

MEETING OF THE LAKEWOOD BOARD OF EDUCATION, HELD ON WEDNESDAY, OCTOBER 18, 2017, AT 6:30 P.M., AT THE LAKEWOOD HIGH SCHOOL AUDITORIUM, 855 SOMERSET AVENUE, LAKEWOOD, NEW JERSEY 08701

I. PLEDGE OF ALLEGIANCE: Moshe Bender, Board President

Kevin Campbell, Interim Business Administrator/Interim Board Secretary called the meeting to order at 6:48 p.m. Mr. Campbell read the following:

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. ROLL CALL

Board Members Present: Ms. Thea Jackson-Byers
Mr. Moshe Newhouse
Mr. Moshe Raitzik
Mr. Moshe Tendler
Mr. Moshe Bender

Board Members Absent: Mrs. Ada Gonzalez Mr.
Heriberto Rodriguez
Mr. Bentzion Treisser
Mr. Isaac Zlatkin

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

III. 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. Legal Issues including Court Settlements
2. Personnel Items including employment, appointment and termination

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. Mr. Raitzik motioned for the Board to go into Executive Session. Mrs. Jackson-Byers seconded the motion.

MOTION TO GO INTO EXECUTIVE SESSION (passed)

Motion: Mr. Raitzik **Second:** Mrs. Jackson-Byers

5 Ayes: Mrs. Jackson-Byers, Mr. Newhouse, Mr. Raitzik, Mr. Tendler, Mr. Bender

0 Nays:

0 Abstained:

4 Absent: Mr. Rodriguez, Mr. Treisser, Mr. Zlatkin, Mrs. Gonzalez

At 7:51 p.m. the Board returned to Public Session. Mr. Campbell did a Roll Call.

IV. ROLL CALL

Board Members Present: Ms. Thea Jackson-Byers
Mr. Moshe Raitzik Left 9:32 p.m., Returned 9:35 p.m.
Mr. Moshe Tendler
Mr. Bentzion Treisser Left 9:35 p.m.
Mr. Isaac Zlatkin
Mr. Moshe Bender

Board Members Absent: Mrs. Ada Gonzalez Mr.
Mr. Moshe Newhouse Left 7:50 p.m.
Heriberto Rodriguez

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

Translator: Miriam Medina
SGA: Karla Farfan

V. PRESENTATIONS

1. First Generation College - Ruth Fiore
2. Boys Scouts of America – James Gillick
3. Superintendent's Recognition Award
4. Academic & Leadership Skills Recognition Award
5. PARCC (ELA & Math) & NJASK/NJBCT (Science)
Marcy Marshall, Principal LHS
Richard Goldstein, Principal LMS
Debra Long, Principal CAS
Ebony Rivera, Principal EGC
Joseph Schroepfer, Principal OSS

VI. MINUTES

Public Board Meeting – August 30, 2017
Public Board Meeting – September 25, 2017

MOTION TO APPROVE THE PUBLIC MEETING MINUTES OF AUGUST 30, 2017 & SEPTEMBER 25, 2017(passed)

Motion: Mrs. Jackson-Byers **Second:** Mr. Zlatkins

6 Ayes: Mrs. Jackson-Byers, Mr. Raitzik, Mr. Tendler, Mr. Treisser, Mr. Zlatkin,
Mr. Bender

0 Nays:

0 Abstained:

3 Absent: Mr. Newhouse, Mr. Rodriguez, Mrs. Gonzalez

VII. COMMITTEE REPORTS – None At This Meeting

VIII. CORRESPONDENCE AND COMMUNICATIONS – None At This Meeting

- IX. RECOGNITION OF THE PUBLIC**
1. Wilma Taylor
 2. Pastor Glenn Wilson
 3. Michelle Jackson
 4. Dr. Michael Rush

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.

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

- A. Approve the attached Budgetary line item Transfers for August 31, 2017
- B. Acceptance of the Treasurer and Board Secretary Reports for August 31, 2017

C. Certification of No Over expenditures

Pursuant to N.J.A.C. 6A:23A-16.10, I, Kevin Campbell/Interim Board Secretary, certify that as of August 31, 2017 no budgetary line item account has obligations and payments which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A.18A:22-8 and 18A:22-8.1, and that the District financial accounts have been reconciled and are in balance.

Kevin Campbell

Interim Business Administrator/Board Secretary

October 18, 2017

Date

- D. 1. Approve Bills List for October 18, 2017 for the Warrant Account in the amount of \$10,412,811.93
2. Approve the Supplemental Bills List for October 18, 2017 for the Warrant Account in the amount of \$114,684.96
1. Approve Bills List for October 18, 2017 for the Referendum Related Expenses in the amount of \$115,968.46
- E. Approve Bills List for October 18, 2017 Cafeteria Account in the amount of \$342,403.59
- F. Approval of the Payroll and Board Share of Fica/Medi for :
- Payroll of September 29, 2017 in the amount of \$2,278,984.94
 - Payroll of October 13, 2017 in the amount of \$2,098,124.12
- G. Approval of payment of New Jersey State Health Benefit Plan for August 31, 2017 \$1,386,917.07
- H. Transportation Items:
1. Approval for renewal of pupil transportation contracts for the 2017/18 school year, with an increase of .30% (CPI), pursuant to NJSA 18A:39-3 effective 9/1/17 to 6/30/18:

ROUTE	BID	Multi	Contract amount
RIPTIDE	3010	RIPT	\$37,090.80/ HARTNETT
SC3	1612	1734	\$83,734.20/ KLARR
CKMDWC4	1617	1721	\$73,207.32/ KLARR

2. Award Results from quotes Q1718-14/ 11*/ 16**/12***

ROUTE	COST	AIDE	INC/DEC	DAYS	TTL COST	VENDOR
OACS1 OACS1A OACS4P OACS6A	\$185.00		0.01	181	\$133,200.00	SEMAN TOV
OACS2A OACS2P OACS4A OACS5A OACS5P	\$186.00		0.01	181	\$167,400.00	KLARR
OACS3P OACS6P	\$175.00		0.01	181	\$63,000.00	JAYS
OACS3A	\$325.00		0.01	181	\$58,825.00	M&W/VAMVAS
OACS7A OACS7P	\$485.00		0.01	181	\$87,785.00	M&W/VAMVAS
*CRMS1	\$177.00		0.01	181	\$32,037.00	HARTNETT
**CKMDWC5	\$384.00	\$65.00	0.01	181	\$81,269.00	KLARR
***SCHWC1	\$355.00	\$55.00	0.01	181	\$74,210.00	KLARR

3. Award results from Quote Q1718-13

ROUTE	COST	AIDE	INC/DEC	DAY S	TTL COST	VENDOR
LHSLRC1	\$100.00		0.01	171	\$17,100.00	SEMAN TOV
LHSLRC3	\$125.00		0.01	171	\$25,650.00	SEMAN TOV
LHSLRC4	\$110.00		0.01	171	\$18,810.00	SEMAN TOV

4. Approve to correct route totals form BOE meeting 9/25/17:

ROUTE	COST	VENDOR
SSPRS5	\$65,896.20	M&W (.20 CENT/ TYPOGRAPHICAL ERROR)
SSS7	\$65,896.20	M&W (.20 CENT/ TYPOGRAPHICAL ERROR)

5. Approve to *amend/correct Parental Contract to the parents of the Lakewood student in the amount of the per diem rate multiplied by the total amount of days, not to exceed \$17,000. Effective 9/1/17 thru 6/30/18, to transport their child to/from the approved schools located in NJ, in accordance with NJAC6A:27-1.5 and NJAC 6A27-7.7. This has been made in collaboration with CST.

<u>Student ID</u>	<u>Route</u>	<u>School</u>	<u>ESY</u>	<u>Reg</u>	<u>TTL</u>	<u>Per Diem</u>	<u>Total per Diem</u>
923912	SCHISA	SCHI	0	188	188	79.20	\$14,889.60*
8996303672	SCHIBU	SCHI	30	188	218	79.20	\$17,265.60*

6. Approval to award for coordinated services with Educational Services Commission of NJ for the 2017/2018 school year, for the transportation of OOD special needs children from the Lakewood School district. Payment based on ride share. Transportation is from September 1, 2017 thru June 30, 2018. As mandated by Special Services Department. The commission will also charge a 6% surcharge for their services. The price is inclusive of the commission. Payment made is based on NJSA 18A; 39-12

I. **Cost Reimbursement for Food Service Management Services works best for Lakewood Public Schools.**

Whereas, the Department of Agriculture sent a notice on June 14, 2017 to New Jersey school districts participating in the National School Lunch program announcing a significant change in the procurement protocol for the contracting of food service management companies that operate breakfast and lunch programs for New Jersey public schools, and

Whereas, this new procurement protocol would change the fundamental basis for awarding food service management contracts from a "Cost Reimbursement Basis" to a "Fixed Price Basis" for contract awards, and

Whereas, the Lakewood Board of Education has engaged staff and the community year after year to provide a local food service program that addresses and meets the needs of our children, and

Whereas, the Lakewood Board of Education credits the current "Cost Reimbursement" procurement method as the reason why the local school district can design a food service program that has the flexibility of meeting the needs of its children, and

Whereas, the Lakewood Board of Education declares that the "Fixed Price" procurement system would dramatically reduce the school district's ability to change or alter its food service operations without the need to rebid for food service management services, and

Whereas, the Lakewood Board of Education further declares that the “Fixed Price” procurement method would impact the quality of the meals served to its children and therefore impact the participation of children in our breakfast and lunch program, and

Whereas, the Lakewood Board of Education further declares that the “Fixed Price” procurement method may limit the number of competitive proposals received by boards of education, and

Whereas, the Lakewood Board of Education rejects the Department of Agriculture’s underlying reasons for making this change without giving NJ School Districts the opportunity to address their concerns in an attempt to keep this procurement method in place, and

Whereas, the Lakewood Board of Education prefers an optional procurement system for securing Food Service Management Companies whereby the district could choose either Cost Reimbursement” or “Fixed Price” as the basis for contract awards.

Now Therefore be it Resolved, that the Lakewood Board of Education hereby requests the Department of Agriculture to reconsider its plans to move the basis of awarding Food Service Management contracts to a “Fixed Price” basis and allow the option of continuing to use a “Cost Reimbursement procurement model; or in the alternative , a “Fixed Price” procurement method, and

Be It Further Resolved, that copies of this resolution shall be forward to:

New Jersey Association of School Business Officials
New Jersey Secretary of Agriculture (369 S Warren St, Trenton, NJ 08608)
Local Legislators, NJ School Boards, NJ School Superintendents, NJ Principals and Supervisors, NJ PTA,

- J. Move to approve the District’s participation in the Educational Services Commission of New Jersey’s (ESCNJ) administration of a purchasing consortium for Internet access and fiber connectivity known as the New Jersey Digital Readiness for Learning and Assessment Program (NJDLAP). This will confirm the District’s inclusion in a consortium E-Rate procurement to purchase telecommunications services and Internet access services for funding years 2018-2011.
- K. The Lakewood Board of Education, pursuant to N.J.A.C. 6A:27-9.2 (c) authorizes Kevin Campbell, Interim School Business Administrator/Board Secretary to advertise for student transportation bids and unseal the bids and publically announce the contents. In his absence or his unavailability, the board designates the following officials to receive and open transportation bids:

Primary: Diane Piasentini, Purchasing Manager
Secondary: Lisa Vargas, Transportation Manager

- L. Move to approve Frances Santoro as Human Resources Consultant at a rate of \$40.00 per hour, not to exceed \$1,000.00 for special projects as assigned by the Interim Business Administrator, to be paid through budget account #11-000-251-592-00-0000.
- M. Move to approve the disposal of a Hobart Buffalo Chopper # 100430 as it cannot be repaired and no longer has any useful or educational value to the District.

N. TABLED

RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF LAKEWOOD IN THE COUNTY OF OCEAN, NEW JERSEY PROVIDING FOR THE PURCHASE OF SIX BUSES AT A PURCHASE PRICE OF APPROXIMATELY \$493,297.00 COST PLUS \$50,000.00 IN ADDITION TO BE ADDED WHICH INCLUDE CHILD SAFETY RESTRAINTS FOR YOUNG CHILDREN AND AIR-CONDITIONING THROUGH A LEASE PURCHASE TRANSACTION, AWARDED THE LEASE PURCHASE FINANCING AND AUTHORIZING EXECUTION OF A LEASE PURCHASE AGREEMENT AND OTHER RELATED AGREEMENTS AND ACTIONS NECESSARY TO ACCOMPLISH THE TRANSACTION

WHEREAS, The Board of Education of the Township of Lakewood in the County of Ocean, New Jersey (the "Board") has determined to finance the acquisition of two (2) 54 passenger buses and five (5) 24 passenger buses, including the financing costs and any additional incidental costs (the "Equipment") through a lease purchase transaction; and

WHEREAS, the Board has selected Hunterdon County Educational Services Commission to serve as financial advisor (the "Financial Advisor") and McManimon, Scotland & Baumann, LLC to serve as special counsel (the "Special Counsel") for the transaction contemplated herein; and

WHEREAS, the Board has followed the procedures required by N.J.S.A. 18A:20-4.2(f) and N.J.S.A. 18A:18A-1 *et seq.*, and the regulations promulgated thereunder; and

WHEREAS, the Board hereby authorizes and ratifies the solicitation of bids for the financing of the Equipment pursuant to a lease purchase agreement for a principal amount not to exceed \$500,000 and hereby ratifies the publication of the notice of request for the receipt of bids; and

WHEREAS, of the bids submitted, (TBD) _____ submitted the lowest response, and the Board wants to award the lease purchase financing to such company or its assigns in accordance with the recommendation of the Financial Advisor, its response and the request for bids; and

WHEREAS, the Board now intends to enter into an equipment lease purchase agreement with (TBD) _____ (the "Lease") on a date as agreed to by the Business Administrator/Board Secretary;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF TOWNSHIP OF LAKEWOOD IN THE COUNTY OF OCEAN, NEW JERSEY AS FOLLOWS:

Section 1. The Board hereby approves the bid submitted by (TBD) _____ (referred to hereinafter as the "Purchaser" or sometimes the "Lessor") and to enter into the Lease at an annual interest rate of ____% for a term of not to exceed five years in the principal amount of not to exceed \$500,000, representing the principal portion of the rent payments under the Lease. This award is being made in accordance with the request for bids and the bid submitted by the Purchaser to the Business Administrator/Board Secretary and on file with his office. The Purchaser's interest rate will be held fixed for a period of 30 days from the date of the bid. If the closing does not occur within 30 days of the date of the bid, the interest rate will be calculated in accordance with the index rate set forth in the request for bids.

Section 2. The Board hereby authorizes the execution and the delivery of and the performance by the Board of its obligations under the Lease and other related financing agreements and documents, which shall be in the form approved by Special Counsel. The Board hereby authorizes and directs the Board President or the Business Administrator/Board Secretary to execute such documents on behalf of the Board, and the signature of such official shall be conclusive proof of such approval.

Section 3. The payments of rent or other monies due under the Lease shall be made only from the General Fund of the Board. Neither the Board nor any agency, department or political subdivision thereof shall be obligated to pay any sum to the Lessor under the Lease from any taxing source for the payment of any sums due under the Lease. The obligations of the Board under the Lease shall not constitute indebtedness of the Board or of the constituent municipalities or of any department, agency or political subdivision thereof. The Lease sets forth the term of the lease purchase acquisition by the Board for the acquisition of the Equipment, the rental payments to be paid by the Board in respect thereof and the dates on which rents shall be due and payable.

Section 4. The proceeds of the sale of the Lease shall be applied to (i) pay costs to acquire and to install the Equipment, and (ii) pay the costs of entering into the Lease.

Section 5. The Business Administrator/Board Secretary is authorized to direct the investment of funds under an escrow deposit agreement (the "Escrow Agreement") between the Board and (TBD) _____, the escrow agent, consistent with the provisions of New Jersey law and the Escrow Agreement and is authorized to enter into such agreement, to execute such documents on behalf of the Board as may be necessary therefor and to pay any associated costs with the Escrow Agreement.

Section 6. The Board hereby covenants that it will comply with any conditions subsequent imposed by the Internal Revenue Code of 1986, as amended (the "Code") in

order to preserve the exemption from taxation of the interest portion of the rental payments under the Lease, including, if applicable, the requirement to rebate all net investment earnings on the gross proceeds above the yield on the Lease. The Board hereby declares its intent to issue the lease in the expected maximum principal amount of the Lease set forth herein and to use the proceeds of the Lease to pay or reimburse expenditures for the costs of the purpose for which the Lease is authorized herein. This resolution is a declaration of intent within the meaning and for the purposes of Treasury Regulations Section 1.150-2 or any successor provisions of federal income tax law. The Board delegates to the Business Administrator/Board Secretary the ability to designate the Lease as a "qualified tax-exempt obligation" for the purposes of Section 265(b)(3)(B)(ii) of the Code, if applicable.

Section 7. The Business Administrator/Board Secretary and/or the Board President and other appropriate representatives of the Board are authorized to take any and all actions necessary to implement the transaction and the agreements authorized herein, and any such actions taken prior to adoption of this resolution is hereby ratified and approved.

Section 8. This resolution shall take effect immediately.

- O. Move to record and award Competitive Contract CC 04-1718 Professional Development in Language Arts for the 2017-2018 school year which was received on 9/27/17 at 10:00 a.m. as follows:

	TECHNICAL MAX SCORE 45	MANAGEMENT MAX SCORE 30	COST MAX SCORE 25
INSPIRED INSTRUCTION			\$2100 per diem or \$1200 per 4 hours
Scorer #1	45	26	
Scorer #2	43	27	
Scorer #3	40	22	
AVERAGE SCORE	42.66	25	
COST SCORE			20.21
TOTAL SCORE			67.87 POINTS
STAFF DEVELOPMENT WORKSHOPS			\$1700/ per diem No hourly quote
Scorer #1	45	24	
Scorer #2	37	29	
Scorer #3	41	28	
AVERAGE SCORE	41	27	
COST SCORE			25

	TECHNICAL MAX SCORE 45	MANAGEMENT MAX SCORE 30	COST MAX SCORE 25
TOTAL SCORE			93 POINTS
CATAPULT LEARNING			\$3095 per diem or \$515.83 per hour
Scorer #1	45	10	
Scorer #2	43	23	
Scorer #3	40	18	
AVERAGE SCORE	42.66	17	
COST SCORE			13.73
TOTAL SCORE			73.39 POINTS

It is the recommendation of the evaluation committee that the Board of Education award the contract CC 04-1718 for Professional Development in Language Arts for the 2017-2018 school year to Staff Development Workshops, Inc. as their proposal is the most advantageous to the District, price and other factors considered.

*The complete evaluation report can be viewed on the District website

- P. Move that the Board of Education amend Change Order #003 for HVAC upgrades Phase 3 for Clifton Ave School originally approved on 9/25/17, as follows:

CONTRACTOR	CHANGE ORDER	SCHOOL	AMOUNT
Thermal Piping/GBI	#003	Clifton Ave	\$2190.50 Provide 5 access doors as required
			\$3859.07 Provide gas regulators to rooftop units
			\$19,115.08 Provide Unit Ventilator at room 111
			\$2970.32 Provide CW pipe to FCU #7
			TOTAL \$28,134.97

- Q. The following was advertised in the Asbury Park Press on October 6, 2017, as well as posted on the Lakewood School District website and sent to the following Vendors: On Track, Psych Ed, and Catapult Learning, LLC. As a result, the Superintendent, and State Monitors are recommending that the district advertise another RFP by Thursday, October 19, 2017. All bids will be due by November 15, 2017.

