BOARD OF EDUCATION
Ridgewood, New Jersey

July 10 , 2020
Videoconference

Special Public Meeting
9:00 a.m.

AGENDA

* * * * *

Due to the Governor's Executive Order 104 citing the CDC's recommendation for cancellation or postponement of gatherings of fifty or more people, the Regular meeting will be held utilizing videoconferencing.

Public comments can be made during the public comment period of the meeting through the phone number listed below.

(646-558-8656 then enter Meeting ID 839 6431 1444 and Password 856526)

Or

Comments can be submitted for the public comment period prior to or during the meeting through the link below.

Submit Comments for the Public Comment Period

View the live BOE Meeting Webcast

MEETING REGULATIONS

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3. Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop.
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6. Questions requiring investigation shall be referred by the Board to the Superintendent's Office for consideration and later response. A participant may be asked to submit such questions in written format.

Mission Statement

The Ridgewood Public Schools, committed to a tradition of excellence and innovation, in partnership with the community, provide a rich and challenging learning environment, enabling students to maximize their unique potentials to become life-long learners and productive, responsible citizens.

I. CALL TO ORDER AND ROLL CALL **Mr. Lembo**

II. FLAG SALUTE AND PLEDGE OF ALLEGIANCE **Mr. Lembo**

III. OPENING STATEMENT BY PRESIDING OFFICER **Mr. Lembo**

IV. COMMENTS FROM THE PUBLIC **Mr. Lembo**

V. CONSENT ITEMS **Dr. Fishbein**

A. FINANCE **Dr. Fishbein**

i. <u>Approval: Lease of Unused Classrooms for the 2020-2021 School Year</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the lease of unused classrooms for the 2020-2021 school year as listed on **Attachment A**.

ii. <u>Approval: 2020-2021 Infant/Toddler Development Center (I/TDC) Tuition Rates</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2020-2021 I/TDC tuition rates, as listed on **Attachment B.**

iii. <u>Approval: Bid Award Replacement of Ridgewood High School Gymnasium #3 Floor</u>

The Ridgewood Board of Education, upon the recommendation of the Superintendent, approves the bid award for Replacement of Gym #3 Floor at Ridgewood High School to Mathusek, Inc. of Oakland, NJ, the lowest responsible bidder, in the total amount of $96,997.00 Below is a summary of all received bids.
Bids have been reviewed by the Board attorney and LAN Associates.

Company	**Base Contract Amount**
Mathusek, Inc.	***$96,997.00***
Commercial Interiors Direct	$107,489.00
Abacus Sports Installation	$109,900.00

VI. APPROVAL OF BILLS — Mr. Lembo

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the payment of bills as listed below.

DATES	DESCRIPTION	CHECK NUMBER	AMOUNTS	REVIEWED BY
July 7	Columbia Bank On-Line	098358-098409	802,720.32	M. Lembo
July 3	Electronic Transfer	R31140	109.38	M. Lembo
July 3	Columbia Bank Void Check	096994	(2,125)	M. Lembo
July 3	Columbia Bank Void Check	097945	(299.00)	M. Lembo
TOTAL			**800,405.70**	

VII. BOARD MEMBER ANNOUNCEMENTS — Mr. Lembo

VIII. BOARD COMMITTEE REPORTS — Mr. Lembo

IX. COMMENTS FROM THE PUBLIC — Mr. Lembo

X. DISCUSSION ITEMS — Mr. Lembo

XI. OTHER BUSINESS — Mr. Lembo

XII. MOTION TO GO INTO EXECUTIVE SESSION — Mr. Lembo

XIii. RECONVENED PUBLIC MEETING — Mr. Lembo

XIV. ADJOURNMENT — Mr. Lembo

Coming Meetings

Monday July 27, 2020
Regular Public Meeting
6:00 p.m. Videoconference

Monday August 31, 2020
Regular Public Meeting
6:00 p.m. Videoconference

July 10, 2020 **ATTACHMENT A**

SCHEDULE A

Leases for 2020-2021						
NAME	**School/Sq. Ft.**	**2019-20 Rate per Square Foot**	**2019-2020 Monthly Rent**	**2020-21 Rate per Square Foot**	**2020-21 Monthly Rent**	**2020-21 Annual Rent**
Infant Toddler	Glen School 4,538	$24.72	$ 9,348.28	$25.21	$9,533.58	$ 114,402.98
Ridgewood Community School	various	n/a	$ 9,380.21	n/a	$ 9,567.81	$ 114,813.72
				Totals	$ 19,101.39	$ 229,216.70

Infant/Toddler Development Center

A Program of the Ridgewood Board of Education
865 East Glen Avenue
Ridgewood, New Jersey 07450
201-445-0642 FAX 201-493-8790
itdc@ridgewood.k12.nj.us

2020-2021 Tuition Schedule 7:00-6:30 7:00-3:30

INFANTS (6 weeks +)			
TODDLERS (1 year)	Five days	$1,847.00	$1,662.00
	Four days	1,536.00	
	Three days	1,159.00	
	Five mornings	956.00	
	Extra day rate	88.00	
TWOS	Five days	1,727.00	1,555.00
	Four days	1,433.00	
	Three days	1,076.00	
	Five mornings	894.00	
	Extra day rate	85.00	
THREES/FOURS	Five days	1,607.00	1,447.00
	Four days	1,388.00	
	Three days	999.00	
	Five mornings	834.00	
	Extra day rate	82.00	

Teacher Discount – Full time - $100.00 per/mo. Part time - $50.00 per/mo.
***(only applicable on tuition rates for 7:00-6:30)**

(2) Sibling full time discounts on two (or more) children enrolled is $50.00 per mo./per child.

(1) Sibling part time discount on two (or more) children enrolled is $50.00 per/month.

Tuition is due on the first of the month with a grace period until the 10th.
A $25.00 late fee will apply after the 10th.
The Center reserves the right to make changes to tuition rates on an annual basis

Registration Deposits:
A $50.00 registration fee and tuition deposit is required at the time of registration.
Full time - $500.00 Part time - $300.00
THESE FEES ARE NON-REFUNDABLE.

BOARD OF EDUCATION
Ridgewood, New Jersey

July 23, 2020
Videoconference

Special Public Meeting
5:00 p.m.

AGENDA
* * * * *

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REGULAR PUBLIC MEETING **July 23, 2020**

I.	**CALL TO ORDER AND ROLL CALL**	**Mr. Lembo**
II.	**FLAG SALUTE AND PLEDGE OF ALLEGIANCE**	**Mr. Lembo**
III.	**OPENING STATEMENT BY PRESIDING OFFICER**	**Mr. Lembo**
IV.	**PRESENTATIONS**	**Dr. Fishbein**
	A. Proposed Return to School Plan	**Dr. Fishbein**
V.	**COMMENTS FROM THE PUBLIC**	**Mr. Lembo**
VI.	**BOARD MEMBER ANNOUNCEMENTS**	**Mr. Lembo**
VII.	**COMMENTS FROM THE PUBLIC**	**Mr. Lembo**
VIII.	**DISCUSSION ITEMS**	**Mr. Lembo**
IX.	**OTHER BUSINESS**	**Mr. Lembo**
X.	**MOTION TO GO INTO EXECUTIVE SESSION**	**Mr. Lembo**
XI.	**RECONVENED PUBLIC MEETING**	**Mr. Lembo**
XII.	**ADJOURNMENT**	**Mr. Lembo**

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Regular Public Meeting
6:00 p.m. Videoconference

Monday August 31, 2020
Regular Public Meeting
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BOARD OF EDUCATION
Ridgewood, New Jersey

July 27, 2020
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Regular Public Meeting
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I. CALL TO ORDER AND ROLL CALL **Mr. Lembo**

II. FLAG SALUTE AND PLEDGE OF ALLEGIANCE **Mr. Lembo**

III. OPENING STATEMENT BY PRESIDING OFFICER **Mr. Lembo**

IV. PRESENTATIONS **Mr. Lembo**

A. Proposed Return to School Plan **Dr. Fishbein**
- Ms. Poelstra

B. Infant Toddler Program **Dr. Fishbein**
- Ms. Kelly and Dr. Fishbein

C. 18-21 Program **Dr. Fishbein**
- Ms. Michelle Fenwick, Director of Special Programs

V. COMMITTEE OF THE WHOLE REPORTS **Dr. Fishbein and Ms. Kelly**

- ➢ Finance
  - State Aid
- ➢ Facilities
  - Orchard Remediation
  - Stevens Field Turf Replacement
  - Replacement of Gym #3 Floor - RHS

VI. COMMENTS FROM THE PUBLIC **Mr. Lembo**

VII. CONSENT ITEMS

A. ATTENDANCE AT CONFERENCES **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Attendance at Conferences, as listed on **Attachment A**.

B. ADMINISTRATION **Dr. Fishbein**

i. <u>Approval: Receipt of Suspension and Harassment, Intimidation, and Bullying (HIB) Reports</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, acknowledges it has received confidential information regarding suspensions and investigations of HIB that have occurred since the last Board Meeting.

ii. **Approval: Contracted Therapists to Provide Special Education Services for the 2020-2021 School Year** — **Dr. Fishbein**

Approval of contracted therapists to provide special education services for the 2020-2021 school year, as listed on **Attachment B**.

iii. **Approval: Agreement with Stronge and Associates Educational Consulting, LLC** — **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves an agreement with Stronge and Associates Educational Consulting, LLC to provide three-day training for two new administrators, Brian Ross and David Bailey, on the use of the Stronge Teacher Evaluation Model, on September 16, 23 and 20 in the total amount of $1,170.00.

The Board has received background information.

iv. **Approval: Approval to Submit a Request to Establish a New Program: 18-21 School Transition and Employment Program for Student Success (STEPSS)** — **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the submission of a request to establish a new program.

The Board has received background information.

C. CURRICULUM & INSTRUCTION — Dr. Fishbein

i. **Approval: Field Trips** — **Dr. Fishbein**

None at this time

D. HUMAN RESOURCES — Dr. Fishbein

i. **Approval: Creation of Position for the 2020-2021 School Year** — **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the creation of a position for the 2020-2021 school year.

- Special Education (STEPSS) Teacher

ii. **Appointments** — **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointments listed below, subject to receipt of appropriate documentation and the New Jersey Department of Education

(NJDOE) certificate, if required.

Teacher

McDERMOTT, Michael – Health and Physical Education Teacher (tenure track), Ridgewood High School, effective September 1, 2020 through June 24, 2021, pending verification of employment as outlined by Chapter 5. Mr. McDermott is pending issuance of an NJDOE Certificate as a Teacher of Health and Physical Education. $67,618 Cl. MA, St. 1
Account # 140-100-101-06-10-019-000

Long-term Substitutes

BELISLE, Joel – Special Education (RISe) Teacher, Benjamin Franklin Middle School, effective September 1, 2020 through December 15, 2020, at a daily rate of $125 per day, until the assignment ends.
Account # 11-212-100-101-00-08-019-000

TYSON, Karly - Spanish Teacher, George Washington Middle School, September 1, 2020 through November 30, 2020, at a daily rate of $125 per day, until the assignment ends.
Account # 11-130-100-101-07-09-019-000

Field Placement

BURMASTER, Cynthia – Ramapo College, Student Teacher Placement with Elizabeth Karan, Chemistry Teacher, Ridgewood High School, effective September 2, 2020 through December 23, 2020.

Classroom Aides for the 2020-2021 School Year, as listed on Attachment C

Fall 2020 Coaching Assignments

As listed on **Attachment D**

Season Site Manager(s) Fall Season

- **James Beyer**: $5,000 stipend
- **Craig Bunzey**: $5,000 stipend

Account # 11-402-100-104-00-10-034-001

RHS Volunteer Coaches

Boys & Girls Cross Country

- **Tara Cirillo**

Girls Volleyball

- **Mary Consol**
- **Kelly Skettini***

Gymnastics

- **Patricia Piotrowski**

Football

- **Mark Aaronbruu**
- **Michael Lucchesi**
- **Ryan Maxwell**
- **Joseph Ross**

Volunteer Physician (Football) for the 2020-2021 School Year: Dr. Anthony DelFico

Additional: 2020 Summer School Special Programs Staffing

Ridge School

LLD Special Needs Class K-5/Classroom Aide

- **Nicholas Camilleri**, hourly rate of $17.16 (time card), as needed.

Account # 11-204-100-106-66-04-024-001

Ridgewood Community Schools

Drivers Education

- **James Cosgrove**
- **Robert Currier**
- **Peter Kay**
- **Ronald Knott**
- **Candace Mitola**
- **Robert Ransom**
- **Jennifer Ross**
- **Andrea Watson***

Account # 13-424-100-101-00-60-060-001

*Related to staff member

iii. Change of Assignment **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves

the following change of assignment, as listed below.

AGNELLO, Keri – **from** Preschool Disabilities Teacher, Glen School, **to** REACH Teacher, Glen School, effective September 1, 2020 through June 24, 2021. Salary will remain the same
Account # 11-216-100-101-01-019-000

iv. Resignation for the Purpose of Retirement **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignation for the purpose of retirement listed below.

Administrative Assistant

SCHMITZ, Maryann – Administrative Assistant to Assistant Principal, Ridgewood High School, effective September 1, 2020, with 21 years of Ridgewood service.

v. Resignations **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignations, as listed below.

Administrator

KELLY, Antoinette - School Business Administrator/Board Secretary, effective December 1, 2020.

Teachers

AJOSA, Jennifer – School Psychologist, George Washington Middle School, effective July 1, 2020.

MOYA, Erica – Nurse, Orchard School, effective July 1, 2020.

vi. Supplemental Pay Beyond Contract **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves supplemental pay beyond contract, as listed below.

Preparation for September 1, 2020 All-Staff Convocation

- **Morgan Knight**, New Players Director, at an hourly rate of $40.17, not to exceed 30 hours ($1,205.10).
- **Elaine Thoman**, at an hourly rate of $40.17, not to exceed 5 hours ($200.85).

Account # 11-000-230-104-00-20-020-001

Ridgewood High School

Revision: Secretarial and Technology Support for 2020 Graduation, from: TBD, to: July 8, 2020, each not to exceed six hours, each at the contracted hourly rate from ($1,997.40) to ($2,104.57), approved by the Board at its meeting June 15, 2020

From:

- **Adam Brunner - $40.65 ($243.90)**
- **Larry Holand - $39.04 ($234.24)**
- **Jennifer Kazmierczak - $30.39 ($182.34)**
- **Patricia Maggi - $36.29 ($217.74)**
- **James Michels - $28.82 ($172.92)**
- **Celinett Ortega - $31.76 ($190.56)**
- **Ramon Quinones - $27.25 ($163.50)**
- **MaryAnn Schmitz - $37.58 ($225.48)**
- **Anna Silverio - $30.11 ($180.66)**
- **Lesley Whyard - $31.01 ($186.06)**

To:

- **Adam Brunner - $40.65 ($243.90)**
- **James Michels - $28.82 ($172.92)**
- **Celinett Ortega - $31.76 ($190.56)**
- **Ramon Quinones - $27.25 ($163.50)**
- **Anna D'Amico - $30.11 ($180.66)**
- **Lesley Whyard - $31.01 ($186.06)**

- **Larry Holand**, not to exceed 9 hours, at an hourly rate of $43.72 ($393.48).
- **Jennifer Kazmierczak**, not to exceed 11 hours, at an hourly rate of $30.39 ($334.29).
- **Skye Philbrick**, not to exceed 8 hours, at an hourly rate of $29.90 ($239.20).

Account #11-000-240-105-00-10-010-001 (Secretary)
Account #11-000-222-104-00-10-010-001 (Technology)

Revision: Music Support – 2020 Graduation – from: TBD, to: July 8, 2020 ($702.72), approved by the Board at its meeting on June 15, 2020

- **Steven Bourque**, not to exceed 4 hours, at an hourly rate of $49.68 ($198.72).
- **Jeffery Haas**, not to exceed 4 hours, at an hourly rate of $76.32 ($305.28).
- **John Luckenbill**, not to exceed 4 hours, at an hourly rate of $49.68 ($198.72).

Account # 11-401-100-101-00-10-010-001

Revision: 2020 Project Graduation Chaperones – from: TBD, to: July 28, 2020, from: ($3,093.09) to: ($2,570.88),

approved by the Board at its meeting on June 15, 2020

From: **Seven Chaperones TBD**, each not to exceed 11 hours, each at an hourly rate of $40.17 ($3, 093.09).

To: **Four Chaperones: Adam Brunner, Anna D'Amico, Timothy Monahan, and Timothy Murtha**, to be paid for by district funds, each not to exceed 6 hours, each at an hourly rate of $40.17 ($964.08). **Eight Chaperones: Olga Commissiong, Paul Cronk, Colleen Gervolino, Stefanie Gigante, Andrew Johnson, Rebecca Turano, Lesley Whyard, and John Wohner**, to be paid for by student funding, each not to exceed 5 hours, each at an hourly rate of $40.17 ($1,606.80).
Account # 11-401-100-101-00-10-010-001
Account # **TBD** (student funding)

Clock Operators/Scorer, not to exceed 30 matches for the upcoming soccer season, at a flat rate of $50 per game

- **Kenneth Moscarella**

Account #11-402-100-104-00-10-034-001

Additional: 2020 Summer Secretarial Support

- **Rosanna Griffith**, not to exceed 10 hours, at an hourly rate of $28.43 ($284.30).

Account #11-000-221-105-00-10-010-001

- **Skye Philbrick**, not to exceed 35 hours, at an hourly rate of 29.90 ($1,046.50).

Account #11-000-221-105-00-10-010-001

Special Programs

Additional: 2020 Summer Hours

- **Nadine Macolino**, not to exceed 25 hours, at an hourly rate of $27.89 ($697.25).

Account # 11-000-219-105-00-01-024-001

Additional: 2020 Summer Special Programs Personnel

- **Wendy Padykula**, Speech Language Specialist, not to exceed 50 hours, at an hourly rate of $70.51 ($3,525.50).

Account # 11-000-216-104-00-24-024-001

Health Screening – CARES Act Funding

- **Joseph Crabbe**, not to exceed 30 hours, at an hourly rate of $20.81 ($624.30).

Account # 20-477-200-104-00-01-024-001

Curriculum, Instruction & Assessment

New Teacher Orientation 2020 ($541.90)

- **Joyce Cerbasi**, not to exceed 6 hours, at an hourly rate of $72.54 ($435.24).
- **Jerome Ong**, not to exceed 2 hours, at an hourly rate of $53.33 ($106.66).

Account # 11-000-223-104-00-22-022-001

Additional: Summer Curriculum Writing

- **Jennifer Landa**, Theatre History, not to exceed 9 hours, at an hourly rate of $53.33 (479.97).

Account # 11-000-221-104-00-22-022-001

Summer Professional Development

- **Lauren DePinto**, not to exceed 12 hours, at an hourly rate of $53.33 ($639.96).

Account # 11-000-223-104-00-22-022-001

Summer academic support for Title I Students to identify needs for transition to back to school, funded by ESEA/ESSA Title I Grant Funds

Orchard School- each at their hourly rate listed (total not to exceed ($3,445)

- **Maureen LaBarr, $76.25**
- **Amy Schaffer, $69.62**
- **Xue Tan, $48.39**
- **Ellen Wolff, $62.22**

Account # 20-231-100-101-00-03-022-001

Hawes School- each at their hourly rate listed (total not to exceed (3,681)

- **Silvia Acosta, $76.25**
- **Debra Caruso, $69.09**
- **Becky Catanzaro, $56.27**
- **Jill Rota, $75.25**
- **Maria Sweeney, $76.32**

Account # 20-231-100-101-00-02-022-001

Ridge School- each at their hourly rate listed (total not to exceed ($1,227)

- **Lynne Delaney, $61.03**
- **Laurie Main, 60.11**

Account # 20-231-100-101-00-04-022-001

E. FINANCE **Dr. Fishbein**

i. Acceptance of Restricted Donations: **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following restricted gifts for the **2020-2021** school year, to be used as indicated.

Donor	**Amount**	**Use**	**Account Number**
The Allstate Foundation	$500	To be used to promote Driver's Ed Safety	20-055-100-890-00-36-036-001
Fidelity Charitable	$50.00	To be used to enhance the RHS Spanish Department.	20-009-100-610-00-10-010-001

Acceptance of a gift in kind from the Somerville Children's Theatre/Dad's Night for new stage lights in the gym, valued at $20,000.

ii. Approval: Plan on How to Address the Reduction in State Aid **Dr. Fishbein**

The District's reduction of State Aid is $446,728. Districts experiencing a reduction in state aid have the following options by board resolution:

- Use unassigned general fund surplus to maintain budgeted appropriations
- Request Commissioner approval to withdraw from emergency reserve
- Pursuant to N.J.A.C. 6A:23A-14.2(d),withdraw from maintenance receive to cover budgeted required maintenance costs
- Reduce appropriations for 2020-21
- A combination of 1,2,3, and 4 above.

iii. Approval: Children of Non-Resident Employees Attending Ridgewood Public Schools **Dr. Fishbein**

Approval to allow 55 children of non-resident employees to attend Ridgewood Public Schools.

iv. **Approval: Received Tuition Students Paid by Parents** **Dr. Fishbein**
Approval for Student #908218 to attend Ridgewood High School for the 2020-2021 school year, at an annual tuition rate of $15,391.00 to be paid by the parents.

v. **Approval: Disposal of Equipment** **Dr. Fishbein**
Approval to dispose of the equipment listed below through www.govdeals.org and as listed on **Attachment E**. These items are obsolete and no longer needed.

vi. **Approval: Budgeted 2020-2021 Extended School Year Out of District Placements and Extraordinary Service for the 2020-2021 School Year** **Dr. Fishbein**

Approval of the budgeted 2020-2021 school year out of district placements and Extraordinary Service for the 2020-2021 school year as listed below.

2020-2021 ESY Out-of-District Placements	
School	**# of students**
Alpine Learning Group, Paramus, NJ	3
Banyan School, Fairfield, NJ	1
Banyan Upper School, Livingston, NJ	1
Behavior Therapy Associates, Somerset, NJ	2
Bergen County Special Services	8
Cornerstone Day School, Mountainside, NJ	2
EPIC, Paramus, NJ	5
Forum School, Wyckoff, NJ	1
Glenview Academy, Fairfield, NJ	1
Institute For Educational Achievement, New Milford, NJ	1
Morris-Union Jointure Commission, New Providence, NJ	1

New Alliance, Paramus, NJ	1
Newmark High School, Scotch Plains, NJ	1
Northern Valley Regional H.S. District, Demarest, NJ	3
Phoenix Center, Nutley, NJ	1
Reed Academy, Oakland, NJ	5
Ringwood Board Of Education, Ringwood,NJ	1
Sage Day Lower School, Mahwah, NJ	1
Sage Day Upper School, Rochelle Park, NJ	1
Spectrum 360 – Upper School, Livingston,NJ	4
Windsor Bergen Academy, Ridgewood, NJ	1
Windsor Preparatory High School, Paramus,NJ	1

2020-2021 ESY Out of District Extraordinary Services	
School	**# of Students**
Glenview Academy, Fairfield, NJ	1
Northern Valley Regional H.S. District, Demarest, NJ	1
Phoenix Center, Nutley, NJ	1
Ringwood Board Of Education, Ringwood, NJ	1
Spectrum 360 – Upper School, Livingston, NJ	3

vii. **<u>Approval: 2020 Extended School Year and 2020-2021 School Year Received Tuition Students from Other School Districts</u>** **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools approves the received tuition students from other school districts that pay tuition for their 2020 Extended School Year and the 2020-2021 School Year, as listed below.

2020 ESY Received Tuition Students		
Home District	**School Attending**	**# of Students**
Wallington Board of Ed, NJ	GWMS	1
Mahwah Board of Ed, NJ	Somerville Nova	1
Emerson Board of Ed, NJ	Hawes SAIL	1
Englewood Board of Ed, NJ	Ridge RISe	1
2020-2021 School Year Received Tuition Students		
Home District	**School Attending**	**# of Students**
Wallington Board of Ed, NJ	GWMS	1
Mahwah Board of Ed, NJ	Somerville Nova	1
Mahwah Board of Ed, NJ	RHS RISe	1
Emerson Board of Ed, NJ	Hawes SAIL	1
Allendale Board of Ed, NJ	Glen RISe	1
Wyckoff Board of Ed, NJ	Ridge RISe	1

viii. **<u>Approval: Service Agreement with Altice Business to provide upgraded internet service</u>** **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools approves the service agreement with Altice Business under the ESCNJ Cooperative contract number ESCNJ 10000Mb (RPS-ESCNJ-SA 7.22.20_ar), to increase service from 2GB to 10000GB at an annual rate of $81,465.00.
The Board has received background information.

VIII. APPROVAL OF BILLS — Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the payment of bills as listed below.

DATES	DESCRIPTION	CHECK NUMBER	AMOUNTS	REVIEWED BY
June 30	Columbia Bank On-Line	098410-098613	1,140,888.91	Mr. Dani
June 30	Columbia Bank On-Line Scholarship	831510	1,000.00	Mr. Dani
July 22	Columbia Bank On-Line	098614-098662	896,317.89	Mr. Dani
June 25	Payroll Transfer	P31129	52,966.31	Mr. Dani
July 15	Electronic Transfer	H31202	1,172,988.87	Mr. Dani
June 30	Food Service	620210-620211	2,734.06	Mr. Dani
July 22	Food Service	620212	8,715.00	Mr. Dani
TOTAL			**3,275,611.04**	

VII. BOARD MEMBER ANNOUNCEMENTS

VIII. BOARD COMMITTEE REPORTS

IX. COMMENTS FROM THE PUBLIC

X. DISCUSSION ITEM

XI. ACCEPTANCE OF MINUTES

- June 1, 2020 Exec Session Meeting
- June 1, 2020 Regular Public Meeting
- June 4, 2020 Special Public Meeting
- June 15, 2020 Regular Public Meeting

- June 15, 2020 Exec session Meeting
- June 29, 2020 Regular Public Meeting
- June 29, 2020 Exec Session Meeting

XII. OTHER BUSINESS **Mr. Lembo**

XIII. MOTION TO GO INTO EXECUTIVE SESSION **Mr. Lembo**

XIV. RECONVENED PUBLIC MEETING **Mr. Lembo**

XV. ADJOURNMENT **Mr. Lembo**

Coming Meetings

Monday August 31, 2020
Regular Public Meeting
6:00 p.m. Videoconference

Monday September 14, 2020
Regular Public Meeting
7:00 p.m. Videoconference

July 27, 2020 **ATTACHMENT A**

2020-2021 CONFERENCES FOR APPROVAL

Staff Member	Name of Conference Location & Dates	Rationale	Estimated Cost for Approval	# of Sub Days required
Ellen Wolff	Distance Learning: Successful, Practical Strategies Grades 3-5 Virtual sessions from Bureau of Education & Research, WA July 29, 2020	Professional Development	$279.00	0
Lorna Oates-Santos	NJPSA & FEA NJL2L Mentor Re-Certification Virtual Sessions from NJPSA & FEA July 16, 2020	Professional Development	$60.00	0
Christina Lim	Intermediate IMSE OG Training Virtual sessions from IMSE Orton Gillingham, MI August 3 - 7, 2020	Professional Development	$1,275.00	5
Salliann Ran	Distance Learning: Successful, Practical Strategies Grades 3-5 Virtual sessions from Bureau of Education & Research, WA July 29, 2020	Professional Development	$279.00	0
Don Friel	Distance Learning: Successful, Practical Strategies Grades 3-5 Virtual sessions from Bureau of Education & Research, WA July 29, 2020	Professional Development	$279.00	0

The total cost for these conferences is $2,172.00. Upon Board approval of these conferences, the total expenditure for travel and conferences for 2020-2021 will be $19,437.81 leaving a balance of $180,562.19.

The total cost of substitutes for these conferences is $0. Upon Board approval of these conferences, the total expenditure for substitutes for travel and conferences for 2020-2021 will be $1000.00.

Contracted Therapists/ Providers for Special Education Student Services for the 2020- 2021 School Year

Contractor	Service	Schedule	Rates
Alpine Learning Group Inc.	ABA Therapy, Consultation, Supervision, Clinical	75 hr/wk	$65- $400
Bayada Home Health Care, Inc.	Nursing Services, 1:1 & Home Health Aide	35 hrs/wk	$46 - LPN, $55 - RN, $24 - HHA
Bergen County Special Services	OT/PT/SL/ ABA/ AVT/TOD/ In Home Services	80-95 hrs/wk	$17.25-$165 hr
Care Plus, NJ Inc	Psychiatric Evaluations	as needed	$450 per evaluation
Pillar Care Continuum	Assistive Technology, Collaboration, Consultation, Evaluations, Tools & Tech training	4 days/wk	$9,800/month
Progressive Therapy of NJ	ABA Therapy, Coordination, Supervision, Consult, Parent Training	25	$70-$110 per hr
Star Pediatric Home Care Agency	Nursing services	as needed	$50/hr - LPN, $60/hr - RN
Volt Wellness	Parent Training/Home Programming/ABA Therapy	~25 hrs/mo	$60/hr - ABA, $60/hr - $110/hr

Ridgewood Public Schools
2020-2021 Classroom Aides

Last Name	First Name	Location	Assignment	Hourly Rate	No Hrs/day	No. Days/Wk	Daily Rate	Weekly Salary	Annual Salary
Alessi	Taylor	BFMS	Applied Behavior Analyst Aide (ABA)	20.17	5.75	5	115.98	579.89	20,875.95
Camilleri	Nicholas	BFMS	Self-Contained	17.50	5.75	5	100.63	503.13	18,112.50
Caron	Lisa	BFMS	Self-Contained	17.50	5.75	5	100.63	503.13	18,112.50
Crawford	Ryan	BFMS	Applied Behavior Analyst Aide (ABA)	21.23	4.5	5	95.54	477.68	17,196.30
Cullen	Tara	BFMS	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Kim	Sung-Hui	BFMS	Applied Behavior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05
Kraemer	Jane	BFMS	Self-Contained	17.50	5.75	5	100.63	503.13	18,112.50
Liebkind	Olga	BFMS	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Miller	Danielle	BFMS	Applied Behavior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05
Montelbano	Dean	BFMS	One-to-One	17.50	5.75	5	100.63	503.13	18,112.50
Moran	Kathleen	BFMS	Self-Contained	17.50	5.75	5	100.63	503.13	18,112.50
Parks	Nicole	BFMS	Applied Behaior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05
Rabin	Rachel	BFMS	Applied Behavior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05
Seibold	Julie	BFMS	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Tilyou	Tina	BFMS	Applied Behavior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05
Amaral	Carla	Glen	Applied Behavior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05
Baloch	Sumera	Glen	Self-Contained (RED)	17.50	5.75	5	100.63	503.13	18,112.50
Bini	Natalie	Glen	Self-Contained (RED)	17.50	5.75	5	100.63	503.13	18,112.50
Blau	Mary Ann	Glen	Applied Behavior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05
Chalmers	Stephanie	Glen	Teacher Assistant (REACH)	17.50	5.75	5	100.63	503.13	18,112.50
Doyle	Christine	Glen	Self-Contained (RED)	17.50	5.75	5	100.63	503.13	18,112.50
Engstrom	Anna	Glen	Applied Behavior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05
Fernandez	Patricia	Glen	Teacher Assistant (REACH)	15.01	5.75	5	86.31	431.54	15,535.35
Latif	Shaista	Glen	Teacher Assistant (REACH)	17.50	5.75	5	100.63	503.13	18,112.50
Lauritano	Scott	Glen	Applied Behavior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05
Linton	Kristin	Glen	Teacher Assistant (REACH)	17.50	5.75	5	100.63	503.13	18,112.50
Mertens	Meghan	Glen	Self-Contained (RED)	17.50	5.75	5	100.63	503.13	18,112.50
Maxwell	Andrea	Glen	Teacher Assistant (REACH)	17.50	5.75	5	100.63	503.13	18,112.50
Rienzi	Caterina	Glen	Self-Contained (RED)	17.50	5.75	5	100.63	503.13	18,112.50

Ridgewood Public Schools
2020-2021 Classroom Aides

Last Name	First Name	Location	Assignment	Hourly Rate	No Hrs/day	No. Days/Wk	Daily Rate	Weekly Salary	Annual Salary
Salcedo	Yosmari	Glen	Teacher Assistant (REACH)	15.01	5.75	5	86.31	431.54	15,535.35
Zinzi	Dorina	Glen	Self-Contained (RED)	17.50	5.75	5	100.63	503.13	18,112.50
Chowbey	Ritu	GWMS	Self-Contained (LLD)	17.50	5.75	5	100.63	503.13	18,112.50
Goodman	Nancy	GWMS	One-to-One	17.50	5.75	5	100.63	503.13	18,112.50
Lawrence	John	GWMS	Braillist	23.31	5.75	5	134.03	670.16	24,125.85
Pilson	Mine	GWMS	Self-Contained (LLD)	17.50	5.75	5	100.63	503.13	18,112.50
Sand	Grace	GWMS	Resource Room	15.01	5.75	5	86.31	431.54	15,535.35
Sharar	Connie	GWMS	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Tucker	Annette	GWMS	Self-Contained (LLD)	15.01	5.75	5	86.31	431.54	15,535.35
Wilhelm	George	GWMS	One-to-One	17.50	5.75	5	100.63	503.13	18,112.50
Cadorette	Christi	Hawes	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Callejas	Paola	Hawes	Applied Behavior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05
Chaiken	Kamber	Hawes	Self-Contained (LLD)	17.50	5.75	5	100.63	503.13	18,112.50
Dube	Christina	Hawes	Self-Contained (LLD)	17.50	5.75	5	100.63	503.13	18,112.50
Feeney	Rory	Hawes	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Fisse	Lauren	Hawes	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Franklin	Jessica	Hawes	Self-Contained (LLD)	17.50	5.75	5	100.63	503.13	18,112.50
Harcher	Jennifer	Hawes	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Haug	Sheri	Hawes	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Monnerat	Brian	Hawes	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Weinstein	Nicole	Hawes	Self-Contained (LLD)	17.50	5.75	5	100.63	503.13	18,112.50
Ardito	Daniel	Orchard	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Keenan	Kathleen	Orchard	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Lewis	Jenny	Orchard	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Linder	Brittany	Orchard	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Pilkington	Jaclyn	Orchard	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Wahler	Nicole	Orchard	Applied Behavior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05
Beyer	James	RHS	Applied Behavior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05
Brandes	Melissa	RHS	Applied Behavior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05

Ridgewood Public Schools
2020-2021 Classroom Aides

Last Name	First Name	Location	Assignment	Hourly Rate	No Hrs/day	No. Days/Wk	Daily Rate	Weekly Salary	Annual Salary
Bushnauskas	Thomas	RHS	Applied Behavior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05
Collins	Carla	RHS	Resource Room	15.71	5.75	5	90.33	451.66	16,259.85
Crabbe	Joseph	RHS	Applied Behavior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05
Driscoll	Patrick	RHS	Applied Behavior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05
Esposito	Michael	RHS	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Gillis	Daniel	RHS	One-to-One	17.50	5.75	5	100.63	503.13	18,112.50
Lohr	Jennifer	RHS	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Lug	Raymond	RHS	ESL Aide (Title 3 Immigrant Fund)	17.50	5.75	5	100.63	503.13	18,112.50
Oliver	Jo'elle	RHS	Applied Behavior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05
Palazzola	Joan	RHS	Self-Contained	17.50	5.75	5	100.63	503.13	18,112.50
Ramos	Lisette	RHS	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Scofi	Alexander	RHS	Applied Behavior Analyst Bus Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05
Spadaccini	Ann	RHS	Self-Contained	17.50	5.75	5	100.63	503.13	18,112.50
Bonavita	Madison	Ridge	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Brophy	Daniel	Ridge	Applied Behavior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05
Castaldi	Deborah	Ridge	Applied Behavior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05
Coughlin	Wendy	Ridge	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Dittamo	Rachel	Ridge	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Feder	Karen	Ridge	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Hamilton	Elizabeth	Ridge	Applied Behavior Analyst Aide (ABA)	20.17	5.75	5	115.98	579.89	20,875.95
Hopper	Ann	Ridge	Applied Behavior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05
King	Sean	Ridge	Applied Behavior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05
Kowalski	Alexandra	Ridge	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Leon	Johana	Ridge	Applied Behavior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05
Maccarrone	Meghan	Ridge	Applied Behavior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05
Mager	Lindsay	Ridge	Applied Behavior Analyst Aide (ABA)	21.23	3	5	63.69	318.45	11,464.20
Marques de Chinchay	Marisol	Ridge	Applied Behavior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05
Meyer	Maureen	Ridge	Applied Behavior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05
Schierloh	Lauren	Ridge	Applied Behavior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05

Ridgewood Public Schools
2020-2021 Classroom Aides

Last Name	First Name	Location	Assignment	Hourly Rate	No Hrs/day	No. Days/Wk	Daily Rate	Weekly Salary	Annual Salary
Sgambati	Jean	Ridge	Applied Behavior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05
Sunden	Kristine	Ridge	Applied Behavior Analyst Aide (ABA)	21.23	5.75	5	122.07	610.36	21,973.05
Tarantino	Brittany	Ridge	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Trujillo	Karen	Ridge	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Yegelwel	Samara	Ridge	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Aynilian	Elizabeth	Somerville	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Dekens	Gina	Somerville	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Eidschun	Maura	Somerville	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Haworth	Anna	Somerville	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Manziano	Kimberley	Somerville	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Materia	Donna	Somerville	One-to-One	17.50	5.75	5	100.63	503.13	18,112.50
McLaughlin	Amy	Somerville	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Pielka	Susan	Somerville	Resource Room	17.50	5.75	5	96.72	483.58	17,408.70
Schwartz	Katherine	Somerville	Resource Room	17.50	5.75	5	96.72	483.58	17,408.70
Taylor	Patricia	Somerville	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Asch	Carolyn	Travell	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Ebenhack	Kayley	Travell	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Felipe	Brenda	Travell	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Hughes	Regina	Travell	Resource Room	15.01	5.75	5	86.31	431.54	15,535.35
Manrara	Edna	Travell	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Morano	Victoria	Travell	Self-Contained (LLD)	17.50	5.75	5	96.72	483.58	17,408.70
Porfido	Joann	Travell	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Schmarak	Lorraine	Travell	Resource Room	15.01	5.75	5	86.31	431.54	15,535.35
Tornatore	Stacey	Travell	One-to-One	17.50	5.75	5	100.63	503.13	18,112.50
Yucis	Jessica	Travell	Self-Contained (LLD)	17.50	5.75	5	100.63	503.13	18,112.50
Brito	Mirla	Willard	Self-Contained (LLD)	17.50	5.75	5	100.63	503.13	18,112.50
Broesler	Breanna	Willard	Resource Room	17.50	5.75	5	96.72	483.58	17,408.70
Bukowski	Stacey	Willard	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Burgess	Jennifer	Willard	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50

Ridgewood Public Schools
2020-2021 Classroom Aides

Last Name	First Name	Location	Assignment	Hourly Rate	No Hrs/day	No. Days/Wk	Daily Rate	Weekly Salary	Annual Salary
Cunningham	Carol	Willard	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Galvin	Jennifer	Willard	Self-Contained (LLD)	17.50	5.75	5	100.63	503.13	18,112.50
Gosselin	Linda	Willard	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Kim	Elena	Willard	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Luongo	Elizabeth	Willard	One-to-One	17.50	5.75	5	100.63	503.13	18,112.50
Mohajer	Poopak	Willard	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
Neilson	Margaret	Willard	Resource Room	17.50	5.75	5	100.63	503.13	18,112.50
O'Neill	Karen	Willard	Kindergarten Aide	17.50	5.75	5	100.63	503.13	18,112.50
Paris-Rodriguez	Amber	Willard	Self-Contained (LLD)	17.50	5.75	5	100.63	503.13	18,112.50
Sklar	Judith	Willard	Self-Contained (LLD)	17.50	5.75	5	100.63	503.13	18,112.50
Sweeney	Marcella	Willard	Kindergarten Aide	17.50	5.75	5	100.63	503.13	18,112.50

RIDGEWOOD HIGH SCHOOL
FALL 2020 COACHING ASSIGNMENTS ESTIMATE
TO BE IN THREE INSTALLMENTS 9/30/202, 10/15/2020 AND 11/13/2020

Name	Position	Step	Ratio*	Total Stipend	Third 9/30/2020	Third 10/15/2020	Third 11/13/2020
Cord, David	Head Football	II	0.120	11,105.00	3,701.68	3,701.67	3,701.67
Aday, Douglas	Assistant Football	IV	0.085	7,866.00	2,622.00	2,622.00	2,622.00
Santiago, Ernesto	Assistant Football	III	0.080	7,403.00	2,467.67	2,467.67	2,467.67
Bello, Richard	Assistant Football	IV	0.085	7,866.00	2,622.00	2,622.00	2,622.00
Scevola, Adam	Assistant Football	IV	0.085	7,866.00	2,622.00	2,622.00	2,622.00
TBD	Assistant Football	IV	0.085	7,866.00	2,622.00	2,622.00	2,622.00
DeRisi, Michael	Assistant Football	IV	0.085	7,866.00	2,622.00	2,622.00	2,622.00
Fabish, Christopher	Assistant Football	IV	0.085	7,866.00	2,622.00	2,622.00	2,622.00
McCluskey, Aidan	Head Boys Soccer	IV	0.094	8,699.00	2,899.67	2,899.67	2,899.67
McDade, Andrew	Assistant Boys Soccer	IV	0.064	5,923.00	1,974.33	1,974.33	1,974.33
Zielyk, Mathew	Assistant Boys Soccer	IV	0.064	5,923.00	1,974.33	1,974.33	1,974.33
Kay, Peter	Head Girls Soccer	IV	0.094	8,699.00	2,899.67	2,899.67	2,899.67
Casatelli, Stacy	Assistant Girls Soccer	IV	0.064	5,923.00	1,974.33	1,974.33	1,974.33
Caldwell, Kristen	Assistant Girls Soccer	I	0.049	4,535.00	1,511.67	1,511.67	1,511.67
Ryan, Patrick	Head Boys Cross Country	IV	0.080	7,403.00	2,467.67	2,467.67	2,467.67
Marzloff, Scott	Assist. Boys/Girls X-Country	IV	0.060	5,553.00	1,851.00	1,851.00	1,851.00
Opremcak, Stephen	Head Girls Cross Country	IV	0.080	7,403.00	2,467.67	2,467.67	2,467.67
Staunton, Joseph	Head Girls Tennis	IV	0.077	7,126.00	2,375.33	2,375.33	2,375.33
Tobin, Deirdre	Assistant Girls Tennis	IV	0.060	5,553.00	1,851.00	1,851.00	1,851.00
Currier,Robert	Assistant Girls Tennis	IV	0.060	5,553.00	1,851.00	1,851.00	1,851.00
Marzocchi, Jaime	Head Volleyball	IV	0.094	8,699.00	2,899.67	2,899.67	2,899.67
Quirk, Brian	Assistant Volleyball	IV	0.064	5,923.00	1,974.33	1,974.33	1,974.33
Donnelly-Britt, Trecia	Assistant Volleyball	IV	0.064	5,923.00	1,974.33	1,974.33	1,974.33
Mendez, Karen	Head Gymnastics	IV	0.094	8,699.00	2,899.67	2,899.67	2,899.67
Stahl, David	Assistant Gymnastics	IV	0.064	5,923.00	1,974.33	1,974.33	1,974.33
Centrelli, Erica	Head Cheerleader Advisor	III	0.072	6,663.00	2,221.00	2,221.00	2,221.00
TBD	Assist. Cheerleader Advisor	III	0.040	3,702.00	1,234.00	1,234.00	1,234.00
Totals				**189,529.00**	**63,176.34**	**63,176.33**	**63,176.33**
***Ratio is appllied to the B.A. Maximum**			**$92,542**				

Disposal of Equipment

Serial Number	Vendor	Category	Model
D4KR1D2	Dell	Chromebook	
gpgfmx1	Dell	laptop	E5430
659K2D2	Dell	Chromebook	
GPGFMX1	Dell	Laptop	E5430
GXCFMX1	Dell	Laptop	E5430
9NDFMX1	Dell	Laptop	E5430
9WBFMX1	Dell	Laptop	E5430
69HFMX1	Dell	Laptop	E5430
BLKGMX1	Dell	Laptop	E5430
33BFMX1	Dell	Laptop	E5430
81KJMX1	Dell	Laptop	E5430
7MJJMX1	Dell	Laptop	E5430
JXGFMX1	Dell	Laptop	E5430
7GFFMX1	Dell	Laptop	E5430
64DFMX1	Dell	Laptop	E5430
3AHFMX1	Dell	Laptop	E5430
CPFFMX1	Dell	Laptop	E5430
6XDFMX1	Dell	Laptop	E5430
FFCFMX1	Dell	Laptop	E5430
FTGJMX1	Dell	Laptop	E5430
28JC8V1	Dell	Laptop	E5430
7WCFMX1	Dell	Laptop	E5430

BOARD OF EDUCATION
Ridgewood, New Jersey

August 28, 2020
Videoconference

Special Public Meeting
3:00 p.m.

AGENDA
* * * * *

Due to the Governor's Executive Order 104 citing the CDC's recommendation for cancellation or postponement of gatherings of fifty or more people, the Regular meeting will be held utilizing videoconferencing.

Public comments can be made during the public comment period of the meeting through the phone number listed below.

(646-558-8656 then enter Meeting ID 985 4184 9403 and Password 447842)

Or

Comments can be submitted for the public comment period prior to or during the meeting through the link below.

Submit Comments for the Public Comment Period

View the live BOE Meeting Webcast

MEETING REGULATIONS

At all regular meetings, two opportunities are provided for citizens to make comments. The public comment period will be scheduled after presentations and approximately 3:30 p.m. or just prior to the end of the meeting, whichever occurs first. The first opportunity may be limited by the presiding officer to conclude at about 3:30 p.m. in order for the Board to continue with its scheduled agenda. The second opportunity will occur at about 4:00 p.m. at the discretion of the presiding officer taking into consideration a break in the agenda.

At every opportunity for public comment, citizens are invited to comment on subjects on the agenda or general topics. At the discretion of the presiding officer, public comments may be permitted at other times.

Please remember this is a public meeting. Anything you say will be a public record. As a result, pursuant to law, the Board of Education cannot respond to you publicly concerning certain matters, such as those regarding an individual student or personnel. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent's Office. Public comment periods shall also be governed by the following rules:

1. Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses.
2. Each speaker shall be limited to four minutes. The Board Recorder will note the time. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds (Ref: Bylaw 0167)
3. Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop.
4. All statements shall be directed to the presiding officer, no participant may address or question Board members individually.
5. No participants may speak more than once on the same topic until all others who wish to speak on that topic have been heard.
6. Questions requiring investigation shall be referred by the Board to the Superintendent's Office for consideration and later response. A participant may be asked to submit such questions in written format.

Mission Statement

The Ridgewood Public Schools, committed to a tradition of excellence and innovation, in partnership with the community, provide a rich and challenging learning environment, enabling students to maximize their unique potentials to become life-long learners and productive, responsible citizens.

SPECIAL PUBLIC MEETING **August 28, 2020**

I.	**CALL TO ORDER AND ROLL CALL**	**Mr. Lembo**
II.	**FLAG SALUTE AND PLEDGE OF ALLEGIANCE**	**Mr. Lembo**
III.	**OPENING STATEMENT BY PRESIDING OFFICER**	**Mr. Lembo**
IV.	**COMMENTS FROM THE PUBLIC**	
V.	**DISCUSSION ITEMS**	**Dr. Fishbein**
	A. Proposed Return to School Plan	**Dr. Fishbein**
VI.	**BOARD MEMBER ANNOUNCEMENTS**	**Mr. Lembo**
VII.	**COMMENTS FROM THE PUBLIC**	**Mr. Lembo**
IX.	**OTHER BUSINESS**	**Mr. Lembo**
X.	**MOTION TO GO INTO EXECUTIVE SESSION**	**Mr. Lembo**
XI.	**RECONVENED PUBLIC MEETING**	**Mr. Lembo**
XII.	**ADJOURNMENT**	**Mr. Lembo**

Coming Meetings

Monday August 31, 2020
Regular Public Meeting
6:00 p.m. Videoconference

Monday September 14, 2020
Regular Public Meeting
6:00 p.m. Videoconference

BOARD OF EDUCATION
Ridgewood, New Jersey

August 31, 2020
Education Center

Regular Public Meeting
6:00 p.m.

AGENDA
* * * * *

Due to the health concerns related to COVID-19, the public cannot attend this meeting.
Public comments can be made during the public comment period of the meeting through the phone number listed below.
(646-558-8656 then enter Meeting ID 991 1489 3242 and Password 973274)
Or
Comments can be submitted for the public comment period prior to or during the meeting through the link below.
Submit Comments for the Public Comment Period
View the live BOE Meeting Webcast

MEETING REGULATIONS

At all regular meetings, two opportunities are provided for citizens to make comments. The public comment period will be scheduled after presentations and approximately 7:30 p.m. or just prior to the end of the meeting, whichever occurs first. The first opportunity may be limited by the presiding officer to conclude at about 6:30 p.m. in order for the Board to continue with its scheduled agenda. The second opportunity will occur at about 7:30 p.m. at the discretion of the presiding officer taking into consideration a break in the agenda.

At every opportunity for public comment, citizens are invited to comment on subjects on the agenda or general topics. At the discretion of the presiding officer, public comments may be permitted at other times.

Please remember this is a public meeting. Anything you say will be a public record. As a result, pursuant to law, the Board of Education cannot respond to you publicRely concerning certain matters, such as those regarding an individual student or personnel. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent's Office. Public comment periods shall also be governed by the following rules:

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3. Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop.
4. All statements shall be directed to the presiding officer, no participant may address or question Board members individually.
5. No participants may speak more than once on the same topic until all others who wish to speak on that topic have been heard.
6. Questions requiring investigation shall be referred by the Board to the Superintendent's Office for consideration and later response. A participant may be asked to submit such questions in written format.

Mission Statement

The Ridgewood Public Schools, committed to a tradition of excellence and innovation, in partnership with the community, provide a rich and challenging learning environment, enabling students to maximize their unique potentials to become life-long learners and productive, responsible citizens.

I. CALL TO ORDER AND ROLL CALL **Mr. Lembo**

II. FLAG SALUTE AND PLEDGE OF ALLEGIANCE **Mr. Lembo**

III. OPENING STATEMENT BY PRESIDING OFFICER **Mr. Lembo**

IV. INFORMATION **Mr. Lembo**

A. ADVANCED PLACEMENT SCHOLARS **Mr. Lembo**

One hundred eighty nine students at Ridgewood High School have been named AP Scholars by the College Board in recognition of their exceptional achievement on the college level Advanced Placement Examinations.

The College Board recognizes several levels of achievement based on the students' performance on AP exams.

Nineteen students qualified for the National AP Scholar Award by earning an average grade of 4.0 or higher on all AP Exams taken, and grades of 4 or higher on eight or more of these exams.

These students are: **Jongyun An, Taeseok An, Steven Cheng, Jack K. Christinger, Sarah E. Eppley, Avery Fog, Hunter Haglid, Alexandra Jerdee, Olivia N. Jerdee, Choong Jae Lee, Hunter L. Maskin, Annabel S. Mendoza, Joseph L. Micale, Edward P. O'Keefe, Brendan J. Sherman, Ethan G. Sterling, Aidan R. Voorhis-Allen, Inhyeok Yang,** and **Brad Yuan.**

Ninety-Eight students qualified for the AP Scholar with Distinction Award by earning an average of at least 3.5 on all AP Exams taken, and grades of 3 or higher on five or more of these exams.

These students are: **Alexander P. Abramenko, Jordan M. Afromsky, Jongyun An, Taeseok An, Reiya Aono, Katherine A. Bamberg, Cameron Blair, Walter J. Bock, Tomas Carlson, Christy S. Chang, Amelia Chen, Steven Cheng, Vanessa Cheng, Dev M. Chhabra, Alexander Y. Cho, Sean Choi, Jack K. Christinger, Natasha Cicogna, Kieran P. Corcoran, Benjamin A. Crosly, Jeffrey P. Deiss, Nora G. Donnelly, Benjamin J. Donohue, Morgan Dunican, James Ellinghaus, Sara G. Ellinghaus, Sara E. Eppley, Emily A. Ertle, John D. Flusche, Avery Fogg, Jayden A. Fraiman, Mollie G. Goetze, Hunter Haglid, Ridley P. Handley, Margaret Heuer, Sophie Howard, Katherine X. Hu, alexandra Jerdee, Olivia N. Jerdee, Donovan M. Joseph, Austin G. Karrat, Irene D. Keh, Christy Kim, Nathaniel L.**

Kim, Steven Korolov, Nicole J. Kye, Priyanka Lal, Choong Jae Lee, Alina Levin, Kaitlin Levine, Patric C. Mancini, Hunter L. Maskin, Jessica N. McArthur, Mary A. McDade, Annabel S. Mendoza, Joseph L. Micale, Theodore A. Moll, Chloe G. Monplaisir, Thomas L. Montgomery, Esme H. Morcom, Anirudh V. Narayan, Ann Nishida, Edward P. O'Keefe, Frank J. Orlando, Dylan N. Park, Eugene Park, Rishi Patel, Sidharth Red Patlollu, Michael S. Rego, Hoon Hee Rhew, Luca Richman, Zachary A. Rippas, Colin H. Roche, Campbell B. Romano, Evan A. Rosenfeld, Amelia M. Safai, Yaroslav M. Sakharov, Ria Santhanaraman, Rithan Santhanaraman, Gabriel G. Santiago, Alexandra K. Savage, Brendan J. Sherman, Cole B. Sherman, Daniel Son, Ethan G. Sterling, Emma Su, Saori Takahashi, Megumi Tamura, Philip W. Terman, Alexander P. Testa, Lawrence h. Tiangco, Elpiniki Tsapatsaris, Ellie N. Veenhof, Aidan R. Voorhis-Allen, Inhyeok Yang, Brad Yuan, Richard M. Zamboldi, and **Baiyue Zhao.**

Thirty students qualified for the AP Scholar with Honor Award by earning an average grade of at least 3.25 on all AP exams taken, and grades of 3 or higher on four or more of these exams.

These students are: **Sarah C. Afromsky, Payton C. Angus, Benjamin C. Brodeur, Olivia N. Cha, Kevin Collier, Jaimie Douaihy, Allison H. Doyle, Cameron Doyle, Madeline S. Ewell, Laurence S. Fine, Julianne E. Flusche, Sarah M. Gnall, Elise Higgins, Nicholas Hoy H. Hoy, Alex Hua, Rachel S. Kenney, Hyein Lee, Alexandra Liu, Brooke McKenna, Cyrus Q. Nasseri, Luke R. Notaro, Caitlyn M. O'Hara, Carina Rosenberg, William G. Stewart, Nicholas A. Suppiah, Sarah C. Walicki, Ilana O. Whittaker, Changgeun Yang,** and **Madison Yurgelonis-Pere.**

Sixty-one students qualified for the AP Scholar Award by completing three or more AP Exams with grades of 3 or higher.

These students are: **Allegra M. Alvarado, Addison R. Audette, Taylor E. Barnabi, Edmund Cheung, Bawoo Cho, Terrence S. Chun, Jennifer O. Cocchiere, Julio R. Contreras, Carley M. Cumba, Matthew J. Curtis, Matthew E. De Meulder, Patrick A. De Meulder, James M. Dolan, Emily a. Fitts, Aaron D. Friedman, Robert D. Gasaway, Shaun Goda, Anna Goto, Jeremy T. Grunat, Gregory B. Harrison, charles Healy, Allison Hong, Donn P. Joseph, Trisha Kant, Adina E. Kestenbaum, Marin Y. Kim, Zachary Kim, Alexis L. Kvetnoy, Brandon Lee, Matthew T. Lepis, Maxwell Levy,**

William N. Maasarani, Grace E. Mabli, Katharine P. Maxwell, Emily M. McCarthy, John L. Mondi, Kateryna Morhun, Fiona Mulla, Aum Mundhe, Samantha N. Ngai, Allison M. Olsen, Khushi Patel, Sarah Pilson, Jared R. Powers, Alessandro S. Prieto, Maya Ramasamy, Jordan Rarich, Meaghan M. Rossignol, Jake S. Rubenstein, Leanna M. Rudin, Aiko J. Schinasi, James M. Serventi, Anna M. Soderlund, Decklan L. Spencer, Claire Sullivan, Yicheng Wang, Lili R. Weissberg, Daniel Y. Woo, Noah R. Wood, Dae Yoo.

Thirty-two award recipients are juniors. The juniors have at least one more year in which to do college-level work to possibly earn another Advanced Placement Award.

V. PRESENTATIONS — Mr. Lembo

A. RIDGEWOOD BOE 2019-2020 SELF-EVALUATION — Dr. Fishbein

- ➢ **Matt Lee, New Jersey School Boards Association**
  - Board Goals
  - District Goals

VI. COMMITTEE OF THE WHOLE REPORTS — Dr. Fishbein and Ms. Kelly

- ➢ Finance
  - June Financial Reports

VII. COMMENTS FROM THE PUBLIC — Mr. Lembo

VIII. CONSENT ITEMS

A. ATTENDANCE AT CONFERENCES — Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Attendance at Conferences, as listed on **Attachment A**.

B. ADMINISTRATION — Dr. Fishbein

i. <u>Approval: Submission of the Ridgewood School District Reopening Plan</u> — Dr. Fishbein

WHEREAS, the plan to reopen schools for the 2020-2021 school year includes, to the extent possible and within the confines as dictated by the District's buildings and facilities, the health, safety, and "Leadership and Planning" measures identified as "Anticipated Minimum Standards" (minimum

standards) in the Department of Education's *The Road Back, Restart and Recovery Plan for Education*; and

WHEREAS, the District's plan, to the extent possible will implement those minimum standards as outlined in the District's reopening plan: and

WHEREAS, the District's plan, to the extent possible, will adhere to the directives of the Governor and the Department of Education of the State of New Jersey regarding the reopening of schools for 2020-2021; and

NOW, BE IT RESOLVED, that the Board has considered the above and, upon the recommendation of the Superintendent, approves the submission of the District's plan for reopening schools for the 2020-2021 school year to the Department of Education.

ii. <u>Approval: Reading & Adoption of New Policies, to be approved in one reading as per Bylaw 0131</u> **Dr. Fishbein**

- ➢ Policy 1648 - Restart and Recovery Plan **(Attachment B)** *new*
- ➢ Policy 1648.02 - Remote Learning Options for Families **(Attachment C)** *new*
- ➢ Policy 1643 - Full Time Remote Instruction **(Attachment D**) *new*
- ➢ Policy 1649 - Federal Families First Coronavirus (COVID-19) Response Act (FFCRA) **(Attachment E)** *new*

iii. <u>Approval: Revised 2020-2021 School Calendar</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the revised 2020-2021 School Calendar, as listed on **Attachment F.**

iv. <u>Approval: Settlement Agreement SE# 1/2020-2021</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Settlement Agreement SE#1 /2020-2021 between the parents of Student #505827 and the Ridgewood Board of Education.

The Board has received background information.

C. CURRICULUM & INSTRUCTION **Dr. Fishbein**

i. <u>Approval: Field Trips</u> **Dr. Fishbein**

None at this time

ii. **Approval: Professional Development Proposal from Jennifer L. Goeke, Ph.D.** — **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves a professional development proposal from Jennifer L. Goeke, Ph.D., "High Quality IEP Development: From PLAAFP to Goals," during the 2020-2021 school year, in the amount of $4,125.00.

The Board has received background information.

iii. **Approval: Annual Contract with Bergen County Special Services School District for Hospital Instruction** — **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the annual contract with Bergen County Special Services School District for Hospital Instruction for the 2020-2021 school year, for students who are receiving services at New Bridge Medical Center in Paramus, NJ, during school hours, at the rate of $65 per hour, as per N.J.A.C. 6A:14, 6A:16-10.1 and 6A:16-10.2.

The Board has received background information

iv. **Approval: New Community School Courses for Fall 2020** — **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the New Community School Courses for Fall 2019, as listed on **Attachment G.**

The Board has received background information.

v. **Approval: New and Revised Curricula for the 2020-2021 School Year** — **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves new and revised curricula for the 2020-2021 school year, as listed on **Attachment H.**

vi. **Approval: Budgeted 2020 Extended School Year Out of District Extraordinary Services** — **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the budgeted 2020 Extended School Year out of district extraordinary services, as listed below.

2020 - 2021 ESY Out-Of-District Extraordinary Services	
SCHOOL	**# OF STUDENTS**
Matheny Medical And Educational Center, Peapack, NJ	1
Pompton Lakes Board of Ed, Pompton Lakes, NJ	1

vii. **<u>Approval: 2020-2021 Extended School Year Budgeted Out-of-District Tuition Placements</u>** **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2020 Extended School Year budgeted out of district tuition placements, as listed below

2020 - 2021 ESY Out-Of-District Tuition Placements	
SCHOOL	**# OF STUDENTS**
Caldwell University Ctr For Autism, Caldwell, NJ	1
Matheny Medical And Educational Center, Peapack NJ	1
Pompton Lakes Board of Ed, Pompton Lakes, NJ	1

viii. **<u>Approval: 2020-2021 School Year Budgeted Extraordinary Services for Out of District Students</u>** **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2020-2021 school year budgeted extraordinary services for out of district students, as listed below.

2020 - 2021 Out-Of-District Extraordinary Services for REGULAR SCHOOL YEAR	
SCHOOL	**# OF STUDENTS**
Franklin Lakes Public School, Franklin Lakes, NJ	1
Glenview Academy, Fairfield, NJ	1
Matheny Medical And Educational Center, Peapack, NJ	1
Morris-Union Jointure Commission Board Of Ed, New Providence, NJ	1
Northern Valley Regional HS, Demarest, NJ	1
Phoenix Center, Nutley, NJ	2
Pompton Lakes Board of Ed, Pompton Lakes, NJ	1
Spectrum 360 – Upper School, Livingston, NJ	3

ix. **<u>Approval: 2020-2021 School Year Budgeted Out of District Tuition Placements</u>** **Dr. Fishbein**

The Ridgewood Board of Education, upon the

recommendation of the Superintendent of Schools, approves the 2020-2021 school year out of district budgeted tuition placements as listed below.

2020 – 2021 Out-Of-District Placements for REGULAR SCHOOL YEAR TUITION	
SCHOOL	**# OF STUDENTS**
Alpine Learning Group, Paramus, NJ	3
Banyan School, Fairfield, NJ	1
Banyan Upper School, Livingston, NJ	1
BCSS – HIP Godwin, Midland Park, NJ	2
BCSS – Washington Elem. School, Paramus, NJ	1
BCSS – Springboard Program, Paramus, NJ	1
BCSS – New Bridges, Paramus, NJ	3
Caldwell Univ., Center For Autism, Caldwell, NJ	1
The Community School Inc., Teaneck, NJ	1
Cornerstone Day School, Mountainside, NJ	2
CTC Academy, Oakland, NJ	1
EPIC, Paramus, NJ	4
Glenview Academy, Fairfield, NJ	1
Holmstead School, Ridgewood, NJ	1
HoHoKus School Of Trade & Technical Services, Paterson, NJ	1
Institute For Educational Achievement, New Milford, NJ	1
Matheny Medical And Educational Center, Peapack, NJ	1
Morris-Union Jointure Commission Board Of Ed, New Providence, NJ	1
New Alliance, Paramus, NJ	1
Newmark High School, Scotch Plains, NJ	1
Northern Valley Regional HS, Demarest, NJ	1
Paradigm Therapeutic School, Midland Park, NJ	2
Phoenix Center, Nutley, NJ	2
Pompton Lakes Board of Ed, Pompton Lakes, NJ	1
Reed Academy, Oakland, NJ	5
Ridgefield Board of Education, Ridgefield, NJ	1
Sage Day, Rochelle Park, NJ	1
Sage Day, Township Of Mahwah, NJ	1
Spectrum 360 – Upper School, Livingston, NJ	4
Wediko School, Keene, NH	1
Windsor Bergen Academy, Ridgewood, NJ	2
Windsor Prep, Paramus, NJ	1

D. HUMAN RESOURCES **Dr. Fishbein**

i. Appointments **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointments listed below, subject to receipt of appropriate documentation and the New Jersey Department of Education (NJDOE) certificate, if required.

Teachers

BARNARD, Elizabeth - Leave of Absence Replacement Resource Room Teacher (non-tenure track), Hawes School, effective August 31, 2020 through June 23, 2021, pending verification of employment as outlined by Chapter 5. Ms. Barnard pending issuance of an NJDOE Certificate as an Elementary School Teacher in Grades K-6 and a Teacher of Students with Disabilities.
Account # 11-213-100-101-00-02-019-000
$60,518
Cl. BA, St.1

FISHER, Isabelle – School Psychologist (tenure track), Benjamin Franklin Middle School, effective August 31, 2020 through June 23, 2021, pending verification of employment as outlined by Chapter 5. Ms. Fisher is pending issuance of an NJDOE Certificate as a School Psychologist.
Account # 11-000-219-104-00-08-019-000
$78,643
($74,898 + $3,745 ratio)
Cl. MA+45, St. 1

HORTON, Christina – School Nurse (tenure track), Orchard School, effective August 31, 2020 through June 23, 2021, pending verification of employment as outlined by Chapter 5. Ms. Horton anticipates receiving an NJDOE Emergency Certificate as a School Nurse. Ms. Horton will be registered into the NJDOE Provisional Program.
Account # 11-000-213-104-00-03-019-000
$61,018
Cl. BA, St. 2

HUBER, Courtney – Special Education (STEPSS) Teacher (tenure track), Benjamin Franklin Middle School, effective August 31, 2020 through June 23, 2021, pending verification of employment as outlined by Chapter 5. Ms. Huber possesses an NJDOE Standard Certificate as a Teacher of Students with Disabilities.
Account # 11-212-100-101-00-08-019-000
$67,618
Cl. MA, St. 1

NUNEZ, Jonathan - Leave of Absence Replacement Social Studies Teacher (non-tenure track), Ridgewood High School, effective October 21, 2020 through April 12, 2021, pending verification of employment as outlined by Chapter 5. Mr. Nunez possesses an NJDOE Certificate of Eligibility with Advanced Standing as a Teacher of Social Studies. Mr. Nunez will be registered into the NJDOE Provisional Program.
$60,518
Cl. BA, St. 1

Account # 11-140-100-101-05-10-019-000

RISSMEYER, Lindsay - Leave of Absence Replacement Kindergarten Teacher (non-tenure track), Orchard School, August 31, 2020 through June 23, 2021, pending verification of employment as outlined by Chapter 5. Ms. Rissmeyer possesses an NJDOE Provisional Certificate as an Elementary School Teacher in Grades K-6. She will be registered into the NJDOE Provisional Program. $60,518 Cl. BA, St. 1
Account # 11-110-100-101-11-03-019-000

Administrative Assistant

ALTOMARE, Jacquelyn - Administrative Assistant to Assistant Principal, Ridgewood High School, effective August 24, 2020, or as soon after as possible, through June 30, 2021. $49,314 Cl. II, 12M, St. 3 pro-rated
Account # 11-000-218-105-00-10-019-000

Long-term Substitutes

CERMACK, Daniel* - Science Teacher, Benjamin Franklin Middle School, effective August 31, 2020, through December 1, 2020, at a daily rate of $125 per day, until the assignment ends.
Account # 11-130-100-101-02-08-019-000

SHULMAN, Leanne - Special Education RISe K-2 Teacher, Ridge School, August 31, 2020 through December 14, 2020, at a daily rate of $125 per day, until the assignment ends. Ms. Shulman will be registered into the NJDOE Provisional Program.
Account # 11-212-100-101-00-04-019-000

TATORIS, Michael - Music Teacher, George Washington Middle School, effective August 31, 2020 through September 10, 2020, at a daily rate of $125 per day, until the assignment ends.
Account # 11-130-100-101-04-09-019-000

Field Placements

LEWIS, Joshua - Seton Hall University, student athletic trainer placement, to shadow Nikitas Nicholaides, Ridgewood High School, effective August 17, 2020 through November 30, 2020.

McGRATH, Skylar - Fordham University, field experience at Somerville School, with Kathryn Doske and Shannon Pia, Kindergarten Teachers, effective September 2, 2020 through December 15, 2020.

SIMS, Farrah - Seton Hall University, student athletic trainer placement, to shadow Nikitas Nicholaides, Ridgewood High School, effective August 17, 2020 through November 30, 2020.

VILLANELLA, James - Montclair State University, Clinical I and II, Somerville School, with Theresa Ross, Kindergarten Teacher, effective September 2, 2020 through December 23, 2020.

WOLMAN, Andie - Montclair State University, Clinical II, Somerville School, with Cassandra Fabish, Resource Room Teacher, effective January 15, 2021 through June 22, 2021.

Additional: Classroom Aides/Lunchroom Aides for the 2020-2021 School Year

BATTAGLIA, Karen - Lunchroom Aide, Orchard School, effective September 2, 2020 through June 22, 2021, 4 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-000-262-107-00-03-003-001

BEDNARSKI, Patricia - Resource Room Special Education Classroom Aide, Orchard School, effective September 2, 2020 through November 2, 2020, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-03-024-001

BOELE, Kristina - Applied Behavior Analyst Aide (ABA), Benjamin Franklin Middle School, 5.75 hours per day, 5 days per week, at an hourly rate of $20.17.
Account # 11-000-217-106-00-08-024-001

BREITER, Lauren - Resource Room Special Education Classroom Aide, Somerville School, effective September 2, 2020 through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-05-024-001

DARIENZO, Robert - Applied Behavior Analyst Aide (ABA), Ridgewood High School, effective September 2, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week, at an hourly rate of $20.17.
Account # 11-000-217-106-00-10-024-001

FELDHAHN, Karen - Lunchroom Aide, Somerville School, effective September 2, 2020 through June 22, 2021, pending verification of employment as outlined by Chapter 5, 2 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-000-262-107-00-05-005-001

FOSSARI, Rosemary - Self-Contained (LLD), Hawes School, effective September 2, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-204-100-106-00-02-024-001

GREANEY, Julie - Lunchroom Aide, Somerville School, effective September 2, 2020 through June 22, 2021, pending verification of employment as outlined by Chapter 5, 3.5 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-000-262-107-00-05-005-001

HEINS, Lisa - Resource Room Special Education Classroom Aide, Benjamin Franklin Middle School, effective September 2, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-08-024-001

IRBY-MASON, Shakerra - Self-Contained (RED) Special Education Classroom Aide, Glen School, effective September 2, 2020 through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-216-100-106-00-01-024-001

JENNINGS, Shayna - Resource Room Special Education Classroom Aide, Benjamin Franklin Middle School, effective September 2, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-08-024-001

JOHNSON, Hallie* - Lunchroom Aide, Somerville School, effective September 2, 2020 through June 22, 2021, pending verification of employment as outlined by Chapter 5, 3 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-000-262-107-00-05-005-001

KASPEROWICZ, Brianna - One-to-One Special Education Classroom Aide, Somerville School, effective September 2, 2020 through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-000-217-106-00-05-024-001

LAM, Antenette - Applied Behavior Analyst Aide (ABA), Glen School, effective September 2, 2020 through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $20.17.
Account # 11-000-217-106-00-01-024-001

LYNCH, Lisa - Lunchroom Aide, Travell School, effective September 4, 2020 through June 22, 2021, 2.5 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-000-262-107-00-06-006-001

MANNION, Erin - Resource Room Special Education Classroom Aide, George Washington Middle School, effective September 2, 2020 through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-09-024-001

MONAHAN, Colleen - Resource Room Special Education Classroom Aide, Somerville School, effective September 2, 2020 through October 14, 2020, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-05-024-001

MOOMJY, Christine - Applied Behavior Analyst Aide (ABA), Ridge School, effective September 2, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week, at an hourly rate of $21.23.
Account # 11-000-217-106-00-04-024-001

PLAVIER, Gerardina - Lunchroom Aide, Willard School, effective September 2, 2020 through June 22, 2021, 5 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-000-262-107-00-07-007-001

SHOVLIN, Emily - One-to-One Special Education Classroom Aide, George Washington Middle School, effective September 2, 2020 through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-000-217-106-00-09-024-001

SHAHIDI, Terry - Lunchroom Aide, Hawes School, effective September 2, 2020 through June 22, 2021, 4 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-000-262-107-00-02-002-001

ULLAH, Tania - Lunchroom Aide, Orchard School, effective September 2, 2020 through June 22, 2021, 4 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-000-262-107-00-03-003-001

ZAVERI, Salomee - Lunchroom Aide, Hawes School, effective September 2, 2020 through June 22, 2021, 4 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-000-262-107-00-02-002-001

Permanent Substitutes for the 2020-2021 School Year

Benjamin Franklin Middle School

- **Lisa Cermack***, 5.75 hours per day, 5 days per week, at an hourly rate of $21.50.
- **Emily Downs**, 5.75 hours per day, 5 days per week, at an hourly rate of $21.50.

Account # 11-130-100-101-00-00-019-002

George Washington Middle School

- **George Arluna**, 5.75 hours per day, 5 days per week, at an hourly rate of $21.50.
- **Brian Kuiken***, 5.75 hours per day, 5 days per week, at an hourly rate of $21.50.
- **Sahar Taschayyodi**, 5.75 hours per day, 5 days per week, at an hourly rate of $21.50.
- **Marcee Taylor**, 5.75 hours per day, 5 days per week, at an hourly rate of $21.50.

Account # 11-130-100-101-00-00-019-002

Ridgewood High School

- **Andrew Johnson**, 5.75 hours per day, 5 days per week, at an hourly rate of $21.50.

Account # 11-140-100-101-00-00-019-002

Revision: Fall 2020 Coaching Assignments, approved by the Board at its meeting on July 27, 2020

Assistant Football Coach

Remove: **Richard Bello**
Replace: **Torrance Watson**

Remove: **TBD**
Replace: **William Straub**
Account # 11-402-100-101-00-10-034-001

Contract Renewals and Hourly Rates for Non-Contract Personnel Infant/Toddler Development Center

It is recommended that the Board approve contract renewals and salaries for fulltime and part-time Infant/Toddler Development Center Staff members, effective September 1, 2020 through June 30, 2021, with the exception of the Director (12 month) and Secretary (11 Month) employees, as follows:

Full-time Employee

- **Lisa Kontos♦*** - Director (8/17/20-6/30/21) - $58,148 pro-rated (12-month employee)

Account # 62-990-200-103-00-62-060-000

- **Lynda Pisani♦** - Secretary (9/1/20-7/30/21) - $38,547 (11-month employee)

Account # 62-990-200-105-00-62-060-000

- **Marion Flanagan♦** - Teacher - $34,477
- **Katherine Kontos*** - Teacher - $34,542
- **Katrina Middlebrooks♦** - Teacher - $33,025
- **Dawn Southey♦** - Teacher - $32,207
- **Barbara Stevens♦*** - Teacher - $33,999
- **Mackenzie Stevens*** - Teacher - $33,000
- **Stephanie Vassallo♦** - Teacher - $35,142

Account # 62-990-100-101-00-62-060-000

♦Denotes employees receiving health benefits (if applicable, all others receive $3,000 in lieu of benefits package).

Salaries (with the exception of the Secretary) include $750 Professional Growth Pathway (PGP).

Hourly Rates for Non-Contract Child Care Personnel

High School/College	$11.00*
Step 1 (Entry/Sub)	$12.00
Step 2	$12.40
Step 3	$12.80
Step 4	$13.20
Step 5	$13.60
Step 6	$14.00

Current employees, step 1-6 continue to move up one step per year.
Current employees, 7-24 receive a $.40 per/hour increase on base rate each year, with a cap at Step 24 of $20.00 per hour.
*NJ State minimum wage increase for 2020.
Account # 62-990-100-106-00-62-060-001

Hourly Rates for Child Care Personnel

Melody Anderson	$13.60
Alexis Biagi	$12.00
Carmela Calbi	$12.00
Cassidy Collins	$11.00
Cheryl Demsey	$12.40
Meagan Edreich	$13.60
Joan Galland	$20.00
Barbara Greco	$16.40
Kim Introna	$12.40
Emily Kontos*	$11.00
Morgan Lacast	$12.40
Rund Qasem	$11.00
Danielle Rinaldo	$12.40
Alko Schinasi	$11.00
Melissa Terrin	$13.60
Annamaria Volpe*	$15.60
Christina Volpe*	$14.40
Marlene Whittmore	$90.00 (music teacher)
Michele Maltese	$70.00 (yoga teacher)

Account # 62-990-100-106-00-62-060-001

Ridgewood Community School Employees - Fall Semester 2020

Resolved that the list of individuals listed on **Attachment I**, be approved to work for the Ridgewood Community School for the Fall 2020 Semester. Salary range is $25-$75 per hour and/or $12-$125 per participant and/or $65-$475 per course.
Account # 13-423-100-101-00-60-060-001 (Junior Education)
Account # 13-424-100-101-00-60-060-001 (Driver Education)
Account # 13-602-100-101-00-60-060-001 (Adult Education)

Painters, effective September 2, 2020 through June 30, 2021, on an as needed basis

- **Raymond Lug**, Supervisor, at an hourly rate of $21.00.
- **Jonathan Coppola***, Painter, at an hourly rate of $15.50.
- **Ann Spadaccini**, Painter, at an hourly rate of $15.50.

Account # 11-000-262-104-00-42-048-001

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*Related to staff member

ii. Change of Assignments **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following change of assignments, as listed below.

DRISCOLL, Patrick* - **from** Applied Behavior Analyst Aide (ABA), Ridgewood High School, 5.75 hours per day, 5 days per week, **to** Permanent Substitute, George Washington Middle School, 5.75 hours per day, 5 days per week, effective September 2, 2020 through June 22, 2021. Account # 11-130-100-101-00-00-019-002	**From:** $21.23 per hour **To:** $21.50 per hour
EBENHACK, Kayley – **from** Resource Room Special Education Classroom Aide, Travell School, 5.75 hours per day, 5 days per week, **to** Long-term Substitute, Education Specialist, Travell School, effective August 31, 2020 through November 27, 2020. Account # 11-230-100-101-06-019-000	**From:** $17.50 per hour **To:** $125 daily rate per day
GARVIN, Natalie - **from** 0.40 FTE Title 1 and 0.60 FTE Special Education Teacher, George Washington Middle School, **to** 0.40 FTE Title 1 and 0.80 FTE Special Education Teacher, George Washington Middle Middle, effective August 31, 2020 through June 23, 2021. Account # 20-231-100-101-00-09-022-000 ($29,950) Account # 11-213-100-101-00-09-019-000 ($43,341) Account # 11-230-100-101-00-09-019-000 ($14,447)	**From:** $74,877 ($73,115 + $300 CP +$1,462 ratio) Cl. MA, St. 6 **To:** $89,793 ($87,738 + $300 CP + $1,755 ratio) Cl. MA, St. 6
PILKINGTON, Jaclyn - **from** Resource Room Special Education Classroom Aide, Orchard School, 5.75 hours per day, 5 days per week, **to** Long-term Substitute, Fourth Grade Teacher, Somerville School, effective August 31, 2020 through November 2, 2020.	**From:** $17.50 per hour **To:** $125 daily rate per

Account # 11-120-100-101-00-05-019-000	day
LEVY, Daniela - **from** Long-term Substitute, Second Grade Teacher, Hawes School, **to** Leave of Absence Replacement Second Grade Teacher (non-tenure track), Hawes School, effective August 31, 2020 through June 23, 2020. Ms. Levy possesses an NJDOE Provisional Certificate as an Elementary School Teacher . Ms. Levy will be registered into the NJDOE Provisional Program. Account # 11-120-100-101-00-02-019-000	**From:** $125 daily rate per day **To:** $60,518 Cl. BA, St. 1
MORAN, Kathleen – **from** Self-Contained Special Education Classroom Aide, Benjamin Franklin Middle School, **to** Administrative Assistant to Principal, Orchard School, effective August 24, 2020 through June 30, 2021. Account # 11-000-240-105-00-03-019-000	**From:** $17.50 per hour **To:** $44,457 Cl. II, 11M, St. 2 pro-rated
SCHWARTZ, Katherine - **from** Resource Room Special Education Classroom Aide, Somerville School, 5.75 hours per day, 5 days per week, **to** Long-term Substitute, Second Grade Teacher, Somerville School, effective August 31, 2020 through October 14, 2020. Account # 11-120-100-101-00-05-019-000	**From:** $17.50 per hour **To:** $125 daily rate per day
WEINSTEIN, Nicole - **from** Self-Contained (LLD) Special Education Classroom Aide, Hawes School, 5.75 hours per day, 5 days per week, **to** Long-term Substitute, First Grade Teacher, Hawes School, effective August 31, 2020 through November 30, 2020. Account # 11-120-100-101-00-02-019-000	**From:** $17.50 per hour **To:** $125 daily rate per day

*Related to staff member

iii. Resignation **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignation listed below.

Support Staff

HAYES, Andrea – Payroll Supervisor, Education Center, effective October 19, 2020.

iv. Rescind Appointments **Dr. Fishbein**

The Ridgewood Board of Education, upon the

recommendation of the Superintendent of Schools, approves rescinding of the appointments of the employees listed below.

Classroom Aides

BONAVITA, Madison - Resource Room Special Education Classroom Aide, Ridge School, effective September 2, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.

DEKEN, Gina - Resource Room Special Education Classroom Aide, Somerville School, effective September 2, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.

DUBE, Christina - Self-Contained (LLD) Special Education Classroom Aide, Hawes School, effective September 2, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.

KING, Sean - Applied Behavior Analyst Aide (ABA), Ridge School, effective September 2, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week, at an hourly rate of $21.23.

RIENZI, Caterina - Self-Contained (RED) Special Education Classroom Aide, Glen School, effective September 2, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.

SEIBOLD, Julie - Resource Room Special Education Classroom Aide, Benjamin Franklin Middle School, effective September 2, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.

TAYLOR, Patricia - Resource Room Special Education Classroom Aide, Somerville School, effective September 2, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.

ZINZI, Dorina - Self-Contained (RED) Special Education Classroom Aide, Glen School, effective September 2, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.

WILHELM, George - One-to-One Special Education Classroom Aide, George Washington Middle School, effective September 2, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.

v. Revision: Administrative Leave of Absence **Dr. Fishbein**

It is recommended that the Board approve employee #4458 for administrative leave of absence with pay **from** effective February 11, 2020 through **TBD**, approved by the Board at its meeting on April 13, 2020, **to** effective February 11, 2020 through June 19, 2020, with a restatement date of August 31, 2020.

vi. Leave of Absences **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the leave of absences listed below.

CATANZARO, Becky – First Grade Teacher, Hawes School, effective September 2, 2020 through December 3, 2020, with a reinstatement date of December 4, 2020, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA/FFCRA and/or NJFLA leave entitlement.

JASINSKI, Danielle – Kindergarten Teacher, Orchard School, effective August 31, 2020 through November 25, 2020, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA/FFCRA and/or NJFLA leave entitlement.

LISA, Erica – Resource Room Teacher, Hawes School, effective August 31, 2020 through June 23, 2021, with a reinstatement date of August 31, 2021, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA/FFCRA and/or NJFLA leave entitlement.

Revision: MARTIN, Patricia – Second Teacher, Hawes School, **from** effective April 27, 2020 through June 19, 2020 and September 1, 2020 through November 30, 2020, with a reinstatement date of December 1, 2020, approved by the Board on June 29, 2020, **to** effective April 27, 2020 through June 19, 2020 and September 1, 2020 through August 30, 2021, with a reinstatement date of August 31, 2021, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

RIORDAN, Nicole – Social Studies Teacher, Ridgewood High School, effective October 21, 2020 through April 9, 2021, with a reinstatement date of April 12, 2021, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

Revision: ROESEMANN, Megan – RISe K-1 Teacher, Ridge School, **from** effective September 1, 2020 through December

4, 2020, with a reinstatement date of December 7, 2020, approved by the Board on April 13, 2020, **to** effective August 31, 2020 through December 11, 2020, with a reinstatement date of December 14, 2020, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement

WITHAM, Lynne – Second Grade Teacher, Somerville School, effective August 31, 2020 through October 13, 2020, with a reinstatement date of October 14, 2020, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA/FFCRA and/or NJFLA leave entitlement.

vii. Personal Leave of Absence **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the personal leave of absence listed below.

JASINSKI, Danielle – Kindergarten Teacher, Orchard School, effective November 30, 2020 through June 23, 2021, with a reinstatement date of August 31, 2021.

viii. Supplemental Pay Beyond Contract **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves supplemental pay beyond contract, as listed below.

Somerville School

Additional: 2020 Summer Secretarial Support

- **Janet Crocamo**, not to exceed 10 hours, at an hourly rate of $27.18 ($271.80).
- **Carla Nebbia**, not to exceed 15 hours, at an hourly rate of $34.86 ($522.90).
- **Susan Pauley***, not to exceed 15 hours, at an hourly rate of $34.28 ($514.20).

Account # 11-000-240-105-00-05-005-001

Willard School

Additional: 2020 Summer Secretarial Support

- **Monica Bostler**, not to exceed 32 hours, at an hourly rate of $37.67 ($1,205.44).
- **Jane Parigi**, not to exceed 15 hours, at an hourly rate of $31.21 ($468.15).

Account # 11-000-240-105-00-07-007-001

Benjamin Franklin Middle School

Permanent Substitutes/Classroom Aides Training - September 1, 2020 - Each not to exceed 2 hours

- **Taylor Alessi**, at an hourly rate of $20.17 ($40.34).
- **Kristina Boele**, at an hourly rate of $20.17 ($40.34).
- **Nicholas Camilleri**, at an hourly rate of $17.50 ($35.00).
- **Lisa Caron**, at an hourly rate of $17.50 ($35.00).
- **Lisa Cermack***, at an hourly rate of $21.50 ($43.00).
- **Ryan Crawford**, at an hourly rate of $21.23 ($42.46).
- **Tara Cullen**, at an hourly rate of $17.50 ($35.00).
- **Emily Downs**, at an hourly rate of $21.50 ($43.00).
- **Lisa Heins**, at an hourly rate of $17.50 ($35.00).
- **Shayna Jennings**, at an hourly rate of $17.50 ($35.00).
- **Sung-Hui Kim**, at an hourly rate of $21.23 ($42.46).
- **Jane Kraemer**, at an hourly rate of $17.50 ($35.00).
- **Olga Liebkind**, at an hourly rate of $17.50 ($35.00).
- **Danielle Miller**, at an hourly rate of $21.23 ($42.46).
- **Dean Montelbano**, at an hourly rate of $17.50 ($35.00).
- **Nicole Parks**, at an hourly rate of $21.23 ($42.46).
- **Rachel Rabin**, at an hourly rate of $21.23 ($42.46).
- **Tina Tilyou**, at an hourly rate of $21.23 ($42.46).

Account # 11-130-100-101-00-08-008-001

Ridgewood High School

Additional: Secretarial and Technology Support for 2020 Graduation, July 8, 2020 ($980.48)

- **Elizabeth O'Brien**, not to exceed 4 hours, at an hourly rate of $82.33 ($329.32).
- **Margaret Schaefer**, not to exceed 4 hours, at an hourly rate of $87.68 ($350.72).
- **Meredith Yannone**, not to exceed 4 hours, at an hourly rate of $75.11 ($300.44).

Account #11-000-240-105-00-10-010-001 (Secretary)
Account #11-000-222-104-00-10-010-001 (Technology)

2020 Summer Support

- **Kevin Feeley**, not to exceed 30 hours, at an hourly rate of $76.68 ($2,300.40).

Account # 11-000-218-104-00-10-010-001

Professional Development Days - August 31, 2020, September 1, 2020, November 3, 2020, and May 13, 2021

- **Kelly Clark**, not to exceed 4.5 hours, at an hourly rate

of $61.69 ($1,110.42).
- **Gary Fink***, not to exceed 6 hours, at an hourly rate of $43.38 ($1,041.12).
- **Larry Holand,** not to exceed 2.25 hours, at an hourly rate of $61.69 ($555.21).
- **Jennifer Landa**, not to exceed 2.25 hours, at an hourly rate of $56.83 ($511.47).

Account #11-140-100-101-00-10-010-001

2020 Percussion Marching Band Field Show

- **Gary Fink***, not to exceed 40 hours, at an hourly rate of $40.17 ($1,606.80).

Account # 11-401-100-101-00-10-010-001

Site Managers - Fall Sports, each at an hourly rate of $40.17 each for a maximum of 30 hours

- **Charles Appel**
- **Mary Consol**
- **Paul Cronk***
- **Robert Currier**
- **Ronald Knott**
- **Michael Lucchesi**
- **Raymond Lug**
- **Aaron Mandel**
- **Allison Mende**
- **Candace Mitola**
- **Michael Pounds**

Account # 11-402-100-104-00-10-034-001

Clock Operators each to receive $50 per game for boys and girls soccer, each not to exceed 20 games

- **Ronald Knott**
- **Raymond Lug**
- **Aaron Mandel**
- **Kenneth Moscarello**

Account # 11-402-100-104-00-10-034-001

Ticket Booth - Home Football Games, each to receive $50 per game, each not to exceed 8 games per season

- **Carla Collins**
- **Mary Consol**
- **Aaron Mandel**
- **Allison Mende**
- **Candace Mitola**
- **Christopher Reilly***
- **Nancy Reilly***

Account # 11-402-100-104-00-10-034-001

FIT Instructors, each to receive $40.17 per hour, fall session, each not to exceed 20 hours

- **Candace Mitola**
- **Michael Pounds**

Account # 11-402-100-101-00-10-034-001

Special Programs

Child Study Team Support - Responses to Parents

- **Mariann Gelenius**, not to exceed 20 hours, at an hourly rate of $74.07 ($1,481.40).

Account # 11-000-219-104-00-24-024-001

Additional: 2020 Summer Special Programs Personnel

- **Susan Fink**, not to exceed 15 hours, at an hourly rate of $71.89 (1,078.35).
- **Laura Murphy**, not to exceed 20 hours, at an hourly rate of $75.25 ($1,505).
- **Jessica Vasquez**, not to exceed 12 hours, at an hourly rate of $52.96 ($635.52).
- **Courtney Weiss-Chromack**, not to exceed 20 hours, at an hourly rate of $46.82 ($936.40).

Account # 11-000-219-104-00-24-024-001

Supplemental Instruction

- **Christie DeAraujo**, not to exceed 10 hours, at an hourly rate of $60.21 ($602.10).

Account # 11-213-100-101-00-24-024-001

Staff Training - ABA Aides

- **Stacy Giardino**, not to exceed 16 hours, at an hourly rate of $76.68 ($1,226.88).
- **Cindy Lora**, not to exceed 20 hours, at an hourly rate of $58.92 ($1,178.40).

Account # 11-000-219-104-00-24-024-001

ABA Aides Training - August 26-27, 2020 - Each not to exceed 11 hours

- **Carla Amaral**, at an hourly rate of $21.23 ($233.53).
- **James Beyer**, at an hourly rate of $21.23 ($233.53).
- **Mary Ann Blau**, at an hourly rate of $21.23 ($233.53).
- **Melissa Brandes**, at an hourly rate of $21.23 ($233.53).

- **Daniel Brophy***, at an hourly rate of $21.23 ($233.53).
- **Thomas Bushnauskas**, at an hourly rate of $21.23 ($233.53).
- **Paola Callejas**, at an hourly rate of $21.23 ($233.53).
- **Deborah Castaldi**, at an hourly rate of $21.23 ($233.53).
- **Joseph Crabbe**, at an hourly rate of $21.23 ($233.53).
- **Ryan Crawford**, at an hourly rate of $21.23 ($233.53).
- **Robert Darienzo**, at an hourly rate of $20.17 ($221.87).
- **Anna Engstrom**, at an hourly rate of $21.23 ($233.53).
- **Elizabeth Hamilton**, at an hourly rate of $20.17 ($221.87).
- **Ann Hopper**, at an hourly rate of $21.23 ($233.53).
- **Antenette Lam**, at an hourly rate of $20.17 ($221.87).
- **Scott Lauritano**, at an hourly rate of $21.23 ($233.53).
- **Johana Leon**, at an hourly rate of $21.23 ($233.53).
- **Meghan Maccarrone**, at an hourly rate of $21.23 ($233.53).
- **Lindsay Mager**, at an hourly rate of $21.23 ($233.53).
- **Maureen Meyer**, at an hourly rate of $21.23 ($233.53).
- **Danielle Miller**, at an hourly rate of $21.23 ($233.53).
- **Marisol Mori Marques de Chinchay**, at an hourly rate of $21.23 ($233.53).
- **Christine Moomjy**, at an hourly rate of $21.23 ($233.53).
- **Jo'elle Oliver**, at an hourly rate of $21.23 ($233.53).
- **Nicole Parks**, at an hourly rate of $21.23 ($233.53).
- **Rachel Rabin**, at an hourly rate of $21.23 ($233.53).
- **Lauren Schierloh**, at an hourly rate of $21.23 ($233.53).
- **Alexander Scofi**, at an hourly rate of $21.23 ($233.53).
- **Jean Sgambati**, at an hourly rate of $21.23 ($233.53).
- **Kristine Sunden**, at an hourly rate of $21.23 ($233.53).
- **Tina Tilyou,** at an hourly rate of $21.23 ($233.53).

Account # 11-000-217-106-00-24-024-001

ABA Aides Training - August 26-27, 2020 - Each not to exceed 12 hours

- **Kristan Boele**, at an hourly rate of $20.17 ($242.04).
- **Sung-Hui Kim**, at an hourly rate of $21.23 ($254.76).
- **Alessi Taylor**, at an hourly rate of $20.17 ($242.04).

Account # 11-000-217-106-00-24-024-001

Additional: 2020 Secretarial Support - RED/RISe/REACH

- **Nadine Macolino**, not to exceed 40 hours, at an hourly rate of $27.89 (1,115.60).

Account # 11-000-219-105-00-01-024-001

Curriculum, Instruction & Assessment

Revision: 2020 Summer Curriculum Writing, approved by the Board at its meeting on June 15, 2020

Staff members as listed on **Attachment J** , at the curriculum hourly rate of $53.33.
Account # 11-000-221-104-00-22-022-001

Information Technology Department

Technology Support for district-wide door access upgrades and camera repair

- **Jaeson Enmore**, not to exceed 150 hours at a minimum regular hourly rate of $51.82 totaling $7,773.00 and a maximum overtime hourly rate of $77.73 totaling $11,659.50.

Account # 11-000-266-104-08-31-031-001

_____*Related to staff member

ix. Substitutes for the 2020-2021 School Year **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves substitutes for the 2019-2020 school year, as listed below.

Teachers: Deirdre Anderson, George Arluna, Victoria Bahner, Carolyn Bimonte-Brush, Karen Bragg, Arthur Bressler, Mirla Brito, Breanna Broesler, Richard Brooks, Maryanne Brown, Ginger Brown Monplaisir, Stacey Bukowski, William Burton, Kim-Yvette Cadaret, Nina Calvin, Noelle Caramanna, Keely Coffey, William Crosby, Ann Daly, John Delamater, Justine DelVecchio, Angela DeMallie, Anthony Dinice, Jennifer Dudley, Jaclyn Durant, Susan Fischer, Melissa Fluet, Summer Foerch, Patrick Foley, Rosemary Fossari, Richard Friedl, Jennifer Galvin-Hegewald, Lori Ganci, Corrine Gubb, Michele Haas, Nancy Hafers, Paula Hegybeli, Diane Held, John Herlihy, Carol Hohauser-Nizza, Stewart Holmes, Lauren Hudon, Thomas Hughes, Kathleen Hutton, Patricia Infantino, Samir Ismail, Philip Kaukonen, Tracy Keeney, Theresa Kelly, Elena Kim, Yuhsiu Lai, Stamatina Levanti, Jenny Lewis, Lu Ann Lorenzo, Elizabeth Luongo, Audrey Magnuson, Steven Manin, John Marcy, Lilia Marotta, Megan Matesic, Ara Meyer, Maureen Meyer, Poopak Mohajer, Tara Montelbano, Fakhrossadat Moshasha, Camryn Muller, Abigail Munro, Catherine Negron, Lissette Negron, Margaret Neilson, Karen O'Neill-Sticco, James

O'Rourke, Maureen Raymond, Jessica Reitter, Lewis Ritter, Evelyn Santos, Benjamin Saporito, Deirdre Scali, Victoria Schnure, Terry Shahidi, Susan Smith, Lucinda Spence, Andrew Stewart, Katherine Suel, Skylar Suess, Sandra Sullivan, Sahar Taschayyodi, Adrienne Tolbert, Nivy Trama, Barbara Wallace, Marcia Warren, Maryann Wejnert, Brian Whelan, Donald White, Brooke Wittlinger, Christopher Wolfstirn, Leticia Young, Theresa Zabielski

Nurses: Emily Byrne, Josiane Charles, Theresa DiMaulo, Jeanne Gao, Laura Thurlow*

*Related to staff member

E. FINANCE — Dr. Fishbein

i. Acceptance of Restricted Donations: — **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following restricted gifts for the **2020-2021** school year, to be used as indicated.

Donor	Amount	Use	Account Number
Ridgewood High School Student Activity Account	$1,305.90	To be used to pay for project graduation/prom chaperones.	20-030-100-101-00-10-010-008 ($1,205.10) 20-030-200-220-00-10-010-008 ($100.80)

Acceptance of a gift in kind from Mr. and Mrs. Hanrahan of 1 Elkay 3-compartment sink, 3 Sloan ebf 550 auto faucets, 1 Liberty drain pump, valued at $5,495.27.

Acceptance of a gift in kind from the RHS Alumni Association of a chandelier, valued at $691.00.

Acceptance of a gift in kind from the RHS Alumni Association of a scoreboard poster back, valued at $1300.00.

ii. Approval: Additional Contracted Therapists to Provide Special Education Services for the 2020-2021 School Year — **Dr. Fishbein**

Approval of additional contracted therapists to provide special education services for the 2020-2021 school year, as listed on **Attachment K**.

iii. Approval: Disposal of Equipment **Dr. Fishbein**

Approval to dispose of the equipment listed below through www.govdeals.org and as listed on **Attachment L**. These items are obsolete and no longer needed.

iv. Approval: Budget Appropriation Transfers **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves transfers for **June 2020** as shown in the Journal Entry listing pursuant to Policy 6422.

The Board has received background information.

v. Approval: Transfer of Operating Funds to the Infant Toddler Enterprise Fund **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the transfer of $497,671.81 from the General Fund operating budget to the Infant Toddler Enterprise fund to cover the operating deficit in the fund. The $497,671.81 is made of the $179,504 prior period adjustment for the 17-18 school year, the $17,222 prior period adjustment from 18-19 school year and the deficit from the 19-20 school year of $300,945.81.

vi. Approval: Secretary's Line Item Certification **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

Whereas, the Board of Education has received the Report of the Secretary for the month of **June 2020,**

Whereas, in compliance with N.J.A.C. 6:20-2A.10(d), the secretary has certified that, as of the date of the report(s), no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education, now, therefore, be it,

Resolved, the Board of Education accepts the above referenced reports and certifications and orders that they be attached to and made part of the record of this meeting, and Be it Further Resolved, in compliance with N.J.A.C. 6:20-A10(e), the Board of Education certifies that, after review of the secretary's monthly financial reports (appropriate section) and upon consultation with the appropriate district

officials, to the best of its knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6:20-2A.10(a)(1), and that sufficient funds are available to meet the district's financial obligations for the remainder of the school year.

The Board has received background information.

vii. **Approval: Acceptance of the Board Secretary and Treasurer Report** **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

Whereas, the Board of Education has received the report of the Secretary and Treasurer for the month of **June 2020 ;** now, therefore,

Be it Resolved, the Board of Education accepts the above referenced reports and orders that it be attached to and made part of the official record of this meeting.

viii. **Approval: Renewal of Transportation Contracts for the 2020- 2021 School Year** **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the renewal of transportation contracts for the 2020-2021 school year, as listed below. The contracts reflect a 1.45% CPI index which has been mandated by the State of NJ for 2020-2021

Route #	Contractor	School	Annual Cost
H1	Durham School Services	Hawes	$40,759.20
H2	Durham School Services	Hawes	$40,759.20
H3	Durham School Services	Hawes	$40,759.20
H4	Durham School Services	Hawes	$40,759.20
BF10	Durham School Services	BFMS	$39,058.20
BF11	Durham School Services	BFMS	$39,058.20

BF12	**Durham School Services**	**BFMS**	**$39,058.20**
BF13	**Durham School Services**	**BFMS**	**$39,058.20**
BF13A	**Durham School Services**	**BFMS**	**$39,493.80**
GW14	**Durham School Services**	**GWMS**	**$39,058.20**
GW16	**Durham School Services**	**GWMS**	**$39,058.20**
RW17	**Durham School Services**	**RHS**	**$39,335.40**
RW18	**Durham School Services**	**RHS**	**$39,335.40**
RW19	**Durham School Services**	**RHS**	**$39,335.40**
RW20	**Durham School Services**	**RHS**	**$39,335.40**
RW21	**Durham School Services**	**RHS**	**$39,335.40**
RW22	**Durham School Services**	**RHS**	**$39,335.40**
RW23	**Durham School Services**	**RHS**	**$39,335.40**
R7	**D&M**	**Ridge**	**$43,437.60**
R8	**D&M**	**Ridge**	**$43,437.60**
W9	**D&M**	**Willard**	**$43,437.60**

ix. <u>Approval: 2020-2021 Received Tuition Students Paid By Parents</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools approves the following received tuition students for the 2020-2021 school year, listed below. Tuition will be paid by the parents.

- 2 students attending Somerville

x. <u>Approval: Agreement with West Side Presbyterian Church for Use of Their Parking Lot</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves an agreement with West Side Presbyterian Church to provide parking for George Washington Middle School faculty and staff only for the 2020-2021 school year, in the amount of $24,700 (65 cars at $38 per car per month). There is no increase from the 2019-2020 school year.

Parking for evening/special events is an additional $2,300 and requires separate permission. Fees are detailed on the invoice attached to the agreement.

The Board received background information.

xi. <u>Approval: Award of Contracts to Cooperative Purchasing Vendors in Excess of $40,000</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the award of contracts to Cooperative Purchasing Vendors in excess of $40,000 for goods and services.

The Board has received background information.

IX. APPROVAL OF BILLS — Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the payment of bills as listed below.

DATES	DESCRIPTION	CHECK NUMBER	AMOUNTS	REVIEWED BY
August 26	Columbia Bank On-Line	098663-098980	2,846,707.32	Mr. Kaufman
August 26	Columbia Bank On-Line Scholarship	831511-831513	5,012.97	Mr. Kaufman
July 13	Payroll Transfer	P31293	574,985.78	Mr. Kaufman
July 27	Payroll Transfer	P31649	579,647.27	Mr. Kaufman
August 12	Payroll Transfer	P31650	441,513.54	Mr. Kaufman
August 17	Electronic Transfer	B31652	36,375.00	Mr. Kaufman
July 31	Electronic Transfer	C31658	21.45	Mr. Kaufman

July 31	Electronic Transfer	C31660	76.05	Mr. Kaufman
July 31	Electronic Transfer	F31656	13,021.04	Mr. Kaufman
August 4	Electronic Transfer	H31543	1,164,142.94	Mr. Kaufman
August 6	Electronic Transfer	L31612	5,356.12	Mr. Kaufman
July 3	Electronic Transfer	R31659	1,546.92	Mr. Kaufman
August 4	Electronic Transfer	R31657	3,920.65	Mr. Kaufman
July 29	Food Service	620213-620214	10,467.59	Mr. Kaufman
July 23	Colombia Bank Void Check	096864	(72.24)	Mr. Kaufman
July 29	Colombia Bank Void Check	097575	(2,400.00)	Mr. Kaufman
August 6	Colombia Bank Void Check	097720	(90.00)	Mr. Kaufman
August 6	Colombia Bank Void Check	097741	(70.00)	Mr. Kaufman
August 6	Colombia Bank Void Check	096892	(78.58)	Mr. Kaufman
August 6	Colombia Bank Void Check	098289	(9,420.87)	Mr. Kaufman
August 12	Colombia Bank Void Check	098258	(28.83)	Mr. Kaufman
August 12	Colombia Bank Void Check	097822	(100.00)	Mr. Kaufman
August 12	Colombia Bank Void Check	096872	(395.00)	Mr. Kaufman
August 12	Colombia Bank Void Check	098534	(18.24)	Mr. Kaufman
August 13	Colombia Bank Void Check	097827	(100.00)	Mr. Kaufman
August 20	Colombia Bank Void Check	096501	(4,762.34)	Mr. Kaufman

TOTAL			**5,665,258.54**	

X. BOARD MEMBER ANNOUNCEMENTS **Mr. Lembo**

XI. BOARD COMMITTEE REPORTS **Mr. Lembo**

XII. COMMENTS FROM THE PUBLIC **Mr. Lembo**

XIII. DISCUSSION ITEM **Mr. Lembo**

New Policies/Regulations and Revisions to Policies/ Regulations as listed below:

- Policy 1581 - Domestic Violence (**Attachment M)** *revised*
- Regulation 1581 - Domestic Violence (**Attachment N**) *new*
- Policy 2422 - Health and Physical Education (**Attachment O**) *revised*
- Policy 3421.13 - Postnatal Accommodations **(Attachment P)** *new*
- Policy 4421.13 - Postnatal Accommodations **(Attachment Q)** *new*
- Policy and Regulation 5330 - Administration of Medication **(Attachment R)** revised
- Policy 7243 - Supervision of Construction **(Attachment S)** *revised*
- Policy 8210 - School Year **(Attachment T)** *revised*
- Policy 8220 - School Day **(Attachment U)** *revised*
- Regulation 8220 - School Closings **(Attachment V)** *revised*
- Policy 8462 - Reporting Potentially Missing or Abused Children **(Attachment W)** *revised*
- Policy 2270 - Religion in Schools **(Attachment X)** *revised*
- Policy 2431.3 - Heat Participation Policy for Student - Athlete Safety **(Attachment Y)** *revised*
- Policy 2622 - Student Assessment **(Attachment Z)** *revised*
- Policy and Regulation 5111 - Eligibility of Resident/Nonresident Students **(Attachment AA)** *revised*
- Policy and Regulation 5200 - Attendance **(Attachment AB)** *revised*
- Policy and Regulation 5320 - Immunization **(Attachment AC)** *revised*
- Policy and Regulation 5330.04 - Administering an Opioid Antidote **(Attachment AD)** *revised*
- Policy 5610 Suspension **(Attachment AE)** *revised*
- Regulation 5610 - Suspension Procedures **(Attachment AF)** *revised*
- Policy 5620 - Expulsion **(Attachment AG)** *revised*

- ➢ Policy and Regulation 8320 - Personnel Records **(Attachment AH)** *revised*
- ➢ Bylaw 0143.2 - Pupil Representatives to the Board of Education **(Attachment AI)** *revised*
- ➢ Bylaw 0164 - Conduct of Board Meetings **(Attachment AJ)** *revised*
- ➢ Bylaw 0169.02 - Board Member Use of Social Media **(Attachment AK)** *revised*

XIV. ACCEPTANCE OF MINUTES **Mr. Lembo**

- June 1, 2020 Exec Session Meeting
- June 1, 2020 Regular Public Meeting
- June 4, 2020 Special Public Meeting
- June 15, 2020 Regular Public Meeting
- June 15, 2020 Exec session Meeting
- June 29, 2020 Regular Public Meeting
- June 29, 2020 Exec Session Meeting
- July 10, 2020 Special Public Meeting
- July 23, 2020 Special Public Meeting
- July 27, 2020 Regular Public Meeting

XV. OTHER BUSINESS **Mr. Lembo**

XVI. MOTION TO GO INTO EXECUTIVE SESSION **Mr. Lembo**

XVII. RECONVENED PUBLIC MEETING **Mr. Lembo**

XVIII. ADJOURNMENT **Mr. Lembo**

Coming Meetings

Monday September 14, 2020
Regular Public Meeting
7:00 p.m. Education Center

Monday October 5, 2020
Regular Public Meeting
7:00 p.m.Education Center

August 31, 2020 **ATTACHMENT A**

2020-2021 CONFERENCES FOR APPROVAL

Staff Member	Name of Conference Location & Dates	Rationale	Estimated Cost for Approval	# of Sub Days required
Erin McGuire	Handle With Care Instructor and Re-Certification Program Handle With Care Behavior Management System, NY September 16, 2020	Professional Development	457.00	0
Ariana Bray	Handle With Care Instructor and Re-Certification Program Handle With Care Behavior Management System, NY September 16, 2020	Professional Development	497.25	0
Cindy Lora	Handle With Care Instructor and Re-Certification Program Handle With Care Behavior Management System, NY September 16, 2020	Professional Development	506.00	0

The total cost for these conferences is $1478.25. Upon Board approval of these conferences, the total expenditure for travel and conferences for 2020-2021 will be $20,916.06 leaving a balance of $179,083.94.

The total cost of substitutes for these conferences is $0. Upon Board approval of these conferences, the total expenditure for substitutes for travel and conferences for 2020-2021 will be $1000.00.

1648 RESTART AND RECOVERY PLAN

On June 26, 2020, the New Jersey Department of Education (NJDOE) published "The Road Back - Restart and Recovery Plan for Education" (Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students' unique needs during these unprecedented times. The NJDOE required school districts in the State to develop, in collaboration with community stakeholders, a "Restart and Recovery Plan" (Plan) to reopen schools that best fits the district's local needs.

The Guidance requires the Board of Education to adopt certain policies and the Board adopts Policy 1648 to address those policy requirements in the Guidance. Policy 1648 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.

A. NJDOE Guidance – Key Subject Area 1 – Conditions for Learning

1. Transportation

a. If the school district is providing transportation services on a ~~district-owned~~ school bus, but is unable to maintain social distancing, a face covering must be worn **by all students** upon entering the school bus **unless doing do so would inhibit the student's health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.** ~~by all students who are able to do so in accordance with A.2.c. below.~~ **Exceptions to the face covering requirements shall be those outlined in A.2.d. below:**

(1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's particular need and in accordance with all applicable laws and regulations.

b. The school district shall use best practices for cleaning and disinfecting district-owned school buses and other transportation vehicles in accordance with A.3. below.

c. District-employed school bus drivers and aides on district-owned school buses shall practice all safety actions and protocols as indicated for other school staff.

d. If the school district is using contracted transportation services, the contractor shall ensure all Board of Education safety actions and protocols are followed by the contractor and its employees and/or its agents.

2. Screening, Personal Protective Equipment (PPE), and Response to Students and Staff Presenting Symptoms

a. The school district shall screen students and employees upon arrival to a school building or work location for COVID-19 symptoms and a history of exposure.

(1) School staff must confirm with families that students are free of COVID-19 symptoms through electronic submission of daily health checklist and temperature readings. .

(2) Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.

(3) Results must be documented when signs/symptoms of COVID-19 are observed.

(4) The screening protocol will take into account students and employees with disabilities and accommodations that may be needed in the screening process for those students and employees.

(5) Students and employees with symptoms related to COVID-19 must be safely and respectfully isolated from others.

(6) If the school district becomes aware that an individual who has spent time in a school district facility tests positive for COVID-19, district officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.

b. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.

(1) If a visitor refuses to a wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, the visitor's entry to the school/district facility may be denied.

c. Students are **required** ~~strongly encouraged~~ to wear face coverings ~~and are required to do so when social distancing cannot be maintained~~, unless doing so would inhibit the student's health. It is ~~also~~ necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.

(1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations.

d. Exceptions to the Requirement for Face Coverings

(1) Doing so would inhibit the individual's health.

(2) The individual is in extreme heat outdoors.

(3) The individual is in water.

(4) A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.

(5) The student is under the age of two**, due to the** ~~and could~~ risk **of** suffocation.

(6) During the period a student is eating or drinking.

(7) Face coverings should not be placed on anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance (e.g. face coverings should not be worn by Pre-K students during nap time).

(8) The student is engaged in high intensity aerobic or anaerobic activities.

(9) Face coverings may be removed during gym and music classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet apart.

(10) When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.

3. Facilities Cleaning Practices

   a. The school district must continue to adhere to existing required facilities cleaning practices and procedures and any new specific requirements of the local health department as they arise.

   b. A procedure manual must be developed to establish cleaning and disinfecting schedules for schools and school equipment, targeted areas to be cleaned, and methods and materials to be used.

4. Wraparound Supports

   a. Mental Health Supports

      The school district's approach to student mental health supports will be affected by the learning environment in place at the beginning of the school year. If in-person instruction is not feasible, the district must find other ways to assess and monitor students' mental health.

5. Contact Tracing

   a. Upon notification that a resident has tested positive for COVID-19, the local health department will call the school district to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least ten minutes.

   b. The school district shall assist the local health department in conducting contact tracing activities, including ongoing communication with the identified individual and/or their contacts.

   c. The school district shall ensure adequate information and training is provided to the staff as necessary to enable staff to carry out responsibilities assigned to them.

   d. A staff liaison(s) shall be designated by the Superintendent or designee and shall be responsible for providing notifications and carrying out other

components that could help ensure notifications are carried out in a prompt and responsible manner.

e. School districts shall allow staff, students, and families to self-report symptoms and/or suspected exposure.

B. NJDOE Guidance – Key Subject Area 2 – Leadership and Planning

1. Scheduling

a. The school district's Plan must account for resuming in-person instruction option for remote learning and shall provide steps to shift back to virtual learning models if circumstances change and in-person instruction guidelines can no longer be followed.

b. The school district's Plan accommodates opportunities for both synchronous and asynchronous instruction, while ensuring requirements for a 180-day school year are met.

c. The school district recognizes special populations will require unique considerations to ensure the continuity of learning as well as the health and safety of students and staff within the least restrictive environment.

(1) Special Education and English Language Learners (ELL)

(a) The school district shall provide educators with professional development to best utilize the accessibility features and accommodations tools made available through technology-based formats in accordance with this Policy.

(b) The school district shall continue to ensure students receive individualized supports that meet the requirements of the IEP and 504 Plans.

2. Staffing

a. The school district shall comply with all applicable employment laws when making staffing and scheduling requirements, including, but not limited to,

the Americans Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPPA), and all applicable State laws.

b. As the school district adjusts schedules, teaching staff members must maintain quality instruction for students pursuant to the minimum requirements set forth in NJDOE regulation.

C. NJDOE Guidance – Key Subject Area 3 – Policy and Funding

1. School Funding

a. Purchasing

The school district may likely need to purchase items not needed in the past and may experience increased demand for previously purchased goods and services to implement the Plan. The school district shall continue to comply with the provisions of the "Public School Contracts Law", N.J.S.A. 18A:18A-1 et seq.

b. Use of Reserve Accounts, Transfers, and Cashflow

The school district shall apply for the approval from the Commissioner of Education, prior to performing certain budget actions, such as withdrawing from the emergency reserve account or making transfers that cumulatively exceed ten percent of the amount originally budgeted.

c. Costs and Contracting

The school district shall follow all New Jersey State laws and regulations applicable to local school districts for purchasing when procuring devices and connectivity or any technology related item.

D. NJDOE Guidance – Key Subject Area 4 – Continuity of Learning

1. Ensuring the Delivery of Special Education and Related Services to Students with Disabilities

a. The school district shall continue to meet their obligations to students with disabilities to the greatest extent possible.

2. Professional Learning

a. The school district shall prepare and support teaching staff members in meeting the social, emotional, health, and academic needs of all students throughout the implementation of the Plan.

(1) Professional Learning

(a) The school district shall grow each teaching staff member's professional capacity to deliver developmentally appropriate standards-based instruction remotely.

(2) Mentoring and Induction

(a) The school district shall ensure:

(i) All novice provisional teachers new to the district be provided induction;

(ii) One-to-one mentoring is provided to novice provisional teachers by qualified mentors;

(iii) Mentors can provide sufficient support and guidance to novice provisional teachers working in a remote environment;

(iv) Mentoring is provided in both hybrid and fully remote learning environments and that mentors and provisional teachers will agree upon scheduling, structure, and communication strategies they will use to maintain the mentoring experience; and

(v) The use of online collaborative tools for school staff to remain connected to other mentors, new teachers, and administrators to maintain a sense of communal support.

(3) Evaluation

(a) The school district has considered the requirements and best practices with provisional status teachers, nontenured educators, and those on Corrective Action Plans (including extra observations, extra observers, assuring more frequent feedback and face-to-face).

New Jersey Department of Education "The Road Back – Restart and Recovery Plan for Education"
Memorandum – New Jersey Governor and Department of Education – Conditions for Learning – Health and Safety – August 3, 2020

Adopted:

1648.02 REMOTE LEARNING OPTIONS FOR FAMILIES

On July 24, 2020, the New Jersey Governor and the Commissioner of Education published a supplemental guidance document titled "Clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021" as a result of the COVID-19 pandemic. This supplemental guidance includes an additional "anticipated minimum standard," as this phrase is used throughout "The Road Back: Restart and Recovery Plan for Education" (NJDOE Guidance). This additional "anticipated minimum standard" provides that, in addition to the methods and considerations explicitly referenced in the NJDOE Guidance for scheduling students for in-person, remote, or hybrid learning, families/guardians (hereinafter referred to as "parents") may submit, and school districts shall accommodate, requests for full-time remote learning.

A parent may contact the Principal or designee of the building the student would attend with any questions on: a request to transition from in-person services to full-time remote learning; a request to transition from full-time remote learning to in-person services; the procedures of this Policy; and/or any other information regarding the school district's Plan and Policy 1648.

To ensure clarity and consistency in implementation of full-time remote learning, the Board of Education adopts this Policy that addresses the following:

A. Unconditional Eligibility for Full-time Remote Learning

1. All students are eligible for full-time remote learning.

   a. Eligibility for full-time remote learning cannot be conditioned on a parent demonstrating a risk of illness or other selective criteria.

   b. Unconditional eligibility for full-time remote learning includes students with disabilities who attend in-district schools or receiving schools (county special services school districts, educational services commissions, jointure commissions, Katzenbach School for the Deaf, regional day schools, college operated programs, and approved private schools for students with disabilities).

B. Procedures for Submitting Full-time Remote Learning Requests

1. A parent may request a student receive full-time remote learning from the school district by submitting a written request to the Principal of the school building their child would attend. The written request shall be provided to the Principal at least 10 calendar days before the student is eligible to commence full-time remote learning in accordance with B.2. below.

2. The student may only begin full-time remote learning within 10 school days after receiving written approval of the Principal or designee.

3. The written request for the student to receive full-time remote learning shall include:

   a. The student's name, school, and grade;

   b. The technology the student will be using to receive full-time remote learning, including the student's connectivity capabilities;

   c. A request for any service or combination of services that would otherwise be delivered to the student on an in-person or hybrid schedule, such as instruction, behavioral and support services, special education, and related services;

   d. For students with disabilities, the school district staff will determine if an Individualized Education Plan (IEP) meeting or an amendment to a student's IEP is needed for full-time remote learning; and

   e. Any additional information the Principal or designee requests to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.

      (1) The documentation required by the school district to be provided in the parent's request for full-time remote learning shall not exclude any students from the school district's full-time remote learning option, but rather be limited to the minimum information needed to ensure proper recordkeeping and implementation of successful remote learning.

4. Upon receiving the written request, the Principal or designee may request additional information from the parent to assist the Principal or designee in providing the student the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.

5. The Principal or designee will review the written request and upon satisfaction of the procedures outlined in this Policy, the Principal or designee will provide written approval of the parent's request for full-time remote learning.

    a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.

6. The Principal's written approval of the request shall be provided to the parent within 10 calendar days of receiving the parent's written request.

    a. The written approval will include the date the remote learning program will commence for the student in accordance with B.2. above.

C. Scope and Expectations of Full-Time Remote Learning

1. The scope and expectations of the school district's full-time remote learning program will include, but not be limited to, the following:

    a. The length of the school day pursuant to N.J.A.C. 6A:32-8.3 and compliance with the Board's Attendance Policy and Regulation 5200; the provisions of the district's remote learning program outlined in the school district's Plan; and any other Board policies and regulations that govern the delivery of services to, and district expectations of, students participating in the remote learning program and their families;

    b. The technology and the connectivity options to be used and/or provided to the student during remote learning; and

    c. Any additional information the Principal or designee determines is needed to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs (i.e. students participating in a hybrid model).

        (1) This includes, for example, access to standards-based instruction of the same quality and rigor as afforded all other students of the district, the district making its best effort to ensure that every student participating in remote learning has access to the requisite educational technology, and the provision of special education and related services to the greatest extent possible.

d. The school district will endeavor to provide supports and resources to assist parents, particularly those of younger students, with meeting the expectations of the school district's remote learning option.

D. Procedures to Transition from Full-Time Remote Learning to In-Person Services

1. A parent may request their student transition from full-time remote learning to in-person services, if in-person services are being provided, by submitting a written request to the Principal of the building the student will attend. This request must be submitted at least 10 calendar days before the student is eligible for in-person services.

2. A student is only eligible to transition from full-time remote learning to in-person services commencing within 10 school days after receiving written approval of the Principal or designee.

3. The written request from the parent for the student to transition from full-time remote learning to in-person services shall include:

   a. The student's name, school, and grade;

   b. The in-person program may only commence for a student transitioning from full-time remote learning to in-person services in accordance with D.2. above; and

   c. Any additional information the Principal or designee determines would be important on the student's transition from full-time remote learning to in-person services.

4. A student previously approved for remote learning wanting to transition into the school district's in-person program must spend at least 10 school days in remote learning before being eligible to transition into the school district's in-person program.

   a. This will allow parents to make the arrangements needed to effectively serve students' home learning needs and will support educators in ensuring continuity of instruction for the student.

5. The Principal or designee will review the request for compliance with this Policy, and upon satisfaction of the procedures in this Policy, will provide the parent of the student a written approval of the student entering the school district's in-person program.

a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.

6. Upon approval of the student's transition from full-time remote learning to in-person services, the school district will provide specific student and academic services to better assist parents anticipate their student's learning needs and hele educators maintain continuity of services.

7. School districts that offer Pre-K will consult their Pre-K curriculum providers regarding appropriate measures to assess a Pre-K student's learning progress during the transition from full-time remote learning to in-person learning.

E. Reporting

1. To evaluate full-time remote learning, and to continue providing meaningful guidance for school districts, it will be important for the New Jersey Department to Education (NJDOE) to understand the extent and nature of demand for full-time remote learning around the State.

a. The school district will be expected to report to the NJDOE data regarding participation in full-time remote learning. Data will include the number of students participating in full-time remote learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners.

F. Procedures for Communicating District Policy with Families

1. The school district will have clear and frequent communication with parents, in their home language, to help ensure this important flexibility is as readily accessible as possible. Communication must include, at a minimum, information regarding:

a. Summaries of, and opportunities to review, the school district's full-time remote learning Policy/Plan;

b. Procedures for submitting full-time remote learning requests in accordance with B. above;

c. Scope and expectations of full-time remote learning in accordance with C. above;

d. The transition from full-time remote learning to in-person services and vice-versa in accordance with B. and D. above; and

e. The school district's procedures for ongoing communication with families and for addressing families' questions or concerns.

G. Home or Out-of-School Instruction

1. No provision of this Policy supersedes the district's requirements to provide home or out-of-school instruction for the reasons outlined in N.J.S.A. 18A, N.J.A.C. 6A, or any applicable Board policy unless determined otherwise by the Superintendent or designee.

New Jersey Department of Education Guidance Document:
"Clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021"

Adopted:

1648.03 RESTART AND RECOVERY PLAN – FULL-TIME REMOTE INSTRUCTION

On June 26, 2020, the New Jersey Department of Education published "The Road Back - Restart and Recovery Plan for Education" (NJDOE Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance, including revisions, provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students' unique needs during these unprecedented times. The NJDOE Guidance required school districts to develop, in collaboration with community stakeholders, a "Restart and Recovery Plan" (Plan) to reopen schools that best fit the district's local needs.

The NJDOE Guidance requires the Board of Education to adopt certain policies and the Board previously adopted Policies 1648 and 1648.02 to address these policy requirements. Board policies related to Covid-19 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.

On August 13, 2020, the Governor of New Jersey signed Executive Order 175 indicating public school districts shall resume partial or full-time in-person instruction during the fall of school year 2020-2021. However, Executive Order 175 also indicates public school districts that are or become unable to satisfy the health and safety requirements for in-person instruction delineated in the NJDOE's "Checklist for Re-Opening of School 2020-2021" and detailed in the "The Road Back - Restart and Recovery Plan for Education" Guidance, may provide full-time remote instruction to all students pursuant to N.J.S.A. 18A:7F-9.

Public school districts that determine they cannot provide in-person instruction must submit documentation to the Department of Education that identifies:

1. The school building(s) or grade level(s) within the district that will provide full-time remote instruction;

2. The specific health and safety standards delineated in the NJDOE's "Checklist for Re-Opening of School 2020-2021," and detailed in the "The Road Back - Restart and Recovery Plan for Education" Guidance, that the school is unable to satisfy;

3. The school's anticipated efforts to satisfy the identified health and safety standard(s); and

4. A date by which the school anticipates the resumption of in-person instruction.

Such documentation must be submitted to the Department of Education at minimum one week prior to the public school district's first day of school.

The NJDOE, by way of the Executive County Superintendent, shall request periodic updates from the Superintendent of Schools of a public school district offering only remote instruction to demonstrate the school district is actively engaged in good-faith efforts toward the resumption of in-person instruction.

All instruction, whether in-person instruction or remote instruction, for the 2020-2021 year, shall adhere to the following requirements, and any other requirements imposed by Order, statute, or regulation:

1. A school day, whether in-person or remote must consist of at least four (4) hours of active instruction to students by an appropriately certified teacher, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten, pursuant to N.J.A.C. 6A:32-8.3.

2. District and school policies for attendance and instructional contact time will need to accommodate opportunities for both synchronous and asynchronous instruction, while ensuring the requirements for a 180-day school year are met pursuant to N.J.S.A. 18A:7F-9.

3. All instructional time shall be provided in accordance with the New Jersey Student Learning Standards (NJSLS).

All public school districts participating in the National School Lunch and Breakfast Programs, regardless of whether they are required to participate or voluntarily opt-in to the programs, must offer the required meals to all children, regardless of eligibility, when the school day involves at least four hours of in-person or remote instruction.

For the 2020-2021 school year, the use of student growth data based on standardized assessment or student growth percentile shall be waived and shall not be used as a measure of educator effectiveness in the overall evaluation of any educator in accordance with N.J.S.A. 18A:6-123(b)(2) and (4).

Paragraph 8 of Executive Order No. 107 (2020), which prohibits in-person dining at certain establishments that are open to the public, shall not apply to school district cafeterias provided that social distancing can be maintained and access is limited to staff and students and not available to the general public. Such cafeterias must adhere to infection control practices outlined for dining in the applicable reopening documents issued by the Department of Education.

Executive Order 175 – August 13, 2020

Adopted:

1649 FEDERAL FAMILIES FIRST CORONAVIRUS (COVID-19) RESPONSE ACT

The Federal Families First Coronavirus (COVID-19) Response Act (FFCRA) includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) and the Emergency Paid Sick Leave Act (EPSLA). The EFMLEA expands the Federal Family and Medical Leave Act (FMLA) and the EPSLA provides employees with paid sick leave for specified reasons related to COVID-19.

The provisions of the FFCRA shall apply from April 1, 2020 through December 31, 2020.

A. Emergency Family and Medical Leave Expansion Act (EFMLEA)

1. Definitions - For the purposes of the EFMLEA:

a. "Eligible employee" means an employee who has been employed for at least thirty calendar days by the employer with respect to whom leave is requested.

b. "Employer" means any employer with fewer than five hundred employees.

c. "Qualifying need related to a public health emergency" means with respect to leave, the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under eighteen years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.

d. "Public Health Emergency" means an emergency with respect to COVID–19 declared by a Federal, State, or local authority.

e. "Child care provider" means a provider who receives compensation for providing child care services on a regular basis, including an 'eligible child care provider' (as defined in section 658P of the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858n)).

f. "School" means an 'elementary school' or 'secondary school' as such terms are defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

2. Relationship to Paid EFMLEA Leave

The FFCRA includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) that amended the Federal Family and Medical Leave Act of 1993 (29 U.S.C. 2611 et seq. to provide leave to an eligible employee because of a qualifying need related to a public health emergency with respect to COVID-19 - (U.S.C. 2612(a)(1)(F)).

a. Leave for Initial Ten Days

(1) The first ten days of this FMLA leave for an eligible employee shall be paid.

(2) If the first ten days of this FMLA leave are unpaid, an employee may elect to substitute any accrued vacation leave, personal leave, or emergency paid sick leave provided by the EPSLA for the initial ten days under the EFMLEA in accordance with 29 U.S.C. 2612(d)(2)(B).

(3) An employee may not use sick leave under N.J.S.A. 18A:30-1 for a qualifying need related to a public health emergency. However, an employee receiving sick leave under the provisions of N.J.S.A. 18A:30-1 may only use sick leave because of personal disability due to illness or injury, or because the employee has been excluded from school by the school district's medical authorities on account of contagious disease or of being quarantined for such a disease in his or her immediate household.

b. Paid Leave for Subsequent Days

(1) An employer shall provide paid leave for each day of leave under the EFMLEA that an employee takes after taking such leave for ten days.

(2) The paid leave for an employee shall be calculated based on:

(a) An amount that is not less than two-thirds of an employee's regular rate of pay (as determined under section 7(e) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207(e)); and

(b) The number of hours the employee would otherwise be normally scheduled to work (or the number of hours calculated under A.2.(b)(4) below).

(3) In no event shall such paid leave exceed $200.00 per day and $10,000.00 in the aggregate.

(4) Varying Schedule Hours Calculation – In the case of an employee whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the employee would have worked if such employee had not taken leave under the EFMLEA, the employer shall use the following in place of such number:

(a) Subject to A.2.b.(4)(b) below, a number equal to the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.

(b) If the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.

c. Employee Notice to Employer

(1) In any case where the necessity for leave under the EFMLEA for the purpose of a qualifying need related to a public health emergency is foreseeable, an employee shall provide the employer with such notice of leave as is practicable.

(a) A request for such leave that is foreseeable shall be submitted to the Human Resources Manager prior to commencing the leave.

(b) A need for such leave that is not foreseeable shall be submitted to the Human Resources Manager within one business day of the first day of the leave being taken by the employee.

(c) The employee shall provide to the Human Resources Manager the name of the employee's child, the name of the school, place of care, or child care provider that has closed or become unavailable, and a statement that no other suitable person is available to care for the child.

d. Restoration to Position

(1) The employee shall be restored to the same or equivalent position held by the employee when the leave commenced pursuant to 29 CFR 825.214. The requirement to restore the employee to the same or equivalent position held when the leave commenced does not apply to an employer who employs fewer than twenty-five employees if all four of the following conditions are met:

(a) The employee takes leave under the EFMLEA.

(b) The position held by the employee when the leave commenced does not exist due to economic conditions or other changes in operating conditions of the employer

i. That affect employment; and

ii. Are caused by a public health emergency during the period of leave.

(c) The employer makes reasonable efforts to restore the employee to a position equivalent to the position the employee held when the leave commenced with equivalent employment benefits, pay, and other terms and conditions of employment

(d) If the reasonable efforts of the employer under A.2.d.(1)(c) above fail, the employer makes reasonable efforts during the period described in A.2.d.(2) below to contact the employee if an equivalent position described in A.2.d.(1)(c) above becomes available.

(2) Contact Period

(a) The period described under A.2.d. above is the one-year period beginning on the earlier of:

i. The date on which the qualifying need related to a public health emergency concludes; or

ii. The date that is twelve weeks after the date on which the employee's leave under the EFMLEA commences.

B. Emergency Paid Sick Leave Act (EPSLA)

The FFCRA includes the EPSLA, which provides paid sick time to an employee to the extent the employee is unable to work or (telework) due to a need related to COVID-19. The paid sick time provided by the EPSLA and outlined in B.1. below cannot be taken with any other paid leave time provided by the employer.

1. Definitions

a. For purposes of the EPSLA and this Policy:

(1) "Employee" means an individual who is employed by a private employer with fewer than five hundred employees and public employers with at least one employee.

(2) "Employer" means a private person or entity that employs fewer than five hundred employees and public employers that employ at least one employee.

(a) "Covered employer" includes any person engaged in commerce or in any industry or activity affecting commerce that:

ii. In the case of a public agency or any other entity that is not a private entity or individual, employs one or more employees.

(b) "Covered employer" also includes:

i. Any person acting directly or indirectly in the interest of an employer in relation to an employee (within the meaning of such phrase in section 3(d) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(d)); and

ii. Any successor in interest of an employer; and any "public agency", as defined in section 3(x) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(x)).

(c) "Covered employer" also includes any "public agency "as defined in section 3(x) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(x)).

(3) "Employ" and "State" have the meanings given such terms in section 3 of the Fair Labor Standards Act of 1938 (29 U.S.C. 203).

(4) "Health care provider" and "son or daughter" have the meanings given such terms in section 101 of the Family and Medical Leave Act of 1993 (29 U.S.C. 2611).

(5) "Paid sick time" means an increment of compensated leave that:

(a) Is provided by an employer for use during an absence from employment for a reason described in any paragraph of B.2.a. below; and

(b) Is calculated based on the employee's required compensation under B.1.a.(6) below and the number of hours the employee would otherwise be normally scheduled to work (or the number of hours calculated under (B.1.a.(7) below), except that in no event shall such paid sick time exceed:

i. $511.00 per day and $5,110.00 in the aggregate for a use described in B.2.a.(1), (2), or (3) below; and

ii. $200.00 per day and $2,000.00 in the aggregate for a use described in B.2.a.(4), (5), or (6) below.

(6) "Required Compensation" subject to B.1.a.(5)(b) above, the employee's "required compensation" shall be not less than the greater of the following:

(a) The employee's regular rate of pay (as determined under section 7(e) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207(e)).

(b) The minimum wage rate in effect under section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)).

(c) The minimum wage rate in effect for such employee in the applicable State or locality, whichever is greater, in which the employee is employed.
Subject to B.1.a.(5)(b) above, with respect to any paid sick time provided for any use described in B.2.a.(4), (5), or (6) below, the employee's required compensation shall be two-thirds of the amount described in B.1.a.(6) above.

(7) "Varying Schedule Hours Calculation" means in the case of a part-to employee described in B.3.b.(2) below whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the

employee would have worked if such employee had not taken paid sick time under B.2.a. below, the employer shall use the following in place of such number:

(a) Subject to clause B.1.a.(7)(b) below, a number equal to the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes the paid sick time, including hours for which the employee took leave of any type.

(b) If the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.

2. Paid Sick Leave Requirement

a. An employer shall provide to each employee employed by the employer paid sick time to the extent that the employee is unable to work (or telework) due to a need for leave because:

(1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.

(2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

(3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

(4) The employee is caring for an individual who is subject to an order as described in B.2.a.(1) above or has been advised as described in B.2.a.(2) above.

(5) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID–19 precautions.

(6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

3. Duration of Paid Sick Time

a. An employee shall be entitled to paid sick time for an amount of hours determined under B.3.b. below.

b. The amount of hours of paid sick time to which an employee is entitled shall be as follows:

(1) For full-time employees, eighty hours.

(2) For part-time employees, a number of hours equal to the number of hours that such employee works, on average, over a two-week period.

c. Paid sick time under the EPSLA shall not carry over from one year to the next.

4. Employer's Termination of Paid Sick Time

a. Paid sick time provided to an employee under the EPSLA shall cease beginning with the employee's next scheduled work shift immediately following the termination of the need for paid sick time under B.2.a. above.

5. Prohibition

a. An employer may not require, as a condition of providing paid sick time under the EPSLA, that the employee involved search for or find a replacement employee to cover the hours during which the employee is using paid sick time.

6. Use of Paid Sick Time

   a. The paid sick time under B.2.a. above shall be available for immediate use by the employee for the purposes described in the EPSLA, regardless of how long the employee has been employed by an employer.

   b. Sequencing Leave Time

      (1) An employee may first use the paid sick time under B.2.a. above for the purposes described in the EPSLA.

      (2) An employer may not require an employee to use other paid leave provided by the employer to the employee before the employee uses the paid sick time under B.2.a. above.

7. Notice

   a. Each employer shall post and keep posted, in conspicuous places on the premises of the employer where notices to employees are customarily posted, a notice, to be prepared or approved by the Secretary of Labor, of the requirements described in the EPSLA.

   b. Not later than seven days after the date of enactment of this Act, the Secretary of Labor shall make publicly available a model of a notice that meets the requirements of B.7.a. above.

8. Prohibited Acts

   a. It shall be unlawful for any employer to discharge, discipline, or in any other manner discriminate against any employee who:

(1) Takes leave in accordance with the EPSLA; and

(2) Has filed any complaint or instituted or caused to be instituted any proceeding under or related to the EPSLA (including a proceeding that seeks enforcement of the EPSLA), or has testified or is about to testify in any such proceeding.

9. Enforcement

a. Unpaid Sick Leave - An employer who violates B.2. through B.6. of this Policy shall:

(1) Be considered to have failed to pay minimum wages in violation of section 6 of the Fair Labor Standards Act of 1938 (29 U.S.C. 206); and

(2) Be subject to the penalties described in sections 16 and 17 of the Fair Labor Standards Act of 1938 (29 U.S.C. 216; 217) with respect to such violation.

b. Unlawful Termination - An employer who willfully violates B.8. above shall:

(1) Be considered to be in violation of section 15(a)(3) of the Fair Labor Standards Act of 1938 (29 U.S.C. 215(a)(3)); and

(2) Be subject to the penalties described in sections 16 and 17 of the Fair Labor Standards Act of 1938 (29 U.S.C. 216; 217) with respect to such violation.

10. Rules of Construction

    a. Nothing in the EPSLA shall be construed:

        (1) To in any way diminish the rights or benefits that an employee is entitled to under any:

            (a) Other Federal, State, or local law;

            (b) Collective bargaining agreement; or

            (c) Existing employer policy; or

        (2) To require financial or other reimbursement to an employee from an employer upon the employee's termination, resignation, retirement, or other separation from employment for paid sick time under the EPSLA that has not been used by such employee.

11. Guidelines

    a. Not later than fifteen days after the date of the enactment of the EPSLA, the Secretary of Labor shall issue guidelines to assist employers in calculating the amount of paid sick time under the EPSLA.

12. Reasonable Notice

    a. After the first workday (or portion thereof) an employee receives paid sick time under the EPSLA, an employer may require the employee to follow reasonable notice procedures in order to continue receiving such paid sick time.

    b. The request for such leave shall be submitted to the Human Resources Manager, who may request documentation from the employee in support of the emergency paid sick leave.

c. The documentation shall include a signed statement containing the following information: the employee's name; the date(s) for which leave is requested; the COVID-19 qualifying reason for leave; and a statement representing that the employee is unable to work or telework because of the COVID-19 qualifying reason.

d. An employee requesting to take emergency paid sick leave under the EPSLA or the EFMLEA to care for his or her child must provide the following information: the name of the child being care for; the name of the school; place of care; or child care provider that closed or became unavailable due to COVID-19 reasons; and a statement representing that no other suitable person is available to care for the child during the period of requested leave.

13. Regulatory Authorities

a. The Secretary of Labor shall have the authority to issue regulations for good cause under sections 553(b)(B) and 553(d)(A) of Title 5, United States Code:

(1) To exempt small businesses with fewer than fifty employees from the requirements of B.2.a.5. when the imposition of such requirements would jeopardize the viability of the business as a going concern; and

(2) As necessary, to carry out the purposes of the EPSLA, including to ensure consistency between the EPSLA and Division C and Division G of the FFCRA.

H.R. 6201: Families First Coronavirus (COVID-19) Response Act
N.J.S.A. 18A:30-1

Adopted:

	Prof. Development Day – No School for Students
	Opening & Closing Day for Students
	Schools Closed
	Minimum Day
	Schools will be closed per snow days used

School Hours:	Full Day	Minimum Day
K-5	8:45-3:00	8:45-12:45
Gr 6-8	8:00-2:53	8:00-12:15
Gr 9-12	7:45-3:15	7:45-12:10

draft 7/29/20

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

31 Professional Development day

September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1 Convocation: Professional Development
2 Opening day for students
7 Labor Day – School closed
28 Yom Kippur – School closed

October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 Columbus Day –schools closed

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3 Prof. Develop.: No school for students
5-6 NJEA convention – School closed
14 Diwali observed
25 Minimum Day
26-27 Thanksgiving Recess

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

23 Minimum Day
24-31 December Recess – School Closed

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 December Recess – School Closed
18 MLK Day – School Closed

February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

12-16 February Recess (includes Lunar New Year)

March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

29-31 April Recess (Passover begins 3/27)

April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1-2 April Recess (includes Good Friday))

May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

13 Prof. Devstudents no school/Eid al-Fitr
31 Memorial Day – Schools Closed
26-28 school may be closed per below note

June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

22 Last day of instruction (minimum day)
22 RHS graduation
23 Closing Day for Teachers

DAYS IN SESSION

Students		Teachers	
0	August	1	August
19	September	20	September
21	October	21	October
16	November	17	November
17	December	17	December
19	January	19	January
17	February	17	February
20	March	20	March
20	April	20	April
19	May	20	May
16	June	17	June
184	total days	189	total days

Ridgewood Community School
New Classes and Trips for Fall 2020

Day Tours (In-Person)

Celebrate the Sleepy Hollow Bicentennial
Joey Arminio & Family Salute to Vets - All American Variety Show at The Mount Airy Casino
Wine and Wolves - Lakota Wolf Preserve & Brook Hollow Winery
Thankfulness at Valley Forge National Historical Park -American Treasure Tour
Castles & Holiday Cheer - Fonthill Castle, Peddler's Village Christmas Festival & New Hope

Multi Day Tours (In-Person)

The Finger Lakes - Corning Museum of Glass, Belhurst Castle, It's A Wonderful Life Museum & Women's Rights Historical Park
Get Your Jazz On: Exit Zero Jazz Festival, Cape May
The Greenbrier America's Resort at Christmas Time
A Magical Annapolis Christmas - Eastport Yacht Parade, Illuminated London Town & Christkindlmarkt
A Coastal Christmas in Newport
Extravagance on Jekyll Island
Winterfest Lake Geneva, WI - An Artistic Snowy Wonderland & US National Snow Sculpting Contest
An Excellent Everglades Experience

Creative Arts
Comedy Improvisation: The Joy of SIT-PROV-COM (Virtual)

Culinary Arts
Professional Entertaining - Make a Cheese & Charcuterie Board Like a Pro (Virtual)

Dance
Cruisers & Crawlers (In-Person-Virtual)
Cardio Dance Fitness (In-Person-Virtual)
Music & Movement (In-Person-Virtual)
Adult Jazz (In-Person-Virtual)
Yogalates (In-Person-Virtual)
Power Vinyasa Flow (In-Person-Virtual)
Musical Theatre/ Broadway Workshop (Grades 4-7) (In-Person/Virtual)
Belly Dancing for Beginners (Virtual)
Advanced Beginner/Intermediate Belly Dancing (Virtual)

Handcrafting
Virtual Knitting Night
Mending and Alterations (Virtual)

Home
Decluttering Your Nest Whether Your Selling or Resting (Virtual)
Floral Design 101 (Virtual) - Designing the Perfect Fall Centerpiece

Leisure & Personal

Master the New York Times Crossword (Virtual)
Do I Need to Get Dressed (Virtual)

Liberal Arts

The Nazi Spy from Begren County (Virtual)

Junior Edition

Virtual Fashion Design (Virtual)

2020 - 2021 New & Revised Curricula

Curriculum	**Department**	**New Courses**	**Revised Courses**
12 Revised Courses	Elementary		Math K-5 Library Media K-5
9 Revised Courses 1 New Course	Math	 Algebra I Advanced	Algebra I, Algebra I CP, Algebra II, Algebra II CP, Algebra II E, Geometry, Geometry CP, Statistics AP, Calculus AP
1 Revised Course 1 New Course	Science	 AP Capstone RAHP	Anatomy & Physiology H RAHP
2 Revised Courses	English		American Studies AP Capstone Seminar 10 American Studies AP Capstone Research
1 New Course	Social Studies	Global Citizen	
3 Revised Courses	World Language		French 8, French I, German II
7 Revised Courses 2 New Courses	Fine & Applied Arts	 7th Grade “Soundology” Theatre History	5th Grade Instrumental Band, 5th Grade Instrumental Strings, 6th Grade Vocal, 7th Grade Vocal, 8th Grade Vocal, Painting I, Interior Design

Adult Education
Account #13-602-100-101-00-60-060-001

Carl Andreasen
Robert Austin
William Brown
Robert Burke
Vivian Burns
James Calaski
Alain Chahine
Martine Chahine
Catherine Chriss
Mary Lee Costello
Dawn Dittmar
Patricia Ermilio
Richard Feingold
Ellen Feld
Mary Fitzgerald
Lisa Fondo
Irene Fortunato
Julian Garcia Medina
Mary Ann Gebhart
Diana Gibson
Karina Granin
Gwendolen Gross
Burton Hall
Frederick Hammond
Yasuko Hansen
Amy Harrison
Alex Ishkanian
Fran Kelley
Terrance Kovalcik
Lois Kramer-Perez
Michelle Kupfer
Susan Liebowitz
Isabel LeLuc
Lia Littleton
Karen Livianos-Centauro
Angela Maniaci
Steven Manin
Michael Manna
Vincent Marchese
Evelyn McKinnon
Amy Nellissen
Eugene Papay

Adult cont.

Myra Petretti
Harold Petzold
Joel Popadics
Jason Porod
Harris Reinstein
Dawn Romeo
Aliza Rosen
Donald Rubin
Eric Santoli
Zahava Schwartz
Marshall Schwartzman
Joanna Secreti
Britt Sikiric
Charles Soloman
David Spiegel
Joan Tarrant
John Tully
LaShondra Tyree
Neil Valere
Richard Van Der Wall
Patricia Vangieri
Linda Voogd
Anne Winner
Maksim Zaitsev

Driver Education
13-424-100-101-00-60-060-001

James Cosgrove
Robert Currier
Peter Kay*
Ronald Knott
Candace Mitola
Jennifer Ross
Andrea Watson*

Junior Edition
13-423-100-101-00-60-060-001
Lisa Alexander
Andre Baruch
Matthew Beaumont
Megan Beaumont
Matthew Bilyk
Kenneth Brescia
Vivian Burns
Louise Butler
Zhe (Gil) Cheng
Eva Conti
Catherine Cosco
Patrick Driscoll*
John Eichmann
Gary Fink*
James Garde
Daryl Goldberg
Benjamin Hankle
Christine Ims
Gregory Landes
Patricia Lazzara
Britt Sikiric
Maksim Zaitsev

Revision

Curriculum Fine & Applied Arts	**New or Revised (N/R)**	**Staff Member**	**Total Hours**	**Cost per hour 53.33**	**APPROVED 6/1/2020 REVISE FROM:**	**Amount Not to Exceed REVISE TO:**
6th Grade Vocal	R	Justine Kawash	27		18 hours @ 959.94	27 hours @1439.91
7th Grade Vocal	R	Laurie Ann DeGroat	27		18 hours @ 959.94	27 hours @1439.91
8th Grade Vocal	R	Stephen Bourque	18		18 hours @959.94	0 hours @ 0.00

Contracted Therapists/ Providers for Special Education Student Services for the 2020- 2021 School Year

Contractor	Service	Schedule	Rates
Above and Beyond Learning Group	Speech Therapy @RHS	As needed	$80 - $120/hr
Bergen Co Region V	Social Skills, Behavior Intervention, Speech for OOD student	1x/wk, 30 min	$70/hr
Cresskill BOE	Counseling & Speech Therapy for OOD student	1x/wk, 30 min	$30 & $50 per session
Dr. Lori Hanes	Educational Evaluations	as needed	$450 per evaluation
Esther Fridman	Psychiatric Evaluations	as needed	$600 per eval
Learning Tree BiLingual Evals	Bilingual Evaluations	As needed	$750 per eval
Mercedes Paine, M.D. PC	Psychiatric Evaluations	as needed	$700 - $1,100
Northern Valley Regional HS	OT/Speech for OOD student	2x/wk, 30 min	$65 per 30 min
Pascack Valley Regional HS District	ABA Parent Training Workshop	as needed	$225/family
Platt Psychiatric Associates, LLC	Psychiatric Evaluations	as needed	$650 - $1,200 per evaluation
Professional Education Services, Inc	Hospital Instruction/Tutoring (5-10 hrs wk per student)	As needed	$58.09 per hr
Reed Academy	ABA Therapy, 1:1, Coordination, Supervision for OOD students	~45 hr/wk	$57 - $150/hr
Ridgefield Board of Education	OT/Speech for OOD student	2x/wk 60 min	$90/hr
SP & SK, LLC	Interpretation Services	As needed	$180 session
Supreme Consultants, LLC	Bilingual Speech Evaluations, translation, interpretation	As needed	$47/hour and/or $750 per eval.
The Bilingual Child Study Team	Bilingual Evaluations	As needed	$1,000 per evaluation

Serial Number	Item	Model
GJ5HMX1	Laptop	Dell Latitude 5430
3S6YLX1	Laptop	Dell Latitude 5430
83JFMX1	Laptop	Dell Latitude 5430
53FFMX1	Laptop	Dell Latitude 5430
DBGFMX1	Laptop	Dell Latitude 5430
FMHJMX1	Laptop	Dell Latitude 5430
2QFFMX1	Laptop	Dell Latitude 5430
7CHFMX1	Laptop	Dell Latitude 5430
7HGFMX1	Laptop	Dell Latitude 5430
7WFFMX1	Laptop	Dell Latitude 5430
JQDFMX1	Laptop	Dell Latitude 5430
855HMX1	Laptop	Dell Latitude 5430
2ZRFMX1	Laptop	Dell Latitude 5430
CH3RRY1	Laptop	Dell Latitude 5430
40K4MX1	Laptop	Dell Latitude 5430
32LTY6PLGQ56490	TV	Vizio TV 46"
QXQ125689	Projector	Mitsubishi
QC3CU02101	Projector	
F9BU00094	Projector	Hitachi CP-X3010
F3BU62239	Projector	Hitachi CP-X3010
KM3F86C909L	Projector	Epson 83+
F6713ED0A	Projector	Hitachi CP-X2011N

1581 ~~VICTIM OF~~ DOMESTIC ~~OR SEXUAL~~ VIOLENCE ~~LEAVE~~

~~In accordance with the provisions of N.J.S.A. 34:11C-1 et seq., an employee who was a victim of an incident of domestic violence as defined in Section 3 of P.L.1991, c.261 (C.2C:25-19) or a sexually violent offense as defined in Section 3 of P.L.1998, c.71 (C.30:4-27.26), or whose child, parent, spouse, domestic partner, or civil union partner was a victim shall be entitled to unpaid leave of no more than twenty days in one twelve-month period, to be used in the twelve-month period following any incident of domestic violence or any sexually violent offense as provided in N.J.S.A. 34:11C-1 et seq.~~

~~For the purposes of N.J.S.A. 34:11C-1 et seq. and this Policy, an "employee" means a person who is employed for at least twelve months by the Board of Education, with respect to whom benefits are sought under N.J.S.A. 34:11C-1 et seq. "NJ SAFE Act" for not less than 1,000 hours during the immediately preceding twelve-month period.~~

~~For the purposes of N.J.S.A. 34:11C-3 and this Policy, each incident of domestic violence or any sexually violent offense shall constitute a separate offense for which an employee is entitled to unpaid leave, provided the employee has not exhausted the allotted twenty days for the twelve-month period. The unpaid leave may be taken intermittently in intervals of no less than one day, as needed for the purpose of engaging in any of the following activities as they relate to the incident of domestic violence or a sexually violent offense:~~

1. ~~Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's child, parent, spouse, domestic partner, or civil union partner;~~

2. ~~Obtaining services from a victim services organization for the employee or the employee's child, parent, spouse, domestic partner, or civil union partner;~~

3. ~~Obtaining psychological or other counseling for the employee or the employee's child, parent, spouse, domestic partner, or civil union partner;~~

4. ~~Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's child, parent, spouse, domestic partner, or civil union partner from future domestic or sexual violence or to ensure economic security;~~

~~5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, including preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic or sexual violence; or~~

~~6. Attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, was a victim~~.

~~An eligible employee may elect, or the Board of Education may require the employee, to use any of the accrued paid vacation leave, personal leave, or medical or sick leave (in accordance with the provisions of N.J.S.A. 18A:30-1) during any part of the twenty-day period of unpaid leave provided under N.J.S.A. 34:11C-1 et seq. In such case, any paid leave provided by the Board, and accrued pursuant to established policies of the Board, shall run concurrently with the unpaid leave provided under N.J.S.A. 34:11C-1 et seq. and, accordingly, the employee shall receive pay pursuant to the Board's applicable paid leave policy during the period of otherwise unpaid leave. If an employee requests leave for a reason covered by both N.J.S.A. 34:11C-1 et seq. and the "Family Leave Act," P.L.1989, c.261 (C.34:11B-1 et seq.) or the Federal "Family and Medical Leave Act of 1993," Pub.L.103-3 (29 U.S.C. § 2601 et seq.), the leave shall count simultaneously against the employee's entitlement under each respective law.~~

~~Leave granted under N.J.S.A. 34:11C-1 et seq. and this Policy shall not conflict with any rights pursuant to the "Family Leave Act," P.L.1989, c.261 (C.34:11B-1 et seq.), the "Temporary Disability Benefits Law," P.L.1948, c.110 (C.43:21-25 et seq.), or the Federal "Family and Medical Leave Act of 1993," Pub.L.103-3 (29 U.S.C. § 2601 et seq.).~~

~~Prior to taking this leave an employee shall, if the necessity for the leave is foreseeable, provide the Superintendent of Schools with written notice of the need for the leave. The notice shall be provided as far in advance as is reasonable and practical under the circumstances.~~

~~Nothing contained in N.J.S.A. 34:11C-1 et seq. and this Policy shall be construed to prohibit the Superintendent from requiring that a period of this leave be supported by the employee with documentation of the domestic violence or a sexually violent offense which is the basis for the leave. If documentation is required, the employee shall be regarded as having provided sufficient documentation if the employee provides one or more of the following:~~

1. ~~A domestic violence restraining order or other documentation of equitable relief issued by a court of competent jurisdiction;~~

2. ~~A letter or other written documentation from the county or municipal prosecutor documenting the domestic violence or a sexually violent offense;~~

3. ~~Documentation of the conviction of a person for the domestic violence or a sexually violent offense;~~

4. ~~Medical documentation of the domestic violence or a sexually violent offense;~~

5. ~~Certification from a certified Domestic Violence Specialist or the director of a designated domestic violence agency or Rape Crisis Center, stating that the employee or employee's child, parent, spouse, domestic partner, or civil union partner is a victim of domestic violence or a sexually violent offense; or~~

6. ~~Other documentation or certification of the domestic violence or a sexually violent offense provided by a social worker, member of the clergy, shelter worker, or other professional who has assisted the employee or employee's child, parent, spouse, domestic partner, or civil union partner in dealing with the domestic violence or a sexually violent offenses.~~

~~For the purposes of N.J.S.A. 34:11C-1 et seq. and this Policy, "Certified Domestic Violence Specialist" means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals; and "designated domestic violence agency" means a county-wide organization with a primary purpose to provide services to victims of domestic violence, and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing the services.~~

~~For the purposes of N.J.S.A. 34:11C-1 et seq. and this Policy, "Rape Crisis Center" means an office, institution, or center offering assistance to victims of sexual offenses through crisis intervention, medical and legal information, and follow-up counseling.~~

~~The Board shall display conspicuous notice of its employees' rights and obligations pursuant to the provisions of N.J.S.A. 34:11C-1 et seq., in such form and in such manner as the Commissioner of Labor and Workforce Development shall prescribe, and use other appropriate means to keep its employees so informed.~~

~~No provision of N.J.S.A. 34:11C-1 et seq. and this Policy shall be construed as requiring or permitting the Board to reduce employment benefits provided by the Board or required by a collective bargaining agreement which are in excess of those required by N.J.S.A. 34:11C-1 et seq. Nor shall any provision of N.J.S.A. 34:11C-1 et seq. be construed to prohibit the negotiation and provision through collective bargaining agreements of leave policies or benefit programs which provide benefits in excess of those required by N.J.S.A. 34:11C-1 et seq. This provision shall apply irrespective of the date that a collective bargaining agreement takes effect.~~

~~Nothing contained in N.J.S.A. 34:11C-1 et seq. and this Policy shall be construed as permitting the Board to:~~

1. ~~Rescind or reduce any employment benefit accrued prior to the date on which the leave taken pursuant to N.J.S.A. 34:11C-1 et seq. commenced; or~~

2. ~~Rescind or reduce any employment benefit, unless the rescission or reduction of the benefit is based on changes that would have occurred if an employee continued to work without taking the leave provided pursuant to N.J.S.A. 34:11C-1 et seq.~~

~~All information and/or documentation provided to the Board or Superintendent of Schools pursuant to N.J.S.A. 34:11C-1 et seq., any information regarding a leave taken pursuant to N.J.S.A. 34:11C-1 et seq., and any failure of an employee to return to work, shall be retained in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is required by a Federal or State law, rule, or regulation.~~

~~The Board of Education shall not discharge, harass or otherwise discriminate or retaliate or threaten to discharge, harass or otherwise discriminate or retaliate against an employee with respect to the compensation, terms, conditions or privileges of employment on the basis that the employee took or requested any leave to which the employee was entitled pursuant to N.J.S.A. 34:11C-3 or on the basis that the employee refused to authorize the release of information deemed confidential pursuant to N.J.S.A. 34:11C-3.f.~~

~~N.J.S.A. 34:11C-1 et seq.~~

Adopted: 23 June 2014
Revised:

1581 DOMESTIC VIOLENCE

Policy and Regulation 1581 - Section A. sets forth the New Jersey Civil Service Commission's Uniform Domestic Violence Policy that all public employers shall adopt and distribute to all their employees in accordance with the requirements of N.J.S.A. 11A:2-6a. The purpose of the Uniform Domestic Violence Policy is to encourage public employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their public employer's human resources officer(s) and to provide a standard for a public employer's human resources officer(s) to follow when responding to employees.

Policy and Regulation 1581 – Section B. provides employment protection for employees of those employers as defined in N.J.S.A. 34:11C-2, who are victims of domestic violence or sexual violence in accordance with the provisions of the New Jersey Security and Financial Empowerment Act (NJ SAFE Act) - N.J.S.A. 34:11C-1 et seq.

A. Uniform Domestic Violence Policy (N.J.S.A. 11A:2-6a)

All New Jersey public employees are covered under N.J.S.A. 11A:2-6a and Policy and Regulation 1581 – Section A. All public employers shall designate a Human Resources Officer (HRO) or equivalent to assist employees who are victims of domestic violence. The name and contact information of the designated HRO must be provided to all employees. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO.

Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. Employees who have information about or witness an act of domestic violence against an employee are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must report to the appropriate authority in addition to reporting to the designated HRO.
Nothing in the Uniform Domestic Violence Policy and Policy and Regulation 1581 – Section A. shall preclude an employee from contacting 911 in emergency situations. HROs shall remind employees to contact 911 if they feel they are in immediate danger.

Each designated HRO shall comply with the requirements outlined in Regulation 1581 – Section A.4.d. In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law.

To ensure confidentiality and accuracy of information, the Uniform Domestic Violence Policy 1581 and Regulation 1581 – Section A.6. require the HRO to keep all documents and reports of domestic violence in a confidential personnel file separate from the employee's other personnel records.

Public employers in the State of New Jersey shall develop an action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the guidelines outlined in Regulation 1581 - Section A.7.

Resources and program information will be readily available to assist victims of domestic violence.

A public employer may seek to modify Policy and Regulation 1581 to create additional protocols to protect victims of domestic violence, but may not modify in a way that reduces or compromises the safeguards and processes set in the Uniform Domestic Violence Policy.

B. The New Jersey Security and Financial Empowerment Act – (N.J.S.A. 34:11C-1 et seq. - NJ SAFE Act)

The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence. Any employee of an employer in the State of New Jersey as defined in N.J.S.A. 34:11C-2, who was a victim of an incident of domestic violence as defined in

N.J.S.A. 2C:25-19, or a sexually violent offense as defined in N.J.S.A. 30:4-27.26, or whose parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, was a victim shall be entitled to unpaid leave of no more than twenty days in one twelve-month period, to be used in the twelve-month period next following any incident of domestic violence or any sexually violent offense as provided in N.J.S.A. 34:11C-3.

The unpaid leave may be taken intermittently in intervals of no less than one day, as needed for the purpose of engaging in the activities outlined in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3.a.(1)-(6) as they relate to the incident of domestic violence or sexually violent offense as outlined in Regulation 1581 - Section B.3.b.

An eligible employee may elect to use any accrued paid vacation leave, personal leave, or medical or sick leave of the employee, or any family temporary disability leave benefits provided pursuant to N.J.S.A. 43:21-27 during any part of the twenty-day period of unpaid leave provided under N.J.S.A. 34:11C-3.a.

Prior to taking the leave provided for in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B., an employee shall, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave, unless an emergency or other unforeseen circumstance precludes prior notice. The notice shall be provided to the employer as far in advance as is reasonable and practical under the circumstances.

Nothing contained in the NJ SAFE Act (N.J.S.A. 34:11C-1 et seq.) and Regulation 1581 - Section B., shall be construed to prohibit an employer from requiring that a period of leave provided pursuant to N.J.S.A. 34:11C-3 and Regulation 1581 - Section B. be supported by the employee with documentation of the domestic violence or sexually violent offense which is the basis for the leave. If the employer requires documentation, the employee shall be regarded as having provided sufficient documentation if the employee provides supporting documentation outlined in N.J.S.A. 34:11C-3.c and Regulation 1581 – Section B.3.

An employer shall display conspicuous notice of its employees' rights and obligations pursuant to the provisions of the NJ SAFE Act.

An employer shall not discharge, harass, or otherwise discriminate, retaliate, or threaten to discharge, harass, or otherwise discriminate or retaliate against an employee with respect to the compensation, terms, conditions, or privileges of employment on the basis that the employee took or requested any leave to which the employee was entitled pursuant to N.J.S.A. 34:11C-3 of the NJ SAFE Act or on the basis that the employee refused to authorize the release of information deemed confidential pursuant to N.J.S.A. 34:11C-3.f of the NJ SAFE Act.

Upon a violation of any of the provisions N.J.S.A. 34:11C-3 or N.J.S.A. 34:11C-4, an employee or former employee may institute a civil action in the Superior Court for relief. All remedies available in common law tort actions shall be available to a prevailing plaintiff. The Court may also order any or all of the relief outlined in N.J.S.A. 34:11C-5. An action brought under N.J.S.A. 34:11C-5 shall be commenced within one year of the date of the alleged violation. A private cause of action provided for in N.J.S.A. 34:11C-5 shall be the sole remedy for a violation of the NJ SAFE Act.

N.J.S.A. 11A:2-6a
N.J.S.A. 34:11C-1 et seq.
New Jersey Civil Service Commission's Uniform Domestic Violence Policy

Adopted:

REGULATION RIDGEWOOD BOARD OF EDUCATION

R 1581 DOMESTIC VIOLENCE

Policy and Regulation 1581 - Section A. sets forth the New Jersey Civil Service Commission's (Civil Service Commission) Uniform Domestic Violence Policy that all public employers shall adopt and distribute to all their employees in accordance with the provisions of N.J.S.A. 11A:2-6a. The purpose of the Uniform Domestic Violence Policy is to encourage public employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their public employer's human resources officer(s) and provide a standard for a public employer's human resources officer(s) to follow when responding to employees.

Policy and Regulation 1581 – Section B. provides employment protection for employees of those employers as defined in N.J.S.A. 34:11C-2, who are victims of domestic violence or sexual violence in accordance with the provisions of the New Jersey Security and Financial Empowerment Act (NJ SAFE Act) - N.J.S.A. 34:11C-1 et seq.

A. Uniform Domestic Violence Policy (N.J.S.A. 11A:2-6a)

1. Definitions

The following terms are defined solely for the purposes of N.J.S.A. 11A:2-6a and Policy and Regulation 1581:

"Domestic Violence" - Acts or threatened acts, that are used by a perpetrator to gain power and control over a current or former spouse, family member, household member, intimate partner, someone the perpetrator dated, or person with whom the perpetrator shares a child in common or anticipates having a child in common if one of the parties is pregnant. Domestic violence includes, but is not limited to the following: physical violence; injury; intimidation; sexual violence or abuse; emotional and/or psychological intimidation; verbal abuse; threats; harassment; cyber harassment; stalking; economic abuse or control; damaging property to intimidate or attempt to control the behavior of a person in a relationship with the perpetrator; strangulation; or abuse of animals or pets.

"Abuser/Perpetrator" - An individual who commits or threatens to commit an act of domestic violence, including unwarranted violence against individuals and animals. Other abusive behaviors and forms of violence can include the following: bullying, humiliating, isolating, intimidating, harassing, stalking, or threatening the victim, disturbing someone's peace, or destroying someone's property.

"Human Resources Officer (HRO)" - An employee of a public employer with a human resources job title, or its equivalent, who is responsible for orienting, training, counseling, and appraising staff. Persons designated by the employer as the primary or secondary contact to assist employees in reporting domestic violence incidents.

"Intimate Partner" - Partners of any sexual orientation or preference who have been legally married or formerly married to one another, have a child or children in common, or anticipate having a child in common if one party is pregnant. Intimate partner also includes those who live together or have lived together, as well as persons who are dating or have dated in the past.

"Temporary Restraining Order (TRO)" - A civil court order issued by a judge to protect the life, health, or well-being of a victim. TROs can prohibit domestic violence offenders from having contact with victims, either in person or through any means of communication, including third parties. TROs also can prohibit offenders from a victim's home and workplace. A violation of a TRO may be a criminal offense. A TRO will last approximately ten business days, or until a court holds a hearing to determine if a Final Restraining Order (FRO) is needed. In New Jersey, there is no expiration of a FRO.

"Victim" - A person who is eighteen years of age or older or who is an emancipated minor and who has been subjected to domestic violence by a spouse, former spouse, or any other person who is a present household member or was at any time a household member. A victim of domestic violence is also any person,

regardless of age, who has been subjected to domestic violence by one of the following factors: a person with whom the victim has a child in common; a person with whom the victim anticipates having a child in common, if one of the parties is pregnant; and a person with whom the victim has had a dating relationship.

"Workplace-Related Incidents" - Incidents of domestic violence, sexual violence, dating violence, and stalking, including acts, attempted acts, or threatened acts by or against employees, the families of employees, and/or their property, that imperil the safety, well-being, or productivity of any person associated with a public employee in the State of New Jersey, regardless of whether the act occurred in or outside the organization's physical workplace. An employee is considered to be in the workplace while in or using the resources of the employer. This includes, but is not limited to: facilities; work sites; equipment; vehicles; or while on work-related travel.

2. Persons Covered Under N.J.S.A. 11A:2-6a and Policy and Regulation 1581

All New Jersey public employees are covered under N.J.S.A. 11A:2-6a and Policy and Regulation 1581 – Section A. A State of New Jersey public employer is any State, county, municipality, school district, or other political subdivision thereof, and any agency, authority, or instrumentality of the foregoing. Casual/seasonal employees, interns, volunteers, and temporary employees of any public employer at any workplace location are also covered under N.J.S.A. 11A:2-6a and Regulation 1581 – Section A.

3. Responsibility of Employer to Designate a Human Resources Officer (HRO)

a. All public employers shall designate an HRO to assist employees who are victims of domestic violence.

b. The designated HRO must receive training on responding to and assisting employees who are domestic violence victims in accordance with Policy and Regulation 1581 – Section A. Should the HRO be unavailable at any time, the employer must designate a secondary HRO, who must also be appropriately trained to respond and assist domestic violence victims pursuant to Policy and Regulation 1581.

c. Managers and supervisors are often aware of circumstances involving an employee who is experiencing domestic violence. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO. Managers and supervisors must maintain confidentiality, to the extent possible, and be sensitive, compassionate, and respectful to the needs of persons who are victims of domestic violence.

(1) The name and contact information of the designated HRO must be provided to all employees.

d. Policy and Regulation 1581 – Section A. does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report.

(1) For example, if there is any indication a child may also be a victim, reporting is mandatory to the Department of Children and Families, Child Protection and Permanency, under N.J.S.A. 9:6-8.13.

4. Domestic Violence Reporting Procedure

a. Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO.

b. Employees who have information about or witness an act of domestic violence against an employee are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must report to the appropriate authority in addition to reporting to the designated HRO.

c. Nothing in Policy and Regulation 1581 – Section A. shall preclude an employee from contacting 911 in emergency situations. HROs shall remind employees to contact 911 if they feel they are in immediate danger.

d. Each designated HRO shall:

(1) Immediately respond to an employee upon request and provide a safe and confidential location to allow the employee to discuss the circumstances surrounding the domestic violence incident and the request for assistance.

(2) Determine whether there is an imminent and emergent need to contact 911 and/or local law enforcement.

(3) Provide the employee with resource information and a confidential telephone line to make necessary calls for services for emergent intervention and supportive services, when appropriate. The HRO or the employee can contact the appropriate Employee Assistance Program to assist with securing resources and confidential services.

(4) Refer the employee to the provisions and protections of the New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), referenced in Regulation 1581 - Section B.

5) In cases where domestic violence involved a sexual touching or sexual assault between State employees, the HRO is also required to report the incident to their agency's Equal Employment Opportunity (EEO) Officer or Title IX Officer, as appropriate.

(6) If there is a report of sexual assault or abuse, the victim should be offered the services of the New Jersey State Sexual Assault Response Team.

(7) Maintain the confidentiality of the employee and all parties involved, to the extent practical and appropriate under the circumstances, pursuant to A.5. below.

(8) Upon the employee's consent, the employee may provide the HRO with copies of any TROs, FROs, and/or civil restraint agreements that pertain to restraints in the work place and ensure that security personnel are aware of the names of individuals who are prohibited from appearing at the work location while the employee who sought the restraining order is present. All copies of TROs and FROs must be kept in a separate confidential personnel file.

5. Confidentiality Policy

a. In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law.

b. No provision of Policy and Regulation 1581 – Section A. shall supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report.

c. Policy 1581 and Regulation 1581 – Section A.5. shall not prevent disclosure where to do so would result in physical harm to any person or jeopardize safety within the workplace.

(1) When information must be disclosed to protect the safety of individuals in the workplace, the HRO shall limit the breadth and content of such disclosure to information reasonably necessary to protect the safety of the disclosing employee and others and comply with the law.

(2) The HRO shall provide advance notice to the employee who disclosed information, to the extent possible, if the disclosure must be shared with other parties in order to maintain safety in the workplace or elsewhere.

(3) The HRO shall also provide the employee with the name and title of the person to whom they intend to provide the employee's statement and shall explain the necessity and purpose regarding the disclosure.

(a) For example, if the substance of the disclosure presents a threat to employees, then law enforcement will be alerted immediately.

d. Policy 1581 and Regulation 1581 – Section A. does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines where mandatory reporting is required by the appointing authority or a specific class of employees.

6. Confidentiality of Employee Records

a. To ensure confidentiality and accuracy of information Policy and Regulation 1581 – Section A.6. requires the HRO to keep all documents and reports of domestic violence in a confidential personnel file separate from the employee's other personnel records.

b. These records shall be considered personnel records and shall not be government records available for public access under the Open Public Records Act. See N.J.S.A. 47:1A-10.

7. Public Employer Domestic Violence Action Plan

a. Public employers in the State of New Jersey shall develop an action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the following guidelines:

(1) Designate an HRO with responsibilities pursuant to A.3. and A.4. above.

(2) Recognize that an employee may need an accommodation as the employee may experience temporary difficulty fulfilling job responsibilities.

(3) Provide reasonable accommodations to ensure the employee's safety. Reasonable accommodations may include, but are not limited to, the following: implementation of safety measures; transfer or reassignment; modified work schedule; change in work telephone number or work-station location; assistance in documenting the violence occurring in the workplace; an implemented safety procedure; or other accommodation approved by the employer.

(4) Advise the employee of information concerning the NJ SAFE Act; Family and Medical Leave Act (FMLA); or Family Leave Act (FLA); Temporary Disability Insurance (TDI); or Americans with Disabilities Act (ADA); or other reasonable flexible leave options when an employee, or his or her child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes is a victim of domestic violence.

(5) Commit to adherence of the provisions of the NJ SAFE Act, including that the employer will not retaliate against, terminate, or discipline any employee for reporting information about incidents of domestic violence, as defined in Policy and Regulation 1581 – Section A., if the victim provides notice to their human resources office of the status or if the human resources office has reason to believe an employee is a victim of domestic violence.

(6) Advise any employee, who believes he or she has been subjected to adverse action as a result of making a report pursuant to Policy and Regulation 1581 - Section B. of the civil right of action under the NJ SAFE Act.

(a) Advise any employee to contact their designated Labor Relations Officer, Conscientious Employees Protection Act (CEPA) Officer, and/or Equal Employment Opportunity Officer in the event they believe the adverse action is a violation of their collective bargaining agreement, the Conscientious Employees Protection Act, or the New Jersey Law Against Discrimination and corresponding policies.

(7) Employers, their designated HRO, and employees should familiarize themselves with Policy and Regulation 1581. Policy and Regulation 1581 shall be provided to all employees upon Board approval and to all new employees upon hiring.

(8) Information and resources about domestic violence are encouraged to be placed in visible areas, such as restrooms, cafeterias, breakrooms, and where other resource information is located.

8. Resources

Resources and program information will be readily available to assist victims of domestic violence. These resources should be provided by the designated HRO to any victim of domestic violence at the time of reporting.

9. Distribution of Policy

The Civil Service Commission and the Division of Local Government Services in the Department of Community Affairs shall distribute a Uniform Domestic Violence Policy, and any modifications thereto, to public employers. The Director of the Division of Local Government Services shall release Local Finance Notices setting forth any changes to the Uniform Domestic Violence Policy, as changes occur.

10. Other Applicable Requirements

In addition to Policy and Regulation 1581, the HRO and the public employer's appointing authority, if applicable, must follow all applicable laws, guidelines, standard operating procedures, internal affairs policies, and New Jersey Attorney General directives and guidelines that impose a duty to report. Additionally, to the extent that the procedures set forth in Policy and Regulation 1581 conflict with collective negotiated agreements or with the Family Educational Rights and Privacy Act (FERPA), the provisions of the negotiated agreements and the provisions of FERPA control.

11. Policy Modification and Review

a. A public employer may seek to modify Policy and Regulation 1581 to create additional protocols to protect victims of domestic violence, but may not modify in a way that reduces or compromises the safeguards and processes set out in the Uniform Domestic Violence Policy.

b. The Civil Service Commission will review and modify their Uniform Domestic Violence Policy periodically and as needed.

12. Policy Enforceability

The provisions of the Uniform Domestic Violence Policy are intended to be implemented by the Civil Service Commission. These provisions do not create any promises or rights that may be enforced by any persons or entities.

13. Policy Inquiries and Effective Date

Any questions concerning the interpretation or implementation of the Uniform Domestic Violence Policy shall be addressed to the Chair/Chief Executive Officer of the Civil Service Commission, or their designee. The Uniform Domestic Violence Policy and Policy and Regulation 1581 shall be enforceable upon the HRO's completion of training on the Uniform Domestic Violence Policy and Policy and Regulation 1581.

B. NJ SAFE Act – (N.J.S.A. 34:11C-1 et seq.)

1. The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1, et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence.

2. Definitions (N.J.S.A. 34:11C-2)

The following terms are defined solely for the purpose of N.J.S.A. 34:11C-1 et seq. - NJ SAFE Act:

"Employee" means a person who is employed for at least twelve months by an employer, with respect to whom benefits are sought under the NJ SAFE Act, for not less than 1,000 base hours during the immediately preceding twelve-month period. Any time, up to a maximum of ninety calendar days, during which a person is laid off or furloughed by an employer due to that employer curtailing operations because of a state of emergency declared after October 22, 2012, shall be regarded as time in which the person is employed for the purpose of determining eligibility for leave time under the NJ SAFE Act. In making the determination, the base hours per week during the layoff or furlough shall be deemed to be the same as the average number of hours worked per week during the rest of the twelve-month period.

"Employer" means a person or corporation, partnership, individual proprietorship, joint venture, firm or company, or other similar legal entity which engages the services of an employee and employs twenty-five or more employees for each working day during each of twenty or more calendar work weeks in the then current or immediately preceding calendar year. "Employer" includes the State, any political subdivision thereof, and all public offices, agencies, boards, or bodies.

"State of emergency" means a natural or man-made disaster or emergency for which a state of emergency has been declared by the President of the United States or the Governor, or for which a state of emergency has been declared by a municipal emergency management coordinator.

3. Regulations Relative to Unpaid Leave for Employees and Family Members Affected by Certain Offenses (N.J.S.A. 34:11C-3)

   a. Any employee of an employer in the State of New Jersey who was a victim of an incident of domestic violence as defined in N.J.S.A. 2C:25-19, or a sexually violent offense as defined in N.J.S.A. 30:4-27.26, or whose parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, was a victim shall be entitled to unpaid leave of no more than twenty days in one twelve-month period, to be used in the twelve-month period next following any incident of domestic violence or any sexually violent offense as provided in N.J.S.A. 34:11C-3.

      For purposes of N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3., each incident of domestic violence or any sexually violent offense shall constitute a separate offense for which an employee is entitled to unpaid leave, provided that the employee has not exhausted the allotted twenty days for the twelve-month period.

The unpaid leave may be taken intermittently in intervals of no less than one day, as needed for the purpose of engaging in any of the following activities as they relate to the incident of domestic violence or sexually violent offense:

(1) Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship;

(2) Obtaining services from a victim services organization for the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship;

(3) Obtaining psychological or other counseling for the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship;

(4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, from future domestic or sexual violence or to ensure economic security;

(5) Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner, individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, including preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic or sexual violence; or

(6) Attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, was a victim.

b. An eligible employee may elect to use any accrued paid vacation leave, personal leave, or medical or sick leave of the employee, or any family temporary disability leave benefits provided pursuant to N.J.S.A. 43:21-27 during any part of the twenty-day period of unpaid leave provided under N.J.S.A 34:11C-3 and Regulation 1581 - Section B.3.a.

In such case, any paid leave provided by the employer, and accrued pursuant to established policies of the employer, or family temporary disability leave benefits, shall run concurrently with the unpaid leave provided under N.J.S.A. 34:11C-3.a and Regulation 1581 - Section B.3.a. and, accordingly, the employee shall receive pay pursuant to the employer's applicable paid leave policy, or family temporary disability leave benefits, during the period of otherwise unpaid leave. If an employee requests leave for a reason covered by both N.J.S.A. 34:11C-3.a and the "Family Leave Act," N.J.S.A. 34:11B-1 et seq. or the Federal "Family and Medical Leave Act of 1993," 29 U.S.C. § 2601 et seq., the leave shall count simultaneously against the employee's entitlement under each respective law.

Leave granted under N.J.S.A. 34:11C-3 and Regulation 1581 - Section B. shall not conflict with any rights pursuant to the "Family Leave Act," the "Temporary Disability Benefits Law," N.J.S.A. 43:21-25 et al, or the Federal "Family and Medical Leave Act of 1993."

c. Prior to taking the leave provided for in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3.a., an employee shall, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave, unless an emergency or other unforeseen circumstance precludes prior notice. The notice shall be provided to the employer as far in advance as is reasonable and practical under the circumstances.

d. Nothing contained in the NJ SAFE Act (N.J.S.A. 34:11C-1 et seq.) and Regulation 1581 - Section B. shall be construed to prohibit an employer from requiring that a period of leave provided pursuant to N.J.S.A. 34:11C-3 and Regulation 1581 - Section B. be supported by the employee with documentation of the domestic violence or sexually violent offense which is the basis for the leave.

If the employer requires the documentation, the employee shall be regarded as having provided sufficient documentation if the employee provides one or more of the following:

(1) A domestic violence restraining order or other documentation of equitable relief issued by a court of competent jurisdiction;

(2) A letter or other written documentation from the county or municipal prosecutor documenting the domestic violence or sexually violent offense;

(3) Documentation of the conviction of a person for the domestic violence or sexually violent offense;

(4) Medical documentation of the domestic violence or sexually violent offense;

(5) Certification from a certified Domestic Violence Specialist or the director of a designated domestic violence agency or Rape Crisis Center, that the employee or employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, is a victim of domestic violence or a sexually violent offense; or

(6) Other documentation or certification of the domestic violence or sexually violent offense provided by a social worker, member of the clergy, shelter worker, or other professional who has assisted the employee or employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, in dealing with the domestic violence or sexually violent offenses.

For the purpose of N.J.S.A. 34:11C-3.c and Regulation 1581 - Section B.3.d.:

(1) "Certified Domestic Violence Specialist" means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals;

(2) "Designated Domestic Violence Agency" means a county-wide organization with a primary purpose to provide services to victims of domestic violence, and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the Division for the express purpose of providing the services.

(3) "Rape Crisis Center" means an office, institution, or center offering assistance to victims of sexual offenses through crisis intervention, medical and legal information, and follow-up counseling.

e. An employer shall display conspicuous notice of its employees' rights and obligations pursuant to the provisions of the NJ SAFE Act, in such form and manner as the Commissioner of Labor and Workforce Development shall prescribe, and use other appropriate means to keep its employees so informed.

f. No provision of N.J.S.A. 34:11C-1 et seq. and Policy and Regulation 1581 – Section B. shall be construed as requiring or permitting an employer to reduce employment benefits provided by the employer or required by a collective bargaining agreement which are in excess of those required by the NJ SAFE Act. Nor shall any provision of N.J.S.A. 34:11C-1 et seq. and Policy and Regulation 1581 – Section B. be construed to prohibit the negotiation and provision through collective bargaining agreements of leave policies or benefit programs which provide benefits in excess of those required by the NJ SAFE Act. N.J.S.A. 34:11C-3.e and Regulation 1581 – Section B.3.f. shall apply irrespective of the date that a collective bargaining agreement takes effect.

Nothing contained in N.J.S.A. 34:11C-1 et seq. and Policy and Regulation 1581 – Section B. shall be construed as permitting an employer to:

(1) Rescind or reduce any employment benefit accrued prior to the date on which the leave taken pursuant to the NJ SAFE Act commenced; or

(2) Rescind or reduce any employment benefit, unless the rescission or reduction of the benefit is based on changes that would have occurred if an employee continued to work without taking the leave provided pursuant to Regulation 1581 – Section B.3.a.

g. All information provided to an employer pursuant to N.J.S.A. 34:11C-3.c and Regulation 1581 – Section B.3.d. above and any information regarding a leave taken pursuant to N.J.S.A. 34:11C-3.c and any failure of an employee to return to work, shall be retained in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is required by a Federal or State law, rule, or regulation.

4. Certain Actions by Employer Prohibited (N.J.S.A. 34:11C-4)

An employer shall not discharge, harass, or otherwise discriminate, retaliate, or threaten to discharge, harass, or otherwise discriminate or retaliate against an employee with respect to the compensation, terms, conditions, or privileges of employment on the basis that the employee took or requested any leave to which the employee was entitled pursuant to N.J.S.A. 34:11C-3 of the NJ SAFE Act and Regulation 1581 – Section B.3. or on the basis that the employee refused to authorize the release of information deemed confidential pursuant to N.J.S.A. 34:11C-3.f and Regulation 1581 – Section B.3.g.

5. Violations; Penalties (N.J.S.A. 34:11C-5)

a. Upon a violation of any of the provisions of N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3., or N.J.S.A. 34:11C-4 and Regulation 1581 - Section B.4., an employee or former employee may institute a civil action in the Superior Court for relief. All remedies available in common law tort actions shall be available to a prevailing plaintiff. The Court may also order any or all of the following relief:

(1) An assessment of a civil fine of not less than $1,000 and not more than $2,000 for the first violation of any of the provisions of N.J.S.A. 34:11C-3 or N.J.S.A. 34:11C-4 and not more than $5,000 for each subsequent violation;

(2) An injunction to restrain the continued violation of any of the provisions of N.J.S.A. 34:11C-3 or N.J.S.A. 34:11C-4;

(3) Reinstatement of the employee to the same position or to a position equivalent to that which the employee held prior to unlawful discharge or retaliatory action;

(4) Reinstatement of full fringe benefits and seniority rights;

(5) Compensation for any lost wages, benefits, and other remuneration;

(6) Payment of reasonable costs and attorney's fees.

b. An action brought under N.J.S.A. 34:11C-5 shall be commenced within one year of the date of the alleged violation.

c. A private cause of action provided for in N.J.S.A. 34:11C-5 shall be the sole remedy for a violation of N.J.S.A. 34:11C-1 et seq.

Adopted:

RIDGEWOOD
POLICY BOARD OF EDUCATION

2422 HEALTH AND PHYSICAL EDUCATION

The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Student Learning Standards (NJSLS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the NJSLS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community.

The NJSLS incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The following statutes incorporated into the NJSLS include, but are not limited to, the following requirements:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention.

2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades seven to twelve.

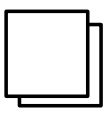
3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.

4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.

5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.

6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.

7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.



8. Health, Safety, and Physical Education (N.J.S.A. 18A:35) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week.

9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.

10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through 5.3) requires the development of Lyme Disease curriculum guidelines and training to all teaching staff members who instruct students with Lyme Disease.

11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.

12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.

13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence.

14. Suicide Prevention (N.J.S.A. 18A:6-111 through 113) requires instruction in suicide prevention in public schools.

15. Cardiopulmonary Resuscitation (CPR/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.

16. Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and 4.33) requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.

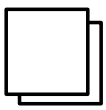
17. History of Disabled and LGBT Persons (N.J.S.A. 18A:35-4.35 and 4.36) requires instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people for middle and high school students.

18. **Financial Literacy (N.J.S.A. 18A:35-4.34) requires instruction with basic financial literacy necessary for sound financial decision-making in each of the grades six through eight.**
19. Other Statutory or Administrative Codes. The Board will incorporate into its health and physical education curriculum any other requirements of the NJSLS in Comprehensive Health and Physical Education.

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life education, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.

The Board of Education must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week. Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.

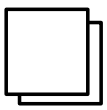
In accordance with N.J.S.A. 18A:35-4.31, the Board of Education shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district's Code of Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant to N.J.S.A. 18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period. Restorative justice activities mean activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.



A copy of the NJSLS for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

N.J.S.A. 18A:35-4.31; 18A:35-5; 18A:35-7; 18A:35-8

Adopted: 18 July 2016
Revised: 01 April 2019
Revised:



3421.13 POSTNATAL ACCOMMODATIONS

The Board of Education recognizes teaching staff members may be returning to work shortly after their child's birth and may need to express breast milk during the workday. The Patient Protection and Affordable Care Act (PPACA) amended Section 7 of the Federal Fair Labor Standards Act (FLSA) for nursing mothers to be permitted reasonable break times and a private location to express breast milk for their nursing child for one year after the child's birth.

Every employee position in the school district is designated as either "non-exempt" or "exempt" by the provisions of the FLSA. Generally, a teaching staff member entitled to overtime pay is designated as "non-exempt." A teaching staff member that performs duties that are executive, administrative, or professional in nature and not entitled to overtime pay is designated "exempt." The school district administration shall refer to the comprehensive definitions of "exempt" and "non-exempt" as outlined in 29 C.F.R. 541 et seq. in determining an employee's designation.

A Board of Education is required to provide reasonable break times to non-exempt teaching staff members to express breast milk for their nursing child. The non-exempt teaching staff member shall coordinate such breaks with their immediate supervisor. The non-exempt teaching staff member will not receive compensation during this break time unless the break time is during a non-exempt teaching staff member's compensated break time.

A Board of Education is not required under the FLSA to provide such breaks to exempt teaching staff members. However, exempt teaching staff members may take such breaks provided the breaks are coordinated with their immediate supervisor. If this break is taken during the exempt teaching staff member's duty free lunch period or duty free break period during the workday, the exempt teaching staff member will not be reduced in compensation.

The Principal or the nursing mother's immediate supervisor, in consultation with the school nurse, will designate a lactation room that is shielded from view and free from intrusion from co-workers and the public. The location must be functional as a space for expressing breast milk and shall include an electrical outlet, a chair, and nearby access to running water. If the space is not dedicated to

the nursing mother's use, it must be available when needed. A space temporarily converted into a lactation room or made available when needed by a nursing mother is sufficient; however, a bathroom, even if private, is not a permissible location under the FLSA.

All exempt and non-exempt teaching staff members are required to sign-out of work to begin the break to express breast milk and shall sign-in when they return to work after the break. The break shall be for a reasonable amount of time. For compensation purposes, the immediate supervisor shall forward all sign-in and sign-out information relative to break times for nursing mothers under the FLSA to the School Business Administrator/Board Secretary.

Fair Labor Standards Act – 29 U.S.C. 201 et seq.
Patient Protection and Affordable Care Act – P.L. 111-148
N.J.S.A. 26:4C-1 through 26:4C-3

Adopted:

4421.13 POSTNATAL ACCOMMODATIONS

The Board of Education recognizes support staff members may be returning to work shortly after their child's birth and may need to express breast milk during the workday. The Patient Protection and Affordable Care Act (PPACA) amended Section 7 of the Federal Fair Labor Standards Act (FLSA) for nursing mothers to be permitted reasonable break times and a private location to express breast milk for their nursing child for one year after the child's birth.

Every employee position in the school district is designated as either "non-exempt" or "exempt" by the provisions of the FLSA. Generally, a support staff member entitled to overtime pay is designated as "non-exempt." A support staff member that performs duties that are executive, administrative, or professional in nature and not entitled to overtime pay is designated "exempt." The school district administration shall refer to the comprehensive definitions of "exempt" and "non-exempt" as outlined in 29 C.F.R. 541 et seq. in determining an employee's designation.

A Board of Education is required to provide reasonable break times to non-exempt support staff members to express breast milk for their nursing child. The non-exempt support staff member shall coordinate such breaks with their immediate supervisor. The non-exempt support staff member will not receive compensation during this break time unless the break time is during a non-exempt support staff member's compensated break time.

A Board of Education is not required under the FLSA to provide such breaks to exempt support staff members. However, exempt support staff members may take such breaks provided the breaks are coordinated with their immediate supervisor. If this break is taken during the exempt support staff member's duty free lunch period or duty free break period during the workday, the exempt support staff member will not be reduced in compensation.

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All exempt and non-exempt support staff members are required to sign-out of work to begin the break to express breast milk and shall sign-in when they return to work after the break. The break shall be for a reasonable amount of time. For compensation purposes, the immediate supervisor shall forward all sign-in and sign-out information relative to break times for nursing mothers under the FLSA to the School Business Administrator/Board Secretary.

Fair Labor Standards Act – 29 U.S.C. 201 et seq.
Patient Protection and Affordable Care Act – P.L. 111-148
N.J.S.A. 26:4C-1 through 26:4C-3

Adopted:

5330 ADMINISTRATION OF MEDICATION

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of an illness of any student. However, in order for many students with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of students. The Board will permit the administration of medication in school in accordance with applicable law.

Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, the student's parent, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine **and hydrocortisone sodium succinate** in an emergency pursuant to N.J.S.A. 18A:40-12.5 ~~and~~ 12.6, **, 12.29, and 12.30**.

Self-administration of medication by a student for asthma or other potentially life-threatening illness or a life threatening allergic reaction, **or adrenal insufficiency** is permitted in accordance with the provisions of N.J.S.A. 18A:40- 12.3.

~~Medication no longer required must be promptly removed by the parent.~~

The school nurse shall have the primary responsibility for the administration of epinephrine **and hydrocortisone sodium succinate to the student**. However, the ~~certified~~ school nurse may designate, in consultation with the Board or the Superintendent, additional employees of the district who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism **and the administration of hydrocortisone sodium succinate** using standardized training protocols established by the **New Jersey** Department of Education **(NJDOE)** in consultation with the Department of Health ~~and Senior Services~~ when the school nurse is not physically present at the scene.

In accordance with the provisions of N.J.S.A. 18A:40-12.6.d, no school employee, including a school nurse or any other officer or agent of a Board of Education or a physician **or an advanced practice nurse** providing a prescription under a standing protocol for school epinephrine pursuant to N.J.S.A. 18A:40-12.5 **and/or hydrocortisone sodium succinate pursuant to N.J.S.A. 18A:40-12.29**, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.5 **and N.J.S.A. 18A:40-12.29**, nor shall any action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.6**.d and N.J.S.A. 18A:40-12.33**. Good faith shall not include willful misconduct, gross negligence, or recklessness.

The school nurse or designee shall be promptly available on site at the school and at school-sponsored functions in the event of an allergic reaction **or an emergency requiring the administration of hydrocortisone sodium succinate**. In addition, the parent must be informed that the school district, its employees and agents shall have no liability as a result of any injury arising from the administration of epinephrine **or hydrocortisone sodium succinate** to the student

The parent of the student must sign a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism **or the administration of hydrocortisone sodium succinate** to the student**.** ~~and~~ **In addition,** the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism **or the administration of hydrocortisone sodium succinate** to the student

The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to students for anaphylaxis **and/or the emergency administration of hydrocortisone sodium succinate for adrenal insufficiency** is effective for the school year it is granted and must be renewed for each subsequent school year.

Each school in the district shall have and maintain for the use of students at least one nebulizer in the office of the school nurse or a similar accessible location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with ~~State Department of Education~~ **NJDOE** regulations. Every student that is authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 or a nebulizer must have an asthma treatment plan prepared by the student's physician which shall identify, at a minimum, asthma triggers, the treatment plan and other such elements as required by the State Board of Education.

All student medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by students. In those instances the medication may be retained by the student with the prior knowledge of the school nurse. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with such information about the medication and its administration as may be in the student's best educational interests. The school nurse may report to the school physician any student who appears to be affected adversely by the administration of medication and may recommend to the Principal the student's pupil's exclusion pursuant to law.

The school nurse shall document each instance of the administration of medication to a student. Students self-administering medication shall report each incident to a teacher, coach or other individual designated by the school nurse who is supervising the student during the school activity when the student self-administers. These designated individuals shall report such incidents to the school nurse within twenty-four hours of the self-administration of medication. The school nurse shall preserve records and documentation regarding the self-administration of medication in the student's health file.

N.J.S.A. 18A:6-1.1; 18A:40-3.1; 18A:40-6; 18A:40-7; 18A:40-12.3;
18A:40-12.4; 18A:40-12.5; 18A:40-12.6; 18A:40-12.7;
18A:40-12.8
N.J.S.A. 45:11-23
N.J.A.C. 6A:16-2.3(b)

Adopted: 7 December 2009
Revised: 2 November 2015
Revised:

R 5330 ADMINISTRATION OF MEDICATION

A. Definitions

1. "Medication" means any prescription drug or over-the-counter medicine or nutritional supplement and includes, but is not limited to, aspirin and cough drops.

2. "Administration" means the taking of any medication by ingestion, injection, or application to any part of the body or the giving of direct physical assistance to the person who is ingesting, injecting, or applying medication.

3. "Self-administration" means carrying and taking medication without the intervention of the school nurse, approved through the school district policy and restricted to students with asthma, other potentially life-threatening illnesses**,** ~~or~~ life-threatening allergic reaction**, or adrenal insufficiency**.

4. "Life-threatening illness" means an illness or condition that requires an immediate response to specific symptoms or sequelae (an after effect of disease or injury) that if left untreated may lead to potential loss of life~~, i.e. adrenaline injection in anaphylaxis~~.

5. "A pre-filled auto-injector mechanism containing epinephrine" is a medical device used for the emergency administration of epinephrine to a student for anaphylaxis.

6. "Noncertified ~~school~~ nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and is employed by the district, and who is not certified as a school nurse by the **New Jersey** Department of Education **(NJDOE)**.

7. "Substitute school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and who has been issued a county substitute certificate to serve as a substitute for a certified school nurse in accordance with N.J.A.C. 6A:9B-7.6.

8. "School physician" means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Medical Examiners who works under contract or as an employee of the district. This physician is referred to as the medical inspector in N.J.S.A. 18A:40-4.1.

9. "Advanced practice nurse" means a person who holds **a** current ~~certification~~ **license** as nurse practitioner/clinical nurse specialist from the State Board of Nursing.

10. "Certified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services Certificate with a school nurse endorsement or school nurse/non-instructional from the Department of Education pursuant to N.J.A.C. 6A:9B-14.3 and 14.4.

B. Permission for Administration by a School Nurse or Registered Nurse

1. Permission for the administration of medication in school or at school-~~related~~**sponsored** ~~events~~ **functions** will be given only when it is necessary for the health and safety of the student.

2. Medication will not be administered to a student who is physically unfit to attend school or has a contagious disease. Any such student should not be permitted to attend school and may be excluded in accordance with Policy 8451.

3. Parent requests for the administration of medication in school must be made in writing and signed by the parent.

4. The parent must submit a certified statement written and signed by the student's physician. The statement must include:

   a. The student's name;

   b. The name of the medication;

   c. The purpose of its administration to the student for whom the medication is intended;

   d. The proper timing and dosage of medication;

   e. Any possible side effects of the medication;

   f. The time when the medication will be discontinued;

   g. A statement that the student is physically fit to attend school and is free of contagious disease; and

   h. A statement that the student would not be able to attend school if the medication is not administered during school hours.

5. The request for the administration of medication must be made to the ~~Principal~~ **Superintendent or designee** prior to any administration of medication or delivery of the medication to the school. The ~~Principal~~ **Superintendent or designee** may consult with the school nurse and the school physician in making his/her final determination to allow or deny the request.

   a. An approved request will be signed by the ~~Principal~~ **Superintendent or designee** and given to the school nurse and the student's parent.

   b. The parent will be informed of ~~the~~ **a** reason for a denied request~~; a denied request may be appealed to the Superintendent~~.

C. Administration of Epinephrine to Students

1. **In accordance with N.J.S.A. 18A:40-12.5, t**~~T~~he parent may provide the Superintendent **or designee** authorization for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to a student for anaphylaxis provided:

   a. The parent provides the Superintendent **or designee** a written authorization for the administration of epinephrine ~~with written orders from the physician or an advanced practice nurse that the student requires the administration of epinephrine for anaphylaxis.~~**;**

   b. The parent of the student provides the Superintendent or designee with written orders from the physician or an advanced practice nurse that the student requires the administration of epinephrine for anaphylaxis;

   ~~b. The school nurse has the primary responsibility for the administration of epinephrine. However, the school nurse shall designate, in consultation with the Board or Superintendent, additional employees of the district who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a student when the school nurse is not physically present at the scene. These volunteers shall be trained using standardized training protocols established by the New Jersey Department of Education in consultation with the Department of Health and Senior Services. The student's parent must consent in writing to the administration of epinephrine via a pre-filled auto-injector mechanism by the designee(s).~~

   c. The parent ~~must be~~ **is** informed in writing by the Board **of Education** or Superintendent **or designee** that the school district and its employees or agents shall have no liability as a result of any injury to a student arising from the administration of epinephrine via a pre-filled auto-injector mechanism~~.~~**;**

d. The parent ~~must~~ sign**s** a statement acknowledging their understanding the district shall incur no liability as a result of any injury arising from the administration of epinephrine via a pre-filled auto-injector mechanism to the student and the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of epinephrine via a pre-filled auto-injector mechanism to the student~~.~~**;**

e. The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism is effective for the school year it is granted and must be renewed for each subsequent school year upon the fulfillment of the requirements as outlined in a. through d. above~~.~~**;**

f. The Superintendent or designee requires:

~~f.~~ **(1)** ~~The school nurse shall be responsible for~~ **T**~~t~~he placement of the student's prescribed epinephrine **to be** in a secure but unlocked location easily accessible by the school nurse and trained designees to ensure prompt availability in the event of an allergic emergency at school or at a school**-sponsored** function. The location of the epinephrine shall be indicated on the student's emergency care plan. Back-up epinephrine shall also be available at the school if needed~~.~~**;**

~~g.~~ **(2)** The school nurse or trained designee ~~shall~~ **to** be promptly available on site at the school and school-sponsored functions in the event of an allergic reaction~~.~~**; and**

~~h.~~ **(3)** ~~The school nurse or trained designee shall arrange for~~ **T**~~t~~he transportation of the student to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the student's symptoms appear to have resolved.

g. The Superintendent or designee shall also:

~~i.~~ **(1)** ~~In accordance with the provisions of N.J.S.A. 18A:40-12.5.f,~~ **Permit** the school nurse or ~~a designated employee~~ trained **designee** to administer epinephrine via a pre-filled auto-injector mechanism ~~is permitted to administer epinephrine via a pre-filled auto-injector mechanism~~ to any student without a known history of anaphylaxis or to any student whose parent has not met the requirements outlined ~~above~~ **in Regulation 5330 – Section C.1.a., b., and d. and has not received the notice required in Regulation 5330 – Section C.1.c.** when the school nurse or trained designee in good faith believes the student is having an anaphylactic reaction~~.~~**; and**

~~j.~~ **(2) Require e**~~E~~ach school in the district **to** ~~will~~ maintain in a secure, but unlocked and easily accessible location, a supply of epinephrine auto-injectors prescribed under a standing order from a licensed physician **or advanced practice nurse**, and ~~that~~ is accessible to the school nurse and trained designees for administration to a student having an anaphylactic reaction.

2. In accordance with N.J.S.A. 18A:40-12.6, the school nurse shall have the primary responsibility for the administration of the epinephrine. The school nurse shall designate, in consultation with the Board of Education, additional employees of the school district who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis when the nurse is not physically present at the scene. In the event that a licensed athletic trainer volunteers to administer epinephrine, it shall not constitute a violation of the "Athletic Training Licensure Act," P.L.1984, c.203 (C.45:9-37.35 et seq.).

a. The school nurse shall determine that:

(1) The designees have been properly trained in the administration of the epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the NJDOE in consultation with the Department of Health;

(2) The parent of the student consented in writing to the administration of the epinephrine via a pre-filled auto-injector mechanism by the designees;

(3) The Board or Superintendent or designee has informed the parent of the student in writing that the district and its employees or agents shall have no liability as a result of any injury arising from the administration of the epinephrine to the student;

(4) The parent of the student signed a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the student and the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism to the student; and

(5) The permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements in subsections 2.a.(1) through 2.a.(4) above.

3. The NJDOE, in consultation with the Department of Health, shall require trained designees for students enrolled in a school who may require the emergency administration of epinephrine for anaphylaxis when the school nurse is not available.

4. Nothing in N.J.S.A. 18A:40-12.6 and Regulation 5330 – Section C. shall be construed to prohibit the emergency administration of epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis by the school nurse or other employees designated pursuant to N.J.S.A. 18A:40-12.3(a)(1) when the student is authorized to self-administer epinephrine pursuant to N.J.S.A. 18A:40-12.3, or when there is a coexisting diagnosis of asthma, or when a prescription is received from a licensed health care professional for epinephrine coupled with another form of medication, or when the epinephrine is administered pursuant to N.J.S.A. 18A:40-12.5.f.

5. The certified school nurse, in consultation with the Superintendent or designee, shall recruit and train volunteer designees who are determined acceptable candidates by the school nurse within each school building as deemed necessary by the nursing services plan, in accordance with N.J.S.A. 18A:40-12.6c(b).

6. No school employee, including a school nurse, or any other officer or agent of a Board of Education, or a physician or an advanced practice nurse providing a prescription under a standing protocol for school epinephrine pursuant to N.J.S.A. 18A:40-12.5.f and Regulation 5330 – Section C.1.g., shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.5 et seq., nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.6. Good faith shall not include willful misconduct, gross negligence, or recklessness.

D. Administration of Hydrocortisone Sodium Succinate to Students

1. In accordance with the provisions of N.J.S.A. 18A:40-12.29, the Board will permit the emergency administration of hydrocortisone sodium succinate through appropriate delivery devices and equipment to a student for adrenal insufficiency provided that:

a. The parent of the student provides the Superintendent or designee a written authorization for the administration of hydrocortisone sodium succinate;

b. The parent of the student provides the Superintendent or designee written orders from the physician or an advanced practice nurse that the student requires the administration of hydrocortisone sodium succinate for adrenal insufficiency;

c. The Superintendent or designee informs the parent of the student in writing that the school district and its employees or agents shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate;

d. The parent of the student signs a statement acknowledging their understanding that the district shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to the student and that the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of hydrocortisone sodium succinate to the student; and

e. The permission for the administration of hydrocortisone sodium succinate is effective for the school year for which it is granted and must be renewed for each subsequent school year upon the fulfillment of the requirements as outlined in a. through d. above.

2. In accordance with the provisions of N.J.S.A. 18A:40-12.29.b:

a. **The placement of the student's prescribed hydrocortisone sodium succinate shall be in a secure, but unlocked location easily accessible by the school nurse and trained designees to ensure prompt availability in the event of emergency situations at school or at a school-sponsored function. The location of the prescribed hydrocortisone sodium succinate shall be indicated on the student's emergency care plan.**

Back-up hydrocortisone sodium succinate, provided by the student's parent, shall also be available at the school if needed;

b. The school nurse or trained designee shall be promptly available on site at the school and school-sponsored functions in the event of an emergency; and

c. **The student shall be transported to a hospital emergency room by emergency services personnel after the administration of hydrocortisone sodium succinate, even if the student's symptoms appear to have resolved.**

3. In accordance with N.J.S.A. 18A:40-12.30, the school nurse has the primary responsibility for the administration of hydrocortisone sodium succinate.

The school nurse shall designate, in consultation with the Superintendent or designee, additional employees of the school district who volunteer to administer hydrocortisone sodium succinate to a student when the school nurse is not physically present at the scene.

In the event that a licensed athletic trainer volunteers to administer hydrocortisone sodium succinate, it shall not constitute a violation of the "Athletic Training Licensure Act" - N.J.S.A. 45:9-37.35 et seq.
The school nurse shall determine that:

a. The designees have been properly trained in the administration of hydrocortisone sodium succinate using standardized training protocols established by the NJDOE in consultation with the Department of Health;

b. The parent of the student consented in writing to the administration of hydrocortisone sodium succinate by the designee(s);

c. The Superintendent or designee has informed the parent of the student in writing that the district and its employees or agents shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to the student;

d. The parent of the student signed a statement acknowledging their understanding that the district shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to the student and that the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of hydrocortisone sodium succinate to the student; and

The permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements in N.J.S.A. 18A:40-12.30 and D.3.a through d above.

4. Nothing in N.J.S.A. 18A:40-12.30 and D.3. above shall be construed to prohibit the emergency administration of hydrocortisone sodium succinate to a student for adrenal insufficiency by the school nurse or other employees designated pursuant to N.J.S.A. 18A:40-12.30 and D.3. above when the student is authorized to self-administer hydrocortisone sodium succinate pursuant to N.J.S.A. 18A:40-12.3.

5. The certified school nurse, in consultation with the Superintendent or designee, shall recruit and train volunteer designees who are determined acceptable candidates by the school nurse within each school building as deemed necessary by the nursing services plan, in accordance with N.J.S.A. 18A:40-12.32(b).

6. No school employee, including a school nurse, or any other officer or agent of a Board of Education shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.29 et al., nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.30. Good faith shall not include willful misconduct, gross negligence, or recklessness, in accordance with N.J.S.A. 18A:40-12.33.

~~D~~**E**. Permission for Self-Administration of Medication

In accordance with N.J.S.A. 18A:40-12.3, the Board shall permit the ~~Permission for~~ self-administration of medication ~~of~~ **by** a student ~~with~~ **for** asthma, **or** other potentially life-threatening illness**es**, ~~or~~ a life-threatening allergic reaction**, or adrenal insufficiency** ~~may be granted under the following conditions~~ **provided that**:

1. **The p**~~P~~arent of the student ~~must~~ provide**s** the Board **or Superintendent or designee** written authorization for the self-administration of medication;

2. The parent of the student ~~must also~~ provide**s** the Board **or Superintendent or designee** ~~with~~ a signed written certification from the physician of the student that the student has asthma or another potentially life threatening illness**,** ~~or~~ is subject to a life-threatening allergic reaction**, or has adrenal insufficiency** and is capable of, and has been instructed in, the proper method of self-administration of medication. The written certification must include:

   a. The student's name;

   b. The name of the medication;

   c. The purpose of its administration to the student for whom the medication is intended;

   d. The proper timing and dosage of medication;

   e. Any possible side effects of the medication;

   f. The time when the medication will be discontinued**, if applicable**;

   g. A statement that the student is physically fit to attend school and is free of contagious disease; and

   h. A statement the medication must be administered during the school day or the student would not be able to attend school.

3. The Board or the Superintendent or designee informs the parent of the student in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student;

~~3~~**4**. The parent of the student ~~have~~ sign~~ed~~**s** a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the parent shall indemnify and hold harmless the school district, the Board, and its employees or agents against any claims arising out of the self-administration of medication by the student;

~~4~~**5**. The parent's written authorization and the physician's written certification ~~shall be~~ **is** reviewed by the Principal or designee with the school nurse and the school physician. The school nurse and the school physician must agree the student is capable of self-administration of the medication. If it is determined the student may self-administer medication in accordance with the request:

   a. The request will be signed by the Principal and given to the school nurse and the student's parent;

b. The parent will be informed of ~~the~~ **a** reason for a denied request~~; a denied request may be appealed to the Superintendent~~.

~~5~~**6**. Permission to self-administer one medication shall not be construed as permission to self-administer other medication; and

~~6~~**7**. Permission shall be effective on the school year for which it is granted and shall be renewed for each subsequent school year upon fulfillment of the requirements in **E.**1. through **E.~~4~~6**. above.

~~E~~**F**. Custodianship of Medication

1. Medications to be administered by the school nurse or a registered nurse:

   a. All medications must be delivered to the school by the parent.

   b. All medications must be in the original container, with the prescription information affixed.

   c. The school nurse shall be custodian of students' medication, which will be properly secured.

   d. Any unused medication must be picked up by the student's parent.

   e. After reasonable efforts to have the parent retrieve the medication have failed, any unused medication that remains in the school at the end of the school year or two school weeks after the student stops taking the medication, whichever first occurs, must be destroyed or discarded by the school nurse, in accordance with proper medical controls.

2. Medications to be self-administered by a student:

   a. Time being of the essence in cases of asthma~~,~~ **or** other potentially life threatening illness**es**, or a life-threatening allergic reaction, **or adrenal insufficiency,** all medications to be self-administered by a student must be kept in the student's possession.

   b. No student may possess medication for self-administration unless the proper permission has been granted by the Principal **or designee** and a record of the medication is on file in the office of the school nurse.

   c. Students who are permitted to self-administer medications must secure their medication in such a manner that the medication will not be available to other students. The medication must be in a sealed container and clearly

labeled with the medication name, dosage, and ordering physician. The medication, if ingested by someone other than the student, shall not cause severe illness or death.

d. Students who are permitted to self-administer medications shall only have in their possession the quantity of medication necessary for the time period of the student's school day.

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

~~F~~**G**. Administration of Medication

1. No medication shall be administered to or taken by a student in school or at a school-sponsored ~~event~~ **function** except as permitted by Board **P**~~p~~olicy **5330** and this **R**~~r~~egulation.

2. Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 ~~and 12.4,~~ and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6 **and to administer hydrocortisone sodium succinate in an emergency pursuant to N.J.S.A. 18A:40-12.29 and 12.30**.

3. When practicable, self-administration of medication should be observed by the school nurse.

4. Students self-administering medication shall report each administration of medication and any side effects to a teacher, coach, or the individual in charge of the student during school activities. Such individuals shall report all administrations and any side effects reported or observed to the school nurse within twenty-four hours.

5. When a student attends a school-sponsored ~~event~~ **function** at which medication may be required (such as an outdoor field trip or athletic competition) and the school nurse cannot be in attendance, the student's parent will be invited to attend. If neither the school nurse nor the parent can attend and the student does not have

permission to self-administer medication and there is a risk that the student may suffer injury from lack of medication, the student may be excused from the ~~event~~ **function**.

~~G~~**H**. Emergencies

1. Any medical emergency requiring medication of students will be handled in accordance with Policy 8441 and implementing regulations on first aid and, as appropriate, the school physician's standing orders for school nurses. Arrangements will be made to transport a student to a hospital emergency room after the administration of epinephrine in accordance with N.J.S.A. 18A:40-12.5.e.(3) **and after the administration of hydrocortisone sodium succinate in accordance with N.J.S.A. 18A:40-12.29.b.(3)**.

~~2. Nothing in N.J.S.A. 18A:40-12.6 prohibits the emergency administration of epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis by the school nurse or other trained designated employees pursuant to N.J.S.A. 18A:40-12.6 when the student is authorized to self-administer epinephrine pursuant to N.J.S.A. 18A:40-12.3, or when there is a coexisting diagnosis of asthma, or when a prescription is received from a licensed health care professional for epinephrine coupled with another form of medicine, or when the epinephrine is administered pursuant to N.J.A.C. 18A:40-12.5.~~

~~H~~**I**. Records

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

1. The approved written request for the administration or self-administration of medication;

2. A record of each instance of the administration of the medication by the school nurse or a registered nurse;

3. A record of reports by teachers, coaches, and other individuals in charge of school activities who report student self-administration of medication;

4. Any side effects that resulted from the administration of medication; and

5. Whether the supply of medication provided in cases where the medication is to be administered by the school nurse or a registered nurse was exhausted or the parent removed the medication or, if the parent failed to remove the medication, the medication was destroyed and the date on which that occurred.

~~I~~**J**. Notification

1. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with information about the medication and administration when such release of information is in the student's best educational interest.

2. The school nurse will provide teachers, coaches, and other individuals in charge of school activities with a list of students who have been given permission to self-administer medication.

3. The school nurse will inform the student's parent of any difficulty in the administration of medication or any side effects.

4. The school nurse will report to the school physician any student who appears to be adversely affected by the medication.

Adopted: 7 December 2009
Revised: 2 November 2015
Revised: 10 October 2016
Revised:

R 8220 SCHOOL CLOSINGS

The following procedures will govern the unscheduled closing of school for the entire school day, the delayed opening of school, and the early closing of school. No single set of rules can anticipate the problems that may be encountered when schools must be closed, and Building Principals may be required to exercise independent judgment in individual circumstances. Any consequent deviation from these rules ~~should~~ **shall be** ~~reported~~ **approved** ~~promptly to~~ **by** the Superintendent.

A. Notification Provisions

1. The district's alert system, ~~Swift Reach~~ **School Messenger** (reverse 911), will inform parent(s) or legal guardian(s) of the emergency closings.

   A message will be placed on the Central office line at (201) 670-2600* and on the Superintendent's line at (201) 670-2700**.

   *(201) 670-2600: Emergency Closing message can only be accessed until 7:55 a.m.

   **(201) 670-2700: Emergency Closing message will remain in effect throughout the day.

   Emergency closing information can also be obtained from the following:

   TV Channel 12 – News 12 New Jersey

   Web sites www.ridgewood.k12.nj.us and www.News12.com

2. The district's alert system, ~~Swift Reach~~ School Messenger (Skylert), ~~(reverse 911),~~ will inform parent(s) or legal guardian(s) of the early dismissal. Teachers will refer to the School Dismissal Form, completed by parent(s) or legal guardian(s), to determine each parent's or legal guardian's wishes as indicated on the form.

3. The Principal of each school building shall prepare an emergency call chain for the prompt notification of all teaching staff members and support staff members who regularly report to that school.

   a. The staff call chain will be reviewed and updated annually. Each staff member is responsible for supplying the telephone number at which he/she can be reached for notification of the closing or delayed opening of school.

b. A copy of the complete staff call chain will be maintained by the Principal and will be kept as a confidential document.

c. Portions of the staff call chain will be released to staff members as necessary for the integrity and efficient operation of the call chain process.

4. The Superintendent's office will prepare and administer a staff call chain for central office employees.

5. Each staff call chain should be so organized as to ensure that the first called are those staff members who live farthest from the school, office, or facility to which they regularly report.

B. All Day Closing

1. The decision to close schools for the day will been made in accordance with Policy ~~No.~~ 8220. As soon as the decision is made, the Superintendent will promptly provide notification (see paragraph A1).

a. All Building Principals,

b. The Transportation Coordinator,

c. Board President,

d. Private schools to which transportation is provided for district children, and

e. Ridgewood Police Department.

2. Each Building Principal and other person responsible for a call chain will promptly institute the process of notifying staff members of the closing by means of the staff call chain. Every effort should be made to notify staff members as soon as practicable.

3. In the event a staff member cannot be reached by telephone, the caller will report that fact to the Building Principal or other person responsible for the call chain.

4. Unless the Superintendent determines otherwise, school office personnel and custodial personnel are expected to report for work on an emergency closed day. It is the intention of this rule that all school offices be uniformly closed or open on a day when the schools are closed for emergency.

C. Delayed Opening

1. When circumstances are such as to require the late opening of school, the school day will ordinarily be delayed by two hours. All beginning schedules will be in effect, modified only by the two hour delay.

2. The decision to delay the opening of school will be made as soon as practicable. Notice of the delayed opening will be given in accordance with B.

3. Unless the Superintendent determines otherwise, school office personnel and custodial personnel are expected to report to work on time.

4. If weather conditions ~~deteriorate~~ **change** after a delayed opening has been announced, the Superintendent may decide to close schools for the day. This decision will be made as soon as practicable. Notice of the closing of schools for the day will be given in accordance with B.

5. The Principal of each school will modify the school's schedule to accommodate the shorter day. Morning schedules may be canceled. After-school and athletic events may be canceled.

6. Lunch will be served as usual, but may be delayed.

D. Early Dismissal

1. ~~A~~ **The** decision **by the Superintendent or designee** to close school early will be promptly relayed to:

   a. Building Principals in the affected schools,

   b. The Transportation Coordinator,

   c. Other individuals or offices to be notified,

   d. Private schools to which transportation is provided for district children, and

   e. Ridgewood Police Department.

2. Building Principals in the affected schools will promptly notify all **school** staff members of the early closing, using appropriate building procedures.

3. The district's alert system, ~~Swift Reach (reverse 911)~~ Skyward (School Messenger) will inform parent(s) or legal guardian(s) of early dismissal.

4. Buses may be loaded as soon as they arrive at the school and may depart as soon as all pupils assigned to the bus have boarded.

5. A parent(s) or legal guardian(s) may come to the school and sign out his/her child at any time after the decision to close early has been made. Any removal of a child must be in strict accordance with Policy No. 5230 regarding the person(s) to whom a child may be released.

6. The Principal will designate a safe and secure location in the school building to which may be assigned pupils whose parent or temporary caretaker could not be reached by telephone or other means **or the student was unable to be released from school early for good reason.**

a. A teaching staff member will be assigned to supervise the pupils who remain in the school.

~~b. Pupils who have remained in the school will be released at the time school regularly closes, by whatever means of transportation they would have taken were the school not closed early.~~

~~c. The Principal may arrange for a late bus or transportation by private vehicle for pupils retained at the school.~~

E. Emergency Minimum Day

The Emergency Minimum Day option is intended for emergency conditions that are known or anticipated before the start of school, and are expected to occur or worsen during the afternoon hours.

Emergency Minimum Days will be announced in the same manner as procedures for closing of schools, delayed openings, and early dismissals.

On Emergency Minimum Days pupils will attend school as follows:

Kindergarten (AM)	8:45 a.m.-~~11:20 a.m~~ **12:45p.m.**
Grades 1 – 5	8:45 a.m. – 12:45 p.m.
Grades 6 – 8	8:0~~5~~0 a.m. – 12:15 p.m.
Grades 9 – 12	7:4~~7~~5 a.m. – 12:~~06~~**10** p.m.

~~Unlike Early dismissal where parent(s) or legal guardian(s) may request (via the Emergency Card) to have their child kept at school until the regular dismissal, when an Emergency Minimum Day is called all children will be dismissed at the times noted above.~~

Cafeterias will not operate and lunches will not be provided on Emergency Minimum Days. Elementary pupils may bring snacks in keeping with their school's snack policy.

Bus companies will be notified when Emergency Minimum Days are called.

Issued: 7 December 2009

POLICY RIDGEWOOD BOARD OF EDUCATION

7243 SUPERVISION OF CONSTRUCTION

The Board of Education directs that the School Business Administrator/Board Secretary or designee be responsible for the supervision of all building construction in this **school** district. Supervision shall include field inspection of the **construction** contractor's operations, administrative review of the activities of the architect relating to the construction, and any other construction matters relating to the interests of the school district.

The School Business Administrator/Board Secretary and Superintendent **or designee** shall report periodically to the Board **on the progress of** that by his/her personal knowledge the work of the construction contractor**(s)** ~~and the architect is being performed in accordance with the plans, specifications, and contracts approved by the Board.~~

The Board shall not employ for pay or contract for the paid services of any person serving in a position which involves regular contact with students unless the Board has first determined, consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq., that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

The Superintendent shall direct the School Business Administrator/Board Secretary or designee to act as liaison to all construction contractors for school facility and construction projects to obtain a list of the individuals who will have regular contact with students and will be employed by or working for the contractor on a school district project that will be undergoing a criminal history record check pursuant to the requirements of N.J.S.A. 18A:6-7.1 et seq. The liaison shall provide the list of those contracted employees to the Superintendent or designee and the Human Resources Director. The Superintendent or designee and the Human Resources Director who receive any adverse action correspondence from the New Jersey Department of Education (NJDOE) related to the criminal history record check process shall review the contracted company list in order to determine if the subject of that correspondence is either a school employee or an employee of any contract service provider and take

appropriate action. No employee of a contracted service provider shall commence work at a school facility without having first obtained an approval for employment from the NJDOE. Approvals for employment of these contracted employees shall be maintained with the liaison and copies forwarded to the Superintendent's office.

A change order involving additional cost will be submitted ~~by the architect~~ **to the** ~~for~~ Board **for** review **and approval**.

A change order not involving monetary considerations may be acted upon solely by the Superintendent and Business Administrator and reported to the Board.

Upon completion of a building project and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for acceptance shall be made to the Board by the ~~architect~~ **Business Administrator or designee.**

N.J.S.A. 18A:18A-16; 18A:18A-43; 18A:18A-44

Adopted: 7 December 2009
Revised:

POLICY

RIDGEWOOD
BOARD OF EDUCATION

8210 SCHOOL YEAR

The Board of Education recognizes that the preparation of a calendar for the instructional program of the schools is necessary for orderly educational planning and for the efficient operation of the **school** district.

The Board shall determine annually the days when the schools will be in session. Unless the Board exercises its right to alter the calendar for any particular calendar year, such school calendar shall consist of no fewer than the maximum number of instructional and staff attendance days contained in the negotiated agreements.

A half-day class or shortened school day shall be considered the equivalent of a full day only if school is in session for four or more hours, exclusive of recess periods or lunch periods.

The **Superintendent shall in consultation with the** Calendar Committee ~~shall~~ propose the school calendar for Board consideration. The Board reserves the right to alter the school calendar when feasible and advisable in the best interests of the children of the district; **the number of school closings during the school year extend the school year past a reasonable closing date in June; there is an extended school closing during the school year due to an unforeseen circumstance; and/or due to any reason deemed in the best interest of the student.**

The Board shall adopt annually a list of religious holidays which shall consist as a minimum of those holidays designated by the Commissioner of Education.

N.J.S.A. 18A:25-3; 18A:36-2; 18A:36-16
N.J.A.C. 6A:32-8..3

Adopted: 7 December 2009
Revised:

POLICY

RIDGEWOOD
BOARD OF EDUCATION

8220 SCHOOL DAY

The Board of Education shall **annually approve** ~~determine~~ the times that school will be in session, ~~for the purpose of providing adequate time for pupils to profit from the educational program of the district~~ **including the starting and ending time of a shortened day. A school day shall be in accordance with N.J.A.C. 6A:32-8.3.**

The schools of the district will be in session for pupils on those days ~~specified~~ **and times recommended by the Superintendent and annually approved** by the Board. ~~as recommended by the Superintendent.~~

The Superintendent may close ~~the~~ schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of pupils and staff members **or other good cause. A shortened school day, whether it is planned or emergent (as in the case of inclement weather), must meet certain requirements in order to count toward the one hundred eighty day requirement of N.J.S.A. 18A:7F-9.**

The Superintendent shall inform the Board President of any such alteration as soon as possible and shall prepare rules for the proper and timely notification of concerned persons in the event of any **delayed opening or** emergency school closing. ~~of the schools.~~

N.J.A.C. ~~6:20-1.3; 6:21-2.5~~ **6A:32-8.3**

Adopted: 7 December 2009
Revised:

RIDGEWOOD
POLICY BOARD OF EDUCATION

8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

The Board of Education recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Education adopts this Policy pursuant to the requirements of N.J.S.A. 18a:36-2 and 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-24 and 18A:36-25 et seq., N.J.A.C. 6A:16-11.1, and N.J.S.A. 9:6-8.10, **and N.J.A.C. 6A:22-4.1(d).**

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE or to any other telephone number designated by the appropriate child welfare authorities. If the child is in immediate danger, a call shall be placed to 911 as well as to the SCR.

The school district shall prominently display information about the Department of Children and Families' State Central Registry, a toll-free hotline for reporting child abuse, in each school of the district. The information shall give instructions to call 911 for emergencies and shall include directions for accessing the Department of Children and Families' website or social media platforms for more information on reporting abuse, neglect, and exploitation.

The information shall be in a format and language that is clear, simple, and understandable. The information shall be on a poster and displayed at each school in at least one high-traffic, highly and clearly visible public area that is readily accessible to and widely used by students, pursuant to N.J.S.A. 18A:33.28.

The person having reason to believe that a child may be missing or may have been abused or neglected may inform the Principal or other designated school official(s) prior to notifying designated child welfare authorities if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the Principal or other designated school official(s) of the notification, if such had not occurred prior to the notification. Notice to the Principal or other designated school official(s) need not be given when the person believes that such notice would likely endanger the reporter or student involved or when the person believes that such disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.

The Principal or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.

The district designates the Director of Special Programs as the school district's liaison to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The district designates the Superintendent or designee as the school district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant to N.J.A.C. 6A:16-6.2(b)1, consistent with the Memorandum of Agreement, pursuant to N.J.A.C. 6A:16-6.2(b)13.

An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.

The Superintendent or designee shall provide training to school district employees, volunteers, or interns on the district's policy and procedures for reporting allegations of missing, abused, or neglected child situations. All new school district employees, volunteers, or interns working in the district shall receive the required information and training as part of their orientation.

There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing, abused, or neglected child situation pursuant to N.J.S.A. 9:6-8.13.

N.J.S.A. **18A:33-28;** 18A:36-24; 18A:36-25 et seq.
N.J.A.C. 6A:16-11.1

Adopted: 7 December 2009
Revised: 9 February 2015
Revised: 18 July 2016
Revised: 27 August 2018
Revised:

POLICY RIDGEWOOD BOARD OF EDUCATION

~~The Board believes that an understanding of religions and the contributions that religion has made to the advancement of civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, the curriculum may be developed to include, as appropriate to the various ages and attainments of the pupils, instruction about the religions of the world~~

~~The Board also acknowledges the degree to which a religious consciousness has enriched the arts, literature, music, and issues of morality. The instructional and resource materials approved for use in the schools of this district frequently contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials may, therefore, be religious in nature shall not, by itself, bar their use by the district. The Board directs that teaching staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.~~

~~The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the thorough and efficient education of the children of this district, not for its conformity to religious principles. Pupils should receive unbiased instruction in the schools so that they may privately accept or reject the knowledge so gained in accordance with their own religious tenets.~~

Any issues regarding religion in the schools and the provisions of this Policy shall be referred to the Superintendent of Schools who may consult with the Board Attorney.

U.S. Consti. Amend. 1
U.S. Department of Education - Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools – February 7, 2003
N.J. Consti. (1947) Art. 1, para. 4
N.J.S.A. 18A:35-4.6 et seq.; 18A:36-16

Adopted: 7 December 2009
Revised:

POLICY RIDGEWOOD BOARD OF EDUCATION

2431.3 ~~RIDGEWOOD HIGH SCHOOL PRACTICE AND PRE-SEASON HEAT ACCLIMATIZATION FOR SCHOOL-SPONSORED ATHLETICS AND EXTRA-CURRICULA ACTIVITES~~ HEAT PARTICATIPATION POLICY FOR STUDENT-ATHLETE SAFETY

The goal of the Ridgewood High School Heat Acclimatization Policy is to insure the safety of our student-athletes while enhancing exercise heat tolerance and the ability to exercise safely and effectively in warm to hot conditions. This policy includes practice guidelines and a system of evaluating individual student-athlete's hydration levels. All Ridgewood student athletes will receive an educational presentation on proper hydration and heat illness.

Therefore, the Board of Education requires the implementation of the practice and pre-season heat acclimation procedures as recommended by the New Jersey State Interscholastic Athletic Association (NJSIAA) for students participating in all school-sponsored athletic programs and extra-curricular activities during warm weather months. The Superintendent of Schools or designee shall ensure the implementation of the Practice and Pre-Season Heat-Acclimation Procedures.

Practice Guidelines:
For all sports, on days one and two, athletes may not participate in more than three total hours of practice. Warm-up, stretching, cool-down activities, and strength/speed training are included as part of the three hour practice time. A three hour recovery period, in a cool environment, should be inserted between practices. All athletes should be instructed to shower in cool water after each practice in order to reduce body temperature.

For football, on day one, helmets are the only protective equipment permitted. On day two, helmets and shoulder pads are allowed to be worn.

For all sports, on days three and four, athletes may not participate in more than 3.5 hours of practice and no practice can exceed three hours. A three hour recovery period, in a cool environment, should be inserted between practices. All athletes should be instructed to shower in cool water after each practice in order to reduce body temperature.

For football, full equipment may be worn.

For all sports, any day in which athletes participate in more than three hours of practice must be followed by a day in which athletes participate in no more than 3 hours of practice.

For all sports, beginning with day five, athletes may not participate in more than four hours of practice and no practice can exceed three hours. A three hour recovery period, in a cool environment, should be inserted between practices. All athletes should be instructed to shower in cool water after each practice in order to reduce body temperature.

For all sports, after six consecutive practices, athletes are required to have one complete day of rest (no conditioning, walk-throughs, or practice).

Because the risk of exertional heat illnesses during the preseason is high, the athletic trainer must be on site before, during, and after all practices.

Wet Bulb Globe Temperature Guidelines:
The Wet Bulb Globe Temperature (WBGT) is a composite temperature used to estimate the effect of temperature, humidity, and solar radiation. The athletic trainer will use a digital psychrometer to measure the wet bulb globe temperature 10-15 minutes before practice. The athletic trainer will inform all coaches of any necessary accommodations.

Level	*WBGT*	*Risk*	*Fluid*	*Accommodations*
Green	< 73°	Moderate	Every 15-20 mins	None
Yellow	73°-82°	High	Every 15-20 mins	Use caution
Red	82°-90°	Very High	Every 15 mins	Reduce intensity Modify practice Remove protective equipment for non-contact drills
Black	> 90°	Extreme	Rehydrate 24 oz per pound of wt loss	No outdoor practice

Hydration Guidelines:
All athletes will weigh in, before and after each practice. Weight charts will be monitored daily by the coach and the athletic trainer. Athletes with weight loss greater than 3% will be held from practice until they have adequately replaced their weight.

Water will be available to athletes throughout all practices. All athletes will be instructed to replenish fluids every 15 -20 minutes.

N.J.S.A.18A:11-3.10
New Jersey State Interscholastic Athletic Association Heat Participation Policy and Pre-Season Heat Acclimatization Policy

Adopted: 26 September 2011
Revised: 01 April 2019
Revised:

2622 STUDENT ASSESSMENT

The Commissioner of Education, in accordance with N.J.S.A. 18A:7C-1 et seq. and 18A:7E-2 and 3, may implement assessments of student achievement in any grade(s) and by such assessments as he or she deems appropriate. The Commissioner shall report to the State Board of Education the results of such assessments.

The Commissioner shall implement a system and related schedule of Statewide assessments to evaluate student achievement of the New Jersey Student Learning Standards (NJSLS). The Commissioner, with the approval of the State Board of Education, shall define the scope and level of student performance on Statewide assessments that demonstrate thorough understanding of the knowledge and skills delineated by the NJSLS at grade levels three through twelve. After consultation with the Commissioner, the State Board of Education shall establish by resolution uniform Statewide criteria defining adequate school district progress toward meeting the NJSLS.

State assessments provide parents with important information about their child's progress; detailed information about each individual student's performance that educators, parents, and students can utilize to enhance foundational knowledge and student achievement; and include item analysis which will clarify a student's level of knowledge and understanding of a particular subject or area of a subject. The data derived from State assessments can be assessed and may be utilized by teachers and administrators to pinpoint areas of difficulty and customize instruction accordingly as a student progresses to successive school levels.

Pursuant to N.J.A.C. 6A:8-4.1(b) and (c), all students at grade levels three through twelve, and at any other grade(s) designated by the Commissioner pursuant to N.J.A.C. 6A:8-4.1(a), shall take all appropriate Statewide assessments as scheduled. There is no provision for a student to opt-out of Statewide assessments. If a student is absent on a testing date, the student will be expected to take the missed test on another school day. Parents and students will be informed of all scheduled testing dates, including make-up testing dates for students who missed the initial testing date.

Statewide Assessments System

The Superintendent of Schools shall develop and annually present to the Board for its approval an assessment program that complies with the rules of the State Board of Education.

The Board of Education shall, according to a schedule prescribed by the Commissioner, administer the applicable Statewide assessments, including the following major components: the elementary assessment component for grades three through five; the middle school assessment component for grades six through eight; the high school end-of-course ~~PARCC~~ assessments; and the alternative assessment for students with disabilities; and provide notification to each student entering grades three through twelve of the Statewide assessment schedule.

The Department of Education shall implement the elementary component of the Statewide assessment of the NJSLS consisting of continued administration of mathematics and English language arts in grades three, four, and five, and of science in grade ~~four~~ **five.**

The Department of Education shall implement the middle school component of the Statewide assessment of the NJSLS consisting of the following: continued administration of mathematics and English language arts in grades six, seven, and eight; and of science in grade eight.

The Department of Education shall implement a high school assessment program component of the NJSLS that assesses, at a minimum, English language arts, mathematics, and science with the exception that students may receive a waiver from the Board of Education from taking the high school end-of-course ~~PARCC~~ assessment in ELA 11 due to the student's participation in another English language/literature college placement assessment during the same school year.

The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the Department of Education for English Language Learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:8-14.3 or eligible under Section 504 of the Rehabilitation Act as determined by the IEP or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d)1. The Board may administer the Statewide assessments in mathematics to ELLs in their native languages, when available, and/or English. The Board of Education shall have the option for a first- year ELL of substituting a Department of Education-approved language proficiency test only for the English language arts section of the elementary or middle school component of the Statewide assessment, when the student has entered the United States after July 1 of the calendar year prior to the test administration.

The Board of Education shall ensure students with disabilities as defined in N.J.A.C. 6A:14-1.3 participate in Statewide assessments in accordance with N.J.A.C. 6A:14-4.10.

At specific times prescribed by the Commissioner of Education, the Board of Education shall administer the alternative assessment for students with disabilities to students with severe disabilities who cannot participate in other assessments due to the severity of their disabilities. The Department of Education shall implement alternative assessment for students with disabilities according to the schedules in N.J.A.C. 6A:8-4.1(c)1, 2, and 3. The alternative assessment for students with disabilities measures the progress of students who have been determined eligible for the alternative assessment for students with disabilities by the IEP team in accordance with N.J.A.C. 6A:14-4.10.

The Board of Education shall implement alternative ways for students to demonstrate graduation proficiency in accordance with N.J.A.C. 6A:8-5.1(f).

Test Administration Procedures and Security Measures
The Board of Education shall be responsible for ensuring the security of all components of the Statewide assessment system that are administered within the school district. All Statewide assessments shall be administered in accordance with the Department of Education's required test administration procedures and security measures. Any breach of such procedures or measures shall be immediately reported to the Superintendent or designee.

Documentation of Student Achievement
The Department of Education shall provide the Superintendent with documentation of student performance after each test administration in accordance with the provisions of N.J.A.C. 6A:8-4.2(a). ~~The Board shall maintain an accurate record of each student's performance on Statewide assessments in accordance with N.J.A.C. 6A:8-4.2.~~ Information regarding individual student test scores shall only be in accordance with Federal and State law.

The Board of Education shall transmit within ten business days any official records, including transcripts, of students who transfer to other school districts or institutions.

The Board of Education shall maintain an accurate record of each student's performance on Statewide assessments.

The Board of Education shall maintain for every student a ninth grade through graduation transcript that contains the following, as available:

1. Results of all applicable State assessments, including assessments that satisfy graduation requirements set forth in N.J.A.C. 6A:8-5.1(a)6;

2. Results of any English language proficiency assessments according to N.J.A.C. 6A:8-5.1(h);

3. Evidence of instructional experience and performance in the NJSLS;

4. Evidence of technological literacy;

5. Evidence of career education instructional experiences and career development activities;

6. Evidence of State-issued occupational licenses and credentials, industry-recognized occupational credentials, and/or technical skill assessments for students enrolled in Department of Education-approved career and technical education programs pursuant to N.J.A.C. 6A:19-3.2; and

7. Any other information deemed appropriate by the Board of Education.

Accountability

The Superintendent shall report preliminary and final results of annual assessments to the Board of Education **within sixty days of receipt of information from** ~~as required by~~ the New Jersey Department of Education **pursuant to N.J.A.C. 6A:8-4.3(a)**. The Board of Education will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.2. The Board shall provide appropriate instruction to improve skills and knowledge for students performing below the established levels of student proficiency in any content area either on Statewide or local assessments. All students shall be expected to demonstrate the knowledge and skills of the NJSLS as measured by the Statewide assessment system.

Annual Review and Evaluation of School Districts

The Department of Education shall review the performance of schools and school districts in accordance with the provisions of N.J.A.C. 6A:8-4.4.

Public Reporting

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the Department of Education shall report annually to the State Board of Education and the public on the progress of all students and student subgroups in meeting the NJSLS as measured by the Statewide assessment system by publishing and distributing the Department of Education's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 5. After each test administration, the Department of Education shall report to the Board **of Education** on the performance of all students and of student subgroups. The Department of Education shall report performance on the APA with the same frequency and in the same detail as it reports on other Statewide assessments, including school and school district means, and the number and percentage of participating students. In public reporting of school and district performance data, the Department of Education shall not compromise the confidentiality of individual students.

Parental Notification

Parents shall be informed of the district assessment system and of any special tests that are to be administered to their children.

N.J.S.A. 18A:7C-1 **et seq.; 18A: 7E-1 et seq.**
N.J.A.C. 6A:8-4.1 et seq; 6A:8-5.1; 6A:14-1.1 et seq.;
6A:14-3.7; 6A:14-4.10

Adopted: 7 December 2009
Revised: 24 September 2012
Revised: 23 February 2015
Revised: 18 July 2016
Revised: 22 May 2017
Revised:

5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older students as is otherwise entitled by law to a free public education.

Eligibility to Attend School

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1.

A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.A.C. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2. A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1, any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly person's offense.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1 if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38- 1 if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents or guardians temporarily resides in the school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A student is eligible to attend this school district free of charge:

1. If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;

2. If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;

3. If the student previously resided in the school district and if the parent(s) or legal guardian(s) is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3. The school districts shall not be obligated for transportation costs; and

4. If the student resides on federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to
N.J.S.A 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.

Except as set forth in N.J.A.C. 6A:2-3.3(b)1, immigration/visa status shall not affect eligibility to attend school and the school district shall not condition enrollment in the school district on immigration status. A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

Proof of Eligibility

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.A.C. 6A:22-3.4. The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or a subset of documents, without regard to other evidence presented.

The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment. ~~However~~, ~~i~~In the case of a dispute between the school district and the parent or guardian of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the

Motor Vehicle Commission **(NJMVC)** the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.S.A. 18A:38-1-3. **The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC**. **However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.**

Registration Forms and Procedures for Initial Assessment

Registration and initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1. The Board of Education shall use Commissioner-provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or a nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance at the school district shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity a**s** required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.

When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

Notice of Ineligibility

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 et. seq. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.

Removal of Currently Enrolled Students

Nothing in N.J.A.C. 6A:22 et seq. and this Policy shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

Appeal to the Commissioner

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:3.-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1., appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.

Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of an ineligibility determination, the Board may assess tuition for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a). Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.

Nonresident Students

The admission of a nonresident student to school free of charge must be approved by the Board, upon the recommendation of the Superintendent and subject to the needs of the district. No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation or sex, social or economic status, or disability. A written request for permission to enroll a child of a nonresident staff member, including school preference, must be submitted to and approved in writing by the Superintendent at least thirty (30) days prior to admittance. Transportation will be provided by the staff member. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship, academic standing and discipline, as well as family behavior toward school personnel and/or the needs of the district.

Change in Residence

Seniors who have completed their junior year in Ridgewood High School and whose parent(s) or legal guardian(s) change their residence out of the district after that time may finish their studies at Ridgewood High School on a tuition basis. Other students may finish the year on a tuition basis if parent(s) or legal guardian(s) change residence out of district February 1 or later. Students whose parent(s) or legal guardian(s) change residence after May 1 may continue schooling on a non-tuition basis for the remainder of the school year.

Other Nonresident Children

Other nonresident children, otherwise eligible for attendance, may be admitted to school in this district with payment of tuition if their admission is warranted by the inaccessibility of school in their home district, the singular availability of an appropriate educational program in this district, the avoidance of transfer and readmission of a child whose legal custody is shared by a parent(s) or legal guardian(s) residing in this district, or other good cause. The parent(s) or legal guardian(s) must submit an application to the Superintendent for review and consideration. ***Special Education students may not be enrolled in the district under this provision***. Students in this provision are not eligible for any formal educational intervention services.

Children of District Employees

Children of nonresident permanent, salaried staff members of the Board of Education may be admitted to the schools of the district at a tuition rate, set annually by the Board of Education at its Reorganization Meeting, upon the recommendation of the Superintendent and the approval of the Board. ***Special Education students may not be enrolled in the district under this provision.*** Students in this provision are not eligible for any formal educational intervention services.

a. A written request for permission to enroll a child of a nonresident staff member, including school preference, must be submitted to and approved in writing by the Superintendent at least thirty
(30) days prior to admittance. Transportation will be provided by the staff member.

b. Annually, the nonresident staff member must submit a letter to the Superintendent requesting their child to be approved for admittance in the district in the subsequent school year. All such letters must be received by the Superintendent by May 15 of the current school year in order for the child to be considered for admittance in the following school year. The Superintendent will notify the nonresident staff member of his decision, in writing, no later than June 15 of the current school year. A written request for permission to enroll a child of a nonresident staff member, including school preference, must be submitted to and approved in writing by the Superintendent at least thirty (30) days prior to admittance. Transportation will be provided by the staff member.

b. By August 1 preceding the new school year, all nonresident staff members will be billed by

the Business Office at the rates established at the annual reorganization meeting. Payment is due to the Business Office no later than the last Friday prior to the opening of school for students. If this payment is not received in a timely fashion, interest will be charged at a rate of 1% per month until payment is received. If payment is not received by the last Friday in January, the nonresident staff member will be required to meet with the Superintendent to explain the reason for nonpayment. Within three days of that meeting, the Superintendent will issue, in writing, his decision concerning the continued enrollment of the staff member's child(ren).

Home Construction

Families domiciled in the school district for a minimum of 12 months and attending the Ridgewood Public Schools prior to major home renovations where the family must vacate the premises, must obtain Board of Education approval to continue attending the district schools free of charge for a period of 18 months with proof of building permits/documentation. After 18 months, a one-time extension for a period of 6 months can be obtained and will necessitate additional proof of building status and progress. The Board of Education will assess tuition for students after the initial 24-month period. The Board of Education will require proof of occupancy when residence is reoccupied.

F-1 and **J-1** Visa Students

The school district **is not required to, but may** ~~will~~ permit the attendance of F-1 and **J-1** Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the requested I-20 Form, in accordance with the provisions of Federal regulation 8 CFR 214.3. An F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year. **The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with an F-1 or J-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.**

N.J.S.A. 18A:38-1 et seq; 18A:38-3; 18A:38-3.1
N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-2.1 et seq. 8 CFR 214.3

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Revised: 27 January 2014
Revised: 18 July 2016
Revised: 6 March 2017
Revised: 01 April 2019
Revised:

R 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS

A. Definitions

1. "Affidavit student" means a student attending, or seeking to attend, school in a district pursuant to N.J.S.A. 18A:38-1. and N.J.A.C. 6A:22-3.2(a).

