

HIGHLAND PARK PUBLIC SCHOOLS
HIGHLAND PARK, NEW JERSEY

MISSION STATEMENT

The mission of the Highland Park School District is to provide the community with the finest educational services through respect for diversity and commitment to collaboration, continuous improvement, and achievement of excellence.

The Highland Park Board of Education will hold a HYBRID WORKSHOP/VOTING MEETING on Monday, December 16, 2024, at 6:30 PM, at the **Middle School**, 330 Wayne Street, Highland Park, New Jersey.

To view this meeting online, go to hpschools.net or [youtube.com](https://www.youtube.com).

The public is invited to participate in public comment either in person or virtually by clicking the following link:
<https://zoom.us/j/94217817160>.

AGENDA:

1. Call to Order
2. Announcement of Notice

The New Jersey Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In compliance with the Open Public Meetings Act, the Highland Park Board of Education has caused notice of this meeting setting forth the time, date, and location to be submitted for publication to the Home News Tribune and Star Ledger and posted on the Board's website at least 48 hours in advance of this meeting. Members of the public who wish to address the Board will be given the opportunity to do so before the Board adjourns for the evening.

3. Roll Call
4. Recess to Executive Session

Be It Resolved, pursuant to the Sunshine Act, N.J.S.A. 10:4-12 and 13, the Highland Park Board of Education will now meet in closed session to discuss the matters related to HIB and discipline. These exemptions are permitted to be discussed in closed session in accordance with N.J.S.A. 10:4-13. Information regarding the Board's closed session discussion will be disclosed to the public as soon as the need for confidentiality no longer exists.

5. Reconvene To Regular Session at 7:00 PM
6. Roll Call
7. Pledge of Allegiance
8. Communications:

Date	Name	Subject
November 22, 2024	Highland Park SEPAG	Request for Dialogue on Special Education Evaluator Decision

9. Approval of Minutes - Hybrid Workshop Public Meeting - November 11, 2024
Hybrid Voting Public Meeting and Executive Session - November 25, 2024

10. Student Representative Report

11. Superintendent's Report

- A. Student Spotlight - Bartle Elementary School - Mina Hernandez - 3rd Grade
- B. Staff Recognition - Shawn Harrison, Middlesex County Coach of the Year

12. Public Comment:

The Highland Park Board of Education welcomes public participation and has reserved this time for your comments. (Board Policy #0167 establishes and regulates the right of the public to participate in public meetings.)

13. Board Committees' Reports and Recommendations

- A. Curriculum & Instruction
- B. Equity & Excellence
- C. Finance & Facilities
- D. Personnel & Communication
- E. Policies & Regulations

14. Public Comment:

The Highland Park Board of Education welcomes public participation and has reserved this time for your comments. (Board Policy #0167 establishes and regulates the right of the public to participate in public meetings.)

15. Board Action Items

A. CURRICULUM & INSTRUCTION

1. Approval of Field Trip Requests

I move that the Board of Education accept the recommendation of the superintendent to approve the Field trips, as per the attached.

2. Approval of HIB Reports

I move that the Board of Education accept the recommendation of the superintendent to approve the HIB Incident Report for the month of November, 2024. This report was disseminated to the Board of Education and reviewed by the Superintendent for December 16, 2024, Hybrid Regular Public Board of Education Meeting. The Board reserves the right to discuss this matter in executive session should any Board Member need additional information before voting on the HIB report:

	HIB Case #	Confirmed/Unconfirmed
A.	BS2425-1A	Unconfirmed
B.	BS2425-1B	Unconfirmed

C.	BS2425-2A	Unconfirmed
D.	BS2425-2B	Unconfirmed
E.	BS2425-3A	Confirmed
F.	BS2425-3B	Unconfirmed
G.	BS2425-4A	Confirmed
H.	BS2425-4B	Unconfirmed

3. Approval of Job Descriptions

I move that the Board of Education accept the recommendation of the superintendent to approve the following job descriptions as per the attached:

- a. JD 2950 Culture & Climate Specialist
- b. JD 3000 HVAC Maintenance Helper

4. Approval of Option ii Program

I move that the Board of Education accept the recommendation of the superintendent to approve an Option ii Program with Educere LLC for student 2021-103 effective 12/17/2024 through 6/18/2025 for student 2021-103 at a cost of \$1023.00.

5. Approval of University Graduates/Students for Teaching Internships/Junior Practicum/Observation

I move that the Board of Education accept the recommendation of the superintendent to approve the following University Graduates/Students for Teaching Internships/Junior Practicum/Observation for the 2024-2025 school year:

	Student	University	Subject	School	Staff	Dates of Placement
A.	Gazzara, Olivia	Rutgers	Kindergarten	Irving	Curtin, Susan	Jan 15 - May 30, 2025
B.	Mendelson, Bina	Rutgers	3rd Grade	Bartle	Clairmont, Mary	Jan 15 - May 30, 2025
C.	Sirignano, Jordana	Rutgers	1st Grade	Irving	Alsager, Mary	Jan 15 - May 30, 2025
D.	Spitz, Jillian	Rutgers	4th Grade Special Education	Bartle	Roselli, Emily	Jan 15 - May 30, 2025

E.	Downs, Olivia	Rutgers	Math	High	Ruckdeschel, Christopher	Jan 15 - May 30, 2025
F.	Lubas, Ashley	Rutgers	English	High	McCrae, Michael	Jan 15 - May 30, 2025
G.	Murphy, Sean	Rutgers	Social Studies	High	Broadfoot, Christopher	Jan 15 - May 30, 2025
H.	Rayside, Maxwell	Rutgers	English	Middle	Maher, Michele	Jan 15 - May 30, 2025
I.	Romano, Hailey	Rutgers	Doctoral Level Psychology Practicum Student Up to 6 hours per week	Teen Center	Asamoah, Elizabeth	Jan - June, 2025
J.	Holenchik, Abigail	Rutgers	Doctoral Level Psychology Practicum Student Up to 6 hours per week	Teen Center	Asamoah, Elizabeth	Jan - June, 2025

6. Approval of the 2024-2025 Fall School Bus Emergency Evacuation Drill Report

I move that the Board of Education accept the recommendation of the superintendent to approve the 2024-2025 Fall School Bus Emergency Evacuation Drill Reports as per the attached.

7. Approval of Submission of the School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Act

I move that the Board of Education accept the recommendation of the superintendent to approve the submission of the School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Act Submission.

8. Approval of Contract Addendum for District Personnel Long Term Substitute CST Services

I move that the Board of Education accept the recommendation of the superintendent to approve the contract addendum with ESS Northeast, LLC, Cherry Hill, NJ, for long term substitute school psychologist and social worker services for the 2024-2025 school year as per the attached.

9. Approval of Collaboration for the 7th Grade Science, Middle School

I move that the Board of Education accept the recommendation of the superintendent to approve the proposal for the collaboration between Dr. Ravit Duncan and Mr. Corey Carter. They are planning to co-design an ecology unit for 7th grade that will foster student engagement with evidence-based modeling and argumentation (core science practices for the NJSLA) and with a focus on peer critique and revision of these scientific knowledge products. Dr. Duncan and her team would begin visiting some of the 7th grade science classes in February and then begin implementation, which is planned for early March 2024.

10. Approval of Home Instruction Students

I move that the Board of Education accept the recommendation of the superintendent to approve the following students to receive home instruction, instruction will be provided by district approved staff:

	Student ID No.	Start Date	End Date
A.	2425005	10/28/24	60 Day Review
B.	2425006	12/2/24	1/27/25
C.	2425007	11/19/24	60 Day Review
D.	2425008	11/25/24	12/19/24
E.	2425009	12/9/24	1/2/25
F.	2425010	11/21/24	60 Day Review
G.	2425011	11/21/24	60 Day Review

11. Approval of Acceptance of New Jersey Coalition for Inclusive Education's New Jersey Inclusion Project (NJIP) Technical Assistance Grant

I move that the Board of Education accept the recommendation of the superintendent to approve the acceptance of the New Jersey Coalition for Inclusive Education's New Jersey Inclusion Project (NJIP) Technical Assistance Package Grant of "Support Positive Student Behavior through Motivation and Engagement" for Irving School for the 2024-2025 school year. The package will include five sessions designed to implement content delivery to administrators and staff through targeted professional development as per the attached.

12. Approval of Professional Development

I move that the Board of Education accept the recommendation of the superintendent to approve the following professional development "Support Positive Student Behavior through Motivation and Engagement" to be provided by the New Jersey Coalition for Inclusive Education's New Jersey Inclusion Project (NJIP) Technical Assistance Grant for Irving School at no cost to the district:

	Name of Organization	Nature of Award	Workshop Dates
A.	New Jersey Inclusion Project	Session No. 1 Administration Virtual review session	1/7/2025 No Cost to District
B.	New Jersey Inclusion Project	Session No. 2 Onsite training Supporting Positive Student Behavior through Motivation and Engagement	1/17/2025 (District PD day) No Cost to District
C.	New Jersey Inclusion Project	Session No. 3 Irving School on-site visit Coaching session	1/29/2025 No Cost to District
D.	New Jersey Inclusion Project	Session No. 4 Irving School on-site visit Coaching session	2/10/2025 No Cost to District
E.	New Jersey Inclusion Project	Session No. 5 On-site Wrap Session Supporting Positive Student Behavior through Motivation and Engagement	2/14/2025 (District PD day) No Cost to District

13. Approval of Holocaust Remembrance Day Assembly for High School

I move that the Board of Education accept the recommendation of the Superintendent to approve a Holocaust Remembrance Day Assembly for the High School on January 27, 2025. The speaker is a member of The New Jersey Commission on Holocaust Education Speakers Bureau.

B. EQUITY & EXCELLENCE

C. FINANCE AND FACILITIES

1. Approval of Bill List

I move that the Board of Education accept the recommendation of the superintendent to approve the bill list for November 26, 2024 -December 16, 2024, in the amount of \$3,945,220.32 as per the attached.

2. Approval of Additional Bills List

I move that the Board of Education accept the recommendation of the superintendent to approve the School Business Administrator/Board Secretary to process an additional bills list for any open invoices for payment on or before January 8, 2025.

3. Approval of Treasurer's Report

I move that the Board of Education accept the recommendation of the superintendent to approve the Report of the Treasurer of School Monies as of October 31, 2024.

4. Approval of Board Secretary's Report

I move that the Board of Education accept the recommendation of the superintendent to approve the Preliminary Report of the Secretary of the Board of Education as of October 31, 2024, and acknowledge the following certification of the Board Secretary:

Pursuant to N.J.A.C. 6A:23-2-11(c)2, I, Denise DeRosa, certify that as of October 31, 2024, on this preliminary report no budgetary line item has been overextended in violation of N.J.A.C. 6A:23-2-11(a).

5. Board of Education Certifications

I move that the Board of Education, pursuant to N.J.A.C 6A:23-2-11(c)4, accept the recommendation of the superintendent to certify that as of October 31, 2024, after review of the Board Secretary's preliminary monthly finance report (appropriate section), and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-1-11(b), and sufficient funds are available to meet the district's financial obligations for the remainder of the year.

6. Approval of Budget Transfers

I move that the Board of Education accept the recommendation of the superintendent to approve the preliminary list of transfers to the 2024-2025 school district budget, for the month of October 31, 2024.

7. Approval of Travel Related Expense Reimbursements Report

I move that the Board of Education accept the recommendation of the superintendent to approve the Travel and Related Expense Reimbursements Report, for the 2024-2025 school year, in accordance with N.J.A.C. 6A:23B-1.1 et seq. as per the attached.

8. Approval of Contractors for Professional Services

I move that the Board of Education accept the recommendation of the superintendent to approve the following for professional services for the 2024-2025 school year:

	Name	Nature of Award	Contract Period	Contract Amount
A.	Homecare Therapies/Horizon Staffing Resources	Paraprofessionals/ Health Aides/ Instructional Aides	July 1, 2024 - June 30, 2025	\$36.80 per hour
B.	Homecare Therapies/Horizon Staffing Resources	Paraprofessionals with Substitute Certifications	July 1, 2024 - June 30, 2025	\$40.00 per hour
C.	Homecare	ABA	July 1, 2024 - June	\$42.00 per hour

	Therapies/Horizon Staffing Resources	Paraprofessionals	30, 2025	
D.	Homecare Therapies/Horizon Staffing Resources	Registered Behavioral Technicians	July 1, 2024 - June 30, 2025	\$42.00 per hour
E.	Homecare Therapies/Horizon Staffing Resources	LMSW	July 1, 2024 - June 30, 2025	\$59.00 per hour
F.	Homecare Therapies/Horizon Staffing Resources	LCSW	July 1, 2024 - June 30, 2025	\$75.00 per hour
G.	Homecare Therapies/Horizon Staffing Resources	School Certified LCSW	July 1, 2024 - June 30, 2025	\$80.00 per hour
H.	Homecare Therapies/Horizon Staffing Resources	LDTC	July 1, 2024 - June 30, 2025	\$96.00 per hour
I.	Homecare Therapies/Horizon Staffing Resources	ABA (Ninety minute sessions)	July 1, 2024 - June 30, 2025	\$126.00/ 90 Minutes
J.	Delta - T Group	Educational Services: School Psychologist	January 2, 2025 - June 30, 2025	\$78.00/hour
K.	Ms. ShaRonda Amon, Middlesex County Coordinator for Incorruptible Us Program, Wellspring Center for Prevention	The consultant will collaborate with Ms. Lane, the district SAC, to provide monthly training on the Incorruptible Us program, a youth-led vaping prevention program, to the High School Peer Leadership team to provide outreaches on vaping prevention in the district	January 2025 to May, 2025	There is no charge to the district.
L.	Lead U Assembly Style	SEL Grade Level Assembly for Kindergarten and 1st grade	December 19, 2024	\$1700 GAAP Code # 20-231-200-300-070-0 1-07-PY

9. Approval of Contractors for Professional Development

I move that the Board of Education accept the recommendation of the superintendent to approve the following contractors to provide professional development in the district for the 2024-2025 school year:

	Name	Nature of Award	Contract Period	Contract Amount
A.	Inspired Instruction	Supporting ML's in the Math Classroom, Creating Math Learning Centers, Integrating Revised NJSLs for Math and ELA into science	January 17, 2025	\$5100 GAAP Code # 11-000-223-320-000-00-31 20-270-200-300-000-00-07
B.	Christy O'Connor Literacy & Leadership Consulting	Half-day professional development session for ELA Teachers in Grades 6-12	January 17, 2025	\$1,200.00 GAAP Code # 11-000-223-320-060-00-32 11-000-223-320-050-00-32
C.	Jennifer Lemke	90 Minute Professional Development Session for all staff "AI in the Classroom"	January 17, 2025	\$150.00 GAAP Code # 11-000-223-320-000-00-32
D.	RheThinking, LLC	Half Day Professional Development session for ELA Teachers Grade 3-5	January 17, 2025	\$1,500.00 GAAP Code # 11-000-223-320-085-00-32
E.	Alongside Learning, LLC	Half Day Professional Development session for K-2 Teachers ELA K-2	January 17, 2025	\$1,480.00 GAAP Code # 11-000-223-320-070-00-32 11-000-223-320-085-00-32
F.	Jana Lee Consulting, LLC	Coaching Cycle with Identified Co-Teachers at Irving and Bartle	December 17, 2024 - June 15, 2025	\$4000 GAAP Code # 20-231-200-300-070-01-07-PY 20-231-200-300-085-02-07-PY
G.	Jana Lee Consulting LLC	Data Drive Support with PLC's at Bartle	December 17, 2024 - June 15, 2025	\$400 X 6 = \$2400 GAAP Code # 20-231-200-300-085-02-07-PY
H.	Literacy Strategies Consulting	Explicit, strategic and differentiated literacy instruction for ELA Middle School	December 17, 2024 - June 15, 2025	\$3,750 X 4 = \$15,000 GAAP Code # 20-236-200-300-060-03-00-PY
I.	Mark Pearcy	Half Day Professional	January 17,	\$500.00

		Development session for Social Studies Teachers in Grades 6-12	2025	GAAP Code # 11-000-223-320-060-00-32 11-000-223-320-050-00-32
J.	95 Percent Group	Morpheme Magic Professional Development Virtual Sessions ELA Grades 4-5	January 2025 - March 2025	\$1,800 GAAP Code # 11-190-100-610-085-00-32
K.	Lexia Voyager Sopris	Step Up to Writing PD For RPRY and RBY	December 17, 2024 - June 30, 2025	\$3493 GAAP Code # 20-231-200-320-000-61-07 20-231-200-320-000-61-07-PY
L.	Maya Kuritzky	Building Bridges, Making Connections Parent Workshop For RPRY and RBY	January 11, 2025	\$700 GAAP Code # 20-280-200-320-000-64-07
M.	Miriam Gettinger	Design Thinking: Academic Engagement, Instruction & Engagement For RPRY and RBY	January 15, 2025	\$900 GAAP Code # 20-231-200-320-000-64-07
N.	Solo Expression	Black History Month Dance presentation	February 28, 2025	\$500 GAAP Code # 20-236-200-300-060-03-07-PY
O.	Solo Expression	Diversity Day Dance Workshops to foster student's social and emotional growth through movement	May 30, 2025	\$500 GAAP Code # 20-236-200-300-060-03-07-PY

10. Approval of Ice Maker Purchase, Middle School

I move that the Board of Education accept the recommendation of the superintendent to approve the purchase of Hoshizaki Ice Maker for the Middle School Cafeteria to MAP Restaurant Supplies, Newark, NJ in the amount of \$5,640. Pricing is covered under cooperative bid #ESCNJ 24/25-18. Note: Additional two additional quotes received from Jay Hill and 24/7 Restaurant Equipment.

11. Approval of Ice Maker Installation, Middle School

I move that the Board of Education accept the recommendation of the superintendent to approve the installation of Hoshizaki Ice Maker for the Middle School Cafeteria to MAP Restaurant Supplies, Newark, NJ in the amount of \$2,100. Additional quote received from Jay Hill for purchase and installation.

12. Approval of Purchase of Replacement Bleachers, Bartle Gymnasium

I move that the Board of Education accept the recommendation of the superintendent to approve the purchase of the Telescopic bleacher section for the Bartle Gymnasium to Guardian Gym Equipment, Nyack, NY in the amount of \$39,341. Additional quote received by Nickerson NY, LLC.

13. Approval of Electrical Upgrades to Bartle Gymnasium for Replacement Bleachers

I move that the Board of Education accept the recommendation of the superintendent to approve a contract with Sal Electric Co., Inc in the amount of \$5,887 for the electrical upgrade needed to install the section of replacement bleachers at Bartle Gymnasium. Pricing is covered under the Educational Data Cooperative Bid #12197.

14. Approval of Submission of Baseball Field Drainage Upgrades

I move that the Board of Education accept the recommendation of the superintendent to approve the submission of the Baseball Field Drainage Upgrades at Highland Park High School to the New Jersey Department of Education for review and Department approval of a "school facilities project" with no state funding which is consistent with the 2022 approved long range facilities plan. Further, the Board authorizes Spiezle Architectural Group Inc, to make the submission to the Department of Education on behalf of the district.

15. Approval of Sidebar Agreement re: Administration of Health Benefits

I move that the Board of Education accept the recommendation of the Superintendent to approve the attached sidebar agreement between the Highland Park Board of Education and the Highland Park Education Association.

16. Approval of the execution and delivery of the Grant Agreement

I move that the Board of Education accept the recommendation of the superintendent to approve the execution and delivery of the Grant Agreement as approved by the New Jersey Department of Education-Office of School Facility Projects for the following project:

- a. Irving School - Interior Alterations
State Project # 2150-070-24-PK22
State Share \$ 174,720.00
Local Share \$ 262,080.00
Total Project Cost: \$436,800.00

17. Approval of the delegation of authority to School Business Administrator

I move that the Board of Education accept the recommendation of the superintendent to approve the Delegation of Authority to Denise DeRosa, School Business Administrator, for the supervision of the School Facilities Project as approved by the New Jersey Department of Education-Office of School Facility Projects for the following project:

- a. Irving School - Interior Alterations

State Project # 2150-070-24-PK22
State Share \$ 174,720.00
Local Share \$ 262,080.00
Total Project Cost: \$436,800.00

18. Approval of Cancellation of Project - Irving Primary School Pre-K Classroom Addition

I move that the Board of Education accept the recommendation of the superintendent to approve the cancellation of the following School Facilities Project due to budgetary constraints, specifically the cost estimate for the structural repair to Bartle Elementary School not being known at the time of the grant submittal.

a. Irving Primary School Pre-K Classroom Addition
State Project # 2150-070-24-PK12
State Share \$ 398,520.00
Local Share \$ 597,780.00
Total Project Cost \$996,300

D. PERSONNEL & COMMUNICATION

1. Approval of Leave of Absences

I move that the Board of Education accept the recommendation of the superintendent to approve the following leave of absences:

	Employee ID#	Leave Type	Effective	Expected Return Date
A.	Employee #4541	Medical Leave Extension Paid sick days 10/14/24-11/29/24 12/13/24	10/14/2024 - 11/29/2024 12/13/24	11/29/2024 12/16/24
B.	Employee #5130	Administrative Leave Paid	9/27/2024 - 12/6/2024	12/9/2024
C.	Employee #0910	Medical Leave Paid Sick Days 12/9/24-12/23/24	12/9/2024-12/23/2424	01/02/2025

2. Approval of Resignations

I move that the Board of Education accept the recommendation of the superintendent to approve the following resignations:

#	Name	Position	Effective Date
A.	Asher, Allen	Part Time Dance Teacher, Middle School	1/31/2025

B.	Pettaway, Tonette	Lunch Paraprofessional, Bartle Elementary School	1/2/2025
C.	Jones, Leslie	Lunch Paraprofessional, Bartle Elementary School	1/2/2025

3. Approval of Appointments to Rescind

I move that the Board of Education accept the recommendation of the superintendent to approve the following appointments to rescind:

#	Name	Position	Effective Date
A.	Lopez, Wanda	Paraprofessional Bartle Elementary School	12/10/24
B.	Lopez-Gorman, Kayla	Site Assistant ASP Irving School	12/10/24
C.	Abdirhman, Hybat	Site Assistant ASP Irving School	12/10/24

4. Approval of Appointments

I move that the Board of Education accept the recommendation of the superintendent to approve the following appointments:

	Name	Position	Salary	Effective Date
A.	Elalaoui, Imane	Site Assistant ASP Irving School	\$16.90	12/17/2024 Pending applicable paperwork clearance
B.	Castro, Marleny	Site Assistant ASP Irving School	\$16.90	12/17/2024 Pending applicable paperwork clearance
C.	Nash, Quadira	Site Assistant ASP Irving School	\$16.90	12/17/2024 Pending applicable paperwork clearance
D.	Ballard, Ava	Site Assistant ASP Irving School	\$16.90	12/17/2024 Pending applicable paperwork clearance
E.	Odato, Susan	Interim Administrative Assistant ASP Irving School	\$27.04	1/2/2025
F.	Lucas, Sara	Movement on the	From BA Step 10-13	2/1/2025

		Guide	\$76,493.00 to MA Step 10-13 \$79,283.00	
G.	Berenguer, Andrew	Assistant Manager ASP Irving School	\$27.04	12/17/2024
H.	Anderson, Darius	Volunteer Coach Extra Duty Athletic Position GAAP Code# 11-402-100-110-050-1 1-11	Scorekeeper \$50.00 per game Security \$50.00 per game Ticket Taker Head Football \$75.00 per game Ticket Taker Assistant Football \$60.00 per game Ticket Taker Basketball \$60.00 per game Announcer \$60.00 per game	12/17/2024
I.	Kessel, Dana	Supervisor Extra Duty Athletic Position GAAP Code# 11-402-100-110-050-1 1-11	Ticket Taker Basketball \$60.00 per game	12/17/2004
J.	Bray, Christopher	Volunteer Winter Track, High School	No Cost	12/17/2024
K.	Richardson, Jason	Office Moves Temporary Transfer to Middle School	4.0 hours at a rate of \$42.00 per hour GAAP Code # 11-000-240-110-050-11-11	12/17/2024
L.	Asher, Allen	Curriculum Writing, Middle School Dance	16.5 hours at a rate of \$42.00 per hour GAAP Code # 11-000-221-104-060-32-11	12/17/2024
M.	Brausam, Joseph	Teacher of Music Irving Primary School Bartle Elementary School	Step 14, MA \$82,183.00 to be prorated for the year	1/02/2025 pending applicable paperwork clearance
N.	Begonja, Lauran	Academic Enrichment Middle School	\$50.00 per hour not to exceed 45 hours each GAAP Code #	12/17/24 - 6/15/25

			20-236-200-100-060-03-11-PY	
O.	Burlew, Michele	Academic Enrichment Middle School	\$50.00 per hour not to exceed 45 hours each GAAP Code # 20-236-200-100-060-03-11-PY	12/17/24 - 6/15/25
P.	Luksa, Julianna	WISE Connection Middle School	\$50.00 per hour not to exceed 68 hours each GAAP Code # 20-236-200-100-060-03-11-PY	12/17/24-6/15/25
Q.	Lennon, Kelly	WISE Connection Middle School	\$50.00 per hour not to exceed 68 hours each GAAP Code # 20-236-200-100-060-03-11-PY	12/17/24-6/15/25
R.	McGlynn, Richard	Brothers Mentoring Middle School	\$50.00 per hour not to exceed 32 hours GAAP Code # 20-236-200-100-060-03-11-PY	12/17/24 - 6/15/25
S.	Maiden, Tracey	Brothers Mentoring Bartle Elementary School	\$50.00 per hour not to exceed 45 hours each GAAP Code # 20-236-200-100-085-02-11-PY	1/2/25 - 6/15/25
T.	Burrell, Arlington	Brothers Mentoring Bartle Elementary School	\$50.00 per hour not to exceed 45 hours each GAAP Code # 20-236-200-100-085-02-11-PY	1/2/25 - 6/15/25
U.	Friscia, Joseph	Brothers Mentoring Bartle Elementary School	\$50.00 per hour not to exceed 45 hours each GAAP Code # 20-236-200-100-085-02-11-PY	1/2/25 - 6/15/25

5. Approval of Sidebar for Jason Richardson, High School

I move that the Board of Education approve the sidebar for Jason Richardson to mentor Sam Perez as an Interim Assistant Principal for the High School from January 2, 2025 - April 18, 2025 as per the attached.