However, it is understood that the previous RFP and response and contract between the parties, which was dated and signed on October 11, 2017, remain in effect until such time as the Superintendent and Board opt, should they, to accept results of another RFP.

CHAPTER 193 WITHOUT PREJUDICE

The Lakewood School District is seeking written comments as to the district's Chapter 193 Evaluation and Determination 2017-2018 Competitive Contract #CC 03-1718 and Addenda 01, CC 03-1718 as possible revisions to same are being considered to best service eligible students in accord with the law. Copies of same are available on the district website and are available by contacting the District's Interim Business Administrator (see below).

This request in no manner obligates the district nor relieves nor releases the vendor who currently is obligated to provide services unless and until there is formal Board action.

All written comments are due prior to noon on October 16, 2017 addressed in one (1) email to all eight (8) individuals listed below.

Comments may be considered prior to the possible rebidding of the Chapter 193 Evaluation and Determination Competitive Contract, should the district choose to do so.

All Vendor comments must be in writing and must be sent via email, certified mail and regular mail (all 3) to all of the following:

1. Kevin Campbell, Interim Business Administrator – Kcampbell@Lakewoodpiners.org
2. Laura A. Winters, Superintendent of Schools- Lwinters@Lakewoodpiners.org
3. Malka Stein, Supervisor of Chapter 192/193 – Mstein@Lakewoodpiners.org
4. Michael Azzara, Lead State Monitor – Mazzara@Lakewoodpiners.org
5. David Shafter, State Monitor- Dshafter@Lakewoodpiners.org
6. Michael I. Inzelbuch, Esquire, General Counsel michael@pinersprideisback.com
7. Moshe Bender, Board President – Mbender@lakewoodpiners.org
8. Diane Piasentini, Purchasing Manager - dpiasentini@lakewoodpiners.org

Any inquires shall be forwarded in writing to the above individuals (all 8)

R. Approval of the following Change Order for HVAC upgrades Phase 3:

VENDOR	SCHOOL	CHANGE ORDER #	AMOUNT
Thermal Piping, Division of GBI	Clifton Ave	#004	\$556.14 Install copper pipe to AHU-3

MOTION TO INCLUDE IN THE BUSINESS AGENDA LETTER "N" (passed)

Motion: Mr. Zlatkin **Second:** Mr. Raitzik

Board Member	MOTION TO INCLUDE LETTER "N" IN THE BUSINESS AGENDA (TABLED)
Moshe Bender	Table
Ada Gonzalez	Absent
Thea Jackson-Byers	Yes
Moshe Newhouse	Absent
Moshe Raitzik	Table
Heriberto Rodriguez	Absent
Moshe Tendler	Table
Bentzion Treisser	Absent
Isaac Zlatkin	Table
Voting Results:	1 Yes, 4 Table, 4 Absent

Therefore, Letter "N" of the Business Agenda has been Tabled.

MOTION TO APPROVE THE BUSINESS AGENDA EXCLUDING LETTER "N" (passed)

Motion: Mr. Zlatkin **Second:** Mr. Raitzik

5 Ayes: Mrs. Jackson-Byers, Mr. Raitzik, Mr. Tendler, Mr. Zlatkin, Mr. Bender

0 Nays:

0 Abstained:

4 Absent: Mr. Newhouse, Mr. Rodriguez, Mr. Treisser, Mrs. Gonzalez

XI. REPORTS AND RECOMMENDATIONS OF SUPERINTENDENT:

A. Superintendent Items

1. Approve First Reading of the following Policies & Regulations:
 - Policy 2700 Services to Nonpublic School Students (M) (R)
 - Policy 7100 Long-Range Facilities Planning (M) (R)
 - Regulation 7100 Long-Range Facilities Planning (M) (R)
 - Policy 7101 Educational Adequacy of Capital Projects (R)
 - Regulation 7101 Educational Adequacy of Capital Projects (R)
 - Policy 7102 Site Selection and Acquisition (R)
 - Regulation 7102 Site Selection and Acquisition (R) (NEW)
 - Policy 7130 School Closing (R)
 - Policy 7300 Disposition of Property (R)
 - Regulation 7300.2 Disposal of Land (R)
 - Regulation 7300.3 Disposition of Personal Property (R)
 - Regulation 7300.4 Disposition of Federal Property (R)
2. Approve the Abolishment of Regulation 7300.1 Disposal of Instructional Property which is the same procedure required in Regulation 7300.3 Disposal of Personal Property.
3. Approve the revised 2017-2018 Organizational Chart.
4. Motion to approved Sidebar Agreement between the Lakewood Board of Education and the Lakewood Education Association.

WHEREAS, the Lakewood Board of Education ("Board") and the Lakewood Education Association ("Association") are parties to a collective negotiations agreement ("Agreement") in effect for the period July 1, 2015 through June 30, 2018; and

WHEREAS, Article XX of the Agreement currently allows all Association members to take four (4) personal days per year with the exception of secretaries who are granted five (5) personal days per year; and

WHEREAS, this allotment of personal days is not sufficient for certain staff members to account for all personal matters which occur during the school year; and

WHEREAS, pursuant to Article II of the Agreement, it shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties; and

WHEREAS, the parties wish to modify the Agreement to provide additional personal days with a partial payroll deduction to Association members subject to the terms and conditions set forth below.

NOW, THEREFORE, the Board and the Association agree as follows:

- 1) For the 2017-2018 school year, all Association members will be granted an additional three (3) personal days with a partial payroll deduction which can be utilized after their allotment of personal days as set forth in the Agreement is exhausted.
 - 2) Staff members utilizing this allotment of additional personal days shall be required to reimburse the District for the cost of substitute coverage as follows: \$130.00 for the day if the Association member is a certificated staff member and \$78.00 per day if the Association member is a non-certificated staff member. This amount shall be deducted from the staff member's regular paycheck and shall occur irrespective of whether a substitute is actually obtained.
 - 3) The request for leave must be given forty-eight hours in advance.
 - 4) Staff members shall not be permitted to carry over any of these additional days into the next school year, nor shall there be any payment for these unused days.
 - 5) The parties shall meet in May of 2018 to negotiate a successor sidebar agreement governing these personal days for the 2018-2019 school year.
 - 6) This Agreement is subject to Board approval.
 - 7) All other terms and conditions of the parties' collective negotiations Agreement shall remain unchanged.
5. Approve the Initial Application for Change of Educational Space 2017-2018 School Year for Snozelin Rooms that will be located at SSS and LECC Campus III.
6. Approve the following revised Job Descriptions:
- Mechanic/Bus
District Attendance Officer
District Attendance /Residency Officer/Coordinator
Central Registration Coordinator
7. Approve the LRE Settlement Agreement Year Two Assurance Statement for 2017-2018.

8. Approve Homebound Instruction Services to the following Non-Public student, maximum of 10 hours per week, not to exceed 30 days, at a rate of \$36.25 per hour, to be paid through Chapter 192 funding, budget account # 20-504-100-320-16-0000:

Student ID#	Rational
4583	Medical

9. Approve that the Lakewood School District partner with Georgian Court University, Ocean County Soil Reclamation Committee, Ocean County Food Bank (Fulfill), and the Lakewood Dept. of Public Works, called the Urban Agriculture Conservation Initiative. The initiative has been awarded a grant of \$50,000 from the National Association of Conservation Districts (NACD) to achieve our vision. The goal of the initiative is agricultural production utilizing the technique of Urban Agriculture, (the use of urban spaces for crop production) and bringing this produce to the disadvantaged of our community. In addition, we seek the eventual establishment of a summer Farmers Market and a series of informative seminars on nutrition and gardening practice that will be available to the local community.

The Lakewood High School Horticulture Program will utilize a plot on school ground for the construction of a series of raised vegetable beds. Grant funding will be utilized. There will be no cost to the district.

10. Approve Summit Speech & Language Services for the 2017-2018 school year, to provide Speech and Language Therapy, at a rate of \$65.00 per hour, \$195 per Speech Evaluation, not to exceed \$45,000.00, to be paid through budget account # 11-000-216-320-00-0000 (Correction from May 8, 2017 agenda).
11. Approve Speech and Hearing Solutions to provide speech and language therapy, at a rate of \$70.00 per hour, not to exceed 20 hours per week, to be paid through budget account #11-000-216-320-00-0000.
12. Approve Upwards therapy to provide speech therapy at rate of \$65.00 per hour, \$195 per speech evaluation, not to exceed 25 hours per week, to be paid through budget account # 11-000-216-320-00-0000 (temporary replacement for C Osina).
13. Approve the following staff to *chaperone the Homecoming Dance at Lakewood High School on Saturday, November 4, 2017, at a rate of \$75.00 per staff member, as per Schedule H of the LEA Contract, to be paid through budget account #15-240-600-03-0003. (*The number of chaperones will be determined by the number of students attending the event.)

Callahan, Jeanette
Hague, Mary Gail
Herriger, Candy
Klinger, Aimee

Savini, Kevin
White, Gloria

14. Approve the following members of the District K-2 ELA Curriculum Team to attend eight (8) half day meetings during the 2017-2018 school year. Nine (9) half-day substitutes will be needed at a cost not to exceed \$4,680.00, to be paid through budget account #: 11-190-100-320-00-0000.

Albertson, Kelly
Capper Paterson, Jennifer
Dacosta, Rebeca
DEFarias, Monica
Feifer, Tova
Kauffman, Carolyn
Milon, Danielle
Moses, Marisa
Moses, Stacy
O'Neil, Shannon
Ring, Jessica
Stross, Lauren
Walker, Stephanie

15. Approval for following teachers Grades 2, 3, 4 and 5 for Math Professional Development presented by Malka Stein on six (6) individual dates to be determined during the 2017-2018 school year. Ten (10) substitutes required for EACH day at \$123.80 per day not to exceed \$7428.00. Total Cost to be paid through A/C #11-190-100-320-00-0000

GRADE 2	GRADE 3	GRADE 4	GRADE 5
Buray, Holly	Anen, Denise	Campbell, Kaneisha	Breidenbach, Charles
Capper-Patterson, Jennifer	Benton, Caroline	Cittadino, Jennifer	Carpenter, Dawn
Correia, Rondalyn	Czech, Margaret	Crewe, Dana	Courtney, Carrie
Delucia, Stephanie	DePasquale, Kathleen	Lalande, Stephen	Currao, Cynthia
Felipe, Jean	Engle, Annmarie	Manzoli, Andrea	Kawka, Shannon
Hoffman, Kyle	Lagoviyer, Cara	McGovern, Jennifer	Kearney, Tracey
Ivanus, Mariya	Mauriello, Cassandra	Pipes, Karen	Longsworth, Rutricia
Natoli, Christy	Peterson, Jacelyn	Shalhoub, Mary Kate	Pirrella-Iacoves, Nicole
Patella, Jennifer	Pobol, Karen	Short, Nicole	Rinaldi, Jessica
Stripto, Nicole	Tsivis, Kristen	Stepien, Alyssa	
Torres, Yanira	Wiencke, Kate	Tucker, Katrina	
Wootton, Kathleen		Williams, Tina	

16. Approval for following teachers Grades 2, 3, 4 and 5 for ELA Professional Development presented by Kevin Walters on four (4) individual dates to be determined during the 2017-2018 school year. Ten (10) substitutes required for EACH day at \$123.80 per day not to exceed \$4955.00 Total Cost to be paid through A/C #11-190-100-320-00-0000

GRADE 2	GRADE 3	GRADE 4	GRADE 5
Buray, Holly	Anen, Denise	Campbell, Kaneisha	Breidenbach, Charles
Capper-Patterson, Jennifer	Benton, Caroline	Cittadino, Jennifer	Carpenter, Dawn
Correia, Rondalyn	Czech, Margaret	Crewe, Dana	Courtney, Carrie
Delucia, Stephanie	DePasquale, Kathleen	Lalande, Stephen	Currao, Cynthia
Felipe, Jean	Engle, Annmarie	Manzoli, Andrea	Kawka, Shannon
Hoffman, Kyle	Lagoviyer, Cara	McGovern, Jennifer	Kearney, Tracey
Ivanus, Mariya	Mauriello, Cassandra	Pipes, Karen	Longsworth, Rutricia
Natoli, Christy	Peterson, Jacelyn	Shalhoub, Mary Kate	Pirrella-Iacoves, Nicole
Patella, Jennifer	Pobol, Karen	Short, Nicole	Rinaldi, Jessica
Stripto, Nicole	Tsivis, Kristen	Stepien, Alyssa	
Torres, Yanira	Wiencke, Kate	Tucker, Katrina	
Wootton, Kathleen		Williams, Tina	

17. Approve Holly Buray to work the Oak Street School After School Program effective October 19, 2017 terminating May 24, 2018, one hour per day, Tuesdays, Wednesdays and Thursdays, not to exceed 3 hours per week, at a rate of \$40.00 per hour, to be paid through account #15-421-100-101-09-0009. (Original BOE approval on September 25, 2017 agenda.)
18. Approve Curriculum Associates Universal Screening and Computerized Mathematics Intervention Program contract renewal options available to the district the 2017-18 school year for the Oak Street School, at a cost not to exceed \$3,000.00 for on-site professional development, to be paid through budget account #15-000-223-320-09-0009; and for OSS student and teacher licenses not to exceed \$6,500.00, to be paid from account #15-000-223-320-09-0009.
19. 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
181505	Coastal Learning Center Monmouth Corp.	\$276.36/day		178	9/18/2017-6/30/2018
904125	CPC Behavioral Healthcare, Inc.- High Point School	\$359.50.day		170	9/19/2017-6/30/2018

Number	Placement	Per Diem Rate/Monthly Rate	Aide/Nurse Per Diem /Monthly	Billable Days	Start Date
*904729	Oakwood School	\$306.46/day		210	7/1/2017-6/30/2018
922855	SCHI	\$461.28/day	\$133.33/day	210	7/4/2017-6/30/2018
923405	SCHI	\$461.28/day	\$133.33/day	210	7/4/2017-6/30/2018
919858	SCHI	\$461.28/day	\$133.33/day	210	7/4/2017-6/30/2018
919842	The Center for Education	\$315.59/day	\$93.00/day	180	9/4/2017-6/30/2018
918043	The Center for Education	\$315.59/day	\$93.00/day	168	9/25/2017-6/30/2018
912595	The Newgrange School of Princeton, Inc.	\$332.55/day		184	9/7/2017-6/30/2018
912528	The Newgrange School of Princeton, Inc.	\$332.55/day		184	9/7/2017-6/30-2018
201148	The Newgrange School of Princeton, Inc.	\$332.55/day		172	9/26/2017-6/30/2018
910307	Wall Township Board of Education	\$2,883.31/month		180	9/6/2017-6/30/2018

*Correction from 7/19/2017 Agenda

20. 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
914871	Yeshivas Ohr Hatorah, Inc.		\$3,500.00/month	11 months	8/29/2017-6/30/2018
906527	Yeshiva Tifereth Torah	\$2,300.00/month	\$3,300.00/month	11 months	8/31/2017-6/30/2018

21. 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
919608	Delanco Township School District	\$1,694.70/month		10 months	9/6/2017-6/30/2018
919770	Delanco Township School District	\$1,694.70/month		10 months	9/6/2017-6/30/2018

22. Approve the 2016-2017 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
922491	The Center for Education	\$305.55/day		21	5/23/2017-6/30/2018

23. 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
923021	Commission For The Blind and Visually Impaired	\$1,900.00	9/1/2017-6/30/2018
923405	Commission For The Blind and Visually Impaired	\$1,900.00	9/1/2017-6/30/2018
919175	Commission For The Blind and Visually Impaired	\$1,900.00	9/1/2017-6/30/2018

24. 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
922855	Starlight Homecare Agency, Inc./d/b/a Star Pediatric Home Care Agency	\$49.00/hr
908223	Bayada Home Health Care, Inc.	\$49.00/hr

25. Medical/Administrative Homebound Instruction for the following students by the following agency/consultant, to be paid through budget account #11-150-100-320-00-0000.

Number	Agency/Consultant	Date	Hourly Rate
907649	James Mount	10/13/17 – 11/13/17	\$40.00
920526	Daniel Silvestri	9/15/17 – 10/15/17	\$40.00
191277	Iryna Magbanua, Michael Hadley	9/25/17 – 10/25/17	\$40.00
205047	Joan Bivins, Carmella Quick	10/7/17 – 11/7/17	\$40.00
912193	Kathryn Bower	9/28/17 – 10/28/17	\$40.00
195329	Kathryn Bower	10/7/17 – 11/7/17	\$40.00
205333	Kathryn Bower	10/7/17 – 11/7/17	\$40.00
906829	CHOP	10/1/17 – 11/1/17	\$40.00
205132	Gina Silinonte	9/5/17 – 9/26/17	\$40.00
201148	Gina Silinonte	9/5/17 – 9/26/17	\$40.00
175325	Barry Hoberman	10/7/17 – 11/7/17	\$40.00
921822	TBD	9/25/17 – 10/25/17	\$40.00

Number	Agency/Consultant	Date	Hourly Rate
192004	Patricia Gregory, Michael Hadley, Kathleen Kirby	10/8/17 – 11/8/17	\$40.00
161185	Michael Hadley	10/2/17 – 11/2/17	\$40.00
924795	Brenda Douglas	10/3/17 – 11/3/17	\$40.00
919166	TBD	10/11/17 – 11/11/17	\$40.00
214755	TBD	10/11/17 – 11/11/17	\$40.00
908532	Education Inc.	9/25/17 – 10/4/17	\$49.00
181107	Education Inc.	9/25/17 – 10/6/17	\$49.00
191070	Education Inc.	10/2/17 – 10/15/17	\$49.00

26. Approve the following preschool staff to participate in a training series by the NJDOE Office of Special Education Professional Development, through the Learning Resource Center called Improving the Classroom Environment for Young Children with Disabilities, at no cost to district on October 27, 2017, November 28, 2017, December 15, 2017, January 19, 2018, February 23, 2018, March 9, 2018, April 13, 2018 and May 4, 2018. Two (2) substitutes will be required each day, at a rate of \$125.00 per day, not to exceed \$2,000.00, to be paid through budget account #20-218-100-500-00-0000.

Heni Mozes
Ida Palmieri
Rochel Lazewnik
Brueck Slawsky
Tammy Weinick
Corinne Schacht

27. Approve the following preschool staff to participate in the preschool data team collaboration at no cost to district on December 1, 2017, February 2, 2018, and June 1, 2018. Four (4) 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.