2. "Appeal" means contested case proceedings before the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

3. "Applicant" means a parent, guardian, or a resident supporting an affidavit student who seeks to enroll a student in a school district; or an unaccompanied homeless youth or adult student who seeks to enroll in a school district.

4. "Commissioner" means the Commissioner of Education or his/her designee.

5. "Guardian" means a person to whom the court or competent jurisdiction has awarded guardianship or custody of a child, provided that a residential custody order shall entitle a child to attend school in the residential custodian's school district unless it can be proven that the child does not actually live with the custodian. "Guardian" also means the Department of Children and Families for purposes of N.J.S.A. 18A:38-1.

B. Eligibility to Attend School – Students Domiciled in the District

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district if the student is domiciled within the district:

   a. A student is domiciled in the school district when he or she is living with a parent or guardian whose domicile is located within the school district.

(1) When a student's parents or guardians are domiciled within different school districts and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the school district of the parent or guardian with whom the student lives for the majority of the school year. This provision shall apply regardless of which parent has legal custody.

(2) When a student's physical custody is shared on an equal-time, alternating week/month or other similar basis so the student is not living with one parent or guardian for a majority of the school year and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the present domicile of the parent or guardian with whom the student resided on the last school day prior to October 16 preceding the application date.

(a) When a student resided with both parents or guardians, or with neither parent or guardian, on the last school day prior to the preceding October 16, the student's domicile is the domicile of the parent or guardian with whom the parents or guardians indicate the student will be residing on the last school day prior to the ensuing October 16. When the parents or guardians do not designate or cannot agree upon the student's likely residence as of that date, or if on that date the student is not residing with the parent or guardian previously indicated, the student shall attend school in the school district of domicile of the parent or guardian with whom the student actually lives as of the last school day prior to October 16.

(b) When the domicile of the student with disabilities as defined in N.J.A.C. 6A:14 cannot be determined pursuant to N.J.A.C. 6A:22-3.1, nothing shall preclude an equitable determination of shared responsibility for the cost of such student's out-of-district placement.

(3) When a student is living with a person other than a parent or guardian, nothing in N.J.A.C. 6A:22-3.1 is intended to limit the student's right to attend school in the parent or guardian's school district of domicile pursuant to the provisions of N.J.A.C. 6A:22.

(4) No school district shall be required to provide transportation for a student residing outside the school district for all or part of the school year unless transportation is based upon the home of the parent or guardian domiciled within the school district or otherwise required by law.

b. A student is domiciled in the school district when he or she has reached the age of eighteen or is emancipated from the care and custody of a parent or guardian and has established a domicile within the school district.

c. A student is domiciled in the school district when the student has come from outside the State and is living with a person domiciled in the school district who will be applying for guardianship of the student upon expiration of the six-month "waiting period" of State residency required pursuant to N.J.S.A. 2A:34-54 ("home state" definition) and 2A:34-65.a(1). However, a student may later be subject to removal proceedings if application for guardianship is not made within a reasonable period of time following expiration of the mandatory waiting period or if guardianship is applied for and denied.

d. A student is domiciled in the school district when his or her parent or guardian resides within the school district on an all-year-round basis for one year or more, notwithstanding the existence of a domicile elsewhere.

e. A student is domiciled in the school district if the Department of Children and Families is acting as the student's guardian and has placed the student in the school district.

2. When a student's dwelling is located within two or more school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the school district of domicile for school attendance purposes shall be the municipality to which the majority of the dwelling's property tax is paid, or to which the majority of the dwelling's or unit's property tax is paid.

a. When property tax is paid in equal amounts to two or more municipalities, and there is no established assignment for students residing in the affected dwellings, the school district of domicile for school attendance purposes shall be determined through assessment of individual proofs as provided pursuant to N.J.A.C. 6A:22-3.4.

b. This provision shall not preclude the attendance of currently enrolled students who were permitted to attend the school district prior to December 17, 2001.

c. When a student's parent or guardian elects to exercise such entitlement, nothing in N.J.A.C. 6A:22-3.1 shall exclude a student's right to attend the school district of domicile although the student is qualified to attend a different school district pursuant to N.J.S.A. 18A:38-1. or the temporary residency (less than one year) provision of N.J.S.A. 18A:38-1.

3. Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other section of law to the contrary, a child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in any of the armed forces of the United States in a time of war or national emergency, shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. The school district shall not be responsible for providing transportation for the child if the child lives outside of the district. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. **18A:**38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

C. Eligibility to Attend School – Other Students Eligible to Attend School

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education**,** is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b if that student is kept in the home of a person other than the student's parent or guardian, and the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child;

a. A student is not eligible to attend this school district pursuant to this provision unless:

(1) The student's parent or guardian has filed, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and that the pupil is not residing with the other person solely for the purpose of receiving a free public education; and

(2) The person keeping the student has filed, if so required by the Board of Education:

(a) A sworn statement that he or she is domiciled within the school district, is supporting the child without remuneration and intends to do so for a longer time than the school term, and will assume all personal obligations for the student pertaining to school requirements; and

(b) A copy of his or her lease if a tenant, ~~or~~ a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner.

b. A student shall not be deemed ineligible under this provision because required sworn statement(s) cannot be obtained when evidence is presented that the underlying requirements of the law are being met, notwithstanding the inability of the resident or pupil to obtain the sworn statement(s).

c. A student shall not be deemed ineligible under this provision when evidence is presented that the student has no home or possibility of school attendance other than with a school district resident who is not the student's parent or guardian but is acting as the sole caretaker and supporter of the student.

d. A student shall not be deemed ineligible under this provision solely because a parent or guardian gives occasional gifts or makes limited contributions, financial or otherwise, toward the student's welfare provided the resident keeping the student receives from the parent or guardian no payment or other remuneration for regular maintenance of the student.

e. Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use his or her residence~~,~~ and is not the primary financial supporter of that child~~,~~ and any person who fraudulently claims to have given up custody of his or her child to a person in another school district commits a disorderly persons offense.

2. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1. if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency.

   a. Eligibility under this provision shall cease at the end of the school year during which the parent or guardian returns from active military duty.

3. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1. if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere:

   a. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of the student attending the school district of temporary residence;

   b. When one of a student's parents or guardians temporarily resides in a school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with N.J.A.C. 6A:22-3.1(a)1i. However, no student shall be eligible to attend school based upon a parent or guardian's temporary residence in a district unless the parent or guardian demonstrates, if required by the Board of Education, the temporary residence is not solely for purposes of a student's attending the school district.

4. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1. if the student's pupil's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2, Education of Homeless Children.

5. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-2 if the student is placed by court order or by a society, agency, or institution in the home of a school district pursuant to N.J.S.A. 18A:38-2. -As used in this section, "court order" shall not encompass orders of residential custody under which claims of entitlement to attend a school district are governed by provisions of N.J.S.A. 18A:31-1 and the applicable standards set forth in N.J.A.C. 6A:22.

6. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student pupil as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-3.b if the student had previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district. A school district admitting a student pursuant to N.J.S.A. 18A:38-3.b shall not be obligated for transportation costs.

7. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend the school in the district pursuant to N.J.S.A. 18A:38-7.7 et seq. if the student pupil resides on Federal property within the State.

8. In accordance with N.J.S.A. 18A:38-1.1, a student who is not considered homeless under N.J.S.A. 18A:7B-12 and who moves to a new school district during the academic year as a result of a family crisis shall be permitted to remain enrolled in the original school district of residence for the remainder of the school year without the payment of tuition. A student attending an academic program during the summer, who is otherwise eligible except for the timing of the move, shall be permitted to remain in the school district for the remainder of the summer program if it is considered an extension of the preceding academic year.

a. For purposes of N.J.A.C. 6A:22-3.2(h) and Policy and Regulation 5111, "family crisis" shall include, but not be limited to:

(1) An instance of abuse such as domestic violence or sexual abuse;

(2) A disruption to the family unit caused by death of a parent or guardian; or

(3) An unplanned displacement from the original residence such as fire, flood, hurricane, or other circumstances that render the residence uninhabitable.

b. Upon notification of the move by the parent or guardian, the original school district of residence shall allow the student to continue attendance and shall provide transportation services to and from the student's new domicile in accordance with N.J.S.A. 18A:39-1. The original school district of residence may request from the parent or guardian and may review supporting documentation about the reason(s) for the move; however, any such review shall not interrupt the student's continued enrollment in the school district and in the current school of attendance with the provision of transportation.

(1) Examples of documentation include, but are not limited to, newspaper articles, insurance claims, police or fire reports, notes from health professionals, custody agreements, or any other legal document.

c. If the parent or guardian or the relevant documentation indicates the child is homeless pursuant to N.J.S.A. 18A:7B-12, the school district liaison shall assume the coordination of enrollment procedures pursuant to N.J.A.C. 6A:17-2.5 and the student shall not be eligible for enrollment under N.J.S.A. 18A:38-1.1.

d. If the original school district of residence determines the situation does not meet the family crisis criteria outlined in 8.a. above, the Superintendent or designee shall notify the parent or guardian in writing. The notification shall inform the parent or guardian of his or her right to appeal the decision within twenty-one calendar days of his or her receipt of the notification, and shall state that if such appeal is denied, he or she may be assessed the costs for transportation provided to the new residence during the period of ineligible attendance. It shall also state whether the parent or guardian is required to withdraw the student by the end of the twenty-one day appeal period in the absence of an appeal.

(1) The parent or guardian may appeal by submitting the request in writing with supporting documentation to the Executive County Superintendent of the county in which the original school district of residence is situated.

(2) Within thirty calendar days of receiving the request and documentation, the Executive County Superintendent shall issue a determination whether the situation meets the family crisis criteria set forth at 8.a. above. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued.

(3) If the Executive County Superintendent determines the situation does not constitute a family crisis, the school district may submit to the Executive County Superintendent for approval the cost of transportation to the ineligible student's new domicile. The Executive County Superintendent shall certify the transportation costs to be assessed to the parent or guardian for the period of ineligible attendance.

e. When the original school district of residence determines the situation constitutes a family crisis pursuant to N.J.S.A. 18A:38-1.1, the Superintendent or designee shall immediately notify the parent or guardian in writing.

(1) When the original school district of residence anticipates the need to apply for reimbursement of transportation costs, it shall send to the Executive County Superintendent a request and documentation of the family crisis for confirmation the situation meets the criteria set forth at 8.a. above.

(2) Within thirty days of receiving the school district's request and documentation, the Executive County Superintendent shall issue a determination of whether the situation meets the criteria for a family crisis. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued, and shall not be reimbursed for additional transportation costs unless the Executive County Superintendent determines the situation is a family crisis or as directed by the Commissioner upon appeal.

f. In providing transportation to students under N.J.S.A. 18A:38-1.1, the Board shall use the most efficient and cost-effective means available and in conformance with all laws governing student transportation.

g. At the conclusion of the fiscal year in which the Executive County Superintendent has determined the situation constitutes a family crisis, the original school district of residence may apply to the Executive County Superintendent for a reimbursement of eligible costs for transportation services.

(1) Eligible costs shall include transportation for students who are required to be transported pursuant to N.J.S.A. 18A:39-1.

(2) The school district shall provide documentation of the transportation costs for the eligible student(s) to the Executive County Superintendent who shall review and forward the information to the Department's Office of School Facilities and Finance for reimbursement payment(s) to the school district.

(3) Payment to the school district shall be made in the subsequent fiscal year and shall equal the approved cost less the amount of transportation aid received for the student(s).

h. Nothing in N.J.A.C. 6A:22-3.2 shall prevent the Board of Education from allowing a student to enroll without the payment of tuition pursuant to N.J.S.A. 18A:38-3.a.

i. Nothing in N.J.A.C. 6A:22-3.2 shall prevent a parent or school district from appealing the Executive County Superintendent's decision(s) to the Commissioner in accordance with N.J.A.C. 6A:3-1.3. If the Commissioner of Education determines the situation is not a family crisis, his or her decision shall state which of the following shall pay the transportation costs incurred during the appeal process: the State, school district, or parent.

9. Children of nonresident staff members under contract to the Board of Education may be admitted to the schools of the district at a tuition rate, set annually by the Board of Education at its Reorganization Meeting, upon the recommendation of the Superintendent and the approval of the Board. ***Special Education pupils may not be enrolled in the district under this provision.***

a. A written request for permission to enroll a child of a nonresident staff member, including school preference, must be submitted to and approved in writing by the Superintendent at least thirty (30) days prior to admittance. Transportation will be provided by the staff member.

b. Annually, the nonresident staff member must submit a letter to the Superintendent requesting their child to be approved for admittance in the district in the subsequent school year. All such letters must be received by the Superintendent by May 15 of the current school year in order for the child to be considered for admittance in the following school year. The Superintendent will notify the nonresident staff member of his decision, in writing, no later than June 15 of the current school year. Students must maintain good academic standing, citizenship, and discipline. Family members must behave properly toward school personnel.

c. By August 1 preceding the new school year, all nonresident staff members will be billed by the Business Office at the rates established at the annual reorganization meeting. Payment is due to the Business Office no later than the last Friday prior to the opening of school for students. If this payment is not received in a timely fashion, interest will be charged at a rate of 1% per month until payment is received.

If payment is not received by the last Friday in January, the nonresident staff member will be required to meet with the Superintendent to explain the reason for nonpayment. Within three days of that meeting, the Superintendent will issue, in writing, his decision concerning the continued enrollment of the staff member's child(ren).

D. Housing and Immigration Status

1. A student's eligibility to attend school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.

2. Except as set forth in a. below, immigration/visa status shall not affect eligibility to attend school. Any student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, who is domiciled in the school district or otherwise eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 shall be enrolled without regard to, or inquiry concerning, immigration status.

a. However, the provisions of N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22 shall not apply to students who have obtained, or are seeking to obtain, a Certificate of Eligibility for Nonimmigrant Student Status (INS Form I-20) from the school district in order to apply to the INS for issuance of a visa for the purpose of limited study on a tuition basis in a United States public secondary school ("F-1" Visa).

3. F-1 Visa Students

The school district **is not required to, but may** ~~will~~ permit the attendance of F-1 Visa students into the school district with only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the requested I-20 form, in accordance with the provisions of Federal regulation 8 CFR 214.3. ~~An~~ F-1 or **J-1** Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year. **The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with documentation as determined by the Superintendent or designee. A student with a F-1 or J-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.**

E. Nothing in Policy and Regulation 5111 or N.J.A.C. 6A:22-3.2 shall be construed to limit the discretion of the Board to admit nonresident students, or the ability of a nonresident student to attend school with or without payment of tuition, with the consent of the district Board pursuant to N.J.S.A. 18A:38-3(a).

F. Proof of Eligibility

1. The Board of Education shall accept a combination of any of the following or similar forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district:

a. Property tax bills; deeds; contracts of sale; leases; mortgages; signed letters from landlords; and other evidence of property ownership, tenancy or residency; and

b. Voter registrations; licenses; permits; financial account information; utility bills; delivery receipts; and other evidence of personal attachment to a particular location;

c. Court orders; State agency agreements; and other evidence of court or agency placements or directives

d. Receipts; bills; cancelled checks; insurance claims or payments; and other evidence of expenditures demonstrating personal attachment to a particular location, or where applicable, to support of the student; pupil;

e. Medical reports; counselor or social worker assessments; employment documents; unemployment claims; benefit statements; and other evidence of circumstances demonstrating family or economic hardship, or temporary residency;

f. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, legal guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others as appropriate;

g. Documents pertaining to military status and assignment; and

h. Any other business record or document issued by a governmental entity.

2. The Board of Education may accept forms of documentation not listed above, and shall not exclude from consideration any documentation or information presented by an applicant.

3. The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or ~~a~~ subset of documents, without regard to other evidence presented.

4. The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school. They include, but are not limited to:

a. Income tax returns;

b. Documentation or information relating to citizenship or immigration/visa status, except as set forth in N.J.A.C. 6A:22-3.3(b);

c. Documentation or information relating to compliance with local housing ordinances or conditions of tenancy; and

d. Social security numbers.

5. The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in 4. above, or pertinent parts thereof if voluntarily disclosed by the applicant. However, the Board of Education ~~t~~ may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.

6. In the case of a dispute between the school district and the parents or guardians of a student in regard to a student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission **(NJMVC)** the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district**. The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.**

G. Registration Form and Procedures for Initial Assessment

1. The Board of Education shall use Commissioner-provided registration forms or locally developed forms that:

   a. Are consistent with the forms provided by the Commissioner;

   b. Do not seek information prohibited by N.J.A.C. 6A:22 or any other provision of statute or rule;

   c. Summarize**,** for the applicant's reference, the criteria for attendance set forth in N.J.S.A. 18A:38-1 and specify the nature and form of any sworn statements to be filed;

   d. Clearly state the purpose for which the requested information is being sought in relation to the criteria; and

   e. Notify applicants that an initial eligibility determination is subject to a more thorough review and evaluation and that assessment of tuition is possible if an initially admitted applicant is later found ineligible.

2. The Board of Education shall make available sufficient numbers of registration forms and trained registration staff to ensure prompt eligibility determinations and enrollment. Enrollment applications may be taken by appointment, but appointments shall be promptly scheduled and shall not unduly defer a student's attendance at school.

    a. If the school district uses separate forms for affidavit student applications rather than a single form for all types of enrollment, affidavit student forms shall comply in all respects with the provisions of G.1. above. When affidavit student forms are used, the school district shall provide them to any person attempting to register a student of whom he or she is not the parent or guardian, even if not specifically requested.

        (1) The Board of Education or its agents shall not demand or suggest that guardianship or custody must be obtained before enrollment will be considered for a student living with a person other than the parent or guardian since such student may qualify as an affidavit student.

        (2) The Board of Education or its agents shall not demand or suggest that an applicant seeking to enroll a student of whom the applicant has guardianship or custody produce affidavit student proofs.

    b. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.

3. Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials.

    c. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.

    d. When a student appears ineligible based on information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education.

Enrollment shall take place immediately if the applicant clearly indicates disagreement with the school district's determination and an intent to appeal to the Commissioner.

(1) An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed without a hearing before the Board if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

4. When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district, or a nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement that the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for purposes of ensuring compliance with compulsory education laws, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

5. Enrollment or attendance in the school district shall not be conditioned on advance payment of tuition in whole or part when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information.

6. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2 - Education of Homeless Children.

7. Enrollment or attendance in the school district shall not be denied based upon absence of a certified copy of the student's birth certificate or other proof of his or her identity as required within thirty days of initial enrollment pursuant to N.J.S.A. 18A:36-25.1.

8. Enrollment in the school district shall not be denied based upon absence of pupil medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.

9. When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

H. Notice of Ineligibility

1. When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district shall immediately provide notice to the applicant that is consistent with Commissioner-provided sample form(s) and meets the requirements of N.J.A.C. 6A:22-4 et seq.

    a. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside.

2. Notices of ineligibility shall include:

    a. In cases of denial, a clear description of the specific basis on which the determination of ineligibility was made:

        (1) The description shall be sufficient to allow the applicant to understand the basis for the decision and determine whether to appeal; and

        (2) The description shall identify the specific subsection of N.J.S.A. 18A:38-1 under which the application was decided.

    b. In cases of provisional eligibility, a clear description of the missing documents or information that still must be provided before a final eligibility status can be attained under the applicable provision of N.J.S.A. 18A:38-1;

c. A clear statement of the applicant's right to appeal to the Commissioner of Education within twenty-one days of the notice date, along with an informational document provided by the Commissioner describing how to file an appeal;

d. A clear statement of the student's right to attend school for the twenty-one day period during which an appeal can be made to the Commissioner. It also shall state the student will not be permitted to attend school beyond the twenty-first day following the notice date if missing information is not provided or an appeal is not filed;

e. A clear statement of the student's right to continue attending school while an appeal to the Commissioner is pending;

f. A clear statement that, if an appeal is filed with the Commissioner and the applicant does not sustain the burden of demonstrating the student's right entitlement to attend the school district, or the applicant withdraws the appeal, fails to prosecute or abandons the appeal by any means other than settlement, the applicant may be assessed, by order of the Commissioner enforceable in Superior Court, tuition for any period of ineligible attendance, including the initial twenty-one day period and the period during which the appeal was pending before the Commissioner;

g. A clear statement of the approximate rate of tuition, pursuant to N.J.A.C. 6A:22-6.3, that an applicant may be assessed for the year at issue if the applicant does not prevail on appeal, or elects not to appeal;

   (1) If removal is based on the student's move from the school district, the notice of ineligibility shall also provide information as to whether district Policy permits continued attendance, with or without tuition, for students who move from the school district during the school year.

h. The name of a contact person in the school district who can provide assistance in explaining the notice's contents; and of the notice

i. When no appeal is filed, notice that the parent or guardian shall still comply with compulsory education laws. In the absence of a written statement from the parent or guardian that the student will be attending school in another school district or non-public school, or receiving instruction elsewhere than at a school, school district staff shall notify the school district of actual domicile/residence, or the Department of Children and Families, of a potential instance of "neglect" pursuant to N.J.S.A. 9:6-1. For purposes of facilitating enforcement of the State compulsory education requirement (N.J.S.A. 18A:38-25) staff shall provide the student's name, the name(s) of the parent/guardian/resident, address to the extent known, denial of admission based on residency or domicile, and absence of evidence of intent to attend school or receive instruction elsewhere.

I. Removal of Currently Enrolled Students

1. Nothing in N.J.A.C. 6A:22 and this Regulation shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances or newly discovered information.

2. When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal.

    a. The Superintendent shall issue a preliminary notice of ineligibility meeting the requirements of N.J.A.C. 6A:22-4.2. However, the notice shall also provide for a hearing before the Board of Education prior to a final decision on removal.

3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student," has been informed of his or her entitlement to a hearing before the Board of Education.

4. Once the hearing is held, or if the parent, guardian, adult student, or resident keeping an "affidavit student," does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2.

5. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board of Education or a Board committee, at the discretion of the full Board. If the hearing is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. However, no student shall be removed except by vote of the Board of Education taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

6. The continued enrollment of a nonresident child admitted to school at the discretion of the Board, upon the recommendation of the Superintendent, shall be contingent upon the student's maintenance of good standards of citizenship, academic standing and discipline, as well as family behavior toward school personnel and/or the needs of the district.

J. Appeal to the Commissioner

1. An applicant may appeal to the Commissioner of Education a school district determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3.

   a. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" ineligibility determinations shall be filed by the resident keeping the student.

K. Assessment and Calculation of Tuition

1. If no appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an "affidavit" student following notice of ineligibility determination, the Board may assess tuition for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner.

   a. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

2. If an appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an "affidavit" student and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess during which the hearing and decision on appeal were pending, and for up to one year of a student's ineligible attendance in a school district prior to the appeal's filing and including the twenty-one day period to file an appeal.

    a. Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student ~~pupil~~ from school and seek tuition for up to one year of ineligible attendance pursuant to N.J.A.C. 6A:22-6.1(a) plus the period of ineligible attendance after the appeal was filed. If the record of the appeal includes a calculation reflecting the tuition rate(s) for the year(s) at issue, the per diem tuition rate for the current year and the date on which the student's ineligible attendance began, the Commissioner may order payment of tuition as part of his or her decision. In doing so, the Commissioner shall consider whether the ineligible attendance was due to the school district's error. If the record does not include such a calculation and ~~but~~ the Board of Education has filed a counterclaim for tuition, the counterclaim shall proceed to a hearing notwithstanding that the petition has been abandoned.

    b. An order of the Commissioner assessing tuition is enforceable through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division, in accordance with N.J.S.A. 2A:58-10.

3. Tuition assessed pursuant to the provisions N.J.A.C. 6A:22-6 shall be calculated on a per-student basis for the period of a student's ineligible enrollment, up to one year, by applicable grade/program category and consistent with the provisions of N.J.A.C. 6A:23A-17.1. The individual student's record of daily attendance shall not affect the calculation.

4. Nothing in N.J.A.C. 6A:22 shall precludes an equitable determination, by the Board of Education or the Commissioner that tuition shall not be assessed for all or part of any period of a pupil's ineligible attendance in the school district when the particular circumstances of a matter so warrant. In making the determination, the Board of Education or Commissioner shall consider whether the ineligible attendance was due to the school district's error.

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5200 ATTENDANCE

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the schools district attend school regularly in accordance with the laws of the State.

Notwithstanding the requirements of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences, for the purpose of expectations and consequences regarding truancy, student conduct, promotion, and the award of course credit is a local Board decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200. In accordance with the provisions of N.J.A.C. 6A:16-7.6, and for the purposes of this Policy and Regulation 5200, a student's absence from school will **either** be excused or unexcused. that **Unexcused absences will** counts toward truancy.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.

In order for the Board of Education to fulfill its responsibility for providing a thorough and efficient education for each student, the complete cooperation of parents/guardians and students is required to maintain a high level of school attendance.

The frequent absence of students from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of students to complete the prescribed curriculum requirements successfully.

Excused Absences

The Board considers the following as cause for excused absence:

a. Illness

b. College Visit

c. Legal obligation

d. Death in the family

e. Family obligation
f. Medical appointment

g. Motor vehicle test

f. Such good cause as may be acceptable to the Principal.

Regular Release Of Students Before The End Of The Normal School Day

There are varying situations which may justify release of certain students from school before the normal time for closing. Such situations are justifiable only if the release does not jeopardize the student's educational program and the reasons for such release can be shown to have positive benefits for the student.

Truancy

The Board will report to appropriate authorities infractions of the law regarding the attendance of students below the age of sixteen. Repeated infractions by enrolled students over the age of sixteen may result in the suspension or expulsion of the student.

It shall be the policy of the Board to consider the effectiveness and appropriateness to his/her needs of the educational program that is offered each student who is habitually and repeatedly absent from his/her assigned program and to consult with the Child Study Team for its recommendations.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. **In accordance with N.J.S.A. 18A:36-14,** ~~A~~ **a** student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive ~~the~~ students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6~~8~~(a)4 and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to

consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of ~~this~~ **the** Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; 18A:38-25
N.J.S.A. 34:2-21.1 et seq.
N.J.A.C. 6A:16-7.6; 6A:32-8.3

Adopted: 7 December 2009
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R 5200 ATTENDANCE

A. Definitions

1. For the purposes of school attendance, a "day in session" shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers' institutes, and inclement weather shall not be considered as days in session.

2. A "school day" shall consist of not less than four hours, except that one continuous session of two and one-half hours may be considered a full day of Kindergarten.

3. "A day of attendance" shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.

   a. Whenever over-crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.

4. A "half-day class" shall be considered the equivalent of a full day's attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.

B. Attendance Recording

1. Attendance Recording in the School Register (N.J.A.C. 6A:32-8.1)

a. The Board of Education shall be required to carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic form of the school's choosing.

b. The Commissioner shall issue and publish on the Department's website school register guidance for recording student attendance in all public schools of the State operated by district Boards of Education, except adult high schools.

c. Student attendance shall be recorded in the school register during school hours on each day school is in session.

d. **School registers shall be kept for students attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled,**

each class for the disabled, shared-time classes for regular students, shared-time classes for students with disabilities, full-time bilingual education programs and vocational day programs, and summer schools operated by the Board of Education.

e. A student who has been placed on home instruction shall have his or her attendance status recorded on the regular register for the program in which the student is enrolled. For the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement, the student shall be marked absent. No absences shall be recorded for the student while on home instruction, providing the hours of instruction are not less than required by N.J.A.C. 6A:14-4.8 and 4.9. The number of possible days of enrollment for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.

2. Attendance Recording for Board Policy (N.J.A.C. 6A:32-8.3)

a.~~1.~~ A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.

b.~~2.~~ No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.

c~~3~~. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.

d4. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.

e~~5.~~ The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.

f~~6.~~ The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school

which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.

~~g~~7. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

C. Unexcused Absences That Count Toward Truancy/Excused Absences **for Board Policy**

1. Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, and the award of course credit is a Board decision outlined in Policy 5200 and this Regulation.

2~~1~~. **N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused absence that count toward truancy.** "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined below.

3~~2~~. "An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

- The student's illness supported by notification to the school by the student's parent;
- The student's required attendance in court;
- Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;
- The student's suspension from school;
- Family illness or death supported by notification to the school by the student's parent;
- Visits to post-secondary educational institutions;
- Interviews with a prospective employer or with an admissions officer of an institution of higher education;
- Examination for a driver's license;
- Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day; supported by written notification by the doctor's office;
- Take Our Children to Work Day;

- An absence considered excused by **the Commissioner of Education and/or** a New Jersey Department of Education rule;
- An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence.

4~~3~~. **For cumulative unexcused absences of ten or more, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25** ~~"Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen~~ as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.2. above shall be an unexcused absence counted toward truancy.

D. Notice to School of a Student's Absence

1. The parent or adult student ~~is requested~~ **shall notify** ~~to notify~~ the school office before ~~the start of the student's~~ school day **when the student will not be in school.**

2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session ~~should call or~~ **shall** provide notice to the school office before the start of the afternoon session.

3. The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.

4. ~~3~~. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged ~~should~~ **shall** notify the school office to arrange make-up work.

5. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.

E. Readmission to School After an Absence

1. A student returning from an absence of any length must present to the attendance officer in the form of a phone call, email, written note or verbal confirmation by the parent(s) or adult student, of the reasons for the absence.

2. A note explaining a student's absence for noncommunicable illness for a period of more than five days school days must be accompanied by a physician's statement of the student's illness.

3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy No. 8451.

4. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

F. Instruction

1. Teachers shall cooperate in the preparation of home assignments for students who anticipate an excused absence of three or more school days duration. The parent or student must request such home assignments.

2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.

3. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.

4. In general, students will be allowed a day for each day they are out to make up missed work.

5. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.

G. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.

2. A Ridgewood High School student may be dropped from the course and denied course credit when he/she has been absent thirteen times from a full year course; seven times from a semester course; or two times from a quarterly course, whatever the reason for the absence, except that absences for the observance of religious holidays and absences caused by a pupil's suspension will not count toward the total.

   Grade Advisors will have the right to waive loss of credit penalties where absences are clearly legitimate. In such cases, the student need not appear before the Attendance Committee. Waivers will generally not be given by the Grade Advisor where a pattern of absence is noted in a particular class, or where there is the appearance of abuse of the Attendance Policy.

3. An elementary student may be retained at grade level, in accordance with Policy No. 5410, when he/she has been absent twenty or more school days, whatever the reason for the absence, except that absences for the observance of religious holidays and during a student's suspension will not count toward the total. Exceptions to this rule may be made for pupils whose absences are excused and who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.

H. School District Response To Unexcused Absences During the School Year That Count Toward Truancy

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:

   a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;

   b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;

   c. Identify, in consultation with the student's parents, needed action

designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;

d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and

e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:

a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;

b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;

c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. above;

d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:

(1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;

(2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;

(3) Consider an alternate educational placement;

(4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;

(5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;

(6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and

(7) Engage the student's family.

e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

3. For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:

a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;

b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;

c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and

d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.

4. A court referral may be made as follows:

a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.

(1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or

b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.

(1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.

5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29

U.S.C. §§794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.

6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.

   a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.

      (1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.

I. Discipline

1. Students may be denied participation in co-curricular activities if the Board establishes attendance standards for participation.

2. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.

3. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

J. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.

2. A record shall be maintained of each excused absence~~,~~ and each unexcused absence that counts toward truancy as defined in Policy and Regulation 5200.

3. A report card will record the number of times the student was absent and tardy in each marking period.

4. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

K. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.

2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.

3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
Elementary and Middle Schools

   a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.

   b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.

   c. If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.

   d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.

   e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.

   f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710, Pupil Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

   High School

   a. The student shall file a written appeal to the Assistant Principal within ten school days of receiving notice of the action. The appeal should state the reasons for admitted absences, documentation that would reduce the number of absences,

and reasons why the student should continue to be enrolled in the course and/or receive course credit.

b. On the student's request, the Assistant Principal shall convene an Attendance Review Committee consisting of a teacher(s), and Administrator(s). The Attendance Review Committee shall meet informally to hear the pupil's reasons for reenrollment and/or credit. The student's parent(s) and teacher may attend the meeting.

c. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven working days of the meeting. The committee may impose conditions on any reenrollment and may require the pupil to agree to those conditions.

d. The student may appeal an adverse decision of the Attendance Review Committee to the Principal, Superintendent, the Board of Education, and the Commissioner of Education, in that order and in accordance with Policy No. 5710, Student Grievance. Resort to the Attendance Review Committee shall be considered to have exhausted the first step of the grievance.

L. Attendance Records

1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

Issued: 7 December 2009
Revised: 27 January 2014
Revised: 9 February 2015
Revised:

RIDGEWOOD
POLICY BOARD OF EDUCATION

5320 IMMUNIZATION

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires the immunization of students against certain diseases in accordance with State statute and rules of the New Jersey State Department of Health and Senior Services.

A student shall not knowingly be admitted or retained in school if the parent~~(s) or legal guardian(s)~~ has not submitted acceptable evidence of the child's immunization, according to schedules specified in N.J.A.C. 8:57-4 – Immunization of Pupils in School. **However, a child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5 and Regulation 5320.**

Medical or religious exemptions to immunizations shall be in accordance with the requirements as outlined in N.J.A.C. 8:57-4.3 and 4.4. ~~A child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5.~~ **For students with a medical exemption pursuant to N.J.A.C. 8:57-4.3, the school nurse shall annually review student immunization records to confirm the medical condition for the exemption from immunization continues to be applicable in accordance with N.J.A.C. 6A:16-2.3(b)3.v.**

No immunization program, other than that expressly required by the rules of the New Jersey State Department of Health and Senior Services or by order of the New Jersey State Commissioner of Health and Senior Services, may be conducted in district schools without the express approval of the Board.

N.J.S.A. 18A:40-20
N.J.S.A. 26:4-6
N.J.A.C. 6A:16-2.3
N.J.A.C. 8:57-4.1 et seq.

Adopted: 7 December 2009
Revised:

R 5320 IMMUNIZATION

A. **Proof of** Immunization~~s on Admission~~ **(N.J.A.C. 8:57-4.2)**

1. **The** ~~No~~ Principal **or designee** shall **not** knowingly admit or retain any **child** ~~student who~~ **whose parent** has not submitted acceptable evidence of **the child's** immunization according to the schedule**(s)** set forth in **N.J.A.C. 8:57 et seq. and** section ~~E,~~**I. of this Regulation**, unless the student is provisionally admitted as provided in paragraph **B.1. below** ~~A.2.~~ or exempted as provided in section **C**~~B~~. **and D. of this Regulation**~~,~~ **and** N.J.A.C. 8:57-4.3~~,~~ and 8:57-4.4.

B. Provisional Admission (N.J.A.C. 8:57-4.5)

1~~2~~. A student shall be admitted to ~~preschool or~~ school on a provisional basis if a physician, an advanced practice nurse, (a certified registered nurse practitioner or clinical nurse specialist) or health department can document that at least one dose of each required age-appropriate vaccine(s) or antigen(s) has been administered and that the student is in the process of receiving the remaining immunizations.

2. Provisional admission for children under age five shall be granted in compliance with the specific requirements set forth in N.J.A.C. 8:57-4.10 through 4.15 and 4.18 for a period of time consistent with the current Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service or the American Academy of Pediatrics (AAP) immunization schedule, but shall not exceed seventeen months for completion of all immunization requirements.

3. Provisional admission for children five years of age or older shall be granted in compliance with the specific requirements set forth in N.J.A.C. 8:57-4.10 through 4.14 and 4.16 for a period of time consistent with the current Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service or the American Academy of Pediatrics (AAP) immunization schedule, but shall not exceed one year for completion of all immunization requirements.

~~a. A child under five years of age lacking all required vaccines shall have no more than seventeen months to meet all immunization requirements in accordance with N.J.A.C. 8:57-4.5(b).~~

~~b. A child five years of age or older lacking all required vaccines shall have no more than one year to complete all immunization requirements in accordance with N.J.A.C. 8:57-4.5(c).~~

4~~c~~. Provisional status shall only be granted one time to **children** ~~students~~ entering or transferring into schools in New Jersey. If a student on provisional status transfers, information on their status will be sent by the original school to the new school **pursuant to N.J.A.C. 8:57-4.7(b)**. ~~Provisional status may be extended by a physician for medical reasons as indicated in N.J.A.C. 8:57-4.3.~~

5~~d~~. **Children** ~~Students~~ transferring into this district from **out-of-** ~~another~~ State or **out-of-**country shall be allowed a thirty day grace period in order to obtain past immunization documentation before provisional status shall begin. The thirty day grace period does not apply to students transferring **into this school district** from within the State of New Jersey.

6. **The school district shall ensure that the required vaccine/antigens are being received on schedule. If at the end of the provisional admission period the child has not completed the required immunizations, the administrative head of the school, preschool, or child care center shall exclude the child from continued school attendance until appropriate documentation has been presented.**

~~e. The Principal or designee shall ensure the provisionally admitted student is receiving required immunizations on schedule. If the student has not completed the immunizations at the end of the provisional period, the Principal shall exclude the student from school until appropriate documentation of completion has been presented.~~

7~~f~~. Students on provisional status may be temporarily excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the State Commissioner of Health and Senior Services or ~~his/her~~ designee **in accordance with the provisions of N.J.A.C. 8:57-4.5**.

C~~B~~. **Medical** Exemptions ~~from Immunization~~ **(N.J.A.C. 8:57-4.3)**

1. A **child** ~~student~~ shall not be required to have any specific immunization(s) **which** ~~that~~ are medically contraindicated.

2. A written statement submitted to the school from a physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner or clinical nurse specialist) in any jurisdiction in the United States indicating that an immunization is medically contraindicated for a specific period of time, and the reasons for the medical contraindication, based on valid medical reasons as enumerated by the ACIP standards or the AAP guidelines, will exempt a student from the specific immunization requirements by law for the stated period of time.

~~a. A written statement from any physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner or clinical nurse specialist) in any jurisdiction in the United States indicating that an immunization is medically contraindicated for a specific period of time, and the reasons for the medical contraindication, based on valid reasons as enumerated by the Advisory Committee on Immunization Practices (ACIP) standards or the American Academy of Pediatrics (AAP) guidelines, will exempt a student from the specific immunization requirements by law for the period of time specified in the physician's statement.~~

3~~b~~. The physician's or an advanced practice nurse's (certified registered nurse practitioner or clinical nurse specialist) statement shall be retained by the school as part of the **child's** immunization record ~~of the student~~ and shall be reviewed annually. **When the child's medical condition permits immunization, this exemption shall thereupon terminate, and the child shall be required to obtain the immunization(s) from which he/she has been exempted.**

~~c. When the student's medical condition permits immunization, this exemption shall thereupon terminate, and the student shall be required to obtain the immunizations from which he/she has been exempted.~~

4. Those children with medical exemptions to receiving specific immunizations may be excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the New Jersey Commissioner, Department of Health and Senior Services or designee.

5. As provided by N.J.S.A. 26:4-6, the school district may, on account of the prevalence of any communicable disease, or to prevent the spread of communicable diseases, prohibit the attendance of any school district teacher or student and specify the time during which the teacher or student shall remain away from school.

a. The Department of Health and Senior Services shall provide guidance to the school district on the appropriateness of any such prohibition.

b. The school district shall comply with the provisions of N.J.A.C. 8:61-2.1 regarding attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV).

D. Religious Exemptions (N.J.A.C. 8:57-4.4)

1~~2~~. A **child** ~~student~~ shall be exempted from mandatory immunization if the **child's** parent~~(s) or legal guardian(s)~~ submits **to the school** a **written,** signed statement **requesting an exemption pursuant to the requirements of religious exemptions established at N.J.S.A. 26:1A-9.1, on "the ground that the immunization interferes with the free exercise of the pupil's religious rights."** ~~that explains how the administration of immunizing agents conflicts with the student's exercise of bona fide religious tenets or practices. General philosophical or moral objection to immunization shall not be sufficient for an exemption on religious grounds.~~

a. The school district is prohibited from exempting a child from mandatory immunization on the sole basis of a moral or philosophical objection to immunization.

2. The written statement signed by the parent(s) will be kept by the school as part of the student's immunization record.

~~a. The written statement signed by the parent(s) or legal guardian(s) will be kept by the school as part of the student's immunization record.~~

~~b. Students enrolled in school before September 1, 1991 and who have previously been granted a religious exemption to immunization, shall not be required to reapply for a new religious exemption under N.J.A.C. 8:57-4.4(a).~~

3. **The school district may exclude children with religious exemptions from receiving immunization agents from school** ~~Students exempted on medical or religious grounds may be temporarily excluded from school~~ during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the State Commissioner of Health and Senior Services or designee.

4. As provided by N.J.S.A. 26:4-6, the school district may, on account of the prevalence of any communicable disease, or to prevent the spread of communicable diseases, prohibit the attendance of any school district teacher or student and specify the time during which the teacher or student shall remain away from school.

a. The Department of Health and Senior Services shall provide guidance to the school district on the appropriateness of any such prohibition.

b. The school district shall comply with the provisions of N.J.A.C. 8:61-2.1 regarding attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV).

E~~C~~. Document~~sation~~ **Accepted as Evidence** of Immunization
(N.J.A.C. 8:57-4.6)

1. **The following documents** ~~Any of the following documents~~ shall be accepted as evidence of a **child's** ~~student's~~ immunization history~~,~~ provided that the ~~document lists the~~ type of immunization and the ~~specific~~ date ~~(month, day and year)~~ when each immunization was administered **is listed**.

   a. An official school record from any school or preschool indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq.;**~~,~~

   b. A record from any public health department indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq.;**~~,~~

   c. A certificate signed by a physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner, or clinical nurse specialist) in any jurisdiction in the United States indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq.;**~~,~~ or

   d. The official record of immunization from the New Jersey Immunization Information System indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq**.

2. All immunization records submitted by a parent~~(s) or legal guardian(s)~~ in a language other than English shall be accompanied by a translation sufficient to determine compliance with the immunization requirements of **N.J.A.C. 8:57-4.1 et seq. and** this **R**~~r~~egulation.

~~3. Parental verbal history or recollection or previous immunization is unacceptable documentation or evidence of immunization.~~

3. Laboratory evidence of protective immunity, as enumerated by the Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service, shall be accepted as evidence of immunization if a parent cannot produce a documented history of immunization.

4. Parental verbal history or recollection of previous immunization is unacceptable documentation or evidence of immunization.

F~~D~~. ~~Immunization~~ Records **Required (N.J.A.C. 8:57-4.7)**

1. **The school district** ~~Each school~~ shall maintain an official State of New Jersey **School** Immunization Record for every student**. This record** ~~which~~ shall include the date of each individual immunization **and shall be separated from the child's educational record and other medical records for the purpose of immunization record audit**.

2~~a~~. **If** ~~When~~ a child withdraws, is promoted, or transfers to another school **district**, ~~preschool or child care center,~~ the immunization record, or a certified copy thereof, along with statements pertaining to religious or medical exemptions and laboratory evidence of immunity, shall be sent to the new school **district** by the original school **district** or shall be given to the parent~~(s) or legal guardian(s)~~ upon request, within twenty-four hours of such a request.

~~b. The immunization record shall be kept separate and apart from the student's other medical records for the purpose of immunization record audit.~~

~~c. Child care centers, preschools, and elementary schools are to retain immunization records, or a copy thereof, for at least one year after the student has left the school. For children who are promoted from elementary to middle school or from middle school to high school within the same school system, this record retention requirement is not applicable in accordance with Department of Education rules and policies on transfer of student records.~~

3. Parental verbal history or recollection of previous immunization is unacceptable documentation or evidence of immunization.

4. When a child graduates from secondary school, the record, or a certified copy thereof, shall be sent to an institution of higher education or may be given to the parent(s) upon request.

5~~d~~. Each **child's** ~~student's~~ **official New Jersey I~~i~~**mmunization **R~~r~~**ecord, or a **certified** copy thereof, shall be retained by a secondary school for a minimum of four years after the student **has left the** ~~graduates from the secondary~~ school. **Each child's official New Jersey Immunization Record, or a copy thereof, shall be retained by an elementary school for a minimum of one year after the child has left the school.**

~~e. When a student graduates from secondary school, the record, or a certified copy thereof, shall be sent to an institution of higher education or may be given to the parent(s) or legal guardian(s) upon request.~~

6~~f~~. Any computer-generated document or list developed **by the school district** to record immunization information shall be considered a supplement to, not a replacement of, the official New Jersey **School** Immunization Record.

G. Reports to be Sent to the Department of Health and Senior Services (N.J.A.C. 8:57-4.8)

1. A report of the immunization status of the students in each school shall be sent each year to the State Department of Health and Senior Services by the Principal or **designee through mail or submitted electronically in accordance with N.J.A.C. 8:57-4.8(a).** ~~other person in charge of a school~~. ~~The form for the report will be provided by the State Department of Health and Senior Services. The report shall be submitted by January 1 of the respective academic year~~. ~~A copy of this report shall be sent to the local Board of Health in whose jurisdiction the school is located.~~ ~~Failure by the school district to submit such report by January 1 may result in a referral to the New Jersey Department of Education and the local health department .~~

2. The form for the report will be provided by the New Jersey Department of Health and Senior Services.

3. The report shall be submitted by January 1 of the respective academic year after a review of all appropriate immunization records.

4. A copy of this report shall be sent to the local Board of Health in whose jurisdiction the school is located.

5. If the school does not submit the annual report by January 1 it shall be considered delinquent. A delinquency may be referred to the New Jersey Department of Education or the New Jersey Department of Children and Families, as appropriate based on the length of time delinquent, number of times delinquent, and efforts made toward compliance. The local health department will also be notified of the delinquency.

H. Records Available for Inspection (N.J.A.C. 8:57-4.9)

1~~3~~. The Principal or **designee** ~~other person in charge of a~~ **of each** school **shall maintain records of their children's immunization status. Upon twenty-four hour notice, these records** shall **be made** ~~make immunization records~~ available for inspection by authorized representatives of the ~~State~~ **New Jersey** Department of Health and Senior Services or the local Board of Health in whose jurisdiction the school is located~~, within twenty-four hours of notification~~.

I~~E~~. Immunization Requirements

1. The immunization requirements for school age children shall be in accordance with the requirements of N.J.A.C. 8:57-4 – Immunization of Pupils in School as outlined below:

MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
DTaP **N.J.A.C. 8:57-4.10**	(AGE 1-6 YEARS): 4 doses, with one dose given on or after the 4th birthday, OR any 5 doses. (AGE 7-9 YEARS): 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses.	Any child entering pre-school, pre-Kindergarten, or Kindergarten needs a minimum of four doses. Students after the seventh birthday should receive adult type Td. DTP/Hib vaccine and DTaP also valid DTP doses. **Children 7 years of age and older, who have not been previously vaccinated with the primary DTaP series, should receive 3 doses of Tetanus, diphtheria (Td)** Laboratory evidence of immunity is also acceptable.
Tdap **N.J.A.C. 8:57-4.10**	GRADE 6 *(or comparable age level special education program with an unassigned grade)*: 1 dose	~~For students entering Grade 6 on or after 9-1-08 and born on or after 1-1-97.~~ A child does not need a Tdap dose until FIVE years after the last DTP/DTaP or Td dose.
POLIO **N.J.A.C. 8:57-4.11**	(AGE 1-6 YEARS): 3 doses, with one dose given on or after the 4th birthday, OR any 4 doses. (AGE 7 or OLDER): Any 3 doses.	Either Inactivated Polio Vaccine (IPV) or Oral Polio Vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of students 18 years of age or older. Laboratory evidence of immunity is also acceptable.
MEASLES **N.J.A.C. 8:57-4.12**	~~If born before 1-1-90, 1 dose of a live Measles-containing vaccine.~~ If born on or after 1-1-90, 2 doses of a live Measles-containing vaccine. ~~If entering a college or university after 9-1-95 and previously unvaccinated, 2 doses of a live Measles-containing vaccine.~~	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. ~~Previously unvaccinated students entering college after 9-1-95 need 2 doses of measles-containing vaccine or any combination containing live measles virus administered after 1968.~~ ~~Documentation of 2 prior doses is acceptable.~~ ~~Laboratory evidence of immunity is also acceptable.~~ Intervals between first and second measles/MMR/MR doses cannot be less than 1 month.

MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY
N.J.A.C. 8:57-4: Immunization of Pupils in School

DISEASE(S)	REQUIREMENTS	COMMENTS
RUBELLA and MUMPS **N.J.A.C. 8:57-4.13** **N.J.A.C. 8:57-4.14**	1 dose of live Mumps-containing vaccine **on or after 1st birthday**. 1 dose of live Rubella-containing vaccine **on or after 1st birthday**.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. ~~Each student entering college for the first time after 9-1-95 needs 1 dose of rubella and mumps vaccine or any combination containing live rubella and mumps virus administered after 1968.~~ Laboratory evidence of immunity is also acceptable.
VARICELLA **N.J.A.C. 8:57-4.17**	1 dose on or after the first birthday.	All children 19 months of age and older enrolled into a child care/pre-school center after 9-1-04 or children born on or after 1-1-98 entering a school for the first time in Kindergarten, Grade 1, or comparable age entry level special education program with an unassigned grade, need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is also acceptable.
HAEMOPHILUS INFLUENZAE B (Hib) **N.J.A.C. 8:57-4.15**	(AGE 2-11 MONTHS)(1): 2 doses (AGE 12-59 MONTHS)(2): 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. (1) Minimum of 2 doses of Hib vaccine is needed if between the ages of 2-11 months. (2) Minimum of 1 dose of Hib vaccine is needed after the first birthday. DTP/Hib and Hib/Hep B also valid Hib doses.
HEPATITIS B **N.J.A.C. 8:57-4.16**	(K-GRADE 12): 3 doses or 2 doses (1)	(1) If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation. Laboratory evidence of immunity is also acceptable.

MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY
N.J.A.C. 8:57-4: Immunization of Pupils in School

DISEASE(S)	REQUIREMENTS	COMMENTS
PNEUMOCOCCAL **N.J.A.C. 8:57-4.18**	(AGE 2-11 MONTHS)[1]: 2 doses (AGE 12-59 MONTHS)[2]: 1 dose	Children enrolled in child care or pre-school on or after 9-1-08. [1] Minimum of 2 doses of Pneumococcal vaccine is needed if between the ages of 2-11 months. [2] Minimum of 1 dose of Pneumococcal vaccine is needed on or after the first birthday.
MENINGOCOCCAL **N.J.A.C. 8:57-4.20**	(Entering GRADE 6 *(or comparable age level Special Ed program with an unassigned grade)*: 1 dose [1] (Entering a four-year college or university, previously unvaccinated and residing in a campus dormitory): 1 dose [2]	[1] For students entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. [2] Previously unvaccinated students entering a four-year college or university after 9-1-04 and who reside in a campus dormitory, need 1 dose of meningococcal vaccine. Documentation of one prior dose is acceptable.
INFLUENZA **N.J.A.C. 8:57-4.19**	(AGES 6-59 MONTHS): 1 dose ANNUALLY	For children enrolled in child care, pre-school or pre-Kindergarten on or after 9-1-08. 1 dose to be given between September 1 and December 31 of each year.

AGE APPROPRIATE VACCINATIONS (FOR LICENSED CHILD CARE CENTERS/PRE-SCHOOLS)	
CHILD'S AGE	NUMBER OF DOSES CHILD SHOULD HAVE (BY AGE):
2-3 Months	1 dose DTaP, 1 dose Polio, 1 dose Hib, 1 dose PCV7
4-5 Months	2 doses DTaP, 2 doses Polio, 2 doses Hib, 2 doses PCV7
6-7 Months	3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
8-11 Months	3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
12-14 Months	3 doses DTaP, 2 doses Polio, 1 dose Hib, 2-3 doses PCV7, 1 dose Influenza
15-17 Months	3 doses DTaP, 2 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose PCV7, 1 dose Influenza
18 Months – 4 Years	4 doses DTaP, 3 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose Varicella, 1 dose PCV7, 1 dose Influenza

PROVISIONAL ADMISSION:
Provisional admission allows a child to enter/attend school but must have a minimum of one dose of each of the required vaccines. Students must be actively in the process of completing the series. If a student is less than 5 years of age, they have 17 months to complete the immunization requirements. If a student is 5 years of age and older, they have 12 months to complete the immunization requirements.
GRACE PERIODS:
• 4-day grace period: All vaccines doses administered less than or equal to four days before either the specified minimum age or dose spacing interval shall be counted as valid and shall not require revaccination in order to enter or remain in a school, pre-school or child care facility. • 30-day grace period: Those children transferring into a New Jersey school, pre-school, or child care center from out of State/out of country may be allowed a 30-day grace period in order to obtain past immunization documentation before provisional status shall begin.

2. The immunization requirements outlined in I.1. above may be revised by Statute, administrative code, and/or the Commission of Health and Senior Services.

J~~F~~. Emergency Powers of the Commissioner of Health and Senior Services

~~1. If a threatened outbreak, or outbreak of disease, or other public health immunization emergency exists, as determined by the State Commissioner of Health and Senior Services or designee, all students with provisional, religious, or medical exemptions (which relate to the specific disease threatening or occurring) shall be excluded from school. If these students become immunized or produce serologic evidence of immunity to the specific disease the student may immediately be readmitted to school.~~

1~~2~~. If ~~a~~ **an outbreak or** threatened outbreak~~, or outbreak~~ of disease or other public health immunization emergency exists, as determined by the State Commissioner of Health and Senior Services or designee, the State Commissioner or designee may issue either additional immunization requirements to control the outbreak or threat of an outbreak or modify immunization requirements to meet the emergency.

2. All children failing to meet the additional immunization requirements of N.J.A.C. 8:57-4.22 shall be excluded from school until the outbreak or threatened outbreak is over. These requirements shall remain in effect as outlined in **J.3. below and** N.J.A.C. 8:57-4.22(c).

3. These requirements or amendments shall remain in effect until such time as the Commissioner, Department of Health and Senior Services or designee determines that an outbreak or a threatened outbreak no longer exists or the emergency is declared over, or for three months after the declaration of the emergency whichever one comes first. The Commissioner, Department of Health and Senior Services or designee may declare a state of emergency if the emergency has not ended.

4~~3~~. The Commissioner of Health and Senior Services or designee may temporarily suspend an immunization requirement **for the particular immunization** in accordance with the reasons ~~as~~ outlined in N.J.A.C. 8:57-4.22(d).

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Revised: 21 May 2012
Revised:

5330.04 ADMINISTERING AN OPIOID ANTIDOTE

N.J.S.A. 18A:40-12.24.a requires schools to adopt a Policy for the emergency administration of an opioid antidote to a student, staff member, or other person who is experiencing an opioid overdose.

N.J.S.A. 18A:40-12.24.a.(1) requires schools with any of the grades nine through twelve to comply with the provisions of the law.

N.J.S.A. 18A:40-12.24 requires a school to obtain a standing order for opioid antidotes pursuant to the "Overdose Prevention Act" - N.J.S.A. 24:6J-1 et seq. The school shall maintain a supply of opioid antidotes under the standing order in a secure, but unlocked and easily accessible location. The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building. **The Board may, in its discretion, make an opioid antidote accessible during school-sponsored functions that take place off school grounds.**

The school nurse and a designated employee who volunteers to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c. are required to be trained for the administration of an opioid antidote in accordance with N.J.S.A. 18A:40-12.25.b. The school nurse or a designated employee who volunteers to administer an opioid antidote shall be promptly available on site at the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building at any time.

N.J.S.A. 18A:40-12.24 permits the school nurse or a designated trained employee to administer an opioid antidote to any person whom the nurse or the trained designated employee who in good faith believes is experiencing an opioid overdose.

An overdose victim shall be transported to a hospital emergency room by emergency medical responders after the administration of an opioid antidote, even if the person's symptoms appear to have resolved.

In accordance with N.J.S.A. 24:6J-4.a.(1)(f), a prescriber or other health care practitioner, as appropriate, may prescribe or dispense an opioid antidote directly or through a standing order to a school, school district, or school nurse. In accordance with N.J.S.A. 24:6J-4.a.(2)(c), whenever the law expressly authorizes or requires a school or school district to obtain a standing order for opioid antidotes, the school nurse(s) employed or engaged by the school or school district shall be presumed by the prescribing or dispensing health care practitioner to be capable of administering the opioid antidote, consistent with the express statutory requirement.
Notwithstanding the provisions of N.J.S.A. 24:6J-4.a.(3)(b) to the contrary, if the law expressly authorizes or requires a school, school district, or school nurse to administer or dispense opioid antidotes pursuant to a standing order under N.J.S.A. 24:6J-4 et seq., the standing order issued shall be deemed to grant the authority specified by the law, even if such authority is not specifically

indicated on the face of the standing order.

In accordance with the provisions of N.J.S.A. 18A:40-12.26, no school employee, including a school nurse or any other officer or agent of a Board of Education or charter school, or a prescriber of opioid antidotes for a school through a standing order, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.23 et seq. Good faith shall not include willful misconduct, gross negligence, or recklessness.

Any school, school district, school nurse, school employee, or any other officer or agent of a Board of Education or charter school who administers or permits the administration of an opioid antidote in good faith in accordance with the provisions of N.J.S.A. 18A:40-12.24 and pursuant to a standing order issued under N.J.S.A. 24:6J-4 shall not, as a result of any acts or omissions, be subject to any criminal or civil liability or any disciplinary action for administering, or permitting the administration of, the opioid antidote in accordance with N.J.S.A. 24:6J-1 et seq. **Nothing in this Policy shall be interpreted to prohibit the administration of an opioid antidote to a student, staff member, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or other person authorized by law to administer an opioid antidote, in accordance with N.J.S.A. 24:6J-1 et seq.**

The Overdose Prevention Act provides that when a person, in good faith, seeks medical assistance for an individual believed to be experiencing a drug overdose, whether the person is seeking assistance for himself/herself or another, the person calling for help and the person experiencing the overdose shall not be arrested, charged, prosecuted, or convicted for certain criminal offenses enumerated in N.J.S.A. 2C:35-30(a)(1-6) and N.J.S.A. 2C:35-31(a)(1-6).

Notwithstanding the provisions of any law, rule, regulation, ordinance, or institutional or organizational directive to the contrary, any person or entity authorized to administer an opioid antidote pursuant to
N.J.S.A. 24:6J-4, may administer to an overdose victim, with full immunity: a single dose of any type of opioid antidote that has been approved by the United States Food and Drug Administration for use in the treatment of opioid overdoses; and up to three doses of an opioid antidote that is administered through an intranasal application, or through an intramuscular auto-injector, as may be necessary to revive the overdose victim. Prior consultation with, or approval by, a third-party physician or other medical personnel shall not be required before an authorized person or entity may administer up to three doses of an opioid antidote, as provided in N.J.S.A. 24:6J-4, to the same overdose victim.

A school district may enter into a shared services arrangement with another school district for the provision of opioid antidotes pursuant to N.J.S.A. 18A:40-12.27 if the arrangement will result

in cost savings for the districts.

This Policy and Regulation 5330.04 shall be reviewed and approved by the school physician prior to Board adoption and whenever this Policy is revised. This Policy shall be made available to school staff members, parents, and students in handbooks, on the school district's website, or through any other appropriate means of publication.

N.J.S.A.18A:40-12.23; 18A:40-12.24; 18A:40:12-25; 18A:40-12.26;
18A:40-12.27
N.J.S.A. 24:6J-1 et seq.

Adopted: 27 February 2017
Revised: 01 April 2019
Revised:

R 5330.04 ADMINISTERING AN OPIOID ANTIDOTE

A. Definitions

1. "Opioid antidote" means any drug, regardless of dosage amount or method of administration, which has been approved by the United States Food and Drug Administration (FDA) for the treatment of an opioid overdose. "Opioid antidote" includes, but is not limited to, naloxone hydrochloride, in any dosage amount, which is administered through nasal spray or any other FDA-approved means or methods.

2. "Opioid overdose" means an acute condition including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death resulting from the consumption or use of an opioid drug or another substance with which an opioid drug was combined, and that a layperson would reasonably believe to require medical assistance.

3. "School-sponsored function" means any activity, event, or program occurring on or off school grounds, whether during or outside of regular school hours, that is organized or supported by the school.

a. The requirements of N.J.S.A. 18A:40-12.23 through 12.27 only apply to school-sponsored functions that take place in the school or on school grounds adjacent to the school building.

B. Acquisition, Maintenance, Accessibility, and Documentation of an Opioid Antidote

1. In accordance with N.J.S.A. 24:6J-4(a)(1)(f) and N.J.S.A. 24:6J-4(a)(2)(c), the school physician may prescribe or dispense an opioid antidote through a standing order to the school district, school, or certified school nurse for administration to overdose victims. The school physician's standing order must specify, at a minimum, the following:

a. The certified school nurse is authorized to directly administer the opioid antidote to overdose victims in the event of an emergency; and

b. The school district, school or certified school nurse may also dispense or grant access, in emergency situations, to other persons employed by the district or school who have certified to having received training in the administration of the opioid antidote and overdose prevention information.

2. The school nurse in each school that includes any of the grades designated by the Board in Policy 5330.04 shall obtain a standing order for opioid antidotes pursuant to the "Overdose Prevention Act" – N.J.S.A. 24:6J-1 et seq.

a. **Written standing orders shall be reviewed and reissued before the beginning of the school year in accordance with N.J.A.C. 6A:16-2.3(a)4(vi).**

3. The school nurse shall be responsible to:

a. Maintain a supply of opioid antidotes that have been prescribed under a standing order in a safe and secure, but unlocked and easily accessible location in the school:

(1) The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building.

b. Document the administration of an opioid antidote on a student's health record;

c. Monitor the on-site inventory and replacement of the opioid antidote supply; and

d. **Ensure the replacement of the opioid antidote supply following use or expiration of the opioid antidote; and**

e. Plan for the disposal of administered opioid antidote and expired opioid antidote **applicators.**

4. Opioid antidotes shall be maintained by a school pursuant to N.J.S.A. 18A:40-12.24.b.(1) in quantities and types deemed adequate by the Board, in consultation with the New Jersey Department of Education (NJDOE) and the Department of Human Services.

C. Authorization and Training for Administering an Opioid Antidote

1. The school nurse shall have the primary responsibility for the emergency administration of an opioid antidote.

2. However, the Board upon the recommendation of the Superintendent shall designate additional employees who volunteer to administer an opioid antidote in the event that a

person experiences an opioid overdose when the nurse is not physically present at the scene.

Optional

a. The district shall provide in writing to the school nurse and each employee designated by the Board written approval to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1). Each written approval shall be kept on file in the school nurse's office.

b. The district shall notify all school staff members of the identity of each employee approved and designated by the Board to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1).]

3. The school nurse and designated employees shall only be authorized to administer opioid antidotes after receiving the training required under N.J.S.A. 18A:40-12.25.b **and N.J.S.A. 24:6J-5.**

~~a. Each school nurse and each employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall receive training on standardized protocols for the administration of an opioid antidote to a person who experiences an opioid overdose. The training shall include the overdose prevention information described in the "Overdose Prevention Act" N.J.S.A. 24:6J-5. The school district will provide training by an appropriate entity or entities as specified by the NJDOE's guidelines. A school nurse shall not be solely responsible to train the employees designated pursuant to N.J.S.A. 18A:40- 12.24.c.~~ **Each certified school nurse and each employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) and N.J.S.A. 24:6J-5 shall receive training on standard protocols from the school physician issuing the standing order or through a written agreement by the school physician with an organization that addresses medical or social issues related to drug addiction.**

The training must address overdose prevention information, including but not limited to, the following:

(1) Information on opioid overdose prevention and recognition;

(2) Instruction on how to perform rescue breathing and resuscitation;

(3) Information on opioid dosage and instruction on opioid

antidote administration;

(4) Information describing the importance of calling 911 Emergency telephone service for assistance with an opioid overdose; and

(5) Instructions for appropriate care of an overdose victim after administration of the opioid antidote.

b. The district shall collect and maintain written evidence of satisfactory completion of the required training program before a certified school nurse or an employee is approved to administer opioid antidote.

4. In the event a licensed athletic trainer volunteers to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.23 through 12.27, it shall not constitute a violation of the "Athletic Training Licensure Act" – N.J.S.A. 45:9-37.35 et seq.

D. Administration of an Opioid Antidote

1. The school nurse or a trained employee designated pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall be authorized to administer an opioid antidote to any person whom the nurse or trained employee in good faith believes is experiencing an opioid overdose.

a. The school nurse or a trained employee designated pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall be promptly available on site at the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building at any time.

b. Upon receiving a report or observing a possible opioid overdose in the school or at a school-sponsored function that takes place in a school or on school grounds adjacent to the school building at any time, the Principal or designee or any staff member present will immediately call the school nurse, if present, or a designated staff member who volunteered and was trained to administer an opioid antidote, and emergency medical responders.

[Option – Option B.5. above must be included if Option D.1.c. below is selected

c. School-Sponsored Functions Off School Grounds: Upon receiving a report or observing a possible opioid overdose occurring at a school-sponsored function that takes place off school grounds, as designated by

the Superintendent or designee, a staff member shall immediately call the school nurse, if present, or a staff member who volunteered and was trained to administer an opioid antidote, if present, and emergency medical responders

2. **The certified school nurse or employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) and N.J.S.A. 24:6J-5 shall determine, in addition to the opioid antidote, whether any other emergency medical response is necessary, including but not limited to, cardiopulmonary resuscitation (CPR), Rescue Breaths, or the use of an automated external defibrillator (AED).**

3. **The certified school nurse and/or other** ~~A~~ staff member**(s)** shall **monitor the person who has received an opioid antidote and** keep the individual who may be experiencing an opioid overdose comfortable until emergency medical responders arrive on the scene.

4. An **individual** ~~overdose victim~~ shall be transported to a hospital emergency room by emergency medical responders after the administration of an opioid antidote, even if the person's symptoms appear to have resolved. **A student transported to the hospital shall be transported in accordance with the Board's Policy required in treating alcohol or other drug-affected students pursuant to N.J.A.C. 16-4.1(c)5.**

5. The Principal or designee shall notify the Superintendent or designee whenever an opioid antidote is administered.

6. The Principal or designee shall notify, as soon as practical, the parent of any student or a family member or other contact person for a staff member who may be experiencing an opioid overdose or has been administered an opioid antidote.

7. **Nothing in Regulation 5330.04 shall be interpreted to prohibit the administration of an opioid antidote to a student, staff member, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or other person authorized by law to administer an opioid antidote, in accordance with N.J.S.A. 24:6J-1 et seq**

E. Use of Controlled Dangerous Substances

1. Any student or staff member who is found to be under the influence of a controlled dangerous substance shall be subject to the provisions of any applicable statutes and administrative codes and Board Policies and Regulations prohibiting the use of a controlled dangerous substance.

F. Limitation of Liability

1. Pursuant to N.J.S.A. 24:6J-4, the school district, school physician, certified school nurse, and other approved designees shall not, as a result of any acts or omissions, be subject to any criminal or civil liability for administering an opioid antidote.

2. Any person or entity authorized under N.J.S.A. 18A:40-12.23 through 12.28 to administer an opioid antidote, may administer to an overdose victim with full immunity:

a. A single dose of any type of FDA approved opioid antidote for use in treatment of opioid overdoses; and

b. Up to three doses of an intramuscular auto injector or an intranasal application of opioid antidote, as needed to revive the overdose victim.

Adopted ~~Issued~~: 4 April 2019
Revised:

5610 SUSPENSION

The Board of Education recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Student Discipline Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1. et seq.

For the purposes of this policy, "suspension" means the temporary removal of a student from the regular instructional program.

For the purposes of this Policy, "short term suspension" means a suspension for one, but not more than ten consecutive school days or less and "long term suspension" means a suspension for more than ten consecutive school days.

In accordance with the provisions of N.J.S.A. 18A:37-4, a student may be suspended only by the Principal, who shall report any suspension to the Superintendent as soon as possible. The Superintendent shall report the suspension to the Board at its next regular meeting. The suspended student may be reinstated by the Principal or by the Superintendent prior to the second regular meeting of the Board following the suspension, unless the Board reinstates the student at the first regular meeting. No student suspended for reasons of assault upon a person in authority may be reinstated before the Board has held a hearing, within thirty calendar days of the suspension, to consider that student's expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the student or continue the suspension.

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature that endangers others. Students in preschool shall not receive an out-of-school suspension except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.

The district shall implement an early detection and prevention program to identify students in preschool through grade two who are experiencing behavioral or disciplinary problems and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

In each instance of a short-term suspension, the student will be provided oral or written notice of the charges and an informal hearing conducted by the Building Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension. In each instance of a long-term suspension, the district shall assure the rights of the student pursuant to N.J.A.C. 6A:16-7.3.

In each instance of a long-term suspension, the district shall assure the rights of the student pursuant to N.J.A.C. 6A:16-7.3.

The district will comply with the requirements of N.J.A.C. 6A:16-7.2 and 7.3, in addition to all the procedural protections set forth in N.J.A.C. 6A:14, for each student with a disability who is subject to a short-term or long-term suspension.

In each instance of a short- or long-term suspension, the district shall provide academic instruction, either in school or out of school, that addresses the New Jersey Student Learning Standards pursuant to N.J.A.C. 6A:8-3. et seq., which may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a student with a disability shall be provided consistent with the student's Individualized Education Program, in accordance with N.J.A.C. 6A:14.

may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a student with a disability shall be provided consistent with the student's Individualized Education Program, in accordance with N.J.A.C. 6A:14.

In the event a student has experienced multiple suspensions or may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team in accordance with the provisions of N.J.S.A. 18A:37-2c.

Student records are subject to challenge by parents and adult students in accordance with N.J.A.C. 6A:32-7.7 and Policy and Regulation 8330. The name of a disciplined student will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such student will be designated by code.

N.J.S.A. 18A:37-1; 18A:37-2 et seq.; 18A:37-4; 18A:37-5
N.J.S.A. 18A:54-20g **[vocational districts]**
N.J.A.C. 6A:16-7.2; 6A:16-7.3; 6A:32-7.7; 6A:14-2.8

Adopted: 7 December 2009
Revised: 9 February 2015
Revised: 11 September 2017
Revised:

R 5610 SUSPENSION PROCEDURES

A. Short-Term Suspensions

1. In each instance of a short-term suspension, the Principal or designee, shall assure the rights of a student suspended for one, but not more than ten consecutive school days by providing for the following:

   a. As soon as practicable, oral or written notice of charges to the student.

      (1) When charges are denied, an explanation of the evidence forming the basis of the charges also shall be provided.

   b. Prior to the suspension, an informal hearing in which the student is given the opportunity to present his or her version of the events regarding his or her actions leading to the short-term suspension and is provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2. and 5.

      (1) The informal hearing shall be conducted by a school administrator or designee;

      (2) To the extent that a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension;

      (3) The informal hearing should take place even when a school staff member has witnessed the conduct forming the basis of the charge; and

      (4) The informal hearing and the notice given may take place at the same time.

   c. Oral or written notification to the student's parent of the student's removal from the student's educational program prior to the end of the school day on which the Principal decides to suspend the student. The notification shall include an explanation of:

      (1) The specific charges;

(2) The facts on which the charges are based;

(3) The provision(s) of the code of conduct the student is accused of violating;

(4) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1 (c)3 and N.J.A.C. 6A:16-7.2; and

(5) The terms and conditions of the suspension.

d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day; and

e. Academic instruction, either in school or out of school, that addresses the New Jersey Student Learning Standards.

(1) The student's academic instruction shall be provided within five school days of the suspension.

(2) At the completion of a short-term suspension, the Board of Education shall return a general education student to the general education program for which he or she was suspended.

(3) The academic instruction provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.

2. The Principal suspending the student shall immediately report the suspension to the Superintendent, who shall report it to the Board of Education at its next regular meeting, pursuant to N.J.S.A. 18A:37-4.

3. An appeal of the Board's decision affecting the general education student's educational program shall be made to the Commissioner, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.

4. For a student with a disability, the provisions set forth in N.J.AC. 6A:16-7.2 shall be provided in addition to all procedural protections set forth in N.J.A.C. 6A:14.

REGULATION BOARD OF EDUCATION

B. Long-Term Suspensions

1. In each instance of a long-term suspension, the Principal or designee shall assure the rights of a student suspended for more than ten consecutive school days by providing the following:

   a. Notification to the student of the charges, prior to the student's removal from school;

   b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of the events regarding his or her actions leading to the long-term suspension and is provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5;

   c. Immediate notification to the student's of the student's removal from school;

   d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day;

   e. Written notification to the parent by the Superintendent or designee within two school days of the initiation of the suspension, stating:

      (1) The specific charges;

      (2) The facts on which the charges are based;

      (3) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.3; and

      (4) Further engagement by the student in conduct warranting expulsion, pursuant to N.J.S.A. 18A:37-2, shall amount to a knowing and voluntary waiver of the student's right to a free public education, in the event that a decision to expel the student is made by the Board, pursuant to N.J.S.A. 18A:37-2 and N.J.A.C. 6A:16-7.4.

(a) The Board shall request from the parent and student written acknowledgement of the notification provided pursuant to N.J.A.C. 6A:16-7.3(a)5.iv subsequent to the removal of the student from his or her educational program, pursuant to N.J.A.C. 6A:16-7.3.

f. A list of witnesses and their statements or affidavits, if any, no later than five days prior to the formal hearing, pursuant to j. below;

g. For a student with a disability, a manifestation determination, pursuant to N.J.A.C. 6A:14-2.8 and the Federal regulations;

h. Information on the student's right to secure an attorney and legal resources available in the community identified pursuant to N.J.A.C. 6A:16-7.1(c)7;

i. Either in- or out-of-school educational services, that are comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25, which may include a public education program provided in accordance with N.J.A.C. 6A:16-9 or 10.

(1) The student's educational services shall be provided within five school days of the suspension.

(2) The Board shall make decisions regarding the appropriate educational program and support services for the suspended general education student based on the New Jersey Student Learning Standards and the following considerations:

(a) A behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team, as appropriate;

(b) The results of relevant testing, assessments or evaluations of the student;

(c) The student's academic, health, and behavioral records;

(d) The recommendation of the Superintendent, Principal, or other relevant school or community resource;

(e) Considerations of parental input; or

(f) Consultation with the Intervention and Referral Services Team, in accordance with N.J.A.C. 6A:16-8.

(3) Educational services provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.

j. A formal hearing before the Board that shall, at a minimum:

(1) Be conducted by the Board or delegated by the Board to a Board committee, a school administrator or an impartial hearing officer for the purpose of determining facts or making recommendations.

(a) Before taking final action, the Board as a whole shall receive and consider either a transcript or detailed report on the hearing.

(2) Include the opportunity for the student to:

(a) Confront and cross-examine witnesses, if there is a question of fact; and

(b) Present his or her own defense and produce oral testimony or written supporting affidavits.

(3) Take place no later than thirty calendar days following the day the student is suspended from the general education program; and

(4) Result in the Board's decision that shall be based, at a minimum, on the preponderance of competent and credible evidence.

k. A written statement to the student's parent regarding the Board's decision within five school days after the close of the hearing. The statement shall include, at a minimum:

(1) The charges considered;

(2) A summary of the documentary or testimonial evidence from both the student and the administration that was brought before the Board at the hearing;

(3) Factual findings relative to each charge and the Board's determination of each charge;

(4) Identification of the educational services to be provided to the student pursuant to i. above;

(5) The terms and conditions of the suspension; and

(6) The right to appeal to the Commissioner of Education the Board's decision regarding the student's general education program, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.

l. If at any time it is found that the student did not commit the offense, the student shall be immediately returned to the program from which he or she was removed; and

m. At the completion of a long-term suspension, the Board shall return the general education student to the general education program.

2. Any appeal of the Board's decision regarding the general education student's program shall be made to the Commissioner of Education, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.

3. Suspension of a general education student shall not be continued beyond the Board's second regularly scheduled meeting following the suspension, unless the Board so determines, pursuant to N.J.S.A. 18A:37-5.

a. The Board shall determine whether to continue the suspension, pursuant to B.1 above, based on the following criteria:

(1) The nature and severity of the offense;

(2) The Board's removal decision;

(3) The results of any relevant testing, assessments or evaluations of the student; and

(4) The recommendation of the Superintendent, after considering input from the Principal or Director of the alternative education program or home or other in-school or out-of-school instruction program in which the student has been placed.

b. The Board shall develop and adopt policies and procedures providing for action on the continuation of student suspensions in the event of cancellation of the first or second regular Board meeting pursuant to N.J.S.A. 18A:37-4 and 5.

4. When the Board votes to continue a general education student's suspension, it shall review the case, in consultation with the Superintendent, at each subsequent Board meeting for the purpose of determining:

a. The status of the student's suspension;

b. The appropriateness of the suspended student's current educational program; and

c. Whether the suspended student's current placement, pursuant to above, should continue or whether the student should return to the general education program.

5. When the Board votes to continue a general education student's suspension, it shall make, in consultation with the Superintendent, the final determination on:

a. When the student is prepared to return to the general education program;

b. Whether the student will remain in an alternative education program or receive home or other in-school or out-of-school instruction, based on the criteria set forth in B.3.a.(1) through (4) above; or

c. Whether to initiate expulsion proceedings in accordance with N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4 and Policy 5620.

6. The Board shall provide a general education student suspended under N.J.A.C. 6A:16-7.3 with an appropriate educational program or services, based on the criteria set forth under B.1.i.(2) above, until the student graduates from high school or reaches the age of twenty, whichever comes first.

a. The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 and 10.2 and 6A:14-2 and 4.3, whichever is applicable; or

b. The educational services provided, either in- school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.

7. For a student with a disability who receives a long-term suspension, the Board shall proceed in accordance with N.J.A.C. 6A:14 in determining or changing the student's educational placement to an interim or alternate educational setting.

a. All procedural protections set forth in N.J.A.C. 6A:14 and N.J.A.C. 6A:16-7.3 shall be afforded to a student with a disability who is subjected to a long-term suspension.

b. All decisions concerning the student's educational program or placement shall be made by the student's Individualized Education Program team.

c. The provisions of B.2. through B.6. above shall not apply to students with disabilities.

C. Meeting with Student - Multiple Suspensions or Possible Expulsion

1. In accordance with the provisions of N.J.S.A. 18A:37-2c, in the event a student has experienced multiple suspensions or may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team.

a. The Principal may convene such a meeting, if after the student has been suspended for the first time, the Principal upon evaluation deems such a meeting appropriate.

b. The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties.

2. The requirements of C.1. above shall not apply when a student's immediate removal or suspension from the school's regular education program is required pursuant to:

a. The provisions of the "Zero Tolerance for Guns Act," (N.J.S.A. 18A:37-7 et seq.);

b. N.J.S.A. 18A:37-2.1 – Assault by Pupil Upon Teacher, etc.; Suspension; Expulsion Proceedings;

c. N.J.S.A. 18A:37-2.2 – Offense by Pupil Involving Assault, Removal from Schools Regular Education Program; or

d. In any other instance in which the safety and security of other students or school staff requires the student's immediate removal from school.

3. In the instances provided in C.2.a. through d. above, the meeting required in C.1. above shall take place as soon as practicable following the student's removal from the school's regular education program.

4. The provisions of N.J.S.A. 18A:37-2c and C. of this Regulation shall be construed in a manner consistent with the "Individuals with Disabilities Act," 20 U.S.C. § 1400 et seq.

Adopted: 7 December 2009
Revised: 9 February 2015
Revised: 11 September 2017
Revised:

5620 EXPULSION

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a student.

The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the following:

1. The procedural due process rights set forth in N.J.A.C. 6A:16-7.1(c) 3 and 7.3 and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3; and

2. An appropriate educational program or service, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610.

    a. The educational program or service shall be consistent with the provisions of N.J.A.C. 6A:16-9.**2 –** Program Criteria~~,~~ and N.J.A.C. 6A:16-10.2 - Home or Out-of-School Instruction for General Education Students; and N.J.A.C. 6A:14-2**.**1 et seq. - Special Education, Procedural Safeguards; and N.J.A.C. 6A:14-4.3 et seq. - Special Education, Program Options**,** whichever are applicable**;** or

    b. The educational services provided, either in school or out of school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25.

An appeal of the Board's decision regarding the cessation of the student's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or services in accordance with N.J.A.C. 6A:16-7.4(a)2 until a final determination has been made on the appeal of the Board's action to expel a student.

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq. Students in preschool shall not be expelled, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.

The district shall implement an early detection and prevention program to: identify students in preschool through grade two who are experiencing behavioral or disciplinary problems; and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

In accordance with the provisions of N.J.S.A. 18A:37-2c, in the event a student may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team. The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties.

The requirements of N.J.S.A. 18A:37-2c shall not apply when a student's immediate removal or suspension from the school's regular education program is required pursuant to: the provisions of the "Zero Tolerance for Guns Act," (N.J.S.A. 18A:37-7 et seq.); N.J.S.A. 18A:37-2.1 – Assault by Pupil Upon Teacher, etc; Suspension; Expulsion Proceedings; N.J.S.A. 18A:37-2.2 – Offense by Pupil Involving Assault, Removal from Schools Regular Education Program; or in any other instance in which the safety and security of other students or school staff requires the student's immediate removal from school. In these instances, the meeting required pursuant to N.J.S.A. 18A:37-2c shall take place as soon as practicable following the student's removal from the school's regular education program.

The provisions of N.J.S.A. 18A:37-2c shall be construed in a manner consistent with the "Individuals with Disabilities Act," 20 U.S.C. § 1400 et seq.

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C. 6A:14 et seq. An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14 et seq.

N.J.S.A. 18A:36A-9; 18A:37-2 **et seq.**~~; 18A:37-2a; 18A:37-2b;~~
N.J.A.C. 6A:16-7.4; 6A:14 et seq.

Adopted: 7 December 2009
Revised: 9 February 2015
Revised: 11 September 2017
Revised:

8320 PERSONNEL RECORDS

The Board of Education believes that the orderly operation of the school district requires the retention of all records bearing upon an employee's qualifications for employment and employment history.

The Board requires that sufficient records be compiled and maintained to demonstrate an employee's qualifications for the position assigned; compliance with federal, state, and local benefit programs; conformity to district rules; the proper conduct of evaluations; and the employee's entitlement, as appropriate, to tenure and seniority.

The Superintendent shall be responsible for the custody and maintenance of personnel records. A single, central file of documents shall be maintained; temporary, subsidiary records will be permitted for ease in data gathering only. An employee's personnel file shall be maintained for six years following his/her termination of district service, provided the employment history record card is maintained a minimum of eighty years.

A Board of Education and private agencies that provide educational services by means of public funds shall make employee records and information available for public access pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120.(d) and 121.(d), and as provided in Policy and Regulation 8320 - Section H. ~~Records maintained in the personnel files of this district are not public records and are not open to inspection except as provided for in this policy. Board minutes and other public records of this district and any computerized files maintained by this district may include only an employee's name, title, position, assignments, salary, payroll record, length of service in the district and in military service, the date and reason for separation from service in this district, and the amount and type of pension a former employee receives.~~

Personnel records may be inspected by school administrators to the extent that such inspection is required in the performance of the inspector's duties.

Board members may have access to confidential information in the personnel files of only those employees recommended for or subjected to an employment action requiring a vote of the Board or where access to the information is essential for the performance of the Board member's duties. Board member access to personnel files is limited to the relevant portion of the file and is available only through the Superintendent. Board members may freely inspect employment applications filed by candidates for district positions.

An employee may inspect his/her personnel file provided that the employee requests such access in writing, reviews the record in the presence of the administrator designated to maintain the file,

makes no alteration or addition to the file nor removes any material from it, and signs a log attached to the file indicating the date on which it was inspected.

An employee may appeal to the Superintendent the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his/her personnel file.

The Superintendent shall prepare rules enumerating the records to be maintained for each employee of this district, including, as a minimum and as appropriate to the position, the completed application form, employment contract(s), a copy of the employee's qualifying certification, transcripts, report of an employment physical examination, oath of allegiance, criminal background check, income tax forms, retirement registration, hospitalization forms, annuity forms, rate of compensation, attendance record, assignments to positions, completed evaluations, reports of disciplinary incidents, records of special awards or distinctions, and reports of annual or special physical and mental examinations.

N.J.S.A. 18A:18A-14.2; 18A:40-19; 18A:66-32
N.J.S.A. 47:1A-1 et seq.
N.J.A.C. 6A:32-4.3

Adopted: 7 December 2009
Revised

R 8320 PERSONNEL RECORDS

A. Content of Record

1. A personnel file shall be assembled and maintained for each person employed by this district. Each file shall contain the original or copies, as appropriate, of the following documents regarding the employee:

   a. The employee's current correct name, address, telephone number, and birthdate;

   b. Application form, including transcripts of all academic work, records of prior military service, and other supporting documents;

   c. Annual employment contract and/or annual salary notice, signed by the employee;

   d. Certificates and/or licenses required for employment;

   e. Documentation of fulfillment of requirements for any change in salary classification;

   f. Income tax forms;

   g. Retirement registration;

   h. Hospitalization forms;

   i. Annuity forms;

   j. Rate of compensation;

   k. Attendance record, including the starting and ending dates of all leaves of absence, whether the leave was paid or unpaid, and the purpose for which such leaves were granted;

   l. Assignment to positions, including position title and building to which assigned;

   m. Completed evaluations;

   n. Reports of disciplinary incidents;

o. Records of special awards, commendations, or distinctions;

p. Oath of allegiance;

q. Reports of routine physical examinations; and

r. Reports of physical and mental examinations required for cause.

2. No information will be placed in an employees' file that does not pertain to the employee's position in this district and the performance of the employee's duties.

3. The content of personnel files will be reviewed annually and material no longer required will be destroyed.

B. Custodian of Personnel Records

1. The Superintendent is custodian of all personnel records.

2. Personnel records shall be maintained in the Human Resources' office, who shall be records manager responsible for the day-to-day maintenance of the files and for supervising access to the files.

C. Notice of Content of Files

1. Each employee shall be informed of the content of his/her personnel file.

2. Each employee will be notified of the inclusion in his/her file of any document that was not received from the employee or at the direction of the employee.

a. No evaluation form will be placed in a personnel file until it has been reviewed and signed by the employee.

b. No copy of a memorandum or letter sent by an administrator or other school official to an employee will be placed in the employee's file unless the original and copy include the notation "cc: Personnel File" or other clear indication of the author's intention to place the memorandum or letter in the employee's file.

c. No report or letter or memorandum from any source, other than documents referred to in C2b above, may be placed in an

employee's file until a copy of the same has been delivered to the employee.

D. Employee Access to Personnel Records

1. Each employee shall be granted access to his/her personnel file in accordance with these regulations, except as may have been negotiated with the employee's majority representative.

2. Written request for access shall be submitted to the Human Resources. Except in unusual circumstances, access shall be granted only during the regular working hours of the office in which the file is kept.

3. The employee shall review the record in the presence of the Manager of Human Resources or designee and, at the employee's request, a representative of the employee.

4. No alteration or addition or deletion may be made to the file, except that the employee may append to any document in the file his/her comment on that document.

5. The employee may handcopy any portion of his/her file and may receive photocopies of records on payment of the copying fees established for copies of public records.

E. Appeal of Content of the File

1. The employee may appeal to the Superintendent the exclusion or inclusion of any portion of his/her personnel file or the accuracy of any information in the file.

2. An appeal must be made in writing on a form available in the office of the Superintendent.

3. The Superintendent shall render a decision on the appeal as soon as possible, but not later than ten working days from the time the written appeal is submitted. The Superintendent's decision shall be in writing and shall be delivered to the employee and the records manager responsible for the employee's file.

4. Except as may be otherwise provided by contract negotiated with the employee's majority representative, the appellant may appeal the Superintendent's decision to the Board; a decision of the Board may

be appealed to the Commissioner of Education.

F. Access by Board Members and School Officials

1. Personnel files may be inspected by school officials only as required in the discharge of their professional or statutory duties and to the extent required in the discharge of those duties.

2. Personnel files may be inspected by Board members when such inspection relates to the Superintendent's recommendation of a candidate for employment, promotion, transfer, dismissal, or discipline.

3. Much of the information included in an employee's file is confidential; access to the employee's file for professional reasons necessarily imposes on the person reviewing the file the duty to respect the confidentiality of the record.

~~G. Computerized Records~~

~~1. Computerized personnel records may include only the following information about an employee:~~

~~a. Name, address, and telephone number;~~

~~b. Social security number;~~

~~c. Current assignment;~~

~~d. Work experience;~~

~~e. Employment date; and~~

~~f. Salary guide and step.~~

~~2. Computerized information may be used only for the following purposes:~~

~~a. Payroll;~~

~~b. An employee's individual employment record; and~~

~~c. Studies, reports, or surveys conducted by the district or a governmental agency and authorized by the Superintendent, provided that such studies, reports, or surveys do not identify specific employees.~~

G. Public Access to Employee Records and Information

1. A Board of Education and private agencies that provide educational services by means of public funds shall make employee records and information available for public access, pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120(d) and 121.(d) in accordance with N.J.A.C. 6A:32-4.3 and as outlined in this Regulation.

2. In accordance with the provisions of N.J.S.A. 47:1A-10, notwithstanding the provisions of N.J.S.A. 47:1A-1 et seq. or any other law to the contrary, the personnel or pension records of any individual in the possession of a public agency, including but not limited to, records relating to any grievance filed by or against an individual, shall not be considered a government record and shall not be made available for public access, except that:

a. An individual's name, title, position, salary, payroll record, length of service, date of separation and the reason therefore, and the amount and type of any pension received shall be a government record;

b. Personnel or pension records of any individual shall be accessible when required to be disclosed by another law, when disclosure is essential to the performance of official duties of a person duly authorized by the State of New Jersey or the United States, or when authorized by an individual in interest; and

c. Data contained in information which disclose conformity with specific experiential, educational, or medical qualification required for government employment or for receipt of a public pension, but not including any detailed medical or psychological information, shall be a government record.

3. Information related to the evaluation of a particular employee shall be maintained by the school district, be confidential, and not be accessible to the public pursuant to N.J.S.A. 47:1A-1 et seq., as amended and supplemented, in accordance with N.J.S.A. 18A:6-120.d and 18A:6-121.d.

~~Issued~~**Adopted**: 7 December 2009
Revised:

0143.2 PUPIL REPRESENTATIVES TO THE BOARD OF EDUCATION

The Board recognizes that pupils are the primary reason for the existence of the school district. It considers the experience gained by pupils in the district to be a valued source for improving the operation of the school district. The Board is also desirous of furthering the experience of pupils in the governance process and providing opportunities for pupils to contribute to the future direction of the school district. To this end, the Board authorizes the appointment of one pupil representative to the Board.

Term

Pupil representatives to the Board shall serve a term of one year, **and shall be limited to one term of service.**
Each pupil representative shall be appointed by the High School Principal.

Appointment shall occur at least four weeks prior to the organizational meeting of the Board.

Pupil representatives shall attend all public meetings of the Board and shall be entitled to speak at the discretion of the Board President on all matters before the Board except as may be prohibited by New Jersey Statute or Code. Pupil representatives shall not be entitled to vote. All confidential information obtained by virtue of membership shall be held as such by pupil representatives. Pupil representatives shall be held to the same code of ethics as elected and appointed members of the Board.

Duties and Responsibilities

Pupil representatives:

1. Attend all public Board meetings.

2. Shall be excluded from executive sessions of the Board.

3. Represent the views of the student body.

4. Suggest through appropriate channels Board agenda items.

5. Participate in Board discussions and deliberations at the discretion of the Board President.

6. Serve on Board committees and attend committee meetings at the discretion of the Committee Chairperson.

7. Shall be excluded from sensitive and confidential discussions and communications (e.g. matters involving personnel, grievances, negotiations, litigation, real property purchase and other sensitive matters).

8. Receive all Board public agendas.

9. May attend the Board orientation sponsored by the New Jersey School Boards Association.

10. Perform such duties as determined by the Board President in consultation with the Superintendent.

Pupil representatives are expected to adhere to all bylaws, policies and regulations of the Board in their role. The Board in no way relinquishes any of its authority, powers, prerogatives or responsibilities but rather adds to its membership a non-voting pupil representative(s) for the mutual benefit of the Board, student body, and the school district.

Adopted: 7 December 2009
Revised:

0164 CONDUCT OF BOARD MEETINGS

Parliamentary Authority

Roberts' Rules of Order, Newly Revised, shall govern the Board of Education in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws.

Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall act in his/her place; if neither person is present, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

Announcement of Adequate Notice

The person presiding shall commence each meeting with an announcement of the notice given for the meeting or a statement regarding the lack of adequate notice, in accordance with law.

Agenda

The Superintendent and the Administrative Cabinet, in consultation with the Board President, shall prepare an agenda of items of business to come before the Board at each meeting. The agenda shall be delivered to each Board member no later than ~~two days~~ **two business days,** except **when an unscheduled meeting is being called,** before the meeting and shall include such reports and supplementary materials as are appropriate and available.
The meeting agenda shall be posted on the district's website and circulated via the district email system 48 hours prior to the meeting time. A reminder email with the agenda shall be sent on the day of the meeting.

The order of business shall be as follows:

Call to order and roll call
Optional: Motion to go into executive session
Optional: Call to order and roll call again after returning from the closed session
Pledge of Allegiance
Opening statement by presiding officer
Initial Public Comments limited to 45 minutes total, 4 minutes per person
Presentations
Superintendent's report
~~Comments from the Public~~
Consent items – **regular and routine issues**

Resolutions and Motions not included in the Consent Agenda
Approval of bills
Board member announcements
Board committee reports
~~Comments from the public~~
Discussion items
Acceptance of minutes
Other business
Comments from the public
Optional: Motion to go into executive session
Optional: Reconvened public meeting
Adjournment

Electronic Participation and Virtual Meetings

In the event of extraordinary circumstances (which shall be defined as a natural disaster, mandatory or self-imposed quarantine, a State of Emergency declared by the Governor of the State of New Jersey or similar situation), it may be necessary for the full Board to meet virtually, via teleconference or digital media platform, in order to take necessary action.

A. Electronic Participation in In-Person Board meetings

In the event that an individual board member is unable to attend an in-person meeting, where there is a quorum present, due to extraordinary circumstances as defined above, such member may participate telephonically or electronically, with the permission of the Board President, whose permission shall not be unreasonably withheld, provided that they are able to hear the proceedings and be heard.

B. Virtual Meetings

Under extraordinary circumstances as defined above, teleconference options and digital platforms may be used to enable virtual board meetings and action even when all members of the Board are not physically present as long as prior arrangements are made to afford the public the opportunity to hear and participate in the meeting.

The Board may conduct a public meeting via teleconference or digital platform where members of the public are given appropriate notice and granted access enabling them to listen to and participate in the meeting at the appropriate time. A teleconference or virtual medium will only be used to host a public meeting of the full Board in a situation that makes it impossible or impractical for a quorum of members to meet in person due to the extraordinary circumstances as defined above.

Telephonic participation in or the virtual hosting of closed or executive sessions of the full Board shall be limited and only used in situations where in person attendance or the holding of meetings are impossible or impractical as define. All closed or executive sessions shall be and remain confidential.

N.J.S.A. 10:4-10
N.J.S.A. 18A:16-1.1

Adopted: 7 December 2009
Revised: 18 March 2013
Revised:

0169.02 BOARD MEMBER USE OF SOCIAL NETWORKS

In accordance with the School Ethics Act - N.J.S.A. 18A:12-21 et seq., Board of Education members must avoid conduct which is in violation of the public trust or which creates a justifiable impression among the public that such trust is being violated. To avoid conduct that may be in violation or perceived to be in violation of the School Ethics Act, the Board of Education adopts this Policy to provide guidance to Board members in their use of social networks.

For the purposes of this Policy, "social network(s)" shall include, but not be limited to: Internet blogs, electronic bulletin boards, emails, social networking websites, text messages, or any other online platform where people may post or communicate interests, opinions, or any other information that may be viewed by others with or without permission from the person making such post or re-publishing such post. "Social networks" also means an Internet-based service that allows individuals to: construct a public or semi-public profile within a bounded system created by the service; create a list of other users with whom they share a connection within the system; and view and navigate their list of connections and those made by others within the system.

For the purposes of this Policy, "use of a social network" shall include, but not be limited to: posting to a social network, reposting another person's post to a social network, messaging, or any other publication of material on a social network.

Nothing in this Policy prevents a Board of Education member from using a social network. However, a Board member must avoid conduct on a social network that would violate the School Ethics Act N.J.S.A. 18A:12-21 et seq., which includes the Code of Ethics for Board Members. Board members should be advised communications, publications, photographs, and any other information posted by the Board member or reposted by the Board member on a social network could violate the School Ethics Act and be cause for sanctions in accordance with the law.

While this Policy respects the right of Board members to use social networks, Board members shall recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. A Board member's use of social networks shall not damage the reputation of the school district, employees, students, or their families. Board members who use social networks shall ensure their conduct is appropriate for a Board of Education member. Board members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.

Board members should carefully review the privacy settings on social networks they use and exercise care and good judgment when posting content and information. When using social networks, Board members are advised to:

1. Not post anything that would violate any of the district's policies for Board

members;

2. Uphold the district's value of respect for any individual(s) and avoid making defamatory statements about the Board of Education, the school district, employees, students, or their families;

3. Not disclose any confidential information about the school district or confidential information obtained as a result of being a Board member, about any individual(s) or organization, including students and/or their families;

4. Not use or refer to their Board of Education title or position when soliciting for a business organization that he or she or any immediate family member has an interest in, as well as posting or referencing any confidential information regarding the Board of Education or the school district obtained through their Board membership, unless authorized by law;

5. Refrain from having communications through social networks with other Board members regarding any Board of Education business to avoid any potential violation of the New Jersey Open Public Meetings Act;

~~6. Not respond to any postings regarding Board of Education or school district business or respond to any question or inquiry posted to the Board member or posted on any social network regarding Board of Education or school district business and shall refer any such questions or inquiries to the Superintendent of Schools to address, as appropriate; or~~

6. Board members are entitled to express themselves publicly on any matter, including issues involving the Board and the school district. Individual Board members cannot, however, express the position of the Board except as expressly authorized, in accordance with Board Policy No. 9120. Only the Board President or his/her designee shall authorize or make statements of official Board positions.

7. Not post any information on a social network determined by the New Jersey School Ethics Commission to be a violation of the New Jersey School Ethics Act.

A Board member shall comply with all Board policies regarding acceptable use of computers and computer networks whenever a Board member is using a Board of Education electronic device.

If the Board or Superintendent believes a Board member's activity on any social network may violate the Board's policies or the New Jersey School Ethics Act, the Board ~~or Superintendent~~ may request the Board member cease such activity.

This Policy has been developed and adopted by this Board to provide guidance and direction to a Board member to avoid actual and/or a perceived appearance of inappropriate conduct or conduct prohibited by the School Ethics Act while using social networks.

N.J.S.A. 18A:12-21 et seq.

N.J.S.A. 10:4-6 et seq.

Adopted: 5 March 2018

BOARD OF EDUCATION
Ridgewood, New Jersey

September 14, 2020

EXECUTIVE SESSION

6:00 p.m.

AGENDA

*** * * * ***

I. Personnel **Dr. Fishbein**

BOARD OF EDUCATION
Ridgewood, New Jersey

September 14, 2020
Education Center

Executive Session
6:00 p.m.

Regular Public Meeting
7:00 p.m.

AGENDA
* * * * *

Due to the health concerns related to COVID-19, the public cannot attend this meeting. Public comments can be made during the public comment period of the meeting through the phone number listed below.

(646-558-8656 then enter Meeting ID 923 7299 4192 and Password 667251)

Or

Comments can be submitted for the public comment period during the meeting through the link below.

Submit Comments for the Public Comment Period

View the live BOE Meeting Webcast

MEETING REGULATIONS

At all regular meetings, two opportunities are provided for citizens to make comments. The public comment period will be scheduled after presentations and approximately 9:00 p.m. or just prior to the end of the meeting, whichever occurs first. The first opportunity may be limited by the presiding officer to conclude at about 8:00 p.m. in order for the Board to continue with its scheduled agenda. The second opportunity will occur at about 9:00 p.m. at the discretion of the presiding officer taking into consideration a break in the agenda.

At every opportunity for public comment, citizens are invited to comment on subjects on the agenda or general topics. At the discretion of the presiding officer, public comments may be permitted at other times.

Please remember this is a public meeting. Anything you say will be a public record. As a result, pursuant to law, the Board of Education cannot respond to you publicRely concerning certain matters, such as those regarding an individual student or personnel. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent's Office. Public comment periods shall also be governed by the following rules:

1. Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses.
2. Each speaker shall be limited to four minutes. The Board Recorder will note the time. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds (Ref: Bylaw 0167)
3. Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop.
4. All statements shall be directed to the presiding officer, no participant may address or question Board members individually.
5. No participants may speak more than once on the same topic until all others who wish to speak on that topic have been heard.
6. Questions requiring investigation shall be referred by the Board to the Superintendent's Office for consideration and later response. A participant may be asked to submit such questions in written format.

Mission Statement

The Ridgewood Public Schools, committed to a tradition of excellence and innovation, in partnership with the community, provide a rich and challenging learning environment, enabling students to maximize their unique potentials to become life-long learners and productive, responsible citizens.

I. CALL TO ORDER AND ROLL CALL **Mr. Lembo**

II. FLAG SALUTE AND PLEDGE OF ALLEGIANCE **Mr. Lembo**

III. OPENING STATEMENT BY PRESIDING OFFICER **Mr. Lembo**

IV. PRESENTATIONS **Mr. Lembo**

A. SUPERINTENDENT'S OPENING OF SCHOOL REPORT **Dr. Fishbein**

B. GRADUATION PATHWAYS **Dr. Fishbein**
- ➢ Ms. Poelstra

C. STUDENT REPRESENTATIVE REPORT **Dr. Fishbein**

V. COMMITTEE OF THE WHOLE REPORTS **Dr. Fishbein and Ms. Kelly**
- ➢ Finance
  - ○ July Financial Reports

VI. COMMENTS FROM THE PUBLIC **Mr. Lembo**

VII. CONSENT ITEMS

A. ATTENDANCE AT CONFERENCES **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Attendance at Conferences, as listed on **Attachment A**.

B. ADMINISTRATION **Dr. Fishbein**

i. <u>Approval: Receipt of Suspension and Harassment, Intimidation, and Bullying (HIB) Reports</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, acknowledges it has received confidential information regarding suspensions and investigations of HIB that have occurred since the last Board meeting.

ii.. <u>Approval: First Reading of Revisions to Policies</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the first reading of revisions to policies as listed below.

- ➢ Policy 1581 - Domestic Violence **(Attachment B)** *revised*
- ➢ Policy 2422 - Health and Physical Education (**Attachment C**) *revised*
- ➢ Policy 3421.13 - Postnatal Accommodations

(Attachment D) *new*
- ➢ Policy 4421.13 - Postnatal Accommodations **(Attachment E)** *new*
- ➢ Policy 5330 - Administration of Medication **(Attachment F)** revised
- ➢ Policy 7243 - Supervision of Construction **(Attachment G)** *revised*
- ➢ Policy 8210 - School Year **(Attachment H)** *revised*
- ➢ Policy 8220 - School Day **(Attachment I)** *revised*
- ➢ Policy 8462 - Reporting Potentially Missing or Abused Children **(Attachment J)** *revised*
- ➢ Policy 2270 - Religion in Schools **(Attachment K)** *revised*
- ➢ Policy 2431.3 - Heat Participation Policy for Student - Athlete Safety **(Attachment L)** *revised*
- ➢ Policy 2622 - Student Assessment **(Attachment M)** *revised*
- ➢ Policy 5111 - Eligibility of Resident/Nonresident Students **(Attachment N)** *revised*
- ➢ Policy 5200 - Attendance **(Attachment O)** *revised*
- ➢ Policy 5320 - Immunization **(Attachment P)** *revised*
- ➢ Policy 5330.04 - Administering an Opioid Antidote **(Attachment Q)** *revised*
- ➢ Policy 5610 Suspension **(Attachment R)** *revised*
- ➢ Policy 5620 - Expulsion **(Attachment S)** *revised*
- ➢ Policy 8320 - Personnel Records **(Attachment T)** *revised*
- ➢ Bylaw 0143.2 - Pupil Representatives to the Board of Education **(Attachment U)** *revised*
- ➢ Bylaw 0164 - Conduct of Board Meetings **(Attachment V)** *revised*
- ➢ Bylaw 0169.02 - Board Member Use of Social Media **(Attachment W)** *revised*

C. CURRICULUM & INSTRUCTION — Dr. Fishbein

i. Approval: Field Trips — Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves field trips as listed on **Attachment X.**

ii. Approval: Agreement with FOCUS Children's Therapy Center (FOCUS-DBA) — Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves an agreement with Focus Children's Therapy Center to provide

occupational therapy for the 2020-2021 School Year, as specified in the contract.

The Board has received background information.

iii. Approval: Professional Development Workshop Proposal from The College of New Jersey **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves a professional development workshop proposal from The College of New Jersey for ESL workshop in November 2020 in the amount of $1700.00

The Board has received background information.

D. HUMAN RESOURCES — Dr. Fishbein

i. Appointments — Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointments listed below, subject to receipt of appropriate documentation and the New Jersey Department of Education (NJDOE) certificate, if required.

Teachers

CERBASI, Joyce - District Staff Developer, Hawes School, Orchard School, Ridge School, Somerville School, Travell School, and Willard School, effective August 31, 2020 through June 23, 2021, to be partially funded by NCLB Title II A Funds, to an annual maximum amount of $58,171. Account #11-000-221-104-00-02-019-000 ($9,650.67) Account #11-000-221-104-00-03-019-000 ($9,650.67) Account #11-000-221-104-00-04-019-000 ($9,650.67) Account #11-000-221-104-00-05-019-000 ($9,650.67) Account #11-000-221-104-00-06-019-000 ($9,650.67) Account #11-000-221-104-00-07-019-000 ($9,650.65) Account #20-270-200-104-00-02-022-000 ($9,695.17) Account #20-270-200-104-00-03-022-000 ($9,695.17) Account #20-270-200-104-00-04-022-000 ($9,695.17) Account #20-270-200-104-00-05-022-000 ($9,695.17) Account #20-270-200-104-00-06-022-000 ($9,695.17) Account #20-270-200-104-00-07-022-000 ($9,695.15)	$116,075 ($110,262 + $300 CP + $5,513 ratio) Cl. MA+30, St. 18
GARVIN, Natalie - 0.40 FTE Title 1 and 0.80 FTE Special Education Teacher, George Washington Middle School, effective August 31, 2020 through June 23, 2021, to be	$89,793 ($87,738 + $300 CP +

partially funded by NCLB Title I Grant, to an annual maximum amount of $29,950. Account #11-213-100-101-00-09-019-000 ($59,843) Account #20-231-100-101-00-09-022-000 ($29,950)	$1,755 ratio) Cl. MA, St. 6
JEREJIAN, Lisbeth - 0.60 Title 1 and 0.40 Special Education Teacher, Hawes School, Orchard School, and George Washington Middle School, effective August 31, 2020 through June 23, 2021, to be partially funded by NCLB Title I Grant, to an annual maximum amount of $63,078. Account #11-213-100-101-00-09-019-000 ($42,052) Account #20-231-100-101-00-02-022-000 ($32,624) Account #20-231-100-101-00-03-022-000 ($30,454)	$105,130 ($100,612 + $1,500 longevity + $3,018 ratio) Cl. BA+30, St. 18
NOLAN, Amy - English-as-a-Second Language Teacher, Ridgewood High School, effective August 30, 2020 through June 23, 2021, to be partially funded by NCLB Title III Grant, to an annual maximum amount of $13,303. Account #11-240-100-101-00-10-019-000 ($76,517) Account #20-241-100-101-00-10-022-000 ($13,303)	$89,820 ($89,520 + $300 CP) Cl. MA+30, St. 13

Administrative Assistant

Revision: ALTOMARE, Jacquelyn - Administrative Assistant to Assistant Principal, Ridgewood High School, **from** effective August 24, 2020, or as soon after as possible, through June 30, 2021, approved by the Board at its meeting on August 31, 2020, **to** effective August 31, 2020, or as soon after as possible, through June 30, 2021. Account # 11-000-218-105-00-10-019-000	$49,314 Cl. II, 12M, St. 3 pro-rated

Long-term Substitutes

CUCCO-CAMPBELL, Erica - Librarian/Media Specialist, Hawes School, effective September 8, 2020 through January 4, 2021, at a daily rate of $125 per day, until the assignment ends.
Account # 11-000-222-104-00-02-019-000

Revision: TATORIS, Michael - Music Teacher, George Washington Middle School, **from** effective August 31, 2020 through September 10, 2020, approved by the Board at its meeting on August 31, 2020 **to** effective August 31, 2020 through September 30, 2020, at a daily rate of $125 per day, until the assignment ends.
Account # 11-140-100-101-04-10-019-000

Field Placement

HUDON, Lauren - Montclair State University, Practicum placement, to shadow Lindsay Rubin, Ridge School, effective September 2, 2020 through December 23, 2020.

Additional Classroom Aides/Lunchroom Aide for the 2020-2021 School Year

GIANNACCINI, Giulia - Resource Room Special Education Classroom Aide, Travell School, effective September 15, 2020, or as soon after as possible, through November 27, 2020, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-06-024-001

LEVANTI, Stamatina - Lunchroom Aide, Somerville School, effective September 4, 2020 through November 25, 2020, 3.5 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-000-262-107-00-05-005-001

LUG, Raymond - ESL Aide, Title III Immigrant, Ridgewood High School, effective September 2, 2020 through June 22, 2021, to be funded by NCLB Title III Grant, to an annual maximum amount of $17,765 CARES Act Fund.
Account # 20-477-100-106-00-10-024-001

Infant/Toddler Development Center

SOLIS, Leslie - Teacher Assistant Entry Level - Step I, effective September 15, 2020 through June 30, 2021, 8 hours per day, 5 days per week, at an hourly rate of $12.00.
Account # 62-990-100-106-00-62-060-001

RHS Volunteer Coaches

Football
- **Daniel Hurley**

Girls Soccer
- **Christopher Mitchell**
- **Jacqueline Sullivan**
- **Rebecca Turano**
- **Sarah Volkomer**

Boys Soccer
- **Jack Cardew**
- **Glenn Carlough**
- **Dwight Loren**

- **Wolfgang Whalen**

Home Instructors, on an as-needed basis, for the 2020-2021 School Year

Ridgewood High School

- **Yani Alfaro**, World Language Teacher, at an hourly rate of $58.09.
- **Barbara Barker**, World Language Teacher, at an hourly rate of $60.32.
- **Colleen Contreras**, Special Education Teacher, at an hourly rate of $58.21.
- **Angelica Cuellar**, World Language Teacher, at an hourly rate of $58.21.
- **Tara Cuneo**, World Language Teacher, at an hourly rate of $59.36.
- **Doreen Delaney**, English and Mathematics Teacher, at an hourly rate of $59.36.
- **Jacqueline Derasmo**, Science Teacher, at an hourly rate of $60.32.
- **Alejandro Escobar***, Social Studies Teacher, at an hourly rate of $59.36.
- **Gary Fink***, Music Teacher, at an hourly rate of $58.09.
- **Laura Fleming**, Social Studies Teacher, at an hourly rate of $60.32.
- **Stefanie Gigante**, World Language Teacher, at an hourly rate of $60.32.
- **Joseph Gyulay**, Mathematics Teacher, at an hourly rate of $60.32.
- **Sean Kase**, Business Education Teacher, at an hourly rate of $60.32.
- **Raymond Lug**, Mathematics Teacher, at an hourly rate of $59.36.
- **Sean Lynaug**h, Social Studies Teacher, at an hourly rate of $58.21.
- **Melissa Maksimov**, English Teacher, at an hourly rate of $60.32.
- **Scott Marzloff**, Science Teacher, at an hourly rate of $60.32.
- **Karen Mendez**, Business Education Teacher, at an hourly rate of $60.32.
- **Timothy Monahan**, Social Studies Teacher, at an hourly rate of $60.32.
- **Timothy Murtha**, Business Education Teacher, at an hourly rate of $58.09.
- **Philip Nyhuis***, Mathematics Teacher, at an hourly rate of $60.32.
- **Nancy Reilly***, Special Education Teacher, at an hourly

rate of $60.32.
- **Amanda Valeri**, Special Education Teacher, at an hourly rate of $60.32.
- **Lauren Rosenfeld**, Mathematics Teacher, at an hourly rate of $60.32.
- **Laura Weinstein**, Mathematics Teacher, at an hourly rate of $60.32.

Account #11-150-100-101-00-24-024-001 (Regular Education)
Account #11-219-100-101-00-24-024-001 (Special Education)

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*Related to staff member

ii. Change in Salary Classification, effective September 1, 2020 through June 30, 2021, in accordance with the REA/Board Agreement — **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the Changes in Salary Classification, effective September 1, 2020 through June 30, 2021, in accordance with the REA/Board Agreement, as listed on **Attachment Y.**

iii. Change of Assignments — **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following change of assignments, as listed below.

GREANEY, Julie - **from** Lunchroom Aide, Somerville School, effective September 2, 2020 through June 22, 2021, 3.5 hours per day, 5 days per week, **to** Resource Room Special Education Classroom Aide, Somerville School, effective September 2, 2020 through November 25, 2020, 5.75 hours per day, 5 days per. Account # 11-213-100-106-00-05-024-001	Hourly rate will remain the same
PIELKA, Susan - **from** Resource Room Special Education Classroom Aide, Somerville School, effective September 2, 2020 through June 22, 2021, 5.75 hours per day, 5 days per, **to** Long-term Substitute, Fifth Grade Teacher, Somerville School, effective September 2, 2020 through November 25, 2020. Account # 11-120-100-101-09-05-019-000	**From:** $17.50 per hour **To:** $125 daily rate per day
Revision: WEINSTEIN, Nicole - **from** Self-Contained (LLD) Special Education Classroom Aide, Hawes School, 5.75 hours per day, 5 days per week, **to** Long-term Substitute, First Grade Teacher, Hawes School, **from** effective August 31, 2020 through November 30, 2020, approved by the Board at its	**From:** $17.50 per hour **To:** $125 daily rate per day

meeting on August 31, 2020, **to** effective August 31, 2020 through December 4, 2020.
Account # 11-120-100-101-09-02-019-000

iv. Resignations **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignation listed below.

Infant/Toddler Development Center

Classroom Aides

INTRONA, Kim - Teacher Assistant Entry Level - Step I, effective September 1, 2020.

LaCAST, Morgan - Teacher Assistant Entry Level - Step I, effective September 1, 2020.

v. Resignation for the Purpose of Retirement **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignation for the purpose of retirement listed below.

Administrator

FISHBEIN, Daniel - Superintendent of Schools, Education Center, effective December 10, 2020, with twelve years of Ridgewood service.

vi. Rescind Appointments **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves rescinding of the appointments of the employees listed below.

Long-term Substitute

SULLIVAN, Colleen - Librarian/Media Specialist, Hawes School, effective August 31, 2020 through January 4, 2021, at a daily rate of $125 per day, until the assignment ends.

Classroom Aides

FISSE, Lauren - Resource Room Special Education Classroom Aide, Hawes School, effective September 2, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.

IRBY-MASON, Shakerra - Self-Contained (RED) Special

Education Classroom Aide, Glen School, effective September 2, 2020 through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.

Permanent Substitutes for the 2020-2021 School Year

George Washington Middle School

- **Brian Kuiken***, 5.75 hours per day, 5 days per week, at an hourly rate of $21.50.

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*Related to staff member

vii. Leave of Absences **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the leave of absences listed below.

Revision: CATANZARO, Becky – First Grade Teacher, Hawes School, effective September 2, 2020 through December 3, 2020, with a reinstatement date of December 4, 2020, approved by the Board at its meeting on August 31, 2020, **to** effective August 31, 2020 through December 3, 2020, with a reinstatement date of December 4, 2020, utilizing the FMLA/FFCRA and/or NJFLA leave entitlement.

Revision: JASINSKI, Danielle – Kindergarten Teacher, Orchard School, effective August 31, 2020 through November 25, 2020, approved by the Board at its meeting on August 31, 2020, **to** effective August 31, 2020 through November 25, 2020, utilizing the FMLA/FFCRA and/or NJFLA leave entitlement.

Revision: MARIOTTI, Elizabeth – Fifth Grade Teacher, Somerville School, effective August 31, 2020 through November 25, 2020, with a reinstatement date of November 30, 2020, approved by the Board at its meeting on August 31, 2020, **to** effective August 31, 2020 through November 25, 2020, with a reinstatement date of November 30, 2020, utilizing the FMLA/FFCRA and/or NJFLA leave entitlement.

Revision: WITHAM, Lynne – Second Grade Teacher, Somerville School, effective August 31, 2020 through October 13, 2020, with a reinstatement date of October 14, 2020, approved by the Board at its meeting on August 31, 2020, **to** effective August 31, 2020 through October 13, 2020, with a reinstatement date of October 14, 2020, utilizing the

FMLA/FFCRA and/or NJFLA leave entitlement.

viii. Supplemental Pay Beyond Contract **Dr. Fishbein**

Ridgewood High School

Before School Supervision, each at an hourly rate of $40.17, each not to exceed 92 days, each not to exceed 45 minutes per day

- **Adam Brunner**
- **Craig Bunzey**
- **Linda Chamesian (3 out of 4 days)**
- **James Donnelly**
- **Raymond Lug**
- **Allison Mende**
- **Candace Mitola**
- **Margaret Schaefer (1 out of 4 days)**

Account # 11-140-100-101-00-10-010-001

Special Programs

Child Study Team Support - Responses to Parents

- **Mariann Gelenius**, not to exceed 7 hours, at an hourly rate of $74.07 ($518.49).

Account # 11-000-219-104-00-24-024-001

ABA Training Completed and Certified – hourly rates from $20.17 to $21.23, effective September 2, 2020

- **Taylor Alessi**
- **Kristina Boele**
- **Robert Darienzo**
- **Elizabeth Hamilton**
- **Antenette Lam**

Account #11-000-217-106-00-24-024-001

ix. Substitutes for the 2020-2021 School Year **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves substitutes for the 2020-2021 school year, as listed below.

Teachers: Rachel Dittamo, Karen Feder, Natalie Jung, Alexandra Kowalski, Kerry Kraisorn, Olga Liebkind, Julianne Saltalamacchia, Pratyusha Singh, Brittany Tarantino, Karen Trujillo, Samara Yegelwel

E. FINANCE **Dr. Fishbein**

i. Acceptance of Restricted Donations: **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following restricted gifts for the **2020-2021** school year, to be used as indicated.

Donor	**Amount**	**Use**	**Account Number**
Somerville-Hawes Dad's Night	$7,014.00	To be used to pay for Somerville voice amplifiers.	20-024-100-610-00-05-005-001

Acceptance of a gift in kind from the Korean Parents Association for 1,000 Kf-94 masks, valued at $1,000.

Acceptance of a gift in kind from the Korean Parents Association for 500 disposable masks for teachers, valued at $500.00.

Acceptance of a gift in kind from Mrs. Jill Kaye and Mrs. Irene Yurgelonis for PPE for staff use (hand sanitizer, anti-bacterial wipes, gloves), valued at $568.00

ii. Approval: Budget Appropriation Transfers **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves transfers for **July 2020** as shown in the Journal Entry listing pursuant to Policy 6422.

The Board has received background information.

iii. Approval: Secretary's Line Item Certification **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

Whereas, the Board of Education has received the Report of the Secretary for the month of **July 2020,**

Whereas, in compliance with N.J.A.C. 6:20-2A.10(d), the secretary has certified that, as of the date of the report(s), no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education, now, therefore,

be it,

Resolved, the Board of Education accepts the above referenced reports and certifications and orders that they be attached to and made part of the record of this meeting, and Be it Further Resolved, in compliance with N.J.A.C. 6:20-A10(e), the Board of Education certifies that, after review of the secretary's monthly financial reports (appropriate section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6:20-2A.10(a)(1), and that sufficient funds are available to meet the district's financial obligations for the remainder of the school year.

The Board has received background information.

iv. <u>Approval: Acceptance of the Board Secretary and Treasurer Report</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

Whereas, the Board of Education has received the report of the Secretary and Treasurer for the month of **July 2020 ;** now, therefore,

Be it Resolved, the Board of Education accepts the above referenced reports and orders that it be attached to and made part of the official record of this meeting.

v. <u>Approval: Withdrawal from Maintenance Reserve</u> **Dr. Fishbein**

Whereas on Monday July 27th, 2020 the Ridgewood Board of Education approved a plan to address the reduction in State Aid of $446,728 and

Whereas the Ridgewood Board Education authorized the Business Administrator to withdraw funds from the Maintenance Reserve to offset part of the State Aid reduction.

Therefore, be it resolved that the Ridgewood Board of Education, upon the recommendation of the Superintendent, approve the withdrawal of $223,364 from the Maintenance

Reserve to offset the reduction in State Aid.

vi. <u>Approval: Withdrawal from Emergency Reserve</u> **Dr. Fishbein**

Whereas, New Jersey school districts were mandated to open schools under the guidelines of the COVID-19 Pandemic and Whereas, Our district designed a plan to meet the educational requirement of providing a thorough and efficient education while also providing for the health and safety of all students and staff. As a result, the district needed to purchase PPE and other supplies for the reopening of school and must continue to purchase these supplies throughout the school year and,

Whereas on Monday July 27th, 2020 the Ridgewood Board of Education approved a plan to address the reduction in its 2020-2021 State Aid of $446,728 and

Whereas the Ridgewood Board Education authorized the Business Administrator to withdraw funds from the Emergency Reserve to offset part of the State Aid reduction.

Therefore, be it resolved that the Ridgewood Board of Education, upon the recommendation of the Superintendent, approve the withdrawal of $223,364 from the Emergency Reserve to offset the reduction in State Aid and to address our need to purchase PPE supplies in order to provide for the health and safety of our students and staff.

vii. <u>Approval: Emergency Procurement and Contract Modification of the Food Service Agreement With Pomptonian due to the Coronavirus (COVID-19) Crisis.</u> **Dr. Fishbein**

Due to the COVID-19 virus, and the Ridgewood School District's plans to reopen schools with less students in attendance and shortened school scheduling, it is necessary to continue an emergency agreement to facilitate the feeding of students. This is a separate and distinct program compared to the traditional contract in place between the District and Pomptonian.

Pomptonian will:

- Aid the District in complying with the NJDOE directives
- Design compliant menu for Grab-and-Go Service
- Procure necessary components

- Create separate billing for emergency feeding
    - Adapt the program as guidance from the State evolves
- Maintain required production records

The billing from Pomptonian will include; all payroll costs associated with the emergency feeding, all purchases of food and supplies and any other direct expenses. Also, Pomptonian will include a fee for providing this service. The fee will be $350 per day, which is less than half of the fee during traditional service. This emergency feeding is separate and distinct from the normal feeding program. This emergency agreement begins on September 2, 2020 and will extend until schools reopen to full service, but should not extend past June 30, 2021. Therefore be it Resolved, that the Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approve this emergency procurement and contract modification to the food service agreement.

viii. **Approval of Memorandum of Understanding Between The Ridgewood Board of Education and AlphaBest Education, Inc.** **Dr. Fishbein**

WHEREAS, Contractor and the Board previously entered into an agreement, executed on June 5, 2020, for the provision of "Before and After School Child Care Services" (the "Existing Agreement') in the Ridgewood's facilities for students;

WHEREAS, Contractor and the Board seek to enter into a MOU to outline the Contractor's modified child care services (the "Modified Program") for the District's students and students of the District's staff during the COVID-19 pandemic; and

NOW, THEREFORE, for good and valuable consideration, the receipt of sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Purpose of this MOU
   a. This MOU stipulates the updated temporary program and fee schedule between Contractor and the Board for the Modified Program to be provided by Contractor for Ridgewood's students on Mondays to Fridays from 7 a.m. to the start of school and end of school to 7:00 p.m. at the following locations:

i. Glen School;
ii. Hawes Elementary School;
iii. Orchard Elementary School;
iv. Ridge Elementary School;
v. Somerville Elementary School;
vi. Travell Elementary School; and
vii. Willard Elementary School.

b. Contractor will operate the Modified Program, as described in Section 1(a), as long as a minimum enrollment of 10 students are enrolled in the Modified Program at each location. Contractor will make the determination for the Modified Program operation at each location on a weekly basis during the term of this MOU.

2. Term

The term of this MOU will commence on September 2, 2020, and conclude on a later date to be mutually agreed upon in writing between Contractor and the Board, unless terminated earlier in accordance with the provisions of the Existing Agreement. It is the intent of the parties for the agreed date of termination of the MOU to be tied to the return to normal school operations following the end of the COVID-19 pandemic.

3. Schedule of Child Care Services

a. The Contractor and the Board acknowledge and agree that the child care services will be provided in accordance with the school calendar; however, the Parties understand that the days of operation as well as the commencement of direct services for students will be dependent upon Ridgewood's permitted days of operation. As such, the dates of service may be subject to change.

b. Upon termination of the MOU, Contractor will provide child care services in accordance with Ridgewood's regular school year calendar.

4. Revenue Share

a. During the term of this MOU and the Existing

Agreement, Contractor will pay the Board a revenue share of 12% net tuition (gross tuition and fees less all discounts, bank card fees and refunds) to be paid on a monthly basis.

b. Pursuant to Section 4(i) of the Existing Agreement, the Board agrees to waive the guaranteed minimum revenue share requirements for the 2020 – 2021 school year.

5. Entire Agreement

a. Except for the items modified in the MOU, all terms and conditions of the Existing Agreement shall remain unchanged and in full force and effect. This MOU, together with the Existing Agreement, represents the entire agreement of the Parties and may not be modified in any manner except by a written instrument signed by both parties.

ix. <u>Approval: Renewal of Broker of Record/Benefits Consultant</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent, approve the renewal of the contract with IMAC Insurance Management & Consulting for Broker of Record/Benefits Consultant for a fee of $29,500 effective October 1, 2020 through September 30, 2021.

There is no increase in the fee for the 2020-21 contract period.

x. <u>Approval: Authorization of the Cancellation of Outstanding Columbia Bank Checks Drawn on the General Account and Payroll Account</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the authorization of the cancellation of outstanding Columbia Bank checks drawn on the General and Payroll Accounts as listed below.

Whereas, the Business Office has reviewed the disbursement activity of these accounts and found that these outstanding checks are approximately six months or more old and should be cancelled; now therefore,

Be It Resolved, that the Ridgewood Board of Education

authorize the cancellation of the checks listed below.

Payroll Account		
Date	**Check #**	**Amount**
172455	7/30/2019	$ 419.62
172580	8/30/2019	$ 217.45
172586	8/30/2019	$ 55.10
172651	9/13/2019	$ 36.14
172736	9/27/2019	$ 176.52
General Fund Account		
097115	2/19/2020	$ 500.00
097290	3/12/2020	$ 1,000.00
098081	5/27/2020	$ 155.40
098458	6/30/2020	$ 235.00

IX. APPROVAL OF BILLS — Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the payment of bills as listed below.

DATES	DESCRIPTION	CHECK NUMBER	AMOUNTS	REVIEWED BY
Aug 28	Columbia Bank On-Line	098981-099021	536,066.00	S. Brogan
Sept 02	Columbia Bank On-Line	099022-099077*	176,582.73	S. Brogan
Sept 09	Payroll Transfer	099080-099155*	515,128.07	S. Brogan
Aug 26	Payroll Transfer	P31830	450,905.96	S. Brogan

Aug 04	Electronic Transfer	R31876	569.16	S. Brogan
Aug 28	Electronic Transfer	R31872	5,500.00	S. Brogan
Aug 31	Electronic Transfer	C31878;C31934	71.50	S. Brogan
Aug 31	Electronic Transfer	F31877	10,173.79	S. Brogan
Aug 31	Electronic Transfer	R31879	141.76	S. Brogan
Sept 01	Electronic Transfer	L31873-L31875	93,101.05	S. Brogan
Sept 03	Electronic Transfer	H31937	1,155,336.87	S. Brogan
Sept 09	Electronic Transfer	L32018-L32019	72,755.32	S. Brogan
Sept 09	Food Service	620215	646.60	S. Brogan
Aug 28	Colombia Bank Void Check	098854	(530.00)	S. Brogan
Sept 02	Colombia Bank Void Check	098935	(67,755.32	S. Brogan
TOTAL			**2,948,693.49**	

*Checks 099078, 099079 and 099156 replace prior year checks 098596, 097167 and 097257

X. BOARD MEMBER ANNOUNCEMENTS **Mr. Lembo**

XI. BOARD COMMITTEE REPORTS **Mr. Lembo**

XII. COMMENTS FROM THE PUBLIC **Mr. Lembo**

XIII. DISCUSSION ITEM **Mr. Lembo**

XIV. ACCEPTANCE OF MINUTES **Mr. Lembo**

- July 10, 2020 Special Public Meeting
- July 23, 2020 Special Public Meeting
- July 27, 2020 Regular Public Meeting
- August 28, 2020 Special Public Meeting

XV. OTHER BUSINESS **Mr. Lembo**

XVI.	**MOTION TO GO INTO EXECUTIVE SESSION**	**Mr. Lembo**
XVII.	**RECONVENED PUBLIC MEETING**	**Mr. Lembo**
XVIII.	**ADJOURNMENT**	**Mr. Lembo**

Coming Meetings

Monday October 5, 2020
Regular Public Meeting
7:00 p.m. Education Center

Monday October 19, 2020
Regular Public Meeting
7:00 p.m.Education Center

September 14, 2020 **ATTACHMENT A**

2020-2021 CONFERENCES FOR APPROVAL

Staff Member	Name of Conference Location & Dates	Rationale	Estimated Cost for Approval	# of Sub Days required
Michelle Fenwick	Annual Special Education Toolkit Virtual NJPSA & NJAPSA, NJ November 6, 2020	Professional Development	$100.00	0
Danielle Wood	Annual Special Education Toolkit Virtual NJPSA & NJAPSA, NJ November 6, 2020	Professional Development	$100.00	0
Janel Nese	Annual Special Education Toolkit NJPSA & NJAPSA, NJ Virtual November 6, 2020	Professional Development	$100.00	0
Michelle Fenwick	Hot Legal Topics During COVID-19 Virtual NJAPSA, NJ October 2, 2020	Professional Development	$0.00	0
Danielle Wood	Hot Legal Topics During COVID-19 Virtual NJAPSA. NJ October 2, 2020	Professional Development	$0.00	0
Janel Nese	Hot Legal Topics During COVID-19 Virtual NJAPSA, NJ October 2, 2020	Professional Development	$0.00	0
Elyse Mager	How to Support Families and Children who use AAC Virtual Bergen County Special Services, NJ October 22, 2020	Professional Development	$75.00	0
Courtney Weiss-Chromeck	New Jersey Association of Learning Consultants: Meeting the Reading Challenge Virtual NJALC. NJ October 22 – 23, 2020	Professional Development	$50.00	0
Christie DeAraujo	Expository Writing Instruction Part One Virtual The Winward Institute, NY August 17 – 20, 2020	Professional Development	$0.00	0

The total cost for these conferences is $425.00. Upon Board approval of these conferences, the total expenditure for travel and conferences for 2020-2021 will be $21,341.06 leaving a balance of $178,658.94.

The total cost of substitutes for these conferences is $0. Upon Board approval of these conferences, the total expenditure for substitutes for travel and conferences for 2020-2021 will be $1000.00.

1581 DOMESTIC VIOLENCE

Policy and Regulation 1581 - Section A. sets forth the New Jersey Civil Service Commission's Uniform Domestic Violence Policy that all public employers shall adopt and distribute to all their employees in accordance with the requirements of N.J.S.A. 11A:2-6a. The purpose of the Uniform Domestic Violence Policy is to encourage public employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their public employer's human resources officer(s) and to provide a standard for a public employer's human resources officer(s) to follow when responding to employees.

Policy and Regulation 1581 – Section B. provides employment protection for employees of those employers as defined in N.J.S.A. 34:11C-2, who are victims of domestic violence or sexual violence in accordance with the provisions of the New Jersey Security and Financial Empowerment Act (NJ SAFE Act) - N.J.S.A. 34:11C-1 et seq.

A. Uniform Domestic Violence Policy (N.J.S.A. 11A:2-6a)

All New Jersey public employees are covered under N.J.S.A. 11A:2-6a and Policy and Regulation 1581 – Section A. All public employers shall designate a Human Resources Officer (HRO) or equivalent to assist employees who are victims of domestic violence. The name and contact information of the designated HRO must be provided to all employees. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO.

Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. Employees who have information about or witness an act of domestic violence against an employee are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must report to the appropriate authority in addition to reporting to the designated HRO.
Nothing in the Uniform Domestic Violence Policy and Policy and Regulation 1581 – Section A. shall preclude an employee from contacting 911 in emergency situations. HROs shall remind employees to contact 911 if they feel they are in immediate danger.

Each designated HRO shall comply with the requirements outlined in Regulation 1581 – Section A.4.d. In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law.

To ensure confidentiality and accuracy of information, the Uniform Domestic Violence Policy 1581 and Regulation 1581 – Section A.6. require the HRO to keep all documents and reports of domestic violence in a confidential personnel file separate from the employee's other personnel records.

Public employers in the State of New Jersey shall develop an action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the guidelines outlined in Regulation 1581 - Section A.7.

Resources and program information will be readily available to assist victims of domestic violence.

A public employer may seek to modify Policy and Regulation 1581 to create additional protocols to protect victims of domestic violence, but may not modify in a way that reduces or compromises the safeguards and processes set in the Uniform Domestic Violence Policy.

B. The New Jersey Security and Financial Empowerment Act – (N.J.S.A. 34:11C-1 et seq. - NJ SAFE Act)

The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence. Any employee of an employer in the State of New Jersey as defined in N.J.S.A. 34:11C-2, who was a victim of an incident of domestic violence as defined in

N.J.S.A. 2C:25-19, or a sexually violent offense as defined in N.J.S.A. 30:4-27.26, or whose parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, was a victim shall be entitled to unpaid leave of no more than twenty days in one twelve-month period, to be used in the twelve-month period next following any incident of domestic violence or any sexually violent offense as provided in N.J.S.A. 34:11C-3.

The unpaid leave may be taken intermittently in intervals of no less than one day, as needed for the purpose of engaging in the activities outlined in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3.a.(1)-(6) as they relate to the incident of domestic violence or sexually violent offense as outlined in Regulation 1581 - Section B.3.b.

An eligible employee may elect to use any accrued paid vacation leave, personal leave, or medical or sick leave of the employee, or any family temporary disability leave benefits provided pursuant to N.J.S.A. 43:21-27 during any part of the twenty-day period of unpaid leave provided under N.J.S.A. 34:11C-3.a.

Prior to taking the leave provided for in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B., an employee shall, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave, unless an emergency or other unforeseen circumstance precludes prior notice. The notice shall be provided to the employer as far in advance as is reasonable and practical under the circumstances.

Nothing contained in the NJ SAFE Act (N.J.S.A. 34:11C-1 et seq.) and Regulation 1581 - Section B., shall be construed to prohibit an employer from requiring that a period of leave provided pursuant to N.J.S.A. 34:11C-3 and Regulation 1581 - Section B. be supported by the employee with documentation of the domestic violence or sexually violent offense which is the basis for the leave. If the employer requires documentation, the employee shall be regarded as having provided sufficient documentation if the employee provides supporting documentation outlined in N.J.S.A. 34:11C-3.c and Regulation 1581 – Section B.3.

An employer shall display conspicuous notice of its employees' rights and obligations pursuant to the provisions of the NJ SAFE Act.

An employer shall not discharge, harass, or otherwise discriminate, retaliate, or threaten to discharge, harass, or otherwise discriminate or retaliate against an employee with respect to the compensation, terms, conditions, or privileges of employment on the basis that the employee took or requested any leave to which the employee was entitled pursuant to N.J.S.A. 34:11C-3 of the NJ SAFE Act or on the basis that the employee refused to authorize the release of information deemed confidential pursuant to N.J.S.A. 34:11C-3.f of the NJ SAFE Act.

Upon a violation of any of the provisions N.J.S.A. 34:11C-3 or N.J.S.A. 34:11C-4, an employee or former employee may institute a civil action in the Superior Court for relief. All remedies available in common law tort actions shall be available to a prevailing plaintiff. The Court may also order any or all of the relief outlined in N.J.S.A. 34:11C-5. An action brought under N.J.S.A. 34:11C-5 shall be commenced within one year of the date of the alleged violation. A private cause of action provided for in N.J.S.A. 34:11C-5 shall be the sole remedy for a violation of the NJ SAFE Act.

N.J.S.A. 11A:2-6a
N.J.S.A. 34:11C-1 et seq.
New Jersey Civil Service Commission's Uniform Domestic Violence Policy

Adopted:

RIDGEWOOD
POLICY BOARD OF EDUCATION

2422 HEALTH AND PHYSICAL EDUCATION

The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Student Learning Standards (NJSLS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the NJSLS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community.

The NJSLS incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The following statutes incorporated into the NJSLS include, but are not limited to, the following requirements:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention.

2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades seven to twelve.

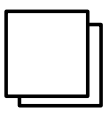
3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.

4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.

5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.

6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.

7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.



8. Health, Safety, and Physical Education (N.J.S.A. 18A:35) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week.

9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.

10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through 5.3) requires the development of Lyme Disease curriculum guidelines and training to all teaching staff members who instruct students with Lyme Disease.

11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.

12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.

13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence.

14. Suicide Prevention (N.J.S.A. 18A:6-111 through 113) requires instruction in suicide prevention in public schools.

15. Cardiopulmonary Resuscitation (CPR/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.

16. Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and 4.33) requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.

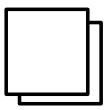
17. History of Disabled and LGBT Persons (N.J.S.A. 18A:35-4.35 and 4.36) requires instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people for middle and high school students.

18. Financial Literacy (N.J.S.A. 18A:35-4.34) requires instruction with basic financial literacy necessary for sound financial decision-making in each of the grades six through eight.
19. Other Statutory or Administrative Codes. The Board will incorporate into its health and physical education curriculum any other requirements of the NJSLS in Comprehensive Health and Physical Education.

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life education, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.

The Board of Education must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week. Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.

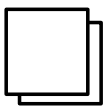
In accordance with N.J.S.A. 18A:35-4.31, the Board of Education shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district's Code of Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant to N.J.S.A. 18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period. Restorative justice activities mean activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.



A copy of the NJSLS for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

N.J.S.A. 18A:35-4.31; 18A:35-5; 18A:35-7; 18A:35-8

Adopted: 18 July 2016
Revised: 01 April 2019
Revised:



3421.13 POSTNATAL ACCOMMODATIONS

The Board of Education recognizes teaching staff members may be returning to work shortly after their child's birth and may need to express breast milk during the workday. The Patient Protection and Affordable Care Act (PPACA) amended Section 7 of the Federal Fair Labor Standards Act (FLSA) for nursing mothers to be permitted reasonable break times and a private location to express breast milk for their nursing child for one year after the child's birth.

Every employee position in the school district is designated as either "non-exempt" or "exempt" by the provisions of the FLSA. Generally, a teaching staff member entitled to overtime pay is designated as "non-exempt." A teaching staff member that performs duties that are executive, administrative, or professional in nature and not entitled to overtime pay is designated "exempt." The school district administration shall refer to the comprehensive definitions of "exempt" and "non-exempt" as outlined in 29 C.F.R. 541 et seq. in determining an employee's designation.

A Board of Education is required to provide reasonable break times to non-exempt teaching staff members to express breast milk for their nursing child. The non-exempt teaching staff member shall coordinate such breaks with their immediate supervisor. The non-exempt teaching staff member will not receive compensation during this break time unless the break time is during a non-exempt teaching staff member's compensated break time.

A Board of Education is not required under the FLSA to provide such breaks to exempt teaching staff members. However, exempt teaching staff members may take such breaks provided the breaks are coordinated with their immediate supervisor. If this break is taken during the exempt teaching staff member's duty free lunch period or duty free break period during the workday, the exempt teaching staff member will not be reduced in compensation.

The Principal or the nursing mother's immediate supervisor, in consultation with the school nurse, will designate a lactation room that is shielded from view and free from intrusion from co-workers and the public. The location must be functional as a space for expressing breast milk and shall include an electrical outlet, a chair, and nearby access to running water. If the space is not dedicated to

the nursing mother's use, it must be available when needed. A space temporarily converted into a lactation room or made available when needed by a nursing mother is sufficient; however, a bathroom, even if private, is not a permissible location under the FLSA.

All exempt and non-exempt teaching staff members are required to sign-out of work to begin the break to express breast milk and shall sign-in when they return to work after the break. The break shall be for a reasonable amount of time. For compensation purposes, the immediate supervisor shall forward all sign-in and sign-out information relative to break times for nursing mothers under the FLSA to the School Business Administrator/Board Secretary.

Fair Labor Standards Act – 29 U.S.C. 201 et seq.
Patient Protection and Affordable Care Act – P.L. 111-148
N.J.S.A. 26:4C-1 through 26:4C-3

Adopted:

4421.13 POSTNATAL ACCOMMODATIONS

The Board of Education recognizes support staff members may be returning to work shortly after their child's birth and may need to express breast milk during the workday. The Patient Protection and Affordable Care Act (PPACA) amended Section 7 of the Federal Fair Labor Standards Act (FLSA) for nursing mothers to be permitted reasonable break times and a private location to express breast milk for their nursing child for one year after the child's birth.

Every employee position in the school district is designated as either "non-exempt" or "exempt" by the provisions of the FLSA. Generally, a support staff member entitled to overtime pay is designated as "non-exempt." A support staff member that performs duties that are executive, administrative, or professional in nature and not entitled to overtime pay is designated "exempt." The school district administration shall refer to the comprehensive definitions of "exempt" and "non-exempt" as outlined in 29 C.F.R. 541 et seq. in determining an employee's designation.

A Board of Education is required to provide reasonable break times to non-exempt support staff members to express breast milk for their nursing child. The non-exempt support staff member shall coordinate such breaks with their immediate supervisor. The non-exempt support staff member will not receive compensation during this break time unless the break time is during a non-exempt support staff member's compensated break time.

A Board of Education is not required under the FLSA to provide such breaks to exempt support staff members. However, exempt support staff members may take such breaks provided the breaks are coordinated with their immediate supervisor. If this break is taken during the exempt support staff member's duty free lunch period or duty free break period during the workday, the exempt support staff member will not be reduced in compensation.

The Principal or the nursing mother's immediate supervisor, in consultation with the school nurse, will designate a lactation room that is shielded from view and free from intrusion from co-workers and the public. The location must be functional as a space for expressing breast milk and shall include an electrical outlet, a chair, and nearby access to running water. If the space is not dedicated to the nursing mother's use, it must be available when needed. A space temporarily converted into a lactation room or made available when needed by a nursing mother is sufficient; however, a bathroom, even if private, is not a permissible location under the FLSA.

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All exempt and non-exempt support staff members are required to sign-out of work to begin the break to express breast milk and shall sign-in when they return to work after the break. The break shall be for a reasonable amount of time. For compensation purposes, the immediate supervisor shall forward all sign-in and sign-out information relative to break times for nursing mothers under the FLSA to the School Business Administrator/Board Secretary.

Fair Labor Standards Act – 29 U.S.C. 201 et seq.
Patient Protection and Affordable Care Act – P.L. 111-148
N.J.S.A. 26:4C-1 through 26:4C-3

Adopted:

5330 ADMINISTRATION OF MEDICATION

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of an illness of any student. However, in order for many students with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of students. The Board will permit the administration of medication in school in accordance with applicable law.

Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, the student's parent, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine and hydrocortisone sodium succinate in an emergency pursuant to N.J.S.A. 18A:40-12.5 12.6, , 12.29, and 12.30.

Self-administration of medication by a student for asthma or other potentially life-threatening illness or a life threatening allergic reaction, or adrenal insufficiency is permitted in accordance with the provisions of N.J.S.A. 18A:40- 12.3.

The school nurse shall have the primary responsibility for the administration of epinephrine and hydrocortisone sodium succinate to the student. However, the school nurse may designate, in consultation with the Board or the Superintendent, additional employees of the district who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism and the administration of hydrocortisone sodium succinate using standardized training protocols established by the New Jersey Department of Education (NJDOE) in consultation with the Department of Health ~~and Senior Services~~ when the school nurse is not physically present at the scene.

In accordance with the provisions of N.J.S.A. 18A:40-12.6.d, no school employee, including a school nurse or any other officer or agent of a Board of Education or a physician or an advanced practice nurse providing a prescription under a standing protocol for school epinephrine pursuant to N.J.S.A. 18A:40-12.5 and/or hydrocortisone sodium succinate pursuant to N.J.S.A. 18A:40-12.29, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.5 and N.J.S.A. 18A:40-12.29, nor shall any action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.6.d and N.J.S.A. 18A:40-12.33. Good faith shall not include willful misconduct, gross negligence, or recklessness.

The school nurse or designee shall be promptly available on site at the school and at school-sponsored functions in the event of an allergic reaction or an emergency requiring the administration of hydrocortisone sodium succinate. In addition, the parent must be informed that the school district, its employees and agents shall have no liability as a result of any injury arising from the administration of epinephrine or hydrocortisone sodium succinate to the student

The parent of the student must sign a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism or the administration of hydrocortisone sodium succinate to the student. In addition, the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism or the administration of hydrocortisone sodium succinate to the student

The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to students for anaphylaxis and/or the emergency administration of hydrocortisone sodium succinate for adrenal insufficiency is effective for the school year it is granted and must be renewed for each subsequent school year.

Each school in the district shall have and maintain for the use of students at least one nebulizer in the office of the school nurse or a similar accessible location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with NJDOE regulations. Every student that is authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 or a nebulizer must have an asthma treatment plan prepared by the student's physician which shall identify, at a minimum, asthma triggers, the treatment plan and other such elements as required by the State Board of Education.

All student medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by students. In those instances the medication may be retained by the student with the prior knowledge of the school nurse. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with such information about the medication and its administration as may be in the student's best educational interests. The school nurse may report to the school physician any student who appears to be affected adversely by the administration of medication and may recommend to the Principal the student's pupil's exclusion pursuant to law.

The school nurse shall document each instance of the administration of medication to a student. Students self-administering medication shall report each incident to a teacher, coach or other individual designated by the school nurse who is supervising the student during the school activity when the student self-administers. These designated individuals shall report such incidents to the school nurse within twenty-four hours of the self-administration of medication. The school nurse shall preserve records and documentation regarding the self-administration of medication in the student's health file.

N.J.S.A. 18A:6-1.1; 18A:40-3.1; 18A:40-6; 18A:40-7; 18A:40-12.3;
18A:40-12.4; 18A:40-12.5; 18A:40-12.6; 18A:40-12.7;
18A:40-12.8
N.J.S.A. 45:11-23
N.J.A.C. 6A:16-2.3(b)

Adopted: 7 December 2009
Revised: 2 November 2015
Revised:

7243 SUPERVISION OF CONSTRUCTION

The Board of Education directs that the School Business Administrator/Board Secretary or designee be responsible for the supervision of all building construction in this school district. Supervision shall include field inspection of the construction contractor's operations, administrative review of the activities of the architect relating to the construction, and any other construction matters relating to the interests of the school district.

The School Business Administrator/Board Secretary and Superintendent or designee shall report periodically to the Board on the progress of that by his/her personal knowledge the work of the construction contractor(s).

The Board shall not employ for pay or contract for the paid services of any person serving in a position which involves regular contact with students unless the Board has first determined, consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq., that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

The Superintendent shall direct the School Business Administrator/Board Secretary or designee to act as liaison to all construction contractors for school facility and construction projects to obtain a list of the individuals who will have regular contact with students and will be employed by or working for the contractor on a school district project that will be undergoing a criminal history record check pursuant to the requirements of N.J.S.A. 18A:6-7.1 et seq. The liaison shall provide the list of those contracted employees to the Superintendent or designee and the Human Resources Director. The Superintendent or designee and the Human Resources Director who receive any adverse action correspondence from the New Jersey Department of Education (NJDOE) related to the criminal history record check process shall review the contracted company list in order to determine if the subject of that correspondence is either a school employee or an employee of any contract service provider and take

appropriate action. No employee of a contracted service provider shall commence work at a school facility without having first obtained an approval for employment from the NJDOE. Approvals for employment of these contracted employees shall be maintained with the liaison and copies forwarded to the Superintendent's office.

A change order involving additional cost will be submitted to the Board for review and approval.

A change order not involving monetary considerations may be acted upon solely by the Superintendent and Business Administrator and reported to the Board.

Upon completion of a building project and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for acceptance shall be made to the Board by the Business Administrator or designee.

N.J.S.A. 18A:18A-16; 18A:18A-43; 18A:18A-44

Adopted: 7 December 2009
Revised:

POLICY

RIDGEWOOD
BOARD OF EDUCATION

8210 SCHOOL YEAR

The Board of Education recognizes that the preparation of a calendar for the instructional program of the schools is necessary for orderly educational planning and for the efficient operation of the school district.

The Board shall determine annually the days when the schools will be in session. Unless the Board exercises its right to alter the calendar for any particular calendar year, such school calendar shall consist of no fewer than the maximum number of instructional and staff attendance days contained in the negotiated agreements.

A half-day class or shortened school day shall be considered the equivalent of a full day only if school is in session for four or more hours, exclusive of recess periods or lunch periods.

The Superintendent shall in consultation with the Calendar Committee propose the school calendar for Board consideration. The Board reserves the right to alter the school calendar when feasible and advisable in the best interests of the children of the district; the number of school closings during the school year extend the school year past a reasonable closing date in June; there is an extended school closing during the school year due to an unforeseen circumstance; and/or due to any reason deemed in the best interest of the student.

The Board shall adopt annually a list of religious holidays which shall consist as a minimum of those holidays designated by the Commissioner of Education.

N.J.S.A. 18A:25-3; 18A:36-2; 18A:36-16
N.J.A.C. 6A:32-8..3

Adopted: 7 December 2009
Revised:

POLICY

RIDGEWOOD
BOARD OF EDUCATION

8220 SCHOOL DAY

The Board of Education shall annually approve the times that school will be in session, including the starting and ending time of a shortened day. A school day shall be in accordance with N.J.A.C. 6A:32-8.3.

The schools of the district will be in session for pupils on those days and times recommended by the Superintendent and annually approved by the Board.

The Superintendent may close schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of pupils and staff members or other good cause. A shortened school day, whether it is planned or emergent (as in the case of inclement weather), must meet certain requirements in order to count toward the one hundred eighty day requirement of N.J.S.A. 18A:7F-9.

The Superintendent shall inform the Board President of any such alteration as soon as possible and shall prepare rules for the proper and timely notification of concerned persons in the event of any delayed opening or emergency school closing.

N.J.A.C. 6A:32-8.3

Adopted: 7 December 2009
Revised:

8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

The Board of Education recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Education adopts this Policy pursuant to the requirements of N.J.S.A. 18a:36-2 and 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-24 and 18A:36-25 et seq., N.J.A.C. 6A:16-11.1, and N.J.S.A. 9:6-8.10, **and N.J.A.C. 6A:22-4.1(d).**

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE or to any other telephone number designated by the appropriate child welfare authorities. If the child is in immediate danger, a call shall be placed to 911 as well as to the SCR.

The school district shall prominently display information about the Department of Children and Families' State Central Registry, a toll-free hotline for reporting child abuse, in each school of the district. The information shall give instructions to call 911 for emergencies and shall include directions for accessing the Department of Children and Families' website or social media platforms for more information on reporting abuse, neglect, and exploitation.

The information shall be in a format and language that is clear, simple, and understandable. The information shall be on a poster and displayed at each school in at least one high-traffic, highly and clearly visible public area that is readily accessible to and widely used by students, pursuant to N.J.S.A. 18A:33.28.

The person having reason to believe that a child may be missing or may have been abused or neglected may inform the Principal or other designated school official(s) prior to notifying designated child welfare authorities if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the Principal or other designated school official(s) of the notification, if such had not occurred prior to the notification. Notice to the Principal or other designated school official(s) need not be given when the person believes that such notice would likely endanger the reporter or student involved or when the person believes that such disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.

The Principal or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.

The district designates the Director of Special Programs as the school district's liaison to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The district designates the Superintendent or designee as the school district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant to N.J.A.C. 6A:16-6.2(b)1, consistent with the Memorandum of Agreement, pursuant to N.J.A.C. 6A:16-6.2(b)13.

An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.

POLICY RIDGEWOOD BOARD OF EDUCATION

The Superintendent or designee shall provide training to school district employees, volunteers, or interns on the district's policy and procedures for reporting allegations of missing, abused, or neglected child situations. All new school district employees, volunteers, or interns working in the district shall receive the required information and training as part of their orientation.

There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing, abused, or neglected child situation pursuant to N.J.S.A. 9:6-8.13.

N.J.S.A. **18A:33-28;** 18A:36-24; 18A:36-25 et seq.
N.J.A.C. 6A:16-11.1

Adopted: 7 December 2009
Revised: 9 February 2015
Revised: 18 July 2016
Revised: 27 August 2018
Revised:

POLICY RIDGEWOOD BOARD OF EDUCATION

2270 RELIGION IN THE SCHOOLS

The Board of Education recognizes that religious belief and disbelief are matters of personal conviction rather than governmental authority and the pupils of this district are protected by the First Amendment of the United States Constitution and by Article I, Paragraph 4 of the New Jersey State Constitution from the establishment of religion in the schools. The First Amendment requires public school officials to show neither favoritism toward nor hostility against religious expression such as prayer.

The United States Department of Education's Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools (USDOE Guidance) provides information on the current state of the law concerning religious expression in public schools.

The following activities as outlined in the USDOE Guidance will be permitted upon applying the governing constitutional principles in particular contexts related to: prayer during non-instructional time; organized prayer groups and activities; teachers, administrators, and other school employees' activities; moments of silence; accommodations for prayer during instructional time; prayer in classroom assignments; pupil assemblies and noncurricular events; prayer at graduation; and/or baccalaureate ceremonies;

The following activities as outlined in the USDOE Guidance will be permitted upon applying the governing constitutional principles in particular contexts related to religious expression: religious literature; teaching about religion; student dress codes and policies; and/or religious excusals.

The Equal Access Act, 20 U.S.C. Section 4071, is designed to ensure that student religious activities are afforded the same access to Federally funded public secondary school facilities as are student secular activities. The United States Department of Justice has developed guidance for interpreting the Equal Access Act's requirements outlined in the USDOE Guidance in the area of general provisions, prayer service and worship exercises, means of publicized meetings, lunch-time and recess, and leadership of religious student groups.

POLICY RIDGEWOOD BOARD OF EDUCATION

Any issues regarding religion in the schools and the provisions of this Policy shall be referred to the Superintendent of Schools who may consult with the Board Attorney.

U.S. Consti. Amend. 1
U.S. Department of Education - Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools – February 7, 2003
N.J. Consti. (1947) Art. 1, para. 4
N.J.S.A. 18A:35-4.6 et seq.; 18A:36-16

Adopted: 7 December 2009
Revised:

RIDGEWOOD
POLICY BOARD OF EDUCATION

2431.3 HEAT PARTICATIPATION POLICY FOR STUDENT-ATHLETE SAFETY

The goal of the Ridgewood High School Heat Acclimatization Policy is to insure the safety of our student-athletes while enhancing exercise heat tolerance and the ability to exercise safely and effectively in warm to hot conditions. This policy includes practice guidelines and a system of evaluating individual student-athlete's hydration levels. All Ridgewood student athletes will receive an educational presentation on proper hydration and heat illness.

Therefore, the Board of Education requires the implementation of the practice and pre-season heat acclimation procedures as recommended by the New Jersey State Interscholastic Athletic Association (NJSIAA) for students participating in all school-sponsored athletic programs and extra-curricular activities during warm weather months. The Superintendent of Schools or designee shall ensure the implementation of the Practice and Pre-Season Heat-Acclimation Procedures.

Practice Guidelines:
For all sports, on days one and two, athletes may not participate in more than three total hours of practice. Warm-up, stretching, cool-down activities, and strength/speed training are included as part of the three hour practice time. A three hour recovery period, in a cool environment, should be inserted between practices. All athletes should be instructed to shower in cool water after each practice in order to reduce body temperature.

For football, on day one, helmets are the only protective equipment permitted. On day two, helmets and shoulder pads are allowed to be worn.

For all sports, on days three and four, athletes may not participate in more than 3.5 hours of practice and no practice can exceed three hours. A three hour recovery period, in a cool environment, should be inserted between practices. All athletes should be instructed to shower in cool water after each practice in order to reduce body temperature.

For football, full equipment may be worn.

For all sports, any day in which athletes participate in more than three hours of practice must be followed by a day in which athletes participate in no more than 3 hours of practice.

For all sports, beginning with day five, athletes may not participate in more than four hours of practice and no practice can exceed three hours. A three hour recovery period, in a cool environment, should be inserted between practices. All athletes should be instructed to shower in cool water after each practice in order to reduce body temperature.

For all sports, after six consecutive practices, athletes are required to have one complete day of rest (no conditioning, walk-throughs, or practice).

Because the risk of exertional heat illnesses during the preseason is high, the athletic trainer must be on site before, during, and after all practices.

Wet Bulb Globe Temperature Guidelines:
The Wet Bulb Globe Temperature (WBGT) is a composite temperature used to estimate the effect of temperature, humidity, and solar radiation. The athletic trainer will use a digital psychrometer to measure the wet bulb globe temperature 10-15 minutes before practice. The athletic trainer will inform all coaches of any necessary accommodations.

Level	*WBGT*	*Risk*	*Fluid*	*Accommodations*
Green	< 73°	Moderate	Every 15-20 mins	None
Yellow	73°-82°	High	Every 15-20 mins	Use caution
Red	82°-90°	Very High	Every 15 mins	Reduce intensity Modify practice Remove protective equipment for non-contact drills
Black	> 90°	Extreme	Rehydrate 24 oz per pound of wt loss	No outdoor practice

Hydration Guidelines:
All athletes will weigh in, before and after each practice. Weight charts will be monitored daily by the coach and the athletic trainer. Athletes with weight loss greater than 3% will be held from practice until they have adequately replaced their weight.

Water will be available to athletes throughout all practices. All athletes will be instructed to replenish fluids every 15 -20 minutes.

N.J.S.A.18A:11-3.10
New Jersey State Interscholastic Athletic Association Heat Participation
Policy and Pre-Season Heat Acclimatization Policy

Adopted: 26 September 2011
Revised: 01 April 2019
Revised

2622 STUDENT ASSESSMENT

The Commissioner of Education, in accordance with N.J.S.A. 18A:7C-1 et seq. and 18A:7E-2 and 3, may implement assessments of student achievement in any grade(s) and by such assessments as he or she deems appropriate. The Commissioner shall report to the State Board of Education the results of such assessments.

The Commissioner shall implement a system and related schedule of Statewide assessments to evaluate student achievement of the New Jersey Student Learning Standards (NJSLS). The Commissioner, with the approval of the State Board of Education, shall define the scope and level of student performance on Statewide assessments that demonstrate thorough understanding of the knowledge and skills delineated by the NJSLS at grade levels three through twelve. After consultation with the Commissioner, the State Board of Education shall establish by resolution uniform Statewide criteria defining adequate school district progress toward meeting the NJSLS.

State assessments provide parents with important information about their child's progress; detailed information about each individual student's performance that educators, parents, and students can utilize to enhance foundational knowledge and student achievement; and include item analysis which will clarify a student's level of knowledge and understanding of a particular subject or area of a subject. The data derived from State assessments can be assessed and may be utilized by teachers and administrators to pinpoint areas of difficulty and customize instruction accordingly as a student progresses to successive school levels.

Pursuant to N.J.A.C. 6A:8-4.1(b) and (c), all students at grade levels three through twelve, and at any other grade(s) designated by the Commissioner pursuant to N.J.A.C. 6A:8-4.1(a), shall take all appropriate Statewide assessments as scheduled. There is no provision for a student to opt-out of Statewide assessments. If a student is absent on a testing date, the student will be expected to take the missed test on another school day. Parents and students will be informed of all scheduled testing dates, including make-up testing dates for students who missed the initial testing date.

Statewide Assessments System

The Superintendent of Schools shall develop and annually present to the Board for its approval an assessment program that complies with the rules of the State Board of Education.

The Board of Education shall, according to a schedule prescribed by the Commissioner, administer the applicable Statewide assessments, including the following major components: the elementary assessment component for grades three through five; the middle school assessment component for grades six through eight; the high school end-of-course assessments; and the alternative assessment for students with disabilities; and provide notification to each student entering grades three through twelve of the Statewide assessment schedule.

The Department of Education shall implement the elementary component of the Statewide assessment of the NJSLS consisting of continued administration of mathematics and English language arts in grades three, four, and five, and of science in grade five.

The Department of Education shall implement the middle school component of the Statewide assessment of the NJSLS consisting of the following: continued administration of mathematics and English language arts in grades six, seven, and eight; and of science in grade eight.

The Department of Education shall implement a high school assessment program component of the NJSLS that assesses, at a minimum, English language arts, mathematics, and science with the exception that students may receive a waiver from the Board of Education from taking the high school end-of-course assessment in ELA 11 due to the student's participation in another English language/literature college placement assessment during the same school year.

The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the Department of Education for English Language Learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:8-14.3 or eligible under Section 504 of the Rehabilitation Act as determined by the IEP or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d)1. The Board may administer the Statewide assessments in mathematics to ELLs in their native languages, when available, and/or English. The Board of Education shall have the option for a first- year ELL of substituting a Department of Education-approved language proficiency test only for the English language arts section of the elementary or middle school component of the Statewide assessment, when the student has entered the United States after July 1 of the calendar year prior to the test administration.

The Board of Education shall ensure students with disabilities as defined in N.J.A.C. 6A:14-1.3 participate in Statewide assessments in accordance with N.J.A.C. 6A:14-4.10.

At specific times prescribed by the Commissioner of Education, the Board of Education shall administer the alternative assessment for students with disabilities to students with severe disabilities who cannot participate in other assessments due to the severity of their disabilities. The Department of Education shall implement alternative assessment for students with disabilities according to the schedules in N.J.A.C. 6A:8-4.1(c)1, 2, and 3. The alternative assessment for students with disabilities measures the progress of students who have been determined eligible for the alternative assessment for students with disabilities by the IEP team in accordance with N.J.A.C. 6A:14-4.10.

The Board of Education shall implement alternative ways for students to demonstrate graduation proficiency in accordance with N.J.A.C. 6A:8-5.1(f).

Test Administration Procedures and Security Measures

The Board of Education shall be responsible for ensuring the security of all components of the Statewide assessment system that are administered within the school district. All Statewide assessments shall be administered in accordance with the Department of Education's required test administration procedures and security measures. Any breach of such procedures or measures shall be immediately reported to the Superintendent or designee.

Documentation of Student Achievement

The Department of Education shall provide the Superintendent with documentation of student performance after each test administration in accordance with the provisions of N.J.A.C. 6A:8-4.2(a). Information regarding individual student test scores shall only be in accordance with Federal and State law.

The Board of Education shall transmit within ten business days any official records, including transcripts, of students who transfer to other school districts or institutions.

The Board of Education shall maintain an accurate record of each student's performance on Statewide assessments.

The Board of Education shall maintain for every student a ninth grade through graduation transcript that contains the following, as available:

1. Results of all applicable State assessments, including assessments that satisfy graduation requirements set forth in N.J.A.C. 6A:8-5.1(a)6;

2. Results of any English language proficiency assessments according to N.J.A.C. 6A:8-5.1(h);

3. Evidence of instructional experience and performance in the NJSLS;

4. Evidence of technological literacy;

5. Evidence of career education instructional experiences and career development activities;

6. Evidence of State-issued occupational licenses and credentials, industry-recognized occupational credentials, and/or technical skill assessments for students enrolled in Department of Education-approved career and technical education programs pursuant to N.J.A.C. 6A:19-3.2; and

7. Any other information deemed appropriate by the Board of Education.

Accountability

The Superintendent shall report preliminary and final results of annual assessments to the Board of Education within sixty days of receipt of information from the New Jersey Department of Education pursuant to N.J.A.C. 6A:8-4.3(a). The Board of Education will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.2. The Board shall provide appropriate instruction to improve skills and knowledge for students performing below the established levels of student proficiency in any content area either on Statewide or local assessments. All students shall be expected to demonstrate the knowledge and skills of the NJSLS as measured by the Statewide assessment system.

Annual Review and Evaluation of School Districts

The Department of Education shall review the performance of schools and school districts in accordance with the provisions of N.J.A.C. 6A:8-4.4.

Public Reporting

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the Department of Education shall report annually to the State Board of Education and the public on the progress of all students and student subgroups in meeting the NJSLS as measured by the Statewide assessment system by publishing and distributing the Department of Education's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 5. After each test administration, the Department of Education shall report to the Board of Education on the performance of all students and of student subgroups. The Department of Education shall report performance on the APA with the same frequency and in the same detail as it reports on other Statewide assessments, including school and school district means, and the number and percentage of participating students. In public reporting of school and district performance data, the Department of Education shall not compromise the confidentiality of individual students.

Parental Notification

Parents shall be informed of the district assessment system and of any special tests that are to be administered to their children.

N.J.S.A. 18A:7C-1 et seq.; 18A: 7E-1 et seq.
N.J.A.C. 6A:8-4.1 et seq; 6A:8-5.1; 6A:14-1.1 et seq.;
6A:14-3.7; 6A:14-4.10

Adopted: 7 December 2009
Revised: 24 September 2012
Revised: 23 February 2015
Revised: 18 July 2016
Revised: 22 May 2017
Revised:

5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older students as is otherwise entitled by law to a free public education.

Eligibility to Attend School

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1.

A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.A.C. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2. A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1, any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly person's offense.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1 if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38- 1 if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents or guardians temporarily resides in the school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A student is eligible to attend this school district free of charge:

1. If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;

2. If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;

3. If the student previously resided in the school district and if the parent(s) or legal guardian(s) is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3. The school district shall not be obligated for transportation costs; and

4. If the student resides on federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.

Except as set forth in N.J.A.C. 6A:2-3.3(b)1, immigration/visa status shall not affect eligibility to attend school and the school district shall not condition enrollment in the school district on immigration status. A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

Proof of Eligibility

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.A.C. 6A:22-3.4. The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or a subset of documents, without regard to other evidence presented.

The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment. , In the case of a dispute between the school district and the parent or guardian of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the

Motor Vehicle Commission (NJMVC) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.S.A. 18A:38-1-3. The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.

Registration Forms and Procedures for Initial Assessment

Registration and initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1. The Board of Education shall use Commissioner-provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or a nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance at the school district shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity a**s** required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.

When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

Notice of Ineligibility

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 et. seq. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.

Removal of Currently Enrolled Students

Nothing in N.J.A.C. 6A:22 et seq. and this Policy shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

Appeal to the Commissioner

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:3.-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1., appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.

Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of an ineligibility determination, the Board may assess tuition for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a). Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.

Nonresident Students

The admission of a nonresident student to school free of charge must be approved by the Board, upon the recommendation of the Superintendent and subject to the needs of the district. No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation or sex, social or economic status, or disability. A written request for permission to enroll a child of a nonresident staff member, including school preference, must be submitted to and approved in writing by the Superintendent at least thirty (30) days prior to admittance. Transportation will be provided by the staff member. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship, academic standing and discipline, as well as family behavior toward school personnel and/or the needs of the district.

Change in Residence

Seniors who have completed their junior year in Ridgewood High School and whose parent(s) or legal guardian(s) change their residence out of the district after that time may finish their studies at Ridgewood High School on a tuition basis. Other students may finish the year on a tuition basis if parent(s) or legal guardian(s) change residence out of district February 1 or later. Students whose parent(s) or legal guardian(s) change residence after May 1 may continue schooling on a non-tuition basis for the remainder of the school year.

Other Nonresident Children

Other nonresident children, otherwise eligible for attendance, may be admitted to school in this district with payment of tuition if their admission is warranted by the inaccessibility of school in their home district, the singular availability of an appropriate educational program in this district, the avoidance of transfer and readmission of a child whose legal custody is shared by a parent(s) or legal guardian(s) residing in this district, or other good cause. The parent(s) or legal guardian(s) must submit an application to the Superintendent for review and consideration. ***Special Education students may not be enrolled in the district under this provision***. Students in this provision are not eligible for any formal educational intervention services.

Children of District Employees

Children of nonresident permanent, salaried staff members of the Board of Education may be admitted to the schools of the district at a tuition rate, set annually by the Board of Education at its Reorganization Meeting, upon the recommendation of the Superintendent and the approval of the Board. ***Special Education students may not be enrolled in the district under this provision***. Students in this provision are not eligible for any formal educational intervention services.

a. A written request for permission to enroll a child of a nonresident staff member, including school preference, must be submitted to and approved in writing by the Superintendent at least thirty
(30) days prior to admittance. Transportation will be provided by the staff member.

b. Annually, the nonresident staff member must submit a letter to the Superintendent requesting their child to be approved for admittance in the district in the subsequent school year. All such letters must be received by the Superintendent by May 15 of the current school year in order for the child to be considered for admittance in the following school year. The Superintendent will notify the nonresident staff member of his decision, in writing, no later than June 15 of the current school year. A written request for permission to enroll a child of a nonresident staff member, including school preference, must be submitted to and approved in writing by the Superintendent at least thirty (30) days prior to admittance. Transportation will be provided by the staff member.

b. By August 1 preceding the new school year, all nonresident staff members will be billed by

the Business Office at the rates established at the annual reorganization meeting. Payment is due to the Business Office no later than the last Friday prior to the opening of school for students. If this payment is not received in a timely fashion, interest will be charged at a rate of 1% per month until payment is received. If payment is not received by the last Friday in January, the nonresident staff member will be required to meet with the Superintendent to explain the reason for nonpayment. Within three days of that meeting, the Superintendent will issue, in writing, his decision concerning the continued enrollment of the staff member's child(ren).

Home Construction

Families domiciled in the school district for a minimum of 12 months and attending the Ridgewood Public Schools prior to major home renovations where the family must vacate the premises, must obtain Board of Education approval to continue attending the district schools free of charge for a period of 18 months with proof of building permits/documentation. After 18 months, a one-time extension for a period of 6 months can be obtained and will necessitate additional proof of building status and progress. The Board of Education will assess tuition for students after the initial 24-month period. The Board of Education will require proof of occupancy when residence is reoccupied.

F-1 and J-1 Visa Students

The school district is not required to, but may permit the attendance of F-1 and J-1 Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the requested I-20 Form, in accordance with the provisions of Federal regulation 8 CFR 214.3. An F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with an F-1 or J-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.

N.J.S.A. 18A:38-1 et seq; 18A:38-3; 18A:38-3.1
N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-2.1 et seq. 8 CFR 214.3

Adopted: 7 December 2009
Revised: 19 July 2010
Revised: 18 March 2013
Revised: 26 August 2013
Revised: 27 January 2014
Revised: 18 July 2016
Revised: 6 March 2017
Revised: 01 April 2019
Revised:

5200 ATTENDANCE

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

Notwithstanding the requirements of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences, for the purpose of expectations and consequences regarding truancy, student conduct, promotion, and the award of course credit is a local Board decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200. In accordance with the provisions of N.J.A.C. 6A:16-7.6, and for the purposes of Policy and Regulation 5200, a student's absence from school will either be excused or unexcused. Unexcused absences will count toward truancy.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.

In order for the Board of Education to fulfill its responsibility for providing a thorough and efficient education for each student, the complete cooperation of parents/guardians and students is required to maintain a high level of school attendance.

The frequent absence of students from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of students to complete the prescribed curriculum requirements successfully.

Excused Absences

The Board considers the following as cause for excused absence:

a. Illness

b. College Visit

c. Legal obligation
d. Death in the family

e. Family obligation
f. Medical appointment

g. Motor vehicle test
f. Such good cause as may be acceptable to the Principal.

Regular Release Of Students Before The End Of The Normal School Day

There are varying situations which may justify release of certain students from school before the norma for closing. Such situations are justifiable only if the release does not jeopardize the student's educa program and the reasons for such release can be shown to have positive benefits for the student.
Truancy

The Board will report to appropriate authorities infractions of the law regarding the attendance of students below the age of sixteen. Repeated infractions by enrolled students over the age of sixteen may result in the suspension or expulsion of the student.
It shall be the policy of the Board to consider the effectiveness and appropriateness to his/her needs of the educational program that is offered each student who is habitually and repeatedly absent from his/her assigned program and to consult with the Child Study Team for its recommendations.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. In accordance with N.J.S.A. 18A:36-14, a student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to

consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of the Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; 18A:38-25
N.J.S.A. 34:2-21.1 et seq.
N.J.A.C. 6A:16-7.6; 6A:32-8.3

Adopted: 7 December 2009
Revised: 27 January 2014
Revised: 9 February 2015
Revised:

5320 IMMUNIZATION

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires the immunization of students against certain diseases in accordance with State statute and rules of the New Jersey State Department of Health and Senior Services.

A student shall not knowingly be admitted or retained in school if the parent has not submitted acceptable evidence of the child's immunization, according to schedules specified in N.J.A.C. 8:57-4 – Immunization of Pupils in School. However, a child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5 and Regulation 5320.

Medical or religious exemptions to immunizations shall be in accordance with the requirements as outlined in N.J.A.C. 8:57-4.3 and 4.4. For students with a medical exemption pursuant to N.J.A.C. 8:57-4.3, the school nurse shall annually review student immunization records to confirm the medical condition for the exemption from immunization continues to be applicable in accordance with N.J.A.C. 6A:16-2.3(b)3.v.

No immunization program, other than that expressly required by the rules of the New Jersey State Department of Health and Senior Services or by order of the New Jersey State Commissioner of Health and Senior Services, may be conducted in district schools without the express approval of the Board.

N.J.S.A. 18A:40-20
N.J.S.A. 26:4-6
N.J.A.C. 6A:16-2.3
N.J.A.C. 8:57-4.1 et seq.

Adopted: 7 December 2009
Revised:

5330.04 ADMINISTERING AN OPIOID ANTIDOTE

N.J.S.A. 18A:40-12.24.a requires schools to adopt a Policy for the emergency administration of an opioid antidote to a student, staff member, or other person who is experiencing an opioid overdose.

N.J.S.A. 18A:40-12.24.a.(1) requires schools with any of the grades nine through twelve to comply with the provisions of the law.

N.J.S.A. 18A:40-12.24 requires a school to obtain a standing order for opioid antidotes pursuant to the "Overdose Prevention Act" - N.J.S.A. 24:6J-1 et seq. The school shall maintain a supply of opioid antidotes under the standing order in a secure, but unlocked and easily accessible location. The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building. The Board may, in its discretion, make an opioid antidote accessible during school-sponsored functions that take place off school grounds.

The school nurse and a designated employee who volunteers to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c. are required to be trained for the administration of an opioid antidote in accordance with N.J.S.A. 18A:40-12.25.b. The school nurse or a designated employee who volunteers to administer an opioid antidote shall be promptly available on site at the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building at any time.

N.J.S.A. 18A:40-12.24 permits the school nurse or a designated trained employee to administer an opioid antidote to any person whom the nurse or the trained designated employee who in good faith believes is experiencing an opioid overdose.

An overdose victim shall be transported to a hospital emergency room by emergency medical responders after the administration of an opioid antidote, even if the person's symptoms appear to have resolved.

In accordance with N.J.S.A. 24:6J-4.a.(1)(f), a prescriber or other health care practitioner, as appropriate, may prescribe or dispense an opioid antidote directly or through a standing order to a school, school district, or school nurse. In accordance with N.J.S.A. 24:6J-4.a.(2)(c), whenever the law expressly authorizes or requires a school or school district to obtain a standing order for opioid antidotes, the school nurse(s) employed or engaged by the school or school district shall be presumed by the prescribing or dispensing health care practitioner to be capable of administering the opioid antidote, consistent with the express statutory requirement.
Notwithstanding the provisions of N.J.S.A. 24:6J-4.a.(3)(b) to the contrary, if the law expressly authorizes or requires a school, school district, or school nurse to administer or dispense opioid antidotes pursuant to a standing order under N.J.S.A. 24:6J-4 et seq., the standing order issued shall

be deemed to grant the authority specified by the law, even if such authority is not specifically indicated on the face of the standing order.

In accordance with the provisions of N.J.S.A. 18A:40-12.26, no school employee, including a school nurse or any other officer or agent of a Board of Education or charter school, or a prescriber of opioid antidotes for a school through a standing order, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.23 et seq. Good faith shall not include willful misconduct, gross negligence, or recklessness.

Any school, school district, school nurse, school employee, or any other officer or agent of a Board of Education or charter school who administers or permits the administration of an opioid antidote in good faith in accordance with the provisions of N.J.S.A. 18A:40-12.24 and pursuant to a standing order issued under N.J.S.A. 24:6J-4 shall not, as a result of any acts or omissions, be subject to any criminal or civil liability or any disciplinary action for administering, or permitting the administration of, the opioid antidote in accordance with N.J.S.A. 24:6J-1 et seq. Nothing in this Policy shall be interpreted to prohibit the administration of an opioid antidote to a student, staff member, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or other person authorized by law to administer an opioid antidote, in accordance with N.J.S.A. 24:6J-1 et seq.

The Overdose Prevention Act provides that when a person, in good faith, seeks medical assistance for an individual believed to be experiencing a drug overdose, whether the person is seeking assistance for himself/herself or another, the person calling for help and the person experiencing the overdose shall not be arrested, charged, prosecuted, or convicted for certain criminal offenses enumerated in N.J.S.A. 2C:35-30(a)(1-6) and N.J.S.A. 2C:35-31(a)(1-6).

Notwithstanding the provisions of any law, rule, regulation, ordinance, or institutional or organizational directive to the contrary, any person or entity authorized to administer an opioid antidote pursuant to

N.J.S.A. 24:6J-4, may administer to an overdose victim, with full immunity: a single dose of any type of opioid antidote that has been approved by the United States Food and Drug Administration for use in the treatment of opioid overdoses; and up to three doses of an opioid antidote that is administered through an intranasal application, or through an intramuscular auto-injector, as may be necessary to revive the overdose victim. Prior consultation with, or approval by, a third-party physician or other medical personnel shall not be required before an authorized person or entity may administer up to three doses of an opioid antidote, as provided in N.J.S.A. 24:6J-4, to the same overdose victim.

A school district may enter into a shared services arrangement with another school district for the provision of opioid antidotes pursuant to N.J.S.A. 18A:40-12.27 if the arrangement will result

in cost savings for the districts.

This Policy and Regulation 5330.04 shall be reviewed and approved by the school physician prior to Board adoption and whenever this Policy is revised. This Policy shall be made available to school staff members, parents, and students in handbooks, on the school district's website, or through any other appropriate means of publication.

N.J.S.A.18A:40-12.23; 18A:40-12.24; 18A:40:12-25; 18A:40-12.26;
18A:40-12.27
N.J.S.A. 24:6J-1 et seq.

Adopted: 27 February 2017
Revised: 01 April 2019
Revised:

5610 SUSPENSION

The Board of Education recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Student Discipline Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1. et seq.

For the purposes of this policy, "suspension" means the temporary removal of a student from the regular instructional program.

For the purposes of this Policy, "short term suspension" means a suspension for one, but not more than ten consecutive school days or less and "long term suspension" means a suspension for more than ten consecutive school days.

In accordance with the provisions of N.J.S.A. 18A:37-4, a student may be suspended only by the Principal, who shall report any suspension to the Superintendent as soon as possible. The Superintendent shall report the suspension to the Board at its next regular meeting. The suspended student may be reinstated by the Principal or by the Superintendent prior to the second regular meeting of the Board following the suspension, unless the Board reinstates the student at the first regular meeting. No student suspended for reasons of assault upon a person in authority may be reinstated before the Board has held a hearing, within thirty calendar days of the suspension, to consider that student's expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the student or continue the suspension.

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature that endangers others. Students in preschool shall not receive an out-of-school suspension except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.

The district shall implement an early detection and prevention program to identify students in preschool through grade two who are experiencing behavioral or disciplinary problems and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

In each instance of a short-term suspension, the student will be provided oral or written notice of the charges and an informal hearing conducted by the Building Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension. In each instance of a long-term suspension, the district shall assure the rights of the student pursuant to N.J.A.C. 6A:16-7.3.

In each instance of a long-term suspension, the district shall assure the rights of the student pursuant to N.J.A.C. 6A:16-7.3.

The district will comply with the requirements of N.J.A.C. 6A:16-7.2 and 7.3, in addition to all the procedural protections set forth in N.J.A.C. 6A:14, for each student with a disability who is subject to a short-term or long-term suspension.

In each instance of a short- or long-term suspension, the district shall provide academic instruction, either in school or out of school, that addresses the New Jersey Student Learning Standards pursuant to N.J.A.C. 6A:8-3. et seq., which may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a student with a disability shall be provided consistent with the student's Individualized Education Program, in accordance with N.J.A.C. 6A:14.

may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:169 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a student with a disability shall be provided consistent with the student's Individualized Education Program, in accordance with N.J.A.C. 6A:14.

In the event a student has experienced multiple suspensions or may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team in accordance with the provisions of N.J.S.A. 18A:37-2c.

Student records are subject to challenge by parents and adult students in accordance with N.J.A.C. 6A:32-7.7 and Policy and Regulation 8330. The name of a disciplined student will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such student will be designated by code.

N.J.S.A. 18A:37-1; 18A:37-2 et seq.; 18A:37-4; 18A:37-5
N.J.S.A. 18A:54-20g [vocational districts]
N.J.A.C. 6A:16-7.2; 6A:16-7.3; 6A:32-7.7; 6A:14-2.8

Adopted: 7 December 2009
Revised: 9 February 2015
Revised: 11 September 2017
Revised:

5620 EXPULSION

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a student.

The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the following:

1. The procedural due process rights set forth in N.J.A.C. 6A:16-7.1(c) 3 and 7.3 and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3; and

2. An appropriate educational program or service, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610.

    a. The educational program or service shall be consistent with the provisions of N.J.A.C. 6A:16-9.**2 –** Program Criteria and N.J.A.C. 6A:16-10.2 - Home or Out-of-School Instruction for General Education Students; and N.J.A.C. 6A:14-2**.**1 et seq. - Special Education, Procedural Safeguards; and N.J.A.C. 6A:14-4.3 et seq. - Special Education, Program Options**,** whichever are applicable**;** or

    b. The educational services provided, either in school or out of school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25.

An appeal of the Board's decision regarding the cessation of the student's general education program sh made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 th 1.17. The Board shall continue to provide an appropriate educational program or services in accordanc N.J.A.C. 6A:16-7.4(a)2 until a final determination has been made on the appeal of the Board's action to a student.

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq. Students in preschool shall not be expelled, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.

The district shall implement an early detection and prevention program to: identify students in preschool through grade two who are experiencing behavioral or disciplinary problems; and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

In accordance with the provisions of N.J.S.A. 18A:37-2c, in the event a student may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team. The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties.

The requirements of N.J.S.A. 18A:37-2c shall not apply when a student's immediate removal or suspension from the school's regular education program is required pursuant to: the provisions of the "Zero Tolerance for Guns Act," (N.J.S.A. 18A:37-7 et seq.); N.J.S.A. 18A:37-2.1 – Assault by Pupil Upon Teacher, etc; Suspension; Expulsion Proceedings; N.J.S.A. 18A:37-2.2 – Offense by Pupil Involving Assault, Removal from Schools Regular Education Program; or in any other instance in which the safety and security of other students or school staff requires the student's immediate removal from school. In these instances, the meeting required pursuant to N.J.S.A. 18A:37-2c shall take place as soon as practicable following the student's removal from the school's regular education program.

The provisions of N.J.S.A. 18A:37-2c shall be construed in a manner consistent with the "Individuals with Disabilities Act," 20 U.S.C. § 1400 et seq.

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C. 6A:14 et seq. An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14 et seq.

N.J.S.A. 18A:36A-9; 18A:37-2 et seq.
N.J.A.C. 6A:16-7.4; 6A:14 et seq.

Adopted: 7 December 2009
Revised: 9 February 2015
Revised: 11 September 2017
Revised:

8320 PERSONNEL RECORDS

The Board of Education believes that the orderly operation of the school district requires the retention of all records bearing upon an employee's qualifications for employment and employment history.

The Board requires that sufficient records be compiled and maintained to demonstrate an employee's qualifications for the position assigned; compliance with federal, state, and local benefit programs; conformity to district rules; the proper conduct of evaluations; and the employee's entitlement, as appropriate, to tenure and seniority.

The Superintendent shall be responsible for the custody and maintenance of personnel records. A single, central file of documents shall be maintained; temporary, subsidiary records will be permitted for ease in data gathering only. An employee's personnel file shall be maintained for six years following his/her termination of district service, provided the employment history record card is maintained a minimum of eighty years.

A Board of Education and private agencies that provide educational services by means of public funds shall make employee records and information available for public access pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120.(d) and 121.(d), and as provided in Policy and Regulation 8320 - Section H.
Personnel records may be inspected by school administrators to the extent that such inspection is required in the performance of the inspector's duties.

Board members may have access to confidential information in the personnel files of only those employees recommended for or subjected to an employment action requiring a vote of the Board or where access to the information is essential for the performance of the Board member's duties. Board member access to personnel files is limited to the relevant portion of the file and is available only through the Superintendent. Board members may freely inspect employment applications filed by candidates for district positions.

An employee may inspect his/her personnel file provided that the employee requests such access in writing, reviews the record in the presence of the administrator designated to maintain the file, makes no alteration or addition to the file nor removes any material from it, and signs a log attached to the file indicating the date on which it was inspected.

An employee may appeal to the Superintendent the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his/her personnel file.

The Superintendent shall prepare rules enumerating the records to be maintained for each employee of this district, including, as a minimum and as appropriate to the position, the completed application form, employment contract(s), a copy of the employee's qualifying certification,

transcripts, report of an employment physical examination, oath of allegiance, criminal background check, income tax forms, retirement registration, hospitalization forms, annuity forms, rate of compensation, attendance record, assignments to positions, completed evaluations, reports of disciplinary incidents, records of special awards or distinctions, and reports of annual or special physical and mental examinations.

N.J.S.A. 18A:18A-14.2; 18A:40-19; 18A:66-32
N.J.S.A. 47:1A-1 et seq.
N.J.A.C. 6A:32-4.3

Adopted: 7 December 2009
Revised

0143.2 PUPIL REPRESENTATIVES TO THE BOARD OF EDUCATION

The Board recognizes that pupils are the primary reason for the existence of the school district. It considers the experience gained by pupils in the district to be a valued source for improving the operation of the school district. The Board is also desirous of furthering the experience of pupils in the governance process and providing opportunities for pupils to contribute to the future direction of the school district. To this end, the Board authorizes the appointment of one pupil representative to the Board.

Term

Pupil representatives to the Board shall serve a term of one year, and shall be limited to one term of service.
Each pupil representative shall be appointed by the High School Principal.

Appointment shall occur at least four weeks prior to the organizational meeting of the Board.

Pupil representatives shall attend all public meetings of the Board and shall be entitled to speak at the discretion of the Board President on all matters before the Board except as may be prohibited by New Jersey Statute or Code. Pupil representatives shall not be entitled to vote. All confidential information obtained by virtue of membership shall be held as such by pupil representatives. Pupil representatives shall be held to the same code of ethics as elected and appointed members of the Board.

Duties and Responsibilities

Pupil representatives:

1. Attend all public Board meetings.

2. Shall be excluded from executive sessions of the Board.

3. Represent the views of the student body.

4. Suggest through appropriate channels Board agenda items.

5. Participate in Board discussions and deliberations at the discretion of the Board President.

6. Serve on Board committees and attend committee meetings at the discretion of the Committee Chairperson.

7. Shall be excluded from sensitive and confidential discussions and communications (e.g. matters involving personnel, grievances, negotiations, litigation, real property purchase and other sensitive matters).

8. Receive all Board public agendas.

9. May attend the Board orientation sponsored by the New Jersey School Boards Association.

10. Perform such duties as determined by the Board President in consultation with the Superintendent.

Pupil representatives are expected to adhere to all bylaws, policies and regulations of the Board in their role. The Board in no way relinquishes any of its authority, powers, prerogatives or responsibilities but rather adds to its membership a non-voting pupil representative(s) for the mutual benefit of the Board, student body, and the school district.

Adopted: 7 December 2009
Revised:

0164 CONDUCT OF BOARD MEETINGS

Parliamentary Authority

Roberts' Rules of Order, Newly Revised, shall govern the Board of Education in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws.

Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall act in his/her place; if neither person is present, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

Announcement of Adequate Notice

The person presiding shall commence each meeting with an announcement of the notice given for the meeting or a statement regarding the lack of adequate notice, in accordance with law.

Agenda

The Superintendent and the Administrative Cabinet, in consultation with the Board President, shall prepare an agenda of items of business to come before the Board at each meeting. The agenda shall be delivered to each Board member no later than two business days, except when an unscheduled meeting is being called, before the meeting and shall include such reports and supplementary materials as are appropriate and available.
The meeting agenda shall be posted on the district's website and circulated via the district email system 48 hours prior to the meeting time. A reminder email with the agenda shall be sent on the day of the meeting.

The order of business shall be as follows:

Call to order and roll call
Optional: Motion to go into executive session
Optional: Call to order and roll call again after returning from the closed session
Pledge of Allegiance
Opening statement by presiding officer
Initial Public Comments limited to 45 minutes total, 4 minutes per person
Presentations
Superintendent's report
Consent items – regular and routine issues

Resolutions and Motions not included in the Consent Agenda
Approval of bills
Board member announcements
Board committee reports
Discussion items
Acceptance of minutes
Other business
Comments from the public
Optional: Motion to go into executive session
Optional: Reconvened public meeting
Adjournment

Electronic Participation and Virtual Meetings

In the event of extraordinary circumstances (which shall be defined as a natural disaster, mandatory or self-imposed quarantine, a State of Emergency declared by the Governor of the State of New Jersey or similar situation), it may be necessary for the full Board to meet virtually, via teleconference or digital media platform, in order to take necessary action.

A. Electronic Participation in In-Person Board meetings

In the event that an individual board member is unable to attend an in-person meeting, where there is a quorum present, due to extraordinary circumstances as defined above, such member may participate telephonically or electronically, with the permission of the Board President, whose permission shall not be unreasonably withheld, provided that they are able to hear the proceedings and be heard.

B. Virtual Meetings

Under extraordinary circumstances as defined above, teleconference options and digital platforms may be used to enable virtual board meetings and action even when all members of the Board are not physically present as long as prior arrangements are made to afford the public the opportunity to hear and participate in the meeting.

The Board may conduct a public meeting via teleconference or digital platform where members of the public are given appropriate notice and granted access enabling them to listen to and participate in the meeting at the appropriate time. A teleconference or virtual medium will only be used to host a public meeting of the full Board in a situation that makes it impossible or impractical for a quorum of members to meet in person due to the extraordinary circumstances as defined above.

Telephonic participation in or the virtual hosting of closed or executive sessions of the full Board shall be limited and only used in situations where in person attendance or the holding of meetings are impossible or impractical as define. All closed or executive sessions shall be and remain confidential.

N.J.S.A. 10:4-10
N.J.S.A. 18A:16-1.1

Adopted: 7 December 2009
Revised: 18 March 2013
Revised:

0169.02 BOARD MEMBER USE OF SOCIAL NETWORKS

In accordance with the School Ethics Act - N.J.S.A. 18A:12-21 et seq., Board of Education members must avoid conduct which is in violation of the public trust or which creates a justifiable impression among the public that such trust is being violated. To avoid conduct that may be in violation or perceived to be in violation of the School Ethics Act, the Board of Education adopts this Policy to provide guidance to Board members in their use of social networks.

For the purposes of this Policy, "social network(s)" shall include, but not be limited to: Internet blogs, electronic bulletin boards, emails, social networking websites, text messages, or any other online platform where people may post or communicate interests, opinions, or any other information that may be viewed by others with or without permission from the person making such post or re-publishing such post. "Social networks" also means an Internet-based service that allows individuals to: construct a public or semi-public profile within a bounded system created by the service; create a list of other users with whom they share a connection within the system; and view and navigate their list of connections and those made by others within the system.

For the purposes of this Policy, "use of a social network" shall include, but not be limited to: posting to a social network, reposting another person's post to a social network, messaging, or any other publication of material on a social network.

Nothing in this Policy prevents a Board of Education member from using a social network. However, a Board member must avoid conduct on a social network that would violate the School Ethics Act N.J.S.A. 18A:12-21 et seq., which includes the Code of Ethics for Board Members. Board members should be advised communications, publications, photographs, and any other information posted by the Board member or reposted by the Board member on a social network could violate the School Ethics Act and be cause for sanctions in accordance with the law.

While this Policy respects the right of Board members to use social networks, Board members shall recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. A Board member's use of social networks shall not damage the reputation of the school district, employees, students, or their families. Board members who use social networks shall ensure their conduct is appropriate for a Board of Education member. Board members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.

Board members should carefully review the privacy settings on social networks they use and exercise care and good judgment when posting content and information. When using social networks, Board members are advised to:

1. Not post anything that would violate any of the district's policies for Board

members;

2. Uphold the district's value of respect for any individual(s) and avoid making defamatory statements about the Board of Education, the school district, employees, students, or their families;

3. Not disclose any confidential information about the school district or confidential information obtained as a result of being a Board member, about any individual(s) or organization, including students and/or their families;

4. Not use or refer to their Board of Education title or position when soliciting for a business organization that he or she or any immediate family member has an interest in, as well as posting or referencing any confidential information regarding the Board of Education or the school district obtained through their Board membership, unless authorized by law;

5. Refrain from having communications through social networks with other Board members regarding any Board of Education business to avoid any potential violation of the New Jersey Open Public Meetings Act;

6. Board members are entitled to express themselves publicly on any matter, including issues involving the Board and the school district. Individual Board members cannot, however, express the position of the Board except as expressly authorized, in accordance with Board Policy No. 9120. Only the Board President or his/her designee shall authorize or make statements of official Board positions.

7. Not post any information on a social network determined by the New Jersey School Ethics Commission to be a violation of the New Jersey School Ethics Act.

A Board member shall comply with all Board policies regarding acceptable use of computers and computer networks whenever a Board member is using a Board of Education electronic device.

If the Board or Superintendent believes a Board member's activity on any social network may violate the Board's policies or the New Jersey School Ethics Act, the Board may request the Board member cease such activity.

This Policy has been developed and adopted by this Board to provide guidance and direction to a Board member to avoid actual and/or a perceived appearance of inappropriate conduct or conduct prohibited by the School Ethics Act while using social networks.

N.J.S.A. 18A:12-21 et seq.

N.J.S.A. 10:4-6 et seq.

Adopted: 5 March 2018
Revised:

FIELD TRIPS FOR APPROVAL

September 14, 2020

ONE DAY TRIPS **ATTACHMENT X**

Date	School	Location	Approx. # and Group of Students	# of Chaperones	# Substitutes and dates for each	Anticipated Cost of Subs @ $100 per day for teachers and $150 per day for Nurse	Est. Total Cost To District	Annual Event	Meets Requirements
09/12/20	RHS	University of Kentucky Debate Tournament Virtual	15 students	1	0	$0	$0	No	Yes
10/02/20	RHS	Yale University Debate Tournament Virtual	15 students	1	0	$0	$0	No	Yes

Last Name	First Name	School	FTE	From Class	From Step REA	20-21 Base Salary	CP	Ratio	Longevity	Total Salary	To Class	To Step REA	New 20-21 Base Salary	New CP	New Ratio	New Longevity	New Total Salary
Calandra	Laura	Somerville	1.00	BA	4	62,516				62,516	MA	4	69,616				69,616
Casatelli	Stacy	RHS	1.00	MA+30	14	92,905	300	5,574		98,779	MA+45	14	95,435	300	5,726		101,461
Champy	Brianna	GWMS	1.00	BA	4	62,516				62,516	BA+30	4	66,066				66,066
Corlett	Susan	BFMS	1.00	MA+30	15	95,185	300			95,485	MA+45	15	98,665	300			98,965
Elbaum	Gila	Orchard/Ridge	0.95	MA+30	18	104,749	285	5,237		110,271	MA+45	18	107,903	285	5,395		113,583
Gould	Alexandra	GWMS	1.00	BA+30	13	82,490				82,490	MA	13	85,240				85,240
Grabinski	Lisa	Travell	1.00	BA	8	67,955				67,955	MA	8	75,055				75,055
Gross	Steven	RHS	1.00	MA	5	71,215				71,215	MA+30	5	74,765				74,765
Halter	Wesley	Willard	1.00	BA+30	8	71,505				71,505	MA+30	8	78,605	300			78,905
Higgins	Molly	Orchard	1.00	MA	6	73,115	300	4,387		77,802	MA+30	6	76,665	300	4,600		81,565
Klion	Danielle	BFMS	1.00	BA	6	66,015				66,015	BA+30	6	69,565				69,565
Lee	Christine	RHS	1.00	MA+30	9	80,840	300			81,140	MA+45	9	84,390	300			84,690
Main	Laurie	Ridge	1.00	MA+30	13	89,520	300	4,476		94,296	MA+45	13	92,340	300	4,617		97,257
Maksimov	Melissa	RHS	1.00	MA	17	98,802				98,802	MA+30	17	104,172	300			104,472
Massoud	Erin	GWMS	1.00	BA	6	66,015				66,015	BA+30	6	69,565				69,565
Morris	Karen	Willard/Hawes	1.00	MA	14	88,335				88,335	DR	14	98,985	300			99,285
Musso	Caitlin	RHS	1.00	MA+30	7	78,605	300			78,905	MA+45	7	82,159	300			82,459
Novak	Nicole	RHS	1.00	MA	14	88,335				88,335	MA+30	14	92,905	300			93,205
O'Herlihy	Christopher	Travell	1.00	BA	6	66,015				66,015	MA	6	73,115	300			73,415
Ong	Jerome	Willard	1.00	MA	13	85,240		5,114		90,354	MA+45	13	92,340	300	5,540		98,180
Pospischil	Leanne	Hawes	1.00	BA+30	4	66,066				66,066	MA	4	69,616				69,616
Rooney	Michael	BFMS	1.00	MA	13	85,240				85,240	MA+30	13	89,520	300			89,820
Scevola	Adam	RHS	1.00	MA	9	77,290	300			77,590	MA+30	9	80,840	300			81,140
Skettini	Kelly	BFMS	1.00	BA	3	61,518				61,518	MA	3	68,618				68,618
Stucke	Mallory	RHS	1.00	BA+30	5	67,665				67,665	MA+30	5	74,765	300			75,065
Vasi	Gilda	BFMS	1.00	MA	11	79,740				79,740	MA+30	11	83,290	300			83,590
Zaino	Gregory	RHS	1.00	MA+30	11	83,290	300			83,590	MA+45	11	86,840	300			87,140

BOARD OF EDUCATION
Ridgewood, New Jersey

October 5, 2020
Education Center

Regular Public Meeting
7:00 p.m.

AGENDA
* * * * *

Due to the health concerns related to COVID-19, the public cannot attend this meeting. Public comments can be made during the public comment period of the meeting through the phone number listed below.

(646-558-8656 then enter Meeting ID 825 6556 9815 and Password 892147)

Or

Comments can be submitted for the public comment period during the meeting through the link below.

Submit Comments for the Public Comment Period

View the live BOE Meeting Webcast

MEETING REGULATIONS

At all regular meetings, two opportunities are provided for citizens to make comments. The public comment period will be scheduled after presentations and approximately 9:00 p.m. or just prior to the end of the meeting, whichever occurs first. The first opportunity may be limited by the presiding officer to conclude at about 8:00 p.m. in order for the Board to continue with its scheduled agenda. The second opportunity will occur at about 9:00 p.m. at the discretion of the presiding officer taking into consideration a break in the agenda.

At every opportunity for public comment, citizens are invited to comment on subjects on the agenda or general topics. At the discretion of the presiding officer, public comments may be permitted at other times.

Please remember this is a public meeting. Anything you say will be a public record. As a result, pursuant to law, the Board of Education cannot respond to you publicRely concerning certain matters, such as those regarding an individual student or personnel. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent's Office. Public comment periods shall also be governed by the following rules:

1. Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses.
2. Each speaker shall be limited to four minutes. The Board Recorder will note the time. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds (Ref: Bylaw 0167)
3. Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop.
4. All statements shall be directed to the presiding officer, no participant may address or question Board members individually.
5. No participants may speak more than once on the same topic until all others who wish to speak on that topic have been heard.
6. Questions requiring investigation shall be referred by the Board to the Superintendent's Office for consideration and later response. A participant may be asked to submit such questions in written format.

Mission Statement

The Ridgewood Public Schools, committed to a tradition of excellence and innovation, in partnership with the community, provide a rich and challenging learning environment, enabling students to maximize their unique potentials to become life-long learners and productive, responsible citizens.

I. CALL TO ORDER AND ROLL CALL **Mr. Lembo**

II. FLAG SALUTE AND PLEDGE OF ALLEGIANCE **Mr. Lembo**

III. OPENING STATEMENT BY PRESIDING OFFICER **Mr. Lembo**

IV. PRESENTATIONS **Mr. Lembo**

A. STUDENT REPRESENTATIVE REPORT **Dr. Fishbein**

B. STRENGTHENING GIFTED AND TALENTED EDUCATION ACT **Dr. Fishbein**
- ➢ Ms. Poelstra

C. SCHOOL REOPENING UPDATE **Dr. Fishbein**
- ➢ Ms. Poelstra

V. COMMITTEE OF THE WHOLE REPORTS **Dr. Fishbein and Ms. Kelly**
- ➢ Finance
  - ○ August Financial Reports

VI. COMMENTS FROM THE PUBLIC **Mr. Lembo**

VII. CONSENT ITEMS

A. ATTENDANCE AT CONFERENCES **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Attendance at Conferences, as listed on **Attachment A**.

B. ADMINISTRATION **Dr. Fishbein**

i. **<u>Approval: Receipt of Suspension and Harassment, Intimidation, and Bullying (HIB) Reports</u>** **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, acknowledges it has received confidential information regarding suspensions and investigations of HIB that have occurred since the last Board meeting.

ii. **<u>Approval: Second Reading & Adoption of New/Revised Policies</u>** **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the second reading and adoption of new/revised policies as listed below.

- ➢ Policy 1581 - Domestic Violence **(Attachment B)** *revised*
- ➢ Policy 2422 - Health and Physical Education (**Attachment C**) *revised*

- ➢ Policy 3421.13 -Postnatal Accommodations **(Attachment D)** *new*
- ➢ Policy 4421.13 -Postnatal Accommodations **(Attachment E)** *new*
- ➢ Policy 5330 - Administration of Medication **(Attachment F)** revised
- ➢ Policy 7243 - Supervision of Construction **(Attachment G)** *revised*
- ➢ Policy 8210 - School Year **(Attachment H)** *revised*
- ➢ Policy 8220 - School Day **(Attachment I)** *revised*
- ➢ Policy 8462 - Reporting Potentially Missing or Abused Children **(Attachment J)** *revised*
- ➢ Policy 2270 - Religion in Schools **(Attachment K)** *revised*
- ➢ Policy 2431.3 - Heat Participation Policy for Student - Athlete Safety **(Attachment L)** *revised*
- ➢ Policy 2622 - Student Assessment **(Attachment M)** *revised*
- ➢ Policy 5111 - Eligibility of Resident/Nonresident Students **(Attachment N)** *revised*
- ➢ Policy 5200 - Attendance **(Attachment O)** *revised*
- ➢ Policy 5320 - Immunization **(Attachment P)** *revised*
- ➢ Policy 5330.04 - Administering an Opioid Antidote **(Attachment Q)** *revised*
- ➢ Policy 5610 Suspension **(Attachment R)** *revised*
- ➢ Policy 5620 - Expulsion **(Attachment S)** *revised*
- ➢ Policy 8320 - Personnel Records **(Attachment T)** *revised*
- ➢ Bylaw 0143.2 - Pupil Representatives to the Board of Education **(Attachment U)** *revised*

iii. <u>Approval: First Reading of Revisions to Policies</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the first reading of revisions to policies as listed below.

- ➢ Bylaw 0164 - Conduct of Board Meetings **(Attachment V)** *revised*
- ➢ Bylaw 0169.02 - Board Member Use of Social Media **(Attachment W)** *revised*

iv. <u>Approval: Annual Review of the Memorandum of Agreement Between the School District and the Ridgewood Police Department</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the annual review of the Memorandum of Agreement between the school district and the Ridgewood Police Department.

The Board has received background information.

v. <u>Approval: Settlement Agreement SE#2/020-2021</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the Settlement Agreement SE#2/2020-2021 between the parents of Student # 905304 and the Ridgewood Board of Education.

The Board has received background information.

C. CURRICULUM & INSTRUCTION — Dr. Fishbein

i. Approval: Field Trips — **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves field trips as listed on **Attachment X.**

ii. Approval: Designation of the Week of Respect — **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves designating the week of October 5-9, 2020 as the Week of Respect, in accordance with the law.

iii. Approval: Designation of School Violence Awareness Week — **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves designating the week of October 17-23, 2020 as School Violence Awareness Week, in accordance with the law.

iv. Approval: Agreement with ABA Clinic, LLC — **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the agreement with ABA Clinic, LLC for the delivery of Applied Behavior Analysis Technologies or consultation regarding ABA deliver, as specified in the agreement for the period October 1, 2020 through December 23, 2020 at the sum of $105.00 per hourly rate.

The Board has received background information.

v. Approval: Professional Development Agreement from Jennifer Goeke, Ph.D — **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the professional development agreement from Jennifer L. Geoke, Ph.D. for High Quality IEP Development: From PLAAFP to Goals, in the amount of $3,375.00

The Board has received background information.

vi. Approval: Agreement with St. Joseph's School for the Blind — **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the agreement with St.

Joseph's School for the Blind to provide specialized services as per the contract for the period September 23, 2020 through June 30, 2021.

The Board has received background information.

D. HUMAN RESOURCES — Dr. Fishbein

i. Approval: Creation of Job Description for the 2020-2021 School Year — Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the creation of a job description for the 2020-2021 school year, as listed below and on **Attachment Y.**

- Instructional Aide/Job Coach

ii. Appointments — Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointments listed below, subject to receipt of appropriate documentation and the New Jersey Department of Education (NJDOE) certificate, if required.

Long-term Substitute

FOERCH, Summer - Kindergarten Teacher, Hawes School, effective October 6, 2020 through **TBD**, at a daily rate of $125 per day, until the assignment ends.
Account # 11-110-100-101-11-02-019-000

Field Placements

CARSON, Savannah - Ramapo College of New Jersey, Social Work Field Experience, to shadow Susan Fink, Social Worker, Hawes School and Travell School, effective October 6, 2020 through May 20, 2021.

JEGAL, Lynn - Bergen Academies, Intern to shadow Victoria Scire-Banchitta, Third Grade Teacher, Ridge School, effective October 7, 2020 through May 26, 2021.

PREUSS, John - The College of New Jersey, Practicum placement to shadow Brittnay Daidone, Special Education Teacher, George Washington Middle School, effective September 30, 2020 through December 11, 2020.

Classroom Aides/Lunch Aides

CARNEY, Elizabeth - Lunchroom Aide, Hawes School, effective October 6, 2020, or as soon after as possible, through December 4, 2020, pending verification of employment as outlined by Chapter 5, 5 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-000-262-107-00-02-002-001

KOLOGRIVOV, Valerie - Lunchroom Aide, Orchard School, effective October 6, 2020, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 2 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-000-262-107-00-03-003-001

SAMS, Niles - Self-Contained (LLD) Special Education Classroom Aide, Hawes School, effective October 6, 2020, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-204-100-106-00-02-024-001

SUPPES, Jonathan - Resource Room Special Education Classroom Aide, Benjamin Franklin Middle School, effective October 6, 2020, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours, 5 days per week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-08-024-001

Additional: Permanent Substitutes for the 2020-2021 School Year

George Washington Middle School

- **Philip Kaukonen**, 5.75 hours per day, 5 days per week, at an hourly rate of $21.50.
- **Brian Kuiken***, 5.75 hours per day, 5 days per week, at an hourly rate of $21.50.
- **Maureen Raymond**, 5.75 hours per day, 5 days per week, at an hourly rate of $21.50.

Account # 11-130-100-101-00-00-019-002

*Related to staff member

iii. Change of Assignments **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following change

of assignments, as listed below.

BROESLER, Breanna - **from** Resource Room Special Education Classroom Aide, Willard School, 5.75 hours per day, 5 days per week, **to** Long-term Substitute, Fifth Grade Teacher, Somerville School, effective September 29, 2020, through November 30, 2020. Account # 11-120-100-101-09-05-019-000	**From:** $17.50 per hour **To:** $125 daily rate per day
COPPOLA, Jonathan - **from** Resource Room Special Education Classroom Aide, Ridgewood High School, 5.75 hours per day, 5 days per week, **to** Permanent Substitute, Benjamin Franklin Middle School, effective September 14, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week. Account # 11-130-100-101-00-00-019-002	**From:** $17.50 per hour **To:** $21.50 per hour
KASPEROWICZ, Brianna - **from** One-to-One Special Education Classroom Aide, Somerville School, 5.75 hours per day, 5 days per week, **to** Resource Room Special Education Classroom Aide, Willard School, effective September 29, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week. Account # 11-213-100-106-00-07-024-001	Hourly rate will remain the same
LEVANTI, Stamatina - **from** Lunchroom Aide, Somerville School, 3.5 hours per day, 5 days per week, **to** One-to-One Special Education Classroom Aide, Somerville School, effective September 17, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week. Account # 11-000-217-106-00-05-024-001	Hourly rate will remain the same
PERRY, Cynthia - Lunchroom Aide, Ridge School, **from** 2 hours per day, 5 days per week, **to** 5.5 hours per day, 5 days per week, effective October 6, 2020 through June 22, 2021. Account # 11-000-262-107-00-04-004-001	Hourly rate will remain the same
PIELKA, Susan - **from** Long-term Substitute, Fifth Grade Teacher, Somerville School, **to** Resource Room Special Education Classroom Aide, Somerville School, effective October 1, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week. Account # 11-213-100-106-00-05-024-001	**From:** $125 daily rate per day **To:** $17.50 per hour
SALCEDO, Yosmari - Teacher Assistant (REACH), Glen School, effective September 1, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week. Account # 11-216-100-106-00-01-024-001	**From:** $15.01 per hour **To:** $17.50 per hour
SCHIERLOH, Lauren - **from** Applied Behavior Analyst Aide (ABA), Ridge School, 5.75 hours per day, 5 days per week, **to** Resource Room Special Education Classroom Aide, Ridge	**From** $21.23 per hour **To:** $17.50 per

School, effective October 6, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week. hour
Account # 11-213-100-106-00-04-024-001

SHAHIDI, Terry - **from** Lunchroom Aide, Hawes School, 4 hours per day, 5 days per week, **to** Self-Contained (LLD) Special Education Classroom Aide, Hawes School, effective October 6, 2020 through December 4, 2020, 5.75 hours per day, 5 days per week. Hourly rate will remain the same
Account # 11-204-100-106-00-02-024-001

VEHMAS, Heidi - **from** Lunchroom Aide, Ridge School, 2 hours per day, 5 days per week, **to** Applied Behavior Analyst Aide (ABA), Ridge School, effective October 6, 2020 through June 22, 2021, 5.75 hours per week, 5 days per week. **From:** $17.50 hours per day **To:** $20.17 hours per day
Account # 11-000-217-106-00-04-024-001

WALKER, Christine - **from** 1.0 FTE Grade 6 Mathematics Teacher, George Washington Middle School, **to** 1.2 FTE Grade 6 Mathematics Teacher, George Washington Middle School, effective September 21, 2020 through October 19, 2020. **From:** $103,932 Cl. MA, St. 18 **To:** $124,718 Cl. MA, St. 18
Account # 11-130-100-101-01-09-019-000

iv. Resignations **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignations listed below.

Classroom Aides

CASTALDI, Deborah - Applied Behavior Analyst Aide, Ridge School, effective October 2, 2020.

YEGELWEL, Samara - Resource Room Special Education Classroom Aide, Ridge School, effective October 2, 2020.

Permanent Substitute

DRISCOLL, Patrick - Permanent Substitute, George Washington Middle School, effective September 30, 2020.

v. Resignation for the Purpose of Retirement

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignation for the purpose of retirement listed below.

Teacher

MERCK, Nancy - Speech Language Specialist, Hawes School,

effective February 1, 2021, with twenty years of Ridgewood service.

vi. Leave of Absence **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the leave of absences listed below.

GOLDBERG, Linda - School Nurse, Hawes School, effective September 2, 2020 through November 25, 2020, with a reinstatement date of November 30, 2020, utilizing the FMLA and/or NJFLA leave entitlement.

vii. Supplemental Pay Beyond Contract **Dr. Fishbein**

Ridge School

Virtual Math Club

- **Dana Higgins**, not to exceed 20 hours, at an hourly rate of $40.17 ($803.40).

Account # 11-401-100-101-00-04-004-001

Somerville School

Additional: 2020 Summer Secretarial Support

- **Janet Crocamo**, not to exceed 8.25 hours, at an hourly rate of $27.18 ($224.24).

Account # 11-401-100-101-00-05-005-001

George Washington Middle School

Co-curricular Activity Advisors and Stipends for the 2020-2021 School Year, as listed on **Attachment Z** (Remuneration in accordance with negotiated Agreement; ratio is applied to the 2020-21 BA Maximum of $92,542).
Account # 11-401-100-101-00-09-009-001

Ridgewood High School

Co-curricular Activity Advisors and Stipends for the 2020-2021 School Year, as listed on **Attachment AA** (Remuneration in accordance with negotiated Agreement; ratio is applied to the 2020-21 BA Maximum of $92,542).
Account # 11-401-100-101-00-10-010-001

PSAT Proctors

Proctors and Administrators for October 17, 2020, Preliminary

Scholastic Aptitude Test (PSAT) as listed on **Attachment AB.**
Account # 11-000-218-104-00-10-010-001

Additional: Before School Supervision, each at an hourly rate of $40.17, each not to exceed 92 days, each not to exceed 45 minutes per day

- **Luke Dolby**
- **Nancy Reilly**

Account # 11-140-100-101-00-10-010-001

Special Programs

Educational Evaluations

- **Courtney Weiss-Chromeck**, not to exceed 25, at an hourly rate of $51.22 ($1,280.50).

Account # 11-000-219-104-00-24-024-001

Additional: 2020 Summer Special Programs Personnel

- **Allison Barba**, not to exceed 4 hours, at an hourly rate of $46.70 (186.80).
- **Amanda Valeri**, not to exceed 181 hours, at an hourly rate of $52.28 ($9,462.68).

Account # 11-000-219-104-00-24-024-001

2020 Summer Hours - IEP and Consultation Amendment

- **Laurie Main**, not to exceed 1 hour, at an hourly rate of $60.11.

Account # 11-000-219-104-00-24-024-001

Building Tour - Special Education Student

- **Jessica Vasquez**, not to exceed 2 hours, at an hourly rate of $54.58 ($109.16).

Account # 11-000-216-104-00-24-024-001

Special Olympics NJ Play Unified School Partnership

- **Jessica Vasquez**, District Coordinator Stipend: $3,000.

- **Ryan Crawford**, Club Advisor Stipend, Benjamin Franklin Middle School, to receive $1,000.
- **Lisa Alfuso** and **Wendy Padykula**, Club Advisor Stipend, George Washington Middle School, each to receive $1,000.
- **Michael Kilcullen** and **Robert Rinaldi**, Club Advisor Stipend, Ridgewood High School, each to receive $1,000.

- **Michael Kilcullen** and **Robert Rinaldi**, Basketball Coach, each to receive $500.
- **Ryan Crawford** and **Jessica Vasquez**, Track and Field, each to receive $500.

(11,500 to be funded by the Special Olympics NJ Play Unified School Partnership Grant.)
Account # 11-000-219-104-00-24-024-001
Account # Grant TBD

Business Office

FEMA COVID-19

- **Michael Reinke**, not to exceed 32 hours, at an hourly rate of $29.34 ($938.88).

Account # 11-000-266-104-00-20-020-001

Information Technology Department

Chromebook Repair

- **Andrew DeRoche**, not to exceed 20 hours at a minimum hourly rate of $27.12 totaling 542.40 and a maximum overtime hourly rate of 40.69 totaling $813.80.
- **Ramon Quinones**, not to exceed 20 hours at a minimum hourly rate of $27.90 totaling 558.00 and a maximum overtime hourly rate of 41.85 totaling $837.00.
- **Neil Valere**, not to exceed 20 hours at a minimum hourly rate of $31.57 totaling 631.40 and a maximum overtime hourly rate of 47.35 totaling $947.00.

Account # 63-990-320-104-08-31-031-001

vii. Substitutes for the 2020-2021 School Year **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves substitutes for the 2020-2021 school year, as listed below.

Teachers: Linda Bryan, Ayana Collado, Zena Elsouccari, Aretoula Fullam, Sunghui Kim, Brian Kuiken*, Danielle Miller, Nicole Parks, Rachel Rabin

*Related to staff member

E. FINANCE **Dr. Fishbein**

i. Acceptance of Restricted Donations: **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following restricted gifts for the **2020-2021** school year, to be used as indicated.

Donor	**Amount**	**Use**	**Account Number**
Korean Parents Association	$2,000	To be used for Professional Development Training and College travel for Guidance Counselors.	20-043-200-580-00-10-010-005
RHS Class of 2020	$10,000	To be used towards Editing and Digital Download of the RHS Senior Graduation, includes extra camera footage from 2 drones and a free download video to every RHS senior.	20-015-100-340-00-10-010-003

Acceptance of a gift in kind from the Willard HSA for playground equipment, valued at $100,322.00.

Acceptance of a gif in kind from the Willard Activity Fund for playground equipment, valued at $10,000.

ii. <u>Acceptance: Coronavirus Relief Fund Grant</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, accepts the Coronavirus Relief Fund Grant in the amount of $156,896.

iii. <u>Approval: Budget Appropriation Transfers</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves transfers for **August 2020** as shown in the Journal Entry listing pursuant to Policy 6422.

The Board has received background information.

iv. <u>Approval: Secretary's Line Item Certification</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves

the following resolution:

Whereas, the Board of Education has received the Report of the Secretary for the month of **August 2020,**

Whereas, in compliance with N.J.A.C. 6:20-2A.10(d), the secretary has certified that, as of the date of the report(s), no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education, now, therefore, be it,

Resolved, the Board of Education accepts the above referenced reports and certifications and orders that they be attached to and made part of the record of this meeting, and Be it Further Resolved, in compliance with N.J.A.C. 6:20-A10(e), the Board of Education certifies that, after review of the secretary's monthly financial reports (appropriate section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6:20-2A.10(a)(1), and that sufficient funds are available to meet the district's financial obligations for the remainder of the school year.

The Board has received background information.

v. <u>Approval: Acceptance of the Board Secretary and Treasurer Report</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

Whereas, the Board of Education has received the report of the Secretary and Treasurer for the month of **August 2020;** now, therefore, Be it Resolved, the Board of Education accepts the above referenced reports and orders that it be attached to and made part of the official record of this meeting.

vi. <u>Approval: Award of Contracts to Cooperative Purchasing Vendors in Excess of $40,000</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the award of contracts to Cooperative Purchasing Vendors in

excess of $40,000 for goods and services.

The Board has received background information.

vii. **Approval: Budgeted Out of District Placements and Extraordinary Services for the 2020-2021 School Year, Additional Out of District Placements and Extended School Year Out-of-District Placements for the 2020-2021 School Year** **Dr. Fishbein**

2020-2021 Out-Of-District Extraordinary Services for REGULAR SCHOOL YEAR	
SCHOOL	**# OF STUDENTS**
Bergen County Special Services, Paramus, NJ	3
Cresskill Public Schools, Cresskill, NJ	1
CTC Academy, Inc., Fair Lawn, NJ	2
Pompton Lakes Public Schools, Pompton Lakes, NJ	2
Matheny Medical And Educational Center, Peapack, NJ	1
2020-2021 Out-Of-District Placements for REGULAR SCHOOL YEAR TUITION	
Cresskill Public Schools, Cresskill, NJ	2
CTC Academy, Inc., Fair Lawn, NJ	4
ECLC, Chatham, NJ	5
Matheny Medical And Educational Center, Peapack, NJ	1
Pompton Lakes Public Schools, Pompton Lakes, NJ	1
2020-2021 ESY Out-of-District Placements	
Bergen County Special Services, Paramus, NJ	1
CTC Academy, Inc., Fair Lawn, NJ	4

ECLC, Chatham, NJ	2
Pompton Lakes Public Schools, Pompton Lakes, NJ	2

VIII. APPROVAL OF BILLS — Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the payment of bills as listed below.

DATES	DESCRIPTION	CHECK NUMBER	AMOUNTS	REVIEWED BY
Sept 09	Columbia Bank On-Line	099156-099492	1,467,812.81	H. Kwak
Sept 11	Columbia Bank On-Line	821116	2,115.00	H. Kwak
Sept 11	Payroll Transfer	P32129	3,060,341.99	H. Kwak
Sept 11	Electronic Transfer	T32021-T32037	59,700.00	H. Kwak
Sept 11	Electronic Transfer	R32132-R32133	5,901.70	H. Kwak
Sept 11	Electronic Transfer	R32039	57,869.70	H. Kwak
Sept 10	Electronic Transfer	C32131	1,005.35	H. Kwak
Sept 21	Electronic Transfer	L32134	3,525.50	H. Kwak
Oct 01	Food Service	620216	5,372.97	H. Kwak
Sept 21	Colombia Bank Void Check	098703	(5,375.00)	H. Kwak
Sept 17	Colombia Bank Void Check	098735	(8,526.00)	H. Kwak
Sept 10	Colombia Bank Void Check	098872	(879.50)	H. Kwak
TOTAL			**4,648,864.52**	

IX. BOARD MEMBER ANNOUNCEMENTS — Mr. Lembo

X. BOARD COMMITTEE REPORTS — Mr. Lembo

XI. COMMENTS FROM THE PUBLIC **Mr. Lembo**

XII. DISCUSSION ITEM **Mr. Lembo**

- 2020-2021 Board and District goals, as listed on **Attachment AC.**

XIII. ACCEPTANCE OF MINUTES **Mr. Lembo**

- August 28 Special Public Meeting
- August 31 Executive Session
- August 31 Regular Public Meeting
- September 3 Executive Session Meeting
- September 14 Executive Session
- September 14 Regular Public Meeting

XIV. OTHER BUSINESS **Mr. Lembo**

XV. MOTION TO GO INTO EXECUTIVE SESSION **Mr. Lembo**

XVI. RECONVENED PUBLIC MEETING **Mr. Lembo**

XVII. ADJOURNMENT **Mr. Lembo**

Coming Meetings

Monday October 19, 2020
Regular Public Meeting
7:00 p.m. Education Center

Monday November 2, 2020
Regular Public Meeting
7:00 p.m.Education Center

October 5, 2020 **ATTACHMENT A**

2020-2021 CONFERENCES FOR APPROVAL

Staff Member	Name of Conference Location & Dates	Rationale	Estimated Cost for Approval	# of Sub Days required
Natalie Garvin	Immersion Work to Deepen Learning for Learners in Special Education Setting Virtual TMI Education, NJ October 8, 2020	Professional Development	$0.00	1
Laura Polk	Powerful Strategies for Maximizing Comprehensible Input in the Target Language Virtual Bureau of Education and Research November 16, 2020	Professional Development	$279.00	0
Gisella Batista	The School Avoidant Child: A Collaborative Approach to Fostering Change Virtual TMI Education October 29, 2020	Professional Development	$0.00	0
Ariana Bray	38th Annual Autism Conference Virtual Autism New Jersey October 15-16, 2020	Professional Development	$148.00	0
Jeanette Nast	Meeting the Reading Challenge Virtual NJ Association of Learning Consultants October 22-23, 2020	Professional Development	$50.00	0

The total cost for these conferences is $477.00. Upon Board approval of these conferences, the total expenditure for travel and conferences for 2020-2021 will be $21,818.06 leaving a balance of $178,181.94.

The total cost of substitutes for these conferences is $100.00. Upon Board approval of these conferences, the total expenditure for substitutes for travel and conferences for 2020-2021 will be $1100.00.

1581 DOMESTIC VIOLENCE

Policy and Regulation 1581 - Section A. sets forth the New Jersey Civil Service Commission's Uniform Domestic Violence Policy that all public employers shall adopt and distribute to all their employees in accordance with the requirements of N.J.S.A. 11A:2-6a. The purpose of the Uniform Domestic Violence Policy is to encourage public employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their public employer's human resources officer(s) and to provide a standard for a public employer's human resources officer(s) to follow when responding to employees.

Policy and Regulation 1581 – Section B. provides employment protection for employees of those employers as defined in N.J.S.A. 34:11C-2, who are victims of domestic violence or sexual violence in accordance with the provisions of the New Jersey Security and Financial Empowerment Act (NJ SAFE Act) - N.J.S.A. 34:11C-1 et seq.

A. Uniform Domestic Violence Policy (N.J.S.A. 11A:2-6a)

All New Jersey public employees are covered under N.J.S.A. 11A:2-6a and Policy and Regulation 1581 – Section A. All public employers shall designate a Human Resources Officer (HRO) or equivalent to assist employees who are victims of domestic violence. The name and contact information of the designated HRO must be provided to all employees. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO.

Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. Employees who have information about or witness an act of domestic violence against an employee are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must report to the appropriate authority in addition to reporting to the designated HRO.
Nothing in the Uniform Domestic Violence Policy and Policy and Regulation 1581 – Section A. shall preclude an employee from contacting 911 in emergency situations. HROs shall remind employees to contact 911 if they feel they are in immediate danger.

Each designated HRO shall comply with the requirements outlined in Regulation 1581 – Section A.4.d. In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law.

To ensure confidentiality and accuracy of information, the Uniform Domestic Violence Policy 1581 and Regulation 1581 – Section A.6. require the HRO to keep all documents and reports of domestic violence in a confidential personnel file separate from the employee's other personnel records.

Public employers in the State of New Jersey shall develop an action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the guidelines outlined in Regulation 1581 - Section A.7.

Resources and program information will be readily available to assist victims of domestic violence.

A public employer may seek to modify Policy and Regulation 1581 to create additional protocols to protect victims of domestic violence, but may not modify in a way that reduces or compromises the safeguards and processes set in the Uniform Domestic Violence Policy.

B. The New Jersey Security and Financial Empowerment Act – (N.J.S.A. 34:11C-1 et seq. - NJ SAFE Act)

The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence. Any employee of an employer in the State of New Jersey as defined in N.J.S.A. 34:11C-2, who was a victim of an incident of domestic violence as defined in

N.J.S.A. 2C:25-19, or a sexually violent offense as defined in N.J.S.A. 30:4-27.26, or whose parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, was a victim shall be entitled to unpaid leave of no more than twenty days in one twelve-month period, to be used in the twelve-month period next following any incident of domestic violence or any sexually violent offense as provided in N.J.S.A. 34:11C-3.

The unpaid leave may be taken intermittently in intervals of no less than one day, as needed for the purpose of engaging in the activities outlined in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3.a.(1)-(6) as they relate to the incident of domestic violence or sexually violent offense as outlined in Regulation 1581 - Section B.3.b.

An eligible employee may elect to use any accrued paid vacation leave, personal leave, or medical or sick leave of the employee, or any family temporary disability leave benefits provided pursuant to N.J.S.A. 43:21-27 during any part of the twenty-day period of unpaid leave provided under N.J.S.A. 34:11C-3.a.

Prior to taking the leave provided for in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B., an employee shall, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave, unless an emergency or other unforeseen circumstance precludes prior notice. The notice shall be provided to the employer as far in advance as is reasonable and practical under the circumstances.

Nothing contained in the NJ SAFE Act (N.J.S.A. 34:11C-1 et seq.) and Regulation 1581 - Section B., shall be construed to prohibit an employer from requiring that a period of leave provided pursuant to N.J.S.A. 34:11C-3 and Regulation 1581 - Section B. be supported by the employee with documentation of the domestic violence or sexually violent offense which is the basis for the leave. If the employer requires documentation, the employee shall be regarded as having provided sufficient documentation if the employee provides supporting documentation outlined in N.J.S.A. 34:11C-3.c and Regulation 1581 – Section B.3.

An employer shall display conspicuous notice of its employees' rights and obligations pursuant to the provisions of the NJ SAFE Act.

An employer shall not discharge, harass, or otherwise discriminate, retaliate, or threaten to discharge, harass, or otherwise discriminate or retaliate against an employee with respect to the compensation, terms, conditions, or privileges of employment on the basis that the employee took or requested any leave to which the employee was entitled pursuant to N.J.S.A. 34:11C-3 of the NJ SAFE Act or on the basis that the employee refused to authorize the release of information deemed confidential pursuant to N.J.S.A. 34:11C-3.f of the NJ SAFE Act.

Upon a violation of any of the provisions N.J.S.A. 34:11C-3 or N.J.S.A. 34:11C-4, an employee or former employee may institute a civil action in the Superior Court for relief. All remedies available in common law tort actions shall be available to a prevailing plaintiff. The Court may also order any or all of the relief outlined in N.J.S.A. 34:11C-5. An action brought under N.J.S.A. 34:11C-5 shall be commenced within one year of the date of the alleged violation. A private cause of action provided for in N.J.S.A. 34:11C-5 shall be the sole remedy for a violation of the NJ SAFE Act.

N.J.S.A. 11A:2-6a
N.J.S.A. 34:11C-1 et seq.
New Jersey Civil Service Commission's Uniform Domestic Violence Policy

Adopted:

2422 HEALTH AND PHYSICAL EDUCATION

The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Student Learning Standards (NJSLS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the NJSLS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community.

The NJSLS incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The following statutes incorporated into the NJSLS include, but are not limited to, the following requirements:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention.

2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades seven to twelve.

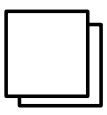
3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.

4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.

5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.

6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.

7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.



8. Health, Safety, and Physical Education (N.J.S.A. 18A:35) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week.

9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.

10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through 5.3) requires the development of Lyme Disease curriculum guidelines and training to all teaching staff members who instruct students with Lyme Disease.

11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.

12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.

13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence.

14. Suicide Prevention (N.J.S.A. 18A:6-111 through 113) requires instruction in suicide prevention in public schools.

15. Cardiopulmonary Resuscitation (CPR/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.

16. Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and 4.33) requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.

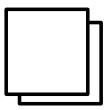
17. History of Disabled and LGBT Persons (N.J.S.A. 18A:35-4.35 and 4.36) requires instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people for middle and high school students.

18. Financial Literacy (N.J.S.A. 18A:35-4.34) requires instruction with basic financial literacy necessary for sound financial decision-making in each of the grades six through eight.
19. Other Statutory or Administrative Codes. The Board will incorporate into its health and physical education curriculum any other requirements of the NJSLS in Comprehensive Health and Physical Education.

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life education, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.

The Board of Education must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week. Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.

In accordance with N.J.S.A. 18A:35-4.31, the Board of Education shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district's Code of Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant to N.J.S.A. 18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period. Restorative justice activities mean activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.

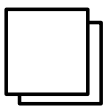


POLICY RIDGEWOOD BOARD OF EDUCATION

A copy of the NJSLS for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

N.J.S.A. 18A:35-4.31; 18A:35-5; 18A:35-7; 18A:35-8

Adopted: 18 July 2016
Revised: 01 April 2019
Revised:



3421.13 POSTNATAL ACCOMMODATIONS

The Board of Education recognizes teaching staff members may be returning to work shortly after their child's birth and may need to express breast milk during the workday. The Patient Protection and Affordable Care Act (PPACA) amended Section 7 of the Federal Fair Labor Standards Act (FLSA) for nursing mothers to be permitted reasonable break times and a private location to express breast milk for their nursing child for one year after the child's birth.

Every employee position in the school district is designated as either "non-exempt" or "exempt" by the provisions of the FLSA. Generally, a teaching staff member entitled to overtime pay is designated as "non-exempt." A teaching staff member that performs duties that are executive, administrative, or professional in nature and not entitled to overtime pay is designated "exempt." The school district administration shall refer to the comprehensive definitions of "exempt" and "non-exempt" as outlined in 29 C.F.R. 541 et seq. in determining an employee's designation.

A Board of Education is required to provide reasonable break times to non-exempt teaching staff members to express breast milk for their nursing child. The non-exempt teaching staff member shall coordinate such breaks with their immediate supervisor. The non-exempt teaching staff member will not receive compensation during this break time unless the break time is during a non-exempt teaching staff member's compensated break time.

A Board of Education is not required under the FLSA to provide such breaks to exempt teaching staff members. However, exempt teaching staff members may take such breaks provided the breaks are coordinated with their immediate supervisor. If this break is taken during the exempt teaching staff member's duty free lunch period or duty free break period during the workday, the exempt teaching staff member will not be reduced in compensation.

The Principal or the nursing mother's immediate supervisor, in consultation with the school nurse, will designate a lactation room that is shielded from view and free from intrusion from co-workers and the public. The location must be functional as a space for expressing breast milk and shall include an electrical outlet, a chair, and nearby access to running water. If the space is not dedicated to

the nursing mother's use, it must be available when needed. A space temporarily converted into a lactation room or made available when needed by a nursing mother is sufficient; however, a bathroom, even if private, is not a permissible location under the FLSA.

All exempt and non-exempt teaching staff members are required to sign-out of work to begin the break to express breast milk and shall sign-in when they return to work after the break. The break shall be for a reasonable amount of time. For compensation purposes, the immediate supervisor shall forward all sign-in and sign-out information relative to break times for nursing mothers under the FLSA to the School Business Administrator/Board Secretary.

Fair Labor Standards Act – 29 U.S.C. 201 et seq.
Patient Protection and Affordable Care Act – P.L. 111-148
N.J.S.A. 26:4C-1 through 26:4C-3

Adopted:

4421.13 POSTNATAL ACCOMMODATIONS

The Board of Education recognizes support staff members may be returning to work shortly after their child's birth and may need to express breast milk during the workday. The Patient Protection and Affordable Care Act (PPACA) amended Section 7 of the Federal Fair Labor Standards Act (FLSA) for nursing mothers to be permitted reasonable break times and a private location to express breast milk for their nursing child for one year after the child's birth.

Every employee position in the school district is designated as either "non-exempt" or "exempt" by the provisions of the FLSA. Generally, a support staff member entitled to overtime pay is designated as "non-exempt." A support staff member that performs duties that are executive, administrative, or professional in nature and not entitled to overtime pay is designated "exempt." The school district administration shall refer to the comprehensive definitions of "exempt" and "non-exempt" as outlined in 29 C.F.R. 541 et seq. in determining an employee's designation.

A Board of Education is required to provide reasonable break times to non-exempt support staff members to express breast milk for their nursing child. The non-exempt support staff member shall coordinate such breaks with their immediate supervisor. The non-exempt support staff member will not receive compensation during this break time unless the break time is during a non-exempt support staff member's compensated break time.

A Board of Education is not required under the FLSA to provide such breaks to exempt support staff members. However, exempt support staff members may take such breaks provided the breaks are coordinated with their immediate supervisor. If this break is taken during the exempt support staff member's duty free lunch period or duty free break period during the workday, the exempt support staff member will not be reduced in compensation.

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Fair Labor Standards Act – 29 U.S.C. 201 et seq.
Patient Protection and Affordable Care Act – P.L. 111-148
N.J.S.A. 26:4C-1 through 26:4C-3

Adopted:

RIDGEWOOD

POLICY BOARD OF EDUCATION

5330 ADMINISTRATION OF MEDICATION

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of an illness of any student. However, in order for many students with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of students. The Board will permit the administration of medication in school in accordance with applicable law.

Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, the student's parent, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine and hydrocortisone sodium succinate in an emergency pursuant to N.J.S.A. 18A:40-12.5 12.6, , 12.29, and 12.30.

Self-administration of medication by a student for asthma or other potentially life-threatening illness or a life threatening allergic reaction, or adrenal insufficiency is permitted in accordance with the provisions of N.J.S.A. 18A:40- 12.3.

The school nurse shall have the primary responsibility for the administration of epinephrine and hydrocortisone sodium succinate to the student. However, the school nurse may designate, in consultation with the Board or the Superintendent, additional employees of the district who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism and the administration of hydrocortisone sodium succinate using standardized training protocols established by the New Jersey Department of Education (NJDOE) in consultation with the Department of Health ~~and Senior Services~~ when the school nurse is not physically present at the scene.

In accordance with the provisions of N.J.S.A. 18A:40-12.6.d, no school employee, including a school nurse or any other officer or agent of a Board of Education or a physician or an advanced practice nurse providing a prescription under a standing protocol for school epinephrine pursuant to N.J.S.A. 18A:40-12.5 and/or hydrocortisone sodium succinate pursuant to N.J.S.A. 18A:40-12.29, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.5 and N.J.S.A. 18A:40-12.29, nor shall any action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.6.d and N.J.S.A. 18A:40-12.33. Good faith shall not include willful misconduct, gross negligence, or recklessness.

The school nurse or designee shall be promptly available on site at the school and at school-sponsored functions in the event of an allergic reaction or an emergency requiring the administration of hydrocortisone sodium succinate. In addition, the parent must be informed that the school district, its employees and agents shall have no liability as a result of any injury arising from the administration of epinephrine or hydrocortisone sodium succinate to the student

The parent of the student must sign a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism or the administration of hydrocortisone sodium succinate to the student. In addition, the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism or the administration of hydrocortisone sodium succinate to the student

The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to students for anaphylaxis and/or the emergency administration of hydrocortisone sodium succinate for adrenal insufficiency is effective for the school year it is granted and must be renewed for each subsequent school year.

Each school in the district shall have and maintain for the use of students at least one nebulizer in the office of the school nurse or a similar accessible location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with NJDOE regulations. Every student that is authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 or a nebulizer must have an asthma treatment plan prepared by the student's physician which shall identify, at a minimum, asthma triggers, the treatment plan and other such elements as required by the State Board of Education.

All student medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by students. In those instances the medication may be retained by the student with the prior knowledge of the school nurse. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with such information about the medication and its administration as may be in the student's best educational interests. The school nurse may report to the school physician any student who appears to be affected adversely by the administration of medication and may recommend to the Principal the student's pupil's exclusion pursuant to law.

RIDGEWOOD

POLICY BOARD OF EDUCATION

The school nurse shall document each instance of the administration of medication to a student. Students self-administering medication shall report each incident to a teacher, coach or other individual designated by the school nurse who is supervising the student during the school activity when the student self-administers. These designated individuals shall report such incidents to the school nurse within twenty-four hours of the self-administration of medication. The school nurse shall preserve records and documentation regarding the self-administration of medication in the student's health file.

N.J.S.A. 18A:6-1.1; 18A:40-3.1; 18A:40-6; 18A:40-7; 18A:40-12.3;
18A:40-12.4; 18A:40-12.5; 18A:40-12.6; 18A:40-12.7;
18A:40-12.8
N.J.S.A. 45:11-23
N.J.A.C. 6A:16-2.3(b)

Adopted: 7 December 2009
Revised: 2 November 2015
Revised:

7243 SUPERVISION OF CONSTRUCTION

The Board of Education directs that the School Business Administrator/Board Secretary or designee be responsible for the supervision of all building construction in this school district. Supervision shall include field inspection of the construction contractor's operations, administrative review of the activities of the architect relating to the construction, and any other construction matters relating to the interests of the school district.

The School Business Administrator/Board Secretary and Superintendent or designee shall report periodically to the Board on the progress of that by his/her personal knowledge the work of the construction contractor(s).

The Board shall not employ for pay or contract for the paid services of any person serving in a position which involves regular contact with students unless the Board has first determined, consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq., that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

The Superintendent shall direct the School Business Administrator/Board Secretary or designee to act as liaison to all construction contractors for school facility and construction projects to obtain a list of the individuals who will have regular contact with students and will be employed by or working for the contractor on a school district project that will be undergoing a criminal history record check pursuant to the requirements of N.J.S.A. 18A:6-7.1 et seq. The liaison shall provide the list of those contracted employees to the Superintendent or designee and the Human Resources Director. The Superintendent or designee and the Human Resources Director who receive any adverse action correspondence from the New Jersey Department of Education (NJDOE) related to the criminal history record check process shall review the contracted company list in order to determine if the subject of that correspondence is either a school employee or an employee of any contract service provider and take

appropriate action. No employee of a contracted service provider shall commence work at a school facility without having first obtained an approval for employment from the NJDOE. Approvals for employment of these contracted employees shall be maintained with the liaison and copies forwarded to the Superintendent's office.

A change order involving additional cost will be submitted to the Board for review and approval.

A change order not involving monetary considerations may be acted upon solely by the Superintendent and Business Administrator and reported to the Board.

Upon completion of a building project and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for acceptance shall be made to the Board by the Business Administrator or designee.

N.J.S.A. 18A:18A-16; 18A:18A-43; 18A:18A-44

Adopted: 7 December 2009
Revised:

POLICY

RIDGEWOOD BOARD OF EDUCATION

8210 SCHOOL YEAR

The Board of Education recognizes that the preparation of a calendar for the instructional program of the schools is necessary for orderly educational planning and for the efficient operation of the school district.

The Board shall determine annually the days when the schools will be in session. Unless the Board exercises its right to alter the calendar for any particular calendar year, such school calendar shall consist of no fewer than the maximum number of instructional and staff attendance days contained in the negotiated agreements.

A half-day class or shortened school day shall be considered the equivalent of a full day only if school is in session for four or more hours, exclusive of recess periods or lunch periods.

The Superintendent shall in consultation with the Calendar Committee propose the school calendar for Board consideration. The Board reserves the right to alter the school calendar when feasible and advisable in the best interests of the children of the district; the number of school closings during the school year extend the school year past a reasonable closing date in June; there is an extended school closing during the school year due to an unforeseen circumstance; and/or due to any reason deemed in the best interest of the student.

The Board shall adopt annually a list of religious holidays which shall consist as a minimum of those holidays designated by the Commissioner of Education.

N.J.S.A. 18A:25-3; 18A:36-2; 18A:36-16
N.J.A.C. 6A:32-8..3

Adopted: 7 December 2009
Revised:

POLICY

RIDGEWOOD BOARD OF EDUCATION

8220 SCHOOL DAY

The Board of Education shall annually approve the times that school will be in session, including the starting and ending time of a shortened day. A school day shall be in accordance with N.J.A.C. 6A:32-8.3.

The schools of the district will be in session for pupils on those days and times recommended by the Superintendent and annually approved by the Board.

The Superintendent may close schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of pupils and staff members or other good cause. A shortened school day, whether it is planned or emergent (as in the case of inclement weather), must meet certain requirements in order to count toward the one hundred eighty day requirement of N.J.S.A. 18A:7F-9.

The Superintendent shall inform the Board President of any such alteration as soon as possible and shall prepare rules for the proper and timely notification of concerned persons in the event of any delayed opening or emergency school closing.

N.J.A.C. 6A:32-8.3

Adopted: 7 December 2009
Revised:

POLICY RIDGEWOOD BOARD OF EDUCATION

8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

The Board of Education recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Education adopts this Policy pursuant to the requirements of N.J.S.A. 18a:36-2 and 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-24 and 18A:36-25 et seq., N.J.A.C. 6A:16-11.1, and N.J.S.A. 9:6-8.10, **and N.J.A.C. 6A:22-4.1(d).**

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE or to any other telephone number designated by the appropriate child welfare authorities. If the child is in immediate danger, a call shall be placed to 911 as well as to the SCR.

The school district shall prominently display information about the Department of Children and Families' State Central Registry, a toll-free hotline for reporting child abuse, in each school of the district. The information shall give instructions to call 911 for emergencies and shall include directions for accessing the Department of Children and Families' website or social media platforms for more information on reporting abuse, neglect, and exploitation.

The information shall be in a format and language that is clear, simple, and understandable. The information shall be on a poster and displayed at each school in at least one high-traffic, highly and clearly visible public area that is readily accessible to and widely used by students, pursuant to N.J.S.A. 18A:33.28.

