018
   NJFL-Sick (22 days)-Paid
   Effective: April 12, 2018
   Terminating: May 13, 2018
   (pending attendance data)
   NJFL-Unpaid

Effective: May 14, 2018
Terminating: June 30, 2018

e. Transfers – None At This Meeting

f. Appointments

1. *RITGER, Suzanne
Teacher – Art – OSS
Effective: February 9, 2018
Terminating: June 30, 2018
Salary: Step 2, MA - $51,041.00 prorated
(Mentoring paid by employee if necessary)
(replacement for P Lowe – resigned - $59,671.00)
(budget account # 15-120100-101-09-0009)

2. *FERNANDEZ, Merissa C
Teacher – Preschool – LECC – Campus II
Effective: February 12, 2018
Terminating: June 30, 2018
Salary: Step 15, BA - $56,171.00 prorated
(Mentoring paid by employee if necessary)
(New Position)
(budget account # 11-216-100-101-15-0015)

3. *STARESHEFSKY, Devorie
Supervisor of Special Education
Effective: February 22, 2018
Terminating: June 30, 2018
Salary: Step 17, MA15 - $139,985.00 prorated
(replacement for S Anderson – reassigned)
(budget account # 11-000-221-102-00-0000)

g. Reappointments – None At This Meeting

h. Salary Adjustments

1. STEPIEN, Alyssa
From: Step 2, BA - $48,041.00
To: Step 2, BA15 - $49,041.00
Effective: February 1, 2018
Terminating: June 30, 2018
Account #: 15-240-100-101-09-0009

2. TRUISI, Valerie
   From: Step 13, MA - $57,171.00
   To: Step 13, MA15 - $58,171.00
   Effective: February 1, 2018
   Terminating: June 30, 2018
   Account #: 15-130-100-101-04-0004

3. SORRENTINO, William
   From: Step 6, BA - $49,241.00
   To: Step 6, BA15 - $50,241.00
   Effective: February 1, 2018
   Terminating: June 30, 2018
   Account #: 15-000-222-100-07-0007

4. SOARES, Juliana
   From: Step 6, BA - $49,241.00
   To: Step 6, BA15 - $50,241.00
   Effective: February 1, 2018
   Terminating: June 30, 2018
   Account #: 15-240-100-101-06-0006

5. RINALDI, Jessica
   From: Step 1, BA - $47,741.00
   To: Step 1, BA30 - $49,741.00
   Effective: February 1, 2018
   Terminating: June 30, 2018
   Account #: 15-120-100-101-09-0009

6. JACOB, Lindsey
   From: Step 2, BA30 - $50,041.00
   To: Step 2, MA - $51,041.00
   Effective: February 1, 2018
   Terminating: June 30, 2018
   Account #: 20-218-100-101-00-1211

i. Stipends

1. Club Advisor and/or Co-Curricular Positions - LHS
   2017-2018 school year
   as per the LEA salary guide Schedule G
   (budget account # 15-401-100-100-03-0003)
   (Original on August 17, 2017 Agenda)

Co-Curricular Position	Staff Member	Stipend Amount
Chess Club	Timothy Orton (replacement for Daniel Devine – resigned)	$313.50

2. Spring Coaches
   2017-2018 School Year
   as per the LEA Contract, Schedule E
   (budget account #11-402-100-100-15-0000)