6. Approval of Additional Instructional Assignments

I move that the Board of Education accept the recommendation of the superintendent to approve the following teachers to teach additional instructional assignments as listed below and to be compensated at the contracted rate of $\frac{1}{6}$ of their annual guide salary for each additional section for the remainder of the 2024-2025 school year:

	Name	Subject Title for Extra Period (6th Section)	Reason	Dates	School	Daily Rate
A.	Sikora, Christine	US History I	Coverage for LOA	12/11/24 - 1/5/25	High	\$94.09
B.	Powell-Williams, Janel	US History II	Coverage for LOA	12/11/24 - 1/5/25	High	\$110.09
C.	Covolus, Aimee	World History	Coverage for LOA	12/11/24 - 1/5/25	High	\$82.07
D	Teahl, Kristine	US History II	Coverage for LOA	12/11/24 - 1/5/25	High	\$76.49
E.	Doosey, Susan	US History I	Coverage for LOA	12/11/24 - 1/5/25	High	\$91.80

7. Approval of Professional Development Presenters/Presentation Hours for PD Academy

I move that the Board of Education accept the recommendation of the superintendent to approve the following staff for Professional Development Presentation and Preparation Hours. Presenters will be compensated at the hourly rate of \$68.00 per hour and the preparation will be compensated at \$42.00 per hours as noted below:

	Name	Date	Topic	Pres Hours	Prep Hours	GAAP Code #
A.	Twersky, Esther	12/17/2024	Communication Impairment- What is it? And, what can the teacher do to support the child who has one.	1.0	0	20-270-200-100-000-11-11
B.	Mary Clairmont	1/13/2025	Annual Dyslexia Training Gr. 2-5	PD HRS	1.33	11-000-223-320-085-00-32

C.	Danielle Leaper	1/13/2025	Annual Dyslexia Training Gr. 2-5	PD HRS	1.33	11-000-223-320-085-00-32
D.	May Lewis	1/13/2025	Annual Dyslexia Training Gr. 2-5	PD HRS	1.33	11-000-223-320-085-00-32
E.	Mary Clairmont	1/29/2025	Annual Dyslexia Training Gr. K-1	2	1.33	11-000-223-320-070-00-32
F.	Danielle Leaper	1/29/2025	Annual Dyslexia Training Gr. K-1	2	1.33	11-000-223-320-070-00-32
G.	May Lewis	1/29/2025	Annual Dyslexia Training Gr. K-1	2	1.33	11-000-223-320-070-00-32
H.	Mary Clairmont	2/5/2025	Annual Dyslexia Training Gr. 6-12	2	1.33	11-000-223-320-060-00-32
I.	Danielle Leaper	2/5/2025	Annual Dyslexia Training Gr. 6-12	2	1.33	11-000-223-320-050-00-32
J.	May Lewis	2/5/2025	Annual Dyslexia Training Gr. 6-12	2	1.33	11-000-223-320-050-00-32

E. POLICIES & REGULATIONS

1. Approval of Policies and Regulations for First Reading

I move that the Board of Education accept the recommendation of the superintendent to approve the following policies and regulations for first reading:

- a. 0131 Bylaws, Policies, and Regulations
- b. 0155 Board Committees

2. Approval of Policies and Regulations for Second Reading

I move that the Board of Education accept the recommendation of the superintendent to approve the following policies and regulations for second reading:

- a. R2340 Field Trips
- b. 8561 Procurement Procedures For School Nutrition Programs (M)

16. Board Liaison Reports:

- A. Municipal Drug & Alcohol Alliance - Elizabeth Asamoah
- B. Borough Public Information - Ann Vardeman
- C. Highland Park Education Foundation - Marilyn Pruce
- D. Commission for Universal Access - Dr. Dan Battey
- E. Public Library - Michele Rodrigues
- F. Special Education Parent Advisory Committee - Dr. Sara Pixley
- G. Parents of Students of Color - Dr. Monique Coleman

- H. Human Relations - Nicole Longoria-Stanio
- I. Board of Health - Dr. Ethan Schoolman
- J. Delegate to HP Athletic Boosters - Jennifer Voorhees
- K. Delegate to NJ School Boards - Marilyn Pruce
- L. Delegate to MC School Boards - Allison Casal-Dunn

17. President's Report

18. Old Business

19. New Business

20. Adjournment

2024-2025 Highland Park Board of Education Goals

Planning and Student Achievement

The Highland Park Board of Education will support the Pathways to Excellence 2024-2025 Strategic Plan by working with administration to systematically review and enhance the district's action plans developed to support our strategic goals, ensuring alignment with our district's vision, mission, and objectives in four key areas: Culture and Climate, Student Achievement, Connecting Resources and Improving Communication and Facilities. Through collaborative work with the superintendent, administration, board committees, and the central leadership team, the Board will:

- Receive regular updates with district leadership on action plans, goals and initiatives.
- Analyze collected data to assess the effectiveness of current strategies and initiatives.
- Engage in discussions to determine necessary adjustments based on progress monitoring results.
- Approve and support recommended changes to action plans that are needed to better achieve district goals.

Progress will look like:

- Reviewing policies (e.g. attendance and student use of privately-owned technology) and making necessary revisions based on current research and data to promote positive academic, social and emotional outcomes.
- Supporting program evaluations of programs and practices to ensure efficacy (e.g. RISE).
- Approving recommended curricula, programming, and professional development that:
 - Promotes equitable access to engaging and challenging curricula.
 - Establishes safe, inclusive, culturally responsive and identity-affirming environments.
 - Prioritizes student and staff wellness.
 - Reduces racial, ethnic, and socio-economic disparities in academic and discipline.
- Coordinating with local government to advocate for district needs in Pre-K expansion, facilities upgrades, transportation and safe routes to school, and any anticipated impacts from upcoming development projects.

- Continuing our commitment to examine the impact of changes to district start-times.
- Increasing BOE member attendance in webinars and training to improve practice.
- Continuing BOE member participation in CLT and the Labor Collaborative.

Communications and Community Relations

The Highland Park Board of Education will strengthen communication efforts to ensure regular communication between board members and external communication with the community and the district. The Board will:

- Continue to proactively communicate through public meetings, email, social media, and school-based communications.
- Encourage feedback mechanisms such as surveys, focus groups, and advisory groups that allow families to provide input on district policies, programs, and their children's educational experiences.
- Research and implement strategies to increase communication and engagement with historically underrepresented groups.
- Improve internal communication through sharing detailed and timely committee reports.
- Encourage thorough inquiry and discussion of action items prior to board vote.

Progress will look like:

- Increasing BOE member attendance at school and district-based events.
- Increasing family participation in school and district surveys, events, focus groups, and advisory groups, especially from historically underrepresented communities.
- Increasing opportunities for discussion and community input on action items prior to board vote.
- Increasing communication about and celebration of district, school, staff and student accomplishments.
- Continuing communication about district challenges, efforts to address them, and progress in those areas.
- Continuing meetings with the mayor's office to exchange information regarding district and local needs.

FIELD TRIP REQUESTS FOR BOARD APPROVAL

Monday, December 16, 2024

School	Chaperone(s)	Ovrnt	Destination/Purpose	Date/Time	Expenses	Amount	Funded by:	Comments
Bartle School	May Lewis Danielle McCarthy 4 Chaperones	N	Highland Park Public Library To learn about the library and obtain a library card	1/16/25 9:30am - 11:30am 1/23/2025 9:30am - 11:30am	No Costs	\$0.00	0	Staff - 6 Students - 30 Total - 36
Middle School	Karen Lane-Nerod	N	Bartle Elementary School Peer Outreach with 5th Grade Students	1/21/2025 1pm - 2:30pm	No Costs	\$0.00	0	Staff - 1 Students - 11 Total - 12
High School	Michael McCrae	Y	National Honor Society National Conference Chicago, IL	1/30/25 - 2/2/25 10am - 3pm	Admission Hotel Transportation (Air) Miscelaneous Costs Chaperone Meals Overnight Chaperone Cost Per Student Total Costs	\$1,794.00 \$954.00 \$882.00 \$882.00 \$272.00 \$360.00 \$752.00 \$5,054.00	Parent/Student Parent/Student Parent/Student Parent/Student Board Board Parent/Student Board	Staff - 1 Students - 6 Total - 7
High School	Adam Gold 2 Chaperones	Y	Model UN Conference Washington, DC	2/12/25 - 2/16/25 8am - 6pm	Admission Hotel Transportation (Train) Nurse Chaperone Meals Overnight Chaperone Miscelaneous Costs Cost Per Student Total Costs	\$3,425.00 \$8,750.00 \$1,875.00 \$1,750.00 \$818.00 \$810.00 \$1,250.00 \$492.00 \$18,628.00	Parent/Student Parent/Student Parent/Student Board Board Board Parent/Student Parent/Student	Staff - 3 Students - 25 Total - 28
High School	Sam Perez 2 Chaperones	N	NJMEA Orchestra Performance Atlantic City, NJ	2/21/2025 7:15am - 4:00pm	Transportation (Bus) Meals Cost Per Student Total Costs	\$1,595.00 \$539.00 \$87.39 \$2,534.30	Parent/Student Parent/Student Parent/Student	Staff - 3 Students - 29 Total - 32
Middle School	Sarah Carter, Rebeca Ailey 10 chaperones	N	Annual Class Trip Adventure Aquarium Annual Class Trip	3/20/2025 9am-2:45pm	Transportation (Bus) Admission Cost Per Student Total Costs	\$2,211.00 \$2,748.00 \$44.59 \$5,449.00	Parent/Student Parent/Student Parent/Student	Staff - 11 Students - 100 Total - 111

Middle School	Elisabeth Landis, Jamie Boop Alexandra Collechia	N	Liberty Science Center Jersey City, NJ Sensor Friendly Activities	3/31/2025 8:15am - 2pm	Transportation (Bus) Student Admission Cost Per Student Total Costs	\$685.00 \$156.00 \$12.00 \$841.00	Board Account Board Account Board Account	Staff - 3 Students - 13 Total - 16
High School	Sam Perez, Keith Presty Nicole Hodge 4 Chaperones	N	Philadelphia Philharmonic Philadelphia, PA Open rehearsal of the Philadelphia Philharmonic	4/10/2025 8:30am - 3pm	Transportation (Bus) Cost Per Student Total Costs	\$2,475.00 \$22.50 \$2,475.00	Parent/Student Parent/Student	Staff - 7 Students - 110 Total - 117
Middle School	Sarah Carter, Rebecca Ailey	N	Medieval Times Class Trip Lyndhurst, NJ	4/10/25 9:30am - 2:30pm	Transportation (Bus) Admission Chaperone Admission Cost per student Nurse Total Costs	\$2,061.00 \$4,834.50 \$430.95 \$62.96 \$245.00 \$7,385.50	Parent/Student Parent/Student Student Funds Parent/Student Board Account	Staff - 8 Students - 100 Total - 108
High School	Krista Chirco 5 Chaperones	Y	DECA ICDC Orlando, Floriday	4/25/25-5/1/25 8am - 6pm	Transportation/Luggage(Air) Transportation Locally Hotel Admissions Student Meals Chaperone Costs Nurse Cost Per Student Total Cost	\$25,198.00 \$4,000.00 \$19,126.30 \$6,000.00 \$8,000.00 \$12,712.64 \$4,937.58 \$1,558.11 \$69,799.52	Parent/Student Parent/Student Parent/Student Parent/Student Parent/Student Board Board	Staff - 6 Students - 40 Total - 46
Bartle School	Cynthia Raymondi 14 Chaperones	N	Liberty Science Center Jersey City, NJ Hands on Experience	5/22/2025 8:30am - 1pm	Transportation (Bus) Admissions Miscellaneous (Parking) Chaperone Admission Cost Per Student Nurse	\$2,500.00 \$1,600.50 \$30.00 \$210.00 \$42.58 \$245.00	Parent/Student Parent/Student Parent/Student Board Parent/Student Board	Staff - 21 Students - 97 Total - 118
High School	Alima Zimmer 4 Chaperones	N	The African Burial Ground National Monument Educational Trip	5/22/2025 7am - 7pm	Transportation (Train)	\$750.00	Parent/Student	Staff - 5 Students - 25 Total - 30
High School	Jennifer Houseward 9 Chaperones	N	Pocono Valley Senior Class Trip	6/11/2025 8am - 9pm	Transportation (Bus) Admissions Cost Per Student Total Cost Nurse	\$3,285.00 \$9,975.00 \$110.50 \$13,260.00 \$245.00	Parent/Student Parent/Student Parent/Student Board Account	Staff - 10 Students - 120 Total - 130

Job Description

Job Description: Culture and Climate Specialist to Oversee Climate and Culture Initiatives, Programming, and Data Collection

Position Title: Culture and Climate Specialist

Reports To: Principal / Assistant Principal

Position Overview:

The Culture and Climate Specialist will play a key role in fostering a positive, inclusive, and growth-oriented environment for students, staff, and the school community. This individual will lead efforts to develop, implement, and sustain initiatives that promote a positive school climate and culture, aligned with the school's mission and vision. The Culture and Climate Specialist will work collaboratively with administration, staff, students, families, and community partners to support the continuous improvement of the school environment.

Key Responsibilities:

1. Leadership and Committee Oversight:

- Lead the Climate and Culture Committee, coordinating regular meetings to address issues related to school culture, student behavior, and student well-being. This should include working with the ABS and the Climate and Culture Committee to create positive incentives and initiatives related to the school HIB data.
- Develop and implement initiatives/incentive programs that support a positive, inclusive, and respectful learning environment. Foster a culture of collaboration and respect among staff, students, and families.
- Serve as a liaison between the Climate and Culture Committee and school leadership, providing regular updates and feedback on committee activities.

2. School Initiatives and Program Development:

- Collaborate with school leadership to create and evaluate school-wide initiatives related to climate and culture, including character education, social-emotional learning (SEL), diversity, equity, and inclusion. School wide initiatives should include:
 - i. Monthly calendar and morning announcements
 - ii. School wide or grade-level incentive programs. Incentive programs may focus on attendance, conduct, respect, inclusion, or any topic of concern that arises.
- Monitor the progress of school-wide initiatives, assessing their effectiveness and making recommendations for adjustments as needed.
- Create surveys to gather feedback from students, staff, and parents to measure the success of initiatives and inform future planning.

3. Data Collection and Analysis:

- Collect and analyze data related to school climate, culture, and student behavior, including survey results, discipline reports, attendance, and student feedback.
- Use data to identify areas for improvement and develop actionable plans to address issues impacting the school climate.

4. Collaboration and Communication:

- Work collaboratively with teachers, counselors, and administrators to ensure alignment of school initiatives with academic and social-emotional goals.
- Act as a role model and mentor for staff, providing guidance and support in implementing effective classroom management and creating an inclusive, supportive classroom environment.
- Work with administration to communicate regularly with families and community members about school climate and culture initiatives through newsletters, meetings, or workshops.

Qualifications:

- Bachelor's degree in education, Social Work, or related field (master's degree preferred).
- Valid teaching certification or relevant professional credentials.
- Proven experience in leadership roles within a school setting, including participation in or management of school committees or initiatives.
- Strong knowledge of school climate, culture-building strategies, and best practices for promoting social-emotional learning (SEL), diversity, equity, and inclusion.
- Excellent communication, collaboration, and problem-solving skills.
- Ability to use data to inform decision-making and drive continuous improvement.
- Commitment to fostering a positive and inclusive school community.

Adopted:

Job Description

Title: HVAC Maintenance Helper - Part-Time

Qualifications: High school diploma or equivalent

Valid NJ Drivers License

Enrollment in or completion of a recognized HVAC training program

Strong mechanical aptitude and interest in HVAC systems

Ability to work in various conditions, including confined spaces, high temperatures and at heights

Basic understanding of HVAC tools and equipment

Willingness to learn and take direction from experienced HVAC technicians.

Good communication skills and the ability to work well within a team

Ability to lift and carry heavy equipment (up to 50lbs)

Reports to: Director of Facilities

Job Goals: Perform preventative maintenance on all HVAC equipment including the use of computers to document and record maintenance activities. To implement and maintain accurate inventory of all HVAC equipment and supplies.

Performance Responsibilities: Assist in the installation, maintenance, and repair of HVAC systems, including boilers, air conditioning units, ventilation systems, and thermostats.

Perform preventive maintenance tasks on HVAC equipment to ensure optimal performance and longevity.

Work alongside licensed HVAC technician to diagnose and troubleshoot system issues.

Support in the calibration of systems to maintain proper air quality, temperature, and humidity levels in school buildings.

Assist to ensure compliance with local, state, and federal regulations related to HVAC systems and environmental standards.

Maintain accurate records of maintenance and repair work.

Assist with inventory management and ordering of HVAC parts and supplies.

Follow safety protocols and wear appropriate personal protective equipment (PPE).

Maintain tools and equipment to ensure they are safe and operational.

Document work activities and prepare written materials, including work orders and maintenance records.

Transport tools and materials to job sites as needed.

Perform additional duties as required by the Facilities Manager.

Terms of Employment: Part time hourly rate (not to exceed 20 hours per week)

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel

Adopted:

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drillls and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: 11/13/24

Time of day the drill was conducted: 8-8:15 am

School Name: Irving Primary School

Location of the Emergency Evacuation Drill: Meniland Avenue

where all buses drop off

Route Number(s): 1749, 2139, T069, IRBAb, IRH1a

Name of the school principal/person(s) overseeing the drill: Megan McNally

Other Information relative to the emergency evacuation drill:

Drill went as planned and all procedures were followed.

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

- (a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.
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- (b). The school bus driver and bus aide shall participate in the emergency exit drills.
- (c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.
- (d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
 1. Date of the drill;
 2. Time of day the drill was conducted;
 3. School name;
 4. Location of the drill;
 5. Route number(s) included in the drill; and
 6. Name of school principal, or person(s) assigned, who supervised the drill.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: 11/21/24

Time of day the drill was conducted: 7:50

School Name: Bartle Elementary

Location of the Emergency Evacuation Drill:

435 Mansfield St Highland Park
Front of the school

Route Number(s): 1876

Name of the school principal/person(s) overseeing the drill:

Jennifer Knapp

Other information relative to the emergency evacuation drill:

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

- (a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.
 1. All other students shall receive school bus evacuation instruction at least once within the school year.
- (b). The school bus driver and bus aide shall participate in the emergency exit drills.
- (c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.
- (d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
 1. Date of the drill;
 2. Time of day the drill was conducted;
 3. School name;
 4. Location of the drill;
 5. Route number(s) included in the drill; and
 6. Name of school principal, or person(s) assigned, who supervised the drill.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: 11/21/24

Time of day the drill was conducted: 7:41

School Name: Bartle Elementary

Location of the Emergency Evacuation Drill: 435 Mansfield St. Highland Park

Front of the school

Route Number(s): 1759

Name of the school principal/person(s) overseeing the drill: Jennifer Knapp

Other Information relative to the emergency evacuation drill:

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

- (a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.
 1. All other students shall receive school bus evacuation instruction at least once within the school year.
- (b). The school bus driver and bus aide shall participate in the emergency exit drills.
- (c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.
- (d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
 1. Date of the drill;
 2. Time of day the drill was conducted;
 3. School name;
 4. Location of the drill;
 5. Route number(s) included in the drill; and
 6. Name of school principal, or person(s) assigned, who supervised the drill.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: 11/20/24

Time of day the drill was conducted: 7:31

School Name: Bartle Elementary

Location of the Emergency Evacuation Drill: 435 Mansfield St. Highland Park
Front of the school

Route Number(s): T022

Name of the school principal/person(s) overseeing the drill: Jennifer Knapp

Other information relative to the emergency evacuation drill:

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

- (a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.
 1. All other students shall receive school bus evacuation instruction at least once within the school year.
- (b). The school bus driver and bus aide shall participate in the emergency exit drills.
- (c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.
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 1. Date of the drill;
 2. Time of day the drill was conducted;
 3. School name;
 4. Location of the drill;
 5. Route number(s) included in the drill; and
 6. Name of school principal, or person(s) assigned, who supervised the drill.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: 11/20/24

Time of day the drill was conducted: 7:39

School Name: Bartle Elementary School

Location of the Emergency Evacuation Drill: 435 Mansfield St Highland Park
Front of the school

Route Number(s): 1RBAa

Name of the school principal/person(s) overseeing the drill: Jennifer Knapp

Other information relative to the emergency evacuation drill:

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

- (a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.
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- (b). The school bus driver and bus aide shall participate in the emergency exit drills.
- (c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.
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 1. Date of the drill;
 2. Time of day the drill was conducted;
 3. School name;
 4. Location of the drill;
 5. Route number(s) included in the drill; and
 6. Name of school principal, or person(s) assigned, who supervised the drill.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill:

11/20/24

Time of day the drill was conducted:

7:41

School Name:

Bartle Elementary

Location of the Emergency Evacuation Drill:

135 Mansfield St. Highland Park
Front of the School

Route Number(s):

M1 BAA

Name of the school principal/person(s) overseeing the drill:

Jennifer Knapp

Other Information relative to the emergency evacuation drill:

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

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2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: 10.10.24

Time of day the drill was conducted: 7:47 am

School Name: Highland Park Middle School

Location of the Emergency Evacuation Drill: front loop entrance

Route Number(s): 1225 Wafa, m1Bab ABC, 2278 Stars

Name of the school principal/person(s) overseeing the drill: Kevin DiPane, Assistant Principal

Other information relative to the emergency evacuation drill:

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: 11/22/24

Time of day the drill was conducted: 3:07 - 3:29 PM

School Name: HPHS

Location of the Emergency Evacuation Drill: Front of School

Route Number(s): 167; 1RH16; 1225; MBAb; 2278

Name of the school principal/person(s) overseeing the drill: Sam Richardson, Kristen

Dinoran, Shawn Harrison

Other Information relative to the emergency evacuation drill:

39°F windy + light rain; no incidents; no injuries

ADDENDUM

This is an Addendum to the Agreement between the **Highland Park School District** (hereinafter referred to as “LEA” for Local Education Agency) and **ESS Northeast, LLC** (the “Company”) for the services of Substitute Teachers and Staff:

The parties hereby agree to modify the Agreement as follows:

1. Effective November 25, 2024 the following positions and rates are added and/or revised in Exhibit A:

<u>Position</u>	<u>Level</u>	<u>Bill Rate</u>
School Social Worker	Discretionary 1	\$70/hr
School Social Worker	Discretionary 2	\$75/hr
School Social Worker	Discretionary 3	\$80/hr
School Psychologist	Discretionary 1	\$80/hr
School Psychologist	Discretionary 2	\$85/hr
School Psychologist	Discretionary 3	\$90/hr
LDTC		\$85/hr

2. All other provisions of the Agreement shall remain in full force and effect during the term of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below.

Highland Park School District

By _____
Signature _____

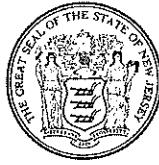
Name and Title

Date _____

ESS Northeast, LLC

By _____
W. Andrew Hall, Executive V.P.

Date _____



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

KEVIN DEHMER
Acting Commissioner

June 18, 2024

Dear Administrator,

Thank you for applying to join the New Jersey Inclusion Project (NJIP). We are pleased to inform you that your district has been accepted for the **Technical Assistance** package.

As we prepare for the 2024-2025 school year, NJIP is committed to supporting your team with high-quality resources, tools, and strategies to improve inclusive education practices within your building. We are excited that your school will be part of this vision and mission. Through leadership development, targeted technical assistance, and systemic change facilitation, the NJIP team will work with your school-based team to improve positive outcomes for all students.

NJIP will contact you soon to provide an overview of the Technical Assistance process and discuss program expectations as we begin this important work together. Make sure to visit <https://www.njcie.org/conference> for information regarding our Inclusion Leadership Conferences.

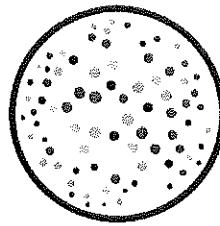
We look forward to working together with you and your team.

Sincerely,

A handwritten signature in black ink that appears to read "Kim Murray".

Kim Murray, Director
Office of Special Education
Division of Educational Services

KE/km/co
c: Chinwe Osondu



Hello Irving Primary School Administration,

Congratulations on being awarded the New Jersey Inclusion Project (NJIP) Technical Assistance Grant. My name is Julie Lang and I will be your Inclusion Facilitator. I look forward to working with you and your staff.

The Technical Assistance Package is delivered in 5 Sessions. Our first step will be setting up Session 1 with any/all site administrators that are involved in the project. This will be a 1 hour virtual zoom session to introduce the inclusive education topic and train all site administrators. We will also take time to set up the remaining dates/times for Sessions 2, 3, 4, and 5.

Session 1: 1 hour Virtual Admin Training
Session 2: Content Delivery with all staff
Session 3: Observation/Feedback
Session 4: Observation/Feedback
Session 5: Wrap Up with all staff

Please let me know your availability for Session 1 and we will move forward with getting this setup and underway. Again, I am excited to be working with you on this grant and look forward to speaking with you soon.