POLICY RIDGEWOOD BOARD OF EDUCATION

The person having reason to believe that a child may be missing or may have been abused or neglected may inform the Principal or other designated school official(s) prior to notifying designated child welfare authorities if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the Principal or other designated school official(s) of the notification, if such had not occurred prior to the notification. Notice to the Principal or other designated school official(s) need not be given when the person believes that such notice would likely endanger the reporter or student involved or when the person believes that such disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.

The Principal or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.

The district designates the Director of Special Programs as the school district's liaison to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The district designates the Superintendent or designee as the school district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant to N.J.A.C. 6A:16-6.2(b)1, consistent with the Memorandum of Agreement, pursuant to N.J.A.C. 6A:16-6.2(b)13.

An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.

RIDGEWOOD
POLICY BOARD OF EDUCATION

The Superintendent or designee shall provide training to school district employees, volunteers, or interns on the district's policy and procedures for reporting allegations of missing, abused, or neglected child situations. All new school district employees, volunteers, or interns working in the district shall receive the required information and training as part of their orientation.

There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing, abused, or neglected child situation pursuant to N.J.S.A. 9:6-8.13.

N.J.S.A. **18A:33-28;** 18A:36-24; 18A:36-25 et seq.
N.J.A.C. 6A:16-11.1

Adopted: 7 December 2009
Revised: 9 February 2015
Revised: 18 July 2016
Revised: 27 August 2018
Revised:

RIDGEWOOD
POLICY BOARD OF EDUCATION

2270 RELIGION IN THE SCHOOLS

The Board of Education recognizes that religious belief and disbelief are matters of personal conviction rather than governmental authority and the pupils of this district are protected by the First Amendment of the United States Constitution and by Article I, Paragraph 4 of the New Jersey State Constitution from the establishment of religion in the schools. The First Amendment requires public school officials to show neither favoritism toward nor hostility against religious expression such as prayer.

The United States Department of Education's Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools (USDOE Guidance) provides information on the current state of the law concerning religious expression in public schools.

The following activities as outlined in the USDOE Guidance will be permitted upon applying the governing constitutional principles in particular contexts related to: prayer during non-instructional time; organized prayer groups and activities; teachers, administrators, and other school employees' activities; moments of silence; accommodations for prayer during instructional time; prayer in classroom assignments; pupil assemblies and noncurricular events; prayer at graduation; and/or baccalaureate ceremonies;

The following activities as outlined in the USDOE Guidance will be permitted upon applying the governing constitutional principles in particular contexts related to religious expression: religious literature; teaching about religion; student dress codes and policies; and/or religious excusals.

The Equal Access Act, 20 U.S.C. Section 4071, is designed to ensure that student religious activities are afforded the same access to Federally funded public secondary school facilities as are student secular activities. The United States Department of Justice has developed guidance for interpreting the Equal Access Act's requirements outlined in the USDOE Guidance in the area of general provisions, prayer service and worship exercises, means of publicized meetings, lunch-time and recess, and leadership of religious student groups.

RIDGEWOOD
POLICY BOARD OF EDUCATION

Any issues regarding religion in the schools and the provisions of this Policy shall be referred to the Superintendent of Schools who may consult with the Board Attorney.

U.S. Consti. Amend. 1
U.S. Department of Education - Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools – February 7, 2003
N.J. Consti. (1947) Art. 1, para. 4
N.J.S.A. 18A:35-4.6 et seq.; 18A:36-16

Adopted: 7 December 2009
Revised:

RIDGEWOOD
POLICY BOARD OF EDUCATION

2431.3 HEAT PARTICATIPATION POLICY FOR STUDENT-ATHLETE SAFETY

The goal of the Ridgewood High School Heat Acclimatization Policy is to insure the safety of our student-athletes while enhancing exercise heat tolerance and the ability to exercise safely and effectively in warm to hot conditions. This policy includes practice guidelines and a system of evaluating individual student-athlete's hydration levels. All Ridgewood student athletes will receive an educational presentation on proper hydration and heat illness.

Therefore, the Board of Education requires the implementation of the practice and pre-season heat acclimation procedures as recommended by the New Jersey State Interscholastic Athletic Association (NJSIAA) for students participating in all school-sponsored athletic programs and extra-curricular activities during warm weather months. The Superintendent of Schools or designee shall ensure the implementation of the Practice and Pre-Season Heat-Acclimation Procedures.

Practice Guidelines:
For all sports, on days one and two, athletes may not participate in more than three total hours of practice. Warm-up, stretching, cool-down activities, and strength/speed training are included as part of the three hour practice time. A three hour recovery period, in a cool environment, should be inserted between practices. All athletes should be instructed to shower in cool water after each practice in order to reduce body temperature.

For football, on day one, helmets are the only protective equipment permitted. On day two, helmets and shoulder pads are allowed to be worn.

For all sports, on days three and four, athletes may not participate in more than 3.5 hours of practice and no practice can exceed three hours. A three hour recovery period, in a cool environment, should be inserted between practices. All athletes should be instructed to shower in cool water after each practice in order to reduce body temperature.

For football, full equipment may be worn.

For all sports, any day in which athletes participate in more than three hours of practice must be followed by a day in which athletes participate in no more than 3 hours of practice.

For all sports, beginning with day five, athletes may not participate in more than four hours of practice and no practice can exceed three hours. A three hour recovery period, in a cool environment, should be inserted between practices. All athletes should be instructed to shower in cool water after each practice in order to reduce body temperature.

RIDGEWOOD
POLICY BOARD OF EDUCATION

For all sports, after six consecutive practices, athletes are required to have one complete day of rest (no conditioning, walk-throughs, or practice).

Because the risk of exertional heat illnesses during the preseason is high, the athletic trainer must be on site before, during, and after all practices.

Wet Bulb Globe Temperature Guidelines:
The Wet Bulb Globe Temperature (WBGT) is a composite temperature used to estimate the effect of temperature, humidity, and solar radiation. The athletic trainer will use a digital psychrometer to measure the wet bulb globe temperature 10-15 minutes before practice. The athletic trainer will inform all coaches of any necessary accommodations.

Level	*WBGT*	*Risk*	*Fluid*	*Accommodations*
Green	< 73°	Moderate	Every 15-20 mins	None
Yellow	73°-82°	High	Every 15-20 mins	Use caution
Red	82°-90°	Very High	Every 15 mins	Reduce intensity Modify practice Remove protective equipment for non-contact drills
Black	> 90°	Extreme	Rehydrate 24 oz per pound of wt loss	No outdoor practice

Hydration Guidelines:
All athletes will weigh in, before and after each practice. Weight charts will be monitored daily by the coach and the athletic trainer. Athletes with weight loss greater than 3% will be held from practice until they have adequately replaced their weight.

Water will be available to athletes throughout all practices. All athletes will be instructed to replenish fluids every 15 -20 minutes.

N.J.S.A.18A:11-3.10
New Jersey State Interscholastic Athletic Association Heat Participation
Policy and Pre-Season Heat Acclimatization Policy

Adopted: 26 September 2011
Revised: 01 April 2019
Revised

2622 STUDENT ASSESSMENT

The Commissioner of Education, in accordance with N.J.S.A. 18A:7C-1 et seq. and 18A:7E-2 and 3, may implement assessments of student achievement in any grade(s) and by such assessments as he or she deems appropriate. The Commissioner shall report to the State Board of Education the results of such assessments.

The Commissioner shall implement a system and related schedule of Statewide assessments to evaluate student achievement of the New Jersey Student Learning Standards (NJSLS). The Commissioner, with the approval of the State Board of Education, shall define the scope and level of student performance on Statewide assessments that demonstrate thorough understanding of the knowledge and skills delineated by the NJSLS at grade levels three through twelve. After consultation with the Commissioner, the State Board of Education shall establish by resolution uniform Statewide criteria defining adequate school district progress toward meeting the NJSLS.

State assessments provide parents with important information about their child's progress; detailed information about each individual student's performance that educators, parents, and students can utilize to enhance foundational knowledge and student achievement; and include item analysis which will clarify a student's level of knowledge and understanding of a particular subject or area of a subject. The data derived from State assessments can be assessed and may be utilized by teachers and administrators to pinpoint areas of difficulty and customize instruction accordingly as a student progresses to successive school levels.

Pursuant to N.J.A.C. 6A:8-4.1(b) and (c), all students at grade levels three through twelve, and at any other grade(s) designated by the Commissioner pursuant to N.J.A.C. 6A:8-4.1(a), shall take all appropriate Statewide assessments as scheduled. There is no provision for a student to opt-out of Statewide assessments. If a student is absent on a testing date, the student will be expected to take the missed test on another school day. Parents and students will be informed of all scheduled testing dates, including make-up testing dates for students who missed the initial testing date.

Statewide Assessments System

The Superintendent of Schools shall develop and annually present to the Board for its approval an assessment program that complies with the rules of the State Board of Education.

The Board of Education shall, according to a schedule prescribed by the Commissioner, administer the applicable Statewide assessments, including the following major components: the elementary assessment component for grades three through five; the middle school assessment component for grades six through eight; the high school end-of-course assessments; and the alternative assessment for students with disabilities; and provide notification to each student entering grades three through twelve of the Statewide assessment schedule.

The Department of Education shall implement the elementary component of the Statewide assessment of the NJSLS consisting of continued administration of mathematics and English language arts in grades three, four, and five, and of science in grade five.

The Department of Education shall implement the middle school component of the Statewide assessment of the NJSLS consisting of the following: continued administration of mathematics and English language arts in grades six, seven, and eight; and of science in grade eight.

The Department of Education shall implement a high school assessment program component of the NJSLS that assesses, at a minimum, English language arts, mathematics, and science with the exception that students may receive a waiver from the Board of Education from taking the high school end-of-course assessment in ELA 11 due to the student's participation in another English language/literature college placement assessment during the same school year.

The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the Department of Education for English Language Learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:8-14.3 or eligible under Section 504 of the Rehabilitation Act as determined by the IEP or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d)1. The Board may administer the Statewide assessments in mathematics to ELLs in their native languages, when available, and/or English. The Board of Education shall have the option for a first- year ELL of substituting a Department of Education-approved language proficiency test only for the English language arts section of the elementary or middle school component of the Statewide assessment, when the student has entered the United States after July 1 of the calendar year prior to the test administration.

The Board of Education shall ensure students with disabilities as defined in N.J.A.C. 6A:14-1.3 participate in Statewide assessments in accordance with N.J.A.C. 6A:14-4.10.

At specific times prescribed by the Commissioner of Education, the Board of Education shall administer the alternative assessment for students with disabilities to students with severe disabilities who cannot participate in other assessments due to the severity of their disabilities. The Department of Education shall implement alternative assessment for students with disabilities according to the schedules in N.J.A.C. 6A:8-4.1(c)1, 2, and 3. The alternative assessment for students with disabilities measures the progress of students who have been determined eligible for the alternative assessment for students with disabilities by the IEP team in accordance with N.J.A.C. 6A:14-4.10.

The Board of Education shall implement alternative ways for students to demonstrate graduation proficiency in accordance with N.J.A.C. 6A:8-5.1(f).

Test Administration Procedures and Security Measures

The Board of Education shall be responsible for ensuring the security of all components of the Statewide assessment system that are administered within the school district. All Statewide assessments shall be administered in accordance with the Department of Education's required test administration procedures and security measures. Any breach of such procedures or measures shall be immediately reported to the Superintendent or designee.

Documentation of Student Achievement

The Department of Education shall provide the Superintendent with documentation of student performance after each test administration in accordance with the provisions of N.J.A.C. 6A:8-4.2(a). Information regarding individual student test scores shall only be in accordance with Federal and State law.

The Board of Education shall transmit within ten business days any official records, including transcripts, of students who transfer to other school districts or institutions.

The Board of Education shall maintain an accurate record of each student's performance on Statewide assessments.

The Board of Education shall maintain for every student a ninth grade through graduation transcript that contains the following, as available:

1. Results of all applicable State assessments, including assessments that satisfy graduation requirements set forth in N.J.A.C. 6A:8-5.1(a)6;

2. Results of any English language proficiency assessments according to N.J.A.C. 6A:8-5.1(h);

3. Evidence of instructional experience and performance in the NJSLS;

4. Evidence of technological literacy;

5. Evidence of career education instructional experiences and career development activities;

6. Evidence of State-issued occupational licenses and credentials, industry-recognized occupational credentials, and/or technical skill assessments for students enrolled in Department of Education-approved career and technical education programs pursuant to N.J.A.C. 6A:19-3.2; and

7. Any other information deemed appropriate by the Board of Education.

Accountability

The Superintendent shall report preliminary and final results of annual assessments to the Board of Education within sixty days of receipt of information from the New Jersey Department of Education pursuant to N.J.A.C. 6A:8-4.3(a). The Board of Education will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.2. The Board shall provide appropriate instruction to improve skills and knowledge for students performing below the established levels of student proficiency in any content area either on Statewide or local assessments. All students shall be expected to demonstrate the knowledge and skills of the NJSLS as measured by the Statewide assessment system.

Annual Review and Evaluation of School Districts

The Department of Education shall review the performance of schools and school districts in accordance with the provisions of N.J.A.C. 6A:8-4.4.

Public Reporting

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the Department of Education shall report annually to the State Board of Education and the public on the progress of all students and student subgroups in meeting the NJSLS as measured by the Statewide assessment system by publishing and distributing the Department of Education's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 5. After each test administration, the Department of Education shall report to the Board of Education on the performance of all students and of student subgroups. The Department of Education shall report performance on the APA with the same frequency and in the same detail as it reports on other Statewide assessments, including school and school district means, and the number and percentage of participating students. In public reporting of school and district performance data, the Department of Education shall not compromise the confidentiality of individual students.

Parental Notification

Parents shall be informed of the district assessment system and of any special tests that are to be administered to their children.

N.J.S.A. 18A:7C-1 et seq.; 18A: 7E-1 et seq.
N.J.A.C. 6A:8-4.1 et seq; 6A:8-5.1; 6A:14-1.1 et seq.;
6A:14-3.7; 6A:14-4.10

Adopted: 7 December 2009
Revised: 24 September 2012
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Revised:

5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older students as is otherwise entitled by law to a free public education.

Eligibility to Attend School

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1.

A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.A.C. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2. A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1, any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly person's offense.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1 if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38- 1 if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents or guardians temporarily resides in the school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A student is eligible to attend this school district free of charge:

1. If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;

2. If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;

3. If the student previously resided in the school district and if the parent(s) or legal guardian(s) is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3. The school district shall not be obligated for transportation costs; and

4. If the student resides on federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.

Except as set forth in N.J.A.C. 6A:2-3.3(b)1, immigration/visa status shall not affect eligibility to attend school and the school district shall not condition enrollment in the school district on immigration status. A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

Proof of Eligibility

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.A.C. 6A:22-3.4. The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or a subset of documents, without regard to other evidence presented.

The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment. , In the case of a dispute between the school district and the parent or guardian of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the

Motor Vehicle Commission (NJMVC) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.S.A. 18A:38-1-3. The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.

Registration Forms and Procedures for Initial Assessment

Registration and initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1. The Board of Education shall use Commissioner-provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or a nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance at the school district shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity a**s** required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.

When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

Notice of Ineligibility

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 et. seq. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.

Removal of Currently Enrolled Students

Nothing in N.J.A.C. 6A:22 et seq. and this Policy shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

Appeal to the Commissioner

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:3.-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1., appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.

Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of an ineligibility determination, the Board may assess tuition for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a). Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.

Nonresident Students

The admission of a nonresident student to school free of charge must be approved by the Board, upon the recommendation of the Superintendent and subject to the needs of the district. No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation or sex, social or economic status, or disability. A written request for permission to enroll a child of a nonresident staff member, including school preference, must be submitted to and approved in writing by the Superintendent at least thirty (30) days prior to admittance. Transportation will be provided by the staff member. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship, academic standing and discipline, as well as family behavior toward school personnel and/or the needs of the district.

Change in Residence

Seniors who have completed their junior year in Ridgewood High School and whose parent(s) or legal guardian(s) change their residence out of the district after that time may finish their studies at Ridgewood High School on a tuition basis. Other students may finish the year on a tuition basis if parent(s) or legal guardian(s) change residence out of district February 1 or later. Students whose parent(s) or legal guardian(s) change residence after May 1 may continue schooling on a non-tuition basis for the remainder of the school year.

Other Nonresident Children

Other nonresident children, otherwise eligible for attendance, may be admitted to school in this district with payment of tuition if their admission is warranted by the inaccessibility of school in their home district, the singular availability of an appropriate educational program in this district, the avoidance of transfer and readmission of a child whose legal custody is shared by a parent(s) or legal guardian(s) residing in this district, or other good cause. The parent(s) or legal guardian(s) must submit an application to the Superintendent for review and consideration. ***Special Education students may not be enrolled in the district under this provision***. Students in this provision are not eligible for any formal educational intervention services.

Children of District Employees

Children of nonresident permanent, salaried staff members of the Board of Education may be admitted to the schools of the district at a tuition rate, set annually by the Board of Education at its Reorganization Meeting, upon the recommendation of the Superintendent and the approval of the Board. ***Special Education students may not be enrolled in the district under this provision***. Students in this provision are not eligible for any formal educational intervention services.

a. A written request for permission to enroll a child of a nonresident staff member, including school preference, must be submitted to and approved in writing by the Superintendent at least thirty
(30) days prior to admittance. Transportation will be provided by the staff member.

b. Annually, the nonresident staff member must submit a letter to the Superintendent requesting their child to be approved for admittance in the district in the subsequent school year. All such letters must be received by the Superintendent by May 15 of the current school year in order for the child to be considered for admittance in the following school year. The Superintendent will notify the nonresident staff member of his decision, in writing, no later than June 15 of the current school year. A written request for permission to enroll a child of a nonresident staff member, including school preference, must be submitted to and approved in writing by the Superintendent at least thirty (30) days prior to admittance. Transportation will be provided by the staff member.

b. By August 1 preceding the new school year, all nonresident staff members will be billed by

the Business Office at the rates established at the annual reorganization meeting. Payment is due to the Business Office no later than the last Friday prior to the opening of school for students. If this payment is not received in a timely fashion, interest will be charged at a rate of 1% per month until payment is received. If payment is not received by the last Friday in January, the nonresident staff member will be required to meet with the Superintendent to explain the reason for nonpayment. Within three days of that meeting, the Superintendent will issue, in writing, his decision concerning the continued enrollment of the staff member's child(ren).

Home Construction

Families domiciled in the school district for a minimum of 12 months and attending the Ridgewood Public Schools prior to major home renovations where the family must vacate the premises, must obtain Board of Education approval to continue attending the district schools free of charge for a period of 18 months with proof of building permits/documentation. After 18 months, a one-time extension for a period of 6 months can be obtained and will necessitate additional proof of building status and progress. The Board of Education will assess tuition for students after the initial 24-month period. The Board of Education will require proof of occupancy when residence is reoccupied.

F-1 and J-1 Visa Students

The school district is not required to, but may permit the attendance of F-1 and J-1 Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the requested I-20 Form, in accordance with the provisions of Federal regulation 8 CFR 214.3. An F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with an F-1 or J-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.

POLICY RIDGEWOOD BOARD OF EDUCATION

N.J.S.A. 18A:38-1 et seq; 18A:38-3; 18A:38-3.1
N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-2.1 et seq. 8 CFR 214.3

Adopted: 7 December 2009
Revised: 19 July 2010
Revised: 18 March 2013
Revised: 26 August 2013
Revised: 27 January 2014
Revised: 18 July 2016
Revised: 6 March 2017
Revised: 01 April 2019
Revised:

5200 ATTENDANCE

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

Notwithstanding the requirements of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences, for the purpose of expectations and consequences regarding truancy, student conduct, promotion, and the award of course credit is a local Board decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200. In accordance with the provisions of N.J.A.C. 6A:16-7.6, and for the purposes of Policy and Regulation 5200, a student's absence from school will either be excused or unexcused. Unexcused absences will count toward truancy.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.

In order for the Board of Education to fulfill its responsibility for providing a thorough and efficient education for each student, the complete cooperation of parents/guardians and students is required to maintain a high level of school attendance.

The frequent absence of students from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of students to complete the prescribed curriculum requirements successfully.

Excused Absences

The Board considers the following as cause for excused absence:

a. Illness

b. College Visit

c. Legal obligation
d. Death in the family

e. Family obligation
f. Medical appointment

g. Motor vehicle test
f. Such good cause as may be acceptable to the Principal.

Regular Release Of Students Before The End Of The Normal School Day

There are varying situations which may justify release of certain students from school before the norma for closing. Such situations are justifiable only if the release does not jeopardize the student's educa program and the reasons for such release can be shown to have positive benefits for the student.

Truancy

The Board will report to appropriate authorities infractions of the law regarding the attendance of students below the age of sixteen. Repeated infractions by enrolled students over the age of sixteen may result in the suspension or expulsion of the student.

It shall be the policy of the Board to consider the effectiveness and appropriateness to his/her needs of the educational program that is offered each student who is habitually and repeatedly absent from his/her assigned program and to consult with the Child Study Team for its recommendations.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. In accordance with N.J.S.A. 18A:36-14, a student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to

consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of the Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; 18A:38-25
N.J.S.A. 34:2-21.1 et seq.
N.J.A.C. 6A:16-7.6; 6A:32-8.3

Adopted: 7 December 2009
Revised: 27 January 2014
Revised: 9 February 2015
Revised:

RIDGEWOOD
POLICY BOARD OF EDUCATION

5320 IMMUNIZATION

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires the immunization of students against certain diseases in accordance with State statute and rules of the New Jersey State Department of Health and Senior Services.

A student shall not knowingly be admitted or retained in school if the parent has not submitted acceptable evidence of the child's immunization, according to schedules specified in N.J.A.C. 8:57-4 – Immunization of Pupils in School. However, a child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5 and Regulation 5320.

Medical or religious exemptions to immunizations shall be in accordance with the requirements as outlined in N.J.A.C. 8:57-4.3 and 4.4. For students with a medical exemption pursuant to N.J.A.C. 8:57-4.3, the school nurse shall annually review student immunization records to confirm the medical condition for the exemption from immunization continues to be applicable in accordance with N.J.A.C. 6A:16-2.3(b)3.v.

No immunization program, other than that expressly required by the rules of the New Jersey State Department of Health and Senior Services or by order of the New Jersey State Commissioner of Health and Senior Services, may be conducted in district schools without the express approval of the Board.

N.J.S.A. 18A:40-20
N.J.S.A. 26:4-6
N.J.A.C. 6A:16-2.3
N.J.A.C. 8:57-4.1 et seq.

Adopted: 7 December 2009
Revised:

5330.04 ADMINISTERING AN OPIOID ANTIDOTE

N.J.S.A. 18A:40-12.24.a requires schools to adopt a Policy for the emergency administration of an opioid antidote to a student, staff member, or other person who is experiencing an opioid overdose.

N.J.S.A. 18A:40-12.24.a.(1) requires schools with any of the grades nine through twelve to comply with the provisions of the law.

N.J.S.A. 18A:40-12.24 requires a school to obtain a standing order for opioid antidotes pursuant to the "Overdose Prevention Act" - N.J.S.A. 24:6J-1 et seq. The school shall maintain a supply of opioid antidotes under the standing order in a secure, but unlocked and easily accessible location. The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building. The Board may, in its discretion, make an opioid antidote accessible during school-sponsored functions that take place off school grounds.

The school nurse and a designated employee who volunteers to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c. are required to be trained for the administration of an opioid antidote in accordance with N.J.S.A. 18A:40-12.25.b. The school nurse or a designated employee who volunteers to administer an opioid antidote shall be promptly available on site at the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building at any time.

N.J.S.A. 18A:40-12.24 permits the school nurse or a designated trained employee to administer an opioid antidote to any person whom the nurse or the trained designated employee who in good faith believes is experiencing an opioid overdose.

An overdose victim shall be transported to a hospital emergency room by emergency medical responders after the administration of an opioid antidote, even if the person's symptoms appear to have resolved.

In accordance with N.J.S.A. 24:6J-4.a.(1)(f), a prescriber or other health care practitioner, as appropriate, may prescribe or dispense an opioid antidote directly or through a standing order to a school, school district, or school nurse. In accordance with N.J.S.A. 24:6J-4.a.(2)(c), whenever the law expressly authorizes or requires a school or school district to obtain a standing order for opioid antidotes, the school nurse(s) employed or engaged by the school or school district shall be presumed by the prescribing or dispensing health care practitioner to be capable of administering the opioid antidote, consistent with the express statutory requirement.
Notwithstanding the provisions of N.J.S.A. 24:6J-4.a.(3)(b) to the contrary, if the law expressly authorizes or requires a school, school district, or school nurse to administer or dispense opioid antidotes pursuant to a standing order under N.J.S.A. 24:6J-4 et seq., the standing order issued shall

be deemed to grant the authority specified by the law, even if such authority is not specifically indicated on the face of the standing order.

In accordance with the provisions of N.J.S.A. 18A:40-12.26, no school employee, including a school nurse or any other officer or agent of a Board of Education or charter school, or a prescriber of opioid antidotes for a school through a standing order, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.23 et seq. Good faith shall not include willful misconduct, gross negligence, or recklessness.

Any school, school district, school nurse, school employee, or any other officer or agent of a Board of Education or charter school who administers or permits the administration of an opioid antidote in good faith in accordance with the provisions of N.J.S.A. 18A:40-12.24 and pursuant to a standing order issued under N.J.S.A. 24:6J-4 shall not, as a result of any acts or omissions, be subject to any criminal or civil liability or any disciplinary action for administering, or permitting the administration of, the opioid antidote in accordance with N.J.S.A. 24:6J-1 et seq. Nothing in this Policy shall be interpreted to prohibit the administration of an opioid antidote to a student, staff member, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or other person authorized by law to administer an opioid antidote, in accordance with N.J.S.A. 24:6J-1 et seq.

The Overdose Prevention Act provides that when a person, in good faith, seeks medical assistance for an individual believed to be experiencing a drug overdose, whether the person is seeking assistance for himself/herself or another, the person calling for help and the person experiencing the overdose shall not be arrested, charged, prosecuted, or convicted for certain criminal offenses enumerated in N.J.S.A. 2C:35-30(a)(1-6) and N.J.S.A. 2C:35-31(a)(1-6).

Notwithstanding the provisions of any law, rule, regulation, ordinance, or institutional or organizational directive to the contrary, any person or entity authorized to administer an opioid antidote pursuant to

N.J.S.A. 24:6J-4, may administer to an overdose victim, with full immunity: a single dose of any type of opioid antidote that has been approved by the United States Food and Drug Administration for use in the treatment of opioid overdoses; and up to three doses of an opioid antidote that is administered through an intranasal application, or through an intramuscular auto-injector, as may be necessary to revive the overdose victim. Prior consultation with, or approval by, a third-party physician or other medical personnel shall not be required before an authorized person or entity may administer up to three doses of an opioid antidote, as provided in N.J.S.A. 24:6J-4, to the same overdose victim.

A school district may enter into a shared services arrangement with another school district for the provision of opioid antidotes pursuant to N.J.S.A. 18A:40-12.27 if the arrangement will result

in cost savings for the districts.

This Policy and Regulation 5330.04 shall be reviewed and approved by the school physician prior to Board adoption and whenever this Policy is revised. This Policy shall be made available to school staff members, parents, and students in handbooks, on the school district's website, or through any other appropriate means of publication.

N.J.S.A.18A:40-12.23; 18A:40-12.24; 18A:40:12-25; 18A:40-12.26;
18A:40-12.27
N.J.S.A. 24:6J-1 et seq.

Adopted: 27 February 2017
Revised: 01 April 2019
Revised:

RIDGEWOOD
POLICY BOARD OF EDUCATION

5610 SUSPENSION

The Board of Education recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Student Discipline Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1. et seq.

For the purposes of this policy, "suspension" means the temporary removal of a student from the regular instructional program.

For the purposes of this Policy, "short term suspension" means a suspension for one, but not more than ten consecutive school days or less and "long term suspension" means a suspension for more than ten consecutive school days.

In accordance with the provisions of N.J.S.A. 18A:37-4, a student may be suspended only by the Principal, who shall report any suspension to the Superintendent as soon as possible. The Superintendent shall report the suspension to the Board at its next regular meeting. The suspended student may be reinstated by the Principal or by the Superintendent prior to the second regular meeting of the Board following the suspension, unless the Board reinstates the student at the first regular meeting. No student suspended for reasons of assault upon a person in authority may be reinstated before the Board has held a hearing, within thirty calendar days of the suspension, to consider that student's expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the student or continue the suspension.

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature that endangers others. Students in preschool shall not receive an out-of-school suspension except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.

The district shall implement an early detection and prevention program to identify students in preschool through grade two who are experiencing behavioral or disciplinary problems and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

In each instance of a short-term suspension, the student will be provided oral or written notice of the charges and an informal hearing conducted by the Building Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension. In each instance of a long-term suspension, the district shall assure the rights of the student pursuant to N.J.A.C. 6A:16-7.3.

In each instance of a long-term suspension, the district shall assure the rights of the student pursuant to N.J.A.C. 6A:16-7.3.

The district will comply with the requirements of N.J.A.C. 6A:16-7.2 and 7.3, in addition to all the procedural protections set forth in N.J.A.C. 6A:14, for each student with a disability who is subject to a short-term or long-term suspension.

In each instance of a short- or long-term suspension, the district shall provide academic instruction, either in school or out of school, that addresses the New Jersey Student Learning Standards pursuant to N.J.A.C. 6A:8-3. et seq., which may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a student with a disability shall be provided consistent with the student's Individualized Education Program, in accordance with N.J.A.C. 6A:14.

may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:169 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a student with a disability shall be provided consistent with the student's Individualized Education Program, in accordance with N.J.A.C. 6A:14.

In the event a student has experienced multiple suspensions or may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team in accordance with the provisions of N.J.S.A. 18A:37-2c.

Student records are subject to challenge by parents and adult students in accordance with N.J.A.C. 6A:32-7.7 and Policy and Regulation 8330. The name of a disciplined student will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such student will be designated by code.

N.J.S.A. 18A:37-1; 18A:37-2 et seq.; 18A:37-4; 18A:37-5
N.J.S.A. 18A:54-20g [vocational districts]
N.J.A.C. 6A:16-7.2; 6A:16-7.3; 6A:32-7.7; 6A:14-2.8

Adopted: 7 December 2009
Revised: 9 February 2015
Revised: 11 September 2017
Revised:

RIDGEWOOD
POLICY BOARD OF EDUCATION

5620 EXPULSION

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a student.

The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the following:

1. The procedural due process rights set forth in N.J.A.C. 6A:16-7.1(c) 3 and 7.3 and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3; and

2. An appropriate educational program or service, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610.

    a. The educational program or service shall be consistent with the provisions of N.J.A.C. 6A:16-9.**2 –** Program Criteria and N.J.A.C. 6A:16-10.2 - Home or Out-of-School Instruction for General Education Students; and N.J.A.C. 6A:14-2**.**1 et seq. - Special Education, Procedural Safeguards; and N.J.A.C. 6A:14-4.3 et seq. - Special Education, Program Options**,** whichever are applicable**;** or

    b. The educational services provided, either in school or out of school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25.

An appeal of the Board's decision regarding the cessation of the student's general education program sh made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 th 1.17. The Board shall continue to provide an appropriate educational program or services in accordanc N.J.A.C. 6A:16-7.4(a)2 until a final determination has been made on the appeal of the Board's action to a student.

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq. Students in preschool shall not be expelled, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.

The district shall implement an early detection and prevention program to: identify students in preschool through grade two who are experiencing behavioral or disciplinary problems; and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

In accordance with the provisions of N.J.S.A. 18A:37-2c, in the event a student may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team. The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties.

The requirements of N.J.S.A. 18A:37-2c shall not apply when a student's immediate removal or suspension from the school's regular education program is required pursuant to: the provisions of the "Zero Tolerance for Guns Act," (N.J.S.A. 18A:37-7 et seq.); N.J.S.A. 18A:37-2.1 – Assault by Pupil Upon Teacher, etc; Suspension; Expulsion Proceedings; N.J.S.A. 18A:37-2.2 – Offense by Pupil Involving Assault, Removal from Schools Regular Education Program; or in any other instance in which the safety and security of other students or school staff requires the student's immediate removal from school. In these instances, the meeting required pursuant to N.J.S.A. 18A:37-2c shall take place as soon as practicable following the student's removal from the school's regular education program.

The provisions of N.J.S.A. 18A:37-2c shall be construed in a manner consistent with the "Individuals with Disabilities Act," 20 U.S.C. § 1400 et seq.

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C. 6A:14 et seq. An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14 et seq.

N.J.S.A. 18A:36A-9; 18A:37-2 et seq.
N.J.A.C. 6A:16-7.4; 6A:14 et seq.

Adopted: 7 December 2009
Revised: 9 February 2015
Revised: 11 September 2017
Revised:

RIDGEWOOD
POLICY BOARD OF EDUCATION

8320 PERSONNEL RECORDS

The Board of Education believes that the orderly operation of the school district requires the retention of all records bearing upon an employee's qualifications for employment and employment history.

The Board requires that sufficient records be compiled and maintained to demonstrate an employee's qualifications for the position assigned; compliance with federal, state, and local benefit programs; conformity to district rules; the proper conduct of evaluations; and the employee's entitlement, as appropriate, to tenure and seniority.

The Superintendent shall be responsible for the custody and maintenance of personnel records. A single, central file of documents shall be maintained; temporary, subsidiary records will be permitted for ease in data gathering only. An employee's personnel file shall be maintained for six years following his/her termination of district service, provided the employment history record card is maintained a minimum of eighty years.

A Board of Education and private agencies that provide educational services by means of public funds shall make employee records and information available for public access pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120.(d) and 121.(d), and as provided in Policy and Regulation 8320 - Section H.
Personnel records may be inspected by school administrators to the extent that such inspection is required in the performance of the inspector's duties.

Board members may have access to confidential information in the personnel files of only those employees recommended for or subjected to an employment action requiring a vote of the Board or where access to the information is essential for the performance of the Board member's duties. Board member access to personnel files is limited to the relevant portion of the file and is available only through the Superintendent. Board members may freely inspect employment applications filed by candidates for district positions.

An employee may inspect his/her personnel file provided that the employee requests such access in writing, reviews the record in the presence of the administrator designated to maintain the file, makes no alteration or addition to the file nor removes any material from it, and signs a log attached to the file indicating the date on which it was inspected.

An employee may appeal to the Superintendent the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his/her personnel file.

The Superintendent shall prepare rules enumerating the records to be maintained for each employee of this district, including, as a minimum and as appropriate to the position, the completed application form, employment contract(s), a copy of the employee’s qualifying certification,

transcripts, report of an employment physical examination, oath of allegiance, criminal background check, income tax forms, retirement registration, hospitalization forms, annuity forms, rate of compensation, attendance record, assignments to positions, completed evaluations, reports of disciplinary incidents, records of special awards or distinctions, and reports of annual or special physical and mental examinations.

N.J.S.A. 18A:18A-14.2; 18A:40-19; 18A:66-32
N.J.S.A. 47:1A-1 et seq.
N.J.A.C. 6A:32-4.3

Adopted: 7 December 2009
Revised

0143.2 PUPIL REPRESENTATIVES TO THE BOARD OF EDUCATION

The Board recognizes that pupils are the primary reason for the existence of the school district. It considers the experience gained by pupils in the district to be a valued source for improving the operation of the school district. The Board is also desirous of furthering the experience of pupils in the governance process and providing opportunities for pupils to contribute to the future direction of the school district. To this end, the Board authorizes the appointment of one pupil representative to the Board.

Term

Pupil representatives to the Board shall serve a term of one year, and shall be limited to one term of service.
Each pupil representative shall be appointed by the High School Principal.

Appointment shall occur at least four weeks prior to the organizational meeting of the Board.

Pupil representatives shall attend all public meetings of the Board and shall be entitled to speak at the discretion of the Board President on all matters before the Board except as may be prohibited by New Jersey Statute or Code. Pupil representatives shall not be entitled to vote. All confidential information obtained by virtue of membership shall be held as such by pupil representatives. Pupil representatives shall be held to the same code of ethics as elected and appointed members of the Board.

Duties and Responsibilities

Pupil representatives:

1. Attend all public Board meetings.

2. Shall be excluded from executive sessions of the Board.

3. Represent the views of the student body.

4. Suggest through appropriate channels Board agenda items.

5. Participate in Board discussions and deliberations at the discretion of the Board President.

6. Serve on Board committees and attend committee meetings at the discretion of the Committee Chairperson.

7. Shall be excluded from sensitive and confidential discussions and communications (e.g. matters involving personnel, grievances, negotiations, litigation, real property purchase and other sensitive matters).

8. Receive all Board public agendas.

9. May attend the Board orientation sponsored by the New Jersey School Boards Association.

10. Perform such duties as determined by the Board President in consultation with the Superintendent.

Pupil representatives are expected to adhere to all bylaws, policies and regulations of the Board in their role. The Board in no way relinquishes any of its authority, powers, prerogatives or responsibilities but rather adds to its membership a non-voting pupil representative(s) for the mutual benefit of the Board, student body, and the school district.

Adopted: 7 December 2009
Revised:

RIDGEWOOD BOARD OF EDUCATION

BYLAW

0164 CONDUCT OF BOARD MEETINGS

Parliamentary Authority

Roberts' Rules of Order, Newly Revised, shall govern the Board of Education in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws.

Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall act in his/her place; if neither person is present, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

Announcement of Adequate Notice

The person presiding shall commence each meeting with an announcement of the notice given for the meeting or a statement regarding the lack of adequate notice, in accordance with law.

Agenda

The Superintendent and the Administrative Cabinet, in consultation with the Board President, shall prepare an agenda of items of business to come before the Board at each meeting. The agenda shall be delivered to each Board member no later than two business days, except when an unscheduled meeting is being called, before the meeting and shall include such reports and supplementary materials as are appropriate and available.
The meeting agenda shall be posted on the district's website and circulated via the district email system 48 hours prior to the meeting time. A reminder email with the agenda shall be sent on the day of the meeting.

The order of business shall be as follows:

Call to order and roll call
Optional: Motion to go into executive session
Optional: Call to order and roll call again after returning from the closed session
Pledge of Allegiance
Opening statement by presiding officer
Initial Public Comments limited to 45 minutes total, 4 minutes per person
Presentations
Superintendent's report
Consent items – regular and routine issues

Resolutions and Motions not included in the Consent Agenda
Approval of bills
Board member announcements
Board committee reports
Discussion items
Acceptance of minutes
Other business
Comments from the public
Optional: Motion to go into executive session
Optional: Reconvened public meeting
Adjournment

Electronic Participation and Virtual Meetings

In the event of extraordinary circumstances (which shall be defined as a natural disaster, mandatory or self-imposed quarantine, a State of Emergency declared by the Governor of the State of New Jersey or similar situation), it may be necessary for the full Board to meet virtually, via teleconference or digital media platform, in order to take necessary action.

A. Electronic Participation in In-Person Board meetings

In the event that an individual board member is unable to attend an in-person meeting, where there is a quorum present, due to extraordinary circumstances as defined above, such member may participate telephonically or electronically, with the permission of the Board President, whose permission shall not be unreasonably withheld, provided that they are able to hear the proceedings and be heard.

B. Virtual Meetings

Under extraordinary circumstances as defined above, teleconference options and digital platforms may be used to enable virtual board meetings and action even when all members of the Board are not physically present as long as prior arrangements are made to afford the public the opportunity to hear and participate in the meeting.

The Board may conduct a public meeting via teleconference or digital platform where members of the public are given appropriate notice and granted access enabling them to listen to and participate in the meeting at the appropriate time. A teleconference or virtual medium will only be used to host a public meeting of the full Board in a situation that makes it impossible or impractical for a quorum of members to meet in person due to the extraordinary circumstances as defined above.

RIDGEWOOD
BYLAW BOARD OF EDUCATION

Telephonic participation in or the virtual hosting of closed or executive sessions of the full Board shall be limited and only used in situations where in person attendance or the holding of meetings are impossible or impractical as define. All closed or executive sessions shall be and remain confidential.

N.J.S.A. 10:4-10
N.J.S.A. 18A:16-1.1

Adopted: 7 December 2009
Revised: 18 March 2013
Revised:

RIDGEWOOD BOARD OF EDUCATION

0169.02 BOARD MEMBER USE OF SOCIAL NETWORKS

In accordance with the School Ethics Act - N.J.S.A. 18A:12-21 et seq., Board of Education members must avoid conduct which is in violation of the public trust or which creates a justifiable impression among the public that such trust is being violated. To avoid conduct that may be in violation or perceived to be in violation of the School Ethics Act, the Board of Education adopts this Policy to provide guidance to Board members in their use of social networks.

For the purposes of this Policy, "social network(s)" shall include, but not be limited to: Internet blogs, electronic bulletin boards, emails, social networking websites, text messages, or any other online platform where people may post or communicate interests, opinions, or any other information that may be viewed by others with or without permission from the person making such post or re-publishing such post. "Social networks" also means an Internet-based service that allows individuals to: construct a public or semi-public profile within a bounded system created by the service; create a list of other users with whom they share a connection within the system; and view and navigate their list of connections and those made by others within the system.

For the purposes of this Policy, "use of a social network" shall include, but not be limited to: posting to a social network, reposting another person's post to a social network, messaging, or any other publication of material on a social network.

Nothing in this Policy prevents a Board of Education member from using a social network. However, a Board member must avoid conduct on a social network that would violate the School Ethics Act N.J.S.A. 18A:12-21 et seq., which includes the Code of Ethics for Board Members. Board members should be advised communications, publications, photographs, and any other information posted by the Board member or reposted by the Board member on a social network could violate the School Ethics Act and be cause for sanctions in accordance with the law.

While this Policy respects the right of Board members to use social networks, Board members shall recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. A Board member's use of social networks shall not damage the reputation of the school district, employees, students, or their families. Board members who use social networks shall ensure their conduct is appropriate for a Board of Education member. Board members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.

Board members should carefully review the privacy settings on social networks they use and exercise care and good judgment when posting content and information. When using social networks, Board members are advised to:

1. Not post anything that would violate any of the district's policies for Board

members;

2. Uphold the district's value of respect for any individual(s) and avoid making defamatory statements about the Board of Education, the school district, employees, students, or their families;

3. Not disclose any confidential information about the school district or confidential information obtained as a result of being a Board member, about any individual(s) or organization, including students and/or their families;

4. Not use or refer to their Board of Education title or position when soliciting for a business organization that he or she or any immediate family member has an interest in, as well as posting or referencing any confidential information regarding the Board of Education or the school district obtained through their Board membership, unless authorized by law;

5. Refrain from having communications through social networks with other Board members regarding any Board of Education business to avoid any potential violation of the New Jersey Open Public Meetings Act;

6. Board members are entitled to express themselves publicly on any matter, including issues involving the Board and the school district. Individual Board members cannot, however, express the position of the Board except as expressly authorized, in accordance with Board Policy No. 9120. Only the Board President or his/her designee shall authorize or make statements of official Board positions.

7. Not post any information on a social network determined by the New Jersey School Ethics Commission to be a violation of the New Jersey School Ethics Act.

A Board member shall comply with all Board policies regarding acceptable use of computers and computer networks whenever a Board member is using a Board of Education electronic device.

If the Board or Superintendent believes a Board member's activity on any social network may violate the Board's policies or the New Jersey School Ethics Act, the Board may request the Board member cease such activity.

RIDGEWOOD
BYLAW BOARD OF EDUCATION

Board Member Use of Social Networks

This Policy has been developed and adopted by this Board to provide guidance and direction to a Board member to avoid actual and/or a perceived appearance of inappropriate conduct or conduct prohibited by the School Ethics Act while using social networks.

N.J.S.A. 18A:12-21 et seq.

N.J.S.A. 10:4-6 et seq.

Adopted: 5 March 2018
Revised:

FIELD TRIPS FOR APPROVAL

October 5, 2020

ONE DAY TRIPS **ATTACHMENT X**

Date	School	Location	Approx. # and Group of Students	# of Chaperones	# Substitutes and dates for each	Anticipated Cost of Subs @ $100 per day for teachers and $150 per day for Nurse	Est. Total Cost To District	Annual Event	Meets Requirements
10/16/20	RHS	Bronx HS of Science, NY Speech & Debate - Virtual	15 students	1	0	$0	$0	No	Yes
10/26/20	RHS	Phillipsburg HS, NJ Speech & Debate - Virtual	25 students	1	0	$0	$0	No	Yes
11/02/20	RHS	William Tennent Tournament, PA Speech & Debate - Virtual	25 students	1	0	$0	$0	No	Yes
11/16/20	RHS	Randolph HS, NJ Speech & Debate - Virtual	25 students	1	0	$0	$0	No	Yes
12/14/20	RHS	Summit HS, NJ Speech & Debate - Virtual	25 students	1	0	$0	$0	No	Yes
01/11/21	RHS	Freehold Township, NJ Speech & Debate - Virtual	25 students	1	0	$0	$0	No	Yes
01/25/21	RHS	Ridge HS, NJ Speech & Debate - Virtual	25 students	1	0	$0	$0	No	Yes
02/07/21	RHS	U Penn Invitational, PA Speech & Debate - Virtual	25 students	1	0	$0	$0	No	Yes
02/14/21	RHS	Harvard University Invitational, MA Speech & Debate - Virtual	30 students	1	0	$0	$0	No	Yes

JOB DESCRIPTION

I. Title: Instructional Aide/Job Coach

II. Qualifications:

A. Associate degree or higher, or 2 years college coursework preferred.
B. Passed the ETS paraprofessional test showing the ability to assist with the teaching of reading, writing, and mathematics preferred.
C. CDL preferred.
D. Experience working with students with disabilities who present with special education and behavioral needs.
E. Able to effectively communicate with people at all levels and from various backgrounds.
F. Ability to understand and adhere to established policies, procedures, and protocols.
G. Acute attention to detail; strong documentation skills.
H. Ability to work independently.
I. Good judgment with the ability to make timely and sound decisions.

III. Position Summary:

Follow the special education teacher directives in providing for physical and instructional support of students with disabilities in special education/vocational settings. Provide direct support to a student at a job site, to enhance the success of this student within an employment training setting. Assist with the classroom programs including self-help, behavior management, and instruction. Work under the general supervision of the Transition Coordinator, Special Education Supervisor, and Director of Special Programs.

IV. Reports to: Director of Special Programs, and Supervisors of Special Education, and Principal

V. Major Duties and Responsibilities:

Instructional Support:

A. Help the teacher prepare instructional materials.
B. Help maintain a neat and orderly classroom.
C. Help with inventory, care, and maintenance of equipment.
D. Help the teacher maintain administrative records and required reports.
E. Provide orientation and assistance to substitute teachers.

Student Management:

A. Assist students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting, or positioning.
B. Assist students with physical needs and personal care, including feeding, bathroom needs, and personal hygiene.

C. Help manage behavior of students. This includes intervening in crisis situations and restraining disruptive or dangerous student behavior as needed.
D. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
E. Work with individual students or small groups to fill out job applications, interface with business managers for interviews, learning specific job duties, scheduling, and job performance.
F. Help supervise students throughout the school day, inside and outside the classroom.
G. Assist students with disabilities in job training/employment and community-based instructional sites.
    1. Analyze the job to be performed.
    2. Implement systematic instruction and data collection procedures at the work site.
    3. Remain on-site with the worker.
H. Abide by the rules of confidentiality and refer any questions regarding a student back to the Special Education professional responsible for that student.
I. Uphold and enforce federal, state, and local policies, procedures and guidelines, and specific campus procedures and guidelines.
J. Work cooperatively with campus and district personnel and job site personnel.
K. Drive school suburban in order to transport student(s) to and from their assigned vocational job site.
L. Contribute towards a positive and professional learning environment in the school and on the job site.
M. Participate in staff development programs, faculty meetings, and special events as assigned.
N. Other duties as assigned.

VI. Job Expectation:

Work Environment: Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after-hour work may be required. Must be able to work under stressful conditions. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture is likely required.

Physical Requirements: Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Safety and Health Requirements: Bloodborne Pathogens Standard Training.

Equipment/Material handled: Must know how to properly operate or be willing to learn to operate all multimedia equipment including current assessment materials and educational technology.

VII. Terms of Employment:

Contract, at ABA Aide rate; maximum not to exceed 5.75 hours per day

Ten months; compensation established by the Board of Education.

VIII. Evaluation:

In accordance with Board policy on evaluation of staff and the administrative code.

Daniel Fishbein, Ed.D
Superintendent of Schools

Approved by Board: 10/05/2020

Activity	Advisor	CAT	Ratio	Div by #	Stipend	Funding**	Pay
Brain Busters	**TBD**	3	0.028	1	2,591	Budget	June
Cambodia Club	Handy, Mary Lou	2	0.014	1	1,296	Budget	June
Chamber Orchestra Director	King, Janelle	3	0.028	1	2,591	Budget	June
Chess Club	Couch, Andrew	1	0.008	1	740	Budget	June
Film Festival Club	Luts, Daniel	2	0.014	1	1,296	Budget	June
French Club	**TBD**	1	0.008	1	740	Budget	June
George Rockington	**TBD**	3	0.028	4	648	Budget	June
George Rockington	Couch, Andrew	3	0.028	4	648	Budget	June
George Rockington	Feeley, Kevin	3	0.028	4	648	Budget	June
George Rockington	Watkins, Christopher	3	0.028	4	648	Budget	June
Jazz (Show) Choir Director	DeGroat, Laurie	3	0.028	1	2,591	Budget	June
Jazz Band Director	Brown, Brian	3	0.028	1	2,591	Budget	June
Latin Club	**TBD**	1	0.008	1	740	Budget	June
Literary Magazine Advisor (Prisms)	Cannon, Maria	2	0.014	1	1,296	Budget	June
Musical Assistant/Orchestra	Kadus, Christopher	3	0.028	1	2,591	Budget	June
Musical Director	**TBD**	3	0.028	1	2,591	Budget	June
Musical Set Design Advisor	McKinnon, E	MS	0.021	1	1,943	Budget	June
Social Club Place	**TBD**	1	0.008	1	740	Budget	June
Spanish Club	**TBD**	2	0.014	2	648	Budget	June
Spanish Club	**TBD**	2	0.014	2	648	Budget	June
Spirit & Service Club Co-Advisor	Evelyn McKinnon	2	0.014	2	648	Budget	June
Spirit & Service Club Co-Advisor	**TBD**	2	0.014	2	648	Budget	June
Stem Club	Abbatiello, Diane	3	0.028	1	2,591	Budget	June
Student Council Advisor	Kadus, Christopher	3	0.028	1	2,591	Budget	June
Student Council Advisor	Simone, Suzanne	3	0.028	1	2,591	Budget	June
Yearbook Co-Advisor	Stephanie Dodd	3	0.028	2	1,296	Budget	June
Yearbook Co-Advisor	**TBD**	3	0.028	2	1,296	Budget	June
	20-21 Total Advisor Stipends			**37,294.43**			

Rates for 2019-2020	Ratios	Amounts
(Subject to Change Upon Settlement of Contract)		
Category 1 - 50 hours	0.008	740.00
Category 2 - 100 hours	0.014	1,296.00
Category MS	0.021	1,943.00
Category 3 - 101-200 hours	0.028	2,591.00
Category 4 - 201-250 hours	0.042	3,887.00
Category 5 - 251-300 hours	0.056	5,182.00
Category 6 - 301-400 hours	0.070	6,478.00
Category 7 - 400+ hours	0.084	7,774.00
Section 2; Article XVI - Co-curricular Renumeration - 2020-2021 - BA MAX =		$92,542

** This column will say "Budget" if a stipend is completely funded by the tax levy/district budget. If any donated or other outside funding is used to pay for a stipend, the amount of that outside funding should be entered in this column.

ACTIVITIES PAID AT HOURLY RATES	UNPAID ACTIVITIES
Activity	**Activity**
Great Creators Workshop - **TBD**	Announcement Crew - **TBD**
Math Counts - Pepe, M./**TBD**	
Track & Field - **TBD**	
Volleyball Club - **TBD**	
After-School Learning Cntr.: **TBD**	

Ridgewood High School							
2020-21 Co-Curricular Activities							
	Activity	Advisor	CAT	Div by #	Stipend	Funding	Pay
1	Adventure Leadership Peer Support	Quirk, Brian	3	1	$2,591	Bdgt	June
2	Adventure Opportunity Peer Support	Knott, Ronald	3	1	$2,591	Bdgt	June
3	Applied Engineering	Wohner, John	2	1	$1,296	Bdgt	June
4	Asian Festival	Kirtane, Medha	3	1	$2,591	Bdgt	June
5	Biology Academic Team I	Joseph, Andrea	2	1	$1,296	Bdgt	June
6	Brass Ensemble ("Ridgewood Brass")	Luckenbill, John	1	1	$740	Bdgt	June
7	Chemistry Academic Team I	Kay, James	2	1	$1,296	Bdgt	June
8	Chinese Club	Lee, Christine	1	1	$740	Bdgt	June
9	Clarinet Ensemble	Knox, Alexander	1	1	$740	Bdgt	June
10	DECA	Mendez, Karen	5	2	$2,591	Bdgt	June
11	DECA	Murtha, Timothy	5	4	$1,296	Bdgt	June
12	DECA	Cronk, Paul	5	4	$1,296	Bdgt	June
13	Dance Company Coordinator	**TBD**	2	1	$1,296	Bdgt	June
14	Dance Team	Musso, Caitlin	2	1	$1,296	Bdgt	June
15	Debate Team	Clarke-Anderson, Kathleen	4	1	$3,887	Bdgt	Dec/Jun
16	Drama Concert Music Director	Judge, John	2	1	$1,296	Bdgt	TBA
17	Drama Director, Play 1	Schaefer, Margaret	3	1	$2,591	Bdgt	Nov
18	Drama Director, Play 2	Van Zile, Kelly	3	1	$2,591	Bdgt	Dec
19	Drama Director, Play 3	Vilardi, Louisa	3	1	$2,591	Bdgt	Dec
20	Drama Director, Play 4	**TBD**	3	1	$2,591	Bdgt	May
21	Drama Musical Assistant	Bourque, Steven	3	3	$864	Bdgt	TBA
22	Drama Musical Assistant	Schaefer, Margaret	3	3	$864	Bdgt	TBA
23	Drama New Players Company (x2)	Schaefer, Margaret	7	0.5	$15,548	Bdgt	Monthly
24	Drama Musical Assistant	Luckenbill, John	3	3	$864	Bdgt	TBA
25	Drama Musical Assistant	Fink, Gary	6	4	$1,620	Bdgt	TBA
26	Drama Musical Assistant	Fink, Gary	6	4	$1,620	Bdgt	TBA
27	Drama Musical Assistant	Bourque, Steven	6	4	$1,620	Bdgt	TBA
28	Drama Musical Assistant	**TBD**	6	4	$1,620	Bdgt	TBA
29	Drama Playwriting, Play 1	Vilardi, Louisa	3	4	$648	Bdgt	Dec
30	Drama Playwriting, Play 2	Vilardi, Louisa	3	4	$648	Bdgt	Jan
31	Drama Playwriting, Play 3	Vilardi, Louisa	3	4	$648	Bdgt	April
32	Drama Playwriting, Play 4	Vilardi, Louisa	3	4	$648	Bdgt	June
33	Drama Set Construction, Play 1	Powell, David	2	1	$1,296	Bdgt	Oct
34	Drama Set Construction, Play 2	Powell, David	2	1	$1,296	Bdgt	Dec
35	Drama Set Construction, Play 3	Powell, David	2	1	$1,296	Bdgt	March
36	Drama Set Construction, Play 4	Powell, David	2	1	$1,296	Bdgt	May
37	eSports	Forfa, Jason	MS	1	$1,943	Bdgt	June
38	Film Club	Holand, Lawrence	1	1	$740	Bdgt	June
39	Finance Club	Monahan, Timothy	1	1	$740	Bdgt	June
40	First Tech Challenge (Robotics)	Wohner, John	2	1	$1,296	Bdgt	June
41	Flute Ensemble	Lazzara, Patricia	1	1	$740	Bdgt	June

	Activity	Advisor	CAT	Div by #	Stipend	Funding	Pay
42	French Club	Palumbo, Helene	1	1	$740	Bdgt	June
43	SAGA: Sexuality And Gender Association (Gay Straight	Mende, Allison	1	1	$740	Bdgt	June
44	German Club	Parks, Ruth	1	1	$740	Bdgt	June
45	Girls Who Code	Valeri, Amanda	2	1	$1,296	Bdgt	June
46	History Bowl/Quiz Bowl	Valeri, Amanda	2	1	$1,296	Bdgt	June
47	Jazz Band	Fink, Gary	3	1	$2,591	Bdgt	June
48	Jazz Band Assistant	Garde, James	2	2	$648	Bdgt	June
49	Jazz Band Assistant	Heyzer, Henry	2	2	$648	Bdgt	June
50	Jazz Band Lab	Haas, Jeffrey	3	1	$2,591	Bdgt	June
51	Latin Club	Gigante, Stefanie	1	1	$740	Bdgt	June
52	Latin Quiz Bowl (Latin Academic Team)	Gigante, Stefanie	2	1	$1,296	Bdgt	June
53	Literary Arts Magazine (Genesis)	Hans, Patricia	1	1	$740	Bdgt	June
54	Lunch Recreational Activities	**TBD**	1	1	$740	Bdgt	June
55	Marching Band, Color Guard Advisor	Montanaro, Jake	4	1	$3,887	Bdgt	Nov
56	Marching Band, Director	Luckenbill, John	8	1	$9,069	Bdgt	Nov
57	Marching Band, Assistant Director	Ebbels, William	4	1	$3,887	Bdgt	Nov
58	Marching Band, Brass Co-Instructor	Heyzer, Henry	4	2	$1,944	Bdgt	Nov
59	Marching Band, Brass Co-Instructor	Garde, James	4	2	$1,944	Bdgt	Nov
60	Marching Band, Drill Design	Dabby, Maxwell	4	2	$1,944	Bdgt	Nov
61	Marching Band, Drill Design	McAloon, Elise	4	2	$1,944	Bdgt	Nov
62	Marching Band, Field Percussion Instructor	Bergen, Joseph	4	1	$3,887	Bdgt	Nov
63	Marching Band, Pit Percussion Instructor	Fink, Gary	4	1	$3,887	Bdgt	Nov
64	Marching Band, Twirler Instructor	Wederfoort, Kimberly	4	2	$1,944	Bdgt	Nov
65	Marching Band, Twirler Instructor	Sanchez, Jennifer	4	2	$1,944	Bdgt	Nov
66	Maroon & White Recital (x.5) Art	Athena Maxwell	1	2	$370	Bdgt	June
67	Maroon & White Recital (x.4) Music	Haas, Jeffrey	1	2.51	$295	Bdgt	June
68	Maroon & White Recital (x.1) Dance	Mele, Lauren	1	9.9	$75	Bdgt	August
69	Mathematics Academic Team	Gattoni, Rebecca	3	2	$1,296	Bdgt	Dec
70	Mathematics Academic Team	Turkington, Sean	3	2	$1,296	Bdgt	Dec
71	Math Club	Turkington, Sean	1	2	$370	Bdgt	June
72	Math Club	Gattoni, Rebecca	1	2	$370	Bdgt	June
73	Mathematics Team, Ninth Grade	Truncale, Lauren	1	1	$740	Bdgt	June
74	Mock Trial Team	Hans, Patricia	3	1	$2,591	Bdgt	Dec
75	Model Congress	Chamesian, Linda	1	1	$740	Bgt	June
76	Music Production	Luckenbill, John	1	1	$740	Bgt	June
77	National Art Honor Society	Cronk, Paul	1	1	$740	Bdgt	June
78	National French Honor Society	Polk, Laura	1	1	$740	Bdgt	June
79	National Honor Society Chapter	Chamesian, Linda	2	1	$1,296	Bdgt	June
80	National Latin Honor Society	Gigante, Stefanie	1	1	$740	Bdgt	June
81	National Spanish Honor Society	Rotella, Megan	1	1	$740	Bdgt	June
82	National Technical Honor Society	Casatelli, Stacy	1	1	$740	Bdgt	June
83	Peer Counselors Service Organization	Maye, John	3	1	$2,591	Bdgt	Feb
84	Percussion Ensemble	Fink, Gary	3	1	$2,591	Bdgt	June
85	Physics Academic Team I	Mitchell, Christopher	2	1	$1,296	Bdgt	June

	Activity	Advisor	CAT	Div by #	Stipend	Funding	Pay
86	Pizza Club	Lynaugh, Sean	1	1	$740	Bdgt	June
87	Progressive Student Alliance	Escobar, Alejandro	1	1	$740	Bdgt	June
88	Project Interact Club	Reilly, Nancy	4	1	$3,887	Bdgt	June
89	Project Interact Club, Co-advisor	Feeney, Lynne	2	1	$1,296	Bdgt	June
90	RHS-TV Club	Holand, Lawrence	2	1	$1,296	Bdgt	June
91	Ridgewood A Cappella (Maroon Men & AcaBellas)	Bourque, Steven	3	1	$2,591	Bdgt	Dec/May
92	Ridgewood A Cappella (The Trebles)	Chen, Chang-Po	1	1	$740	Bdgt	June
93	Ridgewood A Cappella (East 627)	Chen, Chang-Po	1	1	$740	Bdgt	June
94	Ridgewood Carolers Ensembles	**TBD**	1	1	$740	Bdgt	Dec
95	Saxophone Ensemble ("Sax Appeal")	Haas, Jeffrey	1	1	$740	Bdgt	June
96	School Newspaper (High Times)	Brunner, Adam	2	1	$1,296	Bdgt	June
97	Science Competitions	Kay, James	1	1	$740	Bdgt	June
98	Sharing the Arts	Landa, Jennifer	1	1	$740	Bdgt	June
99	Social Place Club	Dodd, Stephanie	1	2	$370	Bdgt	June
100	Social Place Club	Simone, Suzanne	1	2	$370	Bdgt	June
101	Spanish Club	Purrinos, Damary	1	1	$740	Bdgt	June
102	STEM Club	Wohner, John	1	1	$740	Bdgt	June
103	Stock Market Game	Maye, John	1	1	$740	Bdgt	June
104	String Ensemble	Geronimo, Kristi	1	1	$740	Bdgt	June
105	Students for Environmental Action (SEA)	Luo, Miles	2	1	$1,296	Bdgt	June
106	T.E.E.E.M. (Global Philanthropic Club)	Musso, Caitlin	1	1	$740	Bdgt	June
107	Teen LEADS	Musso, Caitlin	1	1	$740	Bdgt	June
108	Tri-M Music Honor Society	**TBD**	1	1	$740	Bdgt	June
109	Video Games Club	**TBD**	1	2	$370	Bdgt	June
110	Video Games Club	**TBD**	1	2	$370	Bdgt	June
111	Winter Color Guard	Jake Montanaro	3	1	$2,591	Bdgt	April
112	Winter Color Guard	Luckenbill, John	3	2	$1,296	Bdgt	April
113	Winter Color Guard	Sanchez, Jennifer	3	2	$1,296	Bdgt	April
114	Winter Twirlers	**TBD**	3	2	$1,296	Bdgt	April
115	Winter Twirlers	**TBD**	3	2	$1,296	Bdgt	April
116	World Challenge Club	Farrar, Eva	1	1	$740	Bdgt	June
117	Yearbook Advisor/Business Manager	Valenti, Lisa	7	1	$7,774	Bdgt	June
	Total Advisor Stipends by REA Contract*				**$187,033**		

	Rates*	Ratios	Amts
	Category 1 - 50 hours	0.008	740
	Category 2 - 100 hours	0.014	1,296
	Category MS	0.021	1,943
	Category 3 - 101-200 hours	0.028	2,591
	Category 4 - 201-250 hours	0.042	3,887
	Category 5 - 251-300 hours	0.056	5,182
	Category 6 - 301-400 hours	0.070	6,478
	Category 7 - 400+ hours	0.084	7,774
	Category 8 - 400+ hours	0.098	9,069

	Activity	Advisor	CAT	Div by #	Stipend	Funding	Pay
	Article 29 - Co-curricular Renumeration - BA MAX =		$92,542				
	(Funding column will say "Bdgt" if a stipend is completely funded by the tax levy/district budget. If any donated or other outside funding is used to pay for a stipend, the amount of that outside funding should be entered in this column.)						
	Club	**Advisor**	**Funded by donation**				

OCTOBER 5, 2020 PSAT PROCTORS ATTACHMENT AB

Administrators – Hourly Salary Rate – Not to Exceed 20 Hours Each*

Donna Antonellis
Andrea Watson*

Administrative Assistants -- $40.17/Hour – Not to Exceed 6 Hours Each
Linda Ames
Sheila Borchers
Ariana Bray
Carla Collins
Jonathan Coppola
Anna D'Amico
Brenda Felipe
Maureen Grieco
Barbara Noto
Clara Polulak
Carleen Ulinsky
Lesley Whyard

Proctors -- Ridgewood Public School employees, hourly rate; all other employees, $40.17 – Not to Exceed 6 Hours each

Christine Anderson
Sumera Baloch
Giselle Batista
Steven Bourque
John Braden
Kathryn Calise
Paige Cattani
Linda Chamesian
Colleen Contreras
Paul Cronk*
Cynthia DeTora
Rebecca Dodd
Emily Downs
Alejandro Escobar
Rory Feeney
Isabelle Fisher
Rosemary Fossari
Jessica Gattoni
Patricia Hans
Diane Held
Shayna Jennings
Dana Kneis
Alexandra Kowalski

Freddie LaFemina
Jane Mandel
Marisa Martell
Christine McGovern
Poopak Mohajer
Brian Monnerat
Tara Montelbano
Kathleen Moran
Caitlin Musso
Zsuzsanna Nagy
Ben Neville
Nancy Reilly*
Christopher Reilly*
Theresa Ross
Jill Shreck
Leanne Shulman
Gail Stoughton
Shauna Stovell
Mark Syvret
Jennifer Thornton
Laura Tolve
Melanie Tormey
Amanda Valeri
Jennifer Weinkauff
Lauren Zielinski

2020-21 District Goals

1. During the 2020-21 school year, the district will evaluate, implement, and enhance ways to address mental health issues that surface due to the educational disruption resulting from the COVID-19 pandemic. The School-Based Mental Health District Coordinator working with the crisis intervention counselors, social workers, school psychologists, guidance counselors, and Ridgewood Intensive Therapeutic Supports will determine and if necessary implement mental health assistance and provide supportive interventions to students, parents, and staff.

2. The District's 2020-21 reopening plan provides students with instruction through a hybrid model allowing for a combination of in-person and remote learning or a fully remote model. Appropriate adjustments to increase in-person instruction will be made with the goal of resuming full-time, in-person instruction for all district students if we can provide a healthy environment for students and staff based on community, region, and state health data.

3. The district administration, in partnership with staff, students, and the community, will advance the district's core beliefs and values as defined in our Strategic Plan: Vision 2024. In the 2020-21 school year, the district will examine our practices related to diversity and equity and foster open collaboration and communication with all stakeholders on these issues to ensure that all who enter the Ridgewood Public Schools feel safe, respected, and valued.

4. New Jersey State Statute requires school districts to identify gifted and talented students and provide them with appropriate instructional adaptations and services. During the 2020-21 school year, the district will examine our current method of identifying students who demonstrate a high level of achievement in one or more content areas, the instructional practices in place, the consistency of implementation, and instructional resources available to provide an appropriate educational challenge. If improvements or enhancements are identified, the district will develop a plan to best address the needs of students who would benefit from curricular and instructional modifications.

DRAFT

2020-21 Board Goals

1. The Board of Education will negotiate and adopt a new collective bargaining agreement with the REA.
2. The Board of Education through an RFP process will interview and appoint the Board's General Counsel as well as an Engineering and Architectural Firm.
3. In collaboration with the Superintendent, the Board of Education will develop the 2020-21 budget to investigate efficiencies and to determine if it is possible to reduce expenses without disturbing educational progress.
4. Where and whenever possible, the Board of Education will foster increased public participation, collaboration, and open communication with all stakeholders.

DRAFT

BOARD OF EDUCATION
Ridgewood, New Jersey

October 6, 2020

EXECUTIVE SESSION

4:00 p.m.

AGENDA

*** * * * ***

I. Personnel **Dr. Fishbein**

BOARD OF EDUCATION
Ridgewood, New Jersey

October 19, 2020

EXECUTIVE SESSION

5:00 p.m.

AGENDA

*** * * * ***

I. Personnel **Dr. Fishbein**

BOARD OF EDUCATION
Ridgewood, New Jersey

October 19, 2020
Education Center

Regular Public Meeting
7:00 p.m.

AGENDA
* * * * *

Due to the health concerns related to COVID-19, the public cannot attend this meeting.
Public comments can be made during the public comment period of the meeting through the phone number listed below.
(646-558-8656 then enter Meeting ID 844 3197 5212 and Password 715507)
Or
Comments can be submitted for the public comment period prior to or during the meeting through the link below.
Submit Comments for the Public Comment Period
View the live BOE Meeting Webcast

MEETING REGULATIONS

At all regular meetings, two opportunities are provided for citizens to make comments. The public comment period will be scheduled after presentations and approximately 9:00 p.m. or just prior to the end of the meeting, whichever occurs first. The first opportunity may be limited by the presiding officer to conclude at about 8:00 p.m. in order for the Board to continue with its scheduled agenda. The second opportunity will occur at about 9:00 p.m. at the discretion of the presiding officer taking into consideration a break in the agenda.

At every opportunity for public comment, citizens are invited to comment on subjects on the agenda or general topics. At the discretion of the presiding officer, public comments may be permitted at other times.

Please remember this is a public meeting. Anything you say will be a public record. As a result, pursuant to law, the Board of Education cannot respond to you publicRely concerning certain matters, such as those regarding an individual student or personnel. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent's Office. Public comment periods shall also be governed by the following rules:

1. Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses.
2. Each speaker shall be limited to four minutes. The Board Recorder will note the time. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds (Ref: Bylaw 0167)
3. Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop.
4. All statements shall be directed to the presiding officer, no participant may address or question Board members individually.
5. No participants may speak more than once on the same topic until all others who wish to speak on that topic have been heard.
6. Questions requiring investigation shall be referred by the Board to the Superintendent's Office for consideration and later response. A participant may be asked to submit such questions in written format.

Mission Statement

The Ridgewood Public Schools, committed to a tradition of excellence and innovation, in partnership with the community, provide a rich and challenging learning environment, enabling students to maximize their unique potentials to become life-long learners and productive, responsible citizens.

I. CALL TO ORDER AND ROLL CALL **Mr. Lembo**

II. FLAG SALUTE AND PLEDGE OF ALLEGIANCE **Mr. Lembo**

III. OPENING STATEMENT BY PRESIDING OFFICER **Mr. Lembo**

IV. INFORMATION **Mr. Lembo**

A. NATIONAL MERIT SCHOLARSHIPS **Mr. Lembo**

Eight Ridgewood High School students have been named National Merit Scholarship semifinalists and 22 others have received letters of commendation. About 1.5 million students took the 2019 Preliminary SAT/national Merit Scholarship Qualifying Test (PSAT/NMSQT) last October and entered the National Merit Program, a nationwide competition for recognition and awards. Only some 16,000 who qualified as semifinalists have an opportunity to continue in the competition for Merit Scholarships to be offered next spring.

The following eight students have been designated semifinalists:

Dev Chhabra, Alexander Cho, Alexandra Jerdee, Aum Mundhe, Samantha Ngai, Skyler Snow, William Stewart, Saori Takahashi

In addition to the eight semifinalists, the following 22 students have been identified as Commended Students in the 2019 competition:

Emre Alptuna, Hannah Calaman, Catherine G. Chu, Jason J. Clark, Matthew E. DeMeulder, Patrick A. DeMeulder, Blaise R. Deleon, Julianne E. Flusche, Aaron Friedman, Daniella M. Granin, Justin A. Ivanov, Linda Kalna, Kyu Hong Kim, Marin Y. Kim, Kateryna Morhun, Nicolas R. Pruitt, Kai Sarma, Decklan L. Spencer, Clair Sullivan, Daniel J. Weispfenning, Daniel Y. Woo.

V. PRESENTATIONS **Mr. Lembo**

A. RECOGNITION OF TRADITION OF EXCELLENCE AND ASHBY AWARD WINNERS **Dr. Fishbein**

- ➢ Annette Tucker (Tradition of Excellence)
- ➢ Jean Schoenlank (Ashby Award)

B. STUDENT REPRESENTATIVE REPORT **Dr. Fishbein**

C. REOPENING PLAN: TRANSITION TO PHASE TWO **Dr. Fishbein**

- ➢ Ms. Poelstra

VI. COMMITTEE OF THE WHOLE REPORTS — Dr. Fishbein and Ms. Kelly

- ➢ Finance
  - ○ September Financial Reports

VII. COMMENTS FROM THE PUBLIC — Mr. Lembo

VIII. CONSENT ITEMS

A. ATTENDANCE AT CONFERENCES — Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Attendance at Conferences, as listed on **Attachment A**.

B. ADMINISTRATION — Dr. Fishbein

i. **Approval: Receipt of Suspension and Harassment, Intimidation, and Bullying (HIB) Reports** — Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, acknowledges it has received confidential information regarding suspensions and investigations of HIB that have occurred since the last Board meeting.

ii. **Approval: First Reading of Revisions to Policies** — Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the first reading of revisions to policies as listed below.

- ➢ Bylaw 0164 - Conduct of Board Meetings **(Attachment B)** *revised*
- ➢ Bylaw 0169.02 - Board Member Use of Social Media **(Attachment C)** *revised*

iv. **Approval: 2020-2021 Memorandum of Agreement Between the Ridgewood Board of Education and the Bergen County Special Services School District for a Suspension Alternative Program (SAP)** — Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2020-2021 memorandum of Agreement between the Ridgewood Board of Education and the Bergen County Special Services School District for a Suspension Alternative program (SAP).

This program provides the district five weeks of SAP services per school year, at a fee of $750.

Services requested beyond the five weeks will be billed at $125

per week.

The Board has received background information.

v. **Approval: 2020-2021 Board and District Goals**
The Ridgewood Board of Education, upon the recommendation fo the Superintendent of Schools, approves the 2020-2021 Board and District Goals as specified on **Attachment D**.

C. CURRICULUM & INSTRUCTION — Dr. Fishbein

i. **Approval: Field Trips** — **Dr. Fishbein**
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves field trips as listed on **Attachment E.**

ii. **Approval: Professional Development Agreement with The College of New Jersey** — **Dr. Fishbein**
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the professional development agreement with the College of New Jersey on November 3, 2020, in the amount of $1,500.00

The Board has received background information.

iii. **Approval: Contract for Services with The Great Schools Partnership, Inc.** — **Dr. Fishbein**
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves a contract for services with The Great School Partnership, Inc. to support members of the Growth Learning Assessment Mindset (GLAM) network, for the period October 6, 2020 through June 30, 2021, not to exceed $19,500.

The Board has received background information.

iv. **Approval: Contract for Instructional and Tech Support with TechVision, LLC** — **Dr. Fishbein**
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves a contract for instruction and technical support services with TechVision, LLC, for a visually impaired student, at the rate of $130 per hour as specified in the contract.

The Board has received background information.

v. **Approval: Contract for consulting services with Irene Cook Autism Ed & Associates**
The Ridgewood Board of Education, upon the recommendation

of the Superintendent of Schools, approves a consultative and professional development for the RISe program with Irene Cook Autism Ed & Associates beginning September 24, 2020, at the rate of $1,000 per day, not to exceed five days of service.

The Board has received background information.

vi. **Approval: Contract for substance abuse services with New Pathway Counseling, Inc** **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the agreement with New Pathways Counseling to provide substance abuse services to students as specified in the contract beginning on September 18, 2020, at the rate of $600 per week.

The Board has received background information.

vii. **Approval: Proposal for Diversity, Equity and Inclusion Training through Cultural Intelligence/Race-Relations Consulting with 3CP-3rd Culture People** **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approved the proposal with 3CP-3rd Culture People to provide diversity, equity and inclusion training for the 2020-2021 school year, in the amount of $30,000. Additional optional services not to exceed $20,500.

The Board has received background information.

D. HUMAN RESOURCES — Dr. Fishbein

i. Appointments — Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointments listed below, subject to receipt of appropriate documentation and the New Jersey Department of Education (NJDOE) certificate, if required.

Administrator

BISIG, Scott - School Business Administrator/Board Secretary, Education Center, effective December 19, 2020, or as soon after as possible, through June 30, 2021, pending County approval and verification of employment as outlined by Chapter 5. — $190,000 pro-rated

Mr. Bisig's credentials are as follows:

- Lyndhurst Public School District, Business Administrator/Board Secretary - September 15, 2017 -

Present.
- Oradell Public School District, Business Administrator/Board Secretary - July 2016 - September 14, 2017.
- Bergenfield School District, Business Teacher - September 1, 2005 - June 30, 2016.

Education:
- Thomas Edison State College, Post Masters Certificate Educational Leadership - 2009.
- American InterContinental University, The Master of Education, Major: Instructional Design - 2004.
- William Paterson University, Bachelor of Science Degree, Major: Business Management - 1995.

Possesses the following Standard New Jersey Standard Certificates:
- School Business Administrator
- Supervisor
- Teacher of Business (Finance & Economics & Law)
- Elementary School Teacher in Grades K-6

Account # 11-000-251-104-00-40-019-000

Teacher

DiBRITA, Christine - 0.50 FTE Dance Teacher, Ridgewood High School, effective November 9, 2020, or as soon after as possible, through June 23, 2021, pending verification of employment as outlined by Chapter 5. Ms. DiBrita possesses an NJDOE Certificate of Eligibility with Advanced Standing as a Teacher of Dance and Certificate of Eligibility with Advanced Standing as an Elementary School Teacher in Grades K-6. Ms. DiBrita will be registered into the NJDOE Provisional Program. $33,809 Cl. MA , St. 1 pro-rated

Account # 11-140-100-101-04-10-019-000

Support Staff

WARNER, Hue - Payroll Supervisor, Education Center, effective December 10, 2020, or as soon after as possible, through June 30, 2021. $87,000 pro-rated

Account # 11-000-251-104-00-40-019-000

Secretary

NUZZO, Laura - Library/Media Center Secretary, Ridgewood High School, effective October 20, 2020, or as soon after as possible, through June 30, 2021. $38,012 Cl. IV, 10M, St. 3 pro-rated

Account # 11-000-222-105-00-10-019-000

Long-term Substitutes

Revision: CERMACK, Daniel* - Science Teacher, Benjamin Franklin Middle School, **from** effective August 31, 2020 through December 1, 2020, approved by the Board at its meeting on August 31, 2020, **to** effective August 31, 2020 through October 30, 2020, at a daily rate of $125 per day, until the assignment ends.
Account # 11-130-100-101-02-08-019-000

Revision: FOERCH, Summer - Kindergarten Teacher, Hawes School, **from** effective October 6, 2020 through **TBD**, approved by the Board at its meeting on October 5, 2020, **to** effective October 6, 2020 through January 4, 2021, at a daily rate of $125 per day, until the assignment ends.
Account # 11-110-100-101-11-02-019-000

Revision: SCHWARTZ, Katherine - Second Grade Teacher, Somerville School, **from** effective August 31, 2020 through October 14, 2020, approved by the Board at its meeting on August 31, 2020, **to** effective August 31, 2020 through November 30, 2020, at a daily rate of $125 per day, until the assignment ends.
Account # 11-120-100-101-09-05-019-000

YOUNG, Leticia - Resource Room Teacher, Willard School, effective October 21, 2020 through December 3, 2020, at a daily rate of $125 per day, until the assignment ends.
Account # 11-213-100-101-00-07-019-000

Classroom Aides

BERGER, Mikalynn - Resource Room Special Education Classroom Aide, Ridgewood High School, effective October 20, 2020, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-10-024-001

CASTELLI, Christa - Resource Room Special Education Classroom Aide, Ridgewood High School, effective October 20, 2020, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-10-024-001

EITNER, Valarie - Applied Behavior Analyst Aide (ABA), Ridgewood High School, effective October 20, 2020, or as soon

after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $20.17.
Account # 11-000-217-106-00-10-024-001

FEDER, Caryn - Resource Room Special Education Classroom Aide, Ridgewood High School, effective November 16, 2020, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-10-024-001

FISCHER, Susan - Resource Room Special Education Classroom Aide, Ridge School, effective October 26, 2020, or as soon after as possible, through June 22, 2021, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-04-024-001

GAGLIARDOTTO, Mary - Applied Behavior Analyst Aide (ABA), Ridge School, effective October 30, 2020, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $20.17.
Account # 11-000-217-106-00-04-024-001

KRAISORAN, Kerry - Resource Room Special Education Classroom Aide, Willard School, effective October 26, 2020, or as soon after as possible, through June 22, 2021, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-07-024-001

Revision: MONAHAN, Colleen - Resource Room Special Education Classroom Aide, Somerville School, **from** effective September 2, 2020 through October 14, 2020, approved by the Board at its meeting on August 31, 2020, **to** September 2, 2020 through November 30, 2020, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-05-024-001

Additional: Permanent Substitutes for the 2020-2021 School Year

Benjamin Franklin Middle School

- **Gabrielle Rezzonico**, 5.75 hours per day, 5 days per week, at an hourly rate of $21.50.

Account # 11-130-100-101-00-00-019-002

Home Instructors, on an as-needed basis, for the 2020-2021 School Year

Benjamin Franklin Middle School

- **Amy Briggs**, World Language Teacher, at an hourly rate of $58.21.
- **Kathleen Clarke-Anderson**, Language Arts Teacher, at an hourly rate of $60.32.
- **Lucille Cigolini**, Language Arts Teacher, at an hourly rate of $58.21.
- **Erin Corcoran**, Language Arts Teacher, at an hourly rate of $60.32.
- **Susan Corlett**, Special Education Teacher, at an hourly rate of $60.32.
- **Trecia Donnelly**, Special Education Teacher, at an hourly rate of $60.32.
- **Lauren Imbruglia**, World Language Teacher, at an hourly rate of $58.21.
- **Kristen Krasinski**, Social Studies Teacher, at an hourly rate of $60.32.
- **Roman Litvak**, Mathematics Teacher, at an hourly rate of $58.21.
- **Courtney Pfeiffer**, Mathematics Teacher, at an hourly rate of $60.32.
- **Karen Rispoli**, Language Arts Teacher, at an hourly rate of $60.32.
- **Michael Rooney**, Special Education Teacher, at an hourly rate of $60.32.

Account # 11-150-100-101-00-24-024-001 (Regular Education)
Account # 11-219-100-101-00-24-024-001 (Special Education)

Additional: Ridgewood Community School Employee - Fall Semester 2020

Resolved that the individual, be approved to work for the Ridgewood Community School for the Fall 2020 Semester. Salary range is $25-$75 per hour and/or $12-$125 per participant and/or $65-$475 per course.

- **Philip Rasmussen**

Account # 13-423-100-101-00-60-060-001 (Junior Education)
Account # 13-424-100-101-00-60-060-001 (Driver Education)
Account # 13-602-100-101-00-60-060-001 (Adult Education)

_____
*Related to staff member

ii. Change of Assignments **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following

change of assignments, as listed below.

BRANDES, Melissa - **from** Applied Behavior Analyst Aide (ABA), Ridgewood High School, 5.75 hours per day, 5 days per week, **to** STEPSS Job Coach, Benjamin Franklin Middle School, effective October 20, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week. Account # 11-212-100-101-00-08-019-000	Hourly rate will remain the same
FINK, Gary - **from** 0.20 FTE Music Teacher, Ridgewood High School, **to** 0.30 FTE Music Teacher, Ridgewood High School, effective October 30, 2020 through June 23, 2021. Account # 11-140-100-101-04-10-019-000	**From:** $13,014 Cl. BA+30, St. 3 **To:** $19,520 Cl. BA+30, St. 3
PALAZZOLA, Joan - **from** Resource Room Special Education Classroom Aide, Ridgewood High School, 5.75 hours per day, 5 days per week, **to** STEPSS Job Coach, Benjamin Franklin Middle School, effective October 20, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week. Account # 11-212-100-101-00-08-019-000	**From:** $17.50 per hour **To:** $20.17 per hours
SHOVLIN, Emily - **from** One-to-One Special Education Classroom Aide, George Washington Middle School, 5.75 hours per day, 5 days per week, **to** Applied Behavior Analyst Aide (ABA), Ridgewood High School, effective October 20, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week. Account # 11-000-217-106-00-10-024-001	**From:** $17.50 per hour **To:** $20.17 per hour

iii. Resignation for the Purpose of Retirement **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignation for the purpose of retirement listed below.

Teacher

PRICE, Karen - Speech Language Therapist, Glen School, effective January 1, 2021, with twenty-three years of Ridgewood service.

iv. Leave of Absences **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the leave of absences listed below.

MOLLEMA, Kristine – Resource Room Teacher, Willard School,

effective October 26, 2020 through June 23, 2021, with a reinstatement date of August 31, 2021, utilizing the FMLA and/or NJFLA leave entitlement.

RAIANI, Amy - Science Teacher, Ridgewood High School, effective February 1, 2021 through May 28, 2021, with a reinstatement date of June 1, 2021, utilizing the FMLA and/or NJFLA leave entitlement.

Revision: WITHAM, Lynne – Second Grade Teacher, Somerville School, **from** effective August 31, 2020 through October 13, 2020, with a reinstatement date of October 14, 2020, approved by the Board on September 14, 2020, **to** effective August 31, 2020 through November 25, 2020 with a reinstatement date of November 30, 2020, utilizing the FMLA/FFCRA and/or NJFLA leave entitlement.

v. Supplemental Pay Beyond Contract **Dr. Fishbein**

Ridge School

Cambodia Club

- **Michele Coppola** and **Karen Feder**, each not to exceed 10 hours, each at an hourly rate of $40.17 ($803.40).

Account # 11-401-100-101-00-04-004-001

Student Leadership Club

- **Molly Betstadt** and **Deirdre Tobin**, each not to exceed 30 hours, each at an hourly rate of 40.17 (2,410.20).

Account # 11-401-100-101-00-04-004-001

Benjamin Franklin Middle

Student Club Activity Advisors for the 2020-2021 School Year

Dungeons and Dragons

- **Loren Hackett**, not to exceed 20 hours, at an hourly rate of $40.17 ($803.40).

Account # 11-401-100-101-00-08-008-001

Homework Helpers

- **Lauren Zielinski**, not to exceed 40 hours, at an hourly rate of $40.17 ($1,606.80).

Account # 11-401-100-101-00-08-008-001

Magic the Gathering

- **Riley Clark**, not to exceed 20 hours, at an hourly rate of $40.17 ($803.40).

Account # 11-401-100-101-00-08-008-001

Math Club

- **Roman Litvak**, not to exceed 40 hours, at an hourly rate of $40.17 ($1,606.80).

Account # 11-401-100-101-00-08-008-001

BF Science Club

- **Kate Krsnak**, not to exceed 20 hours, at an hourly rate of $40.17 ($803.40).

Account # 11-401-100-101-00-08-008-001

Website Building

- **Noreen Clarke**, not to exceed 20 hours, at an hourly rate of $40.17 ($803.40).

Account # 11-401-100-101-00-08-008-001

Intramural Activities for the 2020-2021 School Year

Volleyball, Track, Weight, Open Gym, not to exceed a total of 300 hours, each to receive an hourly rate of $40.17 ($12,000) Advisors: **Erin Corcoran, Trecia Donnelly, Todd Ferreri, Jaime Marzocchi, Amber Nizza, Benjamin Ran, Michael Rooney, Donna Skettini, Lisa Sutera, Jason Ordini, Neil Valere, Meredith Wearley,** and **Kerriann Reilly**.
Account # 11-401-100-101-00-08-008-001

Movie Night - October 30, 2020, each not to exceed 2.5 hours, each at an hourly rate of $40.17 ($602.55)

- **Lisa Cermack**
- **Kristen Krasinski**
- **Kate Krsnak**
- **Lauren Menzies**
- **Courtney Pfeiffer**
- **Neil Valere**

Account # 11-401-100-101-00-08-008-001

George Washington Middle School

Revision: Co-curricular Activity Advisors and Stipends for the 2020-2021 School Year, as listed on **Attachment F** (Remuneration in accordance with negotiated Agreement; ratio is applied to the 2020-21 BA Maximum of $92,542), approved

by the Board at its meeting on October 5, 2020.
Account # 11-401-100-101-00-09-009-001

Ridgewood High School

Revision: Co-curricular Activity Advisors and Stipends for the 2020-2021 School Year, as listed on **Attachment G** (Remuneration in accordance with negotiated Agreement; ratio is applied to the 2020-21 BA Maximum of $92,542), approved by the Board at its meeting on October 5, 2020.
Account # 11-401-100-101-00-10-010-001

Additional: Before School Supervision, each at an hourly rate of $40.17, each not to exceed 92 days, each not to exceed 45 minutes per day

- **Douglas Aday**
- **Laura Tolve**

Account # 11-140-100-101-00-10-010-001

Special Programs

Bus Driver for the 2020-2021 School Year, on an as-needed basis, at an hourly rate of $40.17

- **Richard Bennett**

Account # 11-000-270-162-00-01-024-001 (Glen)
Account # 11-000-270-162-00-02-024-001 (Hawes)
Account # 11-000-270-162-00-03-024-001 (Orchard)
Account # 11-000-270-162-00-04-024-001 (Ridge)
Account # 11-000-270-162-00-05-024-001 (Somerville)
Account # 11-000-270-162-00-06-024-001 (Travell)
Account # 11-000-270-162-00-07-024-001 (Willard)
Account # 11-000-270-162-00-08-024-001 (BFMS)
Account # 11-000-270-162-00-09-024-001 (GWMS)
Account # 11-000-270-162-00-10-024-001 (RHS)

Handle with Care Training

- **Carla Amaral** and **Antenette Lam**, each not to exceed 1.25 hours, each at an hourly rate of $21.23 ($53.08).

Account # 11-000-217-106-00-24-024-001

Business Office

Payroll Department

- **Hue Warner**, at an hourly rate of $47.80, on an as-needed basis.

Account # 11-000-251-104-00-40-040-001

vi. Substitutes for the 2020-2021 School Year **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves substitutes for the 2020-2021 school year, as listed below.

Teachers: **Brigit Baines, Paul Boddy, Lauren Breiter, Marylou Fulford, Shayna Jennings, Morgan Knight, Erin Mannion, Gabrielle Rezzonico, Emily Shovlin**, and **Catherine Vaughan**

Account # TBD

E. FINANCE **Dr. Fishbein**

i. Acceptance of Restricted Donations: **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following restricted gifts for the **2020-2021** school year, to be used as indicated.

Donor	**Amount**	**Use**	**Account Number**
Orchard Home and School Association	$15,297.00	To be used to purchase voice amplification systems	20-025-100-610-00-03-003-000

ii. Approval: Submission of the Comprehensive Maintenance Plan and M-1 Form **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution for submission of the Comprehensive Maintenance Plan and M1 Form, as shown on **Attachment H.**

Whereas, the Department of Education requires New Jersey school districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities, and

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Board of Education of the Village of Ridgewood are consistent with these requirements, and

Whereas, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original

condition and to keep their system warranties valid,

Now Therefore, Be It Resolved, that the Ridgewood Board of Education hereby authorizes the Business Administrator/Board Secretary to submit the attached Comprehensive Maintenance Plan and M-1 Form for the Ridgewood Public School District.

iii. Approval: Budget Appropriation Transfers **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves transfers for **September 2020** as shown in the Journal Entry listing pursuant to Policy 6422.

The Board has received background information.

iv. Approval: Secretary's Line Item Certification **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

Whereas, the Board of Education has received the Report of the Secretary for the month of **September 2020,**

Whereas, in compliance with N.J.A.C. 6:20-2A.10(d), the secretary has certified that, as of the date of the report(s), no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education, now, therefore, be it,

Resolved, the Board of Education accepts the above referenced reports and certifications and orders that they be attached to and made part of the record of this meeting, and Be it Further Resolved, in compliance with N.J.A.C. 6:20-A10(e), the Board of Education certifies that, after review of the secretary's monthly financial reports (appropriate section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6:20-2A.10(a)(1), and that sufficient funds are available to meet the district's financial obligations for the remainder of the school year.

The Board has received background information.

v. Approval: Acceptance of the Board Secretary and Treasurer Report **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

Whereas, the Board of Education has received the report of the Secretary and Treasurer for the month of **September 2020;** now, therefore,

Be it Resolved, the Board of Education accepts the above referenced reports and orders that it be attached to and made part of the official record of this meeting.

vi. **Approval: Substitute Rates of Pay for the 2020-2021 School Year** **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the Substitute Rates of Pay for the 2020-2021 school year effective November 1, 2020 as listed below.

Per Diem Substitute
From: $100.00 per diem **To**: $115.00 per diem

Permanent Substitute:
From: $21.50 for 5.75 hours **To:** 24.35 for 5.75 hours

Long Term Substitute:
From: $125.00 per diem **To:** $150.00 per diem

Substitute Nurse:
From: $150.00 per diem **To:** 170.00 per diem

* The rates are subject to review for the 2021-2022 school year.

vii. **Approval:2021-2022 Budget Development Schedule** **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2021-2022 Budget Development Schedule, as listed on **Attachment I.**

IX. APPROVAL OF BILLS — Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the payment of bills as listed below.

DATES	DESCRIPTION	CHECK NUMBER	AMOUNTS	REVIEWED BY
Oct 2	Columbia Bank On-Line	099493-099539	168,428.17	M. Lembo
Oct 7	Columbia Bank On-Line	099540-099586	197,645.35	M. Lembo
Oct 14	Columbia Bank On-Line	099587-099705	890,638.56	M. Lembo
Sept 25	Payroll Transfer	P32331	3,379,772.06	M. Lembo
Oct 8	Columbia Bank On Line Scholarship	831514	500.00	M. Lembo
Oct 9	Columbia Bank On Line Scholarship	831515	500.00	M. Lembo
Sept 3	Electronic Transfer	C32466	21.45	M. Lembo
Sept 30	Electronic Transfer	F32407	16,868.43	M. Lembo
Oct 2	Electronic Transfer	H32409	1,166,193.05	M. Lembo
Oct 2	Electronic Transfers	L32457-L32458	203,438.85	M. Lembo
Oct 2	Electronic Transfer	R32408	57,869.70	M. Lembo
Oct 2	Electronic Transfers Scholarship	T32459-T32465	8,950.00	M. Lembo
Oct 5	Electronic Transfer	R32525	1,277.00	M. Lembo
Oct 7	Electronic Transfer	R32518	21,864.00	M. Lembo
Oct 8	Electronic Transfer	L32520	8,771.50	M. Lembo
Oct 7	Food Service	620218 *	17,567.46	M. Lembo
Oct 9	Food Service	620218	5,195.00	M. Lembo
Oct 7	Colombia Bank Void Check	098906	(22,773.33)	M. Lembo
Oct 13	Colombia Bank Void Check	098666	(100.00)	M. Lembo
TOTAL			**6,122,627.25**	

*check 620217 replaced check 620204 from previous fiscal year

X. BOARD MEMBER ANNOUNCEMENTS — Mr. Lembo

XI. BOARD COMMITTEE REPORTS — Mr. Lembo

XII. COMMENTS FROM THE PUBLIC **Mr. Lembo**

XIII. DISCUSSION ITEM **Mr. Lembo**

XIV. ACCEPTANCE OF MINUTES **Mr. Lembo**

- October 5, 2020 Regular Public Meeting
- October 6, 2020 Executive Session Meeting

XV. OTHER BUSINESS **Mr. Lembo**

XVI. MOTION TO GO INTO EXECUTIVE SESSION **Mr. Lembo**

XVII. RECONVENED PUBLIC MEETING **Mr. Lembo**

XVIII. ADJOURNMENT **Mr. Lembo**

Coming Meetings

Monday October 19, 2020
Regular Public Meeting
7:00 p.m. Education Center

Monday November 2, 2020
Regular Public Meeting
7:00 p.m.Education Center

October 19, 2020 **ATTACHMENT A**

2020-2021 CONFERENCES FOR APPROVAL

Staff Member	Name of Conference Location & Dates	Rationale	Estimated Cost for Approval	# of Sub Days required
Patricia Hans	Too-True Horrors: Cultural Fears in the Tales of Edgar Allan Poe, H.P. Lovecraft, and Shirley Jackson Virtual Institute for Writing and Thinking November 6, 2020	Professional Development	$427.50	0
Katie Kashmanian	NJL2L Mentor Training Virtual NJPSA/FEA November 23, 2020	Professional Development	$70.00	0
Karen Mendez	Disney's Approach to Employee Engagement Virtual Disney Institute Online	Professional Development	$199.00	0
Laurie Main	International Dyslexia Association - Annual Conference Virtual International Dyslexia Association November 13-14,2202	Professional Development	$179.00	0
Stephanie McAloon	Navigating Legal Risks: Case Managing the Special Ed Student in 2020 Virtual Cornerstone Day School October 27,2020	Professional Development	$0.00	0
Stephanie McAloon	25th Annual Conference on Advancing School Mental Health Virtual National Center for School Mental Health October 29, 2020	Professional Development	$0.00	0
Lindsay Rubin	25th Annual Conference on Advancing School Mental Health Virtual National Center for School Mental Health October 29, 2020	Professional Development	$0.00	0
Lisa Alfuso	Getting Comfortable with Being Uncomfortable: Navigating a New Normal in a COVID Environment Virtual Berkeley College October 27, 2020	Professional Development	$0.00	0
Sandra Kunzie	RAHP Captstone and IRS Protocols Virtual The Valley Hospital October 22, 2020	Professional Development	$0.00	0
Sarah Goldberg	NJ Association of Learning Consultants Fall Symposium Virtual NJ Association of Learning Consultants October 23, 2020	Professional Development	$0.00	0

The total cost for these conferences is 875.50. Upon Board approval of these conferences, the total expenditure for travel

and conferences for 2020-2021 will be $22,693.56 leaving a balance of $177,306.44.

The total cost of substitutes for these conferences is $0.00. Upon Board approval of these conferences, the total expenditure for substitutes for travel and conferences for 2020-2021 will be $1100.00.

RIDGEWOOD
BYLAW BOARD OF EDUCATION

0164 CONDUCT OF BOARD MEETINGS

Parliamentary Authority

Roberts' Rules of Order, Newly Revised, shall govern the Board of Education in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws.

Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall act in his/her place; if neither person is present, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

Announcement of Adequate Notice

The person presiding shall commence each meeting with an announcement of the notice given for the meeting or a statement regarding the lack of adequate notice, in accordance with law.

Agenda

The Superintendent and the Administrative Cabinet, in consultation with the Board President, shall prepare an agenda of items of business to come before the Board at each meeting. The agenda shall be delivered to each Board member no later than two business days, except when an unscheduled meeting is being called, before the meeting and shall include such reports and supplementary materials as are appropriate and available.
The meeting agenda shall be posted on the district's website and circulated via the district email system 48 hours prior to the meeting time. A reminder email with the agenda shall be sent on the day of the meeting.

The order of business shall be as follows:

Call to order and roll call
Optional: Motion to go into executive session
Optional: Call to order and roll call again after returning from the closed session
Pledge of Allegiance
Opening statement by presiding officer
Optional: Student and outside vendors/consultants presentations (Presiding Officer has the discretion to move presentations listed on the agenda to before initial public comments)
Initial Public Comments (3 minutes per person)
Presentations
Superintendent's report
Consent items – regular and routine issues

RIDGEWOOD
BYLAW BOARD OF EDUCATION

Resolutions and Motions not included in the Consent Agenda
Approval of bills
Board member announcements
Board committee reports
Discussion items
Acceptance of minutes
Other business
Comments from the public
Optional: Motion to go into executive session
Optional: Reconvened public meeting
Adjournment

Electronic Participation and Virtual Meetings

In the event of extraordinary circumstances (which shall be defined as a natural disaster, mandatory or self-imposed quarantine, a State of Emergency declared by the Governor of the State of New Jersey or similar situation), it may be necessary for the full Board to meet virtually, via teleconference or digital media platform, in order to take necessary action.

A. Electronic Participation in In-Person Board meetings

In the event that an individual board member is unable to attend an in-person meeting, where there is a quorum present, due to extraordinary circumstances as defined above, such member may participate telephonically or electronically, with the permission of the Board President, whose permission shall not be unreasonably withheld, provided that they are able to hear the proceedings and be heard.

B. Virtual Meetings

Under extraordinary circumstances as defined above, teleconference options and digital platforms may be used to enable virtual board meetings and action even when all members of the Board are not physically present as long as prior arrangements are made to afford the public the opportunity to hear and participate in the meeting.

The Board may conduct a public meeting via teleconference or digital platform where members of the public are given appropriate notice and granted access enabling them to listen to and participate in the meeting at the appropriate time. A teleconference or virtual medium will only be used to host a public meeting of the full Board in a situation that makes it impossible or impractical for a quorum of members to meet in person due to the extraordinary circumstances as defined above.

RIDGEWOOD
BYLAW BOARD OF EDUCATION

Conduct of Board Meetings

Telephonic participation in or the virtual hosting of closed or executive sessions of the full Board shall be limited and only used in situations where in person attendance or the holding of meetings are impossible or impractical as defined. All closed or executive sessions shall be and remain confidential.

All members who participate in executive sessions telephonically and/or virtually shall do so privately behind closed doors without any non-members of the board being present. Those members will use remote access methods that do not allow non-board members to hear or see the meeting. No portion of the executive session shall be recorded, photographed, or otherwise reproduced in a video or audio format by anyone. Upon adjournment, all members will leave the meeting promptly.

N.J.S.A. 10:4-10
N.J.S.A. 18A:16-1.1

Adopted: 7 December 2009
Revised: 18 March 2013
Revised:

RIDGEWOOD BOARD OF EDUCATION

BYLAW

0169.02 BOARD MEMBER USE OF SOCIAL NETWORKS

In accordance with the School Ethics Act - N.J.S.A. 18A:12-21 et seq., Board of Education members must avoid conduct which is in violation of the public trust or which creates a justifiable impression among the public that such trust is being violated. To avoid conduct that may be in violation or perceived to be in violation of the School Ethics Act, the Board of Education adopts this Policy to provide guidance to Board members in their use of social networks.

For the purposes of this Policy, "social network(s)" shall include, but not be limited to: Internet blogs, electronic bulletin boards, emails, social networking websites, text messages, or any other online platform where people may post or communicate interests, opinions, or any other information that may be viewed by others with or without permission from the person making such post or re-publishing such post. "Social networks" also means an Internet-based service that allows individuals to: construct a public or semi-public profile within a bounded system created by the service; create a list of other users with whom they share a connection within the system; and view and navigate their list of connections and those made by others within the system.

For the purposes of this Policy, "use of a social network" shall include, but not be limited to: posting to a social network, reposting another person's post to a social network, messaging, or any other publication of material on a social network.

Nothing in this Policy prevents a Board of Education member from using a social network. However, a Board member must avoid conduct on a social network that would violate the School Ethics Act N.J.S.A. 18A:12-21 et seq., which includes the Code of Ethics for Board Members. Board members should be advised communications, publications, photographs, and any other information posted by the Board member or reposted by the Board member on a social network could violate the School Ethics Act and be cause for sanctions in accordance with the law.

While this Policy respects the right of Board members to use social networks, Board members shall recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. A Board member's use of social networks shall not damage the reputation of the school district, employees, students, or their families. Board members who use social networks shall ensure their conduct is appropriate for a Board of Education member. Board members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.

Board members should carefully review the privacy settings on social networks they use and exercise care and good judgment when posting content and information. When using social networks, Board members are advised to:

1. Not post anything that would violate any of the district's policies for Board

members;

2. Uphold the district's value of respect for any individual(s) and avoid making defamatory statements about the Board of Education, the school district, employees, students, or their families;

3. Not disclose any confidential information about the school district or confidential information obtained as a result of being a Board member, about any individual(s) or organization, including students and/or their families;

4. Not use or refer to their Board of Education title or position when soliciting for a business organization that he or she or any immediate family member has an interest in, as well as posting or referencing any confidential information regarding the Board of Education or the school district obtained through their Board membership, unless authorized by law;

5. Refrain from having communications through social networks with other Board members regarding any Board of Education business to avoid any potential violation of the New Jersey Open Public Meetings Act;

6. Board members are entitled to express themselves publicly on any matter, including issues involving the Board and the school district. Board members when making such expressions shall indicate that the statement is their individual opinion, and not that of the Board of Education. In addition, individual Board members when making such statements shall comply with the provisions of the School Ethics Act and Bylaw 0142. Individual Board members cannot, however, express the position of the Board except as expressly authorized, in accordance with Board Policy No. 9120. Only the Board President or his/her designee shall authorize or make statements of official Board positions.

7. Not post any information on a social network determined by the New Jersey School Ethics Commission to be a violation of the New Jersey School Ethics Act.

A Board member shall comply with all Board policies regarding acceptable use of computers and computer networks whenever a Board member is using a Board of Education electronic device.

If the Board and Superintendent believe a Board member's activity on any social network may violate the Board's policies or the New Jersey School Ethics Act, the Board and Superintendent may request the Board member cease such activity.

RIDGEWOOD
BYLAW BOARD OF EDUCATION

Board Member Use of Social Networks

This Policy has been developed and adopted by this Board to provide guidance and direction to a Board member to avoid actual and/or a perceived appearance of inappropriate conduct or conduct prohibited by the School Ethics Act while using social networks.

N.J.S.A. 18A:12-21 et seq.

N.J.S.A. 10:4-6 et seq.

Adopted: 5 March 2018
Revised:

2020-21 District Goals

1. During the 2020-21 school year, the district will evaluate, implement, and enhance ways to address mental health issues that surface due to the educational disruption resulting from the COVID-19 pandemic. The School-Based Mental Health District Coordinator working with the crisis intervention counselors, social workers, school psychologists, guidance counselors, and Ridgewood Intensive Therapeutic Supports will determine and if necessary implement mental health assistance and provide supportive interventions to students, parents, and staff.

2. The District's 2020-21 reopening plan provides students with instruction through a hybrid model allowing for a combination of in-person and remote learning or a fully remote model. Appropriate adjustments to increase in-person instruction will be made with the goal of resuming full-time, in-person instruction for all district students if we can provide a healthy environment for students and staff based on community, region, and state health data.

3. The district administration, in partnership with staff, students, and the community, will advance the district's core beliefs and values as defined in our Strategic Plan: Vision 2024. In the 2020-21 school year, the district will examine our practices related to diversity and equity and foster open collaboration and communication with all stakeholders on these issues to ensure that all who enter the Ridgewood Public Schools feel safe, respected, and valued.

4. During the 2020-21 school year, the district will continue to examine our current method of identifying students who demonstrate a high level of achievement in one or more content areas, the instructional practices in place, the consistency of implementation, and instructional resources available to provide an appropriate educational challenge. While continuing to implement the ideals set forth in our mission statement, namely to work with the community to provide a rich and challenging learning environment that fosters intellectual curiosity amongst students and empowers each student to reach his/her unique potential.

DRAFT

2020-21 Board Goals

1. The Board of Education will hire a search firm and in collaboration with the search firm will design the process to ultimately hire a new Superintendent.
2. The Board of Education through an RFP process will interview and appoint the Board's General Counsel as well as an Engineering and Architectural Firm.
3. The Board of Education will negotiate and adopt a new collective bargaining agreement with the REA.
4. In collaboration with the Superintendent, the Board of Education will develop the 2021-2022 budget while preserving financial flexibility and reducing inefficiencies without undermining educational progress.
5. Where and whenever possible, the Board of Education will foster increased public participation, collaboration, and open communication with all stakeholders.

DRAFT

FIELD TRIPS FOR APPROVAL

October 19, 2020

ONE DAY TRIPS **ATTACHMENT E**

Date	School	Location	Approx. # and Group of Students	# of Chaperones	# Substitutes and dates for each	Anticipated Cost of Subs @ $100 per day for teachers and $150 per day for Nurse	Est. Total Cost To District	Annual Event	Meets Requirements
10/01/20	Ridgewood 18-21 STEPSS Program	Ridgewood Town Center (Exact locations TBD)	5 students	2	0	$0	$0	No	Yes
10/02/20	Ridgewood 18-21 STEPSS Program	Ridgewood Town Center (Exact locations TBD)	5 students	2	0	$0	$0	No	Yes
10/08/20	Ridgewood 18-21 STEPSS Program	Ridgewood Town Center (Exact locations TBD)	5 students	2	0	$0	$0	No	Yes
10/09/20	Ridgewood 18-21 STEPSS Program	Ridgewood Town Center (Exact locations TBD)	5 students	2	0	$0	$0	No	Yes
10/15/20	Ridgewood 18-21 STEPSS Program	Ridgewood Town Center (Exact locations TBD)	5 students	2	0	$0	$0	No	Yes
10/16/20	Ridgewood 18-21 STEPSS Program	Ridgewood Town Center (Exact locations TBD)	5 students	2	0	$0	$0	No	Yes
10/22/20	Ridgewood 18-21 STEPSS Program	Ridgewood Town Center (Exact locations TBD)	5 students	2	0	$0	$0	No	Yes
10/23/20	Ridgewood 18-21 STEPSS Program	Ridgewood Town Center (Exact locations TBD)	5 students	2	0	$0	$0	No	Yes
10/29/20	Ridgewood 18-21 STEPSS Program	Ridgewood Town Center (Exact locations TBD)	5 students	2	0	$0	$0	No	Yes
10/30/20	Ridgewood 18-21 STEPSS Program	Ridgewood Town Center (Exact locations TBD)	5 students	2	0	$0	$0	No	Yes

Revision: GWMS 2020-2021
CO-CURRICULAR ACTIVITY ADVISORS STIPENDS

Activity	Advisor	CAT	Ratio	Div by #	Stipend	Funding**	Pay
Brain Busters	**TBD**	3	0.028	1	2,591	Budget	June
Cambodia Club	Handy, Mary Lou	2	0.014	1	1,296	Budget	June
Chamber Orchestra Director	King, Janelle	3	0.028	1	2,591	Budget	June
Chess Club	Couch, Andrew	1	0.008	1	740	Budget	June
Film Festival Club	Luts, Daniel	2	0.014	1	1,296	Budget	June
French Club	**TBD**	1	0.008	1	740	Budget	June
George Rockington	**TBD**	3	0.028	4	648	Budget	June
George Rockington	Couch, Andrew	3	0.028	3	864	Budget	June
George Rockington	Feeley, Kevin	3	0.028	3	864	Budget	June
George Rockington	Watkins, Christopher	3	0.028	3	864	Budget	June
Jazz (Show) Choir Director	DeGroat, Laurie	3	0.028	1	2,591	Budget	June
Jazz Band Director	Brown, Brian	3	0.028	1	2,591	Budget	June
Latin Club	**TBD**	1	0.008	1	740	Budget	June
Literary Magazine Advisor (Prisms)	Cannon, Maria	2	0.014	1	1,296	Budget	June
Musical Assistant/Orchestra	Kadus, Christopher	3	0.028	1	2,591	Budget	June
Musical Director	DeGroat, Laurie	3	0.028	1	2,591	Budget	June
Musical Set Design Advisor	McKinnon, E	MS	0.021	1	1,943	Budget	June
Social Club Place	**TBD**	1	0.008	1	740	Budget	June
Spanish Club	**TBD**	2	0.014	2	648	Budget	June
Spanish Club	**TBD**	2	0.014	2	648	Budget	June
Spirit & Service Club Advisor	Evelyn McKinnon	2	0.014	2	1,296	Budget	June
Spirit & Service Club Co-Advisor	**TBD**	2	0.014	2	648	Budget	June
Stem Club	Abbatiello, Diane	3	0.028	1	2,591	Budget	June
Student Council Advisor	Kadus, Christopher	3	0.028	1	2,591	Budget	June
Student Council Advisor	Simone, Suzanne	3	0.028	1	2,591	Budget	June
Yearbook Advisor	Stephanie Dodd	3	0.028	1	2,591	Budget	June
Yearbook Co-Advisor	**TBD**	3	0.028	2	1,296	Budget	June
	20-21 Total Advisor Stipends			**39,885.60**			

Rates for 2020-2021	Ratios	Amounts
(Subject to Change Upon Settlement of Contract)		
Category 1 - 50 hours	0.008	740.00
Category 2 - 100 hours	0.014	1,296.00
Category MS	0.021	1,943.00
Category 3 - 101-200 hours	0.028	2,591.00
Category 4 - 201-250 hours	0.042	3,887.00
Category 5 - 251-300 hours	0.056	5,182.00
Category 6 - 301-400 hours	0.070	6,478.00
Category 7 - 400+ hours	0.084	7,774.00
Section 2; Article XVI - Co-curricular Renumeration - 2020-2021 - BA MAX =		$92,542

** This column will say "Budget" if a stipend is completely funded by the tax levy/district budget. If any donated or other outside funding is used to pay for a stipend, the amount of that outside funding should be entered in this column.

ACTIVITIES PAID AT HOURLY RATES	UNPAID ACTIVITIES
Activity	**Activity**
Great Creators Workshop - **TBD**	Announcement Crew - **TBD**
Math Counts - Pepe, M.	
Track & Field - **TBD**	
Volleyball Club - **TBD**	
After-School Learning Cntr.: **TBD**	

Revision: Ridgewood High School							
2020-21 Co-Curricular Activities							
	Activity	Advisor	CAT	Div by #	Stipend	Funding	Pay
1	Adventure Leadership Peer Support	Quirk, Brian	3	1	$2,591	Bdgt	June
2	Adventure Opportunity Peer Support	Knott, Ron	3	1	$2,591	Bdgt	June
3	Applied Engineering	Wohner, John	2	2	$648	Bdgt	June
4	Applied Engineering	Labowsky, Lillian	2	2	$648	Bdgt	June
5	Asian Festival	Kirtane, Medha	3	1	$2,591	Bdgt	June
6	Biology Academic Team I	Joseph, Andrea	2	1	$1,296	Bdgt	June
7	Brass Ensemble ("Ridgewood Brass")	Luckenbill, John	1	1	$740	Bdgt	June
8	Chemistry Academic Team I	Kay, James	2	1	$1,296	Bdgt	June
9	Chinese Club	Lee, Christine	1	1	$740	Bdgt	June
10	Clarinet Ensemble	Knox, Alexander	1	1	$740	Bdgt	June
11	DECA	Mendez, Karen	5	2	$2,591	Bdgt	June
12	DECA	Murtha, Tim	5	4	$1,296	Bdgt	June
13	DECA	Cronk, Paul	5	4	$1,296	Bdgt	June
14	Dance Company Coordinator	TBD	2	1	$1,296	Bdgt	June
15	Dance Team	Musso, Caitlin	2	1	$1,296	Bdgt	June
16	Debate Team	Clarke-Anderson, Kathleen	4	1	$3,887	Bdgt	Dec/Jun
17	Drama Concert Music Director	Judge, John	2	1	$1,296	Bdgt	TBA
18	Drama Director, Play 1	Schaefer, Margaret	3	1	$2,591	Bdgt	Nov
19	Drama Director, Play 2	Van Zile, Kelly	3	1	$2,591	Bdgt	Dec
20	Drama Director, Play 3	Vilardi, Louisa	3	1	$2,591	Bdgt	Dec
21	Drama Director, Play 4	TBD	3	1	$2,591	Bdgt	May
22	Drama Musical Assistant	Bourque, Steven	3	3	$864	Bdgt	TBA
23	Drama Musical Assistant	Schaefer, Margaret	3	3	$864	Bdgt	TBA
24	Drama New Players Company (x2)	Schaefer, Margaret	7	0.5	$15,548	Bdgt	Monthly
25	Drama Musical Assistant	Luckenbill, John	3	3	$864	Bdgt	TBA
26	Drama Musical Assistant	Fink, Gary	6	4	$1,620	Bdgt	TBA
27	Drama Musical Assistant	Fink, Gary	6	4	$1,620	Bdgt	TBA
28	Drama Musical Assistant	Bourque, Steven	6	4	$1,620	Bdgt	TBA
29	Drama Musical Assistant	TBD	6	4	$1,620	Bdgt	TBA
30	Drama Playwriting, Play 1	Vilardi, Louisa	3	4	$648	Bdgt	Dec
31	Drama Playwriting, Play 2	Vilardi, Louisa	3	4	$648	Bdgt	Jan
32	Drama Playwriting, Play 3	Vilardi, Louisa	3	4	$648	Bdgt	April
33	Drama Playwriting, Play 4	Vilardi, Louisa	3	4	$648	Bdgt	June
38	eSports	Forfa, Jason	MS	1	$1,943	Bdgt	June
39	Film Club	Holand, Lawrence	1	1	$740	Bdgt	June
40	Finance Club	Monahan, Tim	1	1	$740	Bdgt	June
41	First Tech Challenge (Robotics)	Wohner, John	2	1	$1,296	Bdgt	June
42	Flute Ensemble	Lazzara, Patricia	1	1	$740	Bdgt	June
43	French Club	Palumbo, Helene	1	1	$740	Bdgt	June
44	SAGA: Sexuality And Gender Association (Gay Straight	Mende, Allison	1	1	$740	Bdgt	June
45	German Club	Parks, Ruth	1	1	$740	Bdgt	June
46	Girls Who Code	Valeri, Amanda	2	1	$1,296	Bdgt	June
47	History Bowl/Quiz Bowl	Valeri, Amanda	2	1	$1,296	Bdgt	June
48	Jazz Band	Fink, Gary	3	1	$2,591	Bdgt	June
49	Jazz Band Assistant	Garde, James	2	2	$648	Bdgt	June
50	Jazz Band Assistant	Heyzer, Henry	2	2	$648	Bdgt	June

51	Jazz Band Lab	Haas, Jeffrey	3	1	$2,591	Bdgt	June
52	Latin Club	Gigante, Stefanie	1	1	$740	Bdgt	June
53	Latin Quiz Bowl (Latin Academic Team)	Gigante, Stefanie	2	1	$1,296	Bdgt	June
54	Literary Arts Magazine (Genesis)	Hans, Patricia	1	1	$740	Bdgt	June
55	Lunch Recreational Activities	TBD	1	1	$740	Bdgt	June
56	Marching Band, Color Guard Advisor	Montanaro, Jake	4	1	$3,887	Bdgt	Nov
57	Marching Band, Director	Luckenbill, John	8	1	$9,069	Bdgt	Nov
58	Marching Band, Assistant Director	Ebbels, Will	4	1	$3,887	Bdgt	Nov
59	Marching Band, Brass Co-Instructor	Heyzer, Henry	4	2	$1,944	Bdgt	Nov
60	Marching Band, Brass Co-Instructor	Garde, James	4	2	$1,944	Bdgt	Nov
61	Marching Band, Drill Design	Dabby, Maxwell	4	2	$1,944	Bdgt	Nov
62	Marching Band, Drill Design	McAloon, Elise	4	2	$1,944	Bdgt	Nov
63	Marching Band, Field Percussion Instructor	Bergen, Joe	4	1	$3,887	Bdgt	Nov
64	Marching Band, Pit Percussion Instructor	Fink, Gary	4	1	$3,887	Bdgt	Nov
65	Marching Band, Twirler Instructor	Wederfoort, Kim	4	2	$1,944	Bdgt	Nov
66	Marching Band, Twirler Instructor	Sanchez, Jennifer	4	2	$1,944	Bdgt	Nov
67	Maroon & White Recital (x.5) Art	Athena Maxwell	1	2	$370	Bdgt	June
68	Maroon & White Recital (x.4) Music	Haas, Jeffrey	1	2.51	$295	Bdgt	June
69	Maroon & White Recital (x.1) Dance	Mele, Lauren	1	9.9	$75	Bdgt	August
70	Mathematics Academic Team	Gattoni, Rebecca	3	2	$1,296	Bdgt	Dec
71	Mathematics Academic Team	Turkington, Sean	3	2	$1,296	Bdgt	Dec
72	Math Club	Turkington, Sean	1	2	$370	Bdgt	June
73	Math Club	Gattoni, Rebecca	1	2	$370	Bdgt	June
74	Mathematics Team, Ninth Grade	Truncale, Lauren	1	1	$740	Bdgt	June
75	Mock Trial Team	Hans, Patricia	3	1	$2,591	Bdgt	Dec
76	Model Congress	Chamesian, Linda	1	1	$740	Bgt	June
77	Music Production	Luckenbill, John	1	1	$740	Bgt	June
78	National Art Honor Society	Cronk, Paul	1	1	$740	Bdgt	June
79	National French Honor Society	Polk, Laura	1	1	$740	Bdgt	June
80	National Honor Society Chapter	Chamesian, Linda	2	1	$1,296	Bdgt	June
81	National Latin Honor Society	Gigante, Stefanie	1	1	$740	Bdgt	June
82	National Spanish Honor Society	Rotella, Megan	1	1	$740	Bdgt	June
83	National Technical Honor Society	Casatelli, Stacy	1	1	$740	Bdgt	June
84	Peer Counselors Service Organization	Maye, John	3	1	$2,591	Bdgt	Feb
85	Percussion Ensemble	Fink, Gary	3	1	$2,591	Bdgt	June
86	Physics Academic Team I	Mitchell, Christopher	2	1	$1,296	Bdgt	June
87	Pizza Club	Lynaugh, Sean	1	1	$740	Bdgt	June
88	Progressive Student Alliance	Escobar, Alejandro	1	1	$740	Bdgt	June
89	Project Interact Club	Reilly, Nancy	4	1	$3,887	Bdgt	June
90	Project Interact Club, Co-advisor	Feeney, Lynne	2	1	$1,296	Bdgt	June
91	RHS-TV Club	Holand, Lawrence	2	1	$1,296	Bdgt	June
92	Ridgewood A Cappella (Maroon Men & AcaBellas)	Bourque, Steven	3	1	$2,591	Bdgt	Dec/May
93	Ridgewood A Cappella (The Trebles)	Chen, Vhang Po (Philip)	1	1	$740	Bdgt	June
94	Ridgewood A Cappella (East 627)	Chen, Philip	1	1	$740	Bdgt	June
95	Ridgewood Carolers Ensembles	TBD	1	1	$740	Bdgt	Dec
96	Saxophone Ensemble ("Sax Appeal")	Haas, Jeffrey	1	1	$740	Bdgt	June
97	School Newspaper (High Times)	Brunner, Adam	2	1	$1,296	Bdgt	June
98	Science Competitions	Kay, James	1	1	$740	Bdgt	June
99	Sharing the Arts	Landa, Jennifer	1	1	$740	Bdgt	June

100	She's the First	Saladino, Allyson	1	1	$740	Bdgt	June
101	Social Place Club	Dodd, Stephanie	1	2	$370	Bdgt	June
102	Social Place Club	Simone, Suzanne	1	2	$370	Bdgt	June
103	Spanish Club	Purrinos, Damary	1	1	$740	Bdgt	June
104	STEM Club	Wohner, John	1	1	$740	Bdgt	June
105	Stock Market Game	Maye, John	1	1	$740	Bdgt	June
106	String Ensemble	Geronimo, Kristi	1	1	$740	Bdgt	June
107	Students for Environmental Action (SEA)	Luo, Miles	2	1	$1,296	Bdgt	June
108	T.E.E.E.M. (Global Philanthropic Club)	Musso, Caitlin	1	1	$740	Bdgt	June
109	Teen LEADS	Musso, Caitlin	1	1	$740	Bdgt	June
110	Tri-M Music Honor Society	Geronimo, Kristi	1	1	$740	Bdgt	June
111	Video Games Club	TBD	1	2	$370	Bdgt	June
112	Video Games Club	TBD	1	2	$370	Bdgt	June
113	Winter Color Guard	Jake Montanaro	3	1	$2,591	Bdgt	April
114	Winter Color Guard	Luckenbill, John	3	2	$1,296	Bdgt	April
115	Winter Color Guard	Sanchez, Jennifer	3	2	$1,296	Bdgt	April
116	Winter Twirlers	TBD	3	2	$1,296	Bdgt	April
117	Winter Twirlers	TBD	3	2	$1,296	Bdgt	April
118	World Challenge Club	Farrar, Eva	1	1	$740	Bdgt	June
119	Yearbook Advisor/Business Manager	Valenti, Lisa	7	1	$7,774	Bdgt	June
	Total Advisor Stipends by REA Contract*				**$187,773**		

	Rates*	**Ratios**	**Amts**
	Category 1 - 50 hours	0.008	740
	Category 2 - 100 hours	0.014	1,296
	Category MS	0.021	1,943
	Category 3 - 101-200 hours	0.028	2,591
	Category 4 - 201-250 hours	0.042	3,887
	Category 5 - 251-300 hours	0.056	5,182
	Category 6 - 301-400 hours	0.070	6,478
	Category 7 - 400+ hours	0.084	7,774
	Category 8 - 400+ hours	0.098	9,069

Article 29 - Co-curricular Renumeration - BA MAX = $92,542 10/9/2020 11:05:56

(Funding column will say "Bdgt" if a stipend is completely funded by the tax levy/district budget. If any donated or other outside funding is used to pay for a stipend, the amount of that outside funding should be entered in this column.)

	Club	**Advisor**	**Funded by donation**

NJ DEPARTMENT OF EDUCATION
SCHOOL FACILITIES

Form M-1

Annual Maintenance
Budget Amount Worksheet
Per N.J.A.C. 6A:26A

County	Bergen	Current Area Cost Allowance per SF	$ 143.00
District Name	Ridgewood	District contact name	Antoinette Kelly
District Number	4390	District contact phone	201-670-2700 Ext10503
Filing Date	10/20/2020	District contact e-mail	akelly@ridgewood.k12.nj.us

A	B	C	D	E	F	G
School Facility Name	School Number	Gross Building Area (GSF)	Building Replacement Value	Prior Years Actual & Current Year Budgeted expenditure (See Detailed Sheet)	Min. Annual Target Expenditure for FY 21-22	Anticipated Budget for FY 21-22
Ridgewood High School	050	248,286	$ 35,504,898	$ 3,975,992	$ 71,010	$ 364,958
Benjamin Franklin Middle School	060	190,400	$ 27,227,200	$ 2,391,091	$ 54,454	$ 223,565
George Washington Middle School	070	124,600	$ 17,817,800	$ 1,858,584	$ 35,636	$ 200,523
Glen School	080	27,300	$ 3,903,900	$ 421,518	$ 7,808	$ 53,339
Hawes Elementary School	085	39,765	$ 5,686,395	$ 670,704	$ 11,373	$ 80,143
Ridge Elementary School	090	47,420	$ 6,781,060	$ 617,923	$ 13,562	$ 74,665
Somerville Elementary School	100	68,000	$ 9,724,000	$ 1,185,085	$ 19,448	$ 112,267
Travell Elementary School	110	45,800	$ 6,549,400	$ 789,545	$ 13,099	$ 90,417
Orchard Elementary School	120	38,500	$ 5,505,500	$ 794,177	$ 11,011	$ 71,541
Willard Elementary School	130	50,500	$ 7,221,500	$ 1,071,361	$ 14,443	$ 141,023
Education Center	999	32,640	$ 4,667,520	$ 537,991	$ 9,335	$ 67,530
			$ -	$ -	$ -	
			$ -	$ -	$ -	
			$ -	$ -	$ -

Detailed Actual Expenditures by Year by Building Worksheet													
District Name Ridgewood	0		District Number 4390										
			Actual Expenditure by Building										
A	B	C	J	K	L	M	N	O	P	Q	R	S	T
			Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Budgeted Expenditures	
A. School Facility Name	School Number	Gross Building Area (GSF)	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY19-20	FY 20-21	Total
Ridgewood High School	050	248,286	$ 377,586	$ 354,914	$ 355,470	$ 341,601	$ 381,326	$ 515,000	$ 613,781	$ 391,535	$ 286,976	$ 357,802	$ 3,975,992
Benjamin Franklin Middle School	060	190,400	$ 349,328	$ 222,601	$ 204,427	$ 226,296	$ 270,353	$ 237,962	$ 278,756	$ 180,005	$ 202,181	$ 219,181	$ 2,391,091
George Washington Middle School	070	124,600	$ 173,071	$ 222,054	$ 141,019	$ 171,895	$ 198,100	$ 216,470	$ 213,827	$ 165,307	$ 160,250	$ 196,591	$ 1,858,584
Glen School	080	27,300	$ 37,476	$ 64,290	$ 52,398	$ 50,749	$ 20,795	$ 17,509	$ 34,604	$ 45,729	$ 45,675	$ 52,293	$ 421,518
Hawes Elementary School	085	39,765	$ 25,864	$ 41,089	$ 89,505	$ 77,212	$ 77,929	$ 76,622	$ 53,069	$ 83,418	$ 67,424	$ 78,572	$ 670,704
Ridge Elementary School	090	47,420	$ 52,033	$ 50,330	$ 66,201	$ 61,654	$ 31,550	$ 52,236	$ 76,177	$ 96,435	$ 58,106	$ 73,201	$ 617,923
Somerville Elementary School	100	68,000	$ 116,760	$ 106,774	$ 142,082	$ 99,807	$ 131,741	$ 154,809	$ 123,305	$ 131,631	$ 68,110	$ 110,066	$ 1,185,085
Travell Elementary School	110	45,800	$ 83,408	$ 71,861	$ 70,942	$ 86,430	$ 95,994	$ 87,420	$ 64,535	$ 71,580	$ 68,731	$ 88,644	$ 789,545
Orchard Elementary School	120	38,500	$ 126,520	$ 83,384	$ 66,450	$ 70,350	$ 50,943	$ 129,946	$ 80,520	$ 69,656	$ 46,270	$ 70,138	$ 794,177
Willard Elementary School	130	50,500	$ 25,329	$ 43,966	$ 73,703	$ 116,597	$ 50,677	$ 206,793	$ 154,294	$ 143,221	$ 118,523	$ 138,258	$ 1,071,361
Education Center	999	32,640	$ 111,929	$ 35,115	$ 83,579	$ 43,186	$ 30,734	$ 25,842	$ 25,762	$ 38,942	$ 76,696	$ 66,206	$ 537,991
0	000	0											$ -
0	000	0											$ -
0	000	0											$ -

Ridgewood Board of Education
County Code 03 District Code 4390 Comprehensive Maintenance Plan
FY20 Actual, FY21 Budget, FY22 Planned

School Name	FY20 Actual	FY21 Budget	FY22 Planned
Glen Elementary School	$45,675	$52,293	$53,338
	Localized repairs, pointing, water proofing.Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys,.Refinish gym floor, Flooring, Speaker Repairs, Clock Repairs, Pest control, Filtered Bottle Stations, Auto Flushers, Auto Faucets, Exit Signs	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, · Annual service and Inspection of all sys., Pest Control, Flooring, Asbestos abatement,	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves. seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. , Pest Control, Boiler repairs, asbestos abatement, flooring, lighting, ceilings, window/blinds repairs
Hawes Elementary School	$67,424	$78,572	$80,145
	Localized repairs, pointing, water proofing. Repair, replace frames. sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys., Clock Repairs, Pest Control, Boiler/heating Repairs, Auto Flushers, Auto Faucets, Exit Signs	Localized repairs, pointing, water proofing. Repair, replace frames. sash. caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys., Pest Control, roof repairs, gym door swipe card unit, Nurse's office repairs	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys., Pest Control, window repairs, roof repairs, A/C Replacements
Orchard Elementary School	$46,270	$70,138	$71,541
	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys., Roof Repairs, Boiler/heating Repairs, Pest Control,Flooring, Clock Repairs, Auto Flushers, Auto Faucets, Exit Signs, Replace ceiling tiles in lobby	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. , Pest Control, main office flooring, lighting in main hallway, Sand/stain doors MPR and benches	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys., Pest Control, flooring, asbestos abatement
RIdge Elementary School	$58,106	$73,201	$74,665
	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Flooring, Ceiling Repairs, Pest Control, Clock Repairs,Roof Repairs, Main office repairs,Exit Signs, Auto Flushers, Auto Faucets	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. , Pest Control, flooring, asbestos abatement, conference room celing and lighting, front office ceiling and lighting.	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys.,Pest Control,Asbestos Abatement. window repairs, flooring, boiler repairs. lighting, ceilings
Somerville Elementary School	$68,110	$110,066	$112,267
	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys., Flooring, Ceiling Repairs, Pest Control,Clock Repairs, Boiler/heating Repairs, Auto Flushers, Auto Faucets, Exit signs	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster.Inspect, repair, service valves, seals, etc. Repair piping or Insulation. Annual service and Inspection of all sys. Pest Control, Flooring, Lighting, Ceilings, asbestos abatement	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation. Annual service and Inspection of all sys., Pest Control, Flooring, Lighting, Ceilings, asbestos abatement
Travell Elementary School	$68,731	$88,644	$90,417

	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Pest Control, Boiler/Heating Repairs, Clock Repairs, Roof Repairs, Asbestos Removal, Flooring, Filtered Bottle Stations, Auto Flushers, Auto Faucets, Exit signs	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Pest Control,Asbestos Abatement, flooring, cabinet repairs	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Pest Control,Asbestos Abatement, flooring, window/blinds repairs
Willard Elementary School	$118,523	$138,258	$141,023
	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Pest Control, Boiler/Heating Repairs, Clock Repairs, Stage Lighting, Filtered Bottle Stations, Auto Flushers, Auto Faucets, Exit Signs, Replace Cabinets and cubbies in 2 classrooms	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Pest Control, remove cabinets and sinks in 2 clasrooms, , MPR stage repairs	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys., Pest Control, boiler repairs, flooring, asbestos abatement, Refinish Gym floor
Benjamin Franklin Middle School	$202,181	$219,181	$223,565
	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys., Pest Control, Asbestos Abatement, Flooring,Clock Repair, Boiler/Heating Repairs, Roof Repairs, Screeen and Coat Gym Floor, Filtered Bottle Stations, Auto Flushers, Auto Faucets, Exit Signs,	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys , Pest Control,Asbestos Abatement, gym floor refinishing, Nurse's office repairs.	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Pest Control,Asbestos Abatement, flooring, boiler controls, gym floor refinishing, Stage repairs
George Washington Middle School	$160,250	$196,591	$200,522
	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys.Pest Control, Boiler/Heating Repairs,Clock Repairs, Refinish Gym Floor, Asbestos Abatement, Paint 5 stairwells, Repair roof over Elevator Area, Filtered Bottle Stations, Auto Flushers, Auto Faucets, Exit signs	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Pest Control, Asbestos Abatement, Gym Floor refinishing, flooring	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster.Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Pest Control, Asbestos Abatement, flooring, cafeteria repairs, Gyn floor refinishing
Ridgewood High School	$286,976	$357,802	$364,958
	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys.Refinish Gym Floor, Flooring, Ceiling Repairs, Pest Control, Boiler/Heating Repairs, Dance Floor Repair, Roof Repairs, Replace Fire Sprinklers, Filtered Bottle Stations, Auto Flushers, Auto Faucets, Exit signs, Door Replacement	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Pest Control, roof repairs, flooring repairs, gym floor refinishing, A/C Replacements.	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster.Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Pest Control., roof repairs, flooring repairs, Gym floor refinishing, A/C replacements
Education Center	$76,696	$66,206	$67,530

	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. , Pest Control, bathroom flooring,, Window Repairs, HVAC Repairs, Auto Flushers, Auto Faucets, Exit signs	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. , Pest Control, Window Repairs	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Annual service and Inspection of all sys. Pest Control, HVAC repairs, flooring repairs
Totals All School	$1,198,944	$1,450,953	$1,479,972

RIDGEWOOD PUBLIC SCHOOLS
2021-2022 BUDGET DEVELOPMENT SCHEDULE

Note: All dates and times subject to change based upon NJ State Department of Education Budget Procedures Calendar and District needs.

DATE OF INITIATION	TASK	TARGET COMPLETION DATE
October 23, 2020	budget documentation and timeline for budget managers distributed.	October 23, 2020
October 26, 2020	Budget managers complete budget proposals, input into CSI including uploading backup documentation	December 28, 2020
October 30, 2020	Develop and distribute enrollment projections.	November 16, 2020
November 16, 2020	Public Board Meeting budget update	November 16, 2020
January 4, 2021	CSA and Cabinet meets with Budget Managers to review budget proposals Proposal Review (Superintendent's Office) Proposal Review (Ojetta Townes-HR Department) Proposal Review (Shelly Stanton-Community School) Proposal Review (Michelle Fenwick-Special Programs) Proposal Review (Doug Aday-Summer Programs) Proposal Review (Keith Cook-Athletics) Proposal Review (Jen Schoenlank-Ridge) Proposal Review (Serhiy Morhun-IT Department) Proposal Review (Lorna Oates-Santos-Somerville) Proposal Review (Anthony Orsini-BFMS) Proposal Review (Tom Gorman-RHS) Proposal Review (Katherine Kashmanian-GWMS) Proposal Review (Mary Ferreri-Orchard) Proposal Review (Caroline Hoffman-Willard) Proposal Review (Brian Ross-Travell) Proposal Review (Paul Semendinger-Hawes) Proposal Review (Stacie Poelstra-Assist Superintendent) Proposal Review (Lisa Kontos-Infant Toddler Program) Proposal Review (Allan Martin-Buildings & Grounds) Proposal Review (Stacy Castelli-Summer School) CSA and Business Administrator conduct review of projected programs and staffing needs with Administration to determine impact of proposals and changes in the instructional budget. Specific dates to be determined	January 15, 2021
January 25, 2021	Public Board Meeting budget update-Budget Constraints/Cost Centers/Class Size	January 25, 2021
February 8, 2021	BOE public meeting to review the preliminary budget	February 8, 2021
February 25, 2021	Budget Cap and State Aid report to be received from the State (Tentative).	February 25,2021
March 8, 2021	BOE public meeting to approve preliminary budget advertise.(Tentative)	March 8, 2021
March 9, 2021	Submit 2020-2021 preliminary budget to County Superintendent of Schools for review and approval (Tentative)	March 9, 2021
March 2021	Board and Administration continue deliberation on instructional and operational budget.	March 2021
March 2021	Budget Presentations to the HSAs and various organizations. Specific dates to be determined	March 2021
March 9, 2021	Present 2020-2021 proposed budget to the Ridgewood Public at George Washington MS.	March 9, 2021

March 11, 2021	Present 2020-2021 proposed budget to the Ridgewood public at Benjamin Franklin MS.	March 12, 2021
March 15, 2021	Advertise Budget and Public Hearing (date of notice to be at least 4 days before hearing). (Tentative)	March 15, 2021
March 22, 2021	Public Hearing and Final Adoption of Budget(Tentative)	March 22, 2021
April 20, 2021	School Budget Vote	April 20, 2021
April 2021	E-News to the community outlining Budget highlights. Post links of the Budget PowerPoint.	April 2021

BOARD OF EDUCATION
Ridgewood, New Jersey

November 2, 2020
Education Center

Regular Public Meeting
6:00 p.m.

AGENDA
* * * * *

Due to the health concerns related to COVID-19, the public cannot attend this meeting.
Public comments can be made during the public comment period of the meeting through the phone number listed below.
(646-558-8656 then enter Meeting ID 857 5090 8725 and Password 014932)
Or
Comments can be submitted online during the public comment period of the meeting through the link below.
Submit Comments for the Public Comment Period
View the live BOE Meeting Webcast

MEETING REGULATIONS

At all regular meetings, two opportunities are provided for citizens to make comments. The public comment period will be scheduled after presentations and approximately 9:00 p.m. or just prior to the end of the meeting, whichever occurs first. The first opportunity may be limited by the presiding officer to conclude at about 8:00 p.m. in order for the Board to continue with its scheduled agenda. The second opportunity will occur at about 9:00 p.m. at the discretion of the presiding officer taking into consideration a break in the agenda.

At every opportunity for public comment, citizens are invited to comment on subjects on the agenda or general topics. At the discretion of the presiding officer, public comments may be permitted at other times.

Please remember this is a public meeting. Anything you say will be a public record. As a result, pursuant to law, the Board of Education cannot respond to you publicRely concerning certain matters, such as those regarding an individual student or personnel. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent's Office. Public comment periods shall also be governed by the following rules:

1. Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses.
2. Each speaker shall be limited to four minutes. The Board Recorder will note the time. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds (Ref: Bylaw 0167)
3. Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop.
4. All statements shall be directed to the presiding officer, no participant may address or question Board members individually.
5. No participants may speak more than once on the same topic until all others who wish to speak on that topic have been heard.
6. Questions requiring investigation shall be referred by the Board to the Superintendent's Office for consideration and later response. A participant may be asked to submit such questions in written format.

Mission Statement

The Ridgewood Public Schools, committed to a tradition of excellence and innovation, in partnership with the community, provide a rich and challenging learning environment, enabling students to maximize their unique potentials to become life-long learners and productive, responsible citizens.

I. CALL TO ORDER AND ROLL CALL **Mr. Lembo**

II. FLAG SALUTE AND PLEDGE OF ALLEGIANCE **Mr. Lembo**

III. OPENING STATEMENT BY PRESIDING OFFICER **Mr. Lembo**

IV. PRESENTATIONS **Mr. Lembo**

A. SUPERINTENDENT SEARCH FIRM INTERVIEWS **Dr. Fishbein**

B. STUDENT REPRESENTATIVE REPORT **Dr. Fishbein**

C. SENIOR FOCUS PRESENTATION **Dr. Fishbein**
- ➢ Mr. Jeff Nyhuis

V. COMMITTEE OF THE WHOLE REPORTS **Dr. Fishbein and Ms. Kelly**
- None at this time

VI. COMMENTS FROM THE PUBLIC **Mr. Lembo**

VII. CONSENT ITEMS

A. ATTENDANCE AT CONFERENCES **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Attendance at Conferences, as listed on **Attachment A**.

B. ADMINISTRATION **Dr. Fishbein**

i. <u>Approval: Receipt of Suspension and Harassment, Intimidation, and Bullying (HIB) Reports</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, acknowledges it has received confidential information regarding suspensions and investigations of HIB that have occurred since the last Board meeting.

ii. <u>Approval: School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Act and Opportunity</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act and Opportunity.

iii. <u>Approval: Second Reading & Adoption of Revisions to Policies</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the

recommendation to the Superintendent of Schools, approves the second reading and adoption of revisions to Policies as listed below:

- ➢ Bylaw 0164 - Conduct of Board Meetings **(Attachment B)** *revised*
- ➢ Bylaw 0169.02 - Board Member Use of Social Media **(Attachment C)** *revised*

C. CURRICULUM & INSTRUCTION — Dr. Fishbein

i. Approval: Field Trips — Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves field trips as listed on **Attachment D.**

ii. Approval: Professional Development Agreement with Joseph J. Goebel Jr. Ph.D. — Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the professional development agreement with Joseph J. Goebel Jr. Ph.D for Strengthening a WL program: Pushing the STandards and Input Workshop, in the amount of $1,800.

The Board has received background information.

iii. Approval: Additional Budgeted Out of District Placements and Extraordinary Services for the 2020-21 School Year and Additional Budgeted ESY Placement for the 2020-2021 School Year

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the additional budgeted Out-of-district Placements and Extraordinary Services for the 2020-21 School Year and the additional ESY Placement for the 2020-21 School Year, as listed below.

2020 - 2021 ESY Out-Of-District Placements	
School	**# of Students**
Morris-Union Jointure Commission, New Providence, NJ	1
River Dell Regional, River Edge, NJ	1

2020 - 2021 Out-Of-District Extraordinary Services	
SCHOOL	**# OF STUDENTS**
Morris-Union Jointure Commission, New Providence, NJ	1
Franklin Lakes Board of Ed, Franklin Lakes, NJ	1
2020 – 2021 Out-Of-District Placements for REGULAR SCHOOL YEAR TUITION	
SCHOOL	**# OF STUDENTS**
Paradigm Therapeutic Day School, Midland Park, NJ	1
River Dell Regional, River Edge, NJ	1
Rockland BOCES, West Nyack, NY	1
Franklin Lakes Board of Ed, Franklin Lakes, NJ	2

D. HUMAN RESOURCES — Dr. Fishbein

i. Appointments — Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointments listed below, subject to receipt of appropriate documentation and the New Jersey Department of Education (NJDOE) certificate, if required.

Teacher

EBENHACK, Kayley - Leave of Absence Replacement Resource Room Teacher (non-tenure track), Willard School, effective December 1, 2020, or as soon after as possible, through June 23, 2021. Ms. Ebenhack possesses an NJDOE Certificate of Eligibility with Advanced Standing as a Teacher of Students with Disabilities and Certificate of Eligibility with Advanced Standing as an Elementary School Teacher in Grades K-6. Ms. Ebenhack will be registered into the NJDOE Provisional Teacher Program.
Account # 11-213-100-101-00-07-019-000

$60,518
Cl. BA, St. 1
pro-rated

Long-term Substitutes

Revision: BELISLE, Joel – Special Education (RISe) Teacher, Benjamin Franklin Middle School, **from** effective September 1, 2020 through December 15, 2020, **to** effective September 1, 2020 through December 2, 2020, at a daily rate of $125 per day, until the assignment ends.
Account # 11-212-100-101-00-08-019-000

Revision: CERMACK, Daniel* - Science Teacher, Benjamin Franklin Middle School, **from** effective August 31, 2020 through October 30, 2020, approved by the Board at its meeting on October 19, 2020, **to** effective August 31, 2020 through December 1, 2020, at a daily rate of $125 per day, until the assignment ends.
Account # 11-130-100-101-02-08-019-000

Revision: PILKINGTON, Jaclyn - Fourth Grade Teacher, Somerville School, **from** effective August 31, 2020 through November 2, 2020, approved by the Board at its meeting on August 31, 2020, **to** effective August 31, 2020 through December 23, 2020, at a daily rate of $125 per day, until the assignment ends.
Account # 11-120-100-101-09-05-019-000

Classroom Aides

Revision: BERGER, Mikalynn - Resource Room Special Education Classroom Aide, Ridgewood High School, **from** effective October 20, 2020, or as soon after as possible, through June 22, 2021, approved by the Board at its meeting on October 19, 2020, **to** effective October 26, 2020, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-07-024-001

CANDRILLI, Sophia* - One-to-One Special Education Classroom Aide, George Washington Middle School, effective November 4, 2020, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-000-217-106-00-09-024-001

DELANEY, Paige* - Lunch Aide, Somerville School, effective November 4, 2020, or as soon after as possible, through June

22, 2021, pending verification of employment as outlined by Chapter 5, 3 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-000-262-107-00-05-024-001

DELANEY, Samantha* - Resource Room Special Education Classroom Aide, Somerville School, November 4, 2020, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-05-024-001

Revision: GIANNACCINI, Giulia - Resource Room Special Education Classroom Aide, Travell School, **from** effective September 15, 2020, or as soon after as possible, through November 27, 2020, approved by the Board at its meeting on September 14, 2020, **to** effective September 15, 2020, or as soon after as possible, through June 22, 2021, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50**.**
Account # 11-213-100-106-00-06-024-001

HERR, Marcelline* - Resource Room Special Education Classroom Aide, Travell School, effective November 4, 2020, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $15.01.
Account # 11-213-100-106-00-06-024-001

LaCHAPELLE, Victoria - Resource Room Special Education Classroom Aide, Hawes School, effective November 4, 2020, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-02-002-001

Field Placement

CARPENTIERI, Anthony - St. Thomas Aquinas College, Student Teacher with Kristen Krasinski, Social Studies Teacher, Benjamin Franklin Middle School, effective January 13, 2021 through May 7, 2021.

Additional: Home Instructors, on an as-needed basis, for the 2020-2021 School Year

Ridgewood High School

- **Mary Consol**, Physical Education/Health Teacher, at an hourly rate of $59.36.
- **Gina Minichini**, Mathematics Teacher, at an hourly rate

of $59.36.
- **Gregory Zaino**, Social Studies Teacher, at an hourly rate of $60.32

Account # 11-150-100-101-00-24-024-001 (Regular Education)
Account # 11-219-100-101-00-24-024-001 (Special Education)

Winter 2020 Coaching Assignments

As listed on **Attachment E**
Account # 11-402-100-101-00-10-034-001

Season Site Manager(s) Winter Season

- **Charles Appel**: $5,000 stipend.
- **James Beyer**: $5,000 stipend.

Account # 11-402-100-104-00-10-034-001

Ridgewood High School Volunteer Coaches

Boys Basketball
Douglas Aday
Joe DelBuono

Girls Basketball
Allison Mende
Candice Mitola
Al Roth

Wrestling
John Germany
Kenneth Hayes
Kyle Inlander

Winter Track
Tara Cirillo
Thomas DeVita
Stephan Opremcak
Joshua Saladino*

Hockey
Thomas Aynilian
Joe Basile
Glenn Carlough
Mike Sbarra

*Related to staff member

ii. Change of Assignments **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following change of assignments, as listed below.

BATTAGLIA, Karen - **from** Lunch Aide, Orchard School, 4 hours per day, 5 days per week, **to** Resource Room Special Education Classroom Aide, Orchard School, effective November 4, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week. Account # 11-213-100-106-00-03-024-001	Hourly rate will remain the same
CLARK, Riley - **from** Long-term Substitute, Social Studies Teacher, Benjamin Franklin Middle School, **to** Leave of Absence Replacement Social Studies Teacher (non-tenure), Benjamin Franklin Middle School, effective September 1, 2020 through May 3, 2021. Account # 11-130-100-101-05-08-019-000	**From:** $125 daily rate **To:** $60,518 Cl. BA, St. 1 pro-rated
JENNINGS, Shayna - **from** Resource Room Special Education Classroom Aide, Benjamin Franklin Middle School, 5.75 hour per day, 5 days per week, **to** Permanent Substitute, Benjamin Franklin Middle School, effective October 20, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week. Account # 11-130-100-101-00-00-019-000	**From:** $17.50 per hour **To:** $21.50 per hour
KOLOGRIVOV, Valerie - Lunch Aide, Orchard School, **from** 2 hours per day, 5 days per week, **to** 3 hours per day, 5 days per week, effective November 4, 2020 through June 22, 2021. Account # 11-000-262-107-00-03-003-001	Hourly rate will remain the same
MANNION, Erin - **from** Resource Room Special Education Classroom Aide, George Washington Middle School, 5.75 hours per day, 5 days per week, **to** Permanent Substitute, Benjamin Franklin Middle School, effective November 4, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week. Account # 11-130-100-101-00-00-019-002	**From:** $17.50 per hour **To:** $21.50 per hour
MORANO, Victoria - **from** Self-Contained (LLD) Special Education Classroom Aide, Travell School, 5.75 hours per day, 5 days per week, **to** Resource Room Special Education Classroom Aide, Travell School, effective September 2, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week. Account # 11-213-100-106-00-06-024-001	Hourly rate will remain the same
TORNATORE, Stacey - **from** One-to-One Special Education Classroom Aide, Travell School, 5.75 hours per day, 5 days per week, **to** Resource Room Special Education Classroom Aide, Travell School, effective September 2, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week.	Hourly rate will remain the same

Account # 11-213-100-106-00-06-024-001

YUCIS, Jessica - **from** Self-Contained (LLD), Travell School, 5.75 hours per day, 5 days per week, **to** One-to-One Special Education Classroom, Travell School, effective September 2, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week. Hourly rate will remain the same
Account # 11-000-217-106-00-06-024-001

iii. Resignation **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignation listed below.

Lunch Aide

JOHNSON, Hallie - Lunch Aide, Somerville School, effective October 23, 2020.

iv. Resignations for the Purpose of Retirement **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignations for the purpose of retirement listed below.

Teacher

Revision: PRICE, Karen - Speech Language Therapist, Glen School, **from** effective January 1, 2021, approved by the Board at its meeting on October 19, 2020, to effective March 1, 2021, with twenty-three years of Ridgewood service.

Infant/Toddler Development Center

Classroom Aide

GALLAND, Joan - Teaching Assistant, effective November 1, 2020, with 30 years of Ridgewood service.

v. Leave of Absences **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the leave of absences listed below.

BARBA, Ashley – Third Grade Teacher, Ridge School, effective February 5, 2021 through June 23, 2021, with a reinstatement date of August 31, 2021, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

BOURQUE, STEVEN – Music Teacher, Ridgewood High School, effective March 22, 2021 through May 7, 2021, with a reinstatement date of May 10, 2021, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

Revision: EMPLOYEE #6558 – Special Education (RISe) Teacher, Benjamin Franklin Middle School, **from** effective June 15, 2020 through June 19, 2020; and September 1, 2020 through December 14, 2020, with a reinstatement date of December 15, 2020, approved by the Board at its meeting on June 29, 2020, **to** effective June 15, 2020 through June 19, 2020; and September 1, 2020 through November 25, 2020, with a reinstatement date of November 30, 2020, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

Revision: KIM, Linda - Social Studies Teacher, Benjamin Franklin Middle School, **from** effective September 1, 2020 through November 25, 2020, with a reinstatement date of November 30, 2020, approved by the Board at its meeting on June 29, 2020, **to** effective September 1, 2020 through April 30, 2021, with a reinstatement date of May 3, 2021, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

vi. Supplemental Pay Beyond Contract **Dr. Fishbein**

Benjamin Franklin Middle

Co-curricular Activity Advisors and Stipends for the 2020-2021 School Year, as listed on **Attachment F** (Remuneration in accordance with negotiated Agreement; ratio is applied to the 2020-21 BA Maximum of $92,542).
Account # 11-401-100-101-00-08-008-001

Ridgewood High School

Additional: Co-curricular Activity Advisors and Stipends for the 2020-2021 School Year

Cambodia Club

- **Amy Nolan**, Category 1, total stipend of $740, paid in June, funded by HSA donation for 2 years.

Account # TBD

Winter 2020/2021 Clock Operators, at an hourly rate of $50 per game, for a maximum of 40 games over the season

- **Christopher Fabish**
- **Aaron Mandel**
- **Kenneth Moscarello**
- **Christopher Reilly**

Account # 11-402-100-104-00-10-034-001

Additional: Site Manager, at an hourly rate of $40.17, for a maximum of 50 hours of game day supervision

- **Craig Bunzey**
- **Robert Currier**
- **Ronald Knott**
- **Aaron Mandel**
- **Richard McNamee**
- **Brian Quirk**

Account # 11-402-100-104-00-10-034-001

Special Programs

ABA Handle with Care Training – September 24, 2020 and November 3, 2020

Each not to exceed 3.50 hours, each at an hourly rate of $21.23, each to receive $74.31

- **Daniel Brophy**
- **Paola Callejas**
- **Marisol DeChinchay**
- **Elizabeth Hamilton**
- **Ann Hopper**
- **Meghan Maccarrone**
- **Maureen Meyer**
- **Christine Moomjy**
- **Jean Sgambati**

Account # 11-000-217-106-00-24-024-001

ABA Handle with Care Training – October 1, 2020 and November 3, 2020

Each not to exceed 3.50 hours, each at an hourly rate of $21.23, each to receive $74.31

- **Taylor Alessi**
- **James Beyer**
- **Maryann Blau**
- **Kristina Boele**
- **Melissa Brandes**
- **Thomas Bushnauskas**
- **Joseph Crabbe**
- **Ryan Crawford**

- **Anna Engstrom**
- **Sug-hui Kim**
- **Scott Lauritano**
- **Danielle Miller**
- **Jo'elle Oliver**
- **Nicole Parks**
- **Rachel Rabin**
- **Kristine Sunden**
- **Tina Tilyou**

Account # 11-000-217-106-00-24-024-001

ABA Handle with Care Training – November 3, 2020

- **Carla Amarla**, not to exceed 2.50 hours, at an hourly rate of $21.23 ($53.08).
- **Antenette Lam**, not to exceed 2.5 hours, at an hourly rate of $21.23 ($53.08).
- **Heidi Vehmas**, not to exceed 2.50 hours, at an hourly rate of $20.17 ($50.43).

Account # 11-000-217-106-00-24-024-001

Additional Hours - Speech Therapy

- **Sheryl O'Brien**, not to exceed 2 hours, at an hourly rate of $75.92 ($151.84).

Account # 11-000-216-104-00-24-024-001

Business Office

Residency Officer Services for Shared Service Agreement with Oradell

- **Michael Reinke**, not to exceed 36 hours, at an hourly rate of $30.00 ($1080).

Account # 11-000-266-104-00-20-020-001

vii. Substitutes for the 2020-2021 School Year **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves substitutes for the 2020-2021 school year, as listed below.

Teacher: **J. Matthew Cummins, Anna Grasso*,** and **David Kornhauser**
Account # TBD

*Related to staff member

E. FINANCE **Dr. Fishbein**

i. Acceptance of Restricted Donations: **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following restricted gifts for the **2020-2021** school year, to be used as indicated.

Donor	Amount	Use	Account Number
Ridge HSA donation	$1,120	To be used for the Library Book Gifting Program	20-025-100-610-00-04-004-002

ii. Approval: 2021 Lemelson-MIT InvenTeam Grant Agreement **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the grant agreement between the Massachusetts Institute of Technology (M.I.T.) and the Ridgewood Board of Education for the Lemelson-MIT InvenTeams grant in the amount of $8,500.

Hsuan Labowsky, Educator Supervisor, will supervise the Ridgewood High School InvenTeam in the development of an invention prototype as part of a course and/or out-of-school time activity to support invention education through a collaborative approach designed to foster group decision-making and self-directed learning. The grant period is from October 1, 2020 to June 19, 2021.

iii. Approval: Renewal of Transportation Contracts for the 2020-2021 School Year **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the renewal of transportation contracts for the 2020-2021 school year, as listed below. The contracts reflect a 1.7% CPI index which has been mandated by the state of NJ for 2020-2021.

Route #	Contractor	School	Annual Cost
Hl	Durham School Services	Hawes	$40,089.60
H2	Durham School Services	Hawes	$40,089.60
H3	Durham School Services	Hawes	$40,089.60
H4	Durham School Services	Hawes	$40,089.60
BFIO	Durham School Services	Ben Franklin MS	$38,415.60

BFll	Durham School Services	Ben Franklin	38,415.60
BF12	Durham School Services	Ben Franklin	38,415.60
BF 13	Durham School Services	Ben Franklin	38,415.60
BF13A	Durham School Services	Ben Franklin	$38,842.20
GW 14	Durham School Services	G. Washington	38,415.60
GW 16	Durham School Services	G. Washington	38,415.60
RW17	Durham School Services	RHS	$38,689.20
RW18	Durham School Services	RHS	$38,689.20
RW19	Durham School Services	RHS	$38,689.20
RW20	Durham School Services	RHS	$38,689.20
RW21	Durham School Services	RHS	$38,689.20
RW22	Durham School Services	RHS	$38,689.20
RW23	Durham School Services	RHS	$38,689.20
R7	D&M Tours	Ridge	$43,437.60
R8	D&M Tours	Ridge	$43,437.60
W9	D&M Tours	Willard	$43,437.60
9050	Parent	New Bridges	$5400. (based on actual days attended)
9051	Parent	Academy 360	$5400. (based on actual days attended)

iv. <u>Approval: Submission of The School Security Grant Application</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation

of the Superintendent of Schools, approves the submission of the Securing Our Children's Future Bond Act School Security Grant application. The District's allocation of funds is $323,215. The district had the available funds in case the project cost exceeded the grant allowance.

v. **Approval: Revision of Effective date for the new Substitute Rates of Pay for the 2020-2021 School Year,** approved by the Board at its meeting on October 19, 2020 — **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the revision of the effective date of the new Substitute Rates of Pay for the 2020-2021, approved by the Board at its meeting on October 19, 2020 to be effective November 16, 2020.

vi. **Approval: Award of Contracts to Cooperative Purchasing Vendors in Excess of $40,000** — **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the award of contracts to Cooperative Purchasing Vendors in excess of $40,000 for goods and services.

The Board has received background information.

VIII. APPROVAL OF BILLS — Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the payment of bills as listed below.

DATES	DESCRIPTION	CHECK NUMBER	AMOUNTS	REVIEWED BY
Oct 28	Columbia Bank On-Line	099706-099898	1,956,853.43	S. Dani
Oct 15	Payroll Transfer	P32658	3,148,452.26	S. Dani
Oct 19	Electronic Transfer	L32657	24,514.00	S. Dani
Oct 8	Electronic Transfer	R32659	1,491.07	S. Dani
Oct 26	Electronic Transfers Scholarship	T32660-T32668	10,375.00	S. Dani
Oct 27	Food Service	620216	20,287.19	S. Dani

Oct 14	Colombia Bank Void Check	099622	(22,260.00)	S. Dani
Oct 14	Colombia Bank Void Check	099613	(79,277.70)	S. Dani
Oct 19	Colombia Bank Void Check	098746	(90.00)	S. Dani
Oct 19	Colombia Bank Void Check	099461	(3,000.00)	S. Dani
Oct 26	Colombia Bank Void Check	099440	(500.00)	S. Dani
Oct 27	Colombia Bank Void Check	099571	(22,773.33)	S. Dani
TOTAL			**5,034,071.92**	

IX. BOARD MEMBER ANNOUNCEMENTS **Mr. Lembo**

X. BOARD COMMITTEE REPORTS **Mr. Lembo**

XI. COMMENTS FROM THE PUBLIC **Mr. Lembo**

XII. DISCUSSION ITEM **Mr. Lembo**

XIII. ACCEPTANCE OF MINUTES **Mr. Lembo**

- October 19, 2020 Regular Public Meeting

XIV. OTHER BUSINESS **Mr. Lembo**

XVI. MOTION TO GO INTO EXECUTIVE SESSION **Mr. Lembo**

XVII. RECONVENED PUBLIC MEETING **Mr. Lembo**

XVIII. ADJOURNMENT **Mr. Lembo**

Coming Meetings

Monday November 16, 2020
Regular Public Meeting
7:00 p.m. Education Center

Monday December 7, 2020
Regular Public Meeting
7:00 p.m.Education Center

November 2, 2020 **ATTACHMENT A**

2020-2021 CONFERENCES FOR APPROVAL

Staff Member	Name of Conference Location & Dates	Rationale	Estimated Cost for Approval	# of Sub Days required
Megan Galanti	Navigating Legal Risks: Case Managing the Special Ed Student in 2020 Virtual Cornerstone Day School October 27,2020	Professional Development	$0.00	0
David Pfeiffer	25th Annual Conference on Advancing School Mental Health Virtual National Center for School Mental Health October 29, 2020	Professional Release Time	$0.00	0
Megan Galanti	25th Annual Conference on Advancing School Mental Health Virtual National Center for School Mental Health October 29, 2020	Professional Development	$0.00	0
David Tashian	25th Annual Conference on Advancing School Mental Health Virtual National Center for School Mental Health October 29, 2020	Professional Development	$0.00	0
Jessica Vasaquez	American Physical Therapy Association Pediatric Virtual Conference Virtual American Physical Therapy Association November 14-15, 2020	Professional Development	$250.00	0
Allison Mende	BLS Instructor Recertification Fairfield, NJ Lifesavers, Inc November 17, 2020	Professional Development	$65.00	1
Mark Ferreri	2020 NCSS Virtual Conference Virtual National Council for the Social Studies December 4 – 6, 2020	Professional Development	$175.00	0
Megan Galanti	Addressing Behavior Challenges in the Classroom: A Look at Classroom Management Ramapo College, NJ TMI Education/Council for Exceptional Children January 26, 2021	Professional Development	$0.00	0
Stephanie McAloon	Addressing Behavior Challenges in the Classroom: A Look at Classroom Management Ramapo College, NJ TMI Education/Council for Exceptional Children January 26, 2021	Professional Development	$0.00	0

The total cost for these conferences is $490.00. Upon Board approval of these conferences, the total expenditure for travel and conferences for 2020-2021 will be $23,183.56 leaving a balance of $176,816.44.

The total cost of substitutes for these conferences is $100.00. Upon Board approval of these conferences, the total expenditure for substitutes for travel and conferences for 2020-2021 will be $1200.00.

0164 CONDUCT OF BOARD MEETINGS

Parliamentary Authority

Roberts' Rules of Order, Newly Revised, shall govern the Board of Education in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws.

Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall act in his/her place; if neither person is present, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

Announcement of Adequate Notice

The person presiding shall commence each meeting with an announcement of the notice given for the meeting or a statement regarding the lack of adequate notice, in accordance with law.

Agenda

The Superintendent and the Administrative Cabinet, in consultation with the Board President, shall prepare an agenda of items of business to come before the Board at each meeting. The agenda shall be delivered to each Board member no later than two business days, except when an unscheduled meeting is being called, before the meeting and shall include such reports and supplementary materials as are appropriate and available.

The meeting agenda shall be posted on the district's website and circulated via the district email system 48 hours prior to the meeting time. A reminder email with the agenda shall be sent on the day of the meeting.

The order of business shall be as follows:

Call to order and roll call
Optional: Motion to go into executive session
Optional: Call to order and roll call again after returning from the closed session
Pledge of Allegiance
Opening statement by presiding officer
Optional: Student presentations (Presiding Officer has the discretion to move presentations listed on the agenda to before or after initial public comments)
Initial Public Comments (4 minutes per person)
Presentations
Superintendent's report
Consent items – regular and routine issues

Resolutions and Motions not included in the Consent Agenda
Approval of bills
Board member announcements
Board committee reports
Discussion items
Acceptance of minutes
Other business
Comments from the public
Optional: Motion to go into executive session
Optional: Reconvened public meeting
Adjournment

Electronic Participation and Virtual Meetings

In the event of extraordinary circumstances (which shall be defined as a natural disaster, mandatory or self-imposed quarantine, a State of Emergency declared by the Governor of the State of New Jersey or similar situation), it may be necessary for the full Board to meet virtually, via teleconference or digital media platform, in order to take necessary action.

A. Electronic Participation in In-Person Board meetings

In the event that an individual board member is unable to attend an in-person meeting, where there is a quorum present, due to extraordinary circumstances as defined above, such member may participate telephonically or electronically, with the permission of the Board President, whose permission shall not be unreasonably withheld, provided that they are able to hear the proceedings and be heard.

B. Virtual Meetings

Under extraordinary circumstances as defined above, teleconference options and digital platforms may be used to enable virtual board meetings and action even when all members of the Board are not physically present as long as prior arrangements are made to afford the public the opportunity to hear and participate in the meeting.

The Board may conduct a public meeting via teleconference or digital platform where members of the public are given appropriate notice and granted access enabling them to listen to and participate in the meeting at the appropriate time. A teleconference or virtual medium will only be used to host a public meeting of the full Board in a situation that makes it impossible or impractical for a quorum of members to meet in person due to the extraordinary circumstances as defined above.

Telephonic participation in or the virtual hosting of closed or executive sessions of the full Board shall be limited and only used in situations where in person attendance or the holding of meetings are impossible or impractical as defined. All closed or executive sessions shall be and remain confidential.

All members who participate in executive sessions telephonically and/or virtually shall do so privately behind closed doors without any non-members of the board being present. Those members will use remote access methods that do not allow non-board members to hear or see the meeting. No portion of the executive session shall be recorded, photographed, or otherwise reproduced in a video or audio format by anyone. Upon adjournment, all members will leave the meeting promptly.

N.J.S.A. 10:4-10
N.J.S.A. 18A:16-1.1

Adopted: 7 December 2009
Revised: 18 March 2013
Revised:

0169.02 BOARD MEMBER USE OF SOCIAL NETWORKS

In accordance with the School Ethics Act - N.J.S.A. 18A:12-21 et seq., Board of Education members must avoid conduct which is in violation of the public trust or which creates a justifiable impression among the public that such trust is being violated. To avoid conduct that may be in violation or perceived to be in violation of the School Ethics Act, the Board of Education adopts this Policy to provide guidance to Board members in their use of social networks.

For the purposes of this Policy, "social network(s)" shall include, but not be limited to: Internet blogs, electronic bulletin boards, emails, social networking websites, text messages, or any other online platform where people may post or communicate interests, opinions, or any other information that may be viewed by others with or without permission from the person making such post or re-publishing such post. "Social networks" also means an Internet-based service that allows individuals to: construct a public or semi-public profile within a bounded system created by the service; create a list of other users with whom they share a connection within the system; and view and navigate their list of connections and those made by others within the system.

For the purposes of this Policy, "use of a social network" shall include, but not be limited to: posting to a social network, reposting another person's post to a social network, messaging, or any other publication of material on a social network.

Nothing in this Policy prevents a Board of Education member from using a social network. However, a Board member must avoid conduct on a social network that would violate the School Ethics Act N.J.S.A. 18A:12-21 et seq., which includes the Code of Ethics for Board Members. Board members should be advised communications, publications, photographs, and any other information posted by the Board member or reposted by the Board member on a social network could violate the School Ethics Act and be cause for sanctions in accordance with the law.

While this Policy respects the right of Board members to use social networks, Board members shall recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. A Board member's use of social networks shall not damage the reputation of the school district, employees, students, or their families. Board members who use social networks shall ensure their conduct is appropriate for a Board of Education member. Board members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.

Board members should carefully review the privacy settings on social networks they use and exercise care and good judgment when posting content and information. When using social networks, Board members are advised to:

1. Not post anything that would violate any of the district's policies for Board

members;

2. Uphold the district's value of respect for any individual(s) and avoid making defamatory statements about the Board of Education, the school district, employees, students, or their families;

3. Not disclose any confidential information about the school district or confidential information obtained as a result of being a Board member, about any individual(s) or organization, including students and/or their families;

4. Not use or refer to their Board of Education title or position when soliciting for a business organization that he or she or any immediate family member has an interest in, as well as posting or referencing any confidential information regarding the Board of Education or the school district obtained through their Board membership, unless authorized by law;

5. Refrain from having communications through social networks with other Board members regarding any Board of Education business to avoid any potential violation of the New Jersey Open Public Meetings Act;

6. Board members are entitled to express themselves publicly on any matter, including issues involving the Board and the school district. Board members when making such expressions shall indicate that the statement is their individual opinion, and not that of the Board of Education. In addition, individual Board members when making such statements shall comply with the provisions of the School Ethics Act and Bylaw 0142. Individual Board members cannot, however, express the position of the Board except as expressly authorized, in accordance with Board Policy No. 9120. Only the Board President or his/her designee shall authorize or make statements of official Board positions.

7. Not post any information on a social network determined by the New Jersey School Ethics Commission to be a violation of the New Jersey School Ethics Act.

A Board member shall comply with all Board policies regarding acceptable use of computers and computer networks whenever a Board member is using a Board of Education electronic device.

If the Board and Superintendent believe a Board member's activity on any social network may violate the Board's policies or the New Jersey School Ethics Act, the Board may request the Board member cease such activity.

RIDGEWOOD BOARD OF EDUCATION

BYLAW

This Policy has been developed and adopted by this Board to provide guidance and direction to a Board member to avoid actual and/or a perceived appearance of inappropriate conduct or conduct prohibited by the School Ethics Act while using social networks.

N.J.S.A. 18A:12-21 et seq.

N.J.S.A. 10:4-6 et seq.

Adopted: 5 March 2018
Revised:

FIELD TRIPS FOR APPROVAL

November 2, 2020

ONE DAY TRIPS **ATTACHMENT** D

Date	School	Location	Approx. # and Group of Students	# of Chaperones	# Substitutes and dates for each	Anticipated Cost of Subs @ $100 per day for teachers and $150 per day for Nurse	Est. Total Cost To District	Annual Event	Meets Requirements
10/28/20	RHS Special Education	Stop & Shop, Renato's Pizza Ridgewood, NJ	8 students	8	0	$0	$0	No	Yes
11/04/20	RHS Special Education	Post Office, Jersey Mike's Ridgewood, NJ	8 students	8	0	$0	$0	No	Yes
11/11/20	RHS Special Education	Stop & Shop, Jersey Mike's Ridgewood, NJ	8 students	8	0	$0	$0	No	Yes
11/13/20	RHS Special Education	Post Office, Starbucks Ridgewood, NJ	8 students	8	0	$0	$0	No	Yes
11/18/20	RHS Special Education	Stop & Shop, Renato's Pizza Ridgewood, NJ	8 students	8	0	$0	$0	No	Yes
11/20/20	RHS Special Education	Walgreens, East Coast Burger Ridgewood, NJ	8 students	8	0	$0	$0	No	Yes
11/12/20	RHS Grade 12	Veteran's Field Ridgewood, NJ	250 students	10 TBD	0	$0	$0	No	Yes

RIDGEWOOD HIGH SCHOOL
WINTER 2020-2021 COACHING ASSIGNMENTS ESTIMATE

Name	Position	Step	Ratio*	Total Salary	1/3 Salary 12/30/2020	1/3 Salary 1/15/2021	1/3 Salary 2/15/2021
Troy, Michael	Head Boys Basketball	IV	0.110	10,180.00	3,393.34	3,393.33	3,393.33
DeRisi, Michael	Assistant Boys Basketball	IV	0.070	6,478.00	2,159.34	2,159.33	2,159.33
Neville, Ben	Assistant Boys Basketball	III	0.065	6,015.00	2,005.00	2,005.00	2,005.00
Mitchell, Michael	Head Girls Basketball	III	0.105	9,717.00	3,239.00	3,239.00	3,239.00
Kadus, Christopher	Assistant Girls Basketball	IV	0.070	6,478.00	2,159.33	2,159.33	2,159.33
Johnson, Andrew	Assistant Girls Basketball	IV	0.070	6,478.00	2,159.33	2,159.33	2,159.33
Watson, Torrance	Head Wrestling	IV	0.110	10,180.00	3,393.33	3,393.33	3,393.33
TBD	Assistant Wrestling	IV	0.070	6,478.00	2,159.33	2,159.33	2,159.33
Schick, Casey	Assistant Wrestling	IV	0.070	6,478.00	2,159.33	2,159.33	2,159.33
Ryan, Patrick	Head Indoor Track	IV	0.110	10,180.00	3,393.33	3,393.33	3,393.33
Schoepfer, Warren	Assistant Indoor Track	IV	0.070	6,478.00	2,159.33	2,159.33	2,159.33
Wilson, Timothy	Assistant Indoor Track	IV	0.070	6,478.00	2,159.33	2,159.33	2,159.33
Bennett, Richard	Head Bowling	IV	0.077	7,126.00	2,375.33	2,375.33	2,375.33
Schulke, Kyle	Head Boys/Girls Swimming	IV	0.110	10,180.00	3,393.33	3,393.33	3,393.33
Tobin, Deirdre	Assistant Swimming	IV	0.070	6,478.00	2,159.33	2,159.33	2,159.33
Roecker, Karl**	Ski Club	IV	0.085	7,866.00	2,622.00	2,622.00	2,622.00
Rodriquez, Kaitlin**	Assistant Ski Club	III	0.065	6,015.00	2,005.00	2,005.00	2,005.00
Lucchesi, Michael	Head Ice Hockey	IV	0.110	10,180.00	3,393.33	3,393.33	3,393.33
Cronk, Paul	Assistant Ice Hockey	IV	0.070	6,478.00	2,159.33	2,159.33	2,159.33
TBD	Assistant Ice Hockey	II	0.060	5,553.00	1,851.00	1,851.00	1,851.00
Centrelli, Erica	Head Cheerleader Advisor	III	0.072	6,663.00	2,221.00	2,221.00	2,221.00
TBD	Assist. Cheerleader Advisor	I	0.030	2,776.00	925.33	925.33	925.33
Totals				160,933.00	53,644.33	53,644.33	53,644.33

***Ratio is applied to the B.A. Maximum: $92,542**
**** Parent paying for Club**

Activity	Advisor	CAT	Div by #	Stipend	Funding**	Pay
Film Club	Ordini, Jason	2	1	1,282.00	Budget	June
BF Singers Director	Kawash, Justine	3	1	2,591.00	Budget	June
Brain Busters Co-Advisor	Pfeiffer, Courtney	3	1	2,563.00	Budget	June
Chamber Orchestra	Sharar, Carol	MS	1	1,944.00	Budget	June
Jazz Machine Director	Curcio, Jason	3	1	2,591.00	Budget	June
Ski & Snowboard Club	Rosolanko, Kristen	3	1	2,591.00	Budget	June
Social Service Club Advisor	Van Horne, Mary	MS	1	1,944.00	Budget	June
Student Council - Co-Advisor	Centrelli, Erica	4	1	2,591.00	Budget	June
Student Council - Co-Advisor	Ordini, Jason	4	1	2,591.00	Budget	June
Student Council - Co-Advisor	Wearley, Meredith	4	1	2,591.00	Budget	June
Yearbook – Advisor	Mitchell, Michael	3	1	2,591.00	Budget	June
	20-21 Total Advisor Stipends			**25,870.00**		

Rates for 2020-2021	Ratios	Amounts
Category 1 - 50 hours	0.008	740.00
Category 2 - 100 hours	0.014	1,296.00
Category MS	0.021	1,944.00
Category 3 - 101-200 hours	0.028	2,591.00
Category 4 - 201-250 hours	0.042	3,887.00
Category 5 - 251-300 hours	0.056	5,183.00
Category 6 - 301-400 hours	0.070	6,478.00
Category 7 - 400+ hours	0.084	7,774.00

** This column will say "Budget" if a stipend is completely funded by the tax levy/district budget. If any donated or other outside funding is used to pay for a stipend, the amount of that outside funding should be entered in this column.

Section 2; Article XVI - Co-curricular Renumeration - 2020-2021 - BA MA $92,548

Ski Club depending on COVID restrictions

BOARD OF EDUCATION
Ridgewood, New Jersey

November 16, 2020

EXECUTIVE SESSION

6:00 p.m.

AGENDA

*** * * * ***

I.	**Personnel**	**Dr. Fishbein**
II.	**Contract Discussion**	**Dr. Fishbein**

BOARD OF EDUCATION
Ridgewood, New Jersey

November 16, 2020
Education Center

Executive Session
6:00 p.m.

Regular Public Meeting
7:00 p.m.

AGENDA
* * * * *

Due to the health concerns related to COVID-19, the public cannot attend this meeting. Public comments can be made during the public comment period of the meeting through the phone number listed below.
(646-558-8656 then enter Meeting ID 880 0168 0214 and Password 374691)
Or
Comments can be submitted online during the public comment period of the meeting through the link below.
Submit Comments for the Public Comment Period
View the live BOE Meeting Webcast

MEETING REGULATIONS

At all regular meetings, two opportunities are provided for citizens to make comments. The first public comment period will be scheduled after student presentations. The second comment period will be at approximately 9:00 p.m. or just prior to the end of the meeting, whichever occurs first. The first opportunity may be limited by the presiding officer to conclude at about 8:00 p.m. in order for the Board to continue with its scheduled agenda. The second opportunity will occur at about 9:00 p.m. at the discretion of the presiding officer taking into consideration a break in the agenda.

At every opportunity for public comment, citizens are invited to comment on subjects on the agenda or general topics. At the discretion of the presiding officer, public comments may be permitted at other times.

Please remember this is a public meeting. Anything you say will be a public record. As a result, pursuant to law, the Board of Education cannot respond to you publicly concerning certain matters, such as those regarding an individual student or personnel. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent's Office. Public comment periods shall also be governed by the following rules:

1. Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses.
2. Each speaker shall be limited to four minutes. The Board Recorder will note the time. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds (Ref: Bylaw 0167)
3. Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop.
4. All statements shall be directed to the presiding officer, no participant may address or question Board members individually.
5. No participants may speak more than once on the same topic until all others who wish to speak on that topic have been heard.
6. Questions requiring investigation shall be referred by the Board to the Superintendent's Office for consideration and later response. A participant may be asked to submit such questions in written format.

Mission Statement

The Ridgewood Public Schools, committed to a tradition of excellence and innovation, in partnership with the community, provide a rich and challenging learning environment, enabling students to maximize their unique potentials to become life-long learners and productive, responsible citizens.

I. CALL TO ORDER AND ROLL CALL **Mr. Lembo**

II. FLAG SALUTE AND PLEDGE OF ALLEGIANCE **Mr. Lembo**

III. OPENING STATEMENT BY PRESIDING OFFICER **Mr. Lembo**

V. PRESENTATIONS **Mr. Lembo**

A. STUDENT REPRESENTATIVE REPORT **Dr. Fishbein**

VI. COMMENTS FROM THE PUBLIC **Dr. Fishbein**

VI. PRESENTATIONS **Dr. Fishbein**

A. MENTAL HEALTH PRESENTATION **Dr. Fishbein**
- ➢ Mr. Basil Pizzuto and Ms. Lauren DePinto

B. SSDS 2019/2020 ANNUAL REPORT **Dr. Fishbein**
- ➢ Mr. Basil Pizzuto

C. SCHOOL REOPENING PLAN UPDATE **Dr. Fishbein**
- ➢ Ms. Stacie Poelstra

VI. SUPERINTENDENT'S REPORT **Dr. Fishbein**

A. None at this time. **Dr. Fishbein**

VII. COMMITTEE OF THE WHOLE REPORTS **Dr. Fishbein**
- ➢ Finance **and Ms. Kelly**
  - ○ October Financial Reports
  - ○ 2020/21 Budget Overview

VIII. CONSENT ITEMS: REGULAR AND ROUTINE ISSUES **Dr. Fishbein**

A. ATTENDANCE AT CONFERENCES **Dr. Fishbein**
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Attendance at Conferences, as listed on **Attachment A**.

B. ADMINISTRATION **Dr. Fishbein**

i. **Dr. Fishbein**
<u>Approval: Receipt of Suspension and Harassment, Intimidation, and Bullying (HIB) Reports</u>
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, acknowledges it has received confidential information regarding suspensions and

investigations of HIB that have occurred since the last Board meeting.

ii. **Approval: Reading & Adoption of New Policy, to be approved in one reading as per Bylaw 0131** — **Dr. Fishbein**

- ➢ Bylaw 0164.6 - Remote Public Board Meeting During A Declared Emergency **(Attachment B)** *new*

iii. **Approval: School Safety and Security Plan Annual Review Statement of Assurance** — **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the New Jersey High School Voter Registration Law Annual Statement of Assurance.

The Board has received background information.

iv. **Approval:Contract for District Administrator** — **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract listed below, effective December 19, 2020 through June 30, 2021. This contract has been approved by the Interim Executive County Superintendent as required by law.

- Scott Bisig, Business Administrator/Board Secretary

v. **Appointment of General Board Counsel** — **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

WHEREAS, the Ridgewood Board of Education requires the professional services of Board Counsel, and

WHEREAS, the nature of the services to be performed meet the definition of “professional services” set forth in the Public School Contract Law, and

WHEREAS, funds are available to obtain such professional services, and

ACCORDINGLY, the Ridgewood Board of Education, at the public meeting held on November 16, 2020, authorizes the award of the following professional services appointment and contract:

Cleary, Giacobbe, Alfieri, & Jacobs LLC, Oakland, NJ, be appointed Board Counsel for the period January 1, 2021 through December 31, 2021, at the rate of $165 per hour.

This professional services contract is made and awarded without competitive bidding as the services will be rendered by the persons experienced in the practice of a process requiring specialized knowledge and resources.

Board Counsel to assist with negotiations between the Ridgewood Board of Education and the Ridgewood Education Association, effective November 17, 2020.

vi. Adoption: Current Board Policy Manual **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the adoption of the current Board Policy Manual

C. CURRICULUM & INSTRUCTION Dr. Fishbein

i. Approval: Field Trips **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves field trips as listed on **Attachment C.**

D. HUMAN RESOURCES Dr. Fishbein

i. Appointments **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointments listed below, subject to receipt of appropriate documentation and the New Jersey Department of Education (NJDOE) certificate, if required.

Administrator

KHOURY-FRIAS, Joann - Acting Business Administrator/Board Secretary, effective December 1, 2020 on or about December 18, 2020, at a stipend of $250 per day.
Account # 11-000-251-104-00-40-019-000

Field Placement

CALDERONE, Erica - Montclair State University, Practicum placement with Jeffrey Nyhuis, Assistant Principal, Ridgewood High School, effective January 19, 2021 through May 14, 2021.

Classroom Aides

Revision: BEDNARSKI, Patricia - Resource Room Special Education Classroom Aide, Orchard School, **from** effective September 2, 2020 through November 2, 2020, approved by the Board at its meeting on August 31, 2020, **to** effective September 2, 2020 through December 23, 2020, 5.75 hours per day, 5 days per

week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-03-024-001

RUSSO, Nicole - Resource Room Special Education Classroom Aide, Ridge School, effective November 17, 2020, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.5 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-04-024-001

Administrative Support for Board Meetings, effective November 16, 2020 through June 30, 2021

- **Julie Yohana**, at an hourly rate of $41.25, as needed.

Account # 11-000-230-104-00-45-045-001

Revision: Winter 2020 Coaching Assignment, approved by the Board at its meeting on November 2, 2020

Assistant Ice Hockey

Remove: TBD
Replace: Peter McGinley
Account # 11-402-100-101-00-10-034-001

ii. **Revision: Ridgewood Public Schools Salary List for the 2020-2021 School Year,** approved by the Board at its meeting on May 4, 2020 — **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the Ridgewood Public Schools Salary List for all known positions and staffing as of May 4, 2020 for the 2020-2021 school year.

PRICE, Karen - Speech Language Therapist, Glen School, effective August 31, 2020 through June 23, 2021.
Account # 11-000-216-104-00-01-019-000 (60%)
Account # 11-000-219-104-00-01-019-000 (40%)

From: $123,433 ($113,582 + $300 CP + $1,600 longevity + $7,951 ratio) Cl. MA+45 , St. 18
To: $115,482 ($113,582 + $300 CP + $1,600 longevity) Cl. MA+45, St. 18

iii. Change of Assignments **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following change of assignments, as listed below.

CUCCO-CAMPBELL, Erica - Librarian/Media Specialist, Hawes School, **from** effective September 8, 2020 through January 4, 2021, approved by the Board at its meeting on September 14, 2020, **to** Leave of Absence Replacement Librarian/Media Specialist (non-tenure track), Hawes School, effective September 1, 2020 through June 1, 2021. Account # 11-000-222-104-00-02-019-000	**From:** $125 daily rate per day **To:** $60,518 Cl. BA, St. 1 pro-rated
DAIDONE, Brittany - **from** 1.0 FTE Special Education Teacher, George Washington Middle School, **to** 1.20 FTE Special Education Teacher, George Washington Middle School, effective November 17, 2020 through June 23, 2021. Account # 11-213-100-101-00-09-019-000	**From:** $82,459 ($82,159 + $300 CP) Cl. MA+45, St. 8 **To:** $98,891 ($98,591 + $300 CP) Cl. MA+45, St. 8
GORMAN, Thomas - **from** Principal, Ridgewood High School, **to** Acting Superintendent of Schools, effective December 11, 2020 through **TBD**. Account # 11-000-230-104-00-20-019-000	Board approved salary, plus $2,000 stipend/month
Revision: MANNION, Erin - **from** Resource Room Special Education Classroom Aide, George Washington Middle School, 5.75 hours per day, 5 days per week, **to** Permanent Substitute, **from** Benjamin Franklin Middle School, approved by the Board at its meeting on November 2, 2020, **to** George Washington Middle School, effective November 4, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week. Account # 11-130-100-101-00-00-019-002	**From:** $17.50 per hour **To:** $21.50 per hour
NYHUIS, Jeffrey - **from** Assistant Principal, Ridgewood High School, **to** Assist the Acting Superintendent in the daily operations and management of Ridgewood High School, effective December 11, 2020 through **TBD**, as needed. Account # 11-000-240-103-00-10-019-000	Board approved salary, plus $2,500 stipend/month
PIZZUTO, Basil - **from** Assistant Principal, Ridgewood High School, **to** Assist the Acting Superintendent in the daily operations and management of Ridgewood High School, effective December 11,	Board approved salary, plus $2,500

2020 through **TBD**, as needed. stipend/month
Account # 11-000-240-103-00-10-019-000

vi. Resignations **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignations listed below.

Teacher

BINGHAM, Christine - Second Grade Teacher, Orchard School, effective January 1, 2021.

Classroom Aide

KIM, Elena - Resource Room Special Education Classroom Aide, Willard School, effective November 11, 2020.

v. Leave of Absences **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the leave of absences listed below.

Revision: GOLDBERG, Linda - School Nurse, Hawes School, **from** effective September 2, 2020 through November 25, 2020, with a reinstatement date of November 30, 2020, approved by the Board at its meeting on October 5, 2020, **to** effective September 2, 2020 through November 13, 2020, with a reinstatement date of November 16, 2020, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

HEIDER, Erin – Fourth Grade Teacher, Orchard School, effective February 17, 2021 through June 23, 2021, with a reinstatement date of August 31, 2021, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

Revision: THORNTON, Jennifer – Librarian/Media Specialist, Hawes School, **from** effective April 29, 2020 through June 19, 2020; and September 1, 2020 through December 23, 2020, with a reinstatement date of January 4, 2021, approved by the Board at its meeting on June 29, 2020, **to** effective April 29, 2020 through June 19, 2020; and September 1, 2020 through June 23, 2021, with a reinstatement date of August 31, 2021, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

vi. Unpaid Leave of Absence **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the unpaid leave of absence listed below.

Revision: WITHAM, Lynne – Second Grade Teacher, Somerville School, **from** effective August 31, 2020 through November 25, 2020 with a reinstatement date of November 30, 2020, approved by the Board at its meeting on October 19, 2020, **to** effective August 31, 2020 through June 23, 2021, with a reinstatement date of August 31, 2021.

vii. Supplemental Pay Beyond Contract **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves supplemental pay beyond contract, as listed below.

Benjamin Franklin Middle School

Student Club Activity Advisors for the 2020-2021 School Year

BF Cares

- **Gregory Wu**, no stipend.

Drone Club

- **Gregory Wu**, no stipend.

Green Club

- **Gregory Wu**, no stipend.

Motorhead Club

- **Gregory Wu**, no stipend.

Pokemon Club

- **Gregory Wu**, no stipend.

Account # 11-401-100-101-00-08-008-001

George Washington Middle School

Additional: Co-Curricular Activity Advisors and Stipends for the 2020-2021

Brain Busters

- **Lisa Alfuso**, Category 3, total stipend of $2,591, paid in June.

Fishing Club

- **Robert Ransom**, Category 1, total stipend of $740, paid in

June.
Account # 11-401-100-101-00-09-009-001

Ridgewood High School

PSAT Proctors

Proctors and Administrators for October 17, 2020, Preliminary Scholastic Aptitude Test (PSAT), approved by the Board at its meeting on October 5, 2020

Administrators – Each at the Hourly Salary Rate – Each not to Exceed 3 Hours

Donna Antonellis
Andrea Watson*
Account # 11-000-218-104-00-10-010-001

Supervision for Picture Day

- **Margaret Schaefer**, not to exceed 3 hours, at an hourly rate of $40.17 ($120).
- **Meredith Yannone**, not to exceed 2 hours, at an hourly rate of $40.17 ($80.34).

Account # 11-401-100-101-00-10-010-001

Curriculum, Instruction & Assessment

Extended-day Program to work with Title I Students Before/After School - Funded by ESEA/ESSA Title I Grant Funds

Orchard School, total not to exceed $6,542

- **Katherine Fischer**, at an hourly rate of $50.04
- **Megan Galanti**, at an hourly rate of $69.49
- **Hailey Gribben**, at an hourly rate of $47.68
- **Michelle Jones**, at an hourly rate of $76.92
- **Maureen LaBarr**, at an hourly rate of $76.99
- **Judith Meany**, at an hourly rate of $46.38
- **Megan Price**, at an hourly rate of $70.29
- **Amy Schaffer**, at an hourly rate of $70.29
- **Ellen Wolff**, at an hourly rate of $64.67

Account # 20-231-100-101-00-03-022-001

*Related to staff member

viii. Substitutes for the 2020-2021 School Year **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves substitutes for the

2020-2021 school year, as listed below.

Teachers: Christine Doyle, Julie Greaney, Shannon Karch, Patrick Meyer, and **Jason Wejnert**

E. FINANCE — Dr. Fishbein

i. Acceptance of Restricted Donations: — Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following restricted gifts for the **2020-2021** school year, to be used as indicated.

Acceptance of a gift in kind from the Korean Parents Association for Face Masks valued at $1,000.00.

ii. Approval: Authorization of the Cancellation of Outstanding Columbia Bank Checks Drawn on the General Account — Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the authorization of the cancellation of outstanding Columbia Bank checks drawn on the General Account as listed below.

Whereas, the Business Office has reviewed the disbursement activity of these accounts and found that these outstanding checks are approximately six months or more old and should be cancelled; now therefore,

Be it Resolved, that the Ridgewood Board of Education authorizes the cancellation of the Columbia Bank check as listed below:

General Fund Account		
Date	**Check #**	**Amount**
4/16/20	097704	$40.50

iii. Approval: Budget Appropriation Transfers — Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves transfers for **October 2020** as shown in the Journal Entry listing pursuant to Policy 6422.

The Board has received background information.

iv. <u>Approval: Secretary's Line Item Certification</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

Whereas, the Board of Education has received the Report of the Secretary for the month of **October 2020,**

Whereas, in compliance with N.J.A.C. 6:20-2A.10(d), the secretary has certified that, as of the date of the report(s), no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education, now, therefore, be it,

Resolved, the Board of Education accepts the above referenced reports and certifications and orders that they be attached to and made part of the record of this meeting, and Be it Further Resolved, in compliance with N.J.A.C. 6:20-A10(e), the Board of Education certifies that, after review of the secretary's monthly financial reports (appropriate section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6:20-2A.10(a)(1), and that sufficient funds are available to meet the district's financial obligations for the remainder of the school year.

The Board has received background information.

v. <u>Approval: Acceptance of the Board Secretary and Treasurer Report</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

Whereas, the Board of Education has received the report of the Secretary and Treasurer for the month of **October 2020 ;** now, therefore,

Be it Resolved, the Board of Education accepts the above referenced reports and orders that it be attached to and made part of the official record of this meeting.

IX. RESOLUTIONS AND MOTIONS NOT INCLUDED IN CONSENT AGENDA — Dr. Fishbein

A. None at this time. **Dr. Fishbein**

X. APPROVAL OF BILLS — Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the payment of bills as listed below.

DATES	DESCRIPTION	CHECK NUMBER	AMOUNTS	REVIEWED BY
Nov 3	Columbia Bank On-Line	099899-099972	810,540.83	S. Brogan
Nov 10	Columbia Bank On-Line	099973-100038	360,604.58	S. Brogan
Oct 30	Payroll Transfer	P32865-P32865	3,221,694.44	S. Brogan
Oct 5	Electronic Transfer	C32869	21.45	S. Brogan
Oct 8	Electronic Transfer	C32868	116.59	S. Brogan
Oct 30	Electronic Transfer	L32871	22,260.00	S. Brogan
Oct 30	Electronic Transfer	F32872	9,339.18	S. Brogan
Nov 3	Electronic Transfer	L32873	4,587.00	S. Brogan
Nov 10	Electronic Transfer	B32948	637,050.00	S. Brogan
Nov 10	Food Service	620221-620223	32,268.84	S. Brogan
Oct 30	Colombia Bank Void Check	099509	(216.00)	S. Brogan
Nov 3	Colombia Bank Void Check	099935	(4,296.25)	S. Brogan
TOTAL			**5,093,970.66**	

X. BOARD MEMBER ANNOUNCEMENTS — Mr. Lembo

XI. BOARD COMMITTEE REPORTS — Mr. Lembo

XII. DISCUSSION ITEMS — Mr. Lembo

XIII. ACCEPTANCE OF MINUTES — Mr. Lembo

- October 19, 2020 Executive Session Minutes

XIV. OTHER BUSINESS	**Mr. Lembo**
XV. COMMENTS FROM THE PUBLIC	**Mr. Lembo**
XVI. MOTION TO GO INTO EXECUTIVE SESSION	**Mr. Lembo**
XVII. RECONVENED PUBLIC MEETING	**Mr. Lembo**
XVIII. ADJOURNMENT	**Mr. Lembo**

Coming Meetings

Monday December 7, 2020
Regular Public Meeting
7:00 p.m. Education Center

Monday December 21, 2020
Regular Public Meeting
7:00 p.m.Education Center

November 16, 2020 **ATTACHMENT A**

2020-2021 CONFERENCES FOR APPROVAL

Staff Member	Name of Conference Location & Dates	Rationale	Estimated Cost for Approval	# of Sub Days required
Laura Polk	Stepping Stones: Curriculum Launchpad Virtual Stepping Stones World Language Proficiency Project Self-Paced	Professional Development	$156.84	0

The total cost for these conferences is $156.84. Upon Board approval of these conferences, the total expenditure for travel and conferences for 2020-2021 will be $23,340.40 leaving a balance of $176,659.60.

The total cost of substitutes for these conferences is $0.00. Upon Board approval of these conferences, the total expenditure for substitutes for travel and conferences for 2020-2021 will be $1200.00.

0164.6 REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY

A. Purpose – N.J.A.C. 5:39-1.1

1. The purpose of N.J.A.C. 5:39-1.1 et seq. and Bylaw 0164.6 is to ensure a Board of Education or Board of Trustees of a charter school can conduct official public business in an open and transparent manner whenever a declared emergency requires a local public body to conduct a public meeting without physical attendance by members of the public.

2. Nothing in N.J.A.C. 5:39-1.1 et seq. prevents a local public body from holding a remote public meeting under such other circumstances as may be permitted by the Open Public Meetings Act, N.J.S.A. 10:4-1 et seq.

B. Definitions – N.J.A.C. 5:39-1.2

For the purpose of this Bylaw and in accordance with N.J.A.C. 5:39-1.2, the following words and terms have the following meanings, unless the context clearly indicates otherwise:

"Adequate notice" shall have the same definition as at N.J.S.A. 10:4-8; however, for the purpose of N.J.A.C. 5:39-1.1 et seq., and to the extent not otherwise set forth at N.J.S.A. 10:4-8, the notice transmitted to at least two newspapers for publication may occur through electronic mail or other electronic means that is accepted or requested by the newspaper.

"Annual notice" means a schedule of regular meetings of the public body to be held in the succeeding year noticed pursuant to N.J.S.A. 10:4-8 and 10:4-18. For the purpose of N.J.A.C. 5:39-1.1 et seq., the annual notice may be transmitted through electronic mail to newspapers and persons requesting an annual notice pursuant to N.J.S.A. 10:4-18. If the declared emergency prevents the local public body from mailing an annual notice to individuals requesting notice pursuant to N.J.S.A. 10:4-18, it shall be mailed to individuals for whom the local public body does not have an electronic mail account as soon as practicable.
"Board" or "Board of Education" means a Board of Education or a Board of Trustees of a charter school as defined as a "local public body" or "public body" as per N.J.A.C. 5:39-1.2.

"Declared emergency" means a public health emergency, pursuant to the Emergency Health Powers Act, P.L. 2005, c. 222 (N.J.S.A. 26:13-1 et seq.), or a state of emergency, pursuant to P.L. 1942, c. 251 (N.J.S.A. App.A.9-33 et seq.), or both, or a state of local disaster emergency that has been declared by the Governor and is in effect.

"Electronic notice" means advance notice available to the public via electronic transmission of at least forty eight hours, giving the time, date, location and, to the extent known, the agenda of any regular, special, or rescheduled meeting, which shall accurately state whether formal action may or may not be taken at such meeting.

"Internet" means the international computer network of both Federal and non-Federal interoperable packet switched data networks.

"Live streaming" means the live audio and video transmission of a remote public meeting over the Internet.

"Local public body" means any "public body," as that term is defined in N.J.S.A. 10:4-8, with territorial jurisdiction equal to or less than a county. This term shall include Boards of Education, counties, municipalities, boards and commissions created by one or more counties or municipalities, and any authorities subject to N.J.S.A. 40A:5A-1 et seq., including fire districts and other special districts, along with joint meetings or regional service agencies as defined in N.J.S.A. 40A:65-3.

"Public business" means and includes all matters which relate in any way, directly or indirectly, to the performance of the public body's functions or the conduct of its business.

"Public meeting" means and includes any gathering whether corporeal or by means of communication equipment which is attended by, or open to, all of the members of a public body, held with the intent, on the part of the members of the body present, to discuss or act as a unit upon the specific public business of that body. Meeting does not mean or include any such gathering (1) attended by less than an effective majority of the members of a public body, or (2) attended by or open to all the members of three or more similar public bodies at a convention or similar gathering.

"Remote public meeting" means a public meeting that is conducted by any means of electronic communication equipment permitted pursuant to N.J.A.C. 5:39-1.1 et seq.

C. Circumstances Under Which a Board of Education May Hold a Remote Public Meeting During a Declared Emergency for Conducting Public Business – N.J.A.C. 5:39-1.3

1. In addition to any circumstances under which public meetings held by means of communication equipment may be authorized pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-1 et seq., the Board may hold a remote public meeting to conduct public business during a declared emergency if the emergency reasonably prevents the Board from safely conducting public business at a physical location with members of the public present.

2. If, during a declared emergency, the Board holds a physical meeting in a location where, pursuant to State and/or Federal guidelines meant to mitigate the risk of a

contagious infection, the declared emergency necessitates capacity restrictions reducing the number of individuals that can be present in the meeting room to an amount below that reasonably expected for the public meeting by the Board, the Board must either hold the public meeting at another location with adequate capacity for the reasonably expected attendance by the public or hold the public meeting as both an in-person meeting and a remote public meeting.

a. As set forth at N.J.A.C. 5:39-1.4(c), no in-person meeting shall proceed if the room capacity does not permit any member of the public to attend.

3. Nothing in N.J.A.C. 5:39-1.3 shall be interpreted to prevent the Board from broadcasting the audio and/or video of, or taking remote public comment during, a public meeting that the public can physically attend without being subject to public health-related capacity restrictions.

D. Minimum Technological and Procedural Requirements for Remote Public Meetings Necessitated by a Declared Emergency – N.J.A.C. 5:39-1.4

1. If a declared emergency requires the Board to hold a remote public meeting to conduct public business, the Board shall use an electronic communications technology that is routinely used in academic, business, and professional settings, and can be accessed by the public at no cost.

a. Participant capacity on the selected platform should be consistent with the reasonable expectation of the public body for public meetings of the type being held and shall not be limited to fewer than fifty public participants (beyond those persons required to conduct business at the meeting).

2. Remote public meetings may be held by means including, but not limited to, audio-only teleconferencing, electronic communications platforms with video and audio, and Internet-accessible technology, such as live-streaming.

a. If an electronic communications platform or Internet-accessible technology is being utilized for a remote public meeting, a telephonic conference line shall also be provided to allow members of the public to dial-in by telephone to listen and provide public comment as otherwise required by law.

b. The Board shall require members of the public to state, prior to providing public comment, whether they wish to speak and to identify themselves prior to speaking.

3. The Board shall provide the public with similar access to a remote public meeting as members of the Board, staff of the Board, and any individuals seeking one or more approvals from the Board.

a. If a remote public meeting is held by audio and video, the public shall also have the opportunity to participate in the meeting in both audio and video capacities.

b. The Board meeting held in-person shall not prohibit members of the public from attending in-person.

4. Any remote public meeting where sworn testimony is being taken shall be broadcast by video, as well as by audio.

a. All individuals giving sworn testimony at a remote public meeting shall appear by video in addition to audio.

5. Any presentations or documents that would otherwise be viewed or made available to members of the public physically attending the Board meeting shall be made visible on a video broadcast of the remote public meeting or made available on the Internet website or webpage of the entity governed by the Board, or the Internet website or webpage of the entity responsible for appointing the members of the Board.

a. If a document would be made available to individual members of the public in hard copy while physically attending the meeting, the document shall be made available in advance of the meeting for download through an internet link appearing either on the meeting notice, or near the posting of the meeting notice, both on the website and at the building where the meeting would otherwise be held.

b. If the Board does not have its own website, such documents shall be available upon request ahead of the meeting and provided through an official social media account if one

6. The Board holding a remote public meeting shall allow members of the public to make public comment by audio, or by audio and video, if the remote public meeting is held over both audio and video, during the meeting.

a. In advance of the remote public meeting, the Board shall allow public comments to be submitted to the Business Administrator/Board Secretary by electronic mail and in written letter form by a reasonable deadline.

b. The Board shall accept text-based public comment received during a remote public meeting held through an electronic communications platform or Internet-accessible technology. Public comments submitted before the remote public meeting through electronic mail or by written letter shall be read aloud and addressed during the remote public meeting in a manner audible to all meeting participants and the public.

c. The Board shall impose a reasonable time limit, where permitted by law, of four minutes on individual public comments and the same limits shall be placed on the reading of written comments. Each comment shall be read from the beginning, until the time limit is reached. The Board may pass over duplicate written comments; however, each duplicate comment shall be noted for the record with the content summarized. If the Board elects to summarize duplicative comments, the Board must not summarize certain duplicative comments while reading other duplicative comments individually.

7. The electronic communications technology used for a remote public meeting must have a function that allows the Board to mute the audio of all members of the public, as well as allow members of the public to mute themselves.
   a. Any electronic communications platform or Internet-accessible technology used for a remote public meeting shall also allow the Board to regulate participation by individual members of the public.

   b. A telephonic audio conference call line must have a queueing or similar function for regulating public comment.

8. Subject to D.5. and D.6. above, the Board shall adopt, by resolution, standard procedures and requirements for public comment made during a remote public meeting, as well as for public comments submitted in writing ahead of the remote public meeting.

   a. Such procedures and requirements shall include standards of conduct to be followed by members of the public when making comment.

   b. The procedures and requirements for making public comment, along with an explanation of the audio muting function of the electronic communications platform being used, shall be announced at the beginning of the remote public meeting.

c. Regulation of conduct by members of the public on a remote public meeting shall be consistent with law and practices followed if a member of the public disrupts an in-person meeting. The following procedures shall be incorporated:

(1) The Board shall facilitate a dialogue with the commenter to the extent permitted by the electronic communications technology;

(2) If a member of the public becomes disruptive during a remote public meeting, including during any period for public comment, the member of the Board charged with running the remote public meeting shall mute or continue muting, or direct appropriate staff to mute or continue muting, the disruptive member of the public and warn that continued disruption may result in being prevented from speaking during the remote public meeting or removed from the remote public meeting.

(a) Disruptive conduct includes sustained inappropriate behaviors, such as, but not necessarily limited to, shouting, interruption, and use of profanity.

(3) A member of the public who continues to act in a disruptive manner after receiving an initial warning may be muted while other members of the public are allowed to proceed with their questions or comments.

(a) If time permits, the disruptive individual shall be allowed to speak after all other members of the public have been given the opportunity to make their comment. Should the person remain disruptive, the individual may be muted or kept on mute for the remainder of the remote public meeting, or removed from the remote public meeting.

9. Electronic communications platforms and Internet-accessible technologies used for remote public meetings shall be hosted on FedRAMP Moderate Impact Level Authorized dedicated servers or in a FedRAMP Moderate Impact Level Authorized Cloud, unless the host of the dedicated servers or cloud provides annual evidence of satisfactory cybersecurity internal controls through a SOC2 audit report.

a. When using cloud services, the technology vendor shall check provider credentials and contracts to ensure FedRAMP Moderate Impact compliance unless annual evidence of satisfactory internal controls is provided through a SOC2 audit report.

E. Notice of Remote Public Meetings; Statement in Minutes – N.J.A.C. 5:39-1.5

1. Adequate notice of a remote public meeting must include, in addition to the content required pursuant to N.J.S.A. 10:4-8, clear and concise instructions for accessing the remote public meeting, the means for making public comment, and where relevant documents, if any, will be made available.

2. In addition to adequate notice, the Board shall also provide electronic notice of a remote public meeting, except as may be permitted pursuant to N.J.S.A. 10:4-9.3 and E.3. below.

   a. The electronic notice shall contain the content required pursuant to N.J.S.A. 10:4-8 and 10:4-9.1 and E.1. above, and shall be posted on the Internet website or webpage of Board and/or school district, or the entity responsible for appointing the members of the Board.

      (1) If the Board does not have a website, electronic notice shall be provided on an official social media platform of the Board; however, electronic notice is not required if the Board does not have an internet presence.

      (2) Unless otherwise prohibited by the declared emergency, the content of the electronic notice shall also be posted on the main access door of the building where the public would routinely attend public meetings of the Board in-person. The notice must be viewable from the outside.

3. If during a declared emergency the Board elects to issue electronic notice of a remote public meeting in lieu of, rather than in addition to, adequate public notice, as permitted pursuant to N.J.S.A. 10:4-9.3, the Board shall limit public business discussed or effectuated at the meeting to matters:

   a. Necessary for the continuing operation of government and which relate to the emergency declaration connected with the declared emergency; or

   b. Requiring decision during the remote public meeting due to imminent time constraints.

4. Nothing in N.J.A.C. 5:39-1.5 prohibits the Board from holding a remote public meeting, notwithstanding the failure to provide adequate notice and electronic notice where permitted pursuant to N.J.S.A. 10:4-9.

5. If the Board expects to conduct remote public meetings for a series of regularly scheduled meetings advertised in its annual notice, the annual notice shall be

revised at least seven days prior to the next regularly scheduled meeting, indicating which meeting(s) will be held as a remote public meeting and shall contain clear and concise instructions for accessing those remote public meetings, the means for making public comment, and where relevant documents, if any, will be made available.

a. In addition to the means of notice transmission required pursuant to N.J.S.A. 10:4-18, the revised annual notice shall be posted on the Internet website or webpage of the Board and/or school district, or the entity responsible for appointing the members of the Board.

b. If the Board does not have its own website, the revised notice shall be provided on an official social media platform unless the Board does not have an Internet presence.

c. Unless otherwise prohibited by the declared emergency, the content of the electronic notice shall also be posted on the door of the main public entrance to the building where the public would routinely attend public meetings held by the Board.

(1) Notice must also be posted on the door for any designated and clearly delineated handicap accessible entrance. These notices must be viewable from the outside.

6. If a previously scheduled Board meeting was to allow public attendance without a public health-related restriction as to capacity, but the Board intends to hold the same meeting as a remote public meeting due to a declared emergency and the change is not reflected in a revised annual notice issued pursuant to E.5. above, the Board shall issue adequate and electronic notice for said meeting pursuant to E.1. and E.2. above as if the meeting were not included in the annual notice.

7. At the commencement of every remote public meeting of the Board, the person presiding shall announce publicly, and shall cause to be entered in the minutes of the meeting, an accurate statement to the effect that:

a. Both adequate and electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided;

b. Only electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided, and that discussion and effectuation of public business shall be limited to only those matters:

(1) Necessary for the continuing operation of government and that relate to the applicable emergency declaration; or
(2) Requiring decision during the remote public meeting due to imminent time constraints; or

c. That adequate notice and electronic notice was not provided, in which case such announcement shall state:

(1) The reason(s) why the matter(s) discussed are of such urgency and importance, as contemplated pursuant to N.J.S.A. 10:4-9(b)(1), and the nature of the substantial harm to the public interest likely to result from a delay in the holding of the meeting;

(2) That the remote public meeting will be limited to discussion of, and acting with respect to, such matters of urgency and importance;

(3) The time, place, and manner in which notice of the meeting was provided; and

(4) Either that the need for such meeting could not reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided, in which event, such announcement shall specify the reason why such need could not reasonably have been foreseen; or that such need could reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided, but such notice was not provided, in which event the announcement shall specify the reason why adequate notice and/or electronic notice was not provided.

8. Where the Board is required by law to provide a meeting agenda, or otherwise provides a meeting agenda by practice at its regularly scheduled meetings, prior to the commencement of the remote public meeting, the Board shall also make a copy of the agenda available to the public for download through an Internet link appearing either on the meeting notice, or near the posting of the meeting notice on the website.
   a. The notice shall also be posted at the building where the meeting would otherwise be held prior to the commencement of the remote public meeting.

F. Executive or Closed Session During Remote Public Meetings

1. A Board entering into an executive or closed session shall ensure that audio or video of the session cannot be accessed, except by those individuals that are participating in the session.

a. A separate non-public conference line or e-platform session may be employed for this purpose.

2. The secretary of the Board should take roll call with each individual affirmatively identifying themselves prior to commencing the closed session.

3. If a closed session is held through a telephonic conference call a separate call-in line should be made available to ensure confidentiality.

4. For closed sessions during remote public meetings held through video conferencing, audio recording should be muted and video recording blocked by a graphic labeled “Executive Session”.

5. As with in-person meetings, the Board shall have read into the record the reason(s) for entering into executive session.

N.J.A.C. 5:39-1.1 et seq.

Adopted:

FIELD TRIPS FOR APPROVAL

November 16, 2020

ONE DAY TRIPS **ATTACHMENT C**

Date	School	Location	Approx. # and Group of Students	# of Chaperones	# Substitutes and dates for each	Anticipated Cost of Subs @ $100 per day for teachers and $150 per day for Nurse	Est. Total Cost To District	Annual Event	Meets Requirements
11/12/20	RHS	Veteran's Field Ridgewood, NJ	250 Senior Slide Show & Dinner	10	0	$0	$0	No	Yes
11/17/20	RHS	Stop and Shop, Renatos Ridgewood, NJ	5 STEPPS	4	0	$0	$0	No	Yes
11/19/20	RHS	Jersey Mike's, Walgreens Ridgewood, NJ	5 STEPPS	4	0	$0	$0	No	Yes
11/21 or 11/22/20 *Depending on weather	RHS	Silas Condict Park Kinnelon, NJ	20 RHS Alps Club	2	0	$0	$0	No	Yes
11/24/20	RHS	Stop and Shop, Tito's Burritos Ridgewood, NJ	5 STEPPS	4	0	$0	$0	No	Yes
12/1/20	RHS	Columbia Bank, Starbucks Ridgewood, NJ	5 STEPPS	4	0	$0	$0	No	Yes
12/5 or 12/6/20 *Depending on weather	RHS	Harriman State Park Harriman, NY	20 RHS Alps Club	2	0	$0	$0	No	Yes
12/12 or 12/13/20 *Depending on weather	RHS	Ringwood State Forest Ringwood, NJ	20 RHS Alps Club	2	0	$0	$0	No	Yes
12/24/20	RHS	Stop and Shop, The Daily Treat Ridgewood, NJ	5 STEPPS	4	0	$0	$0	No	Yes

BOARD OF EDUCATION
Ridgewood, New Jersey

December 1, 2020

EXECUTIVE SESSION

3:30 p.m.

AGENDA

*** * * * ***

I. Negotiations **Mr. Lembo**

BOARD OF EDUCATION
Ridgewood, New Jersey

December 7, 2020

EXECUTIVE SESSION

6:00 p.m.

AGENDA

*** * * * ***

I. HIB Hearing **Dr. Fishbein**

BOARD OF EDUCATION
Ridgewood, New Jersey

December 7, 2020
Education Center

Executive Session
6:00 p.m.

Regular Public Meeting
7:00 p.m.

AGENDA

Click here for Procedures for Public Attendance at a Board of Education Meeting.

The Public can view, listen and comment during the public comment period of the meeting via:

- **Zoom from a PC, Mac, iPad, iPhone Android device Meeting ID 870-1302 7741 Password: 546821 (Use the "raise hand" button to make a comment)**
- **phone: 646-558-8656 Meeting ID 870-1302 Password: 546821 *(press *9 to make a comment)***

To submit written comments for the public comment period starting at 4:00 pm on the date of the meeting click here

The Public can also view by streaming on our District Website or Fios Channel 33

MEETING REGULATIONS

At all regular meetings, two opportunities are provided for citizens to make comments. The public comment period will be scheduled after presentations and approximately 9:00 p.m. or just prior to the end of the meeting, whichever occurs first. The first opportunity may be limited by the presiding officer to conclude at about 8:00 p.m. in order for the Board to continue with its scheduled agenda. The second opportunity will occur at about 9:00 p.m. at the discretion of the presiding officer taking into consideration a break in the agenda.

At every opportunity for public comment, citizens are invited to comment on subjects on the agenda or general topics. At the discretion of the presiding officer, public comments may be permitted at other times.

Please remember this is a public meeting. Anything you say will be a public record. As a result, pursuant to law, the Board of Education cannot respond to you publicRely concerning certain matters, such as those regarding an individual student or personnel. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent's Office. Public comment periods shall also be governed by the following rules:

1. Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses.
2. Each speaker shall be limited to four minutes. The Board Recorder will note the time. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds (Ref: Bylaw 0167)
3. Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop.
4. All statements shall be directed to the presiding officer, no participant may address or question Board members individually.
5. No participants may speak more than once on the same topic until all others who wish to speak on that topic have been heard.
6. Questions requiring investigation shall be referred by the Board to the Superintendent's Office for consideration and later response. A participant may be asked to submit such questions in written format.

Mission Statement

The Ridgewood Public Schools, committed to a tradition of excellence and innovation, in partnership with the community, provide a rich and challenging learning environment, enabling students to maximize their unique potentials to become life-long learners and productive, responsible citizens.

I. CALL TO ORDER AND ROLL CALL **Mr. Lembo**

II. FLAG SALUTE AND PLEDGE OF ALLEGIANCE **Mr. Lembo**

III. OPENING STATEMENT BY PRESIDING OFFICER **Mr. Lembo**

IV. PRESENTATIONS **Mr. Lembo**

A. STUDENT REPRESENTATIVE REPORT **Dr. Fishbein**

V. COMMENTS FROM THE PUBLIC **Dr. Fishbein**

VI. PRESENTATIONS **Dr. Fishbein**

A. STRATEGIC PLAN UPDATES **Dr. Fishbein**
- ➢ **Ms. Poelstra**

B. SUPERINTENDENT SEARCH UPDATE **Dr. Fishbein**
- ➢ **R-PAT Solutions LLC**

VII. SUPERINTENDENT'S REPORT **Dr. Fishbein**

A. Superintendent Comments **Dr. Fishbein**

VIII. COMMITTEE OF THE WHOLE REPORTS **Dr. Fishbein**
- ➢ Finance **and Ms.**
  - ○ October Treasurer's Report **Khoury-Frias**

CONSENT ITEMS: REGULAR AND ROUTINE ISSUES **Dr. Fishbein**

A. ATTENDANCE AT CONFERENCES **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Attendance at Conferences, as listed on **Attachment A**.

B. ADMINISTRATION **Dr. Fishbein**

i. <u>Appointment: Affirmative Action Officer</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointment of Ojetta Townes, Human Resources Manager as the Affirmative Action Officer for the Ridgewood Public Schools for the 2020-2021 school year.

ii. <u>Appointment: School Security Specialist</u> **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves

the appointment of Scott Bisig, Business Administrator as the School Security Specialist for the Ridgewood Public Schools for the 2020-2021 school year.

iii. **Approval: Appointment of Qualified Purchasing Agent** **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointment of Scott Bisig as the Qualified Purchasing Agent for the Ridgewood Public Schools for the 2020-2021 school year in accordance with N.J.A.C. 5:35-5 et. seq.

iv. **Appointment: Settlement Agreement SE#3/2020/2021** **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Settlement Agreement SE#3/2020-2021 between the parents of Student #905890 and the Ridgewood Board of Education.

The Board has received background information.

v. **Appointment: Settlement Agreement SE#4/2020/2021** **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Settlement Agreement SE#4/2020-2021 between the parents of Student #905249 and the Ridgewood Board of Education.

The Board has received background information.

vi. **Approval: Health and Safety Evaluation of School Buildings Checklist for the 2020-2021 School Year** **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the Health and Safety Evaluation of School Buildings Checklist for the 2020-2021 School Year.

The Board has received background information.

vii. **Approve: Appointment of Architect** **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, authorizes the award of the Architect of Record services of FKA Architects, Oakland, NJ, for the period of December 8, 2020 through December 7, 2021, as per the rates listed on **Attachment B.**

C. CURRICULUM & INSTRUCTION **Dr. Fishbein**

i. **Approval: Field Trips** **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves

field trips as listed on **Attachment C.**

D. HUMAN RESOURCES — Dr. Fishbein

i. Appointments — Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointments listed below, subject to receipt of appropriate documentation and the New Jersey Department of Education (NJDOE) certificate, if required.

Teachers

Revision: EBENHACK, Kayley - Leave of Absence Replacement Resource Room Teacher (non-tenure track), Willard School, **from** effective December 1, 2020, or as soon after as possible, through June 23, 2021, as approved by the Board at its meeting on November 2, 2020, **to** effective November 30, 2020, or as soon after as possible, through June 23, 2021. Ms. Ebenhack possesses an NJDOE Certificate of Eligibility with Advanced Standing as a Teacher of Students with Disabilities and Certificate of Eligibility with Advanced Standing as an Elementary School Teacher in Grades K-6. Ms. Ebenhack will be registered into the NJDOE Provisional Teacher Program.
Account # 11-213-100-101-00-07-019-000

$60,518
Cl. BA, St. 1
pro-rated

NICHOLAS, Kristen - Preschool Disabilities Teacher (tenure track), Glen School, effective February 8, 2021, or as soon after as possible, June 23, 2021. Ms. Nicholas possesses an NJDOE Provisional Certificate as a Teacher of Preschool through Grade 3 and Provisional Certificate as a Teacher of Students with Disabilities. Ms. Nicholas will be registered into the NJDOE Provisional Teacher Program.
Account # 11-216-100-101-00-01-019-000

$67,618
Cl. MA, St. 1
pro-rated

Long-term Substitutes

Revision: BELISLE, Joel – Special Education (RISe) Teacher, Benjamin Franklin Middle School, **from** effective September 1, 2020 through December 2, 2020, approved by the Board at its meeting on November 2, 2020, **to** effective September 1, 2020 through November 25, 2020, at a daily rate of $125 per day, until the assignment ends.
Account # 11-212-100-101-00-08-019-000

SHULMAN, Leanne - Preschool Disabilities Teacher, Glen School, effective December 15, 2020 through February 10,

2021, at a daily rate of $150 per day, until the assignment ends.
Account # 11-216-100-101-00-01-019-000

Revision: TAHAN, Ellen - Long-term Substitute, Art Teacher, Ridge School, **from** effective September 1, 2020 through January 4, 2021, approved by the Board at its meeting on June 29, 2020, **to** effective September 1, 2020 through January 7, 2021, at a daily rate of $125 per day, until the assignment ends.
Account # 11-120-100-101-04-04-019-000

Classroom Aides/Lunchroom Aide

Revision: CARNEY, Elizabeth - Lunchroom Aide, Hawes School, **from** effective October 6, 2020, or as soon after as possible, through December 4, 2020, approved by the Board at its meeting on October 5, 2020, **to** effective October 6, 2020 through June 22, 2021, 5 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-000-262-107-00-02-002-001

DOMERSTAD, Dana - Self-Contained (RED) Special Education Classroom Aide, Glen School, effective December 8, 2020, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $15.01.
Account # 11-216-100-106-00-01-024-001

FRIDMAN, Yaniv - Applied Behavior Analyst Aide (ABA), Glen School, effective December 8, 2020, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $20.17.
Account # 11-212-100-106-00-01-024-001

Revision: GREANEY, Julie - Resource Room Special Education Classroom Aide, Somerville School, **from** effective September 2, 2020 through November 25, 2020, approved by the Board at its meeting on September 14, 2020, **to** effective September 2, 2020 through June 22, 2021, 5.75 hours per day, 5 days per, at an hourly rate of $17.50.
Account # 11-213-100-106-00-05-024-001

SHAHIDI, Terry - Self-Contained (LLD) Special Education Classroom Aide, Hawes School, **from** effective October 6, 2020 through December 4, 2020, approved by the Board at it meeting on October 5, 2020, **to** effective October 6, 2020

through June 22, 2021, 5.75 hours per day, 5 days per week, at an hourly rate of 17.50.
Account # 11-204-100-106-00-02-024-001

WONSOWICZ, Leslie - Self-Contained (RED) Special Education Classroom Aide, Glen School, effective December 8, 2020, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-216-100-106-00-01-024-001

ii. Change of Assignments **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following change of assignments, as listed below.

ADAY, Douglas - **from** 1.0 FTE Special Education (Social Studies) Teacher, Ridgewood High School, **to** 1.20 FTE Special Education (Social Studies) Teacher, Ridgewood High School, effective November 23, 2020, November 24, 2020 and November 30, 2020. Account # 11-213-100-101-00-10-019-000	**From:** $94,265 ($89,490 + $300 CP + $4,475 ratio) Cl. MA+45, St. 12 **To:** $113,057 ($107,388 + $300 CP + $5,369 ratio) Cl. MA+45, St. 12
BALOCH, Sumera - **from** Self-Contained (RED) Special Education Classroom Aide, Glen School, **to** Applied Behavior Analyst Aide (ABA), Glen School, effective December 8, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week. Account # 11-212-100-106-00-01-024-001	**From:** $17.50 per hour **To:** $20.17 per hour
BATTAGLIA, Karen - **from** Resource Room Special Education Classroom Aide, Orchard School, 5.75 hours per day, 5 days per week, **to** Resource Room Special Education Classroom Aide, Travell School, effective December 3, 2020 through December 14, 2020, 5 hours per day, 5 days a week. Account # 11-213-100-106-00-06-024-001	Hourly rate will remain the same
BATTAGLIA, Karen - **from** Resource Room Special Education Classroom Aide, Travell School, 5 hours per day, 5 days a week, **to** Resource Room Special Education Classroom Aide, Orchard School, 5.75 hours per day, 5 days per week,	Hourly rate will remain the same

effective December 15, 2020 through June 22, 2021.
Account # 11-213-100-106-00-03-024-001

FELDHAHN, Karen - **from** Lunchroom Aide, Somerville School, 2 hours per day, 5 days per week, **to** Resource Room Special Education Classroom Aide, Somerville School, effective December 8, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week. Account # 11-213-100-106-00-05-024-001	Hourly rate will remain the same
LaCHAPELLE, Victoria - **from** Resource Room Special Education Classroom Aide, Hawes School, **to** Self-Contained (RED) Special Education Classroom Aide, Glen School, effective December 1, 2020 through June 22, 2021, 5.75 hours per day, 5 days per week. Account # 11-216-100-101-00-01-024-001	Hourly rate will remain the same
MONAHAN, Colleen - **from** Resource Room Special Education Classroom Aide, Somerville School, 5.75 hours per day, 5 days per week, **to** Lunchroom Aide, Somerville School, effective December 8, 2020 through June 22, 2021, 5 hours per day, 5 days per week. Account # 11-000-262-107-00-05-005-001	Hourly rate will remain the same
PILKINGTON, Jaclyn - **from** Long-term Substitute, Fourth Grade Teacher, Somerville School, effective August 31, 2020 through December 23, 2020, **to** Leave of Absence Replacement Fourth Grade Teacher (non-tenure track), Somerville School, effective September 1, 2020 through June 23 2021. Account # 11-120-100-101-09-05-019-000	**From:** $125 daily rate **To:** $60,518 Cl. BA, St. 1 pro-rated
SCHWARTZ, Katherine - **from** Long-term Substitute, Second Grade Teacher, Somerville School, **to** Leave of Absence Replacement Second Grade Teacher (non-tenure track), Somerville School, effective September 1, 2020 through June 23, 2021. Account # 11-120-100-101-09-05-019-000	**From:** $125 daily rate **To:** $60,518 Cl. BA, St. 1 pro-rated
WEINSTEIN, Nicole - **from** Long-term Substitute, First Grade Teacher, Hawes School, **to** Self-Contained (LLD) Special Education Classroom Aide, Hawes School, effective December 1, 2020 through June 22, 2020, 5.75 hours per day, 5 days per week. Account # 11-204-100-106-00-02-024-001	**From:** $125 daily rate **To:** $17.50 per hour

iii. Resignations **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves

the resignations listed below.

Classroom Aides

CAMILLERI, Nicholas - Self-Contained Special Education Classroom Aide, Benjamin Franklin Middle School, effective November 13, 2020.

ESPOSITO, Michael - Resource Room Special Education Classroom Aide, Ridgewood High School, effective November 30, 2020.

FEDER, Caryn - Resource Room Special Education Classroom Aide, Ridgewood High School, effective November 17, 2020.

OLIVER, Jo'elle - Applied Behavior Analyst Aide (ABA), Ridgewood High School, November 30, 2020.

iv. Leave of Absence **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the leave of absences listed below.

Revision: CATANZARO, Becky - First Grade Teacher, Hawes School, **from** effective September 2, 2020 through December 3, 2020, with a reinstatement date of December 4, 2020, approved by the Board at its meeting on August 31, 2020, **to** effective September 2, 2020 through November 30, 2020, with a reinstatement date of December 1, 2020, utilizing the FMLA/FFCRA and/or NJFLA leave entitlement.

VLAJIC-STEVANOVIC, Petra – Computer Science Teacher, George Washington Middle School, effective November 9, 2020 through June 23, 2021, with a reinstatement date of August 31, 2021, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

iv. Personal Leave of Absence **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the personal leave of absence listed below.

Revision: WITHAM, Lynne – Second Grade Teacher, Somerville School, **from** effective August 31, 2020 through November 25, 2020 with a reinstatement date of November 30, 2020, utilizing the FMLA/FFCRA and/or NJFLA leave entitlement, approved by the Board at its meeting on October

19, 2020, **to** effective December 1, 2020 through June 23, 2021, with a reinstatement date of August 31, 2021.

v. Supplemental Pay Beyond Contract **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves supplemental pay beyond contract, as listed below.

Curriculum, Instruction & Assessment

Extended-day Program to work with Title I Students Before/After School - Funded by ESEA/ESSA Title I Grant Funds

Ridge School, total not to exceed $16,481

- **Michele Coppola**, at an hourly rate of $81.46.
- **Dana Higgins**, at an hourly rate of $76.99.
- **Elizabeth Macri** - at an hourly rate of $76.99.
- **Jill Marmo**, at an hourly rate of $65.98.
- **Meghan McDermott**, at an hourly rate of $62.76.
- **Lindsay Mitchell**, at an hourly rate of $59.86.
- **Donna Pedersen**, at an hourly rate of $76.99.
- **Matthew Tarulli**, at an hourly rate of $45.41.

Account # 20-231-100-101-00-04-022-001

vi. Substitutes for the 2020-2021 School Year **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves substitutes for the 2020-2021 school year, as listed below.

Teacher: Joel Belisle, Sophia Candrilli, Joseph Crabbe, and **Dianne Samra**

E. FINANCE **Dr. Fishbein**

i. Acceptance of Restricted Donations: **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following restricted gifts for the **2020-2021** school year, to be used as indicated.

Donor	**Amount**	**Use**	**Account Number**
RHS Football	$700	To be used to cover the	20-020-200-512-00-10-034-001

Scholarship Committee		upgrade for the football team to use Charter Buses for the final postseason game.	
Stephen W. Jones/Schwab Charitable Organization	$2,500	To be used to support Carole's Science Center.	20-007-100-610-00-10-010-003

ii. Approval: Acceptance of the Board Treasurer Report **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

Whereas, the Board of Education has received the report of the Treasurer for the month of **October 2020 ;** now, therefore,

Be it Resolved, the Board of Education accepts the above referenced reports and orders that it be attached to and made part of the official record of this meeting.

iii. Approval: Award of Contracts to Cooperative Purchasing Vendors in Excess of $40,000 **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the award of contracts to Cooperative Purchasing Vendors in excess of $40,000 for goods and services.

The Board has received background information.

iv. Approval: Acceptance of the Bergen County Cares Grant **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves acceptance of the Bergen County Cares Grant in the amount of $34,773.60.

v. Approval: Disposal of Equipment **Dr. Fishbein**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the disposal of equipment listed below through www.govdeals.org. This item is no longer needed.

Willard School

- 1 Ricoh Duplicator DD5450

X. RESOLUTIONS AND MOTIONS NOT INCLUDED IN CONSENT AGENDA **Dr. Fishbein**

A. None at this time. **Dr. Fishbein**

XI. APPROVAL OF BILLS — Dr. Fishbein

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the payment of bills as listed below.

DATES	DESCRIPTION	CHECK NUMBER	AMOUNTS	REVIEWED BY
Nov 11	Columbia Bank On-Line	100039	17,362.50	C. Kaufman
Nov 30	Columbia Bank On-Line	100040-100230	1,805,371.26	C. Kaufman
Nov 23	Columbia Bank On-Line	831516	500.00	C. Kaufman
Nov 17	Electronic Transfer	H33026	1,170,679.16	C. Kaufman
Nov 17	Electronic Transfer	R33027	57,869.70	C. Kaufman
Nov 30	Food Service	620224-620225	20,240.00	C. Kaufman
Nov 11	Colombia Bank Void Check	099232	(102.27)	C. Kaufman
Nov 11	Colombia Bank Void Check	099911	(795.00)	C. Kaufman
Nov 12	Colombia Bank Void Check	099190	(645.00)	C. Kaufman
Nov 12	Colombia Bank Void Check	099986	(1,735.45)	C. Kaufman
Nov 23	Colombia Bank Void Check	100001	(2,042.00)	C. Kaufman
Nov 24	Colombia Bank Void Check	099295	(5,375.00)	C. Kaufman
TOTAL			**3,061,327.90**	

XII. BOARD MEMBER ANNOUNCEMENTS — Mr. Lembo

XIII. BOARD COMMITTEE REPORTS — Mr. Lembo

XIV. DISCUSSION ITEMS — Mr. Lembo

XV. ACCEPTANCE OF MINUTES — Mr. Lembo

- November 2 Regular Public Meeting
- November 3 Executive Session
- November 11 Executive Session
- November 16 Executive Session

XVI.	**OTHER BUSINESS**	**Mr. Lembo**
XVII.	**COMMENTS FROM THE PUBLIC**	**Mr. Lembo**
XVIII.	**MOTION TO GO INTO EXECUTIVE SESSION**	**Mr. Lembo**
XIX.	**RECONVENED PUBLIC MEETING**	**Mr. Lembo**
XX.	**ADJOURNMENT**	**Mr. Lembo**

Coming Meetings

Monday December 21, 2020
Regular Public Meeting
7:00 p.m. Education Center

Monday January 11, 2020
Regular Public Meeting
7:00 p.m.Education Center

December 7, 2020 **ATTACHMENT A**

2020-2021 CONFERENCES FOR APPROVAL

Staff Member	Name of Conference Location & Dates	Rationale	Estimated Cost for Approval	# of Sub Days required
Allison Barba	Student Suicide During COVID: Risk and Resilience Virtual Cornerstone Day School, NJ December 8, 2020	Professional Development	$0.00	0
Gila Elbaum	Addressing Behavior Challenges in the Classroom: A Look at Classroom Management Virtual TMI Education, NJ January 26, 2021	Professional Development	$0.00	0
Cindy Lora	Association for Behavior Analysis International Annual Conference Virtual Association for Behavior Analysis International, MI May 27 – 31, 2021	Professional Development	$512.00	0

The total cost for these conferences is $512.00. Upon Board approval of these conferences, the total expenditure for travel and conferences for 2020-2021 will be $23,852.40 leaving a balance of $176,147.60.

The total cost of substitutes for these conferences is $0.00. Upon Board approval of these conferences, the total expenditure for substitutes for travel and conferences for 2020-2021 will be $1200.00.

Hourly Rate Schedule for December 8, 2020 – December 7, 2021

HOURLY BILLING RATES:

Principal	*$ 175 / hour*
Associate	*$ 145 / hour*
Project Manager	*$ 110 / hour*
Job Captain	*$ 100 / hour*
CAD Draftsperson	*$ 80 / hour*
Clerical	*$ 60 / hour*

SERVICES for NEW CONSTRUCTION & RENOVATIONS:

- Compensation for **Basic Services** would be negotiated with the Owner utilizing the following Fee Schedule as a starting point.
- See "Services Offered" Section for description of Basic Services.

	All New Construction	75% New 25% Renovated	50% New 50% Renovated	25% New 75% Renovated	All Renovations
Projects Under 150,000	*Negotiated*				
150,000 – 250,000	8.75%	9.00%	9.25%	9.50%	9.75%
250,000 – 500,000	8.50%	8.75%	9.00%	9.25%	9.50%
500,000 – 750,000	8.25%	8.50%	8.75%	9.00%	9.25%
750,000 - 1,000,000	8.00%	8.25%	8.50%	8.75%	9.00%
1,000,000	7.75%	8.00%	8.25%	8.50%	8.75%
2,000,000	7.50%	7.75%	8.00%	8.25%	8.50%
3,000,000	7.25%	7.50%	7.75%	8.00%	8.25%
4,000,000	7.00%	7.25%	7.50%	7.75%	8.00%
5,000,000	6.75%	7.00%	7.25%	7.50%	7.75%

REIMBURSABLE EXPENSES

- Out of pocket expenses associated with the above services (i.e.: reproduction costs, express mail, etc.) will be submitted to the Owner at cost plus a multiplier of 1.1 to cover administrative costs.
- Reimbursable expenses would be submitted monthly with our invoices.

Ridgewood Board of Education
Request for Proposal RFP-2020-1
For Architect of Record Services

Rate Schedule Submitted by:

Michael Bieri, AIA, PP
Vice President, FKA Architects

Accepted by:

Ridgewood Board of Education

FIELD TRIPS FOR APPROVAL

December 7, 2020

ONE DAY TRIPS **ATTACHMENT C**

Date	School	Location	Approx. # and Group of Students	# of Chaperones	# Substitutes and dates for each	Anticipated Cost of Subs @ $100 per day fo teachers and $150 per day for Nurse	Est. Total Cost To District	Annual Event	Meets Requirements
12/7/20	RHS	Northeastern East DECA Conf.	185	1	0	$0	$925	Yes	Yes
		Virtual	DECA Students						
12/7/20 and	RHS	Cooper Hewitt Smith. Design Museum	45	1	0	$0	$0	No	Yes
12/09/20		Virtual	RHS Students						

BOARD MEMBERS
Michael Lembo, President
Hyunju Kwak, Vice President
Sheila Brogan
Saurabh Dani
Cristopher Kaufman

RIDGEWOOD PUBLIC SCHOOLS

ADMINISTRATION
Thomas Gorman Ed.D.
Acting Superintendent
Stacie Poelstra
Asst. Superintendent
Joann Khoury-Frias
Acting Business Administrator/Board Secretary

Pursuant to the requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et. seq., notice is hereby given that the Ridgewood Board of Education will hold an Executive Session at 6:00 pm on Monday December 21, 2020 to discuss personnel and Superintendent search survey responses. No action will be taken at this meeting. The Regular Public Meeting will begin at 7:00 pm on Monday, December 21, 2020. Due to the health concerns related to COVID-19, the maximum number of people who can attend a board of education meeting is twenty-five. This includes the Board of Education, Administration and staff. Procedures for Public Attendance at a Board of Education meeting can be found on the District Website.

The Public can view, listen and comment during the public comment period of the meeting via:

- Zoom from a PC, Mac, iPad, iPhone, Android device Meeting ID 870 1302 7741 Password:546900; (Use the "raise hand" button to make a comment)
- phone at: 646-558-8656 Meeting ID 870 1302 7741 Password: 546900 *(press *9 to make a comment)*

Written comments can be submitted on-line by using the link on the BOE Webcast page. The public can view the meeting by streaming on our District Website or tuning into Fios Channel 77. Action will be taken at this meeting.

Joann Khoury-Frias
Assistant Board Secretary

BOARD OF EDUCATION
Ridgewood, New Jersey

December 21, 2020

EXECUTIVE SESSION

6:00 p.m.

AGENDA

*** * * * ***

I. Personnel **Mr. Lembo**

II. Superintendent Search Survey Responses

BOARD OF EDUCATION
Ridgewood, New Jersey

December 21, 2020
Education Center

Executive Session
6:00 p.m
Regular Public Meeting
7:00 p.m.

AGENDA

Click here for Procedures for Public Attendance at a Board of Education Meeting.

The Public can view, listen and comment during the public comment period of the meeting via:

- **Zoom from a PC, Mac, iPad, iPhone Android device Meeting ID 870 1302 7741 Password:546900 (Use the "raise hand" button to make a comment)**
- **phone at: 646-558-8656 Meeting ID 870 1302 7741 Password: 546900** ***(press *9 to make a comment)***

To submit written comments for the public comment period starting at 4:00 pm on the date of the meeting click here

The Public can also view by streaming on our District Website or Fios Channel 77

MEETING REGULATIONS

At all regular meetings, two opportunities are provided for citizens to make comments. The public comment period will be scheduled after student presentations. The second comment period will be at approximately 9:00 p.m. or just prior to the end of the meeting, whichever occurs first. The first opportunity may be limited by the presiding officer to conclude at about 8:00 p.m. in order for the Board to continue with its scheduled agenda. The second opportunity will occur at about 9:00 p.m. at the discretion of the presiding officer taking into consideration a break in the agenda.

At every opportunity for public comment, citizens are invited to comment on subjects on the agenda or general topics. At the discretion of the presiding officer, public comments may be permitted at other times.

Please remember this is a public meeting. Anything you say will be a public record. As a result, pursuant to law, the Board of Education cannot respond to you publicRely concerning certain matters, such as those regarding an individual student or personnel. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent's Office. Public comment periods shall also be governed by the following rules:

1. Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses.
2. Each speaker shall be limited to four minutes. The Board Recorder will note the time. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds (Ref: Bylaw 0167)
3. Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop.
4. All statements shall be directed to the presiding officer, no participant may address or question Board members individually.
5. No participants may speak more than once on the same topic until all others who wish to speak on that topic have been heard.
6. Questions requiring investigation shall be referred by the Board to the Superintendent's Office for consideration and later response. A participant may be asked to submit such questions in written format.

Mission Statement

The Ridgewood Public Schools, committed to a tradition of excellence and innovation, in partnership with the community, provide a rich and challenging learning environment, enabling students to maximize their unique potentials to become life-long learners and productive, responsible citizens.

I. CALL TO ORDER AND ROLL CALL **Mr. Lembo**

II. FLAG SALUTE AND PLEDGE OF ALLEGIANCE **Mr. Lembo**

III. OPENING STATEMENT BY PRESIDING OFFICER **Mr. Lembo**

IV. PRESENTATIONS **Mr. Lembo**

A. STUDENT REPRESENTATIVE REPORT **Dr. Gorman**

V. COMMENTS FROM THE PUBLIC **Mr. Lembo**

VI. PRESENTATIONS **Mr. Lembo**

A. MUSICAL PERFORMANCE **Dr. Gorman**

- RHS Small Band Ensemble, Chamber Choir and Chamber Orchestra

VII. SUPERINTENDENT'S REPORT **Dr. Gorman**

A. Opening Comments **Dr. Gorman**

VIII. COMMITTEE OF THE WHOLE REPORTS **Dr. Gorman**
None at this time **and Mr. Bisig**

IX. CONSENT ITEMS: REGULAR AND ROUTINE ISSUES **Dr. Gorman**

A. ATTENDANCE AT CONFERENCES **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Attendance at Conferences, as listed on **Attachment A**.

B. ADMINISTRATION **Dr. Gorman**

i. <u>Approval: Settlement Agreement SE#5/2020/2021</u> **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Settlement Agreement SE#3/2020-2021 between the parents of Student #504903 and the Ridgewood Board of Education.

The Board has received background information.

ii. <u>Approval: Special Board Counsel</u> **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, authorizes the professional services as needed:

Approve the appointment of Sciarrillo, Cornell, Merlino, McKeever & Osborne, Westfield, NJ, as counsel effective January 1, 2021 through December 31, 2021 at the rate of $170 per hour to handle pending litigation matters.

C. CURRICULUM & INSTRUCTION — Dr. Gorman

i. Approval: Field Trips — **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves field trips as listed on **Attachment B.**

ii. Approval: Ridgewood High School New Courses & Program of Study for 2021-2022 School Year — **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Ridgewood High School new courses as listed below, and the Program of Study for the 2021-2022 school year, as listed on **Attachment C**.

ENGLISH

Addition of New Courses:

- The Philosophy of Race H/CP
- Journalistic Writing and Media Studies

Deletion of Courses:

- Literature, Identify, and Media H/CP
- Journalism, H

FAMILY and CONSUMER SCIENCE

Addition of New Course

- Tomorrow's Teachers

iii. Approval: Agreement with Dr. Graham Erwin of International Association of Human Values — **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the speaker proposal in the amount of $500 from International Association of Human Values. Dr. Graham Erwin will present and answer questions on the science of emotion regulation and how to cultivate psychological resilience in challenging times. The presentation is part of the Community Outreach Program and will be held virtually on January 27, 2021.

The Board has received background information.

iv. Approval: Agreement with CG Mental Health LLC — **Dr. Gorman**

The Ridgewood Board of Education, upon the

recommendation of the Superintendent of Schools, approves the agreement with CG Mental Health LLC to provide psychiatric evaluation of requested students for the 2020-2021 school year, per the fee schedule.

The Board has received background information.

v. Approval: 2020-2021 School Year Received Tuition Students **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools approves the received tuition students from other school districts that pay tuition for their 2020-2021 School Year, as listed below.

2020-2021 School Year Received Tuition Students		
Home District	**School Attending**	**# of Students**
Paterson Board of Ed, NJ	Orchard	2

vi. Approval: Additional Out-of-District Placement for the 2020-2021 School Year **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools approves the additional out-of-district placement for the 2020-2021 school year as listed below.