Last Name	First Name	Position	Group	Step	Salary
Drumright	Eugene	Head Baseball Coach	II	4	$6,795.00
Clark	Lawrence	Asst. Baseball Coach	II	4	$5,365.00
Correa	Caleb	Asst. Baseball Coach	II	1	$3,954.00
D'Amico	Joseph	Asst. Baseball Coach	II	4	$5,365.00
Santucci	Nicholas	Asst. Baseball Coach	II	4	$5,365.00
Hammel	Kelly	Head Softball Coach	II	1	$5,887.00
Lee	Darren	Asst. Softball Coach	II	1	$3,954.00
Faynor	Brianne	Asst. Softball Coach	II	3	$4,580.00
Shelly	Kyle	Asst. Softball Coach	II	1	$3,954.00
Filardo	Michael	Head Boys Tennis Coach	III	4	$6,011.00
Wudzki	John	Asst. Boys Tennis Coach	III	4	$4,547.00
Peccarelli	Lewis	Head Boys Track Coach	II	1	$5,887.00
Baubles	Evan	Asst. Boys Track Coach	II	1	$3,954.00
Brown	Timothy	Asst. Boys Track Coach	II	4	$5,365.00
Orellana	Oscar	Asst. Boys Track Coach	II	3	$4,580.00
Blaydes	Jonathan	Asst. Boys Track Coach	II	1	$3,954.00
Blue	Megan	Head Girls Track Coach	II	1	$5,887.00
Luccarelli	Amanda	Asst. Girls Track Coach	II	1	$3,954.00
Downs	Jordan	Asst. Girls Track Coach	II	1	$3,954.00
Muth	Michael	Asst. Girls Track Coach	II	3	$4,580.00
Riordan	Nancy	Asst. Girls Track Coach	II	I	$3,954.00

3. BYRD, Maria
   Aspire High Liaison
   Effective: February 26, 2018
   Terminating: June 15, 2018
   Stipend: $5,000.00 prorated
   (LHS Title I SIA budget account #20-232-200-100-03-0003)
   (includes Weekend College Tours)

j. Tuition Reimbursement

1. LUGO, Patricia
   Teacher – OSS
   3 credits
   $1,950.00
   EDUC 5202 Introduction to Linguistics

2. LUGO, Patricia
   Teacher – OSS
   3 credits
   $1,950.00
   EDUC 5205 Methods of Teaching ESL/B E

k. Miscellaneous – None At This Meeting

2. NON-CERTIFICATED

a. Resignations

1. DEGENOVA, John
   Paraprofessional – 1:1 – LMS
   Effective: February 28, 2018 or sooner

b. Retirements – None At This Meeting

c. Terminations - None At This Meeting

d. Leaves of Absence – None At This Meeting

e. Transfers

1. MULLER, Shari
   Paraprofessional
   From: PSD Classroom Paraprofessional – LECC I
   To: PSD Personal Paraprofessional – LECC I
   Effective: February 1, 2018
   Terminating: June 30, 2018
   (replacement for Nilsa Avila – transferred)

2. ESPINOSA, Mireya
   From: Secretary I, LEA – CST – Located at LHS
   To: Secretary I, LEA – CST – Located at CAS
   Effective: February 22, 2018
   Terminating: June 30, 2018

f. Appointments

1. *ESPINOSA, Mireya
   Secretary I, LEA – CST – Located at LHS
   Effective: February 7, 2018
   Terminating: June 30, 2018
   Salary: Step 22 - $40,662.00 prorated
   (replacement for Y Newcomb – resigned $27,708.00)
   (budget account # 11-000-219-105-13-0013)

2. *CENTENO, Yesenia
   Paraprofessional – 1:1 – LLD – SSS
   Effective: February 12, 2018
   Terminating: June 30, 2018
   Salary: Step 15, 90 credits - $23,148.00 prorated
   (New Position)
   (budget account # 11-000-217-106-07-0007)

3. *&***SUBSTITUTE PARAPROFESSIONAL
   2017-2018 School Year
   $12.00 Hour

   NERI, Rosaria-Highly Qualified (pending fingerprint approval)

4. *REDDING, Laura
   Paraprofessional – 1:1 ABA – Piner
   Effective: February 20, 20108
   Terminating: June 30, 2018
   Salary: Step 5, 90 Credits - $19,475.00 prorated
   (New Position)
   (budget account # 11-000-217-106-10-0010)