Warm regards,
Julie Lang
Inclusion Facilitator
New Jersey Inclusion Project
Information about NJIP <https://www.njcie.org/njip>

Highland Park Board of Education

Bills List December 16,2024

Checks:

General Operating Account:	\$1,309,540.61
Athletic Account:	\$33.00
Cafeteria Account:	\$126,036.50
SUI Account:	\$0.00
Agency Account:	\$31.90

Transfers:

Payroll Transfer	11/27/2024	\$1,048,350.71
Agency Transfer	11/27/2024	\$76,352.26
Forte Processing Fees	11/27/2024	\$56.80
Forte Processing Fees	12/3/2024	\$29.95
Forte Processing Fees	12/10/2024	\$943.01
Payroll Transfer	12/13/2024	\$1,289,507.56
Agency Transfer	12/13/2024	\$94,338.02

TOTAL \$3,945,220.32

School Business Administrator/Board Secretary

Date

Board President

Date

**Highland Park Board of Education
Bills and Claims
October 28, 2024**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
Amazon Capital Services	11-000-251-600-000-00-00	P049	PO-25-00884	Board meeting 50ft XLR cables Inv: 1FTF-7RTX-1V37	December 16 Bills List		226.98
Amazon Capital Services	11-000-217-600-000-00-08	P049	PO-25-00891	CASES Inv: 1YY6-37WK-6J3N	December 16 Bills List		128.94
Amazon Capital Services	62-601-200-600-000-00-00	P049	PO-25-00902	After Sch- Supplies	December 16 Bills List		751.92
Amazon Capital Services	11-000-240-600-050-00-04	P049	PO-25-00936	Lanyards for High School Student Passes Inv: 114F-V1GH-MCFK	December 16 Bills List		32.98
Amazon Capital Services	11-000-230-610-000-00-00	P049	PO-25-00941	Keurig for the office other one broke Inv: 1XTT-FN3L-HNJJ	December 16 Bills List		159.99
Amazon Capital Services	11-190-100-610-000-00-31	P049	PO-25-00943	Docking Station for Kevin Robinson Inv: 1VTF-4C4L-NCLH	December 16 Bills List		122.99
Amazon Capital Services	11-000-217-600-000-00-08	P049	PO-25-00990	CASES Inv: 1RGL-VY1K-R93Y	December 16 Bills List		64.74
							1,488.54
Apple, Inc	11-000-217-320-000-00-08	0147	PO-25-00800	102439523382 iPad repair Inv: MB28751074	December 16 Bills List		49.00
							49.00
ASBO International	11-000-251-890-000-00-00	4245	PO-25-00966	25-26 MEMBERSHIP DUES RENEWAL Inv: CASH-848418	December 16 Bills List		299.00
							299.00
Atra General Chemical Supply, Inc	11-000-262-420-000-00-06	8338	25-00205A	Additional part needed for custodial machine repair Inv: 331111 RPLCMT CK	Re-issue 12/11/24		203.00
							203.00
Atra Janitorial Supply Co., Inc	11-000-262-610-000-00-06	F101	PO-25-00105	July 2024 - Custodians supplies Inv: 110410 RPLCMT CK	Re-issue 12/11/24		494.25
Atra Janitorial Supply Co., Inc	11-000-262-610-000-00-06	F101	PO-25-00105	July 2024 - Custodians supplies Inv: 110167 RPLCMT CK	Re-issue 12/11/24		1,141.05
Atra Janitorial Supply Co., Inc	11-000-262-610-000-00-06	F101	PO-25-00105	July 2024 - Custodians supplies Inv: 109954 RPLCMT CK	Re-issue 12/11/24		306.40
Atra Janitorial Supply Co., Inc	11-000-262-610-000-00-06	F101	PO-25-00105	July 2024 - Custodians supplies Inv: 109604 RPLCMT CK	Re-issue 12/11/24		6,259.97
Atra Janitorial Supply Co., Inc	11-000-262-610-000-00-06	F101	PO-25-00172	Additional July custodians supplies Inv: 111191 RPLCMT CK	Re-issue 12/11/24		125.58
Atra Janitorial Supply Co., Inc	11-000-262-610-000-00-06	F101	PO-25-00297	Summer cleaning custodial supplies Inv: 111195 RPLCMT CK	Re-issue 12/11/24		126.75
Atra Janitorial Supply Co., Inc	11-000-262-610-000-00-06	F101	PO-25-00297	Summer cleaning custodial supplies Inv: 110098 RPLCMT CK	Re-issue 12/11/24		523.20
Atra Janitorial Supply Co., Inc	11-000-262-610-000-00-06	F101	PO-25-00297	Summer cleaning custodial supplies Inv: 110290 RPLCMT CK	Re-issue 12/11/24		6,545.33
Atra Janitorial Supply Co., Inc	11-000-262-610-000-00-06	F101	PO-25-00297	Summer cleaning custodial supplies Inv: 110679 RPLCMT CK	Re-issue 12/11/24		162.88
Atra Janitorial Supply Co., Inc	11-000-262-610-000-00-06	F101	PO-25-00297	Summer cleaning custodial supplies Inv: 110681 RPLCMT CK	Re-issue 12/11/24		325.76
Atra Janitorial Supply Co., Inc	11-000-262-610-000-00-06	F101	PO-25-00370	Additional summer cleaning custodial supplies Inv: 110952 RPLCMT CK	Re-issue 12/11/24		434.01

**Highland Park Board of Education
Bills and Claims
October 28, 2024**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
Atra Janitorial Supply Co., Inc	11-000-262-610-000-00-06	F101	PO-25-00370	Additional summer cleaning custodial supplies Inv: 111591 RPLCMT CK	Re-issue 12/11/24		92.96
Atra Janitorial Supply Co., Inc	11-000-262-610-000-00-06	F101	PO-25-00370	Additional summer cleaning custodial supplies Inv: 111200 RPLCMT CK	Re-issue 12/11/24		92.96
Atra Janitorial Supply Co., Inc	11-000-262-610-000-00-06	F101	PO-25-00397	September- Custodial cleaning supplies Inv: 111852 RPLCMT CK	Re-issue 12/11/24		519.40
Atra Janitorial Supply Co., Inc	11-000-262-610-000-00-06	F101	PO-25-00397	September- Custodial cleaning supplies Inv: 110954 RPLCMT CK	Re-issue 12/11/24		7,240.49
Atra Janitorial Supply Co., Inc	11-000-262-610-000-00-06	F101	PO-25-00397	September- Custodial cleaning supplies Inv: 111226 RPLCMT CK	Re-issue 12/11/24		315.56
Atra Janitorial Supply Co., Inc	11-000-262-610-000-00-06	F101	PO-25-00560	Custodial equipment Inv: 111597 RPLCMT CK	Re-issue 12/11/24		7,325.86
Atra Janitorial Supply Co., Inc	12-000-262-730-000-00-06	F101	PO-25-00560	Custodial equipment Inv: 111597 RPLCMT CK	Re-issue 12/11/24		16,900.40
							48,932.81
B & H Photo & Video	11-000-240-600-000-00-05	3613	PO-25-00906	NUK for Security cameras - Bartle Inv: 228984323	December 16 Bills List		751.53
							751.53
Barnes & Noble Booksellers	11-190-100-610-060-00-32	4327	PO-25-00849	Books for Bartle, Middle, High Inv: 4597052	December 16 Bills List		311.70
Barnes & Noble Booksellers	11-190-100-610-085-00-02	4327	PO-25-00903	BOOKS FOR 3RD GRADE Inv: 4598078	December 16 Bills List		67.75
							379.45
Blue Triton Brands Inc	11-000-230-610-000-00-00	2854	PO-25-00026	Water Delivery Inv: 24K0013021845	December 16 Bills List		39.99
							39.99
Breath Of Life Counseling Services Llc	11-000-218-390-060-00-03	5030	PO-25-00980	MS Student was sent to Breath of Life for an Initial Diagnostic Evaluation. Student was sent by Karen Lane, SAC Inv: EVAL 11/19 J.J	December 16 Bills List		350.00
							350.00
Brett Dinovi & Associates Llc	11-000-217-320-000-00-08	0418	PO-25-00565	BEHAVIOR SUPPORT -BARTLE/NB - SY Inv: 402 NOV	December 16 Bills List		3,090.00
Brett Dinovi & Associates Llc	11-000-217-320-000-00-08	0418	PO-25-00565	BEHAVIOR SUPPORT -BARTLE/NB - SY Inv: 401 OCT/NOV	December 16 Bills List		4,277.50
Brett Dinovi & Associates Llc	11-000-217-320-000-00-08	0418	PO-25-00566	BEHAVIOR SUPPORT -IRVING Inv: 402 NOV	December 16 Bills List		3,348.75
Brett Dinovi & Associates Llc	11-000-217-320-000-00-08	0418	PO-25-00566	BEHAVIOR SUPPORT -IRVING Inv: 401 OCT/NOV	December 16 Bills List		1,944.63
							12,660.88
Brian Hinds	22-402-100-600-060-00-00-006	7811	25-00889A	Athletic Official Inv: SOCCER 10/30 BAL	December 16 Athletics		33.00
							33.00
Brothers Lock And Safe	11-000-266-610-000-00-06	4775	PO-25-01011	Keys and doors parts- 10/9/24 through 11/26/24 Inv: 62237	December 16 Bills List		308.40
							308.40

**Highland Park Board of Education
Bills and Claims
October 28, 2024**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
Brown & Brown	11-000-291-270-000-01-00	7956	PO-25-00010	Service Contract 7/1/24-6/30/25 Inv: 128689 JAN	December 16 Bills List		6,666.66
Brown & Brown	11-000-291-270-000-01-00	7956	PO-25-00010	Service Contract 7/1/24-6/30/25 Inv: 128644 DEC	December 16 Bills List		6,666.66
							13,333.32
BSN Sports LLC	11-402-100-600-050-00-04	1953	PO-25-00803	Winter equipment and supplies - High School Sports Inv: 927533958	December 16 Bills List		1,633.05
							1,633.05
Cablevision Lightpath Inc.	11-000-230-530-000-00-00	0601	PO-25-00031	2024-2025 Internet Services Inv: 101392560 DEC	December 16 Bills List		2,436.22
							2,436.22
Carolina Biological Supply Co.	11-190-100-610-050-22-04	1172	25-07306	Science Supplies Inv: 52782026 RI	December 16 Bills List		73.71
							73.71
Cascade School Supplies	11-190-100-610-085-00-02	1175	25-07037	General Classroom Supplies Inv: 52373	December 16 Bills List		5.64
Cascade School Supplies	11-190-100-610-060-00-03	1175	25-07058	General Classroom Supplies Inv: 52374	December 16 Bills List		60.50
Cascade School Supplies	11-000-218-600-060-00-03	1175	25-07065	General Classroom Supplies Inv: 52375	December 16 Bills List		1.08
Cascade School Supplies	11-190-100-610-085-00-02	1175	25-07492	Teaching Aids Inv: 56528	December 16 Bills List		9.55
							76.77
Celebrate The Children	11-000-100-566-000-00-08	5423	PO-25-00267	OOD TUITION ESY & SY Inv: 2501045 JAN	December 16 Bills List		14,154.00
							14,154.00
Central Jersey College Prep Charter	10-000-100-560-000-00-00	4387	PO-25-00118	24/25 TUITION CHARTER Inv: DECEMBER	December 16 Bills List		1,229.00
							1,229.00
Childrens Center of Monmouth County	11-000-100-566-000-00-08	7806	PO-25-00268	OOD TUITION Inv: 25-45-12 DEC	December 16 Bills List		22,762.65
							22,762.65
Chris Transportation	11-000-270-512-000-00-08	U305	PO-25-00935	HS GLOW - Jobsite Van Tranport Inv: NOVEMBER	December 16 Bills List		1,236.00
Chris Transportation	11-000-270-512-000-00-08	U305	PO-25-00935	HS GLOW - Jobsite Van Tranport Inv: OCTOBER	December 16 Bills List		729.00
							1,965.00
CM3 Building Solutions Inc	11-000-261-420-000-02-06	8042	PO-25-00928	Speaker Issues at the Middle School and Bartle School Inv: 12472306	December 16 Bills List		92.50
CM3 Building Solutions Inc	11-000-261-420-000-03-06	8042	PO-25-00928	Speaker Issues at the Middle School and Bartle School Inv: 12472305	December 16 Bills List		277.50
							370.00
Costco, Inc.	62-601-200-600-000-00-00	3203	PO-25-00413	After Sch- Supplies Inv: 323 10 119 167	December 16 Bills List		356.46
							356.46

**Highland Park Board of Education
Bills and Claims
October 28, 2024**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
CPC Behavioral Healthcare Inc.	11-000-100-566-000-00-08	4226	PO-25-00266	OOD TUITION ESY & SY Inv: NOVEMBER	December 16 Bills List		30,948.84
CPC Behavioral Healthcare Inc.	11-000-100-566-000-00-08	4226	PO-25-00564	OOD TUITION SY Inv: NOVEMBER	December 16 Bills List		10,316.28
							41,265.12
Danielle McCarthy	11-000-291-280-000-00-00	0326	PO-25-00867	Tuition Reimbursement Inv: TUITION REIMB 10/1623-6/17/24	Re-Issue 12/5/24		478.72
							478.72
Desesa Engineering Company, Inc.	11-000-261-420-000-02-06	0211	PO-25-00296	District wide boiler maintenance Inv: S103687	December 16 Bills List		2,238.26
							2,238.26
Direct Energy Business	11-000-262-622-000-01-00	1388	PO-25-00022	JULY 2024 - JUNE 2025 ELECTRIC CHARGES Inv: 243390055826071 OCT 19- NOV 18	December 16 Bills List		2,877.95
Direct Energy Business	11-000-262-622-000-02-00	1388	PO-25-00022	JULY 2024 - JUNE 2025 ELECTRIC CHARGES Inv: 243390055826071 OCT 19- NOV 18	December 16 Bills List		3,248.96
Direct Energy Business	11-000-262-622-000-04-00	1388	PO-25-00022	JULY 2024 - JUNE 2025 ELECTRIC CHARGES Inv: 243390055826071 OCT 19- NOV 18	December 16 Bills List		9,984.67
Direct Energy Business	11-000-262-622-000-01-00	1388	PO-25-00022	JULY 2024 - JUNE 2025 ELECTRIC CHARGES Inv: 242970055516096 SEP 19 -OCT 17	Manual CK 11.26.24		2,914.34
Direct Energy Business	11-000-262-622-000-04-00	1388	PO-25-00022	JULY 2024 - JUNE 2025 ELECTRIC CHARGES Inv: 242970055516096 SEP 19 -OCT 17	Manual CK 11.26.24		13,502.27
Direct Energy Business	11-000-262-622-000-02-00	1388	PO-25-00022	JULY 2024 - JUNE 2025 ELECTRIC CHARGES Inv: 242970055516096 SEP 19 -OCT 17	Manual CK 11.26.24		3,041.46
							35,569.65
Discovery Education	11-190-100-610-050-22-04	4427	PO-25-00099	Grades 6-12 Physics Renewal - Pivot Interactives - HS Science Inv: CINV-160335	December 16 Bills List		192.50
							192.50
Dream It Athletics	11-402-100-800-050-00-04	7247	PO-25-00932	Entry Fee - GMC Championship Meet - High School Inv: GMC DIV ENTRY FEE	December 16 Bills List		200.00
							200.00
E2E Exchange Llc	11-000-251-330-000-00-00	3814	PO-25-00001	E-Rate Consultant Inv: BM 2025-5062	December 16 Bills List		750.00
							750.00
EAI Education/Eric Armin Inc.	11-213-100-610-085-00-08	1346	25-07189	Math Supplies Inv: INV1382930	December 16 Bills List		5.95
							5.95
Educational Data Services Inc.	11-000-251-340-000-00-00	1374	PO-25-00008	Bidding Services 2024/2025 Inv: 2501-00191 3RD QTR	December 16 Bills List		1,182.50
							1,182.50
Educational Services Commission of NJ	11-000-100-562-000-00-08	1790	PO-25-00223	OOD TUITION SY & ESY ALC Inv: ALCOT_M1024 OCT	December 16 Bills List		192.00
							192.00

**Highland Park Board of Education
Bills and Claims
October 28, 2024**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
Educational Services Commission of NJ	11-000-100-562-000-00-08	1790	PO-25-00223	OOD TUITION SY & ESY ALC Inv: 1124-2150-TUIT-049 NOV	December 16 Bills List		14,720.00
Educational Services Commission of NJ	11-000-100-562-000-00-08	1790	PO-25-00224	OOD TUITION SY & ESY BBLC Inv: 1124-2150-TUIT-050 NOV	December 16 Bills List		4,384.00
Educational Services Commission of NJ	11-000-100-562-000-00-08	1790	PO-25-00224	OOD TUITION SY & ESY BBLC Inv: BBOT_M1024 OCT	December 16 Bills List		122.00
Educational Services Commission of NJ	11-000-100-562-000-00-08	1790	PO-25-00226	OOD TUITION SY & ESY FFA Inv: 1124-2150-TUIT-051 NOV	December 16 Bills List		5,344.00
Educational Services Commission of NJ	11-000-100-562-000-00-08	1790	PO-25-00226	OOD TUITION SY & ESY FFA Inv: FFAOT_M1024 OCT	December 16 Bills List		61.00
Educational Services Commission of NJ	11-000-100-562-000-00-08	1790	PO-25-00227	NU VIEW SY TUITION Inv: 1124-2150-TUIT-052 NOV	December 16 Bills List		10,880.00
Educational Services Commission of NJ	20-506-100-320-000-00-00	1790	PO-25-00542	Chapter 192/193 Inv: 1124-2150-NP-012	December 16 Bills List		4,130.00
Educational Services Commission of NJ	20-508-100-320-000-00-00	1790	PO-25-00542	Chapter 192/193 Inv: 1124-2150-NP-012	December 16 Bills List		744.00
Educational Services Commission of NJ	11-000-219-320-000-00-08	1790	PO-25-00716	TOD services Inv: KATZ_M1024 OCT	December 16 Bills List		1,950.00
							42,527.00
Edvocate Solutions, LLC	60-910-310-300-000-00-00	8120	PO-25-00403	Consulting Service for Pomptonian Inv: OCT. & NOV 2024	Cafe- December- 25		2,266.00
Edvocate Solutions, LLC	11-000-262-420-000-00-00	8120	PO-25-00404	Consulting Service -Custodial Services Pritchard Inv: 243 NOV	December 16 Bills List		1,193.00
							3,459.00
EI US LLC dba Learn Well LLC	11-150-100-320-000-00-08	H811	PO-25-00965	BEDSIDE INSTRUCTION Inv: INV219678	December 16 Bills List		670.32
EI US LLC dba Learn Well LLC	11-150-100-320-000-00-08	H811	PO-25-00965	BEDSIDE INSTRUCTION Inv: INV218482	December 16 Bills List		377.06
EI US LLC dba Learn Well LLC	11-150-100-320-000-00-08	H811	PO-25-00965	BEDSIDE INSTRUCTION Inv: INV221441	December 16 Bills List		335.16
							1,382.54
ESS Northeast LLC	11-190-100-320-050-00-00	4377	PO-25-00003	DISTRICT SUBSTITUTE BILLING 2024.25 Inv: 597310 NOV	December 16 Bills List		971.28
ESS Northeast LLC	11-190-100-320-060-00-00	4377	PO-25-00003	DISTRICT SUBSTITUTE BILLING 2024.25 Inv: 592348 NOV	December 16 Bills List		2,349.57
ESS Northeast LLC	11-190-100-320-050-00-00	4377	PO-25-00003	DISTRICT SUBSTITUTE BILLING 2024.25 Inv: 592348 NOV	December 16 Bills List		407.03
ESS Northeast LLC	11-190-100-320-070-00-00	4377	PO-25-00003	DISTRICT SUBSTITUTE BILLING 2024.25 Inv: 592348 NOV	December 16 Bills List		1,096.24
ESS Northeast LLC	11-190-100-320-085-00-00	4377	PO-25-00003	DISTRICT SUBSTITUTE BILLING 2024.25 Inv: 592348 NOV	December 16 Bills List		2,992.56
ESS Northeast LLC	11-190-100-320-060-00-00	4377	PO-25-00003	DISTRICT SUBSTITUTE BILLING 2024.25 Inv: 592350 NOV	December 16 Bills List		259.00
ESS Northeast LLC	11-190-100-320-070-00-00	4377	PO-25-00003	DISTRICT SUBSTITUTE BILLING 2024.25 Inv: 592350 NOV	December 16 Bills List		638.31
ESS Northeast LLC	11-190-100-320-085-00-00	4377	PO-25-00003	DISTRICT SUBSTITUTE BILLING 2024.25 Inv: 597310 NOV	December 16 Bills List		6,702.26

**Highland Park Board of Education
Bills and Claims
October 28, 2024**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
ESS Northeast LLC	11-190-100-320-070-00-00	4377	PO-25-00003	DISTRICT SUBSTITUTE BILLING 2024.25 Inv: 597312 NOV	December 16 Bills List		1,359.89
ESS Northeast LLC	11-190-100-320-060-00-00	4377	PO-25-00003	DISTRICT SUBSTITUTE BILLING 2024.25 Inv: 597312 NOV	December 16 Bills List		259.00
ESS Northeast LLC	11-190-100-320-085-00-00	4377	PO-25-00003	DISTRICT SUBSTITUTE BILLING 2024.25 Inv: 597312 NOV	December 16 Bills List		2,044.43
ESS Northeast LLC	11-190-100-320-050-00-00	4377	PO-25-00003	DISTRICT SUBSTITUTE BILLING 2024.25 Inv: 597312 NOV	December 16 Bills List		166.54
ESS Northeast LLC	11-190-100-320-060-00-00	4377	PO-25-00003	DISTRICT SUBSTITUTE BILLING 2024.25 Inv: 597310 NOV	December 16 Bills List		2,035.13
ESS Northeast LLC	11-190-100-320-070-00-00	4377	PO-25-00003	DISTRICT SUBSTITUTE BILLING 2024.25 Inv: 597310 NOV	December 16 Bills List		4,153.54
ESS Northeast LLC	11-190-100-320-050-00-00	4377	PO-25-00003	DISTRICT SUBSTITUTE BILLING 2024.25 Inv: 600182 NOV	December 16 Bills List		1,137.82
ESS Northeast LLC	11-190-100-320-060-00-00	4377	PO-25-00003	DISTRICT SUBSTITUTE BILLING 2024.25 Inv: 597312 NOV	December 16 Bills List		3,723.19
ESS Northeast LLC	11-190-100-320-070-00-00	4377	PO-25-00003	DISTRICT SUBSTITUTE BILLING 2024.25 Inv: 597312 NOV	December 16 Bills List		3,982.34
ESS Northeast LLC	11-190-100-320-085-00-00	4377	PO-25-00003	DISTRICT SUBSTITUTE BILLING 2024.25 Inv: 597312 NOV	December 16 Bills List		3,755.83
ESS Northeast LLC	11-190-100-320-050-00-00	4377	PO-25-00003	DISTRICT SUBSTITUTE BILLING 2024.25 Inv: 600184 NOV	December 16 Bills List		129.50
ESS Northeast LLC	11-190-100-320-060-00-00	4377	PO-25-00003	DISTRICT SUBSTITUTE BILLING 2024.25 Inv: 600184 NOV	December 16 Bills List		129.50
ESS Northeast LLC	11-190-100-320-070-00-00	4377	PO-25-00003	DISTRICT SUBSTITUTE BILLING 2024.25 Inv: 600184 NOV	December 16 Bills List		1,406.12
ESS Northeast LLC	11-190-100-320-085-00-00	4377	PO-25-00003	DISTRICT SUBSTITUTE BILLING 2024.25 Inv: 600184 NOV	December 16 Bills List		212.77
ESS Northeast LLC	11-190-100-320-070-00-00	4377	PO-25-00003	DISTRICT SUBSTITUTE BILLING 2024.25 Inv: 559013 AUG	December 16 Bills List		83.27
ESS Northeast LLC	11-190-100-320-085-00-00	4377	PO-25-00003	DISTRICT SUBSTITUTE BILLING 2024.25 Inv: 592350 NOV	December 16 Bills List		545.85
ESS Northeast LLC	62-601-100-320-000-00-00	4377	PO-25-00377	AFTER/BEFORE SCHOOL SUBSTITUTE BILLING 2024.25 Inv: 597311 NOV	December 16 Bills List		1,243.20
ESS Northeast LLC	62-601-100-320-000-00-00	4377	PO-25-00377	AFTER/BEFORE SCHOOL SUBSTITUTE BILLING 2024.25 Inv: 592349 NOV	December 16 Bills List		673.40
ESS Northeast LLC	62-601-100-320-000-00-00	4377	PO-25-00377	AFTER/BEFORE SCHOOL SUBSTITUTE BILLING 2024.25 Inv: INV574927 SEP BAL	December 16 Bills List		466.20
ESS Northeast LLC	62-601-100-320-000-00-00	4377	PO-25-00377	AFTER/BEFORE SCHOOL SUBSTITUTE BILLING 2024.25 Inv: 600183 NOV	December 16 Bills List		932.40
							43,856.17
Esteban; Ignacio	11-000-223-580-050-00-04	4249	PO-25-00695	Reimbursement for Hotel ACTFL Convention PD - Ignacio Esteban Inv: TRAVEL REIMB 11/21-24	December 16 Bills List		654.51

**Highland Park Board of Education
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Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
Esteban; Ignacio	11-000-223-580-000-00-32	4249	PO-25-00725	Reimbursement for PD - ACTFL Registration & Membership - Ignacio Esteban Inv: REIMB WORKSHOP	December 16 Bills List		345.00
Esteban; Ignacio	11-000-223-580-050-00-04	4249	PO-25-00977	Reimbursement of meals & Parking - PD Ignacio Esteban Inv: REIMB CONF 11/21/24	December 16 Bills List		429.92
							1,429.43
EVERON, LLC	11-000-261-420-000-03-06	8223	PO-25-00975	Heat detector issues at the Middle School Inv: 156979467	December 16 Bills List		1,947.71
							1,947.71
Filebank Inc.	11-000-219-390-000-00-08	7738	PO-25-00157	Offsite File Storage Inv: 0128598 DEC	December 16 Bills List		213.20
							213.20
Fords Lawnmower 2	11-000-263-420-000-00-06	7532	PO-25-00535	Grounds - machine repair Inv: 122784	December 16 Bills List		127.45
							127.45
Franklin Twp. Bd. Of Education	11-000-100-562-000-00-08	3222	PO-25-00717	R.D Tuition for the 2024-2025 School Year Inv: SEP- DEC TUIT K.D	December 16 Bills List		7,721.20
							7,721.20
French & Parrello Associates	20-047-200-300-050-00-04	8222	PO-25-00376	Baseball Field Renovation Inv: 152757	December 16 Bills List		2,773.89
							2,773.89
FT Partners LLC	11-000-217-320-000-00-08	4714	PO-25-00562	One to One Nursing - CL - OOD/Bright Beginnings Inv: 0004A02101-01 NOV	December 16 Bills List		870.00
							870.00
FT Partners LLC	11-000-217-320-000-00-08	4714	PO-25-00562	One to One Nursing - CL - OOD/Bright Beginnings Inv: 0004A01955-01 OCT	December 16 Bills List		870.00
							870.00
FT Partners LLC	11-000-217-320-000-00-08	4714	PO-25-00562	One to One Nursing - CL - OOD/Bright Beginnings Inv: 0004A02065-01 NOV	December 16 Bills List		1,450.00
							1,450.00
FT Partners LLC	11-000-217-320-000-00-08	4714	PO-25-00562	One to One Nursing - CL - OOD/Bright Beginnings Inv: 0004A02028-01 NOV	December 16 Bills List		1,450.00
							1,450.00
FT Partners LLC	11-000-217-320-000-00-08	4714	PO-25-00562	One to One Nursing - CL - OOD/Bright Beginnings Inv: 0004A01994-01 NOV	December 16 Bills List		725.00
							725.00
FT Partners LLC	11-000-217-320-000-00-08	4714	PO-25-00563	One to One Nursing OOD - BLT Lakeview Inv: 0004A01956-01 OCT/NOV	December 16 Bills List		951.00
							951.00
FT Partners LLC	11-000-217-320-000-00-08	4714	PO-25-00563	One to One Nursing OOD - BLT Lakeview Inv: 0004A01995-01 NOV	December 16 Bills List		1,227.50
							1,227.50
FT Partners LLC	11-000-217-320-000-00-08	4714	PO-25-00563	One to One Nursing OOD - BLT Lakeview Inv: 0004A02029-01 NOV	December 16 Bills List		1,268.00
							1,268.00
FT Partners LLC	11-000-217-320-000-00-08	4714	PO-25-00563	One to One Nursing OOD - BLT Lakeview Inv: 0004A02066-01 NOV	December 16 Bills List		1,227.50
							1,227.50
FT Partners LLC	11-000-217-320-000-00-08	4714	PO-25-00563	One to One Nursing OOD - BLT Lakeview Inv: 0004A02102-01 NOV	December 16 Bills List		937.50
							937.50
FT Partners LLC	11-000-217-320-000-00-08	4714	PO-25-00563	One to One Nursing OOD - BLT Lakeview Inv: 0004A01970-01 OCT	December 16 Bills List		167.00
							167.00