2020-2021 Out-Of-District Placement for REGULAR SCHOOL YEAR TUITION	
School	**# of Students**
New Alliance Academy, Paramus, NJ	1

vii. Approval: Agreement with ABA Clinic, LLC **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the agreement with ABA Clinic, LLC for the delivery of Applied Behavior Analysis Technologies or consultation regarding ABA delivery, as specified in the agreement for the period January 2, 2021 through March 31, 2021 at the sum of $105.00 per hourly rate.

The Board has received background information.

D. HUMAN RESOURCES **Dr. Gorman**

i. Appointments **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointments listed below, subject to receipt of appropriate documentation and the New Jersey Department of Education (NJDOE) certificate, if required.

Administrator

Revision: BISIG, Scott - School Business Administrator/Board Secretary, Education Center, **from** effective December 19, 2020, or as soon after as possible, through June 30, 2021, approved by the Board at its meeting on October 19, 2020, **to** effective December 21, 2020, or as soon after as possible, through June 30, 2021, pending County approval and verification of employment as outlined by Chapter 5. $190,000 pro-rated

Mr. Bisig's credentials are as follows:

- Lyndhurst Public School District, Business Administrator/Board Secretary - September 15, 2017 - present.
- Oradell Public School District, Business Administrator/Board Secretary - July 2016 - September 14, 2017.
- Bergenfield School District, Business Teacher - September 1, 2005 - June 30, 2016.

Education:

- Thomas Edison State College, Post Masters Certificate Educational Leadership - 2009.
- American InterContinental University, The Master of Education, Major: Instructional Design - 2004.
- William Paterson University, Bachelor of Science Degree, Major: Business Management - 1995.

Possesses the following Standard New Jersey Standard Certificates:

- School Business Administrator
- Supervisor
- Teacher of Business (Finance & Economics & Law)
- Elementary School Teacher in Grades K-6

Account # 11-000-251-104-00-40-019-000

Support Staff

Revision: WARNER, Hue - Payroll Supervisor, Education Center, **from** effective December 10, 2020, or as soon after as $87,000 pro-rated

possible, through June 30, 2021, approved by the Board at its meeting on October 19, 2020, **to** effective December 21, 2020, or as soon after as possible, through June 30, 2021.
Account # 11-000-251-104-00-40-019-000

Long-term Substitutes

Revision: FOERCH, Summer - Kindergarten Teacher, Hawes School, **from** effective October 6, 2020 through January 4, 2021, approved by the Board at its meeting on October 19, 2020, **to** effective October 6, 2020 through March 16, 2021, at a daily rate of $150 per day, until the assignment ends.
Account # 11-110-100-101-11-02-019-000

Revision: TAHAN, Ellen - Art Teacher, Ridge School, **from** effective September 1, 2020 through January 4, 2021, approved by the Board at its meeting on June 29, 2020, **to** effective September 1, 2020 through December 23, 2020, at a daily rate of $150 per day, until the assignment ends.
Account # 11-120-100-101-04-04-019-000

WOLMAN, Andie - Third Grade Teacher, Ridge School, effective February 3, 2021 through June 23, 2021, at a daily rate of $150 per day, until the assignment ends. Ms. Wolman pending issuance of an NJDOE Certificate of Eligibility with Advanced Standing as an Elementary School Teacher in Grades K-6.
Account # 11-120-100-101-09-04-019-000

Field Placements

PORTER, Josephine - Montclair State University, Clinical I and II with Stephen Polanin, Music Teacher, Travell School, effective February 8, 2021 through May 21, 2021.

KREIL, Katherine - Montclair State University, Clinical I and II with Tara Hutchinson, Music Teacher, Willard School, effective February 8, 2021 through May 21, 2021.

Classroom Aides

Revision: BEDNARSKI, Patricia - Resource Room Special Education Classroom Aide, Orchard School, **from** effective September 2, 2020 through December 23, 2020, approved by the Board at its meeting on October 19, 2020, **to** effective September 2, 2020 through June 22, 2021, 5.75 hours per day, 5 days per, at an hourly rate of $17.50.
Account # 11-213-100-106-00-03-024-001

BOROWIEC, Deanna - Resource Room Special Education

Classroom Aide, Orchard School, effective January 11, 2021, or as soon after as possible, through February 11, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-03-024-001

LOUIE, Amy - Applied Behavior Analyst Aide (ABA), Ridge School, effective January 4, 2021, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $20.17.
Account # 11-000-217-106-00-04-024-001

RHS Volunteer Coach

Ski

- **Kaitlin Rodriquez**

Revision: Winter 2020 Coaching Assignments, approved by the Board at its meeting on November 2, 2020

As listed on Attachment D
Account # 11-402-100-101-00-10-034-001

ii. Change of Assignments **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following change of assignments, as listed below.

BOROWIEC, Deanna - **from** Resource Room Special Education Classroom Aide, Orchard School, 5.75 hours per day, 5 days per week, **to** Long-term Substitute, Fourth Grade Teacher, Orchard School, effective February 17, 2021 through June 23, 2021. Ms. Borowiec possesses an NJDOE Standard Certificate as a Elementary School Teacher.
Account # 11-120-100-101-09-03-019-000

From: $17.50 per hour
To: $150 daily rate

KOWALSKI, Alexandra - **from** Resource Room Special Education Classroom Aide, Ridge School, 5.75 hours per day, 5 days per week, **to** Long-term Substitute, Third Grade Teacher, Ridge School, effective March 5, 2021 through June 23, 2021. Ms. Kowalski possesses an NJDOE Certificate of Eligibility with Advanced Standing as an Elementary School Teacher in Grades K-6. Ms. Kowalski will be registered into the NJDOE Provisional Teacher Program.
Account # 11-120-100-101-09-04-019-000

From: $17.50 per hour
To: $150 daily rate

LINDER, Brittany - **from** Resource Room Special Education

From: $17.50

Classroom Aide, Orchard School, **to** Leave of Absence Replacement Second Grade Teacher (non-tenure track), Orchard School, effective December 21, 2020 through June 23, 2021. Ms. Linder possesses an NJDOE Certificate of Eligibility with Advanced Standing as a Teacher of Preschool through Grade 3. Ms. Linder will be registered into the NJDOE Provisional Teacher Program.
Account # 11-120-100-101-09-03-019-000

per hour
To: $60,518
Cl. BA, St. 1
prorated

iii. Resignations **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignations listed below.

Classroom Aides/Lunch Aide

ASCH, Carolyn - Resource Room Special Education Classroom Aide, Travell School, effective December 11, 2020.

DELANEY, Paige - Lunchroom Aide, Somerville School, effective January 1, 2021.

DITTAMO, Rachel - Resource Room Special Education Classroom Aide, Ridge School, effective December 23, 2020.

LEON, Johana - Applied Behavior Analysis Aide (ABA), Ridge School, effective December 23, 2020.

iv. Termination **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the termination of Employee #7491, effective December 1, 2020.

v. Administrative Leave of Absence **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the administrative leave of absence listed below.

It is recommended that the Board approve Employee #3294 for an administrative leave of absence with pay, effective December 15, 2020 through **TBD**, with a reinstatement date of **TBD**.

vi. Leave of Absence **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves

the leave of absence listed below.

SULLIVAN, Jacqueline – Third Grade Teacher, Ridge School, effective March 8, 2021 through June 23, 2021 and August 31, 2021 through December 23, 2021, with a reinstatement date of January 3, 2022, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

vii. Supplemental Pay Beyond Contract **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the supplemental pay beyond contract, listed below.

Hawes School

Nurse - Contact Tracing - December 23, 2020 through January 4, 2021

- **Linda Goldberg**, not to exceed 10 hours, at an hourly rate of $61.69 ($616.90).

Account # 11-000-213-104-00-02-002-001

Orchard School

Nurse - Contact Tracing - December 23, 2020 through January 4, 2021

- **Christina Horton**, not to exceed 10 hours, at an hourly rate of $40.68 ($406.80).

Account # 11-000-213-104-00-03-003-001

Ridge School

Nurse - Contact Tracing - December 23, 2020 through January 4, 2021

- **Colleen Manke**, not to exceed 10 hours, at an hourly rate of $74.14 ($741.40).

Account # 11-000-213-104-00-04-004-001

Travell School

Nurse - Contact Tracing - December 23, 2020 through January 4, 2021

- **Lisa Grabinski**, not to exceed 10 hours, at an hourly rate of $50.04 ($500.40).

Account # 11-000-213-104-00-06-006-001

Somerville School

Nurse - Contact Tracing - December 23, 2020 through January 4, 2021

- **Moira Correll**, not to exceed 10 hours, at an hourly rate of $61.69 ($616.90).

Account # 11-000-213-104-00-05-005-001

Willard School

Nurses - Contact Tracing - December 23, 2020 through January 4, 2021

- **Bonnie Lowicki**, not to exceed 10 hours, at an hourly rate of $54.99 ($549.90).

Account # 11-000-213-104-00-07-007-001

Benjamin Franklin Middle

Nurse - Contact Tracing - December 23, 2020 through January 4, 2021

- **Kerriann Reilly**, not to exceed 10 hours, at an hourly rate of $67.07 ($670.70).

Account # 11-000-213-104-00-08-008-001

George Washington Middle School

Nurse - Contact Tracing - December 23, 2020 through January 4, 2021

- **Julie Stadulis**, not to exceed 10 hours, at an hourly rate of $56.31 ($563.10).

Account # 11-000-213-104-00-09-009-001

Ridgewood High School

Nurse - Contact Tracing - December 23, 2020 through January 4, 2021

- **Maureen Morgan**, not to exceed 10 hours, at an hourly rate of $75.92 ($759.20).

Account # 11-000-213-104-00-10-010-001

ACT Testing

- **Donna Antonellis**, total stipend of $300, funded by ACT.

Account # 11-000-218-104-00-10-010-001

Curriculum, Instruction & Assessment

Extended-day Program to work with Title I Students Before/After School - Funded by ESEA/ESSA Title I Grant Funds

Orchard School, each at their hourly rate listed (total not to exceed $6,542)

- **Lisbeth Jerejian**, substitute, at an hourly rate of $70.09.

Account # 20-231-100-101-00-03-022-001

George Washington Middle School, each at their hourly rate listed (total not to exceed $7,197)

- **Vanessa Kabash,** at an hourly rate of $75.92.
- **Roman Litvak,** at an hourly rate of $67.07.

Account # 20-231-100-101-00-09-022-001

viii. Substitutes for the 2020-2021 School Year **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves substitutes for the 2020-2021 school year, as listed below.

Teacher: Biagi, Alexis

E. FINANCE **Dr. Gorman**

i. Acceptance of Restricted Donations: **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following restricted gifts for the **2020-2021** school year, to be used as indicated.

Donor	**Amount**	**Use**	**Account Number**
Hawes Home and School Association	$900	Repurposing of funds to be used to purchase books for classroom libraries.	From: 20-025-200-610-00-02-002-000 To: 20-025-100-610-00-02-002-000

Acceptance of a gift in kind from Rurik and Cynthia Halaby for a Canon Pro-1 Printer & Professional Ink, valued at $250.

Acceptance of a gift in kind from Dad's Night for "plug and play" technology items, valued at $863.50

ii. **Approval: Authorization of the Cancellation of Outstanding Columbia Bank Checks Drawn on the Ridge Student Activity Account** **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the authorization of the cancellation of outstanding Columbia Bank checks drawn on the Ridge Student Activity Account as listed below.

Whereas, the Business Office has reviewed the disbursement activity of these accounts and found that these outstanding checks are approximately six months or more old and should be cancelled; now therefore,

Ridge Student Activity Account		
Date	**Check #**	**Amount**
5/22/20	1311	$90.00
5/22/20	1336	$90.00
5/28/20	1350	$16.20
5/28/20	1361	$16.20
5/28/20	1412	$16.20
5/28/20	1413	$16.20

X. RESOLUTIONS AND MOTIONS NOT INCLUDED IN CONSENT AGENDA **Dr. Gorman**

A. None at this time. **Dr. Gorman**

XI. APPROVAL OF BILLS **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the payment of bills as listed below.

DATES	DESCRIPTION	CHECK NUMBER	AMOUNTS	REVIEWED BY
Dec 14	Columbia Bank On-Line	100231-100383	896,502.49	H. Kwak

Nov 27	Payroll Transfer	P33254	3,273,447.14	H. Kwak
Nov 30	Payroll Transfer	P33255	35,261.42	H. Kwak
Nov 3	Electronic Transfer	R33252	332.38	H. Kwak
Nov 4	Electronic Transfer	C33249	21.25	H. Kwak
Nov 30	Electronic Transfer	F33248	23,038.81	H. Kwak
Dec 11	Electronic Transfer	L33256	860.87	H. Kwak
Dec 15	Electronic Transfer	R33253	57,869.70	H. Kwak
Dec 15	Electronic Transfer	H33251	1,149,369.83	H. Kwak
Dec 14	Food Service	620226	9,766.58	H. Kwak
TOTAL			**5,446,470.47**	

XII. BOARD MEMBER ANNOUNCEMENTS **Mr. Lembo**

XIII. BOARD COMMITTEE REPORTS **Mr. Lembo**

XIV. DISCUSSION ITEMS **Mr. Lembo**

- ➢ Wrestling Mats

XV. ACCEPTANCE OF MINUTES **Mr. Lembo**

- November 12 Special Public Meeting
- November 12 Executive Session

XVI. OTHER BUSINESS **Mr. Lembo**

XVII. COMMENTS FROM THE PUBLIC **Mr. Lembo**

XVIII. MOTION TO GO INTO EXECUTIVE SESSION **Mr. Lembo**

XIX. RECONVENED PUBLIC MEETING **Mr. Lembo**

XX. ADJOURNMENT **Mr. Lembo**

Coming Meetings

Monday January 11, 2021
Regular Public Meeting
7:00 p.m. Education Center

Monday January 25, 2021
Regular Public Meeting
7:00 p.m.Education Center

December 21, 2020 **ATTACHMENT A**

2020-2021 CONFERENCES FOR APPROVAL

Staff Member	Name of Conference Location & Dates	Rationale	Estimated Cost for Approval	# of Sub Days required
Ojetta Townes	Affirmative Action Officer Certificate Program Virtual NJ Department of Education, NJ January 20, 26 and 27, 2021	Professional Development	$500.00	0
Ojetta Townes	Building Safe & Inclusive Workspaces Virtual HR Certification Institute, VA Winter, 2021	Professional Development	139.00	0
Ada Arana	World Language Teachers: Increase Communicative Proficiency Using Seesaw, Screencastify etc. Virtual Bureau of Education and Research, WA February 9, 2021	Professional Development	$279.00	1
Janel Nese	2021 School Law Conference Virtual NJ School Board Association, NJ February 24, 2021	Professional Development	$159.00	0
Michelle Fenwick	2021 School Law Conference Virtual NJ School Board Association, NJ February 24, 2021	Professional Development	$159.00	0
Danielle Wood	2021 School Law Conference Virtual NJ School Board Association, NJ February 24, 2021	Professional Development	$159.00	0

The total cost for these conferences is $1395.00. Upon Board approval of these conferences, the total expenditure for travel and conferences for 2020-2021 will be $25,247.40 leaving a balance of $174,752.60.

The total cost of substitutes for these conferences is $100.00. Upon Board approval of these conferences, the total expenditure for substitutes for travel and conferences for 2020-2021 will be $1300.00.

Date	School	Location	Students	Chaperones	for each	per day for Nurse	District	Event	Requirements
01/23/21	RHS	Freehold Township, NJ	25	1	0	$0	$0	No	Yes
* Date Change		Speech & Debate - Virtual	students						
2/13-15/21	RHS	U Penn Invitational, PA	25	1	0	$0	$0	No	Yes
* Date Change		Speech & Debate - Virtual	students						

BUSINESS AND MARKETING

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
BUSINESS & MARKETING DEPARTMENT							
6704BU	Accounting I	Honors	Elective	Full year	5.0	10-12	Successful completion of Geometry or Geometry H
6714BU	Accounting II	Honors	Elective	Full year	5.0	11-12	Accounting I Honors; Teacher Recommendation
6724BU	Managerial Accounting	Honors	Elective	Full year	5.0	12	Accounting I Honors, Accounting II Honors
6739BU	Advanced Marketing & Merchandising I	Honors	Elective	Full year	5.0	11-12	Intro to Marketing, or Sports/Entertainment Marketing, or Merchandising
6769BU	Advanced Marketing & Merchandising II	Honors	Elective	Full year	5.0	11-12	Advanced Marketing & Merchandising I
6702BU	Finance	College Prep	Elective	Semester	2.5	9-12	None
6719BU	Introduction to Marketing	College Prep	Elective	Semester	2.5	10-12	None
6800BU	Introduction to Business	College Prep	Elective	Semester	2.5	10-12	None
6729BU	Merchandising	College Prep	Elective	Semester	2.5	10-12	None
6789BU	Entrepreneurship	College Prep	Elective	Semester	2.5	9-12	None
6794BU	Business Management	Honors	Elective	Semester	2.5	10-12	Entrepreneurship; Teacher Recommendation; Application Process

ENGLISH

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
DEPARTMENT OF ENGLISH							
1104EN	English 9	College Prep		Full Year	5.0	9	None
1114EN	English 9 Literary World Views	College Prep		Full Year	5.0	9	Enrollment in History of the Modern World; Teacher recommendation from 8th grade English and History
1204EN	English 10	College Prep		Full Year	5.0	10	English 9
1202EN	English 10	Honors		Full Year	5.0	10	English 9; teacher recommendation
1214EN	English 10 The American Experience I	College Prep		Full Year	5.0	10	English 9, teacher rec, student signature on course expectations
1246EN	AP Capstone Seminar American Studies 10	AP		Full Year	5.0	10	English 9, App Process, completion of summer work
1346EN	AP Capstone Research American Studies 11	AP		Full Year	5.0	11	Successful completion of AP Seminar
1192EN	English 10 RAHP Honors	Honors		Full Year	5.0	10	English 9, App Process, completion of Summer Work
1224EN	English 11 The American Experience II	College Prep		Full Year	5.0	11	Teacher recommendation from English and History Teacher
1304EN	English 11	College Prep		Full Year	5.0	11	English 9, 10
1302EN	English 11	Honors		Full Year	5.0	11	English 9, 10; teacher recommendation
1301EN	English Language and Composition AP	AP		Full Year	5.0	11-12	English 10 H or 11 H & teacher rec; completion of summer work
1342EN	English 11 American Studies II	Honors		Full Year	5.0	11	English 10 American Studies; Application Process
1312EN	English 11 American History & Literature w/Integrated Study in Arts II	Honors		Full Year	5.0	11	English 10 AHLISA, completion of summer work; Application Process
1322EN	English 11 RAHP Honors	Honors		Full Year	5.0	11	English 10 RAHP; Completion of Summer Work
1404EN	English 12	College Prep		Full Year	5.0	12	English 9 – 11
1402EN	English 12	Honors		Full Year	5.0	12	English 9 – 11 & teacher rec
1400EN	English 12 Literature and Comp AP	AP		Full Year	5.0	12	English 9 - 11 & teacher recommendation, completion of summer work
1252EN	Senior Seminar	Honors/AP		Full Year	5.0	12	English 9 – 11; teacher rec
1724EN	The Beat Generation	College Prep	Elective	Semester	2.5	12	None
1722EN	The Beat Generation	Honors	Elective	Semester	2.5	12	Teacher recommendation
NEW	The Philosophy of Race	Honors/CP	Elective	Full Year	5.0	11-12	Teacher recommendation
NEW	Journalistic Writing & Media Studies	Honors/CP	Elective	Full Year	5.0	11-12	Teacher recommendation
1532EN	Creative Writing	Honors	Elective	Semester	2.5	11-12	Teacher recommendation
1562EN	Crime & Mystery Fiction	Honors	Elective	Semester	2.5	11-12	Teacher recommendation
1542EN	Dramatic Literature	Honors	Elective	Full Year	5.0	11-12	Teacher recommendation
1102EN	English Enrichment	College Prep	Elective	Semester	2.5	9	Teacher recommendation
0509EN	English Prep	College Prep		Semester	2.5	9-12	None
1705EN	The Female Protagonist: From Page to Stage	College Prep	Elective	Semester	2.5	12	Grade 11 College Prep English Teacher Recommendation
1706EN	The Female Protagonist: From Page to Stage	Honors	Elective	Semester	2.5	12	Grade 11 Honors English Teacher Recommendation
1774EN	Humor in Literature	College Prep	Elective	Semester	2.5	12	None
1772EN	Humor in Literature	Honors	Elective	Semester	2.5	12	Teacher recommendation
1552EN	Literature & Film	Honors	Elective	Full Year	5.0	11-12	Teacher recommendation
1554EN	Literature & Film	College Prep	Elective	Full Year	5.0	11-12	None

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
1622EN	Myth, Legend & the Bible	Honors	Elective	Full Year	5.0	11-12	Teacher recommendation
1762EN	Non-Fiction Creative Writing I	College Prep	Elective	Semester	2.5	11-12	None
1765EN	Non-Fiction Creative Writing II	College Prep	Elective	Semester	2.5	11-12	Non-Fiction Creative Writing I
1764EN	Non-Fiction Creative Writing I	Honors	Elective	Semester	2.5	11-12	Teacher recommendation
1763EN	Non-Fiction Creative Writing II	Honors	Elective	Semester	2.5	11-12	Non-Fiction Creative Writing I & teacher recommendation
1582EN	Philosophy & Literature	Honors	Elective	Semester	2.5	11-12	Teacher recommendation
1612EN	Shakespeare I	Honors	Elective	Semester	2.5	11-12	Teacher recommendation
1712EN	Shakespeare II	Honors	Elective	Semester	2.5	11-12	Teacher recommendation
1522EN	Young Adult Literature	College Prep	Elective	Semester	2.5	11-12	None

ESL – ENGLISH AS A SECOND LANGUAGE

The English as a Second Language (ESL) Program prepares students with limited English proficiency for full-time participation in the regular educational program. Its primary goal is to ensure that English Language Learners develop sufficient fluency in all areas of English to facilitate their active participation in all academic courses and school activities. The program, delivered through small group instruction by a certified ESL teacher, focuses on grade-level academic content and skills introduced through the use of materials appropriate to language proficiency levels. While developing their oral and written communication skills, students receive support in the mastery of curriculum content from their social studies, science, mathematics and other courses. Students' mainstream courses are planned on an individual basis in response to individual language needs and personal interests. Eligibility for the English as a Second Language Program is determined by scores on the WIDA-APT. Students' English proficiency and growth are monitored frequently using a variety of formal and informal assessments. Students will exit the program based on a variety of criteria including, but not limited to, teacher recommendation, State of NJ WIDA-ACCESS score, and grades in core content courses.

ESL – English as a Second Language **0104FL**

This course provides newly arrived, non-English speaking students with a basic introduction to English. It offers intensive practice and support in the development of listening and speaking skills, vocabulary acquisition and reading comprehension. Students are "eased" into the American culture. ESL enables the student to become language proficient and achieve in mainstream classes. Enrollment in ESL classes may last six months to three years. English credit will be awarded upon successful completion of this course.

ESL – Advanced English as a Second Language **0104FL3**

This course provides more advanced level second language learners with an introduction to high level writing instruction, including how to write academic, literary and persuasive essays and how to use more complex grammatical structures, such as advanced verb tenses. It offers intensive practice and support in the development of discussion and debating skills based on reading comprehension of more complex books and articles. Students listen to authentic audio materials and discuss current issues that relate to content areas. English credit will be awarded upon successful completion of this course.

High Intensity ESL **0104L2**

This support course allows students extra time to complete their work for content area classes and to receive assistance from a certified ESL teacher. The teacher in this class interacts with content teachers to understand what is due and what is required for various assignments, then offers language support to complete the work that has been assigned. Students can complete tests and quizzes in addition to homework in High Intensity ESL and can receive assistance with the complex vocabulary and writing requirements, which are particularly challenging for second language learners.

FAMILY AND CONSUMER SCIENCE

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
DEPARTMENT OF FAMILY AND CONSUMER SCIENCE							
7979HL	Child Development I	College Prep	Elective	Semester	2.5	9-12	None
7859HL	Consumerism	College Prep	Elective	Semester	2.5	9-12	None
7829HL	Introduction to Foods & Nutrition	College Prep	Elective	Semester	2.5	9-12	None
7959HL	Interior Design	College Prep	Elective	Semester	2.5	9-12	None
7839HL	Foods of the World	College Prep	Elective	Semester	2.5	9-12	Intro to Foods & Nutrition
NEW	Tomorrow's Teachers	Honors	Elective	Full Year	5	11-12	B+ or higher in Child Development or teacher recommendation

MATHEMATICS/COMPUTER SCIENCE

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
DEPARTMENT OF MATHEMATICS/COMPUTERS							
MATHEMATICS							
3134MT	Algebra I CP	College Prep		Full Year	5.0	9	Pre-Algebra; Teacher Recommendation
3124GN	Algebra I	College Prep		Full Year	5.0	9	Teacher Recommendation
3126MT	Algebra I Advanced	College Prep		Full Year	5.0	9	Teacher Recommendation
3101MT	Math Enrichment	College Prep		Semester	2.5	9	Teacher Recommendation
3334MT	Algebra II CP	College Prep		Full Year	5.0	10-12	Algebra I & Geometry; Teacher Recommendation
3334GN	Algebra II	College Prep		Full Year	5.0	11-12	Algebra I & Geometry or General Geometry, Teacher Recommendation
3333MT	Algebra II E	College Prep		Full Year	5.0	9-10	Teacher Recommendation
3302MT	Algebra II Honors	Honors		Full Year	5.0	9-10	Algebra I & Geometry Honors, Teacher Recommendation
3132MT	Math Reasoning	Honors		Full Year	5.0	9	Geometry
3534MT	Precalculus E	College Prep		Full Year	5.0	11	Algebra IIE, Teacher Recommendation
3536MT	Precalculus I	College Prep		Full Year	5.0	11	Algebra II CP, Teacher Recommendation
3538MT	Precalculus II with Statistics	College Prep		Full Year	5.0	12	Precalculus I, Teacher Recommendation
3622MT	Calculus Honors	Honors	Elective	Full Year	5.0	11-12	Precalculus E, Teacher Recommendation
3620MT	Calculus AB AP	AP	Elective	Full Year	5.0	11-12	Math Analysis, Teacher Recommendation
3630MT	Calculus CD	AP	Elective	Full Year	5.0	12	Calculus AB, Teacher Recommendation
3234MT	Geometry CP	College Prep		Full Year	5.0	9-10	Algebra I, Teacher Recommendation
3234GN	Geometry	College Prep		Full Year	5.0	10-11	Algebra I, Teacher Recommendation
3202MT	Geometry Honors	Honors		Full Year	5.0	9-12	Algebra I, Teacher Recommendation
3422MT	Math Analysis	Honors		Full Year	5.0	10-11	Algebra II Honors, Geometry Honors, Teacher Recommendation
3634MT	Probability & Statistics – Project Based	College Prep	Elective	Full Year	5.0	12	Precalculus, Teacher Recommendation
3530MT	Statistics AP	AP	Elective	Full Year	5.0	11-12	Algebra II Honors or higher and Teacher Recommendation; Concurrently enrolled in English Honors
3474MT	Advanced Mathematics Applications	College Prep	Elective	Full Year	5.0	12	Algebra I, II & Geometry, Teacher Recommendation
9309SL	Consumer Math	CPS		Full Year	5.0	11	Teacher or CST Recommendation
9312SL	Personal Finance	CPS		Full Year	5.0	12	Teacher or CST Recommendation
COMPUTER SCIENCE							
3801MT	Advanced Topics in Computer Science	Honors	Elective	Full Year	5.0	11-12	Computer Science AP or Principles of Computer Science AP; Teacher Recommendation

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
3800MT	Computer Science AP	AP	Elective	Full Year	5.0	10-12	Computer Programming Honors, Teacher Recommendation
3810MT	Principles of Computer Science AP	AP	Elective	Full Year	5.0	10-12	Geometry CP
3870MT	Computer Programming Honors	Honors	Elective	Full Year	5.0	9-10	Geometry; Teacher Recommendation
3860MT	Computer Applications	College Prep	Elective	Semester	2.5	9-10	Algebra; Teacher Recommendation

SCIENCE

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
SCIENCE DEPARTMENT							
4204SC	Biology CP	College Prep		Full Year	6.0	9	Teachers recommends concurrent enrollment: regular or higher Geometry CP; teacher rec
4204GN	Biology	College Prep		Full Year	6.0	10	Teacher rec
4254SC	Biology Advanced	College Prep		Full Year	6.0	9	Teacher recommends concurrent enrollment in Geometry Honors or higher; teacher rec
4232SC	Anatomy and Physiology	Honors	Elective	Full Year	6.0	12	Teacher recommends Biology, Chemistry, Physics; teacher rec
4220SC	Biology AP	AP		Full Year	6.0	12	Teacher recommends Biology Honors, Chemistry Honors, Concurrent Enrollment in Physics Honors, completion of the summer assignment; teacher rec
4714SC	Environmental Science	College Prep		Full Year	6.0	9	Teacher rec
4710SC	Environmental Science AP	AP		Full Year	6.0	12	Biology; Chemistry Honors, Concurrent Enrollment in Physics Honors, teacher rec
4404GN	Chemistry	College Prep		Full Year	6.0	10-11	Teacher recommends Biology, Geometry
4404SC	Chemistry CP	College Prep		Full Year	6.0	10	Teacher recommends Biology, concurrent enrollment in Algebra II CP or higher
4402SC	Chemistry Honors	Honors		Full Year	6.0	10	Teacher recommends Biology, concurrent enrollment Algebra II E or higher; teacher rec
4420SC	Chemistry AP	AP	Elective	Full Year	6.0	12	Teacher recommends Biology, Chemistry Honors, concurrent enrollment in Physics Honors or higher, completion of summer assignment; teacher rec.
4712SC	Advanced Topics in Environmental Science	College Prep	Elective	Full Year	6.0	12	Teacher recommends Biology, Chemistry; teacher rec
4722SC	Forensic Science CP	College Prep	Elective	Full Year	6.0	12	Teacher recommends one of the following three-year sequences: Environmental Science, Biology, Chemistry, or Biophysical Science, Biology, Chemistry, or Biology, Chemistry, Physics; teacher rec
4724SC	Forensic Science Honors	Honors	Elective	Full Year	6.0	12	Teacher recommends Biology, Chemistry CP or higher, Physics CP or higher; teacher rec
4242SC	Genetics & Biotechnology Honors	Honors	Elective	Full Year	6.0	12	Teacher recommends Environmental Science, Biology, Chemistry; teacher rec
4314GN	Physics	College Prep		Full Year	6.0	11-12	Teacher recommends Biology, Chemistry, Algebra II
4314SC	Physics CP	College Prep		Full Year	6.0	11	Teacher recommends Biology, Chemistry CP, Algebra II CP or higher
4312SC	Physics Honors	Honors		Full Year	6.0	11	Teacher recommends Biology, Chemistry Honors, concurrent enrollment in Pre-Calculus Honors or higher; teacher rec

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
4330SC	Physics I AP	AP		Full Year	6.0	11	Teacher recommends Biology CP, Chemistry Honors, concurrent enrollment in Math Analysis or higher; teacher rec; placement test
4340SC	Physics II AP	AP		Full Year	6.0	12	Teacher recommends Physics I AP or Physics Honors; teacher rec
4332SC	AP Physics C: E&M/Mechanics	AP		Full Year	6.0	12	Physics I AP; Precalculus; Concurrent enrollment in Calculus
4344SC	Physics, Engineering, & Art	Honors	Elective	Full Year	6.0	12	Teacher recommends Biology, Chemistry, Physics CP, concurrent enrollment in Pre-Calculus Honors; teacher rec
SCIENCE DEPARTMENT							
Ridgewood Academy for Health Professions (RAHP)						10-12	
4392SC	Chemistry RAHP	Honors		Full Year	6.0	10	Teacher recommends Biology, concurrent enrollment in Algebra II E or higher; teacher rec; acceptance into the RAHP program
4492SC	RAHP Seminar	Honors		Full Year	3.0	12	Chemistry RAHP
4301SC	RAHP Internship	Honors		Full Year	3.0	11	Chemistry RAHP, Concurrent Enrollment in a Math Course Higher than Algebra II; Acceptance into the RAHP Program
AP Capstone Program – To be implemented in the 2020-2021 school year							
4494SC	AP Seminar RAHP	AP		Full Year	3.0	11	Enrollment in the RAHP Program; Co-enrollment in Anatomy & Physiology Honors RAHP
4496SC	AP Research RAHP	AP		Full Year	3.0	12	Enrollment in the RAHP Program; Successful Completion of AP Seminar
Career Pathways in Medicine Program (CPM)							
4354SC	Ridgewood Career Pathways in Medicine Program I (CPM Program)	College Prep		Full Year	3.0	10-11	Successful Admittance to the CPM Program
4356SC	Ridgewood Career Pathways in Medicine Program II (CPM Program)	College Prep		Full Year	3.0	11	Successful Completion of CPM I

SOCIAL STUDIES

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
SOCIAL STUDIES DEPARTMENT							
2104SS	World History	College Prep		Full Year	5.0	9	None
2114SS	History of the Modern World	College Prep		Full Year	5.0	9	Enrollment in English 9 Literary World Views; Grade 8 English and Social Studies Teacher Recommendation
2304SS	United States History I	College Prep		Full Year	5.0	10	World History
2314SS	United States History I - The American Experience I	College Prep		Full Year	5.0	10	World History, Rec from grade 9 English and World History Teachers
2302SS	United States History I	Honors		Full Year	5.0	10	World History; Teacher Recommendation
2342SS	United States History I American Studies I	Honors		Full Year	5.0	10	Application Process; Summer Work
2312SS	United States History I American History & Literature w/Integrated Study in the Arts I	Honors		Full Year	5.0	10	Application Process; Summer Work
2310SS	United States History I AP	AP		Full Year	5.0	10	World History; Teacher Recommendation
2404SS	United States History II	College Prep		Full Year	5.0	11	United States History I
2324SS	United States History II - The American Experience II	College Prep		Full Year	5.0	11	United States History I teacher rec if not enrolled in American Experience I
2402SS	United States History II	Honors		Full Year	5.0	11	United States History I; Teacher Recommendation
2452SS	United States History II American Studies II	Honors		Full Year	5.0	11	United States History I; American Studies I; Summer Work
2412SS	United States History II American History & Literature w/Integrated Study in the Arts II	Honors		Full Year	5.0	11	United States History I AHLISA, Summer Work
2400SS	United States History II AP	AP		Full Year	5.0	11	U.S. History I H/AP; Teacher Recommendation
2900SS	American Government & Politics AP	AP	Elective	Full Year	5.0	11-12	Teacher Recommendation
2954SS	The Power of One: Reflections on the Holocaust & the 21st Century	College Prep	Elective	Semester	2.5	11-12	None
2962SS	The Power of One: Reflections on the Holocaust & the 21st Century	Honors	Elective	Semester	2.5	11-12	Teacher Recommendation
2932SS	Classical Foundations of America	Honors	Elective	Semester	2.5	11-12	Successful completion of a Level III language; Teacher Recommendation
2702SS	Contemporary Issues in Social Science	Honors	Elective	Full Year	5.0	11-12	Teacher Recommendation
2210SS	European History AP	AP	Elective	Full Year	5.0	11-12	Teacher Recommendation
2754SS	Film as History: The 20th Century	College Prep	Elective	Semester	2.5	12	None
2712SS	Global Economics	Honors	Elective	Semester	2.5	11-12	Teacher Recommendation
2520SS	The Global Citizen	College Prep	Elective	Full Year	5.0	11-12	None
2521SS	The Global Citizen	Honors	Elective	Full Year	5.0	11-12	Teacher Recommendation
2744SS	History of American Society & Culture	College Prep	Elective	Full Year	5.0	11-12	None
2514SS	Human Geography	College Prep	Elective	Full Year	5.0	11-12	None
2512SS	Human Geography	Honors	Elective	Full Year	5.0	11-12	Teacher Recommendation
2516SS	Human Geography AP	AP	Elective	Full Year	5.0	11-12	Teacher Recommendation
2882SS	Law – Criminal	Honors	Elective	Semester	2.5	11-12	Teacher Recommendation
2892SS	Law – Constitutional	Honors	Elective	Semester	2.5	11-12	Teacher Recommendation
2830SS	Micro/Macro-Economics AP	AP	Elective	Full Year	5.0	11-12	Teacher Recommendation
Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite

2202SS	Modern European History	Honors	Elective	Full Year	5.0	11-12	Teacher Recommendation
2852SS	Western/Non-Western Philosophy	Honors	Elective	Full Year	5.0	11-12	Teacher Recommendation
2624SS	Psychology	College Prep	Elective	Full Year	5.0	11-12	None
2622SS	Psychology	Honors	Elective	Full Year	5.0	11-12	Teacher Recommendation
2600SS	Psychology AP	AP	Elective	Full Year	5.0	11-12	Teacher Recommendation
2942SS	Revenge, Justice & Social Mores in Greek Tragedy	Honors	Elective	Semester	2.5	11-12	Successful completion of a Level III language; Teacher Recommendation
2732SS	Ridgewood in History	Honors	Elective	Semester	2.5	12	Teacher Recommendation
2502SS	Sociology	Honors	Elective	Full Year	5.0	11-12	Teacher Recommendation
2252SS	Senior Seminar	Honors/AP	Elective	Full Year	5.0	12	Teacher Recommendation
2822SS	The Stock Market & the Economy	Honors	Elective	Semester	2.5	11-12	Teacher Recommendation
2952SS	The Trojan War	Honors	Elective	Semester	2.5	11-12	Teacher Recommendation
9212SL	Civics	CPS		Full Year	5.0	12	Teacher Recommendation

FINE AND APPLIED ARTS

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
DEPARTMENT OF ART AND DESIGN							
VISUAL ARTS							
7469FA	Advertising Art	College Prep	Elective	Semester	2.5	9-12	None
7479FA	Advanced Advertising Art	College Prep	Elective	Semester	2.5	9-12	Advertising Art
6419PA	Architectural Design I	College Prep	Elective	Full Year	5.0	9-12	None
6429PA	Architectural Design II	College Prep	Elective	Full Year	5.0	10-12	Architectural Design I
7310FA	Art History AP	AP	Elective	Full Year	5.0	10-12	Completion of summer project and Teacher Recommendation
7539FA	Ceramics I	College Prep	Elective	Semester	2.5	9-12	None
7549FA	Ceramics II	College Prep	Elective	Semester	2.5	9-12	Ceramics I
6509PA	Digital Arts	College Prep	Elective	Semester	2.5	9-12	None
6439PA	Digital Photography I	College Prep	Elective	Semester	2.5	9-12	None
6449PA	Digital Photography II	College Prep	Elective	Semester	2.5	9-12	Digital Photography I
6579PA	Advanced Digital Photography	College Prep	Elective	Semester	2.5	10-12	Digital Photography I & II
7429FA	Fundamental Drawing	College Prep	Elective	Semester	2.5	9-12	None
7409FA	Introduction to Studio Art	College Prep	Elective	Semester	2.5	9-12	None
7419FA	Intermediate Studio Art	College Prep	Elective	Full Year	5.0	9-12	Previous Art Class
7519FA	Jewelry and Metal Design I	College Prep	Elective	Semester	2.5	9-12	None
7529FA	Jewelry and Metal Design II	College Prep	Elective	Semester	2.5	9-12	Jewelry and Metal Design I
7507FA	Painting I	College Prep	Elective	Semester	2.5	9-12	None
7509FA	Painting II	College Prep	Elective	Semester	2.5	9-12	Painting I
7569FA	3D Design	College Prep	Elective	Semester	2.5	9-12	None
7410FA	Studio Art I AP	AP	Elective	Full Year	5.0	10-12	Previous Art Class and Teacher Recommendation
7430FA	Studio Art II AP	AP	Elective	Full Year	5.0	11-12	Studio Art I AP and Teacher Recommendation
7619FA	Advanced Portfolio Development	College Prep	Elective	Semester	2.5	10-12	Adv. Artistic Standing, Teac Rec
7629FA	Advanced Portfolio Development	College Prep	Elective	Full Year	5.0	10-12	Adv. Artistic Standing, Teac Rec
7719FA	TV Production	College Prep	Elective	Semester	2.5	9-12	None
7729FA	Video Production	College Prep	Elective	Semester	2.5	9-12	TV Production or approval
7739FA	Advanced Video Production	College Prep	Elective	Semester	2.5	10-12	TV/Video Production or approval
TECHNOLOGY EDUCATION / APPLIED ARTS							
6109PA	Graphic Arts I	College Prep	Elective	Semester	2.5	9-12	None
6169PA	Graphic Arts II	College Prep	Elective	Semester	2.5	9-12	Graphic Arts I
6139PA	Graphic Arts III	College Prep	Elective	Full Year	5.0	10-12	Graphic Arts I & II
6149PA	Graphic Arts IV	College Prep	Elective	Full Year	5.0	11-12	Graphic Arts I, II, & III
6249PA	Introduction to Media Technology	College Prep	Elective	Semester	2.5	9-12	None
6315PA	Innovating Through Design Thinking	College Prep	Elective	Semester	2.5	9-12	None
6525PA	Design Thinking Studio: Experiences in Design & Rapid Prototyping	College Prep	Elective	Semester	2.5	9-12	None
6535PA	Building and Design I	College Prep	Elective	Semester	2.5	9-12	None
6545PA	Building and Design II	College Prep	Elective	Semester	2.5	9-12	Building and Design I
6550PA	Building and Design III	College Prep	Elective	Full Year	5.0	10-12	Building and Design I & II
6555PA	Interactive Design I	College Prep	Elective	Semester	2.5	9-12	None
6558PA	Interactive Design II	College Prep	Elective	Semester	2.5	9-12	Interactive Design I
6565PA	Robotics I	College Prep	Elective	Semester	2.5	9-12	Interactive Design
6568PA	Robotics II	College Prep	Elective	Semester	2.5	9-12	Robotics I
6575PA	Real World Engineering	College Prep	Elective	Full Year	5.0	9-12	None
6489PA	Yearbook Production I	College Prep	Elective	Semester	2.5	10-12	None
6499PA	Yearbook Production II	College Prep	Elective	Semester	2.5	10-12	Yearbook Production I
6498PA	Yearbook Production II	Honors	Elective	Semester	2.5	10-12	Yearbook Production I & Teacher Recommendation
6492PA	Yearbook Management I	Honors	Elective	Full Year	5.0	11-12	Application Process
6494PA	Yearbook Management II	Honors	Elective	Full Year	5.0	12	Yearbook Management I
6329PA	Journalism Production I	College Prep	Elective	Full Year	5.0	10-12	None

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
INTERDISCIPLINARY COURSES							
7319FA	American History and Literature with Integrated Study in the Arts	College Prep		Full Year	1.0	10-11	Application process
DEPARTMENT OF MUSIC							
7099MU	Introduction to 21st Century Music Production	College Prep	Elective	Semester	2.5	9-12	None
7090MU	Advanced 21st Century Music Production	College Prep	Elective	Semester	2.5	9-12	Introduction to 21st Century Music Production
7089MU	Music Rewind	College Prep	Elective	Semester	2.5	9-12	None
7140MU	Music Theory AP	AP	Elective	Full year	5.0	10-12	Teacher Recommendation
7009MU	Symphonic Band	College Prep	Elective	Full year	5.0	9-12	None
7019MU	Concert Band	College Prep	Elective	Full year	5.0	9-12	Teacher Recommendation
7029MU	Wind Ensemble	College Prep	Elective	Full year	5.0	9-12	Auditions/Teacher Recommendation
7219MU	Chorale	College Prep	Elective	Full year	5.0	9-12	None
7239MU	Concert Choir	College Prep	Elective	Full year	5.0	9-12	Auditions/Teacher Recommendation
7269MU	Treble Choir	College Prep	Elective	Full year	5.0	9-12	Auditions/Teacher Recommendation
7249MU	Chamber Choir	College Prep	Elective	Full year	5.0	9-12	Auditions/Teacher Recommendation
7049MU	Symphonic Orchestra	College Prep	Elective	Full year	5.0	9-12	None
7039MU	Concert Orchestra	College Prep	Elective	Full year	5.0	9-12	Auditions/Teacher Recommendation
7059MU	Chamber Orchestra	College Prep	Elective	Full year	5.0	9-12	Auditions/Teacher Recommendation
			INDEPENDENT STUDY				
7259MU	Music Mentors Honors	College Prep	Elective	Full year	1.25	10-12	Teacher Recommendation
DEPARTMENT OF DANCE & THEATRE							
7149DT	Dance I	College Prep	Elective	Semester	2.5	9-12	None
7129DT	Dance II	College Prep	Elective	Semester	2.5	9-12	Gr. 9 w/Prior Approval; Gr. 10-12 & Dance I
7139DT	Advanced Dance	College Prep	Elective	Semester	2.5	9-12	Dance II
7189DT	Acting I	College Prep	Elective	Semester	2.5	9-12	None
7199DT	Advanced Acting	College Prep	Elective	Semester	2.5	9-12	Acting I
7187DT	Stagecraft	College Prep	Elective	Summer Semester	2.5	9-12	Teacher Recommendation
7185DT	Theater History	College Prep	Elective	Quarter	1.75	12	Teacher Recommendation

WELLNESS

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
DEPARTMENT OF WELLNESS							
	Health/Physical Education						
	Wellness 9	**College Prep**		Full Year		9	
	• Health 9A			1 Qtr	1.25		
	• Freshmen Fitness			1 Qtr	1.25		
	• Health 9B			1 Qtr	1.25		
	• Project Adventure I			1 Qtr	1.25		
	Wellness 10	**College Prep**		Full Year		10	
	• Driver's Education			1 Qtr	1.25		
	• Strength and Conditioning I			1 Qtr	1.25		
	• Health 10			1 Qtr	1.25		
	• Project Adventure II			1 Qtr	1.25		
	Wellness 11	**College Prep**		Full Year		11	
	• Health 11			1 Qtr	1.25		
	• Junior Physical Ed Activities			1 Qtr	1.25		
	• Yoga & Stress Management			1 Qtr	1.25		
	• Strength & Conditioning II			1 Qtr	1.25		
	Wellness 12	**College Prep**		¾ Year		12	
	• First Aid & Safety			1 Qtr	1.25		
	• Senior Physical Ed Activities			1 Qtr	1.25		
	• Senior Wellness			1 Qtr	1.25		

WORLD LANGUAGES

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
DEPARTMENT OF WORLD LANGUAGES							
MODERN							
5154FL	Chinese I	College Prep		Full Year	5.0	9-12	None
5254FL	Chinese II	College Prep		Full Year	5.0	10-12	Chinese I; Admission by Placement Test
5352FL	Chinese III	Honors		Full Year	5.0	10-12	Chinese II; Admission by Placement Test
5452FL	Chinese IV	Honors		Full Year	5.0	11-12	Chinese III Honors; Admission by Placement Test
5124FL	French I	College Prep		Full Year	5.0	9-12	None
5224FL	French II	College Prep		Full Year	5.0	9-12	French I; Admission by Placement Test
5322FL	French III	Honors		Full Year	5.0	10-12	French II; Admission by Placement Test
5422FL	French IV	Honors		Full Year	5.0	11-12	French III Honors; Admission by Placement Test
5522FL	French V	Honors		Semester	2.5	11-12	French IV Honors; Admission by Placement Test
5520FL	French V AP	AP		Full Year	5.0	11-12	French IV Honors; Admission by Placement Test
5144FL	German I	College Prep		Full Year	5.0	9-12	None
5244FL	German II	College Prep		Full Year	5.0	9-12	German I; Admission by Placement Test
5342FL	German III	Honors		Full Year	5.0	10-12	German II; Admission by Placement Test
5442FL	German IV	Honors		Full Year	5.0	11-12	German III Honors; Admission by Placement Test
5134FL	Spanish I	College Prep		Full Year	5.0	9-12	None
5234FL	Spanish II	College Prep		Full Year	5.0	9-12	Spanish I; Admission by Placement Test
5334FL	Spanish II Advanced	College Prep		Full Year	5.0	9-12	Gr. 8/Spanish I Teacher Rec; Spanish Level I HS Teacher Rec
5331FL	Spanish III	College Prep		Full Year	5.0	10-12	Spanish II; Admission by Placement Test
5332FL	Spanish III	Honors		Full Year	5.0	10-12	Spanish II Teacher Rec; Admission by Placement Test
5434FL	Spanish IV	College Prep		Full Year	5.0	11-12	Spanish III CP or Spanish III Honors Teacher Rec
5432FL	Spanish IV	Honors		Full Year	5.0	11-12	Spanish III Honors Teacher Rec; Admission by Placement Test
5532FL	Spanish V	Honors		Full Year	5.0	11-12	Spanish IV Honors; Admission by Placement Test
5530FL	Spanish V AP	AP		Full Year	5.0	11-12	Spanish IV Honors; Admission by Placement Test
5911FL	Spanish Cultures and Conversation I	College Prep		Full Year	5.0	10-11	None
5912FL	Spanish Cultures and Conversation II	College Prep		Full Year	5.0	11-12	Spanish Cultures and Conversation I
CLASSICAL							
5114FL	Latin I	College Prep		Full Year	5.0	9-12	None
Course Code	**Course Title**	**Course Weight**	**Elective**	**Term Duration**	**Credit**	**Open to Grades**	**Prerequisite**
5214FL	Latin II	College Prep		Full Year	5.0	9-12	Latin I; Admission by Placement Test
5312FL	Latin III	Honors		Full Year	5.0	10-12	Latin II; Admission by Placement Test
5412FL	Latin IV	Honors		Full Year	5.0	11-12	Latin III Honors; Admission by Placement Test

5510FL	Latin V	AP	Full Year	5.0	11-12	Latin IV Honors; Admission by Placement Test
5362FL	Classical Cinema	Honors	Full Year	5.0	11-12	Successful Completion (C+) of Latin III Honors

ALTERNATIVE PROGRAMS

School to Careers (6009PA)

This is a vocational-technical education program by which students receive work-based instruction through written cooperative arrangements between the Ridgewood school district and employers. This instruction includes required academic courses and related vocational and technical education instruction, by alternation of study in school with paid employment in an occupational field. This alternation is planned and supervised by the district and employer so that each contributes to the education and employability of the individual. Students enrolled in the program receive up to 10 credits for employment and 5 credits for a required related class. Under this program, students attend school classes for half a day and are employed at least 15 to 34 hours per week under supervised conditions at state approved work stations. (Enrollment by permission of program coordinator and guidance counselor for students in grades 11 and 12, Elective 10-15 credits.)

Structured Learning Experience (SLE)

Structured Learning Experiences are experiential, supervised educational activities designed to provide students with exposure to the requirements and responsibilities of specific job titles or job groups, and to assist them in gaining employment skills and making career and educational decisions. A structured learning experience may be either paid or unpaid, depending on the type of activities in which the student is involved. Structured learning experiences may include, but are not limited to:

(1) Apprenticeships;
(2) Community service;
(3) Cooperative education;
(4) Internships;
(5) Job shadowing;
(6) School-based enterprises;
(7) Volunteer activities;
(8) Vocational student organizations; and
(9) Work Experience Career Exploration Program (WECEP)

Satellite AM (0619SP) or PM (0629SP)

This program at Bergen County Technical Education Center in Paramus, offers a half-day, shared time program in technical education for students who have expressed an interest in developing specific work skills for entrance into the workplace or a post-secondary education trade based program. Students interested in the Satellite program have typically demonstrated a preference for hands-on learning experiences. Interested students usually begin the Satellite program in ninth or tenth grade but may enter into *some* areas as late as eleventh grade. The program begins with career exploration during which students rotate through a variety of shop experiences in areas, such as culinary arts, information technology, graphic design, automotive technology, collision repair, healthcare, landscaping, cosmetology, skincare, green building trades, small animal care, and graphic design. As they continue into eleventh and twelfth grade, students are placed in specific shops as majors. Students attend Satellite up to half of each school day; the remainder is spent at Ridgewood High School for academic instruction. Bergen County Technical Education Center offers a competency-based curriculum developed by experienced trade teachers and advisory committees, and is designed to provide students with marketable skills.

TRANSITIONAL PROGRAM

The Transitional Program at Ridgewood High School addresses the transition needs of special education and mainstream students. It consists of a number of support services that assist the student in achieving success and independence in school, at home, in career, and in the community. A study skills course, career education classes, career-counseling sessions, interest

inventories, career fairs, job shadowing internship, self-advocacy groups, and workshops serve to better prepare students for the success in school as well as the adult professional world.

Academic Enrichment (9039SP)

Academic Enrichment is a semester, elective course for ninth grade students. The course will offer instruction in study skills, organization strategies, goal setting, and time management techniques. Students will gain strategies to be successful in their core academic courses. There will be a focus on test-taking, note-taking, and general study techniques. Overall, students will acquire and implement skills to be effective life-long learners.

*Courses are structured as customary programs with modifications in accordance with students' Individual Educational Plans.

SPECIAL PROGRAMS

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades
SPECIAL EDUCATION						
RESOURCE CENTER*						
9039SP	Academic Enrichment	College Prep	Semester	2.5	9	
9326SP	Algebra I	Survey	Full Year	5.0	9-12	
9336SP	Geometry	Survey	Full Year	5.0	10-12	
9346SP	Algebra II	Survey	Full Year	5.0	11-12	
9348SP	Advanced Mathematics Applications	Survey	Full Year	5.0	12	
9428SP	Biology	Survey	Full Year	5.0	10-12	
9438SP	Chemistry	Survey	Full Year	5.0	10-12	
9458SP	Physics	Survey	Full Year	5.0	10-12	
9116SP	English 9	Survey	Full Year	5.0	9	
9414SP	Environmental Science	Survey	Full Year	5.0	9-10	
9126SP	English 10	Survey	Full Year	5.0	10	
9136SP	English 11	Survey	Full Year	5.0	11	
9146SP	English 12	Survey	Full Year	5.0	12	
9808SP	Adapted Physical Education	Survey	Full Year	5.0	9-12	
9236SP	United States History I	Survey	Full Year	5.0	10-12	
9246SP	United States History II	Survey	Full Year	5.0	11-12	
9216SP	World History	Survey	Full Year	5.0	9-12	
SUPPLEMENTAL						
	Grades 9-12		Fall Semester		9-12	
	Grades 9-12		Spring Semester		9-12	

PREP PROGRAM

PRACTICAL, REAL-LIFE EDUCATION AND PREPATION

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
Grade 9							
9039SL	Academic Enrichment	Survey		Full Year	5.0	9	
9106SL	English 9	Survey		Full Year	5.0	9	
9206SL	World History I	Survey		Full Year	5.0	9	
9306SL	Algebra I	Survey		Full Year	5.0	9	
9412SL	Environmental Science	Survey		Full Year	5.0	9	
Grade 10							
9107SL	English 10	Survey		Full Year	5.0	10	
9207SL	US History I	Survey		Full Year	5.0	10	
9407SL	Biology	Survey		Full Year	5.0	10	
9307SL	Geometry	Survey		Full Year	5.0	10	
Grade 11							
9889SP	21st Century Work Skills 11	Survey		Full Year	5.0	11	
9108SL	English 11	Survey		Full Year	5.0	11	
9208SL	US History II	Survey		Full Year	5.0	11	
9309SL	Consumer Math	Survey		Full Year	5.0	11	
9408SL	Chemistry	Survey		Full Year	5.0	11	
Grade 12							
9898SP	21st Century Work Skills 12	Survey		Full Year	5.0	12	
9112SL	English 12	Survey		Full Year	5.0	12	
9212SL	Civics	Survey		Full Year	5.0	12	
9312SL	Personal Finance	Survey		Full Year	5.0	12	

*Courses are structured as customary programs with modifications in accordance with students' Individual Educational Plans.

RISe

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
9002RI	Social Psychology	Survey		Full Year	5.0	9-11	
Grade 9							
9039RI	Academic Enrichment	Survey		Full Year	5.0	9	
9106RI	English 9	Survey		Full Year	5.0	9	
9206RI	World History I	Survey		Full Year	5.0	9	
9306RI	Math 9	Survey		Full Year	5.0	9	
9416RI	Environmental Science	Survey		Full Year	5.0	9	
9802RI	Adapted Physical Education 9	Survey		Full Year	5.0	9	
9872RI	21st Century Work Skills 9	Survey		Full Year	5.0	9	
9882RI	Work and Study Skills 9	Survey		Full Year	5.0	9	
Grade 10							
9107RI	English 10	Survey		Full Year	5.0	10	
9207RI	United States History I	Survey		Full Year	5.0	10	
9308RI	Math 10	Survey		Full Year	5.0	10	
9408RI	Biology	Survey		Full Year	5.0	10	
9803RI	Adapted Physical Education 10	Survey		Full Year	5.0	10	
9874RI	21st Century Work Skills 10	Survey		Full Year	5.0	10	
9884RI	Work and Study Skills 10	Survey		Full Year	5.0	10	
Grade 11							
9108RI	English 11	Survey		Full Year	5.0	11	
9208RI	United States History II	Survey		Full Year	5.0	11	
9309RI	Consumer Math	Survey		Full Year	5.0	11	
9873RI	21st Century Work Skills II	Survey		Full Year	5.0	11	
9889RI	Work and Study Skills II	Survey		Full Year	5.0	11	
	Adapted Physical Education 11	Survey		Full Year	5.0	11	
Grade 12							
9404RI	English 12	Survey		Full Year	5.0	12	
9702RI	Personal Finance	Survey		Full Year	5.0	12	
9804RI	Adapted Physical Education 12	Survey		Full Year	5.0	12	
9878RI	21st Century Work Skills 12	Survey		Full Year	5.0	12	
9880RI	Work and Study Skills 12	Survey		Full Year	5.0	12	

RIDGEWOOD HIGH SCHOOL
WINTER 2020-2021 COACHING ASSIGNMENTS ESTIMATE

Name	Position	Step	Ratio*	Total Salary	1/2 Salary 1/15/2021	1/2 Salary 2/15/2021
Troy, Michael	Head Boys Basketball	IV	0.110	10,180.00	5,090.00	5,090.00
DeRisi, Michael	Assistant Boys Basketball	IV	0.070	6,478.00	3,239.00	3,239.00
Neville, Ben	Assistant Boys Basketball	III	0.065	6,015.00	3,007.50	3,007.50
Mitchell, Michael	Head Girls Basketball	III	0.105	9,717.00	4,858.50	4,858.50
Kadus, Christopher	Assistant Girls Basketball	IV	0.070	6,478.00	3,239.00	3,239.00
Johnson, Andrew	Assistant Girls Basketball	IV	0.070	6,478.00	3,239.00	3,239.00
Bennett, Richard	Head Bowling	IV	0.077	7,126.00	3,563.00	3,563.00
Roecker, Karl**	Ski Club	IV	0.085	7,866.00	3,933.00	3,933.00
TBD	Assistant Ski Club	III	0.065	0.00	0.00	0.00
Lucchesi, Michael	Head Ice Hockey	IV	0.110	10,180.00	5,090.00	5,090.00
Cronk, Paul	Assistant Ice Hockey	IV	0.070	6,478.00	3,239.00	3,239.00
McGinley, Peter	Assistant Ice Hockey	I	0.055	5,090.00	2,545.00	2,545.00
Totals				82,086.00	27,362.00	27,362.00

***Ratio is applied to the B.A. Maximum: $92,542**

**** Parent paying for Club**

RIDGEWOOD HIGH SCHOOL
WINTER 2020-2021 COACHING ASSIGNMENTS ESTIMATE

Name	Position	Step	Ratio*	Total Salary	1/2 Salary 2/15/2021	1/2 Salary 3/15/2021
Ryan, Patrick	Head Indoor Track	IV	0.110	10,180.00	5,090.00	5,090.00
Schoepfer, Warren	Assistant Indoor Track	IV	0.070	6,478.00	3,239.00	3,239.00
Wilson, Timothy	Assistant Indoor Track	IV	0.070	6,478.00	3,239.00	3,239.00
Schulke, Kyle	Head Boys/Girls Swimming	IV	0.110	10,180.00	5,090.00	5,090.00
Tobin, Deirdre	Assistant Swimming	IV	0.070	6,478.00	3,239.00	3,239.00
Centrelli, Erica	Head Cheerleader Advisor	III	0.072	6,663.00	3,331.50	3,331.50
TBD	Assist. Cheerleader Advisor	I	0.030	2,776.00	1,388.00	1,388.00
Totals				49,233.00	16,411.00	16,411.00

***Ratio is applied to the B.A. Maximum: $92,542**

**** Parent paying for Club**

RIDGEWOOD HIGH SCHOOL
WINTER 2020-2021 COACHING ASSIGNMENTS ESTIMATE

Name	Position	Step	Ratio*	Total Salary	1/2 Salary 3/15/2021	1/2 Salary 4/15/2021
Watson, Torrance	Head Wrestling	IV	0.110	10,180.00	5,090.00	5,090.00
TBD	Assistant Wrestling	IV	0.070	6,478.00	3,239.00	3,239.00
Schick, Casey	Assistant Wrestling	IV	0.070	6,478.00	3,239.00	3,239.00
Totals				23,136.00	7,712.00	7,712.00

***Ratio is applied to the B.A. Maximum: $92,542**

**** Parent paying for Club**

BOARD OF EDUCATION
Ridgewood, New Jersey

January 11, 2021

EXECUTIVE SESSION

5:30 p.m.

AGENDA

*** * * * ***

I. Personnel **Mr. Lembo**

BOARD OF EDUCATION
Ridgewood, New Jersey

January 11, 2021
Education Center

Executive Session
5:30 p.m.
Regular Public Meeting
7:00 p.m.

AGENDA

* * * * *

Due to the health concerns related to COVID-19, the public cannot attend this meeting.

The Public can view, listen and comment during the public comment period of the meeting via:

- **Zoom from a PC, Mac, iPad, iPhone Android device Meeting ID 870-1302 7741 Password: 1112021 (Use the "raise hand" button to make a comment)**
- **phone at: 646-558-8656 Meeting ID 87013027741 Password 1112021*(press *9 to make a comment)***

To submit written comments for the public comment period starting at 4:00 pm on the date of the meeting click here

The Public can also view by streaming on our District Website or Fios Channel 77

MEETING REGULATIONS

At all regular meetings, two opportunities are provided for citizens to make comments. The public comment period will be scheduled after student presentations. The second comment period will be at approximately 9:00 p.m. or just prior to the end of the meeting, whichever occurs first. The first opportunity may be limited by the presiding officer to conclude at about 8:00 p.m. in order for the Board to continue with its scheduled agenda. The second opportunity will occur at about 9:00 p.m. at the discretion of the presiding officer taking into consideration a break in the agenda.

At every opportunity for public comment, citizens are invited to comment on subjects on the agenda or general topics. At the discretion of the presiding officer, public comments may be permitted at other times.

Please remember this is a public meeting. Anything you say will be a public record. As a result, pursuant to law, the Board of Education cannot respond to you publicRely concerning certain matters, such as those regarding an individual student or personnel. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent's Office. Public comment periods shall also be governed by the following rules:

1. Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses.
2. Each speaker shall be limited to four minutes. The Board Recorder will note the time. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds (Ref: Bylaw 0167)
3. Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop.
4. All statements shall be directed to the presiding officer, no participant may address or question Board members individually.
5. No participants may speak more than once on the same topic until all others who wish to speak on that topic have been heard.
6. Questions requiring investigation shall be referred by the Board to the Superintendent's Office for consideration and later response. A participant may be asked to submit such questions in written format.

Mission Statement

The Ridgewood Public Schools, committed to a tradition of excellence and innovation, in partnership with the community, provide a rich and challenging learning environment, enabling students to maximize their unique potentials to become life-long learners and productive, responsible citizens.

I. CALL TO ORDER AND ROLL CALL **Mr. Lembo**

II. FLAG SALUTE AND PLEDGE OF ALLEGIANCE **Mr. Lembo**

III. OPENING STATEMENT BY PRESIDING OFFICER **Mr. Lembo**

IV. PRESENTATIONS **Mr. Lembo**

A. Student Representative Report **Dr. Gorman**

V. COMMENTS FROM THE PUBLIC **Mr. Lembo**

VI. PRESENTATIONS **Dr. Gorman**

A. 2019-2020 AUDIT REPORT **Dr. Gorman**

➢ Lerch, Vinci & Higgins, LLP

i. Acceptance of the Audit Report for the 2019-2020 School Year and Approval of the Corrective Action Plan for the 2019-2020 School Year. **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Acceptance of the Audit Report of the 2019-2020 School Year and approval of the Corrective Action Plan for the 2019-2020 school year.

The Board has received background information.

VII. SUPERINTENDENT'S REPORT **Dr. Gorman**

➢ None at this time. **Dr. Gorman**

VIII. COMMITTEE OF THE WHOLE REPORTS **Dr. Gorman and Mr. Bisig**

➢ None at this time.

IX. CONSENT ITEMS: REGULAR AND ROUTINE ISSUES **Dr. Gorman**

A. ATTENDANCE AT CONFERENCES **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Attendance at Conferences, as listed on **Attachment A**.

B. ADMINISTRATION **Dr. Gorman**

i. Approval: NJSBA School Board Recognition Month **Dr. Gorman**

WHEREAS, The New Jersey School Boards Association has

declared January 2021 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

WHEREAS, The Ridgewood Board of Education is one of 580 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and

WHEREAS, The Ridgewood Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12th grade; and

WHEREAS, New Jersey's 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it

RESOLVED, That the Ridgewood Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2021 as SCHOOL BOARD RECOGNITION MONTH; and be it further

RESOLVED, That the Ridgewood Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the advancement of our children's education.

C. CURRICULUM & INSTRUCTION — Dr. Gorman

i. Approval: Field Trips — Dr. Gorman

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves field trips as listed on **Attachment B.**

ii. Approval: Professional Services Agreement with the Center for Autism and Early Childhood Mental Health at Montclair State University — Dr. Gorman

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves a professional services agreement with the Center for Autism and Early Childhood Mental Health at Montclair State University to support the Ridgewood Early Achievement for Children preschool REACH, RISE and RED programs at Glen School for the period January 1, 2021 through June 30, 2021 in the amount of $1,800.00

The Board has received background information.

D. HUMAN RESOURCES — Dr. Gorman

i. Appointments — Dr. Gorman

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointments listed below, subject to receipt of appropriate documentation and the New Jersey Department of Education (NJDOE) certificate, if required.

Long-term Substitute

DeMALLIE, Angela - Preschool Disabilities Teacher, Glen School, effective January 4, 2021 through February 1, 2021, at a daily rate of $150 per day, until the assignment ends.
Account # 11-216-100-101-00-01-019-000

Field Placements

CHO, Hannah - Rutgers University, Clinical Practice with Laura Calandra, First Grade Teacher, Somerville School, effective January 21, 2021 through April 29, 2021.

TROPAENO, Victoria - Montclair State University, Clinical I and II with Kathryn Bielicky, Third Grade Teacher, Somerville School, effective February 8, 2021 through May 21, 2021 and August 31, 2021 through December 10, 2021.

YU, Kaitlyn - Rutgers University, Clinical Practice with Shannon Pia, Kindergarten Teacher, Somerville School, effective January 21, 2021 through April 29, 2021.

Classroom Aides

BELISLE, Joel - Self-Contained (LLD) Special Education Classroom Aide, Benjamin Franklin Middle School, effective January 4, 2021, or as soon after as possible, through June 22, 2021, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-204-100-106-00-08-024-001

DeVINCENZO, Kerry - Resource Room Special Education Classroom Aide, Travell School, effective January 12, 2021, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-06-024-001

FIERRO, Judy - Applied Behavior Analyst Aide (ABA), Ridge School, effective January 12, 2021, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.5 hours per day, 5 days per week, at an hourly rate of $20.17.
Account # 11-212-100-106-00-04-024-001

OSTROVSKAIA, Olga - Applied Behavior Analyst Aide (ABA), Glen School, effective January 12, 2021, or as soon after as possible, through June 22, 2021, 5.75 hours per day, 5 days per week, at an hourly rate of $21.23.
Account # 11-212-100-106-00-01-024-001

ii. Change of Assignments **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following change of assignments, as listed below.

BROESLER, Breanna - **from** Long-term Substitute, Fifth Grade Teacher, Somerville School, effective September 29, 2020, through November 30, 2020, **to** Leave of Absence Replacement Fifth Grade Teacher (non-tenure track), Somerville School, effective September 29, 2020 through June 23, 2021. Ms. Broesler possesses an NJDOE Certificate Eligibility with Advanced Standing as an Elementary School Teacher in Grades K-6. Ms. Broesler will be registered into the NJDOE Provisional Teacher Program.
Account # 11-120-100-101-00-05-019-000

From: $150 daily rate
To: $60,518 Cl. BA, St. 1 prorated

FELDHAHN, Karen - **from** Resource Room Special Education Classroom Aide, Somerville School, 5.75 hours per day, 5 days per week, **to** Lunchroom Aide, Somerville School, effective February 2, 2021 through June 22, 2021, 3 hours per day, 5 days per week. Account # 11-000-262-107-00-05-005-001	Hourly rate will remain the same
KOLOGRIVOV , Valerie - **from** Lunchroom Aide, Orchard School, 2 hours per day, 5 days per week, **to** Substitute Secretary, Orchard School, effective January 4, 2021 through January 28, 2021, 5.5 hours per day, 5 days per week. Account # 11-000-240-105-00-03-003-001	**From:** $17.50 per hour **To:** $12.50 per hour
KOLOGRIVOV , Valerie - **from** Substitute Secretary, Orchard School, 5.5 hours per day, 5 days per week, **to** Lunchroom Aide, Orchard School, effective January 29, 2021 through February 11, 2021, 2 hours per day, 5 days per week. Account # 11-000-262-107-00-03-003-001	**From:** $12.50 per hour **To:** $17.50 per hour
KOLOGRIVOV , Valerie - **from** Lunchroom Aide, Orchard School, 2 hours per day, 5 days per week, **to** Resource Room Special Education Classroom Aide, Orchard School, effective February 12, 2021 through June 22, 2021, 5.75 hours per day, 5 days per week. Account # 11-213-100-106-00-03-024-001	Hourly rate will remain the same

iii. Resignations **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignations listed below.

Long-term Substitute

SHULMAN, Leanne - Preschool Disabilities Teacher, Glen School, effective January 4, 2021.

Classroom Aides

LOUIE, Amy - Applied Behavior Analyst Aide (ABA), Ridge School, effective January 5, 2021.

MOHAJER, Poopak - Resource Room Classroom Aide, Willard School, effective January 4, 2021.

iv. Resignation for the Purpose of Retirement **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignation for the purpose of retirement, listed below.

Secretary

MAGGI, Patricia - Main Office Lead Secretary, Ridgewood High School, effective April 1, 2021, with 18 ½ years of Ridgewood service.

v. Resignation for the Purpose of Deferred Retirement **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignation for the purpose of deferred retirement, listed below.

Secretary

NEBBIA, Carla - General Secretary, Somerville School, effective February 1, 2021, with 14 years of Ridgewood service.

vi. Leave of Absence **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the leave of absence listed below.

DEARAUJO, Christie – Multisensory Teacher, District, effective April 5, 2021 through June 23, 2021, with a reinstatement date of August 31, 2021, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

vii. Administrative Leave of Absence **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the administrative leave of absence listed below.

Revision: It is recommended that the Board approve Employee #3294 for an administrative leave of absence with pay, **from** effective December 15, 2020 through **TBD**, with a reinstatement date of **TBD**, approved by the Board at its meeting on December 21, 2020 **to** effective December 15, 2020 through December 23, 2020, with a reinstatement date of January 4, 2021.

viii. Supplemental Pay Beyond Contract **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the supplemental pay beyond contract, listed below.

Special Programs

ABA Aide Training - January 26 - 29, 2021, each not to exceed 7 hours, each at the hourly rate listed

- **Sumera Baloch**, Applied Behavior Analyst Aide, at an hourly rate of $20.17.
- **Valerie Eitner**, Applied Behavior Analyst Aide, at an hourly rate of $20.17.
- **Judy Fierro**, Applied Behavior Analyst Aide, at an hourly rate of $20.17.
- **Yaniv Fridman**, Applied Behavior Analyst Aide, at an hourly rate of $20.17.
- **Mary Gagliardotto**, Applied Behavior Analyst Aide, at an hourly rate of $20.17.
- **Olga Ostrovskaia**, Applied Behavior Analyst Aide, at an hourly rate of $21.23.
- **Joan Palazzola**, STEPSS Coach, at an hourly rate of $20.17.
- **Heidi Vehmas**, Applied Behavior Analyst Aide, at an hourly rate of $20.17.

- **Emily Shovlin**, One-to-One Special Education Classroom Aide, at an hourly rate of $17.50.

- **Christa Castelli**, Resource Room Special Education Classroom Aide, at an hourly rate of $17.50.

Account # 11-212-100-106-00-24-024-001

Handle with Care - January 21-22, 2021, each not to exceed 4 hours, each at the hourly rate listed

- **Sumera Baloch**, Applied Behavior Analyst Aide, at an hourly rate of $20.17.
- **Judy Fierro**, Applied Behavior Analyst Aide, at an hourly rate of $20.17.
- **Yaniv Fridman**, Applied Behavior Analyst Aide, at an hourly rate of $20.17.
- **Olga Ostrovskaia**, Applied Behavior Analyst Aide, at an hourly rate of $21.23.

Account # 11-212-100-106-00-24-024-001

Curriculum, Instruction & Assessment

Extended-day Program to work with Title I Students Before/After School - Funded by ESEA/ESSA Title I Grant Funds

George Washington Middle School, at their hourly rate

listed (total not to exceed $7,197)

- **Lisbeth Jerejian,** at an hourly rate of $70.09.

Account # 20-231-100-101-00-09-022-001

Information Technology Department

Chromebook Repair

- **Neil Valere**, not to exceed 20 hours at a minimum hourly rate of $31.57 totaling $631.40 and a maximum overtime hourly rate of $47.35 totaling $947.00.
- **Andrew DeRoche**, not to exceed 20 hours at a minimum hourly rate of $27.12 totaling $542.40 and a maximum overtime hourly rate of $40.69 totaling $813.80.

Account # 63-990-320-104-08-31-031-001

ix. Substitutes for the 2020-2021 School Year **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves substitutes for the 2020-2021 school year, as listed below.

Substitute Teacher: Lauren Schierloh

E. FINANCE **Dr. Gorman**

i. Acceptance of Restricted Donations: **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following restricted gifts for the **2020-2021** school year, to be used as indicated.

Acceptance of a gift in kind from the New Players Company Association, Inc. for gifts valued at $84,922.99 for the 2019-2020 school year and summer season, use for production costs, staffing, scholarships, capital improvements, and other expenses of the New Players Company.

ii. Approval: Award of Contracts to Cooperative Purchasing Vendors in Excess of $40,000 **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the award of contracts to Cooperative Purchasing Vendors in excess of $40,000 for goods and services.

The Board has received background information.

X. RESOLUTIONS AND MOTIONS NOT INCLUDED IN CONSENT AGENDA **Dr. Gorman**

➢ None at this time **Dr. Gorman**

XI. APPROVAL OF BILLS **Mr. Lembo**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the payment of bills as listed below.

DATES	DESCRIPTION	CHECK NUMBER	AMOUNTS	REVIEWED BY
Jan 4	Columbia Bank On-Line	100384-100503	871,592.25	M. Lembo
Jan 4	Electronic Transfer	R33417	57,869.70	M. Lembo
Jan 4	Food Service	620227-620228	17,793.67	M. Lembo
TOTAL			**947,255.62**	

XII. BOARD MEMBER ANNOUNCEMENTS **Mr. Lembo**

XIII. BOARD COMMITTEE REPORTS **Mr. Lembo**

XIV. DISCUSSION ITEMS **Mr. Lembo**

XVI. ACCEPTANCE OF MINUTES **Mr. Lembo**

- October 28 Executive Session Minutes
- November 2 Regular Public Meeting; Re-approval
- November 16 Regular Public Meeting
- December 7 Regular Public Meeting
- December 21 Executive Session Meeting

XVI. OTHER BUSINESS **Mr. Lembo**

XVII. COMMENTS FROM THE PUBLIC **Mr. Lembo**

XVIII. MOTION TO GO INTO EXECUTIVE SESSION **Mr. Lembo**

XIX. RECONVENED PUBLIC MEETING **Mr. Lembo**

XX. ADJOURNMENT — Mr. Lembo

Coming Meetings

Monday January 25, 2021
Regular Public Meeting
7:00 p.m. Education Center

Monday February 8, 2021
Regular Public Meeting
7:00 p.m.Education Center

January 11, 2021 **ATTACHMENT A**

2020-2021 CONFERENCES FOR APPROVAL

Staff Member	Name of Conference Location & Dates	Rationale	Estimated Cost for Approval	# of Sub Days required
Isabelle Fisher	National Association of School Psychologists 2021 Virtual Convention Virtual National Association of School Psychologists (NASP), MD February 23 – 26, 2021	Professional Development	$199.00	0

The total cost for these conferences is $199.00. Upon Board approval of these conferences, the total expenditure for travel and conferences for 2020-2021 will be $25,446.40 leaving a balance of $174,553.60.

The total cost of substitutes for these conferences is $0.00. Upon Board approval of these conferences, the total expenditure for substitutes for travel and conferences for 2020-2021 will be $1300.00.

FIELD TRIPS FOR APPROVAL

January 11, 2021

ONE DAY TRIPS **ATTACHMENT B**

Date	School	Location	Approx. # and Group of Students	# of Chaperones	# Substitutes and dates for each	Anticipated Cost of Subs @ $100 per day for teachers and $150 per day for Nurse	Est. Total Cost To District	Annual Event	Meets Requirements
01/12/21	Ridgewood 18-21 STEPSS Program	Stop and Shop Ridgewood , NJ	5 students	4	0	$0	$0	No	Yes
01/15/21	Ridgewood 18-21 STEPSS Program	YMCA, Tito's Burritos Ridgewood, NJ	5 students	4	0	$0	$0	No	Yes
01/19/21	Ridgewood 18-21 STEPSS Program	Stop and Shop Ridgewood , NJ	5 students	4	0	$0	$0	No	Yes
01/21/21	Ridgewood 18-21 STEPSS Program	Internship - Greens Do Good Hackensack, NJ	3 students	2	0	$0	$0	No	Yes
01/22/21	Ridgewood 18-21 STEPSS Program	Renato's Pizza Ridgewood, NJ	5 students	4	0	$0	$0	No	Yes
01/26/21	Ridgewood 18-21 STEPSS Program	Stop and Shop Ridgewood , NJ	5 students	4	0	$0	$0	No	Yes
01/28/21	Ridgewood 18-21 STEPSS Program	Internship - Greens Do Good Hackensack, NJ	3 students	2	0	$0	$0	No	Yes
01/29/21	Ridgewood 18-21 STEPSS Program	Jersey Mike's, Walgreens Ridgewood, NJ	5 students	4	0	$0	$0	No	Yes
02/04/21	Ridgewood 18-21 STEPSS Program	Internship - Greens Do Good Hackensack, NJ	3 students	2	0	$0	$0	No	Yes
02/11/21	Ridgewood 18-21 STEPSS Program	Internship - Greens Do Good Hackensack, NJ	3 students	2	0	$0	$0	No	Yes
02/18/21	Ridgewood 18-21 STEPSS Program	Internship - Greens Do Good Hackensack, NJ	3 students	2	0	$0	$0	No	Yes
02/25/21	Ridgewood 18-21 STEPSS Program	Internship - Greens Do Good Hackensack, NJ	3 students	2	0	$0	$0	No	Yes
03/04/21	Ridgewood 18-21 STEPSS Program	Internship - Greens Do Good Hackensack, NJ	3 students	2	0	$0	$0	No	Yes
03/11/21	Ridgewood 18-21 STEPSS Program	Internship - Greens Do Good Hackensack, NJ	3 students	2	0	$0	$0	No	Yes
03/18/21	Ridgewood 18-21 STEPSS Program	Internship - Greens Do Good Hackensack, NJ	3 students	2	0	$0	$0	No	Yes
03/25/21	Ridgewood 18-21 STEPSS Program	Internship - Greens Do Good Hackensack, NJ	3 students	2	0	$0	$0	No	Yes

BOARD OF EDUCATION
Ridgewood, New Jersey

February 8, 2021

EXECUTIVE SESSION

5:30 p.m.

AGENDA

*** * * * ***

I.	**Student Personnel**	**Dr. Gorman**
II.	**ITDC**	**Dr. Gorman**

BOARD OF EDUCATION
Ridgewood, New Jersey

February 8, 2021
Education Center

Executive Session
5:30 p.m.
Regular Public Meeting
7:00 p.m.

AGENDA

* * * * *

Click here for Procedures for Public Attendance at a Board of Education Meeting.

The Public can view, listen and comment during the public comment period of the meeting via:

- **Zoom from a PC, Mac, iPad, iPhone Android device Meeting ID 870-1302 7741 Password 2807450 (Use the "raise hand" button to make a comment)**
- **phone at: 646-558-8656 Password 2807450 *(press *9 to make a comment)***

To submit written comments for the public comment period starting at 4:00 pm on the date of the meeting click here

The Public can also view by streaming on our District Website or Fios Channel 77

MEETING REGULATIONS

At all regular meetings, two opportunities are provided for citizens to make comments. The public comment period will be scheduled after student presentations. The second comment period will be at approximately 9:00 p.m. or just prior to the end of the meeting, whichever occurs first. The first opportunity may be limited by the presiding officer to conclude at about 8:00 p.m. in order for the Board to continue with its scheduled agenda. The second opportunity will occur at about 9:00 p.m. at the discretion of the presiding officer taking into consideration a break in the agenda.

At every opportunity for public comment, citizens are invited to comment on subjects on the agenda or general topics. At the discretion of the presiding officer, public comments may be permitted at other times.

Please remember this is a public meeting. Anything you say will be a public record. As a result, pursuant to law, the Board of Education cannot respond to you publicRely concerning certain matters, such as those regarding an individual student or personnel. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent's Office. Public comment periods shall also be governed by the following rules:

1. Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses.
2. Each speaker shall be limited to four minutes. The Board Recorder will note the time. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds (Ref: Bylaw 0167)
3. Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop.
4. All statements shall be directed to the presiding officer, no participant may address or question Board members individually.
5. No participants may speak more than once on the same topic until all others who wish to speak on that topic have been heard.
6. Questions requiring investigation shall be referred by the Board to the Superintendent's Office for consideration and later response. A participant may be asked to submit such questions in written format.

Mission Statement

The Ridgewood Public Schools, committed to a tradition of excellence and innovation, in partnership with the community, provide a rich and challenging learning environment, enabling students to maximize their unique potentials to become life-long learners and productive, responsible citizens.

I. CALL TO ORDER AND ROLL CALL — **Mr. Lembo**

II. FLAG SALUTE AND PLEDGE OF ALLEGIANCE — **Mr. Lembo**

III. OPENING STATEMENT BY PRESIDING OFFICER — **Mr. Lembo**

IV. PRESENTATIONS — **Mr. Lembo**

A. STUDENT REPRESENTATIVE REPORT — **Dr. Gorman**

V. COMMENTS FROM THE PUBLIC — **Mr. Lembo**

VI. PRESENTATIONS — **Dr. Gorman**

A. Diversity, Equity, and Inclusion — **Dr. Gorman**
- ➢ Ms. Poelstra

VII. SUPERINTENDENT'S REPORT — **Dr. Gorman**

VIII. COMMITTEE OF THE WHOLE REPORTS — **Dr. Gorman and Mr. Bisig**

IX. CONSENT ITEMS: REGULAR AND ROUTINE ISSUES — **Dr. Gorman**

A. ATTENDANCE AT CONFERENCES — **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Attendance at Conferences, as listed on **Attachment A**.

B. ADMINISTRATION — **Dr. Gorman**

i. <u>Approval: Receipt of Suspension and Harassment, Intimidation, and Bullying (HIB) Reports</u> — **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, acknowledges it has received confidential information regarding suspensions and investigations of HIB that have occurred since the last Board meeting.

C. CURRICULUM & INSTRUCTION — **Dr. Gorman**

i. <u>Approval: Field Trips</u> — **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves field trips as listed on **Attachment B.**

ii. <u>Approval: School Transition and Employment Program for</u> — **Dr. Gorman**

Student Success (STEPSS)
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves field trips within the Village of Ridgewood for the purpose of community based instruction and internships for students in the STEPSS program for the 2020-2021 school year. Any opportunities that require transportation will be submitted for Board approval.

The Board has received background information.

D. HUMAN RESOURCES — Dr. Gorman

i. Appointments — Dr. Gorman

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointments listed below, subject to receipt of appropriate documentation and the New Jersey Department of Education (NJDOE) certificate, if required.

Teachers

Revision: ALEXANDER, Elianne - Speech Language Specialist (tenure track), Hawes School, **from** effective February 8, 2021, or as soon after as possible, through June 23, 2021, approved by the Board at its meeting on January 25, 2021, **to** effective February 1, 2021, or as soon after as possible, through June 23, 2021, pending verification of employment as outlined by Chapter 5. Ms. Alexander possesses an NJDOE Standard Certificate as a Speech Language Specialist.
Account # 11-000-216-104-00-02-019-000

$71,215
Cl. MA, St. 5
prorated

VAN ZILE, Kelly - .1 FTE Theater Teacher, Ridgewood High School, effective February 9, 2021, or as soon after as possible, through June 23, 2021. Ms. VanZile possesses an NJDOE Certificate of Eligibility as a Teacher of Theater. Ms. VanZile will be registered into the NJDOE Provisional Teacher Program.
Account # 11-140-100-101-04-10-019-000

$6,518
Cl. BA , St. 1
prorated

Long-term Substitute

Revision: FREY, Troy - Music Teacher, Ridgewood High School, **from** effective March 22, 2021 through May 7, 2021, approved by the Board at its meeting on January 25, 2021, **to** effective March 18, 2021 through May 7, 2021, at a daily rate of $150 per day, until the assignment ends. Mr. Frey

possesses an NJDOE Certificate of Eligibility with Advanced Standing as a Music Teacher.
Account # 11-140-100-101-04-10-019-000

Classroom Aides

BATTAGLIA, Karen - Resource Room Special Education Classroom Aide, Orchard School, effective February 8, 2021 through June 22, 2021, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50, to be partially funded by CARES Act Grant Funds to a maximum amount of $5,154.80.
Account # 11-213-100-106-00-03-024-001
Account # 20-477-100-106-00-03-024-001 ($5,154.80)

FISCHER, Susan - Resource Room Special Education Classroom Aide, Ridge School, effective February 8, 2021 through June 22, 2021, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50, to be partially funded by CARES Act Grant Funds to a maximum amount of $5,154.80.
Account # 11-213-100-106-00-04-024-001
Account # 20-477-100-106-00-04-024-001 ($5,154.80)

GIANNACCINI, Giulia - Resource Room Special Education Classroom Aide, Travell School, effective February 8, 2021 through June 22, 2021, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50, to be partially funded by CARES Act Grant Funds to a maximum amount of $5,154.80.
Account # 11-213-100-106-00-06-024-001
Account # 20-477-100-106-00-06-024-001 ($5,154.80)

KRAISORN, Kerry - Resource Room Special Education Classroom Aide, Willard School, effective February 8, 2021 through June 22, 2021, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50, to be partially funded by CARES Act Grant Funds to a maximum amount of $5,154.80.
Account # 11-213-100-106-00-07-024-001
Account # 20-477-100-106-00-07-024-001 ($5,154.80)

MOLLOY, Kiara - Resource Room Special Education Classroom Aide, Ridge School, effective February 9, 2021, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-04-024-001

PAVERO, Laurie - Applied Behavior Analyst Aide (ABA), Ridge School, effective January 26, 2021, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5

days per week, at an hourly rate of $20.17.
Account # 11-000-217-106-00-04-024-001

Revision: SAWYER, Marcia - Resource Room Special Education Classroom Aide, Willard School, **from** effective January 26, 2021, or as soon after as possible, through June 22, 2021, approved by the Board at its meeting on January 25, 2021, **to** effective January 27, 2021, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-07-024-001

Revision: Winter 2020 Coaching Assignments, approved by the Board at its meeting on December 21, 2020

Assistant Wrestling

Remove: **TBD**
Replace: **Shane DeLucca**
Account # 11-402-100-101-00-10-034-001

ii. Change of Assignments **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following change of assignments, as listed below.

BODIWALA, Tulsi - **from** 1.0 FTE Biology Teacher, Ridgewood High School, **to** 1.20 FTE Biology Teacher, Ridgewood High School, effective January 22, 2021 through May 31, 2021. Account # 11-140-100-101-02-10-019-000	**From:** $76,965 ($76,665 + $300 CP) Cl. MA+30, St. 6 **To:** $92,298 ($91,998 + $300 CP) Cl. MA+30, St. 6
CANDRILLI, Sophia* - **from** One-to-One Special Education Classroom Aide, George Washington Middle School, 5.75 hours per day, 5 days per week, **to** Permanent Substitute, George Washington Middle School, effective February 1, 2021 through June 22, 2021, 5.75 hours per day, 5 days per week. Account # 11-130-100-101-00-00-019-000	**From:** $17.50 per hour **To:** $24.35 per hour
CARNEY, Elizabeth - **from** Lunch Aide, Hawes School, 5 hours per day, 5 days per week, **to** Resource Room Special Education Classroom Aide, Hawes School, effective February 8, 2021 through June 22, 2021, 5.75 hours per day, 5 days per	Hourly rate will remain the same

week. Account # 11-213-100-106-00-02-024-001	
CASATELLI, Stacy - **from** 1.0 FTE Science Teacher, Ridgewood High School, **to** 1.20 FTE Science Teacher, Ridgewood High School, effective January 22, 2021 through May 31, 2021. Account # 11-140-100-101-02-10-019-000	**From:** $101,461 ($95,435 + $300 CP + $5,726 ratio) Cl. MA+45, St. 14 **To:** $121,693 ($114,522 + $300 CP + $6,871 ratio) Cl. MA+45, St. 14
CASTELLI, Christa - **from** Resource Room Special Education Classroom Aide, Ridgewood High School, **to** Applied Behavior Analyst Aide (ABA), Ridgewood High School, effective February 8, 2021 through June 22, 2021, 5.75 hours per day, 5 days per week. Account # 11-000-217-106-00-10-024-001	**From:** $17.50 per hour **To:** $21.23 per hour
DePINTO, Lauren - **from** Crisis Intervention Counselor and District Coordinator School Based Mental Health Services, Benjamin Franklin Middle School and Ridgewood High School, **to** District Coordinator School Based Mental Health Services, Benjamin Franklin Middle School and Ridgewood High School, effective March 1, 2021 through June 23, 2021. Account # 11-000-218-104-00-08-019-000 (50%) Account # 11-000-218-104-00-10-019-000 (50%)	**From:** $115,226 ($102,612 + $300 CP + $12,314 ratio) Cl. MA+45, St. 16 **To:** $7,183 ratio
KUNZLE, Sandra - **from** 1.0 FTE Science Teacher, Ridgewood High School, **to** 1.20 FTE Science Teacher, Ridgewood High School, effective January 22, 2021 through May 31, 2021. Account # 11-140-100-101-02-10-019-000	**From:** $112,807 ($103,932 + $1,600 longevity + $7,275 ratio) Cl. MA, St. 18 **To:** $135,048 ($124,718 + $1,600 longevity + $8,730 ratio) Cl. MA, St. 18
LUO, Miles - **from** 1.0 FTE Biology Teacher, Ridgewood High	**From:** $68,618

School, **to** 1.20 FTE Biology Teacher, Ridgewood High School, effective January 22, 2021 through May 31, 2021. Account # 11-140-100-101-02-10-019-000	Cl. MA, St. 3 **To:** $82,342 Cl. MA, St. 3
SCHAEFER, Margaret - **from** 1.0 FTE Grade Advisor/English/Theater Teacher **to** 1.1 FTE Grade/Advisor/English/Theater Teacher, effective February 1, 2021 through February 8, 2021. Account # 11-000-218-104-00-10-019-000 (80%) Account # 11-140-100-101-03-10-019-000 (20%)	**From:** $132,593 ($121,012 + $300 CP + $1,600 longevity + $9,681 ratio) Cl. DR, St. 19 **To:** $144,062 ($133,113 + $300 CP + $1,600 longevity + $10,649 ratio) Cl. DR, St. 19
SYVRET, Mark - **from** 1.0 FTE Science Teacher, Ridgewood High School, **to** 1.20 FTE Science Teacher, Ridgewood High School, effective January 22, 2021 through May 31, 2021. Account # 11-140-100-101-02-10-019-000	**From:** $103,932 Cl. MA, St. 18 **To:** $124,718 Cl. MA, St. 18

***Related to staff member**

iii. Changes in Salary Classification, effective February 1, 2021 through June 30, 2021, in accordance with the REA/Board Agreement — **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the Changes in Salary Classification, effective February 1, 2021 through June 30, 2021, in accordance with the REA/Board Agreement, as listed on **Attachment C**.

iv. Resignations — **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignations listed below.

Classroom Aides

BEYER, James - Applied Behavior Analyst Aide (ABA), Ridgewood High School, effective February 8, 2021.

BOELE, Kristina - Applied Behavior Analyst Aide (ABA), Benjamin Franklin Middle School, effective February 12, 2021.

DELANEY, Samantha - Resource Room Special Education Classroom Aide, Somerville School, effective February 8, 2021.

TARANTINO, Brittany - Resource Room Special Education Classroom Aide, Ridge School, effective February 1, 2021.

v. Resignations for the Purpose of Retirement **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignations for the purpose of retirement listed below.

Teachers

MARESCIALLO, Maria - Education Specialist, Somerville School, effective April 1, 2021, with nineteen years of Ridgewood service.

POULIS, Helen - Education Specialist, Orchard School, effective July 1, 2021, with thirty-seven years of Ridgewood service.

RYTER, Michael - Sixth Grade Social Studies Teacher, George Washington Middle School, effective July 1, 2021, with twenty-five years of Ridgewood service.

SOUCY, Sheryl - Physical Education/Health Teacher, Ridgewood High School, effective July 1, 2021, with thirty-three years of Ridgewood service.

vi. Leave of Absence **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the leave of absence listed below.

Revision: RAIANI, Amy - Biology Teacher, Ridgewood High School, **from** effective February 1, 2021 through May 28, 2021, with a reinstatement date of June 1, 2021, approved by the Board on October 19, 2020, **to** effective January 1, 2021 through May 28, 2021 with a reinstatement date of June 1, 2021, utilizing the FMLA and/or NJFLA leave entitlement.

vii. Unpaid Personal Leave of Absence **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools,

approves the unpaid personal leave of absence listed below.

DePINTO, Lauren - Crisis Intervention Counselor, Benjamin Franklin Middle School and Ridgewood High School, effective March 1, 2021 through June 23, 2021.

viii. Supplemental Pay Beyond Contract **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the supplemental pay beyond contract, listed below.

Hawes School

Nurse - Contact Tracing - January 4, 2021 through March 26, 2021

- **Linda Goldberg**, not to exceed 180 hours, at an hourly rate of $53.33 ($9,599.40).

Account # 11-000-213-104-00-02-002-001

Orchard School

Nurse - Contact Tracing - January 4, 2021 through March 26, 2021

- **Christina Horton**, not to exceed 180 hours, at an hourly rate of $53.33 ($9,599.40).

Account #11-000-213-104-00-03-003-001

Clubs and Activities for the 2020-2021 School Year

Talent Show - Virtual

- **Christina Chicas**, not to exceed 16 hours, at an hourly rate of $40.17 ($642.72).
- **Molly Higgins**, not to exceed 20 hours, at an hourly rate of $40.17 ($803.40).

Account # 11-401-100-101-00-03-003-001

Ridge School

Nurse - Contact Tracing - January 4, 2021 through March 26, 2021

- **Colleen Manke**, not to exceed 180 hours, at an hourly rate of $53.33 ($9,599.40).

Account # 11-000-213-104-00-04-004-001

Additional: Clubs and Activities for the 2020-2021 School Year

Thinking Cap Quiz Bowl

- **Lindsay Mitchell**, not to exceed 15 hours, at an hourly rate of $40.17 ($602.55).

Account # 11-401-100-101-00-04-004-001

Travell School

Nurse - Contact Tracing - January 4, 2021 through March 26, 2021

- **Lisa Grabinski**, not to exceed 180 hours, at an hourly rate of $53.33 ($9,599.40).

Account # 11-000-213-104-00-06-006-001

Somerville School

Nurse - Contact Tracing - January 4, 2021 through March 26, 2021

- **Moira Correll**, not to exceed 180 hours, at an hourly rate of $53.33 ($9,599.40).

Account # 11-000-213-104-00-05-005-001

Additional: Clubs and Activities for the 2020-2021 School Year

Art Club Virtual

- **Samantha Stankiewicz**, total stipend of $450.

Account # 11-401-100-101-00-05-005-001

Willard School

Nurse - Contact Tracing - January 4, 2021 through March 26, 2021

- **Bonnie Lowicki**, not to exceed 180 hours, at an hourly rate of $53.33 ($9,599.40).

Account # 11-000-213-104-00-07-007-001

Benjamin Franklin Middle School

Nurse - Contact Tracing - January 4, 2021 through March 26, 2021

- **Kerriann Reilly**, not to exceed 180 hours, at an hourly rate of $53.33 ($9,599.40).

Account # 11-000-213-104-00-08-008-001

George Washington Middle School

Nurse - Contact Tracing - January 4, 2021 through March 26, 2021

- **Julie Stadulis**, not to exceed 180 hours, at an hourly rate of $53.33 ($9,599.40).

Account # 11-000-213-104-00-09-009-001

Ridgewood High School

Nurse - Contact Tracing - January 4, 2021 through March 26, 2021

- **Maureen Morgan**, not to exceed 180 hours, at an hourly rate of $53.33 ($9,599.40).

Account # 11-000-213-104-00-10-010-001

Technology Support for Seal of Biliteracy Test - January 16, 2021

- **Neil Valere**, not to exceed 3 hours, at an hourly rate of $40.17 ($120.51).

Account # 11-000-222-104-00-10-010-001

Revision: Co-curricular Activity Advisors and Stipends for the 2020-2021, approved by the Board at its meeting on November 2, 2020

Winter Color Guard

Remove: **John Luckenbill**
Replace: **Sophia Alvarenga**
Account # 11-401-100-101-00-10-010-001

Winter Twirlers

Remove: **TBD**
Replace: **Sarah Kramer**

Remove: **TBD**
Replace: **Megan Theobald**
Account # 11-401-100-101-00-10-010-001

Special Programs

ABA Aide Training - January 26 - 29, 2021, not to exceed 7 hours, at the hourly rate listed

- **Laurie Pavero**, at an hourly rate of $20.17 ($141.19).

Account # 11-000-217-106-00-24-024-001

ABA Training Completed and Certified - hourly rates from

$20.17 to $21.23, effective February 1, 2021

- **Judy Fierro**
- **Yaniv Fridman**
- **Mary Gagliardotto**
- **Emily Shovlin**
- **Heidi Vehmas**

Account # 11-000-217-106-00-24-024-001

ix. Substitutes for the 2020-2021 School Year **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves substitutes for the 2020-2021 school year, as listed below.

Teachers: Virginia Cheung, and **Ritu Chowbey**
Account # TBD

E. FINANCE **Dr. Gorman**

i. Acceptance of Restricted Donations: **Dr. Gorman**
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following restricted gifts for the **2020-2021** school year, to be used as indicated.

Donor	**Amount**	**Use**	**Account Number**
Schwab Charitable on behalf of the Stephen & Georgina Jones Charitable Funds	$2,500	To be used for the enhancement of the Carole G. Jones Science Education Center At Ridgewood High School	20-007-100-610-00-10-010-002

ii. Approval: Award of Contracts to Cooperative Purchasing Vendors in Excess of $40,000 **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the award of contracts to Cooperative Purchasing Vendors in excess of $40,000 for goods and services.

The Board has received background information.

iii. Approval: Agreement with the Ridgewood YMCA and the Ridgewood High School Swim Team **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves an agreement with the Ridgewood YMCA and the Ridgewood High School Swim Team for use of the YMCA's facilities in order to run swim team practice from February 1, 2021 through March 26, 2021, in the amount of $3,600.

The Board has received background information.

iv. Approval: Disposal of Equipment **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the disposal of equipment listed below through www.govdeals.org. This item is no longer needed.

Willard School

➢ 1 CANON iPF680 eColor Printer

v. Approval: Joint Transportation Agreement with the South Bergen Jointure Commission 2020-2021 Addendum **Dr. Gorman**

WHEREAS , the South Bergen Jointure Commission SBJC and the Board of Education ("The Ridgewood Board") are parties to a 2020—2021 agreement for SBJC, an approved Coordinated Transportation Service Agency, to coordinate transportation services for the Board's students; and
WHEREAS, due to the current public health emergency, a number of school districts were required to close for health—related reasons, with several of those school districts continuing to remain closed until further notice; and

WHEREAS, under N.J. S.A. 18Ä: 7F-9, if a school district is subject to a health—related closure for a period longer than three consecutive school days as a result of the current public health emergency, a jointure commission shall continue to make payments under the terms of a contract with a contracted service provider as if the school facilities remained open, and

WHEREAS, because of school closures as a result of the public health emergency, pursuant to N.J. S.A. 18A: 7 F —9, the SBJC is obligated to continue payments to its transportation service providers during the 2020—2021 school year; and

WHEREAS, SBJC' s commitment to continue payment to those contracted transportation service providers is contingent upon the Board's continued payment to SBJC; and
WHEREAS, the SBJC is desirous of amending the terms of the Agreement to memorialize the Board's responsibility to continue its payment obligations to the SBJC to ensure full compliance with N.J. S.A. 18Ä:7F-9.

vi. <u>Approval: Joint Transportation Agreement with the Mahwah Board of Education/Region 1 2021/2022</u> **Dr. Gorman**

BE IT RESOLVED that the Ridgewood Board of Education does hereby approve an agreement with the Region 1/Mahwah Board of Education, a Coordinated Transportation Services Agency, for the purpose of transporting students in accordance with Chapter 53, P.L. 1997 for the 2021/2022 school year. The services to be provided include, but are not limited to, the coordinated transportation of public, nonpublic and special education students.

BE IT RESOLVED, that the Ridgewood Board of Education agrees to abide by the Transportation Services Agreement as published by the Region 1/Mahwah Board of Education and attached to this resolution.

X. RESOLUTIONS AND MOTIONS NOT INCLUDED IN CONSENT AGENDA — Dr. Gorman

A. <u>Approval: Submission of a Project Application for the STEPSS Program Relocation</u> **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the submission of a project application for the STEPSS Program Project by FKA Architects, to the State of New Jersey, Department of Education. This project is an “Other Capital” project and the Board of Education is seeking state funding.

B. <u>Approval: Amendment of the Long Range Facility Plan</u> **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the authorization of the amendment of the current Long Range Facility Plan to include the Ridgewood Public Schools STEPSS Program Project.

The Board has received background information.

C. <u>Approval: Amendment to Memorandum of understanding</u> **Dr. Gorman**

Between the Ridgewood Board of Education and AlphaBest Education, Inc.

WHEREAS, Contractor and the Board previously entered into an agreement, executed on June 5, 2020, for the provision of "Before and After School Child Care Services" (the "Existing Agreement') in the Ridgewood's facilities for students;

WHEREAS, Contractor and the Board previously entered into a MOU to outline the Contractor's modified child care services (the "Modified Program") for Ridgewood's students and students of Ridgewood's staff during the COVID-19 pandemic;

WHEREAS, Contractor and the Board seek to into a second MOU for Contractor's full day child care services (hereinafter referred to as "Full Day Program") for Ridgewood's students during the COVID-19 pandemic; and

NOW, THEREFORE, for good and valuable consideration, the receipt of sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Purpose of this MOU #2

   a. This MOU #2 stipulates the updated temporary program and fee schedule between Contractor and the Board for the Full Day Program to be provided by Contractor for Ridgewood's students on Mondays to Fridays from 7:00 a.m. to 6:00 p.m. at the following locations:

      i. Somerville Elementary School; and
      ii. Benjamin Franklin Middle School.

   b. Contractor will operate the Full Day Program, as described in Section 1(a), as long as a minimum enrollment of five (5) students are enrolled in the Full Day Program at each location. Contractor will make the determination for the Full Day Program operation at each location on a weekly basis during the term of this MOU #2.

2. Term

   The term of this MOU #2 will commence on February 1, 2021, and conclude on a later date to be mutually agreed upon in writing between Contractor and the Board, unless terminated earlier in accordance with the provisions of the Existing

Agreement. It is the intent of the parties for the agreed date of termination of the MOU to be tied to the return to normal school operations following the end of the COVID-19 pandemic.

3. Schedule of Child Care Services

a. Contractor and the Board acknowledge and agree that the child care services will be provided in accordance with the school calendar; however, the Parties understand that the days of operation as well as the commencement of direct services for students will be dependent upon Ridgewood's permitted days of operation. As such, the dates of service may be subject to change.

b. Upon termination of the MOU #2, Contractor will provide child care services in accordance with Ridgewood's regular school year calendar.

4. Fee Schedule

a. During the term of this MOU #2, the tuition fees for the Full Day Program provided by Contractor shall be specified as follows:

Registration/PPE Fee (Per child)	$25
Late Payment Fee	$15.00
Late pick-up fee for 1 – 15 minutes	$15.00
Late pick-up fee for 16 – 30 minutes	$30.00
Late pick-up fee for 31 or more minutes	$1.00 each additional minute per family
Return Check	$25.00
NSF Fees	Maximum allowable by law

2020 – 2021 MOU Fee Schedule – Full Day				
Enrollment Type	**1:30 p.m. End Time**	**3:30 p.m. End Time**	**6:00 p.m. End Time**	**Frequency**
1 day per week	$45.00	$50.00	$55.00	Per day

5. Entire Agreement

a. Except for the items modified in the MOU and MOU #2, all terms and conditions of the Existing Agreement shall remain unchanged and in full force and effect. This MOU #2, together with the Existing Agreement and MOU, represent the entire agreement of the Parties and may not be modified in any manner except by a written instrument signed by both parties.

XI. APPROVAL OF BILLS — Mr. Lembo

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the payment of bills as listed below.

Jan 19	Columbia Bank On-Line	100670	2,949.42	S. Brogan
Jan 21	Columbia Bank On-Line	100671-100737	240,635.32	S. Brogan
Jan 25	Columbia Bank On-Line	100738-100751	117,024.22	S. Brogan
Feb 3	Columbia Bank On-Line	100752-100837	935,880.05	S. Brogan
Feb 3	Columbia Bank On-Line	100838	4,248.00	S. Brogan
Jan 26	Unemployment	821117	30,804.10	S. Brogan
Jan 12	Electronic Transfer	C33570	9.92	S. Brogan
Jan 12	Electronic Transfer	R33571	3,650.95	S. Brogan
Jan 26	Electronic Transfer	C33796-C33797	26.63	S. Brogan
Jan 26	Electronic Transfer	R33800	52.39	S. Brogan
Jan 26	Electronic Transfer	R33801-R33802	238.56	S. Brogan
Jan 26	Electronic Transfer	F33798	18,697.94	S. Brogan
Feb 3	Electronic Transfer	L33803	9,540.00	S. Brogan
Feb 3	Food Service	620230-620231	17,769.84	S. Brogan
Jan 25	Columbia Bank Void Check	099991	(18.00)	S. Brogan
Jan 25	Columbia Bank Void Check	100114	(4,760.00)	S. Brogan
Jan 25	Columbia Bank Void Check	100654	(2,434.00)	S. Brogan
TOTAL			**1,374,315.34**	

XII. BOARD MEMBER ANNOUNCEMENTS — Mr. Lembo

XIII. BOARD COMMITTEE REPORTS — Mr. Lembo

A. DISCUSSION ITEMS — Mr. Lembo

i. **New Policies/Regulations and Revisions to Policies/Regulations as listed below:**

- ➢ Policy 1620 Administrative Employment Contracts **(Attachment D)** *revised*
- ➢ Policy 2431 Athletic Competition**(Attachment E)** *revised*
- ➢ Regulation 2431.1 Emergency Procedures for Sports and Other Athletic Activity **(Attachment F)** *revised*
- ➢ Policy 2464 Gifted and Talented Students **(Attachment G)** *revised*
- ➢ Policy and Regulation 5330.05 Seizure Action Plan **(Attachment H)** *new*
- ➢ Policy 6440 Cooperative Purchasing **(Attachment I)** *revised*
- ➢ Policy and Regulation 6470.01 Electronic Funds Transfer and Claimant Certification **(Attachment J)** *new*
- ➢ Policy and Regulation 7440 School District Security **(Attachment K)** *revised*
- ➢ Policy 7450 Property Inventory **(Attachment L)** *revised*
- ➢ Policy and Regulation 7510 Use of School Facilities **(Attachment M)** *revised*
- ➢ Policy 8420 Emergency and Crisis Situations **(Attachment N)** *revised*
- ➢ Bylaw 0164 Conduct of Board Meetings **(Attachment O)** *revised*

ii. **Infant Toddler Development Center**

XIV. ACCEPTANCE OF MINUTES **Mr. Lembo**

- December 7 Executive Session
- January 11 Regular Public Meeting
- January 25 Regular Public Meeting
- January 25 Executive Session

XV. OTHER BUSINESS **Mr. Lembo**

XVI. COMMENTS FROM THE PUBLIC **Mr. Lembo**

XVII. MOTION TO GO INTO EXECUTIVE SESSION **Mr. Lembo**

XVIII. RECONVENED PUBLIC MEETING **Mr. Lembo**

XIX. ADJOURNMENT **Mr. Lembo**

Coming Meetings

Monday February 22, 2021
Regular Public Meeting
7:00 p.m. Education Center

Monday October 19, 2021
Regular Public Meeting
7:00 p.m.Education Center

February 8, 2021 **ATTACHMENT A**

2020-2021 CONFERENCES FOR APPROVAL

Staff Member	Name of Conference Location & Dates	Rationale	Estimated Cost for Approval	# of Sub Days required
Jane Gerard	Social Emotional Learning: Getting started with technology-based lessons Virtual BCSS Educational Enterprises, NJ February 19, 2021	Professional Development	$50.00	0
Brandi Gorman	Visualization and Verbalizing Virtual Lindamood-Bell March 16-19, 2021	Professional Development	$0.00	0
Jennifer Osenbruck	Visualization and Verbalizing Virtual Lindamood-Bell March 16-19, 2021	Professional Development	$0.00	0
Amy Gerard	Visualization and Verbalizing Virtual Lindamood-Bell March 16-19, 2021	Professional Development	$750.00	0
Kelly Lyons	Visualization and Verbalizing Virtual Lindamood-Bell March 16-19, 2021	Professional Development	$0.00	0
Craig Mahler	2021 NJHPERD Annual Convention Virtual New Jersey Association for Health, Physical Education, Recreation and Dance, NJ March 22, 2021	Professional Development	$99.00	1
Danielle Wood	NJTESOL/NJBE Spring Conference Virtual NJ Teachers of English to Speakers of Other Languages/New Jersey Bilingual Educators, NJ	Professional Development	$299.00	0

The total cost for these conferences is $1198.00. Upon Board approval of these conferences, the total expenditure for travel and conferences for 2020-2021 will be $27,222.40 leaving a balance of $172,777.60.

The total cost of substitutes for these conferences is $100.00. Upon Board approval of these conferences, the total expenditure for substitutes for travel and conferences for 2020-2021 will be $1400.00.

FIELD TRIPS FOR APPROVAL

February 8, 2021

ONE DAY TRIPS **ATTACHMENT B**

Date	School	Location	Students	Chaperones	for each	per day for Nurse	District	Event	Requirements
3/3 - 3/4/21	RHS	DECA NJ Conference	96	N/A	0	$0	$0	No	Yes
* Date Change		Business Department, Virtual	students	Virtual					

Last Name	First Name	School	FTE	From Class	From Step REA	20-21 Base Salary	CP	Ratio	Longevity	Total Salary	To Class	To Step REA	New 20-21 Base Salary	New CP	New Ratio	New Longevity	New Total Salary
Champy	Brianna	GWMS	1.00	BA+30	4	66,066				66,066	MA	4	69,616	300			69,916
DeRisi	Michael	Somerville	1.00	MA+30	7	78,605	300			78,905	MA+45	7	82,159	300			82,459
Giannetti	Courtney	GWMS	1.00	MA+30	18	110,262	300			110,562	MA+45	18	113,582	300			113,882
Hutchison	Tara	Willard	1.00	MA+30	15	95,185	300			95,485	MA+45	15	98,665	300			98,965
Lowicki	Bonnie	Willard	1.00	BA+30	13	82,490				82,490	MA	13	85,240				85,240
Mahoney	Marisa	BFMS	1.00	MA+30	11	83,290	300	5,830		89,420	MA+45	11	86,840	300	6,079		93,219
Novak	Nicole	RHS	1.00	MA+30	14	92,905	300			93,205	MA+45	14	95,435	300			95,735
Price	Megan	Orchard	1.00	MA	18	103,932			1,500	105,432	MA+45	18	113,582	300		1,500	115,382
Roberts	Deirdre	BFMS/GWMS	1.00	MA+30	17	104,172	300			104,472	MA+45	17	106,292	300			106,592
Scevola	Adam	RHS	1.00	MA+30	9	80,840	300			81,140	MA+45	9	84,390	300			84,690
Stadulis	Julie	GWMS	1.00	BA	15	84,465				84,465	BA+30	15	88,695				88,695
Turchioe	Kristen	BFMS	1.00	MA+30	9	80,840	300			81,140	MA+45	9	84,390	300			84,690
Zielinski	Lauren	BFMS	1.00	MA	7	75,055	300			75,355	MA+30	7	78,605	300			78,905

1620 ADMINISTRATIVE EMPLOYMENT CONTRACTS

The Executive County Superintendent shall review and approve for all Superintendents **of Schools**, **Superintendents of Schools reappointed pursuant to N.J.S.A. 18A:17-20.1,** Superintendents **of Schools**, Assistant Superintendents **of Schools**, and School Business Administrators**, including any interim, acting, or person otherwise serving in these positions,** in school districts, county vocational school districts, county special services school districts and other districts, except charters, within the County under the supervision of the Executive County Superintendent:

1. New employment contracts, including contracts that replace expired contracts for existing tenured and non-tenured employees;

2. Renegotiations, extensions, amendments, or other alterations of the terms of existing employment contracts that have been previously approved by the Executive County Superintendent; and

3. Provisions for contract extensions where such terms were not included in the original employment contract or are different from the provisions contained in the original approved employment contract.

In counties where there is no Executive County Superintendent**, an Executive County Superintendent from another county shall be designated by the Commissioner to** ~~or Acting Executive County Superintendent, the Assistant Commissioner for Field Services shall~~ review and approve all ~~above~~ contracts **listed above**.

The contract review and approval shall take place prior to any required public notice and hearing pursuant to N.J.S.A. 18A:11-11 and prior to the Board **of Education** approval and execution of ~~those~~ **the** contract~~s~~ to ensure compliance with all applicable laws, including but not limited to N.J.S.A. 18A:30-3.5, 18A:30-9, 18A:17-15.1 and 18A:11-12.

~~The public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 is applicable to a Board that renegotiates, extends, amends, or otherwise alters the terms of an existing contract with the Superintendent of Schools, Deputy Superintendent, Assistant Superintendents, or School Business Administrator.~~

~~**[Select One Option**~~

~~____ The public notice and public hearing requirements of N.J.S.A. 18A:11-11 do not apply to new contracts that replace expired contracts for existing employees in one of these positions, whether tenured or not tenured.~~

~~____ Although the public notice and public hearing requirements of N.J.S.A. 18A:11-11 do not apply to new contracts and contracts that replace expired contracts for existing employees in one of these positions, whether tenured or not tenured, the Board may issue a public~~

~~notice and/or hold a public hearing on new contracts, including new contracts that replace expired contracts for existing tenured and non-tenured employees.]~~

In accordance with the provisions of N.J.S.A. 18A:11-11 and N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required shall be applicable to a Board of Education that renegotiates, extends, amends, or otherwise alters the terms of an existing contract with a Superintendent of Schools, Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator. In accordance with N.J.S.A. 18A:11-11, notice must be provided to the public at least thirty days prior to the scheduled action by the Board. The Board shall also hold a public hearing and shall not take any action on the matter until the hearing has been held. The Board shall provide the public with at least ten days' notice of the public hearing.

In accordance with N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 shall not apply to new contracts, including contracts that replace expired contracts for existing employees in one of these positions, whether tenured or not tenured. Nothing shall preclude a Board from issuing a public notice and/or holding a public hearing on new contracts, including new contracts that replace expired contracts for existing tenured and non-tenured employees.

The public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 is also required in the event an existing contract for a Superintendent of Schools, Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator is rescinded or terminated by the Board of Education before it is due to expire and the parties agree to new employment terms.

In connection with the Executive County Superintendent's review of the contract, the Board shall provide the Executive County Superintendent with a detailed statement setting forth the total cost of the contract for each applicable year, including salary, longevity (if applicable), benefits**,** and all other emoluments.

The review and approval **of the employment contracts of Superintendents of Schools, Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators conducted by the Executive County Superintendent** shall be consistent with the following additional standards **outlined in N.J.S.A. 18A:7-8.1 and N.J.A.C. 6A:23A-3.1**:

1. Contracts for each class of administrative position shall be comparable with the salary, benefits and other emoluments contained in the contracts of similarly credentialed and experienced administrators in other school districts in the region with similar enrollment, academic achievement levels and challenges, and grade span.

2. No contract shall include provisions that are inconsistent with the travel requirements pursuant to N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7 including, but not limited to, the provisions for mileage reimbursement and reimbursement for meals and lodging in New Jersey. Any contractual provision that is inconsistent with law is superseded by the law.

3. No contract shall include provisions for the reimbursement or payment of employee contributions that are either required by law or by a contract in effect in the **school** district with other teaching staff members, such as payment of the employee's State or Federal taxes, or of the employee's contributions to FICA, Medicare, State pensions and annuities (TPAF), life insurance, disability insurance (if offered), and health benefit costs.

4. No contract shall contain a payment as a condition of separation from service that is deemed by the Executive County Superintendent to be prohibited or excessive in nature. The payment cannot exceed the lesser of the calculation of three months pay for every year remaining on the contract with pro-ration for partial years, not to exceed twelve months, or the remaining salary amount due under the contract.

5. No contract shall include benefits that supplement or duplicate benefits that are otherwise available to the employee by operation of law, an existing group plan, or other means; e.g., an annuity or life insurance plan that supplements or duplicates a plan already made available to the employee. Notwithstanding the provisions of this section, a contract may contain an annuity where those benefits are already contained in the existing contract between the employee and the district.

6. Contractual provisions regarding accumulation of sick leave and supplemental compensation for accumulated sick leave shall be consistent with N.J.S.A. 18A:30-3.5. Supplemental payment for accumulated sick leave shall be payable only at the time of retirement and shall not be paid to the individual's estate or beneficiaries in the event of the individual's death prior to retirement. Pursuant to N.J.S.A. 18A:30-3.2, a new Board of Education contract may include credit of unused sick leave in accordance with the new Board of Education's policy on sick leave credit for all employees.

7. Contractual provisions regarding accumulation of unused vacation leave and supplemental compensation for accumulated unused vacation leave shall be consistent with N.J.S.A. 18A:30-9. Contractual provisions for payments of accumulated vacation leave prior to separation can be included but only for leave accumulated prior to June 8, 2007 and remaining unused at the time of payment. Supplemental payments for unused vacation leave accrued consistent with the provisions of N.J.S.A. 18A:30-9 after June 8, 2007 as well as unused vacation leave accumulated prior to June 8, 2007 that has not been paid, shall be payable at

the time of separation and may be paid to the individual's estate or beneficiaries in the event of the individual's death prior to separation.

8. Contractual provisions that include a calculation of per diem for twelve month employees shall be based on a two hundred sixty day work year.

9. ~~No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to N.J.A.C. 6A:23A-3.1, where compensation is deemed reasonable relative to the established performance objectives, and achievement of the performance objectives has been documented to the satisfaction of the Board of Education.~~ **No provision for a merit bonus shall be made except where payment is contingent upon achievement of quantitative merit criterion and/or qualitative merit criterion:**

   a. A contract may include no more than three quantitative merit criteria and two qualitative merit criteria per contract year.

   b. The Executive County Superintendent shall approve or disapprove the selection of quantitative merit and qualitative merit criteria and the data that forms the basis of measuring the achievement of quantitative merit and qualitative merit criteria.

   c. A contract may provide for merit bonuses in an amount not exceeding 3.33 percent of annual salary for each quantitative merit criterion achieved and 2.5 percent of annual salary for each qualitative merit criterion achieved. Any such merit bonus shall be considered "extra compensation" for purpose of N.J.A.C. 17:3-4.1 and shall not be cumulative.

   d. The Board of Education shall submit to the Executive County Superintendent a resolution certifying that a quantitative merit criterion or a qualitative merit criterion has been satisfied and shall await confirmation of the satisfaction of that criterion from the Executive County Superintendent prior to payment of any merit bonus.

10. ~~No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized above.~~ **No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to N.J.A.C. 6A:23A-3.1, where compensation is deemed reasonable relative to the established performance objectives and achievement**

of the performance objectives has been documented to the satisfaction of the Board of Education.

11. No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized in N.J.A.C. 6A:23A-3.1 and N.J.S.A. 18A:7-8.1.

12~~11~~. No contract shall include a provision for a monthly allowance except for a reasonable car allowance. A reasonable car allowance **shall not** ~~cannot~~ exceed the monthly cost of the average monthly miles traveled for business purposes multiplied by the allowable mileage reimbursement pursuant to applicable law and regulation and **New Jersey Office of Management and Budget (**NJOMB**)** circulars. If such allowance is included, the employee **shall not** ~~cannot~~ be reimbursed for business travel mileage nor assigned permanently a car for official district business. Any provision of a car for official district business must conform with N.J.A.C. 6A:23A-6.12 and be supported by detailed justification. No contract **shall** ~~can~~ include a provision of a dedicated driver or chauffeur.

13~~12~~. All Superintendent contracts shall include the required provision pursuant to N.J.S.A. 18A:17-15.1 which states that in the event the Superintendent's certificate is revoked, the contract is null and void.

14~~13~~. No contract shall include a provision for additional compensation upon the acquisition of a graduate degree unless the graduate degree is conferred by a **regionally** ~~duly~~ accredited **college or university** ~~institution of higher education~~ as defined in **applicable regulations** ~~N.J.A.C. 6A:9-2.1~~. No contract shall include a provision for assistance**,** ~~or~~ tuition reimbursement, or ~~for~~ additional compensation for graduate school coursework, unless **the** ~~such~~ coursework culminates in the acquisition of a graduate degree conferred by a **regionally** ~~duly~~ accredited **college or university** ~~institution of higher education~~ as defined in **applicable regulations** ~~N.J.A.C. 6A:9-2.1~~.

The review and approval of an employment contract for the Superintendent of Schools shall not include maximum salary amounts pursuant to N.J.S.A. 18A:7-8.j.

Any actions by the Executive County Superintendent undertaken pursuant to **N.J.S.A. 18A:7-8.1,** N.J.A.C. 6A:23**A-**3.1**,** and this Policy may be appealed to the Commissioner of Education pursuant to the procedures set forth at N.J.A.C. 6A:3**, Controversies and Disputes**.

N.J.S.A. 18A:7-8; 18A:7-8.1; 18A:11-11
N.J.A.C. 6A:23A-3.1; 6A:23A-7 et seq.

Adopted: 7 December 2009
Revised: 17 May 2010
Revised:

2431 ATHLETIC COMPETITION

It is the intent of the Ridgewood Board of Education to provide in the high school a comprehensive, well-planned, and well-balanced program of interscholastic athletics, including cheerleading, for girls and boys who can benefit from participation. The program shall be managed and teams coached in a manner to achieve the following objectives:

1. Promote individual and team desire for excellence while emphasizing that interscholastic sports be kept in perspective and that the first priority for all students is intellectual and emotional growth;

2. Encourage enjoyment of competition, a desire to win, and a healthy, constructive attitude toward winning and losing;

3. Develop the self-confidence and self-respect of each team member;

4. Develop the specialized talents, skills, and physical fitness of each participant;

5. Develop attitudes and skills which foster teamwork, cooperation, loyalty, and spirit; and

6. Develop the highest type of sportsmanship, sense of fair play, and respect for fellow athletes (teammates and opponents), coaches, and officials.

The Board directs the Superintendent to establish administrative procedures to carry out the intent of the above statement and to implement the provisions of this policy.

State Regulations

The conduct of interscholastic athletics shall conform to State law, New Jersey administrative code and the rules and regulations of the New Jersey State Interscholastic Athletic Association (NJSIAA) which are approved annually by the Board.

Responsibility

The Athletic Director is responsible for the overall supervision of the nine through twelve interscholastic athletics program, including cheerleading. Responsibility for the supervision of the athletic program in each school is that of the Principal. In the high school, the Athletic Director will assist and advise the Principal and will have responsibility for the immediate supervision and administration of the athletic program. The Athletic Director will work closely with the high school Principal.

Continuity and Development

The Athletic Director will ensure that coaches at all levels work together to promote a developmental approach and continuity from level to level. The primary consideration in determining such things

as schedule of games, length of practices, and coaching methodology at each level shall be the physical, mental, and emotional maturity and well-being of the students.

Student Participation and Eligibility

The Board shall make school facilities, supplies, and equipment available and assign staff members for the support of a program of interscholastic athletics for students in grades nine through twelve. The Board shall maintain the program of interscholastic athletics, including cheerleading, and students who wish to participate shall pay an activity fee which shall be determined annually by the Board at its Reorganization Meeting. Students eligible for free or reduced price lunches are exempt from the activity fee. Families experiencing financial hardship should request consideration by informing the coach, the advisor, or the Building Principal. Students may be required to provide supplies in accordance with Board Policy No. 2520 on instructional supplies and students may be required to assume all or part of the costs of travel and attendance at co-curricular events and trips.

Maximum participation of girls and boys in accordance with interest, maturity, and ability to benefit is to be encouraged. A suggested range for participation in each sport is contained in the administrative procedures for this policy. The number of athletes per team is determined by the nature of the sport. Facility use, coaching personnel, budgetary constraints, and transporting students safely are contributing factors to these numbers.

Participation and eligibility will conform to the bylaws of NJSIAA. A student must be in good standing academically and as a school citizen to participate on any interscholastic team.

All students in good disciplinary and academic standing, and who have paid the activity fee (except those students who are exempt), shall have equal access to all co-curricular activities.

A student who is suspended from school is not permitted to participate in any co-curricular activity during the term of suspension. The Principal, Assistant Principal, or activity supervisor may suspend a student from participation in a co-curricular activity as a consequence of unacceptable behavior or recurring disciplinary problems.

Eligibility for participation in interscholastic athletics shall require all high school students to meet, at a minimum, all the eligibility requirements of the Constitution, Bylaws, and Rules and Regulations of the New Jersey State Interscholastic Athletic Association (NJSIAA). Because of the diversity in the nature, intensity of student involvement, and time demands of non-athletic activities, however, it is not possible to establish uniform academic requirements. Further, the Board is aware that participation in activities often serves as an incentive and motivator for at-risk students. It is the intent of the Board that each case involving a student who is failing one or more courses or whose academic work has slipped be considered individually. A school administrator and the guidance counselor, after consultation with the student and parent shall decide whether or not it is in the student's best interest to curtail co- curricular participation. Where allowable and appropriate, the district will afford flexibility in the standards for participation in co-curricular activities.

Home schooled children are not eligible to participate in the high school interscholastic athletic program of this district.

A student in any grade must maintain a satisfactory record of attendance to be eligible for participation in the school district sponsored programs of athletic competition. The Athletic Director will determine if participation should continue.

A student who is absent for a school day may not participate in the school district sponsored programs of athletic competition the afternoon or evening of that school day.

A student who is serving an in-school or out-of-school suspension may not participate in the school district sponsored programs of athletic competition while serving the suspension.

A student in any grade who fails to observe school rules for student conduct may forfeit his/her eligibility for participation in school district sponsored programs of athletic competition.

Notice of the school district's eligibility requirements shall be available to

students. Opportunity and Equity

The athletic program, including but not limited to intramural, extramural, and interscholastic sports, shall be available on an equal basis to all students regardless of race, color, creed, religion, sex, ancestry, national origin, disability, sexual orientation, social or economic status. The athletic program as a whole shall be planned to insure that there are sufficient activities so that the program does not deny the participation of large numbers of students of either sex.

Required Examinations –Interscholastic or Intramural Team or Squad

Students enrolled in grades six to twelve must receive a medical examination, in accordance with the provisions of N.J.S.A. 18A:40-41.7, prior to participation on a school-sponsored interscholastic or intramural team or squad and any cheerleading program or activity.

The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season with examinations being conducted at the **"**medical home" of the student. The "medical home" is defined as a health care provider and that provider's practice site chosen by the student's parent for the provision of health care, pursuant to N.J.A.C. 6A:16-1.3. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility. The medical examination required prior to participation shall be in accordance with the requirements as outlined in N.J.S.A. 6A:16-2.2(h)1 and Regulation 2431.2 and shall be documented using the Preparticipation Physical Evaluation form required by the Department of Education.

The school district shall distribute the Commissioner of Education developed sudden cardiac arrest pamphlet to a student participating in or desiring to participate in an athletic activity, as defined in N.J.S.A. 18A:40-41.e.,

and the student's parent(s) shall each year and prior to participation by the student in an athletic activity comply with the requirements of N.J.S.A. 18A:40-41.d.

The school district shall annually distribute the Commissioner of Education developed educational fact sheet relative to use and misuse of opioid drugs for sports related injuries to parents of students who participate in athletic activities and comply with the requirements of N.J.S.A. 18A:40-41.10.

Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq. The health findings of this medical examination shall be maintained as part of the student's health record.

The health history update shall include but not be limited to the following information:

1. Hospitalizations/operations;
2. Illnesses;
3. Injuries;
4. Care administered by a physician; and
5. Medications.

The medical examination conducted to determine the fitness of a student to participate in athletic competition and the health history update must include, as a minimum, the respective medical history information and physical assessments set forth in rules of the State Board of Education and incorporated in their entirety in regulations implementing this policy, and the following:

1. A medical history questionnaire, completed by the parent of the student, pupil, to determine if the student:
    a. Has been medically advised not to participate in any sport, and the reason for such advice;
    b. Is under a physician's care and the reasons for such care;
    c. Has experienced loss of consciousness after an injury;
    d. Has experienced a fracture or dislocation;
    e. Has undergone any surgery;
    f. Takes any medication on a regular basis, the names of such medication and the reasons for such medication;

g. Has allergies including hives, asthma, and reaction to bee stings;

h. Has experienced frequent chest pains or palpitations;

i. Has a recent history of fatigue and undue tiredness;

j. Has a history of fainting with exercise; and

k. Has a history of family members dying suddenly.

2. A physical examination which shall include, as a minimum, no less than:

a. Measurement of weight, height, and blood pressure;
b. Examination of the skin to determine the presence of infection, scars of previous surgery or trauma, jaundice, and purpura;
c. Examination of the eyes to determine visual acuity, use of eyeglasses or contact lenses, and examination of the sclera for the presence of jaundice;

d. Examination of the ears to determine the presence of acute or chronic infection, perforation of the eardrum, and gross hearing loss;

e. Examination of the nose to assess the presence of deformity which may affect endurance;

f. Assessment of the neck to determine range of motion and the presence of pain associated with such motion;

g. Examination of chest contour;

h. Auscultation and percussion of the lungs;

i. Assessment of the heart with attention to the presence of murmurs, noting rhythm and rate;

j. Assessment of the abdomen with attention to the possible presence of hepatomegaly, splenomegaly, or abnormal masses;

k. Assessment of the back to determine range of motion and abnormal curvature of the spine;

l. Examination of extremities to determine abnormal mobility or

m. immobility, deformity, instability, muscle weakness or atrophy, surgical scars and varicosities;

n. Examination of the testes to determine the presence and descent of both testes, abnormal masses or configurations, or hernia;

o. Assessment of physiological maturation; and

p. Neurological examination to assess balance and coordination and the presence of abnormal reflexes.

Eligibility Standards

A student who wishes to participate in a program of athletic competition, including cheerleading, must submit, on a form provided by the district, the signed consent of his/her parent. The consent of the parent of a student who wishes to participate in a program of athletic competition, including cheerleading, must include an acknowledgment of the physical hazards that may be encountered in the sport **in accordance with N.J.A.C. 6A:32-9.1 (d) and (e).**

Injuries

Written procedures shall be established to ensure:

1. Adequate emergency care for any student injured in a practice or a game;

2. Proper follow-up care and treatment;

3. Communication with parent;

4. Execution of school accident reports and insurance forms; and

5. Appropriate medical release or approval before a student resumes participation.

Safety

Safety of athletic equipment and facilities, transportation, and playing conditions shall be given top priority by the Athletic Director, coaches, and Principals. Planning for the safety of participants and spectators at home and away games is also the responsibility of the Athletic Director, coaches, and Principals.

Scheduling of Games

Before the beginning of each sports season, the Athletic Director shall submit to the Superintendent a schedule of games for the high school teams to be presented to the Board of Education for approval.

Postseason contests and tournament participation must be approved by the Principal and be sanctioned by the NJSIAA. Changes during the season must be approved by the Principal.

Conduct at Games

The athletic Director, coaches, and Principals shall make every effort to:

1. Encourage attendance of students, parent, and the public;

2. Promote spectator enjoyment and spirit; and

3. Require sportsmanlike conduct of all players and spectators at all games.

Such efforts may include preseason and/or pre-game communication with students and the public as well as adequate supervision at games.

Appointment and Evaluation of Coaches

All coaches shall be appointed on an annual basis. The high school Principal shall recommend to the Superintendent the appointments of all high school coaching positions after consultation with the Athletic Director. Head coaches shall participate in the selection of assistant coaches.

The Superintendent shall establish a job description and criteria and procedures for the evaluation of coaches. The job description and evaluative criteria should emphasize coaching competence and a caring attitude and concern for every member of the team.

Volunteer Coaches

Volunteer coaches who are actively involved in coaching or instruction shall hold permanent New Jersey teaching certification or work under the direct supervision of the coaching staff. They must be approved by the Athletic Director, the Principal, and the Board of Education prior to assuming any coaching responsibilities. Volunteer coaches shall receive no remuneration for services. This restriction includes budgeted funds, gifts, and monies from fundraising activities. Volunteer coaches shall serve under the supervision of the professional coaching staff. Any other person assisting a team in any capacity other than coaching must be approved by the Athletic Director.

Emergency Procedures

Athletic coaches shall be trained in first aid to include sports-related concussion and head injuries, the use of a defibrillator, the identification of student athletes who are injured or disabled in the course of any athletic program or activity.

The Superintendent **or designee** shall prepare ~~and present to the Board for its approval~~ procedures for ~~the emergency treatment of~~ **responding to non-serious or non-life-threatening injury stustained by a student while participating in sports or other athletic activity**. ~~injuries and disabilities that occur in the course of any athletic program or activity.~~ ~~Emergency~~ **These** procedures shall be reviewed **annually, updated as necessary**, ~~by the Board~~ ~~not less than once in each school year~~ and ~~shall be~~ disseminated to appropriate staff members.

Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts the Constitution, Bylaws, Rules, and Regulations of the New Jersey State Interscholastic Athletic Association as Board policy and shall review such rules on a regular basis to ascertain they continue to be in conformity with the objectives of this Board.

Parental Support and Involvement

Parent(s) and the general public are encouraged to attend all interscholastic athletic contests. In addition, parent(s) and the public are encouraged to attend and participate in activities which support athletic teams.

Coaches are expected to inform parent(s) about practice session times, game schedules, training rules, requirements and expectations of team members, and other pertinent information. Parent(s) are asked to give their support to the rules, requirements, and expectations so that their sons and daughters can derive maximum benefit from participation on athletic teams.

Parent(s) should contact the coach if a question or concern arises during the season. If a parent feels that a concern has not been satisfactorily addressed through informal communication with the coach, the parent should talk with the Athletic Director. If the concern is still not resolved, it can be taken to the high school Principal. Additional steps in the appeal process are outlined in Board policy.

Special Education Students
To participate in interscholastic competition, special education students must meet the same requirements listed above in conformity with IEPs.

Good Sportsmanship

The Board believes that instilling habits of good sportsmanship should be one of the primary goals of athletic endeavors and that all district employees should model good behaviors in this area.

It is especially important that the Athletic Director and coaches accept the responsibility for

encouraging young athletes to handle themselves in a sportsmanlike way and be models of self-control and dignity for players and spectators. Coaches shall include discussions on courtesy and sportsmanlike behavior as part of pre-game activities. Student fans shall be reminded that their conduct reflects on the schools of this district and that poor sportsmanship will be disciplined.

Parent(s) and other adult spectators shall also be encouraged to act as models for young people by demonstrating self-control and dignity at all athletic events.

Unsportsmanlike behavior as exhibited through verbal abuse, rude gestures, taunts, obscenities, thrown objects, etc., shall not be tolerated in students, staff, or any persons in attendance at district athletic competitions. Discipline may include, but not be limited to, eviction from the competition and prevention from attending further competitions.

The Superintendent or his/her designee shall prepare regulations on good sportsmanship and ensure their dissemination to students, parent(s), and the community.

Insurance

The Board will cover each participant in interscholastic football with insurance coverage as recommended by the current insurance carrier. All other interscholastic activities shall be covered at the recommendation of the insurance advisor and Superintendent.

Parent(s) or legal guardian(s) shall be strongly encouraged to participate in the supplemental student accident insurance program offered by the Board.

The Superintendent shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics that includes a complete schedule of athletic events and inform the Board of changes in that schedule.

N.J.S.A. 2C:21-11
N.J.S.A. 18A:11-3 et seq.
N.J.A.C. 6A:7-1.7; 6A:16-1.4; 6A:16-2 et seq.

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R 2431.1 EMERGENCY PROCEDURES FOR **SPORTS AND OTHER** ATHLETIC ~~PRACTICES AND COMPETITIONS~~ **ACTIVITY**

A. Definitions

1. **"Athletic Activity" means interscholastic athletics; an athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with a school district or nonpublic school, including cheerleading and club-sponsored sports activities; and any practice or interschool practice or scrimmage for those activities** ~~"Programs of athletic competition" means all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students when such events occur within or between schools within this district or with any schools outside this district. The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district~~.

2. "Health personnel" means the school nurse, the school medical inspector, the designated team doctor, a licensed physician, **the licensed athletic trainer,** and members of the first aid squad or ambulance team.

3. "Parent" means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a student. Where parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

~~4. "Student" means a student enrolled in this district and a student enrolled in any district who is present in this district for the purpose of participating in a program of athletic competition sponsored by the Board of Education.~~

B. Precautions

1. All coaches, including assistant coaches, **and all staff who supervise sports and other athletic activity** will be trained in first aid to include sports-related concussions and head injuries, the identification of injured and disabled student athletes, and any other first aid procedures required by statute, administrative code, or by the Superintendent.

2. Athletic coaches **or supervising staff members** are responsible at all times for the supervision of students to whom they have been assigned. Students shall not be left unattended at any time.

3. Students who participate in athletic competition shall be trained in proper athletic procedures, in the proper use of athletic equipment, and in the proper use of protective equipment and clothing.

4. Student athletes shall be required to report promptly to the athletic coach **or supervising staff member** any injury ~~or disability~~ occurring to the student himself/herself or to another student.

5. First aid supplies and equipment shall be readily available at all athletic activities and shall be maintained in proper condition.

6. First aid and emergency medical procedures will utilize universal precautions in handling blood and body fluids as indicated in Policy and Regulation No. 7420 and Regulation No. 7420.1.

7. Health personnel, including but not limited to, the **licensed** athletic trainer, school/team physician, and ambulance/first aid squad may be present at athletic activities and events as determined by the Superintendent.

C. Emergency **Action Plan and** Procedures

1. The Board of a school district with any of the grades six through twelve shall establish and implement an emergency action plan for responding to a serious or potentially life-threatening sports-related injury in accordance with N.J.S.A. 18A:40-41.11. The plan shall document the proper procedures to be followed when a student sustains a serious injury while participating in sports or other athletic activity. The plan shall be specific to the activity site, and shall be developed in consultation with local emergency medical services personnel in accordance with N.J.S.A. 18A:40-41.11.

2. The following **emergency action plan** ~~procedures~~ shall be **established and** implemented whenever a student ~~athlete~~ is **seriously** injured **when participating in sports or other athletic activity** ~~or disabled in the course of an athletic practice or competition sponsored by this district~~. **The emergency action plan shall include the following:**

a. A list of the employees, team coaches, and licensed athletic trainers in each school who are trained in first aid or cardio-pulmonary resuscitation;

b. Identification of the employees, team coaches, or licensed athletic trainers in each school who will be responsible for carrying out the emergency action plan and a description of their respective responsibilities;

c. Identification of the activity location or venue;

d. Identification of the equipment and supplies that may be needed to respond to the emergency, including the location of each item; and

e. A description of the proper procedures to be followed after a student sustains a serious or life threatening sports-related injury including, but not limited to, responding to the injured student, summoning emergency medical care, assisting emergency responders in getting to the injured student, and documenting the actions taken during the emergency.

3. The emergency action plan shall be reviewed annually and updated as necessary. The plan shall be rehearsed annually in each school by the individuals who will be responsible for executing the plan in an emergency pursuant to N.J.S.A. 18A:40-41.11.

4. The proper procedures to be followed after a student sustains a serious or life-threatening sports-related injury while participating in sports or other athletic activity shall include, but not be limited to, the following components:

a~~1~~. The athletic coach **or supervising staff member** shall immediately notify the health personnel present at the activity and the health personnel shall assume responsibility for the emergency treatment of the student.

b~~2~~. If no health personnel are present, or if none can be immediately summoned to the student's aid, the athletic coach **or supervising staff member** shall administer such first aid as may be necessary.

c~~3~~. If the student's injury ~~or disability~~ requires more than routine first aid, the athletic coach **or supervising staff member** shall:

(1)~~a.~~ Summon emergency personnel by calling 911; or

(2)~~b.~~ Arrange for the student's transportation to the nearest hospital or the office of the school **physician** ~~medical inspector~~.

d~~4~~. The athletic coach or **supervising staff member** ~~his/her designee~~ shall promptly notify the Building Principal, the Superintendent, and the student's parent(s) ~~or legal guardian(s)~~ of the student's injury ~~or disability~~ and the condition and location of the student.

e~~5~~. An injured ~~or disabled~~ student who has been transported away from school premises must be accompanied by the athletic coach **or supervising staff member**, a member of the athletic department, a health professional, or other responsible adult known to the athletic coach **or supervising staff member**.

~~5~~**6**. These emergency procedures ~~shall~~ **may** be followed when the injured ~~or disabled~~ student is a member of a visiting team or district. In the event the visiting team has health personnel or staff members present, every effort shall be made to cooperate with the health personnel and/or staff of the district in which the student is enrolled.**]**

D. Non-Serious or Non-Life-Threatening Injuries During an Athletic Program or Activity

The Superintendent or designee shall prepare procedures for responding to a non-serious or non-life-threatening injury sustained by a student while participating in sports or other athletic activity. These procedures shall be reviewed annually and updated as necessary and shall be disseminated to appropriate staff members.

E~~D~~. Reports

1. The athletic coach **or supervising staff member** shall complete and file a report of every injury ~~or disability~~ that occurs to a student in the course of his/her participation in **sports or other athletic activity** ~~the athletic program of this district,~~ regardless of the severity of the injury ~~or disability~~. The report shall include:

   a. The date of the incident;

   b. The name, age, **and** grade level~~, and gender~~ of each injured ~~or disabled~~ student;

c. The district in which the student is enrolled;

d. The name and district of each student involved in the incident;

e. A narrative account of the incident;

f. A detailed description of the injury ~~or disability~~;

g. The treatment given on school premises and the names of the health personnel, if any, who treated the student;

h. The place, if any, to which the student was taken and the persons who accompanied the student; and

i. ~~A memorandum of~~ **How** the notice **was provided** ~~given~~ to the student's parent(s) ~~or legal guardian(s)~~.

2. Copies of the report shall be filed with the school nurse and the Building Principal within twenty-four hours or by the end of the next school day after the incident.

3. The Building Principal shall report the incident to the Superintendent, who may report the incident to the Board.

4. A copy of each report of an incident of student injury ~~or disability~~ that occurs in the course of **the sport or other** athletic activit~~ies~~**y** shall be maintained by the ~~athletic director~~ **Principal or designee**, who shall analyze reports for patterns that indicate a need for revision of the district's safety and/or athletics program. The ~~athletic director~~ **Principal or designee** shall report the findings of his/her analysis to the Superintendent **on an annual basis** ~~at the close of each sport season~~.

5. The parent(s) ~~or legal guardian(s)~~ of each injured ~~or disabled~~ student will be given assistance in the completion and filing of insurance claim forms.

F~~E~~. Readmission to Athletic Activities

A student **who sustains a serious or potentially life-threatening injury while participating in a** ~~injured or disabled in the course of~~ **sport or** ~~an~~ **other** athletic activity will be permitted to **resume** participat**ion** ~~athletic competition only on the~~ **upon submission of** written ~~permission~~ **medical clearance** ~~of~~ **from the student's medical home, which shall be subject to review by school district health personnel** ~~the school medical inspector or designated team doctor, who must first examine the student to determine his/her fitness to participate in athletics~~. Written notice of that determination,

approved ~~signed~~ by the school **health personnel** ~~medical inspector or designated team doctor~~ as appropriate, shall be given to the student's parent(s)~~ or legal~~ ~~guardian(s)~~.

The prevention and treatment of suspected sports-related concussions and head injuries shall be in accordance with the provisions of N.J.S.A. 18A:40-41.1 et seq. and Policy and Regulation 2431.4.

Adopted: 7 December 2009
Revised: 18 March 2013
Revised:

2464 GIFTED AND TALENTED STUDENTS

The Board of Education recognizes its responsibility to identify gifted and talented students within the school district and to provide these students with appropriate instructional adaptations and services. To that end, the Board directs each such student in the school district be identified and offered an appropriate educational program and services.

For purpose~~s~~ of this Policy, "gifted and talented students" mean~~s~~ students who possess or demonstrate high levels of ability in one or more content areas when compared to their chronological peers in the district and who require modification of their educational program if they are to achieve in accordance with their capabilities.

For the purpose of this Policy, "instructional adaptation" means an adjustment or modification to instruction enabling a student who is gifted and talented to participate in, benefit from, and demonstrate knowledge and application of the New Jersey Student Learning Standards in one or more content areas at the instructional level of the student, not just the student's grade level.

The Superintendent of Schools or designee shall ensure that the appropriate instructional adaptations are designed for students who are gifted and talented.

~~The Superintendent will develop appropriate curricular and instructional modifications used for gifted and talented students indicating content, process, products, and learning environments.~~

The Superintendent **or designee** will develop procedures for an ongoing Kindergarten through grade twelve identification process for gifted and talented students that includes multiple measures **in order to identify student strengths in intellectual ability, creativity, or a specific academic area**. **The district shall ensure equal access to a continuum of gifted and talented education services. The identification process shall include consideration of all students, including those who are English language learners and those with Individualized Education Plans or 504 Plans.** ~~Multiple measures may include, but are not limited to: achievement test scores; grades; student performance or~~

~~products; intelligence testing; parent, student, and/or teacher recommendation; and other appropriate measures. The identification methodology will be developmentally appropriate, non-discriminatory, and related to the programs and services offered by the district. The identification procedures will be reviewed annually.~~

The Superintendent or designee will develop and document appropriate curricular and instructional modifications used for gifted and talented students indicating content, process, products, and learning environments, and including, but not limited to, additional education activities such as academic competitions, guest speakers, and lessons with a specialist.

The Superintendent **or designee** will take into consideration the ~~Pre-Kindergarten through Grade Twelve~~ Gifted Programming Standards ~~of the National Association for Gifted Children~~**, Position Statements, and White Papers of the National Association for Gifted Children in identifying and serving gifted and talented students** ~~in developing programs for gifted and talented students~~. ~~The educational program offered to gifted and talented students will encourage and challenge them in the specific areas of their abilities, but will not replace the basic instructional program of the various grades of this district. The program offered to gifted and talented students may include, but are not limited to: pull-out programs; classroom differentiated instruction; acceleration; flexible pacing; compacted curricula; distance learning; advanced classes; or individual programs infused into the student's regular instructional program, provided that a written description of the infusion has been prepared and filed in the student's record~~.

The district will provide the time and resources to develop, review, and enhance instructional tools with modifications for helping gifted and talented students acquire and demonstrate mastery of the required knowledge and skills specified by the standards at the instructional level of the student.

The district will actively assist and support professional development for teachers, educational services staff, and school leaders in the area of gifted and talented instruction.

The district shall file with the New Jersey Department of Education Coordinator for Gifted and Talented Services a report by October 1, 2020 and thereafter on a schedule that coincides with the school district's New Jersey Quality Single Accountability Continuum (QSAC) review pursuant to N.J.S.A. 18A:7A-11. The report shall include, but not be limited to, the gifted and talented continuum of services, policies, and procedures implemented in the school district; the total number of students receiving gifted and talented services in each grade level Kindergarten through grade twelve disaggregated by race, gender, special education designation, and English language learner designation; the professional development opportunities provided for teachers, educational services staff, and school leaders about gifted and talented students, their needs, and educational development; and the number of staff employed by the school district whose job responsibilities include identification of and providing services to gifted and talented students. Programs for gifted and talented students will be periodically evaluated for their continuing efficacy and adjusted accordingly.

The parent of any student identified as gifted or talented shall be consulted regarding any program designed to address the student's particular needs.

Should a parent/guardian have concerns regarding the district's ability to meet a student's needs, all efforts will be made to resolve the matter through district administration.

An individual who believes the district has not complied with the provisions of N.J.S.A. 18A:35-34 et seq. may file a complaint with the Board of Education. This policy for filing a complaint shall be linked to the homepage of the Board's Internet website. The Board shall issue a decision, in writing, to affirm, reject, or modify the district's action in the matter. The individual may then file a petition of appeal of the Board's written decision to the Commissioner of Education through the Office of Controversies and Disputes in accordance with N.J.S.A. 18A:6-9 and the procedures set forth in State Board of Education regulations.

The district shall make detailed information available on its website regarding the policies and procedures used to identify students as gifted and talented and the continuum of services offered to gifted and talented students. The information shall include the criteria used for consideration for eligibility for the gifted and talented services, including the multiple measures used in the identification process to match a student's needs with services, and any applicable timelines in the identification process.

N.J.S.A. 18A:61A-2; 18A:35-4.16**; 18A:35-34 through 39**
N.J.A.C. 6A:8-1.3; 6A:8-3.1(a)5
P.L. 108-382, Sec. 10201 et seq.

Adopted: 7 December 2009
Revised: 22 May 2017
Revised:

5330.05 SEIZURE ACTION PLAN

The Board of Education requires the development of a seizure action plan, an individualized health care plan, and an individualized emergency health care plan for students with epilepsy or a seizure disorder to care for and treat these students while at school pursuant to N.J.S.A. 18A:40-12.34 et seq.

In accordance with N.J.S.A. 18A:40-12.35, the parent of the student with epilepsy or a seizure disorder seeking epilepsy or seizure disorder care while at school shall submit the student's seizure action plan annually to the school nurse.

The school nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student, provided the parents annually provide to the Board written authorization for the provision of epilepsy or seizure disorder care. The school nurse shall update these plans on an annual basis and as necessary in the event there is a change in the health status of the student. These plans shall include the information outlined in N.J.S.A. 18A:40-12.35.

In accordance with N.J.S.A. 18A:40-12.35, all staff members including staff working with school-sponsored programs outside the regular school day shall be trained in the care of students with epilepsy and seizure disorders. All school bus drivers, contracted and district-employed, shall be provided notice and information if they are transporting a student with epilepsy or a seizure disorder pursuant to N.J.S.A. 18A:40-12.36. The school nurse shall obtain a release from the parent of the student to authorize the sharing of medical information in accordance with N.J.S.A. 18A:40-12.37.

No school employee, including a school nurse, school bus driver, school bus aid, or any other officer or agent of the Board, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.34 through N.J.S.A. 18A:40-12.38, nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person trained in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.34 through N.J.S.A. 18A:40-12.38. Good faith shall not include willful misconduct, gross negligence, or recklessness.

N.J.S.A. 18A:40-12.34 et seq.

Adopted:

R 5330.05 SEIZURE ACTION PLAN

A. Definitions (N.J.S.A. 18A:40-12.34)

1. "Individualized emergency health care plan" means a document developed by the school nurse, in consultation with the parent of a student with epilepsy or a seizure disorder and other appropriate medical professionals, which is consistent with the recommendations of the student's health care providers and which provides specific actions for non-medical school staff to do in a particular emergency situation and is signed by the parent or guardian and the school nurse.

2. "Individualized health care plan" means a document developed by the school nurse, in consultation with the parent of a student with epilepsy or a seizure disorder and other appropriate medical professionals who may be providing epilepsy or seizure disorder care to the student, which is consistent with the recommendations of the student's health care providers and which sets out the health services needed by the student at school and is signed by the parent or guardian and the school nurse.

3. "School" means an elementary or secondary public school located within this State.

4. "School employee" means a person employed by a school district.

5. "Seizure action plan" means a comprehensive document provided by the student's physician, advanced practice nurse, or physician's assistant which includes, but is not limited to, information regarding presentation of seizures, seizure triggers, daily seizure medications, seizure first aid, and additional treatments.

B. Annual Submission of Student's Seizure Action Plan (N.J.S.A. 18A:40-12.35)

1. The parent of a student with epilepsy or a seizure disorder who seeks epilepsy or seizure disorder care for the student while at school shall annually submit to the school nurse the student's seizure action plan.

2. The school nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student, provided that the parents of the student annually provide to the Board of Education written authorization for the provision of epilepsy or seizure disorder care.

3. The individualized health care plan and individualized emergency health care plan, developed in accordance with N.J.S.A. 18A:40-12.35, shall be annually updated by the school nurse and as necessary in the event there is a change in the health status of the student.

4. Each individualized health care plan shall include, and each individualized emergency health care plan may include, the following information:

a. Written orders from the student's physician or advanced practice nurse outlining the epilepsy or seizure disorder care;

b. The symptoms of the epilepsy or seizure disorder for that particular student and recommended care;

c. Full participation in exercise and sports, and any contraindications to exercise, or accommodations that must be made for that particular student;

d. Accommodations for school trips, after-school activities, class parties, and other school-related activities;

e. Education of all school personnel about epilepsy and seizure disorders, how to recognize and provide care for epilepsy and seizure disorders, and when to call for assistance;

f. Medical and treatment issues that may affect the educational process of the student with epilepsy or the seizure disorder;

g. The student's ability to manage, and the student's level of understanding of, the student's epilepsy or seizure disorder; and

h. How to maintain communication with the student, the student's parent and health care team, the school nurse, and the educational staff.

5. The Superintendent or designee shall coordinate the provision of epilepsy and seizure disorder care at school and ensure that all staff are trained in the care of students with epilepsy and seizure disorders, including staff working with school-sponsored programs outside of the regular school day.

6. The training required pursuant to B.5. above shall include a Department of Health approved on-line or in-person course of instruction provided by a nonprofit national organization that supports the welfare of individuals with epilepsy and seizure disorders.

C. Information Provided to Bus Driver (N.J.S.A. 18A:40-12.36)

1. In the event a school bus driver transports a student with epilepsy or a seizure disorder, the School Business Administrator/Board Secretary or designee shall provide the driver with:

a. A notice of the student's condition;

b. Information on how to provide care for epilepsy or the seizure disorder;

c. Emergency contact information;

d. Epilepsy and seizure disorder first aid training; and

e. Parent contact information.

D. Release to Share Medical Information (N.J.S.A. 18A:40-12.37)

1. The school nurse shall obtain a release from the parent of a student with epilepsy or a seizure disorder to authorize the sharing of medical information between the student's physician or advanced practice nurse and other health care providers.

a. The release shall also authorize the school nurse to share medical information with other staff members of the school district as necessary.

Adopted:

6440 COOPERATIVE PURCHASING

The Board of Education recognizes that centralized, cooperative purchasing ~~tends to~~ **may** maximize the value received for each dollar spent. The **Board of Education** ~~Administration~~ is encouraged to seek savings that may accrue to ~~this~~ **the school** district by means of joint agreements for the purchase of goods or services with the governing body of **any** ~~the~~ municipality or ~~the~~ county ~~within whose boundaries the school district is wholly or partly located, or by means of contracts entered into by the New Jersey State Treasury Department, Division of Purchase and Property~~.

For the purpose of this Policy, ~~A~~ **"**cooperative pricing system**" means** ~~is~~ a purchasing system in which the lead agency advertises for bids, awards a master contract to the vendor providing for its own ~~needs~~ **quantities** and ~~for~~ the **estimated quantities submitted by the individual registered members** ~~prices to be extended to registered members, and notifies them of the bid prices awarded. The registered members then contract directly with the vendor for their own needs, subject to the specifications in the master contract~~.

For the purpose of this Policy, "cooperative purchasing system" means a cooperative pricing system, joint purchasing system, commodity resale system, county cooperative contract purchasing system, or regional cooperative pricing system which has been approved and registered subject to N.J.A.C. 5:34-7.1 et seq.

For the purpose of this Policy, "electronic data processing" means the storage, retrieval, combination, or collation of items of information by means of electronic equipment involving the translation of words, numbers, and other symbolic elements into electrical impulses or currents.

For the purpose of this Policy, ~~A~~ **"**joint purchasing system**" means** ~~is~~ a cooperative purchasing system in which the lead agency **serves as the purchasing agent for the membership of the system with all of the duties and responsibilities attendant. The lead agency advertises for bids and awards a single contract to a vendor providing for the payment to the contractor for its own needs and for the needs of the participating registered members of the system. The only contractual relationship is between the lead agency and the vendor.** ~~has complete purchasing responsibility for the registered members, and the only contractual relationship is between the lead agency and the vendor.~~

For the purpose of this Policy, "lead agency" means the contracting unit which is responsible for the management of the cooperative purchasing system.

For the purpose of this Policy, "registered members" means Boards of Education who have been approved by the Director of the New Jersey Department of Community Affairs for participation in the cooperative purchasing system.

~~A "cooperative purchasing system" is either a joint purchasing or cooperative pricing system.~~

When the lead agency is a Board of Education or Educational Service Commission and the entire membership of the cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services **in the Department of Community Affairs** are Boards of Education, the **provision and performance of goods or services** ~~purchase of work, materials or supplies~~ shall be conducted pursuant to the Public Schools Contract Law. (N.J.S.A. 18A:18A-11 et seq.)

The School Business Administrator/Board Secretary is hereby authorized to negotiate such joint agreements for goods and services which the Board may determine to be required and which the Board may otherwise lawfully purchase for itself with such approved contracting units as may be appropriate in accordance with State law, the policies of this Board, and the dictates of sound purchasing procedures.

In accordance with the provisions of N.J.S.A. 18A:18A-12, a ~~No~~ cooperative or joint purchase **agreement(s) shall be entered into by resolution adopted** ~~may be entered without Board approval~~ **by each participating Board of Education, municipality, or county, and shall set forth** ~~of an agreement that specifies~~ the categories of **goods or services to be provided or performed** ~~work, materials and supplies to be purchased~~; the manner of advertising for bids and the awarding of contracts; the method ~~by which~~ **of** payment ~~will be made~~ by each participating Board of Education, municipality or county, and ~~such~~ other **matters** ~~terms~~ deemed necessary to carry out the purposes of the agreement. Agreements for cooperative and joint purchasing will be subject to all bidding requirements imposed by law. Purchases made through the State Treasury Department may be made without bid.

Each participant's share of expenditures for purchases under any such agreement shall be appropriated and paid in the manner set forth in the agreement and in the **same** manner as for other expenses of the participant.

In accordance with the provisions of N.J.S.A. 18A:18A-14.2, t~~T~~he Board may by contract or lease provide electronic data processing services for the Board of Education of another school district; and may undertake with such other Board, the joint operation of electronic data processing of their official records and other information relative to their official activities, services and responsibilities. The records and other information originating with any Board participating in such contract or lease may be combined, compiled, and conjoined with the records and other information of any and all participating local units for the purposes of such electronic data processing; and any provisions of law requiring such records to be kept confidential or to be retained by any Board or any officer or agency thereof shall be deemed to be isolated thereby.

A contract or lease to provide electronic data processing services shall set forth the charge for all services provided, or in the case of a joint undertaking the proportion of the cost each party thereto shall assume and specify all the details of the management of the joint undertaking, and any other matters that may be deemed necessary for insertion therein, and may be amended from time to time by the contracting parties **in accordance with N.J.S.A. 18A:18A-14.3**.

For the purpose of carrying into execution a contract or lease for a joint enterprise under N.J.S.A. 18A:18A-14.4, a~~A~~any party to **such** ~~a~~ contract ~~for joint operation of electronic data processing services~~ may act as agent for any or all parties in acquiring, by lease, purchase or otherwise, any property, facilities or services, in appointing such officers and employees as may be necessary and directing its activities, to the same extent as a Board of Education is authorized to do separately.

In the event that any controversy or dispute shall arise among the parties (except a municipality or ~~a~~ county) to any such **contract** ~~agreement~~, the same shall be referred to the **Executive** County Superintendent of the county in which the districts are situated for determination and the determination shall be binding, subject to appeal to the Commissioner of Education ~~and the State Board~~ pursuant to law. In the event the districts are in more than one county, the controversy or dispute shall be referred to the **Executive** County Superintendents of the counties for joint determination, and if they shall be unable to agree upon a joint determination within thirty days, the controversy or dispute shall be referred to the Commissioner of Education for determination.

~~In a cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services where the lead agency is a Board of Education or Educational Service Commission and the membership of the system is Boards of Education and local contracting units as defined in N.J.S.A. 40A:11-2(1), the purchase of any work, materials or supplies shall be conducted pursuant to the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and N.J.A.C. 5:34-7.~~

N.J.S.A. 18A:18A-~~10~~ **11** through 14
N.J.S.A. 40A:11-1 et seq.
N.J.A.C. 5:34-7
N.J.A.C. 6A:~~23-7.4~~**23A-21.5**

Adopted: 7 December 2009
Revised:

6470.01 ELECTRONIC FUNDS TRANSFER AND CLAIMANT CERTIFICATION

The Board of Education permits the School Business Administrator/Board Secretary to use standard electronic funds transfer (EFT) technologies for EFTs for payment of claims pursuant to N.J.A.C. 5:30-9A.1 et seq. and 5:31-4.1, implementing N.J.S.A. 40A:5-16.5.

"Electronic funds transfer" for the purpose of Policy and Regulation 6470.01 means any approved method of transferring moneys permitted by N.J.A.C. 5:30-9A.1 et seq. that does not involve the physical presentation of a paper check, draft, or similar paper instrument including, but not limited to, wire transfers, e-checks, automated clearing house (ACH) transfers, and transactions initiated by phone or fax.

In accordance with N.J.S.A. 40A:5-16.5.b.(1), the Board of Education authorizes the use of only the forms of standard EFT technologies that are approved to be used by a Board of Education for EFTs for payment of claims. A Board of Education may not utilize procurement cards, charge cards, charge accounts, or any payment services such as PayPal or Venmo.

In accordance with N.J.S.A. 40A:5-16.5.b.(2), the Board designates the School Business Administrator/Board Secretary as being responsible for the oversight and administration of the provisions of N.J.S.A. 40A:5-16.5, N.J.A.C. 5:30-9A.1 et seq.; N.J.A.C. 5:31-4.1, and Policy and Regulation 6470.01.

The Board of Education will only initiate and approve electronic funds in accordance with N.J.A.C. 5:30-9A.1 et seq. Standard EFT technologies shall incorporate, at a minimum, the features and safeguards outlined in N.J.A.C. 5:30-9A.4(a). The Board will only utilize standard EFT technologies upon instituting, at a minimum, the fiscal and operational controls outlined in N.J.A.C. 5:30-9A.4(b).

The School Business Administrator/Board Secretary shall initiate a claim for payment by presenting a claim that has been approved by the Board, to be paid using an EFT technology.
The School Business Administrator/Board Secretary shall submit the claim for payment with all supporting documentation to the Superintendent of Schools or a designee who is not under the direct supervision of the School Business Administrator/Board Secretary, who shall review the claim for payment and authorize, in writing, the EFT claim using an EFT method.

The Board of Education shall annually approve the School Business Administrator/Board Secretary as the person authorized to initiate a claim for payment and the Superintendent of Schools or a designee not under the direct supervision of the School Business Administrator/Board

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Secretary as the person responsible to review a claim for payment presented by the School Business Administrator/Board Secretary and authorize payment using an approved EFT method.

On no less than a weekly basis, activity reports on all transactions utilizing standard EFT technologies shall be reviewed by an individual designated and approved by the Board that is not under the direct supervision of the School Business Administrator/Board Secretary and is not empowered to initiate or authorize EFTs.

Claimant certification for a Board of Education shall be in accordance with the provisions of N.J.S.A. 18A:19-3 and rules promulgated by the New Jersey Department of Education.

Providers of ACH and wire transfer services must be financial institutions chartered by a State or Federal agency, with the further requirement that these financial institutions providing ACH and wire transfer services be covered under the Governmental Unit Deposit Protection Act (GUDPA), N.J.S.A. 17:9-41 et seq.

EFTs through ACH must utilize Electronic Data Interchange (EDI) technology, which provide transaction related details including invoice numbers, pay dates, and other identifying information as appropriate for each transaction. The Board must approve an ACH Origination Agreement with the financial institution(s).

N.J.S.A. 18A:19-3
N.J.S.A. 40A:5-16.5
N.J.A.C. 5:30-9A.1 et seq.

Adopted:

R 6470.01 ELECTRONIC FUNDS TRANSFER AND CLAIMANT CERTIFICATION

A. Definitions – N.J.S.A. 40A:5-2 and N.J.A.C. 5:30-9A.2

For the purpose of Policy and Regulation 6470.01:

"Automated clearing house (ACH) transfer" means an electronic funds transfer initiated by the Board of Education authorizing a banking institution to push funds from the Board of Education bank account(s) into a vendor or claimant's bank account, executed through the ACH electronic clearing and settlement system used for financial transactions.

"Board of Education" means a Board of Education as defined by the "Public School Contracts Law," N.J.S.A. 18A:18A-1 et seq.

"Charge account" or "charge card" means an account, linked to a credit card issued by a specific vendor to which goods and services may be charged on credit, that must be paid when a statement is issued.

"Check" means the instrument by which moneys of the Board of Education are disbursed.

"Chief Executive Officer" means the Superintendent of Schools.

"Chief Financial Officer" means the School Business Administrator/Board Secretary.

"Claimant certification" or "vendor certification" means verification of claims pursuant to N.J.S.A. 18A:19-3.

"Disbursement" means any payment of moneys, including any transfer of funds, by any means.

"Electronic Data Interchange (EDI)" means technology that provides transaction related details, including invoice number(s), pay dates, and other identifying information as appropriate for each transaction.

"Electronic Funds Transfer (EFT)" means any approved method of transferring moneys permitted by N.J.A.C. 5:30-9A.1 et seq. that does not involve the physical presentation of a paper check, draft, or similar paper instrument including, but not limited to, wire transfers, e-checks, automated clearing house (ACH) transfers, and transactions initiated by phone or fax.

"Electronic Funds Transfer and Indemnification Agreement" means a signed legally binding indemnification agreement renewed on an annual basis between a Board of Education and a banking institution authorized to conduct business in New Jersey, which authorizes that institution to access bank accounts for the purpose of conducting EFTs through the ACH operating system.

"Governing body" means the Board of Education.

"Internal controls" means fiscal and operational controls that ensure safe and proper use of a standard EFT system and mitigate the potential for fraud and abuse. For purpose of N.J.A.C. 5:30-9A.1 et seq., internal controls shall include technological safeguards and cyber security practices, as well as processes affected by the governing body, management, and other personnel establishing fiscal and operational controls that reduce exposure to risk of misappropriation.

"Local Unit" means any county, municipality, special district, or any public body corporate and politic created or established under any law of this State by or on behalf of any one or more counties or municipalities, or any board, commission, department, or agency of any of the foregoing having custody of funds, but shall not include a school district.

"National Automated Clearing House Association (NACHA) file" means a file, formatted to NACHA specifications, which contains instructions for transferring funds between accounts. "Payment documentation" means such documentation, including evidence of approvals and certifications, as is required by N.J.S.A. 40A:5-16.b, 40A:5-17, and 18A:19.1 et seq., and N.J.A.C. 5:30-9A.1 et seq. prior to the legal paying out of moneys.

"Procurement card" or "P-card" means an account or physical card that represents an account governed by characteristics specific to a procurement card. These characteristics include limits of time, amount, access, and purchase category controlled by the local unit, local authority, or county college in accordance with an agreement with an issuer. While such cards may have the appearance of a credit card, such as Visa, MasterCard, American Express, or Discover, such general-purpose cards do not feature the controls that procurement cards have and as such are not permitted under N.J.A.C. 5:30-9A.1 et seq. A "Procurement card" or "P-card" may not be used by a Board of Education.

"Reconciliation of activity" means the process used to determine that all transactions utilizing standard EFT technologies are accurate, authorized, and allocable to encumbered appropriations.

"Standard electronic funds transfer technologies" means technologies that facilitate the transfer of funds, other than a transaction originated by check, draft, or similar paper instrument, initiated by means such as, but not limited to, an electronic terminal, telephone, computer, or magnetic tape for the purpose of ordering, instructing, or authorizing a

financial institution to debit or credit an account, and incorporate, at a minimum, internal controls set forth in rules promulgated by the Local Finance Board. No general purpose credit or debit card shall be considered a standard EFT technology.

"Supervisory review" means the process performed by an individual in a supervisory capacity to confirm the propriety and accuracy of standard EFT technologies use initiated by subordinates.

"Transaction" means any activity that may result in demand for payment.
"Warrant" means the draft or check of any Board of Education used in warranting disbursement of moneys and shall, in every instance, be evidenced by the issuance of a check of the Board of Education. In no instance shall it be necessary for the Board of Education to refer to, or issue, a check separate and distinct from the warrant.

B. Authorization to Use Standard Electronic Funds Transfer Technologies for Electronic Funds Transfers – N.J.A.C. 5:30-9A.3

1. The Board of Education adopts Policy and Regulation 6470.01 to permit the School Business Administrator/Board Secretary to use only the forms of standard EFT technologies that are approved for New Jersey Boards of Education for EFTs for payment of claims pursuant to N.J.A.C. 5:30-9A.1 et seq. and 5:31-4.1, implementing N.J.S.A. 40A:5-16.5.

a. A Board of Education may not utilize procurement cards, charge cards, charge accounts, or any payment services such as PayPal or Venmo.

2. N.J.A.C. 5:30-9A.1 et seq. does not authorize a Board of Education to exceed the maximum bid thresholds or other limits set forth in the Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq.

3. Providers of ACH and wire transfer services are to be financial institutions chartered by Federal or State authority. ACH and wire transfer services must be provided by a financial institution covered by the Governmental Unit Deposit Protection Act (GUDPA), N.J.S.A. 17:9-41 et seq.

C. Standard Electronic Funds Transfer Technologies; Internal Controls and Conditions for Use – N.J.A.C. 5:30-9A.4

1. The Board of Education will only initiate and approve electronic funds in accordance with N.J.A.C. 5:30-9A.1 et seq. Standard EFT technologies shall incorporate, at minimum, the following features and safeguards:

a. The ability to designate specific individuals able to initiate disbursements, barring those not authorized to initiate disbursements from doing so.

(1) The Board of Education designates and approves the School Business Administrator/Board Secretary to be responsible to initiate a claim for payment using an EFT method that has been duly approved in accordance with N.J.S.A. 18A:19-1 et seq. and Policy and Regulation 6470.01.

(2) Each claim for payment approved or ratified by the Board shall indicate any payment made using an EFT technology, the type of EFT technology that will or has been utilized in paying the claim, along with a reference that permits tracking.

b. The ability to designate individuals who may authorize disbursement and segregate initiation and authorization functions. Password or other security controls shall be in place to restrict access based on an individual's authorized role.

(1) The School Business Administrator/Board Secretary shall initiate a claim for payment by presenting a claim that has been approved by the Board, to be paid using an EFT technology. The School Business Administrator/Board Secretary shall submit the claim for payment with all supporting documentation to the Superintendent of Schools or a designee who is not under the direct supervision of the School Business Administrator/Board Secretary.

(2) The Superintendent of Schools or a designee who is not under the direct supervision of the School Business Administrator/Board Secretary shall review the claim for payment and authorize, in writing, the EFT claim that was initiated by the School Business Administrator/Board Secretary before the School Business Administrator/Board Secretary pays the claim using an EFT method.

(a) The School Business Administrator/Board Secretary will not pay a claim using an EFT method without written authorization from the Superintendent of Schools or the designee.

(3) The Board of Education shall annually approve the School Business Administrator/Board Secretary as the person responsible to initiate a claim for payment and the Superintendent of Schools or the designee not under the direct supervision of the School Business Administrator/Board Secretary as the person responsible to review a

claim for payment presented by the School Business Administrator/Board Secretary and authorize the School Business Administrator/Board Secretary to make the payment using an EFT method.

(4) The Superintendent of Schools or the designee shall ensure passwords and security codes are in place to restrict access based on an individual's role.

c. The ability to confirm receipt of payment by vendor.

(1) The School Business Administrator/Board Secretary shall receive confirmation from the vendor an EFT payment has been received by the vendor. Documentation supporting receipt of an EFT payment received by a vendor shall be included with the claim's supporting documentation d. The ability to bar automatic debits from Board of Education accounts.

(1) The School Business Administrator/Board Secretary shall require all banking institutions approved by the Board of Education prohibit any automatic debits from any Board of Education bank account as each individual disbursement to a vendor must be preceded by instructions submitted to the bank.

e. The ability for appropriate officials to view transaction history, generate activity reports, and conduct supervisory reviews of all transactions.

(1) On no less than a weekly basis, the School Business Administrator/Board Secretary shall prepare an Activity Report on all EFT-based transactions.

(2) All Activity Reports prepared by the School Business Administrator/Board Secretary shall be submitted and reviewed by an employee or non-employee (i.e. school auditor, accountant, Board President, etc.) approved annually by the Board of Education who is not under the direction of the School Business Administrator/Board Secretary and who is not empowered to authorize EFT transactions.

(3) The Activity Report shall include, but not be limited to:

(a) The name of the payee;

(b) The Board approval date approving the payment of the claim;

(c) The fund and account the payment is being paid from;
(d) The technology utilized in each EFT transaction; and

(e) The date of payment.

(4) A copy of all Activity Reports shall be provided to the Board of Education at the first regular monthly Board meeting following any EFT transactions.

(5) All EFT Activity Reports and evidence of the review by the employee or non-employee (i.e. school auditor, accountant, etc.) designated and approved annually by the Board of Education who is not under the direction of the School Business Administrator/Board Secretary and who is not empowered to authorize EFT-based transactions are to be maintained and available for audit by the Board of Education's independent auditor.

(6) The School Business Administrator/Board Secretary or designee shall perform a monthly reconciliation of the reviewed/approved weekly EFT Activity Reports of the EFT transactions appearing on bank statements and in the accounting records (i.e. general ledger, bank reconciliations, list of bills approved by Board, etc.).

(a) Evidence to support the performance of this monthly review must be maintained by the School Business Administrator/Board Secretary and available for audit by the Board of Education's independent auditor.

f. The ability to back-up transaction data and store such data offline.

(1) The School Business Administrator/Board Secretary shall ensure all EFT transaction data is backed-up and stored offline.

g. Measures to mitigate risk of duplicate payment.

(1) The School Business Administrator/Board Secretary shall ensure an EFT payment is not duplicated by any other means.

(2)More than one EFT payment to the same vendor ratified or approved for payment by the Board of Education will be reviewed by the School Business Administrator/Board Secretary prior to payment to ensure there is no duplicate or multiple payments for the same goods or services.

h. The creation and maintenance of an audit trail, such that transaction history, including demands for payment and payment initiation, authorization, and confirmation, can be independently tracked and detailed through the use of an EDI or functional equivalent.

(1) The Board of Education's EDI or functional equivalent will have the ability to create and maintain the required audit trail.

i. The following cyber security best practice framework shall be followed:

(1) Any system supporting a standard EFT shall:

(a) Be hosted on dedicated servers or in a FedRAMP Moderate Impact Level Authorized Cloud. When using cloud services, the vendor shall check provider credentials and contracts;

(b) Encrypt stored and transmitted financial information and personal identification information;

(c) Maintain only critical personal identification information. Social Security numbers shall not be utilized as identification numbers for system purposes;

(d) Employ a resilient password policy;

(e) Undergo regular and stress testing;

(f) Have regular security updates on all software and devices carried out;

(g) Have back-up plans, information disposal, and disaster recovery procedures created and tested;

(h) Undergo regular security risk assessments for detecting compromises, along with regular monitoring for vulnerabilities, with necessary patches and updates being implemented; and

(i) Develop a Cybersecurity Incident Response Plan.

(2) The managing organization shall:

(a) Check provider credentials and contracts when using cloud services;

(b) Educate staff in good security measures and perform employee background checks; and

(c) Create a computer security incident response team, generally called a CSIRT.

j. Financial institution providers of standard EFT technologies shall provide annual evidence of satisfactory internal control to the School Business Administrator/Board Secretary;

k. ACH payments shall follow rules set forth by the National Automated Clearing House Association (NACHA) or an equivalent successor banking industry standard. In addition, the following safeguards shall be instituted:

(1) All EFTs through the ACH must utilize EDI technology and be subject to an Electronic Funds Transfer and Indemnification Agreement;

(2) A user that can generate an ACH file shall neither have upload rights nor access that permits editing of a vendor routing number or vendor account number;

(3) Each edit to vendor ACH information shall be approved by a separate individual and be logged showing the user editing the data, date stamp, IP address, and the approval of the edit;

(4) Any ACH file that is in plain text format shall not be stored on a local computer past the time transmitted to a bank; and

(5) If supported by the Board of Education's financial institution(s), said entities shall avail themselves of the ability to recall ACH payments via NACHA file.

2. The Board of Education will only utilize standard EFT technologies upon instituting, at a minimum, the following fiscal and operational controls:

a. Policy and Regulation 6470.01 shall be adopted authorizing and governing the use of standard EFT technologies consistent with N.J.A.C. 5:30-9A.1 et seq.;

b. The School Business Administrator/Board Secretary shall ensure that the minimum internal controls set forth in N.J.A.C. 5:30-9A.1 et seq., along with those internal controls set forth in Policy and Regulation 6470.01 are in place and being adhered to;

c. Initiation and authorization roles shall be segregated, and password-restricted.

(1) The School Business Administrator/Board Secretary shall be responsible for initiating all EFTs.

(2) When the School Business Administrator/Board Secretary initiates an EFT, the Superintendent or a designee not under the direct supervision of the School Business Administrator/Board Secretary shall be responsible for authorization of the EFT.

(a) The School Business Administrator/Board Secretary will not pay a claim using an EFT method without written authorization from the Superintendent of Schools or the designee.

(3) The Board of Education may designate and approve a backup officer/staff member in the event the School Business Administrator/Board Secretary or Superintendent or a designee not under the direct supervision of the School Business Administrator/Board Secretary who is approved to authorize the EFT payment is unavailable.

(4) All payment of claims, ordinances, or resolutions enacted pursuant to N.J.S.A. 40A:5-17.b shall, at a minimum, comply with the provisions of N.J.A.C. 5:30-9A.4.

(5) N.J.A.C. 5:30-9A.4 shall not be interpreted to prevent a Board of Education from requiring, authorizing, and approving more than one officer to authorize an EFT.

d. No Board of Education shall disburse funds unless the goods and services are certified as having been provided pursuant to N.J.S.A. 18A:19-1 et seq. and N.J.A.C. 5:30-9A.1 et seq.

e. On no less than a weekly basis, Activity Reports on all transactions utilizing standard EFT technologies shall be reviewed by an individual designated and approved by the Board that is not under the direct supervision of the School

Business Administrator/Board Secretary and is not empowered to initiate or authorize EFTs.

(1) Reconciliations shall be performed on a monthly basis.

(2) All Activity Reports generated by the School Business Administrator/Board Secretary shall be monitored by another individual designated and approved by the Board who is not under the supervision of the School Business Administrator/Board Secretary.

f. A user that uploads an ACH file shall check the amounts and recipients against a register displaying ACH payments.

D. Claimant Certification; When Payment Can Be Made Without Claimant Certification - N.J.A.C. 5:30-9A.6

1. Claimant certification for a Board of Education shall be in accordance with the provisions of N.J.S.A. 18A:19-3 and rules promulgated by the New Jersey Department of Education.

E. Automated Clearing House (ACH) Transactions

1. Providers of ACH and wire-transfer services must be financial institutions chartered by a State or Federal agency, with the further requirement that financial institutions providing ACH and wire transfer services be covered under the GUDPA, N.J.S.A. 17:9-41 et seq.

2. ACH payments shall follow rules set forth by the National Automated Clearing House Association (NACHA) or equivalent successor banking industry standard.

3. EFTs through ACH must utilize EDI technology which provides transaction related details including invoice numbers, pay dates, and other identifying information as appropriate for each transaction.

4. The Board of Education must approve an ACH Origination Agreement with the financial institution(s).

5. Users authorized to generate an ACH file shall neither have upload rights nor access permitting editing of a vendor routing number or vender account number.

6. Each edit to vendor ACH information must be approved by a separate individual and be logged showing the user editing the data, date stamp, IP address, and the approval of the edit.

7. Any user uploading an ACH file shall check the amounts and recipients against a register displaying ACH payments.

8. If supported by the financial institution, the Board of Education shall avail itself of the ability to recall ACH payments via NACHA file.

Adopted:

7440 SCHOOL DISTRICT SECURITY

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities. The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment.

The Board shall provide to local law enforcement authorities a copy of the current blueprints and maps for all schools and school grounds within the school district or nonpublic school. In the case of a school building located in a municipality in which there is no municipal police department, a copy of the blueprints and maps shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised copies to the applicable law enforcement authorities or designated entities any time that there is a change to the blueprints or maps.

The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13.

The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in

accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

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

In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the main building shall be directed to the main entrance.

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

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

The school district shall annually conduct a school safety audit for each school building in accordance with the provisions of N.J.S.A. 18A:41-14.

N.J.S.A. 18A:7G-5.2; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3;
18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12; 18A:41-13**; 18A:41-14**
N.J.A.C. 6A:16-1.3; 6A:26-1.2

Adopted: 7 December 2009
Revised: 5 March 2018
Revised: 1 April 2019
Revised: 4 November 2019
Revised:

R 7440 SCHOOL DISTRICT SECURITY

A. Definitions

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

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

"Panic alarm" means a silent security system signal generated by the manual activation of a device intended to signal a life-threatening or emergency situation requiring a response from law enforcement.

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

B. Access to School Buildings and School Grounds

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

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

   a. Members of the Board of Education;

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

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

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

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

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

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

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

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

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

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

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

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

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

(2) The Superintendent or designee will determine the district administrators, supervisors, and other staff members who shall be

provided access to facilities within the school building and on school grounds.

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

unless prior approval is obtained from the Principal or designee at the building level and Superintendent or designee at the district level or in the event of an emergency.

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

D. School Building Panic Alarm or Emergency Mechanisms (N.J.S.A. 18A:41-10 through 13)

1. Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation.

2. The alarm shall be directly linked to local law enforcement authorities or, in the case of a school building located in a municipality in which there is no municipal police department, a location designated by the Superintendent of the New Jersey State Police.

3. The alarm shall be capable of immediately transmitting a signal or message to such authorities outlined in D.2. above upon activation.

4. The alarm shall not be audible within the school building.

5. Each panic alarm required under N.J.S.A. 18A:41-11 and Policy and Regulation 7440 shall:

a. Adhere to nationally recognized industry standards, including the standards of the National Fire Protection Association and Underwriters Laboratories; and

b. Be installed solely by a person licensed to engage in the alarm business in accordance with the provisions of N.J.S.A. 45:5A-27.

6. The school district may equip its elementary and secondary school buildings with an emergency mechanism that is an alternative to a panic alarm if the mechanism is approved by the New Jersey Department of Education.

E. Staff Member Responsibilities

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

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

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

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

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

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

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

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

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

F. School Safety Specialist

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

2. The School Safety Specialist shall:

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

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

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

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

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

G. Summoning Law Enforcement Authorities

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

2. Anytime law enforcement agents are summoned in accordance with G.1. above, the Superintendent will be notified as soon as possible.

H. Annual School Safety Audit for Each School Building

1. The district shall annually conduct a school safety audit for each school building using the checklist developed by the New Jersey Office of Homeland Security and Preparedness in collaboration with the Department of Education pursuant to section H.2. below.

a. The district shall submit the completed audit to the New Jersey Office of Homeland Security and Preparedness and the Department of Education in accordance with the provisions of N.J.S.A. 18A:41-14.a.

b. The audits shall be kept confidential and shall not be deemed a public record under N.J.S.A. 47:1A-1 et seq. or the common law concerning access to public records, but may be utilized for the purpose of allocating any State grants or loans made available for the purpose of school facility safety and security upgrades.

2. The New Jersey Office of Homeland Security and Preparedness in collaboration with the Department of Education shall develop a comprehensive checklist of items to be reviewed and evaluated in the school safety audit(s) conducted by the school district pursuant to Section H.1. above.

a. The checklist shall include items to assess the security features and security vulnerabilities of the school district's school buildings and grounds. The checklist shall also include items to assess the emergency notification systems used to facilitate notification to parents and other members of the community in the case of school emergencies.

b. The checklist shall be reviewed annually by the New Jersey Office of Homeland Security and Preparedness and the Department of Education and updated as appropriate.

3. The New Jersey Office of Homeland Security and Preparedness in collaboration with the Department of Education shall provide technical assistance to school districts to facilitate the completion of the checklists in a uniform manner.

Issued: 5 March 2018
Revised: 1 April 2019
Revised: 4 November 2019
Revised:

7450 PROPERTY INVENTORY

~~As steward of this district's school property,~~ **T**~~t~~he Board of Education recognizes that efficient management and the replacement of lost, damaged, or stolen property depend**s** upon an accurate inventory and properly maintained ~~property~~ records.

~~The Board shall conduct~~ **The district shall maintain** a complete inventory by physical count of all district-owned equipment ~~and supplies through a perpetual~~ ~~inventory~~.

~~For purposes of this policy, "equipment" means a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles that retains its shape and appearance with use, is nonconsumable, costs at least $500 as a single unit, and does not lose its identity when incorporated into a more complex unit.~~

For the purpose of this Policy, "equipment" shall mean any instrument, machine, apparatus, or set of articles which meets all of the following criteria and the cost is above $2,000:

1. **It retains its original shape, appearance, and character with use;**

2. **It does not lose its identity through fabrication or incorporation into a different more complex unit or substance;**

3. **It is nonexpendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it with an entirely new unit; and**

4. **Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for at least one year.**

Unless otherwise bound by Federal, State, or local law, the school district will use the criteria above for their equipment classification decisions.

The **School Business Administrator/Board Secretary or designee** shall ensure that inventories are systematically and accurately recorded and that property records of equipment are adjusted annually. Major items of equipment shall be subject to annual spot check inventory**.** ~~to determine loss, mislocation, or depreciation;~~ **A** ~~any~~ major loss shall be reported to the Board.

Property records of ~~consumable~~ supplies shall be maintained on a continuous inventory basis. **An item should be classified as a "supply" if it does not meet all the stated equipment criteria outlined above and the cost is not more than the capitalization threshold of $2,000.**

7510 USE OF SCHOOL FACILITIES

The district facilities belong to the community, which paid for them for the primary purpose of offering a full educational program for its children. Prudent use and management of school facilities outside of the regular operating schedules - providing that such use does not interfere with the orderly conduct of a thorough and efficient system of education - allows the community to benefit more broadly from the use of its own property. For the purpose of this policy, "school facilities" also includes school grounds.

The Ridgewood Board of Education will permit the use of school facilities when such permission has been requested in writing and has been approved by the Business Administrator for:

1. Uses and groups directly related to the school and the operations of the school;

2. Uses and organizations indirectly related to the school;

3. Departments or agencies of the municipal government;

4. Other governmental agencies; and

5. Community organizations formed for charitable, civic, or educational purposes.

The use of school facilities shall not be granted for partisan political purposes or any purpose which is prohibited by law. Use for partisan political purposes means use which is exclusive, by invitation or actual participation, in a meeting or other gathering primarily to members of a political party, or primarily to members or adherents of a group which advocates an ideology to address social or political concerns. Nothing contained in this definition shall be interpreted to restrict the use of a facility by a public official in the execution of the duties and responsibilities of that person's office, or any activities incident to such execution. Also, nothing contained in this definition shall be interpreted to restrict the use of a facility for any curriculum purpose deemed appropriate for instruction of the Ridgewood schools pupils.

In the event the Superintendent deems it advisable, any application may be submitted to the Board for action.

The Superintendent, School Business Administrator/Board Secretary, or the Board may refuse to grant the use of a school building whenever, in their judgment, there is good reason why permission should be refused. They shall not be required to give a reason for such refusal.

No one may bring alcoholic beverages onto any school property. All facility use shall comply with State and local fire, health, safety, and police regulations.

The buildings shall not be available for community use during holidays, vacation periods, or during the time school is not in session over the summer when the programs interfere with cleaning and maintenance schedules unless approved by the School Business Administrator/Board Secretary.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator. No district equipment shall be removed from the premises for use by non-district personnel.

The Board shall require that all users of school facilities comply with policies of this Board and rules and regulations of this district. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, person, group, or organization nor the purposes they represent.

The Board shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information in accordance with the provisions of N.J.S.A. 18A:41-7.

Recreation sports organizations that use the facilities must provide a Statement of Compliance with the Ridgewood Board of Education's policy(ies) for management of concussions and other head injuries, including Policy No. 2431.4, and shall represent all of its coaches (head and assistant coaches) have received a copy of such policy(ies) and have successfully completed a course in concussion awareness, such as the Centers for Disease Control and Prevention's "Heads-Up: Concussion in Youth Sports" or the National Federation of State High School Association's "Concussion in Sports: What You Need to Know." The organizations shall provide copies of the coaches' certificates of completion of the appropriate concussion awareness course(s) upon request.

N.J.S.A. 18A:20-20; 18A:20-34; **18A:41-7**

Adopted: 7 December 2009
Revised: 21 May 2012
Revised:

RIDGEWOOD

POLICY BOARD OF EDUCATION

The **School Business Administrator/Board Secretary or designee** shall maintain a system of property records that show, as appropriate to the item recorded, description and identification, manufacturer, year of purchase, initial cost, location, condition and depreciation, and current evaluation in conformity with insurance requirements.

N.J.S.A. 18A:4-14
~~N.J.A.C. 6:20-4.3~~**New Jersey Department of Education – "The Uniform Minimum Chart of Accounts for New Jersey Public Schools and Approved Private Schools for Students with Disabilities" 2020-2021 Edition**

Adopted: 7 December 2009
Revised:

7510 USE OF SCHOOL FACILITIES

The district facilities belong to the community, which paid for them for the primary purpose of offering a full educational program for its children. Prudent use and management of school facilities outside of the regular operating schedules - providing that such use does not interfere with the orderly conduct of a thorough and efficient system of education - allows the community to benefit more broadly from the use of its own property. For the purpose of this policy, "school facilities" also includes school grounds.

The Ridgewood Board of Education will permit the use of school facilities when such permission has been requested in writing and has been approved by the Business Administrator for:

1. Uses and groups directly related to the school and the operations of the school;

2. Uses and organizations indirectly related to the school;

3. Departments or agencies of the municipal government;

4. Other governmental agencies; and

5. Community organizations formed for charitable, civic, or educational purposes.

The use of school facilities shall not be granted for partisan political purposes or any purpose which is prohibited by law. Use for partisan political purposes means use which is exclusive, by invitation or actual participation, in a meeting or other gathering primarily to members of a political party, or primarily to members or adherents of a group which advocates an ideology to address social or political concerns. Nothing contained in this definition shall be interpreted to restrict the use of a facility by a public official in the execution of the duties and responsibilities of that person's office, or any activities incident to such execution. Also, nothing contained in this definition shall be interpreted to restrict the use of a facility for any curriculum purpose deemed appropriate for instruction of the Ridgewood schools pupils.

In the event the Superintendent deems it advisable, any application may be submitted to the Board for action.

The Superintendent, School Business Administrator/Board Secretary, or the Board may refuse to grant the use of a school building whenever, in their judgment, there is good reason why permission should be refused. They shall not be required to give a reason for such refusal.

No one may bring alcoholic beverages onto any school property. All facility use shall comply with State and local fire, health, safety, and police regulations.

The buildings shall not be available for community use during holidays, vacation periods, or during the time school is not in session over the summer when the programs interfere with cleaning and maintenance schedules unless approved by the School Business Administrator/Board Secretary.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator. No district equipment shall be removed from the premises for use by non-district personnel.

The Board shall require that all users of school facilities comply with policies of this Board and rules and regulations of this district. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, person, group, or organization nor the purposes they represent.

The Board shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information in accordance with the provisions of N.J.S.A. 18A:41-7.

Recreation sports organizations that use the facilities must provide a Statement of Compliance with the Ridgewood Board of Education's policy(ies) for management of concussions and other head injuries, including Policy No. 2431.4, and shall represent all of its coaches (head and assistant coaches) have received a copy of such policy(ies) and have successfully completed a course in concussion awareness, such as the Centers for Disease Control and Prevention's "Heads-Up: Concussion in Youth Sports" or the National Federation of State High School Association's "Concussion in Sports: What You Need to Know." The organizations shall provide copies of the coaches' certificates of completion of the appropriate concussion awareness course(s) upon request.

N.J.S.A. 18A:20-20; 18A:20-34; **18A:41-7**

Adopted: 7 December 2009
Revised: 21 May 2012
Revised:

R 7510 USE OF SCHOOL FACILITIES

The Board of Education believes that the buildings and facilities of the public schools should be available to the citizens of the community to the greatest possible extent consistent with the most effective use of school facilities for school purposes and the educational program, State statutes, and the responsibility of the Board for the maintenance of the buildings and facilities.

Regulations for the use of school facilities by outside persons and groups shall be established by the Superintendent of Schools and approved by the Board of Education. These regulations shall be printed on the district's "Application for Use of School Facilities," and shall apply to all users issued permits for use of school facilities.

In accordance with New Jersey State Statute, no use of the schools shall be granted which will in any way interfere with the most effective use of school facilities for school purposes. Activities that are part of the educational program take precedence over activities sponsored by non-school organizations.

The Board recognizes that the demand for use of some facilities exceeds availability. The Board also recognizes that overuse -- use beyond the capacity of limited maintenance resources to restore -- can lead to permanent damage to facilities. Therefore, the Superintendent of Schools shall establish and the Board shall approve classifications of users to serve as priority guidelines in granting permits for use of facilities as well as appropriate restrictions on use.

Classifications of

Users Class A

(Priority User)

- Groups and organizations directly affiliated with the Ridgewood Public Schools, Ridgewood students and staff, as approved by the School Business Administrator/Board Secretary.

Class B

- Nonprofit organizations whose primary purpose is to serve youth on a community-wide basis.
- Village government and other officially approved recreation activities sponsored by groups of the Village government.
- Not-for-profit groups that sponsor fund raising events wherein the entire proceeds, less expenses, go to assist Ridgewood Public School students.

Not-for-Profit Status - Groups qualifying as Class B users seeking to avoid rental fees (other than government or organizations recognized by the Ridgewood Fields Policy) are required to provide evidence of compliance with not-for-profit federal tax regulations. Copies of current Internal Revenue

Service filings (Form 990) serves as documentation of this status. Groups that have recently sought federal not-for-profit status and have not yet filed an initial Form 990, may provide other evidence of registration to the Business Administrator. Groups that are unable to provide not-for-profit documentation may still rent the facilities as Class C organizations at the District's published rates if they comply with all other regulations.

All Groups using District facilities (regardless whether they are Class B or Class C organizations) must submit documentation of their not-for-profit status if they indicate in their advertising that donations received are tax-deductible charitable gifts.

TRANSITIONAL PROVISIONS: The evidence of not-for-profit status is effective for all events after January 1, 2020.

Class C

- Community, civic, social, educational, cultural, recreation, professional groups, and any other groups not specifically referenced herein.

Charges

Class A

No charge

Class B

Groups will assume the cost of any custodians, assigned faculty advisor, lighting crew, and any other fees incurred by the school district as a result of their use of the auditorium.

Class C

Rental fee and groups will also assume the cost of custodians, assigned faculty advisor, lighting crew, and any other fees incurred by the school district as a result of their use of facilities.

- Facilities not Available to Outside Groups:
  The Frederick J. Stokely Little Theatre, the Murray Colosimo Campus Center, the television studio, the music rooms, the computer labs, and any other space the administration deems necessary at Ridgewood High School are for student use only and are not available to any other groups. Super Science Saturday, will be grandfathered. Charges: Charges are based on classification of user as defined above.
- Custodial Overtime:

  N.J.A.C. 34:7-1 requires that a custodian who has a Black Seal License be on duty whenever a building is in use. If a facility is to be used outside of normally scheduled working hours, a custodian will be assigned on an overtime basis and the cost will be billed to the using group.

Groups using facilities outside of normally scheduled working hours will be billed for the custodian's overtime plus 10% to cover heat, light, administrative costs, and other expenses resulting from such use.

- Payment of Fees:

  Rental fees will be billed after the use of facilities and are payable within thirty days. Payment in advance may be required at the discretion of the Assistant Business Administrator.

- Liability Insurance:

  Certificate of Insurance must be produced prior to the issuance of the permit. The certificate of insurance must name the Ridgewood Board of Education as the named insured.

The Superintendent of Schools shall review and update the schedule of fees which will be approved by the Board each year at the Reorganization Meeting.

Outside sports organizations that use the facilities must provide a Statement of Compliance with the Ridgewood Board of Education's policy(ies) for management of concussions and other head injuries, including Policy No. 2431.4, and shall represent all of its coaches (head and assistant coaches) have received a copy of such policy(ies) and have successfully completed a course in concussion awareness, such as the Centers for Disease Control and Prevention's "Heads-Up: Concussion in Youth Sports" or the National Federation of State High School Association's "Concussion in Sports: What You Need to Know." The organizations shall provide copies of the coaches' certificates of completion of the appropriate concussion awareness course(s) upon request.

A. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the office of the Business Administrator.

2. Application for use of school facilities must be submitted to the Business Administrator not less than 30 working days before the date of requested use. A use that requires the approval of the Board must be submitted not less than 60 working days prior to a regular Board meeting.

3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be an agent of the organization.

4. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities, dates,

and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.

5. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.

B. Approval

1. The Business Administrator of his/her designee will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled

   a. For use in the instructional or co-curricular program,

   b. For maintenance, repair, or capital improvement, or

   c. For use by another organization.

2. If the facility is not available for use, the Business Administrator or his/her designee will so inform the representative of the organization and may suggest alternative dates, times, or facilities.

3. If the facility is available for use and the applicant meets standards set by Policy No. 7510 and these regulations, the Business Administrator will note his/her approval on the application form and will record the classification of the applicant organization and will grant final approval or refer to the Board requests that may be approved only by the Board.

4. Standards for approval include the following limitations on use:

   a. School facilities are available for use on weekdays, including school vacations. School facilities may be available for use on Saturdays, Sundays, and other public holidays depending on appropriate and adequate custodial coverage.

   b. School facilities are available for use only during the hours approved on the application. If applicable, the user pays an overtime fee regardless of the user's classification. School facilities are not available for use during the school day or for any use that may interfere with the school district's educational or co-curricular programs.

   c. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes.

d. In accordance with Policy No. 7510, the use of school facilities will not be granted for the advantage of any commercial or profit-making organization or partisan political activity, or any purpose that is prohibited by law.

5. The Business Administrator, in consultation with the Field Committee, will determine the classification (I, II, or III) of the applicant organization and the fees and costs, if any, to be charged for the use of the facility. This information will be provided on the application form.

6. In the event of a conflict between requesting organizations within the same class, the request received earlier by the district will be honored first.

7. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.

8. The application form will include the rules governing the use of school facilities, and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.

9. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.

10. Permission to use school facilities is not transferable.

11. The organization representative must inform the Business Administrator or his/her designee of any canceled use request as soon as he/she is aware of the cancellation.

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

C. Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.

a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.

b. The use must not exceed the established capacity of the facility used.

c. The use must not involve gambling or games of chance.

d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.

e. Smoking is prohibited in accordance with Policy No. 7434.

f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.

2. Users of school facilities will respect Board property.

a. The user will not damage, destroy, or deface school property. The facility shall be used with care and left in an orderly and neat condition.

b. The user must request in the application and receive permission to bring and use equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property or grounds.

c. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user unless permission is granted by the Business Administrator to store the materials at the facility. Any such materials left on school premises beyond the time period approved in the application may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.

d. The user must request in the application and receive permission to use, move, or tune a district piano. A piano may be moved only by school district staff or by a competent and experienced commercial mover approved by the Board and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.

e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.

f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designated.

g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.

h. The user must request in the application and receive permission to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. Use of the cafeteria kitchen and cafeteria utensils requires the presence of a school district designee. The employee will be compensated by the school district and the user will be charged by the school district.

i. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval.

j. No school keys shall be issued to a user.

k. No animal shall be allowed on school premises without prior approval.

l. An authorized school district staff member shall examine the school facilities and/or grounds after the use and will inform the user of any loss or damage that must be corrected.

m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative officers, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones and office equipment.

n. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.

3. Uses Must be Property Supervised

a. A school custodian must be on duty the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is needed to perform extra services as an accommodation to the user, the user may be charged an additional fee and the custodian will be compensated accordingly by the district.

b. The user of certain school facilities (such as kitchen and auditorium stage) require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.

c. The user name must assume full responsibility for the conduct of all participants in the

use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity. The district, depending on the activity, may require as a condition of approval, a certain number of chaperones, law enforcement officials, and/or a school district representative(s) to be present at the activity.

d. The user must, in consultation with the principal, anticipate the need for the assistance of police officers, fire fihters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Principal, the Principal may recommend that permission to use the facility be withdrawn.

e. Board members and school officials are entitle dto full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.

D. **Provision of Training on School Safety and Security**

1. In accordance with the provisions of N.J.S.A. 18A:41-7.c., the Board of Education shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information.

2. It shall be the responsibility of the organization that sponsors the youth program to train the program's employees and volunteers on the school security and emergency procedures in effect in the school building in which the youth program is located.

3. The organization that sponsors the youth program shall file a statement of assurance with the Superintendent or designee that it has complied with the training requirements prior to the district authorizing the use of the school building.

a. The statement of assurance shall be developed by the Commissioner of Education and shall be filed with the school district on an annual basis.

Issued: 7 December 2009
Revised: 21 May 2012
Revised: 04 November 2019
Revised:

Statement of Compliance with the
Ridgewood Board of Education Policy No. 2431.4
"Management of Sports Related Concussion"

I, _____, _____, on behalf of
Name Title

_____ hereby certify to the following:
Organization (hereinafter referred to as "Licensee"),

1. The Ridgewood Board of Education (hereinafter referred to as the "Licensor") and the Licensee are Parties to a Use of Public School Facilities Agreement (hereinafter referred to as the "Agreement") entered into on _____, for the purpose of permitting the Licensee to utilize the _____ (hereinafter referred to as the "Facilities") for the purpose of _____.

2. In accordance with N.J.S.A. 18A:40-41.5(a)(2), the Licensee has read and hereby agrees to comply with Board Policy No. 2431.4 "Management of Sports Related Concussion," a copy of which will be provided once the Application for Use of School Facilities is submitted.

LICENSOR NAME:	LICENSEE NAME:
_____	_____
_____ Authorized Signature	_____ Authorized Signature
_____ Title	_____ Title
_____ Date	_____ Date

8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement written plans and procedures to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, students, and their families.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district's plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school district's school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district's safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be briefed in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crisis, consistent with the school district's plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.

In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months, which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration to a fire drill. Schools are required to hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills annually. Fire alarm systems shall be initiated only during a fire drill evacuation. Responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. Although these outside agencies are not required to observe school security drills, the Principal is encouraged to invite representatives from local law enforcement and emergency responder agencies to attend and observe at least four different security drills annually.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds as provided by the New Jersey Office of Homeland Security and Preparedness.

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3
N.J.S.A. 18A:41-1 et seq.**; 18A:41-7**
N.J.A.C. 6A:16-5.1; 6A:27-11.2

Adopted: 7 December 2009
Revised: 19 July 2010
Revised: 9 May 2011
Revised:

0164 CONDUCT OF BOARD MEETINGS

Parliamentary Authority

Roberts' Rules of Order, Newly Revised, shall govern the Board of Education in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws.

Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall act in his/her place; if neither person is present, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

Announcement of Adequate Notice

The person presiding shall commence each meeting with an announcement of the notice given for the meeting or a statement regarding the lack of adequate notice, in accordance with law.

Agenda

The Superintendent and the Administrative Cabinet, in consultation with the Board President, shall prepare an agenda of items of business to come before the Board at each meeting. The agenda shall be delivered to each Board member no later than two business days, except when an unscheduled meeting is being called, before the meeting and shall include such reports and supplementary materials as are appropriate and available.

The meeting agenda shall be posted on the district's website and circulated via the district email system 48 hours prior to the meeting time. A reminder email with the agenda shall be sent on the day of the meeting.

The order of business shall be as follows:

Call to order and roll call
Optional: Motion to go into executive session
Optional: Call to order and roll call again after returning from the closed session
Pledge of Allegiance
Opening statement by presiding officer
Optional: Student presentations and outside/vendor consultants (Presiding Officer has the discretion to move presentations listed on the agenda to before or after initial public comments)
Initial Public Comments (4 minutes per person)
Presentations
Superintendent's report

Consent items – regular and routine issues
Resolutions and Motions not included in the Consent Agenda
Approval of bills
Board member announcements
Board committee reports
Discussion items
Acceptance of minutes
Other business
Comments from the public
Optional: Motion to go into executive session
Optional: Reconvened public meeting
Adjournment

~~Electronic Participation and Virtual Meetings~~

~~In the event of extraordinary circumstances (which shall be defined as a natural disaster, mandatory or self-imposed quarantine, a State of Emergency declared by the Governor of the State of New Jersey or similar situation), it may be necessary for the full Board to meet virtually, via teleconference or digital media platform, in order to take necessary action.~~

~~A. Electronic Participation in In-Person Board meetings~~

~~In the event that an individual board member is unable to attend an in-person meeting, where there is a quorum present, due to extraordinary circumstances as defined above, such member may participate telephonically or electronically, with the permission of the Board President, whose permission shall not be unreasonably withheld, provided that they are able to hear the proceedings and be heard.~~

~~B. Virtual Meetings~~

~~Under extraordinary circumstances as defined above, teleconference options and digital platforms may be used to enable virtual board meetings and action even when all members of the Board are not physically present as long as prior arrangements are made to afford the public the opportunity to hear and participate in the meeting.~~

~~The Board may conduct a public meeting via teleconference or digital platform where members of the public are given appropriate notice and granted access enabling them to listen to and participate in the meeting at the appropriate time. A teleconference or virtual medium will only be used to host a public meeting of the full Board in a situation that makes it impossible or impractical for a quorum of members to meet in person due to the extraordinary circumstances as defined above.~~

~~Telephonic participation in or the virtual hosting of closed or executive sessions of the full Board shall be limited and only used in situations where in person attendance or the holding of meetings are impossible or impractical as defined. All closed or executive sessions shall be and remain confidential.~~

~~All members who participate in executive sessions telephonically and/or virtually shall do so privately behind closed doors without any non-members of the board being present. Those members will use remote access methods that do not allow non-board members to hear or see the meeting. No portion of the executive session shall be recorded, photographed, or otherwise reproduced in a video or audio format by anyone. Upon adjournment, all members will leave the meeting promptly.~~

N.J.S.A. 10:4-10
N.J.S.A. 18A:16-1.1

Adopted: 7 December 2009
Revised: 18 March 2013
Revised: 2 November 2020
Revised:

BOARD OF EDUCATION
Ridgewood, New Jersey

February 22, 2021

EXECUTIVE SESSION

5:30 p.m.

AGENDA

*** * * * ***

I.	**Software Demonstration**	**Dr. Gorman**
II.	**Student Personnel**	**Dr. Gorman**
III.	**Negotiations**	**Dr. Gorman**

BOARD OF EDUCATION
Ridgewood, New Jersey

February 22, 2021
Education Center

Executive Session Meeting
5:30 p.m.
Regular Public Meeting
7:00 p.m.

AGENDA

Click here for Procedures for Public Attendance at a Board of Education Meeting.

The Public can view, listen and comment during the public comment period of the meeting via:

- **Zoom from a PC, Mac, iPad, iPhone Android device Meeting ID 870-1302 7741**
  Password: 22207450

(Use the "raise hand" button to make a comment)

- **phone at: 646-558-8656 Password: 22207450** ***(press *9 to make a comment)***

To submit written comments for the public comment period starting at 4:00 pm on the date of the meeting click here

The Public can also view by streaming on our District Website or Fios Channel 77

MEETING REGULATIONS

At all regular meetings, two opportunities are provided for citizens to make comments. The public comment period will be scheduled after student presentations. The second comment period will be at approximately 9:00 p.m. or just prior to the end of the meeting, whichever occurs first. The first opportunity may be limited by the presiding officer to conclude at about 8:00 p.m. in order for the Board to continue with its scheduled agenda. The second opportunity will occur at about 9:00 p.m. at the discretion of the presiding officer taking into consideration a break in the agenda.

At every opportunity for public comment, citizens are invited to comment on subjects on the agenda or general topics. At the discretion of the presiding officer, public comments may be permitted at other times.

Please remember this is a public meeting. Anything you say will be a public record. As a result, pursuant to law, the Board of Education cannot respond to you publicRely concerning certain matters, such as those regarding an individual student or personnel. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent's Office. Public comment periods shall also be governed by the following rules:

1. Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses.
2. Each speaker shall be limited to four minutes. The Board Recorder will note the time. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds (Ref: Bylaw 0167)
3. Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop.
4. All statements shall be directed to the presiding officer, no participant may address or question Board members individually.
5. No participants may speak more than once on the same topic until all others who wish to speak on that topic have been heard.
6. Questions requiring investigation shall be referred by the Board to the Superintendent's Office for consideration and later response. A participant may be asked to submit such questions in written format.

Mission Statement

The Ridgewood Public Schools, committed to a tradition of excellence and innovation, in partnership with the community, provide a rich and challenging learning environment, enabling students to maximize their unique potentials to become life-long learners and productive, responsible citizens.

I. CALL TO ORDER AND ROLL CALL **Mr. Lembo**

II. FLAG SALUTE AND PLEDGE OF ALLEGIANCE **Mr. Lembo**

III. OPENING STATEMENT BY PRESIDING OFFICER **Mr. Lembo**

IV. PRESENTATIONS **Mr. Lembo**

A. Elementary Student Representative Report **Dr. Gorman**
- ➢ Leo Sorensen and Isha Vitale; Orchard Elementary School

B. Student Representative Report

V. COMMENTS FROM THE PUBLIC **Dr. Gorman**

VI. INFORMATION

A. NATIONAL MERIT SCHOLARSHIPS **Dr. Gorman**

Eight Ridgewood High School students have been named National Merit Scholarship finalists.

The following eight students have been designated as finalists:

Dev Chhabra, Alexander Cho, Alexandra Jerdee, Aum Mundhe, Samantha Ngai, Skyler Snow, William Stewart, Saori Takahashi

VII. PRESENTATIONS **Dr. Gorman**

A. CARES ACT BUDGET **Dr. Gorman**
- ➢ Mr. Scott Bisig

VIII. SUPERINTENDENT'S REPORT **Dr. Gorman**

IX. COMMITTEE OF THE WHOLE REPORTS **Dr. Gorman**
- ➢ Finance **and Mr. Bisig**
  - ○ December Financial Reports

X. CONSENT ITEMS: REGULAR AND ROUTINE ISSUES **Dr. Gorman**

A. ATTENDANCE AT CONFERENCES **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Attendance at Conferences, as listed on **Attachment A**.

B. ADMINISTRATION **Dr. Gorman**

i. <u>Approval: First Reading of Revisions to Policies/New Policies</u> **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the first reading of revisions to Policies/New Policies as listed below:

- Policy 1620 Administrative Employment Contracts **(Attachment B)** *revised*
- Policy 2431 Athletic Competition **(Attachment C)** *revised*
- Policy 2464 Gifted and Talented Students **(Attachment D)** *revised*
- Policy 5330.05 Seizure Action Plan **(Attachment E)** *new*
- Policy 6440 Cooperative Purchasing **(Attachment F)** *revised*
- Policy 6470.01 Electronic Funds Transfer and Claimant Certification **(Attachment G)** *new*
- Policy 7440 School District Security **(Attachment H)** *revised*
- Policy 7450 Property Inventory **(Attachment I)** *revised*
- Policy 7510 Use of School Facilities **(Attachment J)** *revised*
- Policy 8420 Emergency and Crisis Situations **(Attachment K)** *revised*
- Bylaw 0164 Conduct of Board Meetings **(Attachment L)** *revised*

C. CURRICULUM & INSTRUCTION **Dr. Gorman**

i. <u>Approval: Field Trips</u> **Dr. Gorman**

None at this time.

D. HUMAN RESOURCES **Dr. Gorman**

i. <u>Appointments</u> **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointments listed below, subject to receipt of appropriate documentation and the New Jersey Department of Education (NJDOE) certificate, if required.

<u>Field Placement</u>

<u>BLAKESLEE, Carol</u> - Rutgers University, Field Experience,

shadowing Elizabeth Drennan, Librarian/Media Specialist, Somerville School for 150 hours, effective Spring 2021.

Classroom Aides

PARSONS, Jessica - One-to-One Special Education Classroom Aide, Somerville School, effective February 23, 2021, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $15.01.
Account # 11-000-217-106-00-05-024-001

PIERRO, Melissa - Resource Room Special Education Classroom Aide, Somerville School, effective February 23, 2021, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50, to be partially funded by CARES Act Grant Funds to a maximum amount of $5,154.80.
Account # 11-213-100-106-00-05-024-001
Account # 20-477-100-106-00-05-024-001

RINALDO, Danielle - Resource Room Special Education Classroom Aide, Willard School, effective February 23, 2021, or as soon after as possible, through June 22, 2021, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-07-024-001

ii. Revision/Addition: Changes in Salary Classification, effective February 1, 2021 through June 30, 2021, in accordance with the REA/Board Agreement **Dr. Gorman**

Revision: LOWICKI, Bonnie - Nurse/Teacher, Willard School, approved by the Board at its meeting on February 8, 2021, **from** $82,490, Class BA+30, Step 13, **to** $89,820 ($89,520 + $300 CP), MA+30, Step 13.
Account # 11-000-213-104-00-07-019-000

MASSOUD, Erin - Grade 7 English Teacher, George Washington Middle School, **from** $69,565, Class BA+30, Step 6, **to** $73,415 ($73,115 + $300 CP), Class MA, Step 6.
Account # 11-130-100-101-03-09-019-000

iii. Change of Assignment **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following change of assignments, as listed below.

ALEXANDER, Elianne - **from** Speech Language Specialist, Hawes School, **to** Speech Language Specialist, Travell School and Ridgewood School, effective February 1, 2021 through June 23, 2021. Her annual salary will remain the same
Account # 11-000-216-104-00-04-019-000
Account # 11-000-216-104-00-06-019-000

iv. Resignations **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignations listed below.

Classroom Aides

BLAU, Mary Ann - Applied Behavior Analyst Aide (ABA), Glen School, effective February 18, 2021.

MATERIA, Donna - One-to-One Special Education Classroom Aide, Somerville School, effective February 22, 2021.

v. Resignation for the Purpose of Retirement **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignation for the purpose of retirement listed below.

Teacher

O'BRIEN, Elizabeth - Special Education Teacher/Grade Advisor, Ridgewood High School, effective July 1, 2021, with thirty-five years of Ridgewood service.

vi. Leave of Absences **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the leave of absences listed below.

MARZOCCHI, Jaime – Physical Education Teacher, Benjamin Franklin Middle School, effective April 26, 2021 through June 23, 2021, with a reinstatement date of August 31 2021, using days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

MARZOCCHI, Jaime – Physical Education Teacher, Benjamin Franklin Middle School, effective January 18, 2022 through April 15, 2022, with a reinstatement date of April 18, 2022, using days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

vii. Supplemental Pay Beyond Contract **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the supplemental pay beyond contract, listed below.

Orchard School

Temperature Checker

- **Valerie Kologrivov**, not to exceed 15 hours, at an hourly rate of $17.50 ($262.50).

Account # 11-000-262-107-00-03-003-001

Benjamin Franklin Middle School

Student Club Activity Advisors for the 2020-2021 School Year

Science Club (Virtual)

- **Kate Krsnak**, not to exceed 20 hours, at an hourly rate of $40.17 ($803.40).

Account # 11-401-100-101-00-08-008-001

Ridgewood High School

Nurse - Contact Tracing - January 4, 2021 through March 26, 2021

- **Suzanne Donovan**, not to exceed 180 hours, at an hourly rate of $53.33 ($9,599.40).

Account # 11-000-213-104-00-10-010-001

Special Programs

ABA Training Completed and Certified - hourly rates from $20.17 to $21.23, effective February 1, 2021

- **Sumera Baloch**
- **Valarie Eitner**
- **Joan Palazzola**
- **Laurie Pavero**

Account # 11-212-100-106-00-24-024-001

Curriculum, Instruction & Assessment

Administrative/Technology Support for Elementary Parent Presentation to be held virtually on Tuesday, February 23, 2021 at 7:00 pm

- **Andrew DeRoche**, at an hourly rate of $27.12, not to

exceed 3 hours ($81.36).
- **Jaeson Enmore**, at an hourly rate of $51.82, not to exceed 3 hours ($155.46).
- **Julie Yohana**, at an hourly rate of $41.25, not to exceed 3 hours ($123.75).

Account # 11-000-230-104-00-45-045-001

viii. Substitutes for the 2020-2021 School Year **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves substitutes for the 2020-2021 school year, as listed below.

Teacher: Mark Hotz, and **Breanna Kasperowicz**

E. FINANCE **Dr. Gorman**

i. Acceptance of Restricted Donations: **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following restricted gifts for the **2020-2021** school year, to be used as indicated.

Donor	**Amount**	**Use**	**Account Number**
Ridge Home and School Association	$80.00	To be used to enhance the book gifting program in the Ridge Media Center	20-025-100-610-00-04-004-003

Acceptance of a gift in kind from Somerville/Hawes Dads' Night for a JBL Boombox, waterproof portable Bluetooth speaker, valued at $400.00.

Acceptance of a gift in kind from Kathleen Krejsa for a violin, valued at $500.00

ii. Approval: Additional Tax Shelter Annuity Broker for the 2020-2021 School Year **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following addition to the Tax Shelter Annuity Brokers for the 2020-2021 school year effective March 1, 2021 as listed below:

- Investico

iii. Approval: Budget Appropriation Transfers **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves transfers for **December 2020** as shown in the Journal Entry listing pursuant to Policy 6422.

The Board has received background information.

iv. Approval: Secretary's Line Item Certification **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

Whereas, the Board of Education has received the Report of the Secretary for the month of **December 2020,**

Whereas, in compliance with N.J.A.C. 6:20-2A.10(d), the secretary has certified that, as of the date of the report(s), no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education, now, therefore, be it,

Resolved, the Board of Education accepts the above referenced reports and certifications and orders that they be attached to and made part of the record of this meeting, and Be it Further Resolved, in compliance with N.J.A.C. 6:20-A10(e), the Board of Education certifies that, after review of the secretary's monthly financial reports (appropriate section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6:20-2A.10(a)(1), and that sufficient funds are available to meet the district's financial obligations for the remainder of the school year.

The Board has received background information.

v. Approval: Acceptance of the Board Secretary and Treasurer Report **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

Whereas, the Board of Education has received the report of

the Secretary and Treasurer for the month of **December 2020;** now, therefore,

Be it Resolved, the Board of Education accepts the above referenced reports and orders that it be attached to and made part of the official record of this meeting.

vi. <u>Approval of grant amendment submissions: ESEA, IDEA, CARES Act</u>

The Ridgewood Board of Education, upon the recommendation of the Superintendent, accepts the following grant funds and approves the submission of the grant amendment applications:

Grant	Amended RPS District Share	Amended Non-public School Share
CARES Emergency Relief Grant	$122,245	$1,611
IDEA-Basic	$1,088,079	$12,230
ESEA- Title IA	$171,325	$0
ESEA- Title IIA	$81,553	$1,150
ESEA- Title III	$23,599	$0
ESEA Title III Immigrant	$2,390	
ESEA- Title IV	$0	$0

IX. RESOLUTIONS AND MOTIONS NOT INCLUDED IN CONSENT AGENDA — Dr. Gorman

A. None at this time. — **Dr. Gorman**

XI. APPROVAL OF BILLS — Mr. Lembo

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the payment of bills as listed below.

DATES	DESCRIPTION	CHECK NUMBER	AMOUNTS	REVIEWED BY
Feb 4	Columbia Bank On-Line	100839	2,970.00	Mr. Kaufman
Feb 11	Columbia Bank On-Line	100840-101009	879,275.56	Mr. Kaufman
Jan 29	Electronic Transfer	F33894	37,847.95	Mr. Kaufman
Feb 5	Electronic Transfer	R33898	348.36	Mr. Kaufman
Feb 8	Electronic Transfer	H33895	1,104,236.97	Mr. Kaufman
Feb 8	Electronic Transfer	R33896	57,869.70	Mr. Kaufman
Feb 16	Electronic Transfer	B33897	256,375.00	Mr. Kaufman
Feb 11	Food Service	620232	10,843.24	Mr. Kaufman
Feb 9	Columbia Bank Void Check	100333	(99.00)	Mr. Kaufman
Feb 10	Columbia Bank Void Check	100316	(342.00)	Mr. Kaufman
Feb 11	Columbia Bank Void Check	100084	(83.29)	Mr. Kaufman
TOTAL			**2,349,242.49**	Mr. Kaufman

XII. BOARD MEMBER ANNOUNCEMENTS — Mr. Lembo

XIII. BOARD COMMITTEE REPORTS — Mr. Lembo

XIV. DISCUSSION ITEMS — Mr. Lembo

XV. ACCEPTANCE OF MINUTES — Mr. Lembo

- January 11 Regular Public Meeting
- January 25 Regular Public Meeting
- February 8 Executive Session
- February 8 Regular Public Meeting

XVI. OTHER BUSINESS — Mr. Lembo

XVII.	**COMMENTS FROM THE PUBLIC**	**Mr. Lembo**
XVIII.	**MOTION TO GO INTO EXECUTIVE SESSION**	**Mr. Lembo**
XIX.	**RECONVENED PUBLIC MEETING**	**Mr. Lembo**
XX.	**ADJOURNMENT**	**Mr. Lembo**

Coming Meetings

Monday, March 8, 2021
Regular Public Meeting
7:00 p.m. Education Center

Monday March 22, 2021
Regular Public Meeting
7:00 p.m.Education Center

,

February 22, 2021 **ATTACHMENT A**

2020-2021 CONFERENCES FOR APPROVAL

Staff Member	Name of Conference Location & Dates	Rationale	Estimated Cost for Approval	# of Sub Days required
Megan Galanti	29th Joint Conference NJIDA/NJSHA Virtual The NJ International Dyslexia Association and the NJ Speech-Language-Hearing Association, NJ March 3 and March 10, 2021	Professional Development	$90.00	0
Michelle Jones	29th Joint Conference NJIDA/NJSHA Virtual The NJ International Dyslexia Association and the NJ Speech-Language-Hearing Association, NJ March 3 and March 10, 2021	Professional Development	$115.00	0
Helen Poulis	29th Joint Conference NJIDA/NJSHA Virtual The NJ International Dyslexia Association and the NJ Speech-Language-Hearing Association, NJ March 3 and March 10, 2021	Professional Development	$115.00	0
Xue Tan	29th Joint Conference NJIDA/NJSHA Virtual The NJ International Dyslexia Association and the NJ Speech-Language-Hearing Association, NJ March 3 and March 10, 2021	Professional Development	$115.00	0
Michael DeRisi	2021 NJAHPERD Annual Convention New Jersey Association for Health, Physical Education, Recreation and Dance, NJ Virtual March 22, 2021l	Professional Development	$99.99	0
Scott Bisig	Analyzing and Constructing Salary Guides New Jersey School Boards Association, NJ Virtual March 25, 2021	Professional Development	$149.00	0

The total cost for these conferences is $683.00. Upon Board approval of these conferences, the total expenditure for travel and conferences for 2020-2021 will be $27,905.40 leaving a balance of $172,094.60.

The total cost of substitutes for these conferences is $0.00. Upon Board approval of these conferences, the total expenditure for substitutes for travel and conferences for 2020-2021 will be $1400.00.

RIDGEWOOD
POLICY BOARD OF EDUCATION

1620 ADMINISTRATIVE EMPLOYMENT CONTRACTS

The Executive County Superintendent shall review and approve for all Superintendents of Schools, Superintendents of Schools reappointed pursuant to N.J.S.A. 18A:17-20.1, Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators, including any interim, acting, or person otherwise serving in these positions, in school districts, county vocational school districts, county special services school districts and other districts, except charters, within the County under the supervision of the Executive County Superintendent:

1. New employment contracts, including contracts that replace expired contracts for existing tenured and non-tenured employees;

2. Renegotiations, extensions, amendments, or other alterations of the terms of existing employment contracts that have been previously approved by the Executive County Superintendent; and

3. Provisions for contract extensions where such terms were not included in the original employment contract or are different from the provisions contained in the original approved employment contract.

In counties where there is no Executive County Superintendent, an Executive County Superintendent from another county shall be designated by the Commissioner to review and approve all contracts listed above.

The contract review and approval shall take place prior to any required public notice and hearing pursuant to N.J.S.A. 18A:11-11 and prior to the Board of Education approval and execution of the contracts to ensure compliance with all applicable laws, including but not limited to N.J.S.A. 18A:30-3.5, 18A:30-9, 18A:17-15.1 and 18A:11-12.

In accordance with the provisions of N.J.S.A. 18A:11-11 and N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required shall be applicable to a Board of Education that renegotiates, extends, amends, or otherwise alters the terms of an existing contract with a Superintendent of Schools, Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator. In accordance with N.J.S.A. 18A:11-11, notice must be provided to the public at least thirty days prior to the scheduled action by the Board. The Board shall also hold a public hearing and shall not take any action on the matter until the hearing has been held. The Board shall provide the public with at least ten days' notice of the public hearing.

In accordance with N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 shall not apply to new contracts, including contracts that replace expired contracts for existing employees in one of these positions, whether tenured or not tenured. Nothing shall preclude a Board from issuing a public notice and/or holding a public hearing on new contracts, including new contracts that replace expired contracts for existing tenured and non-tenured employees.

The public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 is also required in the event an existing contract for a Superintendent of Schools, Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator is rescinded or terminated by the Board of Education before it is due to expire and the parties agree to new employment terms.

In connection with the Executive County Superintendent's review of the contract, the Board shall provide the Executive County Superintendent with a detailed statement setting forth the total cost of the contract for each applicable year, including salary, longevity (if applicable), benefits, and all other emoluments.

The review and approval of the employment contracts of Superintendents of Schools, Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators conducted by the Executive County Superintendent shall be consistent with the following additional standards outlined in N.J.S.A. 18A:7-8.1 and N.J.A.C. 6A:23A-3.1:

1. Contracts for each class of administrative position shall be comparable with the salary, benefits and other emoluments contained in the contracts of similarly credentialed and experienced administrators in other school districts in the region with similar enrollment, academic achievement levels and challenges, and grade span.

2. No contract shall include provisions that are inconsistent with the travel requirements pursuant to N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7 including, but not limited to, the provisions for mileage reimbursement and reimbursement for meals and lodging in New Jersey. Any contractual provision that is inconsistent with law is superseded by the law.

3. No contract shall include provisions for the reimbursement or payment of employee contributions that are either required by law or by a contract in effect in the school district with other teaching staff members, such as payment of the employee's State or Federal taxes, or of the employee's contributions to FICA, Medicare, State pensions and annuities (TPAF), life insurance, disability insurance (if offered), and health benefit costs.

4. No contract shall contain a payment as a condition of separation from service that is deemed by the Executive County Superintendent to be prohibited or excessive in nature. The payment cannot exceed the lesser of the calculation of three months pay for every year remaining on the contract with pro-ration for partial years, not to exceed twelve months, or the remaining salary amount due under the contract.

5. No contract shall include benefits that supplement or duplicate benefits that are otherwise available to the employee by operation of law, an existing group plan, or other means; e.g., an annuity or life insurance plan that supplements or duplicates a plan already made available to the employee. Notwithstanding the provisions of this section, a contract may contain an annuity where those benefits are already contained in the existing contract between the employee and the district.

6. Contractual provisions regarding accumulation of sick leave and supplemental compensation for accumulated sick leave shall be consistent with N.J.S.A. 18A:30-3.5. Supplemental payment for accumulated sick leave shall be payable only at the time of retirement and shall not be paid to the individual's estate or beneficiaries in the event of the individual's death prior to retirement. Pursuant to N.J.S.A. 18A:30-3.2, a new Board of Education contract may include credit of unused sick leave in accordance with the new Board of Education's policy on sick leave credit for all employees.

7. Contractual provisions regarding accumulation of unused vacation leave and supplemental compensation for accumulated unused vacation leave shall be consistent with N.J.S.A. 18A:30-9. Contractual provisions for payments of accumulated vacation leave prior to separation can be included but only for leave accumulated prior to June 8, 2007 and remaining unused at the time of payment. Supplemental payments for unused vacation leave accrued consistent with the provisions of N.J.S.A. 18A:30-9 after June 8, 2007 as well as unused vacation leave accumulated prior to June 8, 2007 that has not been paid, shall be payable at the time of separation and may be paid to the individual's estate or beneficiaries in the event of the individual's death prior to separation.

8. Contractual provisions that include a calculation of per diem for twelve month employees shall be based on a two hundred sixty day work year.

9. No provision for a merit bonus shall be made except where payment is contingent upon achievement of quantitative merit criterion and/or qualitative merit criterion:

   a. A contract may include no more than three quantitative merit criteria and two qualitative merit criteria per contract year.

   b. The Executive County Superintendent shall approve or disapprove the selection of quantitative merit and qualitative merit criteria and the data that forms the basis of measuring the achievement of quantitative merit and qualitative merit criteria.

   c. A contract may provide for merit bonuses in an amount not exceeding 3.33 percent of annual salary for each quantitative merit criterion achieved and 2.5 percent of annual salary for each qualitative merit criterion achieved. Any such merit bonus shall be considered "extra compensation" for purpose of N.J.A.C. 17:3-4.1 and shall not be cumulative.

   d. The Board of Education shall submit to the Executive County Superintendent a resolution certifying that a quantitative merit criterion or a qualitative merit criterion has been satisfied and shall await confirmation of the satisfaction of that criterion from the Executive County Superintendent prior to payment of any merit bonus.

10. No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to N.J.A.C. 6A:23A-3.1, where compensation is deemed reasonable relative to the established performance objectives and achievement of the performance objectives has been documented to the satisfaction of the Board of Education.

11. No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized in N.J.A.C. 6A:23A-3.1 and N.J.S.A. 18A:7-8.1.

12 No contract shall include a provision for a monthly allowance except for a reasonable car allowance. A reasonable car allowance shall not ~~cannot~~ exceed the monthly cost of the average monthly miles traveled for business purposes multiplied by the allowable mileage reimbursement pursuant to applicable law and regulation and New Jersey Office of Management and Budget (NJOMB) circulars. If such allowance is included, the employee shall not ~~cannot~~ be reimbursed for business travel mileage nor assigned permanently a car for official district business. Any provision of a car for official district business must conform with N.J.A.C. 6A:23A-6.12 and be supported by detailed justification. No contract shall ~~can~~ include a provision of a dedicated driver or chauffeur.

13 All Superintendent contracts shall include the required provision pursuant to N.J.S.A. 18A:17-15.1 which states that in the event the Superintendent's certificate is revoked, the contract is null and void.

14. No contract shall include a provision for additional compensation upon the acquisition of a graduate degree unless the graduate degree is conferred by a regionally accredited college or university as defined in applicable regulations. No contract shall include a provision for assistance, ~~or~~ tuition reimbursement, or ~~for~~ additional compensation for graduate school coursework, unless the ~~such~~ coursework culminates in the acquisition of a graduate degree conferred by a regionally ~~duly~~ accredited college or university as defined in applicable regulations

The review and approval of an employment contract for the Superintendent of Schools shall not include maximum salary amounts pursuant to N.J.S.A. 18A:7-8.j.

Any actions by the Executive County Superintendent undertaken pursuant to N.J.S.A. 18A:7-8.1, N.J.A.C. 6A:23A-3.1, and this Policy may be appealed to the Commissioner of Education pursuant to the procedures set forth at N.J.A.C. 6A:3, Controversies and Disputes.

RIDGEWOOD
POLICY BOARD OF EDUCATION

N.J.S.A. 18A:7-8; 18A:7-8.1; 18A:11-11
N.J.A.C. 6A:23A-3.1; 6A:23A-7 et seq.

Adopted: 7 December 2009
Revised: 17 May 2010
Revised:

2431 ATHLETIC COMPETITION

It is the intent of the Ridgewood Board of Education to provide in the high school a comprehensive, well-planned, and well-balanced program of interscholastic athletics, including cheerleading, for girls and boys who can benefit from participation. The program shall be managed and teams coached in a manner to achieve the following objectives:

1. Promote individual and team desire for excellence while emphasizing that interscholastic sports be kept in perspective and that the first priority for all students is intellectual and emotional growth;

2. Encourage enjoyment of competition, a desire to win, and a healthy, constructive attitude toward winning and losing;

3. Develop the self-confidence and self-respect of each team member;

4. Develop the specialized talents, skills, and physical fitness of each participant;

5. Develop attitudes and skills which foster teamwork, cooperation, loyalty, and spirit; and

6. Develop the highest type of sportsmanship, sense of fair play, and respect for fellow athletes (teammates and opponents), coaches, and officials.

The Board directs the Superintendent to establish administrative procedures to carry out the intent of the above statement and to implement the provisions of this policy.

State Regulations

The conduct of interscholastic athletics shall conform to State law, New Jersey administrative code and the rules and regulations of the New Jersey State Interscholastic Athletic Association (NJSIAA) which are approved annually by the Board.

Responsibility

The Athletic Director is responsible for the overall supervision of the nine through twelve interscholastic athletics program, including cheerleading. Responsibility for the supervision of the athletic program in each school is that of the Principal. In the high school, the Athletic Director will assist and advise the Principal and will have responsibility for the immediate supervision and administration of the athletic program. The Athletic Director will work closely with the high school Principal.

Continuity and Development

The Athletic Director will ensure that coaches at all levels work together to promote a developmental approach and continuity from level to level. The primary consideration in determining such things

as schedule of games, length of practices, and coaching methodology at each level shall be the physical, mental, and emotional maturity and well-being of the students.

Student Participation and Eligibility

The Board shall make school facilities, supplies, and equipment available and assign staff members for the support of a program of interscholastic athletics for students in grades nine through twelve. The Board shall maintain the program of interscholastic athletics, including cheerleading, and students who wish to participate shall pay an activity fee which shall be determined annually by the Board at its Reorganization Meeting. Students eligible for free or reduced price lunches are exempt from the activity fee. Families experiencing financial hardship should request consideration by informing the coach, the advisor, or the Building Principal. Students may be required to provide supplies in accordance with Board Policy No. 2520 on instructional supplies and students may be required to assume all or part of the costs of travel and attendance at co-curricular events and trips.

Maximum participation of girls and boys in accordance with interest, maturity, and ability to benefit is to be encouraged. A suggested range for participation in each sport is contained in the administrative procedures for this policy. The number of athletes per team is determined by the nature of the sport. Facility use, coaching personnel, budgetary constraints, and transporting students safely are contributing factors to these numbers.

Participation and eligibility will conform to the bylaws of NJSIAA. A student must be in good standing academically and as a school citizen to participate on any interscholastic team.

All students in good disciplinary and academic standing, and who have paid the activity fee (except those students who are exempt), shall have equal access to all co-curricular activities.

A student who is suspended from school is not permitted to participate in any co-curricular activity during the term of suspension. The Principal, Assistant Principal, or activity supervisor may suspend a student from participation in a co-curricular activity as a consequence of unacceptable behavior or recurring disciplinary problems.

Eligibility for participation in interscholastic athletics shall require all high school students to meet, at a minimum, all the eligibility requirements of the Constitution, Bylaws, and Rules and Regulations of the New Jersey State Interscholastic Athletic Association (NJSIAA). Because of the diversity in the nature, intensity of student involvement, and time demands of non-athletic activities, however, it is not possible to establish uniform academic requirements. Further, the Board is aware that participation in activities often serves as an incentive and motivator for at-risk students. It is the intent of the Board that each case involving a student who is failing one or more courses or whose academic work has slipped be considered individually. A school administrator and the guidance counselor, after consultation with the student and parent shall decide whether or not it is in the student's best interest to curtail co- curricular participation. Where allowable and appropriate, the district will afford flexibility in the standards for participation in co-curricular activities.

Home schooled children are not eligible to participate in the high school interscholastic athletic program of this district.

A student in any grade must maintain a satisfactory record of attendance to be eligible for participation in the school district sponsored programs of athletic competition. The Athletic Director will determine if participation should continue.

A student who is absent for a school day may not participate in the school district sponsored programs of athletic competition the afternoon or evening of that school day.

A student who is serving an in-school or out-of-school suspension may not participate in the school district sponsored programs of athletic competition while serving the suspension.

A student in any grade who fails to observe school rules for student conduct may forfeit his/her eligibility for participation in school district sponsored programs of athletic competition.

Notice of the school district's eligibility requirements shall be available to

students. Opportunity and Equity

The athletic program, including but not limited to intramural, extramural, and interscholastic sports, shall be available on an equal basis to all students regardless of race, color, creed, religion, sex, ancestry, national origin, disability, sexual orientation, social or economic status. The athletic program as a whole shall be planned to insure that there are sufficient activities so that the program does not deny the participation of large numbers of students of either sex.

Required Examinations –Interscholastic or Intramural Team or Squad

Students enrolled in grades six to twelve must receive a medical examination, in accordance with the provisions of N.J.S.A. 18A:40-41.7, prior to participation on a school-sponsored interscholastic or intramural team or squad and any cheerleading program or activity.

The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season with examinations being conducted at the "medical home" of the student. The "medical home" is defined as a health care provider and that provider's practice site chosen by the student's parent for the provision of health care, pursuant to N.J.A.C. 6A:16-1.3. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility. The medical examination required prior to participation shall be in accordance with the requirements as outlined in N.J.S.A. 6A:16-2.2(h)1 and Regulation 2431.2 and shall be documented using the Preparticipation Physical Evaluation form required by the Department of Education.

The school district shall distribute the Commissioner of Education developed sudden cardiac arrest pamphlet to a student participating in or desiring to participate in an athletic activity, as defined in N.J.S.A. 18A:40-41.e.,

and the student's parent(s) shall each year and prior to participation by the student in an athletic activity comply with the requirements of N.J.S.A. 18A:40-41.d.

The school district shall annually distribute the Commissioner of Education developed educational fact sheet relative to use and misuse of opioid drugs for sports related injuries to parents of students who participate in athletic activities and comply with the requirements of N.J.S.A. 18A:40-41.10.

Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq. The health findings of this medical examination shall be maintained as part of the student's health record.

The health history update shall include but not be limited to the following information:

1. Hospitalizations/operations;
2. Illnesses;
3. Injuries;
4. Care administered by a physician; and
5. Medications.

The medical examination conducted to determine the fitness of a student to participate in athletic competition and the health history update must include, as a minimum, the respective medical history information and physical assessments set forth in rules of the State Board of Education and incorporated in their entirety in regulations implementing this policy, and the following:

1. A medical history questionnaire, completed by the parent of the student, pupil, to determine if the student:
    a. Has been medically advised not to participate in any sport, and the reason for such advice;
    b. Is under a physician's care and the reasons for such care;
    c. Has experienced loss of consciousness after an injury;
    d. Has experienced a fracture or dislocation;
    e. Has undergone any surgery;
    f. Takes any medication on a regular basis, the names of such medication and the reasons for such medication;

g. Has allergies including hives, asthma, and reaction to bee stings;

h. Has experienced frequent chest pains or palpitations;

i. Has a recent history of fatigue and undue tiredness;

j. Has a history of fainting with exercise; and

k. Has a history of family members dying suddenly.

2. A physical examination which shall include, as a minimum, no less than:

a. Measurement of weight, height, and blood pressure;
b. Examination of the skin to determine the presence of infection, scars of previous surgery or trauma, jaundice, and purpura;
c. Examination of the eyes to determine visual acuity, use of eyeglasses or contact lenses, and examination of the sclera for the presence of jaundice;

d. Examination of the ears to determine the presence of acute or chronic infection, perforation of the eardrum, and gross hearing loss;

e. Examination of the nose to assess the presence of deformity which may affect endurance;

f. Assessment of the neck to determine range of motion and the presence of pain associated with such motion;

g. Examination of chest contour;

h. Auscultation and percussion of the lungs;

i. Assessment of the heart with attention to the presence of murmurs, noting rhythm and rate;

j. Assessment of the abdomen with attention to the possible presence of hepatomegaly, splenomegaly, or abnormal masses;

k. Assessment of the back to determine range of motion and abnormal curvature of the spine;

l. Examination of extremities to determine abnormal mobility or

m. immobility, deformity, instability, muscle weakness or atrophy, surgical scars and varicosities;

n. Examination of the testes to determine the presence and descent of both testes, abnormal masses or configurations, or hernia;

o. Assessment of physiological maturation; and

p. Neurological examination to assess balance and coordination and the presence of abnormal reflexes.

Eligibility Standards

A student who wishes to participate in a program of athletic competition, including cheerleading, must submit, on a form provided by the district, the signed consent of his/her parent. The consent of the parent of a student who wishes to participate in a program of athletic competition, including cheerleading, must include an acknowledgment of the physical hazards that may be encountered in the sport in accordance with N.J.A.C. 6A:32-9.1 (d) and (e).

Injuries

Written procedures shall be established to ensure:

1. Adequate emergency care for any student injured in a practice or a game;

2. Proper follow-up care and treatment;

3. Communication with parent;

4. Execution of school accident reports and insurance forms; and

5. Appropriate medical release or approval before a student resumes participation.

Safety

Safety of athletic equipment and facilities, transportation, and playing conditions shall be given top priority by the Athletic Director, coaches, and Principals. Planning for the safety of participants and spectators at home and away games is also the responsibility of the Athletic Director, coaches, and Principals.

Scheduling of Games

Before the beginning of each sports season, the Athletic Director shall submit to the Superintendent a schedule of games for the high school teams to be presented to the Board of Education for approval.

Postseason contests and tournament participation must be approved by the Principal and be sanctioned by the NJSIAA. Changes during the season must be approved by the Principal.

Conduct at Games

The athletic Director, coaches, and Principals shall make every effort to:

1. Encourage attendance of students, parent, and the public;
2. Promote spectator enjoyment and spirit; and
3. Require sportsmanlike conduct of all players and spectators at all games.

Such efforts may include preseason and/or pre-game communication with students and the public as well as adequate supervision at games.

Appointment and Evaluation of Coaches

All coaches shall be appointed on an annual basis. The high school Principal shall recommend to the Superintendent the appointments of all high school coaching positions after consultation with the Athletic Director. Head coaches shall participate in the selection of assistant coaches.

The Superintendent shall establish a job description and criteria and procedures for the evaluation of coaches. The job description and evaluative criteria should emphasize coaching competence and a caring attitude and concern for every member of the team.