5. *ABOFF, Erin
   Paraprofessional – Preschool – LECC Campus II
   Effective: March 5, 2018
   Terminating: June 30, 2018
   Salary: Step 6, 90 Credits - $19,631.00 prorated
   (New Position)
   (budget account # 11-216-100-106-15-0015)

g. Reappointments – None At This Meeting

h. Salary Adjustments

1. *O'HALLORAN, John
   Security Specialist – Part-Time "As Needed Basis"
   Effective: February 1, 2018
   Terminating: June 30, 2018
   From Salary: $24.38 per hour
   To Salary: $23.78 per hour
   (budget account # 11-266-100-00-0000)
   (correction from January 31, 2018 Agenda)

i. Stipends

1. KILLEEN, George
   LMS Paraprofessional A.M. Duty Stipend
   Stipend: $1,000.00 prorated
   2017-2018 School Year
   (as per salary line account)

2. PARENT TRAINING AFTER CARE
2017-18 School year
Stipend: $20.00 per hour

Abdel-Shahid, Hanan
Carlo, Angela
DeChamplain, Abigail
Klotz, Shannon
Romano, Eileen

j. Miscellaneous – None At This Meeting

MOTION TO APPROVE SUPERINTENDENT AGENDA (passed)
Motion: Mr. Nakdimen **Second:** Mrs. Gonzalez
7 Ayes: Mr. Zlatkin, Mrs. Gonzalez, Mr. Nakdimen, Mr. Newhouse, Mr. Treisser, Mrs. Jackson-Byers, Mr. Bender
0 Nays:
0 Abstained:
2 Absent: Mr. Rodriguez, Mr. Tendler

Note: Mr. Nakdimen's vote should reflect his abstention from any item pertaining to or involving SCHI.

* Appointment subject to approval of Criminal History background check by State Department of Education, as per NJSA 18A:6-7-1, et. seq., NJSA 18A:39-17 et. seq., or NJSA 18A:6-4.13 et seq., as applicable.

** As required by law and code, this Emergent Employee Resolution, upon motion duly made, seconded and carried, it was RESOLVED that this person be employed by the Board of Education of the Lakewood Public School District in the County of Ocean on an emergent basis.

*** This position does not include the following:

Medical Coverage	Personal Days
Dental Coverage	Professional Days
Prescriptions	Vacation Days
Optical Coverage	Sick Days
Reimbursement for Credits	

XI. OLD BUSINESS

XII. NEW BUSINESS

A. **Resolution to Ensure the Health and Safety of Students –"Living Conditions"**

1. The Lakewood School District will uphold its legal obligation to protect the privacy rights of all students by observing the federal Family Educational Rights and Privacy Act (FERPA).
2. The Lakewood School District is committed to working to ensure that all students in the District **live** in a safe environment.
3. The Lakewood School District will engage local federal and state agencies that involve working with families on these key issues.
4. The Lakewood School District is committed to working with the Township of Lakewood on Housing issues that may involve students and their families, in particular the Congress Apartments which currently houses 175 Lakewood Public School students.

MOTION TO APPROVE NEW BUISNESS TO THE AGENDA (passed)
Motion: Mrs. Jackson-Byers **Second:** Mrs. Gonzalez
7 Ayes: Mr. Zlatkin, Mrs. Gonzalez, Mr. Nakdimen, Mr. Newhouse, Mr. Treisser, Mrs. Jackson-Byers, Mr. Bender
0 Nays:
0 Abstained:
2 Absent: Mr. Rodriguez, Mr. Tendler

XIII. GOOD AND WELFARE

XIV. ADJOURNMENT

Motion to Adjourn:
Motion: Mr. Treisser **Second:** Mrs. Gonzalez

Meeting was adjourned at 8:48 p.m.

I, Kevin Campbell, Interim Business Administrator/Board Secretary, of the Lakewood Board of Education, hereby certify this to be a true copy of the Minutes from a public meeting held on February 21, 2018.

March 28, 2018

Kevin Campbell, Interim Business Administrator/Board Secretary

7440 **SCHOOL DISTRICT** SECURITY

The Board of Education believes the buildings and facilities of **the school** district represent a substantial community investment. The Board directs the development and implementation of a plan for **school** district security to protect **the school community's** investment **in the school buildings and facilities**.

The **school** district security program will include**:** maintenance of facilities **that are** secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and **compliance with** safe practices in the use of electrical, plumbing, heating**, and other school building** equipment. The Board directs close cooperation of district officials with law enforcement**, fire officials, and other emergency agencies**.