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Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
Gallagher, Joshua	90-770	8183	PO-25-00998	J. Gallagher Prior Year Check reissue Inv: PREVIOUS CHECKED OWED- NEW ADDRESS	Manual check - J. Gallagh		11,143.50
							31.90
							31.90
General Plumbing Supply Inc.	11-000-261-610-000-02-06	5037	PO-25-00710	Plumbing, heating and HVAC supplies 2024-2025 Inv: S012182810.001	December 16 Bills List		648.20
General Plumbing Supply Inc.	11-000-261-610-000-01-06	5037	PO-25-00710	Plumbing, heating and HVAC supplies 2024-2025 Inv: S12199660.001	December 16 Bills List		256.16
							904.36
Greater Brunswick Charter	10-000-100-560-000-00-00	1423	PO-25-00119	24/25 TUITION CHARTER Inv: DECEMBER	December 16 Bills List		5,580.00
							5,580.00
Ground Up Development Group, LLC	11-000-251-330-000-00-00	7304	PO-25-00002	Payroll Process in Genesis 24.25 Inv: 1056	December 16 Bills List		12,800.00
							12,800.00
Hatikvah International Academy Charter	10-000-100-560-000-00-00	5132	PO-25-00117	24/25 TUITION CHARTER Inv: DECEMBER	December 16 Bills List		21,655.00
							21,655.00
Highland Park Bd Of Ed Cafeteria Acct	11-000-230-610-000-00-00	1450	PO-25-00916	Payment for Pomptonian Inv: 353-012	December 16 Bills List		100.00
Highland Park Bd Of Ed Cafeteria Acct	11-000-230-610-000-00-00	1450	PO-25-00916	Payment for Pomptonian Inv: 353-011	December 16 Bills List		183.21
Highland Park Bd Of Ed Cafeteria Acct	11-000-240-600-070-00-01	1450	PO-25-00954	THANKSGIVING FEAST-IRVING SCHOOL Inv: 353-012	December 16 Bills List		154.80
							438.01
Highland Park Water & Sewer	11-000-262-490-000-04-00	1457	PO-25-00005	Water and Sewer Charges June 24 - May 25 Inv: 30221070-0 2ND QTR	December 16 Bills List		3,555.53
Highland Park Water & Sewer	11-000-262-490-000-02-00	1457	PO-25-00005	Water and Sewer Charges June 24 - May 25 Inv: 30220422-0 2ND QTR	December 16 Bills List		1,342.45
Highland Park Water & Sewer	11-000-262-490-000-04-00	1457	PO-25-00005	Water and Sewer Charges June 24 - May 25 Inv: 30230854-1 2ND QTR	December 16 Bills List		1,737.49
Highland Park Water & Sewer	11-000-262-490-000-01-00	1457	PO-25-00005	Water and Sewer Charges June 24 - May 25 Inv: 30230591-0 2ND QTR	December 16 Bills List		1,563.30
Highland Park Water & Sewer	11-000-262-490-000-04-00	1457	PO-25-00005	Water and Sewer Charges June 24 - May 25 Inv: 30230854-0 2ND QTR	December 16 Bills List		281.42
							8,480.19
Homecare Therapies Llc	11-000-213-300-000-00-00	Q924	PO-25-00538	BARTLE Replacement Nurses 24-25 School Year Inv: 369609 NOV	December 16 Bills List		1,355.75
Homecare Therapies Llc	11-000-213-300-000-00-00	Q924	PO-25-00538	BARTLE Replacement Nurses 24-25 School Year Inv: 368977 NOV	December 16 Bills List		978.48
Homecare Therapies Llc	11-000-213-300-000-00-00	Q924	PO-25-00697	1:1 Health Aides Irving School 24-25 school year Inv: 23226 OCT	December 16 Bills List		2,152.80

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Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
Homecare Therapies Llc	11-000-213-300-000-00-00	Q924	PO-25-00697	1:1 Health Aides Irving School 24-25 school year Inv: 23256 OCT/NOV	December 16 Bills List		2,005.60
							6,492.63
Horizon Blue Cross Blue Shield of NJ	11-000-291-270-000-02-00	8253	25-00024A	24/25 MEDICAL & PRESCRIPTION COVERAGE Inv: 305262113 OCT	December 16 Bills List		65,309.90
Horizon Blue Cross Blue Shield of NJ	11-000-291-270-000-01-00	8253	25-00024A	24/25 MEDICAL & PRESCRIPTION COVERAGE Inv: 305262113 OCT	December 16 Bills List		377,291.46
Horizon Blue Cross Blue Shield of NJ	11-000-291-270-000-01-00	8253	25-00024A	24/25 MEDICAL & PRESCRIPTION COVERAGE Inv: 305260266 OCT	December 16 Bills List		864.56
Horizon Blue Cross Blue Shield of NJ	11-000-291-270-000-02-00	8253	25-00024A	24/25 MEDICAL & PRESCRIPTION COVERAGE Inv: 305260266 OCT	December 16 Bills List		205.75
Horizon Blue Cross Blue Shield of NJ	11-000-291-270-000-02-00	8253	25-00024A	24/25 MEDICAL & PRESCRIPTION COVERAGE Inv: 305254223 OCT	December 16 Bills List		897.22
Horizon Blue Cross Blue Shield of NJ	11-000-291-270-000-01-00	8253	25-00024A	24/25 MEDICAL & PRESCRIPTION COVERAGE Inv: 305254223 OCT	December 16 Bills List		5,160.08
							449,728.97
Hunter Carrier Services LLC	11-000-230-530-000-00-00	U512	PO-25-00109	District Phone Service Inv: 10225 OCT	December 16 Bills List		880.37
							880.37
Institute Domestic/internation Affairs	11-401-100-500-050-00-04	0273	PO-25-00939	Rutgers Model UN 2024 Registration and Hotel Fees Inv: 5929	December 16 Bills List		6,075.00
							6,075.00
Jersey Elevator	11-000-261-420-000-02-06	0058	PO-25-00847	Elevator maintenance (8/1/24-6/31/25) Inv: INV-122668-B1S0 AUG	December 16 Bills List		150.52
Jersey Elevator	11-000-261-420-000-01-06	0058	PO-25-00847	Elevator maintenance (8/1/24-6/31/25) Inv: INV-122668-B1S0 AUG	December 16 Bills List		150.52
Jersey Elevator	11-000-261-420-000-02-06	0058	PO-25-00847	Elevator maintenance (8/1/24-6/31/25) Inv: INV-146425-S8J7 SEP	December 16 Bills List		150.52
Jersey Elevator	11-000-261-420-000-03-06	0058	PO-25-00847	Elevator maintenance (8/1/24-6/31/25) Inv: INV-146425-S8J7 SEP	December 16 Bills List		150.52
Jersey Elevator	11-000-261-420-000-04-06	0058	PO-25-00847	Elevator maintenance (8/1/24-6/31/25) Inv: INV-146425-S8J7 SEP	December 16 Bills List		150.52
Jersey Elevator	11-000-261-420-000-03-06	0058	PO-25-00847	Elevator maintenance (8/1/24-6/31/25) Inv: INV-122668-B1S0 AUG	December 16 Bills List		150.52
Jersey Elevator	11-000-261-420-000-04-06	0058	PO-25-00847	Elevator maintenance (8/1/24-6/31/25) Inv: INV-122668-B1S0 AUG	December 16 Bills List		150.52
Jersey Elevator	11-000-261-420-000-01-06	0058	PO-25-00847	Elevator maintenance (8/1/24-6/31/25) Inv: INV-146425-S8J7 SEP	December 16 Bills List		150.52
Jersey Elevator	11-000-261-420-000-01-06	0058	PO-25-00847	Elevator maintenance (8/1/24-6/31/25) Inv: INV-170080-N2B7 OCT	December 16 Bills List		150.52
Jersey Elevator	11-000-261-420-000-02-06	0058	PO-25-00847	Elevator maintenance (8/1/24-6/31/25) Inv: INV-170080-N2B7 OCT	December 16 Bills List		150.52

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Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
Jersey Elevator	11-000-261-420-000-03-06	0058	PO-25-00847	Elevator maintenance (8/1/24-6/31/25) Inv: INV-170080-N2B7 OCT	December 16 Bills List		150.52
Jersey Elevator	11-000-261-420-000-04-06	0058	PO-25-00847	Elevator maintenance (8/1/24-6/31/25) Inv: INV-170080-N2B7 OCT	December 16 Bills List		150.52
Jersey Elevator	11-000-261-420-000-02-06	0058	PO-25-00847	Elevator maintenance (8/1/24-6/31/25) Inv: INV-183685-C4K9 NOV	December 16 Bills List		150.52
Jersey Elevator	11-000-261-420-000-03-06	0058	PO-25-00847	Elevator maintenance (8/1/24-6/31/25) Inv: INV-183685-C4K9 NOV	December 16 Bills List		150.52
Jersey Elevator	11-000-261-420-000-04-06	0058	PO-25-00847	Elevator maintenance (8/1/24-6/31/25) Inv: INV-183685-C4K9 NOV	December 16 Bills List		150.52
Jersey Elevator	11-000-261-420-000-01-06	0058	PO-25-00847	Elevator maintenance (8/1/24-6/31/25) Inv: INV-183685-C4K9 NOV	December 16 Bills List		150.52
Jersey Elevator	11-000-261-420-000-01-06	0058	PO-25-00847	Elevator maintenance (8/1/24-6/31/25) Inv: INV-205475-Q5J3 DEC	December 16 Bills List		150.52
Jersey Elevator	11-000-261-420-000-02-06	0058	PO-25-00847	Elevator maintenance (8/1/24-6/31/25) Inv: INV-205475-Q5J3 DEC	December 16 Bills List		150.52
Jersey Elevator	11-000-261-420-000-03-06	0058	PO-25-00847	Elevator maintenance (8/1/24-6/31/25) Inv: INV-205475-Q5J3 DEC	December 16 Bills List		150.52
Jersey Elevator	11-000-261-420-000-04-06	0058	PO-25-00847	Elevator maintenance (8/1/24-6/31/25) Inv: INV-205475-Q5J3 DEC	December 16 Bills List		150.52
							3,010.40
JMTK dba Rand Plumbing	11-000-261-420-000-04-06	8102	PO-25-00243	Replacement of two mop sink faucets at the High School Inv: 2449-CK RPLMT	Manual Ck Re-issue 11.26		2,488.00
JMTK dba Rand Plumbing	11-000-261-420-000-03-06	8102	PO-25-00918	Plumbing Repairs for High School, Middle School and Bartle Inv: 2611	December 16 Bills List		2,084.00
JMTK dba Rand Plumbing	11-000-261-420-000-04-06	8102	PO-25-00918	Plumbing Repairs for High School, Middle School and Bartle Inv: 2612	December 16 Bills List		1,320.00
JMTK dba Rand Plumbing	11-000-261-420-000-03-06	8102	PO-25-00918	Plumbing Repairs for High School, Middle School and Bartle Inv: 2613	December 16 Bills List		1,082.00
JMTK dba Rand Plumbing	11-000-261-420-000-02-06	8102	PO-25-00918	Plumbing Repairs for High School, Middle School and Bartle Inv: 2588	December 16 Bills List		3,235.00
							10,209.00
Johnstone Supply	11-000-261-610-000-04-06	4971	PO-25-00545	HVAC supplies for all schools Inv: S6351656.003	December 16 Bills List		106.48
Johnstone Supply	11-000-261-610-000-01-06	4971	PO-25-00545	HVAC supplies for all schools Inv: S6360159.001	December 16 Bills List		39.98
Johnstone Supply	11-000-261-610-000-01-06	4971	PO-25-00545	HVAC supplies for all schools Inv: S6363119.001	December 16 Bills List		71.72
Johnstone Supply	11-000-261-610-000-01-06	4971	PO-25-00545	HVAC supplies for all schools Inv: S6363160.001	December 16 Bills List		67.97
							286.15
Jusleine Daniel	11-000-100-569-000-00-00	7583	PO-25-00128	Settlement Agreement I.C./jd Inv: JANUARY	December 16 Bills List		842.40
							842.40

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Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
JW Pepper & Son	11-190-100-610-050-20-04	Z015	PO-25-00922	Instructional Supplies - High School Orchestra Inv: 366980528	December 16 Bills List		177.99
JW Pepper & Son	11-190-100-610-050-20-04	Z015	PO-25-00922	Instructional Supplies - High School Orchestra Inv: 366999328	December 16 Bills List		35.00
							212.99
Kenneth D. Holmes	11-000-219-320-000-00-08	J523	PO-25-00882	CONSULTING SVCS SCHOOL YEAR Inv: 22 SEPT	December 16 Bills List		6,412.50
							6,412.50
Kirms Printing Company	11-401-100-500-050-00-04	7943	PO-25-00896	School Newspaper Printing - High School "The Highland Fling" Inv: B-30215	December 16 Bills List		452.00
							452.00
Lakeview School/NJ Institute for Disabilities	11-000-100-566-000-00-08	3073	PO-25-00273	OOD TUITION ESY & SY Inv: 215012012024 DEC	December 16 Bills List		17,881.92
							17,881.92
Leamix, LLC	11-000-216-600-000-00-08	7513	PO-25-00181	Twersky Subscription - user email etwersky@hpschools.net Inv: 5667944387	December 16 Bills List		139.92
							139.92
Lo Logramos Consulting LLC	11-000-223-320-050-00-32	8326	PO-25-00894	PD for Tara Bell Inv: 76	December 16 Bills List		49.00
							49.00
Megan McNally	11-000-240-580-070-00-01	1358	PO-25-00914	TRAVEL REIMBURSEMENT -MEGAN MCNALLY Inv: REIMB CONF 10/17-10/18	December 16 Bills List		133.01
							133.01
Montgomery Academy	11-000-100-566-000-00-08	1126	PO-25-00822	OOD TUITION SY Inv: 215001012025 JAN	December 16 Bills List		8,750.00
Montgomery Academy	11-000-100-566-000-00-08	1126	PO-25-00822	OOD TUITION SY Inv: 215012012024 DEC	December 16 Bills List		6,562.50
							15,312.50
Municipal Capital	11-000-218-500-050-00-00	7506	PO-25-00009	Copier Lease Agreement Final Year Inv: 224337 DEC	December 16 Bills List		60.80
Municipal Capital	11-000-219-592-000-00-00	7506	PO-25-00009	Copier Lease Agreement Final Year Inv: 224337 DEC	December 16 Bills List		138.96
Municipal Capital	11-000-222-500-050-00-00	7506	PO-25-00009	Copier Lease Agreement Final Year Inv: 224337 DEC	December 16 Bills List		60.80
Municipal Capital	11-000-230-590-000-00-00	7506	PO-25-00009	Copier Lease Agreement Final Year Inv: 224337 DEC	December 16 Bills List		104.22
Municipal Capital	11-000-240-500-050-00-00	7506	PO-25-00009	Copier Lease Agreement Final Year Inv: 224337 DEC	December 16 Bills List		83.38
Municipal Capital	11-000-240-500-060-00-00	7506	PO-25-00009	Copier Lease Agreement Final Year Inv: 224337 DEC	December 16 Bills List		72.96
Municipal Capital	11-000-240-500-070-00-00	7506	PO-25-00009	Copier Lease Agreement Final Year Inv: 224337 DEC	December 16 Bills List		83.38
Municipal Capital	11-000-251-832-000-00-00	7506	PO-25-00009	Copier Lease Agreement Final Year Inv: 224337 DEC	December 16 Bills List		47.80

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Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
Municipal Capital	11-000-251-592-000-00-00	7506	PO-25-00009	Copier Lease Agreement Final Year Inv: 224337 DEC	December 16 Bills List		138.96
Municipal Capital	11-190-100-500-050-00-00	7506	PO-25-00009	Copier Lease Agreement Final Year Inv: 224337 DEC	December 16 Bills List		333.51
Municipal Capital	11-190-100-500-060-00-00	7506	PO-25-00009	Copier Lease Agreement Final Year Inv: 224337 DEC	December 16 Bills List		291.82
Municipal Capital	11-190-100-500-070-00-00	7506	PO-25-00009	Copier Lease Agreement Final Year Inv: 224337 DEC	December 16 Bills List		333.51
Municipal Capital	12-000-400-721-000-00-00	7506	PO-25-00009	Copier Lease Agreement Final Year Inv: 224337 DEC	December 16 Bills List		2,383.04
Municipal Capital	62-601-200-500-000-09-09	7506	PO-25-00009	Copier Lease Agreement Final Year Inv: 224337 DEC	December 16 Bills List		138.96
Municipal Capital	11-190-100-500-085-00-00	7506	PO-25-00009	Copier Lease Agreement Final Year Inv: 224337 DEC	December 16 Bills List		333.51
Municipal Capital	11-204-100-500-050-00-00	7506	PO-25-00009	Copier Lease Agreement Final Year Inv: 224337 DEC	December 16 Bills List		43.43
Municipal Capital	11-000-213-500-050-00-00	7506	PO-25-00009	Copier Lease Agreement Final Year Inv: 224337 DEC	December 16 Bills List		43.43
Municipal Capital	11-000-240-500-085-00-00	7506	PO-25-00009	Copier Lease Agreement Final Year Inv: 224337 DEC	December 16 Bills List		83.38
							4,775.85
NCS Pearson Education	11-000-216-600-000-00-08	2912	PO-25-00908	Manno - GFTA/CELF 5/PLS 5/EOWPVT Record Forms Inv: 27174592	December 16 Bills List		539.18
							539.18
New Road School Inc.	11-000-100-566-000-00-08	1448	PO-25-00274	OOD TUITION SY & ESY NEW ROAD SOMERSET Inv: 0047829-IN JAN	December 16 Bills List		8,566.74
							8,566.74
NJASA	20-280-200-500-000-00-07	2606	PO-25-00945	Registration for Techspo Inv: 6810	December 16 Bills List		365.00
NJASA	20-280-200-500-000-00-07	2606	PO-25-00946	NJASA TECHSPO Inv: 6704	December 16 Bills List		590.00
							955.00
NJPSA	11-000-240-800-060-00-03	3163	PO-25-00817	MS - NJPSA Premier membership renewals for Caitlin Brady, Principal and Kevin DiPane, Assistant Principal Inv: 000054829	December 16 Bills List		1,140.00
							1,140.00
Northeast Roof Maintenance	30-000-400-450-050-00-04	J965	PO-24-03039A-PYPO	Roof Replacement High School & Irving School Inv: APPLICATION #5	December 16 Bills List		10,696.76
Northeast Roof Maintenance	30-000-400-450-070-00-01	J965	PO-24-03039A-PYPO	Roof Replacement High School & Irving School Inv: APPLICATION #5	December 16 Bills List		37,781.00
Northeast Roof Maintenance	30-000-400-450-050-00-04	J965	PO-24-03039A-PYPO	Roof Replacement High School & Irving School Inv: APPLICATION #6 FINAL	December 16 Bills List		27,106.75

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Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
Northeast Roof Maintenance	30-000-400-450-070-00-01	J965	PO-25-00379	Change Order #3B Roof Replacement HS & Irving Inv: APPLICATION #5	December 16 Bills List		6,811.15
Northeast Roof Maintenance	30-000-400-450-070-00-01	J965	PO-25-00379	Change Order #3B Roof Replacement HS & Irving Inv: APPLICATION #6 FINAL	December 16 Bills List		6,928.46
							89,324.12
Northwestern University	11-190-100-610-060-00-31	P848	PO-25-00705	FUSE STUDIO for MS Inv: 4330	December 16 Bills List		4,473.00
							4,473.00
NRG Business Marketing	11-000-262-621-000-02-00	7782	PO-25-00021	JULY 2024 - JUNE 2025 GAS CHARGES Inv: HS4461758 OCT 19-NOV18	December 16 Bills List		814.80
NRG Business Marketing	11-000-262-621-000-04-00	7782	PO-25-00021	JULY 2024 - JUNE 2025 GAS CHARGES Inv: HS44561759 OCT 19-NOV18	December 16 Bills List		1,584.27
NRG Business Marketing	11-000-262-621-000-04-00	7782	PO-25-00021	JULY 2024 - JUNE 2025 GAS CHARGES Inv: HS44561761 OCT 19-NOV18	December 16 Bills List		451.73
NRG Business Marketing	11-000-262-621-000-04-00	7782	PO-25-00021	JULY 2024 - JUNE 2025 GAS CHARGES Inv: HS44561760 OCT 19-NOV18	December 16 Bills List		.39
NRG Business Marketing	11-000-262-621-000-04-00	7782	PO-25-00021	JULY 2024 - JUNE 2025 GAS CHARGES Inv: HS44561762 OCT 19-NOV18	December 16 Bills List		64.40
							2,915.59
Pitney Bowes	11-000-251-600-000-00-00	1329	PO-25-00972	Postage Meter Supplies #2 Inv: 1026518617	December 16 Bills List		71.99
							71.99
Pomptonian Corp	60-910-310-870-000-00-00	4046	PO-25-00306	2024.25 FOOD SERVICE OPERATIONAL COSTS Inv: 353 103124	Cafe-December-25		90,747.84
							90,747.84
Pritchard Industries LLC	11-000-262-420-000-00-00	7639	PO-25-00032	CONTRACT 2024 / 2025 Inv: 7020005283 DEC	December 16 Bills List		116,895.17
Pritchard Industries LLC	11-000-263-420-000-00-06	7639	PO-25-00032	CONTRACT 2024 / 2025 Inv: 7020005283 DEC	December 16 Bills List		6,216.41
							123,111.58
Pro Ed	11-000-216-600-000-00-08	2012	PO-25-00898	Manno-Speech WABC and FCP Forms Inv: 3066831	December 16 Bills List		97.90
							97.90
Public Service Co	11-000-262-621-000-04-00	2028	PO-25-00023	July 2024 - June 2025 GAS & ELECTRIC CHARGES Inv: 503100140180 OCT 19-NOV 19	December 16 Bills List		1,606.10
Public Service Co	11-000-262-621-000-01-00	2028	PO-25-00023	July 2024 - June 2025 GAS & ELECTRIC CHARGES Inv: 503100140180 OCT 19-NOV 19	December 16 Bills List		794.22
Public Service Co	11-000-262-622-000-01-00	2028	PO-25-00023	July 2024 - June 2025 GAS & ELECTRIC CHARGES Inv: 600509355305 OCT 19-NOV 19	December 16 Bills List		501.18
Public Service Co	11-000-262-621-000-04-00	2028	PO-25-00023	July 2024 - June 2025 GAS & ELECTRIC CHARGES Inv: 603408582634 OCT 19-NOV 19	December 16 Bills List		124.38

**Highland Park Board of Education
Bills and Claims
October 28, 2024**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
Public Service Co	11-000-262-621-000-02-00	2028	PO-25-00023	July 2024 - June 2025 GAS & ELECTRIC CHARGES Inv: 600909306125 OCT 19-NOV 19	December 16 Bills List		1,350.56
Public Service Co	11-000-262-622-000-02-00	2028	PO-25-00023	July 2024 - June 2025 GAS & ELECTRIC CHARGES Inv: 600909306125 OCT 19-NOV 19	December 16 Bills List		1,414.62
Public Service Co	11-000-262-622-000-04-00	2028	PO-25-00023	July 2024 - June 2025 GAS & ELECTRIC CHARGES Inv: 60308999691 OCT 19-NOV 19	December 16 Bills List		4,754.79
Public Service Co	11-000-262-622-000-01-00	2028	PO-25-00023	July 2024 - June 2025 GAS & ELECTRIC CHARGES Inv: 503100140180 OCT 19-NOV 19	December 16 Bills List		1,033.18
Public Service Co	11-000-262-622-000-04-00	2028	PO-25-00023	July 2024 - June 2025 GAS & ELECTRIC CHARGES Inv: 603408582634 OCT 19-NOV 19	December 16 Bills List		474.38
Public Service Co	11-000-262-622-000-04-00	2028	PO-25-00023	July 2024 - June 2025 GAS & ELECTRIC CHARGES Inv: 503100140180 OCT 19-NOV 19	December 16 Bills List		967.56
							13,020.97
R.D SALES DOOR AND HARDWARE LLC	11-000-261-420-000-01-06	8263	PO-25-00570	Irving School - Main office door repair Inv: DH23143	December 16 Bills List		683.00
							683.00
Rachel Sachs	11-000-219-580-000-00-08	K127	PO-25-00794	PD REIMBURSEMENT Inv: REIMB REGIST 10/25	December 16 Bills List		130.00
							130.00
Raysa Soler	11-401-100-800-050-00-04	H364	PO-25-00950	Reimbursement of meals - Raysa Soler - Rutgers Model UN Inv: REIMB MODEL UN	December 16 Bills List		90.28
							90.28
Roberts Florals	11-000-240-600-085-00-02	2102	PO-25-00926	FLOWERS FOR GEOY WINNERS Inv: 005402	December 16 Bills List		65.95
Roberts Florals	11-000-240-500-050-00-04	2102	PO-25-01005	Flowers for Teacher & ESP of the Year - High School 24-25 Inv: 005439	December 16 Bills List		55.95
							121.90
rSchoolToday	11-402-100-500-050-00-04	D064	PO-25-00940	School Scheduling Program for Athletics Department Inv: 107297	December 16 Bills List		744.00
							744.00
Rutgers UBHC	11-000-100-569-000-00-08	1492	PO-25-00275	OOD TUITION ESY & SY - RUTGERS DAY SCHOOL Inv: OCTOBER	December 16 Bills List		33,240.00
							33,240.00
S&S Worldwide, Inc.	11-190-100-610-085-00-02	2139	25-07275	Physical Education Supplies Inv: IN101443582	December 16 Bills List		48.86
S&S Worldwide, Inc.	11-000-240-600-070-00-01	2139	PO-25-00798	SCHOOL SUPPLIES (ED-DATA) RACHEL STERN -IRVING Inv: IN101510457	December 16 Bills List		45.82
							94.68