Staci Wolfe
Lauren Thomas
Nechama Kanarek
Lindsey Jacob

28. Approve the following Mentors for the 2017-2018 school year:

Angela Alvarez
Cheryl Caravano
Alison Metelski

29. Approve Colleen Giaconia, Carmella Quick, Kelly Jankowski, Jonathan Blaydes, and Catherine Neilson to chaperone, as needed, the Lakewood Middle School Halloween Day Dance on October 27, 2017, at a rate of \$50.00 per chaperone, 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, October 26, 2017.
30. Approve two (2) security specialists to attend the Lakewood Middle School Halloween Day Dance on October 27, 2017, for 3 hours, at a rate of \$23.78 per hour, not exceed \$142.68, to be paid through budget account # 11-000-266-100-00-0000.
31. Approve the following LMS staff members to substitute in the Element Alternative Program, beginning October 19, 2017, through June 18, 2018, at a rate of \$40.00 per hour, on an as needed basis, to be paid through budget account #15-423-100-101-04-0004.

Staff Member	Position
Benjamin Pivetz	Substitute
Krista Smith	Substitute

32. Approve Sheila Darnowski and Mitchell Gertner to present *Multicultural Sensitivity Training*, October 19, 2017, 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 funds, budget account # 20-231-200-100-04-0999. (Pending RAC approval.)
33. Approve the following LMS staff to attend, *Teacher Institute Multicultural Sensitivity Training*, October 19, 2017, for one (1) hour, at a rate of \$40 per hour, not to exceed \$40.00 each, to be paid through LMS Title I RAC funds, budget account # 20-231-200-100-04-0999. (Pending RAC approval.)

Boettcher, Angela
Cirliccione, Jaimie
Glantz, Ross
Glatzer, Barbie
Jankowski, Kelly
Klotz, Maryellen
Kravetz, Rose
Lee, Darren
Levine, Andrea
Moore, Tara
Putman, Eric
Ross, Heather
Stone, Jessica
Valgenti, Bridgit

34. Approve Behavioral Therapy Associates to provide individual and group counseling sessions at Lakewood Middle School for the 2017-18 school year, a total of 33 days, at a cost of \$1,200.00 per day, not to exceed \$39,600.00, to be paid through LMS Title I RAC funds, budget account # 20-231-100-300-04-0999. (Pending RAC approval.)
35. Approve the following staff members to work the Lakewood Middle School After School Academy, beginning November 7, 2017, ending June 7, 2018, Tuesdays, Wednesdays and Thursdays, two (2) hours per day, at a rate of \$40.00 per hour, not to exceed \$6,640.00 per staff member, to be paid through LMS Title I RAC funds, budget account # 20-231-100-100-04-0999. (Pending RAC approval.)

Bruno, Julianne
D'Amico, Joseph (1/2 hours)
Darnowski, Sheila
Douglas, Brenda
Dunn, Gladys
Glatzer, Barbie
Jankowski, Kelly
Kirby, Kathleen
McLean, Joseph
Mount, James (1/2 hours)
Nielsen, Catherine
Quinlan, Brian
Romo, Paulina
Ross, Heather
Slocum, Heather
Smith, Krista
Stone, Jessica

36. Approve the following staff members to work the Lakewood Middle School After School Academy as substitutes, on an as-needed basis, beginning November 7, 2017, ending June 7, 2018, Tuesdays, Wednesdays and Thursdays, two (2) hours per day, certificated staff at a rate of \$40.00 per hour, administrator staff at a rate of \$80.00 per hour, to be paid through LMS Title I RAC funds, budget account # 20-231-100-100-04-0999. (Pending RAC approval.)

Certificated Staff
Augliera, Carlee
Canchon Vergara, Javier
Celenza, Taylor
Elias, Kristin
Kravetz, Rose
Lee, Darren
Putman, Eric

Quick, Carmella
Saniewski, Anna
Silinonte, Gina
Young, Danielle

Administrator
Richard Goldstein (\$80)
Scott Horowitz (\$80)

37. Approve Angela Boettcher as the Lakewood Middle School After School Academy Coordinator, beginning November 3, 2017, ending June 7, 2018, Tuesdays, Wednesdays and Thursdays, two (2) hours per day, at a rate of \$40.00 per hour, not to exceed \$6,800.00, to be paid through LMS Title I RAC funds, budget account # 20-231-200-100-04-0999. (Pending RAC approval.)
38. Approve Deborah Rolston as the Lakewood Middle School After School Academy Administrator, beginning November 3, 2017, ending June 7, 2018, Tuesdays, Wednesdays and Thursdays, one (1) hour per day, at a rate of \$80.00 per hour, not to exceed \$6,800.00, to be paid through LMS Title I RAC funds, budget account # 20-231-200-100-04-0999. (Pending RAC approval.)
39. Approve transportation for the Lakewood Middle School After School Academy, beginning November 7, 2017, ending June 7, 2018, Tuesdays, Wednesdays and Thursdays, at a cost not to exceed \$9,240.00, to be paid through LMS Title I RAC funds, budget account # 20-231-200-500-04-0999. (Pending RAC approval.)
40. Approve the following staff members to attend EGC Data Team meetings in November 2017, January 2018, February 2018, and April 2018, May, 2018, and June 2018, at a rate of \$40.00 per hour, not to exceed \$4,000.00, to be paid through EGC RAC funds, budget account # 20-231-100-100- 05-0999 (Pending RAC approval.)

Downey, Shannon	Ortiz, Danielle
Hetzel, Karen	Rose, Justina
Mann, Melissa	Stuart, Dena
Mitchell, Stacy	Twitmann, Lorraine
Napolitano, Tara	

41. Approve nine (9) half-day substitutes for EGC Instructional Team Meetings to be held once a month effective October 2017 through June 2018, at a cost of \$62.50 per substitute, not to exceed \$4,464.00, to be paid through EGC RAC Fund, budget account # 20-231-100-300-05-0999. (Pending RAC approval.)

42. Approve the following EGC staff members to attend 5 ELA PLC Meetings, October 13, 2017, December 8, 2017, March 9, 2018, June 1 and 13, 2018, 2 hour per month, at a rate of \$40.00 per hour, a maximum of \$400.00 per teacher, not to exceed \$8,000.00, to be paid through EGC RAC funds, budget account # 20-231-200-100-05-0999. (Pending RAC approval.)

Da Costa, Rebecca	Mitchell, Stacy	Sardano, Tina
Downey, Shannon	Molloy, Joan	Sernotti, Elizabeth
Fox, Paulette	Monahan, Olya	Sheridan, Susan
Hartwell, Jennifer	Notaro, Salvatore	Stuart, Dena
Hetzel, Karen	Olivier, Jody	Szczygiel, Alyson
Jinks, Eileen	Mann, Melissa	Ruiz, Belinda
Jones, Jonathan	Ortiz, Danielle	Tamarana, Rebecca
Kallok, Kim	Pizzella, Todd	Small, Leilanie
Leach, Cara	Reque, Kimberly	Tweitmann, Lorraine
Lesin, Chana	Rose, Justina	Wilson, Bernice
Luick, Anne		

43. Approve the following EGC staff members and three District Coaches to attend 4 Math PLC Meetings, October 23, 2017, January 29, 2018, March 26, 2018, and June 11, 2018, 2 hour per month, not to exceed \$7,360.00, to be paid through EGC RAC funds, budget account # 20-231-200-100-05-0999. (Pending RAC approval.)

Botuck, Yaffa	Notaro, Salvatore
Da Costa, Rebecca	Olivier, Jody
Downey, Shannon	Ortiz, Danielle
Fox, Paulette	Pizzella, Todd
Hartwell, Jennifer	Reque, Kimberly
Hetzel, Karen	Rose, Justina
Jinks, Eileen	Ruiz, Belinda
Jones, Jonathan	Santa Maria, Amanda
Kallok, Kim	Sardano, Tina
Leach, Cara	Sernotti, Elizabeth
Lesin, Chana	Sheridan, Susan
Luick, Anne	Small, Leilanie
Mann, Melissa	Stuart, Dena
Mitchell, Stacy	Szczygiel, Alyson
Molloy, Joan	Tamarana, Rebecca
Monahan, Olya	Tweitmann, Lorraine
Niechadawicz, Stephanie	Wilson, Bernice

44. Approve the Ella G. Clarke School Afterschool SIP Program for the 2017-2018 School Year, 20 weeks, effective November 14, 2017 through April 19, 2018, Tuesdays, Wednesdays & Thursdays, from 2:30 p.m. to 4:00 p.m.
45. Approve transportation for the EGC Afterschool SIP Tutoring Program, effective November 14, 2017 through April 19, 2018, cost not to exceed \$2,000.00, to be paid through EGC RAC Funds, budget account # 20-231-200-500-05-0999. (Pending RAC approval.)
46. Approve Justina Rose as EGC Afterschool Program Coordinator for the 2017-2018 school year, effective November 14, 2017 through April 19, 2018, Tuesdays, Wednesdays, and Thursdays, a maximum of 2.5 hours a day, at a rate of \$40.00 per hour, not to exceed \$6,600.00, to be paid through EGC RAC funds, budget account #20-200-100-05-0999. (Pending RAC approval.)
47. Approve the following EGC staff for the EGC Afterschool SIP Tutoring Program, effective November 14, 2017 through April 19, 2018, 1.5 hour per day, with an addition 3 hour for set-up and 3 hours for closeout, at a rate of \$40.00 per hour, not to exceed \$46,800.00, to be paid through EGC RAC Funds, budget account #20-231-200-100-05-0999. (Pending RAC approval.)

Fox, Paulette	Ortiz, Danielle
Hetzel, Karen	Pizzella, Todd
Jones, Jonanthan	Ruiz, Belinda
Mann, Melissa	Small, Leilanie
Napolitano, Tara	Stuart, Dena
Notaro, Salvatore	Tweitmann, Lorraine
Olivier, Jody	

48. Approve the following Ella G. Clarke staff members as substitutes, on an as needed basis, for the Afterschool SIP Tutoring Program, effective November 14, 2017 through April 19, 2018, at a rate of \$40.00 per hour, to be paid through EGC RAC Funds, budget account #20-231-100-100-05-0999. (Pending RAC approval.)

Downey Shannon	Monahan, Olya
Reque, Kimberly	Szczygiel, Alyson

49. Approve the following Ella G. Clarke program paraprofessionals and program substitutes, on an as needed basis, for the Afterschool SIP Tutoring Program, effective November 14, 2017 through April 19, 2017, on Tuesdays, Wednesdays, & Thursdays, for a maximum of 1.5 hours per day, not to exceed \$3,600.00, to be paid through EGC RAC Funds, budget account 20-231-100-100-05-0999 (Pending RAC approval.)

Program Paraprofessional	Program Substitute Paraprofessional
Duffy, Erin	Deliz, Gail
Loroesh, Elaine	Lounsbury, Sheryl

50. Approve Janet Hendry for case management event (annual, reevaluation or transfer in), for NPSSP program, at a rate of \$43.00 per hour, to be paid through budget account# 11-000-216-100-15-0000. (Originally approved on Board agenda August 30, 2017.)
51. Approve Ocean Educational Consultants, LLC to be paid \$100.00 per case management event (annual, reevaluation or transfer in), for NPSSP program, to be paid through budget account# 11-000-216-320-00-0011. (Correction to original approved on Board agenda August 30, 2017)
52. Approve Bonnie Sturm as the Assistant of the CAGS Data Team for 2017-2018 SY, effective October 2017 through June 2018, 4.5 hours a month, at a rate of \$20.00 per hour, not to exceed \$800.00, to be paid through CAS RAC funds, budget account #20-231-200-100-06-0999 (Pending RAC approval).
53. Approve Debra Long as the Supervisor of the CAGS Data Team for 2017-2018 SY, effective October 2017 through June 2018, 1 hour a month, at a rate of \$80.00 per hour, not to exceed \$720.00, to be paid through CAS RAC funds, budget account #20-231-200-100-06-0999 (Pending RAC approval).
54. Approve Bonnie Sturm as the Assistant of the CAGS PBSIS Team for 2017-2018 SY, effective October 2017 through June 2018, 4.5 hours a month, at a rate of \$20.00 per hour, not to exceed \$800.00, to be paid through CAS RAC funds, budget account #20-231-200-100-06-0999 (Pending RAC approval).
55. Approve Debra Long as the Supervisor of the CAGS PBSIS Team for 2017-2018 SY, effective October 2017 through June 2018, 2 hours a month, at a rate of \$80.00 per hour, not to exceed \$1,440.00, to be paid through CAS RAC funds, budget account #20-231-200-100-06-0999 (Pending RAC approval).
56. Approve the following CAS staff to be a part of CAS PBSIS Team for 2017-2018 SY, effective October 2017 through June 2018, 4 hours a month, not to exceed \$7,200.00, at a rate of \$40.00 per hour, to be paid through CAS RAC funds, budget account#20-231-200-100-06-0999 (Pending RAC approval).

Clarke, Katherine
DiMiceli, Rosalie
Dorando, Erica
Gilbert, Juliann
Greenberg, Michelle

57. Approve Annette Maldonado as the Bilingual Supervisor of the CAGS OWLS for 2017-2018 SY, effective October 2017 through June 2018, 3 hours a week, at a rate of \$80.00 per hour, not to exceed \$7,680.00, to be paid through CAS RAC funds, budget account #20-231-200-100-06-0999 (Pending RAC approval).
58. Approve Debra Long as the Supervisor of the CAGS OWLS 2017-2018 SY, effective October 3, 2017 through June 2018, 2 hours a week, at a rate of \$80.00 per hour, not to exceed \$5,120.00, to be paid through CAS RAC funds, budget account #20-231-200-100-06-0999 (Pending RAC approval).
59. Approve Bonnie Sturm as the Assistant of CAGS OWLS for the 2017-2018 SY, effective October 2017 through June 2018, 4.5 hours a week, at a rate of \$20.00 per hour, not to exceed \$2,880.00, to be paid through CAS RAC funds, budget account #20-231-200-100-06-0999 (Pending RAC approval).
60. Approve the following CAS staff members to maintain the Clifton Avenue Grade School, Gardens for Golden Beakers, PBSIS incentive program, effective October 2017 through June 30, 2018, at a rate of \$40.00 per hour, not to exceed \$4,800.00, to be paid through the CAS RAC funds, budget account 20-231-100-100-06-0999 (Pending RAC approval).

Staff Member	Maximum Hours
Flint, Tyler	10 hours
Wudzki, Jon	110 hours

61. Approve the following CAS staff members to be a part of Data Team for 2017-2018 SY, effective September 2017 through June 2018, 2 hours a month, at a rate of \$40.00 per hour, not to exceed \$2,880.00, to be paid through CAS RAC funds, budget account #20-231-200-100-06-0999 (Pending RAC approval).

Barbagelata, Karen
DeVenecia-McFarland, Maria
Fobes, Lauren
Itwaru, Nandieta

62. Approve Staff Development Workshop to present for CAS staff four (4) full days of Special Ed training and coaching, January 16, 2018, March 2, 2018, March 16, 2018, and March 19, 2018, for a cost of \$6,800.00, to be paid through CAGS RAC funds, budget account #20-231-200-300-06-0999 (Pending RAC approval).
63. Approve the following CAS staff to attend four (4) full days of Special Ed trainings, presented by Staff Development Workshop for Special Education teachers, January 16, 2018, March 2, 2018, March 16, 2018, and March 19, 2018 during the school year, from 8:30 a.m. to 2:30 p.m. (Pending RAC approval).

Bedrose, Marissa	Itwaru, Nandieta
Ding, Cecelia	Palheta, Maureen
Dorando, Erica	Palmieri, Heather
Drawbaugh, Mary Beth	Romito, Marissa
Gilbert, Juliann	Wigdortz, Alicia
Greenberg, Michelle	

64. Approve two (2) substitutes per day to provide coverage for CAS staff for the Special Ed trainings, presented by Staff Development Workshop for Special Education teachers, January 16, 2018, March 2, 2018, March 16, 2018, and March 19, 2018, at a rate of \$125.00 per substitute, per day, not to exceed \$1,000.00, to be paid through CAGS RAC Funds, budget account #20-231-100-300-06-0999 (Pending RAC approval).
65. Approve Llamame, LLC to present CAS Staff four (4) full days of Sheltered Instruction training, November 27, 2017, November 28, 2017, November 29, 2017, and November 30, 2017, at a cost of \$5,200.00, to be paid through CAGS RAC funds, budget account #20-231-200-300-06-0999 (Pending RAC approval).
66. Approve the following CAS staff to attend the four (4) full days Sheltered Instruction trainings, presented by Llamame, LLC for 2nd grade to 5th grade teachers, November 27, 2017, November 28, 2017, November 29, 2017, and November 30, 2017, from 8:00 a.m. to 2:00 p.m. (Pending RAC approval).

November 27, 2017	November 28, 2017
Ardys-Juska, Rasa	Barbagelata, Karen
Bower, Lynda	Bedrose, Marissa
Brenman, Tracy	Coplan, Lisa
DiMiceli, Rosalie	DahRouge, Nicole
Galloway, Joan	Ding, Cecelia
Moses, Marisa	Dorando, Erica
Palmieri, Heather	Ferlisi, Samantha
Roche, Melanie	Gilbert, Juliann
Soares, Juliana	Hidalgo, Marlene
Sparandera, Jessica	Lehner, Brittany
Wigdortz, Alicia	Luna, Georgette

November 29, 2017	November 30, 2017
Costello, Barbra	DelloRusso, Leila
DeVenecia-McFarland, Maria	Drag, Dawn
Drawbaugh, Mary Beth	Greenberg, Michelle
Fobes, Lauren	Gregson, Angelique

November 29, 2017	November 30, 2017
Itwaru, Nandieta	Leahey, Meghan
McClanahan, Meghan	Romito, Marissa
Mendyk, Eric	Snyder, Christina
Palheta, Maureen	Steinmetz, Doreen
Ware, Jennifer	Torres, Josephine
Watts, Tara	Weingartner, Tara
	Wright, Audrey

67. Approve nine (9) substitutes to cover CAS staff for Sheltered Instruction trainings, presented by Llamame, LLC for 2nd grade to 5th grade teachers, November 27, 2017, November 28, 2017, November 29, 2017, and November 30, 2017, at a cost of \$125.00 per substitute, per day, not to exceed \$4,500.00, to be paid through CAGS RAC funds, budget account #20-231-100-300-06-0999 (Pending RAC approval).
68. Approve the following CAS staff to attend three (3) partial days of ELA Unit Level training, November 6, 2017, January 22, 2018, and April 9, 2018 during the school day, as per chart below (Pending RAC approval).

8:00am – 10:00am	10:06am – 12:06pm	12:15pm – 2:15pm
Barbagelata, Karen	Costello, Barbra	Bedrose, Marissa
Bedrose, Marissa	Dorando, Erica	DelloRusso, Leila
Coplan, Lisa	Drawbaugh, Mary Beth	Drag, Dawn
DahRouge, Nicole	Fobes, Lauren	Gilbert, Juliann
Ding, Cecelia	Itwaru, Nandieta	Greenberg, Michelle
Dorando, Erica	McClanahan, Meghan	Gregson, Angelique
Ferlisi, Samantha	Mendyk, Eric	Itwaru, Nandieta
Gilbert, Juliann	Palheta, Maureen	Leahey, Meghan
Hidalgo, Marlene	Palmieri, Heather	Palheta, Maureen
Itwaru, Nandieta	Romito, Marissa	Palmieri, Heather
Lehner, Brittany	Ware, Jennifer	Romito, Marissa
Palmieri, Heather	Watts, Tara	Snyder, Christina
	Wigdortz, Alicia	Torres, Josephine
		Weingartner, Tara
		Wright, Audrey

69. Approve nine (9) Substitutes to cover CAS staff for ELA Unit Level training, November 6, 2017, January 22, 2018, and April 9, 2018, at a cost of \$125.00 per substitute, per day, at a cost of \$3,375.00, to be paid through CAGS RAC funds, budget account #20-231-100-300-06-0999 (Pending RAC approval).