Volunteer Coaches

Volunteer coaches who are actively involved in coaching or instruction shall hold permanent New Jersey teaching certification or work under the direct supervision of the coaching staff. They must be approved by the Athletic Director, the Principal, and the Board of Education prior to assuming any coaching responsibilities. Volunteer coaches shall receive no remuneration for services. This restriction includes budgeted funds, gifts, and monies from fundraising activities. Volunteer coaches shall serve under the supervision of the professional coaching staff. Any other person assisting a team in any capacity other than coaching must be approved by the Athletic Director.

Emergency Procedures

Athletic coaches shall be trained in first aid to include sports-related concussion and head injuries, the use of a defibrillator, the identification of student athletes who are injured or disabled in the

course of any athletic program or activity.

The Superintendent or designee shall prepare procedures for responding to non-serious or non-life-threatening injury sustained by a student while participating in sports or other athletic activity. These procedures shall be reviewed annually, updated as necessary, and disseminated to appropriate staff members.

Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts the Constitution, Bylaws, Rules, and Regulations of the New Jersey State Interscholastic Athletic Association as Board policy and shall review such rules on a regular basis to ascertain they continue to be in conformity with the objectives of this Board.

Parental Support and Involvement

Parent(s) and the general public are encouraged to attend all interscholastic athletic contests. In addition, parent(s) and the public are encouraged to attend and participate in activities which support athletic teams.

Coaches are expected to inform parent(s) about practice session times, game schedules, training rules, requirements and expectations of team members, and other pertinent information. Parent(s) are asked to give their support to the rules, requirements, and expectations so that their sons and daughters can derive maximum benefit from participation on athletic teams.

Parent(s) should contact the coach if a question or concern arises during the season. If a parent feels that a concern has not been satisfactorily addressed through informal communication with the coach, the parent should talk with the Athletic Director. If the concern is still not resolved, it can be taken to the high school Principal. Additional steps in the appeal process are outlined in Board policy.

Special Education Students
To participate in interscholastic competition, special education students must meet the same requirements listed above in conformity with IEPs.

Good Sportsmanship

The Board believes that instilling habits of good sportsmanship should be one of the primary goals of athletic endeavors and that all district employees should model good behaviors in this area.

It is especially important that the Athletic Director and coaches accept the responsibility for

encouraging young athletes to handle themselves in a sportsmanlike way and be models of self-control and dignity for players and spectators. Coaches shall include discussions on courtesy and sportsmanlike behavior as part of pre-game activities. Student fans shall be reminded that their conduct reflects on the schools of this district and that poor sportsmanship will be disciplined.

Parent(s) and other adult spectators shall also be encouraged to act as models for young people by demonstrating self-control and dignity at all athletic events.

Unsportsmanlike behavior as exhibited through verbal abuse, rude gestures, taunts, obscenities, thrown objects, etc., shall not be tolerated in students, staff, or any persons in attendance at district athletic competitions. Discipline may include, but not be limited to, eviction from the competition and prevention from attending further competitions.

The Superintendent or his/her designee shall prepare regulations on good sportsmanship and ensure their dissemination to students, parent(s), and the community.

Insurance

The Board will cover each participant in interscholastic football with insurance coverage as recommended by the current insurance carrier. All other interscholastic activities shall be covered at the recommendation of the insurance advisor and Superintendent.

Parent(s) or legal guardian(s) shall be strongly encouraged to participate in the supplemental student accident insurance program offered by the Board.

The Superintendent shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics that includes a complete schedule of athletic events and inform the Board of changes in that schedule.

N.J.S.A. 2C:21-11
N.J.S.A. 18A:11-3 et seq.
N.J.A.C. 6A:7-1.7; 6A:16-1.4; 6A:16-2 et seq.

Adopted: 7 December 2009
Revised: 21 May 2012
Revised: 18 March 2013
Revised: 18 July 2016
Revised: 27 August 2018
Revised:

2464 GIFTED AND TALENTED STUDENTS

The Board of Education recognizes its responsibility to identify gifted and talented students within the school district and to provide these students with appropriate instructional adaptations and services. To that end, the Board directs each such student in the school district be identified and offered an appropriate educational program and services.

For purpose of this Policy, "gifted and talented students" mean students who possess or demonstrate high levels of ability in one or more content areas when compared to their chronological peers in the district and who require modification of their educational program if they are to achieve in accordance with their capabilities.

For the purpose of this Policy, "instructional adaptation" means an adjustment or modification to instruction enabling a student who is gifted and talented to participate in, benefit from, and demonstrate knowledge and application of the New Jersey Student Learning Standards in one or more content areas at the instructional level of the student, not just the student's grade level.

The Superintendent of Schools or designee shall ensure that the appropriate instructional adaptations are designed for students who are gifted and talented.

The Superintendent or designee will develop procedures for an ongoing Kindergarten through grade twelve identification process for gifted and talented students that includes multiple measures in order to identify student strengths in intellectual ability, creativity, or a specific academic area. The district shall ensure equal access to a continuum of gifted and talented education services. The identification process shall include consideration of all students, including those who are English language learners and those with Individualized Education Plans or 504 Plans.
The Superintendent or designee will develop and document appropriate curricular and instructional modifications used for gifted and talented students indicating content, process, products, and learning environments, and including, but not limited to, additional education activities such as academic competitions, guest speakers, and lessons with a specialist.

The Superintendent or designee will take into consideration the Gifted Programming Standards , Position Statements, and White Papers of the National Association for Gifted Children in identifying and serving gifted and talented students . .The district will provide the time and resources to develop, review, and enhance instructional tools with modifications for helping gifted and talented students acquire and demonstrate mastery of the required knowledge and skills specified by the standards at the instructional level of the student.

The district will actively assist and support professional development for teachers, educational services staff, and school leaders in the area of gifted and talented instruction.

The district shall file with the New Jersey Department of Education Coordinator for Gifted and Talented Services a report by October 1, 2020 and thereafter on a schedule that coincides with the school district's New Jersey Quality Single Accountability Continuum (QSAC) review pursuant to N.J.S.A. 18A:7A-11. The report shall include, but not be limited to, the gifted and talented continuum of services, policies, and procedures implemented in the school district; the total number of students receiving gifted and talented services in each grade level Kindergarten through grade twelve disaggregated by race, gender, special education designation, and English language learner designation; the professional development opportunities provided for teachers, educational services staff, and school leaders about gifted and talented students, their needs, and educational development; and the number of staff employed by the school district whose job responsibilities include identification of and providing services to gifted and talented students. Programs for gifted and talented students will be periodically evaluated for their continuing efficacy and adjusted accordingly.

The parent of any student identified as gifted or talented shall be consulted regarding any program designed to address the student's particular needs.

Should a parent/guardian have concerns regarding the district's ability to meet a student's needs, all efforts will be made to resolve the matter through district administration.

An individual who believes the district has not complied with the provisions of N.J.S.A. 18A:35-34 et seq. may file a complaint with the Board of Education. This policy for filing a complaint shall be linked to the homepage of the Board's Internet website. The Board shall issue a decision, in writing, to affirm, reject, or modify the district's action in the matter. The individual may then file a petition of appeal of the Board's written decision to the Commissioner of Education through the Office of Controversies and Disputes in accordance with N.J.S.A. 18A:6-9 and the procedures set forth in State Board of Education regulations.

The district shall make detailed information available on its website regarding the policies and procedures used to identify students as gifted and talented and the continuum of services offered to gifted and talented students. The information shall include the criteria used for consideration for eligibility for the gifted and talented services, including the multiple measures used in the identification process to match a student's needs with services, and any applicable timelines in the identification process.

N.J.S.A. 18A:61A-2; 18A:35-4.16; 18A:35-34 through 39
N.J.A.C. 6A:8-1.3; 6A:8-3.1(a)5
P.L. 108-382, Sec. 10201 et seq.

Adopted: 7 December 2009
Revised: 22 May 2017
Revised:

5330.05 SEIZURE ACTION PLAN

The Board of Education requires the development of a seizure action plan, an individualized health care plan, and an individualized emergency health care plan for students with epilepsy or a seizure disorder to care for and treat these students while at school pursuant to N.J.S.A. 18A:40-12.34 et seq.

In accordance with N.J.S.A. 18A:40-12.35, the parent of the student with epilepsy or a seizure disorder seeking epilepsy or seizure disorder care while at school shall submit the student's seizure action plan annually to the school nurse.

The school nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student, provided the parents annually provide to the Board written authorization for the provision of epilepsy or seizure disorder care. The school nurse shall update these plans on an annual basis and as necessary in the event there is a change in the health status of the student. These plans shall include the information outlined in N.J.S.A. 18A:40-12.35.

In accordance with N.J.S.A. 18A:40-12.35, all staff members including staff working with school-sponsored programs outside the regular school day shall be trained in the care of students with epilepsy and seizure disorders. All school bus drivers, contracted and district-employed, shall be provided notice and information if they are transporting a student with epilepsy or a seizure disorder pursuant to N.J.S.A. 18A:40-12.36. The school nurse shall obtain a release from the parent of the student to authorize the sharing of medical information in accordance with N.J.S.A. 18A:40-12.37.

No school employee, including a school nurse, school bus driver, school bus aid, or any other officer or agent of the Board, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.34 through N.J.S.A. 18A:40-12.38, nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person trained in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.34 through N.J.S.A. 18A:40-12.38. Good faith shall not include willful misconduct, gross negligence, or recklessness.

N.J.S.A. 18A:40-12.34 et seq.

Adopted:

6440 COOPERATIVE PURCHASING

The Board of Education recognizes that centralized, cooperative purchasing may maximize the value received for each dollar spent. The Board of Education is encouraged to seek savings that may accrue to the school district by means of joint agreements for the purchase of goods or services with the governing body of any municipality or county .

For the purpose of this Policy, "cooperative pricing system" means a purchasing system in which the lead agency advertises for bids, awards a master contract to the vendor providing for its own quantities and the estimated quantities submitted by the individual registered members .
For the purpose of this Policy, "cooperative purchasing system" means a cooperative pricing system, joint purchasing system, commodity resale system, county cooperative contract purchasing system, or regional cooperative pricing system which has been approved and registered subject to N.J.A.C. 5:34-7.1 et seq.

For the purpose of this Policy, "electronic data processing" means the storage, retrieval, combination, or collation of items of information by means of electronic equipment involving the translation of words, numbers, and other symbolic elements into electrical impulses or currents.
For the purpose of this Policy, "joint purchasing system" means a cooperative purchasing system in which the lead agency serves as the purchasing agent for the membership of the system with all of the duties and responsibilities attendant. The lead agency advertises for bids and awards a single contract to a vendor providing for the payment to the contractor for its own needs and for the needs of the participating registered members of the system. The only contractual relationship is between the lead agency and the vendor.

For the purpose of this Policy, "lead agency" means the contracting unit which is responsible for the management of the cooperative purchasing system.

For the purpose of this Policy, "registered members" means Boards of Education who have been approved by the Director of the New Jersey Department of Community Affairs for participation in the cooperative purchasing system.

When the lead agency is a Board of Education or Educational Service Commission and the entire membership of the cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services in the Department of Community Affairs are Boards of Education, the provision and performance of goods or services shall be conducted pursuant to the Public Schools Contract Law. (N.J.S.A. 18A:18A-11 et seq.)

The School Business Administrator/Board Secretary is hereby authorized to negotiate such joint agreements for goods and services which the Board may determine to be required and which the Board may otherwise lawfully purchase for itself with such approved contracting units as may be appropriate in accordance with State law, the policies of this Board, and the dictates of sound purchasing procedures.

In accordance with the provisions of N.J.S.A. 18A:18A-12, a cooperative or joint purchase agreement(s) shall be entered into by resolution adopted by each participating Board of Education, municipality, or county, and shall set forth the categories of goods or services to be provided or performed ; the manner of advertising for bids and the awarding of contracts; the method of payment by each participating Board of Education, municipality or county, and other matters deemed necessary to carry out the purposes of the agreement. Agreements for cooperative and joint purchasing will be subject to all bidding requirements imposed by law. Purchases made through the State Treasury Department may be made without bid.

Each participant's share of expenditures for purchases under any such agreement shall be appropriated and paid in the manner set forth in the agreement and in the same manner as for other expenses of the participant.

In accordance with the provisions of N.J.S.A. 18A:18A-14.2, the Board may by contract or lease provide electronic data processing services for the Board of Education of another school district; and may undertake with such other Board, the joint operation of electronic data processing of their official records and other information relative to their official activities, services and responsibilities. The records and other information originating with any Board participating in such contract or lease may be combined, compiled, and conjoined with the records and other information of any and all participating local units for the purposes of such electronic data processing; and any provisions of law requiring such records to be kept confidential or to be retained by any Board or any officer or agency thereof shall be deemed to be isolated thereby.

A contract or lease to provide electronic data processing services shall set forth the charge for all services provided, or in the case of a joint undertaking the proportion of the cost each party thereto shall assume and specify all the details of the management of the joint undertaking, and any other matters that may be deemed necessary for insertion therein, and may be amended from time to time by the contracting parties in accordance with N.J.S.A. 18A:18A-14.3.

For the purpose of carrying into execution a contract or lease for a joint enterprise under N.J.S.A. 18A:18A-14.4, any party to such contract may act as agent for any or all parties in acquiring, by lease, purchase or otherwise, any property, facilities or services, in appointing such officers and employees as may be necessary and directing its activities, to the same extent as a Board of Education is authorized to do separately.

In the event that any controversy or dispute shall arise among the parties (except a municipality or county) to any such contract , the same shall be referred to the Executive County Superintendent of the county in which the districts are situated for determination and the determination shall be binding, subject to appeal to the Commissioner of Education pursuant to law. In the event the districts are in more than one county, the controversy or dispute shall be referred to the Executive County Superintendents of the counties for joint determination, and if they shall be unable to agree upon a joint determination within thirty days, the controversy or dispute shall be referred to the Commissioner of Education for determination.

N.J.S.A. 18A:18A- 11 through 14
N.J.S.A. 40A:11-1 et seq.
N.J.A.C. 5:34-7
N.J.A.C. 6A:23A-21.5

Adopted: 7 December 2009
Revised:

RIDGEWOOD
POLICY BOARD OF EDUCATION

6470.01 ELECTRONIC FUNDS TRANSFER AND CLAIMANT CERTIFICATION

The Board of Education permits the School Business Administrator/Board Secretary to use standard electronic funds transfer (EFT) technologies for EFTs for payment of claims pursuant to N.J.A.C. 5:30-9A.1 et seq. and 5:31-4.1, implementing N.J.S.A. 40A:5-16.5.

"Electronic funds transfer" for the purpose of Policy and Regulation 6470.01 means any approved method of transferring moneys permitted by N.J.A.C. 5:30-9A.1 et seq. that does not involve the physical presentation of a paper check, draft, or similar paper instrument including, but not limited to, wire transfers, e-checks, automated clearing house (ACH) transfers, and transactions initiated by phone or fax.

In accordance with N.J.S.A. 40A:5-16.5.b.(1), the Board of Education authorizes the use of only the forms of standard EFT technologies that are approved to be used by a Board of Education for EFTs for payment of claims. A Board of Education may not utilize procurement cards, charge cards, charge accounts, or any payment services such as PayPal or Venmo.

In accordance with N.J.S.A. 40A:5-16.5.b.(2), the Board designates the School Business Administrator/Board Secretary as being responsible for the oversight and administration of the provisions of N.J.S.A. 40A:5-16.5, N.J.A.C. 5:30-9A.1 et seq.; N.J.A.C. 5:31-4.1, and Policy and Regulation 6470.01.

The Board of Education will only initiate and approve electronic funds in accordance with N.J.A.C. 5:30-9A.1 et seq. Standard EFT technologies shall incorporate, at a minimum, the features and safeguards outlined in N.J.A.C. 5:30-9A.4(a). The Board will only utilize standard EFT technologies upon instituting, at a minimum, the fiscal and operational controls outlined in N.J.A.C. 5:30-9A.4(b).

The School Business Administrator/Board Secretary shall initiate a claim for payment by presenting a claim that has been approved by the Board, to be paid using an EFT technology.
The School Business Administrator/Board Secretary shall submit the claim for payment with all supporting documentation to the Superintendent of Schools or a designee who is not under the direct supervision of the School Business Administrator/Board Secretary, who shall review the claim for payment and authorize, in writing, the EFT claim using an EFT method.

The Board of Education shall annually approve the School Business Administrator/Board Secretary as the person authorized to initiate a claim for payment and the Superintendent of Schools or a designee not under the direct supervision of the School Business Administrator/Board

RIDGEWOOD
POLICY BOARD OF EDUCATION

Secretary as the person responsible to review a claim for payment presented by the School Business Administrator/Board Secretary and authorize payment using an approved EFT method.

On no less than a weekly basis, activity reports on all transactions utilizing standard EFT technologies shall be reviewed by an individual designated and approved by the Board that is not under the direct supervision of the School Business Administrator/Board Secretary and is not empowered to initiate or authorize EFTs.

Claimant certification for a Board of Education shall be in accordance with the provisions of N.J.S.A. 18A:19-3 and rules promulgated by the New Jersey Department of Education.

Providers of ACH and wire transfer services must be financial institutions chartered by a State or Federal agency, with the further requirement that these financial institutions providing ACH and wire transfer services be covered under the Governmental Unit Deposit Protection Act (GUDPA), N.J.S.A. 17:9-41 et seq.

EFTs through ACH must utilize Electronic Data Interchange (EDI) technology, which provide transaction related details including invoice numbers, pay dates, and other identifying information as appropriate for each transaction. The Board must approve an ACH Origination Agreement with the financial institution(s).

N.J.S.A. 18A:19-3
N.J.S.A. 40A:5-16.5
N.J.A.C. 5:30-9A.1 et seq.

Adopted:

RIDGEWOOD
POLICY BOARD OF EDUCATION

7440 SCHOOL DISTRICT SECURITY

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities. The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment.

The Board shall provide to local law enforcement authorities a copy of the current blueprints and maps for all schools and school grounds within the school district or nonpublic school. In the case of a school building located in a municipality in which there is no municipal police department, a copy of the blueprints and maps shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised copies to the applicable law enforcement authorities or designated entities any time that there is a change to the blueprints or maps.

The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13.

The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in

accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

RIDGEWOOD
POLICY BOARD OF EDUCATION

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

In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the main building shall be directed to the main entrance.

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

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

The school district shall annually conduct a school safety audit for each school building in accordance with the provisions of N.J.S.A. 18A:41-14.

N.J.S.A. 18A:7G-5.2; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3;
18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12; 18A:41-13; 18A:41-14
N.J.A.C. 6A:16-1.3; 6A:26-1.2

Adopted: 7 December 2009
Revised: 5 March 2018
Revised: 1 April 2019
Revised: 4 November 2019
Revised:

7450 PROPERTY INVENTORY

The Board of Education recognizes that efficient management and the replacement of lost, damaged, or stolen property depends upon an accurate inventory and properly maintained records.

The district shall maintain a complete inventory by physical count of all district-owned equipment .

For the purpose of this Policy, "equipment" shall mean any instrument, machine, apparatus, or set of articles which meets all of the following criteria and the cost is above $2,000:

1. It retains its original shape, appearance, and character with use;

2. It does not lose its identity through fabrication or incorporation into a different more complex unit or substance;

3. It is nonexpendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it with an entirely new unit; and

4. Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for at least one year.

Unless otherwise bound by Federal, State, or local law, the school district will use the criteria above for their equipment classification decisions.

The School Business Administrator/Board Secretary or designee shall ensure that inventories are systematically and accurately recorded and that property records of equipment are adjusted annually. Major items of equipment shall be subject to annual spot check inventory. A major loss shall be reported to the Board.

Property records of supplies shall be maintained on a continuous inventory basis. An item should be classified as a "supply" if it does not meet all the stated equipment criteria outlined above and the cost is not more than the capitalization threshold of $2,000.

The School Business Administrator/Board Secretary or designee shall maintain a system of property records that show, as appropriate to the item recorded, description and identification, manufacturer, year of purchase, initial cost, location, condition and depreciation, and current evaluation in conformity with insurance requirements.

POLICY RIDGEWOOD BOARD OF EDUCATION

N.J.S.A. 18A:4-14
New Jersey Department of Education – "The Uniform Minimum Chart of Accounts for New Jersey Public Schools and Approved Private Schools for Students with Disabilities" 2020-2021 Edition

Adopted: 7 December 2009
Revised:

7510 USE OF SCHOOL FACILITIES

The district facilities belong to the community, which paid for them for the primary purpose of offering a full educational program for its children. Prudent use and management of school facilities outside of the regular operating schedules - providing that such use does not interfere with the orderly conduct of a thorough and efficient system of education - allows the community to benefit more broadly from the use of its own property. For the purpose of this policy, "school facilities" also includes school grounds.

The Ridgewood Board of Education will permit the use of school facilities when such permission has been requested in writing and has been approved by the Business Administrator for:

1. Uses and groups directly related to the school and the operations of the school;

2. Uses and organizations indirectly related to the school;

3. Departments or agencies of the municipal government;

4. Other governmental agencies; and

5. Community organizations formed for charitable, civic, or educational purposes.

The use of school facilities shall not be granted for partisan political purposes or any purpose which is prohibited by law. Use for partisan political purposes means use which is exclusive, by invitation or actual participation, in a meeting or other gathering primarily to members of a political party, or primarily to members or adherents of a group which advocates an ideology to address social or political concerns. Nothing contained in this definition shall be interpreted to restrict the use of a facility by a public official in the execution of the duties and responsibilities of that person's office, or any activities incident to such execution. Also, nothing contained in this definition shall be interpreted to restrict the use of a facility for any curriculum purpose deemed appropriate for instruction of the Ridgewood schools pupils.

In the event the Superintendent deems it advisable, any application may be submitted to the Board for action.

The Superintendent, School Business Administrator/Board Secretary, or the Board may refuse to grant the use of a school building whenever, in their judgment, there is good reason why permission should be refused. They shall not be required to give a reason for such refusal.

No one may bring alcoholic beverages onto any school property. All facility use shall comply with State and local fire, health, safety, and police regulations.

The buildings shall not be available for community use during holidays, vacation periods, or during the time school is not in session over the summer when the programs interfere with cleaning and maintenance schedules unless approved by the School Business Administrator/Board Secretary.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator. No district equipment shall be removed from the premises for use by non-district personnel.

The Board shall require that all users of school facilities comply with policies of this Board and rules and regulations of this district. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, person, group, or organization nor the purposes they represent.

The Board shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information in accordance with the provisions of N.J.S.A. 18A:41-7.

Recreation sports organizations that use the facilities must provide a Statement of Compliance with the Ridgewood Board of Education's policy(ies) for management of concussions and other head injuries, including Policy No. 2431.4, and shall represent all of its coaches (head and assistant coaches) have received a copy of such policy(ies) and have successfully completed a course in concussion awareness, such as the Centers for Disease Control and Prevention's "Heads-Up: Concussion in Youth Sports" or the National Federation of State High School Association's "Concussion in Sports: What You Need to Know." The organizations shall provide copies of the coaches' certificates of completion of the appropriate concussion awareness course(s) upon request.

N.J.S.A. 18A:20-20; 18A:20-34; 18A:41-7

Adopted: 7 December 2009
Revised: 21 May 2012
Revised:

RIDGEWOOD
POLICY BOARD OF EDUCATION

8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement written plans and procedures to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, students, and their families.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district's plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school district's school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district's safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be briefed in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crisis, consistent with the school district's plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.

In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months, which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration to a fire drill. Schools are required to hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills annually. Fire alarm systems shall be initiated only during a fire drill evacuation. Responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. Although these outside agencies are not required to observe school security drills, the Principal is encouraged to invite representatives from local law enforcement and emergency responder agencies to attend and observe at least four different security drills annually.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds as provided by the New Jersey Office of Homeland Security and Preparedness.

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.
N.J.S.A. 2C:33-3
N.J.S.A. 18A:41-1 et seq.**; 18A:41-7**
N.J.A.C. 6A:16-5.1; 6A:27-11.2

Adopted: 7 December 2009
Revised: 19 July 2010
Revised: 9 May 2011
Revised:

0164 CONDUCT OF BOARD MEETINGS

Parliamentary Authority

Roberts' Rules of Order, Newly Revised, shall govern the Board of Education in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws.

Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall act in his/her place; if neither person is present, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

Announcement of Adequate Notice

The person presiding shall commence each meeting with an announcement of the notice given for the meeting or a statement regarding the lack of adequate notice, in accordance with law.

Agenda

The Superintendent and the Administrative Cabinet, in consultation with the Board President, shall prepare an agenda of items of business to come before the Board at each meeting. The agenda shall be delivered to each Board member no later than two business days, except when an unscheduled meeting is being called, before the meeting and shall include such reports and supplementary materials as are appropriate and available.

The meeting agenda shall be posted on the district's website and circulated via the district email system 48 hours prior to the meeting time. A reminder email with the agenda shall be sent on the day of the meeting.

The order of business shall be as follows:

Call to order and roll call
Optional: Motion to go into executive session
Optional: Call to order and roll call again after returning from the closed session
Pledge of Allegiance
Opening statement by presiding officer
Optional: Student presentations and outside/vendor consultants (Presiding Officer has the discretion to move presentations listed on the agenda to before or after initial public comments)
Initial Public Comments (4 minutes per person)
Presentations
Superintendent's report

Consent items – regular and routine issues
Resolutions and Motions not included in the Consent Agenda
Approval of bills
Board member announcements
Board committee reports
Discussion items
Acceptance of minutes
Other business
Comments from the public
Optional: Motion to go into executive session
Optional: Reconvened public meeting
Adjournment

N.J.S.A. 10:4-10
N.J.S.A. 18A:16-1.1

Adopted: 7 December 2009
Revised: 18 March 2013
Revised: 2 November 2020
Revised:

BOARD OF EDUCATION
Ridgewood, New Jersey

March 8, 2021

EXECUTIVE SESSION

6:00 p.m.

AGENDA

*** * * * ***

I. Negotiations **Dr. Gorman**

BOARD OF EDUCATION
Ridgewood, New Jersey

March 8, 2021
Education Center

Executive Session
6:00 p.m.
Regular Public Meeting
7:00 p.m.

AGENDA

* * * * *

Click here for Procedures for Public Attendance at a Board of Education Meeting.

The Public can view, listen and comment during the public comment period of the meeting via:

- **Zoom from a PC, Mac, iPad, iPhone Android device Meeting ID 870-1302 7741 Password: 3807450 (Use the "raise hand" button to make a comment)**
- **phone at: 646-558-8656 Password: 3807450 *(press *9 to make a comment)***

To submit written comments for the public comment period starting at 4:00 pm on the date of the meeting click here

The Public can also view by streaming on our District Website or Fios Channel 77

MEETING REGULATIONS

At all regular meetings, two opportunities are provided for citizens to make comments. The public comment period will be scheduled after student presentations. The second comment period will be at approximately 9:00 p.m. or just prior to the end of the meeting, whichever occurs first. The first opportunity may be limited by the presiding officer to conclude at about 8:00 p.m. in order for the Board to continue with its scheduled agenda. The second opportunity will occur at about 9:00 p.m. at the discretion of the presiding officer taking into consideration a break in the agenda.

At every opportunity for public comment, citizens are invited to comment on subjects on the agenda or general topics. At the discretion of the presiding officer, public comments may be permitted at other times.

Please remember this is a public meeting. Anything you say will be a public record. As a result, pursuant to law, the Board of Education cannot respond to you publicRely concerning certain matters, such as those regarding an individual student or personnel. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent's Office. Public comment periods shall also be governed by the following rules:

1. Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses.
2. Each speaker shall be limited to four minutes. The Board Recorder will note the time. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds (Ref: Bylaw 0167)
3. Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop.
4. All statements shall be directed to the presiding officer, no participant may address or question Board members individually.
5. No participants may speak more than once on the same topic until all others who wish to speak on that topic have been heard.
6. Questions requiring investigation shall be referred by the Board to the Superintendent's Office for consideration and later response. A participant may be asked to submit such questions in written format.

Mission Statement

The Ridgewood Public Schools, committed to a tradition of excellence and innovation, in partnership with the community, provide a rich and challenging learning environment, enabling students to maximize their unique potentials to become life-long learners and productive, responsible citizens.

I. CALL TO ORDER AND ROLL CALL **Mr. Lembo**

II. FLAG SALUTE AND PLEDGE OF ALLEGIANCE **Mr. Lembo**

III. OPENING STATEMENT BY PRESIDING OFFICER **Mr. Lembo**

IV. PRESENTATIONS **Mr. Lembo**

A. Student Representative Report **Dr. Gorman**
- ➢ Rylee Chen, Hawes Elementary School

B. Student Representative Report **Dr. Gorman**
- ➢ Zoe Kovac, Ridgewood High School

V. COMMENTS FROM THE PUBLIC **Dr. Gorman**

VI. PRESENTATIONS **Dr. Gorman**

A. SY 2021-22 Preliminary Budget **Dr. Gorman/Mr. Bisig**

VII. SUPERINTENDENT'S REPORT **Dr. Gorman**
- ➢ K-1 Schedule Modifications

VIII. COMMITTEE OF THE WHOLE REPORTS **Dr. Gorman and Mr. Bisig**
- ➢ Finance
  - ○ January Financial Reports

IX. APPOINTMENT OF SUPERINTENDENT **Mr. Lembo**

The Ridgewood Board of Education, approves the appointment as listed below, effective March 1, 2021 through June 30, 2025. The contract has been approved by the Interim Executive County Superintendent as required by law.

- ➢ Dr. Thomas A. Gorman, Superintendent of Schools $218,000.00

Dr. Gorman's credentials are as follows:

- ➢ Doctorate, Educational Administration and Supervision, Rutgers, The State University of New Jersey, New Brunswick, NJ
- ➢ Master of Arts, Administration and Supervision, Montclair State University, Upper Montclair, NJ
- ➢ Bachelor of Arts, History, Muhlenberg College, PA
- ➢ 2012-2020: Principal, Ridgewood High School
- ➢ 2007-2012: Principal, Westwood Regional Jr./Sr. High School
- ➢ 2004-2007: Assistant Principal, Ramapo High School
- ➢ 2002-2004: Assistant Principal, Midland Park High School
- ➢ 1999-2002: Social Studies Teacher, Ramapo High School
- ➢ 1998-1999: Social Studies Teacher, Teaneck High School

X. CONSENT ITEMS: REGULAR AND ROUTINE ISSUES — Dr. Gorman

A. ATTENDANCE AT CONFERENCES — Dr. Gorman

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Attendance at Conferences, as listed on **Attachment A**.

B. ADMINISTRATION — Dr. Gorman

i. <u>Approval: Receipt of Suspension and Harassment, Intimidation, and Bullying (HIB) Reports</u> — Dr. Gorman

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, acknowledges it has received confidential information regarding suspensions and investigations of HIB that have occurred since the last Board meeting.

ii. <u>Approval: Second Reading and Adoption of Revisions to Policies/New Policies</u> — Dr. Gorman

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the second reading and adoption of revisions to Policies/New Policies as listed below:

- Policy 1620 Administrative Employment Contracts **(Attachment B)** *revised*
- Policy 2431 Athletic Competition **(Attachment C)** *revised*
- Policy 2464 Gifted and Talented Students **(Attachment D)** *revised*
- Policy 5330.05 Seizure Action Plan **(Attachment E)** *new*
- Policy 6440 Cooperative Purchasing **(Attachment F)** *revised*
- Policy 6470.01 Electronic Funds Transfer and Claimant Certification **(Attachment G)** *new*
- Policy 7440 School District Security **(Attachment H)** *revised*
- Policy 7450 Property Inventory **(Attachment I)** *revised*
- Policy 7510 Use of School Facilities **(Attachment J)** *revised*
- Policy 8420 Emergency and Crisis Situations **(Attachment K)** *revised*
- Bylaw 0164 Conduct of Board Meetings **(Attachment L)** *revised*

C. CURRICULUM & INSTRUCTION — Dr. Gorman

i. Approval: Field Trips — Dr. Gorman

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves field trips as listed on **Attachment M.**

ii. Approval: Agreement with DC Fagan Psychological Services for Independent Educational Evaluation (IEE) — Dr. Gorman

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the agreement with DC Fagan Psychological Services for the purpose of providing Independent Evaluation (IEE) for the 2020-2021 school year, not to exceed estimated costs of $4,000.

iii. Approval: Proposal for Professional Development from ACTFL Language Connects — Dr. Gorman

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves a professional development proposal from ACTFL Language Connects for 6-12 World Language Educators for five-hour virtual workshops, on March 11, 2021, not to exceed $1,600.

The Board has received background information.

D. HUMAN RESOURCES — Dr. Gorman

i. Appointments — Dr. Gorman

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointments listed below, subject to receipt of appropriate documentation and the New Jersey Department of Education (NJDOE) certificate, if required.

Teacher

Revision: VAN ZILE, Kelly - .10 FTE Theater Teacher, Ridgewood High School, effective February 9, 2021, or as soon after as possible, through June 23, 2021. Ms. Van Zile possesses an NJDOE Certificate of Eligibility as a Teacher of Theater. Ms. Van Zile will be registered into the NJDOE Provisional Teacher Program.
Account # 11-140-100-101-04-10-019-000

From: $6,518 Cl. BA, St. 1 pro-rated
To: $6,051 Cl. BA, St. 1 pro-rated

Long-term Substitutes

Revision: FOERCH, Summer - Kindergarten Teacher, Hawes

School, **from** effective October 6, 2020 through March 16, 2021, approved by the Board at its meeting on December 21, 2020, **to** effective October 6, 2020 through March 12, 2021, at a daily rate of $150 per day, until the assignment ends.
Account # 11-110-100-101-11-02-019-000

Revision: FREY, Troy - Music Teacher, Ridgewood High School, **from** effective March 18, 2021 through May 7, 2021, approved by the Board at its meeting on February 8, 2021, **to** effective March 8, 2021 through May 7, 2021, at a daily rate of $150 per day, until the assignment ends. Mr. Frey possesses an NJDOE Certificate of Eligibility with Advanced Standing as a Music Teacher.
Account # 11-140-100-101-04-10-019-000

Field Placement

DiMASE, Jessica - Quinnipiac University, Field Placement Level II Occupational Therapy, shadowing Karen Morris, Occupational Therapist, Benjamin Franklin Middle School and Deirdre Azzopardi, Occupational Therapist, Glen School, Benjamin Franklin Middle School and Ridgewood High School, effective February 22, 2021 through May 14, 2021.

Classroom Aides

AMARAL, Kimberly - Applied Behavior Analyst Aide (ABA), Glen School, effective March 15, 2021, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $20.17.
Account # 11-000-217-106-00-01-024-001

LOGAN, Jerina - Self-Contained (RED) Special Education Classroom Aide, Glen School, effective March 9, 2021, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-216-100-106-00-01-024-001

PERRY, Madison* - Applied Behavior Analyst Aide (ABA), Ridge School, effective March 9, 2021, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $20.17.
Account # 11-000-217-106-00-04-024-001

***Related to staff member**

Spring 2021 Coaching Assignment

As listed on **Attachment N**.
Account # 11-402-100-101-00-10-034-001

RHS Volunteer Coaches

Baseball
- **Brett Lowy**
- **Phil Schnieder**

Softball
- **Craig Mahler**
- **Allison Mende**
- **Nicole Parks**
- **Kelly Skettini**

Boys Lacrosse
- **Daniel Cermack**
- **Jack Riley**
- **Ernest Santiago**

Girls Lacrosse
- **Marissa Acosta**
- **Mac Dill**

Track & Field
- **Thomas DeVita**
- **Tara Cirillo**
- **Joshua Saladino**

Boys/Girls Golf
- **Lauren Besser**

Wrestling
- **Jonathan Germany**
- **Kenneth Hayes**

Volleyball
- **Mary Consol**
- **Kelly Skettini**

Gymnastics
- **Patricia Piotrowski**

ii. Change of Assignments **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves

the following change of assignments, as listed below.

HAMILTON, Elizabeth - **from** Applied Behavior Analyst Aide (ABA), Ridge School, 5.75 hours per day, 5 days per week, **to** Long-term Substitute, Special Education (RISe) Teacher, Glen School, effective March 9, 2021 through May 10, 2021. Ms. Hamilton possesses a NJDOE Certificate of Eligibility with Advanced Standing as an Elementary School teacher in Grades K-6 and Certificate of Eligibility as a Teacher of Students with Disabilities.
Account # 11-212-100-101-00-01-019-000

From: $21.23 per hour
To: $150 daily rate

TELEMAQUE, Kerwin - **from** Resource Room Special Education Classroom Aide, Ridgewood High School, 5.75 hours per day, 5 days per week, **to** STEPSS Job Coach, Benjamin Franklin Middle School, effective March 9, 2021 through June 22, 2021, 5.75 hours per day, 5 days per week.
Account # 11-212-100-101-00-08-019-000

From: $17.50 per hour
To: $20.17 per hour

iii. Resignations **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignations listed below.

Teachers

MARTIN, Patricia - Second Grade Teacher, Hawes School, effective July 1, 2021.

STOLARZ, Nicole - Kindergarten Teacher, Ridge School, effective July 1, 2021.

iv. Resignation for the Purpose of Retirement **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignation for the purpose of retirement listed below.

Teacher

GOLDBERG, Linda - Nurse/Teacher, Hawes School, effective July 1, 2021, with six years of Ridgewood service.

v. Leave of Absences **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the leave of absences listed below.

Revision: BOURQUE, STEVEN – Music Teacher, Ridgewood

High School, **from** effective March 22, 2021 through May 7, 2021, with a reinstatement date of May 10, 2021, approved by the Board at its meeting on November 2, 2020, **to** effective March 8, 2021 through May 7, 2021, with a reinstatement date of May 10, 2021, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

FRIEDMAN, Laura – Learning Disabilities Teacher-Consultant, Ridgewood High School, effective May 12, 2021 through June 23, 2021, and August 31, 2021 through June 23, 2022 with a reinstatement date of September 1, 2022, using days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

vi. Supplemental Pay Beyond Contract **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the supplemental pay beyond contract, listed below.

Somerville School

Additional: Clubs and Activities for the 2020-2021 School Year

Talent Show - Virtual

- **Kathryn Bielicky**, total stipend of $400.
- **Lauren Carr**, total stipend of $400.
- **Ross Dembin**, total stipend of $400.

Account # 11-401-100-101-00-05-005-001

Ridgewood High School

The Squad Program

- **Michael Kilcullen**, not to exceed 50 hours, at an hourly rate of $40.17 ($2,008.50).

Account # 11-401-100-101-00-10-010-001

Additional: PSAT Proctor

Proctors and Administrators for October 17, 2020, Preliminary Scholastic Aptitude Test (PSAT).

- **Maura Eidschun**, not to exceed 6 hours, at an hourly rate of $40.17 ($241.02).

Account # 11-000-218-104-00-10-010-001

Athletic Site Supervision

- **Peter Kay, Michael McDermott,** and **Candace Mitola**, each not to exceed 60 hours, each at an hourly rate of $40.17 ($7,230.60).

Account # 11-402-100-104-00-10-034-001

F.I.T. Training

- **Peter Kay, Michael McDermott,** and **Candace Mitola**, each not to exceed 60 hours, each at an hourly rate of $40.17 ($7,230.60).

Account # 11-402-100-101-00-10-036-001

Fitness Center Supervision

- **Peter Kay, Michael McDermott,** and **Candace Mitola**, each not to exceed 60 hours, each at an hourly rate of $40.17($7,230.60).

Account # 11-402-100-101-00-10-036-001

Business Office

Residency Officer Services for Shared Service Agreement with Oradell

- **Michael Reinke**, not to exceed 36 hours, at an hourly rate of $30.00 ($1,080).

Account # 11-000-266-104-00-20-020-001

vii. Substitutes for the 2020-2021 School Year **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves substitutes for the 2020-2021 school year, as listed below.

Teacher: Marcia Sawyer

E. FINANCE **Dr. Gorman**

i. Acceptance of Restricted Donations: **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following restricted gifts for the **2020-2021** school year, to be used as indicated

Donor	**Amount**	**Use**	**Account Number**
Ridgewood High School Class of 2020 Student Activities	$3,518.00	To be used to cover the cost of the class of 2021 diploma covers.	20-030-100-610-00-10-010-015

ii. **Approval: Joint Transportation Agreement with the South Bergen Jointure Commission 2021/2022** — **Dr. Gorman**

BE IT RESOLVED that the Ridgewood Board of Education does hereby approve an agreement with the South Bergen Jointure Commission, a Coordinated Transportation Services Agency, for the purpose of transporting students in accordance with Chapter 53, P.L. 1997 for the 2021/2022 school year. The services to be provided include, but are not limited to, the coordinated transportation of public, nonpublic and special education students.

BE IT RESOLVED, that the Ridgewood Board of Education agrees to abide by the Transportation Services Agreement as published by the South Bergen Jointure Commission and attached to this resolution.

The board has received background information.

iii. **Renewal of Contract with Computer Solutions, Inc. for HR, Payroll, and Budget Software Support** — **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the renewal of the contract with Computer Solutions, Inc for Human Resources, Payroll and Budget Software Support for the 2021-2022 school year, a total annual support fee of $21,120.00.

The Board has received background information.

iv. **Approval: Budget Appropriation Transfers** — **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves transfers for **January 2021** as shown in the Journal Entry listing pursuant to Policy 6422.

The Board has received background information.

v. **Approval: Secretary's Line Item Certification** — **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

Whereas, the Board of Education has received the Report of the Secretary for the month of **January 2021,**

Whereas, in compliance with N.J.A.C. 6:20-2A.10(d), the secretary has certified that, as of the date of the report(s), no

budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education, now, therefore, be it,

Resolved, the Board of Education accepts the above referenced reports and certifications and orders that they be attached to and made part of the record of this meeting, and Be it Further Resolved, in compliance with N.J.A.C. 6:20-A10(e), the Board of Education certifies that, after review of the secretary's monthly financial reports (appropriate section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6:20-2A.10(a)(1), and that sufficient funds are available to meet the district's financial obligations for the remainder of the school year.

The Board has received background information.

vi. <u>Approval: Acceptance of the Board Secretary and Treasurer Report</u> **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

Whereas, the Board of Education has received the report of the Secretary and Treasurer for the month of **January 2021;** now, therefore,

Be it Resolved, the Board of Education accepts the above referenced reports and orders that it be attached to and made part of the official record of this meeting.

vii. <u>Approval: Award of Contracts to Cooperative Purchasing Vendors in Excess of $40,000</u> **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the award of contracts to Cooperative Purchasing Vendors in excess of $40,000 for goods and services.

The Board has received background information.

XI. RESOLUTIONS AND MOTIONS NOT INCLUDED IN CONSENT AGENDA — Dr. Gorman

A. <u>Approval: Submission of the Preliminary SY 2021-22 Budget</u> — **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the preliminary SY 2021-22 budget for review by the County Superintendent.

XII. APPROVAL OF BILLS — Mr. Lembo

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the payment of bills as listed below.

DATES	DESCRIPTION	CHECK NUMBER	AMOUNTS	REVIEWED BY
Feb 22	Columbia Bank On-Line	101010	385.00	Ms. Kwak
Mar 1	Columbia Bank On-Line	101011-101142	774,613.51	Ms. Kwak
Feb 17	Electronic Transfer	L34096-L34098	12,104.44	Ms. Kwak
Feb 23	Electronic Transfer	R34117	406.38	Ms. Kwak
Feb 24	Electronic Transfer	C34118-C34119	21.55	Ms. Kwak
Jan 15	Payroll Transfer	P34099	3,229,822.17	Ms. Kwak
Jan 29	Payroll Transfer	P34100	3,212,340.42	Ms. Kwak
Mar 1	Food Service	620233	13,489.33	Ms. Kwak
Feb 17	Columbia Bank Void Check	100875	(1727.77)	Ms. Kwak
Feb 23	Columbia Bank Void Check	099098	(150.00)	Ms. Kwak
Feb 23	Columbia Bank Void Check	099773	(90.00)	Ms. Kwak
Feb 23	Columbia Bank Void Check	098927	(4,762.34)	Ms. Kwak
TOTAL			**7,236,452.69**	Ms. Kwak

XIII. BOARD MEMBER ANNOUNCEMENTS **Mr. Lembo**

XIV. BOARD COMMITTEE REPORTS **Mr. Lembo**

XV. DISCUSSION ITEMS **Mr. Lembo**

XVI. ACCEPTANCE OF MINUTES **Mr. Lembo**

- February 8, 2021 Executive Session Minutes
- February 8, 2021 Regular Public Meeting Minutes
- February 22, 2021 Executive Session Minutes

XVII. OTHER BUSINESS **Mr. Lembo**

XVIII. COMMENTS FROM THE PUBLIC **Mr. Lembo**

XIX. MOTION TO GO INTO EXECUTIVE SESSION **Mr. Lembo**

XX. RECONVENED PUBLIC MEETING **Mr. Lembo**

XXI. ADJOURNMENT **Mr. Lembo**

Coming Meetings

Monday March 22, 2021
Regular Public Meeting
7:00 p.m. Education Center

Monday April 12, 2021
Regular Public Meeting
7:00 p.m.Education Center

March 8, 2021 **ATTACHMENT A**

2020-2021 CONFERENCES FOR APPROVAL

Staff Member	Name of Conference Location & Dates	Rationale	Estimated Cost for Approval	# of Sub Days required
Ann Brown	The New Jersey Educational Computing Cooperative (NJECC) Annual Conference Virtual The New Jersey Educational Computing Cooperative (NJECC), NJ March 9-10, 2021	Professional Development	$160.00	0
Corrina Moss-Keller	The New Jersey Educational Computing Cooperative (NJECC) Annual Conference Virtual The New Jersey Educational Computing Cooperative (NJECC), NJ March 9-10, 2021	Professional Development	$160.00	0

The total cost for these conferences is $320.00. Upon Board approval of these conferences, the total expenditure for travel and conferences for 2020-2021 will be $28,225.40 leaving a balance of $171,774.60.

The total cost of substitutes for these conferences is $0.00. Upon Board approval of these conferences, the total expenditure for substitutes for travel and conferences for 2020-2021 will be $1400.00.

RIDGEWOOD
POLICY BOARD OF EDUCATION

1620 ADMINISTRATIVE EMPLOYMENT CONTRACTS

The Executive County Superintendent shall review and approve for all Superintendents of Schools, Superintendents of Schools reappointed pursuant to N.J.S.A. 18A:17-20.1, Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators, including any interim, acting, or person otherwise serving in these positions, in school districts, county vocational school districts, county special services school districts and other districts, except charters, within the County under the supervision of the Executive County Superintendent:

1. New employment contracts, including contracts that replace expired contracts for existing tenured and non-tenured employees;

2. Renegotiations, extensions, amendments, or other alterations of the terms of existing employment contracts that have been previously approved by the Executive County Superintendent; and

3. Provisions for contract extensions where such terms were not included in the original employment contract or are different from the provisions contained in the original approved employment contract.

In counties where there is no Executive County Superintendent, an Executive County Superintendent from another county shall be designated by the Commissioner to review and approve all contracts listed above.

The contract review and approval shall take place prior to any required public notice and hearing pursuant to N.J.S.A. 18A:11-11 and prior to the Board of Education approval and execution of the contracts to ensure compliance with all applicable laws, including but not limited to N.J.S.A. 18A:30-3.5, 18A:30-9, 18A:17-15.1 and 18A:11-12.

In accordance with the provisions of N.J.S.A. 18A:11-11 and N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required shall be applicable to a Board of Education that renegotiates, extends, amends, or otherwise alters the terms of an existing contract with a Superintendent of Schools, Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator. In accordance with N.J.S.A. 18A:11-11, notice must be provided to the public at least thirty days prior to the scheduled action by the Board. The Board shall also hold a public hearing and shall not take any action on the matter until the hearing has been held. The Board shall provide the public with at least ten days' notice of the public hearing.

In accordance with N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 shall not apply to new contracts, including contracts that replace expired contracts for existing employees in one of these positions, whether tenured or not tenured. Nothing shall preclude a Board from issuing a public notice and/or holding a public hearing on new contracts, including new contracts that replace expired contracts for existing tenured and non-tenured employees.

The public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 is also required in the event an existing contract for a Superintendent of Schools, Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator is rescinded or terminated by the Board of Education before it is due to expire and the parties agree to new employment terms.

In connection with the Executive County Superintendent's review of the contract, the Board shall provide the Executive County Superintendent with a detailed statement setting forth the total cost of the contract for each applicable year, including salary, longevity (if applicable), benefits, and all other emoluments.

The review and approval of the employment contracts of Superintendents of Schools, Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators conducted by the Executive County Superintendent shall be consistent with the following additional standards outlined in N.J.S.A. 18A:7-8.1 and N.J.A.C. 6A:23A-3.1:

1. Contracts for each class of administrative position shall be comparable with the salary, benefits and other emoluments contained in the contracts of similarly credentialed and experienced administrators in other school districts in the region with similar enrollment, academic achievement levels and challenges, and grade span.

2. No contract shall include provisions that are inconsistent with the travel requirements pursuant to N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7 including, but not limited to, the provisions for mileage reimbursement and reimbursement for meals and lodging in New Jersey. Any contractual provision that is inconsistent with law is superseded by the law.

3. No contract shall include provisions for the reimbursement or payment of employee contributions that are either required by law or by a contract in effect in the school district with other teaching staff members, such as payment of the employee's State or Federal taxes, or of the employee's contributions to FICA, Medicare, State pensions and annuities (TPAF), life insurance, disability insurance (if offered), and health benefit costs.

4. No contract shall contain a payment as a condition of separation from service that is deemed by the Executive County Superintendent to be prohibited or excessive in nature. The payment cannot exceed the lesser of the calculation of three months pay for every year remaining on the contract with pro-ration for partial years, not to exceed twelve months, or the remaining salary amount due under the contract.

5. No contract shall include benefits that supplement or duplicate benefits that are otherwise available to the employee by operation of law, an existing group plan, or other means; e.g., an annuity or life insurance plan that supplements or duplicates a plan already made available to the employee. Notwithstanding the provisions of this section, a contract may contain an annuity where those benefits are already contained in the existing contract between the employee and the district.

6. Contractual provisions regarding accumulation of sick leave and supplemental compensation for accumulated sick leave shall be consistent with N.J.S.A. 18A:30-3.5. Supplemental payment for accumulated sick leave shall be payable only at the time of retirement and shall not be paid to the individual's estate or beneficiaries in the event of the individual's death prior to retirement. Pursuant to N.J.S.A. 18A:30-3.2, a new Board of Education contract may include credit of unused sick leave in accordance with the new Board of Education's policy on sick leave credit for all employees.

7. Contractual provisions regarding accumulation of unused vacation leave and supplemental compensation for accumulated unused vacation leave shall be consistent with N.J.S.A. 18A:30-9. Contractual provisions for payments of accumulated vacation leave prior to separation can be included but only for leave accumulated prior to June 8, 2007 and remaining unused at the time of payment. Supplemental payments for unused vacation leave accrued consistent with the provisions of N.J.S.A. 18A:30-9 after June 8, 2007 as well as unused vacation leave accumulated prior to June 8, 2007 that has not been paid, shall be payable at the time of separation and may be paid to the individual's estate or beneficiaries in the event of the individual's death prior to separation.

8. Contractual provisions that include a calculation of per diem for twelve month employees shall be based on a two hundred sixty day work year.

9. No provision for a merit bonus shall be made except where payment is contingent upon achievement of quantitative merit criterion and/or qualitative merit criterion:

   a. A contract may include no more than three quantitative merit criteria and two qualitative merit criteria per contract year.

   b. The Executive County Superintendent shall approve or disapprove the selection of quantitative merit and qualitative merit criteria and the data that forms the basis of measuring the achievement of quantitative merit and qualitative merit criteria.

   c. A contract may provide for merit bonuses in an amount not exceeding 3.33 percent of annual salary for each quantitative merit criterion achieved and 2.5 percent of annual salary for each qualitative merit criterion achieved. Any such merit bonus shall be considered "extra compensation" for purpose of N.J.A.C. 17:3-4.1 and shall not be cumulative.

   d. The Board of Education shall submit to the Executive County Superintendent a resolution certifying that a quantitative merit criterion or a qualitative merit criterion has been satisfied and shall await confirmation of the satisfaction of that criterion from the Executive County Superintendent prior to payment of any merit bonus.

10. No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to N.J.A.C. 6A:23A-3.1, where compensation is deemed reasonable relative to the established performance objectives and achievement of the performance objectives has been documented to the satisfaction of the Board of Education.

11. No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized in N.J.A.C. 6A:23A-3.1 and N.J.S.A. 18A:7-8.1.

12 No contract shall include a provision for a monthly allowance except for a reasonable car allowance. A reasonable car allowance shall not ~~cannot~~ exceed the monthly cost of the average monthly miles traveled for business purposes multiplied by the allowable mileage reimbursement pursuant to applicable law and regulation and New Jersey Office of Management and Budget (NJOMB) circulars. If such allowance is included, the employee shall not ~~cannot~~ be reimbursed for business travel mileage nor assigned permanently a car for official district business. Any provision of a car for official district business must conform with N.J.A.C. 6A:23A-6.12 and be supported by detailed justification. No contract shall ~~can~~ include a provision of a dedicated driver or chauffeur.

13 All Superintendent contracts shall include the required provision pursuant to N.J.S.A. 18A:17-15.1 which states that in the event the Superintendent's certificate is revoked, the contract is null and void.

14. No contract shall include a provision for additional compensation upon the acquisition of a graduate degree unless the graduate degree is conferred by a regionally accredited college or university as defined in applicable regulations. No contract shall include a provision for assistance, ~~or~~ tuition reimbursement, or ~~for~~ additional compensation for graduate school coursework, unless the ~~such~~ coursework culminates in the acquisition of a graduate degree conferred by a regionally ~~duly~~ accredited college or university as defined in applicable regulations

The review and approval of an employment contract for the Superintendent of Schools shall not include maximum salary amounts pursuant to N.J.S.A. 18A:7-8.j.

Any actions by the Executive County Superintendent undertaken pursuant to N.J.S.A. 18A:7-8.1, N.J.A.C. 6A:23A-3.1, and this Policy may be appealed to the Commissioner of Education pursuant to the procedures set forth at N.J.A.C. 6A:3, Controversies and Disputes.

RIDGEWOOD
POLICY BOARD OF EDUCATION

N.J.S.A. 18A:7-8; 18A:7-8.1; 18A:11-11
N.J.A.C. 6A:23A-3.1; 6A:23A-7 et seq.

Adopted: 7 December 2009
Revised: 17 May 2010
Revised:

RIDGEWOOD
POLICY BOARD OF EDUCATION

2431 ATHLETIC COMPETITION

It is the intent of the Ridgewood Board of Education to provide in the high school a comprehensive, well-planned, and well-balanced program of interscholastic athletics, including cheerleading, for girls and boys who can benefit from participation. The program shall be managed and teams coached in a manner to achieve the following objectives:

1. Promote individual and team desire for excellence while emphasizing that interscholastic sports be kept in perspective and that the first priority for all students is intellectual and emotional growth;

2. Encourage enjoyment of competition, a desire to win, and a healthy, constructive attitude toward winning and losing;

3. Develop the self-confidence and self-respect of each team member;

4. Develop the specialized talents, skills, and physical fitness of each participant;

5. Develop attitudes and skills which foster teamwork, cooperation, loyalty, and spirit; and

6. Develop the highest type of sportsmanship, sense of fair play, and respect for fellow athletes (teammates and opponents), coaches, and officials.

The Board directs the Superintendent to establish administrative procedures to carry out the intent of the above statement and to implement the provisions of this policy.

State Regulations

The conduct of interscholastic athletics shall conform to State law, New Jersey administrative code and the rules and regulations of the New Jersey State Interscholastic Athletic Association (NJSIAA) which are approved annually by the Board.

Responsibility

The Athletic Director is responsible for the overall supervision of the nine through twelve interscholastic athletics program, including cheerleading. Responsibility for the supervision of the athletic program in each school is that of the Principal. In the high school, the Athletic Director will assist and advise the Principal and will have responsibility for the immediate supervision and administration of the athletic program. The Athletic Director will work closely with the high school Principal.

Continuity and Development

The Athletic Director will ensure that coaches at all levels work together to promote a developmental approach and continuity from level to level. The primary consideration in determining such things

as schedule of games, length of practices, and coaching methodology at each level shall be the physical, mental, and emotional maturity and well-being of the students.

Student Participation and Eligibility

The Board shall make school facilities, supplies, and equipment available and assign staff members for the support of a program of interscholastic athletics for students in grades nine through twelve. The Board shall maintain the program of interscholastic athletics, including cheerleading, and students who wish to participate shall pay an activity fee which shall be determined annually by the Board at its Reorganization Meeting. Students eligible for free or reduced price lunches are exempt from the activity fee. Families experiencing financial hardship should request consideration by informing the coach, the advisor, or the Building Principal. Students may be required to provide supplies in accordance with Board Policy No. 2520 on instructional supplies and students may be required to assume all or part of the costs of travel and attendance at co-curricular events and trips.

Maximum participation of girls and boys in accordance with interest, maturity, and ability to benefit is to be encouraged. A suggested range for participation in each sport is contained in the administrative procedures for this policy. The number of athletes per team is determined by the nature of the sport. Facility use, coaching personnel, budgetary constraints, and transporting students safely are contributing factors to these numbers.

Participation and eligibility will conform to the bylaws of NJSIAA. A student must be in good standing academically and as a school citizen to participate on any interscholastic team.

All students in good disciplinary and academic standing, and who have paid the activity fee (except those students who are exempt), shall have equal access to all co-curricular activities.

A student who is suspended from school is not permitted to participate in any co-curricular activity during the term of suspension. The Principal, Assistant Principal, or activity supervisor may suspend a student from participation in a co-curricular activity as a consequence of unacceptable behavior or recurring disciplinary problems.

Eligibility for participation in interscholastic athletics shall require all high school students to meet, at a minimum, all the eligibility requirements of the Constitution, Bylaws, and Rules and Regulations of the New Jersey State Interscholastic Athletic Association (NJSIAA). Because of the diversity in the nature, intensity of student involvement, and time demands of non-athletic activities, however, it is not possible to establish uniform academic requirements. Further, the Board is aware that participation in activities often serves as an incentive and motivator for at-risk students. It is the intent of the Board that each case involving a student who is failing one or more courses or whose academic work has slipped be considered individually. A school administrator and the guidance counselor, after consultation with the student and parent shall decide whether or not it is in the student's best interest to curtail co- curricular participation. Where allowable and appropriate, the district will afford flexibility in the standards for participation in co-curricular activities.

Home schooled children are not eligible to participate in the high school interscholastic athletic program of this district.

A student in any grade must maintain a satisfactory record of attendance to be eligible for participation in the school district sponsored programs of athletic competition. The Athletic Director will determine if participation should continue.

A student who is absent for a school day may not participate in the school district sponsored programs of athletic competition the afternoon or evening of that school day.

A student who is serving an in-school or out-of-school suspension may not participate in the school district sponsored programs of athletic competition while serving the suspension.

A student in any grade who fails to observe school rules for student conduct may forfeit his/her eligibility for participation in school district sponsored programs of athletic competition.

Notice of the school district's eligibility requirements shall be available to

students. Opportunity and Equity

The athletic program, including but not limited to intramural, extramural, and interscholastic sports, shall be available on an equal basis to all students regardless of race, color, creed, religion, sex, ancestry, national origin, disability, sexual orientation, social or economic status. The athletic program as a whole shall be planned to insure that there are sufficient activities so that the program does not deny the participation of large numbers of students of either sex.

Required Examinations –Interscholastic or Intramural Team or Squad

Students enrolled in grades six to twelve must receive a medical examination, in accordance with the provisions of N.J.S.A. 18A:40-41.7, prior to participation on a school-sponsored interscholastic or intramural team or squad and any cheerleading program or activity.

The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season with examinations being conducted at the "medical home" of the student. The "medical home" is defined as a health care provider and that provider's practice site chosen by the student's parent for the provision of health care, pursuant to N.J.A.C. 6A:16-1.3. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility. The medical examination required prior to participation shall be in accordance with the requirements as outlined in N.J.S.A. 6A:16-2.2(h)1 and Regulation 2431.2 and shall be documented using the Preparticipation Physical Evaluation form required by the Department of Education.

The school district shall distribute the Commissioner of Education developed sudden cardiac arrest pamphlet to a student participating in or desiring to participate in an athletic activity, as defined in N.J.S.A. 18A:40-41.e.,

and the student's parent(s) shall each year and prior to participation by the student in an athletic activity comply with the requirements of N.J.S.A. 18A:40-41.d.

The school district shall annually distribute the Commissioner of Education developed educational fact sheet relative to use and misuse of opioid drugs for sports related injuries to parents of students who participate in athletic activities and comply with the requirements of N.J.S.A. 18A:40-41.10.

Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq. The health findings of this medical examination shall be maintained as part of the student's health record.

The health history update shall include but not be limited to the following information:

1. Hospitalizations/operations;
2. Illnesses;
3. Injuries;
4. Care administered by a physician; and
5. Medications.

The medical examination conducted to determine the fitness of a student to participate in athletic competition and the health history update must include, as a minimum, the respective medical history information and physical assessments set forth in rules of the State Board of Education and incorporated in their entirety in regulations implementing this policy, and the following:

1. A medical history questionnaire, completed by the parent of the student, pupil, to determine if the student:
    a. Has been medically advised not to participate in any sport, and the reason for such advice;
    b. Is under a physician's care and the reasons for such care;
    c. Has experienced loss of consciousness after an injury;
    d. Has experienced a fracture or dislocation;
    e. Has undergone any surgery;
    f. Takes any medication on a regular basis, the names of such medication and the reasons for such medication;

g. Has allergies including hives, asthma, and reaction to bee stings;

h. Has experienced frequent chest pains or palpitations;

i. Has a recent history of fatigue and undue tiredness;

j. Has a history of fainting with exercise; and

k. Has a history of family members dying suddenly.

2. A physical examination which shall include, as a minimum, no less than:

a. Measurement of weight, height, and blood pressure;
b. Examination of the skin to determine the presence of infection, scars of previous surgery or trauma, jaundice, and purpura;
c. Examination of the eyes to determine visual acuity, use of eyeglasses or contact lenses, and examination of the sclera for the presence of jaundice;

d. Examination of the ears to determine the presence of acute or chronic infection, perforation of the eardrum, and gross hearing loss;

e. Examination of the nose to assess the presence of deformity which may affect endurance;

f. Assessment of the neck to determine range of motion and the presence of pain associated with such motion;

g. Examination of chest contour;

h. Auscultation and percussion of the lungs;

i. Assessment of the heart with attention to the presence of murmurs, noting rhythm and rate;

j. Assessment of the abdomen with attention to the possible presence of hepatomegaly, splenomegaly, or abnormal masses;

k. Assessment of the back to determine range of motion and abnormal curvature of the spine;

l. Examination of extremities to determine abnormal mobility or

m. immobility, deformity, instability, muscle weakness or atrophy, surgical scars and varicosities;

n. Examination of the testes to determine the presence and descent of both testes, abnormal masses or configurations, or hernia;

o. Assessment of physiological maturation; and

p. Neurological examination to assess balance and coordination and the presence of abnormal reflexes.

Eligibility Standards

A student who wishes to participate in a program of athletic competition, including cheerleading, must submit, on a form provided by the district, the signed consent of his/her parent. The consent of the parent of a student who wishes to participate in a program of athletic competition, including cheerleading, must include an acknowledgment of the physical hazards that may be encountered in the sport in accordance with N.J.A.C. 6A:32-9.1 (d) and (e).

Injuries

Written procedures shall be established to ensure:

1. Adequate emergency care for any student injured in a practice or a game;

2. Proper follow-up care and treatment;

3. Communication with parent;

4. Execution of school accident reports and insurance forms; and

5. Appropriate medical release or approval before a student resumes participation.

Safety

Safety of athletic equipment and facilities, transportation, and playing conditions shall be given top priority by the Athletic Director, coaches, and Principals. Planning for the safety of participants and spectators at home and away games is also the responsibility of the Athletic Director, coaches, and Principals.

Scheduling of Games

Before the beginning of each sports season, the Athletic Director shall submit to the Superintendent a schedule of games for the high school teams to be presented to the Board of Education for approval.

Postseason contests and tournament participation must be approved by the Principal and be sanctioned by the NJSIAA. Changes during the season must be approved by the Principal.

Conduct at Games

The athletic Director, coaches, and Principals shall make every effort to:

1. Encourage attendance of students, parent, and the public;
2. Promote spectator enjoyment and spirit; and
3. Require sportsmanlike conduct of all players and spectators at all games.

Such efforts may include preseason and/or pre-game communication with students and the public as well as adequate supervision at games.

Appointment and Evaluation of Coaches

All coaches shall be appointed on an annual basis. The high school Principal shall recommend to the Superintendent the appointments of all high school coaching positions after consultation with the Athletic Director. Head coaches shall participate in the selection of assistant coaches.

The Superintendent shall establish a job description and criteria and procedures for the evaluation of coaches. The job description and evaluative criteria should emphasize coaching competence and a caring attitude and concern for every member of the team.

Volunteer Coaches

Volunteer coaches who are actively involved in coaching or instruction shall hold permanent New Jersey teaching certification or work under the direct supervision of the coaching staff. They must be approved by the Athletic Director, the Principal, and the Board of Education prior to assuming any coaching responsibilities. Volunteer coaches shall receive no remuneration for services. This restriction includes budgeted funds, gifts, and monies from fundraising activities. Volunteer coaches shall serve under the supervision of the professional coaching staff. Any other person assisting a team in any capacity other than coaching must be approved by the Athletic Director.

Emergency Procedures

Athletic coaches shall be trained in first aid to include sports-related concussion and head injuries, the use of a defibrillator, the identification of student athletes who are injured or disabled in the

course of any athletic program or activity.

The Superintendent or designee shall prepare procedures for responding to non-serious or non-life-threatening injury sustained by a student while participating in sports or other athletic activity. These procedures shall be reviewed annually, updated as necessary, and disseminated to appropriate staff members.

Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts the Constitution, Bylaws, Rules, and Regulations of the New Jersey State Interscholastic Athletic Association as Board policy and shall review such rules on a regular basis to ascertain they continue to be in conformity with the objectives of this Board.

Parental Support and Involvement

Parent(s) and the general public are encouraged to attend all interscholastic athletic contests. In addition, parent(s) and the public are encouraged to attend and participate in activities which support athletic teams.

Coaches are expected to inform parent(s) about practice session times, game schedules, training rules, requirements and expectations of team members, and other pertinent information. Parent(s) are asked to give their support to the rules, requirements, and expectations so that their sons and daughters can derive maximum benefit from participation on athletic teams.

Parent(s) should contact the coach if a question or concern arises during the season. If a parent feels that a concern has not been satisfactorily addressed through informal communication with the coach, the parent should talk with the Athletic Director. If the concern is still not resolved, it can be taken to the high school Principal. Additional steps in the appeal process are outlined in Board policy.

Special Education Students
To participate in interscholastic competition, special education students must meet the same requirements listed above in conformity with IEPs.

Good Sportsmanship

The Board believes that instilling habits of good sportsmanship should be one of the primary goals of athletic endeavors and that all district employees should model good behaviors in this area.

It is especially important that the Athletic Director and coaches accept the responsibility for

encouraging young athletes to handle themselves in a sportsmanlike way and be models of self-control and dignity for players and spectators. Coaches shall include discussions on courtesy and sportsmanlike behavior as part of pre-game activities. Student fans shall be reminded that their conduct reflects on the schools of this district and that poor sportsmanship will be disciplined.

Parent(s) and other adult spectators shall also be encouraged to act as models for young people by demonstrating self-control and dignity at all athletic events.

Unsportsmanlike behavior as exhibited through verbal abuse, rude gestures, taunts, obscenities, thrown objects, etc., shall not be tolerated in students, staff, or any persons in attendance at district athletic competitions. Discipline may include, but not be limited to, eviction from the competition and prevention from attending further competitions.

The Superintendent or his/her designee shall prepare regulations on good sportsmanship and ensure their dissemination to students, parent(s), and the community.

Insurance

The Board will cover each participant in interscholastic football with insurance coverage as recommended by the current insurance carrier. All other interscholastic activities shall be covered at the recommendation of the insurance advisor and Superintendent.

Parent(s) or legal guardian(s) shall be strongly encouraged to participate in the supplemental student accident insurance program offered by the Board.

The Superintendent shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics that includes a complete schedule of athletic events and inform the Board of changes in that schedule.

N.J.S.A. 2C:21-11
N.J.S.A. 18A:11-3 et seq.
N.J.A.C. 6A:7-1.7; 6A:16-1.4; 6A:16-2 et seq.

Adopted: 7 December 2009
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Revised: 18 March 2013
Revised: 18 July 2016
Revised: 27 August 2018
Revised:

2464 GIFTED AND TALENTED STUDENTS

The Board of Education recognizes its responsibility to identify gifted and talented students within the school district and to provide these students with appropriate instructional adaptations and services. To that end, the Board directs each such student in the school district be identified and offered an appropriate educational program and services.

For purpose of this Policy, "gifted and talented students" mean students who possess or demonstrate high levels of ability in one or more content areas when compared to their chronological peers in the district and who require modification of their educational program if they are to achieve in accordance with their capabilities.

For the purpose of this Policy, "instructional adaptation" means an adjustment or modification to instruction enabling a student who is gifted and talented to participate in, benefit from, and demonstrate knowledge and application of the New Jersey Student Learning Standards in one or more content areas at the instructional level of the student, not just the student's grade level.

The Superintendent of Schools or designee shall ensure that the appropriate instructional adaptations are designed for students who are gifted and talented.

The Superintendent or designee will develop procedures for an ongoing Kindergarten through grade twelve identification process for gifted and talented students that includes multiple measures in order to identify student strengths in intellectual ability, creativity, or a specific academic area. The district shall ensure equal access to a continuum of gifted and talented education services. The identification process shall include consideration of all students, including those who are English language learners and those with Individualized Education Plans or 504 Plans.
The Superintendent or designee will develop and document appropriate curricular and instructional modifications used for gifted and talented students indicating content, process, products, and learning environments, and including, but not limited to, additional education activities such as academic competitions, guest speakers, and lessons with a specialist.

The Superintendent or designee will take into consideration the Gifted Programming Standards , Position Statements, and White Papers of the National Association for Gifted Children in identifying and serving gifted and talented students . .The district will provide the time and resources to develop, review, and enhance instructional tools with modifications for helping gifted and talented students acquire and demonstrate mastery of the required knowledge and skills specified by the standards at the instructional level of the student.

The district will actively assist and support professional development for teachers, educational services staff, and school leaders in the area of gifted and talented instruction.

The district shall file with the New Jersey Department of Education Coordinator for Gifted and Talented Services a report by October 1, 2020 and thereafter on a schedule that coincides with the school district's New Jersey Quality Single Accountability Continuum (QSAC) review pursuant to N.J.S.A. 18A:7A-11. The report shall include, but not be limited to, the gifted and talented continuum of services, policies, and procedures implemented in the school district; the total number of students receiving gifted and talented services in each grade level Kindergarten through grade twelve disaggregated by race, gender, special education designation, and English language learner designation; the professional development opportunities provided for teachers, educational services staff, and school leaders about gifted and talented students, their needs, and educational development; and the number of staff employed by the school district whose job responsibilities include identification of and providing services to gifted and talented students. Programs for gifted and talented students will be periodically evaluated for their continuing efficacy and adjusted accordingly.

The parent of any student identified as gifted or talented shall be consulted regarding any program designed to address the student's particular needs.

Should a parent/guardian have concerns regarding the district's ability to meet a student's needs, all efforts will be made to resolve the matter through district administration.

An individual who believes the district has not complied with the provisions of N.J.S.A. 18A:35-34 et seq. may file a complaint with the Board of Education. This policy for filing a complaint shall be linked to the homepage of the Board's Internet website. The Board shall issue a decision, in writing, to affirm, reject, or modify the district's action in the matter. The individual may then file a petition of appeal of the Board's written decision to the Commissioner of Education through the Office of Controversies and Disputes in accordance with N.J.S.A. 18A:6-9 and the procedures set forth in State Board of Education regulations.

The district shall make detailed information available on its website regarding the policies and procedures used to identify students as gifted and talented and the continuum of services offered to gifted and talented students. The information shall include the criteria used for consideration for eligibility for the gifted and talented services, including the multiple measures used in the identification process to match a student's needs with services, and any applicable timelines in the identification process.

N.J.S.A. 18A:61A-2; 18A:35-4.16; 18A:35-34 through 39
N.J.A.C. 6A:8-1.3; 6A:8-3.1(a)5
P.L. 108-382, Sec. 10201 et seq.

Adopted: 7 December 2009
Revised: 22 May 2017
Revised:

5330.05 SEIZURE ACTION PLAN

The Board of Education requires the development of a seizure action plan, an individualized health care plan, and an individualized emergency health care plan for students with epilepsy or a seizure disorder to care for and treat these students while at school pursuant to N.J.S.A. 18A:40-12.34 et seq.

In accordance with N.J.S.A. 18A:40-12.35, the parent of the student with epilepsy or a seizure disorder seeking epilepsy or seizure disorder care while at school shall submit the student's seizure action plan annually to the school nurse.

The school nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student, provided the parents annually provide to the Board written authorization for the provision of epilepsy or seizure disorder care. The school nurse shall update these plans on an annual basis and as necessary in the event there is a change in the health status of the student. These plans shall include the information outlined in N.J.S.A. 18A:40-12.35.

In accordance with N.J.S.A. 18A:40-12.35, all staff members including staff working with school-sponsored programs outside the regular school day shall be trained in the care of students with epilepsy and seizure disorders. All school bus drivers, contracted and district-employed, shall be provided notice and information if they are transporting a student with epilepsy or a seizure disorder pursuant to N.J.S.A. 18A:40-12.36. The school nurse shall obtain a release from the parent of the student to authorize the sharing of medical information in accordance with N.J.S.A. 18A:40-12.37.

No school employee, including a school nurse, school bus driver, school bus aid, or any other officer or agent of the Board, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.34 through N.J.S.A. 18A:40-12.38, nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person trained in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.34 through N.J.S.A. 18A:40-12.38. Good faith shall not include willful misconduct, gross negligence, or recklessness.

N.J.S.A. 18A:40-12.34 et seq.

Adopted:

6440 COOPERATIVE PURCHASING

The Board of Education recognizes that centralized, cooperative purchasing may maximize the value received for each dollar spent. The Board of Education is encouraged to seek savings that may accrue to the school district by means of joint agreements for the purchase of goods or services with the governing body of any municipality or county .

For the purpose of this Policy, "cooperative pricing system" means a purchasing system in which the lead agency advertises for bids, awards a master contract to the vendor providing for its own quantities and the estimated quantities submitted by the individual registered members .
For the purpose of this Policy, "cooperative purchasing system" means a cooperative pricing system, joint purchasing system, commodity resale system, county cooperative contract purchasing system, or regional cooperative pricing system which has been approved and registered subject to N.J.A.C. 5:34-7.1 et seq.

For the purpose of this Policy, "electronic data processing" means the storage, retrieval, combination, or collation of items of information by means of electronic equipment involving the translation of words, numbers, and other symbolic elements into electrical impulses or currents.
For the purpose of this Policy, "joint purchasing system" means a cooperative purchasing system in which the lead agency serves as the purchasing agent for the membership of the system with all of the duties and responsibilities attendant. The lead agency advertises for bids and awards a single contract to a vendor providing for the payment to the contractor for its own needs and for the needs of the participating registered members of the system. The only contractual relationship is between the lead agency and the vendor.

For the purpose of this Policy, "lead agency" means the contracting unit which is responsible for the management of the cooperative purchasing system.

For the purpose of this Policy, "registered members" means Boards of Education who have been approved by the Director of the New Jersey Department of Community Affairs for participation in the cooperative purchasing system.

When the lead agency is a Board of Education or Educational Service Commission and the entire membership of the cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services in the Department of Community Affairs are Boards of Education, the provision and performance of goods or services shall be conducted pursuant to the Public Schools Contract Law. (N.J.S.A. 18A:18A-11 et seq.)

The School Business Administrator/Board Secretary is hereby authorized to negotiate such joint agreements for goods and services which the Board may determine to be required and which the Board may otherwise lawfully purchase for itself with such approved contracting units as may be appropriate in accordance with State law, the policies of this Board, and the dictates of sound purchasing procedures.

In accordance with the provisions of N.J.S.A. 18A:18A-12, a cooperative or joint purchase agreement(s) shall be entered into by resolution adopted by each participating Board of Education, municipality, or county, and shall set forth the categories of goods or services to be provided or performed ; the manner of advertising for bids and the awarding of contracts; the method of payment by each participating Board of Education, municipality or county, and other matters deemed necessary to carry out the purposes of the agreement. Agreements for cooperative and joint purchasing will be subject to all bidding requirements imposed by law. Purchases made through the State Treasury Department may be made without bid.

Each participant's share of expenditures for purchases under any such agreement shall be appropriated and paid in the manner set forth in the agreement and in the same manner as for other expenses of the participant.

In accordance with the provisions of N.J.S.A. 18A:18A-14.2, the Board may by contract or lease provide electronic data processing services for the Board of Education of another school district; and may undertake with such other Board, the joint operation of electronic data processing of their official records and other information relative to their official activities, services and responsibilities. The records and other information originating with any Board participating in such contract or lease may be combined, compiled, and conjoined with the records and other information of any and all participating local units for the purposes of such electronic data processing; and any provisions of law requiring such records to be kept confidential or to be retained by any Board or any officer or agency thereof shall be deemed to be isolated thereby.

A contract or lease to provide electronic data processing services shall set forth the charge for all services provided, or in the case of a joint undertaking the proportion of the cost each party thereto shall assume and specify all the details of the management of the joint undertaking, and any other matters that may be deemed necessary for insertion therein, and may be amended from time to time by the contracting parties in accordance with N.J.S.A. 18A:18A-14.3.

For the purpose of carrying into execution a contract or lease for a joint enterprise under N.J.S.A. 18A:18A-14.4, any party to such contract may act as agent for any or all parties in acquiring, by lease, purchase or otherwise, any property, facilities or services, in appointing such officers and employees as may be necessary and directing its activities, to the same extent as a Board of Education is authorized to do separately.

In the event that any controversy or dispute shall arise among the parties (except a municipality or county) to any such contract , the same shall be referred to the Executive County Superintendent of the county in which the districts are situated for determination and the determination shall be binding, subject to appeal to the Commissioner of Education pursuant to law. In the event the districts are in more than one county, the controversy or dispute shall be referred to the Executive County Superintendents of the counties for joint determination, and if they shall be unable to agree upon a joint determination within thirty days, the controversy or dispute shall be referred to the Commissioner of Education for determination.

N.J.S.A. 18A:18A- 11 through 14
N.J.S.A. 40A:11-1 et seq.
N.J.A.C. 5:34-7
N.J.A.C. 6A:23A-21.5

Adopted: 7 December 2009
Revised:

6470.01 ELECTRONIC FUNDS TRANSFER AND CLAIMANT CERTIFICATION

The Board of Education permits the School Business Administrator/Board Secretary to use standard electronic funds transfer (EFT) technologies for EFTs for payment of claims pursuant to N.J.A.C. 5:30-9A.1 et seq. and 5:31-4.1, implementing N.J.S.A. 40A:5-16.5.

"Electronic funds transfer" for the purpose of Policy and Regulation 6470.01 means any approved method of transferring moneys permitted by N.J.A.C. 5:30-9A.1 et seq. that does not involve the physical presentation of a paper check, draft, or similar paper instrument including, but not limited to, wire transfers, e-checks, automated clearing house (ACH) transfers, and transactions initiated by phone or fax.

In accordance with N.J.S.A. 40A:5-16.5.b.(1), the Board of Education authorizes the use of only the forms of standard EFT technologies that are approved to be used by a Board of Education for EFTs for payment of claims. A Board of Education may not utilize procurement cards, charge cards, charge accounts, or any payment services such as PayPal or Venmo.

In accordance with N.J.S.A. 40A:5-16.5.b.(2), the Board designates the School Business Administrator/Board Secretary as being responsible for the oversight and administration of the provisions of N.J.S.A. 40A:5-16.5, N.J.A.C. 5:30-9A.1 et seq.; N.J.A.C. 5:31-4.1, and Policy and Regulation 6470.01.

The Board of Education will only initiate and approve electronic funds in accordance with N.J.A.C. 5:30-9A.1 et seq. Standard EFT technologies shall incorporate, at a minimum, the features and safeguards outlined in N.J.A.C. 5:30-9A.4(a). The Board will only utilize standard EFT technologies upon instituting, at a minimum, the fiscal and operational controls outlined in N.J.A.C. 5:30-9A.4(b).

The School Business Administrator/Board Secretary shall initiate a claim for payment by presenting a claim that has been approved by the Board, to be paid using an EFT technology.
The School Business Administrator/Board Secretary shall submit the claim for payment with all supporting documentation to the Superintendent of Schools or a designee who is not under the direct supervision of the School Business Administrator/Board Secretary, who shall review the claim for payment and authorize, in writing, the EFT claim using an EFT method.

The Board of Education shall annually approve the School Business Administrator/Board Secretary as the person authorized to initiate a claim for payment and the Superintendent of Schools or a designee not under the direct supervision of the School Business Administrator/Board

RIDGEWOOD
POLICY BOARD OF EDUCATION

Secretary as the person responsible to review a claim for payment presented by the School Business Administrator/Board Secretary and authorize payment using an approved EFT method.

On no less than a weekly basis, activity reports on all transactions utilizing standard EFT technologies shall be reviewed by an individual designated and approved by the Board that is not under the direct supervision of the School Business Administrator/Board Secretary and is not empowered to initiate or authorize EFTs.

Claimant certification for a Board of Education shall be in accordance with the provisions of N.J.S.A. 18A:19-3 and rules promulgated by the New Jersey Department of Education.

Providers of ACH and wire transfer services must be financial institutions chartered by a State or Federal agency, with the further requirement that these financial institutions providing ACH and wire transfer services be covered under the Governmental Unit Deposit Protection Act (GUDPA), N.J.S.A. 17:9-41 et seq.

EFTs through ACH must utilize Electronic Data Interchange (EDI) technology, which provide transaction related details including invoice numbers, pay dates, and other identifying information as appropriate for each transaction. The Board must approve an ACH Origination Agreement with the financial institution(s).

N.J.S.A. 18A:19-3
N.J.S.A. 40A:5-16.5
N.J.A.C. 5:30-9A.1 et seq.

Adopted:

RIDGEWOOD
POLICY BOARD OF EDUCATION

7440 SCHOOL DISTRICT SECURITY

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities. The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment.

The Board shall provide to local law enforcement authorities a copy of the current blueprints and maps for all schools and school grounds within the school district or nonpublic school. In the case of a school building located in a municipality in which there is no municipal police department, a copy of the blueprints and maps shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised copies to the applicable law enforcement authorities or designated entities any time that there is a change to the blueprints or maps.

The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13.

The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in

accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

RIDGEWOOD
POLICY BOARD OF EDUCATION

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

In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the main building shall be directed to the main entrance.

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

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

The school district shall annually conduct a school safety audit for each school building in accordance with the provisions of N.J.S.A. 18A:41-14.

N.J.S.A. 18A:7G-5.2; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3;
18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12; 18A:41-13; 18A:41-14
N.J.A.C. 6A:16-1.3; 6A:26-1.2

Adopted: 7 December 2009
Revised: 5 March 2018
Revised: 1 April 2019
Revised: 4 November 2019
Revised:

RIDGEWOOD
POLICY BOARD OF EDUCATION

7450 PROPERTY INVENTORY

The Board of Education recognizes that efficient management and the replacement of lost, damaged, or stolen property depends upon an accurate inventory and properly maintained records.

The district shall maintain a complete inventory by physical count of all district-owned equipment .

For the purpose of this Policy, "equipment" shall mean any instrument, machine, apparatus, or set of articles which meets all of the following criteria and the cost is above $2,000:

1. It retains its original shape, appearance, and character with use;

2. It does not lose its identity through fabrication or incorporation into a different more complex unit or substance;

3. It is nonexpendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it with an entirely new unit; and

4. Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for at least one year.

Unless otherwise bound by Federal, State, or local law, the school district will use the criteria above for their equipment classification decisions.

The School Business Administrator/Board Secretary or designee shall ensure that inventories are systematically and accurately recorded and that property records of equipment are adjusted annually. Major items of equipment shall be subject to annual spot check inventory. A major loss shall be reported to the Board.

Property records of supplies shall be maintained on a continuous inventory basis. An item should be classified as a "supply" if it does not meet all the stated equipment criteria outlined above and the cost is not more than the capitalization threshold of $2,000.

The School Business Administrator/Board Secretary or designee shall maintain a system of property records that show, as appropriate to the item recorded, description and identification, manufacturer, year of purchase, initial cost, location, condition and depreciation, and current evaluation in conformity with insurance requirements.

RIDGEWOOD
POLICY BOARD OF EDUCATION

N.J.S.A. 18A:4-14
New Jersey Department of Education – "The Uniform Minimum Chart of Accounts for New Jersey Public Schools and Approved Private Schools for Students with Disabilities" 2020-2021 Edition

Adopted: 7 December 2009
Revised:

RIDGEWOOD
POLICY BOARD OF EDUCATION

7510 USE OF SCHOOL FACILITIES

The district facilities belong to the community, which paid for them for the primary purpose of offering a full educational program for its children. Prudent use and management of school facilities outside of the regular operating schedules - providing that such use does not interfere with the orderly conduct of a thorough and efficient system of education - allows the community to benefit more broadly from the use of its own property. For the purpose of this policy, "school facilities" also includes school grounds.

The Ridgewood Board of Education will permit the use of school facilities when such permission has been requested in writing and has been approved by the Business Administrator for:

1. Uses and groups directly related to the school and the operations of the school;

2. Uses and organizations indirectly related to the school;

3. Departments or agencies of the municipal government;

4. Other governmental agencies; and

5. Community organizations formed for charitable, civic, or educational purposes.

The use of school facilities shall not be granted for partisan political purposes or any purpose which is prohibited by law. Use for partisan political purposes means use which is exclusive, by invitation or actual participation, in a meeting or other gathering primarily to members of a political party, or primarily to members or adherents of a group which advocates an ideology to address social or political concerns. Nothing contained in this definition shall be interpreted to restrict the use of a facility by a public official in the execution of the duties and responsibilities of that person's office, or any activities incident to such execution. Also, nothing contained in this definition shall be interpreted to restrict the use of a facility for any curriculum purpose deemed appropriate for instruction of the Ridgewood schools pupils.

In the event the Superintendent deems it advisable, any application may be submitted to the Board for action.

The Superintendent, School Business Administrator/Board Secretary, or the Board may refuse to grant the use of a school building whenever, in their judgment, there is good reason why permission should be refused. They shall not be required to give a reason for such refusal.

No one may bring alcoholic beverages onto any school property. All facility use shall comply with State and local fire, health, safety, and police regulations.

The buildings shall not be available for community use during holidays, vacation periods, or during the time school is not in session over the summer when the programs interfere with cleaning and maintenance schedules unless approved by the School Business Administrator/Board Secretary.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator. No district equipment shall be removed from the premises for use by non-district personnel.

The Board shall require that all users of school facilities comply with policies of this Board and rules and regulations of this district. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, person, group, or organization nor the purposes they represent.

The Board shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information in accordance with the provisions of N.J.S.A. 18A:41-7.

Recreation sports organizations that use the facilities must provide a Statement of Compliance with the Ridgewood Board of Education's policy(ies) for management of concussions and other head injuries, including Policy No. 2431.4, and shall represent all of its coaches (head and assistant coaches) have received a copy of such policy(ies) and have successfully completed a course in concussion awareness, such as the Centers for Disease Control and Prevention's "Heads-Up: Concussion in Youth Sports" or the National Federation of State High School Association's "Concussion in Sports: What You Need to Know." The organizations shall provide copies of the coaches' certificates of completion of the appropriate concussion awareness course(s) upon request.

N.J.S.A. 18A:20-20; 18A:20-34; 18A:41-7

Adopted: 7 December 2009
Revised: 21 May 2012
Revised:

8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement written plans and procedures to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, students, and their families.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district's plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school district's school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district's safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be briefed in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crisis, consistent with the school district's plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.

In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months, which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration to a fire drill. Schools are required to hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills annually. Fire alarm systems shall be initiated only during a fire drill evacuation. Responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. Although these outside agencies are not required to observe school security drills, the Principal is encouraged to invite representatives from local law enforcement and emergency responder agencies to attend and observe at least four different security drills annually.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds as provided by the New Jersey Office of Homeland Security and Preparedness.

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.
N.J.S.A. 2C:33-3
N.J.S.A. 18A:41-1 et seq.**; 18A:41-7**
N.J.A.C. 6A:16-5.1; 6A:27-11.2

Adopted: 7 December 2009
Revised: 19 July 2010
Revised: 9 May 2011
Revised:

0164 CONDUCT OF BOARD MEETINGS

Parliamentary Authority

Roberts' Rules of Order, Newly Revised, shall govern the Board of Education in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws.

Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall act in his/her place; if neither person is present, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

Announcement of Adequate Notice

The person presiding shall commence each meeting with an announcement of the notice given for the meeting or a statement regarding the lack of adequate notice, in accordance with law.

Agenda

The Superintendent and the Administrative Cabinet, in consultation with the Board President, shall prepare an agenda of items of business to come before the Board at each meeting. The agenda shall be delivered to each Board member no later than two business days, except when an unscheduled meeting is being called, before the meeting and shall include such reports and supplementary materials as are appropriate and available.

The meeting agenda shall be posted on the district's website and circulated via the district email system 48 hours prior to the meeting time. A reminder email with the agenda shall be sent on the day of the meeting.

The order of business shall be as follows:

Call to order and roll call
Optional: Motion to go into executive session
Optional: Call to order and roll call again after returning from the closed session
Pledge of Allegiance
Opening statement by presiding officer
Optional: Student presentations and outside/vendor consultants (Presiding Officer has the discretion to move presentations listed on the agenda to before or after initial public comments)
Initial Public Comments (4 minutes per person)
Presentations
Superintendent's report

Consent items – regular and routine issues
Resolutions and Motions not included in the Consent Agenda
Approval of bills
Board member announcements
Board committee reports
Discussion items
Acceptance of minutes
Other business
Comments from the public
Optional: Motion to go into executive session
Optional: Reconvened public meeting
Adjournment

N.J.S.A. 10:4-10
N.J.S.A. 18A:16-1.1

Adopted: 7 December 2009
Revised: 18 March 2013
Revised: 2 November 2020
Revised:

FIELD TRIPS FOR APPROVAL

March 8, 2021

ONE DAY TRIPS **ATTACHMENT M**

Date	School	Location	Students	Chaperones	for each	per day for Nurse	District	Event	Requirements
3/12/21	STEPPS	The Woman's Club of Ridgewood	4	5	0	$0	$0	No	Yes
	Program	Ridgewood, NJ	students						
3/19-3/20/21	RHS	NJ State Debate Tournament	15	1	0	$0	$0	No	Yes
	Debate Club	Hunterdon Central HS , Virtual	students	Virtual					

RIDGEWOOD HIGH SCHOOL
SPRING 2020-2021 COACHING ASSIGNMENTS ESTIMATE

To be paid in two installments 4/15/21 AND 6/15/21

Name	Position	Step	Ratio*	Total Salary	1/2 Salary 4/15/2021	1/2 Salary 6/15/2021
Hommen, Kurt	Head Baseball	IV	0.095	8,791.00	4,395.50	4,395.50
Aday, Douglas	Assistant Baseball	IV	0.065	6,015.00	3,007.50	3,007.50
Scevola, Adam	Assistant Baseball	IV	0.065	6,015.00	3,007.50	3,007.50
Ryan, Patrick	Head Boys Track	IV	0.095	8,791.00	4,395.50	4,395.50
Ross, Jennifer	Assistant Boys Track	III	0.060	5,553.00	2,776.50	2,776.50
Wilson, Tim	Assistant Boys/Girls Track	IV	0.065	6,015.00	3,007.50	3,007.50
Watson, Torrence	Assistant Boy Track	IV	0.065	6,015.00	3,007.50	3,007.50
Reeg, Alison	Head Boys Tennis	IV	0.077	7,126.00	3,563.00	3,563.00
Staunton, Joseph	Assistant Boys Tennis	IV	0.060	5,553.00	2,776.50	2,776.50
Tobin, Deirdre	Assistant Boys Tennis	IV	0.060	5,553.00	2,776.50	2,776.50
Pounds, Michael	Head Boys Lacrosse	IV	0.095	8,791.00	4,395.50	4,395.50
Brooks, Richard	Assistant Boys Lacrosse	IV	0.065	6,015.00	3,007.50	3,007.50
Fritog, John	Assistant Boys Lacrosse	IV	0.065	6,015.00	3,007.50	3,007.50
Hurley, Daniel	Assistant Boys Lacrosse	III	0.060	5,553.00	2,776.50	2,776.50
Auger, Patricia	Head Softball	IV	0.095	8,791.00	4,395.50	4,395.50
Bunzey, Craig	Assistant Softball	IV	0.065	6,015.00	3,007.50	3,007.50
Halm, Heather	Assistant Softball	IV	0.065	6,015.00	3,007.50	3,007.50
Opremcak, Stephen	Head Girls Track	IV	0.095	8,791.00	4,395.50	4,395.50
Schoepfer, Warren	Assistant Girls Track	IV	0.065	6,015.00	3,007.50	3,007.50
Schulke, Kyle	Assistant Girls Track	IV	0.065	6,015.00	3,007.50	3,007.50
Crysti Foote	Head Girls Lacrosse	IV	0.095	8,791.00	4,395.50	4,395.50
Petzold, Alexa	Assistant Girls Lacrosse	I	0.050	4,627.00	2,313.50	2,313.50
Hughes, Marissa	Assistant Girls Lacrosse	IV	0.065	6,015.00	3,007.50	3,007.50
Johnson, Andrew	Assistant Girls Lacrosse	IV	0.065	6,015.00	3,007.50	3,007.50
Knott, Ronald	Head Boys Golf	IV	0.077	7,126.00	3,563.00	3,563.00
Quirk, Brian	Head Girls Golf	IV	0.077	7,126.00	3,563.00	3,563.00
Totals				**173,143.00**	**86,571.50**	**86,571.50**
*** Ratio is applied to the B.A. Maximum:**			**$92,542**			

BOARD OF EDUCATION
Ridgewood, New Jersey

March 22, 2021

EXECUTIVE SESSION

5:30 p.m.

AGENDA

*** * * * ***

I.	**Negotiations**	**Mr. Lembo**
II.	**Residency Hearing**	**Dr. Gorman**
III.	**COVID Updates**	**Dr. Gorman**

BOARD OF EDUCATION
Ridgewood, New Jersey

March 22, 2021
Education Center

Executive Session
5:30 p.m.
Regular Public Meeting
7:00 p.m.

AGENDA
* * * * *

The Public can view, listen and comment during the public comment period of the meeting via:

- **Attending the meeting at the Education Center *(physical distance parameters and masks)***
  Click here to register for in person meeting attendance (40 people max)
- **Zoom from a PC, Mac, iPad, iPhone Android device Meeting ID 870-1302 7741**
  Password: 32207450 (Use the "raise hand" button to make a comment)
- **Phone at: 646-558-8656 Password: 32207450 *(press *9 to make a comment)***

To submit written comments for the public comment period starting at 7:00 pm on the date of the meeting click here.

The Public can also view by streaming on our District Website or Fios Channel 77

MEETING REGULATIONS

At all regular meetings, two opportunities are provided for citizens to make comments. The public comment period will be scheduled after student presentations. The second comment period will be at approximately 9:00 p.m. or just prior to the end of the meeting, whichever occurs first. The first opportunity may be limited by the presiding officer to conclude at about 8:00 p.m. in order for the Board to continue with its scheduled agenda. The second opportunity will occur at about 9:00 p.m. at the discretion of the presiding officer taking into consideration a break in the agenda.

At every opportunity for public comment, citizens are invited to comment on subjects on the agenda or general topics. At the discretion of the presiding officer, public comments may be permitted at other times.

Please remember this is a public meeting. Anything you say will be a public record. As a result, pursuant to law, the Board of Education cannot respond to you publicly concerning certain matters, such as those regarding an individual student or personnel. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent's Office. Public comment periods shall also be governed by the following rules:

1. Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses.
2. Each speaker shall be limited to four minutes. The Board Recorder will note the time. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds (Ref: Bylaw 0167)
3. Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop.
4. All statements shall be directed to the presiding officer, no participant may address or question Board members individually.
5. No participants may speak more than once on the same topic until all others who wish to speak on that topic have been heard.
6. Questions requiring investigation shall be referred by the Board to the Superintendent's Office for consideration and later response. A participant may be asked to submit such questions in written format.

Mission Statement

The Ridgewood Public Schools, committed to a tradition of excellence and innovation, in partnership with the community, provide a rich and challenging learning environment, enabling students to maximize their unique potentials to become life-long learners and productive, responsible citizens.

I. CALL TO ORDER AND ROLL CALL **Mr. Lembo**

II. FLAG SALUTE AND PLEDGE OF ALLEGIANCE **Mr. Lembo**

III. OPENING STATEMENT BY PRESIDING OFFICER **Mr. Lembo**

IV. PRESENTATIONS **Mr. Lembo**

A. Student Representative Report **Dr. Gorman**

- ➢ Vivian Ewell and Miranda Lee, George Washington Middle School

B. Student Representative Report **Dr. Gorman**

- ➢ Zoe Kovac, Ridgewood High School

C. Ridgewood High School InventTeam **Dr. Gorman**

- ➢ Dr. Hsuan Lillian Labowski
- ➢ Patrick De Meulder, Matthew De Meulder, Elliott Ewell, Hailey Haglid, Ashli Hamilton, David Mo, Teddy Stephens, Carina Trama, Emily Truszkowski, Clare Walicki, Zun Zhang

V. COMMENTS FROM THE PUBLIC **Dr. Gorman**

VI. SUPERINTENDENT'S REPORT **Dr. Gorman**

VII. COMMITTEE OF THE WHOLE REPORTS **Dr. Gorman**

A. Finance **Mr. Bisig**

- ➢ February Financial Reports

VIII. CONSENT ITEMS: REGULAR AND ROUTINE ISSUES **Dr. Gorman**

A. ATTENDANCE AT CONFERENCES **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Attendance at Conferences, as listed on **Attachment A**.

B. ADMINISTRATION **Dr. Gorman**

i. <u>Approval: Receipt of Suspension and Harassment, Intimidation, and Bullying (HIB) Reports</u> **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, acknowledges it has received confidential information regarding suspensions and investigations of HIB that have occurred since the last Board meeting.

ii. Approval: Settlement Agreement SE#6/2020-2021 **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Settlement Agreement SE#6/2020-2021 between the parents of Student #600233 and the Ridgewood Board of Education.

The Board has received background information.

C. CURRICULUM & INSTRUCTION — Dr. Gorman

i. Approval: Field Trips **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves field trips as listed on **Attachment B.**

ii. Approval: School Transition and Employment Program for SAIL/RISe **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves field trips within the Village of Ridgewood for the purpose of community based instruction and internships for students in the SAIL/RISe program for the 2020-2021 school year. Any opportunities that require transportation will be submitted for Board approval.

The Board has received background information.

D. HUMAN RESOURCES — Dr. Gorman

i. Appointments **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointments listed below, subject to receipt of appropriate documentation and the New Jersey Department of Education (NJDOE) certificate, if required.

Teachers

FOERCH, Summer - Kindergarten Teacher (non-tenure track), Hawes School, effective March 22, 2021, or as soon after as possible, through June 23, 2021. Ms. Foerch possesses an NJDOE Standard Certificate as a Elementary School Teacher. Account # 11-110-100-101-11-02-019-000	$60,518 Cl. BA , St. 1 prorated
HEDDEN, Kristen - Education Specialist (non-tenure track),	$60,518

Somerville School, effective March 23, 2021, or as soon after as possible, through June 23, 2021, pending verification of employment as outlined by Chapter 5. Ms. Hedden possesses an NJDOE Standard Certificate as a Elementary School Teacher. Cl. BA , St. 1 prorated
Account # 11-230-100-101-00-05-019-000

Classroom Aides

BEYER, James - Resource Room Special Education Classroom Aide, Ridgewood High School, effective March 23, 2021, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 8 hours a day, 1 day per week, at an hourly rate of $17.50, to be funded by CARES Act Grant Funds.
Account # 20-477-100-106-00-10-040-001

CANCIO, Josylin - First Grade Aide, Ridge School, effective March 23, 2021, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-190-100-106-11-04-019-001

M'SHARE, Patricia - STEPSS Job Coach, Benjamin Franklin Middle School, effective March 23, 2021, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $20.17.
Account # 11-212-100-106-00-08-024-001

SIOHAN, Chloe* - One-to-One Special Education Classroom Aide, George Washington Middle School, effective March 23, 2021, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $15.01.
Account # 11-000-217-106-00-09-024-001

***Related to staff member**

Infant/Toddler Development Center

AVENDANO, Kayla - Teacher Assistant Entry Level - Step I, effective March 23, 2021, or as soon after as possible, through June 30, 2021, 8 hours per day, 5 days per week, at an hourly rate of $12.40.
Account # 62-990-100-106-00-62-060-001

GRBIC, Ella - High School Aide/College Aide, effective March 23, 2021, or as soon after as possible, through June 30, 2021, 3 hours per day, 5 days per week, at an hourly rate of $12.00.
Account # 62-990-100-106-00-62-060-001

JOHNSON, Raegan - High School Aide/College Aide, effective March 23, 2021, or as soon after as possible, through June 30, 2021, 3 hours per day, 5 days per week, at an hourly rate of $12.00.
Account # 62-990-100-106-00-62-060-001

ii. Change of Assignments **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following change of assignments, as listed below.

CROCAMO, Janet - **from** Guidance Secretary, Ridgewood High School, and Child Study Team Secretary, Somerville School, **to** Main Office Lead Secretary, Ridgewood High School, effective April 1, 2021 through June 30, 2021. Account # 11-000-240-105-00-10-019-000	**From:** $39,941 Cl. IV-10M, St.5 **To:** $49,529 Cl. III-12M , St5 prorated
DEVANEY, Eileen - **from** 1.0 FTE First Grade Teacher, Willard School, **to** 1.20 FTE First Grade Teacher, Willard School, effective April 5, 2021 through June 23, 2021. Account # 11-120-100-101-09-07-019-000 (1.0 FTE) Account # 11-213-100-101-00-24-019-000 (0.2 FTE)	**From:** $113,882 ($113,582 + $300 CP) Cl. MA+45, St. 18 **To:** $136,598 ($136,298 + $300 CP) Cl. MA+45, St. 18
DODD, Rebecca - **from** 1.0 FTE Kindergarten Teacher, Willard School, **to** 1.40 FTE Kindergarten Teacher, Willard School, effective April 5, 2021 through June 23, 2021. Account # 11-110-100-101-11-07-019-000 (1.0 FTE) Account # 11-213-100-101-00-24-019-000 (0.4 FTE)	**From:** $67,955 Cl. BA, St. 7 **To:** $95,137 Cl. BA, ST. 7
DOYLE, Christine - **from** Self-Contained (RED) Special Education Classroom Aide, Glen School, 5.75 hours per day, 5 days per week, **to** Long-term Substitute, REACH 4 Preschool Teacher, Glen School, effective June 15, 2021 through June 23, 2021. Account # 11-216-100-106-00-01-024-001	**From:** $17.50 per hour **To:** $150 daily rate
LYONS, Kelly - **from** 1.0 FTE Special Education 3-5 Teacher, Willard School, **to** 1.20 FTE Special Education 3-5 Teacher,	**From:** $75,355 ($75,055 +

Willard School, effective April 5, 2021 through June 23, 2021. Account # 11-204-100-101-00-07-019-000 (1.0 FTE) Account # 11-213-100-101-00-24-019-000 (0.2 FTE)	$300 CP) Cl. MA, St.8 **To:** $90,366 ($90,066 + $300 CP) Cl. MA, St. 8
RISSMEYER, Lindsay - **from** Leave of Absence Replacement Kindergarten Teacher (non-tenure track), Orchard School, **to** Leave of Absence Replacement Kindergarten Teacher (non-tenure track), Travell School, effective March 22, 2021 through June 23, 2021. Account # 11-110-100-101-11-06-019-000	Annual salary will remain the same

iii. Resignations **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignations listed below.

Administrator

KHOURY-FRIAS, Joann - Assistant Business Administrator - Finance, Education Center, effective May 14, 2021, or sooner.

Classroom Aides

BERGER, Mikolynn - Resource Room Special Education Classroom Aide, Ridgewood High School, effective March 19, 2021.

KOLOGRIVOV, Valerie - Resource Room Special Education Classroom Aide, Orchard School, effective March 26, 2021.

TELEMAQUE, Kerwin - STEPSS Job Coach, Benjamin Franklin Middle School, effective March 26, 2021.

Infant/Toddler Development Center

Head Teacher

KONTOS, Katherine - Head Teacher, Infant/Toddler Development Center, effective March 8, 2021.

iv. Resignation for the Purpose of Retirement **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignation for the purpose of retirement listed below.

Administrator

SCHOENLANK, Jean - Elementary School Principal, Ridge School, effective August 1, 2021, with thirty-seven years of Ridgewood service.

Dr. Jean Schoenlank started her career in Ridgewood in:

- 1984 - 1985 hired as Instructions Aide for Orchard School
- 1985-1986 - Fourth Grade Teacher, Travell School
- 1985-2004 - Fifth Grade Teacher, Ridge School
- 2004-2005 - Teacher on Special Assignment-Curriculum, Instructions and Assessment Office
- 2005-2006 - Assistant Principal, GWMS
- August 1, 2006 - Principal of Ridge Elementary School

v. Leave of Absences **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the leave of absences listed below.

Revision: BARBA, Ashley – Third Grade Teacher, Ridge School, **from** effective February 5, 2021 through June 23, 2021, with a reinstatement date of August 31, 2021, approved by the Board at its meeting on November 2, 2020, **to** effective February 5, 2021 through June 23, 2021 and August 31, 2021 through December 23, 2021, with a reinstatement date of January 3, 2022, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

MCALOON, Stephanie – School Social Worker, Ridge School and Orchard School, effective August 31, 2021 through December 23, 2021, with a reinstatement date of January 3, 2022, using days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

vi. Supplemental Pay Beyond Contract **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the supplemental pay beyond contract, listed below.

Hawes School

Hawes Consultations (OG)

- **Silvia Acosta**, not to exceed 3 hours, at an hourly rate of $76.99 ($230.97).

Account # 11-120-100-101-00-02-002-001

Orchard School

Additional: Clubs and Activities for the 2020-2021 School Year

Delicious Apple Book Club

- **Maureen LaBarr**, not to exceed 10 hours, at an hourly rate of $40.17 ($401.70).
- **Mary Saglimbeni**, not to exceed 6 hours, at an hourly rate of $40.17 ($241.02).

Account # 11-401-100-101-00-03-003-001

Travell School

Travell Consultations (OG)

- **Melissa Finucane**, not to exceed 6 hours, at an hourly rate of $69.95 ($419.70).

Account # 11-120-100-101-00-06-006-001

Willard School

Willard Consultations (OG)

- **Eileen Devaney**, not to exceed 25 hours, at an hourly rate of $75.92 ($1,898).

Account # 11-120-100-101-00-07-007-001

Benjamin Franklin Middle School, George Washington Middle School, and Ridgewood High School (OG)

- **Ashley Pollitt**, not to exceed 25 hours, at an hourly rate of $51.39 ($1,284.75).

Account # 11-130-100-101-00-08-008-001

Benjamin Franklin Middle School

Additional: Student Club Activity Advisors for the 2020-2021 School Year

Green Club

- **Amber Nizza**, not to exceed 20 hours, at an hourly rate of $40.17 ($803.40).

Account # 11-401-100-101-00-08-008-001

Ridgewood High School

Creation of Game Shows - Virtual

- **Sean Kase**, not to exceed 5 hours, at an hourly rate of $40.17 for a total of $200.85 paid for by student fundraising (Student Congress).

Account # TBD

Chaperone Game Show - Virtual - March 24, 2021 (7:00 p.m. to 9:00 p.m.)

- **Sean Kase**, not to exceed 2 hours**,** at an hourly rate of $40.17 for a total of $80.34, paid for by student fundraising (Student Congress).

Account # TBD

Chaperone Game Show - Virtual - April 7, 2021 (7:00 p.m. to 9:00 p.m.)

- **Sean Kase**, not to exceed 2 hours**,** at an hourly rate of $40.17 for a total of $80.34, paid for by student fundraising (Student Congress).

Account # TBD

Chaperone Game Show - Virtual - April 14, 2021 (7:00 p.m. to 9:00 p.m.)

- **Sean Kase**, not to exceed 2 hours**,** at an hourly rate of $40.17 for a total of $80.34, paid for by student fundraising (Student Congress).

Account # TBD

Special Programs

ABA Training Completed and Certified - hourly rates from $20.17 to $21.23, effective March 1, 2021

- **Laurie Pavero**

Account # 11-000-217-106-00-24-024-001

vii. Substitutes for the 2020-2021 School Year **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves substitutes for the 2020-2021 school year, as listed below.

Teacher: Su Bin Sin

E. FINANCE **Dr. Gorman**

i. Acceptance of Restricted Donations: **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following restricted gifts for the **2020-2021** school year, to be used as indicated.

Donor	Amount	Use	Account Number
Federated Home and School Association	$2,000.00	To be used for the STEPSS program	20-056-100-610-00-24-024-000

ii. Approval: Disposal of Equipment **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the disposal of equipment listed below through www.govdeals.org. These items are no longer needed.

Benjamin Franklin Middle School

- Quantity 6 of 12' cafeteria folding rollaway tables with red/orange seats
- Quantity 3 of 12' cafeteria folding rollaway tables with green seats
- Quantity 10 of 5' diameter gray top round cafeteria folding rollaway tables
- Quantity 1 of 5' diameter green top round cafeteria folding rollaway tables
- Quantity 1 of 5' diameter red top round cafeteria folding rollaway tables
- Quantity 40 of blue Tablet Arm School Desk with Book Rack - 18" Seat Height

iii. Renewal of Contract with Computer Solutions, Inc. for HR, Payroll, and Budget Software Support **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the renewal of the contract with Computer Solutions, Inc for Human Resources, Payroll and Budget Software Support for the 2021-2022 school year, a total annual support fee of $21,120.00.

The Board has received background information.

iv. Approval: Budget Appropriation Transfers **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves transfers for **February 2021** as shown in the Journal Entry listing pursuant to Policy 6422.

The Board has received background information.

v. <u>Approval: Secretary's Line Item Certification</u> **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

Whereas, the Board of Education has received the Report of the Secretary for the month of **February 2021,**

Whereas, in compliance with N.J.A.C. 6:20-2A.10(d), the secretary has certified that, as of the date of the report(s), no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education, now, therefore, be it,

Resolved, the Board of Education accepts the above referenced reports and certifications and orders that they be attached to and made part of the record of this meeting, and Be it Further Resolved, in compliance with N.J.A.C. 6:20-A10(e), the Board of Education certifies that, after review of the secretary's monthly financial reports (appropriate section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6:20-2A.10(a)(1), and that sufficient funds are available to meet the district's financial obligations for the remainder of the school year.

The Board has received background information.

vi. <u>Approval: Acceptance of the Board Secretary and Treasurer Report</u> **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

Whereas, the Board of Education has received the report of the Secretary and Treasurer for the month of **February 2021;** now, therefore,

Be it Resolved, the Board of Education accepts the above referenced reports and orders that it be attached to and made part of the official record of this meeting.

vii. <u>Approval: 2020-2021 Received Tuition Students</u> **Dr. Gorman**

Approval to receive three students from another school district that pays tuition for the 2020-2021 school year, as listed below.

2020-2021 School Year Received Tuition Students		
Home District	**School Attending**	**# of Students**
Hackensack Board of Ed, NJ	Orchard	2
Emerson Board of Ed, NJ	Glen	1

viii. <u>Approval: Additional Account for Depository of School Funds</u> **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the additional account for the depository of school funds as listed below, originally approved at the May 27, 2020 school year.

Depository	**Required # of Signatures**
Columbia Bank STEPPS 18-21 Program	**Two:** Special Programs Director or Supervisor and Secretary
Columbia Bank Ridgewood High School RISe Program	**Two:** Special Programs Director or Principal and Secretary
Columbia Bank BFMS RISe/SAIL Program	**Two:** Special Programs Director or Principal and Secretary

IX. RESOLUTIONS AND MOTIONS NOT INCLUDED IN CONSENT AGENDA — Dr. Gorman

A. <u>Approval: School District Maximum Travel Expenditure</u> **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of

the Superintendent of Schools, approves the following resolution:

Be it Resolved, that the Ridgewood Board of Education approves the maximum school district travel expenditure in the amount of $210,000 for the 2021-2022 school year.

B. <u>Approval: Joint Transportation Agreement with the South Bergen Jointure Commission 2021/2022</u> **Dr. Gorman**

BE IT RESOLVED that the Ridgewood Board of Education does hereby approve an agreement with the South Bergen Jointure Commission, a Coordinated Transportation Services Agency, for the purpose of transporting students in accordance with Chapter 53, P.L. 1997 for the 2021/2022 school year. The services to be provided include, but are not limited to, the coordinated transportation of public, nonpublic and special education students.

BE IT RESOLVED, that the Ridgewood Board of Education agrees to abide by the Transportation Services Agreement as published by the South Bergen Jointure Commission and attached to this resolution.

The board has received background information.

X. APPROVAL OF BILLS **Mr. Lembo**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the payment of bills as listed below.

DATES	DESCRIPTION	CHECK NUMBER	AMOUNTS	REVIEWED BY
Mar 9	Columbia Bank On-Line	101143	220.00	M. Lembo
Mar 15	Columbia Bank On-Line	101144-101342	1,616,181.53	M. Lembo
Feb 2	Electronic Transfer	C34314	21.25	M. Lembo
Feb 5	Electronic Transfer	C34316	1.74	M. Lembo
Feb 5	Electronic Transfer	R34315	32.03	M. Lembo
Feb 10	Electronic Transfer	R34327	152.97	M. Lembo
Feb 28	Electronic Transfer	F34313	30,501.06	M. Lembo

Mar 4	Electronic Transfer	R34333	1,038.10	M. Lembo
Mar 9	Electronic Transfer	L34329-L34330 L34332	295,524.18	M. Lembo
Mar 15	Electronic Transfer	B34328	2,220,025.00	M. Lembo
Mar 15	Electronic Transfer	H34311, R34312	1,150,463.80	M. Lembo
Mar 31	Electronic Transfer	R34334	766,393.00	M. Lembo
Feb 10	Payroll Transfer	P34148	3,285,165.59	M. Lembo
Feb 25	Payroll Transfer	P34149	3,204,248.54	M. Lembo
Mar 15	Food Service	620234	10,915.12	M. Lembo
Mar 3	Columbia Bank Void Check	100383	(902.67)	M. Lembo
Mar 3	Columbia Bank Void Check	100814	(216.00)	M. Lembo
Mar 3	Columbia Bank Void Check	101140	(16,584.70	M. Lembo
Mar 12	Columbia Bank Void Check	T32459	(925.00)	M. Lembo
TOTAL			12,562,255.54	

XI. BOARD MEMBER ANNOUNCEMENTS **Mr. Lembo**

XII. BOARD COMMITTEE REPORTS **Mr. Lembo**

XIII. DISCUSSION ITEMS **Mr. Lembo**

XIV. ACCEPTANCE OF MINUTES **Mr. Lembo**

- February 22, 2021 Regular Public Meeting
- March 8, 2021 Executive Session Meeting

XV. OTHER BUSINESS **Mr. Lembo**

XVI. COMMENTS FROM THE PUBLIC **Mr. Lembo**

XVII. MOTION TO GO INTO EXECUTIVE SESSION **Mr. Lembo**

XVIII. RECONVENED PUBLIC MEETING **Mr. Lembo**

XIX. ADJOURNMENT **Mr. Lembo**

Coming Meetings

Monday April 12, 2021
Regular Public Meeting
7:00 p.m. Education Center

Monday April 26, 2021
Regular Public Meeting
7:00 p.m.Education Center

March 22, 2021 **ATTACHMENT A**

2020-2021 CONFERENCES FOR APPROVAL

Staff Member	Name of Conference Location & Dates	Rationale	Estimated Cost for Approval	# of Sub Days required
Wendy Padykula	Maximizing Intelligibility in Children and Adolescents with Down Syndrome Virtual American Speech-Language-Hearing Association (ASHA), MD by April 15, 2021	Professional Development	$99.00	0
Jessica Polay	Maximizing Intelligibility in Children and Adolescents with Down Syndrome Virtual American Speech-Language-Hearing Association (ASHA), MD by April 15, 2021	Professional Development	$99.00	0
Wendy Padykula	Introduction to P.R.O.M.P.T. Virtual The PROMPT Institute, NM April 21-23, 2021	Tuition Reimbursement per REA Agreement	$499.00	0
Ellen Head	Speech Language Pathologists: What's new in Technology to Save Time and Accelerate Therapy Outcomes Virtual Bureau of Education and Research, WA April 27, 2021	Tuition Reimbursement per REA Agreement	$279.00	0
Monika Richardson	College Board Advanced Placement Computer Science A Reading Virtual College Board, NY June 11 -17, 2021	Professional Development	$0.00	0
Angelica Cuellar	2021 AP-Home AP Reader Virtual College Board, NY June 15-21, 2021	Professional Development	$0.00	5

The total cost for these conferences is $976.00. Upon Board approval of these conferences, the total expenditure for travel and conferences for 2020-2021 will be $29,201.40 leaving a balance of $170,798.60.

The total cost of substitutes for these conferences is $500.00. Upon Board approval of these conferences, the total expenditure for substitutes for travel and conferences for 2020-2021 will be $1900.00.

FIELD TRIPS FOR APPROVAL

March 22, 2021

ONE DAY TRIPS **ATTACHMENT B**

Date	School	Location	Approx # and Group of Students	# of Chaperones	# Substitutes and dates for each	Anticipated Cost of Subs @ $100 per day for teachers and $150 per day for nurse	Anticipated Cost to District	Annual Event	Meets Requirements
3/26-3/27/21	RHS	NJ State Debate Tournament	15	1	1 - 3/26 and 3/27	$200	$200	Yes	Yes
	Debate Club	National Speech and Debate Assoc. of NJ, Virtual	Debate Students						

BOARD MEMBERS
Michael Lembo, President
Hyunju Kwak, Vice President
Sheila Brogan
Saurabh Dani
Cristopher Kaufman

RIDGEWOOD PUBLIC SCHOOLS

ADMINISTRATION
Thomas A. Gorman, Ed.D.
Superintendent
Stacie Poelstra
Asst. Superintendent
Scott Bisig
Business Administrator/Board Secretary

Pursuant to the requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et. seq., notice is hereby given that the Ridgewood Board of Education will hold an Executive Session at 5:45 pm on Monday April 12, 2021 in the second floor conference room to discuss student personnel and negotiations. No action will be taken at this meeting. The Regular Public Meeting will begin at 7:00 pm on Monday, April 12, 2021 in the Board Room at the Education Center.

The Public can view, listen and comment during the public comment period of the meeting via:

- Attending the meeting at the Education Center *(physical distance parameters and masks required)*
- Zoom from a PC, Mac, iPad, iPhone, Android device Meeting ID 870 1302 7741
  Password: 41207450 (Use the "raise hand" button to make a comment)
- phone at: 646-558-8656 Meeting ID 870 1302 7741 Password: 41207450 *(press *9 to make a comment)*

Written comments can be submitted on-line by using the link on the BOE Webcast page. Action will be taken at this meeting.

Respectfully submitted,

Scott T. Bisig, M.Ed.

Scott Bisig, M.Ed
Board Secretary

BOARD OF EDUCATION
Ridgewood, New Jersey

April 12, 2021

EXECUTIVE SESSION

5:45 p.m.

AGENDA

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I.	**Student Personnel**	**Dr. Gorman**
II.	**Negotiations**	**Ms. Kwak** **Ms.Brogan**

BOARD OF EDUCATION
Ridgewood, New Jersey

April 12, 2021
Education Center

Executive Session 5:45 p.m.
Regular Public Meeting 7:00 p.m.

AGENDA
* * * * *

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- **Zoom from a PC, Mac, iPad, iPhone Android device Meeting ID 870-1302 7741**
  Password: 41207450 (Use the "raise hand" button to make a comment)
- **phone at: 646-558-8656 Password: 41207450 *(press *9 to make a comment)***

To submit written comments for the public comment period starting at 7:00 pm on the date of the meeting click here

The Public can also view by streaming on the District Website or Fios Channel 77.

MEETING REGULATIONS

At all regular meetings, two opportunities are provided for citizens to make comments. The public comment period will be scheduled after student presentations. The second comment period will be at approximately 9:00 p.m. or just prior to the end of the meeting, whichever occurs first. The first opportunity may be limited by the presiding officer to conclude at about 8:00 p.m. in order for the Board to continue with its scheduled agenda. The second opportunity will occur at about 9:00 p.m. at the discretion of the presiding officer taking into consideration a break in the agenda.

At every opportunity for public comment, citizens are invited to comment on subjects on the agenda or general topics. At the discretion of the presiding officer, public comments may be permitted at other times.

Please remember this is a public meeting. Anything you say will be a public record. As a result, pursuant to law, the Board of Education cannot respond to you publicRely concerning certain matters, such as those regarding an individual student or personnel. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent's Office. Public comment periods shall also be governed by the following rules:

1. Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses.
2. Each speaker shall be limited to four minutes. The Board Recorder will note the time. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds (Ref: Bylaw 0167)
3. Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop.
4. All statements shall be directed to the presiding officer, no participant may address or question Board members individually.
5. No participants may speak more than once on the same topic until all others who wish to speak on that topic have been heard.
6. Questions requiring investigation shall be referred by the Board to the Superintendent's Office for consideration and later response. A participant may be asked to submit such questions in written format.

Mission Statement

The Ridgewood Public Schools, committed to a tradition of excellence and innovation, in partnership with the community, provide a rich and challenging learning environment, enabling students to maximize their unique potentials to become life-long learners and productive, responsible citizens.

I. CALL TO ORDER AND ROLL CALL **Mr. Lembo**

II. FLAG SALUTE AND PLEDGE OF ALLEGIANCE **Mr. Lembo**

III. OPENING STATEMENT BY PRESIDING OFFICER **Mr. Lembo**

IV. PRESENTATIONS **Mr. Lembo**

A. Student Representative Report
- ➢ David Yu and Lily Holliman, Willard Elementary School

B. Student Representative Report
- ➢ Zoe Kovac, Ridgewood High School

C. Implicit Bias
- ➢ Laurence Fine, Ridgewood High School Social Justice Club

V. COMMENTS FROM THE PUBLIC **Dr. Gorman**

VI. PRESENTATIONS **Dr. Gorman**

A. Counselors and Mental Health
- ➢ Lorna Oates-Santos, Principal Somerville Elementary School
- ➢ Mary Ferreri, Principal Orchard Elementary School
- ➢ David Pfeiffer, Elementary Guidance Counselor

VII. SUPERINTENDENT'S REPORT **Dr. Gorman**

VIII. COMMITTEE OF THE WHOLE REPORTS **Dr. Gorman**
- ➢ None at this time.

IX. CONSENT ITEMS: REGULAR AND ROUTINE ISSUES **Dr. Gorman**

A. ATTENDANCE AT CONFERENCES

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Attendance at Conferences, as listed on **Attachment A**.

B. ADMINISTRATION

i. <u>Approval: Receipt of Suspension Reports</u>

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, acknowledges it has received confidential information regarding suspensions that have occurred since the last Board meeting.

ii. <u>Approval: Submission of the High School Voter Registration Law Annual Statement of Assurance for the 2020-2021 School Year</u>

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the submission of the High School Voter Registration Law Annual

Statement of Assurance for the 2020-2021 school year.

The Board has received background information.

iii. **Approval: Settlement Agreement SE#7/2020-2021**
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Settlement Agreement SE#7/2020-2021 between the parents of Student #903682 and the Ridgewood Board of Education.

The Board has received background information.

C. CURRICULUM & INSTRUCTION — Dr. Gorman

i. **Approval: Field Trips**
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves field trips as listed on **Attachment B.**

ii. **Approval: Agreement with ABA Clinic, LLC**
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the agreement with ABA Clinic, LLC for the delivery of Applied Behavior Analysis Technologies or consultation regarding ABA delivery, as specified in the agreement for the period April 1, 2021 through June 30, 2021 at the sum of $105.00 per hourly rate, up to 22.5 hours per week for direct BCBA service provided.

The Board has received background information.

iii. **Approval: Approval to Submit a Request to Establish Learning-Language Disabilities (LLD) self-contained program at the High School level**
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the submission to request to establish a new program.

The Board has received background information.

D. HUMAN RESOURCES — Dr. Gorman

i. **Approval: Creation of Position for the 2020-2021 School Year and Job Description**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the creation of position for the 2020-2021 school year and job description, as listed below on **Attachment C**.

- **The Business Comptroller - Finance**

ii. **Appointments**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointments listed below, subject to receipt of appropriate documentation and the New Jersey Department of Education (NJDOE) certificate, if

required.

Secretary

CHAKONIS, Ashley - Guidance Secretary, Ridgewood High School, and Child Study Team Secretary, Somerville School, effective April 13, 2021 through June 30, 2021.

Salary: $38,012, Cl. IV-10M, St. 3
Account # 11-000-218-105-00-10-019-000 (50%)
Account # 11-000-219-105-00-05-019-000 (50%)

New Players Summer

SCHAEFER, Margaret - Director of New Players Summer 2021 Program.

Stipend: $9,354
Account # 11-401-100-101-00-10-010-001

Ridgewood High School Summer School Principal

CASATELLI, Stacy - Ridgewood High School 2021 Summer School Principal.

Stipend: $12,373
Account # 11-000-240-103-00-65-050-001

Special Needs Summer School/Summer Adventure Program Principal

ADAY, Douglas - Principal of the 2021 Special Needs Summer School/Summer Adventure Program 2021.

Stipend: $13,335
Account # 11-000-240-103-66-04-024-001 (65%)
Account #13-422-200-103-00-60-060-001 (35%)

Field Placements

COVINGTON, Crystal - William Paterson University, School Administrator Program, to shadow Mary Ferreri, Elementary School Principal, Orchard School, effective April 26, 2021 through April 30, 2021.

KOLOGRIVOV, Emily - Montclair State University, observation with Molly Higgins, First Grade Teacher, Orchard School for 2 lessons, each a half an hour long.

Classroom Aides

ELIEH, Nada - Applied Behavior Analyst Aide (ABA), Ridge School, effective April 13, 2021, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an

hourly rate of $20.17.
Account # 11-000-217-106-00-04-024-001

ESPINOSA, Lysbeth - Resource Room Special Education Classroom Aide, Ridge School, effective April 13, 2021, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-04-024-001

JUNTA, Sarah - Resource Room Special Education Classroom Aide, Travell School, effective March 22, 2021, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-06-024-001

KITCHINGS, Brandi - Applied Behavior Analyst Aide (ABA), Glen School, effective April 13, 2021, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $20.17.
Account # 11-000-217-106-00-01-024-001

LAMCE, Alma - Resource Room Special Education Classroom Aide, Ridgewood High School, effective April 13, 2021, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-10-024-001

Infant/Toddler Development Center

LAKOMY, Giana - High School Aide/College Aide, effective April 13, 2021, or as soon after as possible, through June 30, 2021, 3 hours per day, 5 days per week, at an hourly rate of $12.00.
Account # 62-990-100-106-00-62-060-001

Revision: Spring 2021 Coaching Assignment, board approved at its meeting on March 8, 2021

Assistant Boys Track

Remove: **Jennifer Ross**
Replace: **TBD**
Account # 11-402-100-101-00-10-034-001

Assistant Girls Lacrosse

Remove: **Marissa Hughes**
Replace: **Marissa Acosta**
Account # 11-402-100-101-00-10-034-001

iii. Change of Assignments

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following change of assignments, as listed below.

LINDER, Brittany - **from** Leave of Absence Replacement Second Grade Teacher (non-tenure track), Orchard School, **to** Leave of Absence Replacement Second Grade Teacher (non-tenure track), Travell School, effective April 19, 2021 through June 23, 2021.
Annual salary will remain the same.
Account # 11-120-100-101-00-06-019-000

KRAISORN, Kerry - **from** Resource Room Special Education Classroom Aide, Willard School, **to** One-to-One Special Education Classroom Aide, Orchard School, effective April 19, 2021 through June 22, 2021.

Hourly rate will remain the same.
Account # 11-000-217-106-00-03-024-001

ROMANO, Odalys - **from** 1.0 FTE Special Education (LLD), George Washington Middle School, **to** 1.20 FTE Special Education (LLD), George Washington Middle School, effective April 13, 2021 through June 23, 2021.

From: $110,562 ($110,262 + $300 CP), Cl. MA+30. St. 18
To: $132,614 ($132,314 + $300 CP), Cl. MA+30. St. 18
Account # 11-204-100-101-00-09-019-000

iv. Resignations

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignations, as listed below.

Teacher

SAULPAUGH, Michael - Social Studies Teacher, Ridgewood High School, effective July 1, 2021.

Classroom Aides

MCSHANE (aka M'SHARE), Patricia - STEPSS Job Coach, Benjamin Franklin Middle School, effective April 1, 2021.

MERTENS, Meghan - Self-Contained (RED) Special Education Classroom Aide, Glen School, effective May 15, 2021.

v. Resignations for the Purpose of Retirement

The Ridgewood Board of Education, upon the recommendations of the Superintendent of Schools, approves the resignation for the purpose of retirement listed below.

Teacher

HANSEN, Sharon - Special Education Teacher, Benjamin Franklin Middle School,

effective July 1, 2021, with thirty-three years of Ridgewood service.

Sharon Hansen's career in Ridgewood:

- 1987-1999 - part-time Special Education Teacher, Benjamin Franklin Middle School
- 1999-2021 - part-time Resource Room Teacher, Travell School
- 2001-2021 - Special Education Teacher/Resource Room Teacher, Benjamin Franklin Middle School

Support Staff

AMUNDSEN, Christine – Energy Specialist, effective July 1, 2021, with seven years of Ridgewood service.

Christine Amundsen's career in Ridgewood:

- 2014-2021 - Energy Specialist:
  - Monitored the district energy management program in collaboration with Cenergistics for three years.
  - Supported the green program and other recycling initiatives.

vi. Leave of Absence

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the leave of absence listed below.

AGNELLO, Keri – REACH 4 Pre-K Teacher, Glen School, effective August 31, 2021 through November 24, 2021, with a reinstatement date of November 29, 2021, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

vii. Supplemental Pay Beyond Contract

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the supplemental pay beyond contract, listed below.

Somerville School

Additional Clubs and Activities - 2020-2021 School Year

Circus Club

- **Michael DeRisi**, total stipend of $900.

Account # 11-401-100-101-00-05-005-001

Benjamin Franklin Middle School

Additional: Student Club Activity Advisors for the 2020-2021 School Year

Weight Club

- **Neil Valere**, not to exceed 20 hours, at an hourly rate $40.17 ($803.40).

Account # 11-401-100-101-00-08-008-001

Ridgewood High School

Chaperones for RISe & STEPSS Program 2020-2021 Events, each not to exceed 20 hours, each at an hourly rate of $40.17 ($6,427.20)

- **Douglas Aday**
- **Melissa Brandes**
- **Thomas Bushnauskas**
- **Christa Castelli**
- **Joseph Crabbe**
- **Valarie Eitner**
- **Michael Kilcullen**
- **Joan Palazzola**

Account # 11-212-100-101-00-10-010-001

Spring 2020/2021 Clock Operators, each at a flat rate of $50 per game, each not to exceed 20 games over the season

- **Mary Consol**
- **Peter Kay**
- **Richard McNamee**
- **Kenneth Moscarello**
- **Kelly Skettini**

Account # 11-402-100-104-00-10-034-001

Spring 2020/2021 Pitch Counters, each at a flat rate of $50 per game, each not to exceed 20 games over the season

- **Peter Kay**
- **Raymond Lug**
- **Richard McNamee**

Account # 11-402-100-104-00-10-034-001

Special Programs

Educational Evaluations for BFMS

- **Courtney Weiss-Chromeck**, not to exceed 25 hours, at an hourly rate of $51.22 ($1,280.50).

Account # 11-000-219-104-00-08-024-001

viii. Substitutes for the 2020-2021 School Year

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves substitutes for the 2020-2021 school year, as listed below.

Teachers: James Beyer, Kerry DeVincenzo, and **Brad Feeney-LoPrinzi**

E. FINANCE — Dr. Gorman

i. Acceptance of Restricted Donations:

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following restricted gifts for the **2020-2021** school year, to be used as indicated.

Donations			
Donor	**Amount**	**Use**	**Account Number**
Orchard Home and School Association	$4,283.52	To pay for handheld SHURE SLX-Digital Microphone for the Orchard School multi-purpose room.	20-025-100-610-00-03-003-003
Sustainable New Jersey Corporation	$2,000	To pay for two nutritower hydroponic plant systems to enhance the Green Club, Environmental Science 6 Classes at Benjamin Franklin Middle School.	20-036-100-610-00-08-008-000
Ridgewood High School TV Studio	$330.02 (Gift in Kind)	A gift in kind of LAV microphones, headphones, HDMI wires, Ipad chargers and external hard drives.	N/A

ii. Approval of grant submissions: ESSER II (CRRSA-ESSERII, Learning Acceleration, Mental Health)

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following grant funds and approves the submission of the grant applications:

Grant	Board Share
CRRSA - ESSER II	$474,421
Learning Acceleration	$30,446
Mental Health	$45,000

iii. Approval: Disposal of Equipment

Approval to dispose of the equipment as listed below and on **Attachment D** through www.govdeals.org. These items are obsolete and no longer needed.

Willard School: Six 12' cafeteria folding rollaway tables with red/orange benches.

iv. Approval: Award of Contracts to Cooperative Purchasing Vendors in Excess of $40,000

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the award of contracts to Cooperative Purchasing Vendors in excess of $40,000 for goods and services.

The Board has received background information.

v. Approval: Budgeted 2020-2021 Out-of-District Placement for the Regular School Year

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the additional 2020-2021 Out-of-District Placement, as listed below.

Budgeted 2020-2021 Out-of-District Placement	
School	**# of students**
Legacy Treatment Service – Mary Dobbins School, Mount Holly, NJ	1

IX. RESOLUTIONS AND MOTIONS NOT INCLUDED IN CONSENT AGENDA Dr. Gorman

A. Approval: Bills list item 101115 dated 3/01/21 for the amount of $6,649.50

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the payment of bills list item #101115 dated March 1, 2021 for the amount of $6,649.50.

The Board has received background information.

B. Approval: Agreement between the New Jersey School Boards Association on behalf of the NJSBA Cooperative Pricing System and the Ridgewood School District to participate in the ACES (NJSBA) Cooperative Pricing System.

WHEREAS, the Public School Contracts Law, N.J.S.A. 18A:18A-4.1 a, authorizes district boards of education to competitively contract for the procurement of proprietary computer software and services; and

WHEREAS, the New Jersey School Boards' Association (NJSBA), N.J.S.A. 18A:18A-45 et. seq., on behalf of its membership has competitively contracted to procure on an aggregated basis digital and electronic products and services, E-Rate Consulting and Processing Services, and other technology products and programs to enhance Members readiness for Future Ready Schools, as well as energy aggregation services, supplies and materials, time and materials; and such other services and products as two or more participating local boards in the system agree can be purchased on a cooperative basis; and

WHEREAS, 18A:18A-11 specifically authorizes two or more local district boards of education (hereinafter referred to as local boards) to enter into a Cooperative Pricing Agreement for the purchase of work, materials, and supplies; and
WHEREAS, NJSBA is conducting a voluntary Cooperative Pricing System within the STate

of New Jersey, utilizing the administrative purchasing services and facilities of NJSBA; and

WHEREAS, this Cooperative Pricing Agreement (hereinafter referred to as the Agreement) is to effect substantial economies in the purchase of energy and technology products and services for local boards across this State; and

WHEREAS, all parties to this Agreement have approved this Agreement by resolution, in accordance with 18A:18A-1 et. seq. And regulations promulgated thereunder; and

WHEREAS, it is the desire of all parties to enter into such Agreement for said purposes;

Now, THEREFORE, IN CONSIDERATION OF the promises and of the covenants, terms and conditions hereinafter set forth, it is mutually agreed as follows:

1. The products and services to be priced cooperatively may include, on an aggregated basis or not, digital and electronic products and services, E-Rate Consulting and Processing Sercies, and other technology products and programs to enhance Members readiness for Future Ready Schools - NJ, as well as energy aggregation services, supplies and materials, time and materials; and such other services and products as tow or more participating local boards in the system agree can be purchased on a cooperative basis.

2. The services and classes of services which may be designated by the participating local borders hereto may be purchased cooperatively for the period commencing with the execution of this Agreement and continuing until terminated as hereinafter provided.

3. The NJSBA, on behalf of all participating contracting units, shall, upon approval of the System's registration and upon the anniversary of the system's registration publish a legal ad in such format as required by N.J.A.C 5:34-7.12 in a newspaper normally used for such purposes by it, to include such information as:
    a. NJSBA's full name and the fact that it may be soliciting competitive bids or informal quotations; and
    b. NJSBA's address and telephone number; and
    c. The names of the participating contracting units; and
    d. The State Identification Code for the Cooperative Pricing System, and
    e. The expiration date of the Agreement.

4. Each of the participating local boards shall designate, in writing, to NJSBA, products and services to be purchased and indicate therein the approximate quantities desired, the location for delivery and other requirements, to permit the preparation of specifications as provided by law.

5. The specifications shall be prepared and approved by NJSBA and no changes shall thereafter be made except as permitted by law. Nothing herein shall be deemed to prevent changes in specifications for subsequent purchases.

6. A single advertisement for bids or the solicitation of informal quotations for the work,

materials or supplies to be purchased shall be prepared by NJSBA on behalf of all of the participating local boards desiring to purchase products and services and some or all of the other services specified in this Agreement.

7. NJSBA shall receive bids or quotations on behalf of all participating local boards. Following the receipt of bids, NJSBA shall review said bids and on behalf of all participating local boards, either reject all or certain of the bids or make one award to the lowest responsible bidder. This award shall result in the opportunity for individual local boards to enter into individual contracts with the successful bidder providing for the estimated aggregate quantities to be purchased during the term of the individual contracts.

8. Upon determining to accept the bid provided through this Agreement, each participating local board shall:
    a. Certify the funds available only for its own needs ordered;
    b. Enter into a formal written contract directly with the successful bidder(s);
    c. Issue purchase orders in its own name directly to successful bidder(s) against said contract;
    d. Accept its own deliveries;
    e. Be invoiced and receive statements from the successful bidder(s);
    f. Make payment directly to the successful bidder(s) and
    g. Be individually responsible for any tax liability associated with the individual contract.

9. No participating local board in the Cooperative Pricing System shall be responsible for payment for any services ordered or for performance generally by any other participating local board. Each participating local board shall, accordingly, be liable only for its own performance and for items ordered and received by it and none assumes any additional responsibility or liability. The provisions of paragraphs 7, 8, 9 above shall be quoted or referenced and sufficiently described in all specifications so that each bidder shall be on notice as to the respective responsibilities and liabilities of the participating contracting units.

10. No participating local board in the Cooperative Pricing System shall issue a purchase order or issue a contract for a price which exceeds any other price available to it from any other such system in which it is authorized to participate or from bids which it has itself received.

11. NJSBA reserves the right to exclude any item or service from within said system if, in its opinion, the pooling of purchasing requirements or needs of the participating contracting units is either not beneficial or practicable.

12. NJSBA shall appropriate sufficient funds to enable it to perform the administrative responsibilities assumed pursuant to the Agreement.

13. This Agreement shall become effective upon signing, subject to the review and approval of the Director of the Division of Local Government Services and shall continue in effect for the duration of the Cooperative Pricing System's Registration

with DCA unless any party to this Agreement shall give written notice of its intention to terminate its participation.

14. Additional local boards may from time to time, execute this Agreement by means of a Rider attached hereto, which addition shall not invalidate this Agreement with respect to the other signatories. NJSBA is authorized to execute the Rider(s) on behalf of the members of the Cooperative Pricing System.

15. All records and documents maintained or utilized pursuant to the terms of this Agreement shall be identified by the code number assigned to the System by the Director, Division of Local Government Services, and such other numbers as are assigned by the Lead Agency for purposes of identifying each contract and item awarded.

16. This agreement shall be binding upon and enure to the benefit of the successors and assigns of the respective parties hereto.

C. Approval: Agreement with Galia Construction, Inc.

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the agreement with Galia Construction Inc., for roof repairs as specified in the proposal, not to exceed $16,700.

The Board has received background information.

D. Approval: Vendor Payments for the Orchard Soil Remediation Project (Project)

Whereas the Ridgewood Board of Education, upon the recommendation of the Superintendent and the Project Engineer, approves the payments due to the contractor, Tricon Enterprises Inc., as follows:

1. Pursuant to N.J.S.A. 2A:44-135 and in exchange for a Certificate of Discharge of Mechanics Lien, approve payment to the subcontractor, Soil Managers, Inc., in the amount of $19,219.75. An executed W-9 and payment application have been received from Soil Managers, Inc.

2. Approve a final payment of the remaining contract balance, after deducting the payment to Soil Managers, Inc. and after deducting the change order in the amount of ($4,440.00), to Tricon Enterprises Inc. in the amount of $14,461.31. An executed final payment application (#3) has been received from Tricon Enterprises Inc.

E. Approval: Special Education Medicaid Initiative (SEMI) Action Plan

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the (SEMI) Action Plan as listed on **Attachment E.**

X. APPROVAL OF BILLS — Mr. Lembo

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the payment of bills as listed below.

DATES	DESCRIPTION	CHECK NUMBER	AMOUNTS	REVIEWED BY
Mar 16	Columbia Bank On-Line	101343	31.31	S. Dani
Mar 26	Columbia Bank On-Line	101344-101430	433,526.93	S. Dani
Mar 30	Columbia Bank On-Line	101431-101433	1,269.48	S. Dani
April 1	Columbia Bank On-Line	101434	48,160.93	S. Dani
April 5	Columbia Bank On-Line	101436-101511	880,736.65	S. Dani
Mar 22	Electronic Transfer	L34547	15,600.00	S. Dani
Mar 29	Electronic Transfer	L34312	57,869.70	S. Dani
Mar 29	Electronic Transfer	R34638	37,341.00	S. Dani
Mar 29	Electronic Transfer	R34640	5,571.00	S. Dani
April 1	Electronic Transfer	C34658,C34659	23.85	S. Dani
April 1	Electronic Transfer	F34664	11,287.64	S. Dani
April 1	Electronic Transfer	H34661	1,090,907.81	S. Dani
April 1	Electronic Transfer	R34660	31.95	S. Dani
Mar 12	Payroll Transfer	P34543	3,219,138.66	S. Dani
Mar 26	Payroll Transfer	P34636	3,245,101.53	S. Dani
April 5	Food Service	620235-620241	13,546.73	S. Dani
Mar 15	Columbia Bank Void Check	101242	(363.34)	S. Dani
Mar 16	Columbia Bank Void Check	101342	(13.31)	S. Dani
Mar 22	Columbia Bank Void Check	100934	(342.00)	S. Dani
Mar 30	Columbia Bank Void Check	101208	(488.40)	S. Dani
April 1	Columbia Bank Void Check	099156	(7,803.77)	S. Dani
TOTAL			**9,051,134.35**	

XI. BOARD MEMBER ANNOUNCEMENTS **Mr. Lembo**

XII. BOARD COMMITTEE REPORTS **Mr. Lembo**

XIII. DISCUSSION ITEMS **Mr. Lembo**

- 2022-2023 School Calendar

XIV. ACCEPTANCE OF MINUTES **Mr. Lembo**

- March 8, 2021 Regular Public Meeting
- March 22, 2021 Executive Session Meeting

XV. OTHER BUSINESS **Mr. Lembo**

XVI. COMMENTS FROM THE PUBLIC **Mr. Lembo**

XVII. MOTION TO GO INTO EXECUTIVE SESSION **Mr. Lembo**

XVIII. RECONVENED PUBLIC MEETING **Mr. Lembo**

XIX. ADJOURNMENT **Mr. Lembo**

Coming Meetings

Monday April 26, 2021
Regular Public Meeting
7:00 p.m. Education Center

Monday May10, 2021
Regular Public Meeting
7:00 p.m.Education Center

April 12, 2021 **ATTACHMENT A**

2020-2021 CONFERENCES FOR APPROVAL

Staff Member	Name of Conference Location & Dates	Rationale	Estimated Cost for Approval	# of Sub Days required
Kathleen Acosta	What the WIAT Can Do 4 You" Presented by Gloria Moccow, PH.D Virtual The New Jersey Assocation of Learning Consultants Spring Conference 2021, NJ April 16, 2021	Professional Development	$130.00	0
Jeanette Nast	What the WIAT Can Do 4 You" Presented by Gloria Moccow, PH.D Virtual The New Jersey Assocation of Learning Consultants Spring Conference 2021, NJ April 16, 2021	Professional Development	$100.00	0
Sheryl O'Brien	2021 Autism Symposium: What's New & What's Next in Treating Clients on the Spectrum Virtual PESI, Inc, WI April 22, 2021	Professional Development	$199.99	0
Janel Nese	The NJ Special Education Annual Summit Virtual New Jersey Principals and Supervisors Association / Foundation for Educational Administration, NJ May 7, 2021	Professional Development	$149.00	0
Michelle Fenwick	The NJ Special Education Annual Summit Virtual New Jersey Principals and Supervisors Association / Foundation for Educational Administration, NJ May 7, 2021	Professional Development	$149.00	0
Natalie Bray	Tomorrow's Teachers Training Virtual The College of New Jersey, NJ June 23 - 24, 2021	Professional Development	$520.00	0

The total cost for these conferences is $1098.99. Upon Board approval of these conferences, the total expenditure for travel and conferences for 2020-2021 will be $30,300.39 leaving a balance of $169,699.61.

The total cost of substitutes for these conferences is $0.00. Upon Board approval of these conferences, the total expenditure for substitutes for travel and conferences for 2020-2021 will be $1900.00.

OVERNIGHT FIELD TRIPS FOR APPROVAL

April 12, 2021

OVERNIGHT FIELD TRIPS - PAID — **ATTACHMENT B**

Date	School	Location	Approx # and Group of Students	# of Unpaid Chaperones	# Paid Chaperones And # of Overnights for each	Anticipated Cost for Teacher/Nurse Chaperones @ $200 per Overnight	# Substitutes and dates for each	Anticipated Cost of Subs @ $100 per day for teachers and $150 per day for nurse	Est. Total Cost to District	Annual Event	Meets Requirements
5/7- 5/9/21	RHS ALPS/AOPS	Stony Creek Farmstead Walton, NY	20 ALPS/AOPS Students	3-4	0	$0	$0	No	Yes	Yes	Yes
2/18/22 - 2/24/22	RHS	Tour of Lucerne, Bern, Laussane, and Geneva Switzerland	Up to 48 Science students	0	Up to 6 * Paid out of student fundraising	Up to $7,200 * Paid out of student fundraising	0	$0	$0	No	Yes
4/6/22 - 4/14/22	RHS	Tour of Berlin and Dresdin, Germany, Praque, Czechoslovakia and Krakow, Poland	Up to 48 Social Studies students	0	Up to 8 * Paid out of student fundraising	Up to $12,800 * Paid out of student fundraising	0	$0	$0	No	Yes

JOB DESCRIPTION

I. Title: Business Comptroller – Finance

II. Qualifications:

A. College Degree in Accounting, preferred, experience will be considered.
B. Experience in school /public fund accounts reconciliation, reporting, expenditures and auditing.
C. Three years of successful financial experience.
D. Previous experience or knowledge of working in a school or district office is preferred.
E. An ability to effectively use the word processing and spreadsheet software currently employed in the District, as well as software relevant to specific job duties.
F. The abilities to communicate and work effectively with staff, administrators, students, vendors, consultants, professionals, and others in job-related areas.
G. Such alternatives to the above qualifications as may be allowed by law and acceptable to the Board.

III. Position Summary:

The Business Comptroller- Finance will be responsible for assisting the School Business Administrator/Board Secretary in the audit-compliant, cost-effective, and efficient administration of financial, Business Office, and non-instructional program responsibilities. S/he will assist the School Business Administrator with the business office affairs of the district in a manner that will provide the best educational services with the financial resources available.

IV. Reports to:

The Business Comptroller – Finance shall take direction from and be evaluated by the School Business Administrator/Board Secretary.

V. Supervises: Accounts Payable and Receivable

VI. Major Duties and Responsibilities:

1. Assists the School Business Administrator/Board Secretary in planning, preparation, and implementation of the district budget
2. Maintains breakdowns of accounts by cost center, instructional area, and such other categories, as may be mandated by law or directed by the School Business Administrator/Board Secretary.
3. Assists the School Business Administrator with district administrators budget planning, development, and management.
4. Provides regular budget status updates and financial reports to School Business Administrator/ Board Secretary or district administrators, as requested.
5. Assists in preparing reports required for annual audit.
   Assists with statistical calculations on staffing, increment and salary costs for budget and negotiations purposes.
6. Assist Purchasing Coordinator with all state, county contract purchases and other purchasing and supply management, as needed.
7. Assist with the processing of quotation forms for textbooks and other supplies and equipment including the tabulation of costs and the preparation of purchase orders.

8. Audits all claims, invoices, and demands against the Board of Education.
9. Prepares appropriation adjustments to ensure that budgetary line items are not over expended.
10. Supports the activities of the school district by processing all requisitions, allocating to proper accounts, and determining availability of funds.
11. Maintains files and storage of required forms and contracts for the Board of Education in compliance with the NJDOE Record Retention Guidelines.
12. Informs the School Business Administrator/Board Secretary of critical concerns regarding Business Office operation and makes suggestions for improvement.
13. Works collaboratively with Business Office staff in the areas of: Accounts Receivable, Accounts Payable, Purchasing, Cash Processing, and other financial responsibilities related to district instructional support programs.
14. Serves as general accountant of the Board and keeps a correct and detailed account of all financial transactions, as prescribed by statute and the rules and regulations of the Board.
15. Assists in gathering information for NJDOE data collections including ASSA, School Register Summary, Debt Service, etc. for review by School Business Administrator/Board Secretary.
16. Supports the School Business Administrator/Board Secretary in managing the district's insurance and risk management programs, including liability insurance, health benefits, student accident insurance, and workers' compensation.
17. Prepares financial reports, as required by the state and federal agencies having jurisdiction over public funds. Oversees special scholarship funds as directed.
18. Assists in the general supervision of payroll management activities including retirement data taxes, insurance contributions, retirement annuities, social security, loan repayments, and other withholdings.
19. Oversees the functioning of the food service management company including approval of billings, charges to user groups, preparation of all federal and state reports, and maintenance of the checking account of the schools' cafeterias.
20. Assists in the calculation of tuition rates and non-resident fees in accordance with New Jersey Administrative Code.
21. Manages the payment, billing contracting, and all other financial details related to tuition students whether sent from the district or received by the district.
22. Assists in the preparation of the annual state aid application, as it relates to tuition and non-resident pupils.
23. Assists in the completion of the Facilities section of the annual QAAR.
24. Assists in the development and implementation of the district's three-year Comprehensive Maintenance Plan.
25. Assists in maintaining and updating the district's Long-Range Facilities Plan.
26. Maintains an up-to-date inventory of all property owned by the district.
27. Assists in the preparation of documents related to reimbursement of Capital Projects grants.
28. Performs such other duties, as may be assigned by the School Business Administrator/Board Secretary.

VII. Terms of Employment: Twelve months

VIII. Evaluation: In accordance with district policy on evaluations.

Thomas Gorman
Superintendent of Schools

Approved by Board: 04/12/2021

AP Asset ID	Serial #	Category	Model
10326	9C30ZZ1	Laptop	Dell Latitude 5440
10397	EMP6EC40C	Projector	Epson 83+
10400	EMP055F8F	Projector	Epson 83+
10401	EMP6EC373	Projector	Epson 83+
10402	EMP6E4277	Projector	Epson 83+
10739	C3W72G2	Laptop	Dell Latitude 5480
11632	B6YYPN2	Laptop	Dell Latitude 5490
11817	CNHC64W0HL	Printers	HP Laserjet 1320
12052	JQ7G8D1	Printers	Dell 1720
12421	H2KWKM1	Desktop	Dell Optiplex 380
12462	9JFV6Y1	Desktop	Dell Optiplex 3010
13178	5309904400108	Document Camera	AVer F17HD
13204	5309904400366	Document Camera	AVer F17HD
13223	5309904400378	Document Camera	AVer F17HD
13228	5309904400395	Document Camera	AVer F17HD
13241	5308279300043	Document Camera	AVer F17HD
13332	5309934400150	Document Camera	AVer F17HD
13344	5308146800187	Document Camera	AVer F17HD

Special Education Medicaid Initiative (SEMI) Action Plan

In accordance with N.J.A.C. 6A:23A-5.3(f) and (g), failure to maximize SEMI, each district that has less than 90 percent participation of SEMI eligible students in the prebudget year or has failed to comply with all program requirements set forth in N.J.A.C. 6A:23A-5.3(e) shall submit a SEMI action plan to the Executive County Superintendent for review and approval as part of the district's proposed budget submission. Districts should determine which items below relate to their specific areas of weakness and then specify activities to be implemented to improve and maximize SEMI participation.

County: Bergen **District: Ridgewood** **Date: 3-2-2021**

Chief School Administrator: Dr. Thomas Gorman **Business Administrator: Scott T. Bisig**

SEMI Action Plan Components	District Activities for Compliance	Person(s) Responsible	Projected Timelines	Documentation of Completion/Implementation	Date Completed
Parental Consent Forms: Procedures for obtaining parental consent forms, such as those delineated in the Parental Consent Best Practices document available on the EdPlan™ website. This includes procedures to document how annual notification for parental consent is disseminated to parents in order to maintain consent.	Case Managers provide consent forms to parents during annual IEP reviews. Completed forms are then forwarded to the district's Grants Analyst. The district has received a high percentage of parental refusals. This has a direct impact on the district's ability to achieve maximum revenue.	Business Administrator Grants Analyst, Case Managers, Director of Special Education	Throughout the year as IEP anniversaries occur	Collection of parental consent forms, Copy of CST Meeting Agendas	

Special Education Medicaid Initiative (SEMI) Action Plan

In accordance with N.J.A.C. 6A:23A-5.3(f) and (g), failure to maximize SEMI, each district that has less than 90 percent participation of SEMI eligible students in the prebudget year or has failed to comply with all program requirements set forth in N.J.A.C. 6A:23A-5.3(e) shall submit a SEMI action plan to the Executive County Superintendent for review and approval as part of the district's proposed budget submission. Districts should determine which items below relate to their specific areas of weakness and then specify activities to be implemented to improve and maximize SEMI participation.

County: Bergen **District: Ridgewood** **Date: 3-2-2021**

Chief School Administrator: Dr. Thomas Gorman **Business Administrator: Scott T. Bisig**

SEMI Action Plan Components	District Activities for Compliance	Person(s) Responsible	Projected Timelines	Documentation of Completion/Implementation	Date Completed
Establishing Benchmarks for Maximum SEMI Participation: Establish a benchmark of 90% percent for the current school year or for the first year that the district does not have an approved waiver pursuant to the provisions of N.J.A.C. 6A:23A-5.3(b), whichever is applicable, for obtaining maximum participation of all SEMI eligible students by the start of the subsequent school year. The benchmarks for the current school year or for the first year that the district does not have an approved waiver pursuant to (b) above, whichever is applicable, for achieving maximum participation shall close, at a minimum, the gap between current participation and maximum participation by 50 percent by the beginning of the subsequent school year; and The benchmarks shall be based on the percentage of parental consent forms collected from eligible students. The number of parental consent forms shall reflect one parental consent form or one document noting parental refusal for each eligible student.	Establish shared/collaborative online document that tracks every student receiving SEMI eligible services along with dates, frequency, parent consent forms, etc. District case managers will have access in order to collaborate and verify data.	Business Administrator Grants Analyst, Case Managers, Director of Special Education	FY 2022	Copy of shared onlind document, Copy of Related Service Provider Meeting Agendas, Copy of CST Meeting Agendas	

Special Education Medicaid Initiative (SEMI) Action Plan

In accordance with N.J.A.C. 6A:23A-5.3(f) and (g), failure to maximize SEMI, each district that has less than 90 percent participation of SEMI eligible students in the prebudget year or has failed to comply with all program requirements set forth in N.J.A.C. 6A:23A-5.3(e) shall submit a SEMI action plan to the Executive County Superintendent for review and approval as part of the district's proposed budget submission. Districts should determine which items below relate to their specific areas of weakness and then specify activities to be implemented to improve and maximize SEMI participation.

County: Bergen **District: Ridgewood** **Date: 3-2-2021**

Chief School Administrator: Dr. Thomas Gorman **Business Administrator: Scott T. Bisig**

SEMI Action Plan Components	District Activities for Compliance	Person(s) Responsible	Projected Timelines	Documentation of Completion/Implementation	Date Completed

BOARD MEMBERS
Michael Lembo, President
Hyunju Kwak, Vice President
Sheila Brogan
Saurabh Dani
Cristopher Kaufman

RIDGEWOOD PUBLIC SCHOOLS

ADMINISTRATION
Thomas A. Gorman, Ed.D.
Superintendent
Stacie Poelstra
Asst. Superintendent
Scott Bisig
Business Administrator/Board Secretary

Pursuant to the requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et. seq., notice is hereby given that the Ridgewood Board of Education will hold an Executive Session at 5:00 pm on Monday April 26, 2021 in the second floor conference room for student personnel, negotiations, Infant Toddler Development Center and legal discussions. No action will be taken at this meeting. The Regular Public Meeting will begin at 7:00 pm on Monday, April 26, 2021 in the Board Room at the Education Center.

The Public can view, listen and comment during the public comment period of the meeting via:

- Attending the meeting at the Education Center *(physical distance parameters and masks required)*
- Zoom from a PC, Mac, iPad, iPhone, Android device Meeting ID 870 1302 7741
  Password: 42607450 (Use the "raise hand" button to make a comment)
- phone at: 646-558-8656 Meeting ID 870 1302 7741 Password: 42607450 *(press *9 to make a comment)*

Action will be taken at this meeting.

Respectfully submitted,

Scott T. Bisig, M.Ed.

Scott Bisig, M.Ed
Board Secretary

BOARD OF EDUCATION
Education Center
49 Cottage Place, Ridgewood, New Jersey
EXECUTIVE SESSION AGENDA

April 26, 2021

5:00 p.m.

I.	**Negotiations**	**Ms. Kwak/Ms.Brogan**
II.	**Student Personnel**	**Dr. Gorman**
III.	**Infant Toddler Development Center**	**Dr. Gorman**
IV.	**Legal**	**Dr. Gorman**

RIDGEWOOD BOARD OF EDUCATION

Education Center
49 Cottage Place, Ridgewood, NJ 07450
AGENDA

April 26, 2021

Executive Session 5:30 p.m.
Regular Public Meeting 7:00 p.m.

The Public can view, listen and comment during the public comment period of the meeting via:

- **Physically attending at the Education Center *(following pandemic protocols and masks)***
- **Zoom from a PC, Mac, iPad, iPhone Android device. Meeting ID 870-1302 7741**
  - **Password: 42607450 (Use the "raise hand" button to make a comment)**
- **Phone at: 646-558-8656**
  - **Password: 42607450 *(press *9 to make a comment)***
- **Streaming on the District Website**
- **Watching on Fios Channel 77**

MEETING REGULATIONS

At all regular meetings, two opportunities are provided for citizens to make comments. The public comment period will be scheduled after student presentations. The second comment period will be at approximately 9:00 p.m. or just prior to the end of the meeting, whichever occurs first. The first opportunity may be limited by the presiding officer to conclude at about 8:00 p.m. in order for the Board to continue with its scheduled agenda. The second opportunity will occur at about 9:00 p.m. at the discretion of the presiding officer taking into consideration a break in the agenda.

At every opportunity for public comment, citizens are invited to comment on subjects on the agenda or general topics. At the discretion of the presiding officer, public comments may be permitted at other times.

Please remember this is a public meeting. Anything you say will be a public record. As a result, pursuant to law, the Board of Education cannot respond to you publicly concerning certain matters, such as those regarding an individual student or personnel. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent's Office. Public comment periods shall also be governed by the following rules:

1. Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses.
2. Each speaker shall be limited to four minutes. The Board Recorder will note the time. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds (Ref: Bylaw 0167)
3. Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop.
4. All statements shall be directed to the presiding officer, no participant may address or question Board members individually.
5. No participants may speak more than once on the same topic until all others who wish to speak on that topic have been heard.
6. Questions requiring investigation shall be referred by the Board to the Superintendent's Office for consideration and later response. A participant may be asked to submit such questions in written format.

Mission Statement
The Ridgewood Public Schools, committed to a tradition of excellence and innovation, in partnership with the community, provide a rich and challenging learning environment, enabling students to maximize their unique potentials to become life-long learners and productive, responsible citizens.

I. CALL TO ORDER AND ROLL CALL **Mr. Lembo**

II. FLAG SALUTE AND PLEDGE OF ALLEGIANCE **Mr. Lembo**

III. OPENING STATEMENT BY PRESIDING OFFICER **Mr. Lembo**

IV. PRESENTATIONS **Mr. Lembo**

A. Student Representative Report
- ➢ Isla Bender, Drew Callen, Alex Evers, Anya Lambert, Charlotte Sher Ridge Elementary School Leadership Club

B. Student Representative Report
- ➢ Zoe Kovac, Ridgewood High School

V. COMMENTS FROM THE PUBLIC **Dr. Gorman**

VI. PUBLIC HEARING ON THE 2021-2022 BUDGET **Dr. Gorman**

A. BUDGET OVERVIEW **Dr. Gorman**
- ➢ Dr. Gorman, Ms. Poelstra, Mr. Bisig

B. COMMENTS FROM THE PUBLIC ON THE 2021-2022 BUDGET **Mr. Lembo**

C. REMARKS BY INDIVIDUAL BOARD MEMBERS **Mr. Lembo**

D. CLOSE PUBLIC HEARING ON THE 2021-2022 BUDGET **Mr. Lembo**

i. Approval: Resolution for Adoption of the 2021-2022 Budget for Submission to the the Executive County Superintendent of Schools **Dr. Gorman**

BE IT RESOLVED, that the Ridgewood Board of Education, County of Bergen, approve the final 2021-2022 school year budget as follows:

General Fund 11	
Current General Expense Sub Total	$102,479,563
State Sources	$6,540,625
Budgeted Fund Balance	$1,575,539
Capital Outlay (Fund 12)	$1,242,837
Medicaid Reimbursement	$20,361
TOTAL OPERATING BUDGET	**$111,858,925**

Fund 20 & 40	
Special Revenue Fund 20 (Federal)	$1,547,937
Grants & Entitlements	$2,269,983
Debt Service (Fund 40)	$3,459,251
Debt Service Type II	$134,499
TOTAL EXPENDITURES/APPROPRIATIONS	**$117,722,658**

BE IT RESOLVED, that the GENERAL FUND tax levy $99,241,616 is approved to support Current General Expense and $3,459,251 to support Debt service, for the 2021-2022 school year Tax Levy budget of $102,700,867.

VII. SUPERINTENDENT REPORT **Dr. Gorman**

VIII. COMMITTEE OF THE WHOLE REPORTS **Dr. Gorman**

➢ Finance

IX. CONSENT ITEMS: REGULAR AND ROUTINE ISSUES **Dr. Gorman**

A. ATTENDANCE AT CONFERENCES

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Attendance at Conferences, as listed on **Attachment A**.

B. ADMINISTRATION **Dr. Gorman**

i. Approval: Receipt of Suspension Reports

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, acknowledges it has received confidential information regarding suspensions that have occurred since the last Board meeting.

ii. Approval: 2022-2023 School Calendar

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2022-2023 School Calendar, as listed on **Attachment B**.

iii. Approval: Settlement Agreement SE#7/2020-2021

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Settlement Agreement SE#7/2020-2021 between the parents of Student #903682 and the Ridgewood Board of Education.

The Board has received background information.

C. CURRICULUM & INSTRUCTION — Dr. Gorman

i. Approval: Field Trips

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves field trips as listed on **Attachment C.**

ii. Approval: Professional Development Program Proposal

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves a professional development program proposal from TMI Education and program presenter Amanda Torres, for "Differentiating Instruction to Meet the Needs of the Gifted and Talented Learner," on May 13, 2021, in the amount of $1750.

The Board has received background information.

D. HUMAN RESOURCES — Dr. Gorman

i. Approval: Creation of Positions for the 2021-2022 School Year and Job Descriptions

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the creation of positions for the 2021-2022 school year and job descriptions, as listed below on **Attachment D.**

- **Supervisor of Elementary Education: English Language Arts and Social Studies**
- **Supervisor of Elementary Education: Math and Science**

ii. Appointments

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointments listed below, subject to receipt of appropriate documentation and the New Jersey Department of Education (NJDOE) certificate, if required.

Teacher

Revision: CLARK, Riley - Leave of Absence Replacement Social Studies Teacher (non-tenure), Benjamin Franklin Middle School, **from** effective September 1, 2020 through May 3, 2021, approved by the Board at its meeting on November 2, 2020, **to** effective September 1, 2020 through June 23, 2021.

Annual salary will remain the same.
Account #11-130-100-101-05-08-019-000

Long-term Substitutes

BERTINO, AnnaLucia - Physical Education and Health Teacher, Benjamin Franklin Middle School, effective April 20, 2021 through June 23, 2021, at a daily rate of $150 per day, until the assignment ends. Ms. Bertino possesses a NJDOE Certificate of

Eligibility with Advanced Standing as a Teacher of Health and Physical Education. Account # 11-130-100-101-06-08-019-000

BIAGI, Alexis - Elementary School Teacher Grades K-5, Hawes School, effective April 23, 2021 through June 23, 2021, at a daily rate of $150 per day, until the assignment ends. Ms. Biagi possesses a NJDOE Substitute Certificate.
Account #11-120-100-101-04-02-019-000

HAMILTON, Elizabeth - Special Education (RISe) Teacher, Glen School, effective May 12, 2021 through June 23, 2021, at a daily rate of $150 per day, until the assignment ends. Ms. Hamilton possesses a NJDOE Certificate of Eligibility with Advance Standing as an Elementary School Teacher in Grades K-6 and Certificate of Eligibility as a Teacher of Students with Disabilities.
Account # 11-212-100-101-00-01-019-000

VILLANELLA, James - Elementary School Teacher Grades K-5, Somerville School, effective May 10, 2021 through June 23, 2021, at a daily rate of $150 per day, until the assignment ends. Mr. Villanella possesses a NJDOE Substitute Certificate.
Account #11-120-100-101-04-05-019-000

Classroom Aides

McCARTHY, Martina - Resource Room Special Education Classroom Aide, Ridgewood High School, effective April 27, 2021, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.
Account # 11-213-100-106-00-10-024-001

POLLOCK, Yanet - Applied Behavior Analyst Aide (ABA), Glen School, effective April 27, 2021, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $20.17.
Account # 11-000-217-106-0001-024-001

Infant/Toddler Development Center

FIORILLA, Danielle - High School Aide/College Aide, effective April 27, 2021, or as soon after as possible, through June 30, 2021, 3 hours per day, 5 days per week, at an hourly rate of $12.00.
Account # 62-990-100-106-00-62-060-001

Additional: Home Instructors, on an as-needed basis, for the 2020-2021 School Year

Ridgewood High School

- **Monika Richardson**, Computer Science/Mathematics Teacher, at an hourly rate of $60.32.
- **Laura Tolve**, Special Education Teacher, at an hourly rate of $60.32.

Account # 11-219-100-101-00-24-024-001

iii. Change of Assignments

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following change of assignments, as listed below.

COPPOLA, Jonathan - **from** Permanent Substitute, Benjamin Franklin Middle School, **to** STEPSS Job Coach, Benjamin Franklin Middle School, effective April 19, 2021 through June 22, 2021, 5.75 hours per day, 5 days per week.

From: $24.35 per hour
To: $20.17 per hour
Account # 11-212-100-106-00-08-024-001

Revision: NYHUIS, Jeffrey - **from** Assist the Acting Superintendent in the daily operations and management of Ridgewood High School, approved by the Board at its meeting on November 16, 2020, **to** Acting Principal, Ridgewood High School, effective March 1, 2021 through **TBD**.

Salary will remain the same.
Account # 11-000-240-103-00-10-019-000

Revision: PIZZUTO, Basil - **from** Assist the Acting Superintendent in the daily operations and management of Ridgewood High School, approved by the Board at its meeting on November 16, 2020, **to** Acting Principal, Ridgewood High School, effective March 1, 2021, through **TBD**.

Salary will remain the same.
Account #11-000-240-103-00-10-019-000

PLAVIER, Gerardina - Lunchroom Aide, Willard School, **from** 5 hours per day, 5 days per week, **to** 6 hours per day, 5 days per week, effective April 12, 2021 through June 22, 2021.

Hourly rate will remain the same.
Account # 11-000-262-107-00-07-007-001
Account # 11-204-100-106-00-07-024-001 Special Education

iv. Resignation

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignation, as listed below.

Teacher

CLARK, Clare - Resource Room Teacher, Orchard School, effective July 1, 2021.

v. Resignation for the Purpose of Retirement

The Ridgewood Board of Education, upon the recommendation of the

Superintendent of Schools, approves the resignation for the purpose of retirement, as listed below.

Teacher

MAYE, John - Guidance Counselor, Ridgewood High School, effective July 1, 2021, with twenty-six years of Ridgewood service.

John Maye's career in Ridgewood.

- 1995-1999 - part-time Social Studies Teacher
- 1999-2006 - full-time Social Studies Teacher
- 2006-2021 - full-time Guidance Counselor; Freshmen FOCUS

vi. Rescind Appointment

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves rescinding the appointment of the employees, as listed below.

Classroom Aide

LAMCE, Alma - Resource Room Special Education Classroom Aide, Ridgewood High School, effective April 13, 2021, or as soon after as possible, through June 22, 2021, pending verification of employment as outlined by Chapter 5, 5.75 hours per day, 5 days per week, at an hourly rate of $17.50.

vii. Leave of Absences

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the leave of absences, as listed below.

DERASMO, Jacqueline – Special Education (Science) Teacher, Ridgewood High School, effective August 31, 2021 through June 23, 2022, with a reinstatement date of September 1, 2022, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

Revision: GELENIUS, Mariann – Learning Disabilities-Consultant, Benjamin Franklin Middle School, **from** effective January 4, 2021 through April 16, 2021, with a reinstatement date of April 19, 2021, approved by the Board at its meeting on January 25, 2021, **to** effective January 4, 2021 through April 14, 2021, with a reinstatement date of April 15, 2021, using days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

Revision: KIM, Linda - Social Studies Teacher, Benjamin Franklin Middle School, **from** effective September 1, 2020 through April 30, 2021, with a reinstatement date of May 3, 2021, approved by the Board at its meeting on November 2, 2020, **to** effective September 1, 2020 through June 23, 2021, with a reinstatement date of August 31, 2021, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

Revision: LISA, Erica – Resource Room Teacher, Hawes School **from**, effective August 31, 2020 through June 23, 2021, with a reinstatement date of August 31, 2021, approved by the Board on August 21, 2020, **to** effective August 31, 2020 through June 23, 2021 and August 31, 2021 through June 23, 2022, with a reinstatement date of September 1, 2022, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

Revision: MARZOCCHI, Jaime - Physical Education Teacher, Benjamin Franklin Middle School, **from** effective April 26, 2021 through June 23, 2021, approved by the Board at its meeting on February 22, 2021, **to** effective April 15, 2021 through June 23, 2021, with a reinstatement date of August 31 2021, using days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

Revision: MOLLEMA, Kristine – Resource Room Teacher, Willard Elementary School, **from** effective October 26, 2020 through June 23, 2021, with a reinstatement date of August 31, 2021, approved by the Board on October 19, 2020, **to** effective October 26, 2020 through June 23, 2021 and August 31, 2021 through June 23, 2022, with a reinstatement date of September 1, 2022, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

viii. Personal Leave of Absence

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the personal leave of absence, as listed below.

Revision: WITHAM, Lynne – Second Grade Teacher, Somerville School, **from** effective December 1, 2020 through June 23, 2021 with a reinstatement date of August 31, 2021, approved by the Board on December 7, 2020, **to** effective December 1, 2020 through April 16, 2021, with a reinstatement date of April 19, 2021, utilizing the FMLA/FFCRA and/or NJFLA leave entitlement.

ix. Supplemental Pay Beyond Contract

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the supplemental pay beyond contract, as listed below.

Hawes School

Nurse - Contact Tracing - March 27, 2021 through June 23, 2021

- **Linda Goldberg**, not to exceed 180 hours, at an hourly rate of $53.33 ($9,599.40).

Account # 11-000-213-104-00-02-002-001

Orchard School

Nurse - Contact Tracing - March 27, 2021 through June 23, 2021

- **Christina Horton**, not to exceed 180 hours, at an hourly rate of $53.33 ($9,599.40).

Account #11-000-213-104-00-03-003-001

Ridge School

Nurse - Contact Tracing - March 27, 2021 through June 23, 2021

- **Colleen Manke**, not to exceed 180 hours, at an hourly rate of $53.33 ($9,599.40).

Account # 11-000-213-104-00-04-004-001

Travell School

Nurse - Contact Tracing - March 27, 2021 through June 23, 2021

- **Lisa Grabinski**, not to exceed 180 hours, at an hourly rate of $53.33 ($9,599.40).

Account # 11-000-213-104-00-06-006-001

Somerville School

Nurse - Contact Tracing - March 27, 2021 through June 23, 2021

- **Moira Correll**, not to exceed 180 hours, at an hourly rate of $53.33 ($9,599.40).

Account # 11-000-213-104-00-05-005-001

Willard School

Nurse - Contact Tracing - March 27, 2021 through June 23, 2021

- **Bonnie Lowicki**, not to exceed 180 hours, at an hourly rate of $53.33 ($9,599.40).

Account # 11-000-213-104-00-07-007-001

Benjamin Franklin Middle School

Nurse - Contact Tracing - March 27, 2021 through June 23, 2021

- **Kerriann Reilly**, not to exceed 180 hours, at an hourly rate of $53.33 ($9,599.40).

Account # 11-000-213-104-00-08-008-001

Additional: Student Club Activity Advisors for the 2020-2021 School Year

Magic the Gathering

- **Loren Hackett**, not to exceed 20 hours, at an hourly rate of $40.17 ($803.40).

Account #11-401-100-101-00-08-008-001

George Washington Middle School

Nurse - Contact Tracing - March 27, 2021 through June 23, 2021

- **Julie Stadulis**, not to exceed 180 hours, at an hourly rate of $53.33 ($9,599.40).

Account # 11-000-213-104-00-09-009-001

Ridgewood High School

Nurse - Contact Tracing - March 27, 2021 through June 23, 2021

- **Maureen Morgan**, not to exceed 180 hours, at an hourly rate of $53.33 ($9,599.40).

Account # 11-000-213-104-00-10-010-001

ACT Administrative Duties - February 6, 2021

- **Donna Antonellis**, total stipend of $325.09.

Account # 11-000-218-104-00-10-010-001

Supplemental Instruction - May 15, 2021 and May 22, 2022

- **Allison Mende, Candace Mitola,** and **Andrea Watson**, each not to exceed 8 hours, each at an hourly rate of $55 ($1,320).

Account # tbd

Special Programs

- **Sung-Hui Kim,** Applied Behaviour Analyst Aide (ABA), to provide support for a special education student participating in the Unified Club, not to exceed 6 hours, at an hourly rate of $21.23 ($127.38).

Account #11-000-217-106-00-08-024-001

- **Taylor Alessi,** Applied Behaviour Analyst Aide (ABA), to provide support for a special education student participating in the Unified Club, not to exceed 6 hours, at an hourly rate of $21.23 ($127.38).

Account #11-000-217-106-00-08-024-001

x. Substitutes for the 2020-2021 School Year

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves substitutes for the 2020-2021 school year, as listed below.

Teacher: Sunghee Ku, Amy Muzilla, Calisa Orsini, Gerald Schoenberger, and **Jonathan Suppes**

E. FINANCE — Dr. Gorman

i. Acceptance of Restricted Donations:

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following restricted gifts for the **2020-2021** school year, to be

used as indicated.

Donations			
Donor	**Amount**	**Use**	**Account Number**
Ridgewood High School TV Studio	$100.00 (Gift in Kind)	A gift in kind of a pocket video camera.	N/A
Ridgewood High School Guidance Student Activities Account	$10,420.99	To be used to cover the cost of campus center testing tables and chairs.	20-030-100-610-00-10-010-025
Benjamin Franklin MS Home and School Association	$2,000	To be used to enhance the Benjamin Franklin Green Club, 6th grade Environmental Science Elective. Donation made to the HSA by the Lukin Center.	20-025-100-610-00-08-008-000
Special Olympics New Jersey	$10,832.48	To be used to enhance the district's unified champion school program.	20-035-100-610-00-10-010-001

ii. **Approval: Budget Appropriation Transfers**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves transfers for **March 2021** as shown in the Journal Entry listing pursuant to Policy 6422.

The Board has received background information.

iii. **Approval: Secretary's Line Item Certification**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

Whereas, the Board of Education has received the Report of the Secretary for the month of **March 2021,**

Whereas, in compliance with N.J.A.C. 6:20-2A.10(d), the secretary has certified that, as of the date of the report(s), no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education, now, therefore, be it,

Resolved, the Board of Education accepts the above referenced reports and certifications and orders that they be attached to and made part of the record of this

meeting, and Be it Further Resolved, in compliance with N.J.A.C. 6:20-A10(e), the Board of Education certifies that, after review of the secretary's monthly financial reports (appropriate section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6:20-2A.10(a)(1), and that sufficient funds are available to meet the district's financial obligations for the remainder of the school year.

The Board has received background information.

iv. Approval: Acceptance of the Board Secretary and Treasurer Report

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

Whereas, the Board of Education has received the report of the Secretary and Treasurer for the month of **March 2021;** now, therefore,

Be it Resolved, the Board of Education accepts the above referenced reports and orders that it be attached to and made part of the official record of this meeting.

v. Approval: Budgeted 2020-2021 Out-of-District Placement for the Regular School Year

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the additional 2020-2021 Out-of-District Placement, as listed below.

Budgeted 2020-2021 Out-of-District Placement	
School	**# of students**
Legacy Treatment Service – Mary Dobbins School, Mount Holly, NJ	1

X. RESOLUTIONS AND MOTIONS NOT INCLUDED IN CONSENT AGENDA Dr. Gorman

None at this time.

XI. APPROVAL OF BILLS Mr. Lembo

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the payment of bills as listed below.

DATES	DESCRIPTION	CHECK NUMBER	AMOUNTS	REVIEWED BY
April 19	Columbia Bank On-Line	101512-101604	723,849.40	Ms. Brogan

April 14	Electronic Transfer	L34751	7,487.50	Ms. Brogan
April 19	Food Service	620242	4,954.45	Ms. Brogan
TOTAL			**736,291.35**	

XII. BOARD MEMBER ANNOUNCEMENTS **Mr. Lembo**

XIII. BOARD COMMITTEE REPORTS **Mr. Lembo**

XIV. DISCUSSION ITEMS **Mr. Lembo**

- Revisions to Policies/Regulations/New Policies

  - ➢ Policy 0145 - Board Member Resignation and Removal, as listed on **Attachment E** *(revised)*
  - ➢ Regulation 1642 - Earned Sick Leave Law, as listed on **Attachment F** *(revised)*
  - ➢ Policy 1643 - Family Leave, as listed on **Attachment G** *(new)*
  - ➢ Policy 3431.1 - Family Leave, as listed on **Attachment H** *(abolished)*
  - ➢ Policy 4431.1 - Family Leave, as listed on **Attachment I** *(abolished)*
  - ➢ Policy 3431.3 - New Jersey Family Leave Insurance Program, as listed on **Attachment J** *(abolished)*
  - ➢ Policy 4431.3 - New Jersey Family Leave Insurance Program, as listed on **Attachment K** *(abolished)*
  - ➢ Policy & Regulation 5330.01 - Administration of Medical Cannabis, as listed on **Attachment L** *(revised)*
  - ➢ Policy 7425 - Lead Testing of Water in Schools, as listed on **Attachment M** *(revised)*
  - ➢ Regulation 7425 - Lead Testing of Water in Schools, as listed on **Attachment N** *(new)*
  - ➢ Policy & Regulation 7430 School Safety, as listed on **Attachment O** *(abolished)*
  - ➢ Policy 2415 - Every Student Succeeds Act, as listed on **Attachment P** *(revised)*
  - ➢ Policy 2415.01 - Academic Standards, Academic Assessments, and Accountability, as listed on **Attachment Q** *(abolished)*
  - ➢ Policy 2415.02 - Title I - Fiscal Responsibilities, as listed on **Attachment R** *(revised)*
  - ➢ Policy 2415.03 - Highly Qualified Teachers, as listed on **Attachment S** *(abolished)*
  - ➢ Policy 2415.05 - Student Surveys, Analysis, and/or Evaluations, as listed on **Attachment T** *(revised)*
  - ➢ Policy & Regulation 2415.20 - Every Student Succeeds Act Complaints, as listed on **Attachment U** *(revised)*

- ➢ Policy 4125 - Employment of Support Staff Members, as listed on **Attachment V** *(revised)*
- ➢ Policy 6360 - Political Contributions, as listed on **Attachment W** *(revised)*
- ➢ Policy 8330 - Student Records, as listed on **Attachment X** *(revised)*
- ➢ Policy 9713 - Recruitment by Special Interest Groups, as listed on **Attachment Y** *(revised)*
- ➢ Policy 6620 - Petty Cash, as listed on **Attachment Z** *(revised)*
- ➢ Policy 8420 - Emergency and Crisis Situations, as listed on **Attachment AA** *(revised)*

- Electrical Service Upgrade at Ridgewood High School
  - ➢ The Board has received background information.

XV. ACCEPTANCE OF MINUTES **Mr. Lembo**

- April 12, 2021 Executive Session Meeting
- March 22, 2021 Regular Public Meeting

XVI. OTHER BUSINESS **Mr. Lembo**

XVII. COMMENTS FROM THE PUBLIC **Mr. Lembo**

XVIII. MOTION TO GO INTO EXECUTIVE SESSION **Mr. Lembo**

XIX. RECONVENED PUBLIC MEETING **Mr. Lembo**

XX. ADJOURNMENT **Mr. Lembo**

Coming Meetings

Monday May 10, 2021	Monday May 24, 2021
Regular Public Meeting	Regular Public Meeting
7:00 p.m. Education Center	7:00 p.m.Education Center

April 26, 2021 **ATTACHMENT A**

2020-2021 CONFERENCES FOR APPROVAL

Staff Member	Name of Conference Location & Dates	Rationale	Estimated Cost for Approval	# of Sub Days required
Katherine Brady	Connecting Play and Language to Literacy and Social-Emotional Development: Assessment and Treatment for Young Children Virtual PESI, Inc, WI May 20, 2021	Professional Development	$100.00	0
Peter Kay	Project Adventure Training – Technical Skills Intensive Beverly, MA June 14-16, 2021	Professional Development	$1,176.00	1
Candace Mitola	Project Adventure Training – Technical Skills Intensive Beverly, MA June 14-16, 2021	Professional Development	$1,010.00	3

The total cost for these conferences is $2305.00. Upon Board approval of these conferences, the total expenditure for travel and conferences for 2020-2021 will be $32,605.39 leaving a balance of $167,394.61.

The total cost of substitutes for these conferences is $400.00. Upon Board approval of these conferences, the total expenditure for substitutes for travel and conferences for 2020-2021 will be $2300.00.

RIDGEWOOD PUBLIC SCHOOLS 2022-2023

	Prof. Development Day – No School for Students
	Opening & Closing Day for Students
	Schools Closed
	Minimum Day
	Schools may be closed per emergency days used

School Hours:	Full Day	Minimum Day
K-5	8:45-3:00	8:45-12:45
Gr 6-8	8:00-2:53	8:00-12:15
Gr 9-12	7:45-3:15	7:45-12:10

August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1-2 Convocation: Professional Development
5 Labor Day – Schools Closed
6 Opening Day for students - minimum
26 Rosh Hashanah – Schools closed

October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 Yom Kippur – Schools Closed
10 Professional Dev. Day – Columbus day
24 Diwali – schools closed

November

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

3-4 NJEA convention – School closed
23 Minimum Day
24-25 Thanksgiving Recess

December

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

23 Minimum Day
26-30 December Recess

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

16 MLK Day – School Closed
22 Lunar New Year

February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

20-21 February Recess -Presidents day

March

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13 Professional Development Day – No school for students

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3-7 Spring Recess (includes Good Friday))
22 Eid Al-Fitr

May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

24-27 Schools may be closed per emergency day note below
29 Memorial Day – Schools Closed

June

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

21 Last day of instruction (minimum day)
21 RHS graduation
22 Closing Day for Teachers

DAYS IN SESSION

Students	Teachers
0 August	0 August
18 September	20 September
18 October	19 October
18 November	18 November
17 December	17 December
21 January	21 January
18 February	18 February
22 March	23 March
15 April	15 April
22 May	22 May
15 June	16 June
184 total days	189 total days

**** May 24, 25, 26 may be closed based upon the number of inclement emergency days used.**
0 emergency days used: 3 days school closed
1 emergency day used: 2 days school closed (Thursday and Friday closed)
2 emergency days used: 1 day school closed (Friday closed)
3 or more emergency days used: 0 days closed *Spring recess may be subject to cancellation if more than 4 days used. 1st day to be used will be Monday March 29, 2021 and working forward.

FIELD TRIPS FOR APPROVAL

April 26, 2021

ONE DAY TRIPS **ATTACHMENT C**

Date	School	Location	Approx # and Group of Students	# of Chaperones	# Substitutes and dates for each	Anticipated Cost of Subs @ $100 per day for teachers and $150 per day for nurse	Anticipated Cost to District	Annual Event	Meets Requirements
6/15/21	Willard 5th Graders	Graydon Pool Ridgewood, NJ	84 Students	10	0	$0	$0	Yes	Yes

JOB DESCRIPTION

I. Title: Supervisor of Elementary Education: English Language Arts and Social Studies

II. Qualifications:

A. Possess or be eligible for valid New Jersey administrative certification with a Principal or Supervisor endorsement.
B. Possess a valid New Jersey instructional certification.
C. Possess a master's degree in education.
D. A minimum of five years' elementary teaching experience.
E. Effective project-management, problem-solving, organization, human relations, and written and verbal communications skills.
F. Ability to communicate and work effectively with staff, students, parents, and other school district constituencies.
G. Ability to analyze a situation accurately, and adopt and implement an effective course of action.
H. Such alternatives to the above qualifications, as the Board may find acceptable.

III. Position Summary:

The Supervisor of Elementary Education: English Language Arts and Social Studies (Supervisor) will be responsible for instructional leadership across departments and schools in grades K-5. This involves the supervision of staff, the monitoring of student progress, and the evaluation and development of program. The Supervisor will provide leadership in the formulation of goals, plans, policies and budgets, and recommend them to Principals or the Assistant Superintendent for Curriculum, Instruction and Assessment, as may be appropriate. The Supervisor will collaborate with the district administrators, supervisors, faculty and staff, and other district constituencies, as needed to accomplish the goals of the position.

IV. Reports to:

The Supervisor shall take direction from, be responsible to, and be evaluated by, the Assistant Superintendent for Curriculum, Instruction and Assessment. The Supervisor shall work collaboratively with Principals in the day-to-day and long-term supervision of education. Principals shall provide evaluative input and recommendations regarding the Supervisor's performance to the Assistant Superintendent for Curriculum, Instruction and Assessment.

V. Supervises:

K-5 Teachers, in conjunction with Principals.

VI. Major Duties and Responsibilities:

Demonstrates the necessary leadership skills and personal characteristics to carry out the philosophy and program of instruction of the Ridgewood Public Schools.

A. Instructional Supervision of English Language Arts and Social Studies, with appropriate cross-curricular subjects
1. Supervises and evaluates K-5 staff members in conjunction with Principals.
2. Monitors instruction of Board approved curricula.
3. Works with teachers in all aspects of instruction, including articulation from grade to grade.
4. Leads teachers in monitoring the progress of students through analysis of assessment results.
5. Works collaboratively with teachers to integrate instruction across content areas.

B. Curriculum Development and Revision
1. Provides leadership in the development of K-5 curricula for English language arts, social studies, and other cross-curricular subjects when appropriate.
2. Develops and carries out long-range plans for K-5 instructional programs in English language arts, social studies and other cross-curricular subjects when appropriate.
3. Works with Principals in all aspects of K-5 English language arts and social studies, including articulation from grade to grade.
4. Works collaboratively with Principals and 6-12 Supervisors to articulate transitions between the elementary and secondary level.
5. Works collaboratively with Elementary Supervisor for Math and Science to coordinate all components of the K-5 academic program.
6. Leads the integration of technology across curricular areas.
7. Manages Board approved curricula in textbooks in K-5 for English language arts and social studies.
8. Advances equity in academic programming for all students.
9. Coordinates Gifted and Talented programming in English language arts, social studies, and other cross curricular subjects when appropriate.

C. Professional Development
1. Conducts orientation and training for new K-5 staff members.
2. Provides for ongoing professional development of all K-5 staff.
3. Provides leadership for and manages professional development activities, including in-service courses, partnerships, committees and professional development days for grades K-5 and for grades 6-12, as assigned.
4. Maintains a high level of expertise in elementary education, especially as it pertains to English language arts and social studies; keeps abreast of current research and recommendations; and leads study of same.
5. Uses evaluation for self-improvement; carries out individual professional improvement plan developed with supervisor; and carries out other supervisory directions.
6. Leads and coordinates the district mentoring program.
7. Assists with the technology coaches' programming as needed.

D. Administration and Operations
1. Participates in the recruitment and selection of personnel, as required.
2. Chairs system-wide committees and study groups, as required.
3. Plans and participates in information sessions for Board and public, as required.

4. Serves as liaison with community groups, as required.
5. Contributes to efforts to accomplish system-wide goals and school objectives.
6. Assists in upholding and enforcing school rules, administrative regulations, and Board Policy.
7. Performs other duties within the scope of his/her employment and certification, as may be assigned by his/her supervisor(s).

VII. Terms of Employment: Twelve months

VIII. Evaluation:

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.

Dr. Thomas Gorman, Ed.D
Superintendent of Schools

Approved by Board: 04/26/2021

JOB DESCRIPTION

I. Title: Supervisor of Elementary Education: Math and Science

II. Qualifications:

A. Possess or be eligible for valid New Jersey administrative certification with a Principal or Supervisor endorsement.
B. Possess a valid New Jersey instructional certification.
C. Possess a master's degree in education.
D. A minimum of five years' elementary teaching experience.
E. Effective project-management, problem-solving, organization, human relations, and written and verbal communications skills.
F. Ability to communicate and work effectively with staff, students, parents, and other school district constituencies.
G. Ability to analyze a situation accurately, and adopt and implement an effective course of action.
H. Such alternatives to the above qualifications, as the Board may find acceptable.

III. Position Summary:

The Supervisor of Elementary Education: Math and Science (Supervisor) will be responsible for instructional leadership across departments and schools in grades K-5. This involves the supervision of staff, the monitoring of student progress, and the evaluation and development of program. The Supervisor will provide leadership in the formulation of goals, plans, policies and budgets, and recommend them to Principals or the Assistant Superintendent for Curriculum, Instruction and Assessment, as may be appropriate. The Supervisor will collaborate with the district administrators and supervisors, faculty and staff, and other district constituencies, as needed to accomplish the goals of the position.

IV. Reports to:

The Supervisor shall take direction from, be responsible to, and be evaluated by, the Assistant Superintendent for Curriculum, Instruction and Assessment. The supervisor shall work collaboratively with Principals in the day-to-day and long-term supervision of education. Principals shall provide evaluative input and recommendations regarding the Supervisor's performance to the Assistant Superintendent for Curriculum, Instruction and Assessment.

V. Supervises:

K-5 Teachers, in conjunction with Principals.

VI. Major Duties and Responsibilities:

Demonstrates the necessary leadership skills and personal characteristics to carry out the philosophy and program of instruction of the Ridgewood Public Schools.

A. Instructional Supervision of Math and Science, with appropriate cross-curricular subjects
   1. Supervises and evaluates K-5 staff members in conjunction with Principals.
   2. Monitors instruction of Board approved curricula.
   3. Works with teachers in all aspects of instruction, including articulation from grade to grade.
   4. Leads teachers in monitoring the progress of students through analysis of assessment results.
   5. Works collaboratively with teachers to integrate instruction across content areas.

B. Curriculum Development and Revision
   1. Provides leadership in the development of K-5 curricula for math, science, and other cross-curricular subjects when appropriate.
   2. Develops and carries out long-range plans for K-5 instructional programs in math, science and cross-curricular subjects when appropriate.
   3. Works with Principals in all aspects of K-5 math and science, including articulation from grade to grade.
   4. Works collaboratively with Principals and 6-12 Supervisors to articulate transitions between the elementary and secondary level.
   5. Works collaboratively with Elementary Supervisor for ELA and Social Studies to coordinate all components of the K-5 academic program.
   6. Leads the integration of technology across assigned curricular areas.
   7. Manages Board approved curricula in textbooks in K-5 for math and science.
   8. Advances equity in academic programming for all students.
   9. Coordinates Gifted and Talented programming in math, science, and other cross curricular subjects when appropriate.

C. Professional Development
   1. Conducts orientation and training for new K-5 staff members.
   2. Provides for ongoing professional development of all K-5 staff.
   3. Provides leadership for and manages professional development activities, including in-service courses, partnerships, committees and professional development days for grades K-5 and for grades 6-12, as assigned.
   4. Maintains a high level of expertise in elementary education, especially as it pertains to math and science; keeps abreast of current research and recommendations; and leads study of same.
   5. Uses evaluation for self-improvement; carries out individual professional improvement plan developed with supervisor; and carries out other supervisory directions.
   6. Supervises Technology Coaches in conjunction with Principals.
   7. Assist with the district mentoring program as needed.

D. Administration and Operations
   1. Participates in the recruitment and selection of personnel, as required.
   2. Chairs system-wide committees and study groups, as required.
   3. Plans and participates in information sessions for Board and public, as required.
   4. Serves as liaison with community groups, as required.
   5. Contributes to efforts to accomplish system-wide goals and school objectives.

6. Assists in upholding and enforcing school rules, administrative regulations, and Board Policy.
7. Performs other duties within the scope of his/her employment and certification, as may be assigned by his/her supervisor(s).

VII. Terms of Employment: Twelve months

VIII. Evaluation:

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.

Dr. Thomas Gorman, Ed.D
Superintendent of Schools

Approved by Board: 04/26/2021

0145 BOARD MEMBER RESIGNATION AND REMOVAL

The membership of a Board of Education member shall terminate immediately upon:

1. The cessation of the member's bona fide residency in the school district the member represents **(N.J.S.A. 18A:12-2.2)**; or

2. The member's election or appointment to the office of mayor or member of the governing body Ridgewood. **(N.J.S.A. 18A:12-2.2); or**

3. The member's disqualification from voting pursuant to N.J.S.A. 19:4-1 **(N.J.S.A. 18A:12-2.2)**; or

4. The member~~'s conviction for false swearing for having falsely affirmed or declared that he/she is qualified to vote~~ **falsely affirms or declares that he/she is not disqualified as a voter pursuant to N.J.S.A. 19:4-1 or that he/she is not disqualified from membership on the Board due to conviction of a crime or offense listed in N.J.S.A. 18A:12-1**; **or**

5. The removal of the member by the Commissioner of Education; or

6. Recall of a Board member pursuant to N.J.S.A. 19:27A-1 et seq.

A member who fails to attend three consecutive meetings of the Board without good cause may be removed from office on the affirmative votes by majority of the remaining Board members, provided that:

1. The member's removal was proposed at the immediately previous Board meeting; and

2. Notice of the proposed removal was given to the affected member at least ~~seventy-two~~ **forty-eight** hours in advance of the meeting at which the vote will be taken.

N.J.S.A. 18A:12-2; **18A:12-2.2**; 18A:12-3; 18A:12-29
N.J.S.A. 19:27A-1 et seq.

Adopted: 7 December 2009
Revised:

R 1642 EARNED SICK LEAVE LAW

A. Definitions Relative to Policy and Regulation 1642 and the New Jersey Earned Sick Leave Law (Act)

"Act" means the New Jersey Earned Sick Leave Law – N.J.S.A. 34:11D-1. through 34:11D-11.

"Benefit year" means the period of twelve consecutive months, July 1 through June 30, as established by an employer in which an employee shall accrue and use earned sick leave as provided pursuant to N.J.S.A. 34:11D-2, provided that once the starting date of the benefit year is established by the employer it shall not be changed unless the employer notifies the Commissioner of Labor and Workforce Development of the change in accordance with regulations promulgated pursuant to the Act. The Commissioner shall impose a benefit year on any employer the Commissioner determines is changing the benefit year at times or in ways that prevent the accrual or use of earned sick leave by an employee.

"Certified Domestic Violence Specialist" means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals.

"Child" means a biological, adopted, or foster child, stepchild or legal ward of an employee, child of a domestic partner or civil union partner of the employee.

"Civil union" means a civil union as defined in N.J.S.A. 37:1-29.

"Commissioner" means the Commissioner of Labor and Workforce Development.

"Department" means the Department of Labor and Workforce Development.

"Designated domestic violence agency" means a county-wide organization with a primary purpose to provide services to victims of domestic violence, and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing the services.

"Domestic or sexual violence" means stalking, any sexually violent offense, as defined in N.J.S.A. 30:4-27.26, or domestic violence as defined in N.J.S.A. 2C:25-19, and N.J.S.A. 17:29B-16.

"Domestic partner" means a domestic partner as defined in N.J.S.A. 26:8A-3.

"Employee" means, for the purposes of Policy and Regulation 1642, an individual engaged in service for compensation to a local school district, regional school district, county vocational school, or charter school of the State who is not provided with sick leave with full pay pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is eligible to accrue earned sick leave in accordance with the requirements of the Act.

"Employer" means, for the purposes of Policy and Regulation 1642, a local school district, regional school district, county vocational school, or charter school of the State who does not provide sick leave with full pay to an employee pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is required to comply with the requirements of the Act.

"Family member" means a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of an employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.

"Health care professional" means any person licensed under Federal, State, or local law, or the laws of a foreign nation, to provide health care services, or any other person who has been authorized to provide health care by a licensed health care professional, including but not limited to doctors, nurses, and emergency room personnel.

"Parent" means a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or of the employee's spouse, domestic partner, or civil union partner, or a person who stood in loco parentis of the employee or the employee's spouse, domestic partner, or civil union partner when the employee, spouse or partner was a minor child.

"Retaliatory personnel action" means denial of any right guaranteed under the Act and any threat, discharge, including a constructive discharge, suspension, demotion, unfavorable reassignment, refusal to promote, disciplinary action, sanction, reduction of work hours, reporting or threatening to report the actual or suspected immigrant status of an employee or the employee's family, or any other adverse action against an employee.

"Sibling" means a biological, foster, or adopted sibling of an employee.

"Spouse" means a husband or wife.

B. Provision of Earned Sick Leave – N.J.S.A. 34:11D-2

1. The employer shall provide earned sick leave in accordance with the Act for each employee working for the employer.

2. For every thirty hours worked, the employee shall accrue one hour of earned sick leave. The employer will provide an employee their full complement of earned sick leave for a benefit year as required under N.J.S.A. 34:11D-2 on the first day of each benefit year in accordance with the Act.

3. The employer will not permit the employee to accrue or use in any benefit year, or carry forward from one benefit year to the next, more than forty hours of earned sick leave.

   a. Unless the employee has accrued earned sick leave prior to October 29, 2018, the earned sick leave shall begin to accrue on October 29, 2018 for any employee who is hired and commences employment before October 29, 2018 and the employee shall be eligible to use the earned sick leave beginning on February 26, 2019 after the employee commences employment.

   b. If the employee's employment commences after October 29, 2018, the earned sick leave shall begin to accrue upon the date that employment commences. The employee shall be eligible to use the earned sick leave beginning on the 120th calendar day after the employee commences employment.

4. The employer shall be in compliance with N.J.S.A. 34:11D-2 if the employer offers paid time off to an employee, which is fully paid and shall include, but is not limited to personal days, vacation days, and sick days, and may be used for the purposes of N.J.S.A. 34:11D-3 in the manner provided by the Act, and is accrued at a rate equal to or greater than the rate described in N.J.S.A. 34:11D-2.

5. The employer shall pay the employee for earned sick leave at the same rate of pay with the same benefits as the employee normally earns, except that the pay rate shall not be less than the minimum wage required for the employee pursuant to N.J.S.A. 34:11-56a4.

6. Upon the mutual consent of the employee and employer, an employee may voluntarily choose to work additional hours or shifts during the same or following pay period, in lieu of hours or shifts missed, but shall not be required to work additional hours or shifts or use accrued earned sick leave. The employer may not require, as a condition of an employee using earned sick leave, that the employee search for or find a replacement worker to cover the hours during which the employee is using earned sick leave.

7. If an employee is transferred to a separate division, entity, or location, but remains employed by the same employer, then the employee shall be entitled to all earned

sick leave accrued at the prior division, entity, or location, and shall be entitled to use the accrued earned sick leave as provided in the Act.

8. If an employee is terminated, laid off, furloughed, or otherwise separated from employment with the employer, any unused accrued earned sick leave shall be reinstated upon the re-hiring or reinstatement of the employee to that employment, within six months of termination, being laid off or furloughed, or separation, and prior employment with the employer shall be counted towards meeting the eligibility requirements set forth in N.J.S.A. 34:11D-2.

9. The employer may choose the increments in which its employees may use earned sick leave, provided that the largest increment of earned sick leave an employee may be required to use for each shift for which earned sick leave is used shall be the number of hours the employee was scheduled to work during that shift.

C. Permitted Usage of Earned Sick Leave – N.J.S.A. 34:11D-3

1. The employer shall permit an employee to use the earned sick leave accrued pursuant to the Act for any of the following:

   a. Time needed for diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;

   b. Time needed for the employee to aid or care for a family member of an employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;

   c. Absence necessary due to circumstances resulting from the employee, or a family member of an employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member: medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence; services from a designated domestic violence agency or other victim services organization; psychological or other counseling; relocation; or legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;

   d. Time during which the employee is not able to work because of**:**

      (1) **A**~~a~~ closure of the employee's workplace, or the school or place of care of a child of an employee, by order of a public official **or because of a state of emergency declared by the Governor of**

New Jersey, due to an epidemic or other public health emergency~~, or because of~~**;**

(2) **T**~~t~~he **declaration of a state of emergency by the Governor of New Jersey, or the** issuance by a **health care provider or the New Jersey Commissioner of Health or other** public health authority of a determination that the presence in the community of the employee, or a member of the employee's family in need of care by the employee, would jeopardize the health of others; ~~or~~

(3) **A state of emergency declared by the Governor of New Jersey, or upon the recommendation, direction, or order of a healthcare provider or the New Jersey Commissioner of Health or other authorized public official, the employee undergoes isolation or quarantine, or cares for a family member in quarantine, as a result of suspected exposure to a communicable disease and a finding by the provider or authority that the presence in the community of the employee or family member would jeopardize the health of others; or**

e. Time needed by the employee in connection with a child of the employee to attend a school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability.

2. If an employee's need to use earned sick leave is foreseeable, the employer will require advance notice, not to exceed seven calendar days prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and shall make a reasonable effort to schedule the use of earned sick leave in a manner that does not unduly disrupt the operations of the employer. If the reason for the leave is not foreseeable, the employer will require an employee to give notice of the intention as soon as practicable, if the employer has notified the employee of this requirement.

a. The employer may prohibit employees from using foreseeable earned sick leave on certain dates provided reasonable notice of these dates is provided to employees and the employer will require reasonable documentation if sick leave that is not foreseeable is used during those dates.

b. For earned sick leave of three or more consecutive days, the employer will require reasonable documentation that the leave is being taken for the purpose permitted under N.J.S.A. 34:11D-3.a. and C.1. above.

c. If the leave is permitted under N.J.S.A. 34:11D-3.a.(1) and C.1.a. above or N.J.S.A. 34:11D-3.a.(2) and C.1.b. above, documentation signed by a health care professional who is treating the employee or the family member of the employee indicating the need for the leave and, if possible, number of days of leave, shall be considered reasonable documentation.

d. If the leave is permitted under N.J.S.A. 34:11D-3.a.(3) and C.1.c. above because of domestic or sexual violence, any of the following shall be considered reasonable documentation of the domestic or sexual violence: medical documentation; a law enforcement agency record or report; a court order; documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense; certification from a certified Domestic Violence Specialist or a representative of a designated domestic violence agency or other victim services organization; or other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic or sexual violence.

e. If the leave is permitted under N.J.S.A. 34:11D-3.a.(4) and C.1.d. above, a copy of the order of the public official or the determination by the health authority shall be considered reasonable documentation.

f. If the leave is permitted under N.J.S.A. 34:11D-3.a.(5) and C.1.e. above, tangible proof of the reasons outlined in N.J.S.A. 34:11D-3.a.(5) and C.1.e. above shall be considered reasonable documentation.

3. Nothing in the Act shall be deemed to require the employer to provide earned sick leave for an employee's leave for purposes other than those identified in N.J.S.A. 34:11D-3, or prohibit the employer from taking disciplinary action against an employee who uses earned sick leave for purposes other than those identified in N.J.S.A. 34:11D-3.

4. The employer will not pay an employee for unused earned sick leave at the end of the benefit year pursuant to N.J.S.A. 34:11D-3.c.

a. If the employee agrees to receive a payment, the employee shall choose a payment for the full amount of unused earned sick leave or for fifty percent of the amount of unused earned sick leave. The payment amount shall be

based on the same rate of pay that the employee earns at the time of the payment.

b. If the employee declines a payment for unused earned sick leave, or agrees to a payment for fifty percent of the amount of unused sick leave, the employee shall be entitled to carry forward any unused or unpaid earned sick leave to the proceeding benefit year as provided pursuant to N.J.S.A. 34:11D-2.a. and B.1., B.2., and B.3. above.

c. If the employee agrees to a payment for the full amount of unused earned sick leave, the employee shall not be entitled to carry forward any earned sick leave to the proceeding benefit year pursuant to N.J.S.A. 34:11D-2.a. and B.1, B.2., and B.3. above.**]**

5. Unless the employer's policy or a collective bargaining agreement provides for the payment of accrued earned sick leave upon termination, resignation, retirement, or other separation from employment, an employee shall not be entitled under N.J.S.A. 34:11D-3 to payment of unused earned sick leave upon the separation from employment.

6. Any information the employer possesses regarding the health of an employee or any family member of the employee or domestic or sexual violence affecting an employee or employee's family member shall be treated as confidential and not disclosed except to the affected employee or with the written permission of the affected employee.

D. Retaliation, Discrimination Prohibited – N.J.S.A. 34:11D-4 **and N.J.S.A. 34:11D-12**

1. No employer shall take retaliatory personnel action or discriminate against an employee who accrues sick leave under the Act because the employee requests or uses earned sick leave either in accordance with the Act or the employer's own earned sick leave policy for employees covered under the Act. Any complaints alleging a violation of the Act shall be filed in accordance with the provisions of N.J.S.A. 34:11D-4.

a. The employer shall not count earned sick leave taken under the Act as an absence that may result in the employee being subject to discipline, discharge, demotion, suspension, a loss or reduction of pay, or any other adverse action.

2. There shall be a rebuttable presumption of an unlawful retaliatory personnel action under N.J.S.A. 34:11D-4 whenever the employer takes adverse action against an employee within ninety days of when that employee:

a. Files a complaint with the Department or a court alleging a violation of any provision of N.J.S.A. 34:11D-4;

b. Informs any person about the employer's alleged violation of N.J.S.A. 34:11D-4;

c. Cooperates with the Department or other persons in the investigation or prosecution of any alleged violation of N.J.S.A. 34:11D-4;

d. Opposes any policy, practice, or act that is unlawful under N.J.S.A. 34:11D-4; or

e. Informs any person of his or her rights under N.J.S.A. 34:11D-4.

3. Protections of N.J.S.A. 34:11D-4 shall apply to any person who mistakenly but in good faith alleges violations of the Act.

4. Any violator of the provisions of N.J.S.A. 34:11D-4 shall be subject to relevant penalties and remedies provided by the "New Jersey State Wage and Hour Law," N.J.S.A. 34:11-56a et seq., including the penalties and remedies provided by N.J.S.A. 34:11-56a24, and relevant penalties and remedies provided by N.J.S.A. 2C:40A-2, for discharge or other discrimination.

5. The employer shall not, during the Public Health Emergency and State of Emergency declared by the Governor of New Jersey in Executive Order 103 of 2020 concerning the coronavirus disease 2019 pandemic, terminate or otherwise penalize an employee if the employee requests or takes time off from work based on the written or electronically transmitted recommendation of a medical professional licensed in New Jersey that the employee take that time off for a specified period of time because the employee has, or is likely to have, an infectious disease, as defined in N.J.S.A. 26:13-2, which may infect others at the employee's workplace.

a. The employer shall not, following that specified period of time as per D.5. above, refuse to reinstate the employee to employment in the position held when the leave commenced with no reduction in seniority, status, employment benefits, pay, or other terms and conditions of employment.

E. Violations; Remedies, Penalties, Other Measures – N.J.S.A. 34:11D-5

1. Any failure of the employer to make available or pay earned sick leave as required by the Act, or any other violation of the Act, shall be regarded as a failure to meet the wage payment requirements of the "New Jersey State Wage and Hour Law," N.J.S.A. 34:11-56a et seq., or other violation of the New Jersey State Wage

and Hour Law, as the case may be, and remedies, penalties, and other measures provided by the New Jersey State Wage and Hour Law, N.J.S.A. 34:11-58, and N.J.S.A. 2C:40A-2 for failure to pay wages or other violations of the New Jersey State Wage and Hour Law shall be applicable, including, but not limited to, penalties provided pursuant to N.J.S.A. 34:11-56a22 and 34:11-56a24, and civil actions by employees pursuant to N.J.S.A. 34:11-56a25, except that an award to an employee in a civil act shall include, in addition to the amount provided pursuant to N.J.S.A. 34:11-56a25, any actual damages suffered by the employee as the result of the violation plus an equal amount of liquidated damages.

F. Retention of Records, Access – N.J.S.A. 34:11D-6

1. The employer shall retain records documenting hours worked by employees and earned sick leave accrued/advanced, used, paid, and paid out and carried over by/to employees, for a period of five years, and shall, upon demand, allow the Department access to those records to monitor compliance with the requirements of the Act.

   a. If an employee makes a claim the employer has failed to provide earned sick leave required by the Act and the employer has not maintained or retained adequate records documenting hours worked by the employee and earned sick leave taken by the employee or does not allow the Department access to the records, it shall be presumed the employer has failed to provide the earned sick leave, absent clear and convincing evidence otherwise.

2. In addition, the penalties provided by the "New Jersey State Wage and Hour Law," N.J.S.A. 34:11-56a et seq. for violations of the requirements of the New Jersey State Wage and Hour Law regarding the maintaining and disclosure of records shall apply to violations of the requirements of N.J.S.A. 34:11D-6.

G. Notification to Employees – N.J.S.A. 34:11D-7

1. The employer shall provide notification, in a form issued by the Commissioner, to employees of their rights under the Act, including the amount of earned sick leave to which they are entitled and the terms of its use and remedies provided by the Act to employees if the employer fails to provide the required benefits or retaliates against employees exercising their rights under the Act.

   a. The employer shall conspicuously post the notification in a place or places accessible to all employees in each of the employer's workplaces.

   b. The employer shall also provide each employee with a written copy of the notification: not later than thirty days after the form of the notification is

issued; at the time of the employee's hiring, if the employee is hired after the issuance; and at any time, when first requested by the employee.

c. The Commissioner shall make the notifications available in English, Spanish, and any other language that the Commissioner determines is the first language of a significant number of workers in the State and the employer shall use the notification in English, Spanish, or any other language for which the Commissioner has provided notifications and which is the first language of a majority of the employer's workforce.

H. Provisions Preemptive; Construction of Act – N.J.S.A. 34:11D-8

1. No provision of the Act, or any regulations promulgated to implement or enforce the Act, shall be construed as:

a. Requiring the employer to reduce, or justifying the employer in reducing, rights or benefits provided by the employer pursuant to the employer's policy or a collective bargaining agreement which are more favorable to employees than those required by the Act or which provide rights or benefits to employees not covered by the Act;

b. Preventing or prohibiting the employer from agreeing, through a collective bargaining agreement or employer policy, to provide rights or benefits which are more favorable to employees than those required by the Act or to provide rights or benefits to employees not covered by the Act;

c. Prohibiting the employer from establishing a policy whereby an employee may donate unused accrued earned sick leave to another employee or other employees; or

d. Superseding any law providing collective bargaining rights for employees, or in any way reducing, diminishing, or adversely affecting those collective bargaining rights, or in any way reducing, diminishing, or affecting the obligations of the employer under those laws.

2. Employees or employee representatives may waive the rights or benefits provided under the Act during the negotiation of a collective bargaining agreement.

3. With respect to employees covered by a collective bargaining agreement in effect on October 29, 2018, no provision of the Act shall apply until the stated expiration of the collective bargaining agreement.

I. Severability – N.J.S.A. 34:11D-9

1. The provisions of the Act shall be deemed to be severable and if any section, subsection, paragraph, sentence or other part of the Act is declared to be unconstitutional, or the applicability thereof to any person is held invalid, the remainder of the Act shall not thereby be deemed to be unconstitutional or invalid.

Adopted: 4 November 2019
Revised:

1643 FAMILY LEAVE

The Board of Education will provide family leave to staff members in accordance with the New Jersey Family Leave Act (NJFLA) and the Federal Family and Medical Leave Act (FMLA). These laws have similar and different provisions that provide different rights and obligations for a staff member and the Board.

If a staff member is eligible for leave for reasons recognized under both the FMLA and NJFLA, then the time taken shall run concurrently and be applied to both laws. The NJFLA provides twelve weeks leave in a twenty-four month period and the FMLA provides twelve weeks leave in a twelve month period

A. New Jersey Family Leave Act

1. Definitions Relative to New Jersey Family Leave Act

"Base Hours" means the hours of work for which a staff member receives compensation. Base hours shall include overtime hours for which a staff member is paid additional or overtime compensation, and hours for which a staff member receives workers' compensation benefits. Base hours shall also include hours a staff member would have worked except for having been in military service. Base hours do not include hours for when a staff member receives other types of compensation, such as administrative, personal leave, vacation, or sick leave.

"Child" means a biological, adopted, foster child, or resource family child, stepchild, legal ward, or child of a parent, including a child who becomes the child of a parent pursuant to a valid written agreement between the parent and a gestational carrier.

"Eligible employee" means any individual employed by the same employer for twelve months or more, who has worked 1,000 or more base hours during the preceding twelve month period.

"Employer" includes the State, any political subdivision thereof, and all public offices, agencies, boards, or bodies.

"Family member" means a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, or one partner in a civil union couple, or any other individual related by blood to a staff member, and any other individual that a staff member shows to have a close association with a staff member which is the equivalent of a family relationship.

"Health care provider" means a duly licensed health care provider or other health care provider deemed appropriate by the Director of the Division on Civil Rights in the New Jersey Department of Law and Public Safety.

"Parent" means a person who is the biological parent, adoptive parent, foster parent, resource family parent, step-parent, parent-in-law, or legal guardian, having a "parent-child relationship" with a child as defined by law, or having sole or joint legal or physical custody, care, guardianship, or visitation with a child, or who became the parent of the child pursuant to a valid written agreement between the parent and a gestational carrier.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition which requires:

a. Inpatient care in a hospital, hospice, or residential medical care facility; or

b. Continuing medical treatment or continuing supervision by a health care provider.

As used in the definition of a serious health condition, "continuing medical treatment or continuing supervision by a health care provider" means:

a. A period of incapacity (that is, inability to work, attend school, or perform regular daily activities due to a serious health condition, treatment therefore, and recovery therefrom) of more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:

   (1) Treatment two or more times by a health care provider; or

   (2) Treatment by a health care provider on one occasion which results in a regimen of continuing treatment under the supervision of a health care provider;

b. Any period of incapacity due to pregnancy, or for prenatal care;

c. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;

d. A period of incapacity, which is permanent or long-term, due to a condition for which treatment may not be effective (such as Alzheimer's disease, a severe stroke, or the terminal stages of a disease) where the individual is under continuing supervision of, but need not be receiving active treatment by, a health care provider; or

e. Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days

in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

"Spouse" means a person to whom a staff member is lawfully married as defined by New Jersey law.

"State of emergency" means a natural or man-made disaster or emergency for which a state of emergency has been declared by the President of the United States or the Governor, or for which a state of emergency has been declared by a municipal emergency management coordinator.

2. Reasons for NJFLA Leave

a. A staff member may take NJFLA leave to provide care made necessary by reason of:

(1) The birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and the gestational carrier;

(2) The placement of a child into foster care with the staff member or in connection with adoption of such child by a staff member;

(3) The serious health condition of a family member of the staff member; or

(4) A state of emergency declared by the Governor of New Jersey, or when indicated to be needed by the Commissioner of Health – New Jersey Department of Health or other public health authority, an epidemic or communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease which:

(a) Requires in-home care or treatment of a child due to the closure of the school or place of care of the child of a staff member, by order of a public official due to the epidemic or other public health emergency;

(b) Prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the

community of a family member in need of care by a staff member would jeopardize the health of others; or

(c) Results in the recommendation of a health care provider or public health authority, that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by a staff member, would jeopardize the health of others.

3. Staff Member Eligibility

a. NJFLA leave may be taken for up to twelve weeks within any twenty-four month period. The NJFLA leave shall be unpaid with benefits subject to contributions required to be made by the staff member.

b. A staff member is eligible for NJFLA leave if a staff member is employed by the same Board for twelve months or more, and has worked 1,000 or more base hours during the preceding twelve month period.

c. The method to determine the twenty-four month period in which the twelve weeks of NJFLA leave entitlement occurs shall be

[Select one option

____ the calendar year.

____ any fixed "leave year," such as a fiscal year or a year starting on a staff member's "anniversary date".

____ the twenty-four month period measured forward from the date any staff member's first leave under NJFLA begins.

____ a "rolling" twenty-four month period measured backward from the date a staff member uses any leave under NJFLA. **(Recommended)]**

d. This Policy shall serve as notice to all staff members of the method chosen in A.3.c. above. This method shall be applied consistently and uniformly to all staff members.

(1) If the Board transitions to another method, the Board is required to give at least sixty days' notice to all staff members and the transition must take place in such a way that staff members retain their full benefit of twelve

weeks of NJFLA leave under whichever method affords the greatest benefit to a staff member.

e. The Board shall grant NJFLA leave to more than one staff member from the same family (for example, a husband and a wife, or a brother and a sister) at the same time, provided such staff members are otherwise eligible for NJFLA leave.

f. The fact that a holiday may occur within the week taken by a staff member as NJFLA leave has no effect and the week is counted as a week of NJFLA leave.

(1) However, if a staff member is out on NJFLA leave and the staff member is not regularly scheduled to work for one or more weeks, the weeks the staff member is not regularly scheduled to work do not count against their NJFLA leave entitlement.

4. Types of NJFLA Leave

a. Staff members are required to provide notice in writing for any NJFLA leave requested. In emergent circumstances, a staff member may provide the Board with oral notice when written notice is impracticable.

(1) Staff members must provide the Board written notice after submitting oral notice in emergent circumstances.

b. Consecutive NJFLA leave is NJFLA leave that is taken without interruption based upon a staff member's regular work schedule and does not include breaks in employment in which a staff member is not regularly scheduled to work.

(1) A staff member must provide the Board with notice of consecutive NJFLA leave no later than thirty days prior to the commencement of consecutive NJFLA leave, except where emergent circumstances warrant shorter notice.

(2) A staff member shall provide the Board with certification pursuant to A.5. below.

c. Intermittent NJFLA leave is NJFLA leave due to a single qualifying reason, taken in separate periods of time, broken up by periods in which the staff member returns to work.

(1) A staff member is entitled to take NJFLA leave intermittently for the birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the staff member or in connection with adoption of such child by the staff member.

(a) The staff member shall provide the Board with prior notice of not less than fifteen calendar days before the first day on which NJFLI benefits are paid for the intermittent NJFLA leave, unless an emergency or other unforeseen circumstance precludes prior notice.

(b) The staff member shall make a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the operations of the Board and, if possible, provide the Board, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken.

(c) A staff member shall provide the Board with certification for intermittent NJFLA leave pursuant to A.5.b. below.

(2) The staff member is entitled to take intermittent NJFLA leave for the serious health condition of a family member of the staff member when medically necessary if:

(a) The total time which the intermittent NJFLA leave is taken does not exceed twelve months if taken in connection with a single serious health condition. If the intermittent NJFLA leave is taken in connection with more than one serious health condition, the intermittent NJFLA leave must be taken within a consecutive twenty-four month period or until such time the twelve week NJFLA leave is exhausted, whichever is shorter;

(b) The staff member provides the Board with prior notice of not less than fifteen calendar days before the first day on which benefits are paid for the intermittent NJFLA leave.

(i) The staff member may provide notice less than fifteen days prior to the intermittent NJFLA leave if an emergency or other unforeseen circumstance precludes prior notice;

(c) The staff member makes a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the operations

of the school district and, if possible, provide the school district, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken; and

(d) The staff member provides the Board with a copy of the certification outlined in A.5.c. below.

(3) In the case of NJFLA leave taken due to an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of the communicable disease, the NJFLA leave may only be taken intermittently if:

(a) The staff member provides the Board with prior notice of the intermittent NJFLA leave as soon as practicable;

(b) The staff member makes a reasonable effort to schedule the NJFLA leave so as not to unduly disrupt the operations of the school district and, if possible, provide the school district prior to the commencement of the intermittent NJFLA leave, with a regular schedule of the day or days of the week on which the intermittent NJFLA leave will be taken; and

(c) A staff member provides the Board with a copy of the certification outlined in A.5.d. below.

(4) Intermittent leave taken on a reduced leave schedule is NJFLA leave due to a single qualifying reason, that is scheduled for fewer than a staff member's usual number of hours worked per workweek, but not for fewer than a staff member's usual number of hours worked per workday and may only be taken to care for the serious health condition of a family member of a staff member when medically necessary, except that:

(a) A staff member shall not be entitled to intermittent NJFLA leave on a reduced leave schedule for a period exceeding twelve consecutive months for any one period of NJFLA leave;

(b) The staff member must provide the Board with prior notice of the intermittent NJFLA leave on a reduced leave schedule as soon as practicable;

(c) A staff member shall make a reasonable effort to schedule intermittent NJFLA leave on a reduced leave schedule so as not to disrupt unduly the operations of the school district. A staff member

shall provide the school district with prior notice of the care, medical treatment, or continuing supervision by a health care provider necessary due to a serious health condition of a family member, in a manner which is reasonable and practicable; and

(d) A staff member must provide the Board with a copy of the certification outlined in A.5.c. below.

d. NJFLA leave taken because of the birth or placement for adoption of a child of the staff member may commence at any time within a year after the date of the foster care placement, birth, or placement for adoption.

e. A staff member shall not, during any period of NJFLA leave, perform services on a full-time basis for any person for whom a staff member did not provide those services immediately prior to commencement of the NJFLA leave.

(1) A staff member on NJFLA leave may not engage in other full-time employment during the term of the NJFLA leave, unless such employment commenced prior to the NJFLA leave and is not otherwise prohibited by law.

(2) During the term of NJFLA leave a staff member may commence part-time employment which shall not exceed half the regularly scheduled hours worked for the Board from whom a staff member requested NJFLA leave. A staff member may continue part-time employment which commenced prior to a staff member's NJFLA leave, at the same number of hours that a staff member was regularly scheduled prior to such NJFLA leave.

(3) The Board may not maintain a policy or practice which prohibits part-time employment during the course of a NJFLA leave.

5. Certification

a. The Board shall require a staff member who requests NJFLA leave to sign a form of certification established by the Board attesting that such staff member is taking NJFLA leave in accordance with the law.

(1) The Board may not require a staff member to sign or otherwise submit a form of certification attesting to additional facts, including a staff member's eligibility for NJFLA leave.

(2) The Board may subject a staff member to reasonable disciplinary measures, depending on the circumstances, when a staff member intentionally misrepresents the reason that such staff member is taking NJFLA leave.

(3) The form of certification established by the Board shall contain a statement warning a staff member of the consequences of refusing to sign the certification or falsely certifying. Any staff member who refuses to sign the certification established by the Board may be denied the requested NJFLA leave.

(4) The Board requires that any period of NJFLA leave be supported by certification issued by a health care provider.

b. Where the certification, issued by the health care provider, is for the birth of a child of a staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the staff member or in connection with adoption of such child by the staff member, the certification need only state the date of birth or date of placement, whichever is appropriate.

c. Any period of NJFLA leave for the serious health condition of a family member of a staff member shall be supported by certification provided by a health care provider. The certification shall be sufficient if it states:

(1) The date, if known, on which the serious health condition commenced;

(2) The probable duration of the condition;

(3) The medical facts within the knowledge of the provider of the certification regarding the condition;

(4) The serious health condition warrants the participation of the staff member in providing health care to the family member, as provided in the "Family Leave Act," P.L. 1989, c.261 (C.34:11B-1 et seq.) and regulations adopted pursuant to the NJFLA;

(5) An estimate of the amount of time the staff member is needed for participation in the care of the family member;

(6) If the NJFLA leave is intermittent, a statement of the medical necessity for the intermittent NJFLA leave and the expected duration of the intermittent NJFLA leave; and

(7) If NJFLA leave is intermittent and for planned medical treatment, the dates of the treatment.

d. In any case in which the Board has reason to doubt the validity of the certification provided pursuant to A.5.c. above, the Board may require, at its own expense, that

a staff member obtain an opinion regarding the serious health condition from a second health care provider designated or approved, but not employed on a regular basis, by the Board. If the second opinion differs from the certification provided pursuant to A.5.c. above, the Board may require, at its own expense, that a staff member obtain the opinion of a third health care provider designated or approved jointly by the Board and a staff member concerning the serious health condition. The opinion of the third health care provider shall be considered to be final and shall be binding on the Board and a staff member.

e. Where the certification is for an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent the spread of the communicable disease, the certification shall be sufficient if it includes:

(1) For NJFLA leave taken to provide in-home care or treatment of a child due to the closure of the school or place of care of the child of a staff member, by order of a public official due to the epidemic or other public health emergency, the date on which the closure of the school or place of care of the child of a staff member commenced and the reason for such closure.

(2) For NJFLA leave taken due to a public health authority's issuance of a determination requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by a staff member would jeopardize the health of others, the date of issuance of the determination, and the probable duration of the determination; or

(3) For NJFLA leave taken because a health care provider or public health authority recommends that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by a staff member would jeopardize the health of others, the date of the recommendation, the probable duration of the condition, and the medical or other facts within the health care provider or public health authority's knowledge regarding the condition.

f. The Board shall not use the certification requirements as outlined in A.5. to intimidate, harass, or otherwise discourage a staff member from requesting or taking NJFLA leave or asserting any of a staff member's rights to NJFLA leave.

6. Denial or Exemption of NJFLA Leave

a. Denial of NJFLA Leave

(1) The Board may deny NJFLA leave to a staff member if:

(a) A staff member is a salaried staff member who is among the highest paid 5% of the Board's staff members or the seven highest paid staff members of the Board, whichever is greater;

(b) The denial is necessary to prevent substantial and grievous economic injury to the Board's operations; and

(c) The Board notifies a staff member of its intent to deny the NJFLA leave at the time the Board determines that the denial is necessary.

(2) The provisions of A.6.a.(1) above shall not apply when, in the event of a state of emergency declared by the Governor of New Jersey or when indicated to be needed by the Commissioner of Health – New Jersey Department of Health or other public health authority, the NJFLA leave is for an epidemic of a communicable disease, a known or suspected exposure to a communicable disease, or efforts to prevent spread of a communicable disease.

(3) In any case in which NJFLA leave has already commenced at the time of the notification pursuant to A.6.a.(1)(c) above, a staff member shall return to work within ten working days of the date of notification.

7. Reinstatement from NJFLA Leave

a. Upon the expiration of a NJFLA leave, a staff member shall be restored to the position such staff member held immediately prior to the commencement of the NJFLA leave. If such position has been filled, the Board shall reinstate such staff member to an equivalent position of like seniority, status, employment benefits, pay, and other terms and conditions of employment.

b. If, during NJFLA leave, the Board experiences a reduction in force or layoff and a staff member would have lost their position had a staff member not been on NJFLA leave, as a result of the reduction in force or pursuant to the good faith operation of a bona fide layoff and recall system including a system under a collective bargaining agreement where applicable, a staff member shall not be entitled to reinstatement to the former or an equivalent position. A staff member shall retain all rights under any applicable layoff and recall system, including a system under a

collective bargaining agreement, as if a staff member had not taken the NJFLA leave.

8. Notice to Staff Members

a. The Board shall display the official Family Leave Act poster of the Division on Civil Rights in the New Jersey Department of Law and Public Safety (Division) in accordance with N.J.A.C. 13:8-2.2. The poster is available for printing from the Division's website.

b. Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights pursuant to N.J.A.C. 13:14-1.14.

9. Local Board of Education Practices

a. Accrued Paid NJFLA Leave

(1) Whether a staff member is required to use any other accrued leave time concurrent with NJFLA leave time will depend upon either the school district's practice or a provision in a collective bargaining agreement, if applicable.

(a) Sick leave may only be used concurrently with the NJFLA leave in accordance with the provisions of N.J.S.A. 18A:30-1 and N.J.S.A. 34:11B-3.

b. Multiple Leaves of Absence

(1) Where a Board maintains leaves of absence which provide benefits, other than health benefits, that differ depending upon the type of leave taken, the Board shall provide those benefits to a staff member on NJFLA leave in the same manner as it provides benefits to staff members who are granted other leaves of absence which most closely resemble NJFLA leave.

10. New Jersey Family Leave Insurance Program (NJFLI)

a. Board of Education staff members are eligible to apply for benefits under the NJFLI Program administered by the State of New Jersey Department of Labor and Workforce Development.

b. All applications for benefits under the NJFLI Program must be filed directly with the State of New Jersey Department of Labor and Workforce Development. The eligibility requirements, wage requirements, benefit duration and amounts, and benefit limitations shall be in accordance with the provisions of the NJFLI Program

as administered by the State of New Jersey Department of Labor and Workforce Development. A formal appeal may be submitted to the State of New Jersey Department of Labor and Workforce Development if an employee or the Board disagrees with a determination on a claim.

c. The NJFLI Program provides eligible individuals a monetary benefit and not a leave benefit. The school district administrative and related staff will comply with the State of New Jersey Department of Labor and Workforce Development requests for information in accordance with the provisions of N.J.A.C. 12:21-3.9.

d. A printed notification of staff members' rights relative to the receipt of benefits under the NJFLI Program will be posted in each of the school district worksites and in a place or places accessible to all employees at the worksite.

e. Each staff member shall receive a copy of this notification in writing at the time of the staff member's hiring, whenever the staff member provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI Program, or at any time upon the first request of the staff member.

(1) The written notification may be transmitted to the staff member in electronic form.

(2) Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights under the NJFLI Program.

B. Federal Family and Medical Leave Act

1. Definitions Relative to Federal Family and Medical Leave Act

"Covered Employer" means any public or private elementary or secondary school(s) regardless of the number of employees employed.

"Employee" means a staff member eligible for family and medical leave in accordance with the Federal Family and Medical Leave Act (FMLA).

"Hours of Service" means hours actually worked by the employee. It does not mean hours paid. Thus, non-working time – such as vacations, holidays, furloughs, sick leave, or other time-off (paid or otherwise) – does not count for purposes of calculating FMLA eligibility for the employee.

"Parent" means a biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to a staff member when a staff member has a son or daughter as defined below. This term does not include parents "in law."

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or continuing treatment by a health care provider. "Serious health condition" may include treatment of substance abuse pursuant to 29 CFR §825.119.

"Son" or "daughter" means a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age eighteen or age eighteen or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

"Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under State law in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex marriage or common law marriage.

"Week" or "Workweek" means the number of days a staff member normally works each calendar week.

2. Qualifying Reasons for FMLA Leave

a. A staff member may take FMLA leave to provide care made necessary:

(1) For the birth of a son or daughter of a staff member and in order to care for such son or daughter;

(2) For the placement of a son or daughter with a staff member for adoption or foster care;

(3) In order to care for the spouse, son, daughter, or parent of a staff member if such spouse, son, daughter, or parent has a serious health condition;

(4) For a serious health condition that makes a staff member unable to perform the functions of the position of such staff member.

b. FMLA leave taken in relation to military service shall be in accordance with 29 CFR §825.112.

c. Entitlement to FMLA leave taken for the birth of a son or daughter or placement of a son or daughter with a staff member for adoption or foster care shall expire at the end of the twelve month period beginning on the date of such birth or placement.

3. Staff Member Eligibility

a. A staff member is eligible for up to twelve weeks of FMLA leave in a twelve month period.

b. A staff member shall become eligible for FMLA leave after the staff member has been employed at least twelve months by the Board and employed for at least 1,250 hours of service during the twelve month period immediately preceding the commencement of the FMLA leave.

(1) The twelve months a staff member must have been employed need not be consecutive months pursuant to 29 CFR §825.110(b).

(2) The minimum 1,250 hours of service shall be determined according to the principles established under the Fair Labor Standards Act (FLSA) for determining compensable hours of work pursuant to 29 CFR §785.

(3) The Board shall not provide pay for FMLA leave.

c. The method to determine the twelve month period in which the twelve weeks of FMLA leave entitlement occurs will be

[Select one option

____ the calendar year.

____ a school year.

____ a staff member's employment anniversary date.

____ the twelve month period measured forward from when a staff member's first FMLA leave begins.

____ a "rolling" twelve month period measured backward from the date a staff member uses any FMLA leave. **(Recommended)]**

d. Pursuant to 29 CFR §825.201, a husband and wife both employed by the Board are limited to a combined total of twelve weeks of FMLA leave during the twelve month period if the FMLA leave is taken for the birth of a son or daughter of a staff member or to care for such son or daughter after birth; for placement of a son or daughter with a staff member for adoption or foster care or in order to care for the son or daughter after placement; or to care for a staff member's parent with a serious health condition.

4. Types of FMLA leave

a. Continuous FMLA leave is taken by staff members for a continuous period of time. Such FMLA leave is not broken up by a period of work and is continuous when a staff member is absent for three consecutive working days or more. Continuous FMLA leave may be taken for any qualifying reason.

b. Intermittent FMLA leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced FMLA leave schedule is a FMLA leave schedule that reduces a staff member's usual number of working hours per workweek, or hours per workday. A reduced FMLA leave schedule is a change in a staff member's schedule for a period of time, normally from full-time to part-time.

(1) Intermittent or reduced FMLA leave may be taken for the following qualifying reasons:

(a) For the serious health condition of the staff member or to care for a parent, son, or daughter with a serious health condition.

(i) For intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule taken for the reason outlined in B.4.b.(1)(a) above there must be a medical need for FMLA leave and it must be that such medical need can be best accommodated through an intermittent or reduced FMLA leave schedule.

(ii) The treatment regimen and other information described in the certification of a serious health condition and in the certification of a serious injury or illness, shall address the medical necessity of intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule.

(iii) Intermittent FMLA leave may be taken for a serious health condition of a parent, son, or daughter, for a staff member's own serious health condition, which requires treatment by a health care provider periodically, rather than for one continuous period of time, and may include FMLA leave of periods from an hour or more to several weeks.

(b) For planned and/or unanticipated medical treatment of a serious health condition when medically necessary.

(c) To provide care or psychological comfort to a covered family member with a serious health condition when medically necessary.

(d) For absences where a staff member or family member is incapacitated or unable to perform the essential functions of the position because of a chronic serious health condition even if he or she does not receive treatment by a health care provider.

(e) For FMLA leave taken after the birth of a healthy child or placement of a healthy child for adoption or foster care, only if the Board agrees.

(i) The Board's agreement is not required; however, for FMLA leave during which the mother has a serious health condition in connection with the birth of her child or if the newborn child has a serious health condition.

(2) If a staff member needs FMLA leave intermittently or on a reduced FMLA leave schedule for planned medical treatment, then a staff member must make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations.

(3) When a staff member takes FMLA leave on an intermittent or reduced FMLA leave schedule basis, the Board must account for the FMLA leave using an increment no greater than the shortest period of time that the Board uses to account for use of other forms of leave provided that it is not greater than one hour and provided further that a staff member's FMLA leave entitlement may not be reduced by more than the amount of FMLA leave actually taken.

(a) If the Board accounts for use of leave in varying increments at different times of the day or shift, the Board may not account for FMLA leave in a larger increment than the shortest period used to account for other leave during the period in which the FMLA leave is taken.

(b) If the Board accounts for other forms of leave use in increments greater than one hour, the Board must account for FMLA leave use in increments no greater than one hour.

5. Staff Member Notice Requirements

a. A staff member eligible for FMLA leave must give at least a thirty day written advance notice to the Superintendent or designee if the need for the FMLA leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of a staff member or a family member.

(1) If thirty days is not practical, a staff member must provide notice "as soon as practicable" which means as soon as both possible and practical, taking into account all the facts and circumstances in the individual case.

(2) Where it is not possible to give as much as thirty days' notice, "as soon as practical" ordinarily would mean at least verbal notification to the Superintendent or designee within one or two business days or when the need for FMLA leave becomes known to a staff member.

(3) The written notice shall include the reasons for the FMLA leave, the anticipated duration of the FMLA leave, and the anticipated start of the FMLA leave.

(4) When planning medical treatment, a staff member must consult with the Superintendent or designee and make a reasonable effort to schedule the FMLA leave so as not to unduly disrupt the educational program, subject to the approval of the health care provider.

(a) Staff members are ordinarily expected to consult with the Superintendent or designee prior to scheduling of treatment that would require FMLA leave for a schedule that best suits the needs of the Board and a staff member.

(5) Intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule must be medically necessary due to a serious health condition or a serious injury or illness. A staff member shall advise the Board of the reasons why the intermittent/reduced FMLA leave schedule is necessary and of the schedule for treatment, if applicable.

(a) A staff member and the Board shall attempt to work out a schedule for such FMLA leave that meets a staff member's needs without unduly disrupting the Board's operations, subject to the approval of the health care provider.

(6) Where a staff member does not comply with the Board's usual notice and procedural requirements, and no unusual circumstances justify the failure to comply, FMLA-protected leave may be delayed or denied.

b. When the approximate timing of the need for FMLA leave is not foreseeable, a staff member should give notice to the Superintendent or designee for FMLA leave as soon as practicable under the facts and circumstances of the particular case.

(1) It is expected a staff member will give notice to the Superintendent or designee within no more than one or two business days of learning of the need for FMLA leave, except in extraordinary circumstances where such notice is not foreseeable.

(2) A staff member should provide notice to the Board either in person, by telephone, telegraph, fax machine, email, or other electronic means.

6. Outside Employment During FMLA Leave

a. A staff member during any period of FMLA leave is prohibited from performing any services on a full-time basis for any person for whom a staff member did not provide services immediately prior to commencement of the FMLA leave.

(1) A staff member using FMLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the Board.

(2) A staff member may continue the part-time employment that commenced prior to the FMLA leave at the same number of hours that a staff member was regularly scheduled prior to such FMLA leave.

7. "Instructional Employees" Exceptions for FMLA Leave

a. "Instructional Employees" are those staff members whose principal function is to teach and instruct students in class, a small group, or in an individual setting. This term includes teachers, athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired.

(1) Teacher assistants or aides who do not have as their principal job actual teaching or instructing, guidance counselors, child study team members, curriculum specialists, cafeteria workers, maintenance workers, and/or bus drivers are not considered instructional staff members for the purposes of this Policy.

(2) For purposes of this Policy "Instructional Employees" shall be referred to as "Instructional Staff Members".

b. "Semester" means the school semester that typically ends near the end of the calendar year and the end of the spring each school year. The Board can have no more than two semesters in a school year.

c. FMLA leave taken at the end of the school year and continues into the beginning of the next school year is considered consecutive FMLA leave.

d. Eligible instructional staff members that need intermittent or reduced FMLA leave to care for a family member or for a staff member's own serious health condition which is foreseeable based on planned medical treatment and would be on FMLA leave more than twenty percent of the total number of working days over the period the FMLA leave would extend, the Board may:

(1) Require a staff member to take the FMLA leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or

(2) Transfer a staff member temporarily to an available alternative position for which a staff member is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of FMLA leave than does a staff member's regular position.

e. If the instructional staff member does not give the required notice for FMLA leave that is foreseeable and desires the FMLA leave to be taken intermittently or on a reduced FMLA leave schedule, the Board may require a staff member to take FMLA leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the Board may require a staff member to delay taking the FMLA leave until the notice provision is met.

f. If an instructional staff member begins FMLA leave more than five weeks before the end of the school year, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:

(1) The FMLA leave will last three weeks; and

(2) A staff member would return to work during the three-week period before the end of the semester.

g. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the five week period before the end of the semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:

(1) The FMLA leave will last more than two weeks; and

(2) The staff member would return to work during the two week period before the end of the semester.

h. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the three week period before the end of a semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if the FMLA leave will last more than five working days.

i. An example of FMLA leave falling within the situations outlines in B.7.f., B.7.g., and B.7.h. above:

(1) If a staff member plans two weeks of FMLA leave to care for a family member which will begin three weeks before the end of the term, the Board could require a staff member to stay out on FMLA leave until the end of the term.

j. In the case of a staff member who is required to take FMLA leave until the end of an academic term, only the period of FMLA leave until a staff member is ready and able to return to work shall be charged against a staff member's FMLA leave entitlement.

k. The Board may require a staff member to stay on FMLA leave until the end of the school term. Any additional leave required by the Board to the end of the school term is not counted as FMLA leave; however:

(1) The Board shall be required to maintain a staff member's group health insurance; and

(2) The Board shall be required to restore a staff member to the same or equivalent job including other benefits at the conclusion of the leave.

8. FMLA Leave Related to Military Service

a. Definitions for FMLA related to military service shall be in accordance with 29 CFR §§825.122; .126; .127; and .310.

b. The foreign deployment of the staff member's spouse, child, or parent in accordance with 29 CFR §§825.122 and .126:

(1) The district must grant an eligible staff member up to twelve work weeks of unpaid, job-protected FMLA leave during any twelve month period for qualifying exigencies that arise when the staff member's spouse, child, or parent is on covered active duty, or has been notified of an impending call or order to covered active duty.

c. Military caregiver FMLA leave provides care for a covered servicemember with a serious injury or illness in accordance with 29 CFR §§825.122 and .127:

(1) The district must grant up to a total of twenty-six workweeks of unpaid, job-protected FMLA leave during a "single twelve month period" to care for a covered servicemember with a serious injury or illness.

9. Verification

a. The Board shall require that a staff member's FMLA leave to care for a staff member's covered family member with a serious health condition, or due to a staff member's own serious health condition that makes a staff member unable to perform one or more of the essential functions of a staff member's position, be supported by a certification issued by the health care provider of a staff member or a staff member's family member.

(1) The Board must give written notice of a requirement for certification each time a certification is required. The Board's oral request to a staff member to furnish any subsequent certification is sufficient.

b. The Board shall require a staff member furnish certification at the time a staff member gives notice of the need for FMLA leave or within five business days thereafter, or, in the case of unforeseen FMLA leave, within five business days after the FMLA leave commences.

(1) The Board may request certification at some later date if the Board later has reason to question the appropriateness of the FMLA leave or its duration.