**Highland Park Board of Education
Bills and Claims
October 28, 2024**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
Saddleback Educational	20-241-100-600-000-00-07-PY	2141	PO-25-00630	Books for ESL Inv: INV12918	December 16 Bills List		251.95
							251.95
Safety Down Under Inc.	20-218-400-732-070-00-00	7480	PO-25-00084	Pre-K Playground Equipment Inv: 24-2901	December 16 Bills List		93,219.68
							93,219.68
School Specialty LLC	11-000-240-600-070-00-01	1368	PO-25-00797	SCHOOL SUPPLIES (ED-DATA) -RACHEL STERN2 Inv: 208135098224	December 16 Bills List		81.37
							81.37
School Specialty, LLC	11-190-100-610-050-22-04	Y612	25-07304	Science Supplies Inv: 208135162222	December 16 Bills List		77.32
School Specialty, LLC	11-190-100-610-070-00-01	Y612	25-07364	Special Needs Inv: 208135181389	December 16 Bills List		1.76
School Specialty, LLC	11-213-100-610-085-00-08	Y612	25-07397	Special Needs Inv: 208135108758	December 16 Bills List		1.92
School Specialty, LLC	20-218-100-600-070-00-00	Y612	25-07443	Teaching Aids Inv: 208134937745	December 16 Bills List		10.15
School Specialty, LLC	11-190-100-610-085-00-02	Y612	25-07481	Teaching Aids Inv: 208134914243	December 16 Bills List		33.06
School Specialty, LLC	11-190-100-610-085-00-02	Y612	25-07481	Teaching Aids Inv: 208135002341	December 16 Bills List		6.24
School Specialty, LLC	11-190-100-610-085-00-02	Y612	25-07484	Teaching Aids Inv: 208134937720	December 16 Bills List		35.13
School Specialty, LLC	11-190-100-610-085-00-02	Y612	25-07493	Teaching Aids Inv: 208134938269	December 16 Bills List		2.13
School Specialty, LLC	11-190-100-610-060-00-03	Y612	25-07555	Teaching Aids Inv: 208135109160	December 16 Bills List		1.44
School Specialty, LLC	11-190-100-610-085-00-31	Y612	PO-25-00692	ED-DATA SUPPLIES FOR FULLER, K. Inv: 208135043793	December 16 Bills List		137.76
							137.76
							306.91
Sharps Compliance, Inc of Texas	11-000-213-500-000-00-00	8328	PO-25-00956	Medical Waste Removal Inv: INV-3998729	December 16 Bills List		100.23
							100.23
SmartPass Inc.	20-231-200-600-050-04-07-PY	7913	PO-25-00938	Smart Pass for HS Inv: 6923	December 16 Bills List		1,846.01
							1,846.01
Somerset County Educational Services	11-000-100-562-000-00-08	5082	PO-25-00962	OOD TUITION SY Inv: 25-00249 OCT	December 16 Bills List		411.11
							411.11
Staples Contract & Commercial, Inc.	11-000-219-600-000-00-08	0013	25-07243	Office and Toner Supplies Inv: 6010586126	Manual CK 11.26.24		15.82
Staples Contract & Commercial, Inc.	11-190-100-610-050-00-04	0013	25-07265A	Office and Toner Supplies Inv: 6010586125	Manual CK 11.26.24		14.48
Staples Contract & Commercial, Inc.	11-190-100-610-050-22-04	0013	PO-25-00554	Supplies for Zoology Class - High School Inv: 6012987132	Manual CK 11.26.24		22.94
Staples Contract & Commercial, Inc.	11-000-251-600-000-00-00	0013	PO-25-00811	Tax Forms & Envelopes 2024 Inv: 6015525110	Manual CK 11.26.24		112.06

**Highland Park Board of Education
Bills and Claims
October 28, 2024**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
Staples Contract & Commercial, Inc.	11-000-251-600-000-00-00	0013	PO-25-00811	Tax Forms & Envelopes 2024 Inv: 6015587685	Manual CK 11.26.24		25.00
Staples Contract & Commercial, Inc.	11-000-240-500-060-00-03	0013	PO-25-00857	MS - Kensington FP238W9 Privacy Screen Filter Inv: 6016262917	Manual CK 11.26.24		68.27
Staples Contract & Commercial, Inc.	11-000-240-500-060-00-03	0013	PO-25-00857	MS - Kensington FP238W9 Privacy Screen Filter Inv: CM6017411982	Manual CK 11.26.24		-68.27
Staples Contract & Commercial, Inc.	11-000-230-610-000-00-00	0013	PO-25-00864	Office Supplies Inv: 6016539745	Manual CK 11.26.24		258.70
Staples Contract & Commercial, Inc.	11-213-100-610-000-00-08	0013	PO-25-00879	SUPPLIES SPEC IP PRINTER Inv: 6016942724	Manual CK 11.26.24		101.52
Staples Contract & Commercial, Inc.	11-214-100-610-000-00-08	0013	PO-25-00879	SUPPLIES SPEC IP PRINTER Inv: 6016942724	Manual CK 11.26.24		406.17
Staples Contract & Commercial, Inc.	11-216-100-610-070-00-08	0013	PO-25-00879	SUPPLIES SPEC IP PRINTER Inv: 6016942724	Manual CK 11.26.24		304.65
Staples Contract & Commercial, Inc.	11-190-100-610-000-00-05	0013	PO-25-00910	Admin I.T.-Other Purch Inv: 6017280707	December 16 Bills List		58.26
Staples Contract & Commercial, Inc.	11-190-100-610-060-00-32	0013	PO-25-00920	Supplies for Hawthorne Inv: 6017350611	December 16 Bills List		47.26
Staples Contract & Commercial, Inc.	11-000-240-600-060-42-03	0013	PO-25-00933	MS - Brother Intellifax 2840 Fax Machine Inv: 6017564861	December 16 Bills List		208.04
Staples Contract & Commercial, Inc.	11-190-100-610-050-21-04	0013	PO-25-00937	Batteries for High School Math Department Calculators Inv: 6017564863	December 16 Bills List		67.62
Staples Contract & Commercial, Inc.	11-000-230-610-000-00-00	0013	PO-25-01001	Supplies Inv: 6018972767	December 16 Bills List		69.66
							1,712.18
Starlight Home Care Agency	11-000-217-320-000-00-08	H611	PO-25-00676	One to One Nursing JB at Jardine Academy 24-25 school year Inv: 443121	December 16 Bills List		8,183.25
Starlight Home Care Agency	11-000-217-320-000-00-08	H611	PO-25-00676	One to One Nursing JB at Jardine Academy 24-25 school year Inv: 454385	December 16 Bills List		2,409.75
							10,593.00
Susan Shaughnessy	11-000-251-580-000-00-00	8337	PO-25-01010	Reimbursement for Travel to PD Inv: REIMB MILES 10/10	December 16 Bills List		53.91
							53.91
Talent Stock Llc	62-601-200-600-000-00-00	V330	PO-25-00955	After Sch- Supplies Inv: 17	December 16 Bills List		1,170.00
							1,170.00
The Therapy Corner	11-000-216-320-000-00-08	8113	PO-25-00689	SPEECH & LANGUAGE SERVICES Inv: NOVEMBER	December 16 Bills List		10,565.00
							10,565.00
Trans Union Risk and Alternative Data Solutions Inc.	11-000-230-339-000-00-00	7568	PO-25-00121	Subscriber Agreement TRADS Service (John Roesler) Inv: 6373012-202411-1 NOV	December 16 Bills List		140.00
							140.00

**Highland Park Board of Education
Bills and Claims
October 28, 2024**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
Tru Stor, LLC dba Hunter Technologies	12-000-400-721-000-00-00	F559	PO-25-00108	District Phone Lease 60 Months Inv: 46021992 DEC	December 16 Bills List		3,758.13
							3,758.13
United Supply Corp.	11-190-100-610-085-00-02	1155	25-07502	Teaching Aids Inv: 714415	December 16 Bills List		.72
							.72
Urgent Care Physicians of NJ LLC	11-000-240-300-050-00-04	7599	PO-25-00931	Drug Testing - Two High School Students Inv: 217028	December 16 Bills List		280.00
Urgent Care Physicians of NJ LLC	11-000-240-300-060-00-03	7599	PO-25-00934	MS Student Drug Screening with Urgent Care Physicians of NJ dated 2.4.24 Inv: 217028	December 16 Bills List		140.00
							420.00
Verizon Wireless	11-000-230-530-000-00-00	2429	PO-25-00025	District Services Hotspots/Cell Phone Inv: 9978695277 OCT 14-NOV 13	December 16 Bills List		305.85
							305.85
Vista Higher Learning	20-241-100-600-000-00-07-PY	5378	PO-25-00971	Workbooks Inv: SI312051	December 16 Bills List		999.20
							999.20
W W Grainger, Inc	11-000-261-610-000-02-06	2448	PO-25-00502	Hardware supplies to be used for all schools 2024-2025 Inv: 9336080107	December 16 Bills List		9.86
W W Grainger, Inc	11-000-261-610-000-02-06	2448	PO-25-00502	Hardware supplies to be used for all schools 2024-2025 Inv: 9337274717	December 16 Bills List		68.11
W W Grainger, Inc	11-000-261-610-000-01-06	2448	PO-25-00502	Hardware supplies to be used for all schools 2024-2025 Inv: 9322788010	December 16 Bills List		1,107.38
W W Grainger, Inc	11-000-261-610-000-01-06	2448	PO-25-00502	Hardware supplies to be used for all schools 2024-2025 Inv: 9322355489	December 16 Bills List		2.34
							1,187.69
W.B. Mason Co. Inc.	60-910-310-600-000-00-00	3141	PO-25-00311	DISTRICT CAFETERIA TABLES Inv: 250539701	Cafe-December-25		29,021.94
W.B. Mason Co. Inc.	60-910-310-730-000-00-00	3141	PO-25-00311	DISTRICT CAFETERIA TABLES Inv: 250539701	Cafe-December-25		4,000.72
							33,022.66
Wilson Language Training Corp.	11-190-100-610-070-00-01	2485	PO-25-00852	FUNDATIONS READERS LEVEL 1-IRVING SCHOOL Inv: INV88566	December 16 Bills List		1,295.00
							1,295.00
Winne Banta Basralian & Kahan Pc	11-000-100-569-000-00-08	T228	PO-25-00428	OOD SETTLEMENT JMP Inv: NOVEMBER	December 16 Bills List		9,000.00
							9,000.00
							9,000.00

**Highland Park Board of Education
Bills and Claims
October 28, 2024**

Resolved that the Bills & Claims against the Board of Education as herein enumerated for equipment, material, and supplies, furnished and delivered and for work done and performance, and certified as correct by the Secretary of the Board of Education be and the same are ordered paid when approved by the Finance Committee, and when funds are available.

Fund	Program	Purchas e Orders	Current	Prior Year	Total
10 General Fund	000 Undistributed Expenditures	3	28,464.00		28,464.00
	Fund total:		28,464.00		28,464.00
11 General Current Expense	000 Undistributed Expenditures	204	997,394.36		997,394.36
11 General Current Expense	150 Regular Programs - Home Instruction	3	1,382.54		1,382.54
11 General Current Expense	190 Regular Programs - Undistributed	55	49,213.63		49,213.63
11 General Current Expense	204 Special Education - Learning and/or Language Disabilities	1	43.43		43.43
11 General Current Expense	213 Special Education - Resource Room/Resource Center	3	109.39		109.39
11 General Current Expense	214 Special Education - Autism	1	406.17		406.17
11 General Current Expense	216 Special Education - Preschool Disabilities - Full-Time	1	304.65		304.65
11 General Current Expense	401 School - Sponsored Co-curricular and Extra-curricular Activities	3	6,617.28		6,617.28
11 General Current Expense	402 School - Sponsored Athletics	3	2,577.05		2,577.05
	Fund total:		1,058,048.50		1,058,048.50
12 Capital Outlay	000 Undistributed Expenditures	3	23,041.57		23,041.57
	Fund total:		23,041.57		23,041.57
20 Special Revenue Fund	047 Local Grants and Donations	1	2,773.89		2,773.89
20 Special Revenue Fund	218 Preschool Education	2	93,229.83		93,229.83
20 Special Revenue Fund	231 ESSA Title I, Part A	1	1,846.01		1,846.01
20 Special Revenue Fund	241 ESSA Title III	2	1,251.15		1,251.15
20 Special Revenue Fund	280 ESSA Title IV	2	955.00		955.00
20 Special Revenue Fund	506 Nonpublic Hand - Supplemental Instruction	1	4,130.00		4,130.00
20 Special Revenue Fund	508 Nonpublic Hand - Corrective Speech	1	744.00		744.00
	Fund total:		104,929.88		104,929.88

**Highland Park Board of Education
Bills and Claims
October 28, 2024**

Fund	Program	Purchase Orders	Current	Prior Year	Total
22 Athletics	402 School - Sponsored Athletics	1	33.00		33.00
	Fund total:		33.00		33.00
30 Capital Projects Fund	000 Undistributed Expenditures	5	89,324.12		89,324.12
	Fund total:		89,324.12		89,324.12
60 Cafeteria Fund	910 Food Services	4	126,036.50		126,036.50
	Fund total:		126,036.50		126,036.50
62 Before- and After-School Programs	601 Accredited Evening/Adult High School/Post-Graduate	8	5,732.54		5,732.54
	Fund total:		5,732.54		5,732.54
90 Agency Fund		1	31.90		31.90
	Fund total:		31.90		31.90
	Grand totals:	309	1,435,642.01		1,435,642.01

Board Secretary

Highland Park Board of Education

Payroll Certification of 11/27/2024

<i>Total</i>	\$405,714.72
<i>Total Net</i>	\$642,635.99
<i>Total</i>	\$1,048,350.71

Approvals:

Board President _____ Date:

Superintendent _____ Date:

Business Administrator _____ Date:

Gross	\$1,048,350.71
AFLAC After Tax	\$278.85
AFLAC Pre Tax	\$272.23
Back Health Deductions	\$0.00
DCRP (ER/ES)	\$477.05
Dental	\$8,077.96
Equitable 403(b)	\$12,043.24
Family Leave Insurance	\$936.04
Federal Income Tax	\$86,673.59
FSA Dependent	\$1,465.00
FSA Medical	\$2,993.59
Health deduction	\$39,902.12
Health Refund	\$0.00
Lincoln Investments	\$13,565.00
Medicare	\$14,472.01
Mentoring	\$105.00
MetLife 403(b)	\$1,400.00
NJ Income Tax	\$36,467.63
NJEA Dues	\$15,740.59
Parent Paid Tuition	\$218.24
PERS Back Insurance	\$85.70
PERS Back Pension	\$1,090.18
PERS Contributory Ins.	\$800.81
PERS Loan	\$1,678.95
PERS Pension	\$12,098.80
Prescription	\$2,573.61
Prescription Refund	\$0.00
Pru Ins Co of America	\$193.03
Prudential Disability	\$3,282.60
Prudential Disability Admin	\$217.12
Social Security	\$61,880.25
State Unemployment INS	\$630.21
TIAA CREF 403(b)	\$11,750.49
TPAF Arrears	\$0.00
TPAF Back Insurance	\$29.19
TPAF Back Pension	\$546.69
TPAF Contributory Ins.	\$3,345.32
TPAF Loan	\$6,996.49
TPAF Pension	\$62,720.55
UNUM Disability	\$106.00
Wage Garnishment w Total	\$600.59
	<hr/>
	\$405,714.72

Highland Park Board of Education

Payroll Certification of 12/13/2024

<i>Total</i>	\$459,665.41
<i>Total Net</i>	\$829,842.15
<i>Total</i>	\$1,289,507.56

Approvals:

Board President _____ *Date:* _____

Superintendent _____ *Date:* _____

Business Administrator _____ *Date:* _____

Gross	\$1,289,507.56
AFLAC After Tax	\$278.85
AFLAC Pre Tax	\$272.23
Back Health Deductions	\$.00
DCRP (ER/ES)	\$595.92
Dental	\$8,097.48
Equitable 403(b)	\$12,073.24
Family Leave Insurance	\$1,148.42
Federal Income Tax	\$115,973.32
FSA Dependent	\$1,465.00
FSA Medical	\$2,993.59
Health deduction	\$40,114.05
Health Refund	\$.00
Lincoln Investments	\$12,415.00
Medicare	\$17,965.57
Mentoring	\$105.00
MetLife 403(b)	\$1,400.00
NJ Income Tax	\$43,504.98
NJEA Dues	\$15,777.69
Parent Paid Tuition	\$218.24
PERS Back Insurance	\$75.44
PERS Back Pension	\$1,007.22
PERS Contributory Ins.	\$801.94
PERS Loan	\$1,678.95
PERS Pension	\$12,115.72
Prescription	\$2,573.61
Prescription Refund	\$.00
Pru Ins Co of America	\$193.03
Prudential Disability	\$3,282.60
Prudential Disability Admin	\$217.12
Social Security	\$76,372.45
State Unemployment INS	\$853.41
TIAA CREF 403(b)	\$11,750.49
TPAF Arrears	\$.00
TPAF Back Insurance	\$29.19
TPAF Back Pension	\$546.69
TPAF Contributory Ins.	\$3,345.32
TPAF Loan	\$6,996.49
TPAF Pension	\$62,720.57
UNUM Disability	\$106.00
Wage Garnishment w Total	\$600.59
	\$459,665.41

Board of Education Approval of Travel and Related Expense Reimbursement Form 12/16/24

1. All reimbursable expenses listed below are in compliance with NJOMB Circular letter 06-02 or OMB Circular A-87 unless noted otherwise.
2. Any reimbursable expenses not in compliance with the Circulars as indicated in 1. above, but deemed necessary and unavoidable as per N.J.A.C. 6A:23B-1.2(i)2 have reason(s) for such exception(s) clearly set forth and noted below.
3. Any "Other Expenses" listed under Reimbursable Expenses below will be explained under Explanation of "Other Expenses".

Types of Travel - 1 - Staff/Bd Member Training & Seminar, 2 - Convention/Conference, 3 - Regular District Business

* Prior approval from Superintendent, due to brevity of time

Staff/Board Member Title/Initials	Type of Travel	Date(s) of Travel	Event Description	Location of Travel	Reimbursable Expenses							
					Reg. Fee	Travel/ Mileage	Trans. or Parking	Tolls	Lodging Nights	Costs	Meal Expenses	Other Expenses
CO - Technician - JP	1	12/18/24 AM ONLY	Genesis SIS User Group	Monroe, NJ	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
HS - Teacher - TG	1	12/19/24 FULL DAY 1/10/25 FULL DAY 1/22/25 1/2 Day	Sheltered Instruction	Virtual	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
MS - Teacher - MB	1	1/3/25 AM ONLY	Math Benchmark Writing	Highland Park, NJ	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
MS - Teacher - JC	1	1/3/25 AM ONLY	Quarterly Assessment Planning	Highland Park, NJ	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
MS - Teacher - RA	1	1/3/25 AM ONLY	Quarterly Assessment Planning	Highland Park, NJ	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
MS - Teacher - RT	1	1/3/25 AM ONLY	Quarterly Assessment Planning	Highland Park, NJ	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
MS - Teacher - JL	1	1/3/25 PM ONLY	Peer Mediation Student Training	Highland Park, NJ	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
MS - Paraprofessional - GY	1	1/3/25 PM ONLY	Peer Mediation Student Training	Highland Park, NJ	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
MS - Teacher - MB	1	1/3/25 PM ONLY	Peer Mediation Student Training	Highland Park, NJ	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
MS - Teacher - RT	1	1/3/25 PM ONLY	Peer Mediation Student Training	Highland Park, NJ	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
IS - Teacher - KL	1	1/6/25	Sheltered Instruction	Virtual	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
HS - Teacher - JPW	1	1/7/25 PM ONLY	Preparation and Planning for Creating Common Assessments	Highland Park, NJ	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
HS - Teacher - DF	1	1/7/25 PM ONLY	Preparation and Planning for Creating Common Assessments	Highland Park, NJ	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
HS - Teacher - KC	1	1/9/25	DECA Districts West	Elizabeth, NJ	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
HS - Teacher - JS	1	1/9/25	Introduction to Responsive Classroom	Virtual	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
IS - Teacher - KL	1	1/13/25	Sheltered Instruction	Virtual	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -

HS - Teacher - TW	1	1/13/2025 PM ONLY	January Quarterly Writing	Highland Park, NJ	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
HS - Teacher - BK	1	1/14/2025 PM ONLY	Building Common Assessments for 2024-2025	Virtual	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
IS - Teacher - RS	1	1/15/25, 1/22/25	Sheltered Instruction	Virtual	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
CO - Supervisor - DK	1	1/15/25	NJDOE District Test Coordinator Annual Training	Princeton, NJ	\$0.00	\$15.04	\$ -	\$ -	0	\$ -	\$ -	\$ -
CO - Superintendent - KS	1	1/16/25	Advancing Equity with Community Engaged Education Conference	Piscataway, NJ	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
HS - Teacher - KP	1	1/17/25 AM ONLY	Instrument Repair	New Providence, NJ	\$0.00	\$23.31	\$ -	\$ -	0	\$ -	\$ -	\$ -
MS - Teacher - TO	1	1/17/25 AM ONLY	Instrument Repair	New Providence, NJ	\$0.00	\$9.87	\$ -	\$ -	0	\$ -	\$ -	\$ -
HS - Teacher - SP	1	1/17/25 AM ONLY	Instrument Repair	New Providence, NJ	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
IS/BS - Teacher - JB	1	1/17/25 AM ONLY	Instrument Repair	New Providence, NJ	\$0.00	TBD	\$ -	\$ -	0	\$ -	\$ -	\$ -
HS - Teacher - YP	1	1/17/25	Peer Visit	West Orange, NJ	\$0.00	\$24.72	\$ -	\$ -	0	\$ -	\$ -	\$ -
BS - Teacher - AB	1	1/17/25	School Visit to Dwight School Manhattan	Manhattan, NY	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
HS - Teacher - NH	1	1/17/25	School Visit to Judd Elementary School	North Brunswick, NJ	\$0.00	\$7.14	\$ -	\$ -	0	\$ -	\$ -	\$ -
MS - Teacher - MI	1	1/17/25 AM ONLY	School Visit to Princeton Middle School	Princeton, NJ	\$0.00	\$18.19	\$ -	\$ -	0	\$ -	\$ -	\$ -
IS - Teacher - KL	1	1/21/25 PM ONLY	Sheltered Instruction	Virtual	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
MS - Teacher - JA	1	1/24/25 AM ONLY	PD Planning Time for Quarterly Transitions	Highland Park, NJ	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
MS - Teacher - CM	1	1/24/25 AM ONLY	PD Planning Time for Quarterly Transitions	Highland Park, NJ	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
MS - Teacher - CC	1	1/24/25 AM ONLY	Science Department Meeting	Highland Park, NJ	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
IS - Principal - MM	1	1/27/25	2024-2025 Regional Preschool Administrator Meeting	Howell, NJ	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
CO - Technician - JP	1	1/29/25-1/31/25	NJASA TECHSPO	Atlantic City, NJ	\$590.00	\$68.53	15.00 per day	\$ -	2	\$ 220.00	\$ 170.00	\$ -

TC - Supervisor - EA	1	1/30/25	Social Emotional Character Development	New Brunswick, NJ	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
ES - Child Study Team - ET	1	2/3/25, 2/4/25	Unlocking Sentences	Virtual	\$425.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
CO - Director - MR	1	2/6/25	AI in Education Grades 4-12 ELA	New Brunswick, NJ	\$180.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
HS - Teacher - NK	1	2/6/25	AI in Education Grades 4-12 ELA	New Brunswick, NJ	\$180.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
TC - Supervisor - EA	1	2/24/25	2025 NJAHPERD Annual Convention	Princeton, NJ	\$0.00	\$15.32	\$ 10.00	\$ -	0	\$ -	\$ -	\$ -
MS - Teacher - EL	1	3/5/25	CBI for Younger Students: Building a Foundation for the Future	Virtual	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
BS - Asst. Principal - BB	1	3/5/25	Morpheme Magic Boot Camp	Virtual	\$0.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
TC - SAC Counselor- KLN	1	3/6/25, 3/7/25	The Association of Student Assistance Professionals of NJ 38th Annual Conference	Princeton, NJ	\$300.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
MS - Teacher - EL	1	3/21/25	2025 NJ Distance Coaches Clinic	Edison, NJ	\$165.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
HS - Teacher - NK	1	3/27/25	Literacy w/ Multilingual Learners	New Brunswick, NJ	\$180.00	\$0.00	\$ -	\$ -	0	\$ -	\$ -	\$ -
BS - Teacher - AH	1	5/20, 5/21, 5/22/25	NJTESOL/NJBE	New Brunswick, NJ	\$575.00	\$0.00	\$ 30.00	\$ -	0	\$ -	\$ -	\$ -
HS - Teacher - ESP	1	5/20, 5/21, 5/22/25	NJTESOL/NJBE	New Brunswick, NJ	\$575.00	\$0.00	\$ 30.00	\$ -	0	\$ -	\$ -	\$ -
IS - Principal - MM	1	5/22/25	NJTESOL/NJBE	New Brunswick, NJ	\$325.00	\$0.00	\$ 10.00	\$ -	0	\$ -	\$ -	\$ -
BS - Principal - JK	1	5/22/25	NJTESOL/NJBE	New Brunswick, NJ	\$325.00	\$0.00	\$ 10.00	\$ -	0	\$ -	\$ -	\$ -
ES - Director - DD	1	5/20, 5/21, 5/22/25	NJTESOL/NJBE	New Brunswick, NJ	\$575.00	\$0.00	\$ 30.00	\$ -	0	\$ -	\$ -	\$ -
ES - Supervisor - AC	1	5/20, 5/21, 5/22/25	NJTESOL/NJBE	New Brunswick, NJ	\$575.00	\$0.00	\$ 30.00	\$ -	0	\$ -	\$ -	\$ -
CO - Director - MR	1	5/20, 5/21, 5/22/25	NJTESOL/NJBE	New Brunswick, NJ	\$575.00	\$0.00	\$ 30.00	\$ -	0	\$ -	\$ -	\$ -

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0131 BYLAWS, POLICIES, AND REGULATIONS

The Board of Education shall exercise its rule-making power by adopting, revising, and abolishing bylaws, policies, and regulations for the organization and operation of the school district.

“Regulations” for the purpose of this Bylaw are only those regulations that are required to be adopted by the Board.

Adoption, Amendment, and Abolishment

Bylaws, policies, and regulations may be adopted, and revised at any meeting of the Board, provided the proposed adoption or revision has been approved by the Board at a previous meeting of the Board.

Bylaws, policies, or regulations may be abolished at any meeting of the Board provided the proposed abolishing of the proposed bylaw, policy, or regulation has been approved by the Board at a previous meeting of the Board.

The Board shall at its organization meeting or annually at a meeting of the Board and by a majority vote of those present and voting, readopt existing bylaws, policies, and regulations without prior notice.

The Board may, under emergency circumstances, suspend the operation of a bylaw, policy, or regulation and adopt, revise, or abolish a bylaw policy, or regulation without prior notice. The emergency adoption, revision, or abolishment of a bylaw, policy, or regulation shall terminate at the next meeting of the Board or at such earlier date as may be specified by the Board unless further acted upon by the Board in accordance with this Bylaw.