70. Approve the following CAS staff for the CAS OWLs After-School Reading Program for Tuesdays, Wednesdays, and Thursdays, effective October 24, 2017 through June 8, 2017, from 2:30 p.m. to 4:00 p.m., at a rate for directors of \$40 per hour, not to exceed 192 hours; for certificated staff at a rate of \$40 per hour, not to exceed 144 hours; and non-certificated staff at a rate of \$20 per hour as a Bilingual Assistant, not to exceed 144 hours, total cost of the program not to exceed \$95,500, to be paid through CAS RAC funds, budget account #20-231-200-100-06-0999 (Pending RAC approval).

Staff Member	Position
McLaughlin, Maryellen	Director
Steinmetz, Doreen	Substitute Director
Bedrose, Marissa	Teacher
Ding, Cecelia	Teacher
Filkin, Karen	Teacher
Liebhauser, Susan	Teacher
Luna, Georgette	Teacher
McClanahan, Meghan	Teacher
Palheta, Maureen	Teacher
Romito, Marissa	Teacher
Watts, Tara	Teacher
Wright, Audrey	Teacher
Asad, Josefa	Bilingual Teaching Assistant
Bell, Laura	Substitute Teacher
Bowers, Carol	Substitute Teacher
DiMiceli, Rosalie	Substitute Teacher
Gilbert, Juliann	Substitute Teacher
Gregson, Angelique	Substitute Teacher
Soares, Juliana	Substitute Teacher

71. Approve Wendy Sue Farone to present CAS staff two (2) full days Dyslexia training, October 23, 2017 and October 24, 2017, at a cost not to exceed \$4,143.00, to be paid through CAGS funds, budget account #15-000-223-320-06-0006 (Pending RAC approval).
72. Approve the following CAS staff to attend two (2) full days of Dyslexia trainings, presented by Wendy Sue Farone for 2nd grade to 5th grade teachers, October 23, 2017 and October 24, 2017 during the school day, from 8:00 a.m. to 2:00 p.m. (Pending RAC approval).

October 23, 2017 8:00am – 10:30am	October 23, 2017 11:30am – 2:00pm
Ardys-Juska, Rasa	Barbagelata, Karen
Bower, Lynda	Bedrose, Marissa
Brenman, Tracy	Coplan, Lisa
DiMiceli, Rosalie	DahRouge, Nicole

October 23, 2017 8:00am – 10:30am	October 23, 2017 11:30am – 2:00pm
Galloway, Joan	Ding, Cecelia
Moses, Marisa	Dorando, Erica
Palmieri, Heather	Ferlisi, Samantha
Roche, Melanie	Gilbert, Juliann
Soares, Juliana	Hidalgo, Marlene
Sparandera, Jessica	Lehner, Brittany
Wigdortz, Alicia	Luna, Georgette

October 24, 2017 8:00am – 10:30am	October 24, 2017 11:30am – 2:00pm
Costello, Barbra	DelloRusso, Leila
DeVenecia-McFarland, Maria	Drag, Dawn
Drawbaugh, Mary Beth	Greenberg, Michelle
Fobes, Lauren	Gregson, Angelique
Itwaru, Nandieta	Leahey, Meghan
McClanahan, Meghan	Romito, Marissa
Mendyk, Eric	Snyder, Christina
Palheta, Maureen	Steinmetz, Doreen
Ware, Jennifer	Torres, Josephine
Watts, Tara	Weingartner, Tara
	Wright, Audrey

73. Approve nine (9) substitutes to cover CAS staff for Dyslexia trainings, presented by Wendy Sue Farone for 2nd grade to 5th grade teachers, October 23, 2017 and October 24, 2017, at a cost of \$125.00 per substitute, per day, at a cost not to exceed \$2,250.00, to be paid through CAGS funds, budget account #11-190-100-320-00-0000 (Pending RAC approval).
74. Approve the following staff to attend "Playworks" a six hour professional development training entitled "Power of Play and Group Management" on October 18, 2017 (training approved on September 25, 2017 agenda).

EGC	OSS
Correa, Caleb	Bukowinski, Stephen
Luick, Ann	Lugo, Patricia
Monahan, Olya	Randolph, Michael
Napolitano, Tara	Rannuci, Jamie
Rose, Justina	Stead, Thomas

CAGS	PINER	SSS
Cinman, Nicole	Beresford, Amy	Antuna, Lizette
Clarke, Katherine	Farnsworth, John	Burnett, William
Flint, Tyler	Griffin, Lauren	Carlo, Rose
Klein, Rachel	Mann, Raymond	Coyne, Joanne
McLaughlin, Maryellen	Meyer, Cariann	Cucuro, Yvette
Phillips, Franklin	Pepper, Marsha	Hall, Kathleen
Williams, Ariel	Rinehart, Michele	Karsko, George N
Wudzki, Jon		Mazzaroni, Susan
		Rodriguez, Ritchie

75. Approval of the following school trips:

Date	School	Where to	# Student s	# Staff / Adults	Admission Cost/Acct#	Transportat ion Cost/Acct#
10/2017 – THROUGH 6/2018*	LHS	*Lakewood Branch of Ocean Cty Library	10-11	4-5	\$0.00	In-House
10/12/17	OSS	**Johnson's Corner Farm	33	11	\$528.00	\$550.00
10/20/17	LHS	***Academic Competition Colts Neck	12	1	\$140.00	\$770.00
11/18/17	LHS	****JROTC DRILL TEAM PLEASANTVILLE HS	26	2	\$150.00	In-House
12/8/17	LHS	***** Newark College of Engineering	20	1	\$0.00	\$750.00
10/17/17	LMS	"A Year In The Trenches, WWI Memorial" OCC	40	2	\$0.00	In-House
11/9/17	LHS	****Drill Team Competition Neptune HS	28	2	\$125.00	In-House
10/26/17	LHS	***** Casola Farms Holmdel	23	11	\$233.77	In-House

Date	School	Where to	# Students	# Staff / Adults	Admission Cost/Acct#	Transportation Cost/Acct#
5/10/18	OSS	***** Jenkinson's Aquarium	33	12	\$363.00	In-House

*See trip request for dates

**School Fundraising

***Admission paid by students Transportation Account #15-000-270-512-03-0003

****Admission 20-360-100-800-03-0000 Transportation 20-360-200-500-03-0000

*****CORRECTION OF DATE, PREVIOUSLY APPROVED ON 9/25/17 AGENDA

*****ADMISSION PAID WITH CLUB FUNDS

76. Approve the following placements for the Fall 2017 semester for student observations:

LAST NAME	FIRST NAME	COLLEGE/UNIVERSITY	PLACEMENT	DATES FOR PLACEMENT
Kaweblum	Sara	GCU	LHS	1 Day
Torres	Estefani	Liberty University	LHS	10 hours
Friedman	Yisroel	TOURO	LECC	1 Day

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

Last Name	First Name	Workshop	Date(s)	Register Fee	Mileage	Other
Anderson	Sherriese	LRE Monitoring Training	10/11/17	\$0.00	\$25.04	\$0.00
Anderson	Sherriese	Utilizing Person Centered Approaches to Improve IEP Mtgs	11/17/17	\$0.00	\$25.00	\$0.00
Arlaukas	Christine	LRE Training	10/5/17	\$0.00	\$23.12	\$0.00
Borress	Jessica	NJDOE CTE Program Reapproval	10/27/17	\$0.00	\$22.75	\$0.00
Bower	Kathryn	*What Schools Need to Know about 504 Plans	10/25/17	\$106.00	\$32.74	\$0.00
Campbell	Kevin	CPE Courses	10/3/17 10/11/17 10/17/17	\$0.00	\$71.70	\$0.00

Last Name	First Name	Workshop	Date(s)	Register Fee	Mileage	Other
			10/26/17 11/8/17 11/14/17 11/17/17 12/7/17 12/11/17 5/16/18			
Filkin	Karen	Educ Eval Laurel School	10/2/17	\$0.00	\$30.07	\$0.00
Filkin	Karen	IEP Mtg. New Grange School	10/10/18	\$0.00	\$21.09	\$0.00
Garcia-Blackwell	Marisol	Utilizing Person Centered Approaches to Improve IEP Meetings	11/17/17	\$0.00	\$22.00	\$0.00
Haney	Gerard	Out of District Tour Newgrange	9/18/18	\$0.00	\$10.72	\$0.00
Hankins	Nicole	*Current Drug Trends	1/9/18	\$75.00	\$0.00	\$0.00
Lee	Kris	CPE Courses	10/3/17 10/11/17 10/17/17 10/26/17 11/8/17 11/14/17 11/17/17 12/7/17 12/11/17 5/16/18	\$0.00	\$71.70	\$0.00
Malgeri	Gissela	**Strengthening Families Program	10/26/17 10/27/17	\$250.00	\$0.00	\$0.00
Mercer	Jason	CPE Courses	10/3/17 10/11/17 10/17/17 10/26/17 11/8/17 11/14/17 11/17/17 12/7/17 12/11/17	\$0.00	\$71.70	\$0.00

Last Name	First Name	Workshop	Date(s)	Register Fee	Mileage	Other
			5/16/18			
Napolitano	Tara	*Professional Fostering & Resilience	3/21/18	\$75.00	\$1.61	\$0.00
Napolitano	Tara	*Moving From The Darkness	10/4/17	\$75.00	\$6.76	\$0.00
Ogle	Rich	*** TECHSPO 2018	1/25/18 1/26/18	\$425.00	\$37.82	\$99.00 LODGING \$16.00 PARKING
Solar	Sharon	**** Autism NJ Conference	10/19/17 10/20/17	\$175.00	\$0.00	\$0.00
Trischitta	James	*** TECHSPO 2018	1/25/18 1/26/18	\$425.00	\$37.82	\$99.00 LODGING \$16.00 PARKING

*ACCOUNT # 20-270-200-500-15-0015

**20-231-200-500-15-0015-STAFF MEMBER TO BE REIMBURSED FOR REGISTRATION FEE

***11-000-252-500-00-0000

****11-000-223-580-00-0000

78. Approve the renewal of Lightspeed Web filtering with reporting for \$19,860.00 from IntegraOne, to be paid through budget account #11-000-252-330-00-0000.
79. Approve Cloud9 Hosting Fee for provided Mitel IP phones on a monthly basis for each school from SHI, effective October 1, 2017 through June 30, 2018, at a cost of \$802.00 per each month, not to exceed \$7,218.00 to be paid through budget account #11-000-252-330-00-0000.
80. Approve Ann Baillie, Ana Faone, Aimee Savoth, Justin Mandara and Patricia Short to process Lunch Forms for the 2017-2018 school year, at a rate of time and a half, to be paid through budget account #11-000-252-100-00-0000.
81. **WHEREAS**, the Lakewood Board of Education has identified the attached listed 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.

82. Approve the renewal of Recapture Technologies for the 2017-2018 school year for Professional Services and E-Rate Consulting, at a cost of \$150.00 per hour, for a maximum of 158 hours, not to exceed \$23,700.00, to be paid through budget account #11-000-252-500-00-0000.
83. Approve the Settlement Agreement between the Lakewood Board of Education and the Lakewood Education Association to settle the matter regarding employee #4095.
84. Motion to approve the Nursing Services Plan and Physician Standing Orders for the 2017-2018 SY.
85. Approve the following teachers in grades 3rd through 5th to continue work on ELA Curricula with district literacy coaches and ELA supervisor on a bi-monthly basis effective October 2017 through June 2018. Nine (9) Substitutes will be needed monthly for coverage, to be paid through each building's budget accounts.

Clifton Avenue School	Ella G Clarke School	Oak Street School
Dahrouge, Nicole	Mann, Melissa	Cittadin, Jennifer
Fobes, Lauren	Molloy, Joan	Currao, Cynthia
Snyder, Christina	Notaro, Salvatore	Pobol, Karen

86. **Be It Hereby Resolved**, that the Board of Education approve the settlement in the student matter captioned, *I.B. & M.B. o/b/o Y.B v. Lakewood Township Board of Education*, Docket #2018-27011, in accordance with the terms of the Settlement Agreement and Release provided to the Board which is on file in the office of the Business Administrator. In lieu of paying SCHI tuition and transportation at an approximate cost of \$100,000. Parents will be reimbursed on a monthly basis (cost not to exceed \$40,000 annum/pro-rated) for nonsectarian tuition from October 19 – August 15, 2018. Subject to approval by the OAL.
87. **Be It Hereby Resolved**, that the Board of Education approve the settlement in the student matter captioned, *E.A. o/b/o E.A v. Lakewood Township Board of Education*, Docket #2018-27012, in accordance with the terms of the Settlement Agreement and Release provided to the Board which is on file in the office of the Business Administrator. In lieu of paying SCHI tuition and transportation at an approximate cost of \$100,000. Parents will be reimbursed on a monthly basis (cost not to exceed \$40,000 annum/pro-rated) for nonsectarian tuition from October 19 – August 15, 2018. Subject to approval by the OAL.
88. **Be It Hereby Resolved**, that the Board of Education approve the settlement in the student matter captioned, *C.J.P. & M.P. o/b/o M.P. v. Lakewood Township Board of Education*, Docket # 2018-26963, in accordance with the terms of the Settlement Agreement and Release provided to the Board which is on file in the office of the Business Administrator.

IMPORTANT INFORMATION:

Fire Drill Report – September 2017

Security Drill Report – September 2017

HIB Report – as of October 18, 2017

B. PERSONNEL

1. CERTIFICATED

a. Resignations

1. BELTRAN-BETANCOURT, Miguel
Bus Driver – Non-Affiliate
Effective: October 6, 2017
(date correction from September 25, 2017 Agenda)
2. DEVUYST, Kristen
Art Teacher – LHS
Effective: November 20, 2017 or sooner
(date correction from Agenda 9-25-2017)
3. RATIFIED
MURPHY, Kathleen
Math/Science Teacher – LMS
Effective: September 1, 2017
4. SALGUERO, Samuel
Art Director Stipend
Effective: September 1, 2017

b. Retirements – None At This Meeting

c. Terminations

1. TAYSING-FUDA, Olinda
Teacher – Spanish – CAGS
RESCIND POSITION
2. AYERS, Christine
October 18, 2017
Rescind Position – No Show

d. Leaves of Absence

1. AMSEL, Sima
Teacher-Piner
NJFL-Bonding-Unpaid
Effective: September 26, 2017
Returning: November 7, 2017
(extended from original 8/9/17 Board approved request)
2. GALLOWAY, Joan
Teacher-CAGS
NJFL-Sick (11 days)-Paid
Effective: November 6, 2017
Terminating: November 26, 2017
NJFL-Unpaid
Effective: November 27, 2017
Returning: February 14, 2018
3. NUSSBAUM, Gila
LDT-C-OSS/CST
NJFL-Unpaid
Effective: September 26, 2017
Returning: October 23, 2017
4. STRAUS, Shifra
Speech Therapist-CAGS
NJFL-Unpaid
Effective: October 4, 2017
Returning: October 16, 2017
5. CARRION, Damarisinai
Teacher-LHS
FMLA-Medical-Sick (12 days)-Paid
Effective: October 10, 2017
Terminating: October 25, 2017
Contractual-Unpaid
Effective: October 26, 2017
Terminating: December 19, 2017
NJFL-Unpaid
Effective: December 20, 2017
Returning: February 12, 2018

e. Transfers

1. ANDERSON, Sherriese

From: Supervisor of Special Services
To: Social Worker – CAS CST – Working out of LHS
Effective: October 19, 2017
Terminating: June 30, 2018
Salary: Step 15, PhD - \$62,171.00 prorated
(replacement for C Ayers – No Show)
(budget account # 11-000-219-104-13-0013)

f. Appointments

1. *ROSLOWSKI, Jr., Roger

Teacher – Business – LHS
Effective: October 10, 2017
Terminating: June 30, 2018
Salary: Step 10, BA - \$51,991.00 prorated
(Mentoring paid by employee if necessary)
(replacement for J Schleicher – Retired - \$87,846.00)
(budget account # 15-140-100-101-03-0003)

2. *ELEFANT, Dovid

Transition Coordinator
Effective: September 26, 2017
Terminating: June 30, 2018
Salary: Step 1, BA - \$47,741.00 prorated
(New Position)
(budget account # 11-000-219-110-00-0000)

3. *MCCARTHY, Jennifer

Teacher – Preschool – Piner
Effective: October 16, 2017
Terminating: June 30, 2018
Salary: Step 7, BA - \$49,941.00 prorated
(Mentoring paid by employee if necessary)
(replacement for L Saunders – reassigned - \$48,041.00)
(budget account # 20-220-100-101-00-0000)

4. *MAJOWICZ, David
Teacher – Art – LHS
Effective: October 16, 2017
Terminating: June 30, 2018
Salary: Step 5, BA - \$48,741.00 prorated
(Mentoring paid by employee if necessary)
(replacement for K DeVuyst – resigned - \$47,441.00)
(budget account # 15-140-100-101-03-0003)

5. *GRUMET, Sarah
Teacher – 4th Gr. ICR – EGC
Effective: October 23, 2017
Terminating: June 30, 2018
Salary: Step 12, MA - \$56,271.00 prorated
(Mentoring paid by employee if necessary)
(replacement for A Isabella – resigned - \$47,741.00)
(budget account # 15-213-100-101-05-0005)

g. Reappointments – None At This Meeting

h. Salary Adjustments

1. HUNT, Janaya
School Psychologist – OSS
Effective: October 2, 2017
Terminating: June 30, 2018
From: Salary: Step 6, MA15 - \$53,241.00 prorated
To: Salary: Step 6, MA - \$52,241.00 prorated
*****PENDING CERTIFICATION*****

i. Stipends

1. Co-Curriculum Stipend Positions - OSS
2017-18 School Year
per LEA contract Schedule G.
Account #15-401-100-100-09-0009

Teacher	Position	Stipend
Karen Pobol	Academic Excellence	\$627.00

2. Co-Curriculum Stipend Positions - LHS
2017-18 School Year
per LEA contract Schedule G.
Account #15-401-100-100-03-0003

Staff Member	Position	Stipend
Peter Buttitta	Class of 2021 Advisor (shared position)	\$312.00
Matthew Payne	Class of 2021 Advisor (shared position)	\$312.00
Megan Blue	Class of 2021 Advisor (shared position)	\$311.00
Patricia Kowaleski (replace Samuel Salguero, previously approved)	Art Director	\$1,328.00

3. MALGERI, Gissela
Parent Academy & Latino Family Literacy Coordinator
2017-2018 School Year
Stipend: \$5,000.00
(budget account # 20-231-200-100-15-0015)
4. PALMIERI, Ida
GrowNJKids Coordinator
2017-2018 School Year
Stipend: \$7,500.00
(budget account #20-220-200-110-00-0000)

j. Tuition Reimbursement

2016-2017 TUITION

1. SOARES, Juliana
Teacher – CAGS
3 credits
\$1,950.00
EMSE 5420 01 Basic/Theory/Practice Teaching ESL
2. FAYNOR, Brianne
Teacher – LECC
3 credits
\$2,067.00
BEHP 5011 Foundations, Concepts, Z& Principles of Behavior Analysis

2017-2018 TUITION

3. SPICER, Alaina
Teacher – LHS
3 credits
\$705.00
EL5023 Assessment Strategies
2017-2018 TUITION

k. Miscellaneous.