The Superintendent of Schools shall designate a school administrator as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained **access** improperly.

Building records and funds shall be kept in a safe place and **secured** as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of **school resource officers, school** security **officers, and/or law enforcement officers** in situations in which special risks are involved.

N.J.S.A. 18A:17-43.1; 18A:17-43.2; 18A:17-43.3

Adopted: 17 October 2013
Revised:

R 7440 **SCHOOL DISTRICT** SECURITY

A. Definitions

"Access" means authorized access to a school building or school grounds through the use of a Board-approved key control system.

"Key control system" means the use of a key, card, code, or any other means to disengage a locking mechanism to provide entry to a school building or school grounds.

"School buildings" and "school grounds" means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. "School buildings" and "school grounds" also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; night field lights; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. "School buildings" and "school grounds" also includes other facilities such as playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land in accordance with N.J.A.C. 6A:16-1.3 and 6A:26-1.2.

B. Access to School Buildings and School Grounds

1. Access to school buildings and grounds during the school day will be permitted to all students enrolled in the school and all authorized school staff members, and visitors pursuant to Policy and Regulation 9150.

2. Access to school buildings and grounds before and after the school day will be permitted to:

   a. Members of the Board of Education;

   b. Administrative and supervisory staff members, teaching staff members, and support staff members assigned to a school building or grounds in the performance of their duties;

c. Other school staff members in the performance of their professional responsibilities;

d. Students involved in interscholastic athletics, co-curricular, extra-curricular activities, and authorized spectators;

e. Members of organizations granted the use of school premises pursuant to Policy and Regulation 7510;

f. Police officers, fire fighters, health inspectors, and other agents of Federal, State, and local government in the performance of their official duties;

g. Members of the public present to attend a public Board of Education or public school-related function; and

h. Others authorized by the Superintendent or designee and/or by Board Policy.

3. All visitors to a school building during a school day will be required to register their presence in the school and comply with the provisions of Policy and Regulation 9150. The school's registration and sign-in procedures may include the use of a school visitor management system requiring the visitor to present acceptable identification to access the school building.

4. Signs will be conspicuously posted to inform visitors of the requirement to register their presence into the building.

C. Key Control System for Access to School Buildings and Facilities

1. School staff members will be provided access to a school building using the school's key control system as follows:

a. Teaching staff members and support staff members will be provided access using the school's key control system to the school building and to other facilities on school grounds to which they require access for the performance of their professional duties.

(1) The Building Principal will determine the school staff members who shall be provided access to facilities within the school building and on school grounds.

(2) The Superintendent or designee will determine the district administrators, supervisors, and other staff members who shall be provided access to facilities within the school building and on school grounds.

2. School staff members provided access to a school building or other facilities on school grounds shall be responsible for ensuring their key control system authorization is not shared with another individual without prior approval of the Principal or designee for school staff members, or the Superintendent or designee for district staff members. Staff members are prohibited from permitting their key control system authorization to be used by another person unless prior approval is obtained from the Principal or designee at the building level and Superintendent or designee at the district level or in the event of an emergency.

3. A staff member's loss of a key, card, or any other device authorizing the staff member access to a school building or a facility on school grounds must be immediately reported to the Principal or Superintendent or designee. The staff member who loses a key, card, or any such access device may be responsible for the replacement cost.

D. Staff Member Responsibilities

1. Staff members should not bring to school valuable personal items that cannot be in the staff member's personal possession at all times. The Board of Education is not responsible for a staff member's personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed.

2. In the event a staff member observes a student has a valuable item in school, the staff member will report it to the Principal or designee. A valuable item may include, but is not limited to, an unusually large amount of money, expensive jewelry or electronic equipment, or any item that is determined by the Principal or designee to be valuable to a student based on the student's age.

a. The Principal or designee may contact the student's parent and request the parent come to school to retrieve the valuable item;

b. The Principal or designee may secure the valuable item and return it to the student at the end of the school day and inform the student and the parent not to bring the valuable item to school in the future; or

c. The Principal or designee will permit the student to maintain the valuable item and inform the student and the parent not to bring the valuable item to school in the future.

d. The Board of Education is not responsible for a student's personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed when in the possession of the student.