The adoption, revision, abolishment, or suspension of a bylaw, policy, or regulation shall be recorded in the minutes of the Board. Any bylaw, policy, or regulation or part of a bylaw, policy, or regulation that is superseded by a term in a negotiated agreement or by a subsequently adopted bylaw, policy, or regulation shall no longer be in force and effect as a bylaw, policy, or regulation and shall be abolished by the Board in accordance with this Bylaw.

Promulgation and Distribution

Bylaws and policies shall be posted on the District website.

The bylaws, policies, and regulations shall be maintained on our website. The website is available and accessible to each Board member, the Superintendent, the School

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Business Administrator/Board Secretary, the Board Attorney, each Building principal, as well as anyone with access to our website.

~~The manual of bylaws, policies, and regulations shall be maintained. A copy of the manual of bylaws, policies, and regulations shall be available and accessible to each Board member, the Superintendent, the School Business Administrator/Board Secretary, the Board Attorney, each Building Principal, and other individuals designated by the Superintendent.~~

The Superintendent shall institute a plan for the orderly promulgation of policies to staff members who are affected by them and shall provide staff members with access to up-to-date manual of Board bylaws, policies, and regulations online.

Bylaws and policies shall be considered a public record accessible via the District's website.

Committee Responsibilities for Bylaws and Policy

The nine-member Highland Park School Board is collectively responsible for knowing, modifying, and making policy (including bylaws policies that govern board functions). Each board committee takes lead responsibility for policy review and development as per the table below. The Policy Committee, (fully described in Board Policy 0155, which defines the committees of the Board), **the superintendent** manages the distribution of policy questions to the standing committees.

Section	Section Title	Committee
0000	By-Laws	Policy
1000	Administration	Personnel
2000	Program	Curriculum/Equity & Excellence
3000	Teaching Staff Members	Personnel
4000	Support Staff Members	Personnel
5000	Students	Curriculum/Equity & Excellence
6000	Finances	Finance
7000	Property	Finance
8000	Operations	Finance
9000	Community	Personnel

A new or revised bylaw or policy may be suggested to the Board by any Board member, the Superintendent, any staff member, or a member of the public. If accepted for consideration by the Board, it shall be assigned to committee as above. In addition, the Superintendent may at any time bring any policy issue to the appropriate committee as above; he/she shall consult with the chair of the Committee on Policy if there is any uncertainty as to which committee should consider the policy.

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Consideration of Bylaws, Policies, and Regulations

Bylaws, policies, and regulations will be considered for adoption by the Board in accordance with the following procedure:

1. A recommendation for a new or revised bylaw, policy, or regulation shall be recommended to the Board and/or Superintendent;
2. A recommendation for a new or revised bylaw, policy, or regulation may be referred, at the discretion of the Board President and as appropriate to the subject, to the Superintendent, a Board committee, or a public advisory committee for study and formulation of a recommendation to the Board or district's attorney. Any study of a new or revised recommended bylaw, policy, or regulation will consider whether the matter is adequately addressed in existing Board bylaw, policy, or regulation;
3. If a recommendation for a new or revised bylaw, ~~or~~ policy, or regulation results from referral for study, a proposed draft will be referred to the Superintendent and at the discretion of the Board President and as appropriate to the subject, to a Board committee;
4. All proposed new and revised bylaws, policies, and regulations shall be submitted to the Superintendent. The Superintendent or designee will review all new and revised draft bylaws, policies, and regulations prior to the Board receiving a draft of new or revised bylaws, policies, or regulations for Board consideration;
5. The proposed draft bylaw, policy, or regulation approved by the Board on first reading will be submitted for adoption at a succeeding meeting for the Board. Revisions in the draft may be made at any meeting prior to adoption by a simple majority vote of the Board. A revision at any succeeding meeting that alters the substantive meaning of the draft will constitute a new first reading, and the draft must be presented for adoption at a succeeding Board meeting. A change that is merely editorial may be followed by a vote to adopt the new or revised bylaw, policy, or regulation on second reading.

N.J.S.A. 18A:11-1

First: December 16, 2024

Revised: November 15, 2021

Revised and Adopted: February 22, 2016

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Adopted: November 9, 2015

Revised & Adopted: February 27, 2012

Revised: April 17, 2006

Adopted: January 5, 2004

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0155 BOARD COMMITTEES

Standing Committees

At the reorganization meeting or within one week thereafter, the following standing committees shall be constituted:

1. The Committee on Curriculum and Instruction
2. The Committee on Finance and Facilities
3. ~~The Committee on Personnel and Communications~~
3. The Committee on Excellence and Equity
5. ~~The Committee on Policy~~
4. **The Committee of**

The Board President shall appoint Board members to serve a one-year term to these standing committees.

An ad hoc committee may be created and charged at any time by a majority of the Board members present and voting. The President shall appoint members to any committee so created and charged; members shall serve until the committee is discharged.

Committees shall consist of no more than four (43) Board members, ~~one of whom shall be the President~~, who shall serve as ex officio member on all Board committees. A member may request or refuse appointment to a committee; a member's refusal to serve on any one committee shall not prejudice his/her appointment to another committee.

The Board reserves the right to meet and work as a Committee of the Whole in informational, discussion, and exploratory sessions. No official action shall be taken at these meetings, unless so advertised.

A chairperson shall be appointed by the President.

Committee meetings may be called at any time by the committee chairperson or when a meeting is requested by a majority of the members of the committee.

The Committees on Curriculum and Instruction, Finance and Facilities, Personnel and Communications, and Excellence and Equity shall each consist of three members, appointed by the President for a term of one year, and who shall act until their successors are appointed. ~~The Committee on Policy has representation from the four standing committees (listed above) and this representation may vary, as needed, during the year.~~

The Committee on Policy is constituted as follows:

1. The Board Vice President shall be the committee chair.
2. Committee membership shall be drawn from each of the other Board committees.

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3. Only four Board members may serve on the Policy Committee. Therefore, at least one Policy Committee member must play a dual role: the Vice President may serve both as the chair and as a representative of another committee, and /or another member may represent two committees.
4. Committee membership from meeting to meeting may be consistent or varied, as determined by each standing committee.

The Committee on Policy shall meet a minimum of four times a year. Each standing committee shall select a representative to the committee at the standing committee's first meeting of the Board year. The first meeting of the committee on Policy shall then be set by the Vice President, the minimum calendar for the Board year will be established at this first meeting. Each standing committee shall determine its representative to the Committee on Policy prior to each meeting of the Committee on Policy. The representatives to the Committee on Policy may be consistent or varied, as noted above.

Additional ad hoc Board committees may be appointed, as needed, from time to time.

Committee Meeting Schedules

Committees will make every effort to schedule meeting dates and times for the duration of the Board year so as to facilitate the participation of Board members. At a minimum, committees will schedule meetings at least two months in advance. It is understood that emergency and/or supplemental meetings will be required from time to time.

Every effort will be made to schedule committee meetings at times when most Board members would have the opportunity to attend, so as to make it possible for non-committee members to participate if they so choose. If all committee meetings cannot be held at the most convenient times, then at least one committee meeting every other month will be held at a more convenient time.

Committee chairs will be responsible for informing all Board members, the superintendent and the School Business Administrator/Board Secretary of committee meeting schedules, preferably in writing.

Meeting Schedules Will Facilitate Information Flow

Committees shall recommend decisions or actions to be taken by the Board but may not make decisions for the Board.

Duties of Standing Committees

Committee on Curriculum and Instruction

The Committee on Curriculum and Instruction will concern itself with the educational programs, including curriculum, techniques of instruction and co-curricular activities in the Highland Park School system. It shall review policies and programs in its area of

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responsibility. The committee shall make recommendations within the areas of its responsibility to the Board of Education.

Committee on Finance and Facilities

The Committee on Finance and Facilities shall review all financial affairs, including custodial, maintenance and capital programs, and shall make recommendations to the Board. It shall review the activities of the School Business Administrator/Board Secretary and report thereon to the Board. It shall review programs and policies in its area of responsibility.

This committee shall review all bills before payment; audit each for proper approval, validation of receipt of purchase and correctness of the amount thereof and the propriety of the purchase, and recommend action to the Board of Education.

This committee shall be responsible for keeping abreast of the state of repair of all school facilities and any facilities' projects that may be undertaken and may recommend action to the Board in this regard.

This committee shall be responsible for fundraising and advertising activities.

Committee on Personnel and Communications

The Committee on Personnel and Communications shall concern itself with matters affecting employees of the Board of Education. It shall be responsible specifically for considering such things as the qualifications of employees, their remuneration, terms of service and other related matters. It shall review policy in its areas of responsibility, including procedures for evaluation of teachers and other employees, administrative structure and management improvement. The Committee shall make recommendations within the area of its responsibility to the Board of Education.

This committee shall be responsible for reviewing the state of communications among the various stakeholders within the school district, including, but not limited to, administrators, staff, parents and guardians, students and interested parties within the greater community. It may recommend changes and/or additions to the means and methods of communication employed.

This committee shall be responsible for all marketing and community outreach efforts, including, but not limited to: schools' websites, email and parent groups and committees

Committee on Excellence and Equity

This committee will concern itself with addressing the District's need to improve the provision of education to all students, regardless of demographic group. It may initiate the creation of new policies designed to enhance equity, and it should consider the potential equity impact of any policies or policy amendments considered by the other committees and

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by the full board. The Committee shall participate in an annual review of the district Comprehensive Equity Plan with the superintendent, building principals, and district Affirmative Action Officer.

Ideally, the Excellence and Equity Committee's three members will together represent all of the other four standing committees.

Preparation and distribution of agenda items for Excellence and Equity Committee meetings shall be the responsibility of the committee chair, with review by the Superintendent and other administrative personnel welcomed.

Committee on Policy

The responsibilities of the Committee on Policy are the following:

1. Monitor policy and regulation alerts from the district's policy agency
2. Assess alerts and establish the scope of the needed response. For those alerts for which substantive effort is needed, assign them to the applicable standing committee or the administration for assessment and recommendation.
3. Report out publicly to the Board on item 2 following each committee meeting.
4. Take the lead role in addressing policy issues that fall under Section 0000 (Bylaws) or Section 1000 (Administration) of the District Policy Manual.
5. Maintain an ongoing list of policy issues, committee assignments, and the dates that these issues open and close. This list will be a central reference for policy-related activity.

The Committee may also take the lead role in addressing any policy issue deemed appropriate for it by the Board. The committee chair shall be responsible for follow up on policies assigned to the standing committees in between Policy Committee meetings.

Committee Meeting Agendas and Minutes

The purpose of standing Board committees is to facilitate the work of the Board. However, since decisions are made and supported by all Board members, it is in everyone's interest to remain knowledgeable about the work of all committees. To facilitate this, the following section outlines the methods to be used to keep all Board members sufficiently informed of the work of committees and to support member efforts to take part in the work of committees to which s/he has not been assigned when that is useful and appropriate.

Committee Meeting Agendas

Committee meeting agendas, in written form, will be prepared in time for inclusion in the board information packet that precedes the next committee meeting and will be distributed to all Board members. Changes made to an agenda after its inclusion in the packet may be communicated to Board members in another form. If a committee meeting agenda cannot be

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prepared prior to packets going out, the agenda can be distributed to all Board members in another form (e.g., e-mail), but this should be considered a less ideal form of distribution.

Unless otherwise noted, administrative liaisons to standing Board committees will be responsible for preparing written committee meeting agendas. Committee chairs and administrators will be responsible for compiling items for committee agendas, including items that require

immediate Board attention. Committee chairs will serve as contact points for both Board members and administrators. Committee members should contact committee chairs with items to be added to agendas. If any issues arise as to the length of an agenda or competing priorities, these will be resolved jointly by administrator and committee chair.

If a Board member who is not a member of a given committee wishes to attend a committee meeting to participate in the discussion of an agenda topic, the Board member must let the committee chair know so as to avoid creating a quorum at that meeting and thereby disrupting the committee's work.

Committee Meeting Minutes

Committee chairs will report on committee meetings at the next public board meeting. Detailed minutes will be kept of all committee meetings in a form agreed upon by committee members. Committees will decide who should take minutes; that task may be shared by committee members.

N.J.S.A. 18A:10-6

N.J.A.C. 6A:3-1.2

First Reading: December 16, 2024

Revised & Adopted: June 20, 2016

Adopted: November 9, 2015

Revised & Adopted: February 27, 2012

Revised: April 17, 2006

Adopted: January 5, 2004

POLICY

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Section: Administration

8561 Procurement Procedures For School Nutrition Programs (M)

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8561 PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS (M)

The Board of Education adopts this Policy to identify their procurement plan for the United States Department of Agriculture's (USDA) School Nutrition Programs. School Nutrition Programs include, but are not limited to: the National School Lunch Program (NSLP); School Breakfast Program (SBP); Afterschool Snack Program (ASP); Special Milk Program (SMP); Fresh Fruit and Vegetable Program (FFVP); Seamless Summer Option (SSO) of the NSLP; Summer Food Service Program (SFSP); the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP); and the Schools/Child Nutrition USDA Foods Program.

The Board of Education is ultimately responsible for ensuring all procurement procedures for any purchases by the Board of Education and/or a food service management company (FSMC) comply with all Federal regulations, including but not limited to: 7 CFR Parts 210, 220, 225, 226, 245, 250; 2 CFR 200; State procurement statutes and administrative codes and regulations; local Board of Education procurement policies; and any other applicable State and local laws.

The procurement procedures contained in this Policy will be implemented beginning immediately, until amended. All procurements must maximize full and open competition. Source documentation will be maintained by the School Business Administrator/Board Secretary or designee and will be available to determine open competition, the reasonableness, the allowability, and the allocation of costs.

The Board of Education intentionally seeks to prohibit conflicts of interest in all procurement of goods and services.

A. General Procurement

The procurement procedures will maximize full and open competition, transparency in transactions, comparability, and documentation of all procurement activities. The school district's plan for procuring items for use in the School Nutrition Programs is as follows:

1. The School Business Administrator/Board Secretary will ensure all purchases will be in accordance with the Federal Funds Procurement Method Selection Chart – State Agency Form #358 - Appendix. Formal procurement procedures will be used as required by 2 CFR 200.318 through .326 and any State and local procurement code and regulations. Informal procurement procedures (small purchase) will be required for purchases under the most restrictive small purchase threshold.

2. The following procedures will be used for all purchases:

Products/	“Estimated”	Procurement	Evaluation	Contract	Contract
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Services	Dollar Amount	Method		Award Type	Duration/Frequency
Small Wares	Up to \$6,000	Informal bid/quotes	Reasonable Price	Equitable Distribution	Annual provided funds are available for purchase
Small Wares	Over \$6,000	Informal bid/quotes	Bottom Line	Fixed Price	Annual provided funds are available for purchase
Repair Services	Up to \$6,000	Informal bid/quotes	Bottom Line	Fixed Price	As needed
Capital Equipment	Up to \$40,000	Informal bid/quotes	Bottom Line	Fixed Price	As needed with available funds and subject to State approval
Capital Equipment	Over \$40,000	Formal IFB	Bottom Line	Fixed Price	Annual, with available funds and subject to State approval
Shortages/ Emergency	Up to \$6,000	Micro-Purchase	Reasonable Price	Equitable Distribution	Infrequently, as needed
FSMC Services		Formal RFP	Criteria as Specified in RFP	As specified in RFP	Base year plus up to 4 one year renewals as specified

B. Micro-Purchase Procedures

1. Public/Charter Schools

Purchases of supplies or services, within the micro-purchase threshold (the aggregate amount does not exceed \$3,500 as defined by 2 CFR 200.67, will be awarded without soliciting competitive price quotations if the price is reasonable. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

2. Non-Public Schools

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Purchases of supplies or services, within the Federal micro-purchase threshold (the aggregate amount does not exceed the Federal micro-purchase threshold as set by 2 CFR 200.67) will be awarded without soliciting competitive price quotations if the price is reasonable. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

3. Formal bid procedures will be applied on the basis of centralized system;
4. Because of the potential for purchasing more than the public or non-public informal/small purchase threshold amount, or the Board approved threshold if less, it will be the responsibility of the School Business Administrator/Board Secretary to document the amounts to be purchased so the correct method of procurement will be followed.

C. Formal Procurement

When a formal procurement method is required, the following competitive sealed bid or an Invitation for Bid (IFB) or competitive proposal in the form of a Request for Proposal (RFP) procedures will apply:

1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board of Education to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.
2. An advertisement in the official newspaper for at least one day is required for all purchases over the school district's small purchase threshold as outlined in Appendix – Federal Funds Procurement Method Section Chart. The advertisement will contain the following:
 - a. A general description of items to be purchased;
 - b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;
 - c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;
 - d. The deadline for submission of sealed bids or proposals; and

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- e. The address of the location where complete specifications and bid forms may be obtained.
- 3. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
- 4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
- 5. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
 - a. Contract period for the base year and renewals as permitted;
 - b. The Board of Education is responsible for all contracts awarded (statement);
 - c. Date, time, and location of IFB/RFP opening;
 - d. How the vendor is to be informed of bid acceptance or rejection;
 - e. Delivery schedule;
 - f. Requirements (terms and conditions) the bidder must fulfill in order for bid to be evaluated;
 - g. Benefits to which the Board of Education will be entitled if the contractor cannot or will not perform as required;
 - h. Statement assuring positive efforts will be made to involve small and minority businesses, women's business enterprises, and labor surplus area firms;
 - i. Statement regarding the return of purchase incentives, discounts, rebates, and credits under a cost reimbursement FSMC contract to the Board of Education's nonprofit school food service account;
 - j. Contract provisions as required in Appendix II to 2 CFR 200:
 - 1. Termination for cause and convenience - contracts in excess of \$10,000;

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2. Equal Opportunity Employment – “federally assisted construction contracts”;
3. Davis-Bacon Act – construction contracts in excess of \$2,000;
4. Contract work Hours and Safety Standards – contracts in excess of \$100,000;
5. Right to inventions made under a contract or agreement – if the contract meets the definition of a “funding agreement” under 37 CFR 401.2(a);
6. Clean Air Act – contracts in excess of \$150,000;
7. Debarment and Suspension – all Federal awarded contracts;
8. Byrd Anti Lobbying Amendment – contracts in excess of \$100,000; and
9. Contracts must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

- k. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;
- l. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;
- m. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding;
- n. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. The “index rate” means the annual percentage increase rounded to the nearest half percent in the implicit price deflator for State and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;
- o. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using a RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);

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- p. Method of award announcement and effective date (if intent to award is required by State or local procurement requirements);
- q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;
- r. Provision requiring access by duly authorized representatives of the Board of Education, New Jersey Department of Agriculture (NJDA), United States Department of Agriculture (USDA), or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;
- s. Method of shipment or delivery upon contract award;
- t. Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts;
- u. Description of process for enabling vendors to receive or pick up orders upon contract award;
- v. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);
- w. Signed statement of non-collusion;
- x. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);
- y. Provision requiring “Buy American” as outlined in 7 CFR Part 210.21(d) and USDA Guidance Memo SP 38-2017, including specific instructions for prior approval and documentation of utilization of non-domestic food products only;
- z. Specifications and estimated quantities of products and services prepared by the school district and provided to potential contractors desiring to submit bids/proposals for the products or services requested; and

6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, questions may be sent to the School Business Administrator/Board Secretary. The School Business Administrator/Board

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Secretary or designee's response will be provided in writing to all potential bidders within seven days.

- a. The School Business Administrator/Board Secretary will be responsible for providing responses to questions and securing all bids or proposals.
- b. The School Business Administrator/Board Secretary will be responsible to ensure all Board of Education procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
- c. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.

7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.

- a. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board of Education, price as the primary, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.
- b. The School Business Administrator/Board Secretary or designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
- c. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.
- d. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified was received.
- e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board of Education, the contractor must obtain, in advance, written approval for the

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product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.

- f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.
- g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.

D. Small Purchase Procedures

If the amount of purchases for items is less than the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Selection Chart – See Appendix, the following small purchase procedures including quotes will be used. Quotes from a minimum number of three qualified sources will be required.

1. Written specifications will be prepared and provided to all vendors.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors shall be contacted whenever possible.
3. The School Business Administrator/Board Secretary or designee will be responsible for contacting potential vendors when price quotes are needed.
4. The price quotes will receive appropriate confidentiality before award.
5. Quotes/Bids will be awarded by the School Business Administrator/Board Secretary. Quotes/Bids will be awarded on the following criteria. Quote/Bid price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
6. The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
7. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified is received.

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8. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
9. The School Business Administrator/Board Secretary or designee is required to sign all quote tabulations, signifying a review and approval of the selections.

E. Noncompetitive Proposal Procedures

If items are available only from a single source when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, noncompetitive proposal procedures will be used:

1. Written specifications will be prepared and provided to the vendor.
2. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.
3. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product or service specified was received.
4. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.
5. The noncompetitive micro-purchase method shall be used for one-time purchases of a new food item if the amount is less than the applicable Federal or State micro-purchase threshold to determine food acceptance by students and provide samples for testing purposes. A record of noncompetitive negotiation purchase shall be maintained by the School Business Administrator/Board Secretary or designee. At a minimum, the record of noncompetitive purchases shall include: item name; dollar amount; vendor; and reason for noncompetitive procurement.
6. A member or representative of the Board of Education will approve, in advance, all procurements that result from noncompetitive negotiations.

F. Miscellaneous Provisions

1. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.

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2. The Board of Education agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.
3. Payment will be made to the vendor when the contract has been met and verified and has met the Board of Education's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)
4. Specifications will be updated as needed.
5. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service; contact vendor for approved alternate product; or remove product from bid.

G. Emergency Purchases

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, and the public exigency or emergency will not permit a delay resulting from a competitive solicitation, the purchase must be authorized using a purchase order signed by the School Business Administrator/Board Secretary. The emergency procedures to be followed for such purchases shall be those procedures used by the school district for other emergency purchases consistent with N.J.S.A. 18A:18A-7. All emergency procurements shall be approved by the School Business Administrator/Board Secretary. At a minimum, the following emergency procurement procedures shall be documented to include, but not be limited to: item name; dollar amount; vendor; and reason for emergency.

H. Purchasing Goods and Services – Cooperative Agreements, Agents, and Third-Party Services (Piggybacking)

1. When participating in intergovernmental and inter-agency agreements the Board of Education will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.318 through .326 and applicable program regulations and guidance.
2. When utilizing the services of a co-op, agent, or third party the Board of Education will ensure that the following conditions have been met and considered as one source of pricing in addition to other prices:
 - a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;

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- b. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;
- c. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;
- d. The awarded contract requires all the Federally required certifications; e.g. Buy American, debarment, restrictions on lobbying, etc.;
- e. The agency will confirm the addition of their purchasing power (goods or services) to the procurement in scope or services does not create a material change, resulting in the needs to re-bid the contract;
- f. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;
- g. The Buy American provisions are included in the procurement of food and agricultural products; and
- h. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.

I. Records Retention

- 1. The Board of Education shall agree to retain all books, records, and other documents relative to the award of the contract for three years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Board of Education shall maintain, at a minimum, the following documents:
 - a. Written rationale for the method of procurement;
 - b. A copy of the original solicitation;
 - c. The selection of contract type;
 - d. The bidding and negotiation history and working papers;
 - e. The basis for contractor selection;

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- f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
- g. The basis for award cost or price;
- h. The terms and conditions of the contract;
- i. Any changes to the contract and negotiation history;
- j. Billing and payment records;
- k. A history of any contractor claims;
- l. A history of any contractor breaches; and
- m. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.

J. Code of Conduct for Procurement

- 1. All procurements must ensure there is open and free competition and adhere to the most restrictive Federal, State, and local requirements. The Board of Education seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts. All procurements will be in accordance with this Policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.
- 2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he/she/they have a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent; any member of he/she/they immediate family, he/she/they partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
- 3. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

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4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.
5. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.

K. Food Service Management Company (FSMC)

1. In the operation of the school district's food service program, the school district shall ensure that a FSMC complies with the requirements of the Program Agreement, the school district's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable State and local laws. In order to operate an a la carte food service program, the FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.
2. The school district shall monitor the FSMC billing invoices to ensure compliance with Federal and State procurement regulations.
3. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for a FSMC.

N.J.S.A. 18A:18A – Public School Contracts Law
New Jersey Department of Agriculture
“Procurement Procedures for School Food
Authorities” Model Policy – July 2020

APPENDIX

FEDERAL FUNDS PROCUREMENT METHOD SELECTION CHART		
THERE ARE TWO (2) PROCUREMENT METHODS, FORMAL AND INFORMAL. THE METHOD THE SCHOOL FOOD AUTHORITIES (SFA) NEEDS TO USE DEPENDS ON TWO (2) FACTORS, THE AMOUNT OF THE CONTRACT AND WHETHER THE SFA IS A PUBLIC/CHARTER OR NON-PUBLIC SCHOOL.		
NEW JERSEY PUBLIC/CHARTER SCHOOLS PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
	INFORMAL PROCUREMENT	
	N.J.S.A 18A:18A-3	

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Below \$4,800 without QPA		Sound Business Practice *
Below \$6,600 with QPA	APPLIES TO PURCHASES BELOW THE QUOTATION THRESHOLDS	
SMALL PURCHASE QUOTATION PROCEDURES		
\$4,801 OR \$6,601 up to \$32,000 or \$44,000	N.J.S.A. 18A:18A-37 ANY PURCHASE EXCEEDING QUOTATION THRESHOLDS REQUIRES A QUOTE UP TO THE APPLICABLE N.J.S.A. BID THRESHOLDS OF \$32,000 (without a QPA*) OR \$44,000 (with a QPA*)	Quotation using SFA Internal Procurement Procedures
NOTE: ANNUAL AGGREGATE AMOUNTS		
FORMAL PROCUREMENT		
\$32,000 or \$44,000 and above	N.J.S.A. 18A:18A-37 Bid Threshold without a QPA* - \$32,000 Bid Threshold with a QPA* - \$44,000	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)
* QUALIFIED PURCHASING AGENT		
NEW JERSEY NON-PUBLIC SCHOOL PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below \$10,000 *	Micro - purchases 2 CFR 200.320(a) Single Transaction aggregate cost less than \$10,000	Sound Business Practice *
* Or LESS than \$10,000 if local SFA Procurement Policies are more restrictive		
\$10,001 - \$249,999	Small purchase procedures 2 CFR 200.320(b)	Quotation using SFA Internal Procurement Procedures
FORMAL PROCUREMENT		
\$250,000 and above	As per Federal requirements in 2 CFR Parts 200.317 - 200.326	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)

Note: The Federal Funds Procurement Method Selection Chart is subject to change in accordance with the schedule set forth in N.J.S.A. 18A:18A-3 "Public School Contracts Law". A "Qualified Purchasing Agent" must be qualified in accordance with N.J.S.A. 40A:11-9. In order to track updates to this Chart, the source document can be located on the New Jersey Department of Agriculture's website under "Forms and Publications" it is titled, "State Agency Form #358."