1. ROBINSON, Regina
Business Administrator
5 days 2016-17 Accrued Vacation Carryover-\$2,956.73
3 days-2017-18 prorated Vacation-\$1,774.04
Vacation days 8
 $\$153,750.00 \div 260 = \591.25
 $\$591.25 \times 8 = \$4,730.77$

2. NON-CERTIFICATED

a. Resignations

1. SANTORO, Kristina
Payroll Manager
Effective: September 15, 2017
(revision from 9/25/2017 agenda)
2. LOPEZ, Clarimar
Cafeteria Aide – Piner
Effective: September 26, 2017
3. ROGERS, Seth
Paraprofessional – LLD Program – LMS
Effective: October 10, 2017
4. ELEFANT, Dovid
Paraprofessional LHS – ONLY
Effective: September 26, 2017
5. ORTEGA, Cristal
Cafeteria Aide – SSS
Effective: October 13, 2017

6. DENTINO, Anthony
Paraprofessional – 1:1 – OSS
Effective: October 25, 2017

b. Retirements – None At This Meeting

c. Terminations

1. Employee ID# 7741
Job Abandonment
Effective: September 14, 2017
(Rescinded from 9-25-2017 agenda)
2. Employee #7880
Job Abandonment
Effective: September 13, 2017
3. Employee #7455
Job Abandonment
Effective: September 1, 2017
4. JOHNSON, Charles
Bus Driver – Non-Affiliate
Effective: September 29, 2017
Job Offer Rescinded

d. Leaves of Absence

1. ESMART, Awilda
Secretary-LHS/CST
FMLA-Medical-Sick (8 days) & Vacation (8 days)-Paid
Effective: October 10, 2017
Returning: November 1, 2017
2. HIGGINS, Natalie
Paraprofessional-CIII
Contractual-Sick (11.5 days) & Personal (5 days)-Paid
Effective: January 2, 2018
Terminating: January 25, 2018 (.5)
(pending attendance data)
Contractual-Unpaid
Effective: January 25, 2018 (.5)
Returning: March 29, 2018

3. SALISKI, Dorothy
Bus Aide-Transportation
FMLA-Medical-Sick (6 days)-Paid
Effective: September 6, 2017
Terminating: September 18, 2017
FMLA-Medical-Unpaid
Effective: September 19, 2017
Terminating: November 29, 2017

e. Transfers

1. FAONE, Ana
From: Central Registration Clerical Assistant
To: Central Registration Coordinator – Non-Affiliate
Effective: October 23, 2017
Terminating: June 30, 2018
Salary: \$42,000.00 prorated
(new position)

f. Appointments

1. *&***SUBSTITUTE PARAPROFESSIONAL
\$12 Hour

PORTERA, Domenic-BA
DEL PEZZO, Angela-BA
2. *VESCOVI, Jake
Paraprofessional – 1:1 – OSS
Effective: October 2, 2017
Terminating: June 30, 2018
Salary: Step 9, 90 Credits - \$20,117.00 prorated
(New Position)
(budget account # 11-000-217-106-09-0009)
3. *SANTOS, Hector
Bus Driver – Non-Affiliate – Full-Time
Effective: October 5, 2017
Terminating: June 30, 2018
Salary: \$20.50 per hour
(new position)
(budget account # 11-000-270-160-00-0000)

4. *BIRGEL, John
Bus Driver – Non-Affiliate – Full-Time
Effective: October 16, 2017
Terminating: June 30, 2018
Salary: \$20.50 per hour
(replacement for R Russo - resigned)
(budget account # 11-000-270-160-00-0000)
5. *JOHNSON, Roy
Bus Driver – Non-Affiliate – Full-Time
Effective: October 16, 2017
Terminating: June 30, 2018
Salary: \$20.50 per hour
(replacement for C Johnson - resigned)
(budget account # 11-000-270-160-00-0000)
6. *ORTEGA, Cristal
Paraprofessional – 1:1 - LLD – EGC
Effective: October 15, 2017
Terminating: June 30, 2018
Salary: Step 4, 0 Credits - \$17,141.00 prorated
(replacement for K Ruiz – resigned - \$18,637.00)
(budget account # 11-000-217-106-05-0005)
7. *COLON, Diana
Bus Aide – Non-Affiliate – Full-Time
Effective: November 6, 2017
Terminating: June 30, 2018
Salary: \$12.25 per hour
(New Position)
(budget account # 11-000-270-107-00-0000)
8. *KATSANIS, Louise
Bus Aide – Non-Affiliate – Full-Time
Effective: November 13, 2017
Terminating: June 30, 2018
Salary: \$12.25 per hour
(New Position)
(budget account # 11-000-270-107-00-0000)

9. *BOUTSIKARIS, Despina
Paraprofessional – Program RR - OSS
Effective: October 10, 2017
Terminating: June 30, 2018
Salary: Step 5, 90 Credits - \$19,475.00 prorated
(New Position)
(budget account # 15-213-100-106-09-0009)
10. *NISIVOCCIA, Jessica
Paraprofessional – 1:1 – OSS
Effective: October 25, 2017
Terminating: June 30, 2018
Salary: Step 10, 60 Credits - \$19,579.00 prorated
(Replacement for A Dentino – resigned - \$19,339.00)
(budget account # 11-000-217-106-09-0009)
11. *SMIT, Diane
Bus Aide – Non-Affiliate – Full-Time
Effective: November 1, 2017
Terminating: June 30, 2018
Salary: \$12.25 per hour
(New Position)
(budget account # 11-000-270-107-00-0000)
12. *&*** DICKY, Willie J.
Security Officer Substitute – as needed – Non-Affiliates
Effective: October 19, 2017
Terminating: June 30, 2018
Salary: \$24.38 per hour
(budget account # 11-000-266-100-00-0000)
13. *KILLEEN, George
Paraprofessional – LLD - Program – LMS
Effective: October 30, 2017
Terminating: June 30, 2018
Salary: Step 6, 90 Credits - \$19,631.00 prorated
(replacement for S Rogers – resigned - \$19,631.00)
(budget account # 15-204-100-106-04-0004)

14. *MOSER, Mary
Paraprofessional – LLD - Program – LMS
Effective: October 23, 2017
Terminating: June 30, 2018
Salary: Step 6, 90 Credits - \$19,631.00 prorated
(New position)
(budget account # 15-204-100-106-04-0004)
15. *BURKE, William
Paraprofessional – 1:1 – LHS
Effective: October 23, 2017
Terminating: June 30, 2018
Salary: Step 5, 60 Credits - \$18,929.00 prorated
(replacement for D Elefant – reassigned - \$19,835.00)
(budget account # 11-000-217-106-03-0003)
16. *PAULINO, Jisseh
Central Registration Clerical Assistant
Effective: October 16, 2017
Terminating: June 30, 2018
Salary: \$30,000.00 prorated
(replacement for M Espinosa – resigned - \$26,073.00)
(budget account # 11-000-211-100-15-0015)
17. *FINGER, Robert
Interim Assistant Business Administrator
Effective: October 19, 2017
Terminating: June 30, 2018
Salary: \$600.00 per day, not to exceed \$114,000.00
prorated
(replacement for K Campbell – reassigned)
(budget account 11-000-251-100-00-0000)
18. *GUIDE, Darla
Payroll Manager
Effective: November 20, 2017
Terminating: June 30, 2018
Salary: \$73,000.00 prorated
(replacement for K Santoro – resigned - \$57,400.00)
(budget account 11-000-251-100-00-0000)

g. Reappointments – None At This Meeting

h. Salary Adjustments

1. VEGA, Giselle Marie
Paraprofessional – MD - OSS
Effective: September 15, 2017
Terminating: June 30, 2018
From Salary: Step 2, 60 Credits - \$18,512.00 prorated
To Salary: Step 2, 0 Credits - \$17,025.00 prorated
(Original Approval in 9-25-2017)

2. LAMARUGGINE, Angela
Paraprofessional – MD – OSS
Effective: September 20, 2017
Terminating: June 30, 2018
From Salary: Step 4, 0 credits - \$17,741.00 prorated
To Salary: Step 4, 0 credits - \$17,141.00 prorated
(Original Approval in 9-25-2017)

3. VARGAS-BALTAZAR, Karen
Central Registration Clerical Assistant – Non-Affiliate
Effective: October 23, 2017
Terminating: June 30, 2018
Salary From: \$25,641.00
Salary To: \$27,000.00 prorated

i. Stipends

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

Albanese, Ligia
Curry, Joseph
D'Antuono, Loretta
Donato, Michele
Guadagno, Linda
Halter, Tracy
Ingalls, Roy
Jackson, Chauntenique
King, Bobbie
Koleshnick, Jaqueline
Levine, Andrea
Mahaffey, Lillian

Pick, Melissa
Rivera, Susan
Ruszczuk, Elizabeth
Tront, Grace
Weber, Diane
Wood, Janet

2. **SEGUI, Omaida**
Athletic Director Secretary
Effective: July 20, 2017
Terminating: August 29, 2017
Stipend: \$5,000.00 prorated
(budget account #11-402-100-100-15-0000)

3. **RODRIGUEZ, Lissette**
Community and Parent Intervention Specialists (CPIS)
2017-2018 school year
Stipend: \$3,600.00
(budget account #20-220-200-173-00-0000)

4. **MULLEN, Jennifer**
Community and Parent Intervention Specialists (CPIS)
2017-2018 school year
Stipend: \$3,600.00
(budget account #20-220-200-173-00-0000)

5. **FLORES, Reina**
Community and Parent Intervention Specialists (CPIS)
2017-2018 school year
Stipend: \$3,600.00
(budget account #20-220-200-173-00-0000)

j. Miscellaneous

1. **BUNNELL, Jennifer**
From: Secretary – Special Services – Unaffiliated
To: Clerical Assistant – Special Services – Non-Affiliate
(title correction from BOE agenda of September 25, 2017)

MOTION TO APPROVE SUPERINTENDENT AGENDA (passed)

Motion: Mr. Zlatkin **Second:** Mr. Raitzik

5 Ayes: Mrs. Jackson-Byers, Mr. Raitzik, Mr. Tendler, Mr. Zlatkin, Mr. Bender

0 Nays:

0 Abstained:

4 Absent: Mr. Newhouse, Mr. Rodriguez, Mr. Treisser, Mrs. Gonzalez

* 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	

XII. OLD BUSINESS

XIII. NEW BUSINESS

XIV. GOOD AND WELFARE

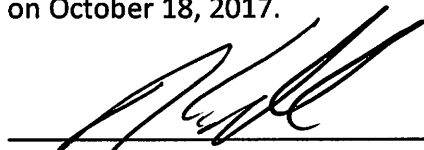
XV. ADJOURNMENT

Motion to Adjourn:

Motion: Mr. Zlatkin **Second:** Mr. Raitzik

Meeting was adjourned at 9:49 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 October 18, 2017.



Kevin Campbell, Interim Business Administrator/Board Secretary

November 15, 2017

2700 SERVICES TO NONPUBLIC SCHOOL PUPILS (M)

M

The Board of Education shall provide, in accordance with law and to the limit of State aid available for such purposes, services to students enrolled in nonpublic schools located within this school district in which a child may legally fulfill compulsory school attendance requirements and which complies with Title VI of the Civil Rights Act of 1964.

For the purpose of this Policy, "district of attendance" shall mean the school district in which the nonpublic school is located.

- A. Special Education and Related Services - N.J.S.A. 18A:46-19; N.J.S.A. 18A:46A-1; N.J.A.C. 6A:14-6

The Board of Education of the district of attendance, as required by Federal law and regulation under Part B of the Individuals with Disabilities Education Act (IDEA), shall provide a genuine opportunity for the equitable participation of students with disabilities who are enrolled in nonpublic schools or early childhood programs by their parents. The district of attendance shall make the final decisions with respect to the services to be provided to eligible students with disabilities enrolled in nonpublic schools or early childhood programs. Services shall be provided only upon the written consent of the parent and shall be provided in a location determined by the Board pursuant to N.J.S.A. 18A:46-19.5. The district of attendance shall spend an amount of money equal to a proportionate amount of Federal funds available under Part B of the IDEA for the provision of services to students with disabilities who are attending nonpublic schools.

The district of attendance, after timely and meaningful consultation with representatives of the nonpublic school, shall undertake a child find process in accordance with IDEA and its implementing regulations to determine the number of parentally placed children with disabilities attending nonpublic schools located within the district. As part of the child find process the district shall consult with private school representatives and representatives of parents of parentally placed nonpublic school children with disabilities in the design and development of special education and related services for such children in accordance with N.J.A.C. 6A:14-6.1(c)1. Furthermore, services may be provided by district personnel or through contracts with individuals, approved clinics, or



SERVICES TO NONPUBLIC SCHOOL PUPILS (M)

agencies. In addition, services provided shall be secular, neutral, and non-ideological. Those procedural safeguards available to nonpublic school students with disabilities and their parents as specified by Federal law and rules under Part B of the IDEA shall apply in accordance with N.J.A.C. 6A:14-6.1(e).

If a nonpublic school student with a disability will receive special education or related services from the district, the district shall initiate and conduct meetings according to N.J.A.C. 6A:14-2.3(k) to develop, review, and revise a service plan for the student and ensure a representative of the nonpublic school or early childhood program attends each meeting pursuant to N.J.A.C. 6A:14-6.1(f)2.

The Board shall provide for the services of a certified speech-language specialist for each child attending a nonpublic school located in the school district and classified pursuant to N.J.S.A. 18A:46-8 as requiring the services of a certified speech-language specialist. Services for children enrolled in nonpublic schools shall be provided only upon the consent of the parent or guardian and shall be provided in a location determined by the Board pursuant to rules and regulations of the State Board of Education. The Board shall provide for such transportation and maintenance and the cost shall be paid from State aid received by the district in accordance with N.J.S.A. 18A:46-19.6. Contracts for speech correction services shall be in accordance with N.J.S.A. 18A:46-19.7. Costs and provisions for speech correction services shall be managed in accordance with N.J.S.A. 18A:46-19.7 and N.J.S.A. 18A:46-19.8.

The Board shall provide for the receipt of auxiliary services by children between the ages of five and twenty residing in the State and enrolled full-time in a nonpublic school located in the district in accordance with N.J.S.A. 18A:46A-3. Auxiliary services shall mean compensatory education services for the improvement of students' communication skills; supportive services acquiring communication proficiency in the English language for children of limited English-speaking ability; and home instruction services. Services for children enrolled in nonpublic schools shall be provided only upon the consent of the parent and in a location determined by the Board pursuant to rules and regulations of the State Board of Education. The cost of transportation for auxiliary services shall be managed in accordance with N.J.S.A. 18A:46A-6. Contracts for auxiliary services shall be managed in accordance with N.J.S.A. 18A:46A-7. Cost limitations for auxiliary services shall be managed in accordance with N.J.S.A. 18A:46A-8. Calculation of the costs by the Commissioner shall be managed in accordance with N.J.S.A. 18A:46A-9.



B. Health Services - N.J.S.A. 18A:40-23 through 31; N.J.A.C. 6A:16-2.5

The Board shall provide nursing services for students who are enrolled full-time in a nonpublic school located in their district pursuant to N.J.S.A. 18A:40-23. The services shall include assistance with medical examinations; including dental screening, conducting screening of hearing examinations, the maintenance of student health records, and notification of local or county health officials of any student who has not been properly immunized; and conducting examinations of students between the ages of ten and eighteen for the condition known as scoliosis. The Board shall adopt written policies and procedures extending the emergency care provided to public school students to those students who are enrolled full-time in the nonpublic school or are injured or become ill at school or during participation on a school team or squad in accordance with N.J.A.C. 6A:16-2.5(b).

Nursing services funded by the Board pursuant to N.J.S.A. 18A:40-23 et seq. shall be provided by a registered nurse licensed by the New Jersey State Board of Nursing who is an employee of the school district or a third-party contractor or is an independent contractor. The Board shall either employ a qualified independent contractor to provide nursing services or shall contract, pursuant to N.J.S.A. 18A:40-28, with other district Boards of Education or with a public or private agency approved by the Commissioner to provide nursing services, pursuant to N.J.A.C. 6A:14-5.2. Prior to any change in the provision of nursing services, the Board shall provide timely and meaningful consultation with appropriate nonpublic school representatives, including parents, pursuant to N.J.S.A. 18A:40-28.

The nursing services provided to nonpublic school students shall not include instructional services in accordance with N.J.A.C. 6A:16-2.5(f). A nonpublic school may decline nursing services required or permitted by submitting to the district of attendance notification in accordance with N.J.A.C. 6A:16-2.5(g). A student who is enrolled in a nonpublic school and whose parent objects to the student receiving any service provided under N.J.A.C. 6A:16-2.5 shall not be compelled to receive the service except for a physical or medical examination to determine whether the student is ill or infected with a communicable disease pursuant to N.J.S.A. 18A:40-30.

The Board of Education shall provide health services based upon the following:



the funding for services shall be based upon the nonpublic school enrollment on the last school day prior to October 16 of the preceding school year; a report provided to the New Jersey Department of Education (NJDOE) by the district of attendance or nonpublic school that includes the nonpublic school enrollment on the last school day prior to October 16 of the preceding school year; and the funds expended by the district of attendance for administrative costs shall be limited to the actual costs or six percent of the funds allocated annually for each participating nonpublic school, whichever is less. Administrative costs shall include, but not be limited to, the costs related to the district of attendance annual consultation, bidding, program and contract management, and oversight and quality control.

The Superintendent or designee of the district of attendance in which a nonpublic school is located shall confer annually with the administrator of the nonpublic school for the following purposes: to advise the nonpublic school of the amount of funds allocated to it by the NJDOE for the provision of health services for full-time students enrolled in the nonpublic school; to agree on the basic health services that shall be provided; the additional medical services, equipment, or supplies that may be provided as set forth in N.J.S.A. 18A:40-23 et seq.; to discuss the criteria to be used in the selection of a nursing service provider by the district of attendance for the nonpublic school; and to ascertain the level of satisfaction of the nonpublic school with the current nursing service provider. If the Superintendent or designee and the nonpublic school administrator cannot reach agreement regarding the health services and additional medical services to be provided, the County Office of Education shall provide assistance; to assure that a description of the provision of nursing services is reflected in the nursing services plan of the district of attendance; and to ensure nonpublic school students in the district of attendance who are knowingly without medical coverage have access to the New Jersey FamilyCare program and to make information accessible regarding the program to the nonpublic school students, pursuant to N.J.S.A. 18A:40-34. The Superintendent or designee must submit a report to the Executive County Superintendent on or before October 1 annually in accordance with N.J.A.C. 6A:16-2.5(k).