(2) A staff member must provide the requested certification to the Board within fifteen calendar days after the Board's request, unless it is not practicable under the particular circumstances to do so despite a staff member's diligent, good faith efforts or the Board provides more than fifteen calendar days to return the requested certification.

c. When FMLA leave is taken because of a staff member's own serious health condition, or the serious health condition of a family member, the Board shall require a staff member to obtain a medical certification from a health care provider that sets forth the following information:

(1) The name, address, telephone number, and fax number of the health care provider and type of medical practice/specialization;

(2) The approximate date on which the serious health condition commenced, and its probable duration;

(3) A statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for FMLA leave.

(a) Such medical facts may include information on symptoms, diagnosis, hospitalization, doctor visits, whether medication has been prescribed, any referrals for evaluation or treatment (physical therapy, for example), or any other regimen of continuing treatment;

(4) If a staff member is the patient, information sufficient to establish that a staff member cannot perform the essential functions of a staff member's job as well as the nature of any other work restrictions, and the likely duration of such inability;

(5) If the patient is a covered family member with a serious health condition, information sufficient to establish that the family member is in need of care, and an estimate of the frequency and duration of the FMLA leave required to care for the family member;

(6) If a staff member requests FMLA leave on an intermittent or reduced schedule basis for planned medical treatment of a staff member's or a covered family member's serious health condition, information sufficient to establish the medical necessity for such intermittent or reduced schedule FMLA leave and an estimate of the dates and duration of such treatments and any periods of recovery;

(7) If a staff member requests FMLA leave on an intermittent or reduced schedule basis for a staff member's serious health condition, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such intermittent or reduced schedule FMLA leave and an estimate of the frequency and duration of the episodes of incapacity; and

(8) If a staff member requests FMLA leave on an intermittent or reduced schedule basis to care for a covered family member with a serious health condition, a statement that such FMLA leave is medically necessary to care for the family member, which can include assisting in the family member's recovery, and an estimate of the frequency and duration of the required FMLA leave.

d. A staff member may choose to comply with the certification requirement by providing the Board with an authorization, release, or waiver allowing the Board to communicate directly with the health care provider of a staff member or his or her covered family member.

(1) It is a staff member's responsibility to provide the Board with complete and sufficient certification and failure to do so may result in the denial of FMLA leave.

e. If the Board has reason to doubt the validity of a medical certification, the Board may require a staff member to obtain a second opinion at the Board's expense.

(1) The Board may designate the health care provider to furnish the second opinion, but the selected health care provider may not be employed on a regular basis by the Board.

f. If the opinions of a staff member's and the Board's designated health care providers differ, the Board may require a staff member to obtain certification from a third health care provider, again at the Board's expense. This third opinion shall be final and binding. The third health care provider must be designated or approved jointly by the Board and the staff member.

10. Reinstatement Following FMLA Leave

a. On return from FMLA leave a staff member is entitled to be returned to the same position a staff member held when FMLA leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

(1) A staff member is entitled to such reinstatement even if a staff member has been replaced or his or her position has been restructured to accommodate for a staff member’s absence.

(2) The requirement that a staff member be restored to the same or equivalent job with the same or equivalent pay, benefits, and terms and conditions of employment does not extend to de minimis, intangible, or unmeasurable aspects of the job.

b. Denial of Reinstatement

(1) A staff member has no greater right to reinstatement or to other benefits and conditions of employment that if a staff member had been continuously employed during the FMLA leave period.

(a) The Board must be able to show that a staff member would not otherwise have been employed at the time reinstatement is requested in order to deny restoration to employment.

(2) The Board may deny job restoration to "key employees", if such denial is necessary to prevent substantial and grievous economic injury to the operations of the Board.

(a) A "key employee" is a salaried FMLA-eligible staff member who is among the highest paid ten percent of all staff members employed by the Board within seventy-five miles of a staff member's worksite.

(3) If a staff member is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition or an injury or illness also covered by workers' compensation, a staff member has no right to restoration to another position under the FMLA.

(a) The Board's obligation may; however, be governed by the Americans with Disabilities Act, State leave law, or workers' compensation laws.

(4) A staff member who fraudulently obtains FMLA leave from the Board is not protected by FMLA's job restoration or maintenance of health benefits provisions.

c. Intent to Return to Work

(1) The Board may require a staff member on FMLA leave to report periodically on a staff member's status and intent to return to work.

d. Fitness for Duty Certification

(1) As a condition of restoring a staff member whose FMLA leave was a result of a staff member's own serious health condition that made a staff member unable to perform a staff member's job, the Board shall require all similarly-situated staff members (i.e., same occupation, same serious health condition) who take FMLA leave for such conditions to obtain and present

certification from a staff member's health care provider that a staff member is able to resume work.

(2) A staff member has the same obligations to participate and cooperate in the fitness-for-duty certification process as in the initial certification process.

11. The Board of Education Notice

a. Notice of Staff Member Rights Under FMLA

(1) The Board shall post and keep posted on its premises, in conspicuous places where staff members are employed, a notice explaining the FMLA's provisions and providing information concerning the procedures for filing complaints of violations of the FMLA with the Wage and Hour Division.

(a) The notice will be posted prominently where it can be readily seen by staff members and applicants for employment.

(b) The poster and the text will be large enough to be easily read and contain fully legible text.

(c) Electronic posting is sufficient to meet this posting requirement as long as it otherwise meets the requirements of B.11.

(2) The Board shall also provide this general notice to each staff member by including the notice in staff members' handbooks or other written guidance to staff members concerning staff member benefits or FMLA leave rights, if such written materials exist, or by distributing a copy of the general notice to each new staff member upon hiring. In either case, distribution may be accomplished electronically.

(3) Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights pursuant to 29 CFR §825 et seq.

b. Eligibility Notice

(1) When a staff member requests FMLA leave, or when the Board acquires knowledge that a staff member's FMLA leave may be for an FMLA-qualifying reason, the Board must notify the staff member of the staff member's eligibility to take FMLA leave within five business days, absent extenuating circumstances.

c. Designation Notice

(1) The Board is responsible in all circumstances for designating leave as FMLA-qualifying, and for giving notice of the designation to a staff member. The Board must notify a staff member whether the leave will be designated and will be counted as FMLA leave within five business days absent extenuating circumstances.

(2) If the Board requires paid leave to be substituted for unpaid FMLA leave, or that paid leave taken under an existing leave plan be counted as FMLA leave, the Board must inform a staff member of this designation at the time of designating the FMLA leave.

12. Local Board of Education Practices

a. Substitution of Paid Leave

(1) Whether a staff member is required to use sick time or any other accrued leave time concurrent with FMLA leave time will depend upon either the district's practice or a provision in the district's collective bargaining agreement, if applicable.

b. Maintenance of Staff Member Benefits

(1) The Board must maintain a staff member's coverage under any group health plan on the same conditions as coverage would have been provided if a staff member had been continuously employed during the entire FMLA leave period.

C. Shared Provisions

1. Interference with Family Leave Rights

The NJFLA and the FMLA prohibit interference with a staff member's rights under the law, and with legal proceedings or inquiries relating to a staff member's rights. Unless permitted by the law, no staff member shall be required to take family leave or to extend family leave beyond the time requested. A staff member shall not be discriminated against for having exercised his/her rights under the NJFLA and the FMLA nor discouraged from the use of family leave.

2. Non-Tenured Teaching Staff

Family leave granted to a nontenured staff member cannot extend a staff member's employment beyond the expiration of his/her employment contract.

3. Record Keeping

The Superintendent or designee shall ensure the keeping of accurate attendance records that distinguish family leave from other kinds of leave so a staff member's entitlement to NJFLA leave and FMLA leave can be properly determined.

4. Processing of Complaints

a. New Jersey Family Leave Act

(1) Any complaint alleging a violation of the NJFLA shall be processed in the same manner as a complaint filed under the terms of N.J.S.A. 10:5-1 et seq. and N.J.A.C. 13:4 through the New Jersey Department of Law and Public Safety, Division on Civil Rights.

b. Federal Family and Medical Leave Act (FMLA)

(1) If there is a dispute between the Board and a staff member as to whether leave qualifies as FMLA leave, it should be resolved through discussion between the staff member and the Superintendent or designee. Such discussions and the decision shall be documented by the Superintendent or designee.

(2) A staff member also may file, or have another person file on his/her behalf, a complaint with the United States Secretary of Labor. A complaint may be filed in person, by mail, or by telephone with the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, at any local office of the Wage and Hour Division.

(3) This Policy 1643 shall be posted on the school district website, in a manner accessible to all staff members and a hard copy shall be provided to all staff members annually prior to the beginning of the school year and upon initial employment in the school district during the school year.

29 CFR §825 et seq.
29 CFR §785
N.J.S.A. 10:5-1;
N.J.S.A. 34:11B et seq.
N.J.A.C. 13:14-1 et seq.

Adopted:

~~3431.1 FAMILY LEAVE~~

~~Table of Contents~~

~~A. Introduction~~

~~B. Applicability~~

~~C. Definitions~~

~~1. Federal Family and Medical Leave Act~~
~~2. New Jersey Family Leave Act~~

~~D. Eligibility~~

~~1. Federal Family and Medical Leave Act~~
~~2. New Jersey Family Leave Act~~

~~E. Types of Leave~~

~~1. Federal Family and Medical Leave Act~~

~~a. Intermittent and/or Reduced Leave for Birth or Placement of Son/Daughter~~
~~b. Intermittent and/or Reduced Leave for Medical Treatment of a Related Serious Health Condition~~
~~c. Intermittent Leave for Serious Health Condition~~
~~d. Reduced Leave~~
~~e. Holidays~~
~~f. "Instructional Employee" Limitations~~
~~g. Servicemember Qualifying Exigency Leave~~
~~h. Military Caregiver Leave~~

~~2. New Jersey Family Leave Act~~

~~a. Intermittent Leave~~
~~b. Reduced Leave~~
~~c. Holidays~~

F. Notice

1. Federal Family and Medical Leave Act

a. Foreseeable Leave
b. Unforeseeable Leave

2. New Jersey Family Leave Act

a. Foreseeable Leave
b. Unforeseeable Leave

G. Leave Designation

H. Benefits

I. Returning from Leave

J. Ineligible Staff Members

1. Federal Family and Medical Leave Act

2. New Jersey Family Leave Act

K. Verification of Leave

1. Federal Family and Medical Leave Act

2. New Jersey Family Leave Act

L. Interference with Family Leave Rights

M. Non-Tenured Teaching Staff

N. Record Keeping

O. Processing of Complaints

A. Introduction

The Board will provide family leave in accordance with the Federal Family and Medical Leave Act (FMLA) and the New Jersey Family Leave Act (NJFLA).

FMLA leave for eligible staff members shall be up to twelve weeks leave of absence in any twelve month period upon advance notice to the district for the birth of a son or daughter of the staff member and in order to care for such son or daughter; for the placement of a son or daughter with the staff member for adoption or foster care; in order to care for the spouse, son, daughter, or parent of the staff member if such spouse, son, daughter, or parent has a serious health condition; or for a serious health condition that makes the staff member unable to perform the functions of the position of such staff member, or because of any qualifying exigency arising out of the fact that the staff member's spouse, son, daughter or parent is a military member on active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty). In addition, eligible staff members may take up to a combined total of twenty-six workweeks in a single twelve month period to care for a covered servicemember with a serious injury or illness.

NJFLA leave for teaching staff members shall be up to twelve weeks leave of absence in any twenty-four month period upon advance notice to the district so that a staff member may provide care made necessary by the birth of a child of the staff member, the placement of a child with the staff member in connection with adoption of such child by the staff member, and the serious health condition of a spouse, parent, or child.

B. Applicability

The Board will comply with requirements of the New Jersey and Federal Family Leave laws. The laws have similar and different provisions that may provide different rights and obligations for the staff member and/or the Board. The staff member shall be afforded the most favorable rights if there is a conflict in the rights afforded to the staff member under the two laws.

1. If the staff member is eligible for leave for reasons provided under the FMLA and NJFLA, then the time taken shall be concurrent and be applied to both laws.

2. The NJFLA provides twelve weeks leave in a twenty-four month period while the FMLA provides twelve weeks leave in a twelve-month period. A staff member is eligible for up to twelve weeks leave in the first twelve months of the twenty-four month period under the NJFLA. A staff member is eligible for up to twelve weeks leave in the second twelve-month period under the FMLA.

3. In the event the reason for the family leave is recognized under one law and not the other law, the staff member is eligible for each law's leave entitlements within one twelve-month period. (Example: A staff member may use their FMLA leave for a twelve week family leave for their own pregnancy, which is considered a "serious health

condition" under FMLA, and upon conclusion of the twelve week FMLA leave, the staff member would be eligible for a twelve week NJFLA leave to care for their newborn or any other reasons pursuant to the NJFLA.)

C. Definitions

1. Federal Family and Medical Leave Act (FMLA)

"Contingency operation" means a military operation that results in the call or order to, or retention on, active duty of members of the uniformed services during a war or during a national emergency declared by the President or Congress.

"Covered active duty" or "call to covered active duty" means duty during deployment of a member with the Armed Forces to a foreign country and, in the case of a member of the Reserve components of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation.

"Covered servicemember" means a current member of the Armed Forces (including National Guard or Reserves), who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or a covered veteran undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

"Covered veteran" means an individual who was a member of the Armed Forces (including National Guard or Reserves), discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible staff member takes FMLA leave to care for the covered veteran. For a veteran discharged prior to March 8, 2013, the effective date of the FMLA Final Rule, the period between October 28, 2009 and March 8, 2013 will not count towards the determination of the five-year period. 29 CFR §825.127(b)(2)

"Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness under FMLA. 29 CFR §825.127

~~"Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin. For example, if a covered servicemember has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered servicemember's next of kin. Alternatively, where a covered servicemember has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered servicemember's next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered servicemember pursuant to 29 CFR §825.122(k). 29 CFR §825.127(d)(3)~~

~~"Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. 29 CFR §825.127(b)(1)~~

~~"Parent" means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a son or daughter as defined below. This term does not include parents "in law."~~

~~"Parent of a covered servicemember" means a covered servicemember's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents "in law."~~

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or continuing treatment by a health care provider. "Serious health condition" may include treatment of substance abuse pursuant to 29 CFR §825.119.

"Serious injury or illness," only in the case of a veteran or current member of the Armed Forces, means:

a. In the case of a current member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness that was incurred by the covered servicemember in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the servicemember medically unfit to perform the duties of the member's office, grade, rank, or rating; and

b. In the case of a covered veteran, an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:

(1) A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or

(2) A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of fifty percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or

(3) A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or

(4) An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers. 29 CFR §825.127(c)

"Single twelve-month period" means that a military caregiver's leave begins on the first day the staff member takes FMLA leave and ends twelve months after that date, regardless of the twelve-month period established by the district for other FMLA leave reasons. 29 CFR §825.127(e)(1)

"Son" or "daughter" means a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age eighteen or age eighteen or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

"Son or daughter of the covered servicemember" means a covered servicemember's biological, adopted or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age. 29 CFR §825.127(d)(1)

"Son or daughter on covered active duty or call to covered active duty status" means the staff member's biological, adopted or foster child, stepchild, legal ward, or a child for whom the staff member stood in loco parentis, who is on covered active duty or call to covered active duty status, and who is of any age. 29 CFR §825.126(a)(5)

"Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under State law in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex marriage or common law marriage. 29 CFR §825.122

"Staff member" means an employee eligible for family and medical leave in accordance with the Federal Family and Medical Leave Act (FMLA).

"Week" or "Workweek" means the number of days a staff member normally works each calendar week.

2. New Jersey Family Leave Act (NJFLA)

"Child" means a biological, adopted or foster child, stepchild, legal ward, child of a parent who is under eighteen years of age or a child eighteen years of age or older but incapable of self-care because of a mental or physical impairment.

"Continuing medical treatment" or "continuing supervision by a health care provider" means a period of incapacity or a period of absence in accordance with N.J.A.C. 13:14.

"Parent" means a biological, adoptive, or foster parent; step-parent; parent-in-law; a legal guardian having a "parent-child relationship" with a child as defined by law; or a person who has sole or joint legal or physical custody, care, guardianship, or visitation with a child.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that requires inpatient care in a hospital, hospice, or residential medical facility or continuing medical treatment or continuing supervision by a health care provider.

"Spouse" means a person to whom a staff member is lawfully married as defined by New Jersey law.

"Staff member" means an employee eligible for family leave in accordance with the New Jersey Family Leave Act.

"Week" or "Workweek" means the number of days a staff member normally works each calendar week.

D. Eligibility

1. Federal Family and Medical Leave Act (FMLA)

A staff member shall become eligible for FMLA leave after he/she has been employed at least twelve months in this district and employed for at least 1250 hours of service during the twelve-month period immediately preceding the commencement of the leave. The twelve months the staff member must have been employed need not be consecutive

months pursuant to 29 CFR §825.110(b). The minimum 1250 hours of service shall be determined according to the principles established under the Fair Labor Standards Act (FSLA) for determining compensable hours of work pursuant to 29 CFR §785. Entitlement to FMLA leave taken for the birth of a son or daughter or placement of a son or daughter with the staff member for adoption or foster care shall expire at the end of the twelve-month period beginning on the date of such birth or placement.

Pursuant to 29 CFR §825.202, a husband and wife both employed by the district are limited to a combined total of twelve weeks of leave during the twelve-month period if the leave is taken for the birth of a son or daughter of the staff member or to care for such son or daughter after birth; for placement of a son or daughter with the staff member for adoption or foster care or in order to care for the son or daughter after placement; or to care for the staff member's parent with a serious health condition.

The method to determine the twelve-month period in which the twelve weeks of FMLA leave entitlement occurs will be a "rolling" twelve-month period measured backward from the date a staff member uses any family leave.

A staff member during any period of FMLA leave is prohibited from performing any services on a full-time basis for any person for whom the staff member did not provide services immediately prior to commencement of the leave. A staff member on FMLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the district. The staff member may continue the part-time employment that commenced prior to the FMLA leave at the same number of hours that the staff member was regularly scheduled prior to such leave.

2. New Jersey Family Leave Act (NJFLA)

A staff member shall become eligible for NJFLA leave after he/she has been employed at least twelve months in this district for not less than 1,000 base hours, excluding overtime, during the immediate preceding twelve month period. The calculation of the twelve-month period to determine eligibility shall commence with the commencement of the NJFLA leave. NJFLA leave taken for the birth or adoption of a healthy child may commence at any time within a year after the date of the birth or placement for adoption.

The district shall grant a family leave under NJFLA to more than one staff member from the same family (for example, a husband and a wife, or a brother and a sister) at the same time, provided such staff members are otherwise eligible for the leave. N.J.A.C. 13:14-1.12

A staff member during any period of the NJFLA leave is prohibited from performing any services on a full-time basis for any person for whom the staff member did not provide services immediately prior to commencement of the leave. A staff member on NJFLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the district. The staff member may continue the part-time employment that commenced prior to the NJFLA leave at the same number of hours that the staff member was regularly scheduled prior to such leave.

The method to determine the twenty-four month period in which the twelve weeks of NJFLA leave entitlement occurs will be a "rolling" twenty-four month period measured backward from the date a staff member uses any leave.

E. Types of Leave

1. Federal Family and Medical Leave Act (FMLA)

A staff member may take FMLA leave to include servicemember qualifying exigency leave or military caregiver leave in consecutive weeks, as intermittent leave, or as reduced leave. A staff member who requests intermittent or reduced leave shall make a reasonable effort to schedule such leave so as not to unduly disrupt the instructional/educational program.

a. Leave for the birth of a son or daughter or placement of a son or daughter with the staff member for adoption or foster care may not be taken by a staff member intermittently or on a reduced leave schedule.

b. Leave may be taken intermittently or on a reduced leave schedule when medically necessary for planned and/or unanticipated medical treatment of a related serious health condition by or under the supervision of a health care provider, or for recovery from treatment or recovery from a serious health condition.

c. Intermittent leave means leave scheduled for periods of time from one hour or more to several weeks; however, the total time within which the leave is taken can not exceed a twelve month period for each serious health condition episode.

Intermittent leave may be taken for a serious health condition that requires periodic treatment by a health care provider, rather than one continuous period of time. Intermittent leave may also be taken for absences where the staff member is incapacitated or unable to perform the essential functions of the position because of a serious health condition even if the staff member does not receive treatment by a health care provider. The staff member shall make a reasonable effort to schedule intermittent leave so as not to unduly disrupt the operations of the instructional/educational program.

d. Reduced leave means leave scheduled for fewer than the staff member's usual number of hours worked per workweek, but not fewer than a staff member's usual number of hours worked per workday, unless otherwise agreed to by the staff member and the district. A staff member is entitled, at the option of the staff member, to take leave on a reduced leave schedule not exceeding twenty-four consecutive weeks. The staff member shall make a reasonable effort to schedule reduced leave so as not to unduly disrupt the operations of the instructional/educational program. The staff member shall provide the district prior notice of the care, medical treatment or continuing supervision by a health care provider necessary due to a serious health condition of a family member in a manner that is reasonable and practicable. Leave taken on a reduced leave schedule shall not result in a reduction of the total amount of leave to which a staff member is entitled.

e. The fact that a holiday may occur within the week taken by a staff member as Family Leave has no effect and the week is counted as a week of Family Leave. However, if the staff member is out on Family Leave and the school district is closed and the staff member would not be expected to report for work for one or more weeks, the weeks the school district is closed for this staff member do not count against the staff member's family leave entitlement.

Any leave time remaining after a staff member has exhausted his/her entitlement to intermittent leave in any twelve month period may be taken as consecutive leave or reduced leave, and any leave time remaining after a staff member has exhausted his/her entitlement to reduced leave in any twelve month period may be taken as consecutive leave or intermittent leave.

f. "Instructional employees" as defined in 29 CFR §825 600(c) are those staff members whose principal function is to teach and instruct pupils in class, a small group, or in an individual setting. This term includes teachers, athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired. Teacher assistants or aides who do not have as their principal job actual teaching or instructing, guidance counselors, child study team members, curriculum specialists, cafeteria workers, maintenance workers and/or bus drivers are not considered instructional employees for the purposes of this policy. Semester as defined in 29 CFR §825 602(a)(3)(b) means the school semester that typically ends near the end of the calendar year and the end of the spring each school year. A school district can have no more than two semesters in a school year.

(1) Leave taken at the end of the school year and continues into the beginning of the next school year is considered consecutive leave.

(2) In accordance with 29 CFR §825 601(a)(1), eligible instructional staff members that need intermittent or reduced leave to care for a family member, or for the staff member's own serious health condition which is foreseeable based on planned medical treatment and the staff member would be on leave more than twenty percent of the total number of working days over the period the leave would extend, the district:

(a) May require the staff member to take the leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or

(b) Transfer the staff member temporarily to an available alternative position for which the staff member is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the staff member's regular position.

(3) In accordance with 29 CFR §825.601, if the instructional staff member does not give the required notice for leave that is foreseeable and desires the leave to be taken intermittently or on a reduced leave schedule, the district may require the staff member to take leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the district may require the staff member to delay taking the leave until the notice provision is met.

(4) In accordance with 29 CFR §825.602, if an instructional staff member begins leave more than five weeks before the end of the school year, the district may require the staff member to continue taking leave until the end of the semester if:

(a) The leave will last three weeks; and

(b) The staff member would return to work during the three week period before the end of the semester.

(5) In accordance with 29 CFR §825.602, if an instructional staff member begins leave for a purpose other than the staff member's own serious health condition during the five week period before the end of the semester, the district may require the staff member to continue taking leave until the end of the semester if:

(a) The leave will last more than two weeks; and

(b) The staff member would return to work during the two-week period before the end of the semester.

(Example of leave falling within these provisions: If a staff member plans two weeks of leave to care for a family member which will begin three weeks before the end of the term, the district could require the staff member to stay out on leave until the end of the term.)

(6) In accordance with 29 CFR §825.602, if an instructional staff member begins leave for a purpose other than the staff member's own serious health condition during the three week period before the end of a semester, the district may require the staff member to continue taking leave until the end of the semester if the leave will last more than five working days.

(7) In the event the district requires the instructional staff member to take additional leave to the end of the semester in accordance with (4), (5), or (6) above, the additional leave days shall not be counted as FMLA leave.

g. Servicemember qualifying exigency leave may arise out of the foreign deployment of the staff member's spouse, child, or parent 29 CFR §§825.122 and 126:

(1) The district must grant an eligible staff member up to twelve work weeks of unpaid, job-protected leave during any twelve-month period for qualifying exigencies that arise when the staff member's spouse, child, or parent is on covered active duty, or has been notified of an impending call or order to covered active duty.

(2) The military member must be the spouse, son, daughter, or parent of the staff member taking FMLA exigency leave.

(3) FMLA leave can be granted for one or more of the following exigencies:

(a) Short-notice deployment:

i. Notification of duty seven or less calendar days prior to date of deployment;

ii. Leave can be used for a period of seven calendar days beginning on the date the military member is notified.

(b) Military events and related activities, including official ceremonies, programs, or events sponsored by the military and related to the covered active duty or call to covered active duty status of the military member; and to attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross.

(c) Childcare and school activities including arranging for alternative childcare; providing childcare on an urgent, immediate need basis (not routine, regular, or everyday basis); to enroll in or transfer to a new school or day care facility; or to attend meetings with staff at a school or day care facility:

i. The son or daughter must be the son or daughter of the covered servicemember.

(d) Financial and legal arrangements made to address the military member's absence while on covered active duty or call to covered active duty status.

(e) Counseling, provided by someone other than a health care provider for oneself, for the military member, or qualified child, if the need arises from the covered active duty or call to covered active duty status of the military member.

(f) Rest and Recuperation (R&R) to spend time with the military member on short-term, temporary R&R leave during a term of deployment:

i. Can be used for a period of fifteen calendar days beginning on the date the military member commences each instance of R&R leave.

(g) Post-deployment activities such as ceremonies or briefings including any that arise from the death of the military member while on covered active duty.

(h) Parental care for one meeting the definition of a "parent" and incapable of self care including: arranging alternative care; providing care on an immediate need basis; and to attend meetings or arrange services at a care facility.

(i) Additional activities in accordance with 29 CFR §825.126(b)(9).

h. Military caregiver leave provides care for a covered servicemember with a serious injury or illness 29 CFR §§825.122 and 127:

(1) The district must grant up to a total of twenty-six workweeks of unpaid, job-protected leave during a "single twelve-month period" to care for a covered servicemember with a serious injury or illness.

(a) The eligible staff member must be the spouse, son, daughter, parent, or next of kin of the covered servicemember.

(b) The staff member is limited to a combined total of twenty-six workweeks for any FMLA-qualifying reasons during the single twelve-month period. Up to twelve of the twenty-six weeks may be for an FMLA-qualifying reason other than military caregiver leave.

(c) Spouses who are eligible for FMLA leave and are employed by the same covered employer may be limited to a combined total of twenty-six workweeks of leave during a single twelve-month period if the leave is taken for birth of the employee's son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement, to care for the employee's parent with a serious health condition, or to care for a covered servicemember with a serious injury or illness. If one spouse is ineligible for FMLA leave, the other spouse would be entitled to a full twenty-six workweeks of FMLA leave.

(2) Leave entitlement is applied on a per-covered-servicemember, per-injury basis.

(a) The staff member may take an additional twenty-six weeks of leave if the leave is to care for different covered servicemembers or to care for the same servicemember with a subsequent serious injury or illness, except that no more than twenty-six weeks of leave may be taken within any single twelve-month period.

(b) An eligible staff member may take military caregiver leave to care for more than one current service member or covered veteran at the same time or for the same family member with the same serious injury or illness both when the family member is a current servicemember and when the family member is a veteran.

(c) Military caregiver leave may be taken by eligible staff members whose family members are recent veterans with serious injuries or illnesses incurred or aggravated in the line of duty on active duty, and that manifested before or after the veteran left active duty.

2. New Jersey Family Leave Act (NJFLA)

A staff member may take NJFLA leave in consecutive weeks, as intermittent leave, or as reduced leave. A staff member who requests intermittent or reduced leave shall make a reasonable effort to schedule such leave so as not to unduly disrupt the instructional/educational program. The district shall not require a staff member to take a leave of absence beyond the period of time the staff member requests family leave. N.J.A.C. 13:14-1.5(f)

a. In the case of a family member who has a serious health condition, leave may be taken intermittently when medically necessary. The total time within which the leave is taken, can not exceed a twelve-month period for each serious health condition episode. The staff member will provide the district with prior notice of the leave in a manner which is reasonable and practicable; and the staff member shall make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the instructional/educational program. In the case of the birth or adoption of a healthy child, the leave may be taken intermittently only if agreed to by the staff member and the district.

b. Reduced leave means leave scheduled for fewer than the staff member's usual number of hours worked per workweek, but not fewer than a staff member's usual number of hours worked per workday, unless otherwise agreed to by the staff member and the district. A staff member is entitled, at the option of the staff member, to take leave on a reduced leave schedule for a period not exceeding twenty-four consecutive weeks. The staff member is not entitled to take the leave on a reduced leave schedule without an agreement between the staff member and the district if the leave is taken for the birth or adoption of a healthy child. The staff member shall make a reasonable effort to schedule reduced leave so as not to unduly disrupt the operations of the instructional/educational program. The staff member shall provide the district prior notice of the care, medical treatment or continuing supervision by a health care provider necessary due to a serious health condition of a family member in a manner that is reasonable and practicable. Leave taken on a reduced leave schedule shall not result in a reduction of the total amount of leave to which a staff member is entitled.

c. The fact that a holiday may occur within the week taken by a staff member as family leave has no effect and the week is counted as a week of family leave. However, if the staff member is out on family leave and the school district is closed and the staff member would not be expected to report for work for one or more weeks, the weeks the school district is closed for this staff member do not count against the staff member's family leave entitlement.

Any leave time remaining after a staff member has exhausted his/her entitlement to intermittent leave in any twelve month period may be taken as consecutive leave or reduced leave, and any leave time remaining after a staff member has exhausted his/her entitlement to reduced leave in any twelve month period may be taken as consecutive leave or intermittent leave.

F. Notice

1. Federal Family and Medical Leave Act (FMLA)

a. Foreseeable Leave - A staff member eligible for FMLA leave must give at least a thirty day written advance notice to the Manager of Human Resources if the need for the leave is foreseeable based on an expected birth, placement for adoption of foster care, or planned medical treatment for a serious health condition of the staff member or a family member. If thirty days is not practical, the staff member must provide notice "as soon as practicable" which means as soon as both possible and practical, taking into account all the facts and circumstances in the individual case. For foreseeable leave where it is not possible to give as much as thirty days notice "as soon as practical" ordinarily would mean at least verbal notification to the Manager of Human Resources within one or two business days or when the need for leave becomes known to the staff member. The written notice shall include the reasons for the leave, the anticipated duration of the leave and the anticipated start of the leave.

When planning medical treatment, the staff member must consult with the Manager of Human Resources and make a reasonable effort to schedule the leave so as not to unduly disrupt the educational program, subject to the approval of the health care provider. Staff members are ordinarily expected to consult with the Manager of Human Resources prior to scheduling of treatment that would require leave for a schedule that best suits the needs of the district and the staff member. The district may delay the staff member taking leave for at least thirty days if the staff member fails to give thirty days notice for foreseeable leave with no reasonable excuse for the delay.

b. Unforeseeable Leave - When the approximate timing of the need for leave is not foreseeable, a staff member should give notice to the Manager of Human Resources for leave as soon as practicable under the facts and circumstances of the particular case. It is expected the staff member will give notice to the Manager of Human Resources within no more than one or two working days of learning of the need for leave, except in extraordinary circumstances where such notice is not foreseeable. The staff member should provide notice to the employer either in person or by telephone, telegraph, facsimile machine or other electronic means.

2. New Jersey Family Leave Act (NJFLA)

a. Foreseeable Leave - A staff member eligible for NJFLA leave must give at least a thirty day advance written notice to the Manager of Human Resources of the need to take family leave except where the need to take family leave is not foreseeable.

(1) Notice for leave to be taken for the birth or placement of the child for adoption shall be given at least thirty days prior to the commencement of the leave, except that if the date of the birth or adoption requires leave to begin in less than thirty days, the staff member shall provide such notice that is reasonable and practicable.

(2) Notice for leave to be taken for the serious health condition of a family member shall be given at least fifteen days prior to the commencement of leave, except that if the date of the treatment or supervision requires leave to begin in less than fifteen days, the staff member shall provide such notice that is reasonable and practicable.

(3) When the Manager of Human Resources is not made aware that a staff member was absent for family leave reasons and the staff member wants to request the leave be counted as family leave, the staff member must provide timely notice within two business days of returning to work to have the time considered for family leave in accordance with the Family Leave Act.

b. Unforeseeable Leave – When the need for leave is not foreseeable, the staff member must provide notice "as soon as practicable" which shall be at least verbal notice to the Manager of Human Resources within one or two business days of the staff member learning of the need to take family leave. Whenever emergent circumstances make written notice impracticable, the staff member may give verbal notice to the Manager of Human Resources, but any verbal notice must be followed by written notice delivered within two working days.

G. Leave Designation

An eligible staff member shall designate FMLA or NJFLA leave upon providing notice of the need for the leave or when the need for leave commences. The Manager of Human Resources shall provide the staff member with this Policy to assist the staff member in determining the type of leave.

H. Benefits

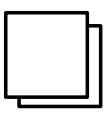
Whether a staff member is required to use sick time or any other accrued leave time concurrent with FMLA or NJFLA leave time will depend upon either the district's practice or a provision in the district's collective bargaining agreement, if applicable. 29 CFR §825.100

The Board will maintain coverage under any group health insurance policy, group subscriber contract, or health care plan at the level and under the conditions coverage would have been provided if the staff member had continued to work instead of taking the leave. If the staff member was paying all or part of the premium payments prior to the leave, the staff member would continue to pay his/her share during the leave time. Any instructional employee who is on leave under NJFLA or FMLA at the end of the school year will be provided with any benefits over the summer that the staff member would normally receive if they had been working at the end of the school year.

I. Returning from Leave

The Federal Family and Medical Leave Act and/or the New Jersey Family Leave Act

A staff member returning from leave shall be entitled to the position he/she held when leave commenced or to an equivalent position of like seniority, status, employment benefits, pay and other conditions of employment. If the district experiences a reduction in force or layoff and



the staff member would have lost his/her position had the staff member not been on family leave as a result of the reduction in force or pursuant to the good faith operation of a bona fide layoff and recall system including a system under any collective bargaining agreement, the staff member shall be entitled to reinstatement to the former or an equivalent position in accordance with applicable statutes, codes and laws. The staff member's tenure and seniority rights, if any, and other benefits shall be preserved, but the staff member shall accrue no additional time toward tenure or seniority for the period of the leave, except as may be provided by law.

The return of a staff member prior to the expiration of the requested family leave may be permitted by the Board if the return does not unduly disrupt the instructional program or require the Board to incur the cost of continuing the employment of a substitute under contract.

The Board may, in accordance with the provisions of 29 CFR §825.312 delay restoration of employment of a staff member using FMLA leave for the staff member's serious health condition until the staff member submits a fitness-for- duty examination from his/her health care provider indicating that the staff member is able to resume work. In the event the Board requires such a fitness-for- duty examination before restoration of the staff member after leave, the Board will provide the staff member specific notice either at the time the staff member gives notice of the need for leave or immediately after the leave commences and the staff member advises the Board of the medical circumstances for the leave.

If leave is taken under FMLA, and the staff member does not return to work after the leave expires, the Board is entitled to recover health insurance costs paid while the staff member was on FMLA. The Board's right to recover premiums would not apply if the staff member fails to return to work due to:

1. The continuation, onset or recurrence of a serious health condition of the staff member; or

2. Circumstances beyond the staff member's control.

J. Ineligible Staff Members

1. Federal Family and Medical Leave Act (FMLA)

The district may deny job restoration after FMLA leave if the staff member is a "key employee" as defined in 29 CFR §825.217 if such denial is necessary to prevent

substantial and grievous economic injury to the district or the district may delay restoration to a staff member who fails to provide a fitness for duty certificate to return to work for leave that was the staff member's own serious health condition. A "key employee" is a salaried, staff member who is among the highest paid ten percent of the school district staff employed by the district within 75 miles of the worksite. No more than ten percent of the school district staff within 75 miles of the worksite may be "key employees."

In the event the Manager of Human Resources believes that reinstatement may be denied to a key employee, the Manager of Human Resources must give written notice to the staff member at the time the staff member gives notice of the need for leave, or when the need for leave commences, if earlier, that he/she qualifies as a key employee. The key employee must be fully informed of the potential consequences with respect to reinstatement and maintenance of health benefits if the district should determine that substantial and grievous economic injury to the district's operations will result if the staff member is reinstated from leave. The district's notice must explain the basis for the district's finding that substantial and grievous economic injury will result, and if leave has commenced, must provide the staff member a reasonable time in which to return to work. If the staff member on leave does not return to work in response to the notice of intent to deny restoration, the staff member continues to be entitled to maintenance of health insurance.

A key employee's rights under the FMLA continue unless and until the staff member either gives notice that he/she no longer wishes to return to work or the district actually denies reinstatement at the conclusion of the leave period. A staff member is still entitled to request reinstatement at the end of the leave period even if the staff member did not return to work in response to the district's notice. The district will then again determine whether there will be substantial and grievous economic injury from reinstatement based on the facts at that time. If it is determined that substantial and grievous economic injury will result, the district will notify the staff member in writing (in person or by certified mail) of the denial of the restoration.

2. New Jersey Family Leave Act

The district may deny family leave to the staff member if the staff member is a salaried employee who is among the highest paid five percent of the school district staff or one of the seven highest paid employees of the district, whichever is greater, if the denial is necessary to prevent substantial and grievous economic injury to the school district's operations. The Manager of Human Resources shall notify the staff member of the intent to deny the leave at the time the Manager of Human Resources determines the

denial is necessary. If the leave has already commenced at the time of the district's notification of denial, the staff member shall be permitted to return to work within ten working days of the date of notification.

K. Verification of Leave

1. Federal Family and Medical Leave Act (FMLA)

The Board requires a staff member's FMLA leave to care for the staff member's seriously ill spouse, son, daughter, or parent; or for a servicemember's qualifying exigency or serious injury; or for illness due to the staff member's own serious health condition that makes the staff member unable to perform one or more of the essential functions of the staff member's position, be supported by a certification issued by the health care provider of the staff member or the staff member's ill family member. The medical certification required encompasses both physical and psychological care and includes situations where a family member is unable to care for his/her own basic medical, hygienic, or nutritional needs or safety, or is unable to transport himself/herself to the doctor. It can also include providing psychological comfort and reassurance beneficial to a child, spouse, or parent with a serious health condition who is receiving inpatient or home care and can include situations where the staff member may be needed to substitute for others who normally care for the family member or covered servicemember or to make arrangements for changes in care. The staff member need not to be the only individual or family member available to care for the family member or covered servicemember. 29CFR §825.124

The certification must meet the requirements of 29 CFR §§825.306, 309, and 310 to include: which part of the definition of "serious health condition" applies; the approximate date the serious health condition commenced and its probable duration; whether it will be necessary for the staff member to take intermittent and/or reduced leave; whether the patient is presently incapacitated and the likely duration and frequency of episodes of incapacity; if additional treatments will be required for the condition; and/or if the patient's incapacity will be intermittent or will require reduced leave. The certification of a serious health condition of a family member of the staff member shall be sufficient if it states the date on which the condition commenced, the probable duration of the condition, and the medical facts within the provider's knowledge regarding the condition. Certification for the birth or placement of a child need only state the date of birth or date of placement.

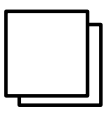
In the event the Manager of Human Resources doubts the validity of the certification, in accordance with 29 CFR §825.307, the district may require, at the district's expense, the staff member obtain an opinion regarding the serious health condition from a second health care provider designated by the district, but not employed on a regular basis by the district. If the second opinion differs from the staff member's health care provider, the district may require, at the district's expense, the staff member obtain the opinion of a third health care provider designated by the district or approved jointly, in good faith, by the district and the staff member. The opinion of the third health care provider shall be final and binding on the district and the staff member.

The district may require re-certification pursuant to the requirements of 29 CFR §825.308. In accordance with 29 CFR §825.309, the staff member on leave must provide a written report to the Manager of Human Resources every thirty workdays. The report shall include the staff member's status and intended date to return to work. In the event the staff member's circumstances change, the staff member must provide reasonable notice to the Manager of Human Resources if the staff member intends to return to work on a date sooner than previously noticed to the district. The staff member is not required to take more leave than necessary to resolve the circumstance that precipitated the need for leave. As a condition of returning to work after the leave for the staff member's own serious health condition, and in accordance with 29 CFR §825.310, the district requires a staff member to provide a certification from their health care provider that the staff member is able to resume work.

In accordance with 29 CFR §825.311, the district may delay the taking of FMLA leave to a staff member who fails to provide certification within fifteen days after being requested to do so by the district. In accordance with 29 CFR §825.312, the district may delay the taking of leave until thirty days after the date the staff member provides notice to the district of foreseeable leave or the district may delay continuation of leave if a staff member fails to provide a requested medical certification in a timely manner.

2. New Jersey Family Leave Act

The Board shall require the certification of a duly licensed health care provider verifying the purpose of requested NJFLA leave. Certification of a serious health condition of a family member of the staff member shall be sufficient if it states the date



on which the condition commenced, the probable duration of the condition, and the medical facts within the provider's knowledge regarding the condition. Certification for the birth or placement of a child need only state the date of birth or date of placement, whichever is appropriate.

In the event the Manager of Human Resources doubts the validity of the certification for the serious health condition of a family member of the staff member, the district may require, at the district's expense, the staff member to obtain an opinion regarding the serious health condition from a second health care provider designated or approved, but not employed on a regular basis, by the district. If the second opinion differs from the certification the district may require, at the district's expense, that the staff member obtain the opinion of a third health care provider designated or approved jointly by the district and the staff member concerning the serious health condition. The opinion of the third health care provider shall be final and binding on the district and the staff member.

L. Interference with Family Leave Rights

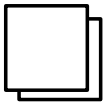
The Federal Family and Medical Leave Act and the New Jersey Family Leave Act prohibit interference with a staff member's rights under the law, and with legal proceedings or inquiries relating to a staff member's rights. Unless permitted by the law, no staff member shall be required to take family leave or to extend family leave beyond the time requested. A staff member shall not be discriminated against for having exercised his/her rights under the Federal Family and Medical Leave Act or the New Jersey Family Leave Act nor discouraged from the use of family leave.

M. Non-Tenured Teaching Staff

Family leave granted to a nontenured staff member cannot extend the staff member's employment beyond the expiration of his/her employment contract.

N. Record Keeping

In order that staff member's entitlement to FMLA leave and NJFLA leave can be properly determined, the Superintendent shall ensure the keeping of accurate attendance records that distinguish family leave from other kinds of leave. The Superintendent will publish a notice explaining the Act's provisions and provide information concerning the procedures for filing complaints of violations of the FMLA and NJFLA.



O. Processing of Complaints

1. Federal Family and Medical Leave Act (FMLA) 29 CFR §§825.400-401

a. If there is a dispute between the district and a staff member as to whether leave qualifies as FMLA leave, it should be resolved through discussion between the staff member and the district. Such discussions and the decision shall be documented by the school district.

b. The staff member also may file, or have another person file on his/her behalf, a complaint with the United States Secretary of Labor. A complaint may be filed in person, by mail, or by telephone with the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, at any local office of the Wage and Hour Division.

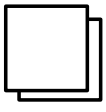
2. New Jersey Family Leave Act N.J.A.C. 13:14-1.16

a. Any complaint alleging a violation of the Act shall be processed in the same manner as a complaint filed under the terms of N.J.S.A. 10:5-1 et seq. and N.J.A.C. 13:4 through the New Jersey Department of Law and Public Safety, Division on Civil Rights.

Implementation of FMLA and NJFLA will be consistent with provisions in collective bargaining agreement(s) in the district.

29 CFR §825 et seq.
29 CFR §785
N.J.S.A. 10:5-1
N.J.A.C. 13:14-1 et seq.

Adopted: 7 December 2009
Revised: 22 February 2016



4431.1 FAMILY LEAVE

Table of Contents

A. Introduction

B. Applicability

C. Definitions

1. Federal Family and Medical Leave Act
2. New Jersey Family Leave Act

D. Eligibility

1. Federal Family and Medical Leave Act
2. New Jersey Family Leave Act

E. Types of Leave

1. Federal Family and Medical Leave Act

a. Intermittent and/or Reduced Leave for Birth or Placement of Son/Daughter
b. Intermittent and/or Reduced Leave for Medical Treatment of a Related Serious Health Condition
c. Intermittent Leave for Serious Health Condition
d. Reduced Leave
e. Holidays
f. "Instructional Employee" Limitations
g. Servicemember Qualifying Exigency Leave
h. Military Caregiver Leave

2. New Jersey Family Leave Act

a. Intermittent Leave
b. Reduced Leave
c. Holidays

F. Notice

1. Federal Family and Medical Leave Act

a. Foreseeable Leave
b. Unforeseeable Leave

2. New Jersey Family Leave Act

a. Foreseeable Leave
b. Unforeseeable Leave

G. Leave Designation

H. Benefits

I. Returning from Leave

J. Ineligible Staff Members

1. Federal Family and Medical Leave Act

2. New Jersey Family Leave Act

K. Verification of Leave

1. Federal Family and Medical Leave Act

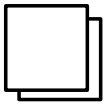
2. New Jersey Family Leave Act

L. Interference with Family Leave Rights

M. Non-Tenured Teaching Staff

N. Record Keeping

O. Processing of Complaints



A. Introduction

The Board will provide family leave in accordance with the Federal Family and Medical Leave Act (FMLA) and the New Jersey Family Leave Act (NJFLA).

FMLA leave for eligible staff members shall be up to twelve weeks leave of absence in any twelve month period upon advance notice to the district for the birth of a son or daughter of the staff member and in order to care for such son or daughter; for the placement of a son or daughter with the staff member for adoption or foster care; in order to care for the spouse, son, daughter, or parent of the staff member if such spouse, son, daughter, or parent has a serious health condition; or for a serious health condition that makes the staff member unable to perform the functions of the position of such staff member, **o**r because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty). In addition, eligible employees may take up to a combined total of twenty-six workweeks in a single twelve month period to care for a covered servicemember with a serious injury or illness.

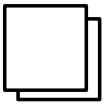
NJFLA leave for eligible staff members shall be up to twelve weeks leave of absence in any twenty four month period upon advance notice to the district so that a staff member may provide care made necessary by the birth of a child of the staff member, the placement of a child with the staff member in connection with adoption of such child by the staff member, and the serious health condition of a spouse, parent, or child.

B. Applicability

The Board will comply with requirements of the New Jersey and Federal Family Leave laws. The laws have similar and different provisions that may provide different rights and obligations for the staff member and/or the Board. The staff member shall be afforded the most favorable rights if there is a conflict in the rights afforded to the staff member under the two laws.

1. If the staff member is eligible for leave for reasons provided under the FMLA and NJFLA, then the time taken shall be concurrent and be applied to both laws.

2. The NJFLA provides twelve weeks leave in a twenty four month period while the FMLA provides twelve weeks leave in a twelve-month period. A staff member is eligible for up to twelve weeks leave in the first twelve months of the twenty-four month period under the NJFLA. A staff member is eligible for up to twelve weeks leave in the second twelve-month period under the FMLA.



3. In the event the reason for the family leave is recognized under one law and not the other law, the staff member is eligible for each law's leave entitlements within one twelve-month period. (Example: A staff member may use their FMLA leave for a twelve week family leave for their own pregnancy, which is considered a "serious health condition" under FMLA, and upon conclusion of the twelve week FMLA leave, the staff member would be eligible for a twelve week NJFLA leave to care for their newborn or any other reasons pursuant to the NJFLA.)

C. Definitions

1. Federal Family and Medical Leave Act (FMLA)

"Contingency operation" means a military operation that results in the call or order to, or retention on, active duty of members of the uniformed services during a war or during a national emergency declared by the President or Congress.

"Covered active duty" or "call to covered active duty" means duty during deployment of a member with the Armed Forces to a foreign country and, in the case of a member of the Reserve components of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation.

"Covered servicemember" means a current member of the Armed Forces (including National Guard or Reserves), who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or a covered veteran undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

"Covered veteran" means an individual who was a member of the Armed Forces (including National Guard or Reserves), discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible staff member takes FMLA leave to care for the covered veteran. For a veteran discharged prior to March 8, 2013, the effective date of the FMLA Final Rule, the period between October 28, 2009 and March 8, 2013 will not count towards the determination of the five-year period. 29 CFR § 825.127(b)(2)

"Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness under FMLA. 29 CFR §825.127

"Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin. For example, if a covered servicemember has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered servicemember's next of kin. Alternatively, where a covered servicemember has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered servicemember's next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered servicemember pursuant to 29 CFR §825.122(k). 29 CFR §825.127(d)(3)

"Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. 29 CFR § 825.127(b)(1)

"Parent" means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a son or daughter as defined below. This term does not include parents "in law."

"Parent of a covered servicemember" means a covered servicemember's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents "in law."

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or continuing treatment by a health care provider. "Serious health condition" may include treatment of substance abuse pursuant to 29 CFR §825.119.

"Serious injury or illness," only in the case of a veteran or current member of the Armed Forces, means:

a. In the case of a current member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness that was incurred by the covered servicemember in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the servicemember medically unfit to perform the duties of the member's office, grade, rank, or rating; and

b. In the case of a covered veteran, an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:

(1) A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or

(2) A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of fifty percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or

(3) A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or

(4) An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers. 29 CFR 825 §127(c)

"Single twelve-month period" means that a military caregiver's leave begins on the first day the staff member takes FMLA leave and ends twelve months after that date, regardless of the twelve-month period established by the district for other FMLA leave reasons. 29 CFR §825.127(e)(1)

"Son" or "daughter" means a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age eighteen or age eighteen or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

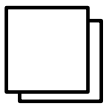
"Son or daughter of the covered servicemember" means a covered servicemember's biological, adopted or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age. 29 CFR §825.127(d)(1)

"Son or daughter on covered active duty or call to covered active duty status" means the staff member's biological, adopted or foster child, stepchild, legal ward, or a child for whom the staff member stood in loco parentis, who is on covered active duty or call to covered active duty status, and who is of any age. 29 CFR §825.126(a)(5)

"Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under State law in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex marriage or common law marriage. 29 CFR §825.122

"Staff member" means an employee eligible for family and medical leave in accordance with the Federal Family and Medical Leave Act (FMLA).

"Week" or "Workweek" means the number of days a staff member normally works each calendar week.



2. New Jersey Family Leave Act (NJFLA)

"Child" means a biological, adopted or foster child, stepchild, legal ward, child of a parent who is under eighteen years of age or a child eighteen years of age or older but incapable of self-care because of a mental or physical impairment.

"Continuing medical treatment" or "continuing supervision by a health care provider" means a period of incapacity or a period of absence in accordance with N.J.A.C. 13:14.

"Parent" means a biological, adoptive, or foster parent; step-parent; parent-in-law; a legal guardian having a "parent-child relationship" with a child as defined by law; or a person who has sole or joint legal or physical custody, care, guardianship, or visitation with a child.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that requires inpatient care in a hospital, hospice, or residential medical facility or continuing medical treatment or continuing supervision by a health care provider.

"Spouse" means a person to whom a staff member is lawfully married as defined by New Jersey law.

"Staff member" means an employee eligible for family leave in accordance with the New Jersey Family Leave Act.

"Week" or "Workweek" means the number of days a staff member normally works each calendar week.

D. Eligibility

1. Federal Family and Medical Leave Act (FMLA)

A staff member shall become eligible for FMLA leave after he/she has been employed at least twelve months in this district and employed for at least 1250 hours of service during the twelve-month period immediately preceding the commencement of the leave. The twelve months the staff member must have been employed need not be consecutive

months pursuant to 29 CFR §825.110(b). The minimum 1250 hours of service shall be determined according to the principles established under the Fair Labor Standards Act (FSLA) for determining compensable hours of work pursuant to 29 CFR § 785. Entitlement to FMLA leave taken for the birth of a son or daughter or placement of a son or daughter with the staff member for adoption or foster care shall expire at the end of the twelve-month period beginning on the date of such birth or placement.

Pursuant to 29 CFR §825.202, a husband and wife both employed by the district are limited to a combined total of twelve weeks of leave during the twelve-month period if the leave is taken for the birth of a son or daughter of the staff member or to care for such son or daughter after birth; for placement of a son or daughter with the staff member for adoption or foster care or in order to care for the son or daughter after placement; or to care for the staff member's parent with a serious health condition.

The method to determine the twelve-month period in which the twelve weeks of FMLA leave entitlement occurs will be a "rolling" twelve month period measured backward from the date a staff member uses any family leave.

A staff member during any period of FMLA leave is prohibited from performing any services on a full-time basis for any person for whom the staff member did not provide services immediately prior to commencement of the leave. A staff member using FMLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the district. The staff member may continue the part-time employment that commenced prior to the FMLA leave at the same number of hours that the staff member was regularly scheduled prior to such leave.

2. New Jersey Family Leave Act (NJFLA)

A staff member shall become eligible for NJFLA leave after he/she has been employed at least twelve months in this district for not less than 1,000 base hours, excluding overtime, during the immediate preceding twelve month period. The calculation of the twelve-month period to determine eligibility shall commence with the commencement of the NJFLA leave. NJFLA leave taken for the birth or adoption of a healthy child may commence at any time within a year after the date of the birth or placement for adoption.

The district shall grant a family leave under NJFLA to more than one staff member from the same family (for example, a husband and a wife, or a brother and a sister) at the same time, provided such staff members are otherwise eligible for the leave. N.J.A.C. 13:14-1.12

A staff member during any period of the NJFLA leave is prohibited from performing any services on a full-time basis for any person for whom the staff member did not provide services immediately prior to commencement of the leave. A staff member on NJFLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the district. The staff member may continue the part-time employment that commenced prior to the NJFLA leave at the same number of hours that the staff member was regularly scheduled prior to such leave.

The method to determine the twenty-four month period in which the twelve weeks of NJFLA leave entitlement occurs will be a "rolling" twenty-four month period measured backward from the date a staff member uses any leave.

E. Types of Leave

1. Federal Family and Medical Leave Act (FMLA)

A staff member may take FMLA leave to include servicemember qualifying exigency leave or military caregiver leave in consecutive weeks, as intermittent leave, or as reduced leave. A staff member who requests intermittent or reduced leave shall make a reasonable effort to schedule such leave so as not to unduly disrupt the instructional/educational program.

a. Leave for the birth of a son or daughter or placement of a son or daughter with the staff member for adoption or foster care may not be taken by a staff member intermittently or on a reduced leave schedule.

b. Leave may be taken intermittently or on a reduced leave schedule when medically necessary for planned and/or unanticipated medical treatment of a related serious health condition by or under the supervision of a health care provider, or for recovery from treatment or recovery from a serious health condition.

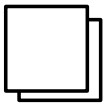
c. Intermittent leave means leave scheduled for periods of time from one hour or more to several weeks; however, the total time within which the leave is taken can not exceed a twelve month period for each serious health condition episode. Intermittent leave may be taken for a serious health condition that requires

periodic treatment by a health care provider, rather than one continuous period of time. Intermittent leave may also be taken for absences where the staff member is incapacitated or unable to perform the essential functions of the position because of a serious health condition even if the staff member does not receive treatment by a health care provider. The staff member shall make a reasonable effort to schedule intermittent leave so as not to unduly disrupt the operations of the instructional/educational program.

d. Reduced leave means leave scheduled for fewer than the staff member's usual number of hours worked per workweek, but not fewer than a staff member's usual number of hours worked per workday, unless otherwise agreed to by the staff member and the district. A staff member is entitled, at the option of the staff member, to take leave on a reduced leave schedule not exceeding twenty-four consecutive weeks. The staff member shall make a reasonable effort to schedule reduced leave so as not to unduly disrupt the operations of the instructional/educational program. The staff member shall provide the district prior notice of the care, medical treatment or continuing supervision by a health care provider necessary due to a serious health condition of a family member in a manner that is reasonable and practicable. Leave taken on a reduced leave schedule shall not result in a reduction of the total amount of leave to which a staff member is entitled.

e. The fact that a holiday may occur within the week taken by a staff member as Family Leave has no effect and the week is counted as a week of Family Leave. However, if the staff member is out on Family Leave and the school district is closed and the staff member would not be expected to report for work for one or more weeks, the weeks the school district is closed for this staff member do not count against the staff member's family leave entitlement.

Any leave time remaining after a staff member has exhausted his/her entitlement to intermittent leave in any twelve month period may be taken as consecutive leave or reduced leave, and any leave time remaining after a staff member has exhausted his/her entitlement to reduced leave in any twelve month period may be taken as consecutive leave or intermittent leave.



f. Servicemember qualifying exigency leave may arise out of the foreign deployment of the staff member's spouse, child, or parent 29 CFR §§825.122 and 126:

(1) The district must grant an eligible staff member up to twelve work weeks of unpaid, job-protected leave during a twelve-month period for qualifying exigencies that arise when the staff member's spouse, child, or parent is on covered active duty, or has been notified of an impending call or order to covered active duty.

(2) The military member must be the spouse, son, daughter, or parent, of the staff member taking FMLA exigency leave.

(3) FMLA leave can be granted for one or more of the following exigencies:

(a) Short-notice deployment:

i. Notification of duty seven or less calendar days prior to date of deployment;

ii. Leave can be used for a period of seven calendar days beginning on the date the military member is notified.

(b) Military events and related activities, including official ceremonies, programs, or events sponsored by the military and related to the covered active duty or call to covered active duty status of the military member; and to attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross.

(c) Childcare and school activities including arranging for alternative childcare; providing childcare on an urgent, immediate need basis (not routine, regular, or everyday basis); to enroll in or transfer to a new school or day care facility; or to attend meetings with staff at a school or day care facility:

i. The son or daughter must be the son or daughter of the covered servicemember.

(d) Financial and legal arrangements made to address the military member's absence while on covered active duty or call to covered active duty status.

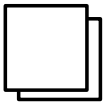
(e) Counseling, provided by someone other than a health care provider for oneself, for the military member, or qualified child, if the need arises from the covered active duty or call to covered active duty status of the military member.

(f) Rest and Recuperation (R&R) to spend time with the military member on short-term, temporary R&R leave during a term of deployment:

i. Can be used for a period of fifteen calendar days beginning on the date the military member commences each instance of R&R leave.

(g) Post-deployment activities such as ceremonies or briefings including any that arise from the death of the military member while on covered active duty.

(h) Parental care for one meeting the definition of a "parent" and incapable of self care including: arranging alternative care; providing care on an immediate need basis; and to attend meetings or arrange services at a care facility.



(i) Additional activities in accordance with 29 CFR §825.126(b)(9).

g. Military caregiver leave provides care for a covered servicemember with a serious injury or illness 29 CFR §§825.122 and 127:

(1) The district must grant up to a total of twenty-six workweeks of unpaid, job-protected leave during a "single twelve-month period" to care for a covered servicemember with a serious injury or illness.

(a) The eligible staff member must be the spouse, son, daughter, parent, or next of kin of the covered servicemember.

(b) The staff member is limited to a combined total of twenty-six workweeks for any FMLA-qualifying reasons during the single twelve-month period. Up to twelve of the twenty-six weeks may be for an FMLA-qualifying reason other than military caregiver leave.

(c) Spouses who are eligible for FMLA leave and are employed by the same covered employer may be limited to a combined total of twenty-six workweeks of leave during a single twelve-month period if the leave is taken for birth of the employee's son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement, to care for the employee's parent with a serious health condition, or to care for a covered servicemember with a serious injury or illness. If one spouse is ineligible for FMLA leave, the other spouse would be entitled to a full twenty-six workweeks of FMLA leave.

(2) Leave entitlement is applied on a per-covered-servicemember, per-injury basis.

(a) The staff member may take an additional twenty-six weeks of leave if the leave is to care for different covered servicemembers or to care for the same servicemember with a subsequent serious injury or illness, except that no more than twenty-six weeks of leave may be taken within any single twelve-month period.

(b) An eligible staff member may take military caregiver leave to care for more than one current service member or covered veteran at the same time or for the same family member with the same serious injury or illness both when the family member is a current servicemember and when the family member is a veteran.

(c) Military caregiver leave may be taken by eligible staff members whose family members are recent veterans with serious injuries or illnesses incurred or aggravated in the line of duty on active duty, and that manifested before or after the veteran left active duty.

2. New Jersey Family Leave Act (NJFLA)

A staff member may take NJFLA leave in consecutive weeks, as intermittent leave, or as reduced leave. A staff member who requests intermittent or reduced leave shall make a reasonable effort to schedule such leave so as not to unduly disrupt the instructional/educational program. The district shall not require a staff member to take a leave of absence beyond the period of time the staff member requests family leave. N.J.A.C. 13:14-1.5(f)

a. In the case of a family member who has a serious health condition, leave may be taken intermittently when medically necessary. The total time within which the leave is taken, can not exceed a twelve-month period for each serious health condition episode. The staff member will provide the district with prior notice of the leave in a manner which is reasonable and practicable; and the staff member shall make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the instructional/educational program. In the case of the birth or adoption of a healthy child, the leave may be taken intermittently only if agreed to by the staff member and the district.

b. Reduced leave means leave scheduled for fewer than the staff member's usual number of hours worked per workweek, but not fewer than a staff member's usual number of hours worked per workday, unless otherwise agreed to by the staff member and the district. A staff member is entitled, at the option of the staff member, to take leave on a reduced leave schedule for a period not exceeding twenty-four consecutive weeks. The staff member is not entitled to take the leave on a reduced leave schedule without an agreement between the staff member and the district if the leave is taken for the birth or adoption of a healthy child. The staff member shall make a reasonable effort to schedule reduced leave so as not to unduly disrupt the operations of the instructional/educational program. The staff member shall provide the district prior notice of the care, medical treatment or continuing supervision by a health care provider necessary due to a serious health condition of a family member in a manner that is reasonable and practicable. Leave taken on a reduced leave schedule shall not result in a reduction of the total amount of leave to which a staff member is entitled.

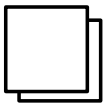
c. The fact that a holiday may occur within the week taken by a staff member as family leave has no effect and the week is counted as a week of family leave. However, if the staff member is out on family leave and the school district is closed and the staff member would not be expected to report for work for one or more weeks, the weeks the school district is closed for this staff member do not count against the staff member's family leave entitlement.

Any leave time remaining after a staff member has exhausted his/her entitlement to intermittent leave in any twelve month period may be taken as consecutive leave or reduced leave, and any leave time remaining after a staff member has exhausted his/her entitlement to reduced leave in any twelve month period may be taken as consecutive leave or intermittent leave.

F. Notice

1. Federal Family and Medical Leave Act (FMLA)

a. Foreseeable Leave – A staff member eligible for FMLA leave must give at least a thirty day written advance notice to the Manager of Human Resources if the

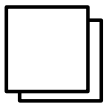


need for the leave is foreseeable based on an expected birth, placement for adoption of foster care, or planned medical treatment for a serious health condition of the staff member or a family member. If thirty days is not practical, the staff member must provide notice "as soon as practicable" which means as soon as both possible and practical, taking into account all the facts and circumstances in the individual case. For foreseeable leave where it is not possible to give as much as thirty days notice "as soon as practical" ordinarily would mean at least verbal notification to the Manager of Human Resources within one or two business days or when the need for leave becomes known to the staff member. The written notice shall include the reasons for the leave, the anticipated duration of the leave and the anticipated start of the leave.

When planning medical treatment, the staff member must consult with the Manager of Human Resources and make a reasonable effort to schedule the leave so as not to unduly disrupt the educational program, subject to the approval of the health care provider. Staff members are ordinarily expected to consult with the Manager of Human Resources prior to scheduling of treatment that would require leave for a schedule that best suits the needs of the district and the staff member.

The district may delay the staff member taking leave for at least thirty days if the staff member fails to give thirty days notice for foreseeable leave with no reasonable excuse for the delay.

b. Unforeseeable Leave - When the approximate timing of the need for leave is not foreseeable, a staff member should give notice to the Manager of Human Resources for leave as soon as practicable under the facts and circumstances of the particular case. It is expected the staff member will give notice to the Manager of Human Resources within no more than one or two working days of learning of the need for leave, except in extraordinary circumstances where such notice is not foreseeable. The staff member should provide notice to the employer either in person or by telephone, telegraph, facsimile machine or other electronic means.



2. New Jersey Family Leave Act (NJFLA)

a. Foreseeable Leave - A staff member eligible for NJFLA leave must give at least a thirty-day advance written notice to the Manager of Human Resources of the need to take family leave except where the need to take family leave is not foreseeable.

(1) Notice for leave to be taken for the birth or placement of the child for adoption shall be given at least thirty days prior to the commencement of the leave, except that if the date of the birth or adoption requires leave to begin in less than thirty days, the staff member shall provide such notice that is reasonable and practicable.

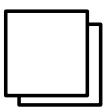
(2) Notice for leave to be taken for the serious health condition of a family member shall be given at least fifteen days prior to the commencement of leave, except that if the date of the treatment or supervision requires leave to begin in less than fifteen days, the staff member shall provide such notice that is reasonable and practicable.

(3) When the Manager of Human Resources is not made aware that a staff member was absent for family leave reasons and the staff member wants to request the leave be counted as family leave, the staff member must provide timely notice within two business days of returning to work to have the time considered for family leave in accordance with the Family Leave Act.

b. Unforeseeable Leave – When the need for leave is not foreseeable, the staff member must provide notice "as soon as practicable" which shall be at least verbal notice to the Manager of Human Resources within one or two business days of the staff member learning of the need to take family leave. Whenever emergent circumstances make written notice impracticable, the staff member may give verbal notice to the Manager of Human Resources, but any verbal notice must be followed by written notice delivered within two working days.

G. Leave Designation

An eligible staff member shall designate FMLA or NJFLA leave upon providing notice of the need for the leave or when the need for leave commences. The Manager of Human Resources shall provide the staff member with this Policy to assist the staff member in determining the type of leave.



H. Benefits

Whether a staff member is required to use sick time or any other accrued leave time concurrent with FMLA or NJFLA leave time will depend upon either the district's practice or a provision in the district's collective bargaining agreement, if applicable. 29 CFR §825.100

The Board will maintain coverage under any group health insurance policy, group subscriber contract, or health care plan at the level and under the conditions coverage would have been provided if the staff member had continued to work instead of taking the leave. If the staff member was paying all or part of the premium payments prior to the leave, the staff member would continue to pay his/her share during the leave time. Any ten month staff member who is on leave under NJFLA or FMLA at the end of the school year will be provided with any benefits over the summer that the staff member would normally receive if they had been working at the end of the school year.

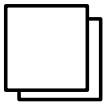
I. Returning from Leave

The Federal Family and Medical Leave Act and/or the New Jersey Family Leave Act

A staff member returning from leave shall be entitled to the position he/she held when leave commenced or to an equivalent position of like seniority, status, employment benefits, pay and other conditions of employment. If the district experiences a reduction in force or layoff and the staff member would have lost his/her position had the staff member not been on family leave as a result of the reduction in force or pursuant to the good faith operation of a bona fide layoff and recall system including a system under any collective bargaining agreement, the staff member shall be entitled to reinstatement to the former or an equivalent position in accordance with applicable statutes, codes and laws. The staff member's tenure and seniority rights, if any, and other benefits shall be preserved, but the staff member shall accrue no additional time toward tenure or seniority for the period of the leave, except as may be provided by law.

The return of a staff member prior to the expiration of the requested family leave may be permitted by the Board if the return does not unduly disrupt the instructional program or require the Board to incur the cost of continuing the employment of a substitute under contract.

The Board may, in accordance with the provisions of 29 CFR §825.312 delay restoration of employment of a staff member using FMLA leave for the staff member's serious health condition until the staff member submits a fitness-for-duty examination from his/her health care



provider indicating that the staff member is able to resume work. In the event the Board requires such a fitness-for-duty examination before restoration of the staff member after leave, the Board will provide the staff member specific notice either at the time the staff member gives notice of the need for leave or immediately after the leave commences and the staff member advises the Board of the medical circumstances for the leave.

If leave is taken under FMLA, and the staff member does not return to work after the leave expires, the Board is entitled to recover health insurance costs paid while the staff member was on FMLA. The Board's right to recover premiums would not apply if the staff member fails to return to work due to:

1. The continuation, onset or recurrence of a serious health condition of the staff member; or

2. Circumstances beyond the staff member's control.

J. Ineligible Staff Members

1. Federal Family and Medical Leave Act (FMLA)

The district may deny job restoration after FMLA leave if the staff member is a "key employee" as defined in 29 CFR §825.217 if such denial is necessary to prevent substantial and grievous economic injury to the district or the district may delay restoration to a staff member who fails to provide a fitness for duty certificate to return to work for leave that was the staff member's own serious health condition. A "key employee" is a salaried, staff member who is among the highest paid ten percent of the school district staff employed by the district within 75 miles of the worksite. No more than ten percent of the school district staff within 75 miles of the worksite may be "key employees."

In the event the Manager of Human Resources believes that reinstatement may be denied to a key employee, the Manager of Human Resources must give written notice to the staff member at the time the staff member gives notice of the need for leave, or when the need for leave commences, if earlier, that he/she qualifies as a key employee. The key employee must be fully informed of the potential consequences with respect to reinstatement and maintenance of health benefits if the district should determine that

substantial and grievous economic injury to the district's operations will result if the staff member is reinstated from leave. The district's notice must explain the basis for the district's finding that substantial and grievous economic injury will result, and if leave has commenced, must provide the staff member a reasonable time in which to return to work. If the staff member on leave does not return to work in response to the notice of intent to deny restoration, the staff member continues to be entitled to maintenance of health insurance.

A key employee's rights under the FMLA continue unless and until the staff member either gives notice that he/she no longer wishes to return to work or the district actually denies reinstatement at the conclusion of the leave period. A staff member is still entitled to request reinstatement at the end of the leave period even if the staff member did not return to work in response to the district's notice. The district will then again determine whether there will be substantial and grievous economic injury from reinstatement based on the facts at that time. If it is determined that substantial and grievous economic injury will result, the district will notify the staff member in writing (in person or by certified mail) of the denial of the restoration.

2. New Jersey Family Leave Act

The district may deny family leave to the staff member if the staff member is a salaried employee who is among the highest paid five percent of the school district staff or one of the seven highest paid employees of the district, whichever is greater, if the denial is necessary to prevent substantial and grievous economic injury to the school district's operations. The Manager of Human Resources shall notify the staff member of the intent to deny the leave at the time the Manager of Human Resources determines the denial is necessary. If the leave has already commenced at the time of the district's notification of denial, the staff member shall be permitted to return to work within ten working days of the date of notification.

K. Verification of Leave

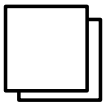
1. Federal Family and Medical Leave Act (FMLA)

The Board requires a staff member's FMLA leave to care for the staff member's seriously ill spouse, son, daughter, or parent; or for a servicemember's qualifying

exigency or serious injury; or for illness due to the staff member's own serious health condition that makes the staff member unable to perform one or more of the essential functions of the staff member's position, be supported by a certification issued by the health care provider of the staff member or the staff member's ill family member. The medical certification required encompasses both physical and psychological care and includes situations where a family member is unable to care for his/her own basic medical, hygienic, or nutritional needs or safety, or is unable to transport himself/herself to the doctor. It can also include providing psychological comfort and reassurance beneficial to a child, spouse, or parent with a serious health condition who is receiving inpatient or home care and can include situations where the staff member may be needed to substitute for others who normally care for the family member or covered servicemember or to make arrangements for changes in care. The staff member need not be the only individual or family member available to care for the family member or covered servicemember. 29 CFR §825.124

The certification must meet the requirements of 29 CFR §§825.306, 309, and 310 to include: which part of the definition of "serious health condition" applies; the approximate date the serious health condition commenced and its probable duration; whether it will be necessary for the staff member to take intermittent and/or reduced leave; whether the patient is presently incapacitated and the likely duration and frequency of episodes of incapacity; if additional treatments will be required for the condition; and/or if the patient's incapacity will be intermittent or will require reduced leave. The certification of a serious health condition of a family member of the staff member shall be sufficient if it states the date on which the condition commenced, the probable duration of the condition, and the medical facts within the provider's knowledge regarding the condition. Certification for the birth or placement of a child need only state the date of birth or date of placement.

In the event the Manager of Human Resources doubts the validity of the certification, in accordance with 29 CFR § 825.307, the district may require, at the district's expense, the staff member obtain an opinion regarding the serious health condition from a second health care provider designated by the district, but not employed on a regular basis by the district. If the second opinion differs from the staff member's health care provider, the district may require, at the district's expense, the staff member obtain the opinion of a third health care provider designated by the district or approved jointly, in good faith, by the district and the staff member. The opinion of the third health care provider shall be final and binding on the district and the staff member.



The district may require re-certification pursuant to the requirements of 29 CFR §825.308. In accordance with 29 CFR §825.309, the staff member on leave must provide a written report to the Manager of Human Resources every thirty workdays. The report shall include the staff member's status and intended date to return to work. In the event the staff member's circumstances change, the staff member must provide reasonable notice to the Manager of Human Resources if the staff member intends to return to work on a date sooner than previously noticed to the district. The staff member is not required to take more leave than necessary to resolve the circumstance that precipitated the need for leave. As a condition of returning to work after the leave for the staff member's own serious health condition, and in accordance with 29 CFR § 825.310, the district requires a staff member to provide a certification from their health care provider that the staff member is able to resume work.

In accordance with 29 CFR §825.311, the district may delay the taking of FMLA leave to a staff member who fails to provide certification within fifteen days after being requested to do so by the district. In accordance with 29 CFR §825.312, the district may delay the taking of leave until thirty days after the date the staff member provides notice to the district of foreseeable leave or the district may delay continuation of leave if a staff member fails to provide a requested medical certification in a timely manner.

2. New Jersey Family Leave Act

The Board shall require the certification of a duly licensed health care provider verifying the purpose of requested NJFLA leave. Certification of a serious health condition of a family member of the staff member shall be sufficient if it states the date on which the condition commenced, the probable duration of the condition, and the medical facts within the provider's knowledge regarding the condition. Certification for the birth or placement of a child need only state the date of birth or date of placement, whichever is appropriate.

In the event the Manager of Human Resources doubts the validity of the certification for the serious health condition of a family member of the staff member, the district may require, at the district's expense, the staff member to obtain an opinion regarding the serious health condition from a second health care provider designated or approved, but not employed on a regular basis, by the district. If the second opinion differs from the certification the district may require, at the district's expense, that the staff member obtain the opinion of a third health care provider designated or approved jointly by the district and the staff member concerning the serious health condition. The opinion of the third health care provider shall be final and binding on the district and the staff member.

L. Interference with Family Leave Rights

The Federal Family and Medical Leave Act and the New Jersey Family Leave Act prohibit interference with a staff member's rights under the law, and with legal proceedings or inquiries relating to a staff member's rights. Unless permitted by the law, no staff member shall be required to take family leave or to extend family leave beyond the time requested. A staff member shall not be discriminated against for having exercised his/her rights under the Federal Family and Medical Leave Act or the New Jersey Family Leave Act nor discouraged from the use of family leave.

M. Non-Tenured Teaching Staff

Family leave granted to a nontenured staff member cannot extend the staff member's employment beyond the expiration of his/her employment contract.

N. Record Keeping

In order that staff member's entitlement to FMLA leave and NJFLA leave can be properly determined, the Superintendent shall ensure the keeping of accurate attendance records that distinguish family leave from other kinds of leave. The Superintendent will publish a notice explaining the Act's provisions and provide information concerning the procedures for filing complaints of violations of the FMLA and NJFLA.

Implementation of FMLA and NJFLA will be consistent with provisions in collective bargaining agreement(s) in the district.

O. Processing of Complaints

1. Federal Family and Medical Leave Act (FMLA) 29 CFR §§825.400-401

a. If there is a dispute between the district and a staff member as to whether leave qualifies as FMLA leave, it should be resolved through discussion between the staff member and the district. Such discussions and the decision shall be documented by the school district.

b. The staff member also may file, or have another person file on his/her behalf, a complaint with the United States Secretary of Labor. A complaint may be filed in person, by mail, or by telephone with the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, at any local office of the Wage and Hour Division.

2. New Jersey Family Leave Act N.J.A.C. 13:14-1.16

a. Any complaint alleging a violation of the Act shall be processed in the same manner as a complaint filed under the terms of N.J.S.A. 10:5-1 et seq. and N.J.A.C. 13:4 through the New Jersey Department of Law and Public Safety, Division on Civil Rights.

29 CFR §825 et seq.
29 CFR §785
N.J.S.A. 10:5-1
N.J.A.C. 13:14-1 et seq.

Adopted: 7 December 2009
Revised: 22 February 2016

3431.3 NEW JERSEY'S FAMILY LEAVE INSURANCE PROGRAM

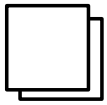
Board of Education employees are eligible to apply for benefits under New Jersey's Family Leave Insurance Program administered by the State of New Jersey- "Department of Labor and Workforce Development. New Jersey's Family Leave Insurance Program (NJFLI) may provide up to six weeks of family leave insurance benefits payable to covered employees from either the New Jersey State Plan or an approved employer-provided private plan.

A benefit provided through the NJFLI will be for the employee to bond with a child during the first twelve months after the child's birth, if the covered individual or the domestic partner or civil union partner of the covered individual is a biological parent of the child, or the first twelve months after the placement of the child for adoption with the covered individual. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI must provide the Superintendent of Schools written notice thirty calendar days prior to beginning the leave. Failure to provide this thirty-day notice may result in a reduction in the employee's maximum family leave insurance benefits. Intermittent leave to bond with a newborn or newly adopted child must be agreed to by the Superintendent of Schools and the employee and, if agreed to, must be taken in periods of seven days or more.

A benefit provided through the NJFLI will also be to care for a family member with a serious health condition supported by a certification provided by a health care provider. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI for consecutive leave must provide the school district reasonable and practical notice unless the time of the leave is unexpected or the time of the leave changes for unforeseen reasons. An employee who intends to apply for benefits under this provision of the NJFLI for intermittent leave must provide the school district with a written notice at least fifteen calendar days prior to beginning the leave.

For the purposes of this Policy, a "family member" means a child, spouse, domestic partner, civil union partner, or parent of a covered individual. "Child" means a biological, adopted, or foster child, stepchild, or legal ward of a covered individual, child of a domestic partner of the covered individual, or child of a civil union partner of the covered individual, who is less than nineteen years of age or is nineteen years of age or older but incapable of self-care because of mental or physical impairment.

An employee will be required to use ten workdays of earned vacation, personal, or other earned leave in connection with a period of paid leave from the NJFLI. In accordance with N.J.S.A. 18A:30-1, sick leave is only to be used for personal disability due to illness or injury and therefore may not be used for NJFLI purposes.



TEACHING STAFF MEMBERS
3431.3/page 2 of 2
New Jersey's Family Leave Insurance Program

All applications for benefits under the NJFLI must be filed directly with the State of New Jersey – Department of Labor and Workforce Development. The eligibility requirements, wage requirements, benefit duration and amounts, and benefit limitations shall be in accordance with the provisions of the NJFLI as administered by the State of New Jersey – "Department of Labor and Workforce Development. A formal appeal may be submitted to the State of New Jersey - "Department of Labor and Workforce Development if an employee or the Board disagrees with a determination on a claim.

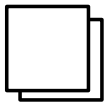
The NJFLI provides eligible individuals a monetary benefit and not a leave benefit. The school district administrative and related staff will comply with the State of New Jersey – Department of Labor and Workforce Development requests for information in accordance with the provisions of N.J.A.C. 12:21-3.9.

The Board may elect to provide employees with Family Leave Insurance benefits coverage under a private plan which must be approved by the State of New Jersey's Department of Labor and Workforce Development.

A printed notification of covered individuals' rights relative to the receipt of benefits under the NJFLI will be posted in each of the school district worksites and in a place or places accessible to all employees at the worksite. Each employee shall receive a copy of this notification in writing at the time of the employee's hiring, whenever the employee provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI, or at any time upon the first request of the employee. The written notification may be transmitted to the employee in electronic form.

N.J.S.A. 43:21-25 et seq.
N.J.A.C. 12:21-1.1 et seq.

Adopted: 22 February 2010



~~TEACHING STAFF MEMBERS~~
~~4431.3/page 1 of 2~~
~~New Jersey's Family Leave Insurance Program~~

~~4431.3~~ NEW JERSEY'S FAMILY LEAVE INSURANCE PROGRAM

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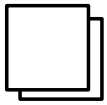

~~TEACHING STAFF MEMBERS~~
~~4431.3/page 2 of 2~~
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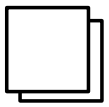
~~N.J.S.A. 43:21-25 et seq.~~
~~N.J.A.C. 12:21-1.1 et seq.~~

~~Adopted: 22 February 2010~~



5330.01 ADMINISTRATION OF MEDICAL **CANNABIS** ~~MARIJUANA~~

The Board of Education, in accordance with the requirements of N.J.S.A. 18A:40-12.22, must adopt a Policy authorizing parents~~, guardians,~~ and ~~primary~~ **designated caregiver(s)** to administer medical **cannabis** ~~marijuana~~ to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event. The parent of a qualifying student patient requesting the administration of medical **cannabis** ~~marijuana~~ to the student while on school grounds, aboard a school bus, or attending a school-sponsored event must comply with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. and Policy and Regulation 5330.01.

A student enrolled in the school district must be authorized to engage in the medical use of **cannabis pursuant to N.J.S.A. 24:6I-1 et seq. and that the parent or designated caregiver be authorized to assist the student with the medical use of cannabis pursuant to N.J.S.A. 24:6I-1 et seq.** ~~marijuana and the primary caregiver, who may be the parent, must be authorized to administer medical marijuana to a qualifying student patient in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq.~~ The student and the **designated** primary caregiver**(s)** must complete ~~the registration process to~~ **registration with the Cannabis Regulatory Commission** ~~obtain a Registry Identification Card from the New Jersey Department of Health~~ in accordance with the requirements of N.J.S.A. 24:6I-4.

The parent of the student authorized to engage in the medical use of **cannabis** ~~marijuana~~ must submit a written request with supporting documentation to the Principal requesting approval to have a **designated** ~~primary~~ caregiver**(s)** assist in the administration of medical **cannabis** ~~marijuana~~ to the **qualifying** student **patient** while on school grounds, aboard a school bus, or attending a school-sponsored event. The Principal, in consultation with the school nurse, the school physician, and the Superintendent of Schools, will review each request and upon approval will inform the parent in writing of the approval with details for the administration of medical **cannabis** ~~marijuana~~ to the qualifying student patient. The medical use of **cannabis** ~~marijuana~~ by a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event will only be authorized after the written approval from the Principal is provided to the parent.

Medical **cannabis** ~~marijuana~~ may only be administered to the qualifying student patient while the student is on school grounds, aboard a school bus, or attending a school-sponsored event by the **designated** ~~primary~~ caregiver**(s)** in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. The prescribed medical **cannabis** ~~marijuana~~ must be in the possession of the **designated** ~~primary~~ caregiver**(s)** at all times, except during the administration process. The **designated** ~~primary~~ caregiver**(s)** shall comply with the requirements of the Principal's written approval for the administration of medical **cannabis** ~~marijuana~~ to the qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event.

All health records related to the administration of medical **cannabis** ~~marijuana~~ to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event shall be maintained in accordance with the requirements of N.J.A.C. 6A:16-2.4 and N.J.A.C. 6A:32-7.4.

No person shall be subject to arrest or prosecution for constructive possession, conspiracy, or any other offense for simply being in the presence or vicinity of the medical use of **cannabis** ~~marijuana~~ as authorized under N.J.S.A. 24:6I-1 et seq. or N.J.S.A. 18A:40-12.22. No custodial parent~~, guardian,~~ or person who has legal custody of a qualifying student patient who is a minor shall be subject to arrest or prosecution for constructive possession, conspiracy, or any other offense for assisting the minor in the medical use of **cannabis** ~~marijuana~~ as authorized under N.J.S.A. 24:6I-1 et seq. or N.J.S.A. 18A:40-12.22.

N.J.S.A. 18A:40-12.22
N.J.S.A. 24:6I-1 et seq.
N.J.A.C. 6A:16-2.4; 6A:32-7.4

Adopted: 18 July 2016
Revised:

7425 LEAD TESTING OF WATER IN SCHOOLS

The health, safety, and welfare of the children in the school district are of utmost importance to the Board of Education. The potential exposure to lead-contaminated drinking water poses serious health problems, particularly for children, as well as for teachers and school personnel, since the risk of lead contamination can come from pipe and plumbing fixtures in school facilities or on school grounds. The Board shall assure the availability of potable drinking water through sanitary means in school facilities or on school grounds. The Board of Education shall provide, in accordance with N.J.A.C. 6A:26-12.4, testing for lead in all district sources of drinking water.

The Board shall conduct lead sampling and analysis in all drinking water outlets to which a student or staff member has**,** or may have**,** access in each school facility, other facility, or temporary facility, as soon as practicable, but no later than July 13, 2017, unless the district qualifies for an exemption in accordance with N.J.A.C. 6A:26-12.4~~(d)(h)(i)~~**(j)**. This ~~testing~~ **lead sampling and analysis** shall be conducted with a lead sampling plan in accordance with N.J.A.C. 6A:26-12.4(d)1, 2, and 3, and shall be in accordance with the Safe Drinking Water Act, N.J.S.A. 58:12A-1.

The Superintendent of Schools or designee shall complete a review of the final laboratory results within seventy-two hours of receipt. Within twenty-four hours after the ~~Board~~ **Superintendent** or designee has completed a review of final laboratory results in accordance with the provisions of N.J.A.C. 6A:26-12.4(e), the test results shall be made publicly available at the school facility and on the Board of Education's website. If any results exceed the permissible lead action level, the Board shall provide written notification to the parents of all students attending the facility, facility staff, and the New Jersey Department of Education. This **written** notification shall include: a description of the measures taken by the ~~Board~~ **Superintendent** or designee to immediately end the use of each drinking water outlet where the water quality exceeded the permissible lead action level; **any additional remedial action taken or planned by the Board of Education;** the measures taken to ensure that alternate drinking water has been made available to all students and staff members; **where the water outlet(s) is located;** and information regarding the health effects of lead in accordance with N.J.A.C. 6A:26-12.4(e)1 and 2. ~~After the initial screening, the Board will conduct these lead screenings every six years and~~

Notwithstanding the results or date of any prior testing, the Board shall continue to test drinking water outlets in the designated Statewide required testing year, which shall be every third school year beginning with the 2021-2022 school year and subsequently occurring in the 2024-2025 school year. By no later than June 30 of the designated Statewide required testing year, the Board shall test all drinking water outlets in accordance with N.J.A.C. 6A:26-12.4(g)1. The Board shall sample for lead after the replacement of any drinking water outlet or any other alteration to plumbing or service lines that may impact lead levels at the outlet, in accordance with N.J.A.C. 6A:26-12.4~~(f)~~**(g)**~~1. and~~ 2.

The Board shall submit to the New Jersey Department of Education by June 30 of each year a statement of assurance, that the school district completed lead testing in accordance with N.J.A.C. 6A:26-12.4; that notifications were provided consistent with N.J.A.C. 6A:26-12.4; and that alternative drinking water continues to be made available to all students and staff, if necessary, pursuant to N.J.A.C. 6A:26-12.4~~(g)~~**(i)**.

The Board may apply for reimbursement for the costs of any water supply testing and analysis conducted, in accordance with N.J.A.C. 6A:26-12.4~~(j)~~**(k)**.

N.J.S.A. 58:12A-1 et seq.
N.J.A.C. 6A:26-12.4

Adopted: 5 March 2018
Revised:

R 7425 LEAD TESTING OF WATER IN SCHOOLS

The Board of Education shall assure the availability of potable drinking water through sanitary means in school facilities or upon school grounds and shall test the school drinking water quality in accordance with the Safe Drinking Water Act, N.J.S.A. 58:12A-1 and the Planning and Construction Standards for School Facilities, N.J.A.C. 7:10 and N.J.A.C. 6A:26-6.

The school district shall conduct lead sampling and analysis in all drinking water outlets to which a student or staff member has, or may have, access in each school facility, other facility, or temporary facility in accordance with the provisions of N.J.A.C. 6A:26-12.4.

A. Testing of Drinking Water

1. Schedule

a. Sampling shall be conducted in accordance with a lead sampling plan, which shall include:

(1) A plumbing survey for each facility that identifies how water enters and flows through each facility, the types of plumbing materials used in the facility, such as the service line, piping, solder, fixtures, drinking water outlets where students or staff have or may have access, and point of use treatment, such as drinking water filters;

(2) The names and responsibilities of all individuals involved in sampling; and

(3) The following sampling procedures:

(a) Samples shall be taken after water has sat undisturbed in the school pipes for at least eight hours, but no more than forty-eight hours before the sample is taken.

(i) 24-hour school facilities shall collect first-draw samples at drinking water outlets following a stagnation time that would likely result in the longest standing time;

(b) At least eight hours prior to sampling, signs shall be posted to indicate that water shall not be used and access to the buildings subject to the sampling shall be restricted to all but authorized staff members;

(c) Existing aerators, screens, and filters shall not be replaced or removed prior to or during sampling; and

(d) All samples shall be collected in pre-cleaned high-density polyethylene (HDPE) 250 milliliter (mL) wide-mouth single-use rigid sample containers that are properly labeled.

2. Analysis of Samples

a. Analysis of samples shall be conducted as follows:

(1) Analysis shall be conducted by a certified laboratory to analyze for lead in drinking water;

(2) The laboratory shall use an approved analytical method pursuant to the Federal Safe Drinking Water Act at 40 CFR 141.23(k)(1); and

(3) Sample analysis shall be conducted in accordance with a Quality Assurance Project Plan (QAPP), which shall be signed by the Board, the certified laboratory, and the individual responsible for conducting the sampling. The QAPP shall include the identification of analytical methods, chain of custody procedures, data validation and reporting processes, detection limits, reporting to three significant figures, field blanks, and quality control measures required by the certified method.

b. The Superintendent or designee may utilize a technical guidance manual, which will be developed by the New Jersey Department of Education (NJDOE), in consultation with the Department of Environmental Protection (DEP), to assist in the school district's compliance with the sampling and analysis requirements of this Regulation.

3. Designated Statewide Required Testing

a. Notwithstanding the results or date of any prior testing, the Board shall continue to test drinking water outlets as provided in A.2.a. above in the designated Statewide required testing year, which shall be every third school year beginning with the 2021-2022 school year and subsequently occurring in the 2024-2025 school year:

(1) By no later than June 30 of the designated Statewide required testing year, the Board shall test all drinking water outlets. Sampling shall be prioritized, such that buildings and facilities that previously had outlets with results above the action level or identified in the plumbing profile as high risk for lead shall be sampled first in accordance with the sampling plan; and

(2) The Board shall sample for lead after the replacement of any drinking water outlet or any other alteration to plumbing or service lines that may impact lead levels at the outlet.

b. If the Board tests drinking water outlets for lead more frequently than the three-year cycle set forth in A.3.a. above, the notification requirements set forth in B.2.b. below shall apply.

(1) If drinking water outlets are tested more frequently in accordance with A.3.b. above, the Board shall make the most recent results for each facility available on the Board's website.

4. Statement of Assurance

a. The Board shall submit to the NJDOE by June 30 each year a statement of assurance that lead testing was completed, that notifications where provided, and that alternate drinking water continues to be made available in accordance with N.J.A.C. 6A:26-12.4.

5. Exception from Testing Requirements

a. The Board may request an exemption from the testing requirements set forth in A.2. above if they can demonstrate that they do not use any drinking water outlets for consumption or food preparation in any of their facilities.

b. The Board shall submit an application to the NJDOE documenting that no drinking water outlets are used in their facilities and the provisions for an alternative source of drinking water.

c. If the school district receives an exemption from the NJDOE from testing, the Board shall make available for public inspection at the school facility and on the Board's website, if applicable, confirmation that the school district is exempt from testing.

d. No later than June 30 of each Statewide required testing school year set forth in A.3. above, the Board shall either begin testing procedures in accordance with section A.3.a. above or reapply for an exemption under section A.5.

B. Water Testing – Laboratory Results

1. The Superintendent or designee shall complete a review of final laboratory results within seventy-two hours of receipt.

2. Within twenty-four hours after the Superintendent or designee has reviewed the final laboratory results, the Superintendent or designee shall:

   a. Make the test results of all water samples publicly available at the school facility in accordance with section B.3. below and make the results from the most recent required Statewide testing available on the Board's website; and

   b. If any results exceed the permissible lead action level, provide written notification to the parents of all students attending the facility, facility staff, and the Department of Education. This written notification shall be posted on the Board's website and shall include a description of the following:

      (1) Measures taken by the Board or its designee, to immediately end use of each drinking water outlet where water quality exceeds the permissible lead action level;

      (2) Any additional remedial actions taken or planned by the Board;

      (3) The measures taken to ensure that alternate drinking water has been made available to all students and staff members at the school(s) where the water outlet(s) is located; and

      (4) Information regarding the health effects of lead.

3. Test results of all water samples shall remain publicly available in accordance with the timeline established by the Department of the Treasury in the Records Retention Schedule.

C. Reimbursement

1. The Board shall be eligible to be reimbursed for the water supply testing and analysis conducted pursuant to section A.3. above after July 1, 2021, as approved by the NJDOE and subject to available funds.

2. To be eligible to receive reimbursement, the Board shall complete and submit to the NJDOE a reimbursement application on a form, or in a format, supplied by the NJDOE.

   a. The NJDOE will make the reimbursement application available on its website.

3. If the school district conducts additional testing in a year other than the Statewide required testing school year as set forth in A.3. above, the district shall not be eligible for reimbursement.

D. Failure to Comply

1. Failure to comply with any requirement of N.J.A.C. 6A:26-12.4 and Policy and Regulation 7425 may result in any of the following:

   a. Board's disqualification for reimbursement pursuant to C. above;

   b. The NJDOE's initiation of an investigation by the Office of Fiscal Accountability and Compliance; and

   c. The Commissioner's withholding of State aid pursuant to N.J.A.C. 6A:2-1.2.

Adopted:

~~PROPERTY~~
~~R 7430/page 1 of 1~~
~~School Safety~~
~~M~~

~~R 7430 SCHOOL SAFETY~~

~~Guidelines for Dealing with Accident/Injury~~

1. ~~The school nurse or another trained person shall be responsible for administering first aid.~~

2. ~~In all cases where the nature of an injury appears in any way serious, every effort shall be made to contact the parent(s) or legal guardian(s) and/or family physician immediately.~~

3. ~~Parent(s) or legal guardian(s) shall be requested to pick up the pupil. If a parent(s) or legal guardian(s) is unable to provide such transportation, no pupil who is injured shall be sent home alone. A pupil who is injured may be taken home if a responsible person is there to receive that pupil.~~

4. ~~In extreme emergencies, the school nurse, school doctor or Principal may make arrangements for immediate hospitalization of injured pupils. Parent(s) or legal guardian(s) should be contacted as soon as possible.~~

5. ~~The teacher or other staff member who is responsible for a pupil at the time an accident occurs shall make out a report within twenty-four hours, providing details about the accident. This shall be required for every accident whether first aid is necessary or not.~~

6. ~~Any injuries or accidents to pupils shall be reported as soon as possible to the Superintendent.~~

~~Emergency Medical Procedures for Sports/Athletics~~

~~The Board of Education recognizes its responsibility for pupil safety in all aspects of sports and athletic events, both intramural and interscholastic. Emergency medical procedures are to be developed at each school having an athletic program to ensure delivery of appropriate emergency medical services for all practice sessions, competitive contests, games, events, or exhibitions with individual pupils or teams of the schools of this district whether among themselves or with pupils of other districts.~~

~~These emergency medical procedures shall be disseminated to appropriate personnel within the district.~~

~~Adopted: 7 December 2009~~

2415 **EVERY STUDENT SUCCEEDS ACT** ~~NO CHILD LEFT BEHIND PROGRAMS~~

The ~~No Child Left Behind Act (NCLB) of 2001~~ **Every Student Succeeds Act (ESSA)** is a reauthorization of the Elementary and Secondary Education Act (ESEA)~~/Improving America's Schools Act (IASA) 1994,~~ **of 1965 that provides** ~~providing~~ **Federal** funds to help all New Jersey's school children achieve**.**~~, at a minimum, proficiency in the State standards~~. ~~NCLB embodies four key principles or pillars of education reform: accountability, flexibility, choice, and methodology.~~ **The purpose of the ESSA is to ensure all students have equitable access to high-quality educational resources and opportunities and to close educational achievement gaps.** The Board of Education elects to augment the instructional program of students by projects supported by Federal funds allocated under **the ESSA** ~~NCLB~~ and the district will comply with the requirements of all the programs authorized by **the ESSA** ~~NCLB~~.

The district may be eligible for several grant programs funded through **the ESSA** ~~NCLB~~, including, but not limited to, Title I through Title VI**I**. Many of the Titles of **the ESSA** ~~NCLB~~ have several parts and subparts that provide a funding source for specific purposes.

Application Procedure

The district will submit an annual **ESSA** ~~No Child Left Behind~~ Consolidated Formula Subgrant Application to the New Jersey Department of Education (NJDOE). The school district's application shall include all information required by the NJDOE and **the ESSA** ~~NCLB~~ for the district to be considered for funding under **the ESSA** ~~NCLB~~.

Covered Programs

Formula grants under the ESSA are non-competitive grants that school districts are eligible for based on the make-up of their student bodies. These formula grants for each Title are committed to different purposes and may be used to support different activities and programs.

~~The intent of NCLB is that all children will meet State academic achievement standards to reach their potential through improved programs. The NCLB Consolidated Formula Subgrant includes the following programs:~~

~~1. Title I, Part A provides the programs and resources for disadvantaged students to meet this intent. It requires the State and the district to close the achievement gap by placing a highly qualified teacher in every classroom, improving the qualifications of paraprofessionals who work with disadvantaged students, and using instructional practices that have proven to be effective.~~

~~2. Title I, Part D serves neglected and delinquent youth in institutions, community day programs, and correctional facilities to assure they also attain high academic levels of performance.~~

~~3. Title II, Part A provides the resources for improving teacher and Principal quality and increasing the number of highly qualified teachers and Principals in classrooms and schools, thereby raising student achievement in the academic subjects. It focuses on preparing, training, and recruiting high quality teachers and Principals and requires the State to develop plans with annual measurable objectives that will ensure all teachers teaching in core academic subjects are highly qualified by the end of the 2005-2006 school year.~~

~~4. Title II, Part D facilitates comprehensive and integrated educational technology strategies that target the specific needs of individual schools. It improves student academic achievement through the use of technology in elementary and secondary schools, while addressing the digital divide such that every student is technologically literate by the end of eighth grade. Effective integration of technology resources and systems with teacher training and curriculum development are encouraged in order to identify and showcase best practices in educational technology.~~

~~5. Title III, Part A focuses on the teaching of English to limited English proficient (LEP) children, including immigrant children and youth.~~

~~6. Title IV, Part A provides resources for fostering a safe and drug-free learning environment that supports academic achievement.~~

~~7. Title V, Part A provides a flexible source of funding to help districts in the development and implementation of various innovative reform initiatives.~~

~~8. Title VI, Part B addresses the unique needs of rural school districts.~~

~~9. Title IX covers the general provisions applicable to some/all of the programs.~~

~~Throughout NCLB, the use of solid research to improve teaching and learning as well as student behavior is required and promoted, and parent(s)/legal guardian(s) are provided with information and options to improve the educational opportunities provided for their children. The emphasis on scientifically based methodology encourages the use of teaching techniques and practices that are founded on research and proven to produce positive results.~~

Title I

The largest Federal program supporting elementary and secondary education is Title I. **The ESSA** ~~NCLB~~ strengthens Title I requirements for the State's assessments, accountability system, and support for school improvement. The law also ~~establishes~~ **requires** minimum qualifications for teachers and paraprofessionals in Title I programs.

The school district must use the best available measure for identifying children from low-income families to: identify eligible school attendance areas, determine the ranking of each area, and determine allocations as identified in the Title I guidelines and regulations.

The school district will offer Title I services to eligible children enrolled in private elementary and secondary schools. The services and benefits will be equitable in comparison to services and benefits for participating public school children.

The school district will provide the New Jersey Department of Education assurances it will provide the maximum coordination between the Title I program, the regular school program, and services provided by other programs for specialized populations. The Title I program will consider the special needs of homeless children, migrant children, children with disabilities and limited English ~~proficient (LEP)~~ **Language Learner (ELL)** children. Title I funds will be reserved so that migrant children who are otherwise eligible to receive Title I services, even if they arrive during the school year, are served.

Type of Title I Program

The school district will offer a _____ **(School-wide or Target Assistance or Public School Choice)** Title I program.

Target Assistance Program

Schools that are not eligible for (or do not choose to operate) school-wide Title I programs must use Title I funds to provide targeted services to low-achieving students. A Target Assistance program must be established in accordance with the Title I guidelines and regulations and the New Jersey Department of Education.**]**

~~Academic Standards, Academic Assessments, and Accountability~~ **New Jersey Department of Education Accountability System**

The district will comply with the **accountability system** ~~requirements~~ **established by** ~~of~~ the **New Jersey Department of Education and outlined in the New Jersey State Plan and approved by the United**

States Department of Education ~~as outlined in Policy 2415.01 – Academic Standards, Academic Assessments, and Accountability in accordance with the NJDOE and NCLB~~.

Fiscal Responsibility

The district will comply with the requirements as outlined in Policy 2415.02 Title I – Fiscal Responsibilities in accordance with the NJDOE and **the ESSA** ~~NCLB~~.

Staff

The district will comply with the **staff certification requirements of the ESSA and the NJDOE** ~~requirements as outlined in Policy 2415.03 – Highly Qualified Teachers in accordance with the NJDOE and NCLB~~. In addition, the district will ensure all paraprofessionals meet the requirements as **established** ~~required~~ by **the ESSA** ~~NCLB~~ and as outlined in Policy 4125 – Employment of Support Staff Members.

Parental Involvement

The district will comply with the requirements as outlined in Policy 2415.04 – Parental Involvement in accordance with the NJDOE and **the ESSA** ~~NCLB~~.

Student Surveys, Analysis, and/or Evaluations

The Protection of Pupil Rights Amendment (PPRA) applies to school districts that receive Federal funding from the United States Department of Education. The district will comply with the requirements as outlined in Policy 2415.05 - Student Surveys, Analysis, and/or Evaluations in accordance with the PPRA.

Unsafe School Choice Option

In the event there is a school in the district designated as Persistently Dangerous in accordance with the Victims of Violent Criminal Offenses as outlined in **the ESSA** ~~NCLB~~, the district will comply with the requirements of Policy 2415.06 – Unsafe School Choice Option in accordance with the NJDOE and **the ESSA** ~~NCLB~~.

Property

Property acquired through Title I funds for use in public or private schools will be acquired in accordance with the Public School Contracts Law, will be held in title by the Board of Education, and will not be used for other purposes so long as it is required in the Title I program. Property no longer required for Title I purposes will be used for other, similarly funded projects or disposed of in accordance with State and Federal guidelines.

Capital Expenses

The Superintendent will assure the district abides by New Jersey's Public Contracts Law; consults appropriate private school officials prior to making any decisions regarding capital expenses; ensure funds that are received to cover capital expenses provide equitable Title I services to private school students; ensure accounts for any capital funding is separately maintained; and assure lease purchase agreements are consistent with applicable statute and administrative code.

Post-Award Requirements

The school district will maintain all project records for five years following the completion of the activity for which the funds were used. The school district will prepare and submit all reports as required by the State Department of Education in a timely manner.

Supplement, Not Supplant

Grant funds provided under Federal programs, including **the ESEA of 1965 as amended by the ESSA** ~~No Child Left Behind funding~~, shall supplement, not supplant **the funds that would, in the absence of such** ~~other non-~~Federal funds**, be made** ~~that are~~ available ~~to provide programs and services to eligible~~ **from State and local sources for the education of** students~~,~~ **participating in** ~~unless otherwise provided in the grant~~ program**s assisted under the ESEA of 1965 as amended by the ESSA**.

~~State Waiver from Certain Provisions of No Child Left Behind (NCLB)~~

~~The State of New Jersey may receive a waiver(s) from certain provisions of NCLB from the United States Department of Education. A waiver(s) may affect the applicability of the school district's NCLB policies and/or regulations. In the event a waiver(s) affects the applicability of Board of Education NCLB policies and/or regulations, the waiver provisions shall supersede current Board policies and/or regulations and the school district shall comply with the requirements as outlined by the New Jersey Department of Education in accordance with the waiver(s) application and approval(s) from the United States Department of Education.~~

Evaluation

The Superintendent or designee will evaluate the **ESSA** ~~NCLB~~ programs as required by the United States and the New Jersey Departments of Education.

RIDGEWOOD

POLICY BOARD OF EDUCATION

~~No Child Left Behind Act of 2001~~
Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.

Adopted: 7 December 2009
Revised: 18 March 2013
Revised:

~~PROGRAM~~
~~2415.01/page 1 of 5~~
~~Academic Standards, Academic Assessments, and Accountability~~
~~M~~

~~2415.01 ACADEMIC STANDARDS, ACADEMIC ASSESSMENTS, AND ACCOUNTABILITY~~

~~The *No Child Left Behind Act of 2001* (NCLB), a reauthorization of the *Elementary and Secondary Education Act* (ESEA), requires New Jersey to implement a single accountability system to include challenging academic content and academic achievement standards. The accountability requirements under NCLB were built on the foundation of the former *Improving America's Schools Act* (IASA).~~

~~To meet the Federal requirements, New Jersey has adopted the New Jersey Single Accountability System. State assessments in language arts literacy and mathematics are based on the New Jersey Core Curriculum Content Standards. All pupils enrolled in New Jersey public schools, plus all pupil subgroups, must meet the proficiency benchmarks to ensure the goal of 100% proficiency. Pupils must score either "proficient" or "advanced proficient" on the assessments to be counted toward meeting the benchmarks.~~

~~Schools are evaluated using adequate yearly progress (AYP) indicators. Pupil achievement is determined by grade span (Elementary School – grades three through five, Middle School – grades six through eight, and High School – grades nine through twelve) and in each content area. There are indicators that must be met (including participation and proficiency rates) plus a secondary indicator. A safe harbor calculation is applied to measure significant progress if the benchmark is missed. When a school does not meet AYP for two consecutive years in the same content area, it is designated as a "school in need of improvement."~~

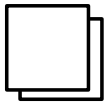
~~AYP shall be calculated for all New Jersey schools under the provisions of NCLB. Schools that do not meet AYP as defined under NCLB are placed into one of the following categories. Title I schools in need of improvement must implement the sanctions for each category.~~

~~Year 1 – Early Warning: A school that does not make AYP for one year is placed into "early warning" status.~~

~~Year 2 – In Need of Improvement/School Choice: A school that does not make AYP for two consecutive years in the same content area is designated as a "school in need of improvement." Parents/legal guardians shall be promptly notified if their child's school has been designated as in need of improvement. For Title I schools certain interventions apply, including intradistrict school choice (or supplemental educational services if choice is not available) and development of a school improvement plan (Title I Unified Plan). The district must offer the school technical assistance to address the areas that caused the school to be in need of improvement. Parents/legal guardians shall be notified of their right to request intradistrict public school choice and parents/legal guardians of eligible pupils shall be notified of the availability of supplemental educational services, if choice is not available, including the provider list Web address.~~

~~Year 3 – In Ne ed of Improvement/Supplemental Educational Services (SES): A school that does not make AYP for three consecutive years in the same content area shall continue to be identified as a "school in need of improvement." The Title I school must continue to offer intradistrict school choice and must *also* offer SES to eligible pupils. Technical assistance must continue to be offered by the district, parents must receive notification of the school's status, and the school improvement plan (Title I Unified Plan) is updated annually. Parents/legal guardians of eligible pupils shall be notified of the availability of supplemental educational services, if choice is not available, including the provider list Web address.~~

~~The New Jersey Department of Education (NJDOE) offers school support by engaging a team of experienced professionals to conduct an extensive school review called Collaborative Assessment and Planning for Achievement (CAPA). The CAPA team interviews stakeholders and staff, reviews school and district documents, and conducts on-site observations to develop a report that contains recommendations for school improvement, which then becomes part of the Title I Unified Plan.~~

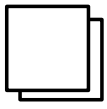


Year 4 – Corrective Action: A school that does not make AYP for four consecutive years in the same content area is identified as a school in corrective action. The Title I school must continue to offer intradistrict school choice and SES, notify parents of the school's status, revise its school improvement plan (Title I Unified Plan), and receive technical assistance from the district and the NJDOE.

The district must take at least one of the following corrective actions:

1. Provide, for all relevant staff, appropriate, scientifically research-based professional development that is likely to improve academic achievement of low-performing pupils.
2. Institute a new curriculum grounded in scientifically-based research and provide appropriate professional development to support its implementation.
3. Extend the length of the school year or school day.
4. Replace the school staff who are deemed relevant to the school not making adequate progress.
5. Significantly decrease management authority at the school.
6. Restructure the internal organization of the school.
7. Appoint one or more outside experts to advise the school how to revise and strengthen the improvement plan it created while in school improvement status and how to address the specific issues underlying the school's continued inability to make AYP.

Year 5– Planning for Restructuring: A Title I school that does not make AYP for five consecutive years in the same content area must plan to restructure. The restructuring plan is implemented at the beginning of the following school year if the school continues to miss AYP benchmarks and moves to Year 6. During the planning year, the Title I school must continue to offer intradistrict school choice and SES, notify parents of the school's status and invite parent input during the restructuring process, and receive technical assistance from the district and the NJDOE. The technical assistance design for a school being restructured emphasizes the following:



1. The importance of improving instruction by using strategies grounded in scientifically-based research so that all children in the school achieve proficiency in the core academic subjects of language arts and mathematics.

2. The importance of analyzing and applying data in decision-making.

The restructuring plan must include one of the following alternative governance systems for the school as outlined by NCLB regulations and consistent with New Jersey practice and statutes:

1. Implement any major restructuring of the school's governance that is consistent with the principles of restructuring as set forth in the *No Child Left Behind Act.*

2. Re-open the school as a public charter school as defined by State statute and regulation (N.J.S.A. 18A:36A-1 et seq. and N.J.A.C. 6A).

3. Replace all or most of the school staff, which may include the Principal, who are relevant to the school's inability to make adequate progress (consistent with existing contractual provisions and applicable statutory protections in Title 18A).

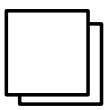
Year 6 – Restructuring 1: A Title I school that does not make AYP for six consecutive years in the same content area must implement the approved restructuring plan. The Title I school must continue to offer intradistrict school choice and SES, notify parents of the school's status and invite parent input and support during the implementation process, and receive technical assistance from the district and the NJDOE. Technical assistance is critical to help school staff remain focused on increasing pupil achievement while the school is adjusting to potentially radical changes in its administration and governance structures. A CAPA visit will occur at the school to determine the fidelity of implementation of the restructuring plans and to review the governance structure of the school.

Year 7 (and over) – Restructuring 2 (and over): If the school has not made AYP for seven or more consecutive years, the NJDOE will meet with school and district administrators to continually review implementation of the restructuring plan/Title I Unified Plan. Benchmark meetings with NJDOE staff, the school, and the district will occur twice a year to assess and support implementation of the school improvement plan.

Removal from Early Warning/Improvement Status: To be removed from early warning or improvement status, the school must make AYP for two consecutive years in the content area that caused the school to go into status, providing the school makes AYP in the other content areas. The first year of making AYP is a "hold year" and the school does *not* progress to the next sanction level, but must continue to implement current interventions. If the school does not make AYP the year following "hold," the school goes back into improvement status at the level prior to the hold year.

No Child Left Behind Act of 2001, §1111

Adopted: 7 December 2009
Revised: 9 May 2011



2415.02 TITLE I – FISCAL RESPONSIBILITIES

The Ridgewood Board of Education will comply with the requirements of the Elementary and Secondary Education Act **(ESEA)** of 1965 (20 U.S.C. 2701 et seq.) as amended by the **Every Student Succeeds Act (ESSA)** ~~No Child Left Behind Act of 2001~~.

Maintenance of Effort

To be in compliance with the requirements of the ~~Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.)~~ **ESEA** as amended by the **ESSA** ~~No Child Left Behind Act of 2001, §1120A(a)~~, the Ridgewood Board of Education will maintain **either** a combined fiscal effort per student~~,~~ or aggregate expenditures~~,~~ of State and local funds with respect to the provision of the free public education **by** ~~in~~ the Local Education Agency (LEA) for the preceding fiscal year that is not less than ninety percent of the combined fiscal effort per student~~,~~ or the aggregate expenditures~~,~~ for the second preceding fiscal year.

Comparability with Multiple Schools

To be in compliance with the requirements of the ~~Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.)~~ **ESEA** as amended by the **ESSA** ~~No Child Left Behind Act of 2001, §1120A(c)~~, the Ridgewood Board of Education directs the Superintendent to assign teachers, administrators, and auxiliary personnel to the schools in such a way that the equivalence of personnel is ensured among schools. **The school district will ensure that State and local funds are used to provide comparable services for Title I and non-Title I schools.**

Comparability of Materials and Supplies

To be in compliance with the requirements of the ~~Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.)~~ **ESEA** as amended by the **ESSA** ~~No Child Left Behind Act of 2001, §1120A(c)~~, the _____Board of Education directs the Superintendent to distribute curriculum materials and instructional supplies to the schools in such a way that the equivalence of such material is ensured among schools.

Supplement, Not Supplant

Grant funds provided under Federal programs, including the ESEA as amended by the ESSA, shall supplement, not supplant the funds that would, in the absence of such Federal funds, be made available from State and local sources for the education of students participating in programs assisted under the ESEA as amended by the ESSA.

~~No Child Left Behind Act of 2001, §1120A~~
Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.

RIDGEWOOD

POLICY BOARD OF EDUCATION

Adopted: 7 December 2009
Revised:

~~PROGRAM~~
~~2415.03/page 1 of 1~~
~~Highly Qualified Teachers~~
~~M~~

~~2415.03 HIGHLY QUALIFIED TEACHERS~~

~~The No Child Left Behind Act (NCLB) requires all teachers be or become highly qualified in the core academic content area(s) they teach in accordance with the United States Department of Education and the New Jersey Department of Education highly qualified teacher requirements.~~

~~Teachers who have achieved highly qualified status retain highly qualified status permanently for the teaching assignment designated on the approved highly qualified teacher forms. No teacher providing direct instruction in core content areas is grandfathered or exempt from this process.~~

~~The district shall maintain the appropriate highly qualified documentation for all teachers who provide direct instruction in core content areas. When a teacher changes teaching assignments, which requires different content expertise, additional highly qualified teacher forms must be completed and kept on file within the district. Highly qualified teacher documentation should be completed for all new teachers and for those with new teaching assignments at the beginning of each school year.~~

~~When a teacher obtains employment in a new school district, the new district must contact the previous place of employment to have the teacher's official highly qualified teacher forms sent to the new district. A teacher hired from another State must hold New Jersey certification and must meet New Jersey's highly qualified teacher requirements. Out-of-State teachers may provide documentation to support their highly qualified teacher status from the previous State in which they taught.~~

~~All Title I schools must send out a Right-to-Know letter in the beginning of every school year informing parent(s) or legal guardian(s) that they have the right to know the qualifications of their child's teacher. The letter should be sent by all Title I and non-Title I districts. In addition, in all Title I schools, the parent(s) or legal guardian(s) of pupils whose teacher is not yet highly qualified must be notified. Copies of these letters must be kept on file in the school.~~

~~No Child Left Behind Act of 2001, §1119~~

~~Adopted: 7 December 2009~~
~~Revised: 22 February 2010~~

RIDGEWOOD
POLICY BOARD OF EDUCATION

[See POLICY ALERT Nos. 167 and 222]

2415.05 STUDENT SURVEYS, ANALYSIS**,** AND/OR EVALUATIONS

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. §1232h; 34 CFR Part 98) applies to school districts that receive funding from the United States Department of Education.

Consent

PPRA requires written consent from parents~~/legal guardians~~ **of unemancipated minor students** and students who are eighteen years old or emancipated minor students before **such** ~~minor~~ students are required to participate in a survey, analysis, or evaluation funded in whole or in part by a program of the United States Department of Education that concerns one or more of the following ~~nine~~ areas referred to as "protected information surveys":

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as with lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
9. Social security number.

This consent requirement also applies to the collection, disclosure or use of student information for marketing purposes, referred to as "marketing surveys", and for certain physical examinations and screenings.

"Opt a Student Out" Notice

The parents **of unemancipated minor students** and ~~eligible~~ **students** who are eighteen years old or emancipated minor students will be provided an opportunity to opt ~~a student~~ out of participating in:

1. The collection, disclosure, or use of personal information obtained from students for marketing, to sell, or otherwise distribute information to others;

2. The administration of any other "protected information survey" not funded in whole or in part by the United States Department of Education; and

3. Any non-emergency, invasive physical examination required as a condition of attendance, administered by the school district or its agents, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, scoliosis screenings, or any physical examination or screening permitted or required under State law.

Inspection

The parents **of unemancipated minor students** and ~~eligible~~ students **who are eighteen years old or emancipated minor students**, upon request and before administration or use, have the right to inspect:

1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

The Superintendent shall be responsible for obtaining the consent, annual direct notification to parents and eligible students at the start of each school year and after any substantive changes of the "opt a student out" rights**,** and the inspection rights provisions of PPRA and this Policy. The "opt a student out" notice shall include any specific or approximate dates of the activities eligible for a student to "opt out."

PPRA Consent/Opt Out Violations

Parents or students who believe their rights under PPRA may have been violated may file a complaint with United States Department of Education.

The Protection of Pupil Rights Amendment (PPRA)
(20 U.S.C. §1232h; 34 CFR Part 98)
~~No Child Left Behind Act of 2001, Title X, Part F, §1061~~
Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.

Adopted: 7 December 2009
Revised:

2415.20 **EVERY STUDENT SUCCEEDS ACT** ~~NO CHILD LEFT BEHIND~~ COMPLAINTS

~~Pursuant to 20 USC 7844, Sec 9304 (a)(3)(C), of the No Child Left Behind Act of 2001 (NCLB),~~ **The Every Student Succeeds Act (ESSA) reauthorized the Elementary and Secondary Education Act of 1965 (ESEA). A~~a~~** Board of Education shall adopt a policy and written procedures **for resolving a written complaint presented by an individual or organization that alleges** ~~that offer parent(s) or legal guardian(s), public agencies, other individuals, or organizations a method for receipt and resolution of complaints alleging~~ violations in the administration of the **ESSA** ~~NCLB~~ programs as identified by the New Jersey Department of Education (NJDOE).

Policy and Regulation 2415.20 set forth the requirements for resolving complaints presented by any individual or organization that:

1. A school, school district, other agency authorized by the school district, or by the NJDOE violated the administration of education programs **authorized** ~~required~~ by the ~~Elementary and Secondary Education Act~~ **ESEA** as amended by **the ESSA** ~~NCLB~~; and/or

2. The NJDOE violated the administration of education programs required by the **ESEA** ~~Elementary and Secondary Education Act~~ as amended by the **ESSA** ~~NCLB~~.

Complaints regarding nonpublic school officials alleging school district noncompliance must pertain to at least one of the following three specific reasons:

1. **The school district did not engage in consultation that was meaningful and timely;**

2. **The school district did not give due consideration to the views of the nonpublic school officials; or**

3. **The school district did not make a decision that treats the nonpublic school or its students equitable and in accordance with ESEA Section 1117 or Section 8501.**

A ~~C~~**c**omplaint shall be ~~a~~ written **and must identify, at a minimum, the alleged ESEA violation; a description of previous steps taken to resolve the matter;** ~~allegation that shall identify the alleged NCLB violation,~~ the facts supporting the alleged violation **as understood by the complainant at the time of submission~~,~~;** and any supporting documentation.

A ~~C~~**c**omplaint alleging a school in the district, school district, or other agency authorized by the school district, or the NJDOE violated the administration of a program must be submitted to the _____ **(district administrator responsible for ESSA ~~NCLB~~ compliance)**. The _____ **(district administrator responsible for ESSA ~~NCLB~~ compliance)** shall be responsible to coordinate the investigation of the ~~C~~**c**omplaint. The _____ **(district**

administrator responsible for ESSA ~~NCLB~~ compliance) shall submit a written report regarding the outcome of the investigation to the complainant.

If the complainant is not satisfied with the outcome of the investigation **by the school district**, the complainant **must submit a written complaint** ~~may initiate a Complaint by submitting a written Complaint to the NJDOE~~ to ~~the attention of~~ the **Executive** County Superintendent **for the county where the school district is located**. **This process does not apply to alleged violations concerning participation of nonpublic school children.**

The **Executive** County Superintendent will coordinate the investigation of a ~~C~~**c**omplaint. When the investigation is complete, the **Executive** County Superintendent will notify the complainant in writing regarding the outcome of the investigation. If it is determined a violation has occurred, the **Executive County Superintendent will identify and impose the appropriate consequences or corrective action in accordance with statute and/or regulation to resolve the complaint.** ~~Assistant Commissioner assigned to oversee the matter shall identify and impose appropriate consequences or corrective actions as required by regulation to resolve the Complaint.~~ If the complainant **is not satisfied with the determination that is made by the Executive County Superintendent** ~~does not agree with the NJDOE's decision~~, the complainant may **submit a written request for review of that determination to the Assistant Commissioner** ~~appeal to the United States Department of Education Secretary~~.

A ~~C~~**c**omplaint alleging the NJDOE violated the administration of a program must be submitted to the **designated** New Jersey Department of Education **Assistant Commissioner** ~~Chief of Staff or the United States Department of Education Secretary~~. ~~The NJDOE requests the complainant first contact the New Jersey Department of Education Chief of Staff to resolve the issue.~~ The **appropriate** NJDOE Office **assigned by the Assistant Commissioner** ~~of Strategic Initiatives and Accountability~~ will coordinate the investigation of a ~~C~~**c**omplaint. When the investigation is complete, the **Assistant Commissioner** ~~Chief of Staff~~ will notify the complainant in writing regarding the outcome of the investigation. If it is determined a violation has occurred, the **Assistant Commissioner** ~~Chief of Staff shall~~ **will identify and impose the** ~~identify and impose~~ appropriate consequences or corrective actions as required by **statute and/or** regulation to resolve the ~~C~~**c**omplaint. If a complainant does not agree with the NJDOE's decision, the complainant may appeal to the **Secretary of the** United States Department of Education ~~Secretary~~.

To initiate a complaint regarding participation of nonpublic school children, a complainant must submit a written complaint to the NJDOE Nonpublic Ombudsman in accordance with NJDOE procedures.

New Jersey Department of Education ~~1/26/07 Memorandum – No Child Left Behind~~ **Elementary and Secondary Education Act (ESEA)** Complaint Policy and Procedure

Adopted: 7 December 2009
Revised:

4125 EMPLOYMENT OF SUPPORT STAFF MEMBERS

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

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

The Board **may** ~~will~~ employ substitutes **and/or contract for substitutes** for absent support staff members in order to ensure continuity in a program**. The Board** ~~and~~ will annually approve a list of substitutes and rate of pay **and/or the Board will approve a contract for a contracted service provider to provide substitute support staff members**. ~~The Superintendent or designee shall select substitutes from the list approved by the Board to serve in the place of an absent support staff member.~~

~~The Board may use a private contractor to secure a substitute support staff member.~~

The Board of Education shall not employ for pay or contract for the paid services of any support staff member or any other person serving in a position which involves regular contact with students unless the Board has first determined consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq. that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

An individual employed by the Board or a school bus contractor holding a contract with the Board, in the capacity of a school bus driver, shall be required to meet the criminal history record requirements as outlined in N.J.S.A. 18A:39-19.1.

The Board will employ paraprofessional school aides and/or classroom aides to assist in the supervision of student activities under the direction of a Principal, teacher, or other designated certified professional personnel. Aides will serve the needs of students by performing nonprofessional duties and may work only under the direct supervision of a teaching staff member(s).

In accordance with the requirements of ~~*No Child Left Behind Act of 2001*~~, **the Every Student Succeeds Act (ESSA),** paraprofessionals hired after January 8, 2002, who work in a program supported with Title I, Part A funds, with certain exceptions, must meet one of the following criteria:

1. Completed at least two years of study at an institution of higher education;

2. Obtained an associate's (or higher) degree; or

3. Met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing, reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).

Paraprofessional staff working in a Title I school, and whose salary is paid for in whole or in part with Title I funds, must **meet** ~~have met~~ one of the criteria listed above ~~by the end of the 2005-2006 school year~~. The Superintendent **or designee** will ensure paraprofessionals working in a program supported with Title I funds meet the above stated requirements
An individual employed by the Board in any substitute capacity or position shall be required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1b.

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

The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history record check if the Board or contracted service provider demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.lc. In the event the criminal history record check is not completed for an emergent hired employee within three months, the Board or contracted service provider may petition the Commissioner for an extension o9f time, not to exceed two months, in order to retain the employee.

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

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

A support staff member's misstatement of fact material to his/her qualifications for employment or the

determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

N.J.S.A. 18A:6-5; 18A:6-6; 18A:6-7.1; 18A:6-7.1b; 18A:6-7.1c; 18A:6-7.2; 18A:16-1 et seq.; 18A:26-1 et seq.; 18A:27-1 et seq.; 18A:27-4.1; 18A:27-7; 18A:27-8; 18A:39-19.1

Adopted: 9 December 2009
Revised: 23 June 2014
Revised:

6360 POLITICAL CONTRIBUTIONS

Political Contribution Disclosure Requirements

In accordance with the requirements of Section 2 of P.L. 2005, Chapter 271 (N.J.S.A. 19:44A-20.26), the Board of Education shall have on file, to be maintained with other documents related to a contract, the following documents to award a contract to any business entity receiving a contract with an anticipated value in excess of $17,500, regardless of the basis upon which the contract is awarded:

1. A Political Contribution Disclosure (PCD) form submitted by the business entity (at least ten days prior to award); and

2. A Business Registration Certificate (anytime prior to award).

"Business entity" means a **for-profit entity that is a** natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other State or foreign jurisdiction.

The $17,500 contract amount is not related to the Board's bid threshold and does not exempt the district from the requirements of the Public School Contracts Law or other applicable purchasing statutes.

The $17,500 contract amount threshold is subject to the principle of aggregation rules in accordance with the Division of Local Government Services guidance. Unlike the Public School Contracts Law, aggregation thresholds for this Policy and Chapter 271 purposes shall be calculated at the vendor level – meaning, when a vendor receives more than $17,500 in a school district's fiscal year, a PCD form shall be required.

The disclosure provisions of N.J.S.A. 19:44A-20.26 do not apply in cases where there is a "public emergency" that requires the immediate delivery of goods or services.

Insurance companies and banks are prohibited under State law from making political contributions. However, because the PCD form reflects contributions made by partners, Boards of Directors, spouses, etc., PCD forms are required ten days prior to the approval of a depository designation resolution or insurance company contract awarded by the Board. A PCD form is also required when a contract in excess of $17,500 is made to an insurance broker. A PCD form is required from the company receiving the contract, regardless of the entity issuing an insurance policy.

PCD forms are required for Board of Education contracts in excess of $17,500 with a New Jersey Department of Education "Approved In-State Private School for the Disabled." Chapter 271 also applies to in-State private special education schools, ~~supplemental~~ educational services under **any Federally funded program** ~~NCLB~~, early childhood school providers – DHS approved, and other similar programs.

If the school district spends more than $17,500 in a school year with a newspaper, the selection of the newspaper is subject to the provisions of Chapter 271.

PCD forms are not required for regulated public utility services, as the Board is required by the Board of Public Utilities to use a specific utility. This exception does not apply to non-regulated public utility services, such as generated energy (not tariffed), or long-distance telephone services where other procurement practices are used.

PCD forms are not required for membership to the New Jersey School Boards Association.

A non-profit organization having proper documentation from the Internal Revenue Service (IRS) showing it is registered with the IRS as a 501(c) type corporation is not required to file a PCD form.

A PCD form is not required for contracts with governmental agencies, including State colleges and universities.

If the original contract provided for the possibility of an extension(s), Chapter 271 compliance is not required if the extension/continuation is based on that original contract.

N.J.S.A. 19:44A-1 et seq.
N.J.A.C. 6A:23A-6.3
New Jersey Department of Community Affairs Local Finance Notices - 6/4/07 & 1/15/10

Adopted: 7 December 2009
Revised: 17 May 2010
Revised: 19 July 2010
Revised: 9 May 2011
Revised:

8330 STUDENT RECORDS

The Board of Education believes that information about individual students must be compiled and maintained in the interest of the student's educational welfare and advancement. The Board will strive to balance the student's right to privacy against the district's need to collect, retain, and use information about individual students and groups of students. The Board authorizes the establishment and maintenance of student files that include only those records mandated by law, rules of the State Board of Education, authorized administrative directive, and those records permitted by this Board.

The Superintendent shall prepare, present to the Board for approval, and distribute regulations that implement this Policy and conform to applicable State and Federal law and rules of the State Board of Education.

General Considerations

The Board ~~of Education~~ shall compile and maintain student records and regulate access, disclosure, or communication of information contained in educational records in a manner that assures the security of such records in accordance with the provisions of N.J.A.C. 6A:32-7.1 et seq. Student records shall contain only such information as is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record. The school district shall provide annual, written notification to parents, adult students, and emancipated minors of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and local policies shall be made available upon request. The school district shall make every effort to notify parents and adult students in their dominant language.

A nonadult student may assert rights of access only through his or her parent(s). However, ~~N~~nothing in ~~this Policy~~ **N.J.A.C. 6A:32-7** shall be construed to prohibit certified school personnel from disclosing **at their discretion** student records to non-adult students or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the student or other persons.

No liability shall be attached to any member, officer, or employee of the Board ~~of Education~~ permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.1 et seq.

Student Information Directory

A student information directory is a publication of the Board ~~of Education~~ that includes information relating to a student as defined in N.J.A.C. 6A:32-2.1. This information includes: name; grade level; date and place of birth; dates of school attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information. The student information directory shall be used only by authorized school district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption.

In the event the school district publishes a student information directory, the Superintendent or designee will provide a parent or adult student a ten-day period to submit to the Superintendent a written statement prohibiting the school district from including any or all types of information about the student in any student information directory before allowing access to such directory to educational, occupational, and military recruiters pursuant to N.J.S.A. 18A:36-19.1 and ~~P.L. 107-110 sec. 9528,~~ **20 U.S.C. §8528 -** Armed Forces Recruiter Access to Students and Student Recruiting Information of the **Elementary and Secondary Education Act (ESEA) of 1965** ~~No Child Left Behind Act of 2001~~. **In accordance with N.J.S.A. 18A:36-19.1, military recruiters will be provided the same access to a student information directory that is provided to educational and occupational recruiters.**

School Contact Directory for Official Use

A school contact directory for official use is a compilation by the school district that includes the following information for each student: name; address; telephone number; date of birth; and school enrollment. The district shall compile and maintain a school contact directory for official use that is separate and distinct from the student information directory. The student contact directory may be provided for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question. To exclude any information from the school contact directory for official use the parent, adult student, or emancipated minor shall notify the Superintendent or designee in writing.

Mandated and Permitted Student Records

Mandated student records are those records school districts have been directed to compile by State statute, regulations, or authorized administrative directive in accordance with N.J.A.C. 6A:32-7.3.

Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare. The Board shall authorize the permitted records to be collected by adopting Policy and Regulation 8330, which will list such permitted records.

Maintenance and Security of Student Records

The Superintendent or designee shall be responsible for the security of student records maintained in the school district. Policy and Regulation 8330 assure that access to such records is limited to authorized persons.

Records for each individual student may be stored electronically or in paper format. When student records are stored electronically, proper security and back-up procedures shall be administered.

Student health records, whether stored on paper or electronically, shall be maintained separately from other student records, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. Records shall be accessible during the hours in which the school program is in operation.

Any district internet website shall not disclose any personally identifiable information about a student without receiving prior written consent from the student's parent, in accordance with the provisions of N.J.S.A. 18A:36-35. Personally identifiable information means student names; student photos; student addresses; student e-mail addresses; student phone numbers; and locations and times of class trips.

Access to Student Records

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.

The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations in accordance with N.J.A.C. 6A:32-7.5.

The district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.

Access to and disclosure of a student's health record shall meet the requirements of the Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records.

Nothing in N.J.A.C. 6A:32-7.1 et seq. or in Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.

In complying with N.J.A.C. 6A:32-7 – Student Records, individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and 34 CFR Part 99, the Family Educational Rights and Privacy Act (FERPA).

Conditions for Access to Student Records

All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7.1 et seq. shall have access to the records of a student subject to conditions outlined in N.J.A.C. 6A:32-7.6(a).

Rights of Appeal for Parents and Adult Students

Student records are subject to challenge by parents and adult students on the grounds of inaccuracy, irrelevancy, impermissive disclosure, inclusion of improper information or denial of access to organizations, agencies, and persons in accordance with N.J.A.C. 6A:32-7.7(a).

To request a change in the record or to request a stay of disclosure pending final determination of the challenged procedure, the parent or adult student shall follow the procedures pursuant to N.J.A.C. 6A:32-7.7(b).

Appeals relating to student records for students with disabilities shall be processed in accordance with the requirements of N.J.A.C. 6A:32-7.7(b).

Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place in the student record a statement commenting upon the information in the student record or setting forth any reasons for disagreement with the decision made in the appeal. Such statements shall be maintained as part of the student record as long as the contested portion of the record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.

Retention and Disposal of Student Records

A student record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the school district. The school district shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.

Student records of currently enrolled students, other than that described in N.J.A.C. 6A:32-7.8(e), may be disposed of after the information is no longer necessary to provide educational services to a student and in accordance with the provisions of N.J.A.C. 6A:32-7.8(b).

Upon graduation or permanent departure of a student from the school district, the parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request. Information in student records, other than that described in N.J.A.C. 6A:32-7.8(e), may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. Such disposition shall be in accordance with the provisions of N.J.A.C. 6A:32-7.8(c)2.

No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.

In accordance with N.J.A.C. 6A:32-7.8(e), the New Jersey public school district of last enrollment, graduation, or permanent departure of the student from the school district shall keep for 100 years a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance

N.J.S.A. 18A:36-19; 18A:36-19.1; 18A:40-4; 18A:40-19
N.J.A.C. 6A:32-7.1; 6A:32-7.2; 6A:32-7.3; 6A:32-7.4; 6A:32-7.5; 6A:32-7.6; 6A:32-7.7; 6A:32-7.8
20 U.S.C. §8528

Adopted: 7 December 2009
Revised: 27 June 2011
Revised: 27 February 2017
Revised:

9713 RECRUITMENT BY SPECIAL INTEREST GROUPS

~~**[**The Board of Education will permit access to school students on school premises and access to certain information about individual students for educational, occupational, and military recruitment activities. Access for recruitment purposes will be equally available to all recruitment agencies, in accordance with law.~~

Representatives of bona fide educational institutions, occupational agencies, and the United States Armed Forces may recruit students on school premises by participation in assembly programs, career day activities, and the like and by distributing literature. Permission to recruit on school premises must be requested in writing thirty working days before the planned activity and must be approved in advance by the Superintendent **or designee**. The Superintendent **or designee** shall not favor one recruiter over another, but shall not approve an activity that, in the ~~Superintendent's~~ judgment **of the Superintendent or designee**, carries a substantial likelihood of disrupting the educational program of **the school or school** ~~this~~ district.

~~Each representative of a bona fide educational institution, occupational agency, and the United States Armed Forces will be given, on request, a copy of the student information directory, compiled in accordance with Policy No. 8330.**]**~~

~~Parent(s) or legal guardian(s) and adult students will be informed annually in writing of their right to request a student's excusal from participation in all recruitment activities and/or from a listing in the student information directory distributed for recruitment purposes.~~

Nothing in this **P**~~p~~olicy shall be construed as requiring the Board to approve or participate in an activity that appears to advance or inhibit any particular religious sect or religion generally.

N.J.S.A. 18A:36-19.1
Elementary and Secondary Education Act of 1965 – §8528
~~No Child Left Behind §9528~~
~~Cross reference: Policy Guide No. 8330~~

Adopted: 7 December 2009
Revised:

6620 PETTY CASH

The Board of Education authorizes the establishment of petty cash funds in accordance with this policy. The Board directs the implementation of appropriate controls to protect the funds from abuse.

The Board hereby establishes imprest petty cash funds in the care of the following persons and in the following amounts

Account	Amount	Maximum Disbursement	Custodian	Required Signatures
Districtwide	$500	$50	Assistant Business Administrator	School Business Administrator or Assistant Business Administrator
Hawes Elementary School	$500	$50	School Secretary	Principal and Secretary
Orchard Elementary School	$500	$50	School Secretary	Principal and Secretary
Ridge Elementary School	$500	$50	School Secretary	Principal and Secretary
Travell Elementary School	$500	$50	School Secretary	Principal and Secretary
Willard Elementary School	$500	$50	School Secretary	Principal and Secretary
Benjamin Franklin Middle School	$1,000	$50	School Secretary	Principal or AP and Secretary
Ridgewood High School	$1,000	$50	School Secretary	Principal or AP and Secretary
Infant/Toddler	$500	$50	Special Services Secretary	Supervisor of Special Programs and Business Administrator
STEPPS 18-21 Program	**$1,000**	**$50**	**Special Services Secretary**	**Special Programs Director or Supervisor and Secretary**
Ridgewood High School RISe Program	**$500**	**$50**	**School Secretary**	**Special Programs Director or Principal and**
BFMS RISe/SAIL Program	**$500**	**$50**	**School Secretary**	**Special Programs Director or Principal and**

Petty cash funds may be disbursed only for the immediate payment of comparatively small expenditures and may not be used to circumvent the regular purchasing procedures of this district. Each request for petty cash funds must be in a written document that is signed by the person making the request; supporting documents, if any, will be affixed to the request.

The custodian of a petty cash fund shall submit to the Board Secretary a request for replenishment when the moneys available in the fund have declined to ten percent or less of the authorized amount of the fund. The Board Secretary shall prepare a voucher for approval by the Board. The voucher will include disbursement slips to support the amount of the replenishment and its allocation to any account.

The petty cash box must be secured daily. All petty cash funds will be closed out for audit at the end of the school year, and unused funds will be returned to the depository. The custodian of each fund will report to the Board on amounts disbursed from the fund not less than once each year.

N.J.S.A. 2C:21-15
N.J.S.A. 18A:19-13; 18A:23-2
N.J.A.C. 6A:23-2.9 et seq.

Adopted: 7 December 2009
Revised: 04 November 2019
Revised:

RIDGEWOOD
POLICY BOARD OF EDUCATION

8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement written plans and procedures to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, students, and their families.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district's plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school district's school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district's safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be briefed in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crisis, consistent with the school district's plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.

In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months, which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration to a fire drill. Schools are required to hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills annually. ~~Fire alarm systems shall be initiated only during a fire drill evacuation.~~ Responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. Although these outside agencies are not required to observe school security drills, the Principal is encouraged to invite representatives from local law enforcement and emergency responder agencies to attend and observe at least four different security drills annually.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds as provided by the New Jersey Office of Homeland Security and Preparedness.

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3
N.J.S.A. 18A:41-1 et seq.**; 18A:41-7**
N.J.A.C. 6A:16-5.1; 6A:27-11.2

Adopted: 7 December 2009
Revised: 19 July 2010
Revised: 9 May 2011
Revised: 8 March 2021

BOARD OF EDUCATION
Education Center
49 Cottage Place, Ridgewood, New Jersey
EXECUTIVE SESSION AGENDA

May 24, 2021

6:00 p.m.

I. Personnel **Mr. Lembo**

RIDGEWOOD BOARD OF EDUCATION

Education Center
49 Cottage Place, Ridgewood, NJ 07450
AGENDA

May 24, 2021

Executive Session 6:00 p.m.
Regular Public Meeting 7:00 p.m.

The Public can view, listen and comment during the public comment period of the meeting via:

- **Physically attending at the Education Center *(following pandemic protocols and masks)***
- **Zoom from a PC, Mac, iPad, iPhone Android device. Meeting ID 870-1302 7741**
  - **Password:52407450 (Use the "raise hand" button to make a comment)**
- **Phone at: 646-558-8656**
  - **Password: 52407450 *(press *9 to make a comment)***
- **Streaming on the District Website**
- **Watching on Fios Channel 33**

MEETING REGULATIONS

At all regular meetings, two opportunities are provided for citizens to make comments. The public comment period will be scheduled after student presentations. The second comment period will be at approximately 9:00 p.m. or just prior to the end of the meeting, whichever occurs first. The first opportunity may be limited by the presiding officer to conclude at about 8:00 p.m. in order for the Board to continue with its scheduled agenda. The second opportunity will occur at about 9:00 p.m. at the discretion of the presiding officer taking into consideration a break in the agenda.

At every opportunity for public comment, citizens are invited to comment on subjects on the agenda or general topics. At the discretion of the presiding officer, public comments may be permitted at other times.

Please remember this is a public meeting. Anything you say will be a public record. As a result, pursuant to law, the Board of Education cannot respond to you publicly concerning certain matters, such as those regarding an individual student or personnel. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent's Office. Public comment periods shall also be governed by the following rules:

1. Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses.
2. Each speaker shall be limited to four minutes. The Board Recorder will note the time. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds (Ref: Bylaw 0167)
3. Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop.
4. All statements shall be directed to the presiding officer, no participant may address or question Board members individually.
5. No participants may speak more than once on the same topic until all others who wish to speak on that topic have been heard.
6. Questions requiring investigation shall be referred by the Board to the Superintendent's Office for consideration and later response. A participant may be asked to submit such questions in written format.

Mission Statement
The Ridgewood Public Schools, committed to a tradition of excellence and innovation, in partnership with the community, provide a rich and challenging learning environment, enabling students to maximize their unique potentials to become life-long learners and productive, responsible citizens.

I. CALL TO ORDER AND ROLL CALL **Mr. Lembo**

II. FLAG SALUTE AND PLEDGE OF ALLEGIANCE **Mr. Lembo**

III. OPENING STATEMENT BY PRESIDING OFFICER **Mr. Lembo**

IV. PRESENTATIONS **Mr. Lembo**

A. Student Representative Report

➢ Riley Lubkemann and Luan Song, Travell Elementary School

B. RESOLUTION HONORING SCHOOL HEALTH PROFESSIONALS

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

WHEREAS, students are the future and, by investing in them today, we are ensuring our world for tomorrow; and

WHEREAS, families deserve to feel confident that their children will be cared for when they are at school; and

WHEREAS, all students have a right to have their physical and mental health needs safely met while in the school setting; and

WHEREAS, students today face more complex and life-threatening health problems requiring care in school; and

WHEREAS, the COVID-19 pandemic has emphasized the essential role school nurses play in student health and academic success; and

WHEREAS, school health professionals have served a critical role in improving public health and in ensuring student's academic success for more than 100 years; and

WHEREAS, school health professionals address the home and community factors (e.g., social determinants) that impact students' health; and WHEREAS, school nurses act as a liaison to the school community, families, and healthcare providers on behalf of children's health by promoting wellness and improving health outcomes for our nation's children; and WHEREAS, school nurses support the health and educational success of children and youth by providing access to care when children's cognitive development is at its peak; and

WHEREAS, school health professionals are members of school-based teams (e.g., school health services, 504/IEP, disaster/emergency planning) to address the school population; and

WHEREAS, school health professionals understand the link between health and learning and are in a position to make a positive difference for children every day, therefore be it

RESOLVED, that the Ridgewood Public School District celebrates and acknowledges the

accomplishments of school health professionals and their efforts of meeting the needs of today's students by improving the delivery of healthcare in our schools and offers gratitude for the school health professionals, who contribute to our local community by helping students stay healthy, in school, and ready to learn.

RESOLVED, That this resolution be entered into the official minutes of the Board of Education meeting held on the 24th day of May, 2021.

C. DECA Club High School Presentation

- ➢ Cole Cunningham, Caroline Loscalzo, and Emily Schmitt

D. Resolution of Appreciation for Outgoing Ridgewood High School Student Representative

It is recommended that the Board approve the following resolution of appreciation in honor of Zoe Kovac.

WHEREAS, Zoe has served as the student representative to the Board of Education during the 2020-2021 school year; and

WHEREAS, It has been her responsibility to voice the student perspective to the Board at their public meetings and she has been diligent and conscientious in attending the Board of Education meetings; and

WHEREAS, Zoe has conducted herself with poise and courtesy while listening attentively to many lengthy discussions pertaining to the governance of the school district; and

WHEREAS, Zoe has presented thoughtful and informative reports to the Board of Education on issues and events at the high school; and

WHEREAS, Zoe is a member of the RHS Speech and Debate team; and

WHEREAS, Zoe is an actor for the RHS New Players and writer for the RHS High Times, and

WHEREAS, Zoe is the leader of the RHS Democrats; and

WHEREAS, Zoe is an active volunteer for NYC food banks and homeless shelters and has worked as an intern for two congressional campaigns; and

WHEREAS, Zoe has consistently maintained high honors through her high school career; and

WHEREAS, Zoe is recognized and appreciated for her genuine interest in the democratic process and her recognition of the importance of students as stakeholders in the district; and

WHEREAS Zoe's passion for this process elevated the role of the student representative on the Board, therefore, be it

RESOLVED, That the members of the Ridgewood Board of Education express their gratitude and appreciation to Zoe Kovac for her service to the student body and Board of Education and send her their best wishes for success in all future endeavors; and be it further

RESOLVED, That this resolution be entered into the official minutes of the Board of Education meeting held on the 24th day of May, 2021.

E. Introduction of New Ridgewood High School Student Representative
- ➢ Norah Train

F. Student Representative Report
- ➢ Zoe Kovac, Ridgewood High School

V. COMMENTS FROM THE PUBLIC — Mr. Lembo

VI. SUPERINTENDENT REPORT — Dr. Gorman

VII. CONSENT ITEMS: REGULAR AND ROUTINE ISSUES — Dr. Gorman

A. ATTENDANCE AT CONFERENCES

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Attendance at Conferences, as listed on **Attachment A**.

B. ADMINISTRATION — Dr. Gorman

i. <u>Approval: Receipt of Suspension Reports</u>

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, acknowledges it has received confidential information regarding suspensions that have occurred since the last Board meeting.

ii. <u>Approval: Second Reading and adoption of Revisions to Policies/New Policies</u>

Approval of the second reading and adoption of revisions to policies and new policies listed below.

- ➢ Policy 0145 - Board Member Resignation and Removal, as listed on **Attachment B** *(revised)*
- ➢ Policy 1643 - Family Leave, as listed on **Attachment C** *(new)*
- ➢ Policy 3431.1 - Family Leave, as listed on **Attachment D** *(abolished)*
- ➢ Policy 4431.1 - Family Leave, as listed on **Attachment E** *(abolished)*
- ➢ Policy 3431.3 - New Jersey Family Leave Insurance Program, as listed on **Attachment F** *(abolished)*
- ➢ Policy 4431.3 - New Jersey Family Leave Insurance Program, as listed on **Attachment G** *(abolished)*
- ➢ Policy 5330.01 - Administration of Medical Cannabis, as listed on **Attachment H** *(revised)*

- ➢ Policy 7425 - Lead Testing of Water in Schools, as listed on **Attachment I** *(revised)*
- ➢ Policy 7430 - School Safety, as listed on **Attachment J** *(abolished)*
- ➢ Policy 2415 - Every Student Succeeds Act, as listed on **Attachment K** *(revised)*
- ➢ Policy 2415.01 - Academic Standards, Academic Assessments, and Accountability, as listed on **Attachment L** *(abolished)*
- ➢ Policy 2415.02 - Title I - Fiscal Responsibilities, as listed on **Attachment M** *(revised)*
- ➢ Policy 2415.03 - Highly Qualified Teachers, as listed on **Attachment N** *(abolished)*
- ➢ Policy 2415.05 - Student Surveys, Analysis, and/or Evaluations, as listed on **Attachment O** *(revised)*
- ➢ Policy 2415.20 - Every Student Succeeds Act Complaints, as listed on **Attachment P** *(revised)*
- ➢ Policy 4125 - Employment of Support Staff Members, as listed on **Attachment Q** *(revised)*
- ➢ Policy 6360 - Political Contributions, as listed on **Attachment R** *(revised)*
- ➢ Policy 8330 - Student Records, as listed on **Attachment S** *(revised)*
- ➢ Policy 9713 - Recruitment by Special Interest Groups, as listed on **Attachment T** *(revised)*
- ➢ Policy 6620 - Petty Cash, as listed on **Attachment U** *(revised)*
- ➢ Policy 8420 - Emergency and Crisis Situations, as listed on **Attachment V** *(revised)*

iii. **Approval: Memorandum of Agreement Between the Ridgewood Board of Education and the Ridgewood Education Association**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves a Memorandum of Agreement, subject to mutually agreed-upon contract language establishing the terms and conditions for a successor collective negotiations agreement between the Ridgewood Board of Education and the Ridgewood Education Association (REA), effective July 1, 2021 through June 30, 2024.

The Memorandum of Agreement was ratified by the REA on April 28, 2021.

iv. **Approval: Settlement Agreement SE#8/2020-2021**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Settlement Agreement SE#8/2020-2021 between the parents of Student #905925 and the Ridgewood Board of Education.

The Board has received background information.

v. **Approval: Continuation of Position of Student Representative to the Board**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the continuation of the position of student representative to the Board under the terms and conditions contained in Policy 0143.2, Pupil Representative to the Board of Education, as shown on **Attachment W.** The original proposal was approved on May 16, 1977. It is recommended that the student may leave at 10:00 p.m.

vi. **Adoption: Current Board Policy Manual**
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the adoption of the current Board Policy Manual.

vii. **Adoption: NJSBA Code of Ethics**
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the adoption of the NJSBA Code of Ethics as listed on **Attachment X.**

viii. **Approval: Designation of Official Newspapers**
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves The Record and The Ridgewood News as official newspapers for all legal advertisements and notices for the 2021-2022 school year.

ix. **Approval: Appointment of Architect**
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

WHEREAS, the Ridgewood Board of Education requires the professional services of an Architect, and

WHEREAS, the nature of the services to be performed meet the definition of "professional services" set forth in the Public School Contract Law, and

WHEREAS, funds are available to obtain such professional services, and

WHEREAS, the Public School Contract Law N.J.S.A. 18A:18A-5 authorizes the awarding of contracts for professional services by resolution of the Board of Education without publicly advertised competitive bids;

ACCORDINGLY, the Ridgewood Board of Education at the public meeting held on May 24, 2021, authorizes the award of the following professional services appointment and contract:

That the firm of FKA Architects, Oakland, NJ, be appointed Board of Education Architect for the period January 1, 2021 through June 30, 2022, at fees negotiated for each individual project, and as per the rates listed on **Attachment Y,** not to exceed $50,000 from July 1, 2021 through June 30, 2022.

There is no increase in fee from the 2020-2021 school year.

This professional services contract is made and awarded without competitive bidding as the services will be rendered by persons experienced in the practice of a process requiring specialized knowledge and resources.

x. **Approval: Appointment of General Board Counsel**
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

WHEREAS, the Ridgewood Board of Education requires the professional services of Board Counsel, and

WHEREAS, the nature of the services to be performed meet the definition of "professional services" set forth in the Public School Contract Law, and

WHEREAS, funds are available to obtain such professional services, and

ACCORDINGLY, the Ridgewood Board of Education, at the public meeting held on May 24, 2021, authorizes the award of the following professional services appointment and contract:

Cleary, Giacobbe, Alfieri, & Jacobs LLC, Oakland, NJ, be appointed Board Counsel for the period January 1, 2021 through June 30, 2022, not to exceed $125,000 from July 1, 2021 through June 30, 2022.

Hourly rates are as follows:
All Attorneys: $165 per hour
All Law Clerks and Paralegals: $90 per hour

There is no increase in fee from the 2020-2021 school year.

This professional services contract is made and awarded without competitive bidding as the services will be rendered by the persons experienced in the practice of a process requiring specialized knowledge and resources.

xi. <u>Appointment of Auditor</u>

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

WHEREAS, the Ridgewood Board of Education requires the professional services of an Auditor, and

WHEREAS, the nature of the services to be performed meet the definition of "professional services" set forth in the Public School Contract Law, and

WHEREAS, funds are available to obtain such professional services, and

WHEREAS, the Public School Contract Law N.J.S.A. 18A:18A-5 authorizes the awarding of contracts for professional services by resolution of the Board of Education without publicly advertised competitive bids;

NOW, THEREFORE, BE IT RESOLVED by the Ridgewood Board of Education as follows:

ACCORDINGLY, the Ridgewood Board of Education, at the public meeting held on May 24, 2021, authorizes the award of the following professional services appointment and contract:

That the Board Secretary is hereby authorized and directed to execute an agreement with the firm of Lerch, Vinci & Higgins, Fair Lawn, NJ, to serve as Board of Education Auditor and provide accounting services to the Board for the period July 1, 2021 through June 30, 2022 and to conduct the 2021-2022 audit of the Ridgewood Board of Education for a fee not to exceed $58,000.

Hourly rates if needed are as follows:
Partners: $150 - $175 per hour
Managers: $125 - $140 per hour
Senior Accountants/Supervisors: $90 - $115 per hour
Staff Accountants: $75 - $85 per hour
Other Personnel: $45 per hour

This professional services contract is made and awarded without competitive bidding as the services will be rendered by persons experienced in the practice of a process requiring specialized knowledge and resources.

xii. <u>Appointment of Bond Counsel</u>

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

WHEREAS, the Ridgewood Board of Education requires the professional services of Bond Counsel, and

WHEREAS, the nature of the services to be performed meet the definition of "professional services" set forth in the Public School Contract Law, and

WHEREAS, funds are available to obtain such professional services, and

ACCORDINGLY, the Ridgewood Board of Education, at the public meeting held on May 24, 2021, authorizes the award of the following professional services appointment and contract:

McManimon, Scotland, & Baumann, LLC, Roseland, NJ, be appointed Bond Counsel for the period July 1, 2021 through June 30, 2022, at the rate of $215 per hour for attorney time and $135 per hour for legal assistant time. There is no increase in the hourly rate from the 2020-2021 school year.

There is no increase in fee from the 2020-2021 school year.

This professional services contract is made and awarded without competitive bidding as the services will be rendered by the persons experienced in the practice of a process requiring specialized knowledge and resources.

xiii. <u>Appointment of Special Education Counsel</u>

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

WHEREAS, the Ridgewood Board of Education requires the professional services of Special Education Counsel, and

WHEREAS, the nature of the services to be performed meet the definition of "professional services" set forth in the Public School Contract Law, and

WHEREAS, funds are available to obtain such professional services, and

ACCORDINGLY, the Ridgewood Board of Education, at the public meeting held on May 24, 2021, authorizes the award of the following professional services appointment and contract:

That David B. Rubin, Esq., P.C., of David B. Rubin, P.C. and The Busch Law Group, Metuchen, NJ, be appointed Special Education Counsel for the period July 1, 2021 through June 30, 2022, at the rate of $180 per hour, not to exceed $110,000.

There is no increase in fee from the 2020-2021 school year.

These professional services contracts are made and awarded without competitive bidding as the services will be rendered by the persons experienced in the practice of a process requiring specialized knowledge and resources.

xiv. **<u>Appointment of Conflict Special Education Counsel</u>**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

WHEREAS, the Ridgewood Board of Education requires the professional services of a Conflict Counsel for Special Education, and

WHEREAS, the nature of the services to be performed meet the definition of "professional services" set forth in the Public School Contract Law, and

WHEREAS, funds are available to obtain such professional services, and

ACCORDINGLY, the Ridgewood Board of Education, at the public meeting held on May 24, 2021, authorizes the award of the following professional services appointment and contract:

That Isabel Machado, Esq., of the Machado Law Group, Springfield, NJ, be appointed Conflict Counsel for Special Education for the period July 1, 2021 through June 30, 2022, at the rate of $180 per hour, not to exceed $25,000. There is no increase in the hourly rate from the 2020-2021 school year.

There is no increase in fee from the 2020-2021 school year.

These professional services contracts are made and awarded without competitive bidding as the services will be rendered by the persons experienced in the practice of a

process requiring specialized knowledge and resources.

xv **Appointment of Financial Advisor**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

WHEREAS, the Ridgewood Board of Education requires the professional services of a Financial Advisor to advise the Board in connection with the issuance of Bonds and Notes and other matters relating to Fiscal Management, and

WHEREAS, the nature of the services to be performed meet the definition of "professional services" set forth in the Public School Contract Law, and

WHEREAS, funds are available to obtain such professional services, and

ACCORDINGLY, the Ridgewood Board of Education, at the public meeting held on May 24, 2021, authorizes the award of the following professional services appointment and contract:

That Phoenix Advisors LLC, 625 Farnsworth Avenue, Bordentown, NJ, be appointed Financial Advisor for the period July 1, 2021 through June 30, 2022 at the following compensation:

For Debt Issuance Advisory Services:

Bond Issuance
$0.75 per $1,000 of Bonds Issued, Minimum of $12,500
No Additional Charge for Out of Pocket Expenses Fees are contingent upon a closing of the Bonds

Note Issuance
$1,500 plus $0.20 per $1,000 issued

For Lease Financing Services
$2,000 per Lease Financing up to $1,000,000 Financed
$3,500 per Lease Financing over $1,000,000 Financed

There is no increase in fee from the 2020-2021 school year.

These professional services contracts are made and awarded without competitive bidding as the services will be rendered by the persons experienced in the practice of a process requiring specialized knowledge and resources.

xvi. **Appointment of Continuing Disclosure Agent and Independent Registered Municipal Advisor of Record for the 2021-2022 School Year**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointment of Phoenix Advisors, LLC as the Continuing Disclosure Agent and Independent Registered Municipal Advisor of Record for the

2021-2022 School Year, at a base fee of $1,000 and a $200 initial setup fee for each new bond issue set up during the year.

There is no increase in fee from the 2020-2021 school year.

xvii. Approval: Consulting Agreement with IMAC Insurance Management & Consulting

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves a consulting agreement with IMAC Insurance Management & Consulting as the district Health Benefits Broker of Record, for the period October 1, 2021 through September 30, 2022, in the amount of $29,500. There is no increase in fee from the 2020-2021 school year.

The Board has received background information.

xviii. Appointment of Board Secretary

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointment of Scott Bisig as Secretary to the Ridgewood Board of Education for the period July 1, 2021 through June 30, 2022.

xix. Approval: Appointment of Qualified Purchasing Agent

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointment of Scott Bisig as the Qualified Purchasing Agent for the Ridgewood Public Schools, effective July 1, 2021 through June 30, 2022 in accordance with N.J.A.C. 5:35-5 et. seq.

xx. Appointment of Public Agency Compliance Officer

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointment of the Board Secretary as the Public Agency Compliance Officer for the period July 1, 2021 through June 30, 2022.

xxi. Appointment of Treasurer of School Monies

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointment of Angelo DeSimone as Treasurer of School Monies at a rate of $5,000 for the 2021-2022 school year. There is no increase from the 2021-22 school year.

xxii. Approval: Open Public Meetings Act

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the Open Public Meetings Act as follows:

Section 1. Except as provided in Section 7b of the Act, all meetings of the Board shall be open to the public at all times.

Section 2. At every Regular Public Meeting, the public may actively participate during the time or times designated for that purpose in Order of Business and the Board might take formal action.

Section 3. At every meeting, the public may participate or be heard subject to the rules outlined in Policy #0162 of the Board, as shown on **Attachment Z**.

Section 4. All public meetings, as set forth in the Annual Meeting Schedule below, shall be held in the designated location as indicated below. All meetings will be held on Mondays at 7:00 p.m., unless noted.

Official action may be taken at any public meeting to hold an executive session to handle matters which by law may be discussed in closed session. Such matters include negotiations, personnel, security, real estate, litigation, investments, residency hearings, and Harassment, Intimidation, and Bullying hearings.

The Board may take action in public session at any meeting scheduled as a public meeting for executive session.

Public comments are permitted at the beginning of the meeting and just prior to adjournment. At the discretion of the presiding officer, public comments may be permitted at other times.

All Regular Public Meetings will be aired live on television, Optimum Channel 77 and FIOS Channel 33, and streamed via the "Link in Live" tab on the district website at www.ridgewood.k12.nj.us.

Executive Sessions will be held before the scheduled Regular Public Meetings at 5:00 p.m., 5:30 p.m., 6:00 p.m., or 6:30 p.m. if necessary. *Based upon updates made to the Governor's Executive Order 104 citing the CDC's recommendations for cancellation or postponement of public gatherings, the Regular Public Meetings may be held utilizing videoconferencing or at the Education Center.*

July 26, 2021 *5:00 pm start time	Regular Public Meeting	Videoconference/Ed Center
August 30, 2021 *5:00 pm start time	Regular Public Meeting	Videoconference/Ed Center
September 13, 2021	Regular Public Meeting	Videoconference/Ed Center
September 20, 2021	Regular Public Meeting	Videoconference/Ed Center
October 4, 2021	Regular Public Meeting	Videoconference/Ed Center
October 18, 2021	Regular Public Meeting	Videoconference/Ed Center
November 1, 2021	Regular Public Meeting	Videoconference/Ed Center
November 15, 2021	Regular Public Meeting	Videoconference/Ed Center
December 6, 2021	Regular Public Meeting	Videoconference/Ed Center
December 20, 2021	Regular Public Meeting	Videoconference/Ed Center
January 10, 2022	Regular Public Meeting	Videoconference/Ed Center

January 31, 2022	Regular Public Meeting	Videoconference/Ed Center
February 14, 2022	Regular Public Meeting	Videoconference/Ed Center
March 7, 2022	Regular Public Meeting	Videoconference/Ed Center
March 21, 2022	Regular Public Meeting	Videoconference/Ed Center
April 4, 2022	Regular Public Meeting	Videoconference/Ed Center
April 25, 2022	Regular Public Meeting	Videoconference/Ed Center
May 9, 2022	Regular Public Meeting	Videoconference/Ed Center
May 23, 2022	Regular Public Meeting	Videoconference/Ed Center
June 13, 2022	Regular Public Meeting	Videoconference/Ed Center
June 27, 2022 *5:00 pm start time	Regular Public Meeting	Videoconference/Ed Center

Section 5. Within 7 days following the adoption of this resolution and any revising or modifying resolution,

a. A copy shall be filed with the Ridgewood Public Library.
b. A copy shall be mailed to The Record and The Ridgewood News.
c. A copy shall be filed with the Village Clerk of the Village of Ridgewood.

xxiii. **Approval: District Organization Chart**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the District Organization Chart as listed on **Attachment AA.**

xxiv. **Appointment: Affirmative Action Officer**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointment of the Superintendent of Schools as the Affirmative Action Officer for the Ridgewood Public Schools for the 2021-2022 school year.

xxv. **Appointment: Equal Education Officers**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointment of the Equal Education Officers for the Ridgewood Public Schools for the 2021-2022 school year, as follows:

- Shauna Stovell, elementary schools
- Gregory Wu, middle schools
- Meredith Yannone, high school

xxvi. **Appointment: Title II ADA/Section 504 Coordinator**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointment of the Director of Special Programs as the Title II ADA/Section 504 Coordinator for the Ridgewood Public Schools for the 2021-2022 school year.

xxvii. **Appointment: Homeless Children Liaison**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointment of the Director of Special Programs as the Homeless Children Liaison for the Ridgewood Public Schools for the 2021-2022 school year.

xxviii. **Appointments: Civil Rights Coordinators for the 2021-2022 School Year**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the Coordinators for the 2021- 2022 school year, as listed below:

- Title IX: Manager of Human Resources
- Title IX: Student Athletic Issues: Athletic Director
- Title IX: Student Curricular Issues: Director of Special Programs
- Employee Disabilities Issues (Americans with Disabilities Act): Manager of Human Resources

xxix. **Appointment: Asbestos Hazard Emergency Response Act (AHERA) Coordinator**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointment of the Manager of Maintenance & Custodial Services as the AHERA Coordinator for the 2021-2022 school year.

xxx. **Appointment: Chemical Hygiene Officer**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointment of the Supervisor of Science as the Chemical Hygiene Officer for the 2021-2022 school year.

xxxi. **Appointment: Custodian of Records**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointment of the Business Administrator/Board Secretary and the Manager of Human Resources as Custodians of Records for the Ridgewood Public Schools for the 2021-2022 school year.

xxxii. **Appointment: Data Coordinator**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointment of Georgia Abrunzo as the Data Coordinator for the 2021-2022 school year.

xxxiii. **Appointment: Indoor Air Quality Designee**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointment of the Manager of Maintenance & Custodial Services as the Indoor Air Quality Designee for the 2021-2022 school year.

xxxiv. **Appointment: Integrated Pest Management Coordinator**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointment of the Manager of Maintenance & Custodial Services as the Integrated Pest Management Coordinator for the 2021-2022 school year.

xxxv. **Appointment: Right to Know Officer**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointment of the Manager of Maintenance & Custodial

Services as the Right to Know Officer for the 2021-2022 school year.

xxxvi. Appointment: School Safety Specialist
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointment of the School Safety Security Officer as the School Safety Specialist for the 2021-2022 school year.

xxxvii. Appointment: Substance Awareness Coordinator
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointment of the Supervisor of Wellness as the Substance Awareness Coordinator for the 2021- 2022 school year.

xxxviii. Appointment: Toxic Hazard Preparedness Officer
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointment of the Manager of Maintenance & Custodial Services as the Toxic Hazard Preparedness Officer for the 2021-2022 school year.

xxxix. Approval: Authorization for the Superintendent to Hire Employees During the Summer Months.
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the authorization for the Superintendent to hire employees during the summer months with the approval of two Board members.

xl. Approval: Continuation of Insurance Broker of Record for Property/Casualty Insurance and Risk Manager
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the continuation of The Burton Agency, Westwood, NJ, to be the insurance broker of record for property/casualty insurance and risk manager for the period July 1, 2021 through June 30, 2022.

The Board has received background information.

C. CURRICULUM & INSTRUCTION — Dr. Gorman

i. Approval: Field Trips
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves field trips as listed on **Attachment AB.**

ii. Approval: Existing Curriculum for the 2021-2022 School Year
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

Resolved, that the Board of Education does hereby approve continuation of existing curriculum for high school and middle schools Program of Studies, and existing elementary curriculum, as per the courses of study listed on **Attachment AC,** for the 2021-2022 school year, in accordance with N.J.S.A.18A:33-1 and the Thorough & Efficient requirements; and be it further

Resolved, that the curriculum may be modified on the recommendation of the

Superintendent of Schools and the approval of the Board of Education.

iii. **Approval: Textbooks for the 2021-2022 School Year**

The Ridgewood Board of Education, upon the recommendation of the Superintendentof Schools, approves the following resolution:

Resolved, that the Board of Education does hereby approve the continuation of the existing textbooks and new textbooks as listed on **Attachment AD,** for the 2021-2022 school year, in accordance with N.J.S.A 18A:33-1 and the Thorough & Efficient Education requirements; and be it further

Resolved, that the textbook list may be modified on the recommendation of the Superintendent of Schools and the approval of the Board of Education.

iv. **Approval: Renewal of District Membership in the TMI Professional Learning Consortium for the 2021-2022 School Year**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the renewal of the district membership in the TMI Professional Learning Consortium for the 2021-2022 school year, in the amount of $4,950.

The Board has received background information.

v. **Approval: Comprehensive Guidance & Academic Counseling Program**

The Ridgewood Board of Education, upon the Recommendation of the Superintendent of Schools, approves the Comprehensive Guidance & Academic Counseling Program.

Approval: 2021 New Players Summer Program

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2021 New Players Summer Program, an intensive theater experience for students in Grades 4 through 12. The program will run June 28, 2021 through August 4, 2021. The Senior Company, a group of over 50 high school students, will produce a play and two musical productions.

The Junior Company, a group of up to 90 students in Grades 4 through 8, will produce original plays commissioned from New Players Alumni.

In addition, the Summer New Players Program provides employment for 25-30 students who work as lighting and set technicians, costume and sound assistants, and directors for the Junior Company.

This is a tuition-based program.

vi. **Approval: 2021 Elementary Summer Enrichment Program**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2021 Elementary Summer Enrichment Program (Summer Adventure 2021) for Pre-Kindergarten through Grade 5 students. Classes to be offered include reading, writing, mathematics, science, children's theater, dance, computers, cooking, sporting activities, art and more.

The program will run five days a week from 8:30 a.m. to 3:00 p.m. for six weeks, June 28, 2021 through August 6, 2021, at Ridge School. There will be three sessions: each session is two weeks in duration.

The program is offered through the Ridgewood Community School. This is a tuition-based program.

vii. **Approval: 2021 Ridgewood 6-12 Summer Academy Transition Program**
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2021 6-12 Summer Academy Transition program. This program will run August 10-12, 2021 and August 23-25, 2021 from 10:00 a.m. to 1:00 p.m. Location will be determined dependent upon enrollment.

This program will be paid for with ESSER II Learning Acceleration Grant funds.

viii. **Approval: 2021 Ridgewood High School Summer School Program**
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2021 Ridgewood High School Summer School Program. Summer School will run June 28, 2021 through July 29, 2021. If testing is required it will take place July 26, 2021 through July 28, 2021.

There are two class periods. The first period will be held from 8:00 a.m. - 11:00 a.m. and the second period will be held from 11:30 a.m. - 2:30 p.m.

This is a tuition based program.

ix. **Approval: 2021 Preschool Special Needs Summer Program**
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2021 Preschool Special Needs Summer Program for students currently in the Preschool Special Needs Program.

The summer program will be held four hours per day, from 9:00 a.m. to 1:00 p.m., five days per week, for four weeks, from June 28, 2021 through July 23, 2021.

The program will be held at Glen School and is tuition free.

x. **Approval: 2021 Elementary K-5 Special Needs Summer Program**
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2021 Elementary K-5 Special Needs Summer Program for students currently in Kindergarten through Grade 5.

The summer program will meet from 8:30 a.m. to 11:30 a.m., five days per week, for four weeks, June 28, 2021 through July 23, 2021.

This program will be held at Glen School and is tuition free.

xi. **Approval: 2021 Middle School Grades 6-8 Special Needs Summer Program**
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2021 Middle School Grades 6-8 Special Needs Summer

Program for students currently in Grades 6 through 8 in self-contained programs during the school year at Benjamin Franklin and George Washing Middle Schools.

The summer program will meet at Benjamin Franklin Middle School from 8:30 a.m. to 11:30 a.m., five days per week, for four weeks, June 28, 2021 through July 23, 2021.

This program will be held at Benjamin Franklin Middle School and is tuition free.

xii. **Approval: 2021 Middle School Grades 6-8 Enrichment Summer Program**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2021 Middle School Grades 6-8 Enrichment Summer Program for students currently in Grades 6 through 8 in a special education program during the school year at BFMS and GWMS.

The summer program will meet at Benjamin Franklin Middle School from 8:30 a.m. to 11:30 a.m., five days per week, for four weeks, June 28, 2021 through July 23, 2021.

xiii. **Approval: 2021 Grades K-8 Social Emotional Learning Club Summer Program**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2021 Grades K-8 Social Emotional Learning Club Program for students currently in Grades Kindergarten through 8.

The summer program will meet at Ridge School from 8:30 a.m. to 11:30 a.m., five days per week, for four weeks, June 28, 2021 through July 23, 2021.

xiv. **Approval: 2021 Summer RISe Program/SAIL Program**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2021 Summer RISe Program/SAIL Program for students who are currently in the RISe Program/SAIL Program. The programs are tuition free.

Classes for the Pre-K RED RISe program will meet at Glen School, five days per week, from 9:00 a.m. to 2:00 p.m., for six weeks, June 28, 2021 through August 6, 2021.

Classes for the elementary ABA RISe program will meet at Glen School, five days per week, from 8:30 a.m. to 1:30 p.m., for six weeks, June 28, 2021 through August 6, 2021.

Classes for the elementary SAIL program will meet at Glen School, five days per week, from 8:30 a.m. to 12:30 p.m., for five weeks, June 28, 2021 through July 30, 2021.

Classes for the middle school SAIL program will meet at Benjamin Franklin Middle School, five days per week, from 8:30 a.m. to 12:30 p.m. on Monday, Tuesday, Thursday and Friday, and 8:30 am to 2:00 pm on Wednesday, for five weeks, June 28, 2021 through July 30, 2021.

Classes for the middle school RISe program will meet at Benjamin Franklin Middle School, five days per week, from 8:30 a.m. to 12:30 p.m., on Monday, Tuesday, Thursday and Friday, and 8:30 am to 2:00 pm on Wednesday, for five weeks, June 28, 2021 through August 6, 2021.

Classes for the high school RISe program will meet at Benjamin Franklin Middle School, five days per week, from 8:30 a.m. to 12:30 p.m. on Monday, Tuesday, Thursday and Friday, and 8:30 am to 2:00 pm on Wednesday, for five weeks, June 28, 2021 through August 6, 2021.

xv. Approval: 2021 Multisensory Reading Program

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2021 Multisensory Reading Program. The program is tuition free.

Classes for the K-5 Multisensory Reading Program will meet at Ridge School, four days per week (1.25 hours each session/per student), Monday through Thursday, from 9:15 a.m. to 12:00 p.m., for four weeks, June 28, 2021 through July 22, 2021.

Classes for the 6-12 Multisensory Reading Program will meet at Benjamin Franklin Middle School, four days per week (1.25 hours each session/per student), Monday through Thursday, from 9:15 a.m. – 12:00 p.m., for four weeks, June 28, 2021 through July 22, 2021.

xvi. Approval: 2021 Summer NOVA Program

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2021 Summer NOVA Program for students who are currently in the NOVA Program. The programs are tuition free.

Classes for the elementary NOVA program will meet at Benjamin Franklin Middle School, five days per week, from 8:45 a.m. to 11:45 a.m., for five weeks, June 28, 2021 through July 30, 2021.

xvii. Approval: 2021 Summer STEPSS (18-21) Program

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2021 STEPSS Program for students who are currently in the STEPSS Program. The programs are tuition free.

Classes for the STEPSS program will meet at Benjamin Franklin Middle School, five days per week, from 8:30 a.m. to 12:30 p.m., for five weeks, June 28, 2021 through July 30, 2021.

xviii. Approval: Agreement with ABA Clinic, LLC

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the agreement with ABA Clinic, LLC for the delivery of Applied Behavior Analysis services or the consultation regarding delivery of ABA technologies through Extended School Year Services for STEPSS, Transition Prep and Planning for PERL for the period June 28, 2021 through July 30, 2021 at the sum of $105.00 per hour, not to exceed 12 hours per week for STEPSS and not to exceed 10 hours total for Transition Prep and Planning for PERL.

The Board has received background information.

D. HUMAN RESOURCES — Dr. Gorman

i. Abolishment of the following Positions

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the abolishment of the positions of the Energy Specialist and Teacher Staff Developer, effective June 30, 2021.

The Board has received background information.

ii. Creation of Positions for the 2021-2022 School Year

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the creation of positions for the 2021-2022 school year, as listed below.

- **3 Elementary Guidance Counselors**

The Board has received background information.

iii. 2020-2021 Teacher Recognition Nominees

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following nominees for the 2020-2021 Teacher Recognition Program.

Educational Services Professional	Colleen Manke
Hawes School	Debra Caruso
Orchard School	Molly Higgins
Ridge School	Danielle Vandervelt
Somerville School	Lauren Carr
Travell School	Casey Schick
Willard School	Rebecca Dodd
Benjamin Franklin Middle School	Trecia Donnelly
George Washington Middle School	Deborah Feit
Ridgewood High School	Christine Lee

The members of the panel who reviewed and approved the nominations were Ms. Kelly Buchsbaum, Ms. Colleen Tansey, Ms. Juliane Cho, Mr. David Bailey, Mr. Mark Ferreri, Ms. Meredith Yannone, Ms. Mary Van Horne and Ms. Ojetta Townes,

Facilitator. The Ridgewood Teacher Recognition Award Reception will be held at Benjamin Franklin Middle School Auditorium on Tuesday, June 15, 2021 at 7:00 pm for the award recipients, their families, school parents, teachers and friends (space will be limited). Each of the award recipients will receive a stipend of $500 ($250 awarded by the individual Home and School Association and $250 by the Board) for use in their classrooms next year.

iv. Approval: 2022-2023 Holiday Calendar for 12-Month Employees

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2022-2023 Holiday Calendar for 12-Month Employees, as listed on **Attachment AE**.

v. Revision: Ridgewood Public Schools Salary List for the 2021-2022 School Year, approved by the Board at its meeting on May 10, 2021

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the Ridgewood Public Schools Salary List for all known positions and staffing as of May 24, 2021 for the 2021-2022 school year, as listed on **Attachment AF**.

vi. Appointments

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointments listed below, subject to receipt of appropriate documentation and the New Jersey Department of Education (NJDOE) certificate, if required.

Teachers

DINO, Deanna - Fourth Grade Teacher (tenure track), Orchard School, effective August 31, 2021 through June 30, 2022. Ms. Dino possesses an NJDOE Standard Certificate as an Elementary School Teacher.

Salary: $62,142
Cl. BA, St. 2
Account # 11-120-100-101-09-03-019-000

FORGASH, Drew - Social Studies Teacher (tenure track), Ridgewood High School, effective August 31, 2021 through June 30, 2022, pending verification of employment as outlined by Chapter 5. Ms. Forgash possesses an NJDOE Standard Certificate as a Teacher of Social Studies.

Salary: $68,742
Cl. MA, St. 1
Account # 11-140-100-101-05-10-019-000

GAO, Jeanne - School Nurse (tenure track), Hawes School, effective August 31, 2021 through June 30, 2022. Ms. Gao is pending issuance of an NJDOE Emergency Certificate as a School Nurse. Ms. Gao will be registered into the NJDOE Provisional Program.

Salary: $65,392
Cl. BA+30, St. 1
Account # 11-000-213-104-00-02-019-000

HOFF, Erica - Education Specialist (tenure track), Orchard School, effective August 31, 2021 through June 30, 2022, pending verification of employment as outlined by Chapter 5. Ms. Hoff possesses an NJDOE Certificate of Eligibility with Advanced Standing as an Elementary School Teacher in Grades K-6 and Teacher of Students with Disabilities. Ms. Hoff will be registered into the NJDOE Provisional Teacher Program.

Salary: $68,742
Cl. MA, St. 1
Account # 11-000-219-104-00-03-019-000

JANNONE, Christina - Health and Physical Education Teacher (tenure track), Ridgewood High School, effective August 31, 2021 through June 30, 2022, pending verification of employment as outlined by Chapter 5. Ms. Jannone is pending issuance of an NJDOE Standard Certificate as a Teacher of Health and Physical Education.

Salary: $62,142
Cl. BA, St. 2
Account # 11-140-100-101-06-10-019-000

MADISON, Marissa - Resource Room Teacher (tenure track), Orchard School, effective August 31, 2021 through June 30, 2022, pending verification of employment as outlined by Chapter 5. Ms. Madison possesses an NJDOE Standard Certificate as an Elementary School Teacher in Grades K-6 and Standard Certificate is pending issuance as a Teacher of Students with Disabilities.

Salary: $72,492
Cl. MA+30, St. 1
Account # 11-213-100-101-00-03-019-000

PILKINGTON, Jaclyn - Fifth Grade Teacher (tenure track), Somerville School, effective August 31, 2021 through June 30, 2022. Ms. Pilkington pending issuance of an NJDOE Standard Certificate as an Elementary School Teacher in Grades K-6 and Teacher of Students with Disabilities.

Salary: $69,242
Cl. MA, St. 2
Account # 11-120-100-101-09-05-019-000

VEENSTRA, Vanessa - Second Grade Teacher (tenure track), Orchard School, effective August 31, 2021 through June 30, 2022, pending verification of employment as outlined by Chapter 5. Ms. Veenstra is pending issuance of an NJDOE Standard Certificate as an Elementary School Teacher in Grades K-6 and Teacher of Students

with Disabilities.

Salary: $68,742
Cl. MA, St. 1
Account # 11-120-100-101-09-03-019-000

WINE, Rae - Special Education Teacher (tenure track), Somerville School, effective August 31, 2021 through June 30, 2022, pending verification of employment as outlined by Chapter 5. Ms. Wine possesses an NJDOE Standard Certificate as an Elementary School Teacher in Grades K-6 and Teacher of Students with Disabilities.

Salary: $68,742
Cl. MA, St. 1
Account # 11-000-219-104-00-05-019-000

Field Placements

CHLEWICKI, Payton - Montclair State University, Practicum placement, to shadow Theresa Ross, Kindergarten Teacher, Somerville School, effective September 1, 2021 through June 22, 2022.

COSTE-DISLA, Dulce - Montclair State University, Practicum placement, to shadow Elizabeth Fischetti, Fourth Grade Teacher, Somerville School, effective September 1, 2021 through June 22, 2022.

FARRELL, Hannah - UCL Institute of Education, Clinical Observation with Lynn Delaney, First Grade Teacher, Ridge School, effective May 24, 2021 through May 27, 2021 and June 1, 2021.

Additional: Ridgewood Community School Employees – Spring Semester 2021

Junior Edition (Irish Basketball Clinic)

- **DeRisi, Michael**
- **Sullivan, Matthew**
- **Troy, Michael**

Account # 13-423-100-101-00-60-060-001

Spring Season Site Manager(s)

- **Currier, Robert:** $5,000 stipend
- **Lucchesi, Michael**: $5,000 stipend

Account # 11-402-100-104-00-10-034-001

vii. Change of Assignments for the 2021-2022 School Year

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the change of assignments for the 2021-2022 School Year, as listed below.

BARNETT, Shula - **from** 0.80 FTE Speech Language Specialist, Somerville School,

to 0.95 FTE Speech Language Specialist, effective August 31, 2021 to June 23, 2022.

From: $91,946 ($91,706 + $240 CP)
To: $109,185 ($108,900 + $285 CP)
Cl. MA+45, St. 18
Account # Remains the same

Employee #6558 - **from** Special Education (RISe) Teacher, Benjamin Franklin Middle School, **to** Special Education Teacher, Benjamin Franklin Middle School, effective August 31, 2021 through June 23, 2022.

Salary will remain the same.
Account # 11-000-219-104-00-08-019-000

viii. Rescind Appointment

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves rescinding the appointment of the employees, as listed below.

Long-term Substitute

HAMILTON, Elizabeth - Special Education (RISe) Teacher, Glen School, effective May 12, 2021 through June 23, 2021, at a daily rate of $150 per day, until the assignment ends. Ms. Hamilton possesses a NJDOE Certificate of Eligibility with Advance Standing as an Elementary School Teacher in Grades K-6 and Certificate of Eligibility as a Teacher of Students with Disabilities.

ix. Leave of Absences

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the leave of absences, as listed below.

AGNELLO, Keri - REACH 4 Pre-K Teacher, Glen School, **from** effective August 31, 2021 through November 24, 2021, with a reinstatement date of November 29, 2021, approved by the Board on April 12, 2021, **to** effective June 1, 2021 through November 24, 2021, with a reinstatement date of November 29, 2021, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

HACKETT, Loren – Eighth Grade English Teacher, Benjamin Franklin Middle School, effective August 31, 2021 through November 30, 2021, with a reinstatement date of December 1, 2021, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

x. Change of Assignment

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following change of assignment, as listed below.

ROSADO, Jaime - **from** Administrative Assistant Accounts Payable, Education Center, **to** Assistant Business Administrator-Finance, Education Center, effective May 17, 2021 through June 30, 2021 and July 1, 2021 through June 30, 2022.
Ms. Rosado's credentials are as follows:

- Accounts Payable, Ridgewood Board of Education - 2017 to Present
- Dr. Barry Prystowsky, Bookkeeper - 2005 to Present
- Prudential Financial, Senior Accounting Associate - 2001 to 2005
- Lerch, Vinci & Higgins - Registered Municipal Accountants, Staff Accountant - 2000 to 2001

Education:

- University of Northwestern Ohio, Masters of Business Administration: August 2020
- Rutgers University, School of Management, Bachelor of Science: May 2000

Possesses the following New Jersey Certificate of Eligibility:

- School Business Administrator

From: $51,626
Cl. SEC12, II, St. 5
To: $91,000
Account # 11-000-251-104-00-40-019-000

xi. Supplemental Pay Beyond Contract

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the supplemental pay beyond contract, as listed below.

Ridgewood High School

Professional Development Day - May 13, 2021

- **DiBrita, Christine** - for a total stipend of $84.52.

Secretarial and Technology Support for 2021 Graduation, June 22, 2021, each not to exceed six hours, each at the contracted hourly rate ($2,174.28)

- **Brunner, Adam** - $41.63 ($249.78)
- **Altomare, Jacquelyn** - $29.35 ($176.10)
- **Crocamo, Janet** - $29.48 ($176.88)
- **D'Amico, Anna** - $31.55 ($189.30)
- **Holand, Larry** - $44.19 ($265.14)
- **Kazmierczak, Jennifer** - $31.79 ($190.74)
- **Michels, James** - $29.51 ($177.06)
- **Ortega, Celinett** - $33.15 ($198.90)
- **Philbrick, Skye** - $31.34 ($188.04)
- **Quinones, Ramon** - $27.90 ($167.40)
- **Whyard, Lesley** - $32.49 ($194.94)

Account # Secretary 11-000-240-105-00-10-010-001

Account # Technology 11-000-222-104-00-10-010-001

Music Support – Graduation – June 22, 2021, each not to exceed 4 hours, each at the contracted hourly rate ($721.80)

- **Bourque, Steven** - $51.73 ($206.92)
- **Haas, Jeffrey** - $76.99 ($307.96)
- **Luckenbill, John** - $51.73 ($206.92)

Account # 11-401-100-101-00-10-010-001

2021 Project Graduation - June 22, 2021

- **Four Chaperones (TBD)**, each not to exceed 6 hours, each at an hourly rate of $40.17 ($964.08)

Account # 11-401-100-101-00-10-010-001

Senior Prom Cornucopia Cruise Line – June 4, 2021, to be funded by student fundraising

- **Four Chaperones (TBD)**, for the district provided bus, each not to exceed 6 hours, each at an hourly rate of $40.17 ($964.08).
- **Ten Chaperones (TBD)**, each not to exceed 5 hours, each at an hourly rate of $40.17 ($2,008.50).

Account # 11-000-222-104-00-10-010-001

Revision/Addition: Co-Curricular Advisors 2020-2021 School Year

Drama Director, Play 4

Remove: **TBD**
Replace: **Schaefer, Margaret** - for a total stipend of $1,296.

Drama Director, Play 4

- **Van Zile, Kelly** - for a total stipend of $1,296.

Drama Musical Assistant

Remove: **TBD**
Replace: **Cicchino, Maxwell** - for a total stipend of $1,620.

Drama Musical Assistant

- **Cicchino, Maxwell** - for a total stipend of $1,620.
- **Frey, Troy** - for a total stipend of $864.
- **Schaefer, Margaret** - for a total stipend of $864.
- **Sheehan, Hennessey** - for a total stipend of $864.

Account # 11-401-100-101-00-10-010-001

Revision: ACT Administrative Duties - from February 12, 2021, approved by the Board at its meeting on May 10, 2021, to June 12, 2021

- **Valeri, Amanda** - total stipend of $300.

Account # 11-000-218-104-00-10-010-001

Information Technology Department

District-Wide Camera Repair and Cleaning

- **Michaels, James**, Instructional Technology Technician, effective May 25, 2021 through June 30, 2021, not to exceed 50 hours, at a base hourly rate of $29.51 (Total $1,475.50) and a maximum overtime hourly rate of $44.26 (Total $2,213.00).

Account # 11-000-252-104-08-31-031-001

xii. Substitutes for the 2020-2021 School Year

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves substitutes for the 2020-2021 school year, as listed below.

Teacher: Anthony Carpentieri, Troy Frey, and **Elizabeth Hamilton**

E. FINANCE — Dr. Gorman

i. Acceptance of Restricted Donations:

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following restricted gifts for the **2020-2021** school year, to be used as indicated.

Donations			
Donor	**Amount**	**Use**	**Account Number**
Hawes Dad's Night and Hawes HSA	$109,969	To be used for new playground equipment for Hawes Elementary School.	20-024-400-731-00-02-002-000 20-025-400-731-00-02-002-002
Edward and Frances Dowell	$100.00	To be used for the Music Department in memory of Elisa Grim.	20-153-100-610-00-10-010-000

ii. Approval: Budget Appropriation Transfers

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves transfers for **April 2021** as shown in the Journal Entry listing pursuant to Policy 6422.

The Board has received background information.

iii. Approval: Secretary's Line Item Certification

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

WHEREAS, the Board of Education has received the Report of the Secretary for the month of **April 2021,**

WHEREAS, in compliance with N.J.A.C. 6:20-2A.10(d), the secretary has certified that, as of the date of the report(s), no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education, now, therefore, be it,

RESOLVED, the Board of Education accepts the above referenced reports and certifications and orders that they be attached to and made part of the record of this meeting, and Be it Further Resolved, in compliance with N.J.A.C. 6:20-A10(e), the Board of Education certifies that, after review of the secretary's monthly financial reports (appropriate section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6:20-2A.10(a)(1), and that sufficient funds are available to meet the district's financial obligations for the remainder of the school year.

The Board has received background information.

iv. **Approval: Acceptance of the Board Secretary and Treasurer Report**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

WHEREAS, the Board of Education has received the report of the Secretary and Treasurer for the month of **April 2021;** now, therefore,

BE IT RESOLVED, the Board of Education accepts the above referenced reports and orders that it be attached to and made part of the official record of this meeting.

v. **Approval: Agreement with AlphaBest for Before and After School Program**

WHEREAS, Ridgewood and AlphaBEST have entered into a contract for the provision of Before and After School Child Care Services, dated June 5, 2020 (the "Existing Agreement"), which is herein incorporated by reference. The term of said Existing Agreement commenced on September 6, 2020, and was set to expire on June 30, 2021, with options to extend the Existing Agreement for up to one two-year renewal term or two one-year renewal terms.

WHEREAS, Ridgewood has elected its option to extend the term of the Existing Agreement for two (2) additional years through June 30, 2023.

NOW, THEREFORE, for good and valuable consideration, the receipt of sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Ridgewood and AlphaBEST agree that the term of the Existing Agreement is hereby extended through June 30, 2023 (the "Extended Term"), unless earlier terminated in accordance with the provisions of the Existing Agreement.

2. During the Extended Term, the fees for the Before and After School Child Care

Services provided by AlphaBEST shall be as follows:

Registration	$50.00 per student
Siblings*	10%
Reduced Lunch*	12%
Free Lunch*	15%
District Employee*	35%
Late payment fee per occurrence	$15.00
Late pick-up fee for 1 – 15 minutes	$15.00
Late pick-up fee for 16 – 30 minutes	$30.00
Late pick-up fee for 31 or more minutes (each additional minute per family)	$1.00
Returned check fee	$25.00
NSF fees	Maximum allowable by law
Credit card processing fee	$1.00 per transaction

*Only applicable to five-day care. Families may elect only one discount option. Discounts do not apply to punch pass.

The Board has received background information.

vi. <u>Approval: Student Activity Fee</u>

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the student activity fee of $100 at the middle schools and $150 at the high school for those students who participate in any co-curricular activity for the 2021-2022 school year.

vii. <u>Approval: Substitute Rates of Pay</u>

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves substitute rates of pay for the 2021-2022 school year as listed below:

Teachers *(1st five days of one consecutive assignment)*	$115 per diem
Daily/Permanent Teacher *(6th day of consecutive assignment in system)*	$150 per diem
Long-term	$150 per diem
Nurse	$170 per diem

Secretaries	$12.50 per hour
Former RAES/REAS members	$13.25 per hour
Long-term	$17.00 per hour

viii. **Approval of Depositories of School Funds Including State of New Jersey Cash Management**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following banking institutions as depositories of school funds: Columbia Bank, Morgan Stanley, and authorizes the Board Secretary to invest idle funds of the Board of Education in said depository and to transfer funds in and out of the accounts listed below.

The following are the authorized accounts and the required signatures:

Depository	**Required # of Signatures**
Columbia Bank General Funds	**Three:** Board President **and** Business Administrator **or** Assistant Business Administrator **and** Treasurer of School Monies
Columbia Bank Salary Funds	**One:** Treasurer of School Monies
Columbia Bank Salary Deduction Funds	**One:** Treasurer of School Monies
Columbia Bank RHS Memorial Fund and other scholarship funds	**Three:** Board President **and** Business Administrator **or** Assistant Business Administrator **and** Treasurer of School Monies
Columbia Bank Ridgewood Public Schools Cafeteria Fund	**Three:** Board President **and** Treasurer of School Monies and Business Administrator **or** Assistant Business Administrator
Columbia Bank Employees' Share of State Unemployment Insurance Contributions	**Three:** Board President **and** Business Administrator **or** Assistant Business Administrator **and** Treasurer of School Monies
Columbia Bank RHS Athletic Department for Athletic Events	**Two:** Athletic Director **and/or** Business Administrator **and** Supervisor of Wellness
Columbia Bank RHS Athletic Department Hall of Fame Funds	**Two of three:** Business Administrator **and/or** Assistant Principal **and/or** Athletic Director

Columbia Bank Referendum Funds	**Three:** Business Administrator **and** Assistant Business Administrator **and** Treasure of School Monies
Columbia Bank Capital Reserve Account	**Three:** Board President **and** Business Administrator **or** Assistant Business Administrator **and** Treasurer of School Monies
Columbia Bank Employees' Flexible Spending Plan	**Three:** Board President **and** Business Administrator **or** Assistant Business Administrator **and** Treasure of School Monies
Columbia Bank Ridgewood High School Association Funds	**Two:** Principal **and/or** Assistant Principal for Guidance **and/or** Assistant to the Principal
Columbia Bank BFMS Association Funds	**Two:** Principal and Secretary
Columbia Bank BFMS Association Funds	**Two:** Principal **and** Secretary
Columbia Bank GWMS Association Funds	**Two:** Principal **and** Secretary
Columbia Bank Hawes School Association Funds	**Two:** Principal **and** Secretary
Columbia Bank Orchard School Association Funds	**Two:** Principal **and** Secretary
Columbia Bank Ridge Schools Association Funds	**Two:** Principal **and** Secretary
Columbia Bank Somerville Schools Association Funds	**Two:** Principal **and** Secretary
Columbia Bank Travell Schools Association Funds	**Two:** Principal **and** Secretary
Columbia Bank WIllard Schools Association Funds	**Two:** Principal **and** Secretary
Columbia Bank STEPSS 18-21 Program	**Two:** Special Programs Director or Supervisor and Secretary
Columbia Bank Ridgewood High School RISe Program	**Two:** Special Programs Director or Principal and Secretary
Columbia Bank	**Two:** Special Programs Director o**r** Principal

BFMS RISe/SAIL Program	and Secretary

That Morgan Stanley be named administrator for the trust funds for the William E. Remington Memorial Scholarship Fund and the Kurth Scholarship Fund. Duties of the bank include safekeeping of all securities, income collection, disposition of income as directed, maintaining all records, and investment counseling. The bank's fee for the service is 1% of market value annually, based on the first day of each calendar quarter charged at .25%.

BNY Mellon will act as Trustee for the Kraft Scholarship Fund.

ix. <u>Authorization of Petty Cash Columbia Bank Checking Accounts</u>

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following maximum amounts for petty cash Columbia Bank checking accounts with the following account signatories:

School/Department	**Amount**	**Required # of Signatures**
Benjamin Franklin Middle School	$1,000	**Two:** Principal **or** Assistant Principal **and** School Secretary
Hawes School	$500	**Two:** Principal **and** School Secretary
Orchard School	$500	**Two:** Principal **and** School Secretary
Infant Toddler Program	$500	**Two:** Business Administrator **and** Director of Special Programs
Ridge School	$500	**Two:** Principal **and** School Secretary
Ridgewood High School	$1,000	**Two:** Principal **or** Assistant Principal **and** Secretary
Travell School	$500	**Two:** Principal **and** School Secretary
Willard School	$500	**Two:** Principal **and** School Secretary
Central Business Office	$500	**One:** Business Administrator **or** Assistant Business Administrator
STEPSS 18-21 Program	$1,000	**Two:** Special Programs Director or Supervisor and Secretary
Ridgewood High School RISe Program	$500	**Two:** Special Programs Director or Principal and Secretary
BFMS RISe/SAIL Program	$500	**Two:** Special Programs Director or Principal and Secretary

x. Authorization to Use State and County Contracts and NJ and National Cooperative Purchasing Agreements

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, authorizes the Business Administrator to use New Jersey and Bergen County Purchasing Contracts and NJ and National Cooperative Purchasing Agreements whenever it is determined that this method of purchasing is in the best interest of the school district, as listed below.

New Jersey Cooperatives

- Hunterdon County Educational Services Commission
- Educational Data Services
- Educational Services Commission of New Jersey Cooperative
- Somerset County Purchasing
- Sterling High School Shared Services (SJTP)

National Cooperatives

- BuyBoard National Purchasing Cooperative
- E&I Cooperative Services
- Keystone Purchasing Network
- National IPA (an OMNIA Partner)
- U.S. Communities (an OMNIA Partner)
- Sourcewell Cooperative Purchasing
- PEPPM Purchasing
- The Interlocal Purchasing System (TIPS)

xi. Authorization for the Business Administrator/Board Secretary to Make Payments to Contractors During the Summer Months

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, authorizes the Business Administrator/Board Secretary to make payments to contractors between June 29, 2021 through August 30, 2021 after review by the Business Administrator and with approval of the Superintendent and one member of the Finance Committee.

xii. Authorization for the Business Administrator/Board Secretary to Award Bids During the Summer

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, authorizes the Business Administrator/Board Secretary to award bids during the months of July and August to the lowest responsive bidder as needed, for projects not to exceed $40,000. All awards will be placed on the next agenda for ratification.

xiii. Authorization to Secure Bids, Contracts, and Quotations

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, authorizes the Business Administrator, as the district's purchasing agent, to secure all bids, contracts, and quotations in compliance with Chapter 440, Law of 1999, and New Jersey Statute 18A:18A.

xiv. Approval: Bid and Quote Threshold for the 2021-2022 School Year

The Ridgewood Board of Education, upon the recommendation of the Superintendent

of Schools, approves the bid threshold of $40,000 and quote threshold of $6,000 in awarding contracts in accordance with N.J.S.A. 18A:18A-3a and N.J.A.C. 5-34.5 for the 2021-2022 school year.

xv. Approval of RAMM Environmental Services as Right-to-Know Consultant

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves RAMM Environmental Services, Fair Lawn, NJ, as the district's right-to-know consultant, for the 2021-2022 school year.

xvi. Approval of EnviroVision as Environmental Consultant

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves EnviroVision, Glen Rock, NJ, as the district's environmental consultant, for the 2021-2022 school year.

xvii. Approval: Tax Shelter Annuity Brokers for the 2021-22 School Year

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Tax Shelter Annuity Brokers for the 2021-2022 school year as listed below:

- Ameritas (Union Central)
- Equitable
- Franklin Templeton
- Lincoln Investment
- Omni Financial Group
- Prudential
- Security Benefit
- VALIC/AIG
- Invesco

xviii. Approval: Renewal of Contract with Educational Data Services for Bidding and Purchase Services

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the renewal of cooperative bidding services for the district with Educational Data Services, Inc., Saddle Brook, NJ, for the 2021-2022 school year, for a fee of $19,590. There is no increase from the 2021-2022 school year.

xix. Approval: Rental Fees for Use of Facilities

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves rental fees for the use of facilities for the 2021-2022 school year, as listed on **Attachment AG.**

xx. Approval of Renewal Agreement with Pomptonian Food Service for the 2021-2022 School Year

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

Be it resolved that the District (Local Education Agency) approves an agreement with Pomptonian Food Service (Food Service Management Company) for the 2021-2022 school year. This represents the fourth year of a maximum of 5 allowed number of years to award to one vendor.

The Food Service Management Company shall receive, in addition to the costs of operation, a fee of $0.2608 per meal equivalent to compensate the Food Service Management Company for administrative and management costs. This fee shall be billed monthly as a cost of operation. The Local Education Agency guarantees the payment of such costs and fee to the Food Service Management Company.

Cash receipts shall be divided by $4.23 to arrive at an equivalent meal count.

The per meal management fee of $0.2608 will be multiplied by total meal equivalents.

The Food Service Management Company guarantees the Local Education Agency a minimum profit of two hundred thousand dollars ($200,000.00) for the school year 2021-2022.

The student price list is included in **ATTACHMENT AH.**

xxi. Approval: Additional Insured for General Liability

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves all Ridgewood Board of Education Home and School Associations to be considered as Additional Insured under the district's General Liability Policy from July 1, 2021 through June 30, 2022 for activities they perform on behalf of and authorized by the school district.

xxii. Approval: Report of Awarded Contracts

The Ridgewood Board of Education, upon the recommendation of the Superintendentof Schools, approves the following resolution: Pursuant to PL 2015, Chapter 47, the Village of Ridgewood Board of Education intends to renew, award, or permit to expire the contracts previously awarded by the Board of Education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; New Jersey Title 18A:18, et. seq., N.J.A.C. Chapter 23, and Federal Procurement Regulations 2CFR Part 200.317 et. seq.

The Board has received background information.

xxiii. Approval: Garden State Coalition of Schools Membership

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves membership in the Garden State Coalition of Schools for the 2021-2022 school year.

xxiv. Approval: Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms at Glen and Willard Schools for the 2021-2022 School Year

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the use of the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3(h) 4ii and iii by providing toilet rooms adjacent to or outside the classroom in lieu of individual toilet rooms in each classroom for the Early Intervention, Pre-Kindergarten and Kindergarten Classrooms at Glen and Willard Schools.

xxv. Approval: Disposal of Equipment

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the disposal of the equipment listed on **Attachment AI** through www.govdeals.org. These items are obsolete and no longer needed.

xxvi. Approval: Agreement with First Presbyterian Church for Use of Their Parking Lot

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves an agreement with First Presbyterian Church and the Ridgewood Board of Education to permit enrolled Ridgewood High School (RHS) students to park a maximum of seventy-two (72) automobiles in the parking lot, Monday through Friday, during which RHS is in session from September 1, 2021 to June 22, 2022, from 7:00 a.m. to 5:00 p.m., at a cost of $38,500.

There is no increase in fee from the 2021-2022 school year. The fee is paid for by the students.

The Board has received background information.

VIII. RESOLUTIONS AND MOTIONS NOT INCLUDED IN CONSENT AGENDA Dr. Gorman

A. None at this time.

IX. APPROVAL OF BILLS Mr. Lembo

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the payment of bills as listed below.

DATES	DESCRIPTION	CHECK NUMBER	AMOUNTS	REVIEWED BY
May 13	Columbia Bank On-Line	101671-101764	598,328.09	Ms. Kwak
May 17	Columbia Bank On-Line	101765-101822	622,981.26	Ms. Kwak
May 14	Electronic Transfer	B35054	81,550.00	Ms. Kwak
May 17	Food Service	620247	18,267.49	Ms. Kwak
May 4	Columbia Bank Void Check	101135	(3,744.00)	Ms. Kwak
May 5	Columbia Bank Void Check	101320	(777.90)	Ms. Kwak
May 5	Columbia Bank Void Check	101322	(181.00)	Ms. Kwak
TOTAL			1,316,423.94	

X.	**BOARD MEMBER ANNOUNCEMENTS**	**Mr. Lembo**
XI.	**BOARD COMMITTEE REPORTS**	**Mr. Lembo**
XII.	**DISCUSSION ITEMS**	**Mr. Lembo**
XIII.	**ACCEPTANCE OF MINUTES** ● None at this time.	**Mr. Lembo**
XIV.	**OTHER BUSINESS**	**Mr. Lembo**
XV.	**COMMENTS FROM THE PUBLIC**	**Mr. Lembo**
XVI.	**MOTION TO GO INTO EXECUTIVE SESSION**	**Mr. Lembo**
XVII.	**RECONVENED PUBLIC MEETING**	**Mr. Lembo**
XVIII.	**ADJOURNMENT**	**Mr. Lembo**

Upcoming Meetings

Monday, June 14, 2021
Regular Public Meeting
7:00 p.m. Education Center

Monday, June 28, 2021
Regular Public Meeting
5:00 p.m. Education Center

May 24, 2021 **ATTACHMENT A**

2020-2021 CONFERENCES FOR APPROVAL

Staff Member	Name of Conference Location & Dates	Rationale	Estimated Cost for Approval	# of Sub Days required
Ariana Bray	Handle With Care Instructor and Re-Certification Program Virtual Handle With Care Behavior Management System, NY May 20, 2021	Professional Development	$450.00	0
Cindy Lora	Handle With Care Instructor and Re-Certification Program Virtual Handle With Care Behavior Management System, NY	Professional Development	$450.00	0
Erin McGuire	Handle With Care Instructor and Re-Certification Program Virtual Handle With Care Behavior Management System, NY May 20, 2021	Professional Development	$450.00	0
Michael Kilcullen	CDL Class C+ Passenger (Bus) Union City, NJ E-Z Wheels Driving School, Inc. June 7 – 11, 2021	Professional Development	$750.00	0
Maureen Chiaramonte	Intermediate/Advanced Google Training for School Secretaries and Administrative Assistants Virtual New Jersey Educational Computing Cooperative, NJ July 7 – 9, 2021	Professional Development	$160.00	0
Mildred Federico	Advanced Google Training for School Secretaries and Administrative Assistants Virtual New Jersey Educational Computing Cooperative, NJ July 7 – 9, 2021	Professional Development	$160.00	0
Susan Christopher	Intermediate Google Training for School Secretaries and Administrative Assistants Virtual New Jersey Educational Computing Cooperative, NJ July 7 – 9, 2021	Professional Development	$160.00	0
Patricia Higgins	Intermediate Google Training for School Secretaries and Administrative Assistants Virtual New Jersey Educational Computing Cooperative, NJ July 7 – 9, 2021	Professional Development	$160.00	0
ElizaKarch	Intermediate Google Training for School Secretaries and Administrative Assistants Virtual New Jersey Educational Computing Cooperative, NJ July 7 – 9, 2021	Professional Development	$160.00	0

Maria Monnerat	Intermediate Google Training for School Secretaries and Administrative Assistants Virtual New Jersey Educational Computing Cooperative, NJ July 7 – 9, 2021	Professional Development	$160.00	0
Patricia Kowalczyk	Advanced Google Training for School Secretaries and Administrative Assistants Virtual New Jersey Educational Computing Cooperative, NJ July 7 – 9, 2021	Professional Development	$160.00	0
Julie Yohana	Advanced Google Training for School Secretaries and Administrative Assistants Virtual New Jersey Educational Computing Cooperative, NJ July 7 – 9, 2021	Professional Development	$160.00	0
Nadine Macolino	Advanced Google Training for School Secretaries and Administrative Assistants Virtual New Jersey Educational Computing Cooperative, NJ July 7 – 9, 2021	Professional Development	$160.00	0
Jennifer Weinkauff	Advanced Google Training for School Secretaries and Administrative Assistants Virtual New Jersey Educational Computing Cooperative, NJ July 7 – 9, 2021	Professional Development	$160.00	0
Laura Nuzzo	Intermediate Google Training for School Secretaries and Administrative Assistants Virtual New Jersey Educational Computing Cooperative, NJ July 7 – 9, 2021	Professional Development	$160.00	0
Rosanna Griffith	Advanced Google Training for School Secretaries and Administrative Assistants Virtual New Jersey Educational Computing Cooperative, NJ July 7 – 9, 2021	Professional Development	$160.00	0
Kimberly James	Intermediate Google Training for School Secretaries and Administrative Assistants Virtual New Jersey Educational Computing Cooperative, NJ July 7 – 9, 2021	Professional Development	$160.00	0

The total cost for these conferences is $4180.00. Upon Board approval of these conferences, the total expenditure for travel and conferences for 2020-2021 will be $38,388.39 leaving a balance of $161,611.61.

The total cost of substitutes for these conferences is $0.00. Upon Board approval of these conferences, the total expenditure for substitutes for travel and conferences for 2020-2021 will be $2300.00.

RIDGEWOOD
POLICY BOARD OF EDUCATION

0145 BOARD MEMBER RESIGNATION AND REMOVAL

The membership of a Board of Education member shall terminate immediately upon:

1. The cessation of the member's bona fide residency in the school district the member represents (N.J.S.A. 18A:12-2.2); or

2. The member's election or appointment to the office of mayor or member of the governing body Ridgewood. (N.J.S.A. 18A:12-2.2); or

3. The member's disqualification from voting pursuant to N.J.S.A. 19:4-1 (N.J.S.A. 18A:12-2.2); or

4. The member falsely affirms or declares that he/she is not disqualified as a voter pursuant to N.J.S.A. 19:4-1 or that he/she is not disqualified from membership on the Board due to conviction of a crime or offense listed in N.J.S.A. 18A:12-1; or

5. The removal of the member by the Commissioner of Education; or

6. Recall of a Board member pursuant to N.J.S.A. 19:27A-1 et seq.

A member who fails to attend three consecutive meetings of the Board without good cause may be removed from office on the affirmative votes by majority of the remaining Board members, provided that:

1. The member's removal was proposed at the immediately previous Board meeting; and

2. Notice of the proposed removal was given to the affected member at least forty-eight hours in advance of the meeting at which the vote will be taken.

N.J.S.A. 18A:12-2; 18A:12-2.2; 18A:12-3; 18A:12-29
N.J.S.A. 19:27A-1 et seq.

Adopted: 7 December 2009
Revised:

1643 FAMILY LEAVE

The Board of Education will provide family leave to staff members in accordance with the New Jersey Family Leave Act (NJFLA) and the Federal Family and Medical Leave Act (FMLA). These laws have similar and different provisions that provide different rights and obligations for a staff member and the Board.

If a staff member is eligible for leave for reasons recognized under both the FMLA and NJFLA, then the time taken shall run concurrently and be applied to both laws. The NJFLA provides twelve weeks leave in a twenty-four month period and the FMLA provides twelve weeks leave in a twelve month period

A. New Jersey Family Leave Act

1. Definitions Relative to New Jersey Family Leave Act

"Base Hours" means the hours of work for which a staff member receives compensation. Base hours shall include overtime hours for which a staff member is paid additional or overtime compensation, and hours for which a staff member receives workers' compensation benefits. Base hours shall also include hours a staff member would have worked except for having been in military service. Base hours do not include hours for when a staff member receives other types of compensation, such as administrative, personal leave, vacation, or sick leave.

"Child" means a biological, adopted, foster child, or resource family child, stepchild, legal ward, or child of a parent, including a child who becomes the child of a parent pursuant to a valid written agreement between the parent and a gestational carrier.

"Eligible employee" means any individual employed by the same employer for twelve months or more, who has worked 1,000 or more base hours during the preceding twelve month period.

"Employer" includes the State, any political subdivision thereof, and all public offices, agencies, boards, or bodies.

"Family member" means a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, or one partner in a civil union couple, or any other individual related by blood to a staff member, and any other individual that a staff member shows to have a close association with a staff member which is the equivalent of a family relationship.

"Health care provider" means a duly licensed health care provider or other health care provider deemed appropriate by the Director of the Division on Civil Rights in the New Jersey Department of Law and Public Safety.

"Parent" means a person who is the biological parent, adoptive parent, foster parent, resource family parent, step-parent, parent-in-law, or legal guardian, having a "parent-child relationship" with a child as defined by law, or having sole or joint legal or physical custody, care, guardianship, or visitation with a child, or who became the parent of the child pursuant to a valid written agreement between the parent and a gestational carrier.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition which requires:

a. Inpatient care in a hospital, hospice, or residential medical care facility; or

b. Continuing medical treatment or continuing supervision by a health care provider.

As used in the definition of a serious health condition, "continuing medical treatment or continuing supervision by a health care provider" means:

a. A period of incapacity (that is, inability to work, attend school, or perform regular daily activities due to a serious health condition, treatment therefore, and recovery therefrom) of more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:

   (1) Treatment two or more times by a health care provider; or

   (2) Treatment by a health care provider on one occasion which results in a regimen of continuing treatment under the supervision of a health care provider;

b. Any period of incapacity due to pregnancy, or for prenatal care;

c. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;

d. A period of incapacity, which is permanent or long-term, due to a condition for which treatment may not be effective (such as Alzheimer's disease, a severe stroke, or the terminal stages of a disease) where the individual is under continuing supervision of, but need not be receiving active treatment by, a health care provider; or

e. Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days

in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

"Spouse" means a person to whom a staff member is lawfully married as defined by New Jersey law.

"State of emergency" means a natural or man-made disaster or emergency for which a state of emergency has been declared by the President of the United States or the Governor, or for which a state of emergency has been declared by a municipal emergency management coordinator.

2. Reasons for NJFLA Leave

a. A staff member may take NJFLA leave to provide care made necessary by reason of:

(1) The birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and the gestational carrier;

(2) The placement of a child into foster care with the staff member or in connection with adoption of such child by a staff member;

(3) The serious health condition of a family member of the staff member; or

(4) A state of emergency declared by the Governor of New Jersey, or when indicated to be needed by the Commissioner of Health – New Jersey Department of Health or other public health authority, an epidemic or communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease which:

(a) Requires in-home care or treatment of a child due to the closure of the school or place of care of the child of a staff member, by order of a public official due to the epidemic or other public health emergency;

(b) Prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the

community of a family member in need of care by a staff member would jeopardize the health of others; or

(c) Results in the recommendation of a health care provider or public health authority, that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by a staff member, would jeopardize the health of others.

3. Staff Member Eligibility

a. NJFLA leave may be taken for up to twelve weeks within any twenty-four month period. The NJFLA leave shall be unpaid with benefits subject to contributions required to be made by the staff member.

b. A staff member is eligible for NJFLA leave if a staff member is employed by the same Board for twelve months or more, and has worked 1,000 or more base hours during the preceding twelve month period.

c. The method to determine the twenty-four month period in which the twelve weeks of NJFLA leave entitlement occurs shall be a "rolling" twenty-four month period measured backward from the date a staff member uses any leave under NJFLA.

d. This Policy shall serve as notice to all staff members of the method chosen in A.3.c. above. This method shall be applied consistently and uniformly to all staff members.

(1) If the Board transitions to another method, the Board is required to give at least sixty days' notice to all staff members and the transition must take place in such a way that staff members retain their full benefit of twelve weeks of NJFLA leave under whichever method affords the greatest benefit to a staff member.

e. The Board shall grant NJFLA leave to more than one staff member from the same family (for example, a husband and a wife, or a brother and a sister) at the same time, provided such staff members are otherwise eligible for NJFLA leave.

f. The fact that a holiday may occur within the week taken by a staff member as NJFLA leave has no effect and the week is counted as a week of NJFLA leave.

(1) However, if a staff member is out on NJFLA leave and the staff member is not regularly scheduled to work for one or more weeks, the weeks the staff member is not regularly scheduled to work do not count against their NJFLA leave entitlement.

4. Types of NJFLA Leave

a. Staff members are required to provide notice in writing for any NJFLA leave requested. In emergent circumstances, a staff member may provide the Board with oral notice when written notice is impracticable.

(1) Staff members must provide the Board written notice after submitting oral notice in emergent circumstances.

b. Consecutive NJFLA leave is NJFLA leave that is taken without interruption based upon a staff member's regular work schedule and does not include breaks in employment in which a staff member is not regularly scheduled to work.

(1) A staff member must provide the Board with notice of consecutive NJFLA leave no later than thirty days prior to the commencement of consecutive NJFLA leave, except where emergent circumstances warrant shorter notice.

(2) A staff member shall provide the Board with certification pursuant to A.5. below.

c. Intermittent NJFLA leave is NJFLA leave due to a single qualifying reason, taken in separate periods of time, broken up by periods in which the staff member returns to work.

(1) A staff member is entitled to take NJFLA leave intermittently for the birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the staff member or in connection with adoption of such child by the staff member.

(a) The staff member shall provide the Board with prior notice of not less than fifteen calendar days before the first day on which NJFLI benefits are paid for the intermittent NJFLA leave, unless an emergency or other unforeseen circumstance precludes prior notice.

(b) The staff member shall make a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the operations of the Board and, if possible, provide the Board, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken.

(c) A staff member shall provide the Board with certification for intermittent NJFLA leave pursuant to A.5.b. below.

(2) The staff member is entitled to take intermittent NJFLA leave for the serious health condition of a family member of the staff member when medically necessary if:

(a) The total time which the intermittent NJFLA leave is taken does not exceed twelve months if taken in connection with a single serious health condition. If the intermittent NJFLA leave is taken in connection with more than one serious health condition, the intermittent NJFLA leave must be taken within a consecutive twenty-four month period or until such time the twelve week NJFLA leave is exhausted, whichever is shorter;

(b) The staff member provides the Board with prior notice of not less than fifteen calendar days before the first day on which benefits are paid for the intermittent NJFLA leave.

(i) The staff member may provide notice less than fifteen days prior to the intermittent NJFLA leave if an emergency or other unforeseen circumstance precludes prior notice;

(c) The staff member makes a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the operations

of the school district and, if possible, provide the school district, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken; and

(d) The staff member provides the Board with a copy of the certification outlined in A.5.c. below.

(3) In the case of NJFLA leave taken due to an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of the communicable disease, the NJFLA leave may only be taken intermittently if:

(a) The staff member provides the Board with prior notice of the intermittent NJFLA leave as soon as practicable;

(b) The staff member makes a reasonable effort to schedule the NJFLA leave so as not to unduly disrupt the operations of the school district and, if possible, provide the school district prior to the commencement of the intermittent NJFLA leave, with a regular schedule of the day or days of the week on which the intermittent NJFLA leave will be taken; and

(c) A staff member provides the Board with a copy of the certification outlined in A.5.d. below.

(4) Intermittent leave taken on a reduced leave schedule is NJFLA leave due to a single qualifying reason, that is scheduled for fewer than a staff member's usual number of hours worked per workweek, but not for fewer than a staff member's usual number of hours worked per workday and may only be taken to care for the serious health condition of a family member of a staff member when medically necessary, except that:

(a) A staff member shall not be entitled to intermittent NJFLA leave on a reduced leave schedule for a period exceeding twelve consecutive months for any one period of NJFLA leave;

(b) The staff member must provide the Board with prior notice of the intermittent NJFLA leave on a reduced leave schedule as soon as practicable;

(c) A staff member shall make a reasonable effort to schedule intermittent NJFLA leave on a reduced leave schedule so as not to disrupt unduly the operations of the school district. A staff member shall provide the school district with prior notice of the care, medical treatment, or continuing supervision by a health care provider necessary due to a serious health condition of a family member, in a manner which is reasonable and practicable; and

(d) A staff member must provide the Board with a copy of the certification outlined in A.5.c. below.

d. NJFLA leave taken because of the birth or placement for adoption of a child of the staff member may commence at any time within a year after the date of the foster care placement, birth, or placement for adoption.

e. A staff member shall not, during any period of NJFLA leave, perform services on a full-time basis for any person for whom a staff member did not provide those services immediately prior to commencement of the NJFLA leave.

(1) A staff member on NJFLA leave may not engage in other full-time employment during the term of the NJFLA leave, unless such employment commenced prior to the NJFLA leave and is not otherwise prohibited by law.

(2) During the term of NJFLA leave a staff member may commence part-time employment which shall not exceed half the regularly scheduled hours worked for the Board from whom a staff member requested NJFLA leave. A staff member may continue part-time employment which commenced prior to a staff member's NJFLA leave, at the same number of hours that a staff member was regularly scheduled prior to such NJFLA leave.

(3) The Board may not maintain a policy or practice which prohibits part-time employment during the course of a NJFLA leave.

5. Certification

a. The Board shall require a staff member who requests NJFLA leave to sign a form of certification established by the Board attesting that such staff member is taking NJFLA leave in accordance with the law.

(1) The Board may not require a staff member to sign or otherwise submit a form of certification attesting to additional facts, including a staff member's eligibility for NJFLA leave.

(2) The Board may subject a staff member to reasonable disciplinary measures, depending on the circumstances, when a staff member intentionally misrepresents the reason that such staff member is taking NJFLA leave.

(3) The form of certification established by the Board shall contain a statement warning a staff member of the consequences of refusing to sign the certification or falsely certifying. Any staff member who refuses to sign the certification established by the Board may be denied the requested NJFLA leave.

(4) The Board requires that any period of NJFLA leave be supported by certification issued by a health care provider.

b. Where the certification, issued by the health care provider, is for the birth of a child of a staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the staff member or in connection with adoption of such child by the staff member, the certification need only state the date of birth or date of placement, whichever is appropriate.

c. Any period of NJFLA leave for the serious health condition of a family member of a staff member shall be supported by certification provided by a health care provider. The certification shall be sufficient if it states:

(1) The date, if known, on which the serious health condition commenced;

(2) The probable duration of the condition;

(3) The medical facts within the knowledge of the provider of the certification regarding the condition;

(4) The serious health condition warrants the participation of the staff member in providing health care to the family member, as provided in the "Family Leave Act," P.L. 1989, c.261 (C.34:11B-1 et seq.) and regulations adopted pursuant to the NJFLA;

(5) An estimate of the amount of time the staff member is needed for participation in the care of the family member;

(6) If the NJFLA leave is intermittent, a statement of the medical necessity for the intermittent NJFLA leave and the expected duration of the intermittent NJFLA leave; and

(7) If NJFLA leave is intermittent and for planned medical treatment, the dates of the treatment.

d. In any case in which the Board has reason to doubt the validity of the certification provided pursuant to A.5.c. above, the Board may require, at its own expense, that a staff member obtain an opinion regarding the serious health condition from a second health care provider designated or approved, but not employed on a regular basis, by the Board. If the second opinion differs from the certification provided pursuant to A.5.c. above, the Board may require, at its own expense, that a staff member obtain the opinion of a third health care provider designated or approved jointly by the Board and a staff member concerning the serious health condition. The opinion of the third health care provider shall be considered to be final and shall be binding on the Board and a staff member.

e. Where the certification is for an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent the spread of the communicable disease, the certification shall be sufficient if it includes:

(1) For NJFLA leave taken to provide in-home care or treatment of a child due to the closure of the school or place of care of the child of a staff member, by order of a public official due to the epidemic or other public health emergency, the date on which the closure of the school or place of care of the child of a staff member commenced and the reason for such closure.

(2) For NJFLA leave taken due to a public health authority's issuance of a determination requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by a staff member would jeopardize the health of others, the date of issuance of the determination, and the probable duration of the determination; or

(3) For NJFLA leave taken because a health care provider or public health authority recommends that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by a staff member would jeopardize the health of others, the date of the recommendation, the probable duration of the condition, and the medical or other facts within the health care provider or public health authority's knowledge regarding the condition.

f. The Board shall not use the certification requirements as outlined in A.5. to intimidate, harass, or otherwise discourage a staff member from requesting or taking NJFLA leave or asserting any of a staff member's rights to NJFLA leave.

6. Denial or Exemption of NJFLA Leave

a. Denial of NJFLA Leave

(1) The Board may deny NJFLA leave to a staff member if:

(a) A staff member is a salaried staff member who is among the highest paid 5% of the Board's staff members or the seven highest paid staff members of the Board, whichever is greater;

(b) The denial is necessary to prevent substantial and grievous economic injury to the Board's operations; and

(c) The Board notifies a staff member of its intent to deny the NJFLA leave at the time the Board determines that the denial is necessary.

(2) The provisions of A.6.a.(1) above shall not apply when, in the event of a state of emergency declared by the Governor of New Jersey or when indicated to be needed by the Commissioner of Health – New Jersey Department of Health or other public health authority, the NJFLA leave is for an epidemic of a communicable disease, a known or suspected exposure to a communicable disease, or efforts to prevent spread of a communicable disease.

(3) In any case in which NJFLA leave has already commenced at the time of the notification pursuant to A.6.a.(1)(c) above, a staff member shall return to work within ten working days of the date of notification.

7. Reinstatement from NJFLA Leave

a. Upon the expiration of a NJFLA leave, a staff member shall be restored to the position such staff member held immediately prior to the commencement of the NJFLA leave. If such position has been filled, the Board shall reinstate such staff member to an equivalent position of like seniority, status, employment benefits, pay, and other terms and conditions of employment.

b. If, during NJFLA leave, the Board experiences a reduction in force or layoff and a staff member would have lost their position had a staff member not been on NJFLA leave, as a result of the reduction in force or pursuant to the good faith operation of a bona fide layoff and recall system including a system under a collective bargaining agreement where applicable, a staff member shall not be entitled to reinstatement to the former or an equivalent position. A staff member shall retain all rights under any applicable layoff and recall system, including a system under a

collective bargaining agreement, as if a staff member had not taken the NJFLA leave.

8. Notice to Staff Members

a. The Board shall display the official Family Leave Act poster of the Division on Civil Rights in the New Jersey Department of Law and Public Safety (Division) in accordance with N.J.A.C. 13:8-2.2. The poster is available for printing from the Division's website.

b. Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights pursuant to N.J.A.C. 13:14-1.14.

9. Local Board of Education Practices

a. Accrued Paid NJFLA Leave

(1) Whether a staff member is required to use any other accrued leave time concurrent with NJFLA leave time will depend upon either the school district's practice or a provision in a collective bargaining agreement, if applicable.

(a) Sick leave may only be used concurrently with the NJFLA leave in accordance with the provisions of N.J.S.A. 18A:30-1 and N.J.S.A. 34:11B-3.

b. Multiple Leaves of Absence

(1) Where a Board maintains leaves of absence which provide benefits, other than health benefits, that differ depending upon the type of leave taken, the Board shall provide those benefits to a staff member on NJFLA leave in the same manner as it provides benefits to staff members who are granted other leaves of absence which most closely resemble NJFLA leave.

10. New Jersey Family Leave Insurance Program (NJFLI)

a. Board of Education staff members are eligible to apply for benefits under the NJFLI Program administered by the State of New Jersey Department of Labor and Workforce Development.

b. All applications for benefits under the NJFLI Program must be filed directly with the State of New Jersey Department of Labor and Workforce Development. The eligibility requirements, wage requirements, benefit duration and amounts, and benefit limitations shall be in accordance with the provisions of the NJFLI Program

as administered by the State of New Jersey Department of Labor and Workforce Development. A formal appeal may be submitted to the State of New Jersey Department of Labor and Workforce Development if an employee or the Board disagrees with a determination on a claim.

c. The NJFLI Program provides eligible individuals a monetary benefit and not a leave benefit. The school district administrative and related staff will comply with the State of New Jersey Department of Labor and Workforce Development requests for information in accordance with the provisions of N.J.A.C. 12:21-3.9.

d. A printed notification of staff members' rights relative to the receipt of benefits under the NJFLI Program will be posted in each of the school district worksites and in a place or places accessible to all employees at the worksite.

e. Each staff member shall receive a copy of this notification in writing at the time of the staff member's hiring, whenever the staff member provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI Program, or at any time upon the first request of the staff member.

(1) The written notification may be transmitted to the staff member in electronic form.

(2) Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights under the NJFLI Program.

B. Federal Family and Medical Leave Act

1. Definitions Relative to Federal Family and Medical Leave Act

"Covered Employer" means any public or private elementary or secondary school(s) regardless of the number of employees employed.

"Employee" means a staff member eligible for family and medical leave in accordance with the Federal Family and Medical Leave Act (FMLA).

"Hours of Service" means hours actually worked by the employee. It does not mean hours paid. Thus, non-working time – such as vacations, holidays, furloughs, sick leave, or other time-off (paid or otherwise) – does not count for purposes of calculating FMLA eligibility for the employee.

"Parent" means a biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to a staff member when a staff member has a son or daughter as defined below. This term does not include parents "in law."

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or continuing treatment by a health care provider. "Serious health condition" may include treatment of substance abuse pursuant to 29 CFR §825.119.

"Son" or "daughter" means a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age eighteen or age eighteen or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

"Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under State law in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex marriage or common law marriage.

"Week" or "Workweek" means the number of days a staff member normally works each calendar week.

2. Qualifying Reasons for FMLA Leave

a. A staff member may take FMLA leave to provide care made necessary:

(1) For the birth of a son or daughter of a staff member and in order to care for such son or daughter;

(2) For the placement of a son or daughter with a staff member for adoption or foster care;

(3) In order to care for the spouse, son, daughter, or parent of a staff member if such spouse, son, daughter, or parent has a serious health condition;

(4) For a serious health condition that makes a staff member unable to perform the functions of the position of such staff member.

b. FMLA leave taken in relation to military service shall be in accordance with 29 CFR §825.112.

c. Entitlement to FMLA leave taken for the birth of a son or daughter or placement of a son or daughter with a staff member for adoption or foster care shall expire at the end of the twelve month period beginning on the date of such birth or placement.

3. Staff Member Eligibility

   a. A staff member is eligible for up to twelve weeks of FMLA leave in a twelve month period.

   b. A staff member shall become eligible for FMLA leave after the staff member has been employed at least twelve months by the Board and employed for at least 1,250 hours of service during the twelve month period immediately preceding the commencement of the FMLA leave.

      (1) The twelve months a staff member must have been employed need not be consecutive months pursuant to 29 CFR §825.110(b).

      (2) The minimum 1,250 hours of service shall be determined according to the principles established under the Fair Labor Standards Act (FLSA) for determining compensable hours of work pursuant to 29 CFR §785.

      (3) The Board shall not provide pay for FMLA leave.

   c. The method to determine the twelve month period in which the twelve weeks of FMLA leave entitlement occurs will be a "rolling" twelve month period measured backward from the date a staff member uses any FMLA leave.

   d. Pursuant to 29 CFR §825.201, a husband and wife both employed by the Board are limited to a combined total of twelve weeks of FMLA leave during the twelve month period if the FMLA leave is taken for the birth of a son or daughter of a staff member or to care for such son or daughter after birth; for placement of a son or daughter with a staff member for adoption or foster care or in order to care for the son or daughter after placement; or to care for a staff member's parent with a serious health condition.

4. Types of FMLA leave

   a. Continuous FMLA leave is taken by staff members for a continuous period of time. Such FMLA leave is not broken up by a period of work and is continuous when a staff member is absent for three consecutive working days or more. Continuous FMLA leave may be taken for any qualifying reason.

   b. Intermittent FMLA leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced FMLA leave schedule is a FMLA leave schedule that reduces a staff member's usual number of working hours per workweek, or hours per workday. A reduced FMLA leave schedule is a change in

a staff member's schedule for a period of time, normally from full-time to part-time.

(1) Intermittent or reduced FMLA leave may be taken for the following qualifying reasons:

(a) For the serious health condition of the staff member or to care for a parent, son, or daughter with a serious health condition.

(i) For intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule taken for the reason outlined in B.4.b.(1)(a) above there must be a medical need for FMLA leave and it must be that such medical need can be best accommodated through an intermittent or reduced FMLA leave schedule.

(ii) The treatment regimen and other information described in the certification of a serious health condition and in the certification of a serious injury or illness, shall address the medical necessity of intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule.

(iii) Intermittent FMLA leave may be taken for a serious health condition of a parent, son, or daughter, for a staff member's own serious health condition, which requires treatment by a health care provider periodically, rather than for one continuous period of time, and may include FMLA leave of periods from an hour or more to several weeks.

(b) For planned and/or unanticipated medical treatment of a serious health condition when medically necessary.

(c) To provide care or psychological comfort to a covered family member with a serious health condition when medically necessary.

(d) For absences where a staff member or family member is incapacitated or unable to perform the essential functions of the position because of a chronic serious health condition even if he or she does not receive treatment by a health care provider.

(e) For FMLA leave taken after the birth of a healthy child or placement of a healthy child for adoption or foster care, only if the Board agrees.

(i) The Board's agreement is not required; however, for FMLA leave during which the mother has a serious health condition in connection with the birth of her child or if the newborn child has a serious health condition.

(2) If a staff member needs FMLA leave intermittently or on a reduced FMLA leave schedule for planned medical treatment, then a staff member must make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations.

(3) When a staff member takes FMLA leave on an intermittent or reduced FMLA leave schedule basis, the Board must account for the FMLA leave using an increment no greater than the shortest period of time that the Board uses to account for use of other forms of leave provided that it is not greater than one hour and provided further that a staff member's FMLA leave entitlement may not be reduced by more than the amount of FMLA leave actually taken.

(a) If the Board accounts for use of leave in varying increments at different times of the day or shift, the Board may not account for FMLA leave in a larger increment than the shortest period used to account for other leave during the period in which the FMLA leave is taken.

(b) If the Board accounts for other forms of leave use in increments greater than one hour, the Board must account for FMLA leave use in increments no greater than one hour.

5. Staff Member Notice Requirements

a. A staff member eligible for FMLA leave must give at least a thirty day written advance notice to the Superintendent or designee if the need for the FMLA leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of a staff member or a family member.

(1) If thirty days is not practical, a staff member must provide notice "as soon as practicable" which means as soon as both possible and practical, taking into account all the facts and circumstances in the individual case.

(2) Where it is not possible to give as much as thirty days' notice, "as soon as practical" ordinarily would mean at least verbal notification to the Superintendent or designee within one or two business days or when the need for FMLA leave becomes known to a staff member.

(3) The written notice shall include the reasons for the FMLA leave, the anticipated duration of the FMLA leave, and the anticipated start of the FMLA leave.

(4) When planning medical treatment, a staff member must consult with the Superintendent or designee and make a reasonable effort to schedule the FMLA leave so as not to unduly disrupt the educational program, subject to the approval of the health care provider.

(a) Staff members are ordinarily expected to consult with the Superintendent or designee prior to scheduling of treatment that would require FMLA leave for a schedule that best suits the needs of the Board and a staff member.

(5) Intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule must be medically necessary due to a serious health condition or a serious injury or illness. A staff member shall advise the Board of the reasons why the intermittent/reduced FMLA leave schedule is necessary and of the schedule for treatment, if applicable.

(a) A staff member and the Board shall attempt to work out a schedule for such FMLA leave that meets a staff member's needs without unduly disrupting the Board's operations, subject to the approval of the health care provider.

(6) Where a staff member does not comply with the Board's usual notice and procedural requirements, and no unusual circumstances justify the failure to comply, FMLA-protected leave may be delayed or denied.

b. When the approximate timing of the need for FMLA leave is not foreseeable, a staff member should give notice to the Superintendent or designee for FMLA leave as soon as practicable under the facts and circumstances of the particular case.

(1) It is expected a staff member will give notice to the Superintendent or designee within no more than one or two business days of learning of the need for FMLA leave, except in extraordinary circumstances where such notice is not foreseeable.

(2) A staff member should provide notice to the Board either in person, by telephone, telegraph, fax machine, email, or other electronic means.

6. Outside Employment During FMLA Leave

   a. A staff member during any period of FMLA leave is prohibited from performing any services on a full-time basis for any person for whom a staff member did not provide services immediately prior to commencement of the FMLA leave.

      (1) A staff member using FMLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the Board.

      (2) A staff member may continue the part-time employment that commenced prior to the FMLA leave at the same number of hours that a staff member was regularly scheduled prior to such FMLA leave.

7. "Instructional Employees" Exceptions for FMLA Leave

   a. "Instructional Employees" are those staff members whose principal function is to teach and instruct students in class, a small group, or in an individual setting. This term includes teachers, athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired.

      (1) Teacher assistants or aides who do not have as their principal job actual teaching or instructing, guidance counselors, child study team members, curriculum specialists, cafeteria workers, maintenance workers, and/or bus drivers are not considered instructional staff members for the purposes of this Policy.

      (2) For purposes of this Policy "Instructional Employees" shall be referred to as "Instructional Staff Members".

   b. "Semester" means the school semester that typically ends near the end of the calendar year and the end of the spring each school year. The Board can have no more than two semesters in a school year.

   c. FMLA leave taken at the end of the school year and continues into the beginning of the next school year is considered consecutive FMLA leave.

   d. Eligible instructional staff members that need intermittent or reduced FMLA leave to care for a family member or for a staff member's own serious health condition which is foreseeable based on planned medical treatment and would be on FMLA leave more than twenty percent of the total number of working days over the period the FMLA leave would extend, the Board may:

(1) Require a staff member to take the FMLA leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or

(2) Transfer a staff member temporarily to an available alternative position for which a staff member is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of FMLA leave than does a staff member's regular position.

e. If the instructional staff member does not give the required notice for FMLA leave that is foreseeable and desires the FMLA leave to be taken intermittently or on a reduced FMLA leave schedule, the Board may require a staff member to take FMLA leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the Board may require a staff member to delay taking the FMLA leave until the notice provision is met.

f. If an instructional staff member begins FMLA leave more than five weeks before the end of the school year, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:

(1) The FMLA leave will last three weeks; and

(2) A staff member would return to work during the three-week period before the end of the semester.

g. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the five week period before the end of the semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:

(1) The FMLA leave will last more than two weeks; and

(2) The staff member would return to work during the two week period before the end of the semester.

h. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the three week period before the end of a semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if the FMLA leave will last more than five working days.

i. An example of FMLA leave falling within the situations outlines in B.7.f., B.7.g., and B.7.h. above:

(1) If a staff member plans two weeks of FMLA leave to care for a family member which will begin three weeks before the end of the term, the Board could require a staff member to stay out on FMLA leave until the end of the term.

j. In the case of a staff member who is required to take FMLA leave until the end of an academic term, only the period of FMLA leave until a staff member is ready and able to return to work shall be charged against a staff member's FMLA leave entitlement.

k. The Board may require a staff member to stay on FMLA leave until the end of the school term. Any additional leave required by the Board to the end of the school term is not counted as FMLA leave; however:

(1) The Board shall be required to maintain a staff member's group health insurance; and

(2) The Board shall be required to restore a staff member to the same or equivalent job including other benefits at the conclusion of the leave.

8. FMLA Leave Related to Military Service

a. Definitions for FMLA related to military service shall be in accordance with 29 CFR §§825.122; .126; .127; and .310.

b. The foreign deployment of the staff member's spouse, child, or parent in accordance with 29 CFR §§825.122 and .126:

(1) The district must grant an eligible staff member up to twelve work weeks of unpaid, job-protected FMLA leave during any twelve month period for qualifying exigencies that arise when the staff member's spouse, child, or parent is on covered active duty, or has been notified of an impending call or order to covered active duty.

c. Military caregiver FMLA leave provides care for a covered servicemember with a serious injury or illness in accordance with 29 CFR §§825.122 and .127:

(1) The district must grant up to a total of twenty-six workweeks of unpaid, job-protected FMLA leave during a "single twelve month period" to care for a covered servicemember with a serious injury or illness.

9. Verification

a. The Board shall require that a staff member's FMLA leave to care for a staff member's covered family member with a serious health condition, or due to a staff member's own serious health condition that makes a staff member unable to perform one or more of the essential functions of a staff member's position, be supported by a certification issued by the health care provider of a staff member or a staff member's family member.

(1) The Board must give written notice of a requirement for certification each time a certification is required. The Board's oral request to a staff member to furnish any subsequent certification is sufficient.

b. The Board shall require a staff member furnish certification at the time a staff member gives notice of the need for FMLA leave or within five business days thereafter, or, in the case of unforeseen FMLA leave, within five business days after the FMLA leave commences.

(1) The Board may request certification at some later date if the Board later has reason to question the appropriateness of the FMLA leave or its duration.

(2) A staff member must provide the requested certification to the Board within fifteen calendar days after the Board's request, unless it is not practicable under the particular circumstances to do so despite a staff member's diligent, good faith efforts or the Board provides more than fifteen calendar days to return the requested certification.

c. When FMLA leave is taken because of a staff member's own serious health condition, or the serious health condition of a family member, the Board shall require a staff member to obtain a medical certification from a health care provider that sets forth the following information:

(1) The name, address, telephone number, and fax number of the health care provider and type of medical practice/specialization;

(2) The approximate date on which the serious health condition commenced, and its probable duration;

(3) A statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for FMLA leave.

(a) Such medical facts may include information on symptoms, diagnosis, hospitalization, doctor visits, whether medication has

been prescribed, any referrals for evaluation or treatment (physical therapy, for example), or any other regimen of continuing treatment;

(4) If a staff member is the patient, information sufficient to establish that a staff member cannot perform the essential functions of a staff member's job as well as the nature of any other work restrictions, and the likely duration of such inability;

(5) If the patient is a covered family member with a serious health condition, information sufficient to establish that the family member is in need of care, and an estimate of the frequency and duration of the FMLA leave required to care for the family member;

(6) If a staff member requests FMLA leave on an intermittent or reduced schedule basis for planned medical treatment of a staff member's or a covered family member's serious health condition, information sufficient to establish the medical necessity for such intermittent or reduced schedule FMLA leave and an estimate of the dates and duration of such treatments and any periods of recovery;

(7) If a staff member requests FMLA leave on an intermittent or reduced schedule basis for a staff member's serious health condition, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such intermittent or reduced schedule FMLA leave and an estimate of the frequency and duration of the episodes of incapacity; and

(8) If a staff member requests FMLA leave on an intermittent or reduced schedule basis to care for a covered family member with a serious health condition, a statement that such FMLA leave is medically necessary to care for the family member, which can include assisting in the family member's recovery, and an estimate of the frequency and duration of the required FMLA leave.

d. A staff member may choose to comply with the certification requirement by providing the Board with an authorization, release, or waiver allowing the Board to communicate directly with the health care provider of a staff member or his or her covered family member.

(1) It is a staff member's responsibility to provide the Board with complete and sufficient certification and failure to do so may result in the denial of FMLA leave.

e. If the Board has reason to doubt the validity of a medical certification, the Board may require a staff member to obtain a second opinion at the Board's expense.

(1) The Board may designate the health care provider to furnish the second opinion, but the selected health care provider may not be employed on a regular basis by the Board.

f. If the opinions of a staff member's and the Board's designated health care providers differ, the Board may require a staff member to obtain certification from a third health care provider, again at the Board's expense. This third opinion shall be final and binding. The third health care provider must be designated or approved jointly by the Board and the staff member.

10. Reinstatement Following FMLA Leave

a. On return from FMLA leave a staff member is entitled to be returned to the same position a staff member held when FMLA leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

(1) A staff member is entitled to such reinstatement even if a staff member has been replaced or his or her position has been restructured to accommodate for a staff member’s absence.

(2) The requirement that a staff member be restored to the same or equivalent job with the same or equivalent pay, benefits, and terms and conditions of employment does not extend to de minimis, intangible, or unmeasurable aspects of the job.

b. Denial of Reinstatement

(1) A staff member has no greater right to reinstatement or to other benefits and conditions of employment that if a staff member had been continuously employed during the FMLA leave period.

(a) The Board must be able to show that a staff member would not otherwise have been employed at the time reinstatement is requested in order to deny restoration to employment.

(2) The Board may deny job restoration to “key employees”, if such denial is necessary to prevent substantial and grievous economic injury to the operations of the Board.

(a) A "key employee" is a salaried FMLA-eligible staff member who is among the highest paid ten percent of all staff members employed by the Board within seventy-five miles of a staff member's worksite.

(3) If a staff member is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition or an injury or illness also covered by workers' compensation, a staff member has no right to restoration to another position under the FMLA.

(a) The Board's obligation may; however, be governed by the Americans with Disabilities Act, State leave law, or workers' compensation laws.

(4) A staff member who fraudulently obtains FMLA leave from the Board is not protected by FMLA's job restoration or maintenance of health benefits provisions.

c. Intent to Return to Work

(1) The Board may require a staff member on FMLA leave to report periodically on a staff member's status and intent to return to work.

d. Fitness for Duty Certification

(1) As a condition of restoring a staff member whose FMLA leave was a result of a staff member's own serious health condition that made a staff member unable to perform a staff member's job, the Board shall require all similarly-situated staff members (i.e., same occupation, same serious health condition) who take FMLA leave for such conditions to obtain and present certification from a staff member's health care provider that a staff member is able to resume work.

(2) A staff member has the same obligations to participate and cooperate in the fitness-for-duty certification process as in the initial certification process.

11. The Board of Education Notice

a. Notice of Staff Member Rights Under FMLA

(1) The Board shall post and keep posted on its premises, in conspicuous places where staff members are employed, a notice explaining the FMLA's provisions and providing information concerning the procedures for filing

complaints of violations of the FMLA with the Wage and Hour Division.