3. Teaching staff members shall close classroom windows and shut and lock classroom doors when leaving at the end of the school day; shut and lock classroom doors during the school day when the room is not going to be in use after their assignment, and report immediately to the Principal or designee any evidence of tampering or theft.

4. Custodians shall, at the end of the work day, conduct a security check of the building to make certain that all windows are closed and all office, classroom, and building doors are shut and locked, except as such doors may be required to be open for persons with access.

5. Office personnel shall take all reasonable precautions to ensure the security of all school and district records and documents against unauthorized access, deterioration, and destruction.

E. School Safety Specialist

1. The Superintendent of Schools shall designate a school administrator as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3.

2. The School Safety Specialist shall:

a. Be responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the

school district;

b. Ensure that these policies and procedures are in compliance with State law and regulations; and

c. Provide the necessary training and resources to school district staff in matters relating to school safety and security.

3. The School Safety Specialist shall also serve as the school district's liaison with law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

4. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist Certification in accordance with the provisions of N.J.S.A. 18A:17-43.2.

F. Summoning Law Enforcement Authorities

1. Law enforcement authorities will be summoned promptly whenever evidence is discovered that indicates: a crime has been committed on school premises or in the course of staff or student transportation to or from school; a break and entry may have occurred on school grounds; a deadly weapon is on school premises; a breach of the peace has occurred on school premises; for any reason required in the Memorandum of Understanding between the Board of Education and Law Enforcement and in accordance with Policy and Regulation 9320; or for any other reason there is concern about the health, safety and welfare of persons on school grounds or school property.

2. A call to law enforcement agents will be reported to the Superintendent as soon as possible, along with the reason(s) for which the call was made and the outcome of the incident.

Issued: 17 October 2013
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7441 Electronic Surveillance In School Buildings And On School Grounds

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, students, community members, and other building occupants and to protect the school district's buildings and grounds.

The content produced by the surveillance system under certain circumstances may be considered a student record **and if so** it will be subject to the Board of Education policy and regulations regarding confidential student records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding.

In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a Memorandum of Understanding (MOU) with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video. The MOU shall include the provisions of N.J.S.A. 18A:41-9 and any additional information required by law enforcement officials. In the event the parties to the MOU are unable to reach an agreement regarding any provision required to be included in the MOU as per N.J.S.A. 18A:41-9a, the County Prosecutor shall make the final determination regarding that provision. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that does not have the ability to have live streaming video.

The **Board of Education shall post signage** in a prominent, public place in buildings and on school grounds where electronic surveillance equipment may be used.

In addition to posting, the district shall notify school staff members, parent(s), and students that electronic surveillance may be used in school buildings and on school grounds through publication in student and staff handbooks, school calendars, notice sent home with students, or any other effective means to publish the district's use of electronic surveillance equipment in school buildings and on school grounds.

Adopted: 17 October 2013
Revised:

R 7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

In order to enhance a safe and secure environment, the Board authorizes electronic surveillance devices to be used **in school** district **buildings** and on school grounds.

A. Recording and Notice

1. Surveillance devices may include, but are not limited to, sound/video cameras, audio recording devices, and other appropriate devices.

2. Recordings may be used to monitor and observe the conduct of school district staff, students, community members, and other person(s) in school buildings or on school grounds.

3. **Signage** will be posted in **a prominent public place in** school buildings **and** on school grounds where **electronic** surveillance **equipment** may be used.

B. Student Records and Notice

School district personnel will comply with the provisions of applicable law regarding student record requirements including the Family Educational **Rights** and Privacy Act **(FERPA)** and the Individuals with Disabilities Education Act **(IDEA)**. Recordings considered for retention, as a part of a student's behavioral record, will be maintained in accordance with established student record procedures governing access, review, and release of student records.