- C. Textbook Aid to Public and Nonpublic Schools - N.J.S.A. 18A:58-37 et seq.; N.J.A.C. 6A:23A-20 et seq.

N.J.S.A. 18A:58-37.3 requires the Board in which a nonpublic school is located to purchase and to loan, without charge, upon individual requests, textbooks to



students in the nonpublic school or schools located within the district of attendance when such students are residents of the State. The Board shall not be required to expend funds for the purchase and loan of textbooks in excess of the amounts provided in State aid. Students who are enrolled in a nonpublic school whose parents do not maintain a residence in this State are not eligible to receive such textbooks. Students who are enrolled in a nonpublic school whose tuition is paid by the district of attendance are not eligible to receive such textbooks. The Board shall distribute to all students on an equitable basis existing book stocks and newly purchased textbooks purchased pursuant to N.J.S.A. 18A:58-37.1 et seq. The Board shall not discriminate against students in either public or nonpublic schools.

An individual written request for the loan of textbooks shall be signed by the parent(s) of nonpublic school students and shall be submitted directly to the Board of the district of attendance or may be forwarded collectively by the nonpublic school. Requests must be received by the Board by March 1 preceding the school year. All individual requests must be made in accordance with N.J.A.C. 6A:23A-20.3.

In accordance with N.J.A.C. 6A:23A-20.4, all textbooks purchased under the provisions of N.J.S.A. 18A:58-37.1 et seq. shall remain the property of the district which shall indicate such ownership in each book by a label. The Board shall be responsible for the receipt of the textbooks from the vendor and inventory of such textbooks. The Board may require that the textbooks be returned to the district at the end of the school year or may enter into agreements with the nonpublic schools to store such books. In the event of such an agreement, the Board shall not pay storage charges of any kind to a nonpublic school for this service.

The Board's accounting entries in relation to expenditures for the purchase of textbooks shall be managed in accordance with N.J.A.C. 23A-20.5.

N.J.S.A. 18A:40-23 through 31; 18A:46-19; 18A:46A-1; 18A:58-37 et seq.
N.J.A.C. 6A:14-6; 6A:16-2.5; 6A:23A-20 et seq.

Adopted: 17 October 2013
Revised:



Program
7100/Page 1

LONG-RANGE FACILITIES PLANNING (M)

7100 LONG-RANGE FACILITIES PLANNING (M)

M

The Board of Education recognizes that sound planning based on accurate information is essential to the provision of suitable educational facilities. In order to ensure that future district construction is planned on the basis of need, the Board, in accordance with **N.J.S.A. 18A:7G-4** and **N.J.A.C. 6A:26-2.1 et seq.**, will maintain and submit a Long-Range Facilities Plan (LRFP) to the New Jersey Department of Education. Except as provided in **N.J.A.C. 6A:26-3.14**, no school facilities project will be considered or approved unless the district's LRFP has been submitted to and approved by the Commissioner of Education.

Long-range facilities planning by the school district shall be in accordance with the provisions of N.J.A.C. 6A:26-2 et seq.

N.J.S.A. 18A:7G-1 et seq.; 18A:33-1 et seq.
N.J.A.C. 6A:26-2.1 et seq

Adopted: 17 October 2013
Revised:



R 7100 LONG-RANGE FACILITIES PLANNING (M)

M

A. Responsibilities of the School District - N.J.A.C. 6A:26-2.1

- 1. The school district shall amend its Long Range Facilities Plan (LRFP) at least once every five years following the approval of the 2005 LRFP on software made available by the New Jersey Department of Education (NJDOE) and in accordance with the instructions for completing the software.**
- 2. The LRFP shall detail the school district's school facilities, other facilities, temporary facilities, and the school district's plan for meeting school facilities needs during the ensuing five years.**

B. Completion of Long Range Facilities Plans - N.J.A.C. 6A:26-2.2

- 1. Each LRFP shall include:**
 - a. Enrollment projections for the school district for the five years covered by the plan in accordance with the requirements of N.J.A.C. 6A:26-2.2(a)1;**
 - b. The functional capacity of every school facility in the school district in accordance with N.J.A.C. 6A:26-2.2(a)2;**
 - c. An inventory of every school facility, other facility, and temporary facility in the school district in accordance with N.J.A.C. 6A:26-2.2(a)3;**
 - d. An inventory of all school district-owned land in accordance with N.J.A.C. 6A:26-2.2(a)4;**
 - e. A listing of the approximate size and nature of any new sites that may be needed for school facilities projects set forth in the LRFP in accordance with N.J.A.C. 6A:26-2.2(a)5;**



- f. An inventory of all building systems within each facility in accordance with N.J.A.C. 6A:26-2.2(a)6;
- g. A determination of the life expectancy of all building systems;
- h. A determination of any building system deficiencies in each school facility and the required remediation;
- i. The school district's proposed school facilities projects, other capital projects, and preliminary scopes of work in accordance with N.J.A.C. 6A:26-2.2(a)9 and N.J.S.A. 18A:7G-5(m);
- j. The school district's proposed programmatic models for school facility types and capacities the school district intends to operate in the ensuing five years;
- k. A comparison of the school district's proposed programmatic models with the facilities efficiency standards and identification of all types of spaces, sizes of spaces, and number of spaces inconsistent with those standards in accordance with N.J.A.C. 6A:26-2.2(a)11;
- l. A comparison of the school district's programmatic models with the existing inventory and how the school district proposes to convert the existing inventory to programmatic models;
- m. The school district's proposed plans for new construction and renovation of other facilities in the five years ensuing in accordance with N.J.A.C. 6A:26-2.2(a)13;
- n. For each school facility set forth in the LRFP for which the school district is seeking approval of additional space or waiver of a facility efficiency standard to be approved as part of the LRFP, the school district shall submit documentation supporting the request in accordance with N.J.A.C. 6A:26-2.3(c);
- o. For each school facility to be replaced, a preliminary comparison of the cost of replacement of the school facility verses the cost



to rehabilitate the school facility;

- p. Preliminary data to support each proposed new school facility or addition, renovation to an existing school facility, and the removal from the school district's inventory of school facilities for each school facility to be sold, converted to non-school facility use, or razed;
 - q. A preliminary estimate of the cost of every school facilities project set forth in the LRFP; and
 - r. The Board resolution approving submission of the LRFP.
- 2. Each LRFP shall include a determination by the school district of the number of unhoused students for the ensuing five-year period calculated in accordance with N.J.A.C. 6A:26-2.2(b)1.
 - 3. Approved area for unhoused students shall be determined according to the formula as outlined in N.J.A.C. 6A:26-2.2(c).
 - 4. Superintendents in Early Childhood Program Aid (ECPA) districts are strongly encouraged to meet and collaborate with community childhood education providers to meet the needs of unhoused students in the LRFP in accordance with N.J.A.C. 6A:26-2.2(d).
 - 5. The school district shall incorporate the facilities efficiency standards in the LRFP and seek any necessary waiver or special Commissioner approval in accordance with N.J.A.C. 6A:26-2.2(e)1 and 2.
- C. LRFP Submission Procedure - N.J.A.C. 6A:26-2.1
- 1. Except as provided in N.J.A.C. 6A:26-3.14, no school facilities project shall be considered or approved unless the school district's LRFP has been submitted to the NJDOE and approved by the Commissioner.
 - 2. The school district shall submit its LRFP to the planning board(s) of the municipality(ies) in which the school district is situated, no later than the date the school district submits the LRFP to the Commissioner. No



LRFP shall be considered complete until comments have been received from the planning board(s) or until forty-five days have passed from the planning boards' receipt of the LRFP in accordance with N.J.A.C. 6A:26-2.1(c).

3. In accordance with the provisions of N.J.A.C. 6A:26-2.1(d), a school district sending students to another school district pursuant to N.J.S.A. 18A:38-8 et seq. shall expeditiously provide all information necessary for the receiving school district to complete its LRFP, including but not limited to, demographic information necessary to prepare enrollment projections. Both sending and receiving school districts must submit a LRFP. If a send-receive relationship is terminated pursuant to N.J.S.A. 18A:38-21, both the sending and receiving school districts shall promptly submit an amended LRFP.
4. An amended LRFP must be submitted to the NJDOE, in accordance with the provisions of N.J.A.C. 6A:26-2.1(e), if one or more school districts withdraw from a regional school district or a regional school district dissolves.
5. At any time, a school district may submit an amendment to an approved LRFP for review and approval by the Commissioner.
6. A school district's approved LRFP shall remain in effect until an amended LRFP is approved.

D. Review and Approval of Long-Range Facilities Plan - N.J.A.C. 6A:26-2.3

1. Within ninety days of receipt of a LRFP from a school district that has not previously submitted a LRFP, the Division of Administration and Finance (Division) shall determine where the plan is fully and accurately complete and whether all information necessary to review the plan has been filed by the school district.
 - a. When a LRFP is determined to be complete, the Division shall notify the school district in writing that the plan is deemed complete.



- b. When a LRFP is determined to be incomplete, the Division shall notify the school district in writing and require the submission of additional information as detailed in the notification. Only after the Division determines all requested information has been submitted and the information is accurate shall it determine a plan to be complete.
2. Within sixty days of the date of notification that the plan is complete, the Commissioner shall notify the school district of the final determination of the LRFP. A final determination shall set forth information as outlined in N.J.A.C. 6A:26-2.3(b).
3. A school district shall amend its approved LRFP whenever it seeks to undertake a capital project that is inconsistent with the approved LRFP in effect. The amendment request shall be accompanied by a Board of Education resolution approving the submission of the LRFP amendment and shall be in accordance with the requirements of N.J.A.C. 6A:26-2.3(c)1 through 4.
4. The Commissioner may extend the deadline for reviewing each LRFP if at any time the number of LRFPS pending before the Commissioner for review exceeds twenty percent of the total number of operating school districts in the State pursuant to N.J.A.C. 6A:26-2.3(d).
5. A school district that has an approved LRFP may begin undertaking feasibility studies for new construction identified in accordance with N.J.A.C. 6A:26-2.3(b)6. For school districts required to use the New Jersey Schools Development Authority (Development Authority), the activities also shall be undertaken under the auspices of the Development Authority and in accordance with N.J.S.A. 18A:7G-5 and N.J.A.C. 6A:26-2 et seq.

Issued: 17 October 2013

Revised:



7101 EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

Capital projects that affect any of the criteria for educational adequacy shall be reviewed and approved by the Division of **Administration and Finance (Division)** in accordance with **N.J.A.C. 6A:26-5 et seq.** The criteria are the number, configuration, size, location, or use of educational spaces within a school facility. The review for educational adequacy shall take into consideration the suitability of the number, configuration, size, location, and use of educational spaces; built-in furniture and equipment; and provisions for the disabled.

Projects requiring approval for educational adequacy, as defined in N.J.A.C. 6A:26-5.1 are: new school facilities including pre-fabricated facilities; additions to existing school facilities; alterations to the total number, dimension in volume and/or area, configuration or location of educational spaces or the number of any one kind of educational space; and installation of temporary.

New Jersey Schools Development Authority (**Development Authority**), **Regular Operating District (ROD)**, along with other capital projects, are subject to educational adequacy reviews pursuant to N.J.A.C. 6A:26-5.1(b). **The Executive County Superintendent shall approve any change of use of instructional space that is not a capital project.**

Educational specifications for educational adequacy reviews shall be prepared and submitted in accordance with N.J.A.C. 6A:26-5.2. Educational specifications shall detail the educational program activities and requirements for each space proposed in the capital project, and shall refer to the **New Jersey Student Learning Standards** wherever appropriate. The educational specifications shall include an itemized list of furniture, equipment, and support spaces required to conduct the educational program specified for each space, together with their **net** areas in square feet, as well as the **net** of the total room area required for each space. The educational specifications shall also include specific technical and environmental criteria, adjacencies and other requirements for the educational program and a building-space program that indicates the number and **net** area in square feet of each instructional, specialized instructional, administrative, and support space in each existing or proposed building included in the capital project **and/or temporary facility.**

Schematic plans and other related project documents will be prepared and submitted in accordance with N.J.A.C. 6A:26-5.3.



EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

A project cost estimate on a form provided by the Commissioner of Education, a project schedule, a copy of the dated transmittal letter to the **Executive County Superintendent indicating project document submission to the Division**, and a copy of the transmittal letter indicating the date of plan submission to the local planning board shall be submitted in accordance with N.J.A.C. 6A:26-5.3(b)4.

In the case of **Development Authority** school facilities project, upon completion of detailed plans and specifications, the **Development Authority** on behalf of the district shall apply, upon completion of detailed plans and specifications, for final approval of the project's educational adequacy of the project in accordance with N.J.A.C. 6A:26-5.4(a). In the case of **ROD** school facilities project or another capital project, the school district shall apply upon the completion of final plans and specifications for final approval of the educational adequacy of the project in accordance with N.J.A.C. 6A:26-5.4(b). In the case of a temporary facility, the school district or the **Development Authority** on behalf of the school district for **Development Authority** school facilities projects, shall apply upon the completion of detailed plans and educational specifications for approval of the temporary facility's adequacy in accordance with N.J.A.C. 6A:26-5.4(c).

The Division shall collect fees for its reviews according to N.J.A.C. 6A:26-5.5.

For a **Development Authority** school facilities project not subject to educational adequacy review, the Division shall issue a preliminary project report and shall forward the report to the Department of Community Affairs in accordance with N.J.A.C. 6A:26-5.6(a). The review shall require the documentation required by the Uniform Construction Code (UCC) in accordance with N.J.A.C. 5:23-2.15.

For a **ROD** school facilities project or other capital project, not subject to educational-adequacy review, the Division shall make a determination of the project's final eligible costs and shall forward their determination to the Department of Community Affairs in accordance with N.J.A.C. 6A:26-5.6(b). The review shall include the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15.

N.J.A.C. 6A:26-5.1 et seq.; N.J.A.C. 5:23-2.15

Adopted: 17 October 2013

Revised:



R 7101 EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

Capital projects that affect any of the following criteria for educational adequacy shall be reviewed and approved by the Division of **Administration and Finance (Division)**. The criteria are the number, configuration, size, location, or use of educational spaces within a school facility. The review for educational adequacy shall take into consideration the suitability of the number, configuration, size, location, and use of educational spaces; built-in furniture and equipment; and provisions for the disabled.

- A. Projects Requiring Approval for Educational Adequacy – N.J.A.C. 6A:26-5.1
 - 1. Capital projects that involve the following types of building construction work shall be approved for educational adequacy:
 - a. New school facilities including pre-fabricated facilities;
 - b. Additions to existing school facilities;
 - c. Alterations to the total number, dimension in volume and/or area, configuration or location of educational spaces or the number of any one kind of educational space; and
 - d. Installation of temporary facilities.
- B. New Jersey Schools Development Authority (**Development Authority**), Regular Operating District (ROD), and Other Capital Projects – N.J.A.C. 6A:26-5.1(b)
 - 1. Both Development Authority and ROD school facilities projects, along with other capital projects, shall be subject to educational adequacy reviews. The review process and types of documents subject to review will differ depending on whether the project is a school facilities project or other capital project, and if a school facilities project, on whether it is a Development Authority project or a ROD project.
 - a. For a Development Authority school facilities project, the Development Authority on behalf of the school district shall apply for the review and approval for educational adequacy in conjunction with the application for approval of a school



facilities project pursuant to N.J.A.C. 6A:26-3.

The application shall be made prior to the review and approval of capital projects for compliance with the Uniform Construction Code (UCC), N.J.A.C. 5:23, by the Division of Codes and Standards in the Department of Community Affairs, and prior to local share authorization. The educational adequacy review shall cover the following types of project documents: educational specifications; schematic plans and related documents; detailed plans and specifications; and final plans and specifications. The educational specifications, schematic plans, and related documents shall be submitted by the Development Authority on behalf of the school district at the time of project application. Detailed and final plans and specifications shall be forwarded to the Division by the Development Authority after project approval, but prior to the Division determination of final eligible costs and Department of Community Affairs review for UCC compliance.

- b. For a ROD school facilities project, school districts shall apply for the review and approval for education adequacy in conjunction with the application for approval of a school facilities project. The educational adequacy review shall cover the following types of documents: educational specifications, schematic plans and related documents, and final plans and specifications. The educational specifications, schematic plans, and related documents shall be submitted by the school district at the time of project application. Final plans and specifications shall be submitted by the school district after project approval, but prior to the UCC-compliance review.
- c. For any other capital project, school districts shall apply for the review and approval for educational adequacy in conjunction with the application for the Division review for consistency with the school district's approved LRFP. The educational adequacy review shall cover educational specifications, schematic plans and related documents, and final plans and specifications. The educational specifications, schematic plans, and related



documents shall be submitted by the school district at the time the project is reviewed for consistency with the school district's approved LRFP. Final plans and specifications shall be submitted by the school district after the consistency review, but prior to the UCC-compliance review.

- C. **Change of Use of Instructional Space, Non-Capital Project – N.J.A.C. 6A:26-5.1(c)**
 - 1. **The Executive County Superintendent shall approve any change of use of instructional space that is not a capital project.**

- D. **Educational Specifications – N.J.A.C. 6A:26-5.2**
 - 1. **Submissions of educational specifications for educational adequacy reviews shall include the following:**
 - a. **Details of the educational program activities and requirements for each space proposed in the capital project, and shall refer to the New Jersey Student Learning Standards wherever appropriate;**
 - b. **An itemized list of furniture, equipment, and support spaces required to conduct the educational program specified for each space, together with their net areas in square feet, as well as the net of the total room area required for each space;**
 - c. **Specific technical and environmental criteria, adjacencies, and other requirements for the educational program; and**
 - d. **A building-space program that indicates the number and net area in square feet of each instructional, specialized instructional, administrative, and support space in each existing or proposed building included in the capital project and/or the temporary facility.**

- E. **Schematic Plans and Other Related Project Documents – N.J.A.C. 6A:26-5.3**



1. Submissions of schematic plans for educational adequacy reviews **shall** include the following:
 - a. **Four sets of schematic plans showing the entire existing and proposed building drawn to a scale of not less than 1/16 inch per foot. The approved use of each space, the proposed number of occupants, and the net square feet area shall be clearly labeled on all existing and proposed spaces;**
 - b. Layouts of the built-in and moveable furniture and equipment for examples of all occupied spaces drawn to a scale of not less than 1/8 inch per foot;
 - c. Information required to demonstrate compliance with the Facility Planning Standards of N.J.A.C. 6A:26-6 including dimensions, clearances, ceiling heights, and required equipment;
 - d. Paths of travel for disabled persons;
 - e. **A completed plot plan when work site is required, including the intended location of the school and a layout of the locations of all other structures, multi-purpose physical education fields, playgrounds, walkways, roadways, access roads, buffer and set back zones, parking areas, deed restrictions, easements, protective covenants, right of ways, and environmentally sensitive areas. If the land for the site is being acquired, an application also shall be submitted for approval under N.J.A.C. 6A:26-7.1; and**
 - f. **The signature and seal of a New Jersey licensed architect or professional engineer, if there is an architect or engineer engaged for the project, and signatures of the President of the Board of Education and the Superintendent. In the case of Development Authority school facilities projects, schematic plans shall also be signed by the Development Authority, pursuant to N.J.S.A. 59:4-6.**
2. Other project documents to be submitted with the schematic plans **shall**



include:

- a. A project cost estimate on a form provided by the Commissioner;
- b. A project schedule;
- c. A copy of the dated transmittal letter to the **Executive County Superintendent** indicating project document submission to the Division; and
- d. A copy of the transmittal letter indicating the date of plan submission to the local planning board, where required by N.J.S.A. 40:55D-31 and N.J.S.A. 18A:18A-16, including, but not limited to, whenever the project consists of a new building, the conversion of an existing building to school use, or the building footprint, volume, pedestrian, or vehicular access are altered by the project.