(a) The notice will be posted prominently where it can be readily seen by staff members and applicants for employment.

(b) The poster and the text will be large enough to be easily read and contain fully legible text.

(c) Electronic posting is sufficient to meet this posting requirement as long as it otherwise meets the requirements of B.11.

(2) The Board shall also provide this general notice to each staff member by including the notice in staff members' handbooks or other written guidance to staff members concerning staff member benefits or FMLA leave rights, if such written materials exist, or by distributing a copy of the general notice to each new staff member upon hiring. In either case, distribution may be accomplished electronically.

(3) Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights pursuant to 29 CFR §825 et seq.

b. Eligibility Notice

(1) When a staff member requests FMLA leave, or when the Board acquires knowledge that a staff member's FMLA leave may be for an FMLA-qualifying reason, the Board must notify the staff member of the staff member's eligibility to take FMLA leave within five business days, absent extenuating circumstances.

c. Designation Notice

(1) The Board is responsible in all circumstances for designating leave as FMLA-qualifying, and for giving notice of the designation to a staff member. The Board must notify a staff member whether the leave will be designated and will be counted as FMLA leave within five business days absent extenuating circumstances.

(2) If the Board requires paid leave to be substituted for unpaid FMLA leave, or that paid leave taken under an existing leave plan be counted as FMLA leave, the Board must inform a staff member of this designation at the time of designating the FMLA leave.

12. Local Board of Education Practices

a. Substitution of Paid Leave

(1) Whether a staff member is required to use sick time or any other accrued leave time concurrent with FMLA leave time will depend upon either the district's practice or a provision in the district's collective bargaining agreement, if applicable.

b. Maintenance of Staff Member Benefits

(1) The Board must maintain a staff member's coverage under any group health plan on the same conditions as coverage would have been provided if a staff member had been continuously employed during the entire FMLA leave period.

C. Shared Provisions

1. Interference with Family Leave Rights

The NJFLA and the FMLA prohibit interference with a staff member's rights under the law, and with legal proceedings or inquiries relating to a staff member's rights. Unless permitted by the law, no staff member shall be required to take family leave or to extend family leave beyond the time requested. A staff member shall not be discriminated against for having exercised his/her rights under the NJFLA and the FMLA nor discouraged from the use of family leave.

2. Non-Tenured Teaching Staff

Family leave granted to a nontenured staff member cannot extend a staff member's employment beyond the expiration of his/her employment contract.

3. Record Keeping

The Superintendent or designee shall ensure the keeping of accurate attendance records that distinguish family leave from other kinds of leave so a staff member's entitlement to NJFLA leave and FMLA leave can be properly determined.

4. Processing of Complaints

a. New Jersey Family Leave Act

(1) Any complaint alleging a violation of the NJFLA shall be processed in the same manner as a complaint filed under the terms of N.J.S.A. 10:5-1 et seq. and N.J.A.C. 13:4 through the New Jersey Department of Law and Public Safety, Division on Civil Rights.

b. Federal Family and Medical Leave Act (FMLA)

(1) If there is a dispute between the Board and a staff member as to whether leave qualifies as FMLA leave, it should be resolved through discussion between the staff member and the Superintendent or designee. Such discussions and the decision shall be documented by the Superintendent or designee.

(2) A staff member also may file, or have another person file on his/her behalf, a complaint with the United States Secretary of Labor. A complaint may be filed in person, by mail, or by telephone with the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, at any local office of the Wage and Hour Division.

(3) This Policy 1643 shall be posted on the school district website, in a manner accessible to all staff members and a hard copy shall be provided to all staff members annually prior to the beginning of the school year and upon initial employment in the school district during the school year.

29 CFR §825 et seq.
29 CFR §785
N.J.S.A. 10:5-1;
N.J.S.A. 34:11B et seq.
N.J.A.C. 13:14-1 et seq.

Adopted:

3431.3 NEW JERSEY'S FAMILY LEAVE INSURANCE PROGRAM

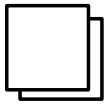
Board of Education employees are eligible to apply for benefits under New Jersey's Family Leave Insurance Program administered by the State of New Jersey "Department of Labor and Workforce Development. New Jersey's Family Leave Insurance Program (NJFLI) may provide up to six weeks of family leave insurance benefits payable to covered employees from either the New Jersey State Plan or an approved employer-provided private plan.

A benefit provided through the NJFLI will be for the employee to bond with a child during the first twelve months after the child's birth, if the covered individual or the domestic partner or civil union partner of the covered individual is a biological parent of the child, or the first twelve months after the placement of the child for adoption with the covered individual. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI must provide the Superintendent of Schools written notice thirty calendar days prior to beginning the leave. Failure to provide this thirty-day notice may result in a reduction in the employee's maximum family leave insurance benefits. Intermittent leave to bond with a newborn or newly adopted child must be agreed to by the Superintendent of Schools and the employee and, if agreed to, must be taken in periods of seven days or more.

A benefit provided through the NJFLI will also be to care for a family member with a serious health condition supported by a certification provided by a health care provider. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI for consecutive leave must provide the school district reasonable and practical notice unless the time of the leave is unexpected or the time of the leave changes for unforeseen reasons. An employee who intends to apply for benefits under this provision of the NJFLI for intermittent leave must provide the school district with a written notice at least fifteen calendar days prior to beginning the leave.

For the purposes of this Policy, a "family member" means a child, spouse, domestic partner, civil union partner, or parent of a covered individual. "Child" means a biological, adopted, or foster child, stepchild, or legal ward of a covered individual, child of a domestic partner of the covered individual, or child of a civil union partner of the covered individual, who is less than nineteen years of age or is nineteen years of age or older but incapable of self-care because of mental or physical impairment.

An employee will be required to use ten workdays of earned vacation, personal, or other earned leave in connection with a period of paid leave from the NJFLI. In accordance with N.J.S.A. 18A:30-1, sick leave is only to be used for personal disability due to illness or injury and therefore may not be used for NJFLI purposes.



All applications for benefits under the NJFLI must be filed directly with the State of New Jersey – Department of Labor and Workforce Development. The eligibility requirements, wage requirements, benefit duration and amounts, and benefit limitations shall be in accordance with the provisions of the NJFLI as administered by the State of New Jersey – "Department of Labor and Workforce Development. A formal appeal may be submitted to the State of New Jersey - "Department of Labor and Workforce Development if an employee or the Board disagrees with a determination on a claim.

The NJFLI provides eligible individuals a monetary benefit and not a leave benefit. The school district administrative and related staff will comply with the State of New Jersey – Department of Labor and Workforce Development requests for information in accordance with the provisions of N.J.A.C. 12:21-3.9.

The Board may elect to provide employees with Family Leave Insurance benefits coverage under a private plan which must be approved by the State of New Jersey's Department of Labor and Workforce Development.

A printed notification of covered individuals' rights relative to the receipt of benefits under the NJFLI will be posted in each of the school district worksites and in a place or places accessible to all employees at the worksite. Each employee shall receive a copy of this notification in writing at the time of the employee's hiring, whenever the employee provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI, or at any time upon the first request of the employee. The written notification may be transmitted to the employee in electronic form.

N.J.S.A. 43:21-25 et seq.
N.J.A.C. 12:21-1.1 et seq.

Adopted: 22 February 2010

4431.1 FAMILY LEAVE

Table of Contents

A. Introduction

B. Applicability

C. Definitions

1. Federal Family and Medical Leave Act
2. New Jersey Family Leave Act

D. Eligibility

1. Federal Family and Medical Leave Act
2. New Jersey Family Leave Act

E. Types of Leave

1. Federal Family and Medical Leave Act

a. Intermittent and/or Reduced Leave for Birth or Placement of Son/Daughter
b. Intermittent and/or Reduced Leave for Medical Treatment of a Related Serious Health Condition
c. Intermittent Leave for Serious Health Condition
d. Reduced Leave
e. Holidays
f. "Instructional Employee" Limitations
g. Servicemember Qualifying Exigency Leave
h. Military Caregiver Leave

2. New Jersey Family Leave Act

a. Intermittent Leave
b. Reduced Leave
c. Holidays

F. Notice

1. Federal Family and Medical Leave Act

a. Foreseeable Leave
b. Unforeseeable Leave

2. New Jersey Family Leave Act

a. Foreseeable Leave
b. Unforeseeable Leave

G. Leave Designation

H. Benefits

I. Returning from Leave

J. Ineligible Staff Members

1. Federal Family and Medical Leave Act

2. New Jersey Family Leave Act

K. Verification of Leave

1. Federal Family and Medical Leave Act

2. New Jersey Family Leave Act

L. Interference with Family Leave Rights

M. Non-Tenured Teaching Staff

N. Record Keeping

O. Processing of Complaints

A. Introduction

The Board will provide family leave in accordance with the Federal Family and Medical Leave Act (FMLA) and the New Jersey Family Leave Act (NJFLA).

FMLA leave for eligible staff members shall be up to twelve weeks leave of absence in any twelve month period upon advance notice to the district for the birth of a son or daughter of the staff member and in order to care for such son or daughter; for the placement of a son or daughter with the staff member for adoption or foster care; in order to care for the spouse, son, daughter, or parent of the staff member if such spouse, son, daughter, or parent has a serious health condition; or for a serious health condition that makes the staff member unable to perform the functions of the position of such staff member, **o**r because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty). In addition, eligible employees may take up to a combined total of twenty-six workweeks in a single twelve month period to care for a covered servicemember with a serious injury or illness.

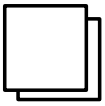
NJFLA leave for eligible staff members shall be up to twelve weeks leave of absence in any twenty four month period upon advance notice to the district so that a staff member may provide care made necessary by the birth of a child of the staff member, the placement of a child with the staff member in connection with adoption of such child by the staff member, and the serious health condition of a spouse, parent, or child.

B. Applicability

The Board will comply with requirements of the New Jersey and Federal Family Leave laws. The laws have similar and different provisions that may provide different rights and obligations for the staff member and/or the Board. The staff member shall be afforded the most favorable rights if there is a conflict in the rights afforded to the staff member under the two laws.

1. If the staff member is eligible for leave for reasons provided under the FMLA and NJFLA, then the time taken shall be concurrent and be applied to both laws.

2. The NJFLA provides twelve weeks leave in a twenty-four month period while the FMLA provides twelve weeks leave in a twelve-month period. A staff member is eligible for up to twelve weeks leave in the first twelve months of the twenty-four month period under the NJFLA. A staff member is eligible for up to twelve weeks leave in the second twelve-month period under the FMLA.



3. In the event the reason for the family leave is recognized under one law and not the other law, the staff member is eligible for each law's leave entitlements within one twelve-month period. (Example: A staff member may use their FMLA leave for a twelve week family leave for their own pregnancy, which is considered a "serious health condition" under FMLA, and upon conclusion of the twelve week FMLA leave, the staff member would be eligible for a twelve week NJFLA leave to care for their newborn or any other reasons pursuant to the NJFLA.)

C. Definitions

1. Federal Family and Medical Leave Act (FMLA)

"Contingency operation" means a military operation that results in the call or order to, or retention on, active duty of members of the uniformed services during a war or during a national emergency declared by the President or Congress.

"Covered active duty" or "call to covered active duty" means duty during deployment of a member with the Armed Forces to a foreign country and, in the case of a member of the Reserve components of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation.

"Covered servicemember" means a current member of the Armed Forces (including National Guard or Reserves), who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or a covered veteran undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

"Covered veteran" means an individual who was a member of the Armed Forces (including National Guard or Reserves), discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible staff member takes FMLA leave to care for the covered veteran. For a veteran discharged prior to March 8, 2013, the effective date of the FMLA Final Rule, the period between October 28, 2009 and March 8, 2013 will not count towards the determination of the five-year period. 29 CFR § 825.127(b)(2)

"Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness under FMLA. 29 CFR §825.127

"Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin. For example, if a covered servicemember has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered servicemember's next of kin. Alternatively, where a covered servicemember has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered servicemember's next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered servicemember pursuant to 29 CFR §825.122(k). 29 CFR §825.127(d)(3)

"Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. 29 CFR § 825.127(b)(1)

"Parent" means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a son or daughter as defined below. This term does not include parents "in law."

"Parent of a covered servicemember" means a covered servicemember's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents "in law."

~~"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or continuing treatment by a health care provider. "Serious health condition" may include treatment of substance abuse pursuant to 29 CFR §825.119.~~

~~"Serious injury or illness," only in the case of a veteran or current member of the Armed Forces, means:~~

~~a. In the case of a current member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness that was incurred by the covered servicemember in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the servicemember medically unfit to perform the duties of the member's office, grade, rank, or rating; and~~

~~b. In the case of a covered veteran, an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:~~

~~(1) A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or~~

~~(2) A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of fifty percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or~~

~~(3) A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or~~

(4) An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers. 29 CFR 825 §127(c)

"Single twelve-month period" means that a military caregiver's leave begins on the first day the staff member takes FMLA leave and ends twelve months after that date, regardless of the twelve-month period established by the district for other FMLA leave reasons. 29 CFR §825.127(e)(1)

"Son" or "daughter" means a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age eighteen or age eighteen or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

"Son or daughter of the covered servicemember" means a covered servicemember's biological, adopted or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age. 29 CFR §825.127(d)(1)

"Son or daughter on covered active duty or call to covered active duty status" means the staff member's biological, adopted or foster child, stepchild, legal ward, or a child for whom the staff member stood in loco parentis, who is on covered active duty or call to covered active duty status, and who is of any age. 29 CFR §825.126(a)(5)

"Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under State law in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex marriage or common law marriage. 29 CFR §825.122

"Staff member" means an employee eligible for family and medical leave in accordance with the Federal Family and Medical Leave Act (FMLA).

"Week" or "Workweek" means the number of days a staff member normally works each calendar week.

2. New Jersey Family Leave Act (NJFLA)

"Child" means a biological, adopted or foster child, stepchild, legal ward, child of a parent who is under eighteen years of age or a child eighteen years of age or older but incapable of self-care because of a mental or physical impairment.

"Continuing medical treatment" or "continuing supervision by a health care provider" means a period of incapacity or a period of absence in accordance with N.J.A.C. 13:14.

"Parent" means a biological, adoptive, or foster parent; step-parent; parent-in-law; a legal guardian having a "parent-child relationship" with a child as defined by law; or a person who has sole or joint legal or physical custody, care, guardianship, or visitation with a child.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that requires inpatient care in a hospital, hospice, or residential medical facility or continuing medical treatment or continuing supervision by a health care provider.

"Spouse" means a person to whom a staff member is lawfully married as defined by New Jersey law.

"Staff member" means an employee eligible for family leave in accordance with the New Jersey Family Leave Act.

"Week" or "Workweek" means the number of days a staff member normally works each calendar week.

D. Eligibility

1. Federal Family and Medical Leave Act (FMLA)

A staff member shall become eligible for FMLA leave after he/she has been employed at least twelve months in this district and employed for at least 1250 hours of service during the twelve-month period immediately preceding the commencement of the leave. The twelve months the staff member must have been employed need not be consecutive

months pursuant to 29 CFR §825.110(b). The minimum 1250 hours of service shall be determined according to the principles established under the Fair Labor Standards Act (FSLA) for determining compensable hours of work pursuant to 29 CFR § 785. Entitlement to FMLA leave taken for the birth of a son or daughter or placement of a son or daughter with the staff member for adoption or foster care shall expire at the end of the twelve-month period beginning on the date of such birth or placement.

Pursuant to 29 CFR §825.202, a husband and wife both employed by the district are limited to a combined total of twelve weeks of leave during the twelve-month period if the leave is taken for the birth of a son or daughter of the staff member or to care for such son or daughter after birth; for placement of a son or daughter with the staff member for adoption or foster care or in order to care for the son or daughter after placement; or to care for the staff member's parent with a serious health condition.

The method to determine the twelve-month period in which the twelve weeks of FMLA leave entitlement occurs will be a "rolling" twelve month period measured backward from the date a staff member uses any family leave.

A staff member during any period of FMLA leave is prohibited from performing any services on a full-time basis for any person for whom the staff member did not provide services immediately prior to commencement of the leave. A staff member using FMLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the district. The staff member may continue the part-time employment that commenced prior to the FMLA leave at the same number of hours that the staff member was regularly scheduled prior to such leave.

2. New Jersey Family Leave Act (NJFLA)

A staff member shall become eligible for NJFLA leave after he/she has been employed at least twelve months in this district for not less than 1,000 base hours, excluding overtime, during the immediate preceding twelve month period. The calculation of the twelve-month period to determine eligibility shall commence with the commencement of the NJFLA leave. NJFLA leave taken for the birth or adoption of a healthy child may commence at any time within a year after the date of the birth or placement for adoption.

The district shall grant a family leave under NJFLA to more than one staff member from the same family (for example, a husband and a wife, or a brother and a sister) at the same time, provided such staff members are otherwise eligible for the leave. N.J.A.C. 13:14-1.12

A staff member during any period of the NJFLA leave is prohibited from performing any services on a full-time basis for any person for whom the staff member did not provide services immediately prior to commencement of the leave. A staff member on NJFLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the district. The staff member may continue the part-time employment that commenced prior to the NJFLA leave at the same number of hours that the staff member was regularly scheduled prior to such leave.

The method to determine the twenty-four month period in which the twelve weeks of NJFLA leave entitlement occurs will be a "rolling" twenty-four month period measured backward from the date a staff member uses any leave.

E. Types of Leave

1. Federal Family and Medical Leave Act (FMLA)

A staff member may take FMLA leave to include servicemember qualifying exigency leave or military caregiver leave in consecutive weeks, as intermittent leave, or as reduced leave. A staff member who requests intermittent or reduced leave shall make a reasonable effort to schedule such leave so as not to unduly disrupt the instructional/educational program.

a. Leave for the birth of a son or daughter or placement of a son or daughter with the staff member for adoption or foster care may not be taken by a staff member intermittently or on a reduced leave schedule.

b. Leave may be taken intermittently or on a reduced leave schedule when medically necessary for planned and/or unanticipated medical treatment of a related serious health condition by or under the supervision of a health care provider, or for recovery from treatment or recovery from a serious health condition.

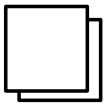
c. Intermittent leave means leave scheduled for periods of time from one hour or more to several weeks; however, the total time within which the leave is taken can not exceed a twelve month period for each serious health condition episode. Intermittent leave may be taken for a serious health condition that requires

periodic treatment by a health care provider, rather than one continuous period of time. Intermittent leave may also be taken for absences where the staff member is incapacitated or unable to perform the essential functions of the position because of a serious health condition even if the staff member does not receive treatment by a health care provider. The staff member shall make a reasonable effort to schedule intermittent leave so as not to unduly disrupt the operations of the instructional/educational program.

d. Reduced leave means leave scheduled for fewer than the staff member's usual number of hours worked per workweek, but not fewer than a staff member's usual number of hours worked per workday, unless otherwise agreed to by the staff member and the district. A staff member is entitled, at the option of the staff member, to take leave on a reduced leave schedule not exceeding twenty-four consecutive weeks. The staff member shall make a reasonable effort to schedule reduced leave so as not to unduly disrupt the operations of the instructional/educational program. The staff member shall provide the district prior notice of the care, medical treatment or continuing supervision by a health care provider necessary due to a serious health condition of a family member in a manner that is reasonable and practicable. Leave taken on a reduced leave schedule shall not result in a reduction of the total amount of leave to which a staff member is entitled.

e. The fact that a holiday may occur within the week taken by a staff member as Family Leave has no effect and the week is counted as a week of Family Leave. However, if the staff member is out on Family Leave and the school district is closed and the staff member would not be expected to report for work for one or more weeks, the weeks the school district is closed for this staff member do not count against the staff member's family leave entitlement.

Any leave time remaining after a staff member has exhausted his/her entitlement to intermittent leave in any twelve month period may be taken as consecutive leave or reduced leave, and any leave time remaining after a staff member has exhausted his/her entitlement to reduced leave in any twelve month period may be taken as consecutive leave or intermittent leave.



f. Servicemember qualifying exigency leave may arise out of the foreign deployment of the staff member's spouse, child, or parent 29 CFR §§825.122 and 126:

(1) The district must grant an eligible staff member up to twelve work weeks of unpaid, job-protected leave during a twelve-month period for qualifying exigencies that arise when the staff member's spouse, child, or parent is on covered active duty, or has been notified of an impending call or order to covered active duty.

(2) The military member must be the spouse, son, daughter, or parent, of the staff member taking FMLA exigency leave.

(3) FMLA leave can be granted for one or more of the following exigencies:

(a) Short-notice deployment:

i. Notification of duty seven or less calendar days prior to date of deployment;

ii. Leave can be used for a period of seven calendar days beginning on the date the military member is notified.

(b) Military events and related activities, including official ceremonies, programs, or events sponsored by the military and related to the covered active duty or call to covered active duty status of the military member; and to attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross.

(c) Childcare and school activities including arranging for alternative childcare; providing childcare on an urgent, immediate need basis (not routine, regular, or everyday basis); to enroll in or transfer to a new school or day care facility; or to attend meetings with staff at a school or day care facility:

i. The son or daughter must be the son or daughter of the covered servicemember.

(d) Financial and legal arrangements made to address the military member's absence while on covered active duty or call to covered active duty status.

(e) Counseling, provided by someone other than a health care provider for oneself, for the military member, or qualified child, if the need arises from the covered active duty or call to covered active duty status of the military member.

(f) Rest and Recuperation (R&R) to spend time with the military member on short-term, temporary R&R leave during a term of deployment:

i. Can be used for a period of fifteen calendar days beginning on the date the military member commences each instance of R&R leave.

(g) Post-deployment activities such as ceremonies or briefings including any that arise from the death of the military member while on covered active duty.

(h) Parental care for one meeting the definition of a "parent" and incapable of self care including: arranging alternative care; providing care on an immediate need basis; and to attend meetings or arrange services at a care facility.

(i) Additional activities in accordance with 29 CFR §825.126(b)(9).

g. Military caregiver leave provides care for a covered servicemember with a serious injury or illness 29 CFR §§825.122 and 127:

(1) The district must grant up to a total of twenty-six workweeks of unpaid, job-protected leave during a "single twelve-month period" to care for a covered servicemember with a serious injury or illness.

(a) The eligible staff member must be the spouse, son, daughter, parent, or next of kin of the covered servicemember.

(b) The staff member is limited to a combined total of twenty-six workweeks for any FMLA-qualifying reasons during the single twelve-month period. Up to twelve of the twenty-six weeks may be for an FMLA-qualifying reason other than military caregiver leave.

(c) Spouses who are eligible for FMLA leave and are employed by the same covered employer may be limited to a combined total of twenty-six workweeks of leave during a single twelve-month period if the leave is taken for birth of the employee's son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement, to care for the employee's parent with a serious health condition, or to care for a covered servicemember with a serious injury or illness. If one spouse is ineligible for FMLA leave, the other spouse would be entitled to a full twenty-six workweeks of FMLA leave.

(2) Leave entitlement is applied on a per-covered-servicemember, per-injury basis.

(a) The staff member may take an additional twenty-six weeks of leave if the leave is to care for different covered servicemembers or to care for the same servicemember with a subsequent serious injury or illness, except that no more than twenty-six weeks of leave may be taken within any single twelve-month period.

(b) An eligible staff member may take military caregiver leave to care for more than one current service member or covered veteran at the same time or for the same family member with the same serious injury or illness both when the family member is a current servicemember and when the family member is a veteran.

(c) Military caregiver leave may be taken by eligible staff members whose family members are recent veterans with serious injuries or illnesses incurred or aggravated in the line of duty on active duty, and that manifested before or after the veteran left active duty.

2. New Jersey Family Leave Act (NJFLA)

A staff member may take NJFLA leave in consecutive weeks, as intermittent leave, or as reduced leave. A staff member who requests intermittent or reduced leave shall make a reasonable effort to schedule such leave so as not to unduly disrupt the instructional/educational program. The district shall not require a staff member to take a leave of absence beyond the period of time the staff member requests family leave. N.J.A.C. 13:14-1.5(f)

a. In the case of a family member who has a serious health condition, leave may be taken intermittently when medically necessary. The total time within which the leave is taken, can not exceed a twelve-month period for each serious health condition episode. The staff member will provide the district with prior notice of the leave in a manner which is reasonable and practicable; and the staff member shall make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the instructional/educational program. In the case of the birth or adoption of a healthy child, the leave may be taken intermittently only if agreed to by the staff member and the district.

b. Reduced leave means leave scheduled for fewer than the staff member's usual number of hours worked per workweek, but not fewer than a staff member's usual number of hours worked per workday, unless otherwise agreed to by the staff member and the district. A staff member is entitled, at the option of the staff member, to take leave on a reduced leave schedule for a period not exceeding twenty-four consecutive weeks. The staff member is not entitled to take the leave on a reduced leave schedule without an agreement between the staff member and the district if the leave is taken for the birth or adoption of a healthy child. The staff member shall make a reasonable effort to schedule reduced leave so as not to unduly disrupt the operations of the instructional/educational program. The staff member shall provide the district prior notice of the care, medical treatment or continuing supervision by a health care provider necessary due to a serious health condition of a family member in a manner that is reasonable and practicable. Leave taken on a reduced leave schedule shall not result in a reduction of the total amount of leave to which a staff member is entitled.

c. The fact that a holiday may occur within the week taken by a staff member as family leave has no effect and the week is counted as a week of family leave. However, if the staff member is out on family leave and the school district is closed and the staff member would not be expected to report for work for one or more weeks, the weeks the school district is closed for this staff member do not count against the staff member's family leave entitlement.

Any leave time remaining after a staff member has exhausted his/her entitlement to intermittent leave in any twelve month period may be taken as consecutive leave or reduced leave, and any leave time remaining after a staff member has exhausted his/her entitlement to reduced leave in any twelve month period may be taken as consecutive leave or intermittent leave.

F. Notice

1. Federal Family and Medical Leave Act (FMLA)

a. Foreseeable Leave – A staff member eligible for FMLA leave must give at least a thirty day written advance notice to the Manager of Human Resources if the

need for the leave is foreseeable based on an expected birth, placement for adoption of foster care, or planned medical treatment for a serious health condition of the staff member or a family member. If thirty days is not practical, the staff member must provide notice "as soon as practicable" which means as soon as both possible and practical, taking into account all the facts and circumstances in the individual case. For foreseeable leave where it is not possible to give as much as thirty days notice "as soon as practical" ordinarily would mean at least verbal notification to the Manager of Human Resources within one or two business days or when the need for leave becomes known to the staff member. The written notice shall include the reasons for the leave, the anticipated duration of the leave and the anticipated start of the leave.

When planning medical treatment, the staff member must consult with the Manager of Human Resources and make a reasonable effort to schedule the leave so as not to unduly disrupt the educational program, subject to the approval of the health care provider. Staff members are ordinarily expected to consult with the Manager of Human Resources prior to scheduling of treatment that would require leave for a schedule that best suits the needs of the district and the staff member.

The district may delay the staff member taking leave for at least thirty days if the staff member fails to give thirty days notice for foreseeable leave with no reasonable excuse for the delay.

b. Unforeseeable Leave - When the approximate timing of the need for leave is not foreseeable, a staff member should give notice to the Manager of Human Resources for leave as soon as practicable under the facts and circumstances of the particular case. It is expected the staff member will give notice to the Manager of Human Resources within no more than one or two working days of learning of the need for leave, except in extraordinary circumstances where such notice is not foreseeable. The staff member should provide notice to the employer either in person or by telephone, telegraph, facsimile machine or other electronic means.

2. New Jersey Family Leave Act (NJFLA)

a. Foreseeable Leave - A staff member eligible for NJFLA leave must give at least a thirty-day advance written notice to the Manager of Human Resources of the need to take family leave except where the need to take family leave is not foreseeable.

(1) Notice for leave to be taken for the birth or placement of the child for adoption shall be given at least thirty days prior to the commencement of the leave, except that if the date of the birth or adoption requires leave to begin in less than thirty days, the staff member shall provide such notice that is reasonable and practicable.

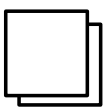
(2) Notice for leave to be taken for the serious health condition of a family member shall be given at least fifteen days prior to the commencement of leave, except that if the date of the treatment or supervision requires leave to begin in less than fifteen days, the staff member shall provide such notice that is reasonable and practicable.

(3) When the Manager of Human Resources is not made aware that a staff member was absent for family leave reasons and the staff member wants to request the leave be counted as family leave, the staff member must provide timely notice within two business days of returning to work to have the time considered for family leave in accordance with the Family Leave Act.

b. Unforeseeable Leave – When the need for leave is not foreseeable, the staff member must provide notice "as soon as practicable" which shall be at least verbal notice to the Manager of Human Resources within one or two business days of the staff member learning of the need to take family leave. Whenever emergent circumstances make written notice impracticable, the staff member may give verbal notice to the Manager of Human Resources, but any verbal notice must be followed by written notice delivered within two working days.

G. Leave Designation

An eligible staff member shall designate FMLA or NJFLA leave upon providing notice of the need for the leave or when the need for leave commences. The Manager of Human Resources shall provide the staff member with this Policy to assist the staff member in determining the type of leave.



H. Benefits

Whether a staff member is required to use sick time or any other accrued leave time concurrent with FMLA or NJFLA leave time will depend upon either the district's practice or a provision in the district's collective bargaining agreement, if applicable. 29 CFR §825.100

The Board will maintain coverage under any group health insurance policy, group subscriber contract, or health care plan at the level and under the conditions coverage would have been provided if the staff member had continued to work instead of taking the leave. If the staff member was paying all or part of the premium payments prior to the leave, the staff member would continue to pay his/her share during the leave time. Any ten month staff member who is on leave under NJFLA or FMLA at the end of the school year will be provided with any benefits over the summer that the staff member would normally receive if they had been working at the end of the school year.

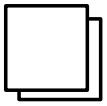
I. Returning from Leave

The Federal Family and Medical Leave Act and/or the New Jersey Family Leave Act

A staff member returning from leave shall be entitled to the position he/she held when leave commenced or to an equivalent position of like seniority, status, employment benefits, pay and other conditions of employment. If the district experiences a reduction in force or layoff and the staff member would have lost his/her position had the staff member not been on family leave as a result of the reduction in force or pursuant to the good faith operation of a bona fide layoff and recall system including a system under any collective bargaining agreement, the staff member shall be entitled to reinstatement to the former or an equivalent position in accordance with applicable statutes, codes and laws. The staff member's tenure and seniority rights, if any, and other benefits shall be preserved, but the staff member shall accrue no additional time toward tenure or seniority for the period of the leave, except as may be provided by law.

The return of a staff member prior to the expiration of the requested family leave may be permitted by the Board if the return does not unduly disrupt the instructional program or require the Board to incur the cost of continuing the employment of a substitute under contract.

The Board may, in accordance with the provisions of 29 CFR §825.312 delay restoration of employment of a staff member using FMLA leave for the staff member's serious health condition until the staff member submits a fitness-for-duty examination from his/her health care



provider indicating that the staff member is able to resume work. In the event the Board requires such a fitness-for-duty examination before restoration of the staff member after leave, the Board will provide the staff member specific notice either at the time the staff member gives notice of the need for leave or immediately after the leave commences and the staff member advises the Board of the medical circumstances for the leave.

If leave is taken under FMLA, and the staff member does not return to work after the leave expires, the Board is entitled to recover health insurance costs paid while the staff member was on FMLA. The Board's right to recover premiums would not apply if the staff member fails to return to work due to:

1. The continuation, onset or recurrence of a serious health condition of the staff member; or

2. Circumstances beyond the staff member's control.

J. Ineligible Staff Members

1. Federal Family and Medical Leave Act (FMLA)

The district may deny job restoration after FMLA leave if the staff member is a "key employee" as defined in 29 CFR §825.217 if such denial is necessary to prevent substantial and grievous economic injury to the district or the district may delay restoration to a staff member who fails to provide a fitness for duty certificate to return to work for leave that was the staff member's own serious health condition. A "key employee" is a salaried, staff member who is among the highest paid ten percent of the school district staff employed by the district within 75 miles of the worksite. No more than ten percent of the school district staff within 75 miles of the worksite may be "key employees."

In the event the Manager of Human Resources believes that reinstatement may be denied to a key employee, the Manager of Human Resources must give written notice to the staff member at the time the staff member gives notice of the need for leave, or when the need for leave commences, if earlier, that he/she qualifies as a key employee. The key employee must be fully informed of the potential consequences with respect to reinstatement and maintenance of health benefits if the district should determine that

substantial and grievous economic injury to the district's operations will result if the staff member is reinstated from leave. The district's notice must explain the basis for the district's finding that substantial and grievous economic injury will result, and if leave has commenced, must provide the staff member a reasonable time in which to return to work. If the staff member on leave does not return to work in response to the notice of intent to deny restoration, the staff member continues to be entitled to maintenance of health insurance.

A key employee's rights under the FMLA continue unless and until the staff member either gives notice that he/she no longer wishes to return to work or the district actually denies reinstatement at the conclusion of the leave period. A staff member is still entitled to request reinstatement at the end of the leave period even if the staff member did not return to work in response to the district's notice. The district will then again determine whether there will be substantial and grievous economic injury from reinstatement based on the facts at that time. If it is determined that substantial and grievous economic injury will result, the district will notify the staff member in writing (in person or by certified mail) of the denial of the restoration.

2. New Jersey Family Leave Act

The district may deny family leave to the staff member if the staff member is a salaried employee who is among the highest paid five percent of the school district staff or one of the seven highest paid employees of the district, whichever is greater, if the denial is necessary to prevent substantial and grievous economic injury to the school district's operations. The Manager of Human Resources shall notify the staff member of the intent to deny the leave at the time the Manager of Human Resources determines the denial is necessary. If the leave has already commenced at the time of the district's notification of denial, the staff member shall be permitted to return to work within ten working days of the date of notification.

K. Verification of Leave

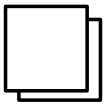
1. Federal Family and Medical Leave Act (FMLA)

The Board requires a staff member's FMLA leave to care for the staff member's seriously ill spouse, son, daughter, or parent; or for a servicemember's qualifying

exigency or serious injury; or for illness due to the staff member's own serious health condition that makes the staff member unable to perform one or more of the essential functions of the staff member's position, be supported by a certification issued by the health care provider of the staff member or the staff member's ill family member. The medical certification required encompasses both physical and psychological care and includes situations where a family member is unable to care for his/her own basic medical, hygienic, or nutritional needs or safety, or is unable to transport himself/herself to the doctor. It can also include providing psychological comfort and reassurance beneficial to a child, spouse, or parent with a serious health condition who is receiving inpatient or home care and can include situations where the staff member may be needed to substitute for others who normally care for the family member or covered servicemember or to make arrangements for changes in care. The staff member need not be the only individual or family member available to care for the family member or covered servicemember. 29 CFR §825.124

The certification must meet the requirements of 29 CFR §§825.306, 309, and 310 to include: which part of the definition of "serious health condition" applies; the approximate date the serious health condition commenced and its probable duration; whether it will be necessary for the staff member to take intermittent and/or reduced leave; whether the patient is presently incapacitated and the likely duration and frequency of episodes of incapacity; if additional treatments will be required for the condition; and/or if the patient's incapacity will be intermittent or will require reduced leave. The certification of a serious health condition of a family member of the staff member shall be sufficient if it states the date on which the condition commenced, the probable duration of the condition, and the medical facts within the provider's knowledge regarding the condition. Certification for the birth or placement of a child need only state the date of birth or date of placement.

In the event the Manager of Human Resources doubts the validity of the certification, in accordance with 29 CFR § 825.307, the district may require, at the district's expense, the staff member obtain an opinion regarding the serious health condition from a second health care provider designated by the district, but not employed on a regular basis by the district. If the second opinion differs from the staff member's health care provider, the district may require, at the district's expense, the staff member obtain the opinion of a third health care provider designated by the district or approved jointly, in good faith, by the district and the staff member. The opinion of the third health care provider shall be final and binding on the district and the staff member.



The district may require re-certification pursuant to the requirements of 29 CFR §825.308. In accordance with 29 CFR §825.309, the staff member on leave must provide a written report to the Manager of Human Resources every thirty workdays. The report shall include the staff member's status and intended date to return to work. In the event the staff member's circumstances change, the staff member must provide reasonable notice to the Manager of Human Resources if the staff member intends to return to work on a date sooner than previously noticed to the district. The staff member is not required to take more leave than necessary to resolve the circumstance that precipitated the need for leave. As a condition of returning to work after the leave for the staff member's own serious health condition, and in accordance with 29 CFR § 825.310, the district requires a staff member to provide a certification from their health care provider that the staff member is able to resume work.

In accordance with 29 CFR §825.311, the district may delay the taking of FMLA leave to a staff member who fails to provide certification within fifteen days after being requested to do so by the district. In accordance with 29 CFR §825.312, the district may delay the taking of leave until thirty days after the date the staff member provides notice to the district of foreseeable leave or the district may delay continuation of leave if a staff member fails to provide a requested medical certification in a timely manner.

2. New Jersey Family Leave Act

The Board shall require the certification of a duly licensed health care provider verifying the purpose of requested NJFLA leave. Certification of a serious health condition of a family member of the staff member shall be sufficient if it states the date on which the condition commenced, the probable duration of the condition, and the medical facts within the provider's knowledge regarding the condition. Certification for the birth or placement of a child need only state the date of birth or date of placement, whichever is appropriate.

In the event the Manager of Human Resources doubts the validity of the certification for the serious health condition of a family member of the staff member, the district may require, at the district's expense, the staff member to obtain an opinion regarding the serious health condition from a second health care provider designated or approved, but not employed on a regular basis, by the district. If the second opinion differs from the certification the district may require, at the district's expense, that the staff member obtain the opinion of a third health care provider designated or approved jointly by the district and the staff member concerning the serious health condition. The opinion of the third health care provider shall be final and binding on the district and the staff member.

L. Interference with Family Leave Rights

The Federal Family and Medical Leave Act and the New Jersey Family Leave Act prohibit interference with a staff member's rights under the law, and with legal proceedings or inquiries relating to a staff member's rights. Unless permitted by the law, no staff member shall be required to take family leave or to extend family leave beyond the time requested. A staff member shall not be discriminated against for having exercised his/her rights under the Federal Family and Medical Leave Act or the New Jersey Family Leave Act nor discouraged from the use of family leave.

M. Non-Tenured Teaching Staff

Family leave granted to a nontenured staff member cannot extend the staff member's employment beyond the expiration of his/her employment contract.

N. Record Keeping

In order that staff member's entitlement to FMLA leave and NJFLA leave can be properly determined, the Superintendent shall ensure the keeping of accurate attendance records that distinguish family leave from other kinds of leave. The Superintendent will publish a notice explaining the Act's provisions and provide information concerning the procedures for filing complaints of violations of the FMLA and NJFLA.

Implementation of FMLA and NJFLA will be consistent with provisions in collective bargaining agreement(s) in the district.

O. Processing of Complaints

1. Federal Family and Medical Leave Act (FMLA) 29 CFR §§825.400-401

a. If there is a dispute between the district and a staff member as to whether leave qualifies as FMLA leave, it should be resolved through discussion between the staff member and the district. Such discussions and the decision shall be documented by the school district.

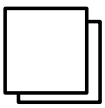
b. The staff member also may file, or have another person file on his/her behalf, a complaint with the United States Secretary of Labor. A complaint may be filed in person, by mail, or by telephone with the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, at any local office of the Wage and Hour Division.

2. New Jersey Family Leave Act N.J.A.C. 13:14-1.16

a. Any complaint alleging a violation of the Act shall be processed in the same manner as a complaint filed under the terms of N.J.S.A. 10:5-1 et seq. and N.J.A.C. 13:4 through the New Jersey Department of Law and Public Safety, Division on Civil Rights.

29 CFR §825 et seq.
29 CFR §785
N.J.S.A. 10:5-1
N.J.A.C. 13:14-1 et seq.

Adopted: 7 December 2009
Revised: 22 February 2016



3431.3 NEW JERSEY'S FAMILY LEAVE INSURANCE PROGRAM

Board of Education employees are eligible to apply for benefits under New Jersey's Family Leave Insurance Program administered by the State of New Jersey- "Department of Labor and Workforce Development. New Jersey's Family Leave Insurance Program (NJFLI) may provide up to six weeks of family leave insurance benefits payable to covered employees from either the New Jersey State Plan or an approved employer-provided private plan.

A benefit provided through the NJFLI will be for the employee to bond with a child during the first twelve months after the child's birth, if the covered individual or the domestic partner or civil union partner of the covered individual is a biological parent of the child, or the first twelve months after the placement of the child for adoption with the covered individual. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI must provide the Superintendent of Schools written notice thirty calendar days prior to beginning the leave. Failure to provide this thirty-day notice may result in a reduction in the employee's maximum family leave insurance benefits. Intermittent leave to bond with a newborn or newly adopted child must be agreed to by the Superintendent of Schools and the employee and, if agreed to, must be taken in periods of seven days or more.

A benefit provided through the NJFLI will also be to care for a family member with a serious health condition supported by a certification provided by a health care provider. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI for consecutive leave must provide the school district reasonable and practical notice unless the time of the leave is unexpected or the time of the leave changes for unforeseen reasons. An employee who intends to apply for benefits under this provision of the NJFLI for intermittent leave must provide the school district with a written notice at least fifteen calendar days prior to beginning the leave.

For the purposes of this Policy, a "family member" means a child, spouse, domestic partner, civil union partner, or parent of a covered individual. "Child" means a biological, adopted, or foster child, stepchild, or legal ward of a covered individual, child of a domestic partner of the covered individual, or child of a civil union partner of the covered individual, who is less than nineteen years of age or is nineteen years of age or older but incapable of self-care because of mental or physical impairment.

An employee will be required to use ten workdays of earned vacation, personal, or other earned leave in connection with a period of paid leave from the NJFLI. In accordance with N.J.S.A. 18A:30-1, sick leave is only to be used for personal disability due to illness or injury and therefore may not be used for NJFLI purposes.

All applications for benefits under the NJFLI must be filed directly with the State of New Jersey – Department of Labor and Workforce Development. The eligibility requirements, wage requirements, benefit duration and amounts, and benefit limitations shall be in accordance with the provisions of the NJFLI as administered by the State of New Jersey – "Department of Labor and Workforce Development. A formal appeal may be submitted to the State of New Jersey - "Department of Labor and Workforce Development if an employee or the Board disagrees with a determination on a claim.

The NJFLI provides eligible individuals a monetary benefit and not a leave benefit. The school district administrative and related staff will comply with the State of New Jersey – Department of Labor and Workforce Development requests for information in accordance with the provisions of N.J.A.C. 12:21-3.9.

The Board may elect to provide employees with Family Leave Insurance benefits coverage under a private plan which must be approved by the State of New Jersey's Department of Labor and Workforce Development.

A printed notification of covered individuals' rights relative to the receipt of benefits under the NJFLI will be posted in each of the school district worksites and in a place or places accessible to all employees at the worksite. Each employee shall receive a copy of this notification in writing at the time of the employee's hiring, whenever the employee provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI, or at any time upon the first request of the employee. The written notification may be transmitted to the employee in electronic form.

N.J.S.A. 43:21-25 et seq.
N.J.A.C. 12:21-1.1 et seq.

Adopted: 22 February 2010

~~TEACHING STAFF MEMBERS~~
~~4431.3/page 1 of 2~~
~~New Jersey's Family Leave Insurance Program~~

~~4431.3~~ NEW JERSEY'S FAMILY LEAVE INSURANCE PROGRAM

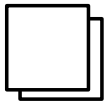
~~Board of Education employees are eligible to apply for benefits under New Jersey's Family Leave Insurance Program administered by the State of New Jersey- "Department of Labor and Workforce Development. New Jersey's Family Leave Insurance Program (NJFLI) may provide up to six weeks of family leave insurance benefits payable to covered employees from either the New Jersey State Plan or an approved employer-provided private plan.~~

~~A benefit provided through the NJFLI will be for the employee to bond with a child during the first twelve months after the child's birth, if the covered individual or the domestic partner or civil union partner of the covered individual is a biological parent of the child, or the first twelve months after the placement of the child for adoption with the covered individual. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI must provide the Superintendent of Schools written notice thirty calendar days prior to beginning the leave. Failure to provide this thirty-day notice may result in a reduction in the employee's maximum family leave insurance benefits. Intermittent leave to bond with a newborn or newly adopted child must be agreed to by the Superintendent of Schools and the employee and, if agreed to, must be taken in periods of seven days or more.~~

~~A benefit provided through the NJFLI will also be to care for a family member with a serious health condition supported by a certification provided by a health care provider. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI for consecutive leave must provide the school district reasonable and practical notice unless the time of the leave is unexpected or the time of the leave changes for unforeseen reasons. An employee who intends to apply for benefits under this provision of the NJFLI for intermittent leave must provide the school district with a written notice at least fifteen calendar days prior to beginning the leave.~~

~~For the purposes of this Policy, a "family member" means a child, spouse, domestic partner, civil union partner, or parent of a covered individual. "Child" means a biological, adopted, or foster child, stepchild, or legal ward of a covered individual, child of a domestic partner of the covered individual, or child of a civil union partner of the covered individual, who is less than nineteen years of age or is nineteen years of age or older but incapable of self-care because of mental or physical impairment.~~

~~An employee will be required to use ten workdays of earned vacation, personal, or other earned leave in connection with a period of paid leave from the NJFLI. In accordance with N.J.S.A. 18A:30-1, sick leave is only to be used for personal disability due to illness or injury and therefore may not be used for NJFLI purposes.~~



All applications for benefits under the NJFLI must be filed directly with the State of New Jersey - Department of Labor and Workforce Development. The eligibility requirements, wage requirements, benefit duration and amounts, and benefit limitations shall be in accordance with the provisions of the NJFLI as administered by the State of New Jersey – "Department of Labor and Workforce Development. A formal appeal may be submitted to the State of New Jersey – "Department of Labor and Workforce Development if an employee or the Board disagrees with a determination on a claim.

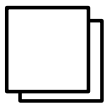
The NJFLI provides eligible individuals a monetary benefit and not a leave benefit. The school district administrative and related staff will comply with the State of New Jersey – Department of Labor and Workforce Development requests for information in accordance with the provisions of N.J.A.C. 12:21-3.9.

The Board may elect to provide employees with Family Leave Insurance benefits coverage under a private plan which must be approved by the State of New Jersey - Department of Labor and Workforce Development.

A printed notification of covered individuals' rights relative to the receipt of benefits under the NJFLI will be posted in each of the school district worksites and in a place or places accessible to all employees at the worksite. Each employee shall receive a copy of this notification in writing at the time of the employee's hiring, whenever the employee provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI, or at any time upon the first request of the employee. The written notification may be transmitted to the employee in electronic form.

N.J.S.A. 43:21-25 et seq.
N.J.A.C. 12:21-1.1 et seq.

Adopted: 22 February 2010



RIDGEWOOD
POLICY BOARD OF EDUCATION

5330.01 ADMINISTRATION OF MEDICAL CANNABIS

The Board of Education, in accordance with the requirements of N.J.S.A. 18A:40-12.22, must adopt a Policy authorizing parents and designated caregiver(s) to administer medical cannabis to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event. The parent of a qualifying student patient requesting the administration of medical cannabis to the student while on school grounds, aboard a school bus, or attending a school-sponsored event must comply with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. and Policy and Regulation 5330.01.

A student enrolled in the school district must be authorized to engage in the medical use of cannabis pursuant to N.J.S.A. 24:6I-1 et seq. and that the parent or designated caregiver be authorized to assist the student with the medical use of cannabis pursuant to N.J.S.A. 24:6I-1 et seq. The student and the designated primary caregiver(s) must complete registration with the Cannabis Regulatory Commission in accordance with the requirements of N.J.S.A. 24:6I-4.

The parent of the student authorized to engage in the medical use of cannabis must submit a written request with supporting documentation to the Principal requesting approval to have a designated caregiver(s) assist in the administration of medical cannabis to the qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event. The Principal, in consultation with the school nurse, the school physician, and the Superintendent of Schools, will review each request and upon approval will inform the parent in writing of the approval with details for the administration of medical cannabis to the qualifying student patient. The medical use of cannabis by a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event will only be authorized after the written approval from the Principal is provided to the parent.

Medical cannabis may only be administered to the qualifying student patient while the student is on school grounds, aboard a school bus, or attending a school-sponsored event by the designated caregiver(s) in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. The prescribed medical cannabis must be in the possession of the designated caregiver(s) at all times, except during the administration process. The designated caregiver(s) shall comply with the requirements of the Principal's written approval for the administration of medical cannabis to the qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event.

All health records related to the administration of medical cannabis to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event shall be maintained in accordance with the requirements of N.J.A.C. 6A:16-2.4 and N.J.A.C. 6A:32-7.4.

No person shall be subject to arrest or prosecution for constructive possession, conspiracy, or any other offense for simply being in the presence or vicinity of the medical use of cannabis as authorized under N.J.S.A. 24:6I-1 et seq. or N.J.S.A. 18A:40-12.22. No custodial parent or person who has legal custody of a qualifying student patient who is a minor shall be subject to arrest or prosecution for constructive possession, conspiracy, or any other offense for assisting the minor in the medical use of cannabis as authorized under N.J.S.A. 24:6I-1 et seq. or N.J.S.A. 18A:40-12.22.

N.J.S.A. 18A:40-12.22
N.J.S.A. 24:6I-1 et seq.
N.J.A.C. 6A:16-2.4; 6A:32-7.4

Adopted: 18 July 2016
Revised:

7425 LEAD TESTING OF WATER IN SCHOOLS

The health, safety, and welfare of the children in the school district are of utmost importance to the Board of Education. The potential exposure to lead-contaminated drinking water poses serious health problems, particularly for children, as well as for teachers and school personnel, since the risk of lead contamination can come from pipe and plumbing fixtures in school facilities or on school grounds. The Board shall assure the availability of potable drinking water through sanitary means in school facilities or on school grounds. The Board of Education shall provide, in accordance with N.J.A.C. 6A:26-12.4, testing for lead in all district sources of drinking water.

The Board shall conduct lead sampling and analysis in all drinking water outlets to which a student or staff member has, or may have, access in each school facility, other facility, or temporary facility, as soon as practicable, but no later than July 13, 2017, unless the district qualifies for an exemption in accordance with N.J.A.C. 6A:26-12.4(j). This lead sampling and analysis shall be conducted with a lead sampling plan in accordance with N.J.A.C. 6A:26-12.4(d)1, 2, and 3, and shall be in accordance with the Safe Drinking Water Act, N.J.S.A. 58:12A-1.

The Superintendent of Schools or designee shall complete a review of the final laboratory results within seventy-two hours of receipt. Within twenty-four hours after the Superintendent or designee has completed a review of final laboratory results in accordance with the provisions of N.J.A.C. 6A:26-12.4(e), the test results shall be made publicly available at the school facility and on the Board of Education's website. If any results exceed the permissible lead action level, the Board shall provide written notification to the parents of all students attending the facility, facility staff, and the New Jersey Department of Education. This written notification shall include: a description of the measures taken by the Superintendent or designee to immediately end the use of each drinking water outlet where the water quality exceeded the permissible lead action level; any additional remedial action taken or planned by the Board of Education; the measures taken to ensure that alternate drinking water has been made available to all students and staff members; where the water outlet(s) is located; and information regarding the health effects of lead in accordance with N.J.A.C. 6A:26-12.4(e)1 and 2.

Notwithstanding the results or date of any prior testing, the Board shall continue to test drinking water outlets in the designated Statewide required testing year, which shall be every third school year beginning with the 2021-2022 school year and subsequently occurring in the 2024-2025 school year. By no later than June 30 of the designated Statewide required testing year, the Board shall test all drinking water outlets in accordance with N.J.A.C. 6A:26-12.4(g)1. The Board shall sample for lead after the replacement of any drinking water outlet or any other alteration to plumbing or service lines that may impact lead levels at the outlet, in accordance with N.J.A.C. 6A:26-12.4(g)2.

The Board shall submit to the New Jersey Department of Education by June 30 of each year a statement of assurance, that the school district completed lead testing in accordance with N.J.A.C. 6A:26-12.4; that notifications were provided consistent with N.J.A.C. 6A:26-12.4; and that alternative drinking water continues to be made available to all students and staff, if necessary, pursuant to N.J.A.C. 6A:26-12.4(i).

The Board may apply for reimbursement for the costs of any water supply testing and analysis conducted, in accordance with N.J.A.C. 6A:26-12.4(k).

N.J.S.A. 58:12A-1 et seq.
N.J.A.C. 6A:26-12.4

Adopted: 5 March 2018
Revised:

POLICY

RIDGEWOOD
BOARD OF EDUCATION

~~PROPERTY~~
~~7430/page 1 of 1~~
~~School Safety~~
~~**M**~~

~~7430 SCHOOL SAFETY~~

~~The Board of Education recognizes that it is required by law to take measures for the safety of pupils and district employees.~~

~~The Board shall provide, publish, and post rules for safety and the prevention of accidents; instruct pupils in safety and accident prevention; provide protective devices where they are required by law for the safety of pupils and employees; and provide suitable and safe equipment where such equipment is necessary for the conduct of the educational program and the operation of the schools.~~

~~The Superintendent shall prepare regulations governing school safety and the prevention of accidents and fire that include as a minimum the requirements of law and the applicable rules of various departments of state government. Such regulations shall provide procedures and precautions for the safety of pupils in school, employees in the performance of their duties, users of school vehicles, pupils in transit to and from school, injured pupils and employees, and visitors to the school. Safety regulations shall be promulgated to all school employees and shall be reviewed and evaluated annually. The Superintendent is directed to instruct teaching staff members in proper safety precautions.~~

~~N.J.S.A. 18A:6-2; 18A:40-12.1; 18A:40-12.2~~
~~N.J.S.A. 40:67-16.7~~
~~N.J.A.C. 6A:16-1.4; 6A:26-12.5~~

Adopted: 7 December 2009

2415 EVERY STUDENT SUCCEEDS ACT

The Every Student Succeeds Act (ESSA) is a reauthorization of the Elementary and Secondary Education Act (ESEA) of 1965 that provides Federal funds to help all New Jersey's school children achieve.. The purpose of the ESSA is to ensure all students have equitable access to high-quality educational resources and opportunities and to close educational achievement gaps. The Board of Education elects to augment the instructional program of students by projects supported by Federal funds allocated under the ESSA and the district will comply with the requirements of all the programs authorized by the ESSA .

The district may be eligible for several grant programs funded through the ESSA , including, but not limited to, Title I through Title VII. Many of the Titles of the ESSA have several parts and subparts that provide a funding source for specific purposes.

Application Procedure

The district will submit an annual ESSA Consolidated Formula Subgrant Application to the New Jersey Department of Education (NJDOE). The school district's application shall include all information required by the NJDOE and the ESSA for the district to be considered for funding under the ESSA .

Covered Programs

Formula grants under the ESSA are non-competitive grants that school districts are eligible for based on the make-up of their student bodies. These formula grants for each Title are committed to different purposes and may be used to support different activities and programs.

Title I

The largest Federal program supporting elementary and secondary education is Title I. The ESSA strengthens Title I requirements for the State's assessments, accountability system, and support for school improvement. The law also requires minimum qualifications for teachers and paraprofessionals in Title I programs.

The school district must use the best available measure for identifying children from low-income families to: identify eligible school attendance areas, determine the ranking of each area, and determine allocations as identified in the Title I guidelines and regulations.

The school district will offer Title I services to eligible children enrolled in private elementary and secondary schools. The services and benefits will be equitable in comparison to services and benefits for participating public school children.

The school district will provide the New Jersey Department of Education assurances it will provide the maximum coordination between the Title I program, the regular school program, and services provided

by other programs for specialized populations. The Title I program will consider the special needs of homeless children, migrant children, children with disabilities and limited English Language Learner (ELL) children. Title I funds will be reserved so that migrant children who are otherwise eligible to receive Title I services, even if they arrive during the school year, are served.

Type of Title I Program

The school district will offer a Target Assistance program.

Target Assistance Program

Schools that are not eligible for (or do not choose to operate) school-wide Title I programs must use Title I funds to provide targeted services to low-achieving students. A Target Assistance program must be established in accordance with the Title I guidelines and regulations and the New Jersey Department of Education.]

New Jersey Department of Education Accountability System

The district will comply with the accountability system established by the New Jersey Department of Education and outlined in the New Jersey State Plan and approved by the United States Department of Education .

Fiscal Responsibility

The district will comply with the requirements as outlined in Policy 2415.02 Title I – Fiscal Responsibilities in accordance with the NJDOE and the ESSA .

Staff

The district will comply with the staff certification requirements of the ESSA and the NJDOE . In addition, the district will ensure all paraprofessionals meet the requirements as established by the ESSA and as outlined in Policy 4125 – Employment of Support Staff Members.

Parental Involvement

The district will comply with the requirements as outlined in Policy 2415.04 – Parental Involvement in accordance with the NJDOE and the ESSA .

Student Surveys, Analysis, and/or Evaluations

The Protection of Pupil Rights Amendment (PPRA) applies to school districts that receive Federal funding from the United States Department of Education. The district will comply with the requirements as outlined in Policy 2415.05 - Student Surveys, Analysis, and/or Evaluations in accordance with the PPRA.

Unsafe School Choice Option

In the event there is a school in the district designated as Persistently Dangerous in accordance with the Victims of Violent Criminal Offenses as outlined in the ESSA , the district will comply with the requirements of Policy 2415.06 – Unsafe School Choice Option in accordance with the NJDOE and the ESSA .

Property

Property acquired through Title I funds for use in public or private schools will be acquired in accordance with the Public School Contracts Law, will be held in title by the Board of Education, and will not be used for other purposes so long as it is required in the Title I program. Property no longer required for Title I purposes will be used for other, similarly funded projects or disposed of in accordance with State and Federal guidelines.

Capital Expenses

The Superintendent will assure the district abides by New Jersey's Public Contracts Law; consults appropriate private school officials prior to making any decisions regarding capital expenses; ensure funds that are received to cover capital expenses provide equitable Title I services to private school students; ensure accounts for any capital funding is separately maintained; and assure lease purchase agreements are consistent with applicable statute and administrative code.

Post-Award Requirements

The school district will maintain all project records for five years following the completion of the activity for which the funds were used. The school district will prepare and submit all reports as required by the State Department of Education in a timely manner.

Supplement, Not Supplant

Grant funds provided under Federal programs, including the ESEA of 1965 as amended by the ESSA , shall supplement, not supplant the funds that would, in the absence of such Federal funds, be made

available from State and local sources for the education of students participating in programs assisted under the ESEA of 1965 as amended by the ESSA.

Evaluation

The Superintendent or designee will evaluate the ESSA programs as required by the United States and the New Jersey Departments of Education.

Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.

Adopted: 7 December 2009
Revised: 18 March 2013
Revised:

~~PROGRAM~~
~~2415.01/page 1 of 5~~
~~Academic Standards, Academic Assessments, and Accountability~~
~~M~~

~~2415.01 ACADEMIC STANDARDS, ACADEMIC ASSESSMENTS, AND ACCOUNTABILITY~~

~~The *No Child Left Behind Act of 2001* (NCLB), a reauthorization of the *Elementary and Secondary Education Act* (ESEA), requires New Jersey to implement a single accountability system to include challenging academic content and academic achievement standards. The accountability requirements under NCLB were built on the foundation of the former *Improving America's Schools Act* (IASA).~~

~~To meet the Federal requirements, New Jersey has adopted the New Jersey Single Accountability System. State assessments in language arts literacy and mathematics are based on the New Jersey Core Curriculum Content Standards. All pupils enrolled in New Jersey public schools, plus all pupil subgroups, must meet the proficiency benchmarks to ensure the goal of 100% proficiency. Pupils must score either "proficient" or "advanced proficient" on the assessments to be counted toward meeting the benchmarks.~~

~~Schools are evaluated using adequate yearly progress (AYP) indicators. Pupil achievement is determined by grade span (Elementary School – grades three through five, Middle School – grades six through eight, and High School – grades nine through twelve) and in each content area. There are indicators that must be met (including participation and proficiency rates) plus a secondary indicator. A safe harbor calculation is applied to measure significant progress if the benchmark is missed. When a school does not meet AYP for two consecutive years in the same content area, it is designated as a "school in need of improvement."~~

~~AYP shall be calculated for all New Jersey schools under the provisions of NCLB. Schools that do not meet AYP as defined under NCLB are placed into one of the following categories. Title I schools in need of improvement must implement the sanctions for each category.~~

~~Year 1 – Early Warning: A school that does not make AYP for one year is placed into "early warning" status.~~

~~Year 2 – In Need of Improvement/School Choice: A school that does not make AYP for two consecutive years in the same content area is designated as a "school in need of improvement." Parents/legal guardians shall be promptly notified if their child's school has been designated as in need of improvement. For Title I schools certain interventions apply, including intradistrict school choice (or supplemental educational services if choice is not available) and development of a school improvement plan (Title I Unified Plan). The district must offer the school technical assistance to address the areas that caused the school to be in need of improvement. Parents/legal guardians shall be notified of their right to request intradistrict public school choice and parents/legal guardians of eligible pupils shall be notified of the availability of supplemental educational services, if choice is not available, including the provider list Web address.~~

~~Year 3 – In Ne ed of Improvement/Supplemental Educational Services (SES): A school that does not make AYP for three consecutive years in the same content area shall continue to be identified as a "school in need of improvement." The Title I school must continue to offer intradistrict school choice and must *also* offer SES to eligible pupils. Technical assistance must continue to be offered by the district, parents must receive notification of the school's status, and the school improvement plan (Title I Unified Plan) is updated annually. Parents/legal guardians of eligible pupils shall be notified of the availability of supplemental educational services, if choice is not available, including the provider list Web address.~~

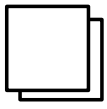
~~The New Jersey Department of Education (NJDOE) offers school support by engaging a team of experienced professionals to conduct an extensive school review called Collaborative Assessment and Planning for Achievement (CAPA). The CAPA team interviews stakeholders and staff, reviews school and district documents, and conducts on-site observations to develop a report that contains recommendations for school improvement, which then becomes part of the Title I Unified Plan.~~

~~Year 4 – Corrective Action: A school that does not make AYP for four consecutive years in the same content area is identified as a school in corrective action. The Title I school must continue to offer intradistrict school choice and SES, notify parents of the school's status, revise its school improvement plan (Title I Unified Plan), and receive technical assistance from the district and the NJDOE.~~

~~The district must take at least one of the following corrective actions:~~

1. ~~Provide, for all relevant staff, appropriate, scientifically research-based professional development that is likely to improve academic achievement of low-performing pupils.~~
2. ~~Institute a new curriculum grounded in scientifically-based research and provide appropriate professional development to support its implementation.~~
3. ~~Extend the length of the school year or school day.~~
4. ~~Replace the school staff who are deemed relevant to the school not making adequate progress.~~
5. ~~Significantly decrease management authority at the school.~~
6. ~~Restructure the internal organization of the school.~~
7. ~~Appoint one or more outside experts to advise the school how to revise and strengthen the improvement plan it created while in school improvement status and how to address the specific issues underlying the school's continued inability to make AYP.~~

~~Year 5– Planning for Restructuring: A Title I school that does not make AYP for five consecutive years in the same content area must plan to restructure. The restructuring plan is implemented at the beginning of the following school year if the school continues to miss AYP benchmarks and moves to Year 6. During the planning year, the Title I school must continue to offer intradistrict school choice and SES, notify parents of the school's status and invite parent input during the restructuring process, and receive technical assistance from the district and the NJDOE. The technical assistance design for a school being restructured emphasizes the following:~~



1. The importance of improving instruction by using strategies grounded in scientifically-based research so that all children in the school achieve proficiency in the core academic subjects of language arts and mathematics.

2. The importance of analyzing and applying data in decision-making.

The restructuring plan must include one of the following alternative governance systems for the school as outlined by NCLB regulations and consistent with New Jersey practice and statutes:

1. Implement any major restructuring of the school's governance that is consistent with the principles of restructuring as set forth in the *No Child Left Behind Act.*

2. Re-open the school as a public charter school as defined by State statute and regulation (N.J.S.A. 18A:36A-1 et seq. and N.J.A.C. 6A).

3. Replace all or most of the school staff, which may include the Principal, who are relevant to the school's inability to make adequate progress (consistent with existing contractual provisions and applicable statutory protections in Title 18A).

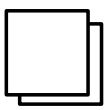
Year 6 – Restructuring 1: A Title I school that does not make AYP for six consecutive years in the same content area must implement the approved restructuring plan. The Title I school must continue to offer intradistrict school choice and SES, notify parents of the school's status and invite parent input and support during the implementation process, and receive technical assistance from the district and the NJDOE. Technical assistance is critical to help school staff remain focused on increasing pupil achievement while the school is adjusting to potentially radical changes in its administration and governance structures. A CAPA visit will occur at the school to determine the fidelity of implementation of the restructuring plans and to review the governance structure of the school.

Year 7 (and over) – Restructuring 2 (and over): If the school has not made AYP for seven or more consecutive years, the NJDOE will meet with school and district administrators to continually review implementation of the restructuring plan/Title I Unified Plan. Benchmark meetings with NJDOE staff, the school, and the district will occur twice a year to assess and support implementation of the school improvement plan.

Removal from Early Warning/Improvement Status: To be removed from early warning or improvement status, the school must make AYP for two consecutive years in the content area that caused the school to go into status, providing the school makes AYP in the other content areas. The first year of making AYP is a "hold year" and the school does *not* progress to the next sanction level, but must continue to implement current interventions. If the school does not make AYP the year following "hold," the school goes back into improvement status at the level prior to the hold year.

No Child Left Behind Act of 2001, §1111

Adopted: 7 December 2009
Revised: 9 May 2011



2415.02 TITLE I – FISCAL RESPONSIBILITIES

The Ridgewood Board of Education will comply with the requirements of the Elementary and Secondary Education Act (ESEA) of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act (ESSA) .

Maintenance of Effort

To be in compliance with the requirements of the ESEA as amended by the ESSA , the Ridgewood Board of Education will maintain either a combined fiscal effort per student or aggregate expenditures of State and local funds with respect to the provision of the free public education by the Local Education Agency (LEA) for the preceding fiscal year that is not less than ninety percent of the combined fiscal effort per student or the aggregate expenditures for the second preceding fiscal year.

Comparability with Multiple Schools

To be in compliance with the requirements of the ESEA as amended by the ESSA , the Ridgewood Board of Education directs the Superintendent to assign teachers, administrators, and auxiliary personnel to the schools in such a way that the equivalence of personnel is ensured among schools. The school district will ensure that State and local funds are used to provide comparable services for Title I and non-Title I schools.

Comparability of Materials and Supplies

To be in compliance with the requirements of the ESEA as amended by the ESSA , the Board of Education directs the Superintendent to distribute curriculum materials and instructional supplies to the schools in such a way that the equivalence of such material is ensured among schools.

Supplement, Not Supplant

Grant funds provided under Federal programs, including the ESEA as amended by the ESSA, shall supplement, not supplant the funds that would, in the absence of such Federal funds, be made available from State and local sources for the education of students participating in programs assisted under the ESEA as amended by the ESSA.

Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.

Adopted: 7 December 2009
Revised:

~~PROGRAM~~
~~2415.03/page 1 of 1~~
~~Highly Qualified Teachers~~
~~M~~

~~2~~2415.03 HIGHLY QUALIFIED TEACHERS

~~The No Child Left Behind Act (NCLB) requires all teachers be or become highly qualified in the core academic content area(s) they teach in accordance with the United States Department of Education and the New Jersey Department of Education highly qualified teacher requirements.~~

~~Teachers who have achieved highly qualified status retain highly qualified status permanently for the teaching assignment designated on the approved highly qualified teacher forms. No teacher providing direct instruction in core content areas is grandfathered or exempt from this process.~~

~~The district shall maintain the appropriate highly qualified documentation for all teachers who provide direct instruction in core content areas. When a teacher changes teaching assignments, which requires different content expertise, additional highly qualified teacher forms must be completed and kept on file within the district. Highly qualified teacher documentation should be completed for all new teachers and for those with new teaching assignments at the beginning of each school year.~~

~~When a teacher obtains employment in a new school district, the new district must contact the previous place of employment to have the teacher's official highly qualified teacher forms sent to the new district. A teacher hired from another State must hold New Jersey certification and must meet New Jersey's highly qualified teacher requirements. Out-of-State teachers may provide documentation to support their highly qualified teacher status from the previous State in which they taught.~~

~~All Title I schools must send out a Right-to-Know letter in the beginning of every school year informing parent(s) or legal guardian(s) that they have the right to know the qualifications of their child's teacher. The letter should be sent by all Title I and non-Title I districts. In addition, in all Title I schools, the parent(s) or legal guardian(s) of pupils whose teacher is not yet highly qualified must be notified. Copies of these letters must be kept on file in the school.~~

~~No Child Left Behind Act of 2001, §1119~~

~~Adopted: 7 December 2009~~
~~Revised: 22 February 2010~~

2415.05 STUDENT SURVEYS, ANALYSIS, AND/OR EVALUATIONS

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. §1232h; 34 CFR Part 98) applies to school districts that receive funding from the United States Department of Education.

Consent

PPRA requires written consent from parents of unemancipated minor students and students who are eighteen years old or emancipated minor students before such students are required to participate in a survey, analysis, or evaluation funded in whole or in part by a program of the United States Department of Education that concerns one or more of the following areas referred to as "protected information surveys":

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as with lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
9. Social security number.

This consent requirement also applies to the collection, disclosure or use of student information for marketing purposes, referred to as "marketing surveys", and for certain physical examinations and screenings.

"Opt a Student Out" Notice

The parents of unemancipated minor students and students who are eighteen years old or emancipated minor students will be provided an opportunity to opt out of participating in:

1. The collection, disclosure, or use of personal information obtained from students for marketing, to sell, or otherwise distribute information to others;

2. The administration of any other "protected information survey" not funded in whole or in part by the United States Department of Education; and

3. Any non-emergency, invasive physical examination required as a condition of attendance, administered by the school district or its agents, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, scoliosis screenings, or any physical examination or screening permitted or required under State law.

Inspection

The parents of unemancipated minor students and students who are eighteen years old or emancipated minor students, upon request and before administration or use, have the right to inspect:

1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

The Superintendent shall be responsible for obtaining the consent, annual direct notification to parents and eligible students at the start of each school year and after any substantive changes of the "opt a student out" rights, and the inspection rights provisions of PPRA and this Policy. The "opt a student out" notice shall include any specific or approximate dates of the activities eligible for a student to "opt out."

PPRA Consent/Opt Out Violations

Parents or students who believe their rights under PPRA may have been violated may file a complaint with United States Department of Education.

The Protection of Pupil Rights Amendment (PPRA)
(20 U.S.C. §1232h; 34 CFR Part 98)

Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.

Adopted: 7 December 2009
Revised:

2415.20 EVERY STUDENT SUCCEEDS ACT COMPLAINTS

The Every Student Succeeds Act (ESSA) reauthorized the Elementary and Secondary Education Act of 1965 (ESEA). A Board of Education shall adopt a policy and written procedures for resolving a written complaint presented by an individual or organization that alleges violations in the administration of the ESSA programs as identified by the New Jersey Department of Education (NJDOE).

Policy and Regulation 2415.20 set forth the requirements for resolving complaints presented by any individual or organization that:

1. A school, school district, other agency authorized by the school district, or by the NJDOE violated the administration of education programs authorized by the ESEA as amended by the ESSA ; and/or

2. The NJDOE violated the administration of education programs required by the ESEA as amended by the ESSA .

Complaints regarding nonpublic school officials alleging school district noncompliance must pertain to at least one of the following three specific reasons:

1. The school district did not engage in consultation that was meaningful and timely;

2. The school district did not give due consideration to the views of the nonpublic school officials; or

3. The school district did not make a decision that treats the nonpublic school or its students equitable and in accordance with ESEA Section 1117 or Section 8501.

A complaint shall be written and must identify, at a minimum, the alleged ESEA violation; a description of previous steps taken to resolve the matter; the facts supporting the alleged violation as understood by the complainant at the time of submission; and any supporting documentation.

A complaint alleging a school in the district, school district, or other agency authorized by the school district, or the NJDOE violated the administration of a program must be submitted to the _____ (district administrator responsible for ESSA compliance). The _____ (district administrator responsible for ESSA compliance) shall be responsible to coordinate the investigation of the complaint. The _____ (district

administrator responsible for ESSA compliance) shall submit a written report regarding the outcome of the investigation to the complainant.

If the complainant is not satisfied with the outcome of the investigation by the school district, the complainant must submit a written complaint to the Executive County Superintendent for the county where the school district is located. This process does not apply to alleged violations concerning participation of nonpublic school children.

The Executive County Superintendent will coordinate the investigation of a complaint. When the investigation is complete, the Executive County Superintendent will notify the complainant in writing regarding the outcome of the investigation. If it is determined a violation has occurred, the Executive County Superintendent will identify and impose the appropriate consequences or corrective action in accordance with statute and/or regulation to resolve the complaint. If the complainant is not satisfied with the determination that is made by the Executive County Superintendent , the complainant may submit a written request for review of that determination to the Assistant Commissioner .

A complaint alleging the NJDOE violated the administration of a program must be submitted to the designated New Jersey Department of Education Assistant Commissioner . The appropriate NJDOE Office assigned by the Assistant Commissioner will coordinate the investigation of a complaint. When the investigation is complete, the Assistant Commissioner will notify the complainant in writing regarding the outcome of the investigation. If it is determined a violation has occurred, the Assistant Commissioner will identify and impose the appropriate consequences or corrective actions as required by statute and/or regulation to resolve the complaint. If a complainant does not agree with the NJDOE's decision, the complainant may appeal to the Secretary of the United States Department of Education .

To initiate a complaint regarding participation of nonpublic school children, a complainant must submit a written complaint to the NJDOE Nonpublic Ombudsman in accordance with NJDOE procedures.

New Jersey Department of Education Elementary and Secondary Education Act (ESEA) Complaint Policy and Procedure

Adopted: 7 December 2009
Revised:

4125 EMPLOYMENT OF SUPPORT STAFF MEMBERS

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

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

The Board may employ substitutes and/or contract for substitutes for absent support staff members in order to ensure continuity in a program. The Board will annually approve a list of substitutes and rate of pay and/or the Board will approve a contract for a contracted service provider to provide substitute support staff members.

The Board of Education shall not employ for pay or contract for the paid services of any support staff member or any other person serving in a position which involves regular contact with students unless the Board has first determined consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq. that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

An individual employed by the Board or a school bus contractor holding a contract with the Board, in the capacity of a school bus driver, shall be required to meet the criminal history record requirements as outlined in N.J.S.A. 18A:39-19.1.

The Board will employ paraprofessional school aides and/or classroom aides to assist in the supervision of student activities under the direction of a Principal, teacher, or other designated certified professional personnel. Aides will serve the needs of students by performing nonprofessional duties and may work only under the direct supervision of a teaching staff member(s).

In accordance with the requirements of , the Every Student Succeeds Act (ESSA), paraprofessionals hired after January 8, 2002, who work in a program supported with Title I, Part A funds, with certain exceptions, must meet one of the following criteria:

1. Completed at least two years of study at an institution of higher education;

2. Obtained an associate's (or higher) degree; or

3. Met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing, reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).

Paraprofessional staff working in a Title I school, and whose salary is paid for in whole or in part with Title I funds, must meet one of the criteria listed above . The Superintendent or designee will ensure paraprofessionals working in a program supported with Title I funds meet the above stated requirements An individual employed by the Board in any substitute capacity or position shall be required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1b.

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

The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history record check if the Board or contracted service provider demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.lc. In the event the criminal history record check is not completed for an emergent hired employee within three months, the Board or contracted service provider may petition the Commissioner for an extension o9f time, not to exceed two months, in order to retain the employee.

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

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

A support staff member's misstatement of fact material to his/her qualifications for employment or the

determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

N.J.S.A. 18A:6-5; 18A:6-6; 18A:6-7.1; 18A:6-7.1b; 18A:6-7.1c; 18A:6-7.2; 18A:16-1 et seq.; 18A:26-1 et seq.; 18A:27-1 et seq.; 18A:27-4.1; 18A:27-7; 18A:27-8; 18A:39-19.1

Adopted: 9 December 2009
Revised: 23 June 2014
Revised:

6360 POLITICAL CONTRIBUTIONS

Political Contribution Disclosure Requirements

In accordance with the requirements of Section 2 of P.L. 2005, Chapter 271 (N.J.S.A. 19:44A-20.26), the Board of Education shall have on file, to be maintained with other documents related to a contract, the following documents to award a contract to any business entity receiving a contract with an anticipated value in excess of $17,500, regardless of the basis upon which the contract is awarded:

1. A Political Contribution Disclosure (PCD) form submitted by the business entity (at least ten days prior to award); and
2. A Business Registration Certificate (anytime prior to award).

"Business entity" means a for-profit entity that is a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other State or foreign jurisdiction.

The $17,500 contract amount is not related to the Board's bid threshold and does not exempt the district from the requirements of the Public School Contracts Law or other applicable purchasing statutes.

The $17,500 contract amount threshold is subject to the principle of aggregation rules in accordance with the Division of Local Government Services guidance. Unlike the Public School Contracts Law, aggregation thresholds for this Policy and Chapter 271 purposes shall be calculated at the vendor level – meaning, when a vendor receives more than $17,500 in a school district's fiscal year, a PCD form shall be required.

The disclosure provisions of N.J.S.A. 19:44A-20.26 do not apply in cases where there is a "public emergency" that requires the immediate delivery of goods or services.

Insurance companies and banks are prohibited under State law from making political contributions. However, because the PCD form reflects contributions made by partners, Boards of Directors, spouses, etc., PCD forms are required ten days prior to the approval of a depository designation resolution or insurance company contract awarded by the Board. A PCD form is also required when a contract in excess of $17,500 is made to an insurance broker. A PCD form is required from the company receiving the contract, regardless of the entity issuing an insurance policy.

PCD forms are required for Board of Education contracts in excess of $17,500 with a New Jersey Department of Education "Approved In-State Private School for the Disabled." Chapter 271 also applies to in-State private special education schools, educational services under any Federally funded program , early childhood school providers – DHS approved, and other similar programs.

If the school district spends more than $17,500 in a school year with a newspaper, the selection of the newspaper is subject to the provisions of Chapter 271.
PCD forms are not required for regulated public utility services, as the Board is required by the Board of Public Utilities to use a specific utility. This exception does not apply to non-regulated public utility services, such as generated energy (not tariffed), or long-distance telephone services where other procurement practices are used.

PCD forms are not required for membership to the New Jersey School Boards Association.

A non-profit organization having proper documentation from the Internal Revenue Service (IRS) showing it is registered with the IRS as a 501(c) type corporation is not required to file a PCD form.

A PCD form is not required for contracts with governmental agencies, including State colleges and universities.

If the original contract provided for the possibility of an extension(s), Chapter 271 compliance is not required if the extension/continuation is based on that original contract.

N.J.S.A. 19:44A-1 et seq.
N.J.A.C. 6A:23A-6.3
New Jersey Department of Community Affairs Local Finance Notices - 6/4/07 & 1/15/10

Adopted: 7 December 2009
Revised: 17 May 2010
Revised: 19 July 2010
Revised: 9 May 2011
Revised:

8330 STUDENT RECORDS

The Board of Education believes that information about individual students must be compiled and maintained in the interest of the student's educational welfare and advancement. The Board will strive to balance the student's right to privacy against the district's need to collect, retain, and use information about individual students and groups of students. The Board authorizes the establishment and maintenance of student files that include only those records mandated by law, rules of the State Board of Education, authorized administrative directive, and those records permitted by this Board.

The Superintendent shall prepare, present to the Board for approval, and distribute regulations that implement this Policy and conform to applicable State and Federal law and rules of the State Board of Education.

General Considerations

The Board shall compile and maintain student records and regulate access, disclosure, or communication of information contained in educational records in a manner that assures the security of such records in accordance with the provisions of N.J.A.C. 6A:32-7.1 et seq. Student records shall contain only such information as is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record. The school district shall provide annual, written notification to parents, adult students, and emancipated minors of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and local policies shall be made available upon request. The school district shall make every effort to notify parents and adult students in their dominant language.

A nonadult student may assert rights of access only through his or her parent(s). However, nothing in N.J.A.C. 6A:32-7 shall be construed to prohibit certified school personnel from disclosing at their discretion student records to non-adult students or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the student or other persons.

No liability shall be attached to any member, officer, or employee of the Board permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.1 et seq.

Student Information Directory

A student information directory is a publication of the Board that includes information relating to a student as defined in N.J.A.C. 6A:32-2.1. This information includes: name; grade level; date and place of birth; dates of school attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information. The student information directory shall be used only by authorized school district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption.

In the event the school district publishes a student information directory, the Superintendent or designee will provide a parent or adult student a ten-day period to submit to the Superintendent a written statement prohibiting the school district from including any or all types of information about the student in any student information directory before allowing access to such directory to educational, occupational, and military recruiters pursuant to N.J.S.A. 18A:36-19.1 and 20 U.S.C. §8528 - Armed Forces Recruiter Access to Students and Student Recruiting Information of the Elementary and Secondary Education Act (ESEA) of 1965 . In accordance with N.J.S.A. 18A:36-19.1, military recruiters will be provided the same access to a student information directory that is provided to educational and occupational recruiters.

School Contact Directory for Official Use

A school contact directory for official use is a compilation by the school district that includes the following information for each student: name; address; telephone number; date of birth; and school enrollment. The district shall compile and maintain a school contact directory for official use that is separate and distinct from the student information directory. The student contact directory may be provided for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question. To exclude any information from the school contact directory for official use the parent, adult student, or emancipated minor shall notify the Superintendent or designee in writing.

Mandated and Permitted Student Records

Mandated student records are those records school districts have been directed to compile by State statute, regulations, or authorized administrative directive in accordance with N.J.A.C. 6A:32-7.3.

Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare. The Board shall authorize the permitted records to be collected by adopting Policy and Regulation 8330, which will list such permitted records.

Maintenance and Security of Student Records

The Superintendent or designee shall be responsible for the security of student records maintained in the school district. Policy and Regulation 8330 assure that access to such records is limited to authorized persons.

Records for each individual student may be stored electronically or in paper format. When student records are stored electronically, proper security and back-up procedures shall be administered.

Student health records, whether stored on paper or electronically, shall be maintained separately from other student records, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. Records shall be accessible during the hours in which the school program is in operation.

Any district internet website shall not disclose any personally identifiable information about a student without receiving prior written consent from the student's parent, in accordance with the provisions of N.J.S.A. 18A:36-35. Personally identifiable information means student names; student photos; student addresses; student e-mail addresses; student phone numbers; and locations and times of class trips.

Access to Student Records

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.

The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations in accordance with N.J.A.C. 6A:32-7.5.

The district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.

Access to and disclosure of a student's health record shall meet the requirements of the Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records.

Nothing in N.J.A.C. 6A:32-7.1 et seq. or in Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.

In complying with N.J.A.C. 6A:32-7 – Student Records, individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and 34 CFR Part 99, the Family Educational Rights and Privacy Act (FERPA).

Conditions for Access to Student Records

All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7.1 et seq. shall have access to the records of a student subject to conditions outlined in N.J.A.C. 6A:32-7.6(a).

Rights of Appeal for Parents and Adult Students

Student records are subject to challenge by parents and adult students on the grounds of inaccuracy, irrelevancy, impermissive disclosure, inclusion of improper information or denial of access to organizations, agencies, and persons in accordance with N.J.A.C. 6A:32-7.7(a).

To request a change in the record or to request a stay of disclosure pending final determination of the challenged procedure, the parent or adult student shall follow the procedures pursuant to N.J.A.C. 6A:32-7.7(b).

Appeals relating to student records for students with disabilities shall be processed in accordance with the requirements of N.J.A.C. 6A:32-7.7(b).

Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place in the student record a statement commenting upon the information in the student record or setting forth any reasons for disagreement with the decision made in the appeal. Such statements shall be maintained as part of the student record as long as the contested portion of the record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.

Retention and Disposal of Student Records

A student record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the school district. The school district shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.

Student records of currently enrolled students, other than that described in N.J.A.C. 6A:32-7.8(e), may be disposed of after the information is no longer necessary to provide educational services to a student and in accordance with the provisions of N.J.A.C. 6A:32-7.8(b).

Upon graduation or permanent departure of a student from the school district, the parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request. Information in student records, other than that described in N.J.A.C. 6A:32-7.8(e), may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. Such disposition shall be in accordance with the provisions of N.J.A.C. 6A:32-7.8(c)2.

No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.

In accordance with N.J.A.C. 6A:32-7.8(e), the New Jersey public school district of last enrollment, graduation, or permanent departure of the student from the school district shall keep for 100 years a mandated record of a student's name, date of birth, name of parents, gender, health history and

immunization, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance

N.J.S.A. 18A:36-19; 18A:36-19.1; 18A:40-4; 18A:40-19
N.J.A.C. 6A:32-7.1; 6A:32-7.2; 6A:32-7.3; 6A:32-7.4; 6A:32-7.5;
6A:32-7.6; 6A:32-7.7; 6A:32-7.8
20 U.S.C. §8528

Adopted: 7 December 2009
Revised: 27 June 2011
Revised: 27 February 2017
Revised:

RIDGEWOOD
POLICY BOARD OF EDUCATION

9713 RECRUITMENT BY SPECIAL INTEREST GROUPS

Representatives of bona fide educational institutions, occupational agencies, and the United States Armed Forces may recruit students on school premises by participation in assembly programs, career day activities, and the like and by distributing literature. Permission to recruit on school premises must be requested in writing thirty working days before the planned activity and must be approved in advance by the Superintendent or designee. The Superintendent or designee shall not favor one recruiter over another, but shall not approve an activity that, in the judgment of the Superintendent or designee, carries a substantial likelihood of disrupting the educational program of the school or school district.

Nothing in this Policy shall be construed as requiring the Board to approve or participate in an activity that appears to advance or inhibit any particular religious sect or religion generally.

N.J.S.A. 18A:36-19.1
Elementary and Secondary Education Act of 1965 – §8528

Adopted: 7 December 2009
Revised:

6620 PETTY CASH

The Board of Education authorizes the establishment of petty cash funds in accordance with this policy. The Board directs the implementation of appropriate controls to protect the funds from abuse.

The Board hereby establishes imprest petty cash funds in the care of the following persons and in the following amounts

Account	Amount	Maximum Disbursement	Custodian	Required Signatures
Districtwide	$500	$50	Assistant Business Administrator	School Business Administrator or Assistant Business Administrator
Hawes Elementary School	$500	$50	School Secretary	Principal and Secretary
Orchard Elementary School	$500	$50	School Secretary	Principal and Secretary
Ridge Elementary School	$500	$50	School Secretary	Principal and Secretary
Travell Elementary School	$500	$50	School Secretary	Principal and Secretary
Willard Elementary School	$500	$50	School Secretary	Principal and Secretary
Benjamin Franklin Middle School	$1,000	$50	School Secretary	Principal or AP and Secretary
Ridgewood High School	$1,000	$50	School Secretary	Principal or AP and Secretary
Infant/Toddler	$500	$50	Special Services Secretary	Supervisor of Special Programs and Business Administrator
STEPPS 18-21 Program	$1,000	$50	Special Services Secretary	Special Programs Director or Supervisor and Secretary
Ridgewood High School RISe Program	$500	$50	School Secretary	Special Programs Director or Principal and Secretary
BFMS RISe/SAIL Program	$500	$50	School Secretary	Special Programs Director or Principal and Secretary

Petty cash funds may be disbursed only for the immediate payment of comparatively small expenditures and may not be used to circumvent the regular purchasing procedures of this district. Each request for petty cash funds must be in a written document that is signed by the person making the request; supporting documents, if any, will be affixed to the request.

The custodian of a petty cash fund shall submit to the Board Secretary a request for replenishment when the moneys available in the fund have declined to ten percent or less of the authorized amount of the fund. The Board Secretary shall prepare a voucher for approval by the Board. The voucher will include disbursement slips to support the amount of the replenishment and its allocation to any account.

The petty cash box must be secured daily. All petty cash funds will be closed out for audit at the end of the school year, and unused funds will be returned to the depository. The custodian of each fund will report to the Board on amounts disbursed from the fund not less than once each year.

N.J.S.A. 2C:21-15
N.J.S.A. 18A:19-13; 18A:23-2
N.J.A.C. 6A:23-2.9 et seq.

Adopted: 7 December 2009
Revised: 04 November 2019
Revised:

8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement written plans and procedures to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, students, and their families.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district's plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school district's school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district's safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be briefed in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crisis, consistent with the school district's plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.

In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months, which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration to a fire drill. Schools are required to hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills annually. Responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. Although these outside agencies are not required to observe school security drills, the Principal is encouraged to invite representatives from local law enforcement and emergency responder agencies to attend and observe at least four different security drills annually.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds as provided by the New Jersey Office of Homeland Security and Preparedness.

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3
N.J.S.A. 18A:41-1 et seq.**; 18A:41-7**
N.J.A.C. 6A:16-5.1; 6A:27-11.2

Adopted: 7 December 2009
Revised: 19 July 2010
Revised: 9 May 2011
Revised: 8 March 2021

0143.2 PUPIL REPRESENTATIVES TO THE BOARD OF EDUCATION

The Board recognizes that pupils are the primary reason for the existence of the school district. It considers the experience gained by pupils in the district to be a valued source for improving the operation of the school district. The Board is also desirous of furthering the experience of pupils in the governance process and providing opportunities for pupils to contribute to the future direction of the school district. To this end, the Board authorizes the appointment of one pupil representative to the Board.

Term

Pupil representatives to the Board shall serve a term of one year, and shall be limited to one term of service.
Each pupil representative shall be appointed by the High School Principal.

Appointment shall occur at least four weeks prior to the organizational meeting of the Board.

Pupil representatives shall attend all public meetings of the Board and shall be entitled to speak at the discretion of the Board President on all matters before the Board except as may be prohibited by New Jersey Statute or Code. Pupil representatives shall not be entitled to vote. All confidential information obtained by virtue of membership shall be held as such by pupil representatives. Pupil representatives shall be held to the same code of ethics as elected and appointed members of the Board.

Duties and Responsibilities

Pupil representatives:

1. Attend all public Board meetings.

2. Shall be excluded from executive sessions of the Board.

3. Represent the views of the student body.

4. Suggest through appropriate channels Board agenda items.

5. Participate in Board discussions and deliberations at the discretion of the Board President.

6. Serve on Board committees and attend committee meetings at the discretion of the Committee Chairperson.

7. Shall be excluded from sensitive and confidential discussions and communications (e.g. matters involving personnel, grievances, negotiations, litigation, real property purchase and other sensitive matters).

8. Receive all Board public agendas.

9. May attend the Board orientation sponsored by the New Jersey School Boards Association.

10. Perform such duties as determined by the Board President in consultation with the Superintendent.

Pupil representatives are expected to adhere to all bylaws, policies and regulations of the Board in their role. The Board in no way relinquishes any of its authority, powers, prerogatives or responsibilities but rather adds to its membership a non-voting pupil representative(s) for the mutual benefit of the Board, student body, and the school district.

Adopted: 7 December 2009
Revised: 5 October 2020

NJSBA CODE OF ETHICS

1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.

2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.

3. I will confine my board action to policymaking, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.

4. I will carry out my responsibility, not to administer the schools, but together with my fellow board members, to see that they are well run.

5. I will recognize that authority rests with the board of education and make no personal promises nor take any private action which may compromise the board.

6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or the gain of my friends.

7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations to the community for its schools.

8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.

9. I will support and protect school personnel in proper performance of their duties.

10. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

HOURLY BILLING RATES:

Principal	*$ 175 / hour*
Associate	*$ 145 / hour*
Project Manager	*$ 110 / hour*
Job Captain	*$ 100 / hour*
CAD Draftsperson	*$ 80 / hour*
Clerical	*$ 60 / hour*

SERVICES for NEW CONSTRUCTION & RENOVATIONS:

- Compensation for **Basic Services** would be negotiated with the Owner utilizing the following Fee Schedule as a starting point.
- See "Services Offered" Section for description of Basic Services.

	All New Construction	75% New 25% Renovated	50% New 50% Renovated	25% New 75% Renovated	All Renovations
Projects Under 150,000	*Negotiated*				
150,000 – 250,000	8.75%	9.00%	9.25%	9.50%	9.75%
250,000 – 500,000	8.50%	8.75%	9.00%	9.25%	9.50%
500,000 – 750,000	8.25%	8.50%	8.75%	9.00%	9.25%
750,000 - 1,000,000	8.00%	8.25%	8.50%	8.75%	9.00%
1,000,000	7.75%	8.00%	8.25%	8.50%	8.75%
2,000,000	7.50%	7.75%	8.00%	8.25%	8.50%
3,000,000	7.25%	7.50%	7.75%	8.00%	8.25%
4,000,000	7.00%	7.25%	7.50%	7.75%	8.00%
5,000,000	6.75%	7.00%	7.25%	7.50%	7.75%

REIMBURSABLE EXPENSES

- Out of pocket expenses associated with the above services (i.e.: reproduction costs, express mail, etc.) will be submitted to the Owner at cost plus a multiplier of 1.1 to cover administrative costs.
- Reimbursable expenses would be submitted monthly with our invoices.

Ridgewood Board of Education
Architect of Record Services

Rate Schedule Submitted by:

Michael Bieri, AIA, PP
Vice President, FKA Architects

Accepted by:

_____
Ridgewood Board of Education

0162 NOTICE OF BOARD MEETINGS

The Board of Education will give notice of all meetings in accordance with law.

Public Notice

The Board Secretary shall notify, in writing and no later than forty-eight hours in advance of the meeting, each Board member and each person who has duly requested such notification of the time, date, location, and, to the extent it is known, the agenda of any regular, special, or rescheduled meeting. Forty-eight hour notice shall also be posted in a public place reserved for such announcements, delivered to two newspapers designated by the Board, and filed with the clerk of the municipality, except that forty-eight hour notice is not required where the time, date, and location of the meeting has been published in the annual list of meetings approved by the Board in accordance with law.

Upon the affirmative vote of three-quarters of the members present, the Board may meet in the absence of adequate notice, provided that discussion and action is limited to specific and unforeseen or unforeseeable matters of such urgency and importance that delay for the provision of notice would be likely to result in substantial harm to the public interest and that notice is given as soon as possible after the call of the meeting in accordance with the provisions of law and this bylaw.

Personal Notice of Meeting

The Board shall provide personal notice in writing to an adult pupil, the parent(s) or legal guardian(s) of a minor pupil, an employee or officer of this district, or a prospective employee whose privacy may be invaded or whose employment may be affected by the Board's deliberations in private session. Such personal notice will include the date and time of the private meeting, the subject or subjects scheduled for discussion at the private meeting, and the right of the individual given notice to request that the discussions be conducted at a public meeting. Personal notice will be given no less than two days in advance of the private meeting.

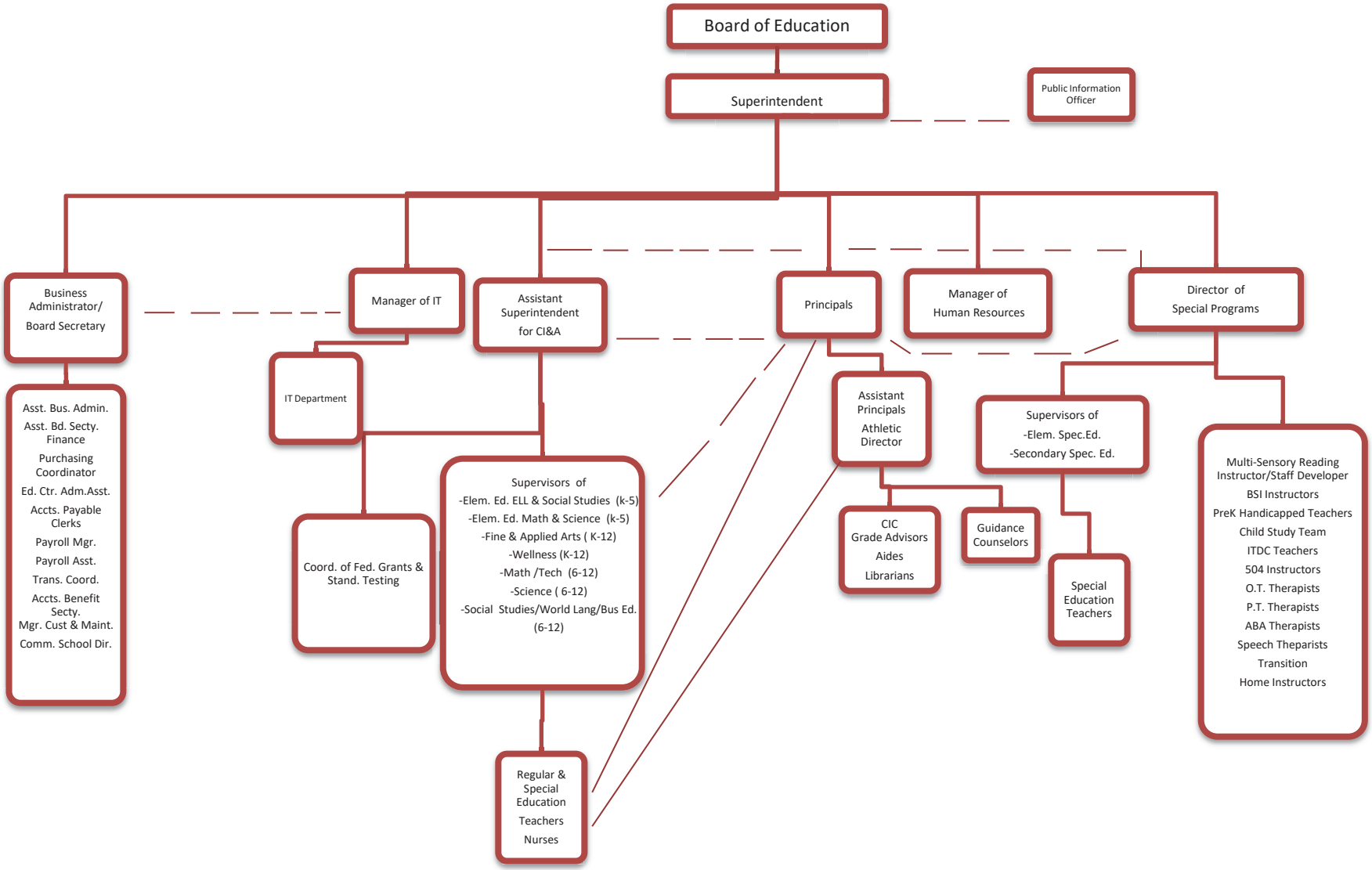
A written request for public discussion must be signed by the person making the request and must be submitted to the Board Secretary prior to the commencement of the meeting. Any such properly submitted request will be granted. In the event that one or more, but fewer than all, of a group of persons whose employment will be discussed request a public meeting, the discussion regarding the person or persons who have submitted the request will be severed from the rest and will be conducted publicly.

A discussion held in public by reason of the written request of an individual will be conducted at a regularly scheduled meeting for which annual notice has been given or at a meeting for which adequate public notice has been given in accordance with law.

Nothing in this bylaw will permit an employee to request or the Board to grant the public discussion of tenure charges or permit the public disclosure of information regarding a disabled pupil.

N.J.S.A. 10:4-6 et seq.; 10:4-8d; 10:4-9b
N.J.S.A. 18A:6-11; 18A:10-6
N.J.A.C. 6A:32-3.1

Adopted: 7 December 2009


Board of Education
Superintendent
Public Information Officer
Business Administrator/ Board Secretary
Asst. Bus. Admin.
Asst. Bd. Secty. Finance
Purchasing Coordinator
Ed. Ctr. Adm.Asst.
Accts. Payable Clerks
Payroll Mgr.
Payroll Asst.
Trans. Coord.
Accts. Benefit Secty.
Mgr. Cust & Maint.
Comm. School Dir.
Manager of IT
IT Department
Coord. of Fed. Grants & Stand. Testing
Assistant Superintendent for CI&A
Supervisors of
-Elem. Ed. ELL & Social Studies (k-5)
-Elem. Ed. Math & Science (k-5)
-Fine & Applied Arts (K-12)
-Wellness (K-12)
-Math /Tech (6-12)
-Science (6-12)
-Social Studies/World Lang/Bus Ed. (6-12)
Regular & Special Education Teachers
Nurses
Principals
Assistant Principals
Athletic Director
CIC
Grade Advisors
Aides
Librarians
Guidance Counselors
Manager of Human Resources
Supervisors of
-Elem. Spec.Ed.
-Secondary Spec. Ed.
Special Education Teachers
Director of Special Programs
Multi-Sensory Reading Instructor/Staff Developer
BSI Instructors
PreK Handicapped Teachers
Child Study Team
ITDC Teachers
504 Instructors
O.T. Therapists
P.T. Therapists
ABA Therapists
Speech Theparists
Transition
Home Instructors

FIELD TRIPS FOR APPROVAL

May 24, 2021

ONE DAY TRIPS **ATTACHMENT** **AB**

Date	School	Location	Approx # and Group of Students	# of Chaperones	# Substitutes and dates for each	Anticipated Cost of Subs @ $100 per day for teachers and $150 per day for nurse	Anticipated Cost to District	Annual Event	Meets Requirements
6/14/21	BF 8th Graders	Graydon Park Ridgewood, NJ	220 Students	15	0	$0	$0	Yes	Yes

OVERNIGHT FIELD TRIPS - PAID

Date	School	Location	Approx # and Group of Students	# of Unpaid Chaperones	# Paid Chaperones And # of Overnights for each	Anticipated Cost for Teacher/Nurse Chaperones @ $200 per Overnight	# Substitutes and dates for each	Anticipated Cost of Subs @ $100 per day for teachers and $150 per day for nurse	Est. Total Cost to District	Annual Event	Meets Requirements
6/23/21	RHS ALPS/AOPS	Adirondack High Peaks Keene Valley, NY	18-20 Students	4-6	0	$0	$0	Yes	Yes	Yes	Yes

RIDGEWOOD PUBLIC SCHOOLS
Elementary Program of Study
2021-2022

Language Arts

Mathematics

Science

Social Studies

Spanish

Library

Music

Art

Physical Education

Health

Open Circle

English as a Second Language

RIDGEWOOD PUBLIC SCHOOLS
Middle Schools Program of Studies for 2021-22

SUBJECT	COURSE	GRADE	DURATION
Art			
Required	Art	6 and 7	quarter
Elective	2D Art	8	quarter
Elective	3D Art	8	quarter
Elective	Apprentice to Master I	8	quarter
Elective	Apprentice to Master II (Public Art)	8	quarter
Elective	Digital Imaging	8	quarter
English/Language Arts			
Required	English	6, 7 and 8	year
Required	Literary Analysis	6	quarter
Required	Word Study	6	quarter
Elective	A Study of Poetry	8	quarter
Elective	Creative Writing	7 or 8	quarter
Elective	Journalism and Newspaper Production	7 and 8	quarter
Elective	Mythology	7	quarter
Elective	Public Speaking	7 or 8	quarter
Elective	Shakespeare	8	quarter
Elective	Speech and Debate	8	quarter
Mathematics			
Required	Mathematics 6	6	year
Required	Pre-Algebra	6 or 7	year
Required	Mathematics 8	8	year
Required	Algebra	8	year
Required	Geometry	7 or 8	year
Elective	Math Activities	7	quarter
Music			
Required	Band, Orchestra, or Chorus	6 and 7	year
Elective	Soundology	7	semester
Elective	Band	8	year
Elective	Chorus	8	year
Elective	Orchestra	8	year
Science			
Required	Science	6, 7 and 8	year
Required	Environmental Science	6	quarter
Social Studies			
Required	Social Studies	6, 7 and 8	year

RIDGEWOOD PUBLIC SCHOOLS
Middle Schools Program of Studies for 2021-22

SUBJECT	COURSE	GRADE	DURATION
Technology Literacy			
Elective	Digital Citizenship	6	quarter
Elective	Multimedia	8	quarter
Elective	Technology Literacy	7	quarter
Wellness			
Required	Health	6, 7, and 8	quarter
Required	Physical Education or Adaptive Physical Education	6, 7 and 8	year
World Languages			
Required	Survey of French	6	quarter
Required	Survey of Latin	6	quarter
Required	Survey of Spanish	6	quarter
Required	French, Latin, Spanish or Conversational Spanish	7 and 8	year
Interdisciplinary			
Required	Primary Source Research and Analysis (required in Grade 8 eff. 2017-18)	8	quarter
Elective	Academic Skills (required if assigned)	6, 7 and/or 8	flexible
Elective	Dramatic Expressions	7 and 8	quarter
Elective	BFTV/GWTV	8	quarter
Elective	Broadcast News/BFBN/GWBN	7 and 8	semester
Elective	Peer Leadership	8	quarter
Elective	Creating By Design	7 or 8	quarter
Elective	Systems Design	8	quarter
Learning Center			
Elective	Learning Center (required if assigned)	6, 7 and/or 8	flexible
Special Programs			
Elective	ESL (required if assigned)	6, 7 and/or 8	year
Elective	Resource Center Replacement (required if assigned)	6, 7 and/or 8	year
Elective	Social Psychology (required if assigned)	6, 7 and/or 8	flexible

Ridgewood High School
Program of Studies 2021-22

BUSINESS AND MARKETING

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
BUSINESS & MARKETING DEPARTMENT							
6704BU	Accounting I	Honors	Elective	Full year	5.0	10-12	Successful completion of Geometry or Geometry H
6714BU	Accounting II	Honors	Elective	Full year	5.0	11-12	Accounting I Honors; Teacher Recommendation
6724BU	Managerial Accounting	Honors	Elective	Full year	5.0	12	Accounting I Honors, Accounting II Honors
6739BU	Advanced Marketing & Merchandising I	Honors	Elective	Full year	5.0	11-12	Intro to Marketing, or Sports/Entertainment Marketing, or Merchandising
6769BU	Advanced Marketing & Merchandising II	Honors	Elective	Full year	5.0	11-12	Advanced Marketing & Merchandising I
6702BU	Finance	College Prep	Elective	Semester	2.5	9-12	None
6719BU	Introduction to Marketing	College Prep	Elective	Semester	2.5	10-12	None
6800BU	Introduction to Business	College Prep	Elective	Semester	2.5	10-12	None
6729BU	Merchandising	College Prep	Elective	Semester	2.5	10-12	None
6789BU	Entrepreneurship	College Prep	Elective	Semester	2.5	9-12	None
6794BU	Business Management	Honors	Elective	Semester	2.5	10-12	Entrepreneurship; Teacher Recommendation; Application Process

ENGLISH

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
DEPARTMENT OF ENGLISH							
1104EN	English 9	College Prep		Full Year	5.0	9	None
1114EN	English 9 Literary World Views	College Prep		Full Year	5.0	9	Enrollment in History of the Modern World; Teacher recommendation from 8th grade English and History
1204EN	English 10	College Prep		Full Year	5.0	10	English 9
1202EN	English 10	Honors		Full Year	5.0	10	English 9; teacher recommendation
1214EN	English 10 The American Experience I	College Prep		Full Year	5.0	10	English 9, teacher rec, student signature on course expectations
1246EN	AP Capstone Seminar American Studies 10	AP		Full Year	5.0	10	English 9, App Process, completion of summer work
1346EN	AP Capstone Research American Studies 11	AP		Full Year	5.0	11	Successful completion of AP Seminar
1192EN	English 10 RAHP Honors	Honors		Full Year	5.0	10	English 9, App Process, completion of Summer Work
1224EN	English 11 The American Experience II	College Prep		Full Year	5.0	11	Teacher recommendation from English and History Teacher
1304EN	English 11	College Prep		Full Year	5.0	11	English 9, 10
1302EN	English 11	Honors		Full Year	5.0	11	English 9, 10; teacher recommendation
1301EN	English Language and Composition AP	AP		Full Year	5.0	11-12	English 10 H or 11 H & teacher rec; completion of summer work
1342EN	English 11 American Studies II	Honors		Full Year	5.0	11	English 10 American Studies; Application Process
1312EN	English 11 American History & Literature w/Integrated Study in Arts II	Honors		Full Year	5.0	11	English 10 AHLISA, completion of summer work; Application Process
1322EN	English 11 RAHP Honors	Honors		Full Year	5.0	11	English 10 RAHP; Completion of Summer Work
1404EN	English 12	College Prep		Full Year	5.0	12	English 9 – 11
1402EN	English 12	Honors		Full Year	5.0	12	English 9 – 11 & teacher rec
1400EN	English 12 Literature and Comp AP	AP		Full Year	5.0	12	English 9 - 11 & teacher recommendation, completion of summer work
1252EN	Senior Seminar	Honors/AP		Full Year	5.0	12	English 9 – 11; teacher rec
1724EN	The Beat Generation	College Prep	Elective	Semester	2.5	12	None
1722EN	The Beat Generation	Honors	Elective	Semester	2.5	12	Teacher recommendation
1707EN	The Philosophy of Race	College Prep	Elective	Full Year	5.0	11-12	Teacher recommendation
1708EN	The Philosophy of Race	Honors	Elective	Full Year	5.0	11-12	Teacher recommendation
1735EN	Journalistic Writing & Media Studies	College Prep	Elective	Full Year	5.0	11-12	Teacher recommendation
1736EN	Journalistic Writing & Media Studies	Honors	Elective	Full Year	5.0	11-12	Teacher recommendation
1532EN	Creative Writing	Honors	Elective	Semester	2.5	11-12	Teacher recommendation
1562EN	Crime & Mystery Fiction	Honors	Elective	Semester	2.5	11-12	Teacher recommendation
1542EN	Dramatic Literature	Honors	Elective	Full Year	5.0	11-12	Teacher recommendation
1102EN	English Enrichment	College Prep	Elective	Semester	2.5	9	Teacher recommendation
0509EN	English Prep	College Prep		Semester	2.5	9-12	None
1705EN	The Female Protagonist: From Page to Stage	College Prep	Elective	Semester	2.5	12	Grade 11 College Prep English Teacher Recommendation
1706EN	The Female Protagonist: From Page to Stage	Honors	Elective	Semester	2.5	12	Grade 11 Honors English Teacher Recommendation
1774EN	Humor in Literature	College Prep	Elective	Semester	2.5	12	None
1772EN	Humor in Literature	Honors	Elective	Semester	2.5	12	Teacher recommendation
1552EN	Literature & Film	Honors	Elective	Full Year	5.0	11-12	Teacher recommendation

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
1554EN	Literature & Film	College Prep	Elective	Full Year	5.0	11-12	None
1622EN	Myth, Legend & the Bible	Honors	Elective	Full Year	5.0	11-12	Teacher recommendation
1762EN	Non-Fiction Creative Writing I	College Prep	Elective	Semester	2.5	11-12	None
1765EN	Non-Fiction Creative Writing II	College Prep	Elective	Semester	2.5	11-12	Non-Fiction Creative Writing I
1764EN	Non-Fiction Creative Writing I	Honors	Elective	Semester	2.5	11-12	Teacher recommendation
1763EN	Non-Fiction Creative Writing II	Honors	Elective	Semester	2.5	11-12	Non-Fiction Creative Writing I & teacher recommendation
1582EN	Philosophy & Literature	Honors	Elective	Semester	2.5	11-12	Teacher recommendation
1612EN	Shakespeare I	Honors	Elective	Semester	2.5	11-12	Teacher recommendation
1712EN	Shakespeare II	Honors	Elective	Semester	2.5	11-12	Teacher recommendation
1522EN	Young Adult Literature	College Prep	Elective	Semester	2.5	11-12	None

ESL – ENGLISH AS A SECOND LANGUAGE

The English as a Second Language (ESL) Program prepares students with limited English proficiency for full-time participation in the regular educational program. Its primary goal is to ensure that English Language Learners develop sufficient fluency in all areas of English to facilitate their active participation in all academic courses and school activities. The program, delivered through small group instruction by a certified ESL teacher, focuses on grade-level academic content and skills introduced through the use of materials appropriate to language proficiency levels. While developing their oral and written communication skills, students receive support in the mastery of curriculum content from their social studies, science, mathematics and other courses. Students' mainstream courses are planned on an individual basis in response to individual language needs and personal interests. Eligibility for the English as a Second Language Program is determined by scores on the WIDA-APT. Students' English proficiency and growth are monitored frequently using a variety of formal and informal assessments. Students will exit the program based on a variety of criteria including, but not limited to, teacher recommendation, State of NJ WIDA-ACCESS score, and grades in core content courses.

ESL – English as a Second Language **0104FL**

This course provides newly arrived, non-English speaking students with a basic introduction to English. It offers intensive practice and support in the development of listening and speaking skills, vocabulary acquisition and reading comprehension. Students are "eased" into the American culture. ESL enables the student to become language proficient and achieve in mainstream classes. Enrollment in ESL classes may last six months to three years. English credit will be awarded upon successful completion of this course.

ESL – Advanced English as a Second Language **0104FL3**

This course provides more advanced level second language learners with an introduction to high level writing instruction, including how to write academic, literary and persuasive essays and how to use more complex grammatical structures, such as advanced verb tenses. It offers intensive practice and support in the development of discussion and debating skills based on reading comprehension of more complex books and articles. Students listen to authentic audio materials and discuss current issues that relate to content areas. English credit will be awarded upon successful completion of this course.

High Intensity ESL **0104L2**

This support course allows students extra time to complete their work for content area classes and to receive assistance from a certified ESL teacher. The teacher in this class interacts with content teachers to understand what is due and what is required for various assignments, then offers language support to complete the work that has been assigned. Students can complete tests and quizzes in addition to homework in High Intensity ESL and can receive assistance with the complex vocabulary and writing requirements, which are particularly challenging for second language learners.

FAMILY AND CONSUMER SCIENCE

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
DEPARTMENT OF FAMILY AND CONSUMER SCIENCE							
7979HL	Child Development I	College Prep	Elective	Semester	2.5	9-12	None
7859HL	Consumerism	College Prep	Elective	Semester	2.5	9-12	None
7829HL	Introduction to Foods & Nutrition	College Prep	Elective	Semester	2.5	9-12	None
7959HL	Interior Design	College Prep	Elective	Semester	2.5	9-12	None
7839HL	Foods of the World	College Prep	Elective	Semester	2.5	9-12	Intro to Foods & Nutrition
7849HL	Tomorrow's Teachers	Honors	Elective	Full Year	5	11-12	B+ or higher in Child Development or teacher recommendation

MATHEMATICS/COMPUTER SCIENCE

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
DEPARTMENT OF MATHEMATICS/COMPUTERS							
MATHEMATICS							
3134MT	Algebra I CP	College Prep		Full Year	5.0	9	Pre-Algebra; Teacher Recommendation
3124GN	Algebra I	College Prep		Full Year	5.0	9	Teacher Recommendation
3126MT	Algebra I Advanced	College Prep		Full Year	5.0	9	Teacher Recommendation
3101MT	Math Enrichment	College Prep		Semester	2.5	9	Teacher Recommendation
3334MT	Algebra II CP	College Prep		Full Year	5.0	10-12	Algebra I & Geometry; Teacher Recommendation
3334GN	Algebra II	College Prep		Full Year	5.0	11-12	Algebra I & Geometry or General Geometry, Teacher Recommendation
3333MT	Algebra II E	College Prep		Full Year	5.0	9-10	Teacher Recommendation
3302MT	Algebra II Honors	Honors		Full Year	5.0	9-10	Algebra I & Geometry Honors, Teacher Recommendation
3132MT	Math Reasoning	Honors		Full Year	5.0	9	Geometry
3534MT	Precalculus E	College Prep		Full Year	5.0	11	Algebra IIE, Teacher Recommendation
3536MT	Precalculus I	College Prep		Full Year	5.0	11	Algebra II CP, Teacher Recommendation
3538MT	Precalculus II with Statistics	College Prep		Full Year	5.0	12	Precalculus I, Teacher Recommendation
3622MT	Calculus Honors	Honors	Elective	Full Year	5.0	11-12	Precalculus E, Teacher Recommendation
3620MT	Calculus AB AP	AP	Elective	Full Year	5.0	11-12	Math Analysis, Teacher Recommendation
3630MT	Calculus CD	AP	Elective	Full Year	5.0	12	Calculus AB, Teacher Recommendation
3234MT	Geometry CP	College Prep		Full Year	5.0	9-10	Algebra I, Teacher Recommendation
3234GN	Geometry	College Prep		Full Year	5.0	10-11	Algebra I, Teacher Recommendation
3202MT	Geometry Honors	Honors		Full Year	5.0	9-12	Algebra I, Teacher Recommendation
3422MT	Math Analysis	Honors		Full Year	5.0	10-11	Algebra II Honors, Geometry Honors, Teacher Recommendation
3634MT	Probability & Statistics – Project Based	College Prep	Elective	Full Year	5.0	12	Precalculus, Teacher Recommendation
3530MT	Statistics AP	AP	Elective	Full Year	5.0	11-12	Algebra II Honors or higher and Teacher Recommendation; Concurrently enrolled in English Honors
3474MT	Advanced Mathematics Applications	College Prep	Elective	Full Year	5.0	12	Algebra I, II & Geometry, Teacher Recommendation
9309SL	Consumer Math	CPS		Full Year	5.0	11	Teacher or CST Recommendation
9312SL	Personal Finance	CPS		Full Year	5.0	12	Teacher or CST Recommendation
COMPUTER SCIENCE							
3801MT	Advanced Topics in Computer Science	Honors	Elective	Full Year	5.0	11-12	Computer Science AP or Principles of Computer Science AP; Teacher Recommendation

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
3800MT	Computer Science AP	AP	Elective	Full Year	5.0	10-12	Computer Programming Honors, Teacher Recommendation
3810MT	Principles of Computer Science AP	AP	Elective	Full Year	5.0	10-12	Geometry CP
3870MT	Computer Programming Honors	Honors	Elective	Full Year	5.0	9-10	Geometry; Teacher Recommendation
3860MT	Computer Applications	College Prep	Elective	Semester	2.5	9-10	Algebra; Teacher Recommendation

SCIENCE

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
SCIENCE DEPARTMENT							
4204SC	Biology CP	College Prep		Full Year	6.0	9	Teachers recommends concurrent enrollment: regular or higher Geometry CP; teacher rec
4204GN	Biology	College Prep		Full Year	6.0	10	Teacher rec
4254SC	Biology Advanced	College Prep		Full Year	6.0	9	Teacher recommends concurrent enrollment in Geometry Honors or higher; teacher rec
4232SC	Anatomy and Physiology	Honors	Elective	Full Year	6.0	12	Teacher recommends Biology, Chemistry, Physics; teacher rec
4220SC	Biology AP	AP		Full Year	6.0	12	Teacher recommends Biology Honors, Chemistry Honors, Concurrent Enrollment in Physics Honors, completion of the summer assignment; teacher rec
4714SC	Environmental Science	College Prep		Full Year	6.0	9	Teacher rec
4710SC	Environmental Science AP	AP		Full Year	6.0	12	Biology; Chemistry Honors, Concurrent Enrollment in Physics Honors, teacher rec
4404GN	Chemistry	College Prep		Full Year	6.0	10-11	Teacher recommends Biology, Geometry
4404SC	Chemistry CP	College Prep		Full Year	6.0	10	Teacher recommends Biology, concurrent enrollment in Algebra II CP or higher
4402SC	Chemistry Honors	Honors		Full Year	6.0	10	Teacher recommends Biology, concurrent enrollment Algebra II E or higher; teacher rec
4420SC	Chemistry AP	AP	Elective	Full Year	6.0	12	Teacher recommends Biology, Chemistry Honors, concurrent enrollment in Physics Honors or higher, completion of summer assignment; teacher rec.
4712SC	Advanced Topics in Environmental Science	College Prep	Elective	Full Year	6.0	12	Teacher recommends Biology, Chemistry; teacher rec
4722SC	Forensic Science CP	College Prep	Elective	Full Year	6.0	12	Teacher recommends one of the following three-year sequences: Environmental Science, Biology, Chemistry, or Biophysical Science, Biology, Chemistry, or Biology, Chemistry, Physics; teacher rec
4724SC	Forensic Science Honors	Honors	Elective	Full Year	6.0	12	Teacher recommends Biology, Chemistry CP or higher, Physics CP or higher; teacher rec
4242SC	Genetics & Biotechnology Honors	Honors	Elective	Full Year	6.0	12	Teacher recommends Environmental Science, Biology, Chemistry; teacher rec
4314GN	Physics	College Prep		Full Year	6.0	11-12	Teacher recommends Biology, Chemistry, Algebra II
4314SC	Physics CP	College Prep		Full Year	6.0	11	Teacher recommends Biology, Chemistry CP, Algebra II CP or higher
4312SC	Physics Honors	Honors		Full Year	6.0	11	Teacher recommends Biology, Chemistry Honors, concurrent enrollment in Pre-Calculus Honors or higher; teacher rec

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
4330SC	Physics I AP	AP		Full Year	6.0	11	Teacher recommends Biology CP, Chemistry Honors, concurrent enrollment in Math Analysis or higher; teacher rec; placement test
4340SC	Physics II AP	AP		Full Year	6.0	12	Teacher recommends Physics I AP or Physics Honors; teacher rec
4332SC	AP Physics C: E&M/Mechanics	AP		Full Year	6.0	12	Physics I AP; Precalculus; Concurrent enrollment in Calculus
4344SC	Physics, Engineering, & Art	Honors	Elective	Full Year	6.0	12	Teacher recommends Biology, Chemistry, Physics CP, concurrent enrollment in Pre-Calculus Honors; teacher rec
SCIENCE DEPARTMENT							
Ridgewood Academy for Health Professions (RAHP)						10-12	
4392SC	Chemistry RAHP	Honors		Full Year	6.0	10	Teacher recommends Biology, concurrent enrollment in Algebra II E or higher; teacher rec; acceptance into the RAHP program
4492SC	RAHP Seminar	Honors		Full Year	3.0	12	Chemistry RAHP
4301SC	RAHP Internship	Honors		Full Year	3.0	11	Chemistry RAHP, Concurrent Enrollment in a Math Course Higher than Algebra II; Acceptance into the RAHP Program
AP Capstone Program – To be implemented in the 2020-2021 school year							
4494SC	AP Seminar RAHP	AP		Full Year	3.0	11	Enrollment in the RAHP Program; Co-enrollment in Anatomy & Physiology Honors RAHP
4496SC	AP Research RAHP	AP		Full Year	3.0	12	Enrollment in the RAHP Program; Successful Completion of AP Seminar
Career Pathways in Medicine Program (CPM)							
4354SC	Ridgewood Career Pathways in Medicine Program I (CPM Program)	College Prep		Full Year	3.0	10-11	Successful Admittance to the CPM Program
4356SC	Ridgewood Career Pathways in Medicine Program II (CPM Program)	College Prep		Full Year	3.0	11	Successful Completion of CPM I

SOCIAL STUDIES

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
SOCIAL STUDIES DEPARTMENT							
2104SS	World History	College Prep		Full Year	5.0	9	None
2114SS	History of the Modern World	College Prep		Full Year	5.0	9	Enrollment in English 9 Literary World Views; Grade 8 English and Social Studies Teacher Recommendation
2304SS	United States History I	College Prep		Full Year	5.0	10	World History
2314SS	United States History I - The American Experience I	College Prep		Full Year	5.0	10	World History, Rec from grade 9 English and World History Teachers
2302SS	United States History I	Honors		Full Year	5.0	10	World History; Teacher Recommendation
2342SS	United States History I American Studies I	Honors		Full Year	5.0	10	Application Process; Summer Work
2312SS	United States History I American History & Literature w/Integrated Study in the Arts I	Honors		Full Year	5.0	10	Application Process; Summer Work
2310SS	United States History I AP	AP		Full Year	5.0	10	World History; Teacher Recommendation
2404SS	United States History II	College Prep		Full Year	5.0	11	United States History I
2324SS	United States History II - The American Experience II	College Prep		Full Year	5.0	11	United States History I teacher rec if not enrolled in American Experience I
2402SS	United States History II	Honors		Full Year	5.0	11	United States History I; Teacher Recommendation
2452SS	United States History II American Studies II	Honors		Full Year	5.0	11	United States History I; American Studies I; Summer Work
2412SS	United States History II American History & Literature w/Integrated Study in the Arts II	Honors		Full Year	5.0	11	United States History I AHLISA, Summer Work
2400SS	United States History II AP	AP		Full Year	5.0	11	U.S. History I H/AP; Teacher Recommendation
2900SS	American Government & Politics AP	AP	Elective	Full Year	5.0	11-12	Teacher Recommendation
2954SS	The Power of One: Reflections on the Holocaust & the 21st Century	College Prep	Elective	Semester	2.5	11-12	None
2962SS	The Power of One: Reflections on the Holocaust & the 21st Century	Honors	Elective	Semester	2.5	11-12	Teacher Recommendation
2932SS	Classical Foundations of America	Honors	Elective	Semester	2.5	11-12	Successful completion of a Level III language; Teacher Recommendation
2702SS	Contemporary Issues in Social Science	Honors	Elective	Full Year	5.0	11-12	Teacher Recommendation
2210SS	European History AP	AP	Elective	Full Year	5.0	11-12	Teacher Recommendation
2754SS	Film as History: The 20th Century	College Prep	Elective	Semester	2.5	12	None
2712SS	Global Economics	Honors	Elective	Semester	2.5	11-12	Teacher Recommendation
2520SS	The Global Citizen	College Prep	Elective	Full Year	5.0	11-12	None
2521SS	The Global Citizen	Honors	Elective	Full Year	5.0	11-12	Teacher Recommendation
2744SS	History of American Society & Culture	College Prep	Elective	Full Year	5.0	11-12	None
2514SS	Human Geography	College Prep	Elective	Full Year	5.0	11-12	None
2512SS	Human Geography	Honors	Elective	Full Year	5.0	11-12	Teacher Recommendation
2516SS	Human Geography AP	AP	Elective	Full Year	5.0	11-12	Teacher Recommendation
2882SS	Law – Criminal	Honors	Elective	Semester	2.5	11-12	Teacher Recommendation
2892SS	Law – Constitutional	Honors	Elective	Semester	2.5	11-12	Teacher Recommendation
2830SS	Micro/Macro-Economics AP	AP	Elective	Full Year	5.0	11-12	Teacher Recommendation

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
2202SS	Modern European History	Honors	Elective	Full Year	5.0	11-12	Teacher Recommendation
2852SS	Western/Non-Western Philosophy	Honors	Elective	Full Year	5.0	11-12	Teacher Recommendation
2624SS	Psychology	College Prep	Elective	Full Year	5.0	11-12	None
2622SS	Psychology	Honors	Elective	Full Year	5.0	11-12	Teacher Recommendation
2600SS	Psychology AP	AP	Elective	Full Year	5.0	11-12	Teacher Recommendation
2942SS	Revenge, Justice & Social Mores in Greek Tragedy	Honors	Elective	Semester	2.5	11-12	Successful completion of a Level III language; Teacher Recommendation
2732SS	Ridgewood in History	Honors	Elective	Semester	2.5	12	Teacher Recommendation
2502SS	Sociology	Honors	Elective	Full Year	5.0	11-12	Teacher Recommendation
2252SS	Senior Seminar	Honors/AP	Elective	Full Year	5.0	12	Teacher Recommendation
2822SS	The Stock Market & the Economy	Honors	Elective	Semester	2.5	11-12	Teacher Recommendation
2952SS	The Trojan War	Honors	Elective	Semester	2.5	11-12	Teacher Recommendation
9212SL	Civics	CPS		Full Year	5.0	12	Teacher Recommendation

FINE AND APPLIED ARTS

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
DEPARTMENT OF ART AND DESIGN							
VISUAL ARTS							
7469FA	Advertising Art	College Prep	Elective	Semester	2.5	9-12	None
7479FA	Advanced Advertising Art	College Prep	Elective	Semester	2.5	9-12	Advertising Art
6419PA	Architectural Design I	College Prep	Elective	Full Year	5.0	9-12	None
6429PA	Architectural Design II	College Prep	Elective	Full Year	5.0	10-12	Architectural Design I
7310FA	Art History AP	AP	Elective	Full Year	5.0	10-12	Completion of summer project and Teacher Recommendation
7539FA	Ceramics I	College Prep	Elective	Semester	2.5	9-12	None
7549FA	Ceramics II	College Prep	Elective	Semester	2.5	9-12	Ceramics I
6509PA	Digital Arts	College Prep	Elective	Semester	2.5	9-12	None
6439PA	Digital Photography I	College Prep	Elective	Semester	2.5	9-12	None
6449PA	Digital Photography II	College Prep	Elective	Semester	2.5	9-12	Digital Photography I
6579PA	Advanced Digital Photography	College Prep	Elective	Semester	2.5	10-12	Digital Photography I & II
7429FA	Fundamental Drawing	College Prep	Elective	Semester	2.5	9-12	None
7409FA	Introduction to Studio Art	College Prep	Elective	Semester	2.5	9-12	None
7419FA	Intermediate Studio Art	College Prep	Elective	Full Year	5.0	9-12	Previous Art Class
7519FA	Jewelry and Metal Design I	College Prep	Elective	Semester	2.5	9-12	None
7529FA	Jewelry and Metal Design II	College Prep	Elective	Semester	2.5	9-12	Jewelry and Metal Design I
7507FA	Painting I	College Prep	Elective	Semester	2.5	9-12	None
7509FA	Painting II	College Prep	Elective	Semester	2.5	9-12	Painting I
7569FA	3D Design	College Prep	Elective	Semester	2.5	9-12	None
7410FA	Studio Art I AP	AP	Elective	Full Year	5.0	10-12	Previous Art Class and Teacher Recommendation
7430FA	Studio Art II AP	AP	Elective	Full Year	5.0	11-12	Studio Art I AP and Teacher Recommendation
7619FA	Advanced Portfolio Development	College Prep	Elective	Semester	2.5	10-12	Adv. Artistic Standing, Teac Rec
7629FA	Advanced Portfolio Development	College Prep	Elective	Full Year	5.0	10-12	Adv. Artistic Standing, Teac Rec
7719FA	TV Production	College Prep	Elective	Semester	2.5	9-12	None
7729FA	Video Production	College Prep	Elective	Semester	2.5	9-12	TV Production or approval
7739FA	Advanced Video Production	College Prep	Elective	Semester	2.5	10-12	TV/Video Production or approval
TECHNOLOGY EDUCATION / APPLIED ARTS							
6109PA	Graphic Arts I	College Prep	Elective	Semester	2.5	9-12	None
6169PA	Graphic Arts II	College Prep	Elective	Semester	2.5	9-12	Graphic Arts I
6139PA	Graphic Arts III	College Prep	Elective	Full Year	5.0	10-12	Graphic Arts I & II
6149PA	Graphic Arts IV	College Prep	Elective	Full Year	5.0	11-12	Graphic Arts I, II, & III
6249PA	Introduction to Media Technology	College Prep	Elective	Semester	2.5	9-12	None
6315PA	Innovating Through Design Thinking	College Prep	Elective	Semester	2.5	9-12	None
6525PA	Design Thinking Studio: Experiences in Design & Rapid Prototyping	College Prep	Elective	Semester	2.5	9-12	None
6535PA	Building and Design I	College Prep	Elective	Semester	2.5	9-12	None
6545PA	Building and Design II	College Prep	Elective	Semester	2.5	9-12	Building and Design I
6550PA	Building and Design III	College Prep	Elective	Full Year	5.0	10-12	Building and Design I & II
6555PA	Interactive Design I	College Prep	Elective	Semester	2.5	9-12	None
6558PA	Interactive Design II	College Prep	Elective	Semester	2.5	9-12	Interactive Design I
6565PA	Robotics I	College Prep	Elective	Semester	2.5	9-12	Interactive Design
6568PA	Robotics II	College Prep	Elective	Semester	2.5	9-12	Robotics I
6575PA	Real World Engineering	College Prep	Elective	Full Year	5.0	9-12	None
6489PA	Yearbook Production I	College Prep	Elective	Semester	2.5	10-12	None
6499PA	Yearbook Production II	College Prep	Elective	Semester	2.5	10-12	Yearbook Production I
6498PA	Yearbook Production II	Honors	Elective	Semester	2.5	10-12	Yearbook Production I & Teacher Recommendation
6492PA	Yearbook Management I	Honors	Elective	Full Year	5.0	11-12	Application Process
6494PA	Yearbook Management II	Honors	Elective	Full Year	5.0	12	Yearbook Management I
6329PA	Journalism Production I	College Prep	Elective	Full Year	5.0	10-12	None

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
INTERDISCIPLINARY COURSES							
7319FA	American History and Literature with Integrated Study in the Arts	College Prep		Full Year	1.0	10-11	Application process
DEPARTMENT OF MUSIC							
7099MU	Introduction to 21st Century Music Production	College Prep	Elective	Semester	2.5	9-12	None
7090MU	Advanced 21st Century Music Production	College Prep	Elective	Semester	2.5	9-12	Introduction to 21st Century Music Production
7089MU	Music Rewind	College Prep	Elective	Semester	2.5	9-12	None
7140MU	Music Theory AP	AP	Elective	Full year	5.0	10-12	Teacher Recommendation
7009MU	Symphonic Band	College Prep	Elective	Full year	5.0	9-12	None
7019MU	Concert Band	College Prep	Elective	Full year	5.0	9-12	Teacher Recommendation
7029MU	Wind Ensemble	College Prep	Elective	Full year	5.0	9-12	Auditions/Teacher Recommendation
7219MU	Chorale	College Prep	Elective	Full year	5.0	9-12	None
7239MU	Concert Choir	College Prep	Elective	Full year	5.0	9-12	Auditions/Teacher Recommendation
7269MU	Treble Choir	College Prep	Elective	Full year	5.0	9-12	Auditions/Teacher Recommendation
7249MU	Chamber Choir	College Prep	Elective	Full year	5.0	9-12	Auditions/Teacher Recommendation
7049MU	Symphonic Orchestra	College Prep	Elective	Full year	5.0	9-12	None
7039MU	Concert Orchestra	College Prep	Elective	Full year	5.0	9-12	Auditions/Teacher Recommendation
7059MU	Chamber Orchestra	College Prep	Elective	Full year	5.0	9-12	Auditions/Teacher Recommendation
			INDEPENDENT STUDY				
7259MU	Music Mentors Honors	College Prep	Elective	Full year	1.25	10-12	Teacher Recommendation
DEPARTMENT OF DANCE & THEATRE							
7149DT	Dance I	College Prep	Elective	Semester	2.5	9-12	None
7129DT	Dance II	College Prep	Elective	Semester	2.5	9-12	Gr. 9 w/Prior Approval; Gr. 10-12 & Dance I
7139DT	Advanced Dance	College Prep	Elective	Semester	2.5	9-12	Dance II
7189DT	Acting I	College Prep	Elective	Semester	2.5	9-12	None
7199DT	Advanced Acting	College Prep	Elective	Semester	2.5	9-12	Acting I
7187DT	Stagecraft	College Prep	Elective	Summer Semester	2.5	9-12	Teacher Recommendation
7185DT	Theater History	College Prep	Elective	Quarter	1.75	12	Teacher Recommendation

WELLNESS

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
DEPARTMENT OF WELLNESS							
	Health/Physical Education						
	Wellness 9	**College Prep**		Full Year		9	
	• Health 9A			1 Qtr	1.25		
	• Freshmen Fitness			1 Qtr	1.25		
	• Health 9B			1 Qtr	1.25		
	• Project Adventure I			1 Qtr	1.25		
	Wellness 10	**College Prep**		Full Year		10	
	• Driver's Education			1 Qtr	1.25		
	• Strength and Conditioning I			1 Qtr	1.25		
	• Health 10			1 Qtr	1.25		
	• Project Adventure II			1 Qtr	1.25		
	Wellness 11	**College Prep**		Full Year		11	
	• Health 11			1 Qtr	1.25		
	• Junior Physical Ed Activities			1 Qtr	1.25		
	• Yoga & Stress Management			1 Qtr	1.25		
	• Strength & Conditioning II			1 Qtr	1.25		
	Wellness 12	**College Prep**		¾ Year		12	
	• First Aid & Safety			1 Qtr	1.25		
	• Senior Physical Ed Activities			1 Qtr	1.25		
	• Senior Wellness			1 Qtr	1.25		

WORLD LANGUAGES

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
DEPARTMENT OF WORLD LANGUAGES							
MODERN							
5154FL	Chinese I	College Prep		Full Year	5.0	9-12	None
5254FL	Chinese II	College Prep		Full Year	5.0	10-12	Chinese I; Admission by Placement Test
5352FL	Chinese III	Honors		Full Year	5.0	10-12	Chinese II; Admission by Placement Test
5452FL	Chinese IV	Honors		Full Year	5.0	11-12	Chinese III Honors; Admission by Placement Test
5124FL	French I	College Prep		Full Year	5.0	9-12	None
5224FL	French II	College Prep		Full Year	5.0	9-12	French I; Admission by Placement Test
5322FL	French III	Honors		Full Year	5.0	10-12	French II; Admission by Placement Test
5422FL	French IV	Honors		Full Year	5.0	11-12	French III Honors; Admission by Placement Test
5522FL	French V	Honors		Full Year	5	11-12	French IV Honors; Admission by Placement Test
5520FL	French V AP	AP		Full Year	5.0	11-12	French IV Honors; Admission by Placement Test
5144FL	German I	College Prep		Full Year	5.0	9-12	None
5244FL	German II	College Prep		Full Year	5.0	9-12	German I; Admission by Placement Test
5342FL	German III	Honors		Full Year	5.0	10-12	German II; Admission by Placement Test
5442FL	German IV	Honors		Full Year	5.0	11-12	German III Honors; Admission by Placement Test
5134FL	Spanish I	College Prep		Full Year	5.0	9-12	None
5234FL	Spanish II	College Prep		Full Year	5.0	9-12	Spanish I; Admission by Placement Test
5334FL	Spanish II Advanced	College Prep		Full Year	5.0	9-12	Gr. 8/Spanish I Teacher Rec; Spanish Level I HS Teacher Rec
5331FL	Spanish III	College Prep		Full Year	5.0	10-12	Spanish II; Admission by Placement Test
5332FL	Spanish III	Honors		Full Year	5.0	10-12	Spanish II Teacher Rec; Admission by Placement Test
5434FL	Spanish IV	College Prep		Full Year	5.0	11-12	Spanish III CP or Spanish III Honors Teacher Rec
5432FL	Spanish IV	Honors		Full Year	5.0	11-12	Spanish III Honors Teacher Rec; Admission by Placement Test
5532FL	Spanish V	Honors		Full Year	5.0	11-12	Spanish IV Honors; Admission by Placement Test
5530FL	Spanish V AP	AP		Full Year	5.0	11-12	Spanish IV Honors; Admission by Placement Test
5911FL	Spanish Cultures and Conversation I	College Prep		Full Year	5.0	10-11	None
5912FL	Spanish Cultures and Conversation II	College Prep		Full Year	5.0	11-12	Spanish Cultures and Conversation I
CLASSICAL							
5114FL	Latin I	College Prep		Full Year	5.0	9-12	None

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
5214FL	Latin II	College Prep		Full Year	5.0	9-12	Latin I; Admission by Placement Test
5312FL	Latin III	Honors		Full Year	5.0	10-12	Latin II; Admission by Placement Test
5412FL	Latin IV	Honors		Full Year	5.0	11-12	Latin III Honors; Admission by Placement Test
5510FL	Latin V	AP		Full Year	5.0	11-12	Latin IV Honors; Admission by Placement Test
5362FL	Classical Cinema	Honors		Full Year	5.0	11-12	Successful Completion (C+) of Latin III Honors

ALTERNATIVE PROGRAMS

School to Careers (6009PA)

This is a vocational-technical education program by which students receive work-based instruction through written cooperative arrangements between the Ridgewood school district and employers. This instruction includes required academic courses and related vocational and technical education instruction, by alternation of study in school with paid employment in an occupational field. This alternation is planned and supervised by the district and employer so that each contributes to the education and employability of the individual. Students enrolled in the program receive up to 10 credits for employment and 5 credits for a required related class. Under this program, students attend school classes for half a day and are employed at least 15 to 34 hours per week under supervised conditions at state approved work stations. (Enrollment by permission of program coordinator and guidance counselor for students in grades 11 and 12, Elective 10-15 credits.)

Structured Learning Experience (SLE)

Structured Learning Experiences are experiential, supervised educational activities designed to provide students with exposure to the requirements and responsibilities of specific job titles or job groups, and to assist them in gaining employment skills and making career and educational decisions. A structured learning experience may be either paid or unpaid, depending on the type of activities in which the student is involved. Structured learning experiences may include, but are not limited to:

(1) Apprenticeships;
(2) Community service;
(3) Cooperative education;
(4) Internships;
(5) Job shadowing;
(6) School-based enterprises;
(7) Volunteer activities;
(8) Vocational student organizations; and
(9) Work Experience Career Exploration Program (WECEP)

Satellite AM (0619SP) or PM (0629SP)

This program at Bergen County Technical Education Center in Paramus, offers a half-day, shared time program in technical education for students who have expressed an interest in developing specific work skills for entrance into the workplace or a post-secondary education trade based program. Students interested in the Satellite program have typically demonstrated a preference for hands-on learning experiences. Interested students usually begin the Satellite program in ninth or tenth grade but may enter into *some* areas as late as eleventh grade. The program begins with career exploration during which students rotate through a variety of shop experiences in areas, such as culinary arts, information technology, graphic design, automotive technology, collision repair, healthcare, landscaping, cosmetology, skincare, green building trades, small animal care, and graphic design. As they continue into eleventh and twelfth grade, students are placed in specific shops as majors. Students attend Satellite up to half of each school day; the remainder is spent at Ridgewood High School for academic instruction. Bergen County Technical Education Center offers a competency-based curriculum developed by experienced trade teachers and advisory committees, and is designed to provide students with marketable skills.

TRANSITIONAL PROGRAM

The Transitional Program at Ridgewood High School addresses the transition needs of special education and mainstream students. It consists of a number of support services that assist the student in achieving success and independence in school, at home, in career, and in the community. A study skills course, career education classes, career-counseling sessions, interest inventories, career fairs, job shadowing internship, self-advocacy groups, and workshops serve to better prepare students for the success in school as well as the adult professional world.

Academic Enrichment (9039SP)

Academic Enrichment is a semester, elective course for ninth grade students. The course will offer instruction in study skills, organization strategies, goal setting, and time management techniques. Students will gain strategies to be successful in their core academic courses. There will be a focus on test-taking, note-taking, and general study techniques. Overall, students will acquire and implement skills to be effective life-long learners.

*Courses are structured as customary programs with modifications in accordance with students' Individual Educational Plans.

SPECIAL PROGRAMS

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades
SPECIAL EDUCATION						
RESOURCE CENTER*						
9039SP	Academic Enrichment	College Prep	Semester	2.5	9	
9326SP	Algebra I	Survey	Full Year	5.0	9-12	
9336SP	Geometry	Survey	Full Year	5.0	10-12	
9346SP	Algebra II	Survey	Full Year	5.0	11-12	
9348SP	Advanced Mathematics Applications	Survey	Full Year	5.0	12	
9428SP	Biology	Survey	Full Year	5.0	10-12	
9438SP	Chemistry	Survey	Full Year	5.0	10-12	
9458SP	Physics	Survey	Full Year	5.0	10-12	
9116SP	English 9	Survey	Full Year	5.0	9	
9414SP	Environmental Science	Survey	Full Year	5.0	9-10	
9126SP	English 10	Survey	Full Year	5.0	10	
9136SP	English 11	Survey	Full Year	5.0	11	
9146SP	English 12	Survey	Full Year	5.0	12	
9808SP	Adapted Physical Education	Survey	Full Year	5.0	9-12	
9236SP	United States History I	Survey	Full Year	5.0	10-12	
9246SP	United States History II	Survey	Full Year	5.0	11-12	
9216SP	World History	Survey	Full Year	5.0	9-12	
SUPPLEMENTAL						
	Grades 9-12		Fall Semester		9-12	
	Grades 9-12		Spring Semester		9-12	

PREP PROGRAM

PRACTICAL, REAL-LIFE EDUCATION AND PREPATION

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
Grade 9							
9039SL	Academic Enrichment	Survey		Full Year	5.0	9	
9106SL	English 9	Survey		Full Year	5.0	9	
9206SL	World History I	Survey		Full Year	5.0	9	
9306SL	Algebra I	Survey		Full Year	5.0	9	
9412SL	Environmental Science	Survey		Full Year	5.0	9	
Grade 10							
9107SL	English 10	Survey		Full Year	5.0	10	
9207SL	US History I	Survey		Full Year	5.0	10	
9407SL	Biology	Survey		Full Year	5.0	10	
9307SL	Geometry	Survey		Full Year	5.0	10	
Grade 11							
9889SP	21st Century Work Skills 11	Survey		Full Year	5.0	11	
9108SL	English 11	Survey		Full Year	5.0	11	
9208SL	US History II	Survey		Full Year	5.0	11	
9309SL	Consumer Math	Survey		Full Year	5.0	11	
9408SL	Chemistry	Survey		Full Year	5.0	11	
Grade 12							
9898SP	21st Century Work Skills 12	Survey		Full Year	5.0	12	
9112SL	English 12	Survey		Full Year	5.0	12	
9212SL	Civics	Survey		Full Year	5.0	12	
9312SL	Personal Finance	Survey		Full Year	5.0	12	

*Courses are structured as customary programs with modifications in accordance with students' Individual Educational Plans.

RISe

Course Code	Course Title	Course Weight	Elective	Term Duration	Credit	Open to Grades	Prerequisite
9002RI	Social Psychology	Survey		Full Year	5.0	9-11	
Grade 9							
9039RI	Academic Enrichment	Survey		Full Year	5.0	9	
9106RI	English 9	Survey		Full Year	5.0	9	
9206RI	World History I	Survey		Full Year	5.0	9	
9306RI	Math 9	Survey		Full Year	5.0	9	
9416RI	Environmental Science	Survey		Full Year	5.0	9	
9802RI	Adapted Physical Education 9	Survey		Full Year	5.0	9	
9872RI	21st Century Work Skills 9	Survey		Full Year	5.0	9	
9882RI	Work and Study Skills 9	Survey		Full Year	5.0	9	
Grade 10							
9107RI	English 10	Survey		Full Year	5.0	10	
9207RI	United States History I	Survey		Full Year	5.0	10	
9308RI	Math 10	Survey		Full Year	5.0	10	
9408RI	Biology	Survey		Full Year	5.0	10	
9803RI	Adapted Physical Education 10	Survey		Full Year	5.0	10	
9874RI	21st Century Work Skills 10	Survey		Full Year	5.0	10	
9884RI	Work and Study Skills 10	Survey		Full Year	5.0	10	
Grade 11							
9108RI	English 11	Survey		Full Year	5.0	11	
9208RI	United States History II	Survey		Full Year	5.0	11	
9309RI	Consumer Math	Survey		Full Year	5.0	11	
9873RI	21st Century Work Skills II	Survey		Full Year	5.0	11	
9889RI	Work and Study Skills II	Survey		Full Year	5.0	11	
	Adapted Physical Education 11	Survey		Full Year	5.0	11	
Grade 12							
9404RI	English 12	Survey		Full Year	5.0	12	
9702RI	Personal Finance	Survey		Full Year	5.0	12	
9804RI	Adapted Physical Education 12	Survey		Full Year	5.0	12	
9878RI	21st Century Work Skills 12	Survey		Full Year	5.0	12	
9880RI	Work and Study Skills 12	Survey		Full Year	5.0	12	

BUSINESS

	Course	*Textbook*	Author	Publisher	Copyright	Approved
Y	Accounting I H	*Accounting: Real-World Application and Connections & Workbook*	Guerrieri, Haber, Hoyt, Turner	Glencoe/McGraw Hill	2012	4/23/2012
Y	Accounting II H	*Accounting: Real-World Application and Connections & Workbook*	Guerrieri, Haber, Hoyt, Turner	Glencoe/McGraw Hill	2012	4/23/2012
Y	Advanced Marketing & Merchandising I Honors	*Buy-ology*	Lindstrom, Martin	Broadway Books	2010	5/5/2014
		A Case Study Approach Business Ethics	Henn, Stephen	Wiley	2009	5/5/2014
		Marketing Essentials (4th Edition) & Workbook	Farese, Kimbrell, Woloszyk	Glencoe/McGraw Hill	2006	8/25/2008
Y	Advanced Marketing & Merchandising II Honors	*A Case Study Approach Business Ethics*	Henn, Stephen	Wiley	2009	5/5/2014
		Marketing Essentials (4th Edition) & Workbook	Farese, Kimbrell, Woloszyk	Glencoe/McGraw Hill	2006	8/25/2008
S	Entrepreneurship	*Entrepreneurship: Building a Business*	Allen, Miller	Glencoe/McGraw Hill	2011	5/3/2010
S	Finance	*Business and Personal Finance (Supp.)*	Kapoor, Diabay, Hughes	Glencoe/McGraw Hill	2005	5/18/2009
		NEFE H.S Financial Planning Program		National Endowment for Financial Education	2006	5/18/2009
S	Introduction to Marketing	*Marketing Essentials (4th Edition) & Workbook*	Farese, Kimbrell, Woloszyk	Glencoe/McGraw Hill	2006	5/21/2018
S	Introduction to Business	*Glencoe Introduction to Business*	McGraw Hill Education	McGraw Hill	2016	5/21/2018
S	Business Management					
S	Merchandising	*Marketing Essentials (Student Activity Workbook, 3rd Edition)*	Farese, Kimbrell, Woloszyk	Glencoe/McGraw Hill	2002	8/25/2008

ENGLISH

Y	Language Arts/English 6-8	*Grammar for Writing*		Sadlier	2014	5/21/2018
		Tell Me Who You Are: A Roadmap to Cultivating Cultural Literacy	Winona Guo & Priya Vulchi	Perigree	2019	5/24/2021
Y	Language Arts 6	*Fever 1793*	Laure Halse Anderson	Simon & Schuster	2002	5/21/2018
		The Wednesday Wars	Gary Schmidt	HMH Books for Young Readers	2009	5/21/2018
Y	Language Arts 7	*The Giver*	Lois Lowry	HMH Books for Young Readers	2002	5/21/2018
Y	Language Arts 8	*The Outsiders*	S.E. Hinton	Speak, Platinum Edition	2006	5/21/2018
		A Midsummer Night's Dream	Shakespeare	Simon & Schuster	2004	2/6/2017
		I am Malala: The Girl Who Stood Up for Education	Malala Yousafzai & Christina Lamb	Back Bay Books	2015	2/6/2017
		Maus I: A Survivor's Tale: My Father Bleeds	Art Spiegelman	Pantheon	1986	2/6/2017
		Animal Farm	George Orwell	Signet	1996	2/6/2017

ENGLISH

	Course	*Textbook*	Author	Publisher	Copyright	Approved
Q	Literary Analysis 7 or 8	*A Wizard of Earthsea (Supp.)*	Le Guin	Bantam	1984	5/9/2011
		Black Ships Before Troy: The Story of the Iliad (Supp)	Sutcliff	Laurel Leaf Books	1993	5/9/2011
		Great Expectations (Supp.)	Dickens	Puffin	1995	5/9/2011
		O. Henry (Supp.)	Hollander, ed	Sterling	2005	5/9/2011
		The Canterbury Tales (Supp.)	Chaucer	Penguin Classics	2003	5/9/2011
		The Old Man and The Sea (Supp.)	Hemingway	Scribners	1952	5/9/2011
		The Outsiders (Supp.)	Hinton	Penguin Books	1995	5/9/2011
		The Pearl (Supp.)	Steinbeck	Penguin Books	1992	5/9/2011
		The Sword and the Circle (Supp.)	Sutcliff	Puffin	1994	5/9/2011
		The Wind in the Willows (Supp.)	Grahame	Puffin Classics	2008	5/9/2011
Q	Primary Source Research and Analysis 8	*Doing History: A Strategic Guide to Document Based Questions(MS Level E-F (Supp)*	Tidd Tidd	Great Source Ed Group	2002	5/9/2011
		Doing History: A Strategic Guide to Document-Based Questions (Global Studies Edition)(Supp.)	Jensen	Great Source Ed Group	2002	5/9/2011
		Primary Edition (Supp)	Tait	Weigl	2008	5/9/2011
Q	A Study of Poetry 8	*American's Favorite Poems(Supp.)*	Pinsky, Dietz, ed	W.W. Norton	1999	5/9/2011
		Poetry in Motion: 100 Poems for the Subways and Buses (Supp.)	Peacock, Paschen, Neches, ed.	W.W. Norton	1996	5/9/2011
		The Invisible Ladder: An Anthology of Contemporary Poems for Young Readers (Supp.)	Rosenberg, ed.	Holt	1996	5/9/2011
		The Random House Book of Poetry for Children (Supp.)	*Prelutsky, ed.*	Random House	1983	5/9/2011
S	Creative Writing 7, or 8	*13: Thirteen Stories that Capture the Agony and Ecstasy of Being Thirteen (Supp.)*	Howe, ed	Athenenum	2006	5/9/2011
		Guys Write for Guys Read (Supp.)	Scieszka, ed.	Viking	2005	5/9/2011
		Little Worlds: A Collection of Short Stories for the Middle School (Supp.)	Guthrie, Page, ed	Wayside	1985	5/9/2011
		Shelf Life: Stories by the Book (Supp.)	Paulsen, ed.	Simon & Schuster	2003	5/9/2011
		The Invisible Ladder: An Anthology of Contemporary Poems for Young Readers (Supp.)	Rosenberg, ed.	Holt	1996	5/9/2011
		When I was Your Age: Vol. 1 (Supp.)	E Ehrlich, ed	Candlewick Press	2001	5/9/2011
		Mastering the Mechanics	L. Hoyt, L. Brent	Scholastic	2011	5/2/2016
Q	Shakespeare 8	*As You Like It (Supp.)*	Shakespeare	Washington Square Press	1997	5/9/2011
		Henry IV: Part II (Supp.)	Shakespeare	Penguin	1970	5/9/2011
		Poetry for Young People: William Shakespeare (Supp.)	Kastan, Kastan, ed.	Sterling	2000	5/9/2011
Q	Word Study 6	*Scholastic Dictionary of Idioms (Supp.)*	Terban, ed	Scholastic	1996	5/18/2009

ENGLISH

	Course	*Textbook*	Author	Publisher	Copyright	Approved
	English 9 - 12	*I Was Their American Dream*	Malaake Gharib	Clarkson Potter	2019	5/24/2021
		The Beautiful Struggle	Ta-Nehisi Coates	One World	2009	5/24/2021
		Sissy: A Coming of Gender Story	Jacob Tobias	Penguin	2019	5/24/2021
Y	English 9	*A Walk in My World: International Short Stories about Youth (Supp.)*	Mazar	Persea	1998	5/18/2009
		Animal Farm (Supp.)	Orwell	Signet	1996	8/25/2008
		Antigone	Sophocles	Harcourt Brace	1997	8/25/2008
		Ellen Foster (Supp.)	Gibbons	Random House, Vintage	1998	5/18/1992
		Gilgamesh: A Verse Narrative (Supp.)	Mason	Mariner	2003	8/25/2008
		Jack (Supp.)	Homes	Vintage Books	1989	7/26/1999
		Multicultural Perspective (Supp.)	Foote, et al.	McDougal, Littell	1993	5/18/2009
		Of Mice and Men (Supp.)	Steinbeck	Penguin	1993	8/25/2008
		"Prayer for the Days of Awe" (Supp.)	Wiesel	NY Times	1997	8/25/2008
		Romeo and Juliet (Media Supp.)	Shakespeare	Dover	1993	8/25/2008
		The Dark Child (Supp.)	Caara Lave	Farrar, Straw & Giroux	2000	8/25/2008
		The Midwife's Apprentice (Supp.)	Cushman	Harper Collins	1995	8/25/2008
		Things Fall Apart	Achebe	Fawcett	1959	8/25/2008
		Waterworld (Media Supp.)				8/25/2008
		"What Makes Us Moral" (Supp.)	Kluger	Time Magazine	2007	8/25/2008
		The Art of Voice: Language and Composition	Muller, Gilbert, Whiting, Melissa	McGraw Hill	2014	5/5/2014
		House on Mango Street	Cisneros, Sandra	Vintage	1984	5/5/2014
		Grammar for Writing	Beverly Ann Chin	Sadlier	2014	5/2/2016
		Currents in Literature: Genre Volume	Dennis, et al.	Amsco	2007	5/18/2009
		Focus on Writing	Kirszner, Mandell	Random House, Vintage	2009	5/3/2010
		Night	Wiesel	Hill & Wang	1986	8/25/2008
		The Boy Who Harnessed the Wind	Wm. Kambwamba, Bryan Mealer	Wm. Morrow	2010	5/21/2018
		Shakespeare's Restless World: A Portrait on an Era in Twenty Objects	Neil MacGregor	Viking	2008	5/21/2018
		The Language of Literature, Interactive Reader (Supp)	Bermudez/Applebee	McDougal Little	2006	8/24/2009
Y	English 9 Literary World Views	*Antigone*	Sophocies	Harcourt Brace	1977	8/25/2008
		Canterbury Tales (Supp.)	Chaucer	Dove	1994	8/25/2008
		Gilgamesh: A Verse Narrative	Mason	Mariner	2003	8/25/2008
		Night	Wiesel	Hill & Wang	1986	8/25/2008
		Romeo and Juliet (Supp.)	Shakespeare	Folger	1993	8/25/2008
		The Bible	Richardson, ed	Harper Collins	1984	8/25/2008
		The Odyssey	Homer (Fagles, trans.)	Penguin	1996	8/25/2008
		The Road (Supp.)	McCarthy	Vintage	2006	5/18/2009
		House on Mango Street	Cisneros, Sandra	Vintage	1984	5/5/2014

ENGLISH

	Course	*Textbook*	Author	Publisher	Copyright	Approved
		One Man's Meat	White, E.B.	Tilbury	1994	5/5/2014
		The Art of Voice: Language and Composition	Muller, Gilbert, Whiting, Melissa	McGraw Hill	2014	5/5/2014
Y	English 9 World History and Cultures	*Balzac and the Little Chinese Seamstress*	Dai Sijie	Anchor	2002	5/2/2016
		Behind the Beautiful Flowers	David Hare	Farrar, Straus & Giroux	2015	5/2/2016
		Chinese Cinderella: The True Story of an Unwanted Chinese Girl	Adeline Yen Mah	Ember	2010	5/2/2016
		City of Thieves	David Benioff	Penguin	2009	5/2/2016
		Gulliver's Travels	Jonathon Swift	Penguin	2003	5/2/2016
		Persepolis: The Story of a Childhood	Marjane Satrapi	Pantheon	2004	5/2/2016
		Sunflower and the Secret Fan	Lisa See	Random House	2009	5/2/2016
		The Good Earth	Pearl S. Buck	Washington Square Press	2004	5/2/2016
		The Lovers: Afghanistan's Romeo and Juliet	Rod Nordland	Ecco	2016	6/2/2016
		Things Fall Apart	Chinua Achebe	Anchor	1994	5/2/2016
		Julius Caesar	Shakespeare	Folger	1992	8/25/2008
		Lord of the Flies	Golding	Signet	1966	8/25/2008
		Points of Departure (short stories)	Various	Mentor	1999	8/25/2008
		Taming of the Shrew (Supp.)	Shakespeare	Folger	1992	8/25/2008
		To Kill a Mockingbird	Lee	Warner Books	1960	8/25/2008
Y	English 10	*1984*	Orwell	Signet	1950	8/25/2008
		A Midsummer Night's Dream (Supp.)	Shakespeare	Folger	1993	8/25/2008
		A Separate Place	Knowles	Scribner	1987	8/25/2008
		I Know why the Caged Bird Sings	Angelou	Bantam	1969	8/25/2008
		Julius Caesar	Shakespeare	Folger	1992	8/25/2008
		Lord of the Flies	Golding	Signet	1966	8/25/2008
		Points of Departure (short stories)	Various	Mentor	1999	8/25/2008
		Taming of the Shrew (Supp.)	Shakespeare	Folger	1992	8/25/2008
		To Kill a Mockingbird	Lee	Warner Books	1960	8/25/2008
		The Art of Voice: Language and Composition	Muller, Gilbert, Whiting	McGraw Hill	2014	5/5/2014
		Kitchen House	Grisson, Kathleen	Touchstone	2010	5/5/2014
		Grammar for Writing	Beverly Ann Chin	Sadlier	2014	5/21/2018
		Shakespeare's Restless World: A Portrait on an Era in Twenty Objects	Neil MacGregor	Viking	2008	5/21/2018
		Face the Issues (Supp.)	Munrich	Person	2007	5/3/2010
Y	English 10 H	*1984*	Orwell	Signet	1950	8/25/2008
		A Midsummer Night's Dream (Supp.)	Shakespeare	Folger	1993	8/25/2008
		A Separate Place	Knowles	Scribner	1987	8/25/2008
		Ethan Frome (Supp.)	Wharton	Scribner	1939	8/25/2008
		Fences	Wilson		1990	8/25/2008
		Frankenstein	Shelley	Bantam	1991	8/25/2008
		I Know why the Caged Bird Sings	Angelou	Bantam	1969	8/25/2008

ENGLISH

	Course	*Textbook*	Author	Publisher	Copyright	Approved
	English 10 H Cont'd	*Julius Caesar*	Shakespeare	Folger	1992	8/25/2008
Y		*Lord of the Flies*	Golding	Signet	1966	8/25/2008
		Ordinary People (Supp.)	Guest	Penguin	1976	8/25/2008
		Points of Departure (short stories)	Various	Mentor	1999	8/25/2008
		Taming of the Shrew (Supp.)	Shakespeare	Folger	1992	8/25/2008
		To Kill a Mockingbird	Lee	Warner Books	1960	8/25/2008
		The Art of Voice: Language and Composition	Muller, Gilbert, Whiting	McGraw Hill	2014	5/5/2014
		Kitchen House	Grisson, Kathleen	Touchstone	2010	5/5/2014
		Grammar for Writing	Beverly Ann Chin	Sadlier	2014	5/2/2016
Y	English 10 American Studies	*A Narrative of the Life of Mary Jemison*	Seavers	Syracuse Univ. Press	1990	8/25/2008
		Adventures of Huckleberry Finn	Twain	Bantam	1981	8/25/2008
		Benito Cereno	Melville	Dover	1995	8/25/2008
		Billy Budd	Melville	Signet	1998	8/25/2008
		Civil Disobedience	Walden	Signet	1960	8/25/2008
		Civil Was Poetry and Prose	Whitman	Dover	1995	8/25/2008
		Fahrenheit 451	Bradbury	Ballantine	1992	8/25/2008
		Our Town	Wilder	Perennial	1998	8/25/2008
		The Crucible	Miller	penguin	1982	8/25/2008
		The Lottery	Jackson	Fawcett	1977	8/25/2008
		The Norton Anthology of American Literature	Ed. Nina Baym et al.	W.W. Norton & Co.	1995	8/25/2008
		The Scarlett Letter	Hawthorne	Bantam	2003	8/25/2008
		The Tempest	Shakespeare	Folger	1961	8/25/2008
		Walden	Thoreau	Dover	1995	8/25/2008
		The Art of Voice: Language and Composition	Muller, Gilbert, Whiting	McGraw Hill	2014	5/5/2014
Y	English 10 AHLISA	*Daisy Miller*	James	Dover	1995	5/2/2016
		Julius Caesar	Shakespeare	Folger	1992	8/25/2008
		Narrative of the Life of Frederick Douglass	Douglass	Signet	1968	8/25/2008
		Points of Departure (short stories)	Various	Mentor	1999	8/25/2008
		The Age Innocence	Wharton	Collier	1968	8/25/2008
		The Crucible	Miller	Penguin	1982	8/25/2008
		The Scarlett Letter	Hawthorne	Bantam	1965	8/25/2008
		The Art of Voice: Language and Composition	Muller, Gilbert, Whiting	McGraw Hill	2014	5/5/2014
		Grammar for Writing	Beverly Ann Chin	Sadlier	2014	5/2/2016
Y	English 10 RAHP	*The Immortal Life of Henrietta Lacks*	Skoot, Rebecca	Crown	2011	6/2/2016
		Cutting for Stone and Better	Verghese, Abraham	Knoph Doubleday	2009	5/5/2014
		A Separate Place	Knowles	Scribner	1987	8/25/2008
		Flowers for Algernon	Keyes	Harcourt	1984	8/25/2008
		Frankenstein	Shelley	Bantam	1991	8/25/2008
		Lord of the Flies	Golding	Signet	1966	8/25/2008
		Ordinary People (Supp.)	Guest	Penguin	1976	8/25/2008

ENGLISH

	Course	*Textbook*	Author	Publisher	Copyright	Approved
	English 10 RAHP Cont'd	*Points of Departure (short stories)*	Various	Mentor	1999	8/25/2008
		To Kill a Mockingbird	Lee	Warner Books	1960	8/25/2008
		The Art of Voice: Language and Composition	Muller, Gilbert, Whiting	McGraw Hill	2014	5/5/2014
		Cutting for Stone and Better	Verghese, Abraham	Knoph Doubleday	2009	5/5/2014
		Better: A Surgeons Notes on Performance	Gawande, Atul	Picador	2007	5/5/2014
		Grammar for Writing	Beverly Ann Chin	Sadlier	2014	5/2/2016
		The Radium Girls: The Dark Story of America's Shining Women	Kate Moore	Source Books	2018	5/20/2019
Y	English 11	*Macbeth*	Shakespeare	Folger	1992	8/25/2008
		Paul's Case (Supp.)	Cather	Dover	1996	8/25/2008
		Poems: American Themes	Bassel, ed.	Amsco	1995	8/25/2008
		Points of View	Various	Mentor	1995	8/25/2008
		The Bedford Reader	Kennedy	Bedford Books	1997	8/25/2008
		The Catcher in the Rye	Salinger	Little, Brown & Co.	1951	8/25/2008
		The Color Purple	Walker	Harcourt	2003	8/25/2008
		The Great Gatsby	Fitzgerald	Scribner	1953	8/25/2008
		The Mentor Book of Major American Poets	Williams, Oscar & Honig, eds	Mentor	1962	8/25/2008
		Their Eyes were Watching God	Hurston	Harper & Row	2014	5/5/2014
		The Art of Voice: Language and Composition	Muller, Gilbert, Whiting	McGraw Hill	2014	5/5/2014
		Thousand Splendid Suns	Hosseini, Khalad	Riverhead Books	2007	5/5/2014
		Kite Runner	Hosseini, Khalad	Riverhead Books	2003	5/14/2014
		Breath, Eyes, Memory	Danticat, Edwidge	Vintage	1994	5/5/2014
		A Fine Balance	Mistry Rohinton	Vintage	1995	5/5/2014
		Namesake	Lahiri, Jhumpa	Mariner	2003	5/5/2014
		Shakespeare's Restless World: A Portrait on an Era in Twenty Objects	Neil MacGregor	Viking	2008	5/21/2018
		Sing, Unburied, Sing a Novel	Jesmyn Ward	Scribner	2017	5/21/2018
		The Killers of the Flower Moon: The Osage Murders and the Birth of the FBI	David Grann	Doubleday	2017	5/21/2018
Y	English 11 H	*A Farewell to Arms (Supp.)*	Hemingway	MacMillan	1957	8/25/2008
		Adventures of Huckleberry Finn (Supp.)	Twain	Bantam	1981	8/25/2008
		Babylon Revisited (Supp.)	Fitzgerald	MacMillan	1960	8/25/2008
		Billy Budd	Melville	McGraw Hill	1960	8/25/2008
		Black Boy (Supp.)	Wright	Perennial	1991	8/25/2008
		Classic Slave Narratives (Supp.)	Gates	Mentor	1987	8/25/2008
		Different Seasons, Rita Hayworth and the Shawshank Redemption	King	Signet	1982	8/25/2008
		Four American Novels (Supp.)	Various	Harcourt Brace	1959	8/25/2008
		Goodbye Columbus (Supp.)	Roth	Houghton Mifflin	1989	8/25/2008

ENGLISH

Course	*Textbook*	Author	Publisher	Copyright	Approved
English 11 H Cont'd	*Great American Short Stories*	Stegner, Wallace	Dell	1985	8/25/2008
	Macbeth	Shakespeare	Folger	1992	8/25/2008
	Maggie (Supp.)	Crane	Airmont	1968	8/25/2008
	Narrative in the Life of Frederick Douglass (Supp.)	Douglass	Anchor	1973	8/25/2008
	Plays of the 1950's (Supp.)	Strasberg	Dell	1962	8/25/2008
	Poems: American Themes (Supp.)	Bassell	Amsco	1995	8/25/2008
	Points of View	Moffett	Mentor	1995	8/25/2008
	Ragged Dick	Alger	Macmillan	1962	8/25/2008
	Six Modern American Plays	Halline	Random House	1967	8/25/2008
	The American Dream (Supp.)	Albee	Signet	1991	8/25/2008
	The Bedford Reader	Kennedy	Bedford Books	1997	8/25/2008
	The Bridge of San Luis Rey (Supp.)	Wilder	Harcourt Brace	1959	8/25/2008
	The Catcher in the Rye	Salinger	Little, Brown & Co.	1951	8/25/2008
	The Glass Menagerie	William	Penguin	1970	8/25/2008
	The Great Gatsby	Fitzgerald	Scribner	1953	8/25/2008
	The Mentor Book of American Poets	William Honig	Mentor	1962	8/25/2008
	The Red Badge of Courage (Supp.)	Melville	Signet	1980	8/25/2008
	The Snows of Kilimanjaro	Hemingway	Simon & Schuster	1964	8/25/2008
	The Things They Carried (Supp.)	Obrien	Houghton Mifflin	1990	8/25/2008
	The Zoo Story (Supp.)	Albee	Signet	1991	8/25/2008
	The Art of Voice: Language and Composition	Muller, Gilbert, Whiting	McGraw Hill	2014	5/5/2014
	Their Eyes Were Watching God	Hurston	Harper & Row	1990	8/25/2008
	Washington Square (Supp.)	James	Signet	1980	8/25/2008
	Winesburg, Ohio (Supp.)	Anderson	Penguin	1960	8/25/2008
	Kite Runner	Hosseini, Khalad	Riverhead Books	2003	5/5/2014
	Thousand Splendid Suns	Hosseini, Khalad	Riverhead Books	2007	5/5/2014
	Breath, Eyes, Memory	Danticat, Edwide	Vintage	1994	5/5/2014
	A Fine Balance	Mistry, Rohinton	Vintage	1995	5/5/2014
	Namesake	Lahiri, Jhumpa	Mariner	2003	5/5/2014
	The Killers of the Flower Moon: The Osage Murders and the Birth of the FBI	David Grann	Doubleday	2017	5/21/2018
	Sing, Unburied, Sing a Novel	Jesmyn Ward	Scribner	2017	5/21/2018
English 11/12 AP Language & Composition	*Invisible Man*	Ralph Elison	Vintage	1995	5/4/2015
	On Writing: A Memoir of the Craft	Stephen King	Pocket Books	2000	5/4/2018
	They Say, I Say: The Moves That Matter in Academic	Graff & Birkenstein			
	Sing, Unburied, Sing a Novel	Jesmyn Ward	Scribner	2017	5/21/2018

ENGLISH

Course	*Textbook*	Author	Publisher	Copyright	Approved
English 11 American Studies	*A Farewell to Arms*	Hemingway	MacMillan	1957	8/25/2008
	A Lesson before Dying	Gaines	Vintage	1993	8/25/2008
	Babylon Revisited	Fitzgerald	MacMillan	1960	8/25/2008
	Beloved	Morrison	Blume	1988	8/25/2008
	Ethan Frome	Wharton	Scribner	1970	8/25/2008
	Invisible Man	Ellison	Random House	1980	8/25/2008
	Long Day's Journey Into Night	O'Neill	Yale University Press	1984	8/25/2008
	Maggie: A Girl of the Streets	Crane	Bantam	1986	8/25/2008
	Native Son	Wright	Perennial	1966	8/25/2008
	The Age Innocence	Wharton	Signet	1962	8/25/2008
	The Great Wall	Fitzgerald	Scribner	1962	8/25/2008
	The Heart is a Lonely Hunter	McCuller	Bantam	1968	8/25/2008
	The Norton Anthology of American Literature	Hack	W.W. Norton & Co.	1995	8/25/2008
	The Things They Carried	O'Brien	Houghton Mifflin	1990	8/25/2008
	The Yellow Wallpaper	Gilman	Dover	1997	8/25/2008
	The Art of Voice: Language and Composition	Muller, Gilbert, Whiting, Melissa	McGraw Hill	2014	5/5/2014
English 11 AHLISA	*Fences*	Wilson	Wilson	1990	8/25/2008
	Macbeth	Shakespeare	Folger	1992	8/25/2008
	Points of View (Short Stories)	Various	Mentor	1956	8/25/2008
	The Catcher in the Rye	Salinger	Little, Borwon & Co.	1951	8/25/2008
	The Great Gatsby	Fitzgerald	Scribner	1962	8/25/2008
	The Things They Carried	O'Brien	Houghton Mifflin	1990	8/25/2008
	The Yellow Wallpaper	Gilman	Dover	1997	8/25/2008
	To Kill a Mockingbird	Lee	Warner Books	1960	8/25/2008
	Namesake	Lahiri, Jhumpa	Mariner	2003	5/5/2014
	The Art of Voice: Language and Composition	Muller, Gilbert, Whiting, Melissa	McGraw Hill	2014	5/5/2014
English 11 RAHP	*The Interpreter of Maladies*	Lahiri, Jhumpa	Houghton Mifflin	2003	8/25/2008
	Different Seasons - Rita Hayworth & The Shawshank Redemption	King	Signet	1982	8/25/2008
	Macbeth	Shakespeare	Folger	1992	8/25/2008
	My Sister's Keeper	Picoult	Atria	1997	2/4/2008
	One Flew Over the Cuckoo's Nest	Kesey	Signet	1962	8/25/2008
	Points of View (Short Stories)	Various	Mentor	1956	8/25/2008
	The Catcher in the Rye	Salinger	Little, Borwon & Co.	1951	8/25/2008
	The Things They Carried	O'Brien	Houghton Mifflin	1990	8/25/2008
	The Yellow Wallpaper	Gilman	Dover	1997	8/25/2008
	The Art of Voice: Language and Composition	Muller, Gilbert, Whiting, Melissa	McGraw Hill	2014	5/5/2014
	The Soul of a Doctor	Poris, Jain, Harper	Alonquin	2006	5/21/2018
	The Lost City of the Monkey God	Douglas Preston	Grand Central	2017	5/21/2018

ENGLISH

	Course	*Textbook*	Author	Publisher	Copyright	Approved
	English 11 RAHP Cont'd	*Sing, Unburied, Sing a Novel*	Jesmyn Ward	Scribner	2017	5/21/2018
		The Radium Girls	Kate Morre	Sourcebooks	2018	5/20/2019
	English 12	*Empire Falls (Supp.)*	Russo	Vintage	2001	5/9/2011
		Hamlet	Shakespeare	Folger	1992	8/25/2008
		Ordinary People	Guest	Penguin	1976	8/25/2008
		Points of View (Short Stories)	Various	Mentor	1956	8/25/2008
		Sound & Sense	Perine ed.	Perine	1978	8/25/2008
		The Bedford Reader	Kennedy	Bedford Books	1977	8/25/2008
		Talk Talk (Supp.)	Boyle	Viking	2006	5/9/2011
		The Death of a Salesman	Miller	Penguin	1977	8/25/2008
		The Help (Supp.)	Stockett	Putnam	2009	5/9/2011
		The Natural	Malamud	Avon	1952	8/25/2008
		The Art of Voice: Language and Composition	Muller, Gilbert, Whiting, Melissa	McGraw Hill	2014	5/5/2014
		Twelve Years a Slave	Northup, Solomon	Createspace	2013	5/5/2014
		Kitchen God's Wife	Tan, Amy	Penguin	1991	5/5/2014
		Bailey's Café	Naylor, Gloria	Vintage	1992	5/5/2014
		Lean In: Women, Work and the Will to Learn	Sandberg, Sherly	Knopf	2013	5/5/2014
		Bird by Bird: Some Instruction on Writing & Life	Anne Lamott	Anchor Books	1995	5/5/2014
		Shakespeare's Restless World: A Portrait on an I	Neil MacGregor	Viking	2008	5/21/2018
		Drown	Junot Diaz	Riverhead	1996	5/21/2018
Y	English 12 Honors	*A Doll's House*	Ibsen	Bantam	1965	8/25/2008
		Hamlet	Shakespeare	Folger	1992	8/25/2008
		In the Lake of the Woods	O'Brien	Penguin	1994	8/25/2008
		Oedipus the King	Sophocies	Harourt	1977	8/25/2008
		Sound & Sense	Perine ed.	Perine	1978	8/25/2008
		The Bedford Reader	Kennedy	Bedford Books	1977	8/25/2008
		The Death of a Salesman	Miller	Penguin	1977	8/25/2008
		The Stranger	Camus	Vintage	1988	8/25/2008
		The Art of Voice: Language and Composition	Muller, Gilbert, Whiting, Melissa	McGraw Hill	2014	5/5/2014
		Twelve Years a Slave	Northup, Solomon	Createspace	2013	5/5/2014
		Kitchen God's Wife	Tan, Amy	Penguin	1991	5/5/2014
		Bailey's Café	Naylor, Gloria	Vintage	1992	5/5/2014
		Lean In: Women, Work and the Will to Learn	Sandberg, Sherly	Knopf	2013	5/5/2014
		Emerging: Contemporary Readers for Writers	Barrios Barclay	Bedford St. Martin	2015	5/2/2016
Y	English Literature and Composition AP	*A Doll's House*	Ibsen	Bantam	1965	8/25/2008
		Beloved	Morrison	Blume	1988	8/25/2008
		The Death of a Salesman	Miller	Penguin	1977	8/25/2008
		Hamlet	Shakespeare	Folger	1992	8/25/2008
		Heart of Darkness	Conrad	Dover	1990	8/25/2008

ENGLISH

	Course	*Textbook*	Author	Publisher	Copyright	Approved
	English Literature and Composition AP Cont'd	*Medea*	Euripedes	Dover	1993	5/21/2008
		Oedipus the King	Sophocies	Harcourt	1977	8/25/2008
		Pride and Prejudice	Austen	Signet	1980	8/25/2008
		The Sun Also Rises	Hemingway	Simon & Schuster	1954	8/25/2008
		Waiting for Godot	Becket	Grove Weidenfeld	1994	8/25/2008
		Woman Warrior	Kingston	Random House	1989	8/25/2008
		Rosencrantz and Guildnstem are Dead	Stoppard	Grove Press	1967	8/25/2008
		The Awakening	Chopin	Dover	1993	8/25/2008
		The Bedford Reader	Kennedy	Bedford Books	1977	8/25/2008
		The Art of Voice: Language and Composition	Muller, Gilbert, Whiting, Melissa	McGraw Hill	2014	5/5/2014
Y	Journalism	*Thank You for Arguing: What Aristotle, Lincoln &*	Jay Heinrichs	Three Rivers Press	2017	5/20/2019
		The New, New Journalism	Robert Boyton	Vintage	2015	5/20/2019
		News, The Politics of Illusion	W. Lance Bennett	Pearson	2011	5/20/2019
		The New Media	Anderson & Downie	Oxford University Press	2016	5/20/2019
S	Beat Generation Poetry	*The Portable Beat Reader*	Charters, Ann	Penguin	1992	5/5/2014
S	Comedy & Literature	*Big Trouble*	Dave Barry	Brilliance Audio	7/2/1905	5/5/2014
		Hitchhikers Guide to the Galaxy	Adams, Douglas	Random House	2002	5/5/2014
S	Creative Writing Honors	*Poetry: An Introduction, 5th Edition*	Meyer	Bedford St, Martin	2007	8/25/2008
		Writing Down the Bones	Goldberg	Schambhela	2005	8/25/2008
S	Crime & Mystery Honors	*A Pocket Full of Rye*	Christie	Signet	2000	8/25/2008
		A Study of Scarlet	Doyle	Berkley Vintage	1994	8/25/2008
		Death on the Nile	Christie	Collins	1978	8/25/2008
		Evil Under the Sun (Media)	Christie			8/25/2008
		Five Minute Mysteries	Weber	Running Press	1991	8/25/2008
		Mousetrap and Other Plays(Supp.)	Christie	Signet	1978	8/25/2008
		Murders in the Rue Morgue	Poe	Internet	1977	8/25/2008
		The Big Sleep	Chandler	Vintage Crime	1958	8/25/2008
		The Glass Key (Supp.)	Hammett	Vintage Crime	1958	8/25/2008
		The Hound of Baskerville (Media)	Doyle			8/25/2008
		The Locked Room (Supp.)	Sjowall & Wahloo	Vintage Crime	1973	8/25/2008
		The Maltese Falcon	Hammett	Vintage Crime	1957	8/25/2008
		The Sign of Four	Doyle	Berkley Vintage	1994	8/25/2008
		Midnight in the Garden of Good & Evil	John Berendt	Vintage	1999	5/21/2018
		Little Fires Everywhere	Celeste Ng	Penguin Press	2017	5/21/2018
Y	Literature & Film	*A Streetcar Named Desire*	Williams		1988	8/25/2008
		The Diving Bell and the Butterfly (Supp.)	Dauby	Vintage	1998	8/25/2008
		The Stranger	Camus	Vintage	1988	8/25/2008
		Frankenstein	Shelley	Bantam	1991	8/25/2008

ENGLISH

	Course	*Textbook*	Author	Publisher	Copyright	Approved
	Literature & Film Cont'd	*The Strange Case of Dr. Jekyll & Mr. Hyde & other stories*	Stevenson	B&N	2004	5/9/2011
		The Diving Bell and the Butterfly	Dauby	Vintage	1998	5/9/2011
		The Art of Voice: Language and Composition	Muller, Gilbert, Whiting, Melissa	McGraw Hill	2014	5/5/2014
Y	Literature & Film Honors	*Death of a Salesman*	Miller	Penguin	1977	8/25/2008
		Frankenstein	Shelley	Bantam	1991	8/25/2008
		One Flew Over the Cuckoo's Nest	Kesey	Signet	1962	8/25/2008
		The Diving Bell and the Butterfly	Dauby	Vintage	1998	5/9/2011
		The Metamorphosis and Other Stories	Kafka	Dover	1996	5/9/2011
Y	Literature, Identity & Media	*Brave New World (Supp.)*	Huxley	Harper Perennial Classics	1998	5/9/2011
		Fahrenheit 451 (Supp.)	Bradbury	DelRay Books	1953	5/9/2011
		Frankenstein	Shelley	Bantam	1991	5/9/2011
		Looking Backward (Supp.)	Bellamy	Penguin Classics	1986	5/9/2011
		One Flew Over the Cuckoo's Nest	Kesey	Signet	1962	5/9/2011
		The Handmaid's Tale (Supp.)	Atwood	Ballantine	1986	5/9/2011
Y	Literature, Identity & Media Honors	*Brave New World (Supp.)*	Huxley	Harper Perennial Classics	1998	5/9/2011
		Fahrenheit 451 (Supp.)	Bradbury	DelRay Books	1953	5/9/2011
		Frankenstein	Shelley	Bantam	1991	5/9/2011
		Looking Backward (Supp.)	Bellamy	Penguin Classics	1986	5/9/2011
		One Flew Over the Cuckoo's Nest	Kesey	Signet	1962	5/9/2011
		The Handmaid's Tale (Supp.)	Atwood	Ballantine	1986	5/9/2011
		News is a Verb	Hamill	Ballantine	1998	5/9/2011
		The Art of Voice: Language and Composition	Muller, Gilbert, Whiting, Melissa	McGraw Hill	2014	5/5/2014
Y	Literature and Psychology	*A Primer of Freudian Psychology*	Hall	World Publishing	1954	7/26/1999
		A Primer of Jungian Psychology	Hall, Nordby	Penguin	1973	7/26/1999
		Equus	Shaffer	Penguin	1973	8/25/2008
		Hamlet	Shakespeare	Folger	1993	8/25/2008
		In the Lake of the Woods	O'Brien	Penguin	1994	1/25/1996
		King Lear	Shakespeare	Folger	1993	8/25/2008
		Oedipus	Sophocles	Harcourt	1977	8/25/2008
		Paul's Case	Cather	Dover	1996	8/25/2008
		Song of Solomon (Supp.)	Morrison	Vintage	2004	8/25/2008
		Story and Structure	Perrine	Harcourt Press	2002	8/25/2008

ENGLISH

	Course	*Textbook*	Author	Publisher	Copyright	Approved
		The Bell Jar	Plath	Perennial	1996	8/25/2008
		We Have Always Lived in the Castle (Supp.)	Jackson	Penguin	1962	8/25/2008
		Yellow Raft in Blue Water	Dorris	Warner	1987	8/25/2008
Y	Myth, Legend and the Bible	*Beowulf*	Healey	Norton	1987	8/25/2008
		Best Loved Folktales of the World	Cole, ed.	Anchor Press	1982	8/25/2008
		Gilgamesh	Mason	Houghton Mifflin	2003	8/25/2008
		Sir Gawain and the Green Knight	Stone	Penguin	1974	8/25/2008
		Siddharta	Hesse	Bantam	1971	8/25/2008
		The Bible	Richardson, ed.	Harper	1984	8/25/2008
		Three Short Novels	Faulkner	Vintage	1996	8/25/2008
		Me Talk Pretty One Day	Sedaris	Little, Brown & Co.	2000	4/23/2012
		The Art of Voice: Language and Composition	Muller, Gilbert, Whiting, Melissa	McGraw Hill	2014	5/5/2014
S	Non-Fiction Creative Writing	*I am Scout*	Shields	Henry Holt & Co.	2008	4/23/2012
		Me Talk Pretty One Day	Sedaris	Little, Brown & Co.	2000	4/23/2012
		The Fourth Genre: Contemporary Writer of/on C	Root, Jr., Steinberg	Longman	2010	4/23/2012
		Travels with Charley (Supp.)	Steinbeck	Bantam Books	1961	4/23/2012
Y	Philosophy and Literature Honors	*Arcadia*	Stoppard	Faber	1993	8/25/2008
		Major British Poets	Williams, ed	Mantor	1963	8/25/2008
		Patterns of Religion	Schmidt	Wadsworth	1999	4/29/2002
		Song of Innocence and Songs of Experience	Blake	Dover	1992	8/25/2008
		The Flies	Sartre	Vintage	1976	8/25/2008
		The Fountainhead	Rand	Signet	1993	8/25/2008
		The Illiad of Homer	Homer	Univ of Chicago	1951	8/25/2008
		The Mentor Book of Major American Poets	Williams, ed.	Mentor	1962	8/25/2008
		The Oresteia	Aeschylus	Dover	1996	8/25/2008
		The Republic	Plato	Dover	2000	8/25/2008
		The Tempest	Shakespeare	Folger	1993	8/25/2008
		Walden	Thoreau	Dover	1995	8/25/2008
		Zen and the Art of Motorcycle Maintenance	Robert Pirsig	Harpertourch	2006	5/21/2018
		The Movie Goer	Waler Percy	Ivy Books	1989	5/21/2018
S	Shakespeare I / II Honors	*King Lear*	Shakespeare	Folger	1993	8/25/2008
		Much Ado About Nothing	Shakespeare	Folger	1995	8/25/2008
		Othello	Shakespeare	Folger	1993	8/25/2008
		The Merchant of Venice	Shakespeare	Folger	1992	8/25/2008
		The Tempest	Shakespeare	Folger	1994	8/25/2008
		Twelfth Night	Shakespeare	Folger	1993	8/25/2008

ENGLISH

Course	*Textbook*	Author	Publisher	Copyright	Approved
Philosophy of Race	*There There: A Novel*	Tommy Orange	Vintage Books	2019	5/24/2021
	Homegoing	Yaa Gyasi	Vintage Books	2017	5/24/2021
	Working Towards Whiteness: How America's Immigrants Became White	David Roediger	Basic Books	2018	5/24/2021
	The Fire Next Time	James Baldwin	Random House	1997	5/24/2021
	Racial Formation in the United States	Michael Omi & Howard Winant	Routledge	2014	5/24/2021
ELA 10 Extended School Closing	*Catch-22*	Heller	Simon & Schuster	1994	6/29/2009
ELA 11 Extended School Closing	*Nine Stories*	Salinger	Little Brown & Co.	1991	6/29/2009
ELA 12 Extended School Closing	*Angela's Ashes*	McCourt	Scribner	1996	6/29/2009

FAMILY & CONSUMER SCIENCES

	Course	*Textbook*	Author	Publisher	Copyright	Approved
S	Child Development	*The Developing Child - A Guide to Childhood and Parenting*		Glenco	1989	8/25/2008
S	Consumerism	*Culinary Essentials*	Guggenmos, McVety	Glenco/McGraw Hill	2010	4/23/2012
		Culinary Essentials Workbook	Guggenmos, McVety	Glenco/McGraw Hill	2010	4/23/2012
		Consumer Education & Economics	Lowe, Malouf & Jacobsen	Glenco/McGraw Hill	2008	1/13/2014
S	Food of the World	*The World of Food*	Medved	Prentice Hall	1990	8/25/2008

MATHEMATICS/COMUTER SCIENCE

	Course	*Textbook*	Author	Publisher	Copyright	Approved
Y	K-5 Mathematics	*EnVision Mathematics 2.0*	Scott Foresman, Addison Wesley	Pearson	2016	5/4/2015
Y	Grade 6 Mathematics	*Big Ideas Math Modeling Real Life*	Ron Larsen, Laurie Boswell	Big Ideas/Cengage	2019	5/6/2019
Y	Grade 7 / Grade 8 Mathematics	*Discovering Geometry*	Michael Serra	Kendall Hunt	2015	5/6/2019
Y	Grade 7 Mathematics	*Big Ideas Math Modeling Real Life Accelerated*	Ron Larsen, Laurie Boswell	Big Ideas/Cengage	2019	5/6/2019
Y	Grade 8 Mathematics	*Big Ideas Math Modeling Real Life*	Ron Larsen, Laurie Boswell	Big Ideas/Cengage	2019	5/6/2019
Y	Math Reasoning H	*The Art of Problem Solving*	Richard Rusczyk	AoPS Incorporated	2015	5/2/2016
Y	Algebra I Advanced	*Big Ideas Algebra I*	Larson	Cengage	2018	5/27/2020
Y	Algebra I & Algebra I CP	*Algebra I: Common Core*	Charles, Hall, Kennedy, Bellman, Bragg, Handlin, Murphy, Wiggins	SAVVAS	2015	5/24/2021
Y	Advanced Math	*Advanced Mathematics: Pre-Calculus with Discrete Mathematics and Data Analysis*	Brown	Houghton Mifflin	1992, 1994	5/24/1993

MATHEMATICS/COMUTER SCIENCE

	Course	*Textbook*	Author	Publisher	Copyright	Approved
Y	Algebra II CP	*Algebra II, Common Core*	Charles, Hall, Kennedy, Bellman, Bragg, Handlin, Murphy, Wiggins	SAVVAS	2015	5/24/2021
Y	Algebra II	*Algebra II: An Integrated Approach*	Larson, Kanold, Stiff	Heath/McDougal/Little	2007	5/22/2006
Y	Algebra II H	*Algebra and Trig 10th Edition*	Larson	Cengage	2018	5/6/2019
Y	Geometry	*Geometry: Concepts and Skills*	Larson, Boswell, Stiff	McDougal Littell	2003	8/18/2003
Y	Geometry CP	*Geometry: Big Ideas*	Larson & Boswell	Cengage	2015	5/4/2015
Y	Geometry H	*Geometry: Big Ideas*	Larson & Boswell	Cengage	2015	5/4/2015
Y	Math Analysis H	*Pre-Calculus with Limits: A Graphing Approach 3rd Edition*	Larson, Hostetler, Edwards	Hougton Mifflin	2001	6/16/2003
Y	Precalculus E and Precalculus I	*Open Stax*	Jay Abramson	Open Stax	2017	5/21/2018
Y	Precalculus II with Statistics	*Open Stax*	Jay Abramson	Open Stax	2017	5/21/2018
Y	Probability & Statistics - Project Based	*Elementary Statistics: A Step by Step Approach*	Bluman	Glencoe/McGraw Hill	2012	4/23/2012
Y	Calculus CD	*Calculus: Early Transcendentals*	Rogawski	Freeman	2008	5/3/2010
Y	Calculus H	*Calculus Concepts & Applications*	Foerster	Key Curriculum	2005	7/23/2007
Y	AP Statistics	*The Practice of Statistics 6th Edition*	Starnes, Tabor, Yates, Morroe	W.H Freeman	2018	5/27/2020
Y	Calculus AB (AP)	*Calculus of a Single Variable: Early Transcendental Functions*	Larson, Hosteller, Edwards	Houghton Mifflin/Harcourt	2011	5/3/2010
Y	Consumer Math Personal Finance	*Mathematics for Business & Personal Finance*	Lange, Rousos	Glencoe/McGraw Hill	2011	4/23/2012
Y	Computer Programming H	*A Guide to Programming in Java*	Brown	Lawrencville	2005	6/2/2008
		Python Programming in Context	Miller & Ranum	Jones & Bartlett	2021	5/24/2021
		Simply Java Programming An Application Driven Approach	Deitel, Deitel	Prentice Hall	2004	7/16/2012
Y	Computer Science AP	*Java Concepts for AP Comp Science*	Hortsmann	Joh Wiley	2008	6/2/2008
Y	Computer Applications	*Web Development & Design Foundations with HTML*	Felke-Morris	SAVVAS	2021	5/24/2021

SCIENCE

	Course	*Textbook*	Author	Publisher	Copyright	Approved
Y	K - Physical Science	*Measurement, Motion & Forces*	William Banko, MD Dario Capasso, Ph.D.	Knowing Science LLC	2017	5/22/2017
	Life Science	*Living Things, Sensational Senses*				
	Earth Science	*Weather, Sunlight & Energy*				
Y	Grade 1 - Physical Science	*Measurement, Light & Sound*	William Banko, MD Dario Capasso, Ph.D.	Knowing Science LLC	2017	5/22/2017
	Life Science	*Inspired by Nature, Parents & Heredity*				
	Earth Science	*Earth's Patterns*				

SCIENCE

	Course	*Textbook*	Author	Publisher	Copyright	Approved
Y	Grade 2 - Physical Science	*Matter & Measurement*	William Banko, MD Dario Capasso, Ph.D.	Knowing Science LLC	2017	5/22/2017
	Life Science	*Ecosystems, Habitats & Interactions*				
	Earth Science	*Earth's Land & Water*				
Y	Grade 3 - Physical Science	*Forces & Interactions*	William Banko, MD Dario Capasso, Ph.D.	Knowing Science LLC	2017	5/22/2017
	Life Science	*Life Cycle & Traits*				
	Earth Science	*Weather & Climate*				
Y	Grade 4 - Physical Science	*Energy, Waves & Properties*	William Banko, MD Dario Capasso, Ph.D.	Knowing Science LLC	2017	5/22/2017
	Life Science	*Structure & Function*				
	Earth Science	*Earth System Processes*				
Y	Grade 5 - Physical Science	*Structure, Properties & Interactions of Matter*	William Banko, MD Dario Capasso, Ph.D.	Knowing Science LLC	2017	5/22/2017
	Life Science	*Matter & Energy in Organisms & Ecosystems*				
	Earth Science	*Earth Surface Processes*				
Y	Grade 6 - Science	*Exploring Properties of Matter*	Smithsonian/National Science Center Resources	Carolina Curriculum	2012	4/23/2012
		Exploring Respiration and Circulation			2012	4/23/2012
		Investigating Digestion and Motion			2012	4/23/2012
		Understanding Weather & Climate			2013	4/23/2012
Y	Grade 7 - Science	*Experimenting with Mixtures, Compounds & Elements*	Smithsonian/National Science Center Resources	Carolina Curriculum	2012	4/23/2012
		Studying the Development and Reproduction of Organisms			2012	4/23/2012
		Investigating Biodiversity and Interdependence			2013	4/23/2012
		Experimenting with Forces and Motion			2012	4/23/2012
Y	Grade 8 - Science	*Exploring Planetary Systems*	Smithsonian/National Science Center Resources	Carolina Curriculum	2013	4/23/2012
		Researching the Sun-Earth-Moon System			2013	4/23/2012
		Exploring Plate Tectonics			2012	4/23/2012
		Electricity, Waves & Information Transfer			2015	5/2/2016
Y	Anatomy & Physiology	*Essentials of Anatomy & Physiology 3rd Edition*	Sager, et. al.	Holt	2001	8/20/2001
Y	Anatomy & Physiology H	*Essentials of Anatomy & Physiology H*	Maireb & Keller	Pearson	2018	5/21/2018
Y	Biology	*Biology*	Miller, Levine	Pearson	2019	5/27/2020
Y	Biology Advanced 9	*Campbell: Biology Concepts & Connections*	Reece, Taylor, Simon, Dickey, Hogan	Pearson	2015	5/2/2016
Y	Biology AP	*Campbell Biology AP, 12th Edition*	Urry, Cain, Wasserman	SAVVAS	2021	5/24/2021

SCIENCE

	Course	*Textbook*	Author	Publisher	Copyright	Approved
Y	Chemistry	*Chemistry: Matter and Change*		Glenco, McGraw Hill	2000	4/7/2008
Y	Chemistry CP	*Chemistry*	Myers, Oldham, Tocci	Holt	2006	5/3/2010
Y	Chemistry Honors	*Pearson Chemistry*	Wilbraham, Staley, Matta, Waterman	Pearson	2017	5/21/2018
Y	Chemistry RAHP	*Chemistry*	Wilbraham, Staley, Matta, Waterman	Prentice Hall/Addison-Wesle	2002	3/24/2003
Y	Chemistry AP	*Chemistry, The Central Science, 14 AP Edition*	Brown, Lemay, Bursten, Murhy, Woodward	Pearson	2018	4/22/2013
Y	Environmental Science	*Environmental Science*	Jay Withgott	Pearson	2011	5/2/2016
Y	Environmental Science AP	*Environmental Science AP, 2nd Edition*	Friedland & Relyea	Bedford, Freeman & Worth	2015	5/2/2016
Y	Genetics	*Human Genetics: Concepts and Application*	Lewis	McGraw Hill	2015	5/21/2018
Y	Physics	*Conceptual Physics*	Hewitt	Pearson	2015	5/21/2018
Y	Physics CP	*Physics: Principles and Problems*	Johnson, et al.	Zitzewitz, et al.	2009	5/2/2016
Y	Physics Honors	*Physics*	Giancoli	Pearson	2014	5/2/2016
Y	Physics RAHP	*Physics*	Giancoli	Pearson	2014	5/2/2016
Y	Integrated Physics & Art	*OCR Physics for A2*	Mee, et al.	Hodder	2009	5/3/2010
Y	AP Physics 1 & 2	*Physics 11E AP Edition*	Cutnell	Houghton Mifflin Harcourt	2018	5/24/2021
Y	AP Physics C: E&M Mechanics	*Fundamentals of Physics*	Halliday & Resnick, Jearl Walker	Wiley	2014	5/21/2018
Y	Planetary & Earth Science	*Astronomy Today*	Chaisson	Prentice Hall	2002	5/17/2014
Y	Forensic Science 12	*Science - Fundamentals and Investigations*	Anthony J Bertino	South Western Cengage	2012	5/4/2015
Y	Forensic Science 12 H	*Forensic Science: An Introduction, 3rd Edition*	Richard Saferstein	Pearson	2016	5/27/2020
Y	AP Seminar RAHP	*The Craft of Research, 4 Edition*	Booth, Colomb, Williams, Bizup, Fitzgerald	Chicago Press	2016	5/27/2020
y	AP Research	*Publication Manual of the American Psychological Association*		American Psychological Association	2020	5/24/2021
	Career Pathways in Medicine	*Introduction to Health Care*	Mitchell & Haroun	Cengage	2017	5/22/2017
		Medical Terminology for Health Professionals	Ehrlich, Schroeder, Ehrlich	Cengage	2017	5/22/2017

SOCIAL STUDIES

	Course	*Textbook*	Author	Publisher	Copyright	Approved
Y	Grade 1 - Social Studies	*My School & Family: Social Studies Alive!*	Teachers' Curriculum Institute	TCI	2010	4/22/2013
Y`	Grade 2 - Social Studies	*My Community: Social Studies Alive!*	Teachers' Curriculum Institute	TCI	2010	4/22/2013
Y	Grade 3 - Social Studies	*Our Community and Beyond: Social Studies Alive!*	Teachers' Curriculum Institute	TCI	2010	4/22/2013
Y	Grade 4 - Social Studies	*Regions of Our Country: Social Studies Alive!*	Teachers' Curriculum Institute	TCI	2010	4/22/2013
Y	Grade 5 - Social Studies	*America's Past: Social Studies Alive!*	Teachers' Curriculum Institute	TCI	2010	4/22/2013
Y	Grade 6 - Social Studies	*A History of US: Liberty For All? 1820-1860 (Supp.)Hakim*	Hakim	Oxford University Press	2005	5/22/2006

SOCIAL STUDIES

	Course	*Textbook*	Author	Publisher	Copyright	Approved
		A History of US: The New Nation 1789-1850 (Supp.)	Hakim	Oxford University Press	2005	5/22/2006
		Abraham Lincoln: Great American President (Supp.)	Haugen	Compass Point Books	2006	5/22/2006
		Elizabeth Caddy Stanton: Social Reformer (Supp.)	Burgan	Compass Point Books	2006	5/22/2006
		Frederick Douglass: Slave, Writer, Abolitionist (Supp.)	Haugen	Compass Point Books	2005	5/22/2006
		History Alive! The United States Through Industrialism	Bower, Lobdell	TCI	2005	5/22/2006
		Robert E. Lee: Commander of the Confederate Army (Supp.)	Gillis	Compass Point Books	2006	5/22/2006
Y	Grade 7 - Social Studies	*Geography Alive! Regions and People*	Bower, Lobdell	TCI	2006	5/22/2006
		Globalize It! The Stories of the IMF, the World Bank, the WTO, and Those Who Protest (Supp.)	January	21st Century Books	2003	5/22/2006
		The Choices Program: Current Issues Series	Varied	Brown University	2017	5/21/2018
Y	Grade 8 - Social Studies	*World History Volume 1*	Ellis, Gaynor, Esler	Pearson, Prentice Hall	2008	6/18/2007
Y	American Government and Politics AP	*American Government - Reading & Cases 15th Edition*	Wolf	Pearson - Longman	2004	8/25/2008
S	Contemporary Issues in Social Science	*American Public Policy: An Introduction*	Cochan, Mayer, Carr	Thompson/Wadsworth	2006	4/7/2008
Y	European History AP	*Western Civilization (3rd Edition*	Spielvogel	West Publishing 1997	1997	8/25/2008
Y	Human Geography	*An Introduction to Human Geography: The Cultural Landscape*	James M. Rubenstein	Pearson, Prentice Hall	2014	5/24/2015
Y	Human Geography Honors	*An Introduction to Human Geography: The Cultural Landscape*	James M. Rubenstein	Pearson, Prentice Hall	2014	5/24/2015
Y	Human Geography AP	*An Introduction to Human Geography: The Cultural Landscape*	James M. Rubenstein	Pearson, Prentice Hall	2014	5/24/2015
Y	Microeconomics/Macroeconomics AP	*Principles of Economics*	Mankiw	South Western Cengage	2009	5/3/2010
Y	History of the Modern World	*World History: The Modern Era*	Ellis, Gaynor, Esler	Pearson	2007	5/3/2010
Y	Modern European History	*Civilization in the West 6th Edition*	Kishlansky, Geary, O'Brien	Pearson	2006	8/25/2008
Y	Western/Non-Western Philosophy	*Ultimate Questions: Thinking About Philosophy*	Rauhut	Penguin	2007	5/5/2008
Y	Psychology / Psychology Honors	*Thinking About Psychology: A science of Mind & Behavior*	Blair-Broekner, Ernst	Worth	2008	5/3/2010
Y	Psychology AP	*Myer's Psychology for AP 2nd Edition*	David Myers	Bedford, St Martins	2014	2/6/2017

SOCIAL STUDIES

	Course	*Textbook*	Author	Publisher	Copyright	Approved
Y	Senior Seminar	*The Origins of the Modern World 2nd Edition*	Marks	Roman & Littlefield	2007	5/5/2008
Y	Sociology	*The Real World: An Introduction to Sociology*	Ferris, Stein	Norton	2008	5/3/2010
Y	Classical Foundations of America	*Greeks & Romans Bearing Gifts*	Carl J. Richard	Roman & Littlefield	2008	5/23/2013
		Ancient Rome and Modern America	Margaret Malamud	Wiley-Blackwell	2009	4/23/2013
Y	The Trojan War	*The Iliad*	Homer; Translated by Robert Fables	Penguin	1990	4/22/2013
Y	US History I / US History I Honors / US History I AP / US History I American Studies/ US History I AHLISA	*A People and a Nation, 6th Edition*	North	Houghton Mifflin	2001	8/25/2008
		America: Pathways to the Present	Cayton, Perry, Reed, Winkler	Pearson Prentice Hall	2007	5/22/2006
		The American Pageant 13th Edition (Supp.)	Bailey	Houghton Mifflin	2006	8/25/2008
Y	US History II/ US History II Honors / US History II AP / US History II American Studies/ US History II AHLISA	*A People and a Nation, 6th Edition*	North	Houghton Mifflin	2001	8/25/2008
		America: Pathways to the Present	Cayton, Perry, Reed, Winkler	Pearson Prentice Hall	2007	5/22/2006
		The American Pageant 13th Edition (Supp.)	Bailey	Houghton Mifflin	2006	8/25/2008
Y	World History	*World History: The Modern Era*	Ellism, Gaynor, Esler	Pearson Prentice Hall	2007	6/8/2007
Y	Civics	*Building Citizenship: Civics & Economics*	Remy, Patrick, Safnell, Clayton	Genco McGraw Hill	2009	4/23/2012
S	Criminal Law	*Street Law, A Course in Practical Law 5th Edition*	Arbetman, O'Brien, McMahon	West Publishing	1994	8/25/2008
S	Constitutional Law	*Street Law, A Course in Practical Law 5th Edition*	Arbetman, O'Brien, McMahon	West Publishing	1994	8/25/2008
Y	Global Citizen	*Global Issues: An Introduction*	Kristen A. Hite & John L. Steitz	John Wiley & Sons	2016	5/27/2020
S	The Power of One: Reflections on the Holocaust & the 21st Century	*Holocaust and Human Behavior 4th Edition*	Facing History & Ourselves	Facing History & Ourselves	2017	5/24/2021
		Man's Search for Meaning	Viktor Emil Frankl	Random House	2006	5/24/2021
	World History Grade 9 Extended School Closing	*Longitude*	Sobel	Penguin	1996	6/29/2009
	World History Grade 10 Extended School Closing	*The Killer Angels*	Shaara	Ballentine	2003	6/29/2009
	World History Grade 11 Extended School Closing	*To America*	Ambrose	Simon & Schuster	2002	6/29/2009

FINE AND APPLIED ARTS

	Course	*Textbook*	Author	Publisher	Copyright	Approved
Y	K - 5 General Music	*Share the Music*	Bond et al.	McGraw Hill	2000	2/26/2001
Y	Grade 5 - Instrumental Music	*Standard of Excellence, Vol.1*	Pearson, Bruce	Neil Kjos	1999	8/25/2008
		Essential Elements for Strings, Book 1	Allen, Gillespie, Hayes	Hal Leonard	1994	4/22/2013
Y	Grade 6 - Band	*Ed Sueta Books 1, 2*	Sueta	Macie	1982	8/25/2008
		Essential Elements, Books 1 and 2	Lautzenheiser, et al.	Hal Leonard	2001	8/25/2008
		Rubank Elementary Method	Rubank	Hal Leonard	1960	8/25/2008
		Standard of Excellence, 1, 2	Pearson, Bruce	Neil Kjos	1999	8/25/2008
		Standard of Excellence 1, Music Theory & History Workbook	Elledge, Yarbrough, Pearson	Neil Kjos	1993	4/22/2013
Y	Grade 6 - Orchestra	*All for Strings 1, 2*	Anderson, Frost	Neil Kjos	1986	8/25/2008
		Essential Elements 2000 for Strings 2	Allen, Gillespie, Hayes,Tellejohn	Hal Leonard	2004	4/22/2013
		Wohlfahrt Etudes, Op 45	Wohlfahrt	G. Schirmer	1905	8/25/2008
Y	Grade 6 - Chorus	*Sing at First sight: Foundation in Choral Sight Singing, Level 1*	Beck, Surmani, Lewis	Alfred Publishing Co.	2004	4/22/2013
Y	Grade 7 - Band	*Standard of Excellence, 1, 2*	Pearson, Bruce	Neil Kjos	1999	4/22/2013
		Standard of Excellence 1, Music Theory & History Workbook	Elledge, Yarbrough, Pearson	Neil Kjos	1993	4/22/2013
Y	Grade 7 - Orchestra	*All for Strings 1, 2*	Anderson, Frost	Neil Kjos	1986	8/25/2008
		Essential Elements 2000 for Strings 2	Allen, Gillespie, Hayes,Tellejohn	Hal Leonard	2004	4/22/2013
		Wohlfahrt Etudes, Op 45	Wohlfahrt	G. Schirmer	1905	8/25/2008
Y	Grade 7 - Chorus	*Sing at First sight: Foundation in Choral Sight Singing, Level 1*	Beck, Surmani, Lewis	Alfred Publishing Co.	2004	4/22/2013
Y	Grade 8 - Band	*Essential Technique Book 3*	Lautzenheiser, et al.	Hal Leonard	1999	8/25/2008
		Standard of Excellence 2	Pearson, Bruce	Neil Kjos	1999	8/25/2008
		Standard of Excellence 2, Music Theory & History Workbook	Elledge, Yarbrough, Pearson	Neil Kjos	1999	8/25/2008
Y	Grade 8 Orchestra	*All for Strings 1, 2*	Anderson, Frost	Neil Kjos	1986	8/25/2008
		Wohlfahrt Etudes, Op 45	Wohlfahrt	G. Schirmer	1905	8/25/2008
		Essentials for Strings, A Systematic Approach to Technical Development	Gerald Anderson	Neil Kjos	1985	4/22/2013
		Technicises for Strings, Putting Pieces Together	Jim Probasco	Heritage Music	2002	4/22/2013
Y	Grade 8 - Chorus	*Sing at First sight: Foundation in Choral Sight Singing, Level 1*	Beck, Surmani, Lewis	Alfred Publishing Co.	2004	4/22/2013
		Essential Elements for Choir, Book One: Essential Musicianship	Crocker, Leavitt	Hal Leonard	1985	4/22/2013
Y	Art History AP	*Gardiner's Art Through the Ages, 16th Edition*	Fred S. Kleiner	Cengage	2020	5/27/2020

FINE AND APPLIED ARTS

	Course	*Textbook*	Author	Publisher	Copyright	Approved
		Art History	Stokstad, Cothren	Pearson	2014	4/22/2013
Y	Studio Art I & II AP	*Launching the Imagination*	Stewart	McGraw Hill	2006	7/7/2007
Y	Innovating Through Design Thinking	*Creative Confidence*	Tom Kelley, David Kelly	Crown	2013	5/4/2015
		That Used to Be Us	Friedman & Mandelbaum	Picador	2012	5/4/2015
		A Whole New Mind: Why Right Brainers Will Rule the Future	David Pink	Riverhead Books	2006	5/4/2015
		101 Design Methods: A Structured Approach for Driving Innovation in Your Organization	Vijay Kumar	Wiley	2012	5/4/2015
Y	Music Theory AP	*Tonal Music with an Introduction to 20th Century Music 5th Edition*	Kostka, Pyne	McGraw Hill	2004	7/22/2005
		Student Workbook for Tonal Music with an Introduction to 20th Century Music 5th Edition	Kostka, Pyne	McGraw Hill	2004	7/22/2005
		Auralia (v.2.1.1) Software		Rising Software		8/25/2008
		Sibellius (v.3) Software		Sibelius Software		8/25/2008
Y	Symphonic Band	*I Recommend*	James D. Ployhar	Byron-Douglas	1972	5/2/2016

WORLD LANGUAGE

	Course	*Textbook*	Author	Publisher	Copyright	Approved
Y	K - 5 Spanish	*Middlebury Interactive Languages*		Middlebury		5/2/2016
Q	Grade 6 - Survey of French, Latin, Spanish	*Invitation to Languages*	Shelter, ed.	Shelter, ed.	2007	5/3/2010
		Workbook, Audio, Audio Activities Booklet for Invitation to	Shelter, ed.	Shelter, ed.	2007	5/3/2010
Y	Grade 7 - Spanish	*iBuen Viaje 1*	Schmitt, Woodford	Glenco McGraw Hill	2008	6/23/2008
		Descubre 1A	Jose Blanco	Vista	2017	2/6/2017
Y	Grade 8 - Spanish	*iBuen Viaje 1*	Schmitt, Woodford	Glenco McGraw Hill	2008	6/23/2008
		Descubre 1B	Jose Blanco	Vista	2017	2/6/2017
Y	Grade 7 - French	*Bien Dit! French I*	Champeny, DeMado, Ponterio	Houghton Mifflin Harcourt	2018	5/20/2019
		Notre Histoire	American Eagle Co / Voces Digital		2021	5/24/2021
Y	Grade 8 - French	*Bien Dit! French I*	Champeny, DeMado, Ponterio	Houghton Mifflin Harcourt	2018	5/27/2020
		Notre Histoire	American Eagle Co / Voces Digital		2021	5/24/2021
Y	Grade 7 - Latin	*Cambridge Latin Unit 1*	Cambridge University Classics	Cambridge University Press	2015	5/2/2016
Y	Grade 8 - Latin	*Cambridge Latin Unit 2*	Cambridge University Classics	Cambridge University Press	2015	5/2/2016
Y	Spanish I	*Descubre I*	Jose Blanco	Vista	2016	5/21/2018
Y	Spanish II	*Descubre I / II*	Jose Blanco	Vista	2016	5/21/2018
Y	Spanish III, Spanish III Honors, Spanish IV	*Descubre II*	Jose Blanco	Vista	2016	5/21/2018

WORLD LANGUAGE

	Course	*Textbook*	Author	Publisher	Copyright	Approved
Y	Spanish V Honors	*Revista 5e*	Jose Blanco	Vista	2016	5/2/2016
Y	Spanish V AP	*AP Spanish: Preparing for the Language Exam*	Diaz, Leicher-Prieto, Nissenberg	Pearson Prentice Hall	2007	8/25/2008
		Galeria de arte y vida	Adey, Albini	Glenco McGraw Hill	1997	8/25/2008
		Rosaura a las diez	Denevi	Prentice Hall	1964	8/25/2008
		Trangulo A Proposito	Gatski, McMullan	Wayside	2006	8/25/2008
Y	Chinese I	*Step Up With Chinese I*	Chen, Zang, Wang, Huang	Cengage	2012	5/2/2016
Y	Chinese II	*Step Up With Chinese II*	Chen, Zang, Wang, Huang	Cengage	2012	5/2/2016
Y	Chinese III Honors, Chinese IV Honors	*Chinese Primer*	Chen, Link, Tai, Tang	Princeton University Press	2007	8/25/2008
		Step Up With Chinese III	Chen, Zang, Wang, Huang	Cengage	2016	5/2/2016
Y	French I	*Bien Dit! French I*	Champeny, DeMado, Ponterio	Houghton Mifflin Harcourt	2018	5/27/2020
		Notre Histoire	American Eagle Co / Voces Digital		2021	5/24/2021
Y	French II	*Bon Voyage 2*	Schmitt, Lutz	Glenco McGraw Hill	2002	6/24/2002
		Notre Histoire	American Eagle Co / Voces Digital		2021	5/24/2021
Y	French III	*Bon Voyage 2*	Schmitt, Lutz	Glenco McGraw Hill	2002	6/24/2002
Y	French IV	*Bon Voyage 2*	Schmitt, Lutz	Glenco McGraw Hill	2002	6/24/2002
		Le Petit Prince	Antione de Saint-Exupery	Harcourt	1971	6/24/2002
Y	French V	*Dans le vent*	Maley	Homson, Heinie	1999	8/25/2008
Y	French V AP	*Themes 1e AP French Language and Culture*	Delfosse, Kurbegov, Draggett	Vista Higher Learning	2016	5/21/2018
		AP French: Preparing for the Language Examination 2 Edition	Ladd, Girard	Prentice Hall	1998	8/25/2008
		Drole de mission	Szeps Fralin	EMC	1984	8/25/2008
		L'Etanger	Camus	Prentice Hall	1955	8/25/2008
		Panache Litteraire 3rd Edition	Baker, Cauvin	Heinie & Heinie	1995	8/25/2008
Y	German I	*Deutsch Aktuell 1, 7th Edition*	Kraft, Wolf	EMC	2017	5/20/2019
		Komm Mit I	Winkler	Holt Rinhart Winkler	1996	1/2/1997
Y	German II	*Deutsch Aktuell 2, 7th Edition*	Specht, Jarvis, Kraft	EMC	2017	5/27/2020
Y	German III Honors, German IV Honors	*Deutsch Aktuell 3, 7th Edition*	Specht, Jarvis, Kraft	EMC	2017	5/20/2019
		Komm Mit II	Winkler	Holt Rinhart Winkler	1996	1/2/1997
Y	Latin I	*Cambridge Latin Units 1 and 2*	Cambridge University Classics	Cambridge University Press	2015	5/2/2016
Y	Latin II	*Cambridge Latin Unit 3*	Cambridge University Classics	Cambridge University Press	2015	5/2/2016
Y	Latin III Honors	*Cambridge Latin Unit 4*	Cambridge University Classics	Cambridge University Press	2015	5/2/2016
Y	Latin IV Honors	*Horace: Selected Odes and Satire & Workbook*	Ancona	Bolchazy - Carducci	2004	8/25/2008
		Our Latin Heritage Book IV	Hines, Howard	Harcourt Brace	1969	8/25/2008
Y	Latin V AP	*Vergil's Aeneid: Selected Reading from Books 1,*	Barbara Welden Boyd	Bolchazy - Carducci	2013	5/20/2019
		Caesar: Selections from hs Commentarii De Bello Gallico	Hans Friedrich Mueller	Bolchazy - Carducci	2013	5/20/2019
		A Song of War: Readings in Vergils Aeneid	LaFleur, McKay	Pearson Prentice Hall	2004	6/29/2009

WELLNESS

Course	*Textbook*	Author	Publisher	Copyright	Approved
Driver Education	*Drivers Education Manual*		NJ Motor Vehicle Commission	2017	5/21/2018
First Aid	*First Aid & Heart Saver*	American Heart Association	First American Heart	2016	5/21/2018
	First Aid/CPR/AED Student Workbook	American Heart Association	First American Heart	2016	5/21/2018

2022-2023 Holiday Calendar

12 Month Employees

Monday, July 4th, 2022	Independence Day
Monday, September 5, 2022	Labor Day
Monday, September 26, 2022	Rosh Hashanah
Tuesday, October 4, 2022	Yom Kippur
Monday, October 24, 2022	DiWali
Thursday, November 3, 2022	NJEA Convention
Friday, November 4, 2022	NJEA Convention
Wednesday, November 23, 2022	Minimum Day - Education Center closes at 1:30 pm
Thursday, November 24, 2022	Thanksgiving Day
Friday, November 25, 2022	Thanksgiving Recess
Friday, December 23, 2022	Minimum Day - Education Center closes at 1:30 pm
Monday, December 26, 2022	Christmas Eve (alternate)*
Tuesday, December 27, 2022	Christmas Day (alternate)
Thursday, December 29, 2022	New Year's Eve (alternate)*
Friday, December 30, 2022	New Year's Day (alternate)
Monday, January 16, 2023	Martin Luther King Jr. Day
Monday, February 20, 2023	President's Day
Friday, April 7, 2023	Good Friday
Monday, May 29, 2023	Memorial Day

* As per the RAA Contract

Last Name	First Name	CSI Category Name	Assignment	Location	FTE 21-22	Step 21-22	Class 21-22	Salary 20-21	Doct 20-21	Growth 20-21	Long 20-21	Ratio 20-21	Total Salary 20-21	New Salary 21-22	Doct 21-22	Growth 21-22	Long 21-22	Ratio 21-22	Total Salary 21-22
ABBATIELLO	DIANE	TEACH	GRADE 7 SCIENCE	GWMS	1.00	18	MA+45	113,582		300	1,600		115,482	114,632		300	1,600		116,532
ABRUNZO	GEORGIA	SUPPRT	DATA SYSTEMS ADMINISTRATOR	ED CENTER	1.00			119,332					119,332	122,196					122,196
ACOSTA	KATHLEEN	TEACH	LDT-C	WILLARD	1.00	6	MA+30	74,765				3,738	78,503	77,992		300		3,900	82,192
ACOSTA	SILVIA	TEACH	RESOURCE ROOM	HAWES	1.00	18	MA+45	113,582		300	1,600		115,482	114,632		300	1,600		116,532
ADAY	DOUGLAS	TEACH	SPECIAL EDUCATION (SOCIAL STUDIES)	RHS	1.00	13	MA+45	89,490		300		4,475	94,265	93,667		300		4,683	98,650
AGNELLO	KERI	TEACH	REACH 4PK TEACHER	GLEN	1.00	6	MA	71,215					71,215	74,242					74,242
ALBERGATE	ANTHONY	TEACH	ENGLISH	GWMS	1.00	18	MA+45	113,582		300	1,500		115,382	114,632		300	1,600		116,532
ALEXANDER	ELIANNE	TEACH	SPEECH LANGUAGE SPECIALIST	TRAVELL/RHS	1.00	5	MA	71,215					71,215	72,342					72,342
ALEXANDER	MARIE	SEC12	TRANSPORT COORD	ED CENTER	1.00	13	DS12	64,294			1,929		66,223	65,029			1,951		66,980
ALFUSO	LISA	TEACH	GUIDANCE	GWMS	1.00	3	MA	68,118				4,768	72,886	69,742				4,882	74,624
ALGOR	MONICA	SUPPRT	REGISTERED NURSE	GLEN	1.00			53,248					53,248	54,526					54,526
ALTOMARE	JACQUELYN	SEC12	ADMIN ASST TO ASST PRIN	RHS	1.00	4	AA12	49,314					49,314	51,269					51,269
AMES	LINDA	SEC10	ATTENDANCE	RHS	1.00	13	AS10	48,745			975		49,720	50,944			1,528		52,472
AMOS	CASSANDRA	TEACH	ED SPECIALIST	WILLARD	1.00	8	MA	75,055		300			75,355	78,417		300			78,717
ANDERSON	CHRISTINE	TEACH	MATHEMATICS	RHS	1.00	10	MA+45	84,390		300			84,690	88,167		300			88,467
APPEL	CHARLES	TEACH	SOCIAL STUDIES	RHS	1.00	13	MA	82,390					82,390	86,367					86,367
ARANA	ADA	TEACH	SPANISH	GWMS	1.00	18	MA+45	113,582		300	1,500		115,382	114,632		300	1,500		116,432
ARANEO	ANGELA	TEACH	SPEECH LANGUAGE SPECIALIST	GLEN	1.00	5	MA	71,215					71,215	72,342					72,342
ARDITO	JESSICA	TEACH	GRADE 2	RIDGE	1.00	17	MA	95,002					95,002	100,052					100,052
AROMANDO	KAREN	TEACH	ENGLISH	RHS	1.00	18	MA	103,932			1,500		105,432	104,982			1,500		106,482
AZZOPARDI	DEIRDRE	TEACH	OT	GLEN/RIDGE	1.00	19	DR	121,012		300			121,312	122,062		300			122,362
BAILEY	DAVID	ADMN12	MS ASST. PRINC.	GWMS	1.00			128,000					128,000	131,072					131,072
BARBA	ALLISON	TEACH	SCHOOL PSYCHOLOGIST	GWMS	1.00	2	MA+30	71,168				3,558	74,726	72,992				3,650	76,642
BARBA	ASHLEY	TEACH	GRADE 3	RIDGE	1.00	6	BA	64,115					64,115	67,142					67,142
BARCLAY	LINDSEY	SEC11	CST/GUIDANCE SECRETARY	GWMS	1.00	5	AA11	42,592					42,592	48,075					48,075
BARKER	BARBARA	TEACH	SPANISH	RHS	1.00	18	MA	103,932					103,932	104,982			1,500		106,482
BARNETT	SHULA	TEACH	SPEECH	SOMERVILLE	0.95	18	MA+45	90,866		240			91,106	108,900		285			109,185
BATISTA	GISELLE	TEACH	SCHOOL PSYCHOLOGIST	RHS	1.00	7	MA+45	80,215		300		4,011	84,526	83,496		300		4,175	87,971
BERK	ASHLEY	TEACH	SPECIAL EDUCATION	BFMS	1.00	18	MA+45	113,582		300			113,882	114,632		300			114,932
BERRY	JULIEANNA	TEACH	GRADE 5	HAWES	1.00	15	MA+45	95,435		300			95,735	100,017		300			100,317
BESSER	LAUREN	TEACH	SOCIAL STUDIES	RHS	1.00	3	BA	61,018					61,018	62,642					62,642
BETRUS	ROBERT	TEACH	GRADE 8 MATHEMATICS	GWMS	1.00	17	MA+30	100,502		300			100,802	105,422		300			105,722
BETSTADT	MOLLY	TEACH	RESOURCE ROOM	RIDGE	1.00	18	MA+45	106,292		300			106,592	114,632		300			114,932
BIELICKY	KATHRYN	TEACH	GRADE 3	SOMERVILLE	1.00	10	MA	77,290		300			77,590	80,867					80,867
BISIG	SCOTT	CENTRL	SCHOOL BUSINESS ADMIN/BOARD SEC	ED CENTER	1.00			190,000					190,000	194,560					194,560
BLATT	NICOLE	TEACH	KINDERGARTEN	RIDGE	1.00	18	MA+30	104,172		300			104,472	111,312		300			111,612
BLINN	SUSAN	TEACH	SPECIAL EDUCATION	GWMS	1.00	17	BA	92,542			1,500		94,042	93,592			1,500		95,092
BLOIS	KEVIN	TEACH	GRADE 5	WILLARD	1.00	15	MA+45	95,435		300			95,735	100,017		300			100,317
BODART	KRISTEN	TEACH	KINDERGARTEN	HAWES	1.00	18	MA	103,932			1,600		105,532	104,982			1,600		106,582
BODIWALA	TULSI	TEACH	BIOLOGY	RHS	1.00	7	MA+30	76,665		300			76,965	79,942		300			80,242
BONFANTI	JILL	TEACH	GRADE 3	ORCHARD	1.00	18	BA+30	100,612			1,500		102,112	101,662			1,500		103,162
BOSHART	JASON	TEACH	GRADE 3	TRAVELL	1.00	12	MA	79,740					79,740	83,517					83,517
BOSTLER	MONICA	SEC11	ADMIN ASST TO PRIN-EL	WILLARD	1.00	13	AA11	57,222			1,717		58,939	57,769			1,733		59,502
BOURQUE	STEVEN	TEACH	GRADE ADVISOR	RHS	1.00	10	MA	77,290		300			77,590	80,867				6,469	87,336
BOVASSO	KENNETH	SUPPRT	PURCHASING COORD	ED CENTER	1.00			71,113					71,113	72,820					72,820
BRADY	KATHERINE	TEACH	SPEECH	ORC/GLEN	1.00	11	MA+30	80,840		300			81,140	84,617		300			84,917
BRAY	ARIANA	TEACH	BEHAVIORIST	RHS	1.00	3	MA	68,118				3,406	71,524	69,742				3,487	73,229
BRAY	NATALIE	TEACH	FAMILY & CONSUMER SCIENCE	RHS	1.00	5	DR	80,266					80,266	82,992		300			83,292
BRIGGS	AMY	TEACH	GRADE 8 SPANISH	BFMS	1.00	17	BA	92,542			1,600		94,142	93,592			1,600		95,192
BROPHY	NANCY	TEACH	SPECIAL EDUCATION TEACHER	BFMS	1.00	18	MA	98,802					98,802	104,982					104,982
BROWN	ANN	TEACH	LIBRARIAN/MEDIA SPEC	GWMS	1.00	18	MA+45	113,582		300			113,882	114,632		300	1,500		116,432
BROWN	BRIAN	TEACH	MUSIC	GWMS	1.00	18	MA+45	113,582		300			113,882	114,632		300			114,932
BRUNNER	ADAM	SUPPRT	DATA COORDINATOR	RHS	1.00			69,930					69,930	71,608					71,608
BRUNNER	DINA	TEACH	RESOURCE ROOM	WILLARD	1.00	18	MA+45	113,582		300			113,882	114,632		300			114,932
BRUNNER	JULIANNE	SEC10	GENERAL SECRETARY-EL	RIDGE	1.00	9	AS10	43,320					43,320	46,727					46,727
BUNZEY	CRAIG	TEACH	PHYSICAL EDUCATION	RHS	1.00	18	MA+45	113,582		300	1,600		115,482	114,632		300	1,600		116,532
BURGER	REBECCA	SEC10	GENERAL SECRETARY-EL	RIDGE/WILLD	1.00	7	AS10	41,000					41,000	44,257					44,257
BURNETT	ALICE	TEACH	SOCIAL STUDIES	RHS	1.00	18	MA+30	110,262		300			110,562	111,312		300			111,612
BUZZARD	MIA	TEACH	ED SPECIALIST	SOMERVILLE	1.00	15	MA+30	92,905		300			93,205	96,537		300			96,837
CAHILL	WILLIAM	TEACH	ESL	ORC/RIDGE	1.00	18	MA	98,802					98,802	104,982					104,982
CALAMAN	KERRY	TEACH	GRADE 2	SOMERVILLE	1.00	18	MA+45	113,582		300	1,500		115,382	114,632		300	1,600		116,532
CALANDRA	LAURA	TEACH	GRADE 1	SOMERVILLE	1.00	5	MA	69,616					69,616	72,342		300			72,642
CALIENDO	THERESE	SEC12	CST/GUIDANCE	BFMS	1.00	9	AA12	51,484					51,484	57,894			1,158		59,052
CAMPBELL	BETH	TEACH	SPECIAL EDUCATION	BFMS	1.00	17	BA+30	92,662					92,662	96,762					96,762
CANNON	MARIA	TEACH	GRADE 6 ENGLISH	GWMS	1.00	17	BA	92,542			1,600		94,142	93,592			1,600		95,192

Last Name	First Name	CSI Category Name	Assignment	Location	FTE 21-22	Step 21-22	Class 21-22	Salary 20-21	Doct 20-21	Growth 20-21	Long 20-21	Ratio 20-21	Total Salary 20-21	New Salary 21-22	Doct 21-22	Growth 21-22	Long 21-22	Ratio 21-22	Total Salary 21-22
CARAFELLO	JULIET	TEACH	GRADE 2	WILLARD	1.00	7	BA	66,015					66,015	69,092					69,092
CAROLLO	ERIK	TEACH	ENGLISH	RHS	1.00	6	MA	71,215		300			71,515	74,242		300			74,542
CARR	LAUREN	TEACH	GRADE 3	SOMERVILLE	1.00	16	MA	91,565					91,565	96,192					96,192
CARRERA	AMY	TEACH	REACH 5TK	GLEN	1.00	18	MA	98,802					98,802	104,982					104,982
CARROLL	WENDY	TEACH	KINDERGARTEN	RIDGE	1.00	18	MA+30	110,262		300			110,562	111,312		300			111,612
CARUSO	DEBRA	TEACH	RESOURCE ROOM	HAWES	1.00	18	MA+30	110,262		300			110,562	111,312		300			111,612
CASATELLI	STACY	TEACH	SCIENCE	RHS	1.00	15	MA+45	95,435		300		5,726	101,461	100,017		300			100,317
CASEY	KIM	TEACH	RESOURCE ROOM	TRAVELL	1.00	18	MA	103,932					103,932	104,982			1,500		106,482
CATALANO	NANCI	TEACH	GRADE 1	RIDGE	1.00	18	MA+45	113,582		300	1,500		115,382	114,632		300	1,500		116,432
CATANZARO	BECKY	TEACH	GRADE 1	HAWES	1.00	15	MA	88,335					88,335	92,717					92,717
CENTRELLI	ERICA	TEACH	GRADE 6 SCIENCE	BFMS	1.00	7	BA	66,015					66,015	69,092					69,092
CERBASI	JOYCE	TEACH	STAFF DEV	ED CENTER	1.00	18	MA+30	110,262		300		5,513	116,075	111,312		300			111,612
CHAKONIS	ASHLEY	SEC10	GUIDANCE SEC/CHILD STUDY TEAM SEC	RHS/SOMERVILLE	1.00	3	AA10	38,012					38,012	42,100					42,100
CHAMESIAN	LINDA	TEACH	SOCIAL STUDIES	RHS	1.00	6	MA+30	74,765		300			75,065	77,992		300			78,292
CHAMPY	BRIANNA	TEACH	SPECIAL EDUCATION	GWMS	1.00	5	MA	69,616					69,616	72,342		300			72,642
CHANOD	MARGARET	TEACH	GRADE 1	WILLARD	1.00	18	MA+45	113,582		300	1,600		115,482	114,632		300	1,600		116,532
CHEPLIC	MATTHEW	TEACH	ENGLISH	RHS	1.00	15	MA	88,335					88,335	92,717					92,717
CHIARAMONTE	MAUREEN	SEC12	SECY ATHLETIC DIR	RHS	1.00	9	AA12	55,684					55,684	57,894					57,894
CHICAS	CHRISTINA	TEACH	ART	ORC/WILLD	1.00	7	MA	73,115		300			73,415	76,192		300			76,492
CHRISTOPHER	SUSAN	SEC12	ADMIN ASST TO PRIN-MS	BFMS	1.00	13	AA12	62,194			3,110		65,304	62,929			3,146		66,075
CIGOLINI	LUCILLE	TEACH	GRADE 6 ENGLISH	BFMS	1.00	17	BA	92,542					92,542	93,592					93,592
CLARK	KELLY	TEACH	ART	BFMS/GWMS	0.40	17	BA	37,017					37,017	37,437					37,437
CLARKE	NOREEN	TEACH	SOCIAL STUDIES (ELECTIVE/BFBN)	BFMS	1.00	18	MA+30	110,262		300	1,600		112,162	111,312		300	1,600		113,212
CLARKE-ANDERSON	KATHLEEN	TEACH	ENGLISH (ELECTIVE)	BFMS	1.00	18	MA+45	113,582		300	1,600		115,482	114,632		300	1,600		116,532
COMISSIONG	OLGA	TEACH	HEALTH	RHS	1.00	18	MA+45	113,582		300			113,882	114,632		300			114,932
CONNELLY	MATTHEW	TEACH	GRADE 4	TRAVELL	1.00	17	MA	95,002					95,002	100,052					100,052
CONNOR	DANIELLE	TEACH	GRADE 5	WILLARD	1.00	14	BA	78,140					78,140	82,367					82,367
CONSOL	MARY	TEACH	PE/HEALTH	RHS	1.00	5	MA	69,616					69,616	72,342					72,342
CONTRERAS	COLLEEN	TEACH	SE COLL (ENG)	RHS	1.00	17	BA	87,902					87,902	93,592					93,592
COOK	KEITH	ADMN12	SUPV ATHLETICS	RHS	1.00			148,154					148,154	151,710					151,710
COPPOLA	MICHELE	TEACH	LIBRARIAN/MEDIA SPECIALIST	RIDGE	1.00	18	MA+45	113,582		300	1,500		115,382	114,632		300	1,500		116,432
CORCORAN	ERIN	TEACH	GRADE 8 ENGLISH	BFMS	1.00	18	MA+30	110,262		300	1,500		112,062	111,312		300	1,500		113,112
CORLETT	SUSAN	TEACH	SPECIAL EDUCATION MATHEMATICS	BFMS	1.00	16	MA+45	98,665		300			98,965	103,802		300			104,102
CORNACCHIA	VANESSA	TEACH	ENGLISH/BSI	RHS	1.00	17	MA	95,002					95,002	100,052					100,052
CORRELL	MOIRA	TEACH	NURSE/TEACHER	SOMERVILLE	1.00	17	BA	92,542					92,542	93,592					93,592
COUCH	ANDREW	TEACH	LATIN	GWMS	1.00	15	BA	81,235					81,235	85,617					85,617
CRAWFORD	RYAN	TEACH	ADAPTED PHYSICAL SAIL	BFMS	0.40	3	BA	24,407					24,407	25,057					25,057
CROCAMO	JANET	SEC12	MAIN OFFICE-LEAD SEC	RHS	1.00	6	AA12	49,529					49,529	53,594					53,594
CRONK	PAUL	TEACH	ART	RHS	1.00	18	MA+45	113,582		300			113,882	114,632		300			114,932
CUELLAR	ANGELICA	TEACH	SPANISH	RHS	1.00	13	BA	75,290					75,290	79,267					79,267
CUNEO	TARA	TEACH	SPANISH	RHS	1.00	3	MA	68,118					68,118	69,742					69,742
CURCIO	JASON	TEACH	MUSIC	BFMS	1.00	18	MA	103,932					103,932	104,982			1,500		106,482
CURRIER	ROBERT	TEACH	PHYSICAL EDUCATION	GWMS	1.00	18	MA	103,932			1,600		105,532	104,982			1,600		106,582
DABBY	MAXWELL	TEACH	MUSIC	BFMS/GWMS	1.00	3	BA	61,018					61,018	62,642					62,642
DAIDONE	BRITTANY	TEACH	SPECIAL EDUCATION	GWMS	1.00	9	MA+45	82,159		300			82,459	85,717		300			86,017
D'AMICO	ANNA	SEC12	GUIDANCE/REGISTRAR	RHS	1.00	11	AS12	52,999					52,999	57,369					57,369
DANDREA	GABRIELLE	SUPPRT	ASSISTANT DATABASE SYSTEMS ADMINISTRATOR	ED CENTER	1.00			61,440					61,440	62,915					62,915
DASILVA	DANIEL	TEACH	ART	RHS	1.00	17	BA	91,542			1,500		93,042	93,592			1,500		95,092
DASTIS-BUCKLER	DARIEN	TEACH	GRADE 1	TRAVELL	1.00	17	BA+30	92,662					92,662	96,762					96,762
de VEGH	ANTONIA	TEACH	LATIN	BFMS/GWMS	0.80	14	MA+45	73,872					73,872	77,414					77,414
DeARAUJO	CHRISTIE	TEACH	MULTI-SENSORY READING	ED CENTER	1.00	13	MA+45	89,490				4,475	93,965	93,667		300		4,683	98,650
DEGROAT	LAURIE ANN	TEACH	MUSIC	GWMS	1.00	18	MA+45	113,582		300	1,600		115,482	114,632		300	1,600		116,532
DEL ORBE-ANTHON	ANA	TEACH	GRADE 7 SPANISH	BFMS	1.00	12	MA	79,740					79,740	83,517					83,517
DELANEY	CYNTHIA	SUPPRT	CONF ADMIN ASST TO HR	ED CENTER	1.00			57,675					57,675	59,059					59,059
DELANEY	LYNNE	TEACH	GRADE 1	RIDGE	1.00	17	BA	92,542					92,542	93,592					93,592
DELIA	EILEEN	TEACH	ENGLISH	RHS	1.00	18	MA+45	113,582		300			113,882	114,632		300			114,932
DELIA	SUSAN	TEACH	ENGLISH	GWMS	1.00	18	DR	109,472		300			109,772	117,422		300			117,722
DEMBIN	ROSS	TEACH	GRADE 3	SOMERVILLE	1.00	3	MA	68,118					68,118	69,742					69,742
DEPINTO	LAUREN	TEACH	CRIS INTERVEN COUNS/DISTRICT COORDINATOR SCHOOL BASED MENTAL HEALTH SERVICES	BFMS/RHS	1.00	17	MA+45	102,612		300		12,314	115,226	107,542		300		12,905	120,747
DERIENZO	KRISTEN	TEACH	SPECIAL EDUCATION RISe ABA	GLEN	1.00	4	MA+30	72,168					72,168	74,492					74,492
DERISI	MICHAEL	TEACH	PHYSICAL EDUCATION	SOMERVILLE	1.00	8	MA+45	82,159		300			82,459	85,717		300			86,017
DEROCHE	ANDREW	SUPPRT	TECH/MEDIA TECH	HAWES/SOM/TRAV/GLEN	1.00			45,568					45,568	46,662					46,662
DESIMONE	ANGELO	SUPPRT	TREAS OF MONIES	ED CENTER	N/A			5,000					5,000	5,000					5,000
DETORA	CYNTHIA	TEACH	ENGLISH	RHS	1.00	11	MA	77,290		300			77,590	80,867					80,867