C. Staff Records and Notice

1. Recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations, applicable law, and any labor agreements governing access, review, and release of employee personnel records.

2. The district will provide notice to students, parent(s), and school staff members that surveillance devices may be used in school buildings and on school grounds.

D. Storage/Security

1. All recordings will be stored by the Superintendent or designee, and secured to ensure confidentiality.

2. Recordings will be **retained in accordance with the New Jersey Department of the Treasury – Records Management Services – Records Retention Schedules and** will be erased or discarded, unless there is a legitimate reason for retaining such recording for review**, upon receiving prior authorization from Records Management Services**.

E. Use

1. The determination of the location of surveillance devices shall be made by the **Superintendent or designee**.

2. Tampering with or otherwise interfering with surveillance equipment is prohibited. Any individual found tampering with equipment shall be subject to discipline.

F. Viewing or Listening

1. Initial viewing or listening to recordings will be done by the **Building Principal or designee**.

2. Requests for viewing or listening will be limited to persons with a direct interest in any proceedings, disciplinary or otherwise, resulting from the recordings, as deemed appropriate by the **Building Principal or designee**.

3. Only the portion of the recording concerning a specific incident will be made available for viewing.

4. Viewing or listening to the recording will be permitted on school property or as otherwise required by law.

5. All viewing will be in the presence of the **Building Principal or designee**.

6. A written log will be maintained by the **Building Principal or designee** of those viewing video recordings including date of viewing, reason for viewing,

the date the recording was made, and the signature of the viewer.

7. Video recordings remain the property of the **school** district and may be reproduced only in accordance with law, including applicable district student records policy and procedures and district personnel records policy, procedures and applicable labor agreements.

G. Law Enforcement Memorandum of Understanding (MOU) (N.J.S.A. 18A:41-9)

1. In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a MOU with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video. The MOU shall include, but need not be limited to, the following:

a. The designation of individuals who shall be authorized to view live streaming video;

b. The circumstances under which the designated individuals would view live streaming video; and

c. A detailed plan for preventing and detecting unauthorized access to live streaming video.

2. In the case of a school building that is located in a municipality in which there is no municipal police department, the Board shall enter into a MOU with an entity designated by the Superintendent of the State Police.

3. In the event the district and law enforcement authority are unable to reach an agreement regarding any provision required to be included pursuant to G.1.a.-c. above, the County Prosecutor shall make the final determination.

4. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that is not

equipped with such equipment.

H. Purchase, Maintenance, Replacement of Equipment/Supplies

1. The **School Business Administrator/Board Secretary or designee** will be responsible for the purchase, maintenance, and replacement of all electronic surveillance devices.

Issued: 17 October 2013
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8507 BREAKFAST OFFER VERSUS SERVE (OVS) (M)

The Board of Education, to be in compliance with the Healthy Hunger Free Kids Act (HHFKA) of 2010, adopts this Offer Versus Serve (OVS) Policy. Offer Versus Serve is a Policy for Federally reimbursable meals that allows students to decline a certain number of food components in the meal to reduce plate waste and food cost. Board of Education approval to implement a Breakfast OVS Policy is optional at all grade levels. The provisions of the Breakfast OVS Policy shall be in accordance with the requirements of the HHFKA of 2010.

A school breakfast eligible for Federal reimbursement shall offer four food items from the three food components in the appropriate amounts per grade grouping:

- Fruit or vegetable
- **Grains**
- **Milk**

Students are allowed to decline one of the four food items offered**, but must select at least a half cup of either fruit or half cup of vegetable or half cup of a fruit/vegetable combination**.

After taking the half cup fruit or half cup of vegetable or half cup of a fruit/vegetable combination, students must select at least two additional food items in the full amounts (per grade group requirements) to count toward the reimbursable offer versus serve meal.

A student's decision to accept all four food items or to decline one food item shall not affect the price charged for the meal as the breakfast is priced as a unit. If students do not choose enough food items to comprise a reimbursable meal, a la carte prices will be charged.
School staff members cannot make exceptions to the Policy, such as requiring every student to take a particular food component. It is the student's choice to select any three or all four food items of the reimbursable meal.