Second Reading: December 16, 2024

Revised: July 12, 2021
Revised: November 16, 2020

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R 2340 FIELD TRIPS

A. Definition

A “field trip” is any journey by a group of pupils away from the school premises that has been duly approved in accordance with Policy No. 2340. A school sponsored trip taken by pupils as part of a co-curricular activity or a class trip is not a field trip and is governed instead by Regulation No. 5850.

B. Approval of Trips

1. A list of field trips considered appropriate for each grade level or subject area will be prepared cooperatively by teaching staff members and approved by the Board. The approved list will be reviewed annually for additions, deletions, and revisions and will be distributed to teachers as a suggested guideline. In addition, the curriculum guide for a specific course of study may include suggested field trips.
2. To ensure the equitable allocation of budgeted field trip funds, each teacher shall submit a list of proposed field trips to the Superintendent at the beginning of the school year. The acceptance of the list does not constitute approval of any specific field trip on the list or of the number of field trips proposed by a teacher.
3. A teacher shall request approval of a specific field trip by submitting a written application to the Principal no less than ten working days prior to the date of the anticipated trip. Field trip application forms are available in the office of the Principal.
4. The field trip application will include:
 - a. Proposed date of the trip (which should be checked in advance against the school calendar) and any alternate date(s);
 - b. The proposed destination and, if the destination is not generally known, its description and the reason it is selected by the teacher;
 - c. The relationship of the trip to curriculum goals and objectives;
 - d. The location of the destination and the route that will be taken to it;
 - e. Transportation arrangements, the estimated cost of transportation, and the provision of safe and adequate loading and unloading areas for bus-borne pupils;

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- f. The time of departure and the estimated time of return to the school;
- g. Provisions for emergency and sanitation facilities;
- h. Admission fees and tolls, if any; and
- i. Provisions for meals, if any are required.
- j. The Principal/Superintendent may deny a field trip request when:
 - a. The application is incomplete;
 - b. The anticipated cost is excessive;
 - c. The proposed trip bears insufficient relationship to the curriculum;
 - d. The pupils involved will have been taken from the class for the trip and other activities for an excessive amount of time;
 - e. The trip conflicts with other scheduled events or with other demands on school buses;
 - f. The class has exceeded its equitable allocation of field trips;
 - g. The trip will bring elementary pupils back to the school later than 3pm., for secondary pupils back to the school later than 4p.m.;
 - h. The trip will occur during an exam period or immediately before the end of a marking period; or
 - i. The destination and trip activity are inappropriate choices for pupils of the age and maturity typical of the class.
- 6. A request for an overnight field trip must receive the preliminary approval of the Principal before it is submitted to the Board of Education for final approval.
- 7. The teacher will be given written approval or denial of the teacher's request for a field trip. A denial of approval will include the reason(s) for the denial.

C. Planning and Preparation

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1. Each teacher who plans a field trip should take the following preliminary steps:
 - a. Determine that the proposed trip is the best method available for achieving the desired learning outcomes. Consult the list of approved field trip destinations for alternatives;
 - b. Consult the school calendar for any conflicts with the projected date of the field trip and for any clusters of field trips on or about that date;
 - c. Determine whether classes can be combined in a joint field trip for maximum economy;
 - d. Gather the information necessary to fill out the field trip application form; and
 - e. Complete and submit the form.
2. If the field trip is approved, the teacher should take the following preparatory steps:
 - a. Discuss the proposed trip with pupils, giving particular attention to:
 - (1) The purpose of the trip and its relationship to the course of study,
 - (2) What in the trip the pupils should give particular attention to and ask questions about,
 - (3) Any reports, note taking, sketching, or the like pupils should accomplish on the trip,
 - (4) The assignment of background materials and research to enhance the value of the trip, and
 - (5) Rules of conduct and expected behaviors, both at the trip destination and in transit to and from the destination.
 - b. Distribute and collect a permission slip for each pupil who will participate in the trip. The slip must be signed by the pupil's parent(s) or legal guardian(s). The slip will include notice of:
 - (1) The date, departure time, and return time;
 - (2) The destination and its location;

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- (3) The name of the teacher in charge;
- (4) The means of transportation; and
- (5) The purpose of the trip.

Signed permission slips will be filed with the teacher, who will file them until the end of the school year.

- c. Make arrangements for travel and inform the Principal of those arrangements in writing no later than ten before the trip.
 - (1) Private vehicle transportation may be arranged only on the express written permission of the Principal, and in accordance with Policy No. 8660.
- d. Arrange with officials at the point of destination for:
 - (1) The pupils" admission;
 - (2) The provision of any materials that will enhance the trip;
 - (3) The services of guides, if necessary; and
 - (4) The provision of meals, if necessary.
- e. Arrange for chaperones, who may be other teaching staff members or volunteer parent(s) or legal guardian(s), and apprise them of their responsibilities (see paragraph D below).
- f. If you are unfamiliar with a trip destination, make a reasonable effort to visit the premises to become acquainted with points of interest, special features, potential problem areas, and the food and restroom accommodations.
- g. Notify other teachers or departments, as appropriate, of the nature of the field trip and the pupils involved in the trips:
 - (1) To permit other teachers to plan for the absences; and
 - (2) To encourage other teachers to incorporate the field trip experience in their lesson plans.

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- h. Notify the cafeteria manager, no later than two working days in advance, of the number of pupils who will miss lunch on the day of the field trip.
- i. Prepare a roster of pupils who will participate in the field trip.
- j. Make alternate educational arrangements for any pupils who will not participate in the field trip.
- k. Ascertain whether any pupil participating in the field trip will or may require medication in the course of the trip and arrange for the presence of the school nurse, a registered nurse, or the pupil's parent(s) or legal guardian(s) to administer the medication, except where pupils are allowed to self administer medication under statutory authority. If none can be present, report the matter to the Principal who may deny the pupil's participation.

3. On the day of the field trip, the teacher will:

- a. If the weather is inclement and the trip is to take place out of doors or involves transportation that might be made hazardous by the weather.
 - (1) Check with the Principal who may determine to cancel or postpone the trip.
 - (2) If the trip is canceled or postponed, promptly inform chaperones.
- b. Take attendance and deliver to the school office a roster of the pupils who are actually leaving on the field trip.
- c. Ascertain that the full complement of assigned chaperones is present and prepared.
- d. Ascertain that all pupils participating in the field trip have left the school by the arranged method of transportation. Only in exceptional circumstances, approved in advance by the Principal, may pupils be delivered directly to the destination by means other than those arranged by the teacher.
- e. Take all reasonable steps to assure that pupils profit educationally from the trip.

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- f. Make no change or substitutions in the trip itinerary unless an emergency has occurred (see paragraph E following).
- g. Ascertain that all pupils participating in the field trip have left the destination by the arranged method of transportation. Only in exceptional circumstances, approved in advance by the Principal, or in an emergency may pupils be taken from the destination by means other than those arranged by the teacher.
- h. If the trip will bring pupils back to school after the end of the school day, ascertain that the Principal will remain on the premises until the pupils' return or has appointed an emergency coordinator to remain on school premises. Plan to stay at the school or assign a chaperone to stay at the school until the last pupil has been picked up or has departed for home by his/her regular transportation.

D. Chaperones

- 1. The teacher in charge of the trip is responsible for appointing and training chaperones. Chaperones should be persons known to the teacher to be responsible, dependable, and comfortable with children of the pupil's age and maturity.
- 2. The Board will pay the expenses of chaperones to the extent that the expenses of pupils and teachers are paid.
- 3. Chaperones will be assigned a specific group of pupils and are accountable for the welfare of those pupils. Pupils must not be left unattended; if the chaperone must briefly leave his/her assigned pupils, the chaperone should ask the teacher or another chaperone to take his/her place for the absence.
- 4. Smoking and the use of alcohol or drugs or the possession of weapons is prohibited for both pupils and chaperones.
- 5. Prior to their arrival at the destination, chaperones should inform the pupils in their charge of:
 - a. The conduct expected of them,
 - b. The time and place of departure, and
 - c. Any other information necessary to the conduct of the trip, such as meal arrangements and the location of restrooms.

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6. Chaperones should attempt to regulate pupil conduct. Any significant or persistent disciplinary problem should be reported to the teacher for appropriate action.

E. Emergencies

The following guidelines will be followed in the event of an emergency during a field trip.

1. An emergency on a school bus will be governed by the procedures set forth in Regulation No. 8630.
2. In the event a pupil is lost or missing, and all reasonable efforts to find him/her have failed, the teacher shall, no later than thirty minutes after the pupil is first found missing, call the Principal. If the Principal is not immediately available, the teacher shall call the Principal for further instructions.
3. In the event of a medical emergency, the teacher shall summon first aid and/or ambulance services. Any medical emergency shall be immediately reported to the Principal. Within twenty-four hours of the trip, the teacher shall file with the Principal a full written report of the emergency and the steps taken to protect the victim's health and safety.
4. In the event of a delay that will bring pupils back to school later than anticipated and after the end of the school day, the teacher will, as soon as he/she can estimate the actual time of arrival, call the Principal or a person designated by the Principal to remain at the school as emergency coordinator. The Principal or emergency coordinator will:
 - a. Inform parent(s) or legal guardian(s) of the delay by telephone;
 - b. Make the school facilities available to waiting parents or legal guardians;
 - c. Remain at the telephone to answer incoming calls; and
 - d. Confer with the teacher to be certain all pupils have been safely dispatched.

F. Overnight Trips

1. A field trip that will remove pupils from the district overnight must be specifically approved by the Board. The request and approval procedures outlined in paragraph B6 above must be followed.

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2. All of the provisions of this regulation are applicable to overnight field trips.
3. Pupils and their parent(s) or legal guardian(s) may be required, as a condition of their participation in the trip, to attend a meeting at which they will be informed of the:
 - a. Purpose of the trip;
 - b. The particulars of the trip such as itinerary, departure and return times, duration, overnight accommodations, and points of interest;
 - c. Rules of conduct and behavior expectations, both on the trip and at the destination;
 - d. Need, if any, for special clothing, supplies, apparatus, or equipment; and
 - e. Costs, if any, of the trip.

G. Follow-up and Evaluation

1. The teacher in charge of the field trip should express his/her appreciation to:
 - a. The chaperones, both lay and professional;
 - b. The officials and guides at the destination; and
 - c. Any other persons or representatives who assisted in the conduct of the trip.
2. The teacher in charge should incorporate the field trip experience into pupil's learning by:
 - a. Conducting a discussion and a critical evaluation of the experience;
 - b. Encouraging creative projects on themes experienced on the field trip;
 - c. Testing pupils on information gained and attitudes formed; and/or
 - d. Assigning pupils written reports or presentations on the experience.

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3. The teacher will assist the Principal in a critical evaluation of the trip by filing a written report of the trip that includes its benefits and drawbacks. The report should address these questions, as appropriate to the trip:
 - a. Was the destination the best choice for the teaching purpose served?
 - b. Were there sufficient materials available to pupils as background for the trip?
 - c. Did the trip experiences encourage new understandings, impart new knowledge, or stimulate pupils to new activity?
 - d. Did the trip experience relate to other school learning experiences?
 - e. Did the trip impart accurate information and a truthful picture?
 - f. Were the pupils exposed to any hazard to their physical or emotional well-being?
 - g. Was the trip worth the time and expense?
 - h. Were there any serious problems with pupil conduct and management?
 - i. To what extent, if any, did the trip generate cooperation and a positive relationship between the school and the community?

Second Reading: December 16, 2024

Issued: March 1989

Updated: November 1992

**HYBRID WORKSHOP MEETING MINUTES
HIGHLAND PARK BOARD OF EDUCATION
HIGHLAND PARK, NEW JERSEY**

November 11, 2024

7:00 p.m. via Zoom <https://zoom.us/j/94217817160> and in-person at the Middle School

AGENDA:

1. Call to Order
2. Announcement of Notice

Ms. Marilyn Pruce, Board Vice President, called the meeting to order at 7:00 p.m. She gave the following notice:

The New Jersey Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In compliance with the Open Public Meetings Act, the Highland Park Board of Education has caused notice of this meeting setting forth the time, date, and location to be submitted for publication to the Home News Tribune and Star Ledger and posted on the Board's website at least 48 hours in advance of this meeting. Members of the public who wish to address the Board will be given the opportunity to do so before the Board adjourns for the evening.

3. Roll Call

Members Present: Ms. Marilyn Pruce, Vice President; Dr. Dan Battey; Ms. Nicole Stanio and Ms. Jennifer Voorhees.

Absent: Ms. Allison Casal-Dunn; Dr. Monique Coleman; Dr. Sara Pixley and Dr. Ethan Schoolman
Dr. Monique Coleman arrived at 7:01 p.m.

Also Present: Dr. Kristina Susca, Superintendent.
Mrs. Denise DeRosa, Business Administrator/Board Secretary

Student Representatives - Seth Shapiro and Ana Juricic arrived at 7:00 p.m.

4. Pledge of Allegiance

5. Communications:

Date	Name	Subject
October 30, 2024	HP SEPAG	SEPAG Special Education Program Evaluation Questions

6. Approval of Minutes

7. Student Representative Report

Irving:

For World Kindness Day on November 13th, Mr. Maruca will be doing an activity with all K and 1 students in lunch and recess to show their kindness toward a friend or staff member. For the week we

will have spirit days to reiterate kindness and gratitude and these topics will be discussed during morning meetings in the classroom too.

In coordination with our PTO, we will have our Thanksgiving Food Drive to help families in our school for the Thanksgiving holiday. Gratitude is a huge part of our school theme for November.

Our Scholastic Book Fair starts on November 19th and more information will be coming home regarding this.

Bartle:

EPIC and the PTO hosted Bartle's first Pumpkin Patch at Bartle. Every student got to pick a pumpkin to take home. We will celebrate World Kindness Week Nov 11-15th with spirit days, and activities centered around kindness, tolerance, respect, and gratitude.

Middle School:

Quarter 1 ends on Wednesday, November 13th. Please remind your children to get all of their missing assignments in.

The next PTSO meeting is on Wednesday, November 13th, at 6:30 in the HS media center. Please join us if you are available.

High School:

Our Football team came in 2nd in BCC Gold Division with a 6-3 record. Our boys soccer team headed to the playoffs, with our girls soccer team earning GMC Gold Division Champions for the 3rd year in a row. Girls tennis came in 2nd in Central Jersey Group 1 and we had a student place 2nd in the GMC 2nd singles. Girls Cross Country and Boys Cross Country both had exceptional showings making it to the last round of sectionals and our volleyball team made us proud. The Student Leadership team has met twice already, splitting into subcommittees on important issues, and providing student opinions through surveys. The Make-A-Wish walk last week run by DECA was incredibly successful fundraising over \$1500 dollars. Finally, before the election, the AP Government class visited Bartle to teach fifth graders about the election and electoral process.

Superintendent's Report

8. Public Comment:

The Highland Park Board of Education welcomes public participation and has reserved this time for your comments. (Board Policy #0167 establishes and regulates the right of the public to participate in public meetings.)

No public comment.

9. Board Committee Reports and Recommendations

A. Curriculum & Instruction

No Report reviewed agenda items.

B. Equity & Excellence

No Report

C. Finance & Facilities

The committee met tonight before this meeting - Ms. Pruce reported on the after school program licences. The facilities update - Preschool grants that we applied for were approved for alterations and classroom additions. They had discussions on how to improve the Bartle walkway and staircase and how to handle ongoing projects in the district. Discussion of preschool projection of students. Budget review is coming up for the 2025-26 school year. Reviewed agenda items.

D. Personnel & Communication

Ms. Voorhees reported - The committee met on November 4th and discussed personnel. She was very excited to report that in communications there is a new link on each school's website to connect with their calendar of events. It is very user friendly and can be added to your own personal calendars. She thanked Angelo Odato from the technology department for his hard work. Reviewed agenda items.

E. Policies & Regulations

Nothing to report at this time.

10. Public Comment:

The Highland Park Board of Education welcomes public participation and has reserved this time for your comments. (Board Policy #0167 establishes and regulates the right of the public to participate in public meetings.)

No public comment.

A. CURRICULUM & INSTRUCTION

1. Resolution to approve the following home instruction:

Student ID No.	Start Date	End Date
2425005	10/28/24	Review 1/6/25
2425006	12/2/24	1/28/25

B. EQUITY & EXCELLENCE

C. FINANCE AND FACILITIES

1. Resolution to approve the following for professional services for the 2024-2025 school year:

	Name	Nature of Award	Contract Period	Contract Amount
A.	Menhaden Defenders Non Profit Speaker Captain Paul Eidman	Speaking to High School Environmental Science Classes	January 7, 2025	\$150.00 for the event GAAP Code #11-190-100-500-050 -22-04

2. Resolution to the continuous Out-of-District Placement(s) for the 2024-2025 school year as per IEP for following students:

Student ID	Placement	Start Date	End Date	Cost Per Day	1:1 Para	Related Services
2122-106	SCESC Career Center	10/30/2024	6/25/2025	\$411.12	N/A	N/A

3. Resolution to Approve the Memorandum of Agreement with NDK Realty, LLC

Resolution to approve the Memorandum of Agreement between Highland Park Public Schools and NDK Realty, LLC Piscataway, NJ Owner and Operator of the property located at 319 North Third Avenue, Highland Park, NJ 08904 (formerly Center School), for the use of the property's Gymnasium, for the purpose of conducting basketball practice during the 2024-2025 winter sports season Monday through Friday, from 3:00 p.m. - 6:00 p.m. Effective November 26, 2024.

D. PERSONNEL & COMMUNICATION

1. Resolution to approve Appointments:

	Name	Position	Salary	Effective Date
A.	Lopez, Wanda	Bartle Paraprofessional Position Code - 9100-085-217-07 Replacing Cathy Schmied	\$16.06 per hour plus stipend of \$1,000.00 for 60 credits to be prorated.	1/02/2025
B.	Botteon, Angelo	Coach Extra Duty Athletic Position GAAP Code# 11-402-100-110-050-11-11	Scorekeeper \$50.00 per game Security \$50.00 per game Ticket Taker Head Football \$75.00 per game Ticket Taker Assistant Football \$60.00 per game Ticket Taker Basketball \$60.00 per game Announcer \$60.00 per game	11/26/2024

2. Resolution to approve the independent study program at the High School as below, GAAP Code #11-140-100-101-050-04-11:

Name	Subject	Rate	Semester
Marionni, Nicole	Novel Writing	\$100.00	S1
Copperthwaite, Colin	Physical Education & Health Mentoring	\$900.00	FY
Phillippi, Yaling	Mandarin 1	\$800.00	FY
Phillippi, Yaling	Mandarin 3	\$200.00	FY
Phillippi, Yaling	Mandarin 5	\$200.00	FY
Grunstein, Sarah	Ceramics	\$100.00	S1

3. Resolution to approve the following volunteers pending applicable paperwork clearance:

Name	Where

Meg Midgley	Drama Department, High School
-------------	-------------------------------

E. POLICIES & REGULATIONS

11. President's Report

Nothing to report at this time.

12. Old Business

Ms. Stanio asked if we had any curriculum for students on how to navigate internet safety. Dr. Susca explained what classes cover internet safety and what access the different buildings have to Bartle vs the High School on the chromebooks. Dr. Battery added they will be discussing AI at their next meeting.

13. New Business

Dr. Coleman acknowledged the unofficial re-election of the board members and thanked the public for their votes.

14. Adjournment

The Board of Education adjourned the meeting at 7:30 p.m.

Moved: Marilyn Pruce Seconded: Dan Battey Vote: Vote: 6-0-3
Absent: Allison Casal-Dunn; Sara Pixley and Ethan Schoolman

Respectfully submitted,

Denise M. DeRosa
Business Administrator/Board Secretary

Acknowledged by:

Board President

2024-2025 Highland Park Board of Education Goals

Planning and Student Achievement

The Highland Park Board of Education will support the Pathways to Excellence 2024-2025 Strategic Plan by working with administration to systematically review and enhance the district's action plans developed to support our strategic goals, ensuring alignment with our district's vision, mission, and objectives in four key areas: Culture and Climate, Student Achievement, Connecting Resources and Improving Communication and Facilities. Through collaborative work with the superintendent, administration, board committees, and the central leadership team, the Board will:

- Receive regular updates with district leadership on action plans, goals and initiatives.
- Analyze collected data to assess the effectiveness of current strategies and initiatives.
- Engage in discussions to determine necessary adjustments based on progress monitoring results.
- Approve and support recommended changes to action plans that are needed to better achieve district goals.

Progress will look like:

- Reviewing policies (e.g. attendance and student use of privately-owned technology) and making necessary revisions based on current research and data to promote positive academic, social and emotional outcomes.
- Supporting program evaluations of programs and practices to ensure efficacy (e.g. RISE).
- Approving recommended curricula, programming, and professional development that:
 - Promotes equitable access to engaging and challenging curricula.
 - Establishes safe, inclusive, culturally responsive and identity-affirming environments.
 - Prioritizes student and staff wellness.
 - Reduces racial, ethnic, and socio-economic disparities in academic and discipline.
- Coordinating with local government to advocate for district needs in Pre-K expansion, facilities upgrades, transportation and safe routes to school, and any anticipated impacts from upcoming development projects.
- Continuing our commitment to examine the impact of changes to district start-times.
- Increasing BOE member attendance in webinars and training to improve practice.
- Continuing BOE member participation in CLT and the Labor Collaborative.

Communications and Community Relations

The Highland Park Board of Education will strengthen communication efforts to ensure regular communication between board members and external communication with the community and the district. The Board will:

- Continue to proactively communicate through public meetings, email, social media, and school-based communications.
- Encourage feedback mechanisms such as surveys, focus groups, and advisory groups that allow families to provide input on district policies, programs, and their children's educational experiences.

- Research and implement strategies to increase communication and engagement with historically underrepresented groups.
- Improve internal communication through sharing detailed and timely committee reports.
- Encourage thorough inquiry and discussion of action items prior to board vote.

Progress will look like:

- Increasing BOE member attendance at school and district-based events.
- Increasing family participation in school and district surveys, events, focus groups, and advisory groups, especially from historically underrepresented communities.
- Increasing opportunities for discussion and community input on action items prior to board vote.
- Increasing communication about and celebration of district, school, staff and student accomplishments.
- Continuing communication about district challenges, efforts to address them, and progress in those areas.
- Continuing meetings with the mayor's office to exchange information regarding district and local needs.

**HYBRID VOTING MEETING MINUTES
HIGHLAND PARK BOARD OF EDUCATION
HIGHLAND PARK, NEW JERSEY**

November 25, 2024

6:30 p.m. via Zoom - <https://zoom.us/j/94217817160> and in-person at the Middle School

AGENDA:

1. Call to Order
2. Announcement of Notice

Ms. Allison Casal-Dunn, Board President, called the meeting to order at 6:30 p.m. She gave the following notice:

The New Jersey Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In compliance with the Open Public Meetings Act, the Highland Park Board of Education has caused notice of this meeting setting forth the time, date, and location to be submitted for publication to the Home News Tribune and Star Ledger and posted on the Board's website at least 48 hours in advance of this meeting. Members of the public who wish to address the Board will be given the opportunity to do so before the Board adjourns for the evening.

3. Roll Call

Members Present: Ms. Allison Casal-Dunn, President; Dr. Dan Battey; Dr. Sara Pixley; Ms. Marilyn Pruce, Vice-President; Ms. Nicole Stanio and Ms. Jennifer Voorhees.

Absent: Dr. Monique Coleman; Dr. Ethan Schoolman; Ms. Ann Vardeman

Dr. Monique Coleman arrived at 6:31 p.m.

Ms. Ann Vardeman arrived at 6:34 p.m.

Dr. Ethan Schoolman was remote.

Also Present: Dr. Kristina Susca, Superintendent.

Mrs. Denise DeRosa, Business Administrator/Board Secretary

Student Representatives - Ana Juricic and Seth Shapiro arrived at 7:00 p.m.

4. Recess to Executive Session

Be It Resolved, pursuant to the Sunshine Act, N.J.S.A. 10:4-12 and 13, the Highland Park Board of Education will now meet in closed session to discuss the matters related to HIB and discipline. These exemptions are permitted to be discussed in closed session in accordance with N.J.S.A. 10:4-13. Information regarding the Board's closed session discussion will be disclosed to the public as soon as the need for confidentiality no longer exists.

5. Reconvene To Regular Session

The Board reconvened at 7:04 PM

6. Roll Call

Moved Allison Casal-Dunn Seconded Ms. Nicole Stanio 9-0

7. Pledge of Allegiance

8. Communications:

Date	Name	Subject
November 13, 2024	Rebecca Hersh	Re: Board Bulletin

9. Approval of Minutes - Hybrid Regular Public Meeting and Executive Session - October 28, 2024

Moved: Allison Casal-Dunn Seconded: Dan Battey Vote: 9-0

10. Student Representative Report

Irving School:

We look forward to our Thanksgiving Feast and Show for our Kindergarteners and their families. Our first graders will showcase their "Balloons Over Broadway" just in time for Thanksgiving this week. We thank our generous families for their support at our Irving PTO Scholastic Book Fair last week. All funds directly support our students. Another huge thanks for the Thanksgiving food donations that will go to a handful of our Irving families and to Emma Shannon for her thoughtful efforts in collecting warm coats for our Irving students. Parents are so appreciative.

Bartle School:

December 5th is Fall Picture Make-ups for Bartle and the Winter concert will be December 19th at 7:00 pm.

Middle School:

The Middle School Winter Concert is on December 17th at 7:00 PM. If you didn't know, the Highland Park Library has opened back up from renovations. They have all sorts of new books, graphic novels, and online resources available. With the help of the library, Mr. DeCeglie would like to take his 6th grade ELA classes to the library to browse and obtain a library card. With a library card they will have access to the library and what it has to offer. If your child has Mr. DeCeglie as their 6th grade ELA teacher and you would like to opt out of your child obtaining a library card, please let Ms. Brady know. The only questions the library asks in return for a library card is their full name, address, phone number (if they have one), and their school email address. Mr. DeCeglie will collect this information.

There is a Plant Fundraiser being organized by an awesome group of parents. All of the money raised will be used to run a winter dance. Please find the order form in Ms. Brady's OWL Outline. Thank you to the parents who are behind this wonderful initiative.

Arts High has extended their application deadline until the end of the Thanksgiving weekend or November 30th.

High School:

This week we have a service day on Wednesday.

The Red cross club is doing a presentation about why giving blood is important.

ACC is having people write a wish and then fold it into a crane for an art installation.