Last Name	First Name	CSI Category Name	Assignment	Location	FTE 21-22	Step 21-22	Class 21-22	Salary 20-21	Doct 20-21	Growth 20-21	Long 20-21	Ratio 20-21	Total Salary 20-21	New Salary 21-22	Doct 21-22	Growth 21-22	Long 21-22	Ratio 21-22	Total Salary 21-22
DEVANEY	EILEEN	TEACH	GRADE 1	WILLARD	1.00	18	MA+45	113,582		300			113,882	114,632		300			114,932
DIBRITA	CHRISTINE	TEACH	DANCE	RHS	0.50	2	MA	33,809					33,809	34,621					34,621
DIORIO	LINDA	TEACH	LIBRARIAN/MEDIA SPEC	WILLARD	1.00	18	BA+30	100,612					100,612	101,662					101,662
DISTEFANO	ALISSA	TEACH	SPECIAL EDUCATION (COLLAB)	GWMS	1.00	12	MA+45	86,840		300			87,140	90,817		300			91,117
DODD	REBECCA	TEACH	KINDERGARTEN	WILLARD	1.00	8	BA	67,955					67,955	71,317					71,317
DODD	STEPHANIE	TEACH	PE/HEALTH	GW/RIDGE/WILLD	1.00	7	BA	66,015					66,015	69,092					69,092
DOLBY	LUKE	TEACH	ENGLISH	RHS	1.00	6	MA+45	78,315					78,315	81,542		300			81,842
DOLFI	DAWN-LYN	TEACH	ED SPECIALIST	WILLARD	1.00	18	MA+30	110,262		300			110,562	111,312		300	1,500		113,112
DONNELLY	JAMES	TEACH	ENGLISH	RHS	1.00	15	MA+30	92,905		300			93,205	96,537		300			96,837
DONNELLY	TRECIA	TEACH	RESOURCE/SPECIAL EDUCATION	BFMS	1.00	18	MA	103,932					103,932	104,982					104,982
DONOVAN	SUZANNE	SUPPRT	SCHOOL NURSE/RN	RHS	1.00			55,054					55,054	56,375					56,375
DORIS	MICHELLE	TEACH	MATHEMATICS/BSI	RHS	1.00	17	MA+45	102,612		300			102,912	107,542		300			107,842
DRENNAN	ELIZABETH	TEACH	LIBRARIAN/MEDIA SPEC	SOMERVILLE	1.00	17	MA+45	102,612		300			102,912	107,542		300			107,842
DRISCOLL	SAMANTHA	TEACH	SPECIAL EDUCATION (MATHEMATICS)	RHS	1.00	8	MA	75,055		300			75,355	78,417		300			78,717
DROSKE	KATHRYN	TEACH	KINDERGARTEN	SOMERVILLE	1.00	14	MA	85,240					85,240	89,467					89,467
DURLING	DEREK	TEACH	GRADE 4	WILLARD	1.00	16	BA+30	88,695					88,695	93,852					93,852
EIDSCHUN	JILLIAN	TEACH	GUIDANCE COUNSELOR	RHS	1.00	5	MA+30	73,166				5,122	78,288	76,092				5,326	81,419
ELBAUM	GILA	TEACH	SCHOOL PSYCHOLOGIST	ORCH/RIDGE	0.95	18	MA+45	107,903		285		5,395	113,583	108,900		285		5,445	114,630
ELKINS	JANET	TEACH	ED SPECIALIST	TRAVELL	1.00	14	MA+30	89,520		300			89,820	94,237		300			94,537
ENMORE	JAESON	SUPPRT	ASSOC SYSTEM ADM	ED CENTER	1.00			87,063					87,063	89,153					89,153
ENRIGHT	SUSAN	TEACH	GRADE 2	HAWES	1.00	18	MA	103,932					103,932	104,982					104,982
ESCOBAR	ALEJANDRO	TEACH	SPECIAL EDUCATION (SOCIAL STUDIES)	RHS	1.00	3	MA+30	71,668					71,668	73,492					73,492
ESPOSITO	ANNA LYNN	TEACH	GRADE 6 MATHEMATICS	BFMS	1.00	18	MA	103,932			1,600		105,532	104,982			1,600		106,582
FABISH	CASSANDRA	TEACH	RESOURCE ROOM	SOMERVILLE	1.00	16	MA	91,565					91,565	96,192					96,192
FABISH	CHRISTOPHER	TEACH	GUIDANCE	RHS	1.00	16	MA+30	95,185		300		6,663	102,148	101,692		300		7,118	109,111
FANOS	JACLYN	TEACH	RESOURCE ROOM	TRAV/WILLD	1.00	16	MA+45	98,665		300			98,965	103,802		300			104,102
FARRAR	EVA	TEACH	SPECIAL EDUCATION (ENGLISH)	RHS	1.00	13	MA	82,390					82,390	86,367					86,367
FEDERICO	MILDRED	SEC12	LEAD SECY - C,I & A	ED CENTER	1.00	13	AS12	60,094					60,094	60,829					60,829
FEELEY	KEVIN	TEACH	CRIS INTERVEN COUNS	GWMS/RHS	1.00	18	MA+30	110,262		300		5,513	116,075	111,312		300		5,566	117,178
FEENEY	LYNNE	TEACH	SCIENCE	RHS	1.00	16	MA	91,565					91,565	96,192					96,192
FEIT	DEBORAH ANN	TEACH	GRADE 6 SCIENCE	GWMS	1.00	18	MA+45	113,582		300	1,600		115,482	114,632		300	1,600		116,532
FENWICK	MICHELLE	ADMN12	DIRECTOR SPECIAL PROGRAMS	DISTRICT	1.00			177,989	3,000				180,989	182,261	3,000				185,261
FERRARI KING	GABRIELLE	TEACH	GRADE 4	SOMERVILLE	1.00	18	MA	103,932			1,500		105,432	104,982			1,500		106,482
FERRERI	MARK	ADMN12	SUPV WORLD LANG/SS	RHS	1.00			162,451			1,600		164,051	166,350			1,600		167,950
FERRERI	MARY	ADMN12	EL PRIN	ORCHARD	1.00			169,733					169,733	173,807					173,807
FERRERI	TODD	TEACH	SPECIAL EDUCATION (LLD)	BFMS	1.00	18	MA	103,932					103,932	104,982					104,982
FEUILLY	LAUREN	TEACH	GRADE 2	TRAVELL	1.00	12	MA	79,740					79,740	83,517					83,517
FINK	GARY	TEACH	MUSIC	RHS	0.30	4	BA+30	19,520					19,520	20,218					20,218
FINK	SUSAN	TEACH	SOCIAL WORKER	HAWES/TRAV	1.00	18	MA+30	110,262		300		5,513	116,075	111,312		300	1,500	5,566	118,678
FINUCANE	MELISSA	TEACH	ED SPECIALIST	TRAVELL	1.00	18	MA+30	104,172		300			104,472	111,312		300			111,612
FISCHER	KACEY	TEACH	GRADE 1	HAWES	1.00	8	BA	67,955					67,955	71,317					71,317
FISCHER	KATHERINE	TEACH	GRADE 5	ORCHARD	1.00	8	MA	75,055					75,055	78,417					78,417
FISCHETTI	ELIZABETH	TEACH	GRADE 4	SOMERVILLE	1.00	18	MA	103,932					103,932	104,982					104,982
FISHER	ISABELLE	TEACH	SCHOOL PSYCHOLOGIST	BFMS	1.00	2	MA+45	74,898				3,745	78,643	76,622				3,831	80,453
FLEMING	DAWN	TEACH	GRADE 5	TRAVELL	1.00	18	MA+30	104,172		300			104,472	111,312		300			111,612
FONTANA	ELISABETH	TEACH	ART	BFMS	1.00	4	MA	68,618					68,618	70,742					70,742
FORFA	JASON	SUPPRT	TECH/MEDIA TECH	GWMS	1.00			46,361					46,361	47,474					47,474
FOX	CHERYL	TEACH	KINDERGARTEN	HAWES	1.00	18	MA	103,932					103,932	104,982					104,982
FRIBERG	HONOR	SUPPRT	CORD GRANTS/TESTING	ED CENTER	1.00			68,608					68,608	70,255					70,255
FRIEL	DONALD	TEACH	GRADE 3	WILLARD	1.00	17	MA	95,002					95,002	100,052					100,052
FUNTSCH	KAITLYN	TEACH	SPECIAL EDUCATION	GWMS	1.00	8	MA+45	82,159		300			82,459	85,717		300			86,017
GALANTI	MEGAN	TEACH	LDT-C	ORCHARD	1.00	15	DR	98,985		300		4,949	104,234	103,367		300		5,168	108,835
GALASSO	PATRICIA	TEACH	SPANISH	RHS	1.00	12	BA	72,640					72,640	76,417					76,417
GALEAZZA	LUCIA	TEACH	GRADE 2	RIDGE	1.00	17	BA	92,542					92,542	93,592					93,592
GARVIN	NATALIE	TEACH	SPECIAL EDUCATION	GWMS	1.00	7	MA	87,738		300		1,755	89,793	76,192		300			76,492
GATHRIGHT	DONNA	SUPPRT	CONF ADMIN ASST TO HR	ED CENTER	1.00			55,000					55,000	56,320					56,320
GATTONI	JESSICA	TEACH	MATHEMATICS	RHS	1.00	3	BA	61,018					61,018	62,642					62,642
GATTONI	REBECCA	TEACH	MATHEMATICS	RHS	1.00	18	MA+45	113,582		300	1,600		115,482	114,632		300	1,600		116,532
GELENIUS	MARIANN	TEACH	LDT-C	BFMS	1.00	18	MA+45	113,582		300		5,679	119,561	114,632		300		5,732	120,664
GELLMAN	JENNIFER	TEACH	REACH 4PK TEACHER	GLEN	1.00	16	BA	84,465					84,465	89,092					89,092
GERALD	JANE	TEACH	SOCIAL WORKER	SOM/WILLD	1.00	17	MA+30	100,502		300		5,025	105,827	105,422		300		5,271	110,993
GERARD	AMY	TEACH	SPECIAL EDUCATION K-2	WILLARD	1.00	17	MA+45	102,612		300			102,912	107,542		300			107,842
GERONIMO	KRISTI	TEACH	MUSIC	RHS	1.00	14	MA	85,240					85,240	89,467					89,467
GERVOLINO	COLLEEN	TEACH	SCIENCE	RHS	1.00	17	BA+30	92,662					92,662	96,762					96,762
GIANNANTONIO	FRANK	TEACH	PE/HEALTH	RHS	1.00	18	MA+45	106,292		300			106,592	114,632		300			114,932

Last Name	First Name	CSI Category Name	Assignment	Location	FTE 21-22	Step 21-22	Class 21-22	Salary 20-21	Doct 20-21	Growth 20-21	Long 20-21	Ratio 20-21	Total Salary 20-21	New Salary 21-22	Doct 21-22	Growth 21-22	Long 21-22	Ratio 21-22	Total Salary 21-22
GIANNETTI	COURTNEY	TEACH	GRADE 7 SCIENCE	GWMS	1.00	18	MA+45	113,582		300			113,882	114,632		300	1,500		116,432
GIARDINA	ALYSSA	TEACH	GRADE 8 SCIENCE	BFMS	1.00	5	BA+30	66,066					66,066	68,992					68,992
GIARDINO	STACY	TEACH	BEHAVIOR THERAPIST	DISTRICT	1.00	18	MA+30	110,262		300		5,513	116,075	111,312		300		5,566	117,178
GIDICH	CASEY	TEACH	GRADE 4	RIDGE	1.00	12	BA+30	76,760					76,760	80,967					80,967
GIGANTE	STEFANIE	TEACH	LATIN	RHS	1.00	17	MA+45	102,612		300			102,912	107,542		300			107,842
GIORDANO	NICOLE	TEACH	GRADE 8 SCIENCE	BFMS	1.00	4	BA	61,518					61,518	63,642					63,642
GIZZI	NICOLE	TEACH	RESOURCE ROOM	TRAVELL/WILLD	1.00	17	MA+45	102,612		300			102,912	107,542		300			107,842
GOLDBERG	SARAH	TEACH	LDT-C	HAWES	1.00	3	MA	68,118				3,405	71,523	69,742				3,487	73,229
GORDON	JULIE	TEACH	SPECIAL EDUCATION (COLLAB - ENGLISH)	RHS	1.00	18	MA	103,932					103,932	104,982					104,982
GORMAN	BRANDI	TEACH	SPECIAL EDUCATION (LLD 3-5)	HAWES	1.00	12	MA	79,740					79,740	83,517					83,517
GORMAN	MICHELLE	TEACH	SPECIAL EDUCATION	RHS	1.00	4	MA	68,618					68,618	70,742					70,742
GORMAN	THOMAS	CENTRL	SUPERINTENDENT	ED CENTER	1.00			218,000					218,000	222,360					222,360
GOULD	ALEXANDRA	TEACH	GRADE 8 MATHEMATICS	GWMS	1.00	14	MA	85,240					85,240	89,467					89,467
GRABINSKI	LISA	TEACH	SCHOOL NURSE	TRAVELL	1.00	9	MA	75,055					75,055	78,417		300			78,717
GRASSO	LAURA	TEACH	PHYSICAL EDUCATION	GWMS	1.00	18	MA+45	113,582		300	1,600		115,482	114,632		300	1,600		116,532
GRAZIANO	NICOLE	TEACH	GRADE 5	TRAVELL	1.00	18	MA	103,932			1,600		105,532	104,982			1,600		106,582
GREGORY-FINK	DEBORAH	TEACH	MUSIC	HAWES	1.00	18	MA+45	113,582		300			113,882	114,632		300			114,932
GRIBBEN	HAILEY	TEACH	KINDERGARTEN	ORCHARD	1.00	6	MA	71,215		300			71,515	74,242		300			74,542
GRIFFITH	ROSANNA	SEC10	ENGLISH/SOC ST-LEAD SEC	RHS	1.00	6	AS10	41,691					41,691	43,126					43,126
GROSS	STEVEN	TEACH	SPECIAL EDUCATION SCIENCE	RHS	1.00	6	MA+30	74,765					74,765	77,992		300			78,292
GRUDZIEN	JAIMEE	TEACH	SPECIAL EDUCATION (RISe)	GLEN	1.00	17	BA	92,542					92,542	93,592					93,592
GYULAY	JOSEPH	TEACH	MATHEMATICS	RHS	1.00	18	MA	98,802					98,802	104,982					104,982
HAAS	JEFFREY	TEACH	MUSIC	RHS	1.00	18	MA+45	113,582		300	1,600		115,482	114,632		300	1,600		116,532
HACKETT	LOREN	TEACH	GRADE 8 ENGLISH	BFMS	1.00	13	MA+45	89,490		300			89,790	93,667		300			93,967
HALTER	WESLEY	TEACH	GRADE 4	WILLARD	1.00	9	MA+30	78,605		300			78,905	82,167		300			82,467
HANDY	MARY LOUISE	TEACH	GRADE 6 SOCIAL STUDIES	GWMS	1.00	18	MA+45	113,582		300	1,500	6,815	122,197	114,632		300	1,500		116,432
HANS	PATRICIA	TEACH	ENGLISH	RHS	1.00	18	MA+45	113,582		300			113,882	114,632		300			114,932
HARNEY	THOMAS	TEACH	GRADE 3	HAWES	1.00	12	MA	79,740					79,740	83,517					83,517
HEAD	EILEEN	TEACH	SPEECH	TRAVELL	1.00	18	MA+45	113,582		300			113,882	114,632		300			114,932
HEGEWALD	PATRICIA	TEACH	LDT-C	RHS	1.00	18	MA+45	113,582		300		5,679	119,561	114,632		300		5,732	120,664
HEIDER	ERIN	TEACH	GRADE 4	ORCHARD	1.00	13	MA+45	89,490		300			89,790	93,667		300			93,967
HIGGINS	DANA	TEACH	ED SPECIALIST	RIDGE	1.00	18	MA+45	113,582		300	1,600		115,482	114,632		300	1,600		116,532
HIGGINS	MOLLY	TEACH	GRADE 1	ORCHARD	1.00	7	MA+30	76,665		300			76,965	79,942		300			80,242
HIGGINS	PATRICIA	SEC10	GENERAL SECRETARY-EL	HAWES	1.00	13	AS10	48,745			2,437		51,182	50,944			2,547		53,491
HOFFMAN	CAROLINE	ADMN12	EL PRIN	WILLARD	1.00			178,892			1,200		180,092	183,185			1,600		184,785
HOFFMANN	RICHARD	SUPPRT	ADMIN APPLICATION COORD	ED CENTER	1.00			92,793					92,793	95,020					95,020
HOLAND	LARRY	TEACH	ART/TV PROD	RHS	0.70	17	BA	64,779			1,500		66,279	65,514			1,500		67,014
HOOGERHYDE	MICHAEL	TEACH	SPECIAL EDUCATION (COLLAB - SCIENCE)	RHS	1.00	18	MA+30	110,262		300			110,562	111,312		300			111,612
HORTON	CHRISTINA	TEACH	SCHOOL NURSE	ORCHARD	1.00	3	BA	61,018					61,018	62,642					62,642
HOWELLS	LYNN	SUPPRT	K-12 TECH COORD	BFMS	1.00			97,017					97,017	99,345					99,345
HUBER	COURTNEY	TEACH	SPECIAL EDUCATION (STEPSS)	BFMS	1.00	2	MA	67,618					67,618	69,242					69,242
HUTCHISON	TARA	TEACH	MUSIC	WILLARD	1.00	16	MA+45	98,665		300			98,965	103,802		300			104,102
IMBRUGLIA	LAUREN	TEACH	FRENCH	BFMS	1.00	17	BA+30	92,662					92,662	96,762					96,762
INGOGLIA	BRENDA	TEACH	MATHEMATICS	RHS	1.00	17	MA+45	102,612		300			102,912	107,542		300			107,842
JAMES	KIMBERLY	SEC11	ADMIN ASST TO PRIN-EL	TRAVELL	1.00	5	AA11	46,442					46,442	48,075					48,075
JANOWSKI	ELIZABETH	TEACH	GRADE 1	SOMERVILLE	1.00	16	MA+45	98,665		300			98,965	103,802		300			104,102
JAROSZ	KATHLEEN	TEACH	GRADE 2	RIDGE	1.00	14	BA+30	41,245					41,245	86,917					86,917
JASINSKI	DANIELLE	TEACH	KINDERGARTEN	ORCHARD	1.00	15	MA	91,565					91,565	92,717					92,717
JEREJIAN	LISBETH	TEACH	EDUCATION SPECIALIST	RIDGE/SOMERVILLE	1.00	18	BA+30	100,612			1,500	3,018	105,130	101,662			1,500		103,162
JOHN	CARLIN	TEACH	ENGLISH	RHS	1.00	5	BA	62,516					62,516	65,242					65,242
JONES	MICHELLE	TEACH	RESOURCE ROOM	ORCHARD	1.00	18	MA+45	113,582		300	1,500		115,382	114,632		300	1,500		116,432
JOSEPH	ANDREA	TEACH	SCIENCE	RHS	1.00	18	MA	103,932					103,932	104,982			1,500		106,482
KABASH	VANESSA	TEACH	GRADE 8 ENGLISH	GWMS	1.00	18	MA+45	113,582		300			113,882	114,632		300			114,932
KADUS	CHRISTOPHER	TEACH	GRADE 8 SOCIAL STUDIES	GWMS	1.00	18	MA+45	113,582		300			113,882	114,632		300			114,932
KALEBIC	TAMARA	TEACH	SOCIAL STUDIES	RHS	1.00	18	MA+45	113,582		300	1,600		115,482	114,632		300	1,600		116,532
KAMENO	SUSAN	TEACH	PHYSICAL EDUCATION	HAWES	1.00	18	MA+45	113,582		300	1,600		115,482	114,632		300	1,600		116,532
KAPLAN	NANCY	TEACH	GRADE 2	SOMERVILLE	1.00	13	MA	82,390					82,390	86,367					86,367
KAPLYSH	INGRI	TEACH	SPANISH	GWMS	1.00	5	BA	62,516					62,516	65,242					65,242
KARAN	ELIZABETH	TEACH	SCIENCE	RHS	1.00	19	DR	121,012		300			121,312	122,062		300			122,362
KARCH	ELISA	SEC12	ADMIN ASST TO PRIN-MS	BFMS	1.00	11	AA12	57,199			1,144		58,343	59,469			1,189		60,658
KARTEN	ELAINE	TEACH	ENGLISH	RHS	1.00	18	MA	103,932			1,500		105,432	104,982			1,500		106,482
KASE	SEAN	TEACH	BUSINESS EDUCATION	RHS	1.00	14	MA	85,240					85,240	89,467					89,467
KASHMANIAN	KATHERINE	ADMN12	MS PRIN	GWMS	1.00			193,901	3,000				196,901	198,555	3,000				201,555
KAWASH	JUSTINE	TEACH	MUSIC	BFMS	1.00	15	BA	81,235					81,235	85,617					85,617
KAY	JAMES	TEACH	SCIENCE	RHS	1.00	18	MA	103,932			1,500		105,432	104,982			1,500		106,482

Last Name	First Name	CSI Category Name	Assignment	Location	FTE 21-22	Step 21-22	Class 21-22	Salary 20-21	Doct 20-21	Growth 20-21	Long 20-21	Ratio 20-21	Total Salary 20-21	New Salary 21-22	Doct 21-22	Growth 21-22	Long 21-22	Ratio 21-22	Total Salary 21-22
KAY	PETER	TEACH	PE/HEALTH	RHS	1.00	6	BA	64,115					64,115	67,142					67,142
KAZMIERCZAK	JENNIFER	SEC10	ADMIN ASST TO ASST PRIN -HS	RHS	1.00	7	AA10	44,500					44,500	46,016					46,016
KEARNS	CHRISTOPHER	TEACH	GRADE 1	WILLARD	1.00	18	BA+30	100,612					100,612	101,662					101,662
KELLY	JOAN	TEACH	RESOURCE ROOM	TRAVELL	1.00	18	MA+45	113,582		300	1,500		115,382	114,632		300	1,500		116,432
KEPPEL	KATHERINE	TEACH	SPECIAL EDUCAITON (LLD)	GWMS	1.00	9	MA+45	82,159		300			82,459	85,717		300			86,017
KHALOYAN	SHIVA	TEACH	ED SPECIALIST	SOMERVILLE	1.00	18	MA+45	113,582		300	1,500		115,382	114,632		300	1,500		116,432
KIELY	MICHELE	TEACH	ED SPECIALIST	RIDGE	1.00	15	BA+30	85,585					85,585	90,047					90,047
KIERNAN	MEREDITH	TEACH	GRADE 5	SOMERVILLE	1.00	14	MA+30	89,520		300			89,820	94,237		300			94,537
KILCULLEN	MICHAEL	TEACH	TRANSITION COORDINATOR	RHS	1.00	11	MA	77,290					77,290	80,867					80,867
KILDAY	DANIEL	ADMN12	SUPERVISOR OF WELLNESS	RHS	1.00			141,264					141,264	144,654					144,654
KILLBY	KATE	TEACH	SCHOOL PSYCHOLOGIST	SOM/WILLD	1.00	10	DR	87,940				4,397	92,337	91,517				4,576	96,093
KIM	LINDA	TEACH	GRADE 8 SOCIAL STUDIES	BFMS	1.00	15	BA	84,465					84,465	85,617					85,617
KIMBELL	TRACEE	TEACH	GRADE 3	RIDGE	1.00	18	MA+45	113,582		300	1,500		115,382	114,632		300	1,500		116,432
KING	JANELLE	TEACH	MUSIC	GWMS	1.00	18	MA+45	106,292		300			106,592	114,632		300			114,932
KIRTANE	MEDHA	TEACH	SOCIAL STUDIES	RHS	1.00	15	MA+45	95,435		300			95,735	100,017		300			100,317
KLEIN-HELLMAN	LAUREN	TEACH	GUIDANCE	RHS	1.00	15	MA	88,335				6,183	94,518	92,717				6,490	99,207
KLION	DANIELLE	TEACH	SPECIAL EDUCATION	BFMS	1.00	7	BA+30	69,565					69,565	72,842					72,842
KNEIS	DANA	TEACH	GUIDANCE	RHS	1.00	3	MA	68,118				4,768	72,886	69,742				4,882	74,624
KNOTT	RONALD	TEACH	PE/HEALTH	RHS	1.00	18	MA+30	110,262		300	1,600		112,162	111,312		300	1,600		113,212
KOROPCHAK	SABRINA	TEACH	GRADE 1	SOMERVILLE	1.00	2	BA	60,518					60,518	62,142					62,142
KOTT	GREGGORY	TEACH	SCIENCE	RHS	1.00	18	BA+30	100,612					100,612	101,662			1,500		103,162
KOWALCZYK	PATRICIA	SEC12	ADMIN ASST SPEC PRO (TECH ASST)	ED CENTER	1.00	13	AA12	62,194			1,866		64,060	62,929			1,888		64,817
KRASINSKI	KRISTEN	TEACH	GRADE 7 SOCIAL STUDIES	BFMS	1.00	9	MA+45	82,159		300			82,459	85,717		300			86,017
KREISMER	DREW	TEACH	MUSIC	ORC/WILLD	1.00	18	MA+45	113,582		300	1,500		115,382	114,632		300	1,500		116,432
KROKUS	ROBERT	TEACH	ART	WILLARD	1.00	17	BA	92,542					92,542	93,592					93,592
KRSNAK	KATE	TEACH	GRADE 6 SCIENCE	BFMS	1.00	5	BA	62,516					62,516	65,242					65,242
KUBO	TOMOHIRO	SUPPRT	TECH/MEDIA TECH	BFMS	1.00			49,575					49,575	50,765					50,765
KUNZLE	SANDRA	TEACH	SCIENCE	RHS	1.00	18	MA	103,932			1,600	7,275	112,807	104,982			1,600	7,349	113,931
LABARR	MAUREEN	TEACH	LIBRARIAN/MEDIA SPEC	ORCHARD	1.00	18	MA+45	113,582		300	1,600		115,482	114,632		300	1,600		116,532
LABENDA	CHARLENE	SUPPRT	PUBLIC INFO OFFICER AND SPECIAL PROJECTS	ED CENTER	1.00			82,944					82,944	84,935					84,935
LABOWSKY	HSUAN	TEACH	SCIENCE	RHS	1.00	18	DR	109,472		300			109,772	117,422		300			117,722
LAFEMINA	FRED	TEACH	SOCIAL STUDIES	RHS	1.00	8	MA+30	78,605		300			78,905	82,167		300			82,467
LAURO	LIVIA	TEACH	PHYSICAL EDUCATION	TRAVELL/GLEN	1.00	15	MA	88,335					88,335	92,717					92,717
LEBLANCQ	MARY	TEACH	GRADE 4	RIDGE	1.00	6	BA	64,115					64,115	67,142					67,142
LEE	BRIAN	TEACH	ENGLISH	RHS	1.00	18	MA	103,932					103,932	104,982					104,982
LEE	CHRISTINE	TEACH	CHINESE	RHS	1.00	10	MA+45	84,390		300			84,690	88,167		300			88,467
LEONARD	MARK	TEACH	SPECIAL EDUCATION (COLLAB)	BFMS	1.00	11	BA	70,190					70,190	73,767					73,767
LETAVISH	KELLY	TEACH	REACH 4PK TEACHER	GLEN	1.00	18	BA+30	95,512					95,512	101,662					101,662
LITVAK	ROMAN	TEACH	MATHEMATICS	BFMS/GWMS	1.00	18	BA+30	100,612					100,612	101,662			1,500		103,162
LOHR	SARAH	TEACH	KINDERGARTEN	WILLARD	1.00	17	MA+30	100,502		300			100,802	105,422		300			105,722
LORA	CINDY	TEACH	BEHAVIORIST ANALYST (K-12)/BEHAVIOR ANALYST/COORDINATOR	DISTRICT/ED CENTER	1.00	13	MA	82,390				9,887	92,277	86,367				10,364.04	96,731
LOWICKI	BONNIE	TEACH	NURSE/TEACHER	WILLARD	1.00	14	MA+30	89,520		300			89,820	94,237		300			94,537
LUCCHESI	MICHAEL	TEACH	PHYSICAL EDUCATION	WILLARD	1.00	18	MA	103,932					103,932	104,982					104,982
LUCKENBILL	JOHN	TEACH	MUSIC	RHS	1.00	10	MA	77,290		300			77,590	80,867					80,867
LUO	MILES	TEACH	BIOLOGY	RHS	1.00	4	MA	68,618					68,618	70,742					70,742
LUPIA	SCOTT	TEACH	GRADE 4	SOMERVILLE	1.00	18	MA+30	110,262		300	1,500		112,062	111,312		300	1,500		113,112
LUTS	DANIEL	TEACH	ENGLISH	GWMS	1.00	6	MA	71,215		300			71,515	74,242		300			74,542
LYLE	ROSHANAK	TEACH	GRADE 3	WILLARD	1.00	18	MA+45	113,582		300	1,500		115,382	114,632		300	1,500		116,432
LYNAUGH	SEAN	TEACH	SOCIAL STUDIES	RHS	1.00	14	BA+30	82,490					82,490	86,917					86,917
LYONS	KELLY	TEACH	SPECIAL EDUCATION 3-5	WILLARD	1.00	9	MA	75,055		300			75,355	78,417		300			78,717
MACOLINO	NADINE	SEC10	SECRETARY	GLEN	1.00	7	AS10	41,000					41,000	44,257					44,257
MACRI	ELIZABETH	TEACH	RESOURCE ROOM	RIDGE	1.00	18	MA+45	113,582		300	1,600		115,482	114,632		300	1,600		116,532
MAGER	ELYSE	TEACH	RISe 4-5	RIDGE	1.00	10	MA	77,290		300			77,590	80,867					80,867
MAHLER	ALLISON	TEACH	KINDERGARTEN	TRAVELL	1.00	16	MA+45	98,665		300			98,965	103,802		300			104,102
MAHLER	CRAIG	TEACH	PE/HEALTH	BFMS	1.00	18	MA+45	113,582		300	1,600		115,482	114,632		300	1,600		116,532
MAHONEY	MARISA	TEACH	GRADE 7 GUIDANCE	BFMS	1.00	12	MA+45	86,840		300		6,079	93,219	90,817		300		6,357	97,474
MAIN	LAURIE	TEACH	LDT-C	RIDGE	1.00	14	MA+45	92,340		300		4,617	97,257	96,767		300		4,838	101,905
MAKSIMOV	MELISSA	TEACH	ENGLISH	RHS	1.00	18	MA+30	104,172		300			104,472	111,312		300			111,612
MANERI	JESSICA	TEACH	SCHOOL PSYCHOLOGIST	HAWES/TRAVELL	1.00	3	MA+30	71,668				3,583	75,251	73,492				3,675	77,167
MANKE	COLLEEN	TEACH	NURSE/TEACHER	RIDGE	1.00	18	MA	103,932				7,275	111,207	104,982				7,349	112,331
MANKE	JENNIFER	TEACH	ART	GWMS	1.00	18	MA+45	113,582		300	1,500		115,382	114,632		300	1,500		116,432
MANNION	ERIN	SEC10	GENERAL SECRETARY-EL	SOMERVILLE	1.00	3	AS10	38,012					38,012	40,342					40,342
MARCHIONI	ALICEN	TEACH	GRADE 5	SOMERVILLE	1.00	8	MA	75,055		300			75,355	78,417		300			78,717
MARGE	GEORGE	TEACH	SPEECH	WILLARD	1.00	18	MA+30	110,262		300	1,500		112,062	111,312		300	1,500		113,112

Last Name	First Name	CSI Category Name	Assignment	Location	FTE 21-22	Step 21-22	Class 21-22	Salary 20-21	Doct 20-21	Growth 20-21	Long 20-21	Ratio 20-21	Total Salary 20-21	New Salary 21-22	Doct 21-22	Growth 21-22	Long 21-22	Ratio 21-22	Total Salary 21-22
MARMO	JILL	TEACH	GRADE 4	RIDGE	1.00	16	MA+45	98,665		300			98,965	103,802		300			104,102
MARTELL	MARISA	TEACH	PT	GLEN/WILLD/RIDGE	1.00	19	DR	121,012		300			121,312	122,062		300			122,362
MARTIN	ALLAN	SUPPRT	MANGER CUSTODIAL/MAINTENACE	ED CENTER	1.00			110,100					110,100	112,742					112,742
MARZLOFF	SCOTT	TEACH	PHYSICS	RHS	1.00	16	MA	91,565					91,565	96,192					96,192
MARZOCCHI	JAIME	TEACH	PE/HEALTH	BFMS	1.00	7	MA+30	76,665		300			76,965	79,942		300			80,242
MASSOUD	ERIN	TEACH	GRADE 7 ENGLISH	GWMS	1.00	7	MA	73,115		300			73,415	76,192		300			76,492
MAURER	LISA	SEC12	ADMIN ASST TO PRIN-MS	GWMS	1.00	9	AA12	55,684					55,684	57,894					57,894
MAXWELL	ATHENA	TEACH	ART	RHS	1.00	11	MA+30	80,840		300			81,140	84,617		300			84,917
MCALOON	STEPHANIE	TEACH	SOCIAL WORKER	RIDGE/ORCH	1.00	7	MA	73,115		300		3,656	77,071	76,192		300		3,810	80,302
MCCANN	MARISA	TEACH	GRADE 6 ENGLISH	BFMS	1.00	3	MA	68,118					68,118	69,742					69,742
MCCANN	MEREDITH	TEACH	GRADE 8 MATHEMATICS	BFMS	1.00	7	MA+45	80,215		300			80,515	83,496		300			83,796
MCCOY	LYDIA	TEACH	GRADE 4	WILLARD	1.00	18	BA+30	100,612			1,600		102,212	101,662			1,600		103,262
MCCULLOUGH	AMANDA	TEACH	MATHEMATICS	RHS	1.00	18	MA+45	113,582		300			113,882	114,632		300	1,500		116,432
MCCULLOUGH	CHRISTOPHER	ADMN12	SUPV FINE/APPL ARTS	RHS	1.00			167,552			1,200		168,752	171,573			1,600		173,173
MCDERMOTT	MEGHAN	TEACH	GRADE 5	RIDGE	1.00	14	MA+45	92,340		300	1,500		94,140	96,767		300	1,500		98,567
MCDERMOTT	MICHAEL	TEACH	HEALTH/PE	RHS	1.00	2	MA	67,618					67,618	69,242					69,242
MCDONALD	GREGORY	ADMN12	SUPV. MATH/CS	RHS	1.00			180,665			1,200		181,865	185,001			1,200		186,201
McGOVERN	CHRISTINE	TEACH	GUIDANCE	RHS	1.00	11	MA+30	80,840				5,659	86,499	84,617				5,923	90,540
McGUIRE	ERIN	TEACH	BEHAVIORIST	DISTRICT	1.00	3	MA	68,118				3,406	71,524	69,742				3,487	73,229
MCKINNON	EVELYN	TEACH	GRADE 6 SOCIAL STUDIES	GWMS	1.00	15	MA	88,335					88,335	92,717					92,717
MCNAMEE	RICHARD	TEACH	MATHEMATICS	RHS	1.00	19	DR	121,012		300			121,312	122,062		300			122,362
MEAD	ROSANNE	SEC10	GENERAL SECRETARY-EL	TRAVELL	1.00	13	AS10	48,745			1,462		50,207	50,944			1,528		52,472
MEANY	JUDITH	TEACH	KINDERGARTEN	ORCHARD	1.00	7	BA+30	69,565					69,565	72,842					72,842
MELE	LAUREN	TEACH	MATHEMATICS	RHS	1.00	12	MA+45	86,840		300			87,140	90,817		300			91,117
MELLOZZO	KAREN	TEACH	SOCIAL WORKER	RHS	1.00	18	MA+45	113,582		300		5,679	119,561	114,632		300		5,732	120,664
MENDE	ALLISON	TEACH	PE/HEALTH	RHS	1.00	5	BA	62,516					62,516	65,242					65,242
MENDEZ	KAREN	TEACH	BUSINESS EDUCATION	RHS	1.00	14	MA+45	92,340		300			92,640	96,767		300			97,067
MENZIES	LAUREN	TEACH	SPECIAL EDUCATION ENGLISH	BFMS	1.00	18	MA	98,802					98,802	104,982					104,982
MERHIGE-PETRICK	DONNA	TEACH	RESOURCE ROOM	SOMERVILLE	1.00	8	MA+30	78,605		300			78,905	82,167		300			82,467
MICHELS	JAMES	SUPPRT	TECH/MEDIA TECH	RHS	1.00			49,575					49,575	50,765					50,765
MINICHINI	GINA	TEACH	SPECIAL EDUCATION MATHEMATICS	RHS	1.00	3	MA	68,118					68,118	69,742					69,742
MIRKOVICH	JESSICA	TEACH	MATHEMATICS	RHS	1.00	7	MA+45	80,215		300			80,515	83,496		300			83,796
MITCHELL	CHRISTOPHER	TEACH	SCIENCE	RHS	1.00	18	MA	103,932			1,500		105,432	104,982			1,500		106,482
MITCHELL	LINDSAY	TEACH	GRADE 5	RIDGE	1.00	13	MA+45	89,490		300			89,790	93,667		300			93,967
MITCHELL	MICHAEL	TEACH	GRADE 7 SOCIAL STUDIES	BFMS	1.00	9	MA+45	82,159		300			82,459	85,717		300			86,017
MITOLA	CANDACE	TEACH	PE/HEALTH	RHS	1.00	3	BA	61,018					61,018	62,642					62,642
MIXON	KARLA	TEACH	GRADE 7 SCIENCE	BFMS	1.00	18	MA	103,932			1,500		105,432	104,982			1,500		106,482
MONAHAN	TIMOTHY	TEACH	SOCIAL STUDIES	RHS	1.00	18	MA+45	113,582		300			113,882	114,632		300			114,932
MONNERAT	MARIA	SEC11	ADMIN ASST TO PRIN-EL	HAWES	1.00	9	AA11	51,255					51,255	53,147					53,147
MORAN	KATHLEEN	SEC11	ADMIM ASST TO PRIN-EL	ORCHARD	1.00	3	AA11	44,457					44,457	46,147					46,147
MORGAN	MAUREEN	TEACH	NURSE	RHS	1.00	18	MA+45	113,582		300			113,882	114,632		300			114,932
MORHUN	SERHIY	SUPPRT	MGR IT	ED CENTER	1.00			146,653					146,653	150,173					150,173
MORRIS	KAREN	TEACH	OT	BFMS/GWMS/RHS	1.00	15	DR	98,985		300			99,285	103,367		300			103,667
MORRIS	LORI	TEACH	GRADE 6 SOCIAL STUDIES	BFMS	1.00	10	BA	70,190					70,190	73,767					73,767
MOSS-KELLER	CORRINA	TEACH	MEDIA SPECIALIST	RHS	1.00	9	MA+30	78,605					78,605	82,167		300			82,467
MOYER	PAMELA	SEC12	ADMIN ASST SPEC PRO (TECH ASST)	ED CENTER	1.00	6	AA12	51,629					51,629	53,594					53,594
MOYNIHAN	MARYJANE	SEC12	BENEFITS COORD	ED CENTER	1.00	13	DS12	64,294			1,929		66,223	65,029			1,951		66,980
MULLIN	MICHAEL	TEACH	GUIDANCE	GWMS	1.00	18	MA+30	110,262		300	1,600	7,718	119,880	111,312		300	1,600	7,792	121,004
MURO	DANIEL	TEACH	SOCIAL STUDIES	RHS	1.00	18	MA	103,932					103,932	104,982					104,982
MURPHY	LAURA	TEACH	OT	HAWES/SOMERVILLE	1.00	18	MA+45	113,582		300			113,882	114,632		300	1,500		116,432
MURTHA	TIMOTHY	TEACH	BUSINESS EDUCATION	RHS	1.00	4	BA+30	65,068					65,068	67,392					67,392
MUSSO	CAITLIN	TEACH	SOCIAL STUDIES	RHS	1.00	8	MA+45	82,159		300			82,459	85,717		300			86,017
NADI	PAOLA	TEACH	GRADE 7 ENGLISH	BFMS	1.00	18	MA+45	106,292		300			106,592	114,632		300	1,500		116,432
NAGY	ZSUZSANNA	TEACH	ESL	TRAV/SOM	1.00	17	MA+45	102,612		300			102,912	107,542		300			107,842
NAST	JEANETTE	TEACH	LDT-C	SOMERVILLE	1.00	18	MA	103,932			1,500	5,197	110,629	104,982			1,500	5,249	111,731
NEBBIA	CHARLES	TEACH	GRADE 5	HAWES	1.00	18	MA+45	113,582		300			113,882	114,632		300	1,500		116,432
NESE	JANEL	ADMN12	SUPV SPEC ED	ED CENTER	1.00			151,309					151,309	154,940					154,940
NEVILLE	BEN	TEACH	GRADE 7 SOCIAL STUDIES	GWMS	1.00	3	MA	68,118					68,118	69,742					69,742
NEVINS	LAUREN	TEACH	GRADE 3	TRAVELL	1.00	7	MA+30	78,605		300			78,905	79,942		300			80,242
NEYLAND	MARIA	TEACH	KINDERGARTEN	WILLARD	1.00	5	MA	69,616					69,616	72,342		300			72,642
NICHOLAIDES	NIKITAS	TEACH	ATHLETIC TRAINER	RHS	1.00	18	MA	103,932					103,932	104,982					104,982
NICHOLAS	KRISTEN	TEACH	PRESCHOOL DISABILITIES TEACHER	GLEN	1.00	2	MA	67,618					67,618	69,242					69,242
NIZZA	AMBER	TEACH	GRADE 7 ENGLISH	BFMS	1.00	18	MA+45	113,582		300			113,882	114,632		300			114,932
NOLAN	AMY	TEACH	ESL	RHS	1.00	14	MA+30	89,520		300			89,820	94,237		300			94,537
NOLD	SUSAN	ADMN12	SUPV ENG/MEDIA	RHS	1.00			144,732					144,732	148,206					148,206

Last Name	First Name	CSI Category Name	Assignment	Location	FTE 21-22	Step 21-22	Class 21-22	Salary 20-21	Doct 20-21	Growth 20-21	Long 20-21	Ratio 20-21	Total Salary 20-21	New Salary 21-22	Doct 21-22	Growth 21-22	Long 21-22	Ratio 21-22	Total Salary 21-22
NOVAK	NICOLE	TEACH	SOCIAL STUDIES	RHS	1.00	15	MA+45	95,435		300			95,735	100,017		300			100,317
NUZZO	LAURA	SEC10	MEDIA SECRETARY	RHS	1.00	4	AS10	38,012					38,012	41,179					41,179
NYHUIS	JEFFREY	ADMN12	HS PRIN	RHS	1.00			171,892			1,600		173,492	183,400			1,600		185,000
NYHUIS	PHILIP	TEACH	SPECIAL EDUCATION (MATHEMATICS)	RHS	1.00	10	MA+30	80,840		300			81,140	84,617		300			84,917
OATES-SANTOS	LORNA JANE	ADMN12	EL PRIN	SOMERVILLE	1.00			187,358	3,000				190,358	191,855	3,000				194,855
OBRIEN	SHERYL	TEACH	SPEECH	GLEN	1.00	18	MA+45	113,582		300			113,882	114,632		300			114,932
O'HERLIHY	CHRISTOPHER	TEACH	GRADE 4	TRAVELL	1.00	7	MA	73,115		300			73,415	76,192		300			76,492
OJEA	CHRISTAL	TEACH	SPANISH	RHS	1.00	9	BA	67,955					67,955	71,317					71,317
ONEILL	JEAN-ANNE	ADMN12	SUPRV. ELEM ED	ED CENTER	1.00			155,254					155,254	158,980					158,980
ONG	JEROME	TEACH	GRADE 5	WILLARD	1.00	14	MA+45	92,340		300			92,640	96,767		300			97,067
ORDINI	JASON	TEACH	ENGLISH (ELECTIVE)	BFMS	1.00	18	MA+45	113,582		300			113,882	114,632		300			114,932
ORSINI	ANTHONY	ADMN12	MS PRIN	BFMS	1.00			197,401			1,200		198,601	202,139			1,200		203,339
ORTEGA	CELINETT	SEC12	ADMIN ASST TO PRINCIPAL-HS	RHS	1.00	9	AA12	55,684					55,684	57,894					57,894
OSENBRUCK	JENNIFER	TEACH	SPECIAL EDUCATION (RED)	GLEN	1.00	10	BA+30	74,000					74,000	78,087					78,087
OTTERSTEDT	JOHN	TEACH	GRADE 3	HAWES	1.00	18	MA	103,932			1,500		105,432	104,982			1,500		106,482
OZAYDIN	MEAGHAN	TEACH	GRADE 8 ENGLISH	GWMS	1.00	18	MA+45	113,582		300			113,882	114,632		300			114,932
PADYKULA	WENDY	TEACH	SPEECH	BFMS/GWMS	1.00	18	MA+45	113,582		300			113,882	114,632		300			114,932
PALMER	MEAGHAN	TEACH	GRADE 8 SCIENCE	GWMS	1.00	15	MA+45	95,435		300			95,735	100,017		300			100,317
PALUMBO	HELENE	TEACH	FRENCH	RHS	1.00	12	MA	79,740					79,740	83,517					83,517
PAPAMICHAEL	LUCY	SUPPRT	EX CONF ADMIN ASST TO SUPT AND ASSISTANT BOARD SECRETARY	ED CENTER	1.00			75,626					75,626	77,441					77,441
PARIGI	JANE	SEC10	GENERAL SECRETARY-EL	WILLARD	1.00	12	AS10	45,908					45,908	49,449					49,449
PARKS	RUTH	TEACH	GERMAN	RHS	1.00	18	MA+45	113,582		300	1,600		115,482	114,632		300	1,600		116,532
PARRASCH	KELSEY	TEACH	GRADE 4	WILLARD	1.00	3	MA	68,118					68,118	69,742					69,742
PAULEY	SUSAN	SEC11	ADMIN ASST TO PRIN-EL	SOMERVILLE	1.00	12	AA11	54,101			1,082		55,183	56,130			1,123		57,253
PECORELLI	ANNMARIE	TEACH	MUSIC	RIDGE	1.00	17	MA+45	102,612		300			102,912	107,542		300			107,842
PEDERSEN	DONNA	TEACH	GRADE 1	RIDGE	1.00	18	MA+45	113,582		300	1,600		115,482	114,632		300	1,600		116,532
PEPE	MICHAEL	TEACH	GRADE 7 MATHEMATICS	GWMS	1.00	18	MA+45	113,582		300	1,500		115,382	114,632		300	1,500		116,432
PERVIZI	ALIM	SUPPRT	WAN MGR.	ED CENTER	1.00			119,413					119,413	122,279					122,279
PETITT	CAROL	TEACH	GRADE 6 MATHEMATICS	GWMS	1.00	18	BA+30	100,612					100,612	101,662					101,662
PFEIFFER	COURTNEY	TEACH	GRADE 6 MATHEMATICS	BFMS	1.00	18	MA+45	113,582		300	1,600		115,482	114,632		300	1,600		116,532
PFEIFFER	DAVID	TEACH	GUIDANCE	TRAVELL/WILLD	1.00	18	MA+45	113,582		300		7,951	121,833	114,632		300		8,024	122,956
PHELAN-HEBDITCH	ALICE	TEACH	GRADE 2	WILLARD	1.00	17	BA	92,542			1,600		94,142	93,592			1,600		95,192
PHILBRICK	SKYE	SEC10	LEAD SEC/FINE APP. ART	RHS	1.00	8	AS10	43,879					43,879	45,471					45,471
PIA	SHANNON	TEACH	KINDERGARTEN	SOMERVILLE	1.00	18	MA+30	110,262		300	1,500		112,062	111,312		300	1,500		113,112
PIACENZA	MICHAEL	ADMN12	GW ASST PRIN	GWMS	1.00			156,826					156,826	160,590					160,590
PIFHER	ERIKA	TEACH	ART	TRAVELL	1.00	18	MA	103,932			1,500		105,432	104,982			1,500		106,482
PINCHES	KATHARINE	TEACH	ENGLISH	RHS	1.00	18	MA	103,932					103,932	104,982					104,982
PISANI	LAURIE	TEACH	GRADE 2	WILLARD	1.00	18	MA+30	110,262		300	1,500		112,062	111,312		300	1,500		113,112
PIZZUTO	BASIL	ADMN12	HS ASST PRIN	RHS	1.00			169,109			1,600		170,709	173,168			1,600		174,768
POELSTRA	STACIE	CENTRL	ASST SUPT C,I,A	ED CENTER	1.00			176,610					176,610	180,849					180,849
POLANIN	STEPHEN	TEACH	MUSIC	TRAVELL/GWMS	1.00	10	MA	77,290		300			77,590	80,867					80,867
POLAY	JESSICA	TEACH	SPEECH LANGUAGE THERAPIST	RIDGE	1.00	3	MA	68,118					68,118	69,742					69,742
POLK	LAURA	TEACH	FRENCH	RHS	1.00	16	MA+45	98,665		300			98,965	103,802		300			104,102
POLLITT	ASHLEY	TEACH	SPECIAL EDUCATION ENGLISH	RHS	1.00	7	MA+30	76,665		300			76,965	79,942		300			80,242
PONCHAK	JAMES	TEACH	GRADE 7 MATHEMATICS	GWMS	1.00	17	BA+30	92,662					92,662	96,762					96,762
POROD	JASON	TEACH	GRADE 7 MATH/SCIENCE ELECTIVE	BFMS/GWMS	1.00	18	MA+45	113,582		300	1,500		115,382	114,632		300	1,500		116,432
POROD	LEIGH	TEACH	GRADE 3	ORCHARD	1.00	18	MA+30	110,262		300	1,500		112,062	111,312		300	1,500		113,112
POSILLICO	KERRY	TEACH	GRADE 2	TRAVELL	1.00	18	MA	103,932			1,500		105,432	104,982			1,600		106,582
POSPISCHIL	LEANNE	TEACH	SAIL K-5	HAWES	1.00	5	MA	69,616					69,616	72,342					72,342
POULIS	DESPINA	TEACH	KINDERGARTEN	RIDGE	1.00	16	MA+45	98,665		300			98,965	103,802		300			104,102
POUNDS	MICHAEL	TEACH	PHYSICAL EDUCATION	RHS	1.00	18	MA+30	110,262		300			110,562	111,312		300			111,612
PRICE	MEGAN	TEACH	GRADE 2	ORCHARD	1.00	18	MA+45	113,582		300	1,500		115,382	114,632		300	1,500		116,432
PRIMAVERA	MICHELLE	TEACH	GRADE 7 ENGLISH	GWMS	1.00	11	MA	77,290		300			77,590	80,867					80,867
PURRINOS	DAMARY	TEACH	SPANISH	RHS	1.00	18	MA+45	113,582		300	1,500		115,382	114,632		300	1,500		116,432
QUINLAN	MARGRET	SEC11	ADMIN ASST TO PRIN-EL	RIDGE	1.00	13	AA11	57,222			2,289		59,511	57,769			2,311		60,080
QUINONES	RAMON	SUPPRT	TECH/MEDIA TECH	RHS	1.00			46,871					46,871	47,996					47,996
QUIRK	BRIAN	TEACH	PHYSICAL EDUCATION	RHS	1.00	18	MA+45	113,582		300	1,500		115,382	114,632		300	1,500		116,432
RAIANI	AMY	TEACH	SCIENCE	RHS	1.00	9	MA+45	84,390		300			84,690	85,717		300			86,017
RAN	BENJAMIN	TEACH	GRADE 7 SCIENCE	BFMS	1.00	18	MA+45	113,582		300			113,882	114,632		300			114,932
RAN	SALLIANN	TEACH	GRADE 3	WILLARD	1.00	3	MA	68,118					68,118	69,742					69,742
RANSOM	ROBERT	TEACH	PHYSICAL EDUCATION	GWMS	1.00	18	MA+30	104,172		300			104,472	111,312		300			111,612
RATHGEBER	JOSEPH	TEACH	ENGLISH	RHS	1.00	8	MA	75,055					75,055	78,417		300			78,717
RAUPP	ANDREW	TEACH	GRADE 5	HAWES	1.00	18	MA	98,802					98,802	104,982					104,982
RAUPP	ELLEN	TEACH	GRADE 4	HAWES	1.00	17	MA	95,002					95,002	100,052					100,052

Last Name	First Name	CSI Category Name	Assignment	Location	FTE 21-22	Step 21-22	Class 21-22	Salary 20-21	Doct 20-21	Growth 20-21	Long 20-21	Ratio 20-21	Total Salary 20-21	New Salary 21-22	Doct 21-22	Growth 21-22	Long 21-22	Ratio 21-22	Total Salary 21-22
REDFERN	NICOLE	TEACH	GRADE 1	ORCHARD	1.00	13	MA+45	89,490		300			89,790	93,667		300			93,967
REILLY	KERRIANN	TEACH	NURSE	BFMS	1.00	18	BA+30	100,612					100,612	101,662					101,662
REILLY	NANCY	TEACH	SPECIAL EDUCATION (COLLAB-SCIENCE)	RHS	1.00	18	MA	103,932			1,500		105,432	104,982			1,500		106,482
REINKE	MICHAEL	SUPPRT	SCHOOL SAFETY SECURITY OFFICER	DISTRICT	1.00			45,185					45,185	46,269					46,269
RICHARDS	CAROLINE	TEACH	ENGLISH	RHS	1.00	17	MA	95,002					95,002	100,052					100,052
RICHARDSON	MONIKA	TEACH	COMP SCI/MATHEMATICS	RHS	1.00	18	MA+45	113,582		300			113,882	114,632		300			114,932
RILEY	CELESTE	TEACH	FRENCH	GWMS	1.00	17	MA+45	102,612		300			102,912	107,542		300			107,842
RINALDI	ROBERT	TEACH	PE/HEALTH	RHS	1.00	8	MA	75,055					75,055	78,417		300			78,717
RIORDAN	NICOLE	TEACH	SOCIAL STUDIES	RHS	1.00	18	MA+30	110,262		300			110,562	111,312		300	1,500		113,112
RISPOLI	KAREN	TEACH	COMPUTER EDUCATION	BFMS	1.00	18	MA+45	113,582		300	1,600	6,815	122,297	114,632		300	1,600		116,532
ROBERTS	DEIRDRE	TEACH	ESL	BFMS/GWMS	1.00	18	MA+45	106,292		300			106,592	114,632		300			114,932
ROCKEY	COLLEEN	TEACH	GRADE 3	WILLARD	1.00	7	BA	66,015					66,015	69,092					69,092
ROESEMANN	MEGAN	TEACH	RISe K-1	RIDGE	1.00	10	MA+45	84,390		300			84,690	88,167		300			88,467
ROMANO	ODALYS	TEACH	SPECIAL EDUCATION (LLD)	GWMS	1.00	18	MA+30	110,262		300			110,562	111,312		300	1,500		113,112
ROONEY	MICHAEL	TEACH	SPECIAL EDUCATION	BFMS	1.00	14	MA+30	89,520		300			89,820	94,237		300			94,537
ROSENFELD	LAUREN	TEACH	SPECIAL EDUCATION MATHEMATICS	RHS	1.00	18	MA+45	106,292		300			106,592	114,632		300			114,932
ROSENFELD	PATRICIA	TEACH	SPECIAL EDUCATION (RED)	GLEN	1.00	18	BA+30	100,612					100,612	101,662					101,662
ROSOLANKO	KRISTEN	TEACH	GRADE 7 MATHEMATICS	BFMS	1.00	18	MA+45	113,582		300	1,500		115,382	114,632		300	1,500		116,432
ROSS	BRIAN	ADMN12	EL PRIN	TRAVELL	1.00			157,000					157,000	160,768					160,768
ROSS	THERESA	TEACH	KINDERGARTEN	SOMERVILLE	1.00	18	MA+45	113,582		300	1,600		115,482	114,632		300	1,600		116,532
ROTA	JILL	TEACH	GRADE 3	HAWES	1.00	18	MA+45	113,582		300			113,882	114,632		300			114,932
ROTELLA	MEGAN	TEACH	SPANISH	RHS	1.00	18	MA+45	113,582		300	1,500		115,382	114,632		300	1,500		116,432
ROTH	JESSICA	TEACH	ART	HAWES	1.00	4	MA	68,618					68,618	70,742					70,742
ROTHSCHILD	LINDA	TEACH	LIBRARIAN/MEDIA SPEC	BFMS	1.00	18	MA+45	113,582		300			113,882	114,632		300			114,932
RUBIN	LINDSAY	TEACH	ELEMENTARY GUIDANCE	ORC/RIDGE	1.00	9	MA+45	82,159				5,751	87,910	85,717				6,000	91,717
RUSSO	JUDITH	SEC12	AMIN ASST TO BUSINESS OFFICE	ED CENTER	1.00	3	AA12	46,169					46,169	50,269					50,269
SABATINO	ROBERT	TEACH	GRADE 3	TRAVELL	1.00	17	MA+45	102,612		300			102,912	107,542		300			107,842
SAGLIMBENI	MARY	TEACH	GRADE 5	ORCHARD	1.00	8	MA	75,055		300			75,355	78,417		300			78,717
SALADINO	ALLYSON	TEACH	SOCIAL STUDIES	RHS	1.00	15	MA+45	95,435		300			95,735	100,017		300			100,317
SANSONE	KIMBERLY	TEACH	OT	RIDGE/WILLARD	1.00	16	MA+45	98,665		300			98,965	103,802		300			104,102
SARGENTI	LISA	TEACH	GRADE 1	HAWES	1.00	16	BA	84,465					84,465	89,092					89,092
SASON	BETSY	TEACH	GRADE 2	RIDGE	1.00	18	MA	103,932			1,500		105,432	104,982			1,500		106,482
SCEVOLA	ADAM	TEACH	MATHEMATICS	RHS	1.00	10	MA+45	84,390		300			84,690	88,167		300			88,467
SCHAEFER	MARGARET	TEACH	GRADE ADVISOR/ENGLISH	RHS	1.00	19	DR	121,012		300	1,600	9,681	132,593	122,062		300	1,600	9,765	133,727
SCHAFFER	AMY	TEACH	GRADE 2	ORCHARD	1.00	18	MA	103,932			1,500		105,432	104,982			1,500		106,482
SCHEMMEL	RACHEL	TEACH	ENGLISH	GWMS	1.00	17	MA+45	102,612		300			102,912	107,542		300			107,842
SCHICK	CASEY	TEACH	GRADE 4	TRAVELL	1.00	8	BA	67,955					67,955	71,317					71,317
SCHMARAK	JONATHAN	TEACH	MUSIC	WILLD/RIDGE/HAW	1.00	10	BA	70,190					70,190	73,767					73,767
SCHOENLANK	JEAN	ADMN12	EL PRIN	RIDGE	1.00			187,358	3,000		1,600		191,958	191,855	3,000		1,600		196,455
SCHULKE	KYLE	TEACH	GRADE 8 SOCIAL STUDIES	BFMS	1.00	15	MA+30	92,905		300			93,205	96,537		300			96,837
SCIRE-BANCHITTA	VICTORIA	TEACH	GRADE 3	RIDGE	1.00	3	MA+30	71,668					71,668	73,492					73,492
SCOTT	ELLEN	TEACH	GRADE 1	ORCHARD	1.00	10	MA	77,290		300			77,590	80,867					80,867
SEMENDINGER	PAUL	ADMN12	EL PRIN	HAWES	1.00			199,548	3,000				202,548	204,337	3,000				207,337
SHAH	ANJALI	TEACH	SCIENCE	RHS	1.00	18	BA+30	100,612					100,612	101,662					101,662
SHARAR	CAROL	TEACH	MUSIC	BFMS	1.00	18	MA+45	113,582		300	1,600		115,482	114,632		300	1,600		116,532
SHEER	LARA	TEACH	GRADE 8 GUIDANCE	BFMS	1.00	18	MA	103,932			1,500	7,275	112,707	104,982			1,500	7,349	113,831
SHINE	KRISTEN	TEACH	SPECIAL EDUCATION	GWMS	1.00	15	MA	88,335					88,335	92,717					92,717
SIECK	ALISON	TEACH	SPECIAL EDUCATION (SOCIAL STUDIES)	RHS	1.00	9	MA+45	82,159		300			82,459	85,717		300			86,017
SILVERSTEIN	STACI	TEACH	GRADE 2	HAWES	1.00	6	BA	64,115					64,115	67,142					67,142
SIMONE	SUZANNE	TEACH	SPECIAL EDUCATION (COLLAB)	GWMS	1.00	10	BA	70,190					70,190	73,767					73,767
SIMPSON	VICTORIA	SEC12	ASST PAYROLL ACCOUNTANT	ED CENTER	1.00	13	AA12	62,194			1,866		64,060	62,929			1,888		64,817
SIOK	SUSAN	TEACH	MATHEMATICS	RHS	1.00	18	BA+30	100,612					100,612	101,662					101,662
SKETTINI	DONNA	TEACH	PE/HEALTH	BFMS	1.00	18	MA+30	110,262		300	1,600		112,162	111,312		300	1,600		113,212
SKETTINI	KELLY	TEACH	GRADE 7 MATHEMATICS	BFMS	1.00	4	MA	68,618					68,618	70,742					70,742
SPECTOR	STEFANIE	TEACH	MULTI-SENSORY READING	DISTRICT	1.00	8	MA+45	82,159					82,159	85,717		300			86,017
SPINO	DIANE	TEACH	RESOURCE ROOM	HAWES	1.00	18	MA	103,932			1,500		105,432	104,982			1,500		106,482
STADULIS	JULIE	TEACH	NURSE/TEACHER	GWMS	1.00	16	BA+30	88,695					88,695	93,852					93,852
STAHL	DAVID	TEACH	PHYSICAL EDUCATION	ORC/GLEN	1.00	10	MA+45	84,390		300			84,690	88,167		300			88,467
STANKIEWICZ	SAMANTHA	TEACH	ART	SOMERVILLE	1.00	18	MA+45	113,582		300	1,500		115,382	114,632		300	1,500		116,432
STANTON	MICHELLE	SUPPRT	COORD RCS	ED CENTER	1.00			87,540					87,540	89,641					89,641
STAUNTON	JOSEPH	TEACH	GRADE 4	HAWES	1.00	18	MA+45	113,582		300	1,500		115,382	114,632		300	1,500		116,432
STEWART	GAVIN	TEACH	ENGLISH	RHS	1.00	18	MA	103,932			1,600		105,532	104,982			1,600		106,582
STEWART	NICOLA	TEACH	ART	RIDGE	1.00	16	MA+45	98,665		300			98,965	103,802		300			104,102
STIPANOV	BARBARA	TEACH	GRADE 1	TRAVELL	1.00	17	MA+30	100,502		300			100,802	105,422		300			105,722
STOVELL	SHAUNA	ADMN12	MS ASST. PRINC.	BFMS	1.00			165,518			1,200		166,718	169,490			1,200		170,690

Last Name	First Name	CSI Category Name	Assignment	Location	FTE 21-22	Step 21-22	Class 21-22	Salary 20-21	Doct 20-21	Growth 20-21	Long 20-21	Ratio 20-21	Total Salary 20-21	New Salary 21-22	Doct 21-22	Growth 21-22	Long 21-22	Ratio 21-22	Total Salary 21-22
STREITMAN	RACHEL	TEACH	SPECIAL EDUCATION MATHEMATICS	RHS	1.00	6	MA	71,215		300			71,515	74,242		300			74,542
STUCKE	MALLORY	TEACH	CHEMISTRY	RHS	1.00	6	MA+30	74,765		300			75,065	77,992		300			78,292
SUDOL	ELIZA	SUPPRT	REGISTRAR RCS	ED CENTER	1.00			43,008					43,008	44,040					44,040
SULLIVAN	DOLORES	TEACH	GRADE 2	WILLARD	1.00	18	MA+30	110,262		300			110,562	111,312		300	1,500		113,112
SULLIVAN	JACQUELINE	TEACH	GRADE 3	RIDGE	1.00	9	MA	75,055		300			75,355	78,417		300			78,717
SUTERA	LISA	TEACH	SPECIAL EDUCATION	BFMS	1.00	17	MA+30	100,502		300			100,802	105,422		300			105,722
SWEENEY	MARIA	TEACH	ESL	HAWES	1.00	18	MA+45	113,582		300	1,600		115,482	114,632		300	1,600		116,532
SYVRET	MARK	TEACH	SCIENCE	RHS	1.00	18	MA	103,932					103,932	104,982					104,982
TAMUZZA	LINDSAY	TEACH	GRADE 5	WILLARD	1.00	5	BA	62,516					62,516	65,242					65,242
TAN	XUE	TEACH	ED SPECIALIST	ORCHARD	1.00	8	MA	75,055		300			75,355	78,417		300			78,717
TARULLI	MATTHEW	TEACH	GRADE 5	RIDGE	1.00	3	MA	68,118					68,118	69,742					69,742
TASHIAN	DAVID	TEACH	GUIDANCE	HAWES/SOM	1.00	18	MA+45	113,582		300		7,951	121,833	114,632		300		8,024	122,956
TAYLOR	TARA	ADMN12	SUPRV SCIENCE	RHS	1.00			151,309					151,309	154,940					154,940
TELL	JENA	TEACH	GRADE 4	ORCHARD	1.00	17	MA	95,002					95,002	100,052					100,052
THOMAS-CANDRILLI	ANNA	SEC12	ADMIN ASST TO PRIN-MS	GWMS	1.00	5	AA12	50,434					50,434	52,369					52,369
THORNTON	JENNIFER	TEACH	LIBRARIAN/MEDIA SPEC	HAWES	1.00	12	MA+45	89,490		300			89,790	90,817		300			91,117
THURLOW	PATRICK	TEACH	SOCIAL STUDIES	RHS	1.00	3	BA	61,018					61,018	62,642					62,642
TOBIN	DEIRDRE	TEACH	PHYSICAL EDUCATION	RIDGE	1.00	18	MA+45	113,582		300			113,882	114,632		300	1,500		116,432
TOLVE	LAURA	TEACH	SPECIAL EDUCATION	RHS	1.00	10	MA+45	84,390		300			84,690	88,167		300			88,467
TORMEY	MELANIE	TEACH	KINDERGARTEN	TRAVELL	1.00	17	BA	92,542			1,600		94,142	93,592			1,600		95,192
TOWNES	OJETTA	CENTRL	MGR. HUM. RES.	ED CENTER	1.00			160,001					160,001	163,841					163,841
TRACY	NATALIE	TEACH	GRADE 1	TRAVELL	1.00	10	MA	77,290		300			77,590	80,867					80,867
TREIBLE	CAROLYN	TEACH	GRADE 2	TRAVELL	1.00	15	MA+45	95,435		300			95,735	100,017		300			100,317
TRINGALI	JUDITH	SEC10	CST	RHS	1.00	13	AA10	48,745			975		49,720	52,703			1,054		53,757
TROY	MICHAEL	TEACH	SOCIAL STUDIES	RHS	1.00	18	MA+45	113,582		300			113,882	114,632		300			114,932
TRUBAC	THOMAS	TEACH	GRADE 4	HAWES	1.00	14	MA	85,240					85,240	89,467					89,467
TRUNCALE	LAUREN	TEACH	MATHEMATICS	RHS	1.00	12	MA+45	86,840		300			87,140	90,817		300			91,117
TUCKER	ERIKA	TEACH	PE/HEALTH	GWMS	1.00	6	BA	64,115					64,115	67,142					67,142
TUFFY	MELISSA	TEACH	GRADE 2	HAWES	1.00	5	BA	62,516					62,516	65,242					65,242
TURANO	REBECCA	TEACH	GUIDANCE COUNSELOR	RHS	1.00	7	MA	73,115				5,118	78,233	76,192		300		5,333	81,826
TURCHIOE	KRISTEN	TEACH	SPECIAL EDUCATION	BFMS	1.00	10	MA+45	84,390		300			84,690	88,167		300			88,467
TURKINGTON	SEAN	TEACH	MATHEMATICS	RHS	1.00	18	MA+45	106,292		300			106,592	114,632		300			114,932
UPTON	LAUREN	TEACH	GRADE 8 SOCIAL STUDIES	GWMS	1.00	14	MA+45	92,340		300			92,640	96,767		300			97,067
VALENTI	LISA	TEACH	ART	RHS	1.00	18	MA+45	106,292		300			106,592	114,632		300			114,932
VALENTINE	CHRISTA	TEACH	GRADE 1	WILLARD	1.00	18	MA+45	113,582		300	1,600		115,482	114,632		300	1,600		116,532
VALERE	NEIL	SUPPRT	TECH/MEDIA TECH	BFMS	1.00			53,035					53,035	54,308					54,308
VALERI	AMANDA	TEACH	LDT-C	RHS	1.00	8	MA+45	82,159				4,108	86,267	85,717		300		4,286	90,303
VAN HISE	BRIAN	TEACH	MATHEMATICS	RHS	1.00	13	MA+45	89,490		300			89,790	93,667		300			93,967
VAN TREUREN	RYAN	TEACH	SCIENCE	RHS	1.00	2	MA	67,618					67,618	69,242					69,242
VAN ZILE	KELLY	TEACH	THEATER	RHS	0.10	2	BA	6,518					6,518	6,214					6,214
VANDERVELT	DANIELLE	TEACH	GRADE 1	RIDGE	1.00	15	BA+30	85,585					85,585	90,047					90,047
VANHORNE	MARY	TEACH	GRADE 7 MATHEMATICS	BFMS	1.00	18	MA+45	113,582		300			113,882	114,632		300	1,500		116,432
VASI	GILDA	TEACH	SPECIAL EDUCAITON SAIL	BFMS	1.00	12	MA+30	83,290		300			83,590	87,747		300			88,047
VASQUEZ	JESSICA	TEACH	PT	DISTRICT	1.00	6	DR	81,865					81,865	84,892		300			85,192
VELAZQUEZ-WALTERS	MARIA	TEACH	OT	TRAVELL/ORC	1.00	18	MA+45	113,582		300	1,500		115,382	114,632		300	1,500		116,432
VILLOSLADA	SAMANTHA	TEACH	SPECIAL EDUCATION (LLD)	GWMS	1.00	14	MA	85,240					85,240	89,467					89,467
VITALE	ALICIA	TEACH	MUSIC	SOMERVILLE	1.00	4	MA	68,618					68,618	70,742					70,742
VLAJIC-STEVANOVIC	PETRA	TEACH	COMP SCIENCE	GWMS	1.00	9	MA+45	84,390		300			84,690	85,717		300			86,017
VRACHIMIS	PEGGY	TEACH	GRADE 5	TRAVELL	1.00	16	MA+30	95,185		300			95,485	101,692		300			101,992
WALKER	CHRISTINE	TEACH	GRADE 6 MATHEMATICS	GWMS	1.00	18	MA	103,932					103,932	104,982					104,982
WALSH	PAIGE	TEACH	KINDERGARTEN	TRAVELL	1.00	2	MA	67,618					67,618	69,242					69,242
WALTERS	KAREN	TEACH	SCIENCE	RHS	1.00	16	DR	102,215		300			102,515	106,842		300			107,142
WARD	TRACY	TEACH	KINDERGARTEN	WILLARD	1.00	13	BA	75,290					75,290	79,267					79,267
WARNER	HUE	SUPPRT	PAYROLL SUPRV.	ED CENTER	1.00			87,000					87,000	89,088					89,088
WATKINS	CHRISTOPHER	TEACH	GRADE 7 SOCIAL STUDIES	GWMS	1.00	15	MA+45	95,435		300			95,735	100,017		300			100,317
WATSON	ANDREA	TEACH	GUIDANCE COUNSELOR	RHS	1.00	3	MA+45	75,298				5,271	80,569	77,042				5,393	82,435
WATSON	TORRANCE	TEACH	PE/HEALTH	BFMS	1.00	16	MA	91,565					91,565	96,192					96,192
WEARLEY	MEREDITH	TEACH	GRADE 6 GUIDANCE	BFMS	1.00	18	MA	103,932				7,275	111,207	104,982				7,349	112,331
WEHMEYER	NICOLE	SEC10	MATHEMATICS/SCIENCE-Lead SEC	RHS	1.00	6	AS10	41,691					41,691	43,126					43,126
WEINKAUFF	JENNIFER	SUPPRT	CONF ADMIN ASST TO ASST SUPT	ED CENTER	1.00			58,502					58,502	59,906					59,906
WEINSTEIN	LAURA	TEACH	MATHEMATICS	RHS	1.00	14	MA+45	92,340		300			92,640	96,767		300			97,067
WEISS-CHROMECK	COURTNEY	TEACH	LDT-C	GWMS	1.00	5	MA+30	73,166				3,658	76,824	76,092				3,805	79,897
WHYARD	LESLEY	SEC12	GENERAL SECRETARY	RHS	1.00	12	AA12	54,589					54,589	61,144					61,144
WIATER	LISA	TEACH	SPECIAL EDUCATION ENGLISH	RHS	1.00	18	MA+45	106,292		300			106,592	114,632		300			114,932
WILLIAMS	JENNIFER	TEACH	RISe 2-3	RIDGE	1.00	11	MA	77,290		300			77,590	80,867					80,867

Last Name	First Name	CSI Category Name	Assignment	Location	FTE 21-22	Step 21-22	Class 21-22	Salary 20-21	Doct 20-21	Growth 20-21	Long 20-21	Ratio 20-21	Total Salary 20-21	New Salary 21-22	Doct 21-22	Growth 21-22	Long 21-22	Ratio 21-22	Total Salary 21-22
WITHAM	LYNNE	TEACH	GRADE 2	SOMERVILLE	1.00	18	MA	103,932					103,932	104,982			1,500		106,482
WOHNER	JOHN	TEACH	STEAM/TECHNOLOGY & INNOVATION	RHS	1.00	5	BA	62,516					62,516	65,242					65,242
WOLFF	ELLEN	TEACH	GRADE 5	ORCHARD	1.00	18	BA+30	95,512			1,500		97,012	101,662			1,500		103,162
WONDRA	THOMAS	TEACH	GRADE 6 SCIENCE	GWMS	1.00	14	BA	78,140					78,140	82,367					82,367
WOOD	DANIELLE	ADMN12	SUPV. SP ED	ED CENTER	1.00			148,154					148,154	151,710					151,710
WU	GREGORY	ADMN12	MS ASST. PRINC.	BFMS	1.00			165,518			1,600		167,118	169,490			1,600		171,090
YANKUS	WAYNE	SUPPRT	SCHOOL PHYSICIAN	DISTRICT	N/A			26,000					26,000	26,000					26,000
YANNONE	MEREDITH	TEACH	GRADE ADVISOR	RHS	1.00	18	MA	103,932			1,600	8,315	113,847	104,982			1,600	8,399	114,981
YANNONE	MICHAEL	TEACH	SOCIAL STUDIES	RHS	1.00	18	MA	103,932			1,500		105,432	104,982			1,500		106,482
YOHANA	JULIA	SUPPRT	ASSISTANT TO THE BUSINESS ADMINISTRATOR AND MANAGE OF INFORMATION TECHNOLOGY	ED CENTER	1.00			69,299					69,299	70,962					70,962
YOOK	HAEJIN	SEC10	CST/GENERAL-EL	ORCHARD	1.00	11	AS10	44,583					44,583	48,047			961		49,008
ZAINO	GREGORY	TEACH	SPECIAL EDUCTION - SOCIAL STUDIES	RHS	1.00	12	MA+45	86,840		300			87,140	90,817		300			91,117
ZIELINSKI	LAUREN	TEACH	GRADE 6 SOCIAL STUDIES	BFMS	1.00	8	MA+30	78,605		300			78,905	82,167		300			82,467
ZILVETTI	SUZANNE	TEACH	GRADE 8 SCIENCE	GWMS	1.00	18	MA+45	113,582		300	1,500		115,382	114,632		300	1,500		116,432
ZLOTKIN	AMANDA	TEACH	MUSIC	ORC/SOM/TRAV	1.00	18	MA+45	113,582		300			113,882	114,632		300			114,932
ZWICKER	WILLIAM	SUPPRT	UTILITYPERSON	ED CENTER	1.00			48,734					48,734	49,904					49,904
ZYSK	BONNIE	SEC12	ADMIN ASST TO ACCOUNT PAYABLE	ED CENTER	1.00	13	AA12	62,194			1,866		64,060	62,929			1,888		64,817
Leave of Absence 2021-2022 School Year																			
ALVAREZ	LISETTE	TEACH	SCHOOL PSYCHOLOGIST	RHS	1.00	13	DR	93,040				4,652	97,692	97,017				4,851	101,868
DERASMO	JACQUELINE	TEACH	SPECIAL EDUCTION (SCIENCE)	RHS	1.00	10	MA	77,290		300			77,590	80,867					80,867
FRIEDMAN	LAURA	TEACH	LDT-C	RHS	1.00	11	MA+45	84,390		300		4,220	88,910	88,167		300		4,408	92,875
LISA	ERICA	TEACH	RESOURCE ROOM	HAWES	1.00	10	MA+45	84,390		300			84,690	88,167		300			88,467
MOLLEMA	KRISTINE	TEACH	RESOURCE ROOM	WILLARD	1.00	10	BA	70,190					70,190	73,767					73,767
ITDC																			
FLANAGAN	MARION	ITDC	ITDC TEACHER	ITD-C - GLEN	1.00		10M	34,477					34,477	34,477					34,477
KONTOS	LISA	ITDC	DIRECTOR	ITD-C - GLEN	1.00		12M	58,148					58,148	58,148					58,148
MIDDLEBROOKS	KATRINA	ITDC	ITDC TEACHER	ITD-C - GLEN	1.00		10M	33,025					33,025	33,025					33,025
PISANI	LYNDA	ITDC	ADMIN ASST	ITD-C - GLEN	1.00		11M	38,547					38,547	38,547					38,547
SOUTHEY	DAWN	ITDC	ITDC TEACHER	ITD-C - GLEN	1.00		10M	32,207					32,207	32,207					32,207
STEVENS	BARBARA	ITDC	ITDC TEACHER	ITD-C - GLEN	1.00		10M	33,999					33,999	33,999					33,999
STEVENS	MACKENZIE	ITDC	ITDC TEACHER	ITD-C - GLEN				33,000					33,000	33,000					33,000
VASSALLO	STEPHANIE	ITDC	ITDC TEACHER	ITD-C - GLEN	1.00		10M	35,142					35,142	35,142					35,142

2021-2022

RENTAL FEES FOR USE OF FACILITIES

Classroom and Elementary Auditorium fees are not inclusive of applicable temperature control and monitoring fees.

• Auditorium at Benjamin Franklin Middle School - $789 for use of the auditorium. In the event air conditioning is installed, a separate charge will be instituted. (tech support fee included)

Additional fee for use of classrooms – $65 per room per hour.

Auditorium rental fee is for a four-hour period; additional charges prorated.

Use of concert grand piano: $262 including tuning.

• Other Auditoriums

George Washington Middle School $ 485 (tech support fee included)

Elementary Auditoriums $ 239

Auditorium rental fee is for a four-hour period; additional charges prorated.

• Libraries

Fee: $273

Library rental fee is for a four-hour period; additional charges prorated.

• Cafeterias

George Washington Middle School, Benjamin Franklin Middle School, and Ridgewood High School

Fee: $169 with auditorium rental

$327 without auditorium rental

Cafeteria rental fee is for a four-hour period; additional charges prorated.

All foods served from school kitchens must be prepared by the authorized food provider for the district. Arrangements may be made through the Business Office.

• Gymnasiums

The rental of school gymnasiums for groups under proper supervision is on the basis of use during regular custodial working hours with no additional overtime costs and assumes a three-hour maximum use.

High School Gym #1	$420
High School Gym #2	$234
High School Gym #3	$234
Benjamin Franklin Middle School	$234
George Washington Middle School (New)	$420
George Washington Middle School (Old)	$234
Elementary Schools	$169

• Other Facilities

Board Room – Education Center $196

Classroom $65/hour

*Any custodial charges will be marked up by 11%.

POMPTONIAN
FOOD SERVICE

RIDGEWOOD SCHOOL DISTRICT

HIGH SCHOOL

2021-2022

Student Breakfast *$4.00*
Student Lunch *5.50*
Complete Daily Meal Special *5.50*
Village Fresh Lunch *5.50-6.50*
Organic Lunch *6.50*

DELI CENTRAL:
Boar's Head Sandwiches 5.50
Extra 1 oz. Portion 1.00

FRESH FARMSTAND:
Entrée Salad Platter Specials including;
Grilled Chicken Caesar, Chef's & Tuna 5.50
Vegetable Crudité w/Low-Fat Dip 2.25
Fresh Fruit Cup or Melon Cup 2.75
Individual Garden Salad Bowl, 16 oz 2.90

DAILY DISH:
Pasta (Semolina, Whole Wheat, or Tricolor)
w/Choice of Sauce 5.10
Internationale Theme Bar 5.50-6.50
Vegetarian Selections 5.50-6.50

SOUP:
Bowl, 8 oz 2.50
Bowl, 12 oz 3.00

BREADS & ROLLS:
Bagel w/Butter 2.00
Bagel w/Cream Cheese 2.60
Extra Cream Cheese ..... .85

BREAKFAST GRILL:
Breakfast Selections 3.75-5.25

AMERICAN GRILLE:
French Fries, all varieties $1.90
Pizzeria Pizza 2.50
Mozzarella Sticks (5) 3.95
Fresh Quarter-Pound Burgers 5.00
Grilled Fresh Chicken Breast Sandwich 5.00
All-Natural Chicken Tenders (4) 5.00

SNACK SHACK:
David's Cookie ..... .75
Baked Chips, single serve 1.10
Whole Fresh Fruit 1.25
Assorted Snacks 1.25-2.00
Homemade Muffins, large 2.50
Yogurt Parfait w/Fresh Fruit 3.95

BEVERAGES:
Milk, plastic bottle 1.10
Bottled Spring Water, 16 oz. 1.25
Canned Beverages, 12 oz 1.75
Diet Beverage, can
(non-carbonated or carbonated) 1.75
Vitamin Water, 20 oz 2.25
Naked Juice 4.00
Coffee or Tea, 12 oz... ..... 1.85
Hot Cocoa, 12 oz. 2.00

POMPTONIAN
FOOD SERVICE

RIDGEWOOD SCHOOL DISTRICT

MIDDLE SCHOOL

2021-2022

Student Breakfast	$4.00
Student Lunch	4.25
Village Fresh Lunch	5.25
Gluten-Free Lunch	5.25-6.25
Organic Lunch	6.50
Reduced Price Lunch	.50
Faculty Lunch	5.00
Faculty Village Fresh Deli Lunch	5.505.50

LUNCH ENTRÉE:

All Hot Lunch Entrées and Bread	$3.75
All Hot Lunch Entrées and Bread (faculty)	4.50
Pizzeria Pizza	2.50

DELI CENTRAL:

Boar's Head Deli Sandwich	5.25

FRESH FARMSTAND:

Entrée Salad Platter Specials including, Grilled Chicken Caesar, Chef's, Tuna	5.25
Vegetable Crudité w/Low-Fat Dip	2.25
Fresh Fruit or Melon Cup	2.75
Yogurt Parfait w/Fresh Fruit	3.95

SOUP:

Homemade Soup, bowl, 8 oz	2.50
Homemade Soup, bowl, 12 oz	3.00

BREADS & ROLLS:

Bagel w/Butter	$2.00
Bagel w/Cream Cheese	2.60
Extra Cream Cheese	.85
Cereal w/Milk	2.50

SNACK SHACK:

David's Cookie	.75
Baked Chips	1.10
Fresh Fruit	1.25
Assorted Snacks	1.25-2.00

BEVERAGES:

Milk 8 oz, plastic bottle.	1.10
Bottled Spring Water, 16 oz.	1.25
Canned Beverage	1.75
Naked Juice (varieties)	4.00
Coffee/Tea, 8 oz (faculty)	1.60

POMPTONIAN
FOOD SERVICE

RIDGEWOOD SCHOOL DISTRICT

HIGH SCHOOL FACULTY

2021-2022

LUNCH ENTRÉE:
Homemade Specialties $5.25-6.50

DELI CENTRAL:
Premium Boar's Head Sandwich. 5.25
Extra 1 oz. Portion 1.00

FRESH FARMSTAND:
Steamed Vegetables..... 1.75
Specialty Vegetables 2.00

SOUP:
Soup, 8 oz..... 2.50
Soup, 12 oz..... 3.00

BREADS & ROLLS:
Bagel w/Butter..... 2.00
Bagel w/Cream Cheese 2.60
Extra Cream Cheese ..... .85

SNACK SHACK:
David's Cookie ..... $ .75
Baked Snacks and Chips 1.10-2.00
Homemade Desserts..... 2.00-2.50
Homemade Muffin, large 2.50
Yogurt Parfait w/Fresh Fruit..... 3.95

BEVERAGES:
Milk, 8 oz. 1.10
Bottled Water, 16 oz. 1.25
Canned Beverages..... 1.75
Bottled Beverage, 20 oz 2.00
Coffee or Tea, 8 oz..... 1.60
Coffee or Tea, 12 oz..... 1.85
Hot Cocoa, 12 oz..... 2.00
Vitamin Water, 20 oz. 2.25

serialNuml	model
9ZDN722	Dell Chromebook 11
96NX952	Dell Chromebook 11 (3120)
236Q722	Dell Chromebook 11
HWXP722	Dell Chromebook 11
HW4L722	Dell Chromebook 11
7N7LZ22	Dell Chromebook 11
BB4L722	Dell Chromebook 11
J0DP722	Dell Chromebook 11
LRR4A5C	Dell Chromebook 11
75YP722	Dell Chromebook 11
HKDN722	Dell Chromebook 11
8LFP722	Dell Chromebook 11
17WK722	Dell Chromebook 11
B05L722	Dell Chromebook 11
93PRY22	Dell Chromebook 11
FZNRY22	Dell Chromebook 11
1YCP722	Dell Chromebook 11
4X4L722	Dell Chromebook 11
8GXP722	Dell Chromebook 11
BSZM242	Dell Chromebook 11
DJYFY22	Dell Chromebook 11
GN5Q722	Dell Chromebook 11
17TP722	Dell Chromebook 11
10DP722	Dell Chromebook 11
NUSH7A/	Chromebook
3TFN722	Dell Chromebook 11
325L722	Dell Chromebook 11
DTXP722	Dell Chromebook 11
HMRFY2	Dell Chromebook 11
C05L722	Dell Chromebook 11
64WP722	Dell Chromebook 11
4J182G2	Dell Chromebook 11
1N2L722	Dell Chromebook 11
4HX4B52	Dell Chromebook 11
H13Z242	Dell Chromebook 11
B23Z242	Dell Chromebook 11
7F2Z242	Dell Chromebook 11
1WDP722	Dell Chromebook 11
29KR242	Dell Chromebook 11
HD6N722	Dell Chromebook 11
H65Q722	Dell Chromebook 11
5K0GY22	Dell Chromebook 11
2P4L722	Dell Chromebook 11
8XCP722	Dell Chromebook 11

7D7Y1G2 Dell Chromebook 11
FNFN722 Dell Chromebook 11
1MXP722 Dell Chromebook 11
8N4L722 Dell Chromebook 11
6B7V242 Dell Chromebook 11
6KBJJ42 Dell Chromebook 11
5NFP722 Dell Chromebook 11
FV4L722 Dell Chromebook 11
8P5L722 Dell Chromebook 11
6NVK722 Dell Chromebook 11
76FN722 Dell Chromebook 11
JCD3B52 Dell Chromebook 11
923Z242 Dell Chromebook 11
9PVY242 Dell Chromebook 11
9H0HB52 Dell Chromebook 11
HY3A91KD529725
2KFP722 Dell Chromebook 11
5D4Q722 Dell Chromebook 11
DC2L722 Dell Chromebook 11
CPFN722 Dell Chromebook 11
DCWN72 Dell Chromebook 11
6XT08B2 Dell Chromebook 11
CJ9T242 Dell Chromebook 11
DY9PLD2 Dell Chromebook 11
JJ6N722 Dell Chromebook 11
52YT242 Dell Chromebook 11
DWFP722 Dell Chromebook 11
3RLY1G2 Dell Chromebook 11
6ZXR962 Dell Chromebook 11
GD4Q722 Dell Chromebook 11
5GJCB52 Dell Chromebook 11
FV5Q722 Dell Chromebook 11
57PK2D2 Dell Chromebook 11
JB4Q722 Dell Chromebook 11
5234B52 Dell Chromebook 11 (3120)
G74Q722 Dell Chromebook 11
3VFN722 Dell Chromebook 11
3Q4Q722 Dell Chromebook 11
C4TP722 Dell Chromebook 11
5WFP722 Dell Chromebook 11
25RQ952 Dell Chromebook 11 (3120)

BOARD OF EDUCATION
Education Center
49 Cottage Place, Ridgewood, New Jersey
EXECUTIVE SESSION AGENDA

June 14, 2021

6:00 p.m.

I. Legal **Dr. Gorman**

RIDGEWOOD BOARD OF EDUCATION

Education Center
49 Cottage Place, Ridgewood, NJ 07450
AGENDA

June 14, 2021

Executive Session 6:00 p.m.
Regular Public Meeting 7:00 p.m.

The Public can view, listen and comment during the public comment period of the meeting via:

- **Physically attending at the Education Center *(following pandemic protocols and masks)***
- **Zoom from a PC, Mac, iPad, iPhone Android device. Meeting ID 870-1302 7741**
  - **Password: 61407450 (Use the "raise hand" button to make a comment)**
- **Phone at: 646-558-8656**
  - **Password: 61407450 *(press *9 to make a comment)***
- **Streaming on the District Website**
- **Watching on Fios Channel 33**

MEETING REGULATIONS

At all regular meetings, two opportunities are provided for citizens to make comments. The public comment period will be scheduled after student presentations. The second comment period will be at approximately 9:00 p.m. or just prior to the end of the meeting, whichever occurs first. The first opportunity may be limited by the presiding officer to conclude at about 8:00 p.m. in order for the Board to continue with its scheduled agenda. The second opportunity will occur at about 9:00 p.m. at the discretion of the presiding officer taking into consideration a break in the agenda.

At every opportunity for public comment, citizens are invited to comment on subjects on the agenda or general topics. At the discretion of the presiding officer, public comments may be permitted at other times.

Please remember this is a public meeting. Anything you say will be a public record. As a result, pursuant to law, the Board of Education cannot respond to you publicly concerning certain matters, such as those regarding an individual student or personnel. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent's Office. Public comment periods shall also be governed by the following rules:

1. Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses.
2. Each speaker shall be limited to four minutes. The Board Recorder will note the time. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds (Ref: Bylaw 0167)
3. Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop.
4. All statements shall be directed to the presiding officer, no participant may address or question Board members individually.
5. No participants may speak more than once on the same topic until all others who wish to speak on that topic have been heard.
6. Questions requiring investigation shall be referred by the Board to the Superintendent's Office for consideration and later response. A participant may be asked to submit such questions in written format.

Mission Statement
The Ridgewood Public Schools, committed to a tradition of excellence and innovation, in partnership with the community, provide a rich and challenging learning environment, enabling students to maximize their unique potentials to become life-long learners and productive, responsible citizens.

I. CALL TO ORDER AND ROLL CALL **Mr. Lembo**

II. FLAG SALUTE AND PLEDGE OF ALLEGIANCE **Mr. Lembo**

III. OPENING STATEMENT BY PRESIDING OFFICER **Mr. Lembo**

IV. PRESENTATIONS **Mr. Lembo**

A. Student Representative Report
- ➢ Dan Loughlin and Jack Sherman, Benjamin Franklin Middle School

B. West Point - Dwight D. Eisenhower Leadership Award
- ➢ Presented by Stephen Kalish
- ➢ Award Recipient Samual Sareceno

C. Student Representative Report
- ➢ Zoe Kovac, Ridgewood High School

V. COMMENTS FROM THE PUBLIC **Mr. Lembo**

VI. PRESENTATIONS **Dr. Gorman**

A. 6-12 Science Curriculum Presentation
- ➢ Tara Taylor

B. American Rescue Plan Requirements for Federal Grant Application
- ➢ Stacie Poelstra

VII. COMMENTS FROM THE PUBLIC ON THE AMERICAN RESCUE PLAN **Mr. Lembo**

VIII. APPROVAL: SUBMISSION OF THE AMERICAN RESCUE PLAN **Dr. Gorman**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the submission of the American Rescue Plan.

IX. SUPERINTENDENT REPORT **Dr. Gorman**

X. CONSENT ITEMS: REGULAR AND ROUTINE ISSUES **Dr. Gorman**

A. ATTENDANCE AT CONFERENCES

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Attendance at Conferences, as listed on **Attachment A**.

B. ADMINISTRATION **Dr. Gorman**

i. <u>Approval: Receipt of Suspension Reports</u>

The Ridgewood Board of Education, upon the recommendation of the Superintendent

of Schools, acknowledges it has received confidential information regarding suspensions that have occurred since the last Board meeting.

ii. Approval: Contracts for District Administrators

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following contracts, effective July 1, 2021 through June 30, 2022. These contracts have been approved by the Executive County Superintendent as required by law.

- Scott Bisig, Business Administrator
- Stacie Poelstra, Assistant Superintendent for Curriculum, Instruction and Assessment
- Ojetta Townes, Manager of Human Resources

The Board has received background information.

iii. Approval: New Jersey School Boards Association Membership

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves membership in the New Jersey School Boards Association for the 2021-2022 school year, at the rate of $26,662.70.

There is no increase in fee from the 2020-2021 school year. The Board has received background information.

iv. Approval: Settlement Agreement SE#9/2020-2021

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Settlement Agreement SE#9/2020-2021 between the parents of Student #506195 and the Ridgewood Board of Education.

The Board has received background information.

v. Approval: Settlement Agreement SE#10/2020-2021

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Settlement Agreement SE#10/2020-2021 between the parents of Student #60242 and the Ridgewood Board of Education.

The Board has received background information.

vi. Revision Appointment: Equal Education Officers

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the revision of the appointment of the Equal Education Officer for the Ridgewood Public Schools for the 2021-2022 school year, approved by the Board at its meeting on May 24, 2021:

Remove: Shauna Stovell**,** elementary schools
Replace: TBD

vii. Approval: Ridgewood High School Membership in the New Jersey State Interscholastic Athletic Association (NJSIAA)

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

> Pursuant to the provisions of Chapter 172 of the Laws of 1979 (N.J.S.A. 18A:11-3 et. seq.), it is necessary for all member schools to adopt by resolution membership in the NJSIAA.
>
> By adopting this resolution, Ridgewood adopts as its own policy and agrees to be governed by the Constitution, Bylaws and Rules and Regulations of the NJSIAA, including all rules governing student athlete eligibility.

C. CURRICULUM & INSTRUCTION — Dr. Gorman

i. Approval: Field Trips

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves field trips as listed on **Attachment B.**

ii. Approval: Professional Development Agreement with Traxler Studios, LLC.

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves a professional development agreement with Katie Traxler of Traxler Studios, LLC to provide professional development in the area of music curriculum development to elementary music teachers during the summer of 2021, in the amount of $1350.

The Board has received background information.

D. HUMAN RESOURCES — Dr. Gorman

i. Appointments

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointments listed below, subject to receipt of appropriate documentation and the New Jersey Department of Education (NJDOE) certificate, if required.

Administrator

MATTHEWS, Julie-Anne - Supervisor of Elementary Education: English Language Arts and Social Studies, Education Center, effective July 1, 2021 through June 30, 2022, pending verification of employment as outlined by Chapter 5.

Dr. Matthews' credentials are as follows:

- Instructional/Literacy Coach, Montvale Public Schools, 2013 to present
- Curriculum Coordinator/Consultant, River Vale Public Schools, 2005 to 2012
- Adjunct Professor/Campus Supervisor, Ramapo College, 2002, 2005-2006, 2019
- Writing Coach/Reading Specialist, Paramus Public School, 2001 to 2008
- Elementary Classroom Teacher, Westwood Regional Schools, 1991 to 2001

Education:

- Ramapo College, Masters, Educational Leadership, 2020
- Institute of Multi-Sensory Education, 30-Hour Orton-Gillingham Intermediate Training, 30-Hour Orton-Gillingham Comprehensive Training, 2004
- Fordham University, Doctor of Philosophy, Language, Literacy, and Learning, 2001
- Fairleigh Dickinson University, Master of Art in Teaching, 1993
- Lafayette College, Bachelor of Arts, Psychology and Spanish, 1989

Possesses the following New Jersey Standard Certificates:

- Supervisor
- Elementary School Teacher
- Teacher of English as a Second Language
- Teacher of Spanish
- Reading Specialist

Salary: $123,000 ($120,000 + $3,000 doctorate)
Account # 11-000-221-102-00-22-019-000

Teachers

BARNARD, Elizabeth - K-2 LLD Teacher (tenure track), Hawes School, effective August 31, 2021 through June 30, 2022. Ms. Barnard possesses an NJDOE Provisional Certificate as an Elementary School Teacher in Grades K-6 and Teacher of Students with Disabilities. Ms. Barnard will be registered into the NJDOE Provisional Teacher Program.

Salary: $69,242
Cl. MA, St. 2
Account # 11-204-100-101-00-02-019-000

BERNARD-MASON, Amy - Latin Teacher (tenure track), Ridgewood High School, effective August 31, 2021 through June 30, 2022, pending verification of employment as outlined by Chapter 5. Ms. Bernard-Mason possesses an NJDOE Standard Certificate as a Teacher of Latin.

Salary: $83,817
Cl. BA+30, St. 13
Account #11-140-100-101-07-10-019-000

BRAUN, Alexandra - Leave of Absence Replacement Special Education Science Teacher (non-tenure track), Ridgewood High School, pending verification of employment as outlined by Chapter 5. Ms. Braun is pending issuance of an NJDOE Provisional Certificate as a Teacher of Biological and Teacher of Students with Disabilities.

Salary: $61,642
Cl. BA, St. 1
Account # 11-213-100-101-00-10-019-000

CARDILLO, Natalie - Music Teacher (tenure track), Ridgewood High School, effective August 31, 2021 through June 30, 2022, pending verification of employment as outlined by Chapter 5. Ms. Cardillo is pending issuance of an NJDOE Certificate of Eligibility with Advanced Standing or Standard Certificate as a Teacher of Music.

Salary: $62,142
Cl.BA, St. 2
Account #11-140-100-101-04-10-019-000

DEEGAN, Nicole - Special Education (RISe) Teacher (tenure track), Benjamin Franklin Middle School, effective August 31, 2021 through June 30, 2022, pending verification of employment as outlined by Chapter 5. Ms. Deegan possesses an NJDOE Standard as a Teacher of Students with Disabilities and Elementary School Teacher in Grades K-6.

Salary: $76,222
Cl. MA+45, St. 2
Account #11-212-100-101-00-08-019-000

DeNUNZIO, Mary - Library Media Specialist (tenure track), Travell School, effective August 31, 2021 through June 30, 2022, pending verification of employment as outlined by Chapter 5. Ms. DeNunzio possesses an NJDOE Standard as a School Library Media Specialist.

Salary: $68,742
Cl. MA, St. 1
Account # 11-000-222-104-00-06-019-000

DiMODUGNO, Grace - Special Education Teacher (tenure track), George Washington Middle School, August 31, 2021 through June 30, 2022, pending verification of employment as outlined by Chapter 5. Ms. DiModungo is pending issuance of an NJDOE Certificate of Eligibility with Advanced Standing as an Elementary School Teacher in Grades K-6 and Teacher of Students with Disabilities. Ms. DiModugno will be registered into the NJDOE Provisional Teacher Program.

Salary: $61,642
Cl. BA, St. 1
Account # 11-213-100-101-00-09-019-000

EBENHACK, Kayley - Leave of Absence Replacement Resource Room Teacher (non-tenure track), Willard School, effective August 31, 2021 through June 30, 2022. Ms. Ebenhack possesses an NJDOE Provisional Certificate as an Elementary School Teacher in Grades K-6. Ms. Ebenhack will be registered into the NJDOE Provisional Teacher Program.

Salary: $61,642
Cl. BA, St. 1
Account #11-213-100-101-00-07-019-000

LOCKER, Alyssa - .50 FTE Social Worker (tenure track), Somerville School, effective August 31, 2021 through June 30, 2022, pending verification of employment as outlined by Chapter 5. Ms. Locker possesses an NJDOE Standard Certificate as a School Social Worker.

Salary: $36,352 ($34,621 + $1,731 ratio)
Cl. MA , St. 2
Account # 11-000-219-104-00-05-019-000

VARGO, Laura - Guidance Counselor (tenure track), Ridgewood High School, effective August 31, 2021 through June 30, 2022, pending verification of employment as outlined by Chapter 5. Ms. Vargo possesses an NJDOE Standard Certificate as a School Counselor.

Salary: $81,986 ($76,622 + $5,364 ratio)
Cl. MA+45, St. 2
Account # 11-000-218-104-00-10-019-000

Long-term Substitutes

BIAGI, Alexis - Elementary School Teacher Grades k-5, Hawes School, effective April 23, 2021 through June 23, 2021, at a daily rate of $150 per day, until the assignment ends. To be funded by CRRSA-ESSER II grant funds to a maximum amount of $6,000.

Account # 20-483-100-101-00-02-022-001
Account # 11-120-100-101-00-00-019-002

FOERCH, Summer - Kindergarten Teacher, Hawes School, effective March 22, 2021, or as soon after as possible, through June 23, 2021. To be funded by CRRSA-ESSER II grant funds to a maximum amount of $19,669.

Account # 20-483-100-101-00-02-022-000
Account # 11-110-100-101-11-02-019-000

LAVENDER, Raymond - School Social Worker, Orchard and Ridge Schools, effective August 31, 2021 through January 3, 2022, at a daily rate of $150 per day, until the assignment ends. Mr. Lavender is pending issuance of an NJDOE Standard Certificate as a School Social Worker.

Account #11-000-219-104-00-03-019-000
Account# 11-000-219-104-00-04-019-000

VILLANELLA, James - Elementary School Teacher Grades k-5, Somerville School, effective May 10, 2021 through June 23, 2021, at a daily rate of $150 per day, until the assignment ends. To be funded by CRRSA-ESSER II grant funds to a maximum amount of $4,350.

Account # 20-483-100-101-00-05-022-001

Account # 11-120-100-101-04-05-019-000

Classroom Aides

CANCIO, Josylin - First Grade Aide, Ridge School, effective March 23, 2021, or as soon after as possible, through June 22, 2021. To be funded by CRRSA-ESSER II grant funds to a maximum amount of $5,837.

Account # 20-483-100-106-00-04-022-001
Account # 11-190-100-106-11-04-019-001

JUNTA, Sarah - Resource Room Special Education Classroom Aide, Travell School, effective March 22, 2021, or as soon after as possible, through June 22, 2021. To be funded by CRRSA-ESSER II grant funds to a maximum amount of $5,937.

Account # 20-483-100-106-00-06-022-001
Account # 11-213-100-106-00-06-024-001

2021 Summer School Special Programs Staffing

As listed on **Attachment C**

2021 Ridgewood High School Summer School Staffing

As listed on **Attachment D**

2021 Summer Special Programs Personnel

As listed on **Attachment E**

Technology Innovation Specialists for the 2021-2022 School Year

As listed on **Attachment F**

2021 Summer Ridgewood Community School Employees

As listed on **Attachment G**

ii. Change of Assignments for the 2021-2022 School Year

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the change of assignments for the 2021-2022 School Year, as listed below.

CERBASI, Joyce - **from** Staff Developer, Education Center, **to** Sixth Grade English Language Arts Teacher, George Washington Middle School, effective August 31, 2021 through June 30, 2022.

Salary will remain the same.
Account #11-130-100-101-03-09-019-000

MITCHELL, Lindsay - **from** Fifth Grade Teacher, Ridge School, **to** Guidance

Counselor, Ridge School, effective August 31, 2021 through June 30, 2022.

From: $93,967 ($93,667 + $300 CP)
Cl. MA+45, St. 13
To: $100,524 ($93,667 + $300 CP + $6,557 ratio)
Cl. MA+45, St. 13
Account # 11-000-218-104-00-04-019-000

PIACENZA, Michael - **from** Assistant Principal, George Washington Middle School, **to** Principal, Ridge School, effective August 1, 2021 through June 30, 2022.

Mr. Piacenza's credentials are as follows:

- Assistant Principal, George Washington Middle School, July 2014 to present
- Assistant Director/Interim Director, Unity Charter School, July 2011 to July 2014
- Third Grade Teacher, Hilltop Elementary School, 2006 to 2011
- Fourth Grade Teacher, Hilltop Elementary School, 1999 to 2000, 2001 to 2006
- Fifth Grade Teacher, Mountain View Middle School, 2000 to 2001

Education:

- Ed.D. in Education Leadership, Seton Hall University, anticipated, May 2022
- Ed.S. in Educational Leadership, Seton Hall University, May 2018
- Master's Degree in Educational Administration, Montclair State University, May 2008
- Bachelor of Science Degree in Elementary Education, West Chester University, May 1999

Possesses the following New Jersey Standard Certificates:

- Principal
- Supervisor
- Elementary School Teacher

From: $160,590
To: $164,500
Account # 11-000-240-103-00-04-019-000

iii. Resignations

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignations, as listed below.

Teachers

DeRISI, Michael - Physical Education, Somerville School, effective July 1, 2021.

HUBER, Courtney - Special Education (STEPSS) Teacher, Benjamin Franklin Middle School, effective July 1, 2021.

TASHIAN, David - Guidance Counselor, Hawes and Somerville School, effective July

1, 2021.

Classroom Aide

SALCEDO, Rosemary - Teacher Assistant (REACH), Glen School, effective June 14, 2021.

iv. Resignations for the Purpose of Retirement

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignations for the purpose of retirement, listed below.

Administrative Assistant

PAULEY, Susan - Administrative Assistant to Principal, Somerville School, effective September 1, 2021, with fourteen years of Ridgewood service.

Susan Paul's career in Ridgewood:

- 2007-2009 - General Secretary, Somerville School
- 2009-2010 - Business Office, 12-month Secretary, Education Center
- 2010-2015 - Principal Secretary, Hawes School
- 2016-2021 - Principal Secretary, Somerville School

Teacher

DRENNAN, Elizabeth - Library Media Specialist, Somerville School, effective July 1, 2021, with eighteen and a half years of Ridgewood service.

Elizabeth Drennan's career in Ridgewood:

- 2000-02 - Media Center Secretary, Ridge School
- 2005-2021 - Library Media Specialist, Somerville School

Support Staff

HOWELLS, Lynn - K-12 Technology Coordinator, Education Center, effective September 1, 2021, with sixteen years of Ridgewood service.

Lynn Howells' career in Ridgewood:

- 1999-2000 - IT Data Entry, Education Center
- 2000-2003 - Technology Associate, Education Center
- 2003-2007 - Technology Staff Developer, Education Center
- 2007-2009 - K-8 Network Coordinator, Education Center
- 2010-2015 - IT Specialist
- 2015-2021 - K-12 Technology Coordinator, Education Center

v. Leave of Absence

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the leave of absence, as listed below.

ALVAREZ, Lisette – School Psychologist, Ridgewood High School, effective August

31, 2021 through June 23, 2022, with a reinstatement date of September 1, 2022, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

vi. Supplemental Pay Beyond Contract

The Ridgewood Board of Education, upon the recommendation of theSuperintendent of Schools, approves the supplemental pay beyond contract, as listed below.

Glen School

- **Macolino, Nadine**, not to exceed 45 hours, at an hourly rate of $29.29 ($1,318.05).

Account # 11-000-219-105-00-01-024-001

Hawes School

Nurse- Contact Tracing- December 23, 2020 through January 4, 2021

- **Goldberg, Linda**, not to exceed 10 hours, at an hourly rate of $61.69 ($616.90), to be partially funded by CRRSA-ESSER II Grant Funds.

Account # 20-483-213-104-00-02-022-001

Nurse- Contact Tracing- January 4, 2021 through June 23, 2021

- **Goldberg, Linda**, not to exceed 360 hours, at an hourly rate of $53.33 ($19,198.80), to be partially funded by CRRSA-ESSER II Grant Funds to a maximum amount of $4,064.70.

Account # 20-483-213-104-00-02-022-001
Account # 11-000-213-104-00-02-002-001

2021 Summer Hours - Nurse

- **Gao, Jeanne**, not to exceed 25 hours, at an hourly rate of $43.59 ($1,089.75).

Account #11-000-213-104-00-02-002-001

2021 Summer Secretarial Support

- **Higgins, Patricia**, not to exceed 20 hours, at an hourly rate of $36.56 ($731.20).

Account #11-000-240-105-00-02-002-001

Moving Classrooms, not to exceed 12 hours, at an hourly rate of $40.17 ($1,928.16)

- **Catanzaro, Becky**

- **Harney, Thomas**
- **Rota, Jill**
- **Sargenti, Lisa**

Account # 11-120-100-101-00-02-002-001

Orchard School

Nurse- Contact Tracing- December 23, 2020 through January 4, 2021

- **Horton, Christina**, not to exceed 10 hours, at an hourly rate of $40.68 ($406.80), to be partially funded by CRRSA-ESSER II Grant Funds.

Account #20-483-213-104-00-03-022-001

Nurse- Contact Tracing- January 4, 2021 through June 23, 2021

- **Horton, Christina**, not to exceed 360 hours, at an hourly rate of $53.33 ($19,198.80), to be partially funded by CRRSA-ESSER II Grant Funds to a maximum amount of $4,064.70.

Account #20-483-213-104-00-03-022-001
Account #11-000-213-104-00-03-003-001

2021 Summer Hours - Nurse

- **Horton, Christina**, not to exceed 20 hours, at an hourly rate of $40.68 ($813.60).

Account # 11-000-213-104-00-03-003-001

Guidance Department – 2021 Summer Hours

- **Rubin, Lindsay**, not to exceed 12 hours, at an hourly rate of $54.94 ($659.28)

Account #11-000-218-104-00-03-003-001

Moving Classrooms

- **Jones, Michelle**, not to exceed 2 hours, at an hourly rate of $40.17 ($80.34).
- **Saglimbeni, Mary**, not to exceed 4 hours, at an hourly rate of $40.17 ($160.68).
- **Tan, Xue**, not to exceed 2 hours, at an hourly rate of $40.17 ($80.34).

Account # 11-120-100-101-00-03-003-001

Ridge School

Nurse- Contact Tracing- December 23, 2020 through January 4, 2021

- **Manke, Colleen**, not to exceed 10 hours, at an hourly rate of $74.14, (741.70),

to be partially funded by CRRSA-ESSER II Grant Funds.

Account #20-483-213-104-00-04-022-001

Nurse- Contact Tracing- January 4, 2021 through June 23, 2021

- **Manke, Colleen**, not to exceed 360 hours, at an hourly rate of $53.33 ($19,198.80), to be partially funded by CRRSA-ESSER II Grant Funds to a maximum amount of $4,064.70.

Account # 20-483-213-104-00-04-022-001
Account #11-000-213-104-00-04-004-001

2021 Summer Hours - Nurse

- **Manke, Colleen**, not to exceed 24 hours, at an hourly rate of $74.14 ($1.779.36).

Account # 11-000-213-104-00-04-004-001

Guidance Department – 2021 Summer Hours

- **Mitchell, Lindsay**, not to exceed 12 hours, at an hourly rate of $60.03 ($720.36).

Account # 11-000-218-104-00-04-004-001

Moving Classrooms, not to exceed 6 hours, at an hourly rate of $40.17 ($964.08)

- **Coppola, Michele**
- **Jarosz, Kathleen**
- **Mager, Elyse**
- **Polay, Jessica**

Account # 11-120-100-101-00-04-004-001

Somerville School

Nurse- Contact Tracing- December 23, 2020 through January 4, 2021

- **Correll, Moira**, not to exceed 10 hours, at an hourly rate of $61.69 (616.90), to be partially funded by CRRSA-ESSER II Grant Funds.

Account # 20-483-213-104-00-05-022-001

Nurse- Contact Tracing- January 4, 2021 through June 23, 2021

- **Correll, Moira**, not to exceed 360 hours, at an hourly rate of $53.33 ($19,198.80), to be partially funded by CRRSA-ESSER II Grant Funds to a maximum amount of $4,064.70.

Account # 20-483-213-104-00-05-022-001
Account # 11-000-213-104-00-05-005-001

2021 Summer Hours - Nurse

- **Correll, Moira**, not to exceed 20 hours, at an hourly rate of $61.69 ($1,233.80).

Account # 11-000-213-104-00-05-005-001

2021 Summer Secretarial Support

- **Mannion, Erin**, not to exceed 10 hours, at an hourly rate of $27.15 ($271.50).

Account # 11-000-240-105-00-05-005-001

Moving Classrooms, not to exceed 12 hours, at an hourly rate of $40.17 ($482.04)

- **Buzzard, Mia**

Account # 11-120-100-101-00-05-005-001

Travell School

Nurse- Contact Tracing- December 23, 2020 through January 4, 2021

- **Grabinski, Lisa**, not to exceed 10 hours, at an hourly rate of $50.04 (500.40), to be partially funded by CRRSA-ESSER II Grant Funds.

Account # 20-483-213-104-00-06-022-001

Nurse- Contact Tracing- January 4, 2021 through June 23, 2021

- **Grabinski, Lisa**, not to exceed 360 hours, at an hourly rate of $53.33 ($19,198.80), to be partially funded by CRRSA-ESSER II Grant Funds to a maximum amount of $4,064.70.

Account # 20-483-213-104-00-06-022-001
Account # 11-000-213-104-00-06-006-001

2021 Summer Hours - Nurse

- **Grabinski, Lisa**, not to exceed 12 hours, at an hourly rate of $50.04 ($600.48).

Account # 11-000-213-104-00-06-006-001

Guidance Department – 2021 Summer Hours

- **Pfeiffer, David**, not to exceed 12 hours, at an hourly rate of $76.15 ($913.80).

Account # 11-000-218-104-00-06-006-001

Willard School

Nurse- Contact Tracing- December 23, 2020 through January 4, 2021

- **Lowicki, Bonnie**, not to exceed 10 hours, at an hourly rate of $54.99 ($5489.90), to be partially funded by CRRSA-ESSER II Grant Funds.

Account # 20-483-213-104-00-07-022-001

Nurse- Contact Tracing- January 4, 2021 through June 23, 2021

- **Lowicki, Bonnie**, not to exceed 360 hours, at an hourly rate of $53.33 ($19,198.80), to be partially funded by CRRSA-ESSER II Grant Funds to a maximum amount of $4,064.70.

Account # 20-483-213-104-00-07-022-001
Account # 11-000-213-104-00-07-007-001

2021 Summer Hours - Nurse

- **Lowicki, Bonnie**, not to exceed 25 hours, at an hourly rate of $59.88 ($1,497).

Account #11-000-213-104-00-07-007-001

2021 Summer Secretarial Support

- **Parigi, Jane**, not to exceed 12 hours, at an hourly rate of $32.79 ($393.48).

Account # 11-000-240-105-00-07-007-001

Guidance Department – 2021 Summer Hours

- **Pfeiffer, David**, not to exceed 15 hours, at an hourly rate of $76.15 ($1,142.25).

Account # 11-000-218-104-00-07-007-001

Benjamin Franklin Middle School

Nurse- Contact Tracing- December 23, 2020 through January 4, 2021

- **Reilly, Kerriann**, not to exceed 10 hours, at an hourly rate of $67.07, ($670.70), to be partially funded by CRRSA-ESSER II Grant Funds.

Account # 20-483-213-104-00-08-022-001

Nurse- Contact Tracing- January 4, 2021 through June 23, 2021

- **Reilly, Kerriann**, not to exceed 360 hours, at an hourly rate of $53.33 ($19,198.80), to be partially funded by CRRSA-ESSER II Grant Funds to a maximum amount of $4,064.70.

Account # 20-483-213-104-00-08-022-001
Account # 11-000-213-104-00-08-008-001

2021 Summer Hours - Nurse

- **Reilly, Kerriann**, not to exceed 55 hours, at an hourly rate of $67.07 ($4,024.20).

Account # 11-000-213-104-00-08-008-001

Guidance Department – 2021 Summer Hours ($8,444.60)

- **Wearley, Meredith**, not to exceed 100 hours, at an hourly rate of $69.50 ($6,950).
- **Gelenius, Mariann**, not to exceed 20 hours, at an hourly rate of $74.73 ($1,494.60).

Account # 11-000-218-104-00-08-008-001

2021 Ridgewood 6-12 Summer Academy Transition Program, August 10-12, 2021 and August 23-25, 2021, each not to exceed 24 hours, each at an hourly rate of $55.00

- **Batista, Giselle**
- **Champy, Brianna**
- **Cheplic, Matthew**
- **Contreras, Colleen**
- **Cigolini, Lucille**
- **Clarke-Anderson, Kathleen**
- **Kneiss, Dana**
- **Krsnak, Kate**
- **Litvak, Roman**
- **Morris, Lori**
- **Stucke, Mallory**
- **Tucker, Erika**
- **Watkins, Christopher**

Account # 20-483-100-101-00-08-022-001
Account # 20-483-100-101-00-09-022-001

Additional Co-curricular Activity Advisors and Stipends for the 2020-2021 School Year

Latin Club - Virtual

- **deVegh, Antonia**, total stipend of $740.

Account # 11-401-100-101-00-10-010-001

Eight Grade Luau, each not to exceed 3 hours, each at the hourly rate of $40.17 ($964.08)

- **Briggs, Amy**
- **Clarke-Anderson, Kathleen**
- **Krasinski, Kristen**
- **Liebkind, Olga**
- **Menzies, Lauren**
- **Mitchell, Michael**
- **Morris, Lori**
- **Ordini, Jason**

Account # 11-401-100-101-00-08-008-001

George Washington Middle School

Nurse- Contact Tracing- December 23, 2020 through January 4, 2021

- **Stadulis, Julie**, not to exceed 10 hours, at an hourly rate of $56.31 ($563.10), to be partially funded by CRRSA-ESSER II Grant Funds.

Account # 20-483-213-104-00-09-022-001

Nurse- Contact Tracing- January 4, 2021 through June 23, 2021

- **Stadulis, Julie**, not to exceed 360 hours, at an hourly rate of $53.33 ($19,198.80), to be partially funded by CRRSA-ESSER II Grant Funds to a maximum amount of $4,064.70.

Account # 20-483-213-104-00-09-022-001
Account # 11-000-213-104-00-09-009-001

2021 Summer Hours - Nurse

- **Stadulis, Julie**, not to exceed 55 hours, at an hourly rate of $59.13 ($3,252.15).

Account #11-000-213-104-00-09-009-001

Guidance Department – 2021 Summer Hours ($16,865.80)

- **Alfuso, Lisa**, not to exceed 50 hours, at an hourly rate of $45.55 ($6,377).
- **Mullin, Michael**, not to exceed 50 hours, at an hourly rate of $74.92 ($10,488.80).

Account # 11-000-218-104-00-09-009-001

Ridgewood High School

- **Mende, Allison, Mitola, Candace**, and **Watson**, **Andrea**, each not to exceed 8 hours, each at an hourly rate of $55 ($1,320). To be funded by CRRSA-ESSER II grant funds.

Account #20-483-100-101-00-10-022-001

Nurse- Contact Tracing- December 23, 2020 through January 4, 2021

- **Morgan, Maureen**, not to exceed 10 hours, at an hourly rate of $75.92 ($759.20), to be partially funded by CRRSA-ESSER II Grant Funds.

Account # 20-483-100-101-00-10-022-001

Nurse- Contact Tracing- January 4, 2021 through June 23, 2021

- **Donovan, Suzanne**, , not to exceed 360 hours, at an hourly rate of $53.33 ($19,198.80), to be partially funded by CRRSA-ESSER II Grant Funds to a maximum amount of $4,064.70.
- **Morgan, Maureen**, not to exceed 360 hours, at an hourly rate of $53.33 ($19,198.80), to be partially funded by CRRSA-ESSER II Grant Funds to a maximum amount of $4,064.70.

Account # 20-483-100-101-00-10-022-001
Account # 11-000-213-104-00-10-010-001

2021 Summer Hours - Nurse

- **Donovan, Suzanne**, not to exceed 40 hours, at an hourly rate of $32.77 ($1,3108.80)
- **Morgan, Maureen**, not to exceed 40 hours, at an hourly rate of $75.92 ($3,036.80).

Account # 11-000-213-104-00-10-010-001

2021 Summer Secretarial Support

- **Griffith, Rosanna**, not to exceed 40 hours, at an hourly rate of $29.78 ($1,191.20).
- **Kazmierczak, Jennifer**, not to exceed 60 hours, at an hourly rate of $31.79 ($1,907.40).
- **Philbrick, Skye**, not to exceed 60 hours, at an hourly rate of $31.34($1,880.40).
- **Tringali, Judith**, not to exceed 40 hours, at an hourly rate of $35.51 ($1,420.40).
- **Wehmeyer, Nicole**, not to exceed 40 hours, at an hourly rate of $29.78 ($1,191.20).

Account # 11-000-240-105-00-10-010-001

Guidance Department – 2021 Summer Hours ($12,582.43)

- **DePinto, Lauren**, not to exceed 10 hours, at an hourly rate of $76.80 ($768.20).
- **Fabish, Christopher**, not to exceed 63 hours, at an hourly rate of $63.84 ($4,021.92).
- **Klein-Hellman, Lauren**, not to exceed 53 hours, at an hourly rate of $59.07 ($3,130.71).
- **Kneis, Dana**, not to exceed 15 hours, at an hourly rate of $45.55 ($683.25)
- **McGovern, Christine**, not to exceed 15 hours, at an hourly rate of $54.06 ($810.90).
- **Turano, Rebecca**, not to exceed 53 hours, at an hourly rate of $48.90 ($2,591.70).
- **Watson, Andrea**, not to exceed 25 hours, at an hourly rate of $50.36 ($1,259.00).

Account # 11-000-218-104-00-10-010-001

Revision: 2021 Project Graduation - June 22, 2021, approved by the Board at its meeting on May 24, 2021

From: Four Chaperones (TBD), each not to exceed 6 hours, each at an hourly rate of $40.17 ($964.08).

To: Sixteen Chaperones: **Besser, Lauren; Chamesian, Linda; Cronk, Paul; Fabish, Christopher; Fararr, Eva; Galasso, Patricia; Gervolino, Colleen; Kay, Peter; Kase, Sean; Keneis, Dana; Luo, Miles; Mendez, Karen; Murtha, Timothy; Reilly, Nancy; Pollitt, Ashley**; and **Wohner**, **John**; each not to exceed 6 hours, each at an hourly rate of $40.17 ($3,856.32).

Account # 11-401-100-101-00-10-010-001

After-School Rehearsals & Concerts, each not to exceed 6 hours, each at an hourly rate of $40.17 ($964.08)

- **Bourque, Steven**
- **Geronimo, Kristi**
- **Haas, Jeffrey**
- **Luckenbill, John**

Account # 11-401-100-101-00-10-010-001

AV Production to Live-Stream 3 Concerts

- **Fink, Gary** and **Holand, Larry**, not to exceed 25 hours, at an hourly rate of $40.17 ($1,004.25).

Account #11-401-100-101-00-10-010-001

World Language Honor Society Induction Ceremony

- **Two Chaperones: Lee, Christine,** and **Parks, Ruth**, each not to exceed 4 hours, each at an hourly rate of $40.17 ($321.36).

Account # 11-401-100-101-00-10-010-001

Before School Supervision, each at an hourly rate of $40.17, each not to exceed 40 days, each not to exceed 45 minutes per day

- **Dolby, Luke**
- **Reilly, Nancy**

Account #11-140-100-101-00-10-010-001

Special Programs

Additional CST Hours

- **Alvarez, Lisette**, not to exceed 10 hours, at an hourly rate of $65.13 ($651.30).
- **Batista, Giselle**, not to exceed 10 hours, at an hourly rate of $56.35 ($563.50).
- **Mellozzo, Karen**, not to exceed 10 hours, at an hourly rate of $79.71 ($797.10).
- **Valeri, Amanda**, not to exceed 10 hours, at an hourly rate of $57.51 ($575.10).

Account # 11-000-219-104-00-10-024-001

Curriculum, Instruction & Assessment

2021 Summer Curriculum Writing

Staff members as listed on **Attachment H**, at the curriculum hourly rate of $53.33.

Proctors for Seal of Bi-Literacy Exam - June 19, 2021

- **Griffith, Rosanna**, not to exceed 4 hours, at an hourly rate of $29.78 ($119.12).

Account # 11-000-223-104-00-22-022-001

Summer Professional Development (Presenter)

- **DePinto, Lauren** and **Hans, Patricia**, each not to exceed 12 hours, each at an hourly rate of $55.00 ($1,320).

Account # 11-401-100-101-00-10-010-001

IT Support for Seal of Bi-Literacy Exam - June 19, 2021

- **Quinones, Ramon**, not to exceed 4 hours, at an hourly rate of $27.90 ($111.60).

Account #11-000-223-104-00-22-022-001

Information Technology Department

Teacher Recognition Program - June 15, 2021, each not to exceed 3 hours, each at their contracted hourly rate

- **Enmore, Jaeson**, $51.82 ($155.46).
- **DeRoche, Andrew**, $27.12 ($81.36).

Account # 11-000-252-104-08-31-031-001

vii. Substitutes for the 2020-2021 School Year

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves substitutes for the 2020-2021 school year, as listed below.

Teachers: John Cranston and **Melissa Lopez**

E. FINANCE — Dr. Gorman

i. Acceptance of Restricted Donations:

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following restricted gifts for the **2020-2021** school year, to be used as indicated.

Donations			
Donor	**Amount**	**Use**	**Account Number**
Willard Activity Fund	$14,806.56 (gift in kind)	A gift in kind of stage curtains at Willard Elementary School.	N/A
Ridge Home and School Association	$50,500 (gift in kind)	A gift in kind of improvements to the front courtyard, patio and entrance to Ridge Elementary School.	N/A
ALPS	$650.17	To be used to pay for timecarded overnight chaperones to the farm trip on May 7, 2021.	20-030-100-101-00-10-010-024 (Stipend - $600) 20-030-200-220-00-10-010-025 (FICA -$50.17)
Susie Hudson	$250.00 (gift in kind)	A gift in kind of a trumpet.	N/A

Mr. and Mrs. Allistair Linton	$500.00 (gift in kind)	A gift in kind of a dogwood tree for Glen School.	N/A
Willard HSA	$2,166.97	To be used for Willard's 2021-2022 Reflex Math Subscription.	20-025-100-890-00-07-007-001
Ridgewood Alumni Association	$235,000	To be used for improvements to the existing STEM lab.	20-057-100-610-00-10-010-000
Sherry Preiss	$500 (gift in kind)	A gift in kind of a clarinet.	N/A
Sunflower Portraits, Inc.	$646.60	To be used to enhance the RED, REACH and RISe Programs.	20-049-100-890-00-01-024-002

ii. Approval: Award of Contracts to Cooperative Purchasing Vendors in Excess of $43,000

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the award of contracts to Cooperative Purchasing Vendors in excess of $43,000 for goods and services.

The Board has received background information.

iii. Approval: Shared Services Agreement with the Glen Rock Board of Education for Landscaping, Tree Removal, Snow Removal, and Storm Clean up Services

WHEREAS, the Ridgewood Board of Education ("Board") desires to procure landscaping, tree and snow removal, and storm-clean up services for the 2021-2022 school year; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-42, the Board is authorized to renew for a one-year term its existing landscape contract with Monello Landscape Industries, LLC ("Monello Landscape"); and

WHEREAS, pursuant to N.J.S.A. 18A:18A-42 and the parties' agreed-upon terms, the contract rate for the 2021-2022 school year will reflect a 2.5% increase in the amount of **$4,848.31**; and

WHEREAS, pursuant to N.J.S.A. 40A:65-1 et seq., the Board desires to enter into a shared services agreement with the Glen Rock Board of Education ("Glen Rock") for the provision of landscape services; and

WHEREAS, Glen Rock has agreed to reimburse the Board an amount equivalent to thirty-six percent (36%) of the total costs associated with the procurement of the landscape services, as well as thirty-six (36%) percent of any applicable attorneys'

fees.

NOW, THEREFORE BE IT RESOLVED, on behalf of the Ridgewood Board of Education, that the Business Administrator, is hereby authorized to execute a renewal for a one-year term of the Board's landscape contract with Monello Landscape in the amount of $198,780.77,

BE IT FURTHER RESOLVED, that the Business Administrator, is hereby authorized to execute the shared services agreement with Glen Rock for the provision of landscape services.

iv. **Approval of Renewal Agreement with Pomptonian Food Service for the 2021-2022 School Year**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

Be it resolved that the District (Local Education Agency) approves an agreement with Pomptonian Food Service (Food Service Management Company) for the 2021-2022 school year. This represents the fourth year of a maximum of five allowed number of years to award to one vendor.

The Food Service Management Company shall receive, in addition to the costs of operation, a fee of $0.2608 per meal equivalent to compensate the Food Service Management Company for administrative and management costs. This fee shall be billed monthly as a cost of operation. The Local Education Agency guarantees the payment of such costs and fees to the Food Service Management Company.

Cash receipts shall be divided by $4.23 to arrive at an equivalent meal count.

The per meal management fee of $0.2608 will be multiplied by total meal equivalents.

The Food Service Management Company guarantees the Local Education Agency a minimum profit of two hundred thousand dollars ($200,000.00) for the school year 2021-2022.

The student price list is included in **ATTACHMENT I .**

v. **Approval: Disposal of Equipment**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the disposal of the equipment listed on **Attachment J** through www.govdeals.org. These items are obsolete and no longer needed.

vi. **Approval Agreement with Bergen County Special Services School District for Services to Non-Public Schools Chapters 192-193 for the 2021-2022 School Year**

Approval of an agreement between the Bergen County Special Services School District (BCSSSD) and the Ridgewood Public Schools, for services to non-public schools Chapters 192-193 for the 2021-2022 school year as listed below, at rates to be determined by the New Jersey Department of Education.

- ➢ A minimum of 30 minutes per week of compensatory education.
- ➢ A minimum of 30 minutes per week of ESL instruction.
- ➢ A minimum of 30 minutes per week of speech correction.
- ➢ A minimum of 30 minutes per week of supplemental instruction.
- ➢ Evaluation and Determination of eligibility as deemed necessary by the Child Study Team.
- ➢ Annual Review services deemed necessary by the Child Study Team.
- ➢ Maintenance/Mobile Vans
- ➢ Home Instruction

The Board has received background information.

vii. <u>Approval Requisition of Taxes</u>

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution,

Be it Resolved, that the amount of the district taxes needed to meet all obligations of the Ridgewood Board of Education for the 2021-2022 school year is $102,700,867 and the Village of Ridgewood is hereby requested to place in the hands of the Treasurer of School Monies that amount in accordance with Title 54-4-75, as listed below:

Due Date	Amount Due	% Due
7/2/21	4,108,035	4%
7/16/21	4,108,035	4%
8/2/21	10,270,087	10%
9/3/21	10,270,087	10%
10/1/21	4,108,035	4%
10/15/21	4,108,035	4%
11/5/21	4,108,035	4%
11/19/21	4,108,035	4%
12/3/21	6,162,052	6%
1/3/22	5,135,043	5%
1/17/22	5,135,043	5%
2/1/22	8,216,069	8%
3/1/22	10,270,087	10%
4/1/22	2,054,017	2%

4/15/22	2,054,017	2%
5/2/22	6,162,052	6%
5/16/22	4,108,035	4%
6/1/22	8,216,069	8%
Total	102,700,867	
General Fund	99,241,616	
Debt Service Fund	3,459,251	

viii. **Approval: Tuition Rates for Out-of-District Students and Staff Members' Children**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves tuition rates for the 2021-2022 school year for out-of-district students and staff members' children, as listed below:

Grades	Out-of-District Students	Staff Members' Children
		rates for students attending school prior to 2020-2021 school year. (3.06% increase)
Grade K	$14,033	$583
Grades 1-5	$15,481	$583
Grades 6-8	$17,225	$650
Grades 9-12	$16,030	$718
Grades K-12	N/A	***Effective 9/1/20 annual tuition for all new students of staff members will be $876.01, regardless of the grade. (3.06% increase)***
PreK (RED)	$51,956	N/A
Behavioral Disabilities Program	$64,556	N/A
LLD	$23,169	N/A
Multiple Disabled	$73,454	N/A
REACH Transitional K/4s	$550	N/A

Ridgewood Resident		
REACH Transitional K/4s Non-Resident	$750	N/A
REACH Transitional K/4s RPS Staff Non-Resident	N/A	$550
Additional Services	**Hourly Rates (3.06% increase)**	
ABA	$109	N/A
Aides	$33	N/A
Counseling	$116	N/A
ESL Services	$100	N/A
IT Liaison	$37	N/A
OT/PT/Speech	$117	N/A
Resource Room	$99	N/A

ix. Approval: 2021-2022 Infant/Toddler Development Center (ITDC) Tuition Rates
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2021-2022 ITDC tuition rates, as listed on **Attachment K.**

x. Approval: Lease of Unused Classrooms for the 2021-2022 School Year
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the lease of unused classrooms for the 2021-2022 school year as listed on **Attachment L.**

xi. Approval: Contracted Therapists to Provide Special Education Services for the 2021-2022 School Year
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves additional contracted therapists to provide special education services for the 2021-2022 school year, as listed on **Attachment M.**

XI. RESOLUTIONS AND MOTIONS NOT INCLUDED IN CONSENT AGENDA Dr. Gorman

A. Approval: Agreement with Field-Turf USA in Conjunction with CRAFCO to complete the resurfacing of the BFMS Track.

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the award of contract for the repair and resurfacing of the existing running track oval at the industry standard of 5MM, Pressure Washing/Cleaning,

Protection, Line Marking, area at Benjamin Franklin Middle School to Field-Turf in conjunction with Copeland Coating & Sport Surfaces through ESCNJ/MRESC program, in the total amount of $263,000.00, which includes a three (3) year warranty.

The ESCNJ is a member of the Association of Educational Purchasing Agencies (AEPA) program (AEPA IFB #020), a purchasing co-op that provides member schools with pre-determined preferential pricing by approved vendors. Since the product has already been bid at the national level, individual schools do not have to duplicate the formal bid processes.

The Board has received background information.

B. Approval: 2021-2022 Tax Levy Certification - Form A

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2021-2022 Tax Levy Certification - Form A in the amount of $102,700,867.

C. Approval: Authorization to Solicit Bids for New Controllers for Steam Heated Pragmatic Locations

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, authorizes the Business Administrator to solicit bids for new controllers for the following steam heated pragmatic locations; Somerville art room and 4th grade wings, Willard 4th grade wing, and the Education Center.

XII. APPROVAL OF BILLS — Mr. Lembo

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the payment of bills as listed below.

DATES	DESCRIPTION	CHECK NUMBER	AMOUNTS	REVIEWED BY
May 25	Columbia Bank On-Line	101823-101863	120,401.45	Mr. Lembo
June 7	Columbia Bank On-Line	101864-101962	912,591.26	Mr. Lembo
April 13	Payroll Transfer	P34877	3,320,559.64	Mr. Lembo
April 28	Payroll Transfer	P34881	3,300,760.04	Mr. Lembo
May 14	Payroll Transfer	P35182	3,234,435.53	Mr. Lembo
May 24	Payroll Transfer	P35182	3,252,222.64	Mr. Lembo
May 4	Electronic Transfer	C35188	200.00	Mr. Lembo

May 5	Electronic Transfer	C35190	21.45	Mr. Lembo
May 7	Electronic Transfer	C35189	8.27	Mr. Lembo
May 7	Electronic Transfers	R35183; R35191-R35192	6,843.71	Mr. Lembo
May 25	Electronic Transfer	L35122	3,597.00	Mr. Lembo
May 25	Electronic Transfer	R35164	57,869.70	Mr. Lembo
May 31	Electronic Transfer	F35181	5,591.68	Mr. Lembo
June 3	Electronic Transfer	H35180	1,097,905.48	Mr. Lembo
June 7	Food Service	620248-620251	24,730.75	Mr. Lembo
May 18	Columbia Bank Void Check	101768	(3,193.40)	Mr. Lembo
TOTAL			**15,334,545.20**	

XIII. BOARD MEMBER ANNOUNCEMENTS **Mr. Lembo**

XIV. BOARD COMMITTEE REPORTS **Mr. Lembo**

XV. DISCUSSION ITEMS **Mr. Lembo**

➢ Policy 5111 - Eligibility of Resident/Nonresident Students **Attachment N**

XVI. ACCEPTANCE OF MINUTES **Mr. Lembo**

- April 26, 2021 Regular Public Meeting
- May 24, 2021 Executive Session Meeting

XVII. OTHER BUSINESS **Mr. Lembo**

XVIII. COMMENTS FROM THE PUBLIC **Mr. Lembo**

XIX. MOTION TO GO INTO EXECUTIVE SESSION **Mr. Lembo**

XX. RECONVENED PUBLIC MEETING **Mr. Lembo**

XXI. ADJOURNMENT **Mr. Lembo**

Upcoming Meetings

Monday, June 28, 2021
Regular Public Meeting
7:00 p.m. Education Center

Monday, July 26, 2021
Regular Public Meeting
5:00 p.m. Education Center

June 14, 2021 **ATTACHMENT A**

2021-2022 CONFERENCES FOR APPROVAL

Staff Member	Name of Conference Location & Dates	Rationale	Estimated Cost for Approval	# of Sub Days required
Pam Moyer	Intermediate Google Training for School Secretaries and Administrative Assistants Virtual New Jersey Educational Computing Cooperative, NJ July 7 – 9, 2021	Professional Development	$160.00	0
Ryan Van Treuren	Rutgers University AP Summer Institute Virtual Rutgers University, NJ July 12 – 15, 2021	Professional Development	$900.00	0
Sandra Kunzle	Loyola University Chicago AP Capstone Summer Institute Virtual Loyola University Chicago, IL July 12 – 16, 2021	Professional Development	$1,075.00	0
Jaclyn Pilkington	Paramus Summer Literacy Institute Virtual Paramus Board of Education, NJ July 13-15, 2021	Professional Development	$375.00	0
Patricia Hans	Fordham University 2021 * VIRTUAL * AP Capstone Training Virtual Fordham University, NY July 26 – 30, 2021	Professional Development	$1,075.00	0
Kevin Blois	Intermediate IMSE Orton Gillingham Training Virtual Institute for Multi-Sensory Education, MI August 2 – 6, 2021	Professional Development	$1,275.00	0
Danielle Connor	Intermediate IMSE Orton Gillingham Training Virtual Institute for Multi-Sensory Education, MI August 2 – 6, 2021	Professional Development	$1,275.00	0
Jerome Ong	Intermediate IMSE Orton Gillingham Training Virtual Institute for Multi-Sensory Education, MI August 2 – 6, 2021	Professional Development	$1,275.00	0
Lindsay Tamuzza	Intermediate IMSE Orton Gillingham Training Virtual Institute for Multi-Sensory Education, MI August 2 – 6, 2021	Professional Development	$1,275.00	0

FIELD TRIPS FOR APPROVAL

June 14, 2021

ONE DAY TRIPS — **ATTACHMENT B**

Date	School	Location	Approx # and Group of Students	# of Chaperones	# Substitutes and dates for each	Anticipated Cost of Subs @ $100 per day for teachers and $150 per day for nurse	Anticipated Cost to District	Annual Event	Meets Requirements
6/1/21	RHS	Kasschau Memorial Bandshell Ridgewood, NJ	50 Choir	2	0	$0	$0	Yes	Yes
6/3/21	RHS	Kasschau Memorial Bandshell Ridgewood, NJ	90 Choir	8	0	$0	$0	Yes	Yes
6/18/21	RHS	108 Circle Avenue Ridgewood	19 Social Studies Students	2	0	$0	$0	No	Yes
6/18/21	RHS	Ben Franklin Middle School Ridgewood	7 Media Students	2	0	$0	$0	No	Yes
9/25/21	RHS	Northen Valley Old Tappan HS Old Tappan, NJ	90 Marching Band	15	0	$0	$2,685 (3 buses)	No	Yes
10/2/21	RHS	Met Life Stadium East Rutherford, NJ	90 Marching Band	15	0	$0	$2,685 (3 buses)	No	Yes
10/9/21	RHS	West Orange HS West Orange, NJ	90 Marching Band	15	0	$0	$2,550 (3 buses)	No	Yes
10/23/21	RHS	Fair Lawn HS Fair Lawn, NJ	90 Marching Band	15	0	$0	$2,550 (3 buses)	No	Yes
10/30/21	RHS	Union HS Union, NJ	90 Marching Band	15	0	$0	$2,625 (3 buses)	No	Yes
11/7/21	RHS	J. Birney Crum Stadium Allentown, PA	90 Marching Band	15	0	$0	$3,285 (3 buses)	No	Yes

OVERNIGHT FIELD TRIPS - PAID

Date	School	Location	Approx # and Group of Students	# of Unpaid Chaperones	# Paid Chaperones And # of Overnights for each	Anticipated Cost for Teacher/Nurse Chaperones @ $200 per Overnight	# Substitutes and dates for each	Anticipated Cost of Subs @ $100 per day for teachers and $150 per day for nurse	Est. Total Cost to District	Annual Event	Meets Requirements
6/30/21 - 7/4/21	RHS	University of Oregon Eugene, OR	6-12 Outdoor Track	3	0	$0	0	$0	$0	Yes	Yes
8/22/21 - 8/27/21	RHS	Timber Lake Camp Shandaken, NY	90 Marching Band	15	0	$0	0	0	$6,150 (3 buses)	Yes	Yes
12/27/21 - 12/30/21	RHS	Windermere Prep Windermere, FL	18 Boys Basketball	3	0	$0	0	$0	$0	No	Yes

	Teacher	Assignment	2020-21 Salary	Sum.School Full Salary	Hourly Rate	Sum. School Salary
	Glen School					
	Owens, Morgan (169 Hrs.)	RISe Program	---	---	$45.00	$7,605
	Grudzien, Jaimee (169 Hrs.)	RISe Program	$92,542	$8,329	$55.53	$9,384
	Osenbruck, Jennifer (79 Hrs.)	RED Program	$74,000	$6,660	$44.40	$3,508
	Classroom Aides					
	Engstrom, Ana	RED Program			$21.23	T/C
	LaChapelle, Victoria	RED Program			$17.50	T/C
	O-Neil-Sticco, Karen	RED RISe Program			$20.17	T/C
	Wood, Noah*	RED RISe Program			$20.17	T/C
	Lauritano, Scott	RED RISe Program			$21.23	T/C
	Maksoud, Emily	RED RISe Program			$20.17	T/C
	Amaral, Carla	RED RISe Program			$21.23	T/C
	Fridman, Yaniv	RED RISe Program			$21.23	T/C
	Lam, Antenette	RED RISe Program			$21.23	T/C
	Posillico, Katherine	RED RISe Program			$20.17	T/C
	Yucis, Jessica	RED RISe Program			$17.50	T/C
	Glen School					
	Minzer, Hana (169 Hrs.)	RISe Program - K-2 Grades	---	---	$50.00	$8,450
	Mager, Elyse (4 Hrs.)	RISe Program - K-2 Grades	$77,590	$6,983	$46.55	$186
	Roesemann, Megan (4 Hrs.)	RISe Program - K-2 Grades	$84,690	$7,622	$50.81	$203
	Sosa, Anthony (169 Hrs.)	RISe Program - 3-5 Grades	---	---	$42.00	$7,098
	Williams, Jennifer (4 Hrs.)	RISe Program - 3-5 Grades	$77,590	$6,983	$46.55	$186
	Classroom Aides					
	Hopper, Ann	RISe Program			$21.23	T/C
	Durden, Maya	RISe Program			$20.17	T/C
	Carpentieri, Anthony	RISe Program			$20.17	T/C
	Gagliardotto, Mary	RISe Program			$21.23	T/C
	Coughlin, Wendy	RISe Program			$17.50	T/C
	Paris-Rodriguez, Amber	RISe Program			$17.50	T/C
	Farrell, Hannah	RISe Program			$17.50	T/C
	DiModugno, Grace	RISe Program			$17.50	T/C
	Minardi, Jacqueline	RISe Program			$20.17	T/C
	Chaiken, Kamber	RISe Program			$20.17	T/C
	Glen School					
	Barnard, Elizabeth (74 Hrs.)	LLD Special Needs - K-2 Grades	$60,518	$5,447	$36.31	$2,687
	Pilkington, Jacyln (74 Hrs.)	LLD Special Needs - 3-5 Grades	$60,518	$5,447	$36.31	$2,687
	McGinnis, Lauren (74 Hrs.)	SEL Club - K-5 Grades	---	---	$45.00	$3,330
	Lavender, Ray (74 Hrs.)	SEL Club - K-5 Grades	---	---	$36.31	$2,687
	Classroom Aides					
	Fischer, Susan	LLD Special Needs - K-5 Grades			$17.50	T/C
	Glen/BF Middle School					
	Daidone, Brittany (117 Hrs.)	SAIL Program - K-3 Grades	$82,459	$7,421	$49.48	$5,789
	Pospischil, Leanne (4 Hrs.)	SAIL Program - K-3 Grades	$69,616	$6,265	$41.77	$167
	Vasi, Gilda (117 Hrs.)	SAIL Program - 4-6 Grades	$83,590	$7,523	$50.15	$5,868
	Classroom Aides					
	Tilyou, Tina	SAIL Program			$21.23	T/C
	Miller, Danielle	SAIL Program			$21.23	T/C
	Sand, Grace	SAIL Program			$15.01	T/C
	Fossari, Rosemary	SAIL Program			$17.50	T/C
	Fierro, Judy	SAIL Program			$21.23	T/C
	Monnerat, Brian	SAIL Program			$17.50	T/C
	Ridge School					
	Spector, Stefanie (80 Hrs.)	Multisensory Reading Program	$82,159	$7,394	$49.30	$3,944
	Macri, Elizabeth (70 Hrs.)	Multisensory Reading Program	$103,932	$9,354	$62.36	$4,365
	Keppel, Katie (70 Hrs.)	Multisensory Reading Program	$82,459	$7,421	$49.48	$3,463
	Buccos, Beatrice (70 Hrs.)	Multisensory Reading Program	---	---	$55.00	$3,850
	BF Middle School					
	Garvin, Natalie (40 Hrs.)	ELA/Math Enrichment - Grades 6-8	$89,793	$8,081	$53.88	$2,155
	BF Middle School					
	Romano, Odalys (74 Hrs.)	Special Needs - Grade 6	$103,932	$9,354	$62.36	$4,615
	DiStefano, Alissa (74 Hrs.)	Special Needs - Grades 7-8	$87,140	$7,843	$52.28	$3,869
	Classroom Aides					
	Tucker, Annette	Special Needs - Grade 6			$15.01	T/C
	BF Middle School					
	Donnelly, Trecia (74 Hrs.)	Special Needs - Grades 9-12	$103,932	$9,354	$62.36	$4,615
	BF Middle School					
	Deegan, Nicole (150 Hrs.)	RISe Program Grades 6-8	---	---	$45.00	$6,750
	6558 (4 Hrs.)	RISe Program Grades 6-9	$98,802	$8,892	$59.28	$237
	Classroom Aides					
	Alessi, Taylor	RISe Program			$21.23	T/C
	De Leo, Sophie	RISe Program			$20.17	T/C
	Siohan, Chloe	RISe Program			$20.17	T/C
	Fernandez, Lester	RISe Program			$20.17	T/C
	BF Middle School					

			2020-21	Sum.School	Hourly	Sum. School
	Teacher	**Assignment**	**Salary**	**Full Salary**	**Rate**	**Salary**
	Gorman, Michelle (150 Hrs.)	RISe Program Grades 9-12	$68,618	$6,176	$41.17	$6,176
	Classroom Aides					
	Crabbe, Joe	RISe Program			$21.23	T/C
	Beyer, James	RISe Program			$21.23	T/C
	BF Middle School					
	Tolve, Laura (117 Hrs.)	STEPPS Program (18-21)	$84,690	$7,622	$50.81	$5,945
	Huber, Courtney (4 Hrs.)	STEPPS Program (18-21)	$67,618	$6,086	$40.57	$162
	Classroom Aides					
	Brandes, Melissa	STEPPS Program			$21.23	T/C
	Brophy, Dan	STEPPS Program			$21.23	T/C
	Hiller, Ari	STEPPS Program			$20.17	T/C
	Scofi, Alex	STEPPS Program			$21.23	T/C
	Kilcullen, Michael (50 Hrs.)	**Transition Coordinator**	$77,290	$6,956	$46.37	$2,319
	McGuire, Erin (100 Hrs.)	**BCBA**	$71,524	$6,437	$42.91	$4,291
	Lora, Cindy (100 Hrs.)	**BCBA**	$92,277	$8,305	$55.37	$5,537
	Manke, Colleen (214 Hrs.)	**Nurse**	$103,932	$9,354	$62.36	$13,345
	Algor, Monica (18 Hrs.)	**Nurse**	$53,248	$4,792	$31.95	$575
	Chicas, Christina	**Administrative Assistant**	---	---	$22.00	T/C
	Aday, Doug	**Principal**	---	---	**---**	**$13,335**
	Calculated at Summer School hourly rate: Annex 13 REA Agreement					
	MA Max $103,932					
	Substitutes					
	Megan Roesemann					
	Kristin Linton					
	Brianna Champy					
	Sumera Baloch					
	Valerie Eitner					
	Student Volunteers					
	Kaitlyn Nyhuis*					
	Skyler McGrath					
	Read Hamon					
	Gabrielle Roesga					
	Madison Nese*					

Name	Assignment	Instructional Hours	Prep Hours	# of Classes	2020-2021 Salary	Full SS Salary	Summer School Salary
Abbatiello, Diane	Learn to Code (Enrich)	12	6	0.12	103,932	9,354	**1,122.48**
Abbatiello, Diane	Introduction to Middle School (Enrich)	12	6	0.12	103,932	9,354	**1,122.48**
Anderson, Christine	Geometry (Remedial)	60	15	0.5	84,690	7,622	**3,811.00**
Cheplic, Matt	SAT-Verbal (Test Prep)	9	6	0.1	88,335	7,950	**795.00**
Contreras, Colleen	English 11/12, (Remedial)	60	15	0.5	87,902	7,911	**3,955.50**
Contreras, Colleen	College Essay Writing (Enrich) #2	12	6	0.12	87,902	7,911	**949.32**
Gordon, Julie	Writing Enrichment (Enrichment)	12	6	0.12	103,932	9,354	**1,122.48**
Gordon, Julie	ACT-Verbal (Test Prep)	9	6	0.1	103,932	9,354	**935.40**
Gordon, Julie	Become a Journalist (Enrich)	12	6	0.12	103,932	9,354	**1,122.48**
Gordon, Julie	Strategic Reading & Writing (Enrich)	12	6	0.12	103,932	9,354	**1,122.48**
Gordon, Julie	College Essay Writing (Enrich) #1	12	6	0.12	103,932	9,354	**1,122.48**
Gyulay, Joe	Algebra 1 Honors (Audit)	60	15	0.5	98,802	8,892	**4,446.00**
Gyulay, Joe	Intro to Pre- Algebra (Enrichment)	12	6	0.12	98,802	8,892	**1,067.04**
Gyulay, Joe	Introduction to Geometry (Enrichment)	12	6	0.12	98,802	8,892	**1,067.04**
Kase, Sean	Entreprenurship (New Credit)	30	7.5	0.25	85,240	7,672	**1,918.00**
Kase, Sean	Entreprenurship (New Credit)	30	7.5	0.25	85,240	7,672	**1,918.00**
Kay, James	Introduction to Chemistry (Enrich)	12	6	0.12	103,932	9,354	**1,122.48**
Kay, James	SAT Chemistry (Test Prep)	9	6	0.1	103,932	9,354	**935.40**
Luo, Miles	Biology (Remedial)	60	15	0.5	68,618	6,176	**3,088.00**
Luo, Miles	SAT Biology (Test Prep)	9	6	0.1	68,618	6,176	**617.60**
Luo, Miles	Introduction to Biology (Enrich)	12	6	0.12	68,618	6,176	**741.12**
Monahan, Tim	Introduction to Business(New Credit)	30	7.5	0.25	103,932	9,354	**2,338.50**
Monahan, Tim	Introduction to Business(New Credit)	30	7.5	0.25	103,932	9,354	**2,338.50**
Murtha, Tim	Financial Literacy (New Credit)	30	7.5	0.25	65,068	5,856	**1,464.00**
Murtha, Tim	Financial Literacy (New Credit)	30	7.5	0.25	65,068	5,856	**1,464.00**
Musso, Caitlin	World History (Remedial)	60	15	0.5	82,459	7,421	**3,710.50**
Musso, Caitlin	US History 1/2 (Remedial)	60	15	0.5	82,459	7,421	**3,710.50**
Nyhuis, Philip	Algebra 1, (Remedial)	60	15	0.5	81,140	7,303	**3,651.50**
Nyhuis, Philip	Algebra II (Remedial)	60	15	0.5	81,140	7,303	**3,651.50**
Pinches, Katharine	English 9/10, (Remedial)	60	15	0.5	103,932	9,354	**4,677.00**
Roberts, Dierdre	ESL (Enrichment)	12	6	0.12	65,236	5,871	**704.52**
Rosenfeld, Lauren	Introduction to Algebra 1 (Enrichment)	27.5	10	0.25	103,932	9,354	**2,338.50**
Rosenfeld, Lauren	Introduction to Algebra 2 (Enrichment)	27.5	10	0.25	103,932	9,354	**2,338.50**
Scevola, Adam *	Algebra 2 Honors (Audit)	60	15	0.5	84,690	7,622	**3,811.00**
Scevola, Adam *	Algebra 2 Honors (New Credit)	60	15	0.5	84,690	7,622	**3,811.00**
Siok, Susan	SAT- Math (Test Prep)	9	6	0.1	100,612	9,055	**905.50**
Siok, Susan	ACT- Math (Test Prep)	9	6	0.1	100,612	9,055	**905.50**
Siok, Susan	Intro to PreCalculus (Enrichment)	27.5	10	0.25	100,612	9,055	**2,263.75**
Stucke, Mallory	ACT-Science (Test Prep)	9	6	0.1	75,065	6,756	**675.60**
Stucke, Mallory	Chemistry (Remedial)	60	15	0.5	75,065	6,756	**3,378.00**
Stucke, Mallory	Introduction to Chemistry (Enrichment)	12	6	0.12	75,065	6,756	**810.72**
Van Hise, Brian	Geometry Honors (New Credit/Audit)	120	30	1	89,790	8,081	**8,081.00**

Name	Assignment	Instructional Hours	Prep Hours	# of Classes	2020-2021 Salary	Full SS Salary	Summer School Salary
							91,131.37
Casatelli, Stacy	Principal						12,373.00
Colllins, Carla	Secretary/TC - Hourly				$ 22/hr	approx	2,959.00

NAME	POSITION	HOME SCHOOL(s)	Hourly Rate	# of hours	Total
CHILD STUDY TEAM					
Amanda Valeri	Coordinator	RHS	$53.92	250	$13,480.00
Jane Gerald	Social Worker	Som/Willard	$66.14	25	$1,653.50
Ray Lavender	Social Worker	Orchard/Ridge	$45.00	50	$2,250.00
Allison Barba	School Psych	GWMS	$46.70	100	$4,670.00
Jessica Maneri	School Psych	Elementary	$47.03	100	$4,703.00
Courtney Weiss-Chromeck	LDT/C	GWMS	$48.02	100	$4,802.00
RELATED SERVICE PROVIDERS					
Marisa Martell	PT	Glen	$80.88	50	$4,044.00
Laura Murphy	OT	Somerville/Hawes	$75.92	50	$3,796.00
Jessica Vasquez	PT	Hawes	$54.58	25	$1,364.50
Wendy Padykula	SLP	Middle School	$75.92	50	$3,796.00
Deidre Azzopardi	OT	Glen	$80.87	70	$5,660.90
Karen Morris	OT	Hawes/Willard	$66.19	50	$3,309.50
Elianne Alexander	SLP	Hawes	$47.48	30	$1,424.40
Jessica Polay	SLP	Ridge	$45.41	70	$3,178.70
Linda Chamesian	General Education	RHS	$50.04	15	$750.60
Caitlin Musso	General Education	RHS	$54.97	15	$824.55
Nancy Reilly	Special Education	RHS	$70.29	15	$1,054.35
Samantha Driscoll	Special Education	RHS	$50.24	15	$753.60
Michael Rooney	Special Education	BFMS	$59.88	15	$898.20
Ashley Berk	Special Education	BFMS	$75.92	15	$1,138.80
Kaitlyn Funtsch	Special Education	GWMS	$54.97	15	$824.55
Evelyn McKinnon	General Education	GWMS	$58.89	15	$883.35
Lori Morris	General Education	BFMS	$46.79	15	$701.85
Christopher O'Herlihy	General Education	Travell	$48.94	15	$734.10
Michelle Coppola	General Education	Ridge	$76.37	15	$1,145.55
Donna Merhige-Petrick	Special Education	Somerville	$52.60	30	$1,578.00
Patricia Rosenfeld	Special Education	Glen	$67.07	30	$2,012.10
Melissa Finucane	Special Education	Travell	$69.65	15	$1,044.75

JUNE 14, 2021 2021-2022 TECHNOLOGY INNOVATION SPECIALIST (1.06 ratio) ATTACHMENT F

Staff Member	Location	To
Ann Brown	George Washington Middle School	$123,310 ($114.632 + $300 CP + $1, 500 longevity + $6,878 ratio) Class MA+45, Step 18
Lauren Carr	Somerville School	$101,964 ($96,192 + $5,772 ratio) Class MA, Step 16
Noreen Clarke	Benjamin Franklin Middle School	$119,891 ($111,312 + $300 CP + $1,600 longevity + $6,679 ratio) Class MA+30, Step 18
Michele Coppola	Ridge School	$119,871 ($114,632 + $300 CP +$1,500 longevity + $3,439 ratio) Class MA+45, Step 18
Stephanie Gigante	Ridgewood High School	$114,295 ($107,542 + $300 CP + $6,453 ratio) Class MA+45, Step 17
Mary Louise Handy	George Washington Middle School	$121,385 ($114,632 + $300 CP + $1,500 longevity + $6,878 ratio) Class MA+45, Step 18
Molly Higgins	Orchard School	$85,039 ($79,942 + $300 + $4,797 ratio) Class MA+30, Step 7
Mary LeBlancq	Ridge School	$69,157 ($67,142 + $2,015 ratio) Class BA, Step 6
Timothy Monahan	Ridgewood High School	$121,810 ($114,632 + $300 CP +$6,878 ratio) Class MA+45, Step 18
Corrina Moss-Keller	Ridgewood High School	$87,397 ($82,167 + $300 CP + $4,930 ratio) Class MA+30, St. 9
Jerome Ong	Willard School	$102,873 ($96,767 + $300 CP + $5,806 ratio) Class MA+45, Step 14
Stephen Polanin	Travell School	$85,719 ($80,867 + $4,852 ratio) Class MA, Step 10
Karen Rispoli	Benjamin Franklin Middle School	$123,410 ($114,632 + $300 CP + $1,600 Longevity + $6,878 ratio) Class MA+45, Step 18
Thomas Trubac	Hawes School	$94,835 ($89,467 + $5,368 ratio) Class MA, Step 14

SUMMER 2021 EMPLOYEES

Adult Education
Account #13-602-100-101-00-60-060-001
Robert Livingstone

Summer Camps
Account #13-423-100-101-00-60-060-001
Douglas Aday
Vivian Burns
Mary Consul
Robert Currier
Shane DeLucca
Trecia Donnelly
Grace Duffy
Kobe Ellenbogen
Todd Green
Thomas Harney
Kenneth Hayes
Christopher Kadus
Anirudh Kirtane*
Medha Kirtane
Ronald Knott
Carter Kossick
Jill Kubikowski
Matthew Lai
Jaime Marzocchi
Courtney McKenna
Mary McKenna
Michael Mitchell
Candace Mitola
Maeve Olsen
Andreas Pelekis
James Ponchak
Braden Quirk*
Brian Quirk
Surabi Ragulan
Casey Schick
Alison Sieck
Emily Rau
Kelly Skettini
Deirdre Tobin
Michael Troy
Thomas Trubac
Aidan Walsh
Torrance Watson
Maksim Zaitsev

Summer Music Academy/Encore Music
Account #13-423-100-101-00-60-060-001
Annamaria Alcaro
Andre Baruch
Megan Beaumont
Matthew Bilyk
Alexander Bocchino
Kenneth Brescia
Louise Butler
Kate Cosco
Jason Curcio
Deborah Gregory-Fink*
Gary Fink*
Mark Friedman
Cynthia Haas*
Jeffrey Haas*
Benjamin Hankle
Justine Kawash
Peter Kennedy
Gregory Landes
Paul Larsen
Patricia Lazzara
John Luckenbill
David Rimelis
YoonHee Roberts
Carol Sharar

Driver Education
Account #13-424-100-101-00-60-060-001
James Cosgove
Robert Currier
Peter Kay*
Candace Mitola
Ronald Knott
Robert Ransom
Jennifer Ross
Andrea Watson*

***related to a staff member**

SUMMER 2021 EMPLOYEES

Summer Adventure

13-422-200-103-00-60-060-001
Douglas Aday

13-422-200-105-00-60-060-001 $300
Christina Chicas

13-422-200-104-00-60-060-001
Nurse - TBA

13-422-100-101-00-60-060-001
Giselle Batista*
James Beyer
Deanna Borowiec
Stacey Bukowski
Brianna Champy
Colleen Contreras
Jonathan Coppola
Shea Darienzo
Stephanie Dodd
Trecia Donnelly-Britt
Alejandro Escobar
Brenda Felipe
Wesley Halter
Christopher Kearns
Kristin Krasinski
Karen Mendez
Tara Montelbano
Jerome Ong
Courtney Pfeiffer*
David Pfeiffer*
Jason Porod
Ellen Raupp
Deirdre Roberts
Kristin Rosolanko
Jennifer Ross
Kevin Seavers*
Amy Schaffer
David Stahl
Linda Strickland
Melanie Tormey
Torrance Watson

Summer Adventure Volunteers
Read Hamon
Kaitlyn Nyhuis*
Skyler McGrath

***related to a staff member**

Curriculum	New or Revised N/R	Staff Member	Total Hours	$53.33	Amount Not to Exceed
Mathematics / Computer Science				per hour	
Advanced Math Applications	R	Christine Anderson	6		$319.98
		Brenda Inoglia	6		$319.98
		Gina Minichini	6		$319.98
Advanced Math Applications CT	R	Christine Anderson	6		$319.98
		Brenda Inoglia	6		$319.98
		Gina Minichini	6		$319.98
Advanced Algebra I	R	Lauren Mele	9		$479.97
		Jessica Mirkovich	9		$479.97
Algebra I	R	Michelle Doris	9		$479.97
		Rachel Streitman	9		$479.97
Algebra I CP	R	Michelle Doris	9		$479.97
		Rachel Streitman	9		$479.97
Algebra II CP	R	Jessica Gattoni	9		$479.97
		Lauren Truncale	9		$479.97
Tech Lit	R	Karen Rispoli	9		$479.97
		Petra Vlajic	9		$479.97
Multimedia	R	Karen Rispoli	9		$479.97
		Petra Vlajic	9		$479.97
Computer Applications	R	Joseph Gyulay	18		$959.94
Computer Programming Honors	R	Joseph Gyulay	18		$959.94
AP Computer Science A	R	Monica Richardson	18		$959.94
AP Principles of Computer Science	R	Monica Richardson	9		$479.97
		Brian Van Hise	9		$479.97
World Language					
French 7	R	Laura Polk	6		$319.98
		Helene Palumbo	6		$319.98
		Celeste Riley	6		$319.98
		Lauren Imbruglia	6		$319.98

Curriculum	New or Revised N/R	Staff Member	Total Hours	$53.33	Amount Not to Exceed
Fench 8	R	Laura Polk	6		$319.98
		Helene Palumbo	6		$319.98
		Celeste Riley	6		$319.98
		Lauren Imbruglia	6		$319.98
French I	R	Laura Polk	6		$319.98
		Helene Palumbo	6		$319.98
		Celeste Riley	6		$319.98
		Lauren Imbruglia	6		$319.98
French II	R	Laura Polk	6		$319.98
		Helene Palumbo	6		$319.98
		Celeste Riley	6		$319.98
		Lauren Imbruglia	6		$319.98
Chinese I	R	Christine Lee	9		$479.97
Chinese II	R	Christine Lee	9		$479.97
Chinese III H	R	Christine Lee	9		$479.97
Chinese IV H	R	Christine Lee	9		$479.97
German I	R	Ruth Parks	9		$479.97
German II	R	Ruth Parks	9		$479.97
German III H	R	Ruth Parks	9		$479.97
German IV H	R	Ruth Parks	9		$479.97
Latin 7	R	Andrew Couch	9		$479.97
Latin 8	R	Andrew Couch	9		$479.97
Latin I	R	Stefanie Gigante	9		$479.97
Latin II	R	Stefanie Gigante	9		$479.97
Latin III H	R	Stefanie Gigante	9		$479.97
Latin IV H	R	Stefanie Gigante	9		$479.97
Latin AP	R	Stefanie Gigante	9		$479.97
Social Studies					
The Power of One	New	Lisa Wiater	24		$1,279.92
The Power of One H	New	Lisa Wiater	12		$639.96

Curriculum	New or Revised N/R	Staff Member	Total Hours	$53.33	Amount Not to Exceed
English					
The Philosophy of Race CP/H	New	Pat Hans	36		$1,919.88
Journalistic Writing and Media H	R	Luke Dolby	30		$1,599.90
American Studies AP Research 11	New	Pat Hans	36		$1,919.88
Science					
AP Seminar	New	Stacy Casatelli	14		$746.62
		Mark Syvret	14		$746.62
AP Research	New	Sandy Kunzle	36		$1,919.88
Anatomy & Physiology H RAHP	New	Mark Syvret	14		$746.62
Science 6	R	Deb Feit	9		$479.97
		Kate Krsnak	9		$479.97
Science 7	R	Dee Abbatiello	6		$319.98
		Courtney Giannetti	6		$330.00
		Karla Mixon	6		$330.00
Science 8	R	Suzanne Zilvetti	18		$959.94
Environmental Science CP	R	Sandra Kunzle	9		$479.97
		Nancy Reilly	9		$479.97
Biology	R	Andrea Joseph	18		$959.94
Biology CP	R	Miles Luo	9		$479.97
		Andrea Joseph	9		$479.97
Biology Advanced	R	Tulsi Bodiwala	9		$479.97
		Stacy Casatelli	9		$479.97
Chemistry	R	Collee Gervolino	9		$479.97
		Mallory Stucke	9		$479.97
Chemistry CP	R	Collee Gervolino	9		$479.97
		Mallory Stucke	9		$479.97
Chemistry H	R	Stacy Casatelli	9		$479.97
		Mallory Stucke	9		$479.97
Chemistry H RAHP	R	Stacy Casatelli	9		$479.97
		Mallory Stucke	9		$479.97
Physics	R	Ryan Van Treuran	18		$959.94

Curriculum	New or Revised N/R	Staff Member	Total Hours	$53.33	Amount Not to Exceed
Physics CP	R	Anjali Shah	12		$639.96
		Lillian Labowsky	6		$319.98
Physics H	R	Gregg Kott	18		$959.94
AP Physics 1	R	Scott Marzloff	9		$479.97
		Ryan Van Treuran	9		$479.97
AP Physics C	R	Scott Marzloff	18		$959.94
AP Chemistry	R	Beth Karan	18		$959.94
AP Biology	R	Amy Raiani	9		$479.97
		Lynn Feeney	9		$479.97
AP Environmental Science	R	Miles Luo	9		$479.97
		Jaime Kay	9		$479.97
Interdisciplinary					
Academic Enrichment	R	Doug Aday	4.5		$239.98
		Julie Gordon	4.5		$239.98
Fine & Applied Arts					
K General Music	N	Stephen Polanin	36		$1,919.88
1st Grade General Music	N	Stephen Polanin	36		$1,919.88
2nd Grade General Music	N	Annie Pecorelli	36		$1,919.88
3rd Grade General Music	N	Annie Pecorelli	36		$1,919.88
4th Grade General Music	N	Debbie Gregory-Fink	36		$1,919.88
5th Grade General Music	N	Debbie Gregory-Fink	36		$1,919.88
Acting I	R	Kelly Van Zile	12		$639.96
Acting II (Advanced Acting)	R	Kelly Van Zile	12		$639.96
Dance I	R	Christine DiBrita	12		$639.96
Dance II	R	Christine DiBrita	12		$639.96
Advanced Dance	R	Christine DiBrita	12		$639.96
Music Mentors	R	John Luckenbill	18		$959.94
Intro to 21st Century Music Production	R	John Luckenbill	12		$639.96
Advanced 21st Century Music Production	R	John Luckenbill	12		$639.96
Symphonic Band	R	Jeff Haas	18		$959.94

Curriculum	New or Revised N/R	Staff Member	Total Hours	$53.33	Amount Not to Exceed
Concert Band	R	Jeff Haas	18		$959.94
Wind Ensemble	R	Jeff Haas	18		$959.94
6th Grade Band	R	John Luckenbill	18		$959.94
7th Grade Band	R	John Luckenbill	18		$959.94
8th Grade Band	R	John Luckenbill	18		$959.94
Music Theory AP	R	Gary Fink	18		$959.94
Symphonic Orchestra	R	Gary Fink	18		$959.94
Concert Orchestra	R	Gary Fink	18		$959.94
Chamber Orchestra	R	Gary Fink	18		$959.94
Architecture I	R	Paul Cronk	18		$959.94
Architecture II	R	Paul Cronk	18		$959.94
Art History AP	R	Paul Cronk	18		$959.94
Advanced Portfolio	R	Paul Cronk	12		$639.96
Advanced Portfolio	R	Paul Cronk	18		$959.94
Advertising Art	R	Paul Cronk	12		$639.96
Advanced Advertising Art	R	Paul Cronk	12		$639.96
Innovating through Design Thinking	R	Paul Cronk	12		$639.96
Design Thinking Studio: Experiences in Design & Rapid Prototyping	R	Paul Cronk	12		$639.96
Building & Design I	R	John Wohner	12		$639.96
Building & Design II	R	John Wohner	12		$639.96
Building & Desing III	R	John Wohner	12		$639.96
Interactive Design (Intro to Electricity, Electronics & Coding)	R	John Wohner	12		$639.96
Interactive Design II	R	John Wohner	12		$639.96
Robotics I	R	John Wohner	12		$639.96
Robotics II	R	John Wohner	12		$639.96
Real World Engineering	R	John Wohner	18		$959.94
Intro to Studio Art	R	Athena Maxwell	12		$639.96
Intermediate Studio Art	R	Athena Maxwell	18		$959.94
Painting I	R	Athena Maxwell	12		$639.96
Painting II	R	Athena Maxwell	12		$639.96
Studio Art I AP	R	Athena Maxwell	18		$959.94

Curriculum	New or Revised N/R	Staff Member	Total Hours	$53.33	Amount Not to Exceed
Studio Art II AP	R	Athena Maxwell	18		$959.94
Fundamentals of Drawing	R	Athena Maxwell	12		$639.96
Digital Arts	R	Athena Maxwell	12		$639.96
Wellness					
Personal Fitness 9	R	Craig Bunzey	6		$319.98
		Candace Mitola	6		$319.98

PRICE LIST

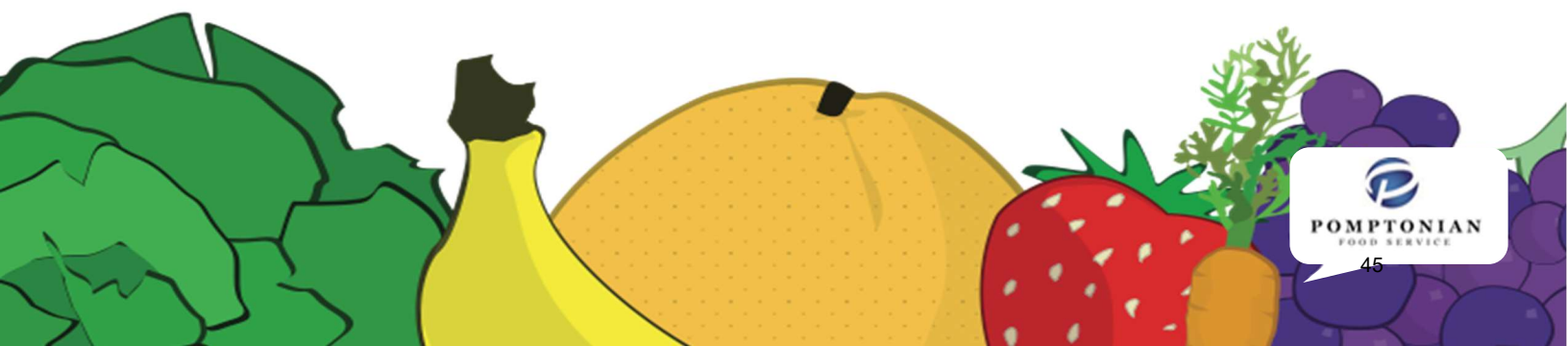
RIDGEWOOD SCHOOL DISTRICT

ELEMENTARY

2021-2022

Student Lunch	$4.25
Village Fresh Lunch	5.25
Reduced Price Lunch	.50
Gluten-Free Lunch	5.25-6.25
Organic Lunch	6.50

Second Pizzeria Pizza Slice w/Lunch Meal	$2.50
Freshly Baked Cookie	.75
Baked Chips, single serve	1.10
8 oz Milk, plastic bottle	1.10
(Choice of Non-Fat Chocolate, Skim, 1%)	
Bottled Water	1.00
Organic Milk	2.50



POMPTONIAN
FOOD SERVICE

POMPTONIAN
FOOD SERVICE

RIDGEWOOD SCHOOL DISTRICT

HIGH SCHOOL FACULTY

2021-2022

LUNCH ENTRÉE:
Homemade Specialties $5.25-6.50

DELI CENTRAL:
Premium Boar's Head Sandwich. 5.50
Extra 1 oz. Portion 1.00

FRESH FARMSTAND:
Steamed Vegetables..... 1.75
Specialty Vegetables 2.00

SOUP:
Soup, 8 oz..... 2.50
Soup, 12 oz..... 3.00

BREADS & ROLLS:
Bagel w/Butter..... 2.00
Bagel w/Cream Cheese 2.60
Extra Cream Cheese ..... .85

SNACK SHACK:
David's Cookie ..... $ .75
Baked Snacks and Chips 1.10-2.00
Homemade Desserts..... 2.00-2.50
Homemade Muffin, large 2.50
Yogurt Parfait w/Fresh Fruit..... 3.95

BEVERAGES:
Milk, 8 oz. 1.10
Bottled Water, 16 oz. 1.25
Canned Beverages..... 1.75
Bottled Beverage, 20 oz 2.00
Coffee or Tea, 8 oz..... 1.60
Coffee or Tea, 12 oz..... 1.85
Hot Cocoa, 12 oz..... 2.00
Vitamin Water, 20 oz. 2.25

POMPTONIAN
FOOD SERVICE

RIDGEWOOD SCHOOL DISTRICT

HIGH SCHOOL

2021-2022

Student Breakfast $4.00
Student Lunch..... 5.50
Complete Daily Meal Special 5.50
Village Fresh Lunch 5.50-6.50
Organic Lunch..... 6.50

DELI CENTRAL:
Boar's Head Sandwiches..... 5.50
Extra 1 oz. Portion 1.00

FRESH FARMSTAND:
Entrée Salad Platter Specials including;
Grilled Chicken Caesar, Chef's & Tuna 5.50
Vegetable Crudité w/Low-Fat Dip 2.25
Fresh Fruit Cup or Melon Cup..... 2.75
Individual Garden Salad Bowl, 16 oz 2.90

DAILY DISH:
Pasta (Semolina, Whole Wheat, or Tricolor)
w/Choice of Sauce..... 5.10
Internationale Theme Bar 5.50-6.50
Vegetarian Selections..... 5.50-6.50

SOUP:
Bowl, 8 oz 2.50
Bowl, 12 oz 3.00

BREADS & ROLLS:
Bagel w/Butter..... 2.00
Bagel w/Cream Cheese 2.60
Extra Cream Cheese ..... .85

BREAKFAST GRILL:
Breakfast Selections 3.75-5.25

AMERICAN GRILLE:
French Fries, all varieties..... $1.90
Pizzeria Pizza 2.50
Mozzarella Sticks (5)..... 3.95
Fresh Quarter-Pound Burgers..... 5.00
Grilled Fresh Chicken Breast Sandwich..... 5.00
All-Natural Chicken Tenders (4)..... 5.00

SNACK SHACK:
David's Cookie ..... .75
Baked Chips, single serve..... 1.10
Whole Fresh Fruit..... 1.25
Assorted Snacks 1.25-2.00
Homemade Muffins, large 2.50
Yogurt Parfait w/Fresh Fruit 3.95

BEVERAGES:
Milk, plastic bottle..... 1.10
Bottled Spring Water, 16 oz. 1.25
Canned Beverages, 12 oz..... 1.75
Diet Beverage, can
(non-carbonated or carbonated)..... 1.75
Vitamin Water, 20 oz..... 2.25
Naked Juice 4.00
Coffee or Tea, 12 oz... ..... 1.85
Hot Cocoa, 12 oz. 2.00

POMPTONIAN
FOOD SERVICE

RIDGEWOOD SCHOOL DISTRICT

MIDDLE SCHOOL

2021-2022

Student Breakfast	$4.00
Student Lunch	4.25
Village Fresh Lunch	5.25
Gluten-Free Lunch	5.25-6.25
Organic Lunch	6.50
Reduced Price Lunch	.50
Faculty Lunch	5.00
Faculty Village Fresh Deli Lunch	5.50

LUNCH ENTRÉE:

All Hot Lunch Entrées and Bread	$3.75
All Hot Lunch Entrées and Bread (faculty)	4.50
Pizzeria Pizza	2.50

DELI CENTRAL:

Boar's Head Deli Sandwich	5.25

FRESH FARMSTAND:

Entrée Salad Platter Specials including, Grilled Chicken Caesar, Chef's, Tuna	5.25
Vegetable Crudité w/Low-Fat Dip	2.25
Fresh Fruit or Melon Cup	2.75
Yogurt Parfait w/Fresh Fruit	3.95

SOUP:

Homemade Soup, bowl, 8 oz	2.50
Homemade Soup, bowl, 12 oz	3.00

BREADS & ROLLS:

Bagel w/Butter	$2.00
Bagel w/Cream Cheese	2.60
Extra Cream Cheese	.85
Cereal w/Milk	2.50

SNACK SHACK:

David's Cookie	.75
Baked Chips	1.10
Fresh Fruit	1.25
Assorted Snacks	1.25-2.00

BEVERAGES:

Milk 8 oz, plastic bottle.	1.10
Bottled Spring Water, 16 oz.	1.25
Canned Beverage	1.75
Naked Juice (varieties)	4.00
Coffee/Tea, 8 oz (faculty)	1.60

Item	Model	Serial Number
Smart Document Camera	SDC330	E01B050305
Smart Document Camera	SDC330	E01B044485
Smart Document Camera	SDC330	E01B050304
Smart Document Camera	SDC330	E01B045678
Smart Document Camera	SDC330	E01B067092
Smart Document Camera	SDC330	E01B050315
Smart Document Camera	SDC330	E01B093546
Smart Document Camera	SDC330	E01B028320
Smart Document Camera	SDC330	E01B032280
Smart Document Camera	SDC280	405116
Smart Document Camera	SDC280	415048
Smart Document Camera	SDC280	415047
Smart Document Camera	SDC280	405857
Smart Document Camera	SDC280	407883
Smart Document Camera	SDC280	405138
Smart Document Camera	SDC280	407873
Smart Document Camera	SDC280	405204
Smart Document Camera	SDC280	415019
Smart Document Camera	SDC280	407889
Smart Document Camera	SDC280	407881
Smart Document Camera	SDC280	415046
Smart Document Camera	SDC280	421838
Lumens Document Camera	DC190	D25B13137
Lumens Document Camera	DC190	D39B05719
Lumens Document Camera	DC190	D25B12892
Lumens Document Camera	DC190	D25B12873
Lumens Document Camera	DC190	D25B12887
Lumens Document Camera	DC211	D21C04011
Lumens Document Camera	DC211	D21B07131
Lumens Document Camera	DC211	D21C02919
Lumens Document Camera	DC211	D12A03536

Lumens Document Camera	DC211	D12A03477
Lumens Document Camera	DC211	D21B06630

Serial Number	Asset Panda ID	Item	Model	
D6GQMN1		Laptop	Latitude 6510	
GB06CT1		Laptop	Latitude 5420	
cpffmx1	011494	Laptop	Latitude 5430	
878grq1		Laptop	Vostro 3450	
28JC8V1	2001663	DESKTOP	Optiplex 390	
BMZR6V1		DESKTOP	Optiplex 390	
H2DFMX1		LAPTOP	LATITUDE 5430	
9JFV6Y1	012462	DESKTOP	OPTIPLEX 3010	
1LLQDQ1		DESKTOP	OPTIPLEX 380	
1X1GMX1	011291	LAPTOP	LATITUDE 5430	
CNHC64W0HL	011817	PRINTER	hp 1320N	
JQ7G8D1	012052	PRINTER	Dell 1720	
6KFP722		CHROMEBOOK	Dell Chromebook 11	
HCVP722		CHROMEBOOK	Dell Chromebook 11	
J0PRY22		CHROMEBOOK	Dell Chromebook 11	
81SFY22		CHROMEBOOK	Dell Chromebook 11	
CM4L722		CHROMEBOOK	Dell Chromebook 11	
486N722		CHROMEBOOK	Dell Chromebook 11	
19DP722		CHROMEBOOK	Dell Chromebook 11	
1F7LZ22		CHROMEBOOK	Dell Chromebook 11	
JHBJJ42		CHROMEBOOK	Dell Chromebook 11	
FCKR242		CHROMEBOOK	Dell Chromebook 11	
HGVK722		CHROMEBOOK	Dell Chromebook 11	
242L722		CHROMEBOOK	Dell Chromebook 11	
874N722		CHROMEBOOK	Dell Chromebook 11	
14YP722		CHROMEBOOK	Dell Chromebook 11	
1P4L722		CHROMEBOOK	Dell Chromebook 11	
GBVK722		CHROMEBOOK	Dell Chromebook 11	
1H5LZ22		CHROMEBOOK	Dell Chromebook 11	
5GKR242		CHROMEBOOK	Dell Chromebook 11	
6F6N722		CHROMEBOOK	Dell Chromebook 11	

DWVK722		CHROMEBOOK	Dell Chromebook 11
DT4Q722		CHROMEBOOK	Dell Chromebook 11
C65Q722		CHROMEBOOK	Dell Chromebook 11
333Z242		CHROMEBOOK	Dell Chromebook 11
C06N722		CHROMEBOOK	Dell Chromebook 11
BSHP722		CHROMEBOOK	Dell Chromebook 11
DSFP722		CHROMEBOOK	Dell Chromebook 11
B3DK2D2		CHROMEBOOK	Dell Chromebook 11 3120
5C0HB52		CHROMEBOOK	Dell Chromebook 11 3120
4KV72X2		CHROMEBOOK	Dell Chromebook 3100
DCNC2X2		CHROMEBOOK	Dell Chromebook 3100
1MM92X2		CHROMEBOOK	Dell Chromebook 3100
H2KWKM1		Desktop	Optiplex 380
CLR62G2		Laptop	Dell Latitude 5480

Infant/Toddler Development Center

A Program of the Ridgewood Board of Education
865 East Glen Avenue
Ridgewood, New Jersey 07450
201-445-0642 FAX 201-493-8790
itdc@ridgewood.k12.nj.us

2021 - 2022 Tuition Schedule 7:00-6:30

INFANTS (6 weeks +)		
TODDLERS (1 year)	Five days	$1,902.00
	Four days	1,582.00
	Three days	1,194.00
	Five mornings	1004.00
	Extra day rate	90.00
TWOS	Five days	1,779.00
	Four days	1,476.00
	Three days	1,108.00
	Five mornings	939.00
	Extra day rate	88.00
THREES/FOURS	Five days	1,655.00
	Four days	1,430.00
	Three days	1,029.00
	Five mornings	879.00
	Extra day rate	85.00

(2) Sibling full time discounts on two (or more) children enrolled is $50.00 per mo./per child.

(1) Sibling part time discount on two (or more) children enrolled is $50.00 per/month.

Tuition is due on the first of the month with a grace period until the 10th.
A $30.00 late fee will apply after the 10th.
The Center reserves the right to make changes to tuition rates on an annual basis

Registration Deposits:
A $50.00 registration fee and tuition deposit is required per child at the time of registration.
Full time - $500.00 Part time - $300.00
THESE FEES ARE NON-REFUNDABLE.

Infant Toddler Development Center

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RIDGEWOOD BOARD OF EDUCATION
DISTRICT EMPLOYEE TUITION 2021-2022

Infants/Toddlers	Full time (five days)	$1,617.00/per mo.
Twos		$1,512.00
Threes/Fours		$1,407.00

No sibling discount applies on employee tuition rates.

No discount for part time employee for 4, 3 day schedules or 5am schedules.

***Military Discount:**
Military families will receive same discount as district employee.
(only applied when family is not receiving subsidized military fee assistance)

SCHEDULE A

Leases for 2021-2022								
	2020-2021				2021-2022			
	School/ Square Foot	**Rate per Square Foot**	**Monthly Rent**	**Annual Rent**	**School/ Square Foot**	**Rate per Square Foot**	**Monthly Rent**	**Annual Rent**
Infant Toddler	Glen School 4,538	$25.21	$9,533.58	$114,402.98	Glen School 3,782	$25.21	$7,945.35	$95,344.22
Ridgewood Community School	Various	n/a	$9,567.81	$114,813.72	Various	n/a	$9,567.81	$114,813.72
						TOTALS	**$17,513.16**	**$210,157.94**

Contracted Therapists/ Providers for Special Education Student Services for the 2021- 2022 School Year			
Contractor	**Service**	**Schedule**	**Rates**
Alpine Learning Group Inc.	ABA Therapy, Consultation, Supervision, Clinical	75 hr/wk	$65- $400
Cure Staffing Inc.	Nurse - Glen School - ESY Program only	6/28/21 - 8/6/21	$68/hr
Spectrum Works, Inc.	School-To-Career Transition Services (STEPSS Program)	3 hours wkly	$24/hr

5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older students as is otherwise entitled by law to a free public education.

Eligibility to Attend School

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1.

A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.A.C. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2. A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1, any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly person's offense.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38- 1 if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38- 1 if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents or guardians temporarily resides in the school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A student is eligible to attend this school district free of charge:

1. If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;

2. If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;

3. If the student previously resided in the school district and if the parent(s) or legal guardian(s) is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3. The school district shall not be obligated for transportation costs; and

4. If the student resides on federal property within the State pursuant to N.J.S.A.18A:38-7.7 et seq.

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.

Except as set forth in N.J.A.C. 6A:2-3.3(b)1, immigration/visa status shall not affect eligibility to attend school and the school district shall not condition enrollment in the school district on immigration status. A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

Proof of Eligibility

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.A.C. 6A:22-3.4. The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or a subset of documents, without regard to other evidence presented.

The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment. In the case of a dispute between the school district and the parent or guardian of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the

Motor Vehicle Commission (NJMVC) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.S.A. 18A:38-1-3. The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.

Registration Forms and Procedures for Initial Assessment

Registration and initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1. The Board of Education shall use Commissioner-provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or a nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance at the school district shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.

When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

Notice of Ineligibility

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 et. seq. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.

Removal of Currently Enrolled Students

Nothing in N.J.A.C. 6A:22 et seq. and this Policy shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the

Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

Appeal to the Commissioner

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:3.-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1., appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.

Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of an ineligibility determination, the Board may assess tuition for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a). Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.

Nonresident Students

The admission of a nonresident student to school free of charge must be approved by the Board, upon the recommendation of the Superintendent and subject to the needs of the district. No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation or sex, social or economic status, or disability. A written request for permission to enroll a child of a nonresident staff member, including school preference, must be submitted to and approved in writing by the Superintendent at least thirty days prior

to admittance. Transportation will be provided by the staff member. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship, academic standing and discipline, as well as family behavior toward school personnel and/or the needs of the district.

Change in Residence

Seniors who have completed their junior year in Ridgewood High School and whose parent(s) or legal guardian(s) change their residence out of the district after that time may finish their studies at Ridgewood High School on a tuition basis. Other students may finish the year on a tuition basis if parent(s) or legal guardian(s) change residence out of district February 1 or later. Students whose parent(s) or legal guardian(s) change residence after May 1 may continue schooling on a non-tuition basis for the remainder of the school year.

Other Nonresident Children

Other nonresident children, otherwise eligible for attendance, may be admitted to school in this district with payment of tuition if their admission is warranted by the inaccessibility of school in their home district, the singular availability of an appropriate educational program in this district, the avoidance of transfer and readmission of a child whose legal custody is shared by a parent(s) or legal guardian(s) residing in this district, or other good cause. The parent(s) or legal guardian(s) must submit an application to the Superintendent for review and consideration. ~~*Special Education students may not be enrolled in the district under this provision*~~. ~~Students in this provision are not eligible for any formal educational intervention services.~~

a. An application for permission to enroll a child of a nonresident must be submitted to and approved in writing by the Superintendent at least thirty (30) days prior to admittance.

b. Annually, the nonresident must submit a letter to the Superintendent requesting their child to be approved for admittance in the district in the subsequent school year. All such letters must be received by the Superintendent by May 15 of the current school year in order for the child to be considered for admittance in the following school year. The Superintendent will notify the nonresident of the decision, in writing, no later than June 15 of the current school year. A written request for permission to enroll a child of a nonresident, including school preference, must be submitted to and approved in writing by the Superintendent at least thirty (30) days prior to admittance.

c. Approval of enrollment shall be based on availability of space in the schools; the Superintendent shall review the availability of space on an annual basis.

d. A contract for educational services must be signed.

e. **Enrollment can begin anytime during the school year. Tuition will be billed on a prorated basis.**

f. By August 1 preceding the new school year, all nonresident will be billed by the Business Office at the rates established prior to the end of the school year. Payment is due to the Business Office no later than the last Friday prior to the opening of school for students. If this payment is not received in a timely fashion, interest will be charged at a rate of 1% per month until payment is received. If payment is not received by the last Friday in January, the nonresident will be required to meet with the Superintendent to explain the reason for nonpayment. Within three days of that meeting, the Superintendent will issue, in writing, the decision concerning the continued enrollment of the non-resident student(s).

g. Tuition will cover only the typical costs associated with an education in the Ridgewood School District. Any extraordinary costs will be borne by the parent(s)/guardian(s). Examples of extraordinary costs include, but are not limited to, fees for OT/PT, aides, out-of-district transportation, etc. Non-resident parent(s)/guardian(s) shall be assessed the Board approved out-of-district tuition rate.

h. Responsibility for pupil transportation shall be assumed by the parent(s)/guardian(s).

i. All discipline and other pupil records from a student's prior school shall be reviewed; the Superintendent and/or Board of Education may deny enrollment based on the discipline record of a non-resident student.

j. The continued enrollment of any nonresident student, shall be contingent upon the student's maintenance of good standards of citizenship and discipline. Infractions of the student code of conduct may result in immediate disenrollment from the school district.

Children of District Employees

Children of nonresident permanent, salaried staff members of the Board of Education may be admitted to the schools of the district at a tuition rate, set annually by the Board of Education ~~at its Reorganization Meeting~~ **prior to the end of the school year,** upon the recommendation of the Superintendent and the approval of the Board. ~~*Special Education students may not be enrolled in the district under this provision.* Students in this provision are not eligible for any formal educational intervention services.~~

a. A written request for permission to enroll a child of a nonresident staff member, including school preference, must be submitted to and approved in writing by the Superintendent at least thirty (30) days prior to admittance. ~~Transportation will be provided by the staff member.~~

b. Annually, the nonresident staff member must submit a letter to the Superintendent requesting their child to be approved for admittance in the district in the subsequent school year. All such letters must be received by the Superintendent by May 15 of the current school year in order for the child to be considered for admittance in the following school year. The Superintendent will

notify the nonresident staff member of the decision, in writing, no later than June 15 of the current school year. A written request for permission to enroll a child of a nonresident staff member, including school preference, must be submitted to and approved in writing by the Superintendent at least thirty (30) days prior to admittance. ~~Transportation will be provided by the staff member.~~

c. Approval of enrollment shall be based on availability of space in the schools; the Superintendent shall review the availability of space on an annual basis.

d. A contract for educational services must be signed.

e. **Enrollment can begin anytime during the school year. Tuition will be billed on a prorated basis.**

f. By August 1 preceding the new school year, all nonresident staff members will be billed by the Business Office at the rates established ~~at the annual reorganization meeting~~, **prior to the end of the school year**. Payment is due to the Business Office no later than the last Friday prior to the opening of school for students. If this payment is not received in a timely fashion, interest will be charged at a rate of 1% per month until payment is received. If payment is not received by the last Friday in January, the nonresident staff member will be required to meet with the Superintendent to explain the reason for nonpayment. Within three days of that meeting, the Superintendent will issue, in writing, his decision concerning the continued enrollment of the staff member's child(ren).

g. Tuition will cover only the typical costs associated with an education in the Ridgewood School District. Any extraordinary costs will be borne by the parent(s)/guardian(s). Examples of extraordinary costs include, but are not limited to, fees for OT/PT, aides, out-of-district transportation, etc. Children of any district employee hired after January 1, 2022 shall be assessed a tuition rate of 35% of the Board approved out-of-district tuition rate.

h. Responsibility for pupil transportation shall be assumed by the employee.

i. All discipline and other pupil records from a student's prior school shall be reviewed; the Superintendent and/or Board of Education may deny enrollment based on the discipline record of a non-resident student.

j. This benefit shall not interfere with the before or after school responsibilities of the employee.

k. The continued enrollment of any nonresident pupil, including that of the child of a staff member, shall be contingent upon the pupil's maintenance of good standards of citizenship and discipline. Infractions of the student code of conduct may result in immediate disenrollment from the school district.

Home Construction

Families domiciled in the school district for a minimum of 12 months and attending the Ridgewood Public Schools prior to major home renovations where the family must vacate the premises, must obtain Board of Education approval to continue attending the district schools free of charge for a period of 18 months with proof of building permits/documentation. After 18 months, a one-time extension for a period of 6 months can be obtained and will necessitate additional proof of building status and progress. The Board of Education will assess tuition for students after the initial 24-month period. The Board of Education will require proof of occupancy when residence is reoccupied.

F-1 and J-1 Visa Students

The school district is not required to, but may permit the attendance of F-1 and J-1 Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the requested I-20 Form, in accordance with the provisions of Federal regulation 8 CFR 214.3. An F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with an F-1 or J-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.

N.J.S.A. 18A:38-1 et seq; 18A:38-3; 18A:38-3.1
N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-2.1 et seq. 8 CFR 214.3

Adopted: 7 December 2009
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Revised: 26 August 2013
Revised: 27 January 2014
Revised: 18 July 2016
Revised: 6 March 2017
Revised: 01 April 2019
Revised: 05 October 2020
Revised:

BOARD OF EDUCATION
Education Center
49 Cottage Place, Ridgewood, New Jersey
EXECUTIVE SESSION AGENDA

June 28, 2021

3:45 p.m.

I. PERSONNEL **Dr. Gorman**

RIDGEWOOD BOARD OF EDUCATION

Education Center
49 Cottage Place, Ridgewood, NJ 07450
AGENDA

June 28, 2021

Executive Session 3:45 p.m.
Regular Public Meeting 5:00 p.m.

The Public can view, listen and comment during the public comment period of the meeting via:

- **Physically attending at the Education Center *(following pandemic protocols and masks)***
- **Zoom from a PC, Mac, iPad, iPhone Android device. Meeting ID 870-1302 7741**
  - **Password: 62807450 (Use the "raise hand" button to make a comment)**
- **Phone at: 646-558-8656**
  - **Password: 6287450 *(press *9 to make a comment)***
- **Streaming on the District Website**
- **Watching on Fios Channel 33**

MEETING REGULATIONS

At all regular meetings, two opportunities are provided for citizens to make comments. The public comment period will be scheduled after student presentations. The second comment period will be at approximately 9:00 p.m. or just prior to the end of the meeting, whichever occurs first. The first opportunity may be limited by the presiding officer to conclude at about 8:00 p.m. in order for the Board to continue with its scheduled agenda. The second opportunity will occur at about 9:00 p.m. at the discretion of the presiding officer taking into consideration a break in the agenda.

At every opportunity for public comment, citizens are invited to comment on subjects on the agenda or general topics. At the discretion of the presiding officer, public comments may be permitted at other times.

Please remember this is a public meeting. Anything you say will be a public record. As a result, pursuant to law, the Board of Education cannot respond to you publicly concerning certain matters, such as those regarding an individual student or personnel. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent's Office. Public comment periods shall also be governed by the following rules:

1. Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses.
2. Each speaker shall be limited to four minutes. The Board Recorder will note the time. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds (Bylaw 0167).
3. Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop.
4. All statements shall be directed to the presiding officer, no participant may address or question Board members individually.
5. No participants may speak more than once on the same topic until all others who wish to speak on that topic have been heard.
6. Questions requiring investigation shall be referred by the Board to the Superintendent's Office for consideration and later response. A participant may be asked to submit such questions in written format.

Mission Statement
The Ridgewood Public Schools, committed to a tradition of excellence and innovation, in partnership with the community, provide a rich and challenging learning environment, enabling students to maximize their unique potentials to become life-long learners and productive, responsible citizens.

I. CALL TO ORDER AND ROLL CALL **Mr. Lembo**

II. FLAG SALUTE AND PLEDGE OF ALLEGIANCE **Mr. Lembo**

III. OPENING STATEMENT BY PRESIDING OFFICER **Mr. Lembo**

IV. COMMENTS FROM THE PUBLIC **Mr. Lembo**

V. SUPERINTENDENT REPORT **Dr. Gorman**

➢ **SEPTEMBER SCHOOL OPENING DRAFT AND SCENARIOS**

VI. CONSENT ITEMS: REGULAR AND ROUTINE ISSUES **Dr. Gorman**

A. ATTENDANCE AT CONFERENCES

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Attendance at Conferences, as listed on **Attachment A**.

B. ADMINISTRATION **Dr. Gorman**

i. <u>Approval: Receipt of Suspension and Harassment, Intimidation and Bullying (HIB) Reports</u>

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, acknowledges it has received confidential information regarding suspensions and investigations of HIB that have occurred since the last Board meeting.

ii. <u>Approval: Statement of Assurance for School Security Drills for the 2020-2021 School Year</u>

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the Statement of Assurance for School Security Drills for the 2020-2021 school year pursuant to N.J.S.A. 18A:41-1.

The Board has received background information.

iii. <u>Approval: Submission of the Comprehensive Equity Plan Annual Statement of Assurance for the 2021-2022 School Year</u>

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the submission of the Comprehensive Equity Plan Annual Statement of Assurance for the 2021-2022 school year.

The Board has received background information.

iv. <u>Approval: 2021-2022 Professional Development Plan</u>

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2021-2022 Professional Development Plan.

The Board has received background information.

v. Approval: 2021-2022 Mentoring Plan

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2021-2022 Mentoring Plan.

The Board has received background information.

vi. Approval: District Nursing Services Plan and Standing Orders for the 2021-2022 School Year

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the District Nursing Services Plan and Standing Orders for the 2021-2022 school year.

The Board has received background information.

vii. Approval: School Bus Emergency Evacuation Drill Report

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the school bus evacuation drill report.

The Board has received background information.

viii. Approval: Settlement Agreement SE#11/2020-2021

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Settlement Agreement SE#11/2020-2021 between the parents of Student #903188 and the Ridgewood Board of Education.

The Board has received background information.

C. CURRICULUM & INSTRUCTION — Dr. Gorman

i. Approval: Field Trips

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves field trips as listed on **Attachment B.**

ii. Approval: School Transition and Employment Program for SAIL/RISe/STEPSS

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves field trips within the Village of Ridgewood for the purpose of community based instruction and internships for students in the SAIL/RISe/STEPSS program for the 2021-2022 school year. Any opportunities that require transportation will be submitted for Board approval.

The Board has received background information.

D. HUMAN RESOURCES — Dr. Gorman

i. Appointments

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointments listed below, subject to receipt of appropriate documentation and the New Jersey Department of Education (NJDOE) certificate, if

required.

Teachers

Revision: DEEGAN, Nicole - Special Education (RISe) Teacher (tenure track), Benjamin Franklin Middle School, effective August 31, 2021 through June 30, 2022, pending verification of employment as outlined by Chapter 5. Ms. Deegan possesses an NJDOE Standard Certificate as a Teacher of Students with Disabilities and Elementary School Teacher in Grades K-6.

Salary: **from** $76,222 **to** $76,622
Cl. MA+45, St. 2

Account # #11-212-100-101-00-08-019-000

FINNEGAN, Kathleen - Guidance Counselor (tenure track), Somerville School, effective August 31, 2021 through June 30, 2022, pending verification of employment as outlined by Chapter 5. Ms. Finnegan is pending issuance of an NJDOE Standard Certificate as a School Counselor.

Salary: $74,088 ($69,242 + $4,846 ratio)
Cl. MA, St. 2

Account #11-000-218-104-00-05-019-000

HAMILTON, Elizabeth - Leave of Absence Replacement Special Education Teacher (non-tenure track), Hawes School, effective August 31, 2021 through June 30, 2022. Ms. Hamilton possesses an NJDOE Certificate of Eligibility with Advanced Standing as an Elementary School Teacher in Grades K-6 and Teacher of Students with Disabilities. Ms. Hamilton will be registered into the NJDOE Provisional Teacher Program.

Salary: $61,642
Cl. BA, St. 1

Account # 11-213-100-101-00-02-019-000

MILLER, Melissa* - Guidance Counselor (tenure track), Travell School, effective August 31, 2021 through June 30, 2022, pending verification of employment as outlined by Chapter 5. Ms. Miller possesses an NJDOE Standard Certificate as a School Counselor.

Salary: $77,566 ($72,492 + $5,074 ratio)
Cl. MA+30, St. 1

Account #11-000-218-104-00-06-019-000

NAM, Suh Young - Guidance Counselor (tenure track), Hawes School, effective August 31, 2021 through June 30, 2022, pending verification of employment as

outlined by Chapter 5. Ms. Nam possesses an NJDOE Standard Certificate as a School Counselor.

Salary: $74,089 ($69,242 + $4,847 ratio)
Cl. MA, St. 2

Account #11-000-218-104-00-02-019-000

OH, Justin - Physical Education Teacher (tenure track), Somerville School, effective August 31, 2021 through June 30, 2022, pending verification of employment as outlined by Chapter 5. Mr. Oh possesses an NJDOE Certificate of Eligibility with Advanced Standing as a Teacher of Health and Physical Education. Mr. Oh will be registered into the NJDOE Provisional Teacher Program.

Salary: $61,642
Cl. BA, St. 1

Account #11-120-100-101-06-05-019-000

ROMANEK, Holly* - Leave of Absence Replacement Learning Disabilities Teacher-Consultant (non-tenure track), Travell School, effective August 31, 2021 through June 30, 2022, pending verification of employment as outlined by Chapter 5. Ms. Romanek is pending issuance of an NJDOE Standard Learning Disabilities Teacher-Consultant Certification.

Salary: $61,642
Cl. BA, St. 1

Account #11-000-219-104-00-06-019-000

Long-term Substitute

KOWALSKI, Alexandra - Long-term Substitute, Third Grade Teacher, Ridge School, effective August 31, 2021 through December 23, 2021. Ms. Kowalski possesses an NJDOE Certificate of Eligibility with Advanced Standing as an Elementary School Teacher in Grades K-6. Ms. Kowalski will be registered into the NJDOE Provisional Teacher Program.

Account #11-120-100-101-09-04-019-000

Field Placement

NIKOL, Olivia - Montclair State University, Clinical Practice with Nancy Kaplan, Second Grade Teacher, Somerville School, effective August 31, 2021 through May 9, 2022.

Classroom Aides

Infant/Toddler Development Center

CAFARO, Stephanie - High School/College Aide, effective July 1, 2021 through June 30, 2022, 5 hours per day, 5 days per week, at an hourly rate of $12.00.

Account #62-990-100-106-00-62-060-001

ELIZOODO-FALLAS, Sofia - High School/College Aide, effective July 1, 2021 through June 30, 2022, 5 hours per day, 5 days per week, at an hourly rate of $12.00.

Account #62-990-100-106-00-62-060-001

RINALDO, Danielle - Teacher Assistant Entry Level - Step I, effective June 23, 2021 through August 13, 2021, 8 hours per day, 3 days per week, at an hourly rate of $13.00.

Account #62-990-100-106-00-62-060-001

VACCARO, Marielle - High School/College Aide, effective July 1, 2021 through June 30, 2022, 5 hours per day, 5 days per week, at an hourly rate of $12.00.

Account #62-990-100-106-00-62-060-001

Acting Principal, on an as needed basis, for the 2021-2022 School Year

SOLOMON, Dr. Gene - at a daily rate of $500.

Additional/Revision: 2021 Summer School Special Programs Staffing

Teachers

		20/21 Salary	Full Summer Salary	Hourly Rate	Summer Salary
Clunie, Eureka (214 hrs.)	Nurse			$31.95	$6,837
Crawford, Ryan (60 hrs.)	Physical Education (RISe/SAIL)	$61,018	$5,492	$36.61	$2,197
Devaney, Eileen (70 hrs.)	Multisensory Reading Program	$113,882	$10,249	$68.33	$4,783
Osenbruck, Jennifer (90 hrs.)	RED Program	$74,000	$6,660	$44.40	$3,996

Aides
Schaffer, Emily

Substitutes
Employee ID #6558

Addition/Revision: 2021 Ridgewood High School Summer School Staffing, approved by the Board at its meeting June 14, 2021

Remove: **Roberts, Deidre**, ESL (Enrichment), Summer School Salary $704.52.
Add: **Lauro, Liva**, Physical Education (Remedial), Summer School Salary $3,975.
Add: **Ojea, Christal**, Spanish (Remedial), Summer School Salary $3,058.

2021 Summer Ridgewood Community School Employees

Summer Adventure

Ardito, Jessica*
Dimodugno, Grace
Ebenhack, Kayley
Ozaydin, Meaghan

Account # 13-422-100-101-00-60-060-001

Junior Edition

Allaimo, Louis
Bennett, Liam
Blaskovic, Jett
Brewer, Luke
Conenello, Kyle
Connolly, Luke
Crane, Nicholas
Foerch, John
Gallard, Roger
Geraghty, Michael
Grasso, Joseph*
Hochegger, Matthew
Johnson, Razjon
Lawson, Gregory
Litvak, Roman
Luther, John
Lyons, Conor
McCarthy, Michael
Neville, Ben
Peene, Weston
Phillips, Marcus
Rail, Gavin
Saraceno, Samuel
Sheehy, Cole
Skoric, Joseph*

Sofia, Joseph
Staunton, Owen*
Sullivan, Matthew*

Account #13-423-100-101-00-60-060-001

Revision: Technology Innovation Specialists for the 2021-2022 School Year, approved by the Board at its meeting on June 14, 2021

Remove: **Higgins, Molly,** Orchard School, $85,039 ($79,942 + $300 + $4,797 ratio), Cl. MA+30, St. 7
Replace: **Redfern, Nicole**, Orchard School, $99,587 ($93,667 + $300 + $5,620 ratio) Cl. MA+45, St. 13

Account # 11-120-100-101-09-03-019-000

Temporary Employees

RHS - Student Employees, effective June 29, 2021 – September 1, 2021, each not to exceed 180 hours, each at an hourly rate of $12.00 ($2,160)

Lia, Matthew; Pizzuto, Aiden*; Prettiest, Liam; and **Roth, Zachary***
Account #11-000-218-110-00-10-010-001

Buildings and Grounds - Summer 2021

Each to receive an hourly rate of $12.00

Barrales, Julia; Boesch, Julia; Boesch, Zachary; Bradbury, Nicholas; Brito, Alec; Buchsbaum, Jarrett; Burger, Isabella; Calvetti, Anna*; Calvetti, Colin*; Cator, Ryan*; DeSilva, Arosh; Diaz, Jack; Donahue, Conor; Fiol, Christopher; Geraghty, Michael; Harcher, Nicholas*; Huftalen, Andrew; Kautzmann, Grace; Kim, Jun Hee; Loccke, Andrew; McDermott*, Patrick; Myer, Evan; Power, Jack; Rielly, Matthew; Reinke, Emma*; Remshak, Brady; Santoro, Ethan; Schnure, Amanda; Schwenker, Jack; Shevilyn, Kyle; Sklar, David; Strickland, Shane; Warden, Calder; and **Whitney, David**

Account #11-000-262-110-00-42-048-001

Summer 2021 Painters, effective June 25, 2021 through August 31, 2021, each at seven hours per day, each at the hourly rate

- **Lug, Raymond**, Supervisor, at an hourly rate of $21.50.
- **Coppola, Jonathan***, Painter, at an hourly rate of $15.87.
- **Spadaccini, Ann**, Painter, at an hourly rate of $15.87.

Account #11-000-262-104-00-42-048-001

Technology Support for Board Meetings, effective July 1, 2021 through June 30, 2022

- **DeRoche, Andrew**, at an hourly rate of $27.78, as needed.
- **Enmore, Jaeson**, at an hourly rate of $53.07, as needed.
- **Valere, Neil**, at an hourly rate of $32.33, as needed.

Account #11-000-266-104-08-31-031-001

Administrative Support for Board Meetings, effective July 1, 2021 through June 30, 2022

- **Yohana, Julia**, at an hourly rate of $42.24, as needed.

Account #11-000-230-104-00-045-045-001

Fall 2021 Coaching Assignments and Fall Site Managers

As listed on **Attachment C**

Ridgewood High School Volunteer Coaches

Football
Aramburu, Mark
Hurley, Daniel
Ross, Joe
Santiago, Mickey
Torre, AJ

Girls Soccer
Cronk, Paul*
Luo, Miles
Volkomer, Sarah
DiBrita, Sarah*

Boys Soccer
Caraluagh, Glenn
Cardew, Jack
Loren, Dwight

Cross Country
Cirillo, Tara

Girls Tennis
Kirtane, Medha*

Girls Volleyball
Consol, Mary
Skettini, Kelly*

Gymnastics
Piotrowski, Patricia

***Related to staff member**

ii. <u>Contract Renewals and Hourly Rates for Non-Contract Personnel Infant/Toddler Development Center</u>

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves contract renewals and salaries for full-time and part-time Infant/Toddler Development Center Staff members, effective September 1, 2021 through June 30, 2022, with the exception of the Director (12 month) and Secretary (11 month) employees, as follows:

<u>Full-time Employees</u>

- **Kontos, Lisa**** - Director (7/1/21-6/30/22) - $59,544 (12-month employee)

<u>Account #62-990-200-103-00-62-060-000</u>

- **Pisani, Lynda**** - Secretary (9/1/21-7/30/22) - $39,472 (11-month employee)

<u>Account #62-990-200-105-00-62-060-000</u>

- **Flanagan, Marion**** - $35,304
- **Middlebrook, Katrina**** - $33,818
- **Southey, Dawn**** - $32,980
- **Stevens, Barbara**** - $34,815
- **Stevens, Mackenzie*** - $33,792
- **Vassallo, Stephanie**** - $35,985

** Denotes employees receiving health benefits (all others, receive $3,000 in lieu of benefits package).

Salary includes $750 Professional Growth Pathway.

<u>Account #62-990-100-101-00-62-060-000</u>

<u>Hourly Rates for Non-contract Personnel</u>

High School/College	$12.00*
Step 1	$13.00
Step 2	$13.40
Step 3	$13.80
Step 4	$14.20

Step 5	$14.60
Step 6	$15.00

Current employees move up 1 step per year and receive $0.40 per hour increase on base.
*NJ State minimum wage increase as of 2021.

Alegria, Samantha	$12.00
Ancona, Gianna	$12.00
Anderson, Melody	$15.00
Avendano, Kayla	$15.00
Cataro, Stephanie	$12.00
Collins, Cassidy	$13.00
Dempsey, Cheryl	$15.00
Edreich, Meagan	$15.00
Fiorilla, Danielle	$12.00
Grbic, Ella	$12.00
Greco, Barbara	$16.80
Holzberg, Tatum	$12.00
Johnson, Raegan	$12.00
Kawash, Emily*	$12.00
Lakomy, Gina	$12.00
Navarro, Josefhine	$12.00
Solis, Leslie	$15.00
Volpe, Annamaria	$16.00

Account # 62-990-100-106-00-62-060-001

***Related to staff member**

iii. Change of Assignments for the 2021-2022 School Year

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the change of assignments for the 2021-2022 School Year, as listed below.

CHAKONIS, Ashley - **from** Guidance Secretary and Child Study Team Secretary, Ridgewood High School and Somerville School, **to** Administrative Assistant to Principal, Somerville School, effective September 1, 2021 through June 30, 2022.

From: $42,100
Cl. AA10, St. 3
To: $46,147
Cl. AA11, St. 3

Account #11-000-240-105-00-05-019-000

CRAWFORD, Ryan - **from** 0.40 FTE Adapted Physical Education SAIL, Benjamin Franklin Middle School, **to** 1.0 FTE Adapted Physical Education SAIL, Glen School and Benjamin Franklin Middle School, effective August 31, 2021 through June 30, 2022.

From: $25,057
Cl. BA, St. 3
To: $62,642
Cl. BA, St. 3

Account #11-212-100-101-00-08-019-000
Account#11-212-100-101-00-01-019-000

MENDEZ, Karen - **from** 1.0 FTE Business Education, Ridgewood High School, **to** 1.1 FTE Business Education, Ridgewood High School, effective August 31, 2021 through January 21, 2022.

From: $97,067 ($96,767 + $300 CP)
Cl. MA+45, St. 14
To: $106,7444 ($106,444 + $300 CP)
Cl. MA+45, St. 14

Account #11-140-100-101-13-10-019-000

RUSSO, Judith - **from** Administrative Assistant Business Office, Education Center, **to** Administrative Assistant to Account Payable, Education Center, effective July 1, 2021 through June 30, 2022.

Salary will remain the same.

Account #11-000-251-105-00-40-019-000

iv. Resignations

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignations, as listed below.

Teacher

CASATELLI, Stacy - Science Teacher, Ridgewood High School, effective July 1, 2021.

Classroom Aides

GREANEY, Julie - Resource Room Special Education Classroom Aide, Somerville School, effective June 23, 2021.

PARSONS, Jessica - One-to-One Special Education Classroom Aide, Somerville School, effective June 23, 2021.

Infant/Toddler Development Center

Classroom Aide

QASEM, Rund - High School/College Aide, effective June 7, 2021.

v. Leave of Absences

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the leave of absences, as listed below.

ALVAREZ, Lisette – School Psychologist, Ridgewood High School, effective August 31, 2021 through June 30, 2022, with a reinstatement date of September 1, 2022, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

FISCHER, Kacey – First Grade Teacher, Hawes Elementary School, effective October 18, 2021 through June 30, 2022, with a reinstatement date of September 1, 2022, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

Revision: BARBA, Ashley – Third Grade Teacher, Ridge Elementary School, **from** effective February 5, 2021 through December 23, 2021, with a reinstatement date of January 3, 2022, approved by the Board on March 22, 2021, **to** effective February 5, 2021 through June 30, 2021; and August 31, 2021 through June 30, 2022, with a reinstatement date of September 1, 2022, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement.

vi. Supplemental Pay Beyond Contract

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the supplemental pay beyond contract, as listed below.

Preparation for August 31, 2021 All-Staff Convocation

- **DiBrita, Christine**, not to exceed 5 hours, at an hourly rate of $40.17

($200.85).
- **Luckenbill, John**, not to exceed 5 hours, at an hourly rate of $40.17 ($200.85).
- **Maxwell, Athena**, not to exceed 10 hours, at an hourly rate of $40.17 ($401.70).
- **Van Zile, Kelly**, not to exceed 30 hours, at an hourly rate of $40.17 ($1,205.10).

Account #11-000-230-104-00-20-020-001

Infant/Toddler Development Center

Summer Hours - Administrative Assistant

- **Pisani, Lynda**, not to exceed 120 hours, at an hourly rate of $25.42 ($3,050.40).

Account #62-990-200-105-00-62-060-001

Summer Hours - Head Teachers

- **Southey, Dawn**, not to exceed 204 hours, at an hourly rate of $20.75 ($4,233).
- **Stevens, Barbara**, not to exceed 276 hours, at an hourly rate of $21.91 ($6,047.16).
- **Stevens, Mackenzie**, not to exceed 192 hours, at an hourly rate of $21.26 ($4,081.92).

Account #62-990-100-101-00-62-060-001

Hawes School

Guidance Department – 2021 Summer Hours

- **Nam, Suh Young**, not to exceed 12 hours, at an hourly rate of $45.55 ($546.60).

Account #11-000-218-104-00-02-002-001

Orchard School

Additional/Revision: Moving Classrooms

- **Cahill, William**, not to exceed 12 hours, at an hourly rate of $40.17 ($482.04).
- **Jones, Michelle**, **from** not to exceed 2 hours, approved by the Board at its meeting on June 14, 2021, **to** not to exceed 12 hours, at an hourly rate of $40.17 ($482.04).
- **Saglimbeni, Mary**, **from** not to exceed 4 hours, approved by the Board at its meeting on June 14, 2021, **to** not to exceed 12 hours, at an hourly rate of $40.17 ($482.04).

- **Tan, Xue**, **from** not to exceed 2 hours, approved by the Board at its meeting on June 14, 2021, **to** not to exceed 12 hours, at an hourly rate of $40.17 ($482.04).

Account # 11-120-100-101-00-03-003-001

Ridge School

Moving Classrooms

- **Coppola, Michele**, additional 6 hours, at an hourly rate of $40.17 ($241.02).
- **Marmo, Jill**, not to exceed 12 hours, at an hourly rate of $40.17 ($482.04).

Account #11-120-100-101-00-04-004-001

Somerville School

2021 Summer Secretarial Support

- **Chakonis, Ashley**, not to exceed 20 hours, at an hourly rate of $30.07 ($601.40).

Account #11-000-240-105-00-05-005-001

Guidance Department – 2021 Summer Hours

- **Finnegan, Kathleen**, not to exceed 12 hours, at an hourly rate of $45.54 ($546.48).

Account #11-000-218-104-00-05-005-001

Willard School

Revision: Guidance Department – 2021 Summer Hours, approved by the Board at its meeting on June 14, 2021

- **Pfeiffer, David**, **from** not to exceed 15 hours, **to** not exceed 12 hours, at an hourly rate of $76.15 ($913.80).

Account # 11-000-218-104-00-07-007-001

George Washington Middle School

Guidance Department – 2021 Summer Hours

- **Weiss-Chromeck, Courtney**, not to exceed 20 hours, at an hourly rate of $48.02 ($960.40).

Account #11-000-218-104-00-09-009-001

Develop Advisory Program

- **Barba, Allison**, not to exceed 12 hours, at an hourly rate of $47.45 ($569.40).

Account #11-000-218-104-00-09-009-001

Benjamin Franklin Middle School

Moving Classrooms, not to exceed 6 hours, at an hourly rate of $40.17 ($1,205.10)

- **ID #6558**
- **Campbell, Beth**
- **Donnelly, Trecia**
- **Turchioe, Kristen**
- **Spector, Kristen**

Account #11-120-100-101-00-08-008-001

Ridgewood High School

Revision: 2021 Summer Hours - Nurse

- **Donovan, Suzanne**, not to exceed 40 hours, **from** at an hourly rate of $32.77, approved by the Board at its meeting on June 14, 2021, **to** at an hourly rate of $36.70 ($1,468).

Account #11-000-213-104-00-10-010-001

Additional: Guidance Department – 2021 Summer Hours

- **Vargo, Laura**, not to exceed 10 hours, at an hourly rate of $50.36 ($503.60).

Account #11-000-218-104-00-10-010-001

2021 Summer Hours - Crisis Intervention

- **DePinto, Lauren**, not to exceed 10 hours, at an hourly rate of $76.82 ($768.20).

Account #11-000-218-104-00-10-010-001

- **Feeley, Kevin**, not to exceed 10 hours, at an hourly rate of $77.38 ($773.80).

Account #11-000-218-104-00-10-010-001

Overnight Chaperones for Adventure Leadership Peer Support (ALPS) Field Trips for the 2020-2021 School Year, funded by donations

Barker, Barbara	**McAlister, Erin**

Brown, Jacob	**Mitola, Candace**
Bunzey, Craig	**Quirk, Brian**
Kay, Peter	
Knott, Ronald	
Mahler, Craig	

- Stony Creek Organic Farm Trip, Walton, NY - May 7-9, 2021: Two Chaperones, each at $200 per night, each for two nights ($800).
- Adirondack High Peaks - John Brook Lodge Area, Keene Valley, NY - June 21-25, 2021: Four Chaperones, each at $200 per night, each for four nights ($3,200).

Chaperone for RISe & STEPPS Program 2020-2021

- **Gorman, Michelle**, not to exceed 20 hours, at an hourly rate of $40.17 ($803.40).

Account #11-212-100-101-00-10-010-001

Band Year-End Concert

- **Two Chaperones: Dabby, Maxwell; Heyzer, Henry**, each not to exceed 2 hours, each at an hourly rate of $40.17 ($160.68).

Account #11-401-100-101-00-10-010-001

Maker Space Project

- **Wohner, John**, not to exceed 10 hours, at an hourly rate of $40.17 ($401.70).

Account #11-401-100-101-00-10-010-001

AP Proctoring and Administrative Duties

- **Altomare, Jacquelyn**, not to exceed 3 hours, at an hourly rate of $29.35 ($88.05)
- **Kneis, Dana**, not to exceed 3 hours, at an hourly rate of $45.55 ($136.65).
- **McGovern, Christine**, not to exceed 3 hours, at an hourly rate of $54.06 ($162.18).
- **Watson, Andrea**, not to exceed 3 hours, at an hourly rate of $50.36 ($151.08).

Account #11-401-100-101-00-10-010-001

Fall 2021 Event Staff/Crowd Control/Site Supervision/Athletic Trainer and other Auxiliary Employees

As listed on **Attachment D**

Account #11-402-200-104-00-10-034-001

Fall 2021 Fitness Center Supervisor/FIT Instructor

As listed on **Attachment E**

Account #11-402-200-104-00-10-034-001

Revision: 2021 Project Graduation - June 22, 2021, approved by the Board at its meeting on June 14, 2021

From: Sixteen Chaperones: **Besser, Lauren; Chamesian, Linda; Cronk, Paul; Fabish, Christopher; Fararr, Eva; Galasso, Patricia; Gervolino, Colleen; Kay, Peter; Kase, Sean; Kneis, Dana; Luo, Miles; Mendez, Karen; Murtha, Timothy; Reilly, Nancy; Pollitt, Ashley**; and **Wohner**, **John**; each not to exceed 6 hours, each at an hourly rate of $40.17 ($3,856.32).

TO: Sixteen Chaperones: Besser, Lauren; Chamesian, Linda; Cronk, Paul; Fabish, Christopher; Fararr, Eva; Galasso, Patricia; Contreras, Colleen; Kay, Peter; Kase, Sean; Kneis, Dana; Luo, Miles; Mendez, Karen; Murtha, Timothy; Reilly, Nancy; Pollitt, Ashley; and Wohner, John; each not to exceed 6 hours, each at an hourly rate of $40.17 ($3,856.32).

Account #11-401-100-101-00-10-010-001

AV Production to Live Stream 3 Concerts

- **Fink, Gary**, additional 20 hours, at an hourly rate of $40.17 ($803.40).

Account #11-401-100-101-00-10-010-001

Curriculum, Instruction & Assessment

Revision: 2021 Summer Curriculum Writing, approved by the Board at its meeting on June 14, 2021

Staff members as listed on **Attachment F**, at the curriculum
hourly rate of $53.33.

New Teacher Orientation 2021

- **DePinto, Lauren**, not to exceed 1 hour, at an hourly rate of $76.82.
- **Ong, Jerome**, not to exceed 2 hours, at an hourly rate of $65.45 ($130.90).

Account #11-000-223-104-00-22-022-001

Special Programs

Special Olympics NJ Play Unified School Partnership

- **Vasquez, Jessica**, not to exceed 30 hours, at an hourly rate of $40.17 ($1,205.10).

Account #11-000-219-104-00-24-024-001

Professional Consultation

- **Spector, Stephanie**, not to exceed 5 hours, at an hourly rate of $49.30 ($246.50).

Account #11-213-100-101-00-24-024-001

REACH, RED, RISe Classrooms: September 1, 2021 - June 21, 2022

- **Whitmore-Pillow, Marlene**, to provide music instruction to the (5) REACH, (2) RED AND (2) RISe classroom of students at Glen School, not to exceed 2.5 hours per week, for a total of 37 weeks, at an hourly rate of $90, for a total of $8,325.

Account # 11-216-100-101-00-01-024-001 (RED/REACH)
Account # 11-212-100-101-00-01-024-001 (RISE)

Information Technology Department

Student Workers

- **Winn, Declan**, Information Technology Department Student Worker, effective June 29, 2021, through December 31, to be paid at the minimum wage of $11.00 for 206 hours ($2,266) and effective January 1, 2022, through June 30, 2022, to be paid at the minimum wage of $12.00 for 170 hours ($1,700.00) for a Grand Total of 299 hours ($3,382).

- **McAskin, Kevin**, Information Technology Department Student Worker, effective June 29, 2021, through December 31, to be paid at the minimum wage of $11.00 for 200 hours ($2,200) and effective January 1, 2022, through June 30, 2022, to be paid at the minimum wage of $12.00 for 93 hours ($1,116.00) for a Grand Total of 293 hours ($3,316).

- **Lawson, Landon**, Information Technology Department Student Worker, effective June 29, 2021, through December 31, to be paid at the minimum wage of $11.00 for 170 hours ($1,870) and effective January 1, 2022, through June 30, 2022, to be paid at the minimum wage of $12.00 for 93 hours ($1,116.00) for a Grand Total of 263 hours ($2,986).

- **Calvetti, Anna**, Information Technology Department Student Worker, effective June 29, 2021, through September 4, 2021, to be paid at the minimum wage of $11.00 for 153 hours ($1,683).

Account # 11-000-222-110-08-31-031-001

vii. Substitutes for the 2020-2021 School Year

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves substitutes for the 2020-2021 school year, as listed below.

Teachers: Boshart, Katherine*; Byrne, Erin; Cranston, John; Gray, Catherine; Lopez, Melissa; and **McShane, Patricia**

E. FINANCE — Dr. Gorman

i. Acceptance of Restricted Donations:

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following restricted gifts for the **2020-2021** school year, to be used as indicated.

Donations			
Donor	**Amount**	**Use**	**Account Number**
Ridge HSA	$1,000 (gift in kind)	A gift of books for each student for Read-Aloud day at Ridge Elementary School	N/A
RHS DECA	$485 (gift in kind)	A gift of stripe card readers for the school store.	N/A
George Washington MS - Social Fund	$150	To be used to enhance the George Washington Media Center.	20-061-100-610-00-09-009-000
Ridgewood High School Student Activity Account	$1,532.52	To be used to pay for prom chaperones.	20-030-100-101-00-10-010-008 ($1,405.94 Stipend) 20-030-200-220-00-10-010-008 ($117.58 FICA)
Ridgewood High School Student Activity Account	$518.92	To be used to pay for AP exam timecards.	20-030-100-101-00-10-010-030 ($482.04 Stipend) 20-030-200-220-00-10-010-030 ($36.88 FICA)
Ridgewood High School Student Activity Account	$217.65	To be used to pay for Student Congress Chaperones.	20-030-100-101-00-10-010-029 ($200.85 Stipend) 20-030-200-220-00-10-010-029 ($16.80 FICA)

ii. **Approval: Award of Contracts to Cooperative Purchasing Vendors in Excess of $40,000**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the award of contracts to Cooperative Purchasing Vendors in excess of $43,000 for goods and services.

The Board has received background information.

iii. **Approval: Children of Non-Resident Employees Attending Ridgewood Public Schools**

Approval to allow 50 children of non-resident employees to attend Ridgewood Public Schools.

iv. **Approval: 2021-2022 Received Tuition Students Paid by Parents**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools approves the following received tuition students for the 2021-2022 school year, listed below. Tuition will be paid by the parents.

- 2 students attending Somerville Elementary School
- 2 students attending Willard Elementary School
- 3 students attending Ridgewood High School

v. **Approval: Additional Contracted Therapists to Provide Special Education Services for the 2021-2022 School Year**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves additional contracted therapists to provide special education services for the 2021-2022 school year, as listed on **Attachment H.**

vi. **Approval of Depositories of School Funds**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following authorized accounts and the required signatures:

Depository	**Required # of Signatures**
Morgan Stanley Ridgewood Public Schools Scholarship Funds	One: Business Administrator or Assistant Business Administrator or Treasurer of School Monies
BNY Melon Ridgewood Public School Scholarship Fund	One: Business Administrator or Assistant Business Administrator or Treasurer of School Monies

vii. **Approval: Agreement with Granite Telecommunications, LLC**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the agreement with Granite Telecommunications, LLC for school year 2021-2022 in the amount of $26,984, Federal Contract number GS-35F-208BA.

The Board has received background information.

viii. Approval: Authorization to Appropriate Year-End Surplus

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution:

WHEREAS, N.J.A.C 6A:23A-14.3 and 14.4 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

WHEREAS, the Village of Ridgewood Board of Education wishes to deposit anticipated current year surplus into their Capital Reserve account and Maintenance Reserve account at year end, and

WHEREAS, the Village of Ridgewood Board of Education has determined to designate surplus for the year end June 30, 2021 as follows:

- Maintain a Fund Balance not to exceed the state mandated 4% cap of current year expenditures plus any general fund state aids in excess of amounts budgeted in accordance with N.J.S.A. 18A:7F-7;
- Plus not to exceed $500,000 to be transferred to the Maintenance Reserve account;
- Plus not to exceed $350,000 to be transferred to Emergency Reserve account;
- Plus not exceed $257,000 to be designated for future year's expenditures,
- Plus not exceed $650,000 to appropriated in the SY 2022-2023 budget,
- Any excess above this amount is to be transferred to the Capital Reserve account in an amount not to exceed the maximum allowable, as per N.J.A.C. 6A:23A-14.1.

NOW, THEREFORE, BE IT RESOLVED, by the Village of Ridgewood Board of Education that it hereby authorizes the district's Business Administrator to make this transfer consistent with all applicable laws and regulations.

ix. Approval: Agreement with Alliance Pest Services Control for Integrated Pest Management (IPM) Services

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the agreement with Alliance Pest Services for Integrated Pest Management Services (IPM) for the period July 1, 2021 through June 30, 2022, as per fees listed in **Attachment I.**

VII. RESOLUTIONS AND MOTIONS NOT INCLUDED IN CONSENT AGENDA Dr. Gorman

A. None at this time.

VIII. APPROVAL OF BILLS Mr. Lembo

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the payment of bills as listed below.

DATES	DESCRIPTION	CHECK NUMBER	AMOUNTS	REVIEWED BY
June 21	Columbia Bank On-Line	101964-102092	1,614,018.61	Mr. Dani
June 21	Columbia Bank On-Line Scholarship	831517-831558	83,725.00	Mr. Dani
June 21	Electronic Transfers Scholarship	T35345-T35363	18,825.00	Mr. Dani
TOTAL			**1,716,568.61**	

IX. BOARD MEMBER ANNOUNCEMENTS **Mr. Lembo**

X. BOARD COMMITTEE REPORTSM **Mr. Lembo**

XI. DISCUSSION ITEMS **Mr. Lembo**

XII. ACCEPTANCE OF MINUTES **Mr. Lembo**

- June 14, 2021 Executive Session Meeting

XIII. OTHER BUSINESS **Mr. Lembo**

A. <u>Listing of Lease Rates of Unused Classrooms for the 2021-2022 School Year</u>
The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approved the lease of unused classrooms for the 2021-2022 school year as listed on **Attachment G** at the June 14, 2021 Regular Public Meeting.

XIV. COMMENTS FROM THE PUBLIC **Mr. Lembo**

XV. MOTION TO GO INTO EXECUTIVE SESSION **Mr. Lembo**

XVI. RECONVENED PUBLIC MEETING **Mr. Lembo**

XVII. ADJOURNMENT **Mr. Lembo**

Upcoming Meetings

Monday, July 26, 2021
Regular Public Meeting
5:00 p.m. Education Center

Monday, August 30, 2021
Regular Public Meeting
5:00 p.m. Education Center

2021-2022 CONFERENCES FOR APPROVAL

Staff Member	Name of Conference Location & Dates	Rationale	Estimated Cost for Approval	# of Sub Days required
Ruth Parks	Accelerate Your Students' Communicative Proficiency - Strategies for Maintaining 90% Target Language Use in Your World Language Classroom Virtual Bureau of Education and Research, WA Self-Paced	Professional Development	$149.00	0
Julie-Anne Matthews	Stronge Annual Regional Training: 3-Day Summer Session Virtual Stronge and Associates, VA July 6, 13 and 20, 2021	Professional Development	$585.00	0
Lauren Carr	NJECC Summer Series of Workshops: Google Classroom Now That We're Back in School Virtual New Jersey Educational Computing Cooperative, NJ August 26, 2021	Professional Development	$45.00	0
Ross Dembin	Conquer Math Grade 3 Student Learning Standards Year 2 Pompton Plains, NJ Conquer Mathematics, NJ November 8, 2021; March 23, 2022; May 9, 2022	Professional Development	$480.00	3
Kate Droske	Conquer Math Kindergarten Student Learning Standards Year 1 Pompton Plains, NJ Conquer Mathematics, NJ October 20, 2021; January 13, 2022; February 11, 2022; March 18, 2022 and May 16, 2022	Professional Development	$800.00	5
Laura Calandra	Conquer Math Grade 1 Student Learning Standards Year 1 Pompton Plains, NJ Conquer Mathematics, NJ October 18, 2021; January 27, 2022; March 9, 2022; May 17, 2022;	Professional Development	$640.00	4
Mia Buzzard	Conquer Math Grade 2 Student Learning Standards Year 1 Pompton Plains, NJ Conquer Mathematics, NJ October 19, 2021; February 14, 2022; March 8, 2022; May 20, 2022	Professional Development	$640.00	4
Cassie Fabish	Conquer Math Grade 3 Student Learning Standards Year 1 Pompton Plains, NJ Conquer Mathematics, NJ September 20, 2021; October 27, 2021; November 29, 2021; February 1, 2022; April 5, 2022	Professional Development	$800.00	5

Katie Bielicky	Conquer Math Grade 3 Student Learning Standards Year 1 Pompton Plains, NJ Conquer Mathematics, NJ September 20, 2021; October 27, 2021; November 29, 2021; February 1, 2022; April 5, 2022	Professional Development	$800.00	5

FIELD TRIPS FOR APPROVAL

June 28, 2021

OVERNIGHT FIELD TRIPS - PAID

Date	School	Location	Approx # and Group of Students	# of Unpaid Chaperones	# Paid Chaperones And # of Overnights for each	Anticipated Cost for Teacher/Nurse Chaperones @ $200 per Overnight	# Substitutes and dates for each	Anticipated Cost of Subs @ $100 per day for teachers and $150 per day for nurse	Est. Total Cost to District	Annual Event	Meets Requirements
2/4/22 - 2/7/22	RHS	Atlanta, GA	120-130 Band Students	15	0	$0	0	$0	$0	No	Yes
7/30/22 - 8/12/22	RHS	London, England & Edinburgh, Scotland (Fringe Festival)	22 Performing Arts Students	4	0	$0	0	0	$0	No	Yes

RIDGEWOOD HIGH SCHOOL
FALL 2021-2022 COACHING ASSIGNMENTS
To be paid equal installments 10/15/2021 and 11/15/2021

Name	Position	Step	Ratio*	Total Stipend	One-half 10/15/2021	One-half 11/15/2021
Johnson, Charles	Head Football	IV	0.130	12,167.00	6,083.50	6,083.50
Aday, Douglas	Assistant Football	IV	0.085	7,955.00	3,977.50	3,977.50
Scevola, Adam	Assistant Football	IV	0.085	7,955.00	3,977.50	3,977.50
Watson, Torrance	Assistant Football	IV	0.085	7,955.00	3,977.50	3,977.50
TBD	Assistant Football			0.00	0.00	0.00
TBD	Assistant Football			0.00	0.00	0.00
TBD	Assistant Football			0.00	0.00	0.00
TBD	Assistant Football			0.00	0.00	0.00
McCluskey, Aidan	Head Boys Soccer	IV	0.094	8,798.00	4,399.00	4,399.00
McDade, Andrew	Assistant Boys Soccer	IV	0.064	5,990.00	2,995.00	2,995.00
Zielyk, Mathew	Assistant Boys Soccer	IV	0.059	5,522.00	2,761.00	2,761.00
Kay, Peter	Head Girls Soccer	IV	0.094	8,798.00	4,399.00	4,399.00
Reynolds, Christine	Assistant Girls Soccer	III	0.059	5,522.00	2,761.00	2,761.00
TBD	Assistant Girls Soccer			0.00	0.00	0.00
Ryan, Patrick	Head Boys Cross Country	IV	0.080	7,487.00	3,743.50	3,743.50
Marzloff, Scott	Assist. Boys/Girls X-Country	IV	0.055	5,148.00	2,574.00	2,574.00
Opremcak, Stephen	Head Girls Cross Country	IV	0.080	7,487.00	3,743.50	3,743.50
Staunton, Joseph	Head Girls Tennis	IV	0.077	7,207.00	3,603.50	3,603.50
TBD	Assistant Girls Tennis			0.00	0.00	0.00
Currier,Robert	Assistant Girls Tennis	IV	0.060	5,616.00	2,808.00	2,808.00
Marzocchi, Jaime	Head Volleyball	IV	0.094	8,798.00	4,399.00	4,399.00
Quirk, Brian	Assistant Volleyball	IV	0.064	5,990.00	2,995.00	2,995.00
TBD	Assistant Volleyball			0.00	0.00	0.00
Mendez, Karen	Head Gymnastics	IV	0.094	8,798.00	4,399.00	4,399.00
Stahl, David	Assistant Gymnastics	IV	0.064	5,990.00	2,995.00	2,995.00
Centrelli, Erica	Head Cheerleader Advisor	IV	0.067	6,271.00	3,135.50	3,135.50
TBD	Assist. Cheerleader Advisor			0.00	0.00	0.00
Beyer, James	Fall Site Manager			5,000.00	2,500.00	2,500.00
Bunzey, Craig	Fall Site Manager			5,000.00	2,500.00	2,500.00
Totals				**139,454.00**	**69,727.00**	**69,727.00**
***Ratio is appllied to the B.A. Maximum**			**$93,592**			

Name	Position	Stipend/Hourly	Approved Hours/Games
Bennett, Richard	Bus Driver	40.17/per hour	16 hours
Bunzey, Craig	Bus Driver	40.17/per hour	16 hours
Knott, Ronald	Bus Driver	40.17/per hour	24 hours
Brown, Jacob	Bus Driver	40.17/per hour	16 hours
Quirk, Brian	Bus Driver	40.17/per hour	24 hours
Tobin, Deirdre	Bus Driver	40.17/per hour	24 hours
Moscarella, Ken	Clock Operator	50/per game	24 games
Lug, Raymond	Clock Operator	50/per game	12 games
Mandel, Aaron	Clock Operator	50/per game	12 games
Lui, Miles	Clock Operator	50/per game	12 games
Fabish, Chris	Clock Operator	50/per game	12 games
Reilly, Chris	Clock Operator	50/per game	24 games
Consol, Mary	Clock Operator	50/per game	12 games
Skettini, Kelly	Clock Operator	50/per game	12 games
Lug, Ray	Site Supervision	40.17/per hour	20 hours
Mandel, Aaron	Site Supervision	40.17/per hour	20 hours
Knott, Ronald	Site Supervision	40.17/per hour	20 hours
Quirk, Brian	Site Supervision	40.17/per hour	20 hours
Appel, Charles	Site Supervision	40.17/per hour	20 hours
Currier,Robert	Site Supervision	40.17/per hour	20 hours
Lucchesi, Mike	Site Supervision	40.17/per hour	20 hours
McNamee, Rick	Site Supervision	40.17/per hour	20 hours
Giannantonio, Frank	Athletic Trainer	REA/per diem	60 hours for August
Nicholaides, Nik	Athletic Trainer	REA/per diem	50 hours for August
Lug, Ray	Ticket Taker	50/per game	8 games
Mandel, Aaron	Ticket Taker	50/per game	8 games
Reilly, Nancy	Ticket Taker	50/per game	8 games
Reilly, Chris	Ticket Taker	50/per game	8 games
Collins, Carla	Ticket Taker	50/per game	8 games
Mitola, Candace	Ticket Taker	50/per game	8 games
Mende, Allison	Ticket Taker	50/per game	8 games
Mitola, Candace	CPR & AED Instructor	40.17/per hour	12 hours
Kay, Peter	CPR & AED Instructor	40.17/per hour	12 hours
Mende, Allison	CPR & AED Instructor	40.17/per hour	12 hours

Name	Position	Stipend/Hourly	Approved Hours	Total Amount
Pounds, Michael	Fitness Center Supervisor	40.17/per hour	20.000	
McDermott, Michael	Fitness Center Supervisor	40.17/per hour	80.000	
Mitola, Candance	Fitness Center Supervisor	40.17/per hour	20.000	
Johnson, Andrew	Fitness Center Supervisor	40.17/per hour	20.000	
McNamee, Rick	Fitness Center Supervisor	40.17/per hour	20.000	
Scevola, Adam	Fitness Center Supervisor	40.17/per hour	20.000	
Giannantonio, Frank	Fitness Center Supervisor	40.17/per hour	40.000	
Woods, Brandon	Fitness Center Supervisor	n/a volunteer	20.000	
Pounds, Michael	F.I.T. Instructor	40.17/per hour	12.000	
Mitola, Candace	F.I.T. Instructor	40.17/per hour	12.000	
McDermott, Michael	F.I.T. Instructor	40.17/per hour	12.000	
Scevola, Adam	F.I.T. Instructor	40.17/per hour	12.000	
Kay, Peter	F.I.T. Instructor	40.17/per hour	12.000	
Woods, Brandon	F.I.T. Instructor	n/a volunteer	12.000	

Curriculum	New or Revised (N/R)	Staff Member	Total Hours	Cost per hour 53.33	APPROVED 6/14/21 REVISE FROM:	Amount Not to Exceed REVISE TO:
Science						
Science Grade 7	R	Dee Abbatiello	8		6 hours /$319.98	8 hours / $426.64
		Courtney Giannetti	1		6 hours /$319.98	1 hour / 53.33
		Ben Ran	1		0 hours / 0	1 hour / 53.33
		Karla Mixon	8		6 hours /$319.98	8 hours / $426.64
Biology	R	Andrea Joseph	9		18 hours/$959.94	9 hours / $479.97
		Nancy Reilly	9		0 hours / 0	9 hours / $479.97
English Language Arts						
English 9 CP, English 10 CP & H, Literary World Views 9/10	R	Caroline Richards	8		0 hours / 0	8 hours / $426.64
English 11 CP, H, 12 CP, H	R	Eric Carollo	8		0 hours / 0	8 hours / $426.64
Language Arts 6 – 8 Selectives	R	Kathleen Clarke Anderson	4		0 hours / 0	4 hours / $213.32
		Dan Luts	4		0 hours / 0	4 hours / $213.32
Language Arts 6	R	Marisa McCann	4		0 hours / 0	4 hours / $213.32
Language Arts 7	R	Amber Nizza	4		0 hours / 0	4 hours / $213.32
		Michelle Primavera	4		0 hours / 0	4 hours /$213.32
Language Arts 8	R	Meaghan Ozaydin	4		0 hours / 0	4 hours / $213.32
Fine & Applied Arts						
Graphic I, II, III, IV	R	Lisa Valenti	30		0 hours / 0	30 hours / $1599.90

SCHEDULE A
Revised Rent
2% Increase

Leases for 2021-2022								
	2020-2021				2021-2022			
	School/ Square Foot	**Rate per Square Foot**	**Monthly Rent**	**Annual Rent**	**School/ Square Foot**	**Rate per Square Foot**	**Monthly Rent**	**Annual Rent**
Infant Toddler	Glen School 4,538	$25.21	$9,533.58	$114,402.98	Glen School 3,782	$25.71	$8,104.26	$97,251.10
Ridgewood Community School	Various	n/a	$9,567.81	$114,813.72	Various	n/a	$9,759.17	$117,109.99
						TOTALS	**$17,863.42**	**$214,361.10**

Contracted Therapists/ Providers for Special Education Student Services for the 2021- 2022 School Year			
Contractor	**Service**	**Schedule**	**Rates**
ABA Clinic	ABA services for the STEPSS & PERL Programs	2021-2022	$105/hr
Above and Beyond	Speech /Language Services	2021-2022	$100/hr
Bayada Home Health Care, Inc.	Nursing Services, 1:1 & Home Health Aide	2021-2022	$46 - LPN, $55 - RN, $24 - HHA
Care Plus, NJ Inc	Licensed Therapists @ RHS, BFMS & GWMS	2021-2022	$19,500 per month
Dr. Lori Hanes	Educational, Psychological, Speech & Language, Social, OT and PT Evaluations	as needed	$450 per evaluation, $80/hr
Progressive Therapy	ABA Therapy, Coordination, Supervision, Consult, Parent Training	2021-2022	$70- $110 per hr
Reed Academy	ABA Therapy, 1:1, Coordination, Supervision	2021-2022	$57 - $150/hr
VOLT	Parent Training/Home Programming/ABA Therapy	2021-2022	$60/hr - ABA, $110/hr - BCBA

Monthly Pest Control Services* and IPM Compliance Services-** *Invoiced Monthly*
Bid #10399 ($18.75) + Bid #9163 ($29.25) = $48.00
1 Hour Service Monthly per Building – 8 buildings
(Community School, Orchard, Willard, Travell, Somerville, Hawes, Ridge, Glen)
- 1 Hour Service 2X Monthly per building – 3 buildings

(High School, G Washington Middle, B Franklin Middle)

Total per Month (11 Buildings-14 services)	**$672.00/month**
Total per Year (11 Buildings-14 services)	**$8064.00/year**

**Pests Included:* *Routine service for General Indoor Ants, Cockroaches, Mice, and Rats during regular service visits.*

***IPM Compliance Benefits Include:* *1-hour training per above, update of the IPM Logbook annually (upon request), regular IPM recommendations made by your customer service representative, monthly tracking of any pesticides used, creating notices, sign postings, inclusive of the annual notification, etc.*

Quarterly Rodent Station Services – *Invoiced quarterly per service*	**Approved:**
Glen School	$30.00/quarter
Ridgewood High School	$65.00/quarter
Somerville	$85.00/quarter
Ridge	$65.00/quarter
Total per Year (4 services per location)	**$980.00/year**

IPM Compliance Web Portal -$10.00 per location per month-*Optional*	**Approved:**
11 locations	**$110.00 per month**
Total per Year	**$1320.00 per Year**

Includes:
- 24/7 Historical Inspection Report Access
- Pest Activity Threshold Alerts
- Pest Conducive Condition Reporting
- IPM Staff Training Documents
- Online Support & Service Request Submission
- Unlimited Users with designated access profiles.
- Accessible via any laptop, desktop, or mobile device.

Pests Excluded:	Stinging Insects*, Wood Destroying Insects, Live Animal Trapping and any other pest not specifically included
*Stinging Insects	$70.00 per nest up to 15' high. **Pricing additional for nests over 15' high, ground wasps, ground/miner bees, and treatments requiring special equipment.**
Emergency Services:	$70.00/hour (**excludes** intensive services, clean-outs, etc.) (72 hours response time)

Requested 24 Hour Response/Services: Additional $95 may be assessed

Logbook Replacement: $50.00 per logbook.