At each school implementing this OVS Policy, school food service staff members will be trained annually on the provisions of the district's Breakfast OVS Policy.

Breakfast OVS will be implemented in all schools in the district.

Adopted: 10 December 2014
Revised:

8630 BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

M

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.

"Employer" for the purposes of this Policy and Regulation means a Board of Education or a contractor that provides student transportation services under contract with the Board of Education. In the event the school district employs school bus drivers and bus aides and/or uses a contractor for transportation services, the "employer" for school district employed school bus drivers and bus aides shall be the Board of Education and the "employer" for contracted school bus drivers and bus aides shall be the contractor that provides student transportation under contract with the Board of Education.

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1**(c)** 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 **by the employer** 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 **their employer** that the individual has completed the training program within five business days of its completion. The **employer** 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:27-11.1 et seq.**

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 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 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:6-7.1 et seq.;** 18A:25-2; **18A:39-17; 18A:39-18; 18A:39-19.1; 18A:39-19.2; 18A:39-19.3; 18A:39-19.4;** 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: 17 October 2013
Revised: 13 May 2015
Revised: 17 November 2016
Revised:

R 8630 EMERGENCY SCHOOL BUS PROCEDURES (M)

M

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 will administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.

3. The **employer shall be responsible to** 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 **and 18A:39-19.3** for all school bus drivers and school bus aides:

   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 **employer** 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 **employer** 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 **employer** shall require a school bus driver or school bus aide to file a certification with the **employer** 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 **employer** 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 **and N.J.A.C. 6A:27-11.1 et seq**.

B. Emergency Bus Evacuation Drills

1. The Principal **or designee** 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.

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;

   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 **Transportation Supervisor or Principal or designee**.

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.

3. 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.

4. Each school bus shall be equipped with:

   a. A list of the students assigned to that bus;

b. A **basic** first aid kit;

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.

5. 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** any potential driving hazard on his/her route, such as construction, road work, etc.

f. Report promptly to the **Principal** any deviation in the bus route or schedule;

g. Drive within speed 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.

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.

d. The risk of remaining in the bus poses a greater safety risk than evacuating the bus.

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 of the receiving school** of the number and location of the bus and the circumstances of the disability. The **Principal of the receiving school** 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**/Board Secretary** 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.

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).

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**/Board Secretary** 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.

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 of the receiving school** 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;

(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.

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Revised: 17 November 2016
Revised:

State of New Jersey
Department of Education
Office of State Monitor
Lakewood Public Schools
200 Ramsey Avenue
Lakewood, NJ 08701
Phone: 732-364-2400 Ext. 7443
Email: dshafter@lakewoodpiners.org

February 22, 2018

Moshe Bender, President
Lakewood Township Board of Education
200 Ramsey Avenue
Lakewood, NJ 08701

Dear President Bender:

I am writing regarding the Board of Education approval of Item M under Reports and Recommendations of the School Business Administrator/Board Secretary at the February 21, 2018 board of education meeting. The motion, as approved, removed state monitor approval when the board of education desires to use the services of Shoop SBA LLC for professional consulting services. The purpose of the original motion was to control district expenditures for the use of this consulting service. Title 18A:7A-55 gives the State Monitor authority to approve "purchase orders, budget transfers, and payment of bills and claims. The Board of Education cannot remove the authority of the State Monitor.

By my authority as state monitor, I am overriding the board of education approval of Item M under Reports and Recommendations of the Business Administrator/Board Secretary at the February 21, 2018 board of education meeting.

Please contact me if you have any questions or require additional information on this matter.

Sincerely,

David Shafter
State Monitor

c. Members of the Board of Education
Laura Winters, Superintendent
Kevin Campbell, Interim School Business Administrator-Board Secretary
Dr. Judith De Stephano-Anen, Interim Executive County Superintendent
Charles Muller, Executive County School Business Administrator
Glenn Forney, Officer of State Monitors
Michael Inzelbuch, Board Attorney
Jo-Ann Zsamba, Executive Secretary