F. Detailed Plans and Specifications and Final Plans and Specifications – N.J.A.C. 6A:26-5.4

1. In the case of a Development Authority school facilities project, the Development Authority on behalf of the school district shall apply upon completion of detailed plans and specifications for final approval of the project's educational adequacy. Detailed plans and specifications shall be considered adequate for calculations of final eligible costs if the plans and specifications are at least sixty percent complete. Final approval of the educational adequacy of the project shall occur prior to the calculation of the final eligible costs of the school facilities project pursuant to N.J.A.C. 6A:26-3.5. The application for final approval shall include:
 - a. Four individually packaged sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey licensed architect or professional engineer and signed by the President of the Board of Education, Superintendent, and the Development Authority, and



specifications to sufficiently demonstrate the school facilities project conforms to schematic plans approved by the Division. To demonstrate such conformance, the submission shall include architectural floor plans, an architectural site plan, as applicable, and architectural drawings that will allow verification of ceiling heights and other applicable standards in N.J.A.C. 6A:26-6.3. If the Division determines the documents are not sufficient to demonstrate conformity with the schematic plans, it may request additional drawings and/or technical specifications;

- b. The fee calculated according to the fee schedule pursuant to N.J.A.C. 6A:26-5.5; and
 - c. In the event there is a change affecting the number, configuration, size, location, or use of educational spaces as set forth in the detailed plans and specifications submitted to the New Jersey Department of Education, the Development Authority shall submit to the Division the application with two sets of final plans and specifications, as set forth in subparagraph 2.a. below. No additional fee will be imposed.
2. In the case of a ROD school facilities project or another capital project, the school district shall apply upon the completion of final plans and specifications for final approval of the educational adequacy of the project. The application shall include:
- a. Four individually packaged sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey licensed architect or professional engineer and signed by the President of the Board of Education and Superintendent, and specifications to sufficiently demonstrate the capital project conforms to schematic plans approved by the Division as described in F.1.a. above;
 - b. A properly executed copy of a "Request for Local Release of School Construction Plans" for a district that chooses to have a municipal code enforcing agency review of its plans for UCC conformance. The review shall include the documentation



required by the UCC in accordance with N.J.A.C. 5:23-2.15, for the requirements for application for a construction permit or for plan review, as appropriate. The Superintendent and municipal code enforcing agency chief shall sign the form, which may be obtained from the Division; and

- c. A check, payable to the "Treasurer, State of New Jersey," for the fee calculated according to the fee schedule pursuant to N.J.A.C. 6A:26-5.5.
3. In the case of a temporary facility, the school district or the Development Authority on behalf of the school district for Development Authority school facilities projects, shall apply to the Division upon the completion of detailed plans and educational specifications for approval of the temporary facility's adequacy. Detailed plans and educational specifications shall be considered adequate for calculations of eligible costs if the plans and educational specifications are at least sixty percent complete unless otherwise provided in N.J.A.C. 6A:26-5.4. The application shall include items in accordance with N.J.A.C. 6A:26-5.4(c) as outlined below:
- a. Four sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey registered architect or licensed engineer and signed by the President of the Board of Education and Superintendent, as well as the Development Authority in the case of a temporary facility that is part of a Development Authority school facilities project, and educational specifications to sufficiently demonstrate the educational adequacy of the temporary facility and compliance with the temporary facility standards at N.J.A.C. 6A:26-8;
 - b. A completed plot plan whenever site work is required for the temporary facility. On it shall be shown the intended location of the temporary facility and a layout of all other structures, play and recreation areas, athletic fields, walkways, roadways, access roads, buffer and set-back zones, and parking areas. It also clearly shall indicate the impact that placement of the



temporary facility will have on the site of the permanent school facility;

- c. A copy of the dated transmittal letter to the Executive County Superintendent indicating plan submission to the Division;
- d. A copy of the transmittal letter indicating the date of plan submission to the local planning board, whenever required by N.J.S.A. 40:55D-31 and N.J.S.A. 18A:18A-16;
- e. A temporary facility schedule addressing the relationship to the school facilities project schedule, in the event that the temporary facility is part of a school facilities project;
- f. The fee calculated according to the fee schedule pursuant to N.J.A.C. 6A:26-5.5. If the temporary facility is not part of a Development Authority school facilities project, payment shall be in the form of a check, payable to the "Treasurer, State of New Jersey";
 - (1) If the fee for the temporary facility is submitted to the Division prior to the submission of the fee for the final educational adequacy review for the school facilities project, the amount paid for the temporary facility will be credited toward the fee for the school facilities project;
- g. If the temporary facility is not part of a Development Authority school facilities project, a properly executed copy of a Request for Local Release of School Construction Plans for a school district that chooses to have a municipal code enforcing agency review its plans for conformance with the UCC. Such review shall require the documentation required by the UCC, N.J.A.C. 5:23-2.15, for the requirements for application for a construction permit or for plan review, as appropriate. The Superintendent and municipal code enforcing agency chief shall sign the form, which may be obtained from the Division; and



- h. If the temporary facility was previously used for school purposes and a certificate of occupancy for District Factor Group E is in effect and no change of use is required, a floor plan with proposed occupancy in lieu of signed and sealed plans shall be submitted to the Division to meet the requirements of N.J.A.C. 6A:25-5.4.**

G. Fee Schedule— N.J.A.C. 6A:26-5.5

The Division will collect fees for its reviews of detailed/final plans and specifications for educational adequacy in the case of Development Authority school facilities projects and for its reviews of final plans and specifications for educational adequacy in ROD school facilities projects and other capital projects in accordance with the fee schedule outlined in N.J.A.C. 6A:26-5.5.

H. Capital Projects Not Subject to Educational Adequacy Review – N.J.A.C. 6A:26-5.6

1. For a Development Authority school facilities project not subject to educational adequacy review, the Division shall issue a preliminary project report and shall forward to the Department of Community Affairs for review the report along with drawings or narrative sufficient to delineate the scope of work, so the Department of Community Affairs may review construction documents for UCC conformance. The review shall require the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15, for the requirements for application for a construction permit or for plan review, as appropriate.
2. For a ROD school facilities project or other capital project not subject to educational adequacy review, the Division shall make a determination of the project's final eligible costs and shall forward to the Department of Community Affairs for review the determination along with drawings or narrative sufficient to delineate the scope of work, so the Department of Community Affairs may review construction documents for UCC conformance. The review shall include the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15, for the requirements for a construction-permit or plan-review application, as appropriate. If the school district has submitted to the Division a



properly executed copy of a "Request for Local Release of School Construction Plans," pursuant to N.J.A.C. 6A:26-5.4(b)2, the Division shall forward the release form to the Department of Community Affairs for its action.

Issued: 17 October 2013



7102 SITE SELECTION AND ACQUISITION

The Board of Education may need to select and acquire new sites for school district facilities. Site acquisition for school purposes and every acquisition of land will be made pursuant to N.J.A.C. 6A:26-3.12 and N.J.A.C. 6A:26-7.1 through 7.3.

Every acquisition of land, whether by purchase, condemnation, or by gift or grant, to be used as a school site shall comply with the requirements of N.J.A.C. 6A:26-7.1 et seq. The school district, or the New Jersey Schools Development Authority (Development Authority) on behalf of the district, shall submit information to the Division of Administration and Finance (Division) to obtain approval for land in connection with a school facilities project in accordance with the provisions of N.J.A.C. 6A:7.1(b).

In the event the school district intends to acquire land not in connection with a school facilities project, the district shall submit all of the information required under N.J.A.C. 6A:26-7.1(b) except N.J.A.C. 6A:26-7.1(b)1.ii and N.J.A.C. 6A:26-7.1(b)1.iii, and shall further be excepted from the requirements of N.J.A.C. 6A:26-7.1(d) and N.J.A.C. 6A:26-7.1(e). If the school district later intends to change the use of the land and use as a school site, the school district shall be required to submit all of the information required under N.J.A.C. 6A:26-7.1 and the exceptions outlined above shall no longer apply.

In accordance with the provisions of N.J.A.C. 6A:26-7.1(d), school site sizes shall be directly related to the acreage required for the structures and activities to be situated thereon. Except where specifically noted for multiple or shared use, the acreage shall be considered for single use.

All school sites shall have sufficient acreage for the placement of the school facility; expansion of the building to its maximum potential enrollment; the placement of all other structures such as greenhouses, storage buildings, school bus maintenance buildings or garages, and any other above or below ground structure, which is to be placed thereon; multi-purpose physical education fields and, for preschool through grade five school facilities, a playground required to support the achievement of the New Jersey Student Learning Standards as defined by the number of physical education teaching stations applicable to the school

facility pursuant to the facilities efficiency standards and the approved programmatic model; disabled-accessible pedestrian walkways, roadways, and parking areas on which people and vehicles access the building; public and service access roads onto the site including, where warranted, a one-way school bus road of thirty foot width and a two-



SITE SELECTION AND ACQUISITION

way road of thirty-six foot width; a school bus drop-off area; and eighteen foot wide posted fire lanes for fire apparatus; and a thirty-foot wide access around the entire building.

Land owned by the Board of Education that does not meet the standards of N.J.A.C. 6A:26-7.1 may be supplemented pursuant to the requirements of N.J.A.C. 6A:26-7.1(f).

Pursuant to N.J.A.C. 6A:26-7.1(g), the Division's approval shall remain effective for three years, after which time Division approval shall again be required to be obtained prior to acquiring land.

The Development Authority may acquire land on behalf of a school district eligible for one hundred percent State support of final eligible costs for school facilities projects that are consistent with the school district's approved Long Range Facilities Plan (LRFP). For such school districts, the New Jersey Department of Education shall require submission of all information set forth in N.J.A.C. 6A:26-7.1(b) to demonstrate compliance with N.J.A.C. 6A:26-7. The Development Authority may submit the required information on behalf of such school districts.

In accordance with N.J.A.C. 6A:7.3, the Board of Education may acquire an existing facility through purchase, gift, lease, or otherwise provided the Board complies with all procedures and rules pertaining to the appropriation and use of capital funds as required by N.J.S.A. 18A:20-4 and 4.2 and the Board has the facility approved in accordance with N.J.A.C. 6A:26-3, which applies to the acquisition of a school site and for the construction of a new facility. Facilities to be procured for temporary use shall comply with N.J.A.C. 6A:26-8 if subject to educational-adequacy review pursuant to N.J.A.C. 6A:26-5.4(c) because the facilities will house students.

N.J.A.C. 6A:26-3.12; 6A:26-7.1; 6A:26-7.2; 6A:26-7.3

Adopted: 17 October 2013

Revised:



R 7102 Site Selection And Acquisition

The school district may need to select and acquire new sites for school district facilities. Site acquisition for school purposes and every acquisition of land will be made pursuant to N.J.A.C. 6A:26-3.12 and N.J.A.C. 6A:26-7.1 through 7.3.

A. Acquisition of Land by School Districts - N.J.A.C. 6A:26-3.12

Every acquisition of land, whether by purchase, condemnation, or by gift or grant, to be used as a school site shall comply with N.J.A.C. 6A:26-7 and receive approval.

B. Approval of the Acquisition of Land - N.J.A.C. 6A:26-7.1

1. Voter Approval - N.J.A.C. 6A:26-7.1(a)

The school district may obtain voter approval for funding of land acquisition prior to the Division of Administration and Finance (Division) approval of the land acquisition. The school district shall not take any action to acquire the land prior to obtaining Division approval.

2. Submission to the Division of Administration and Finance - N.J.A.C. 6A:26-7.1(b)

The school district, or the New Jersey Schools Development Authority (Development Authority) on behalf of the district, shall submit to the Division the following information to obtain approval under B.1. above for land in connection with a school facilities project. The following requirements do not address requirements of other State agencies having approval or permitting jurisdiction over land acquisition:

a. The following information shall be provided by the school district:

- (1) A written request that shall include a statement, signed by the Board President and the Superintendent, indicating the immediate and ultimate proposed uses of the site, in terms of building use, grade organization, and potential maximum enrollment, and whether the land is, or will be,



part of a school facilities project indicated in the district's LRFP;

- (2) A map of the school district showing the location of the land, the location of existing schools in the school district, the attendance area to be served by the school, and the number of students who reside within the attendance area;
- (3) Data regarding the impact of the acquisition upon racial balance within the school district's public schools;
- (4) A full, detailed appraisal of the market value of the property prepared by a licensed professional;
- (5) A title report on the property produced by any reputable title insurer licensed in the State of New Jersey evidencing that title is good and marketable;
- (6) A feasibility study evidencing that school district-owned land within the attendance area to be served by the school is not available, suitable, or sufficient to be used for school purposes, but only if the school district is required to use the Development Authority and seeking approval for a new acquisition of land and not merely a new use for already school district-owned land; and
- (7) For a school district required to use the Development Authority and seeking approval for the acquisition of land, evidence that the school district has not indemnified the seller of the land for the costs arising from the environmental remediation required for the property to be used for school purposes; acquired the land in its "as is" condition; or acquired the land under terms and conditions that would invalidate the statutory immunity of the school district from liability for the remediation costs associated with pre-existing contamination, whether discovered pre-closing or post-



acquisition, under the Spill Compensation and Control Act, N.J.S.A. 58:10-23.11 et seq.

- b. The following information shall generally be provided by a licensed architect, professional engineer, or professional planner in accordance with N.J.A.C. 6A:26-7.1(b)(2):

- (1) A statement from the licensed architect, professional engineer, or professional planner indicating whether the land is subject to regulation under the Coastal Wetlands Act - N.J.S.A. 13:9A-1 et seq.; the Freshwater Wetlands Act - N.J.S.A. 13:9B-1 et seq.; the Pinelands Protection Act - N.J.S.A. 13:18A-1 et seq.; the Waterfront Development Act - N.J.S.A. 12:5-3; the Green Acres Acts - N.J.S.A. 13:8A-1 et seq., N.J.S.A. 13:8A-19 et seq., N.J.S.A. 13:8A-35 et seq., and N.J.S.A. 13:8C-1 et seq.; or other statutes, regulations or executive orders administered by agencies of State or Federal government;

- (a) If so subject, the statement shall address the steps necessary to obtain approval from the agencies, and include adequate documentation to demonstrate to the Division the approvals will be obtained and not affect the educational adequacy of the site, as set forth in B.4. and B.5. below.

- (2) A statement from a New Jersey licensed architect, professional engineer, or professional planner indicating whether the proposed use of the land to be acquired is consistent with the goals and strategies of the New Jersey State Development and Redevelopment Plan (State Plan). If inconsistent with such goals and strategies, the statement shall include adequate documentation to demonstrate to the Division there are no alternative suitable sites available in the school district that are consistent with the State Plan's goals and strategies;

- (3) A statement from a New Jersey licensed architect,



professional engineer, or professional planner indicating the land to be acquired is suitable for the proposed use;

- (4) A completed, signed, and sealed plot plan of the land to be acquired showing topographical and contour lines; adjacent properties indicating current land uses; access roads; deed restrictions; easements; protective covenants; right of ways; and environmentally sensitive areas such as waterways and wetlands. The acreage and dimensions of the tract proposed for acquisition shall be included as per the application of the standards for minimum acceptable school site sizes in B.4. below;
 - (5) If existing buildings or structures are located on the land to be acquired, the intended use, and/or disposition of these buildings. Any building to be acquired and used shall comply with the requirements of the Uniform Construction Code (UCC) for educational occupancy and N.J.A.C. 6A:26-5 that apply to the construction of a new building;
 - (6) Adequate documentation to demonstrate to the Division that soil conditions for structural integrity and drainage have been examined by the New Jersey licensed architect or professional engineer; and
 - (7) Adequate documentation to demonstrate to the Division that soil and groundwater conditions have been examined by a New Jersey licensed architect or professional engineer for suitability for septic systems, if applicable.
- c. The following shall be submitted by the school district in accordance with N.J.A.C. 6A:26-7.1(b)3:
- (1) A statement from a local or regional water purveyor or alternatively, a statement from a geologist or professional engineer if the source of water is groundwater, certifying that:



- (a) The land can be adequately provided with the necessary water for the proposed maximum enrollment, and if the source of water is groundwater, that there will be sufficient groundwater available for the proposed maximum enrollment; and
 - (b) Potable water infrastructure is, or is not, in place to service the site.
- (2) A statement from a local or county sewerage agency certifying that:
 - (a) The land can be adequately provided with the necessary and acceptable sewage disposal system for the proposed maximum enrollment, as evidenced, for example, by consistency with the locally approved wastewater management plan; and
 - (b) Sewer infrastructure is, or is not, in place to service the site. If such infrastructure is not in place, adequate documentation from a professional engineer or licensed geologist to demonstrate that soil and groundwater conditions are suitable for a septic system or discharge to groundwater.
- (3) Recommendations from the New Jersey Department of Environmental Protection (NJDEP) that there are no substantial reasons why the land acquisition should not proceed within forty-five days of its receipt of an environmental site report submitted by the school district or the Development Authority on behalf of the school district addressing the items below, or evidence that forty-five days have passed since the NJDEP's receipt of the environmental site report, whichever is earlier:



- (a) A sewer service consistency determination;
 - (b) Potable water supply;
 - (c) Coastal and freshwater wetlands;
 - (d) Green Acres land;
 - (e) Stream encroachment;
 - (f) Historical or archeological resources;
 - (g) Endangered plant species;
 - (h) Threatened or endangered animal species; and
 - (i) An environmental site assessment to determine whether there is potential contamination on the land, submitted on a form provided by the New Jersey Department of Education (NJDOE).
- d. The following shall be submitted by the school district in accordance with N.J.A.C. 6A:26-7.1(b)4:
- (1) Recommendations of the planning board or the municipality in which the land is situated, and that has an approved master plan as required by N.J.S.A. 40:55D-31 and N.J.S.A. 18A:18A-16, or evidence that the applicable forty-five days or fifty-five days have passed, whichever is earlier, from the planning board's receipt of the land acquisition application. The recommendations shall be sent to the Division of Administration and Finance, Office of School Facilities, PO Box 500, Trenton, NJ 08625-0500, and forwarded promptly to the Division at the above address if received by the school district or its architect;
 - (2) The recommendation of the Executive County



Superintendent based on the requirements specified in N.J.A.C. 6A:26-7; and

- (3) Prior approvals of other agencies, such as the New Jersey Department of Agriculture, NJDEP, and the Pinelands Commission, where such approval is reasonably obtainable prior to acquisition.