DECA month is this month, so check out the deca instagram to get to know the members of the club and see what they've been up to.

The Highland Park Model UN team competed in the Rutgers University Model UN conference this weekend with great success. The play She Kills Monsters premiered this weekend, thanks to all who attended. The HP Robotics team visited Irving this past week to teach them about robotics and show off

some of their robots. The High School Winter Concert is on December 12th at 7:00 PM. We hope to see you all there.

We are having our annual Blood Drive from the Red Cross Club on Friday December 6th in the High School Gym. Please feel free to have family members of HP students sign up using the following link <https://www.redcrossblood.org/give.html/drive-results?zipSponsor=HPSchools> and the sponsor code is HPSchools.

11. Superintendent's Report

A. Student Spotlight - Irving School - Rebecca Gebrayel, Garrison Jenkins

Ms. McNally, Irving School Principal, introduced the two students to the board and reported on all of the accomplishments, acts of kindness and how much they are growing as students in Irving School.

B. Introduction of Special Education Program Evaluation Team

Dr. Susca introduced the new Evaluation Team - Comegno that will review and evaluate the special education program for students and families. Mr. Comegno addressed the board and parents and explained their role in the district and introduced his team members that will assist in the process.

12. Public Comment:

The Highland Park Board of Education welcomes public participation and has reserved this time for your comments. (Board Policy #0167 establishes and regulates the right of the public to participate in public meetings.)

Kristen Springer, Denison Street and Selma Bekri, River Rd - Co chairs of SEPAG - Special Education Parent Advisory Group - Thanked the Comegno group and the board for the presentation. They mentioned that this is a great opportunity to strengthen the program and went over a few key topics that they would like more information about.

Kieran Crowley, Harrison Avenue - He recommended to the board that the "DRAFT" report be reviewed by the board as well as administration to keep all of the reporting transparent from Comegno.

Alisa Szatrowski, Montgomery Street - A member of the SEPAG is cautiously optimistic and expressed concerns about transparency.

Ms. Allison Casal-Dunn replied at the end of public comment that parents could reach out to Dr. Susca or the board. They will compile a list of questions to direct to the Comegno group, address concerns and follow up.

13. Board Committees' Reports and Recommendations

A. Curriculum & Instruction

Ms. Casal-Dunn reported that the committee met on November 14th. New courses in science for the high school will become available. They will be in astronomy and space science. They are reviewing an AP computer science principles class for the STEM fields. They are reviewing two new Spanish courses as well. They discussed the reintroduction of midterms at the high school to better prepare students for the finals with study skills and support for students. They discussed updating the health curriculum. There will not be a S.H.I.P. program this summer. She reviewed agenda items.

B. Equity & Excellence

Dr. Monique Coleman reported that the committee met on November 21st. They discussed the RISE program evaluation report. Dr. Erin Gregory met with the committee to answer questions and share perspectives on restorative practices and discipline in schools.

C. Finance & Facilities

Ms. Marilyn Pruce - The committee did not meet since the last board meeting. She reviewed agenda items.

D. Personnel & Communication

Ms. Jennifer Voorhees - The committee did not meet since the last board meeting. She reviewed the agenda items.

E. Policies & Regulations

Ms. Marilyn Pruce - The two policies that are up for first read include revisions to field trips and procurement procedures for school nutrition programs, she went over at the last meeting.

14. Public Comment:

The Highland Park Board of Education welcomes public participation and has reserved this time for your comments. (Board Policy #0167 establishes and regulates the right of the public to participate in public meetings.)

No public comment at this time.

15. Board Action Items

A. **CURRICULUM & INSTRUCTION**

1. Approval of Field Trip Requests

I move that the Board of Education accept the recommendation of the superintendent to approve the Field trips, for the 2024-2025 school year, as per the attached.

Moved: Allison Casal-Dunn Seconded: Dan Battey Vote: 9-0

2. Approval of HIB Reports

I move that the Board of Education accept the recommendation of the superintendent to approve the HIB Incident Report for the month of October, 2024. This report was disseminated to the Board of Education and reviewed by the Superintendent for November 25, 2024, Hybrid Regular Public Board of Education Meeting. The Board reserves the right to discuss this matter in executive session should any Board Member need additional information before voting on the HIB report:

	HIB Case #	Confirmed/Unconfirmed

A.	HS2425-01	Unconfirmed
B.	HS2425-02	Confirmed

Moved: Allison Casal-Dunn Seconded: Dan Battey Vote: 9-0

3. Approval of University Graduates/Students for Teaching Internship/Junior Practicum/Observation

I move that the Board of Education accept the recommendation of the superintendent to approve the following University Graduates/Students for Teaching Internship/Junior Practicum/Observation for the 2024-2025 school year:

	Student	University	Subject	Department	Staff	Dates of Placement
A.	Collins, Dana	Seton Hall	Speech/Language Pathology	Educational Services	Manno, Margaret	January 2025 - May 2025

Moved: Allison Casal-Dunn Seconded: Dan Battey Vote: 9-0

4. Approval of Courses, High School

I move that the Board of Education accept the recommendation of the superintendent to approve the following new course for the 2025-2026 school year at the High School as per the attached:

	Course Name	Curriculum	Credits	Grades
A.	AP Computer Science Principles	Computer Science	5	9-12
B.	Culture and Civilization - España y América del Sur	World Language	5	9-12
C.	Culture and Civilization - México y América Central	World Language	5	9-12

Moved: Allison Casal-Dunn Seconded: Dan Battey Vote: 9-0

B. EQUITY & EXCELLENCE

C. FINANCE AND FACILITIES

1. Approval of Professional Services

I move that the Board of Education accept the recommendation of the superintendent to approve the following for professional services for the 2024-2025 school year:

	Name	Nature of Award	Contract Period	Contract Amount
A.	Menhaden Defenders Non Profit Speaker	Speaking to High School Environmental	January 7, 2025	\$150.00 for the event GAAP Code

	Captain Paul Eidman	Science Classes		#11-190-100-500-050-22-04
B.	Comegno Education Institute	Instructional Practices Analysis, Review & Professional Development Proposal; Special Education, Section 504, and MTSS (Longitudinal Review)	For the remainder of the 2024-2025 School Year	\$50,000.00 GAAP Code #11-000-219-390-000-00-00
C.	Invo Healthcare	Related Services: Occupational Therapy	11/26/2024 - 6/30/2025	\$86.23/hour
D.	Invo Healthcare	Speech Language Pathology	11/26/2024 - 6/30/2025	\$87.88/hour
E.	Invo Healthcare	Physical Therapy	11/26/2024 - 6/30/2025	\$87.88/hour
F.	Invo Healthcare	Board Certified Behavioral Analyst	11/26/2024 - 6/30/2025	\$103.00/hour
G.	Invo Healthcare	Applied Behavior Analyst/Registered Behavioral Technician	11/26/2024 - 6/30/2025	\$49.00/hour
H.	Invo Healthcare	Social Worker	11/26/2024 - 6/30/2025	\$77.00/hour

Moved: Marilyn Pruce Seconded: Nicole Stanio Vote: 9-0

2. Approval of Out-of-District Placement(s)

I move that the Board of Education accept the recommendation of the superintendent to approve the continuous Out-of-District Placement(s) for the 2024-2025 school year as per IEP for the following students:

	Student ID	Placement	Start Date	End Date	Cost Per Day	1:1 Para	Related Services
A.	2122-106	SCEC Career Center	10/30/2024	6/25/2025	\$411.12	N/A	N/A

Moved: Marilyn Pruce Seconded: Nicole Stanio Vote: 9-0

3. Approval of the Memorandum of Agreement with NDK Realty, LLC

I move that the Board of Education accept the recommendation of the superintendent to approve the Memorandum of Agreement between Highland Park Public Schools and NDK Realty, LLC Piscataway, NJ Owner and Operator of the property located at 319 North Third Avenue, Highland Park, NJ 08904 (formerly Center School), for the use of the property's gymnasium, for the purpose of conducting

basketball practice during the 2024-2025 winter sports season Monday through Friday, from 3:00 p.m. - 6:00 p.m. Effective November 26, 2024.

Moved: Marilyn Pruce Seconded: Nicole Stanio Vote: 9-0

4. Approval of Bill List

I move that the Board of Education accept the recommendation of the superintendent to approve the bill list for October 29, 2024 - November 25, 2024, in the amount of \$3,887,511.44 as per the attached.

Moved: Marilyn Pruce Seconded: Nicole Stanio Vote: 9-0

5. Approval of Treasurer's Reports

I move that the Board of Education accept the recommendation of the superintendent to approve the Reports of the Treasurer of School Monies as of September 30, 2024.

Moved: Marilyn Pruce Seconded: Nicole Stanio Vote: 9-0

6. Approval of Board Secretary's Report

I move that the Board of Education accept the recommendation of the superintendent to approve the preliminary report of the Secretary of the Board of Education as of September 30, 2024, and acknowledge the following certification of the Board Secretary:

Pursuant to N.J.A.C. 6A:23-2-11(c)2, I, Denise M. DeRosa, certifies that as of September 30, 2024, on this preliminary report no budgetary line item has been overextended in violation of N.J.A.C. 6A:23-2-11(a).

Moved: Marilyn Pruce Seconded: Nicole Stanio Vote: 9-0

7. Board of Education Certifications

I move that the Board of Education, pursuant to N.J.A.C 6A:23-2-11(c)4, accept the recommendation of the superintendent to certify that as of September 30, 2024, after review of the Board Secretary's preliminary monthly finance report (appropriate section), and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-1-11(b), and sufficient funds are available to meet the district's financial obligations for the remainder of the year.

Moved: Marilyn Pruce Seconded: Nicole Stanio Vote: 9-0

8. Approval of Budget Transfers

I move that the Board of Education accept the recommendation of the superintendent to approve the preliminary list of transfers to the 2024-2025 school district budget, for the month of September, 2024.

Moved: Marilyn Pruce Seconded: Nicole Stanio Vote: 9-0

9. Approval of Travel and Related Expense Reimbursements Report

I move that the Board of Education accept the recommendation of the superintendent to approve Travel and Related Expense Reimbursements Report, for the 2024-2025 school year, as per the attached.

Moved: Marilyn Pruce Seconded: Nicole Stanio Vote: 9-0

10. Approval of Contractors for Professional Development

I move that the Board of Education accept the recommendation of the superintendent to approve the following contractors to provide professional development in the district for the 2024-2025 school year:

	Name	Nature of Award	Contract Period	Contract Amount
A.	Camp Nejada Foundation	PD Workshop for Nurses on 1/17/2025	11/25/2024	\$300.00 GAAP Code# 11-000-213-300-000-00-00
B.	QBS LLC	Safety Care - Initial Trainer Certification	December 11, 12, 13, 2024	\$2050.00 GAAP Code # 20-236-200-500-060-03-07-PY
C.	QBS LLC	Safety Care - Advanced Skills Module	January 31, 2025	\$1299.00 GAAP Code # 20-236-200-500-060-03-07-PY

Moved: Marilyn Pruce Seconded: Nicole Stanio Vote: 9-0

11. Approval of Submission of Pre-Kindergarten Projected Enrollment

I move that the Board of Education accept the recommendation of the superintendent to approve the submission of Pre-Kindergarten projected enrollment for the 2025-2026 school year.

Moved: Marilyn Pruce Seconded: Nicole Stanio Vote: 9-0

12. Approval of Submission of Health and Safety Checklist Statement of Assurance 2024-2025

I move that the Board of Education accept the recommendation of the superintendent to approve the submission of the Health and Safety Evaluation of School Buildings Checklist Statement of Assurance for School Year 2024-2025.

Moved: Marilyn Pruce Seconded: Nicole Stanio Vote: 9-0

13. Approval of Proposals for Waterproofing at Irving Primary School

I move that the Board of Education accept the recommendation of the superintendent to accept the following proposals for below grade waterproofing of two (2) classroom at Irving Primary School from WTI/Tremco, Beachwood, OH pricing covered under cooperative bid#ESCNJ23/24-30 Co-OP#65MCESCCPS: GAAP#12-000-400-450-000-00-00:

Location	Project #	Total

Art Room	5065185	\$18,415.09
Music Room	5065184	\$12,297.09

Moved: Marilyn Pruce Seconded: Nicole Stanio Vote: 9-0

14. Approval of Purchase of Compact Cab Tractor, Facilities

I move that the Board of Education accept the recommendation of the superintendent to purchase a Compact Cab Tractor from Cherry Valley Tractor Sales, Marlton, NJ, for the Facilities Department, in the amount of \$44,150.80. Pricing is part of cooperative bid#65MCESCCPS, Bid #ESCNJ 22/23-12 Grounds Equipment. To be funded by the Pritchard Equipment budget per contract.

Moved: Marilyn Pruce Seconded: Nicole Stanio Vote: 9-0

15. Approval of Purchase to replace Cafeteria Steam Tables, Irving Primary School

I move that the Board of Education accept the recommendation of the Superintendent to approve the purchase of Delfield electric hot food well unit for Irving Primary School to MAP Restaurant Supplies, Newark, NJ pricing covered under the ESCNJ 24/25-18 cooperative bid in the amount of \$4,844.22 plus the cost of installation in the amount of \$2,600.00 for a total of \$7,444.22. Note: a higher quote was received from Jay-Hill Repairs. GAAP#60-910-310-730-000-00-00.

Moved: Marilyn Pruce Seconded: Nicole Stanio Vote: 9-0

16. Approval of the Disposal of Cafeteria Tables

I move that the Board of Education accept the recommendation of the superintendent to approve the disposal of outdated and/or broken cafeteria tables district wide.

Moved: Marilyn Pruce Seconded: Nicole Stanio Vote: 9-0

17. Acceptance of Donation, Irving Primary School

I move that the Board of Education accept the recommendation of the superintendent to approve a donation of a Pikler climbing set for the preschool program from the Stern-Cardinale Family.

Moved: Marilyn Pruce Seconded: Nicole Stanio Vote: 9-0

18. Acceptance of Donation, High School

I move that the Board of Education accept the recommendation of the superintendent to approve a donation of classroom supplies from Arbutus Biopharma, Warminster, PA, in the amount of \$3,369.00 for the High School science department.

Moved: Marilyn Pruce Seconded: Nicole Stanio Vote: 9-0

19. Approval of Bedside Instruction

I move that the Board of Education accept the recommendation of the superintendent to approve the following for bedside instruction:

a. One (1) student, case no. 2425B01 to attend Princeton House Behavioral Health, Princeton, NJ,

at a tuition rate of \$63.00 per hour effective November 12, 2024.

Moved: Marilyn Pruce Seconded: Nicole Stanio Vote: 9-0

20. Approval of DMR Proposal for Professional Services, Bartle Structural Repairs

I move that the Board of Education accept the recommendation of the superintendent to approve the proposal for Mechanical Room Structural Repairs at Bartle Elementary School including construction management services in the amount of \$176,100.

Moved: Marilyn Pruce Seconded: Nicole Stanio Vote: 9-0

D. PERSONNEL & COMMUNICATION

1. Approval of Appointments

I move that the Board of Education accept the recommendation of the superintendent to approve the following appointments:

	Name	Position	Salary	Effective Date
A.	Lopez, Wanda	Paraprofessional, Bartle Elementary School Position Code - 9100-085-217-07 Replacing Cathy Schmied	\$16.06 per hour plus stipend of \$1,000.00 for 60 credits to be prorated. Pending applicable paperwork clearance	1/02/2025
B.	Botteon, Angelo	Coach Extra Duty Athletic Position GAAP Code# 11-402-100-110-050-11-11	Scorekeeper \$50.00 per game Security \$50.00 per game Ticket Taker Head Football \$75.00 per game Ticket Taker Assistant Football \$60.00 per game Ticket Taker Basketball \$60.00 per game Announcer \$60.00 per game	11/26/2024
C.	Nanda, Cala	School Nurse, Bartle Elementary School Position Code - 3114-085-213-01	Step 14, MA+30, \$84,973.00 pending applicable paperwork clearance	12/10/2024
D.	Soroka, Jewel	Babysitter, Strategic Planning Focus Group Night November 20, 2024	\$23.88 per hour not to exceed 2 hours GAAP Code # 11-000-240-110-000-11-11	11/26/2024
E.	Berenguer, Andrew	Babysitter, Strategic Planning Focus Group Night November 20, 2024	\$19.77 per hour not to exceed 2 hours GAAP Code # 11-000-240-110-000-11-11	11/26/2024

F.	Knuth, Ashley	Translator, Spanish Strategic Planning Focus Group Night November 20, 2024	\$42.00 per hour not to exceed 2 hours GAAP Code # 11-000-240-110-000-11-11	11/26/2024
G.	DiPane, Kevin	Acting Principal, Middle School	Step 5, Admin Guide \$127,073.00 to be prorated	1/2/2025-4/18/2025
H.	Perez, Sam	Interim Assistant Principal, High School	Step 1, Admin Guide \$90,000.00 to be prorated	1/2/2025-4/18/2025
I.	Marcus, Toby	Intermittent FMLA Leave coverage from 12/2/24 - 12/23/24	\$400.00 per day 1 day per week	12/2/2024
J.	Lembo, Amanda	Site Assistant ASP Irving School	\$16.90 pending applicable paperwork clearance	11/15/2024
K.	Hesham, Jana	Site Assistant ASP Bartle School	\$16.90 Pending applicable paperwork clearance	11/26/2024
L.	Henderson, Jayda	Site Assistant ASP Irving School	\$16.90 Pending applicable paperwork clearance	11/26/2024
M.	Dilworth, Anaiah	Site Assistant ASP Irving School	\$16.90 Pending applicable paperwork clearance	11/26/2024
N.	Shannon, Emma	Student Aide ASP Irving School	\$16.25 Pending applicable paperwork clearance	11/26/2024
O.	Kaper-Dale, Cora	Student Aide ASP Irving School	\$16.25 Pending applicable paperwork clearance	11/26/2024

Moved: Jennifer Voorhees Seconded: Dan Battey Vote: 9-0

2. Approval of Leave of Absences

I move that the Board of Education accept the recommendation of the superintendent to approve the following leave of absences:

	Employee ID#	Leave Type	Effective	Expected Return Date

A.	Employee #0813	Maternity Leave Paid sick days- 12/23/24-3/3/25 Unpaid FMLA 3/4/25-4/18/25	12/23/2024 - 4/18/2025	4/21/2025
B.	Employee #5234	Maternity Leave Paid sick days 1/2/25-2/5/25 Unpaid FMLA 2/5/25-5/7/25 Unpaid NJFLA 5/8/25-6/19/25	1/2/2025-6/19/2025	9/1/2025
C.	Employee #1229	Maternity Leave Paid sick days 1/13/25-2/7/25 Unpaid NJFLA 2/1/25-5/12/25 Unpaid LOA 5/13/24-6/19/25	1/13/2025-6/19/2025	9/1/2025
D.	Employee #4669	Medical Leave Paid sick days	12/11/2024-1/3/2025	1/6/2025

Moved: Jennifer Voorhees Seconded: Dan Battey Vote: 9-0

3. Approval of Resignations

I move that the Board of Education accept the recommendation of the superintendent to approve the following resignations:

#	Name	Position	Effective Date
A.	Londono, Huitzi	Site Assistant, ASP Program	11/5/2024

Moved: Jennifer Voorhees Seconded: Dan Battey Vote: 9-0

4. Approval of Transfers

I move that the Board of Education accept the recommendation of the superintendent to approve the following transfers:

	Name	From	To	Effective Date
A.	Richardson, Jason	Assistant Principal, High School	Assistant Principal, Middle School Temporary	1/2/25 - 4/18/25

Moved: Jennifer Voorhees Seconded: Dan Battey Vote: 9-0

5. Approval of Independent Study Program, High School

I move that the Board of Education accept the recommendation of the superintendent to approve the independent study program at the High School as below, GAAP Code #11-140-100-101-050-04-11:

	Name	Subject	Rate	Semester
A.	Marionni, Nicole	Novel Writing	\$100.00	S1
B.	Copperthwaite, Colin	Physical Education & Health Mentoring	\$900.00	FY
C.	Phillippi, Yaling	Mandarin 1	\$800.00	FY
D.	Phillippi, Yaling	Mandarin 3	\$200.00	FY
E.	Phillippi, Yaling	Mandarin 5	\$200.00	FY
F.	Grunstein, Sarah	Ceramics	\$100.00	S1

Moved: Jennifer Voorhees Seconded: Dan Battey Vote: 9-0

6. Approval of Volunteers

I move that the Board of Education accept the recommendation of the superintendent to approve the following volunteers pending applicable paperwork clearance:

	Name	Where
A.	Midgley, Meg	Drama Department, High School
B.	Rabe, Karin	Science Bowl Club, Middle School

Moved: Jennifer Voorhees Seconded: Dan Battey Vote: 9-0

7. Approval of Professional Development Presenters/Presentation Hours for PD Academy

I move that the Board of Education accept the recommendation of the superintendent to approve the following staff for Professional Development Presentation and Preparation Hours. Presenters will be compensated at the hourly rate of \$68.00 per hour and the preparation will be compensated at \$42.00 per hours as noted below under Title II Funding:

	Name	Date	Topic	Present Hours	Prep Hours	GAAP Code #
A.	Maiden, Tracey	12/3/2024	Empowering Green Actions: A Guide to Completing District Green Initiatives	1.0	2.0	20-270-200-110-000-11-11

B.	Maiden, Tracey	1/14/2025	Harassment, Intimidation, and Bullying (HIB): What you need to know!	1.0	2.0	20-270-200-110-000-11-11
C.	Gappa, Christine	1/14/2025	Preschool Pyramid Module 1&2 -Nurturing and Responsive Relationships	1.0	2.0	20-270-200-100-000-11-11
D.	Gappa, Christine	1/21/2025	Pyramid Model Preschool Module 3: Teaching Social/Emotional Skill	1.0	2.0	20-270-200-100-000-11-11
E.	Gappa, Christine	1/28/2025	The Pyramid Model Preschool Module 5: Addressing Challenging Behaviors	1.0	2.0	20-270-200-100-000-11-11

Moved: Jennifer Voorhees Seconded: Dan Battey Vote: 9-0

E. POLICIES & REGULATIONS

1. Policies and Regulations for First Reading:

I move that the Board of Education accept the recommendation of the superintendent to approve the following policies and regulations for first reading:

- a. R2340 Field Trips
- b. 8561 Procurement Procedures For School Nutrition Programs (M)

Moved: Marilyn Pruce Seconded: Dan Battey Vote: 9-0

16. Board Liaison Reports:

- A. Municipal Drug & Alcohol Alliance - Elizabeth Asamoah
- B. Borough Public Information - Ann Vardeman
- C. Highland Park Education Foundation -
Marilyn Pruce - The foundation is meeting on 11/26/24.
- D. Commission for Universal Access - Dr. Dan Battey
- E. Public Library - Michele Rodrigues
- F. Special Education Parent Advisory Committee - Dr. Sara Pixley
- G. Parents of Students of Color - Dr. Monique Coleman
- H. Human Relations - Nicole Longoria-Stanio
- I. Board of Health - Dr. Ethan Schoolman
- J. Delegate to HP Athletic Boosters - Jennifer Voorhees
- K. Delegate to NJ School Boards - Marilyn Pruce
- L. Delegate to MC School Boards - Allison Casal-Dunn

17. President's Report

Ms. Allison Casal-Dunn reminded everyone about the Special Retreat Board Meeting that will be held on Thursday, December 5, 2024 at 7:00 p.m. It is not a voting meeting.

18. Old Business

Ms. Nicole Stanio asked if the district had programs or resources to educate students on social media and internet safety. Dr. Susca mentioned on the website the curriculum is available and the media center specialists cover it over the years as the children get older. The chromebooks also have different access in the lower grades.

19. New Business

Dr. Monique Coleman discussed briefly about the federal government cuts to education.

20. Adjournment

The Board of Education adjourned the meeting at 9:05 p.m.

Moved: Allison Casal-Dunn Seconded: Marilyn Pruce Vote: Vote: 9-0

Respectfully submitted,

Denise M. DeRosa
Business Administrator/Board Secretary

Acknowledged by:

Board President

2024-2025 Highland Park Board of Education Goals

Planning and Student Achievement

The Highland Park Board of Education will support the Pathways to Excellence 2024-2025 Strategic Plan by working with administration to systematically review and enhance the district's action plans developed to support our strategic goals, ensuring alignment with our district's vision, mission, and objectives in four key areas: Culture and Climate, Student Achievement, Connecting Resources and Improving Communication and Facilities. Through collaborative work with the superintendent, administration, board committees, and the central leadership team, the Board will:

- Receive regular updates with district leadership on action plans, goals and initiatives.
- Analyze collected data to assess the effectiveness of current strategies and initiatives.
- Engage in discussions to determine necessary adjustments based on progress monitoring results.
- Approve and support recommended changes to action plans that are needed to better achieve district goals.

Progress will look like:

- Reviewing policies (e.g. attendance and student use of privately-owned technology) and making necessary revisions based on current research and data to promote positive academic, social and emotional outcomes.
- Supporting program evaluations of programs and practices to ensure efficacy (e.g. RISE).
- Approving recommended curricula, programming, and professional development that:
 - Promotes equitable access to engaging and challenging curricula.
 - Establishes safe, inclusive, culturally responsive and identity-affirming environments.
 - Prioritizes student and staff wellness.
 - Reduces racial, ethnic, and socio-economic disparities in academic and discipline.
- Coordinating with local government to advocate for district needs in Pre-K expansion, facilities upgrades, transportation and safe routes to school, and any anticipated impacts from upcoming development projects.
- Continuing our commitment to examine the impact of changes to district start-times.
- Increasing BOE member attendance in webinars and training to improve practice.
- Continuing BOE member participation in CLT and the Labor Collaborative.

Communications and Community Relations

The Highland Park Board of Education will strengthen communication efforts to ensure regular communication between board members and external communication with the community and the district. The Board will:

- Continue to proactively communicate through public meetings, email, social media, and school-based communications.

- Encourage feedback mechanisms such as surveys, focus groups, and advisory groups that allow families to provide input on district policies, programs, and their children's educational experiences.
- Research and implement strategies to increase communication and engagement with historically underrepresented groups.
- Improve internal communication through sharing detailed and timely committee reports.
- Encourage thorough inquiry and discussion of action items prior to board vote.

Progress will look like:

- Increasing BOE member attendance at school and district-based events.
- Increasing family participation in school and district surveys, events, focus groups, and advisory groups, especially from historically underrepresented communities.
- Increasing opportunities for discussion and community input on action items prior to board vote.
- Increasing communication about and celebration of district, school, staff and student accomplishments.
- Continuing communication about district challenges, efforts to address them, and progress in those areas.
- Continuing meetings with the mayor's office to exchange information regarding district and local needs.