3. Land Acquisition for Non-School Facility Project - N.J.A.C. 6A:26-7.1(c)

- a. A school district that intends to acquire land not in connection with a school facilities project shall submit all of the information required under N.J.A.C. 6A:26-7.1(b) except N.J.A.C. 6A:26-7.1(b)1.ii and N.J.A.C. 6A:26-7.1(b)1.iii, and shall further be excepted from the requirements of N.J.A.C. 6A:26-7.1(d) and N.J.A.C. 6A:26-7.1(e). If the school district later intends to change the use of the land and use as a school site, the school district shall be required to submit all of the information required under N.J.A.C. 6A:26-7.1 and the aforementioned exceptions shall no longer apply.

4. School Site Size - N.J.A.C. 6A:26-7.1(d)

School site sizes shall be directly related to the acreage required for the structures and activities to be situated thereon. Except where specifically noted for multiple or shared use, the acreage shall be considered for single use.

5. School Site Size Requirements - N.J.A.C. 6A:26-7.1(e)

All school sites require sufficient acreage for the following:

- a. The placement of the school facility;
- b. Expansion of the building to its maximum potential enrollment;
- c. The placement of all other structures such as greenhouses, storage buildings, school bus maintenance buildings or garages,



and any other above or below ground structure, which is to be placed thereon;

- d. Multi-purpose physical education and, for preschool through grade five school facilities, a playground required to support the achievement of the New Jersey Student Learning Standards as defined by the number of physical education teaching stations applicable to the school facility pursuant to the facilities efficiency standards and the approved programmatic model;
 - e. Disabled-accessible pedestrian walkways, roadways, and parking areas on which people and vehicles access the building;
 - f. Public and service access roads onto the site including, where warranted, a one-way school bus road of thirty foot width and a two-way road of thirty-six foot width; a school bus drop-off area; and eighteen foot wide posted fire lanes for fire apparatus; and
 - g. A thirty-foot wide access around the entire building.
- 6. Land owned by the Board of Education that does not meet the standards of N.J.A.C. 6A:26-7.1 may be supplemented by adjacent municipally owned land if it is formally leased on a long-term basis to the Board for exclusive use during school hours and there are no deed restrictions that prohibit school district use.
 - 7. The Division's approval shall remain effective for three years, after which time Division approval shall again be required to be obtained prior to acquiring land.
- C. Approval of the Acquisition of Land in Certain School Districts Under the Development Authority's Auspices - N.J.A.C. 6A:26-7.2
 - 1. The Development Authority may acquire land on behalf of a school district eligible for one hundred percent State support of final eligible costs for school facilities projects that are consistent with the school district's approved LRFP. For such school districts, the NJDOE shall require submission of all information set forth in N.J.A.C. 6A:26-7.1(b) to



demonstrate compliance with N.J.A.C. 6A:26-7.1. The Development Authority may submit the required information on behalf of such school districts.

D. Approval for the Acquisition of Existing Facilities - N.J.A.C. 6A:26-7.3

1. The Board planning to acquire an existing facility through purchase, gift, lease, or otherwise shall comply with all procedures and rules pertaining to the appropriation and use of capital funds as required by N.J.S.A. 18A:20-4 and 4.2. The school district shall also have the facility approved in accordance with N.J.A.C. 6A:26-3, which applies to the acquisition of a school site and for the construction of a new facility.
2. Facilities to be procured for temporary use shall comply with N.J.A.C. 6A:26-8 if subject to educational-adequacy review pursuant to N.J.A.C. 6A:26-5.4(c) because the facilities will house students.

Issued:



7130 School Closing

The Board of Education recognizes its responsibility to provide a thorough and efficient program of free public education and appropriate facilities to house that program. The Board further recognizes that declining enrollments, diminished resources, district reorganization, and/or other good cause may require the use of one or more district facilities for educational purposes be abandoned.

To receive approval for the closing of a school the Board shall provide the Division of Administration and Finance (Division) and the Executive County Superintendent with the following assurances:

1. The proposed closing is consistent with the district's approved LRFP because:
 - a. The school district has demonstrated that sufficient school building capacity exists to house students for the five years following the closing; or
 - b. The school district has demonstrated through a feasibility study that the benefits of undertaking new construction outweigh those of rehabilitating the school proposed for closure.
2. The use of temporary facilities in the remaining schools does not result or increase from an overall facilities shortage caused by the school closing; and
3. The re-assignment of students to other schools in the district does not produce, sustain nor contribute to unlawful segregation, separation, or isolation of student populations on the basis of race or national origin.

A request for approval from the Division for the school closing shall include the recommendation of the Executive County Superintendent. A letter of approval from the Division based on the information in N.J.A.C. 6A:26-7.5(a) and as listed above shall be required before the school's closing.

The Division shall notify the school district in writing of its determination with respect to the requested school closing, with a copy provided to the Executive County Superintendent.



POLICY

LAKESWOOD BOARD OF EDUCATION

Property
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SCHOOL CLOSING

N.J.S.A. 18A:20-36; 18A:33-1
N.J.A.C. 6A:26-7.5

Adopted: 17 October 2013



7300 DISPOSITION OF PROPERTY

The Board of Education believes the efficient administration of the district requires the disposition of property and goods no longer necessary for school purposes. The Board directs the periodic review of all district property and authorizes the disposition by sale, donation, or discard of any property no longer required for the maintenance of the educational program or the efficient management of the school district. The disposition of any school property will be in accordance with this Policy and applicable laws.

Real estate property will be disposed of by sale or otherwise, in accordance with N.J.S.A. 18A:20-5 **through 18A:20-7** and N.J.A.C. 6A:26-7.4. If an approved site, or **interest therein**, is to be altered or disposed of through sale, transfer or exchange of all or part of the total acreage, including facilities, if applicable, a written request for approval of the disposal will be made to the **Division of Administration and Finance (Division)** in accordance with the requirements of N.J.A.C. 6A:26-7.4. The **Division** will notify the district of its approval or disapproval.

The Board may, by resolution and by sealed bid or public auction, authorize the sale of its personal property not needed for school purposes, and **disposal of any property declared scrap or waste**. If the estimated fair value of the property to be sold exceeds fifteen percent of the bid threshold in any one sale and it is neither livestock nor perishable goods, it shall be sold at public sale, together with a description of the items to be sold and the conditions of sale, shall be published once in an official newspaper. By resolution of the Board, the purchasing agent may include the sale of personal property no longer needed for school purposes as part of specifications to offset the price of a new purchase. **In the event no bids are received for personal property or the personal property is not sold at private sale pursuant to, N.J.S.A. 18A:18A-45, the Board may declare the personal property as scrap or waste and dispose of it locally.**

Personal property may be sold to the United States, the State of New Jersey, or to any body politic in the State of New Jersey, or any foreign nation which has diplomatic relations with these United States by private sale without advertising for bids.

Notwithstanding anything to the contrary in this Policy, property acquired with Federal funds for use in a Federally funded program will be disposed of in accordance with applicable law and guidelines.



The Superintendent shall develop regulations for the disposition of district property that provide for the review of the continued usefulness of all property in conjunction with the periodic inventory of property; the recommendation for Board designation of property for sale, donation, or discard; and the disposition of property in a fair and open manner consistent with the public interest and applicable laws.

N.J.S.A. 18A:18A-5; 18A:18A-45; 18A:20-5 through 18A:20-7
N.J.A.C. 6A:26-7.4

Adopted: 17 October 2013
Revised:



R 7300.2 DISPOSITION OF LAND

The Board of Education by a recorded roll call majority vote of its full membership may dispose, by sale or otherwise, of any lands or any rights or interest therein, owned by it, which cease to be suitable or convenient for the use for which they were acquired or which are no longer needed for school purposes, whether acquired through purchase or through condemnation proceedings and the purchaser shall acquire title free from any use of purpose for which it may have been acquired by the Board

A. Written Request for Approval for Disposal – N.J.A.C. 6A:26-7.4(a)

The district shall make to the Division of Administration and Finance (Division) a written request for school district-owned land to be altered or disposed of through sale, transfer, or exchange of all or part of the total acreage, including rights or interest therein and/or improvements thereon, such as facilities, if applicable.

1. The district will send a copy of the request to the **Executive** County Superintendent who **shall** make recommendations to the Division. The **Executive** County Superintendent **shall** provide a copy of the recommendations to the Board.
2. The request **shall** indicate whether the district intends to convey the site, **rights, or interest therein, and/or improvements thereon**, under an exception to the public sale requirements of N.J.S.A. 18A:20-6.
3. The request shall indicate whether the school district intends to convey the site, rights, or interest therein, and/or improvements thereon that had been conveyed to the school district from the New Jersey Schools Development Authority (Development Authority) or funded in whole or in part by the State share under Educational Facilities Construction and Financing Act (EFCFA).
4. If the land, rights, or interest therein, and/or improvements thereon have been conveyed to the school district from the Development Authority, the request shall provide evidence acceptable to the New Jersey Department of Education that the property has not reverted to



the Development Authority as authorized under N.J.A.C. 19:34-3.6.

5. If a school district seeks to dispose of land, rights, or interest therein, and/or improvements thereon funded in part with debt service aid pursuant to N.J.S.A. 18A:7G-9 or 10, and the land and/or improvements are either not needed or not being used for the purposes for which the bonds were issued, any proceeds from the disposal shall be used by the school district first to reduce the outstanding principal amount at the earliest call date or to annually reduce the debt service principal payments. The Board may request approval from the Commissioner to apply the proceeds over the term of the outstanding debt or by some other distribution mechanism if, for example, it is beneficial to stabilizing the school district's debt service tax levy.

B. Disposal – N.J.A.C. 6A:26-7.4(b)

The Division shall determine whether the disposal is consistent with the district's approved Long-Range Facilities Plan (LRFP) or has a negative impact on the educational adequacy of an individual site.

C. Notification of Approval – N.J.A.C. 6A:26-7.4(c)

The Division shall notify the school district of its approval or disapproval and send a copy to the Executive County Superintendent. If the disposal includes a site, rights, or interest therein and/or improvements thereon conveyed to the school district from the Development Authority, is funded in whole or in part by State share under EFCFA, or is in a school district that is required to use the Development Authority, the Division shall also notify the Development Authority.

D. Sale at Public Sale; Exceptions – N.J.S.A. 18A:20-6

Any lands, rights, or interests therein sold by the Board, except lands conveyed as part of a lease purchase agreement pursuant to N.J.S.A. 18A:20-4.2(f), shall be sold at public sale, to the highest bidder, after advertisement of the sale in a newspaper published in the district, or if none is published therein, then in a newspaper circulating in the district, in which the same is situated, at least once a week for two weeks prior to the sale, unless:



1. The same are sold to the State, or a political division thereof, in which case they may be sold at private sale without advertisement; or
2. The sale or other disposition thereof in some other manner is provided for in N.J.S.A. 18A.

E. Sales at Fixed Minimum Prices – N.J.S.A. 18A:20-7

1. In the case of public sales the Board may by resolution fix a minimum price with or without the reservation of the right, upon the completion of said public sale, to accept or reject the highest bid made, a statement whereof shall be included in the advertisement of sale of the lands and given as public notice at the time of the sale. The Board may by resolution provide without fixing a minimum price, that upon the completion of the public sale, the Board may accept or reject the highest bid received. If the Board fails to accept or reject the highest bid by the second regular Board meeting following the sale, the bid will be deemed to have been rejected.
2. If no bid is received or if the bids that are received are rejected by the Board in the public interest, the Board may enter into negotiations with any interested party or parties for the sale or other disposal of the property, but shall offer a bidder a hearing upon the bidder's request before entering into such negotiations.
3. The acceptance or rejection of a negotiated price shall be by the affirmative votes of a majority of the full number of Board members at a regularly scheduled meeting.

F. Sewer Lines - N.J.A.C. 6A:26-7.4(d)

The district may convey and transfer, without consideration, its right, title, and interest in and to any trunk or other sewer lines to a municipality, without requiring approval from the Division.

Issued: 17 October 2013

Revised:



R 7300.3 DISPOSITION OF PERSONAL PROPERTY

A. Definitions

1. "Personal property" means all **Board of Education** property other than real property, as defined in Regulation 7300.2 and Federal property, as defined in Regulation 7300.4.
2. "Excess property" means personal property that is no longer needed and is not required as a trade-in on a replacement purchase.

B. **Review Master List of Excess Property**

1. **Upon request of the School Business Administrator/Board Secretary or designee, a Principal or other administrator will compile a list of excess property in a school district building or program at the close of a school year.**
2. The **School Business Administrator/Board Secretary** will receive lists prepared in accordance with paragraph B.1. and will maintain a master, district-wide list of excess property.
3. **A Principal or other administrator may request transfer of excess property by submitting a request to the School Business Administrator/Board Secretary.**
4. An item transferred to another location in the school district will be removed from the district-wide list of excess property.
5. An item of personal property that has remained on the district-wide master list of excess property may be disposed of in accordance with Policy 7300 and this Regulation.

C. Disposal at Public Sale – **N.J.S.A. 18A:18A-45**

The Board may, by resolution and by sealed bid or public auction, authorize the sale of its personal property not needed for school purposes.



1. If the estimated fair value of the property to be sold exceeds fifteen percent of the bid threshold in any one sale and it is neither livestock nor perishable goods, it shall be sold at public sale to the highest bidder.
2. Notice of the date, time and place of the public sale, together with a description of the items to be sold and the conditions of sale, shall be published once in the official newspaper.

Such sale shall be held not less than seven nor more than fourteen days after the publication of the notice thereof.

3. Personal property may be sold to the United States, the State of New Jersey, another Board of Education, any body politic, any foreign nation which has diplomatic relations with the United States, or any governmental unit in these United States by private sale without advertising for bids.
4. If no bids are received the property may then be sold at private sale without further publication or notice thereof, but in no event at less than the estimated fair value; or the Board may if it so elects, ~~to~~ reoffer the property at public sale.

As used herein, "estimated fair value" means the market value of the property between a willing seller and a willing buyer less the cost to the Board to continue storage or maintenance of any personal property not needed for school purposes to be sold pursuant to **N.J.S.A. 18A:18A-45**.

5. The Board may reject all bids if it determines such rejection to be in the public interest.
 - a. In any case in which the Board has rejected all bids, it may re-advertise such personal property for a subsequent public sale.
 - b. If it elects to reject all bids at a second public sale, pursuant to **N.J.S.A. 18A:18A-45**, it may then sell such personal property without further publication or notice thereof at private sale, provided that in no event shall the negotiated price at private sale be less than the highest price of any bid rejected at the preceding



two public sales and provided further that in no event shall the terms or conditions of sale be changed or amended.

6. If the estimated fair value of the property to be sold does not exceed the applicable bid threshold established pursuant to section C.1. above in any one sale or is either livestock or perishable goods, it may be sold at private sale without advertising for bids.
7. Notwithstanding the provisions of N.J.S.A. 18A:18A-45 and this Regulation, by resolution of the Board, the purchasing agent may include the sale of personal property no longer needed for school purposes as part of specifications to offset the price of a new purchase.

D. Discarding of Textbooks – N.J.S.A. 18A:34-3

1. Prior to discarding textbooks, the School Business Administrator/Board Secretary or designee shall notify the New Jersey Department of Education (NJDOE) of any textbooks the school district intends to discard.
2. In accordance with the provisions of N.J.S.A. 18A:34-3, the NJDOE shall within fourteen days of receiving notification from the school district of the intent to dispose of textbooks, list the textbooks in a textbook database.
3. The School Business Administrator/Board Secretary or designee shall retain the textbooks to be discarded for a period of one hundred and twenty days after the district has notified the NJDOE.

E. Scrap and Waste Property

1. In the event no bids are received for personal property or the personal property is not sold at public or private sales pursuant to N.J.S.A. 18A:18A-45, the Board may declare the personal property as scrap or waste and dispose of it locally.
2. Personal property declared scrap or waste with no recyclable or usable value may be discarded.



3. Personal property declared scrap or waste may not be given or sold to employees, private citizens, local governments, non-profit organizations, etc.

F. Board of Education Approval

1. The Board of Education will approve, by resolution of the Board, the negotiated price of personal property offered at private sale and any personal property declared scrap or waste.

Issued: 17 October 2013

Revised:



R 7300.4 DISPOSITION OF FEDERAL PROPERTY

A. Definitions

1. **“Awarding agency” means with respect to this Regulation and a Federal grant, the Federal agency awarding the grant.**
2. **“Uniform Grant Guidance” means a set of Federal grant regulations that combines several previous Federal cost principles, administrative requirements, and audit requirement circulars into a single, comprehensive document.**
3. **“Federal property” means all equipment, supplies, or real property purchased with Federal grant funds.**
4. **“Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000, as defined in the Uniform Grant Guidance – 2 CFR Part 200.**
5. **“Real property” means land, including land improvements structures and appurtenances thereto, but excludes moveable machinery and equipment, as defined in the Uniform Grant Guidance – 2 CFR Part 200.**
6. **“Supplies” means all tangible personal property other than those described in “Equipment”, as defined in the Uniform Grant Guidance – 2 CFR Part 200.**
7. **“Federal property no longer needed” for the purposes of this Regulation means property acquired under a Federal award that is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, except as otherwise provided in Federal statutes, regulations, or Federal awarding agency disposition instructions.**

B. Periodic Review

1. **The School Business Administrator/Board Secretary will compile a list of physical inventory of Federal property in the district. This physical inventory must be taken and the results reconciled with the property records at least once every two years.**
2. **A list of Federal property no longer needed will be periodically distributed to all school facilities in the district.**
3. **Any school may request to transfer Federal property to a currently or previously funded Federal project or arrange a shared-time use with other such projects.**
4. **Federal property no longer needed in the school district will be considered for disposition.**



C. Disposition of Federal Property - Equipment

1. The School Business Administrator/Board Secretary will request disposition instructions from the awarding agency for Federal equipment no longer needed.
 - a. If the awarding agency fails to provide requested disposition instructions within one hundred and twenty days, items of Federal equipment with a current per-unit fair-market value in excess of \$5,000 may be retained or sold by the school district. If the equipment is sold by the school district, the awarding agency is entitled to proceeds in accordance with 2 CFR 200.313(e)(2).
 - b. Federal equipment no longer needed with a current per-unit fair-market value of \$5,000 or less may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency.
2. If the awarding agency fails to provide disposition instructions, the sale of Federal equipment no longer needed will be sold and/or disposed of in accordance with the provisions of N.J.S.A. 18A:18A-45 and Regulation 7300.3.

D. Disposal of Federal Property – Supplies

1. Title to supplies will vest in the school district upon acquisition.
2. If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the project or program, and the supplies are not needed for any other Federal award, the school district shall retain the supplies for use on other activities or sell them, but must in either case, compensate the awarding agency for its share. The amount of compensation shall be computed in the same manner as for Federal equipment in accordance with 2 CFR 200.313(e)(2).

E. Disposal of Federal Property – Real Property

1. The School Business Administrator/Board Secretary or designee shall request disposition instructions from the United States Department of Education for real property equipment no longer needed for the original purpose.
2. The instructions must provide for one of the following alternatives: retain title after compensating the awarding agency; sell the property and compensate the awarding agency; transfer title to the awarding agency; or third party designated/approved by the awarding agency.

Issued: 17 October 2013
Revised:

