GLEN ROCK BOARD OF EDUCATION

Glen Rock, New Jersey 07452

HIGH SCHOOL/MIDDLE SCHOOL CAFETERIA

September 27, 2021

- WORK / REGULAR SESSION AGENDA -

ROLL CALL

	Dr. Brennan	Mr. Hayward	Ms. McNabola	Dr. Pucci-Bender	Dr. Robinson	Ms. Rundell	Mr. Scherer	Mr. Torsiello	Ms. Scarpelli
PRESENT									
ABSENT									

RECESS TO CLOSED SESSION: 6:30 PM
MOTION MADE BY _____SECONDED BY _____to approve the following resolution:

	Dr. Brennan	Mr. Hayward	Ms. McNabola	Dr. Pucci-Bender	Dr. Robinson	Ms. Rundell	Mr. Scherer	Mr. Torsiello	Ms. Scarpelli
YES									
NO									
ABSENT									
ABSTAIN									

BE IT RESOLVED BY THE GLEN ROCK BOARD OF EDUCATION that

WHEREAS, The Board of Education of Glen Rock must discuss personnel and legal matters which includes an enrollment hearing; and

WHEREAS, The aforesaid subjects are not appropriate subjects to be discussed in a public meeting; and

WHEREAS, The aforesaid subjects to be discussed are within the exemptions which are permitted to be discussed and acted upon in private session pursuant to P.L. 1975 Chapter 231; it is therefore,

RESOLVED, That the aforesaid subjects shall be discussed in private session by this Board at the conclusion of the public segment of this meeting, and information pertaining thereto will be made available to the public at the next regularly scheduled meeting, or as soon thereafter as possible but no later than November 15, 2021, if reasons for non-disclosure no longer exist.

WORK / REGULAR SESSION CALL TO ORDER:
Immediately following Closed Session – Approximately 7:30 PM

	Dr. Brennan	Mr. Hayward	Ms. McNabola	Dr. Pucci-Bender	Dr. Robinson	Ms. Rundell	Mr. Scherer	Mr. Torsiello	Ms. Scarpelli
PRESENT									
ABSENT									

FLAG SALUTE

ADEQUATE NOTICE OF MEETING
In accordance with P.L. 1975 Chapter 231, notice of tonight's meeting was mailed to The Record and The Ridgewood News on September 24, 2021. Notice of this meeting was also mailed to the Borough Clerk and was posted on the bulletin board of the Board of Education Office in the Administration Building on the same date. Copies of the procedures in effect for Regular Board Meetings are available for the public at tonight's meeting.

MISSION STATEMENT
The Glen Rock School District founded on principles of education, in partnership with a supportive community, provides an exceptional education to all students to cultivate resilient, responsible and engaged global citizens.

STATEMENT TO THE PUBLIC
Often times it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases by unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied and Board of Education President concurs that the matter is ready to be presented to the Board of Education, it is then placed on the agenda at the next Board of Education meeting. The members of the Board work with the administration and the Superintendent of Schools to assure that they fully understand the matter. After the Committee of the Whole approves the matter, it is placed on the agenda for action at a public meeting. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.

STUDENT COUNCIL REPRESENTATIVE'S REPORT

- Conor Ollendike – Student Council Representative

CHIEF SCHOOL ADMINISTRATOR'S REPORT

PUBLIC COMMENTS (I OF II)

The rules for public input at board meetings are contained in Glen Rock Policy 0167 - copies are available at each meeting.

Meeting opened to public comments at _____PM.

Meeting closed to public comments at _____ PM.

GENERAL RESOLUTIONS

Motion made by _____Seconded by _____to approve Resolutions G1 through G12 as listed below.

	Dr. Brennan	Mr. Hayward	Ms. McNabola	Dr. Pucci-Bender	Dr. Robinson	Ms. Rundell	Mr. Scherer	Mr. Torsiello	Ms. Scarpelli
YES									
NO									
ABSENT									
ABSTAIN									

G1. Be it resolved that the Board, upon recommendation of the Chief School Administrator, reads for the second time and adopts the policies listed below which were read for the first time at the September 13, 2021 Committee of the Whole Meeting. (Attached as Appendix A)

P1648	Restart and Recovery Plan (M) (Abolish)

P1648.02	Remote Learning Options for Families (M) (Abolish)
P1648.03	Restart and Recovery Plan - Full-Time Remote Instruction (M) (Abolish)
P5114	Children Displaced by Domestic Violence (Abolish)
P8810	Religious Holidays (Abolish)
P2422	Comprehensive Health and Physical Education (M) (Revise)
P2467	Surrogate Parents and Resource Family Parents (M) (Revise)
P3134	Assignment of Extra Duties (Revise)
P3142	Nonrenewal of Nontenured Teaching Staff Member (Revise)
P3221	Evaluation of Teachers (M) (Revise)
P3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (Revise)
P4146	Nonrenewal of Nontenured Support Staff Member (Revise)
P5111	Eligibility of Resident/Nonresident Students (M) (Revise)
P5116	Education of Homeless Children (Revise)
P6115.01	Federal Awards/Funds Internal Controls – Allowability of Costs (M) (New)
P6115.02	Federal Awards/Funds Internal Controls – Mandatory Disclosures (M) (New)
P6115.03	Federal Awards/Funds Internal Controls – Conflict of Interest (M) (New)
P6311	Contracts for Goods or Services Funded by Federal Grants (M) (Revise)
P7432	Eye Protection (M) (Revise)
P8420	Emergency and Crisis Situations (M) (Revise)
P8467	Weapons (M) (Revise)
P8540	School Nutrition Programs (M) (Revise)
P8550	Meal Charges/Outstanding Food Service Bill (M) (Revise)
P8600	Student Transportation (M) (Revise)

G2. Be it resolved that the Board, upon recommendation of the Chief School Administrator, reads and adopts the revised regulations listed below. (Attached as Appendix B)

R 3142	Nonrenewal of Nontenured Teaching Staff Member (Revised)
R3221	Evaluation of Teachers (M) (Revised)
R3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) Revised
R4146	Nonrenewal of Nontenured Support Staff Member
R7432	Eye Protection (M) (Revised)
R7510	Use of School Facilities
R8420.1	Fire and Fire Drills (M) (Revised)

G3. Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves the Virtual or Remote Instruction Plan during a district closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency or a public health-related closure for the 2021-2022 School Year. (Attached as Appendix C)

G4. Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves the 2021-2022 Glen Rock Public Schools Professional Development Plan and authorizes the spending of budgeted local, state and federal funds that directly support the implementation of the plan. (Attached as Appendix D)

G5. Be it resolved that the Board, upon recommendation of the School Business Administrator/Board Secretary, accepts the funds for ARP-IDEA Consolidated Grant and furthermore authorizes the submission of the Grant application in accordance with the purposes stated in the Grant. Grant allocations are as follows:

Grant	**Allocation**
Basic	$120,336 (non-public proportionate share $9,365)
Preschool	$ 10,279
Total	$130,615

G6. Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves Corwin Press to conduct three half day workshops with the middle school math department focused on the Teacher Clarity Playbook developing teaching that is organized and intentional at a fee of $9,159.60.

G7. Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves Next Generation Science Standards to conduct three full day workshops with the middle school science department focused on applying Next Generation Standards to their teaching at a fee of $3,750.00.

G8. Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves Rainbow ABA LLC of Hackensack, NJ to provide ABA Behavioral Technician services during the 2021-2022 school year, at a cost not to exceed $372,240.00, to be charged to account number 11.000.217.320.30.16.433.

G9. Be it resolved that the Board, upon recommendation of the Chief School Administrator, retroactively approves the 2021-2022 School Year Special Education out-of-district placement as follows:

Student	**Program**	**Tuition**	**Account #**
206371	Cardinal Cushing Center, Inc. Hanover, MA effective 7/1/21	272,917.80	11-000-100-567-30-16-000
206371	Cardinal Cushing Centers, Inc., 1-1 aide effective 7/1/21	95,370.00	11-000-217-320-32-00-001
216136	Windsor Bergen Academy, Ridgewood, effective 9/1/21	59,842.83	11-000-100-566-30-16-000
215366	Montclair State Demonstration Program, Summer (ESY) Only	11,175.00	11-000-100-569-30-16-000

G10. Be it resolved that the Board, upon recommendation of the Chief School Administrator approves the acceptance of the following donations:

Item/Purpose	**To**	**From**	**Cash Value**
50 3-ply masks	Coleman School	The Chung Family	Approx. $15.00
Bike Rack	Byrd School	Byrd HSA	$993.00
320 Cloth Masks and Lanyards	Byrd School	The Hong Family	N/A

G11. Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves the following field trips for students which will occur at no district expense, except for the cost of substitute teachers and overnight stipends, if any for the chaperones accompanying the students:

Class/Grade	School	Teacher(s)	Location
Environmental Club	High School	H. McDermott K. Brentnall K. Nix	Hackensack Riverkeeper Eco-Cruise Hackensack, NJ
Ski/Snowboard Club	High School	L. Heres D. Maasarani B. Weinberg	Fort William Henry Resort Lake George, NY Gore Mountain, North Creek, NY

G12. Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves the revised job description for the following position effective for the 2021-2022 school year (Attached as Appendix E):

- School Library Media Specialist

BUSINESS RESOLUTIONS

Motion made by _____ Seconded by _____ to approve Resolutions B1 through B7 as listed below.

	Dr. Brennan	Mr. Hayward	Ms. McNabola	Dr. Pucci-Bender	Dr. Robinson	Ms. Rundell	Mr. Scherer	Mr. Torsiello	Ms. Scarpelli
YES									
NO									
ABSENT									
ABSTAIN									

B1. Be it resolved that the Board, upon recommendation of the School Business Administrator/ Board Secretary, approves the adoption of the monthly certification(s) of Major Budgetary Account and Fund status as follows:

Whereas, the Board of Education has accepted and reviewed financial reports for the period ending July 31, 2021, including the Report of the Secretary;

Whereas, the Board has received and reviewed financial reports issued by the School Business Administrator/Board Secretary; (Attached as Appendix F)

Whereas, the Board has had consultations with the appropriate school administrators;

Resolved that members of the Board of Education do hereby certify that to the best of our knowledge, no major accounts appears to be overextended in violations of N.J.A.C 6A:23-2.11(c) 4 and that sufficient funds are available to meet the district board of education's financial obligations for the remainder of the year.

B2. Be it resolved that the Board upon recommendation of the School Business Administrator/Board Secretary retroactively approves the transfer of funds/ budget adjustments for month ending August 31, 2021 in the amount of $1,368,297.46. (Attached as Appendix G)

B3. Be it resolved that the Board, upon recommendation of the School Business Administrator/Board Secretary retroactively approves the bills list dated July, 2021 as follows:

Fund 10- General Fund	$ 1,674,184.69
Fund 20 – Special Revenue	$ 130,209.88
Fund 30 – Capital Projects	$ 61,986.97
Fund 40 – Debt Service	$ 1,020,153.75
Fund 60 - Cafeteria Account	$ 2,749.00
Fund 65 – Community School Account	$ 77,346.00
Unemployment Trust Account	$ 0
July 2021, Payroll	$ 561,016.74

B4. Be it resolved that the Board, upon recommendation of the School Business Administrator/Board Secretary retroactively approves the bills list dated August, 2021 as follows:

Fund 10- General Fund	$ 1,952,806.57
Fund 20 – Special Revenue	$ 78,261.95
Fund 30 – Capital Projects	$ 1,468,462.38
Fund 40 – Debt Service	$ 0
Fund 60 - Cafeteria Account	$ 56.05
Fund 65 – Community School Account	$ 48,476.42
Unemployment Trust Account	$ 0
August 2021, Payroll	$ 604,931.77

B5. Be it resolved that the Board, upon recommendation of the School Business Administrator/ Board Secretary, authorizes the establishment of a Petty Cash Fund for the 2021-2022 school year as follows and that no individual purchase shall exceed the per incident amount indicated:

School/Department	**Allocation**	**Per Incident Amount**
Byrd School	$100.00	$50.00
Central School	$100.00	$50.00
Coleman School	$100.00	$50.00
Hamilton School	$100.00	$50.00

Guidance Department	$100.00	$50.00
High School/Middle School	$100.00	$50.00
Curriculum & Instruction	$100.00	$50.00
Technology Office	$100.00	$50.00
Buildings & Grounds	$100.00	$50.00
Special Services	$100.00	$50.00
Athletic Department	$100.00	$50.00
Community School	$250.00	$50.00
Business Office	$500.00	$100.00
FedEx/UPS Shipping	$500.00	$50.00
TOTAL	**$2,350.00**	

B6. Be it resolved that the Board upon recommendation of the School Business Administrator/Board Secretary approves a contract with WellCare, TCCM to provide on-site COVID testing services.

B7. Whereas, the Glen Rock Board of Education ("the Board") advertised for bids for the Window and Door Replacement at Clara E. Coleman Elementary School Project (the "Project");

Whereas, on September 2, 2021, the Board received bids for the Project;

Whereas, Premier Group, Inc. ("Premier") submitted the lowest bid for the Project, with a base bid in the amount of $1,298,000.00;

Whereas, Premier has requested to withdraw its bid due to mathematical errors;

Whereas, the Project Architect has recommended to the Board that it accept Premier's bid withdrawal request;

Whereas, the second lowest bidder, Panoramic Window and Door Systems, Inc. ("Panoramic"), submitted a base bid in the amount of $1,598,000.00;

Whereas, the bid submitted by Panoramic is responsive in all material respects;

Whereas, the Board desires to award the contract for the Project in the total contract amount of $1,598,000.00 to Panoramic; and

Whereas, the timelines for the Department of Education to approve the Schematic/Final School Facilities Project Application and Schematic/Final Drawings for the Project have expired and the project is, therefore, deemed approved.

Now, Therefore, Be It Resolved as follows:

1. The Board hereby accepts Premier's request to withdraw its bid on the Project due to mathematical errors in its bid calculations;

2. The Board hereby awards the contract for the Project to Panoramic as the lowest responsive bidder, for a total contract sum of $1,598,000.00; and the project by the Department of Education as a School Development Authority Project; and

3. This award is further conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as required in the project specifications, together with an AA201-Project Manning Report, and an executed AIA Agreement, as prepared by the Board Attorney.

Be It Further Resolved that the Board Attorney is hereby directed to draft the agreement with the successful bidder consistent with this Resolution and with the terms contained in the bid documents approved by the Board for the Project. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this Resolution.

PERSONNEL RESOLUTIONS

Motion made by _____Seconded by _____to approve Resolutions P1 through P19 as listed below.

	Dr. Brennan	Mr. Hayward	Ms. McNabola	Dr. Pucci-Bender	Dr. Robinson	Ms. Rundell	Mr. Scherer	Mr. Torsiello	Ms. Scarpelli
YES									
NO									
ABSENT									
ABSTAIN									

P1. Be it resolved that the Board, upon the recommendation of the Chief School Administrator, does hereby approve the following staff members to participate in the Affirmative Action Team, to coordinate and implement the requirements of N.J.A.C. 6A:7- Managing For Equality And Equity in Education:

Gregory Van Nest	Assistant Superintendent of Innovation and Operations
Laurie Babin	Human Resources Coordinator
Donna Maasarani	High School Teacher
Chrisanne Moger	School Counselor
Michael Valentino	Middle School Teacher
Maria Frank	Elementary Teacher

P2. Be it resolved that the Board, upon recommendation of the Chief School Administrator, retroactively approves the revised appointment of the following Middle School Team Leaders for the 2021-2022 school year, at the annual stipend listed below, as per the GRBOE/GRAA SideBar Agreement:

Name	Title	Stipend
Shari Krapels	Supervisor, K-12 English	$2,260.00 (50% of $4,520.00)
Kristin Gomez	Interim Supervisor, K-12 English	$2,260.00 (50% of $4,520.00)

P3. Be it resolved that the Board, upon recommendation of the Chief School Administrator, retroactively approves the following staff member to supervise student lunch, on an as needed basis, at the rate of $26.00 per lunch session for the 2021-2022 school year:

School	Name	Account Number
Central	Carolyn Hulsizer	11.120.100.101.11.44.217

P4. Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves payment of mentor fees to the following mentors for the 2021-2022 school year charged to account number 11.000.223.110.31.00.000:

Mentee	Mentor
Melanie Baltzer	Dana Andriano

Allison Cassin	Cristina Feifer
Josephine Chiang	Christine Sattler
Kristen Eftimoski	Wendy Roche
Olivia Esposito	Cristina Feifer
Troy Frey	Stephen Malone
Jonathan Han	Brian Weinberg
Kathryn Hathaway	Kimberly Crooks
Kasey Hickey	Megan Nordman
Allison Romanski	Susan Wechtler
Ricardo Duran	Stephanie Cohen
Thomas Dutzar	Amanda Carullo
Brian O'Donnell	Michael Valentino
Elizabeth Prager	Marion Rausch
Claudia Samad	Laura Callegari
Kaitlyn Schamber	Jessica Marrotte
Ashley Shandra	Lauren Slattery
Dragana Vranesevic	Shlomit Haziza
Ryan Walling	Kathleen Walter

P5. Be it resolved that the Board, upon recommendation of the Chief School Administrator, retroactively approves additional instructional assignment of one extra class (i.e., overage) at 12.5% of the employee's base salary for the duration of the assignment for the following Middle/High School faculty members, for the time periods listed below for the 2021-2022 school year:

Name	Subject	Duration
Irene Bickert-Fink	Physics	Full Year
David Gamarra	Physics	Full Year
Chihuei Lu	Mandarin Chinese	Full Year

Jonathan Blatt	HS Pre-Engineering	09/01/2021 - 10/15/2021
Danielle Coletta	Special Education	09/10/2021 - 10/05/2021
Stacie Gallo	Special Education	09/10/2021 - 10/05/2021
Vanessa Hurley	Special Education	09/10/2021 - 10/05/2021
Suzanne Lucas	Special Education	09/10/2021 - 10/05/2021
Iris Pierri	Special Education	09/10/2021 - 10/05/2021
Robert Lockatell	HS Pre-Engineering	11/03/2021 - End of school year

P6. Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves the Guide Movement of the following certificated staff members for the 2021-2022 school year as per the GRBOE/GREA negotiated agreement:

Name	**School/ Department**	**Position**	**From Step**	**To Step**
Jodi Papendick	Middle School	Mathematics Teacher	MA+30/Step 10	MA+45/Step 10
Ann Chon	Guidance Department	Guidance Counselor	MA+30/Step 10	MA+45/Step 10

P7. Be it resolved that the Board, upon recommendation of the Chief School Administrator, retroactively approves the following staff members, at the hourly rate below, for participation during New Teacher Orientation as follows:

Name	**Hourly Rate**	**Number of Hours**	**Account Number**
K. Walter	$40.00	4	11.000.221.110.31.27.210
D. Adriano	$36.00	4	11.000.221.110.31.27.210
C. Feifer	$30.00	4	11.000.221.110.31.27.210
C. Sattler	$40.00	4	11.000.221.110.31.27.210
K. Crooks	$26.00	4	11.000.221.110.31.27.210
M. Nordman	$40.00	4	11.000.221.110.31.27.210
S. Cohen	$26.00	4	11.000.221.110.31.27.210

A. Carullo	$36.00	4	11.000.221.110.31.27.210
M. Valentino	$36.00	4	11.000.221.110.31.27.210
S. Haziza	$40.00	4	11.000.221.110.31.27.210
L. Slattery	$36.00	4	11.000.221.110.31.27.210
J. Marrotte	$26.00	4	11.000.221.110.31.27.210
L. Callegari	$26.00	4	11.000.221.110.31.27.210
M. Rausch	$36.00	4	11.000.221.110.31.27.210
V. Jaretsky	$21.00	4	11.000.221.110.31.27.210
A. Dray	$40.00	3	11.000.221.110.31.27.210
K. Lyons	$40.00	12	11.000.221.110.31.27.210

P8. Be it resolved that the Board, upon the recommendation of the Chief School Administrator, retroactively approves the following certificated staff member to perform summer work on an on-call basis, at the hourly rate listed below, in order to attend IEP-related meetings between July 1 and August 31, 2021, in order to insure compliance with New Jersey Special Education Administrative Code, for the 2021-2022 school year:

Name	Hourly Rate	Account Number
Rochelle Forstot	$40.00	11.000.219.110.30.16.210

P9. Be it resolved that the Board, upon the recommendation of the Chief School Administrator, approves the following staff to participate in after school curriculum development for Science for the 2021-2022 school year:

Name	Hourly Rate	Number of Hours	Account Number
J. Neugebauer	$40.00	12	11.000.223.110.31.00.000
C. Lota	$40.00	12	11.000.223.110.31.00.000
A. Groszew	$30.00	12	11.000.223.110.31.00.000
S. Sommers	$21.00	20	11.000.223.110.31.00.000
M. Morrow	$40.00	18	11.000.223.110.31.00.000
K. Colonna	$26.00	12	11.000.223.110.31.00.000
B. Mullins	$21.00	12	11.000.223.110.31.00.000
N. Dextraze	$36.00	12	11.000.223.110.31.00.000
E. Wessely	$30.00	12	11.000.223.110.31.00.000
L. Ciabattoni	$40.00	18	11.000.223.110.31.00.000

L. Horton	$40.00	18	11.000.223.110.31.00.000
J. Britton	$40.00	12	11.000.223.110.31.00.000
M. Valentino	$36.00	15	11.000.223.110.31.00.000

P10. Be it resolved that the Board, upon the recommendation of the Chief School Administrator, approves the following staff to participate in the after school New Teacher Academy Curriculum Project for the 2021-2022 school year not to exceed $6,160.00:

Name	Hourly Rate	Account Number
L. Slattery	$36.00	11.000.223.110.31.00.000
L. Callegari	$40.00	11.000.223.110.31.00.000
M. Rausch	$36.00	11.000.223.110.31.00.000
M. Valentino	$36.00	11.000.223.110.31.00.000
C. Feifer	$30.00	11.000.223.110.31.00.000
D. Cella	$40.00	11.000.223.110.31.00.000
M. Nordman	$40.00	11.000.223.110.31.00.000
S. Haziza	$40.00	11.000.223.110.31.00.000
J. Marrotte	$26.00	11.000.223.110.31.00.000
A.Carullo	$36.00	11.000.223.110.31.00.000

P11. Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves a leave of absence for High School Employee ID# 039160, as follows:

Type of Absence	From	To
Medical Leave of Absence	01/03/2022	01/31/2022
FMLA and/or NJ FLA	02/01/2022	05/02/2022

P12. Be it resolved that the Board, upon recommendation of the Chief School Administrator, retroactively approves the appointment of the following additional ScIP Committee Member for the 2021-2022 school year:

School	Name and Title
Middle/High	Ermanno Morelli, Supervisor

P13. Be it resolved that the Board, upon recommendation of the Chief School Administrator, retroactively approves the appointment of the following lunchroom aides for the 2021-2022 school year pending completion of all required paperwork:

School	Name	Step	Salary per Hour	Account Number
Coleman	Christine Takach	4	$21.91	11.000.262.107.12.44.216
Hamilton	Maria Torre-Carrete	1	$19.20	11.000.262.107.13.44.216
Hamilton	Michael Shaughnessy	1	$19.20	11.000.262.107.13.44.216

P14. Be it resolved that the Board, upon the recommendation of the Chief School Administrator, retroactively approves the home instruction for high school student ID #213948 as required September 9, 2021 through December 9, 2021 with one hour of core subjects per week at the rate of $40 per hour:

Home Instructor	Subject
Valerie Jaretsky	English 9
Nicole Nuckley	Biology
Donna Maasarani	World History
Mara Siegel	Basic Art
Jenna Cozzarelli	Web Design
Jenna Cozzarelli	Interior Design

P15. Be it resolved that the Board, upon the recommendation of the Chief School Administrator, retroactively approves the home instruction for middle school student ID #215624 as required September 17, 2021 through December 17, 2021 with one hour of core subjects per week at the rate of $40 per hour:

Home Instructor	Subject
Anna Marie Creighton	Algebra 8
Theresa Simpson	English 8
Stephanie Kramer	Social Studies
Chihuei Lu	Chinese

P16. Be it resolved that the Board, upon recommendation of the Chief School Administrator, retroactively approves the appointment of the following individuals, on an as needed basis determined by the Director of Athletics, as ticket takers at $50.00 per game, game supervisors at $50.00 per game, clock operators at $50.00 per game (football, volleyball, soccer, basketball and lacrosse), and clock operators at $60.00 per game (ice hockey) for the 2021-2022 school year, charged to account number 11.402.100.590.20.30.075:

Debra Brolsma	Kenneth Cavanagh	Anthony Cece	Marisa Davitt
Kelly Dowell	Sergio Fernandez	Corey Fitzpatrick	Rochelle Forstot
Christopher Fox	Stacie Gallo	Vanessa Hurley	Carl Johnson

James Kurz	Suzanne Lucas	Joseph McCarten	Kyle McCourt
Heather McDermott	Daniel Morgan	Nicole Nuckley	Iris Pierri
Dina Shilitz	Susan Sileo	Janet Welsh	Bonnie Zimmermann

P17. Be it resolved that the Board, upon recommendation of the Chief School Administrator, retroactively approves the following amended salary and position of the Glen Rock Community School 2021-2022 10-month non-tenured appointment, subject to the right of the Board to cancel programs for reasons pertaining to COVID-19:

Name	From Position	To Position	Start Date	New Contracted Salary	Account Number
Lori Cooke	Teacher's Assistant - 3 Year Old Program	Teacher's Assistant - 3 Year Old & Pre-K Program	09/13/2021	$21,000.00	65.430.100.101.34.52.123

P18. Be it resolved that the Board, upon recommendation of the Chief School Administrator, retroactively approves the following Glen Rock Community School 2021-2022 10-month non-tenured appointments, subject to the right of the Board to cancel programs for reasons pertaining to COVID-19:

Name	Position	Hourly Rate	Account Number
Raquel Appice	Before & After Care Assistant	$19.00	65.430.100.101.34.50.123
Vera Daly	Before & After Care Assistant	$19.00	65.430.100.101.34.52.123
Robin Pollard	Before & After Care Assistant	$19.00	65.430.100.101.34.52.123
Janet Maguire	Before & After Care Assistant	$19.00	65.430.100.101.34.52.123
Suzanne Roberson	Before & After Care Assistant	$19.00	65.430.100.101.34.52.123
Katelyn Calrow	Before & After Care Assistant	$18.00	65.430.100.101.34.52.123
Julianna Patane	Student After Care Assistant	$12.00	65.430.100.101.34.52.123

P19. Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves the following Travel and Conferences for professional development and training purposes as specified below:

Attendee	School/ Department	Program	Location	Date	Cost	Account Number
S. Goncalves*	Hamilton	Understanding & Supporting Students with Dyslexia in Live & Virtual Instruction	Webinar	10/01/2021	$125.00	11.000.223.580.13.00.000
A. Lora-Locascio*	Coleman	Securing the Strands for Skilled Reading	Webinar	10/01/2021-10/02/2021	$150.00	11.000.223.580.12.00.000
I. Pierides	Hamilton	Securing the Strands for Skilled Reading	Webinar	10/01/2021-10/02/2021	$150.00	11.000.223.580.13.00.000
J. Pelaez*	Hamilton	Securing the Strands for Skilled Reading	Webinar	10/01/2021-10/02/2021	$150.00	11.000.223.580.13.00.000
C. Blanchard	District	New Jersey Science Convention	Princeton, NJ	10/19/2021	$193.00	11.000.223.580.31.00.005
A. Best	Middle School	New Jersey Science Convention	Princeton, NJ	10/19/2021-10/20/2021	No cost	N/A
M. Parent	Middle/ High School	AMLE Conference	Webinar	11/04/2021-11/07/2021	$349.99	11.000.218.580.32.00.000
E. Morelli	District	AMLE Conference	Webinar	11/04/2021-11/07/2021	$349.99	11.000.223.580.31.00.006
M. Della Fortuna	District	AMLE Conference	Webinar	11/04/2021-11/07/2021	$349.99	11.000.223.580.31.00.002
M. Escalante	Middle School	AMLE Conference	Webinar	11/04/2021-11/07/2021	$349.99	11.000.218.580.32.00.000
V. Lubrano	District	AMLE Conference	Webinar	11/04/2021-11/07/2021	$349.99	11.000.240.580.31.00.000
T. Simpson	Middle School	Building Readers & Writers	Piscataway, NJ	11/16/2021	$160.00	11.000.223.580.21.04.003
L. Limongelli	Middle School	Building Readers & Writers	Piscataway, NJ	11/16/2021	$160.00	11.000.223.580.21.04.003
E. Morelli	District	NCSS Annual Conference	Webinar	11/17/2021-11/19/2021	$250.00	11.000.223.580.31.00.006
T. Simpson	Middle School	Cultural Responsiveness & Engagement in 21st Century ELA	Piscataway, NJ	12/07/2021	$160.00	11.000.223.580.21.04.003
L. Limongelli	Middle School	Cultural Responsiveness & Engagement in 21st Century ELA	Piscataway, NJ	12/07/2021	$160.00	11.000.223.580.21.04.003

*** Substitute Required**

NOTE: Conference/Workshop reimbursements are estimated costs. Actual reimbursements to be made in accord with Board Policy, N.J.S.A. 18A:11-12 and the State's regulations regarding travel covered under Circular Letter 08-13-OMB and any subsequent Circular Letters

which may be issued by the State Office of Management and Budget. The costs for applicable substitute teachers will be in addition to travel costs.

OLD BUSINESS

- 2022-2023 and 2023-2024 District Calendars

NEW BUSINESS

- Next Meeting Date: October 11, 2021

PUBLIC COMMENTS (II OF II)

Meeting opened to public comments at _____PM.

Meeting closed to public comments at _____ PM.

ADJOURNMENT

Motion made by _____Seconded by _____that the Regular Public Meeting of September 27, 2021 be adjourned at _____PM.

	Dr. Brennan	Mr. Hayward	Ms. McNabola	Dr. Pucci-Bender	Dr. Robinson	Ms. Rundell	Mr. Scherer	Mr. Torsiello	Ms. Scarpelli
YES									
NO									
ABSENT									
ABSTAIN									

APPENDIX

A

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1648- RESTART AND RECOVERY PLAN

Section: Administration
Date Created: November 2020
Date Edited: November 2020

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 (Appendix A)

a. If the school district is providing transportation services on a school bus, a face covering must be worn by all students upon entering the school bus unless doing 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. 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 (Appendix B)

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 visually check students and employees for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms.

(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 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 unless doing 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.

(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 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 (Appendix C)

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 (Appendix D)

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 (Appendix E)

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 (Appendix F)

a. The school district's Plan must account for resuming in-person instruction 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 (Appendix G)

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 (HIPAA), 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).

3. Career and Technical Education (CTE)

Glen Rock School District does not have a CTE program. New Jersey Department of Education “The Road Back – Restart and Recovery Plan for Education”

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

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1648.02- REMOTE LEARNING OPTIONS FOR FAMILIES

Section: Administration
Date Created: November 2020
Date Edited: November 2020

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.

Requests for full-time remote learning may include any service or combination of services that would otherwise be delivered to students on an in-person schedule, which may be a hybrid schedule, such as instruction, behavioral and support services, special education, and related services. A parent may request some services be delivered entirely remotely, while other services follow the same schedule they otherwise would according to the provisions in the school district's Restart and Recovery Plan (Plan) and Policy 1648.

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 not more than 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 one marking period 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 help 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 (Appendix H)

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: 11/16/2020

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1648.03- RESTART AND RECOVERY PLAN – FULL-TIME REMOTE INSTRUCTION

Section: Administration
Date Created: November 2020
Date Edited: November 2020

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: 11/16/2020

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5114- CHILDREN DISPLACED BY DOMESTIC VIOLENCE

Section: Students
Date Created: June 2020
Date Edited: June 2020

The Board of Education will cooperate with the County Office of Education, as appropriate and feasible, in the education of children temporarily displaced by domestic violence. Any student attending the schools of this district, whether regularly enrolled in this or another district, who has been admitted to a shelter for victims of domestic violence will be permitted and encouraged to continue an appropriate educational program with minimal disruption.

The Board will cooperate with other educational institutions in the sharing of pertinent student records and in the establishment of sending-receiving relationships on behalf of displaced children. The confidentiality of all matters concerning displaced children will be strictly observed, and no information regarding the present residence of the child will be released.

N.J.S.A. 18A:38-1 et seq.

Adopted: 23 June 2020

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8810- RELIGIOUS HOLIDAYS

Section: Operations
Date Created: June 2020
Date Edited: June 2020

The Board of Education recognizes the acknowledgment of religious holidays in the public school may be a source of community concern. It is a goal of the district educational program to teach mutual understanding and brotherhood and respect for group differences. In pursuing this goal, the educational program may recognize that various religious groups celebrate different holidays with different practices.

In the acknowledgment or observance of any religious holiday, the Superintendent shall ensure the school and/or school officials do not mandate, organize, participate in an official capacity, endorse, persuade, compel, prevent or deny participation in constitutionally protected prayer or religion in violation of the governing principles of the First Amendment of the United States Constitution. Consistent with these principles, the Superintendent shall ensure:

1. No worship or religious service of any kind is sponsored by the school district and conducted during the school day, whether or not conducted by a clergyman;

2. Religious exhibits or displays include only materials that are a necessary or integral part of the curriculum;

3. Any religious music played is selected primarily for its artistic content; and

4. Any acknowledgment of a religious holiday neither advances nor inhibits any particular religious sect or religion consistent with the governing principles of the First Amendment of the United States Constitution.

U.S. Const., First Amendment
N.J. Const., Art. 1, paragraph 4
United States Department of Education - Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools
N.J.S.A. 18A:36-16
N.J.A.C. 6:20-1.3(j)

Adopted: 23 June 2020

2422 COMPREHENSIVE 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 curriculum requirements listed below address the need for students to gain knowledge and skill in caring for themselves, interacting effectively with others, and analyzing the impact of choices and consequences. The primary focus of the curriculum listed below is to help students develop concepts and skills that promote and influence healthy behaviors.

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 through 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:35-5) 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. Sexual Abuse and Assault Awareness and Prevention Education (N.J.S.A. 18A:35-4.5a) requires age-appropriate sexual abuse and assault awareness and prevention education in grades preschool through twelve.

20. Curriculum to Include Instruction on Diversity and Inclusion (N.J.S.A. 18A:35-4.36a) requires instruction on diversity and inclusion in an appropriate place in the curriculum for students in grades Kindergarten through twelve.

21. Incorporation of Age-Appropriate Instruction Relative to Consent for Physical Contact and Sexual Activity (N.J.S.A. 18A:35-4.38) requires age-appropriate instruction in grades six through twelve on the law and meaning of consent for physical contact and sexual activity.

22. Health Curriculum to Include Instruction on Mental Health (N.J.S.A. 18A:35-4.39) requires health education programs to include instruction on mental health and the relation of physical and mental health for students in grades Kindergarten through twelve.

23. Information About "New Jersey Safe Haven Infant Protection Act" Included in Public School Curriculum (N.J.S.A. 18A:35-4.40) information on the provisions of the "New Jersey Safe Haven Infant Protection Act" shall be included in curriculum for public school students in grades nine through twelve.

24. Infusion of African American Accomplishments into School Curricula (N.J.S.A. 18A:35-4.43) requires in the curriculum for all elementary and secondary students instruction that infuses into all courses on the United States the centuries of accomplishments by African Americans in the building and development of America.

25. 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 are defined as 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.

Adopted:

2467 SURROGATE PARENTS AND RESOURCE FAMILY PARENTS

Federal and State laws require the Board ensure the rights of a student are protected through the provision of an individual to act as surrogate for the parent and assume all parental rights under N.J.A.C. 6A:14 when:

1. The parent cannot be identified;

2. The parent cannot be located after reasonable efforts;

3. An agency of the State of New Jersey has guardianship of the student or the student is determined a ward of the State and, if the student is placed with a resource family parent, the resource family parent declines to serve as the student's parent; or

4. The student is an unaccompanied youth as that term is defined in section 725(6) of the McKinney-Vento Homeless Assistance Act (42 USC §11434.(a)6) and N.J.A.C. 6A:17-1.2.

Qualifications and Selection

The district shall make reasonable efforts to appoint a surrogate parent within thirty days of the determination that a surrogate parent is needed for a student. If the district fails to appoint a surrogate parent for a ward of the State, a judge may appoint a surrogate parent if the judge determines a surrogate parent is necessary for such student.

The district shall establish a method for selecting and training surrogate parents.

The person serving as a surrogate parent shall:

1. Have no interest that conflicts with the interest of the student they represent;

2. Possess knowledge and skills that ensure adequate representation of the student;

3. Not be replaced without cause;

4. Be at least eighteen years of age; and

5. Complete a criminal history review pursuant to N.J.S.A. 18A:6-7.1 if the person serving as the surrogate parent is compensated.

The person(s) serving as a surrogate parent may not be an employee of the New Jersey Department of Education, this district, or a public or nonpublic agency that is involved in the education or care of the child.

The Director of Student Personnel Services shall serve as Surrogate Parent Coordinator and will: determine whether there is a need for a surrogate parent for a student; contact any State agency that is involved with the student to determine whether the State has a surrogate parent appointed for the student; and make reasonable efforts to appoint a surrogate parent for the student within thirty days of determining that there is a need for a surrogate parent for the student.

When a student who is or may be a student with a disability is in the care of a resource family parent, and the resource family parent is not the parent of the student, the district where the resource family parent resides shall contact the student's case manager at the Division of Child Protection and Permanency (DCP&P) in the Department of Children and Families to determine whether the parent retains the right to make educational decisions and determine the whereabouts of the parent.

If the parent retains the right to make educational decisions and the parent's whereabouts are known to the school district, the Superintendent or designee shall obtain all required consent from, and provide written notices to, the parent.

If the district cannot ascertain the whereabouts of the parent, the resource family parent shall serve as the parent unless that person is unwilling to do so. If there is no resource family parent, or if the resource family parent is unwilling to serve as the student's parent, the Surrogate Parent Coordinator shall consult with the student's case manager at DCP&P to assist in identifying an individual to serve as a surrogate parent, appointing a surrogate parent, and obtaining all required consent from, and providing written notices to, the surrogate parent.

Training

N.J.A.C 6A:14-2.2(d) requires the district train surrogate parents so they have the knowledge and skills that ensure adequate representation of the student. The Surrogate Parent Coordinator shall coordinate the training for surrogate parents. The training may include, but not be limited to:

1. Providing the surrogate parent a copy of:

   a. Parental Rights in Special Education booklet;

   b. N.J.A.C. 6A:14;

   c. The Special Education Process;

   d. Administrative Code Training Materials from the Department of Education website; and

   e. Other relevant materials.

2. Providing the surrogate parent an opportunity to meet with the Surrogate Parent Coordinator to discuss the rights of the surrogate parent and the applicable statutes, administrative codes, and Federal laws. The Surrogate Parent Coordinator shall provide the surrogate parent the opportunity to review and to become familiar with the State and Federal requirements for assessment, individualized educational program development, and parental rights with respect to the referral and placement process, including their rights with respect to seeking a due process hearing if they disagree with the local procedure or decisions;

3. Providing the surrogate parent adequate time to become familiar with the student and the nature of the student's disability through a review of the student's record;

4. Providing the surrogate parent an opportunity to confer with the student's case manager to discuss the student; and

5. Other information and resources to provide the surrogate parent the knowledge and skills to ensure adequate representation of the student.

Rights of the Surrogate Parent

A surrogate parent appointed in accordance with N.J.A.C. 6A:14-2.2 shall assume all parental rights under N.J.A.C. 6A:14.

N.J.A.C. 6A:14-2.2

Adopted: June 23, 2020;
Revised: September 27, 2021

3134 ASSIGNMENT OF EXTRA DUTIES

The professional responsibilities of teaching staff members include such extra duties as may be assigned by the Superintendent or designee. The Superintendent or designee will, in accordance with the Board of Education's managerial prerogative, assign teaching staff members extra duties that are in accordance with applicable law and any collective bargaining agreement.

All aspects of assignment to, retention in, dismissal from, and any terms and conditions of employment concerning extra-curricular activities shall be deemed mandatory subjects for collective negotiations in accordance with the provisions of N.J.S.A. 34:13A-23.

N.J.S.A. 18A:27-4
N.J.S.A. 34:13A-23

Adopted: June 23, 2020;
Revised: September 27, 2021

3142 NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

The Board of Education recognizes its obligation to employ only those staff members best trained and equipped to meet the educational needs of the students of this district. The Board shall discharge that obligation by retaining in service only those nontenured teaching staff members who meet those standards. The Board will renew the employment contract of a nontenured teaching staff member only upon the recommendation of the Superintendent 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. A nontenured teaching staff member who is not recommended for renewal by the Superintendent is deemed nonrenewed.

When the nontenured teaching staff member's performance does not meet the standards of the school district, the Superintendent shall recommend not to renew the teaching staff member's contract. Prior to notifying the nontenured teaching staff member of the nonrenewal, the Superintendent will notify the Board of the recommendation not to renew the nontenured teaching staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board in a written notice or in executive session at a full Board Meeting. In the event the Board is notified in executive session, the Superintendent will comply with the requirements of the Open Public Meetings Act and provide reasonable notice to the nontenured teaching staff member their employment will be discussed in executive session in order for the nontenured teaching staff member to exercise their statutory right to request a public discussion.

On or before May 15 of each year, each nontenured teaching staff member continuously employed by a Board of Education since the preceding September 30 shall receive a written notice from the Superintendent that such employment will not be offered if the Superintendent recommends the nontenured teaching staff member not be renewed. Any nontenured teaching staff member receiving notice that a teaching contract for the succeeding school year will not be offered may, within fifteen calendar days thereafter, request in writing a statement of the reasons for such non-employment which shall be given to the nontenured staff member in writing within thirty calendar days after the receipt of such request.

Whenever the nontenured teaching staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured teaching staff member may request in writing an informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured teaching staff member's receipt of the Board's statement of reasons. The informal appearance shall be scheduled within thirty calendar days from the nontenured teaching staff member's receipt of the Board's statement of reasons.

The Board is not required to offer reemployment or vote on reemployment after an informal appearance with a nontenured teaching staff member who was not recommended for reemployment by the Superintendent. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured teaching staff member reemployment after the informal appearance before the Board. Within three working days following the informal appearance, the Board shall notify the affected nontenured teaching staff member, in writing, of its final determination.

N.J.S.A. 18A:27-3.1; 18A:27-3.2; 18A:27-4.1; 18A:27-10 et seq.
N.J.A.C. 6A:10-9.1

Adopted: June 23, 2020;
Revised: September 27, 2021

3221 EVALUATION OF TEACHERS

The Board of Education recognizes the importance of teacher effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3221 for the evaluation of teachers consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teacher evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3221, "teacher" means a teaching staff member who holds the appropriate standard, provisional, or emergency instructional certificate issued by the Board of Examiners and is assigned a class roster of students for at least one particular course.

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all teachers which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teachers and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teachers. A District Evaluation Advisory Committee may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for teachers as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teacher rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5. A School Improvement Panel shall be established in accordance with N.J.A.C. 6A:10-3.1 and with the responsibilities outlined in N.J.A.C. 6A:10-3.2.

The components of the teacher evaluation rubric as described in N.J.A.C. 6A:10-4.1 shall apply to teachers. Measures of student achievement, as outlined in N.J.A.C. 6A:10-4.2, shall be used to determine impact on student learning. Teacher observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-4.4 and N.J.S.A. 18A:27-3.1. Observers shall conduct the observations pursuant to N.J.S.A. 18A:6-123.b.(8) and N.J.A.C. 6A:10-2.5 and 3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).

The teacher practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.2.

The Superintendent shall annually notify all teachers of the adopted evaluation policies and procedures/regulations no later than October 1. If a teacher is hired after October 1, the Superintendent shall notify the teacher of the policies and procedures/regulations at the beginning of his or her employment. All teachers shall be notified of amendments to the policy and procedures/regulations within ten teacher working days of adoption.

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1
N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5
N.J.A.C. 6A:10-3.1 and 3.2; N.J.A.C. 6A:10-4.1 through 4.4
N.J.A.C. 6A:10-7.1 and 7.2

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3222 EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND ADMINISTRATORS

The Board of Education recognizes the importance of teaching staff member effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3222 for the evaluation of teaching staff members consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teaching staff member evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3222, "teaching staff member" includes, but is not limited to, educational services staff members, guidance counselors, school nurses, library/media specialists, occupational therapists, and other teaching staff members working under an educational services certificate. For the purposes of Policy and Regulation 3222, "teaching staff member" does not include teachers, Principals, Vice Principals, Assistant Principals, and administrators, including, but not limited to, directors and/or supervisors.

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all teaching staff members which shall be submitted to the Commissioner of Education by August for approval by August 15 of each year. The evaluation rubrics shall have four

defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teaching staff members and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teaching staff members. A District Evaluation Advisory Committee may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for teaching staff members as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

Observations and evaluations for nontenured teaching staff members shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1 and N.J.A.C. 6A:10-6.2. Evaluations for nontenured teaching staff members shall take place before April 30 each year prior to the May 15 notice requirement date for continued employment. Evaluations for tenured teaching staff members shall be completed prior to June 30.

The Superintendent shall annually notify all teaching staff members of the adopted evaluation policies and procedures/regulations no later than October 1. If a teaching staff member is hired after October 1, the Superintendent shall notify the teaching staff member of the policies and procedures/regulations at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and procedures/regulations within ten teaching staff member working days of adoption.

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1
N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5; 6A:10-6.2

Adopted: June 23, 2020;
Revised: September 27, 2021

4146 NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

The Board will renew the employment contract of a nontenured support staff member only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board will not withhold its approval for arbitrary and capricious reasons. A nontenured support staff member who is not recommended for renewal by the Superintendent is deemed nonrenewed.

When the nontenured support staff member's performance does not meet the standards of the school district, the Superintendent shall recommend not to renew the nontenured support staff member's contract. Prior to notifying the nontenured support staff member of the nonrenewal, the Superintendent will notify the Board of the recommendation not to renew the nontenured support staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board in a written notice or in executive session at a full Board meeting. In the event the Board is notified in executive session, the Superintendent will comply with the requirements of the Open Public Meetings Act and provide reasonable notice to the nontenured support staff member their employment will be discussed in executive session in order for the nontenured support staff member to exercise their statutory right to request a public discussion.

The Superintendent shall provide written notification to each nontenured support staff member to whom reemployment will not be offered in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties. Paraprofessionals continuously employed since the preceding September 30 as a school aide or classroom aide in a school district that receives funding under Title I of the Federal Elementary and Secondary Education Act of 1965 shall be notified of renewal or nonrenewal on or before May 15 in each year in accordance with the provisions of N.J.S.A. 18A:27-10.2.

Any nontenured support staff member receiving notice that a contract for the succeeding year will not be offered, may within fifteen calendar days, request in writing a statement of the reasons for such nonemployment which shall be given to the nontenured support staff member in writing within thirty calendar days after the receipt of such request.

Any nontenured support staff member receiving notice that a contract for the succeeding year will not be offered, may within fifteen calendar days, request in writing a statement of the reasons for such nonemployment which shall be given to the nontenured support staff member in writing within thirty calendar days after the receipt of such request.

Whenever a nontenured support staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured support staff member may request in writing an informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured support staff member's receipt of the Board's statement of reasons. The informal appearance shall be scheduled within thirty calendar days from the nontenured support staff member's receipt of the Board's statement of reasons.

The Board is not required to offer reemployment or vote on reemployment after an informal appearance with a nontenured support staff member who was not recommended for reemployment by the Superintendent. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured support staff member reemployment after the informal appearance before the Board. Within three working days following the informal appearance, the Board shall notify the affected nontenured support staff member, in writing, of its final determination.

The provisions as outlined in Policy and Regulation 4146 may be revised or adjusted by the Superintendent of Schools to be in accordance with the terms and timelines of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties provided the terms are not contrary to any statute, administrative code, or any management rights of the Board.

This Policy does not apply to the contract renewal of the Treasurer of School Moneys, Board Auditor, Board Attorney or Board Secretary, except a Board Secretary who performs business administration functions.

N.J.S.A. 18A:27-3.2; 18A:27-4.1.
N.J.A.C. 6A:10-9.1

Adopted: June 23, 2020;
Revised: September 27, 2021

5111- ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

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 student 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.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.

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.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 district commits a disorderly persons offense.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.b 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.d 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 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, pursuant to N.J.S.A. 18A:38-3.b. 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.

If the district of residence cannot be determined according to the criteria contained in N.J.S.A. 18A:7B-12; if the criteria contained in N.J.S.A. 18A:7B-12 identify a district of residence out of the State; or if the child has resided in a domestic violence shelter, homeless shelter, or transitional living facility located outside of the district of residence for more than one year, the State shall assume fiscal responsibility for the tuition of the child in accordance with N.J.S.A. 18A:7B-12.d.

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:22-3.3(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 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 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 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 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 withN.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 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 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: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. Pursuant to N.J.S.A. 18A:38-1.b(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 of Education 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 Board of Education shall operate the schools of this district for the benefit of all children resident in the district and such others as may be admitted, pursuant to statute and Board Policy. The Board reserves the right to verify the residency of any student and the validity of any affidavit of guardianship. Documentation required to prove eligibility to attend the schools of this district shall be in accordance with Board Policy and the administrative code.

Future Residents

Students whose families are moving into the district but are not able to occupy their new home until after school opens in the fall, may request to be admitted at the beginning of the fall term. The request shall be granted if, in the judgment of

the Superintendent or designee, the reason for late occupancy and the length of time before occupancy are reasonable. No request shall be for longer than one semester. Attendance under this section may be approved by the Superintendent or designee at a monthly tuition charge, paid in advance, based on the per-student cost established by the Board of Education.

Parents or guardians of children who are future residents shall be required to demonstrate proof of the anticipated residency. The Board reserves the right to verify such claims, and to remove from school a nonresident student whose claim cannot be verified.

Former Residents

A student attending the Glen Rock School District between the September opening and June closing of school, whose parents or guardians move out of the district during that period, and whose child attended a minimum of three months during the school year, may be permitted to complete the school year in the district without payment of tuition.

A student whose family moves out of the district within one calendar year of expected graduation from grade twelve, and who has attended the Glen Rock School District for two school years immediately prior to the move, may be permitted to attend the high school for the senior year without payment of tuition. Failure to graduate at the end of that year will terminate nonresident unpaid enrollment.

Children of District Employees

Children of Board of Education employees who do not reside in this school district may be admitted to school in this district without payment of tuition, provided that the educational program of such children can be provided within school district facilities.

Other Nonresident Students

Other nonresident students, otherwise eligible for attendance may be admitted to this school district with payment of tuition and Board approval.

F-1 Visa Students

The school district is not required to, but may permit the attendance of F-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. A 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 a F-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.

J-1 Visa Students

The school district is not required to, but may permit the attendance of J-1 Visa students into the school district. Every attempt to have the host family domiciled in the district will be made. If this is not possible, the host family will maintain contact with the school district and the school district will ensure consistent communication with the host family. The host family shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a J-1 Visa must be approved by the Board for attendance in the school district and shall not pay tuition. 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:38-1.3; 18A:38-3; 18A:38-3.1
N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq. 8 CFR 214.3

Approved: June 23, 2020;
Revised: September 27, 2021

5116 EDUCATION OF HOMELESS CHILDREN

The Board of Education will admit and enroll homeless children in accordance with Federal and State laws and New Jersey Administrative Code. The Board of Education adopts this Policy to be in compliance with law and administrative code to ensure the enrollment of homeless children in school and to respond to appeals made by parents or other parties related to the enrollment of homeless children.

The Board of Education shall determine that a child is homeless when he or she resides in a publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers. A child is also determined homeless when he or she resides in a public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles including mobile homes; tents or other temporary shelters; parks; abandoned buildings; bus or train stations; temporary shelters provided to migrant workers and their children on farm sites; and the residence of relatives or friends where the homeless child resides out of necessity because his or her family lacks a regular or permanent residence of its own. A child is also determined homeless when he or she resides in substandard housing.

The school district of residence for a homeless child is responsible for the education of the child and shall assume all responsibilities as required in N.J.A.C. 6A:17-2.3. The school district of residence for a homeless child means the school district in which the parent of a homeless child resided prior to becoming homeless.

The school district liaison designated by the Superintendent of Schools for the education of homeless children is the Director of Student Personnel Services. The liaison will facilitate communication and cooperation between the school district of residence and the school district where the homeless child resides and shall assume all responsibilities as outlined in N.J.A.C. 6A:17-2.4(a).

When a homeless child resides in a school district, the school district liaison shall notify the liaison of the school district of residence within twenty-four hours of receiving notification from the parent, the Department of Human Services or the Department of Children and Families, a shelter director, an involved agency, or a case manager. Upon notification of the need for enrollment of a homeless child, the liaison in the school district of residence shall coordinate enrollment procedures immediately based upon the best interest of the child pursuant to N.J.A.C. 6A:17-2.5(b).

The Superintendent of the school district of residence or designee shall decide in which school district the homeless child shall be enrolled in accordance with the provisions of N.J.A.C. 6A:17-2.5.

Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2.1 et seq.

When a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or the designee(s) of the involved district(s) or the child's parent(s) shall immediately notify the Executive County Superintendent of Schools, who, in consultation with the Department of Education's McKinney-Vento Homeless Education Coordinator or designee, shall immediately decide the child's status. If a dispute remains between the parent and the involved school district(s) following the Executive County Superintendent's determination, the parent or the involved district Board(s) of Education may appeal to the Commissioner of Education for determination pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

When a school district designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent of Schools, who shall immediately make a determination, if possible, but no later than within forty-eight hours.

If the dispute regarding determination of district of residence does not involve the determination of homelessness and/or district enrollment, the school district disputing the Executive County Superintendent's determination may appeal to the Department of Education pursuant to N.J.A.C. 6A:23A-19.2(d), (e), and (f) and

request a determination from the Division of Administration and Finance. If an appeal of a determination of district of residence also includes an appeal of the determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

Any dispute or appeal shall not delay the homeless child's immediate enrollment or continued enrollment in the school district. The homeless child shall be enrolled in the school district in which enrollment or continued enrollment is sought by the parent, pending resolution of the dispute or appeal. Disputes and appeals involving the services provided to a homeless child with a disability shall be made pursuant to N.J.A.C. 6A:14.

Financial responsibility, including the payment of tuition for the homeless child, will be in accordance with N.J.A.C. 6A:17-2.8. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence shall no longer list the student on its ASSA. The State shall assume fiscal responsibility for the tuition of the child pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the school district in which the child is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. under the circumstances outlined in N.J.A.C. 6A:17-2.8(c).

On or before December 31 of each year, the district shall report to the Office of Homelessness Prevention in the Department of Community Affairs an accounting of each instance in which the district is made aware that a student enrolled in the district because the student's parent moved to the district as a result of being homeless.

N.J.S.A. 18A:7B-12; 18A:7B-12.1; 18A:38-1
N.J.A.C. 6A:17-2.1 et seq.

Adopted: June 23, 2020
Revised: September 27, 2021

6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – ALLOWABILITY OF COSTS

The Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.302(b)(7) requires written procedures for determining the allowability of costs in accordance with 2 CFR §200 – Cost Principals. Determining the allowability of costs shall be in accordance with the requirements outlined in 2 CFR §200.403 – Factors Affecting Allowability of Costs. The School Business Administrator/Board Secretary or designee shall be responsible for determining the allowability of costs are in accordance with the provisions of 2 CFR §200.403.

The following procedures shall be used to determine the allowability of costs in accordance with 2 CFR §200.403:

Except where otherwise authorized by statute, the School Business Administrator/Board Secretary or designee will ensure costs meet the following general criteria in order to be allowable under Federal awards:

1. Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.

2. Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.

3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the non-Federal entity.

4. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.

5. Be determined in accordance with Generally Accepted Accounting Principles (GAAP), except for State and local governments, which includes school districts, as otherwise provided for in 2 CFR §200.403.

6. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federally-financed program in either the current or a prior period. (See also 2 CFR §200.306 – Cost Sharing or matching 2. above).

7. Be adequately documented. (See also 2 CFR §200.300 – Statutory and National Policy Requirements through 2 CFR §200.309 – Period of Performance).

In the event the School Business Administrator/Board Secretary or designee is not sure if a cost is allowable under 2 CFR Subpart E - §200.403, the School Business Administrator/Board Secretary or designee will contact the New Jersey Department of Education or the United States Department of Education for assistance.

2 CFR §200.302(b)(7)
2 CFR §200.403

Adopted: September 27, 2021

6115.02 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – MANDATORY DISCLOSURES

The Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.113 – Mandatory disclosures requires a non-Federal entity or applicant (a New Jersey Board of Education) for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or to the New Jersey Department of Education all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.

If the Board of Education receives a Federal award including the terms and conditions outlined below as per 2 CFR §200 – Appendix XII – Award Term and Condition for Recipient Integrity and Performance Matters shall report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM). Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 - Remedies for noncompliance, including suspension or debarment. (See also 2 CFR §180, 31 USC 3321, and 41 USC 2313)

A. General Reporting Requirement

1. If the total value of all Board of Education currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of this Federal award, then the Superintendent or designee, on behalf of the Board of Education as the recipient during that period of time, must maintain the currency of information reported to the SAM that is made available in the designated integrity and performance system about civil, criminal, or administrative proceedings described in B. below.

2. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 USC 2313).

3. As required by section 3010 of Public Law 111-212, all information posted in designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

B. Proceedings About Which the Board of Education Must Report

1. The Superintendent or designee must disclose to the Federal awarding agency or to the New Jersey Department of Education information required about each proceeding that:

a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;

b. Reached its final disposition during the most recent five-year period; and

c. Is one of the following:

(1) A criminal proceeding that resulted in a conviction, as defined in E. below;

(2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;

(3) An administrative proceeding, as defined in E. below, that resulted in a finding of fault and liability and the payment of either a monetary fine or penalty of $5,000 or more or reimbursement, restitution, or damages in excess of $100,000; or

(4) Any other criminal, civil, or administrative proceeding if:

(a) It could have led to an outcome described in B.1.c.(1), (2), or (3) above of this award term and condition;

(b) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on the school district's part; and

(c) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

C. Reporting Procedures

1. The Superintendent or designee shall enter in the SAM Entity Management area the information that the SAM requires about each proceeding described in B. above.

2. The Superintendent or designee does not need to submit the information a second time under assistance awards the Board of Education received if the Superintendent or designee already provided the information through the SAM because the Board of Education was required to do so under Federal procurement contracts the Board of Education was awarded.

D. Reporting Frequency

1. During any period of time when the Board of Education is subject to the requirement in A. above, the Superintendent or designee must report proceedings information through the SAM for the most recent five year period, either to report new information about any proceeding(s) the Board of Education has not reported previously or affirm that there is no new information to report.

2. If the Board of Education has Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than $10,000,000, the Board of Education must disclose

semiannually any information about the criminal, civil, and administrative proceedings.

E. Definitions

1. For purposes of this Policy:

a. "Administrative proceeding" for the purposes of 2 CFR §200 - Appendix XII and this Policy means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability. This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

b. "Conviction" for the purposes of 2 CFR §200 - Appendix XII and this Policy, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

c. Total value of currently active grants, cooperative agreements, and procurement contracts includes:

(1) Only the Federal share of the funding under any Federal award with a Board of Education cost share or match; and

(2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

2 CFR §200.113

Adopted: September 27, 2021

6115.03 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – CONFLICT OF INTEREST

The Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.318 – General Procurement Standards addresses standards of conduct covering conflict of interest and governs the actions of school district employees, officers, and agents in the selection, award, and administration of contracts supported by a Federal award.

The Board of Education must use its own documented procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to the applicable Federal law and the standards identified in 2 CFR §200.

The Board of Education must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

The Board of Education must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts supported by a Federal award.

1. No employee, officer, or agent of the Board of Education may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.

    a. Such a conflict of interest would arise when a Board of Education employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

2. The Board of Education officers, employees, and agents must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

3. However, a Board of Education may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

The Board of Education's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the Board of Education is encouraged to enter into State and local intergovernmental agreements or inter-entity agreements where appropriate for procurement of use of common or shared goods and services.

The Board of Education is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

The Board of Education is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

The Board of Education must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor

integrity, compliance with public policy, record of past performance, and financial and technical resources. (See also 2 CFR §200.213 – Suspension and Debarment).

The Board of Education must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

The Board of Education may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a Board of Education is the sum of:

1. The actual cost of materials; and
2. Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since the time and material formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the Board of Education awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

The Board of Education alone must be responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the Board of Education of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgement for that of the Board of Education unless the matter is primarily a Federal concern. Violations of law will be referred to the local, State, or Federal authority having proper jurisdiction.

The Board of Education and its employees shall be required to comply with all New Jersey statutes and administrative codes regarding school ethics and internal controls.

2 CFR §200.318
Adopted: September 27, 2021

6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.213 – Suspension and Debarment.

The School Business Administrator/Board Secretary shall be responsible to check the web-based System for Award Management (SAM) maintained by the United States government - the General Services Administration (GSA). The purpose of the SAM is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall access the SAM to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/ Board Secretary shall also access the SAM list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the **SAM** list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in **2 CFR §200.**

Continuation of current contracts and restrictions on subcontracting with vendors who are on the **SAM** list or proposed for disbarment shall be in accordance with the limitations as outlined in **2 CFR §200**.

Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.

2 CFR §200

Adopted: September 27, 2021

7432 EYE PROTECTION

The Board of Education requires each student, staff member, and school visitor, including individuals present for evening adult-school programs, to wear appropriate eye protective devices while participating in educational activities and programs as defined in N.J.A.C. 6A:7-1.3. Appropriate eye protective devices must be worn by anyone engaged in a process or activity where exposure to which might have a tendency to cause damage to the eyes pursuant to N.J.A.C. 6A:26-12.5(a) and N.J.S.A. 18A:40-12.1.

The term "appropriate eye protective device" shall include plain or prescription lenses provided the lenses and other portions of the device meet or exceed the prescribed specifications for the device. Specifications for appropriate eye protection for various activities shall meet or exceed standards described in the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1989; American National Standard Practice for the Safe Use of Lasers, ANSI Z136.1-1986, and eye protective procedures recommended by the manufacturer of the laser device.

The Superintendent or designee shall be responsible for the continual monitoring of the school program, including, but not limited to, all vocational education, industrial arts education, science education, technology education and arts education, for conditions under which students, staff members, or visitors are exposed to a process or activity that might have a tendency to cause damage to the eyes.

The appropriate eye protective device shall be supplied by the Board, except that the student, staff member, or visitor, including individuals present for evening adult-school programs, may wear personal eye wear that is appropriate to the activity and certified, in writing, by a licensed optician or other qualified licensed eye professional to meet or exceed those standards. District-owned appropriate eye protective devices shall be inspected regularly by the appropriate staff member, and defective or poorly fitting devices shall be returned to the Principal for repair or discard. Any shared appropriate eye protective devices shall be disinfected between uses by the method prescribed by the school medical inspector.

Each classroom, shop, laboratory, and other area of the school in which students or staff members are exposed to caustic materials that can cause damage to the eyes shall be equipped with an emergency eye wash fountain in accordance with standards established by the New Jersey Department of Education.

The Building Principal or designee shall ensure that each area in the school identified as housing an activity hazardous to the eyes shall be posted with conspicuous signs that warn participants that an appropriate eye protective device must be worn during the activity. Staff members of such activities are responsible for instructing students in appropriate eye safety practices and for serving as exemplary models in the implementation of such practices.

The Board authorizes each staff member responsible for an activity or process hazardous to the eyes to compile and maintain, for the duration of the course of study, a list of students in the course who wear contact lenses.

The school district shall provide annual training and appropriate supplies and equipment to all school personnel responsible for implementing the eye-safety policies and program. The training shall cover all aspects of eye protection in schools as described in N.J.A.C. 6A:26-12.5(a) through (f).

N.J.S.A. 18A:40-12.1; 18A:40-12.2
N.J.A.C. 6A:7-1.3
N.J.A.C. 6A:26-12.5

Adopted: September 27, 2021

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 comprehensive written plans, procedures, and mechanisms 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 support services for staff, students, and their families.

"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 bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

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 notified 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 crises, 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.

Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all schools, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual fire or school security emergency that occurs at a school during the month and that includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year.

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. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1.

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 in accordance with N.J.A.C. 6A:16-5.1.

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; 18A:41-2; 18A:41-6; 18A:41-7
N.J.A.C. 6A:16-5.1; 6A:27-11.2

Adopted: June 23, 2020
Revised: November 16, 2020; September 27, 2021

8467 - WEAPONS

The Board of Education prohibits the possession, use, or exchange of any weapon in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty.

For the purpose of this policy, "weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. "Weapon" includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms. For the purposes of this policy "firearm" means those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921.

Any student or school employee who has reasonable grounds to suspect the presence of a weapon prohibited by this policy shall immediately report his/her suspicion to the Principal or designee or immediate supervisor. The Principal or designee or immediate supervisor shall conduct an appropriate search in accordance with Policy No. 5770 and confiscate any weapon discovered in the course of the search. He/she shall, if appropriate and feasible, summon the aid of law enforcement officers in the conduct of the search. Any school employee who confirms the presence of a weapon under circumstances that place persons at serious risk may confiscate the weapon immediately and may use such force as is reasonable and necessary to obtain possession.

Unless the weapon has been taken into custody by a law enforcement officer, the Principal or designee or immediate supervisor shall immediately store any confiscated weapon in a securely locked box or container and report the presence of the weapon to the Superintendent. The Superintendent or designee shall promptly notify, by telephone call and by letter, the Chief of Police of Glen Rock that a weapon is present on school premises; the notice shall request removal of the weapon by an authorized law enforcement officer. The Superintendent shall obtain and file a receipt for any weapon removed by a law enforcement officer.

Any student who possesses, uses, or exchanges a weapon in violation of this policy shall be subject to stringent discipline, which may include expulsion. Any student or school employee who suspects or knows of the presence of a weapon in violation of this policy and fails to report the same shall be subject to discipline. Any person who possesses a weapon on school premises or school transportation or at a school-sponsored function shall be reported to the appropriate law enforcement agency.

Any student who is convicted or is an adjudicated delinquent for possession of a firearm or who is found to be in possession of a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. Students convicted or found to be delinquent for possessing a firearm on school property, on a school bus, or at a school-sponsored function or committing a crime while possessing a firearm shall be immediately removed from the regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the student. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)

Any student who commits an assault upon members of the school community with a weapon other than a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)

Students with disabilities violating the provisions of this policy shall be dealt with in accordance with Policy No. 2460 and Regulation No. 2460.6.

Nothing in this policy shall be construed to prohibit the reporting of a crime committed by a child with a disability to the appropriate law enforcement or judicial authorities, or to prevent such authorities from exercising their responsibilities with regard to the application of Federal or State law to crimes committed by a child with disabilities.

Any student requiring removal from the regular education program for the reasons enumerated above shall be removed in accordance with Policy and Regulation No. 5611.

The Superintendent, or designee, shall prepare regulations to implement this policy for the guidance of school staff in dealing with incidents involving weapons in the school district.

N.J.S.A. 2C:39-1 et seq.; 2C:58-6.1; 2C:58-15
N.J.S.A. 18A:6-1
N.J.S.A. 23:4-16
N.J.A.C. 6A:14-2.8 et seq.
Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act 18 U.S.C. 921
20 U.S.C 1415

Adopted: June 23, 2020
Revised: September 27, 2021

8540 SCHOOL NUTRITION PROGRAMS

The Board of Education recognizes the importance of a child receiving a nutritious, well-balanced meal to promote sound eating habits, to foster good health and academic achievement, and to reinforce the nutrition education taught in the classroom. Therefore, the Board of Education may participate in the school nutrition programs of the New Jersey Department of Agriculture in accordance with the eligibility criteria of the program. These programs may include the National School Lunch Program, the School Breakfast Program, the After-School Snack Program, and the Special Milk Program.

If seventy percent or more of the students enrolled in a school in the district on or before the last school day before October 16 of the preceding school year are eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a "Breakfast After the Bell" program for that school in accordance with N.J.S.A. 18A:33-11.1 et seq. The district may request a waiver of the requirements of the "Breakfast After the Bell" program pursuant to N.J.S.A. 18A:33-12.

The Board of Education shall sign an Agreement with the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture for every school nutrition program operated within the school district. Any child nutrition program operated within the school district shall be operated in accordance with the provisions of the Agreement and all the requirements of the program.

Students may be eligible for free or reduced pricing in accordance with the requirements of the program operating in the school district. Prices charged to paying children shall be established by the Board of Education, but must be within the maximum prices established by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Prices charged to adults shall be in accordance with the requirements of the program.

The Superintendent or designee shall annually notify parents of all children in the school district of the availability, eligibility requirements, and application procedures for free or reduced price meals or free milk in accordance with the notification requirements and procedures of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The Superintendent will designate in the annual notification to parents, the person who will determine, in accordance with standards issued by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture, a student's eligibility for free or reduced price meals or free milk depending on the programs operated in the school district.

A parent may request a household application and instructions from the Principal of their child's school. A household application must be completed before eligibility is determined. Where necessary, the Principal or designee shall assist the applicant in the preparation of the household application.

Applications shall be reviewed in a timely manner. An eligibility determination will be made, the family will be notified of its status, and the status will be implemented as soon as possible within ten operating days of the receipt of the completed application. Any student found eligible shall be offered free or reduced price meals or free milk immediately upon the establishment of his/her eligibility and shall continue to receive such meals during the pendency of any inquiry regarding his/her eligibility in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Carry-over of previous year's eligibility for students shall be in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

A denial of eligibility for free or reduced price meals or free milk shall be in writing and shall include the reasons for which eligibility was denied, notice of the parent's right to appeal the denial, the procedures for an appeal, and a statement reminding parents that they may reapply at any time during the school year. Appeal procedures shall include: a hearing, if requested by the parent, held with reasonable promptness and convenience of the parent before a hearing officer other than the school official who denied the application; the parent's opportunity to be represented by counsel; a decision rendered promptly and in

writing; and an opportunity to appeal the decision of the hearing officer to the School Business Administrator/Board Secretary. The appeal hearing will be conducted in accordance with the provisions as outlined by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

There shall be no overt identification of any child(ren) who may be eligible to receive free or reduced price school meals or free milk. The identity of students who receive free or reduced price meals will be protected. Eligible students shall not be required to work in consideration for receiving such meals or milk. Eligible children shall not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance, or consume their meals or milk at a different time. A student's eligibility status will not be disclosed at any point in the process of providing free or reduced price meals or free milk in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The School Business Administrator/Board Secretary or designee will verify applications of those eligible for free or reduced price meals in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The Board of Education will comply with all the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture Local Education Agency (LEA) Agreement and all requirements outlined in the School Nutrition Electronic Application Reimbursement System (SNEARS).

7 C.F.R. 210.1 et seq.
N.J.S.A. 18A:33-5; 18A:33-11.1 et seq.**;** 18A:58-7.2
N.J.A.C. 2:36

Adopted: June 23, 2020
Revised: September 27, 2021

8550 MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL

The Board of Education shall establish a meal charge program to permit students in the district to charge for breakfast or lunch. Collection of any payment for a meal charge program account that is in arrears shall be addressed in accordance with provisions of this Policy.

The Board of Education recognizes a student may forget to bring breakfast or lunch (meal), as applicable, or money to purchase a meal to school on a school day. In this circumstance, the food service program will provide the student a meal and will inform the Principal or designee. The Principal or designee will contact the student's parent to provide notice of an outstanding meal bill and will provide the parent with a period of ten school days to pay the amount due. If the student's parent has not made full payment by the end of the ten school days, the Principal or designee shall again contact the parent with a second notice informing the parent of any action to be taken by the school district in response to a student's school breakfast or school lunch bill being in arrears. Such action may include denying the student school breakfast or lunch. A school district shall report at least biannually to the New Jersey Department of Agriculture the number of students who are denied school breakfast or school lunch in accordance with N.J.S.A. 18A:33-21a. and this Policy.

The school district shall not:

1. Publicly identify or stigmatize a student who cannot pay for a meal or whose school meal bill is in arrears. (For example, by requiring the student to sit at a separate table or wear a wristband, hand stamp, or identifying mark or by serving the student an alternative meal);

2. Require a student who cannot pay for a school meal or whose school meal bill is in arrears to do chores or other work to pay for the school meal; or

3. Require a student to discard a school meal after it has been served because of the student's inability to pay for a school meal or because money is owed for previously provided meals.

If a student owes money for the equivalent of five or more school meals at any time during the school year, the Principal or designee shall:

1. Determine if the student is eligible for a free or reduced-price school meal;

2. Make at least two attempts, not including the application or instructions provided to the parent each school year pursuant to N.J.S.A. 18A:33-21b.; to contact the student's parent and have the parent fill out an application for the school lunch program and school breakfast program; and

3. Contact the student's parent to offer assistance with the application for the school lunch and school breakfast program; determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school breakfast or school lunch; and offer any other appropriate assistance.

The school district shall direct communications about a student's school meal bill being in arrears to the parent and not the student. The school district's contact with the parent may be via email or telephone call. Nothing in N.J.S.A. 18A:33-21 shall prohibit the school district from sending a student home with a letter addressed to a parent.

If the student's meal bill is in arrears, but the student has the money to purchase a meal on a subsequent school day, the student will be provided a meal with payment and the food service program will not use the student's payment to repay previously unpaid charges if the student intended to use the money to purchase that school day's meal.

A parent who has received a second notice their child's meal bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent's refusal to meet with the Principal or designee or take other steps to resolve the matter may be indicative of more serious issues in the family or household. However, when a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

Students receiving free meals will not be denied a meal even if they accrued a negative balance from other purchases in the cafeteria.

In accordance with N.J.S.A 18A:33-21b., at the beginning of each school year, and upon initial enrollment in the case of a student enrolling during the school year, the school district shall provide to the parent of each student:

1. Information on the National School Lunch Program and the Federal School Breakfast Program;

2. An application to apply for the school lunch and school breakfast programs and instructions for completing the application; and

3. Information on the rights of students and their families under N.J.S.A. 18A:22-21 et seq.

The school district may provide the application and information electronically through the means by which the school district communicates with parents electronically. The application and information shall be in a language the parent understands.

The school district's liaison for the education of homeless children shall coordinate with school district personnel to ensure that a homeless student receives free school meals and is monitored according to the school district policies pursuant to N.J.S.A. 18A:33-21c.

The school district may post this Policy on the school district's website provided there is a method in place to ensure this Policy reaches all households without access to a computer or the Internet.

N.J.S.A. 18A:33-21**;** 18A:33-21a.; 18A:33-21b.; 18A:33-21c.

Adopted: June 23, 2020

8600 STUDENT TRANSPORTATION

The Board of Education shall transport eligible students to and from school and school related activities in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-1 et seq., and Board policy. Transportation shall be provided only to eligible public and nonpublic school students, authorized school staff members, and adults serving as approved chaperones.

Nonpublic school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-2.1 et seq.

Charter or renaissance school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-3.1 et seq.

Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq., and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1.

The Board will approve all bus routes each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated and approved by the Board. The Board may consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 in determining "Hazardous Routes."

The Board will not be responsible for the transportation of nonresident students to or from school, except that transportation to and from school will be provided for homeless students; students residing in group homes; students residing in resource family homes; and students residing in shared custody homes pursuant to N.J.A.C. 6A:27-6.2, 6.3, 6.4, and 6.5.

Transportation services will be provided in accordance with N.J.A.C. 6A:27-2.2(c)1, and this Policy to a nonpublic school located outside the State not more than twenty miles from the student's home.

When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for students enrolled in any public, nonpublic, charter school, and/or renaissance school.

The Board shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C. 6A:27-10.1 et seq. The Board shall utilize one of the agencies prior to determining to pay aid in lieu of transportation if in the prior year payments in lieu of transportation were provided. The Board will provide to the cooperative/coordinated transportation services any unique limitations or restrictions of the required transportation.

Vehicles used to transport students to and from school or school related activities shall meet standards, registration, and inspection requirements of the New Jersey Department of Education (NJDOE), the New Jersey Motor Vehicle Commission (NJMVC), and any applicable Federal regulations. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the New Jersey State Board of Education and the NJDOE.

In addition to the provisions of any State law, rule, or regulation containing more stringent requirements, provided that those requirements are compatible with Federal law, and notwithstanding the provisions of any State law, rule, or regulation to the contrary, school bus operations in the State shall comply with the requirements outlined in N.J.S.A. 39:3B-27.

N.J.S.A. 18A:18A-1 et seq.; 18A:39-1 et seq.; 18A:39-11.1 et seq.
N.J.S.A. 27:15-16
N.J.S.A. 39:3B-1 et seq.; 39:3B-2.1; 39:3B-10; 39:3B-27
N.J.A.C. 6A:27-1.1 et seq.; 6A:27-2.1 et seq.; 6A:27-3.1 et seq.;
6A:27-4.1 et seq.; 6A:27-5.1; 6A:27-6.2 through 6.5;
6A:27-7.1 et seq.; 6A:27-9.1 et seq.; 6A:27-10.1 et seq.;
6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted: June 23, 2020;
Revised: September 27, 2021

APPENDIX

B

REGULATION GUIDE

R 3142 NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

A. Evaluations

1. Each nontenured teaching staff member shall be evaluated in strict compliance with N.J.S.A. 18A:27-3.1, N.J.A.C. 6A:10-1.1 et seq., and the policies and procedures of this district.

B. Nonrenewal Recommendation

1. When a nontenured teaching staff member's performance does not meet the standards of the school district, employment will not be offered to the nontenured teaching staff member for the succeeding school year.

2. On or before May 15 of each year, each nontenured teaching staff member continuously employed by a Board of Education since the preceding September 30 shall receive a written notice from the Superintendent that such employment will not be offered if the Superintendent recommends the nontenured teaching staff member not be renewed

3. A recommendation by the Superintendent to not renew a nontenured teaching staff member's contract for the succeeding school year may be based upon the nontenured teaching staff member's observations, evaluations, job performance, or any factor affecting his/her employment in the school district.

4. A nontenured teaching staff member employment contract can be renewed only upon the Superintendent's recommendation and 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.

C. Nonrenewal Action

1. Prior to notifying the nontenured teaching staff member of the nonrenewal, the Superintendent shall notify the Board of the recommendation not to renew the nontenured teaching staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board members of the recommendation not to renew the nontenured teaching staff member's contract and the reasons for the recommendation in a written notice to the Board prior to May 15 or in the alternative, in executive session. If notification is provided to the Board in executive session, the Superintendent and the Board will meet in executive session prior to May 15 to review the Superintendent's recommendation(s).

   a. Notice of the executive session shall be given in accordance with N.J.S.A. 10:4-13 and individual notice shall be given, not less than forty-eight hours in advance of the meeting, to those nontenured teaching staff members whose possible nonrenewal will be discussed at the meeting. If any such nontenured teaching staff member requests the discussion take place in public, the recommendation for his/her nonrenewal will be severed from any other nonrenewal recommendation**(s)** and will be scheduled for discussion at a public meeting prior to May 15.

2. A nontenured teaching staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board of Education vote is not required on the Superintendent's recommendation(s) to not renew a nontenured teaching staff member's contract.

D. Notice of Nonrenewal

1. The nonrenewal notice shall be provided to the nontenured teaching staff member not recommended for renewal by the Superintendent on or before May 15. If hand delivered, a record shall be made of the date on which delivery was made. If sent by mail, the notice shall be sent registered mail, return receipt requested, to the nontenured teaching staff member's address of record.

E. Request for Statement of Reasons

1. Any nontenured teaching staff member receiving notice that a teaching contract for the succeeding school year will not be offered may, within fifteen calendar days thereafter, request in writing, a statement of the reasons for such non-employment which shall be given to the nontenured teaching staff member in writing within thirty calendar days after the receipt of such request.

2. The statement of reasons for a nonrenewal will set forth, with as much particularity as possible, the precise reasons for the nonrenewal. Where the nonrenewal is based on performance deficiencies recorded in the nontenured teaching staff member's observations and evaluations and the nontenured teaching staff member has been given a copy of those observations and evaluations, the statement of reasons may incorporate the observations and evaluations by reference.

3. The written statement of reasons will be prepared by the Superintendent.

F. Nonrenewal Appearance

1. Whenever the nontenured teaching staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured teaching staff member may request in writing an informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured teaching staff member's receipt of the Board's statement of reasons.

2. The informal appearance shall be scheduled within thirty calendar days from the nontenured teaching staff member's receipt of the Board's statement of reasons.

3. The Board will exercise discretion in determining a reasonable length of time for the proceeding, depending upon each instance's specific circumstances.

4. The proceeding of an informal appearance before the Board may be conducted in executive session pursuant to N.J.S.A. 10:4-12(b)(8). If conducted in executive session, notice must be given in accordance with N.J.S.A. 10:4-13.

5. The Board shall provide the nontenured teaching staff member adequate written notice regarding the date and time of the informal appearance.

6. The nontenured teaching staff member's appearance before the Board shall not be an adversary proceeding. The purpose of the appearance shall be to provide the nontenured teaching staff member the opportunity to convince Board of Education members to offer reemployment.

7. The proceeding of an informal appearance before the Board shall be conducted with the President of the Board presiding.

8. The nontenured teaching staff member may be represented by an attorney or by one individual of his/her choosing. The nontenured teaching staff member may present, on his or her behalf, witnesses who do not need to present testimony under oath and shall not be cross-examined by the Board. Witnesses shall be called one at a time into the meeting to address the Board and shall be excused from the meeting after making their statements.

G. Final Determination

1. A Board vote is not required on the Superintendent's recommendation(s) to not renew a nontenured teaching staff member. However, after an informal appearance before the Board, the Superintendent may make a recommendation for reemployment of the nontenured teaching staff member to the voting members of the Board.

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If the Superintendent recommends the nontenured teaching staff member for reemployment, the voting members of the Board must, by a majority vote of the full Board at a public session, approve or not approve the Superintendent's recommendation for reemployment.

2. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured teaching staff member reemployment after the informal appearance before the Board.

3. Within three working days following the informal appearance, the Board shall notify the affected nontenured teaching staff member, in writing, of its final determination. The Board may delegate notification of its final determination to the Superintendent or Board Secretary.

Issued:

REGULATION GUIDE

R 3221 EVALUATION OF TEACHERS

A. Definitions – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3221 unless the context clearly indicates otherwise:

"Announced observation" means an observation in which the person conducting an observation for the purpose of evaluation will notify the teacher of the date and the class period the observation will be conducted.

"Annual performance report" means a written appraisal of the teacher's performance prepared by the teacher's designated supervisor based on the evaluation rubric for his or her position.

"Annual summative evaluation rating" means an annual evaluation rating that is based on appraisals of educator practice and student performance, and includes all measures captured in a teacher's evaluation rubric. The four summative performance categories are ineffective, partially effective, effective, and highly effective.

"Calibration" in the context of educator evaluation means a process to monitor the competency of a trained evaluator to ensure the evaluator continues to apply an educator practice instrument accurately and consistently according to the standards and definitions of the specific instrument.

"Chief School Administrator" means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.

"Commissioner" means Commissioner of the New Jersey Department of Education.

"Co-observation" means two or more supervisors who are trained on the practice instrument who observe simultaneously, or at alternate times, the same lesson or portion of a lesson for the purpose of training.

"Corrective Action Plan" means a written plan developed by the designated supervisor in collaboration with the teacher to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual teacher and the school district for implementing the plan, and specific support that the district shall provide as defined in N.J.S.A. 18A:6-119.

"Department" means the New Jersey Department of Education.

"Designated supervisor" means the supervisor designated by the Superintendent of Schools or designee as the teacher's supervisor.

"District Evaluation Advisory Committee" means a group created to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.

"Educator practice instrument" means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from the teacher practice instrument are components of the teacher's evaluation rubric and the scores are included in the summative evaluation rating for the individual. The scores from educator practice instruments may be applied to the teacher's summative evaluation rating in a manner determined by the school district.

"Evaluation" means an appraisal of an individual's professional performance in relation to his or her job description and professional standards and based on, when applicable, the individual's evaluation rubric.

"Evaluation rubric" means a set of criteria, measures, and processes used to evaluate all teachers in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instrument, and student outcomes. Each Board

of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice Principals, and Assistant Principals, and evaluation rubrics for other categories of teaching staff members.

"Indicators of student progress and growth" means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessment.

"Individual professional development plan" is as defined in N.J.S.A. 18A:6-119.

"Job description" means a written specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.

"Observation" means a method of collecting data on the performance of a teacher's assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by an individual employed in the school district in a supervisory role and capacity and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9-2.1.

"Post-observation conference" means a meeting, either in-person or remotely, between the supervisor who conducted the observation and the teacher for the purpose of evaluation to discuss the data collected in the observation.

"Scoring guide" means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Educator practice instruments include a scoring guide that an evaluator uses to structure his or her assessments and ratings of professional practice.

"Semester" means half of the school year.

"Signed" means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

"Student growth objective" means an academic goal that teachers and designated supervisors set for groups of students.

"Student growth percentile" means a specific metric for measuring individual student progress on Statewide assessments by tracking how much a student's test scores have changed relative to other students Statewide with similar scores in previous years.

"Superintendent" means Superintendent of Schools or Chief School Administrator.

"Supervisor" means an appropriately certified teaching staff member, as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the school district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-12.

"Teacher" means a teaching staff member who holds the appropriate standard, provisional, or emergency instructional certificate issued by the Board of Examiners and is assigned a class roster of students for at least one particular course.

"Unannounced observation" means an observation in which the person conducting an observation for the purpose of evaluation will not notify the teacher of the date or time the observation will be conducted.

B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.

C. Educator Evaluation Data, Information, and Annual Performance Reports – N.J.A.C. 6A:10-1.4

All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department or a school district from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e**.** or distributing aggregate statistics regarding evaluation data.

D. Evaluation of Teachers – N.J.A.C. 6A:10-2.1

1. The Board of Education shall annually adopt evaluation rubrics for teachers. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.

2. The evaluation rubrics for teachers shall include all other relevant minimum standards set forth in N.J.S.A. 18A:6-123 (P.L. 2012, c. 26, § 17c).

3. Evaluation rubrics shall be submitted to the Commissioner by August 1 for approval by August 15 of each year.

E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2

1. The Board of Education shall meet the following requirements for the annual evaluation of teachers, unless otherwise specified:

a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.;

b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c):

(1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to teachers who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to teachers who are or will be primarily responsible for instructing the applicable students in the subsequent school year.

c. Ensure the Superintendent annually notifies all teachers of the adopted evaluation policies and procedures no later than October 1. If a teacher is hired after October 1, the Board/Superintendent shall notify the teacher of the policies and procedures at the beginning of his or her employment. All teachers shall be notified of amendments to the policy and procedures within ten teacher working days of adoption;

d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;

e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;

f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and

g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of a teacher for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4; and N.J.A.C. 6A:10-6.2, shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.

2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all teachers and, when applicable, applying the Commissioner-approved educator practice instrument:

a. Annually provide training on and descriptions of each component of the evaluation rubric for all teachers who are being evaluated in the school district and provide more thorough training for any teacher who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instrument;

b. Annually provide updates and refresher training for supervisors who are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate teachers for the first time. Training shall be provided on each component of the evaluated teacher's evaluation rubric before the evaluation of a teacher;

c. Annually require each supervisor who will conduct observations for the purpose of evaluation of a teacher to complete at least two co-observations during the school year.

(1) Co-observers shall use the co-observation to promote accuracy and consistency in scoring.

(2) A co-observation may count as one required observation for the purpose of evaluation pursuant to N.J.A.C. 6A:10-4.4, as long as the observer meets the requirements set forth in N.J.A.C. 6A:10-4.3 and 4.4, but the co-observation shall not count as two or more required observations. If a co-observation counts as one required observation, the score shall be determined by the teacher's designated supervisor.

d. The Superintendent shall annually certify to the Department that all supervisors of teachers in the school district who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.

F. District Evaluation Advisory Committee – N.J.A.C. 6A:10-2.3

1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.

2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.

3. A District Evaluation Advisory Committee~~s~~ is not required and the Board of Education shall have the discretion to establish a District Evaluation Advisory Committee.

G. Evaluation Procedures for Teachers – N.J.A.C. 6A:10-2.4

1. The provisions outlined in Policy and Regulation 3221 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of teachers.

2. Evaluation policies and procedures requiring the annual evaluation of all teachers shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:

   a. Roles and responsibilities for implementation of evaluation policies and procedures;

   b. Job descriptions, evaluation rubrics for teachers, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;

   c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Assistant Principals, and Vice Principals for calculating the median and school-wide student growth percentile;

   d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;

   e. Process for developing and scoring student growth objectives;

   f. The process for preparation of individual professional development plans; and

   g. The process for preparation of an annual performance report by the teacher's designated supervisor and an annual summary conference between the teacher and his or her designated supervisor.

3. The annual summary conference between designated supervisors and teachers shall be held before the annual performance report is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:

   a. The performance of the teacher based upon the job description and the scores or evidence compiled using the teacher's evaluation rubric, including, when applicable:

      (1) The educator's practice instrument; and

      (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.

   b. The progress of the teacher toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and

   c. The preliminary annual performance report.

4. If any scores for the teacher's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.

5. The annual performance report shall be prepared by the teacher's designated supervisor and shall include, but not be limited to:

   a. A summative rating based on the evaluation rubric, including, when applicable, a total score for each component as described in N.J.A.C. 6A:10-4;

   b. Performance area(s) of strength and area(s) needing improvement based upon the job description and components of the teacher's evaluation rubric; and

   c. The teacher's individual professional development plan or corrective action plan from the evaluation year being reviewed in the report.

6. The teacher and the designated supervisor shall sign the report within five teacher working days of the review.

7. The Board of Education shall include all performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the teacher's personnel file, or in an alternative, confidential location. If reports and data are stored in an alternative location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

H. Corrective Action Plans for Teachers – N.J.A.C. 6A:10-2.5

1. For each teacher rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by the teacher and the teacher's designated supervisor. If the teacher does not agree with the corrective action plan's content, the designated supervisor shall make a final determination.

2. The corrective action plan shall be developed and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except:

   a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five teacher working days following the school district's receipt of the teacher's summative rating.

3. The content of the corrective action plan shall replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:

a. Address areas in need of improvement identified in the teacher evaluation rubric;

b. Include specific, demonstrable goals for improvement;

c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and

d. Include timelines for meeting the goal(s).

4. The teacher's designated supervisor and the teacher on a corrective action plan shall discuss the teacher's progress toward the goals outlined in the corrective action plan during each required post-observation conference, pursuant to N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10-4.4. The teacher and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the teacher's progress, position, or role.

5. Progress toward the teacher's goals outlined in the corrective action plan:

   a. Shall be documented in the teacher's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the teacher on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the teacher's progress toward his or her corrective action plan goals; and

   b. May be used as evidence in the teacher's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.

6. Responsibilities of the evaluated teacher on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teacher's designated supervisor.

7. The School Improvement Panel shall ensure teachers with a corrective action plan receive a mid-year evaluation as required by N.J.S.A. 18A:6-120.c. The mid-year evaluation shall occur approximately midway between the development of the corrective action plan and the expected receipt of the next annual summative rating. The mid-year evaluation shall include, at a minimum, a conference to discuss progress toward the teacher's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.

8. The School Improvement Panel shall ensure teachers with a corrective action plan receive one observation, including a post-observation conference, in addition to the observations required in N.J.A.C. 6A:10-4.4 for the purpose of evaluation as described in N.J.A.C. 6A:10-1.2 and 4.4(a).

9. Except where a school district employs only one administrator whose position requires a supervisor, principal, or school administrator endorsement, tenured teachers with a corrective action plan shall be observed by multiple observers for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4(c)4.

10. The corrective action plan shall remain in effect until the teacher receives his or her next summative evaluation rating.

11. There shall be no minimum number of teacher working days a teacher's corrective action plan can be in place.

I. School Improvement Panel – N.J.A.C. 6A:10-3 et seq.

1. School Improvement Panel Membership – N.J.A.C. 6A:10-3.1

a. The School Improvement Panel shall include the Principal, a Vice Principal, and a teacher who is chosen in accordance with b. below by the Principal in consultation with the majority representative. If an Assistant Principal or Vice Principal is not available to serve on the panel, the Principal shall appoint an additional member who is employed in the district in a supervisory role and capacity, in accordance with N.J.S.A. 18A:6-120.a. The Principal

may appoint additional members to the School Improvement Panel as long as all members meet the criteria outlined in this section and N.J.S.A. 18A:6-120.a**.** and the teacher(s) on the panel represents at least one-third of its total membership.

b. The Principal annually shall choose the teacher(s) on the School Improvement Panel through the following process:

(1) The teacher member shall be a person with a demonstrated record of success in the classroom. A demonstrated record of success in the classroom means the teacher member shall have been rated effective or highly effective in the most recent available annual summative rating.

(2) The majority representative, in accordance with a. above, may submit to the Principal, teacher member nominees for consideration.

(3) The Principal shall have final decision-making authority and is not bound by the majority representative's list of nominees.

c. The teacher member shall serve a full school year, except in case of illness or authorized leave, but may not be appointed more than three consecutive school years.

d. All members of the School Improvement Panel shall be chosen by August 31 of each year.

2. School Improvement Panel Responsibilities – N.J.A.C. 6A:10-3.2

a. The School Improvement Panel shall:

(1) Oversee the mentoring of teachers according to N.J.A.C. 6A:9C-5.3(a)2**.** and support the implementation of the school district mentoring plan;

(2) Conduct evaluations of teachers pursuant to N.J.A.C. 6A:10-2.4 and 4.4;

(3) Ensure corrective action plans for teachers are created in accordance to N.J.A.C. 6A:10-2.5; and ensure mid-year evaluations are conducted for teachers who are on a corrective action plan; and

(4) Identify professional development opportunities for all teachers based on the review of aggregate school-level data, including, but not limited to, teacher evaluation and student performance data to support school-level professional development plans described in N.J.A.C. 6A:9C-4.2.

b. To conduct observations for the purpose of evaluation, the teacher member shall have:

(1) Agreement of the majority representative;

(2) An appropriate supervisory certificate; and

(3) Approval of the Principal who supervises the teacher being observed.

c. The teacher member who participates in the evaluation process shall not serve concurrently as a mentor under N.J.A.C. 6A:9C-5.2(a)3.

J. Components of Teacher Evaluation Rubric – N.J.A.C. 6A:10-4.1

1. The components of the teacher evaluation rubric described in N.J.A.C. 6A:10-4.1 et seq. shall apply to teachers holding the position of teacher and holding a valid and effective standard, provisional, or emergency instructional certificate.

2. Evaluation rubrics for all teachers shall include the requirements described in N.J.S.A. 18A:6-123, including, but not limited to:

a. Measures of student achievement pursuant to N.J.A.C. 6A:10-4.2; and

b. Measures of teacher practice pursuant to N.J.A.C. 6A:10-4.3 and 4.4.

3. To earn a summative rating, a teacher shall have a student achievement score, including median student growth percentile and/or student growth objectives(s) scores, and a teacher practice score pursuant to N.J.A.C. 6A:10-4.4.

4. Each score shall be converted to a percentage weight so all components make up 100 percent of the evaluation rubric. By August 31 prior to the school year in which the evaluation rubric applies, the Department shall provide on its website the required percentage weight of each component and the required summative rating scale. All components shall be worth the following percentage weights or fall within the following ranges:

a. If, according to N.J.A.C. 6A:10-4.2(b), a teacher receives a median student growth percentile, the student achievement component shall be at least thirty percent and no more than fifty percent of a teacher's evaluation rubric rating as determined by the Department.

b. If, according to N.J.A.C. 6A:10-4.2(b), a teacher does not receive a median student growth percentile, the student achievement component shall be at least fifteen percent and no more than fifty percent of a teacher's evaluation rubric rating as determined by the Department.

c. Measures of teacher practice described in N.J.A.C. 6A:10-4.3 and 4.4 shall be at least fifty percent and no more than eighty-five percent of a teacher's evaluation rubric rating as determined by the Department.

5. Standardized tests, used as a measure of student progress, shall not be the predominant factor in determining a teacher's annual summative rating.

K. Student Achievement Components – N.J.A.C. 6A:10-4.2

1. Measures of student achievement shall be used to determine impact on student learning. The student achievement measure shall include the following components:

   a. If the teacher meets the requirements of 2. below, the median student growth percentile of all students assigned to a teacher, which shall be calculated as set forth in 4. below; and

   b. Student growth objective(s), which shall be specific and measurable, based on available student learning data, aligned to the New Jersey Student Learning Standards (NJSLS), and based on growth and/or achievement.

      (1) For teachers who teach subjects or grades not covered by the NJSLS, student growth objective(s) shall align to standards adopted or endorsed, as applicable, by the State Board.

2. The median student growth percentile shall be included in the annual summative rating of a teacher who:

   a. Teaches at least one course or group within a course that falls within a standardized-tested grade or subject. The Department shall maintain on its website a course listing of all standardized-tested grades and subjects for which student growth percentile can be calculated pursuant to 4. below;

   b. Teaches the course or group within the course for at least sixty percent of the time from the beginning of the course to the day of the standardized assessment; and

   c. Has at least twenty individual student growth percentile scores attributed to his or her name during the school year of the evaluation. If a teacher does not have at least twenty individual student growth percentile scores in a given school year, the student growth percentile scores attributed

to a teacher during the two school years prior to the evaluation year may be used in addition to the student growth percentile scores attributed to the teacher during the school year of the evaluation. Only student growth percentile scores from school year 2013-2014 or any school year after shall be used to determine median student growth percentiles.

3. The Department shall periodically collect data for all teachers that include, but are not limited to, student achievement and teacher practice scores.

4. The Department shall calculate the median student growth percentile for teachers using students assigned to the teacher by the school district. For teachers who have a student growth percentile score:

   a. The Board of Education shall submit to the Department final ratings for all components, other than the student growth percentile, for the annual summative rating; and

   b. The Department then shall report to the employing district Board of Education the annual summative rating, including the median student growth percentile for each teacher who receives a median student growth percentile.

5. Student growth objectives for teachers shall be developed and measured according to the following procedures:

   a. The Superintendent shall determine the number of required student growth objectives for teachers, including teachers with a student growth percentile. A teacher with a student growth percentile shall have at least one and not more than four student growth objectives. A teacher without a student growth percentile shall have at least two and a maximum of four student growth objectives. By August 31 prior to the school year the evaluation rubric applies, the Department shall provide on its website the minimum and maximum number of required student growth objectives within this range.

b. A teacher with a student growth percentile shall not use the standardized assessment used in determining the student growth percentile to measure progress toward a student growth objective.

c. Each teacher shall develop, in consultation with his or her supervisor or a Principal's designee, each student growth objective. If the teacher does not agree with the student growth objectives, the Principal shall make the final determination.

d. Student growth objectives and the criteria for assessing teacher performance based on the objectives shall be determined, recorded, and retained by the teacher and his or her supervisor by October 31 of each school year, or within twenty-five teacher working days of the teacher's start date if the teacher begins work after October 1.

e. Adjustments to student growth objectives may be made by the teacher in consultation with his or her supervisor only when approved by the Superintendent or designee. Adjustments shall be recorded in the teacher's personnel file on or before February 15.

(1) If the Student Growth Objective (SGO) covers only the second semester of the school year, or if the teacher begins work after October 1, adjustments shall be recorded before the mid-point of the second semester.

f. The teacher's designated supervisor shall approve each teacher's student growth objective score. The teacher's student growth objective score, if available, shall be discussed at the teacher's annual summary conference and recorded in the teacher's personnel file.

L. Teacher Practice Components – N.J.A.C. 6A:10-4.3

1. The teacher practice component rating shall be based on the measurement of the teacher's performance according to the school district's Commissioner-approved teacher practice instrument. Observations pursuant to N.J.A.C. 6A:10-4.4 shall be used as one form of evidence for the measurement.

M. Teacher Observations – N.J.A.C. 6A:10-4.4

1. For the purpose of teacher evaluation, observers shall conduct the observations pursuant to N.J.S.A. 18A:6-123.b.(8) and N.J.A.C. 6A:10-2.5 and 3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).

2. Observation conferences shall include the following procedures:

   a. A supervisor who is present at the observation shall conduct a post-observation conference with the teacher being observed. A post-observation conference shall occur no more than fifteen teacher working days following each observation.

   b. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the teacher practice instrument and the teacher's individual professional development plan, collecting additional information needed for the evaluation of the teacher, and offering areas to improve effectiveness. Within a school year, the post observation conference shall be held prior to the occurrence of further observations for the purpose of evaluation.

   c. If agreed to by the teacher, one required post-observation conference and any pre-observation conference(s) for observations of tenured teachers who are not on a corrective action plan may be conducted by written communication, including electronic.

d. One post-observation conference may be combined with a teacher's annual summary conference, as long as it occurs within the required fifteen teacher working days following the observation for the purpose of evaluation.

e. A pre-observation conference, when required, shall occur at least one but not more than seven teacher working days prior to the observation.

3. Each teacher shall be observed as described in N.J.A.C. 6A:10-4.4. For all teachers, at least one of the required observations shall be announced and preceded by a pre-observation conference, and at least one of the required observations shall be unannounced. The Superintendent shall decide whether additional required observations are announced or unannounced, if applicable. The following additional requirements shall apply:

a. Each observation required for the purpose of evaluation shall be conducted for at least twenty minutes.

b. Nontenured teachers shall be observed at least three times each school year, but not less than once each semester. The observations shall be conducted in accordance with the timeframe set forth in N.J.S.A. 18A:27-3.1.

(1) Except where a school district employs only one administrator whose position requires a supervisor, principal, or school administrator endorsement, nontenured teachers shall be observed during the course of the year by more than one appropriately certified supervisor.

c. Tenured teachers shall be observed at least two times during each school year. Observations for all tenured teachers shall occur prior to the annual summary conference, which shall occur prior to the end of the academic school year.

(1) If a tenured teacher was rated highly effective on his or her most recent summative evaluation and if both the teacher and the teacher's designated supervisor agree to use this option, one of the two required observations may be an observation of a Commissioner-approved activity other than a classroom lesson. The Department of Education shall post annually to its website a list of Commissioner-approved activities that may be observed in accordance with N.J.A.C. 6A:10-4.4.

d. Teachers on a corrective action plan shall receive, in accordance with N.J.A.C. 6A:10-2.5(h), one additional observation, including a post-observation conference.

e. Upon receiving a final summative evaluation that necessitates a corrective action plan, in accordance with N.J.A.C. 6A:10-2.5(a), any remaining required observation(s) shall not be conducted until the corrective action plan has been finalized.

f. A written or electronic observation report shall be signed by the supervisor who conducted the observation and post-observation and the teacher who was observed.

g. The teacher shall submit his or her written objection(s) of the evaluation within ten teacher working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.

4. To earn a teacher practice score, a nontenured teacher shall receive at least three observations.

a. If a nontenured teacher is present for less than forty percent of the total student school days in a school year, he or she shall receive at least two observations to earn a teacher practice score.

REGULATION GUIDE

N. Teacher Practice Instrument – N.J.A.C. 6A:10-7.2

1. The teacher practice instrument approved by the Department shall meet the following criteria:

   a. Include domains of professional practice that align to the New Jersey Professional Standards for Teachers pursuant to N.J.A.C. 6A:9-3;

   b. Include scoring guides for assessing teacher practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall:

      (1) Clearly define the expectations for each rating category;

      (2) Provide a conversion to four rating categories;

      (3) Be applicable to all grades and subjects; or to specific grades and/or subjects if designed explicitly for the grades and/or subjects; and

      (4) Use clear and precise language that facilitates common understanding among teachers and administrators.

   c. Rely on, to the extent possible, specific, discrete, observable, and/or measurable behaviors of students and teachers in the classroom with direct evidence of student engagement and learning; and

   d. Include descriptions of specific training and implementation details required for the instrument to be effective.

Adopted:

REGULATION GUIDE

R 3222 EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND ADMINISTRATORS

A. Definitions – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3222 unless the context clearly indicates otherwise:

"Annual performance report" means a written appraisal of the teaching staff member's performance prepared by the teaching staff member's designated supervisor based on the evaluation rubric for his or her position.

"Annual summative evaluation rating" means an annual evaluation rating that is based on appraisals of educator practice and student performance, if applicable, and includes all measures captured in a teaching staff member's evaluation rubric. The four summative performance categories are ineffective, partially effective, effective, and highly effective.

"Chief School Administrator" means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.

"Commissioner" means Commissioner of the New Jersey Department of Education.

"Corrective Action Plan" means a written plan developed by the designated supervisor in collaboration with the teaching staff member to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual teaching staff member and the school district for implementing the plan, and specific support that the district shall provide as defined in N.J.S.A. 18A:6-119.

"Department" means the New Jersey Department of Education.

"Designated supervisor" means the supervisor designated by the Superintendent of Schools or designee as the teaching staff member's supervisor.

"District Evaluation Advisory Committee" means a group created to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.

"Educator practice instrument" means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from educator practice instruments for teaching staff members other than teachers, Principals, Vice Principals, and Assistant Principals may be applied to the teaching staff member's summative evaluation rating in a manner determined by the school district.

"Evaluation" means an appraisal of an individual's professional performance in relation to his or her job description and professional standards and based on, when applicable, the individual's evaluation rubric.

"Evaluation rubric" means a set of criteria, measures, and processes used to evaluate all teaching staff members in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instruments and student outcomes. Each Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice Principals, and Assistant Principals, and evaluation rubrics for other categories of teaching staff members.

"Indicators of student progress and growth" means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessment.

"Individual professional development plan" is as defined in N.J.S.A. 18A:6-119.

"Job description" means a written specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.

"Observation" means a method of collecting data on the performance of a teaching staff member's assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by an individual employed in the school district in a supervisory role and capacity and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9-2.1.

"Post-observation conference" means a meeting, either in-person or remotely, between the supervisor who conducted the observation and the teaching staff member for the purpose of evaluation to discuss the data collected in the observation.

"Scoring guide" means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Educator practice instruments include a scoring guide that an evaluator uses to structure his or her assessments and ratings of professional practice.

"Semester" means half of the school year.

"Signed" means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

"Student growth objective" means an academic goal that teaching staff members and designated supervisors set for groups of students.

"Superintendent" means Superintendent of Schools or Chief School Administrator.

"Supervisor" means an appropriately certified teaching staff member, as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the school district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-12.

"Teaching staff member" for the purposes of Policy 3222 and this Regulation, includes, but is not limited to, educational services staff members, guidance counselors, school nurses, library/media specialists, occupational therapists, and other teaching staff members working under an educational services certificate and does not include teachers, Principals, Vice Principals, Assistant Principals, and administrators, including, but not limited to, Directors and/or Supervisors.

B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.

C. Educator Evaluation Data, Information, and Annual Performance Reports – N.J.A.C. 6A:10-1.4

All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department or a school district from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e**.** or distributing aggregate statistics regarding evaluation data.

D. Evaluation of Teaching Staff Members – N.J.A.C. 6A:10-2.1

1. The Board of Education shall annually adopt evaluation rubrics for all teaching staff members. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.

2. Evaluation rubrics shall be submitted to the Commissioner by August 1 for approval by August 15 of each year.

E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2

1. The Board of Education shall meet the following requirements for the annual evaluation of teaching staff members, unless otherwise specified:

a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.;

b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c):

(1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.

c. Ensure the Superintendent annually notifies all teaching staff members of the adopted evaluation policies and procedures no later than October 1. If a teaching staff member is hired after October 1, the Board/Superintendent shall notify the teaching staff member of the policies and procedures at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and procedures within ten teaching staff member working days of adoption;

d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;

e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;

f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and

g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of a teaching staff member for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4, and N.J.A.C. 6A:10-6.2, shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b.(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.

2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all teaching staff members and, when applicable, applying the Commissioner-approved educator practice instruments:

   a. Annually provide training on and descriptions of each component of the evaluation rubric for all teaching staff members who are being evaluated in the school district and provide more thorough training for any teaching staff member who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;

   b. Annually provide updates and refresher training for supervisors who are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate teaching staff members for the first time. Training shall be provided on each component of the evaluated teaching staff member's evaluation rubric before the evaluation of a teaching staff member; and

   c. The Superintendent shall annually certify to the Department that all supervisors of teaching staff members in the school district who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.

F. District Evaluation Advisory Committee – N.J.A.C. 6A:10-2.3

1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.

2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.

3. A District Evaluation Advisory Committee~~s~~ is not required and the Board of Education shall have the discretion to establish a District Evaluation Advisory Committee.

G. Evaluation Procedures for Teaching Staff Members – N.J.A.C. 6A:10-2.4

1. The provisions outlined in Policy and Regulation 3222 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of teaching staff members.

2. Evaluation policies and procedures requiring the annual evaluation of all teaching staff members shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:

   a. Roles and responsibilities for implementation of evaluation policies and procedures;

b. Job descriptions, evaluation rubrics for all teaching staff members, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;

c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Assistant Principals, and Vice Principals for calculating the median and school-wide student growth percentile;

d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;

e. Process for developing and scoring student growth objectives;

f. The process for preparation of individual professional development plans; and

g. The process for preparation of an annual performance report by the teaching staff member's designated supervisor, and an annual summary conference between the teaching staff member and his or her designated supervisor.

3. The annual summary conference between the designated supervisor and the teaching staff member shall be held before the annual performance report is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:

a. The performance of the teaching staff member based upon the job description and the scores or evidence compiled using the teaching staff member's evaluation rubric, including, when applicable:

(1) The educator's practice instrument; and

(2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.

b. The progress of the teaching staff member toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and

c. The preliminary annual performance report.

4. If any scores for the teaching staff member's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.

5. The annual performance report shall be prepared by the teaching staff member's designated supervisor and shall include, but not be limited to:

a. A summative rating based on the evaluation rubric;

b. Performance area(s) of strength and area(s) needing improvement based upon the job description and components of the teaching staff member's evaluation rubric; and

c. The teaching staff member's individual professional development plan or corrective action plan from the evaluation year being reviewed in the report.

6. The teaching staff member and the designated supervisor shall sign the report within five teaching staff member working days of the review.

7. The Board of Education shall include all performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the teaching staff member's personnel file or in an

alternative, confidential location. If reports and data are stored in an alternative location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

H. Corrective Action Plans for Teaching Staff Members – N.J.A.C. 6A:10-2.5

1. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by the teaching staff member and the teaching staff member's designated supervisor. If the teaching staff member does not agree with the corrective action plan's content, the designated supervisor shall make a final determination.

2. The corrective action plan shall be developed and the teaching staff member and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation, except:

   a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the teaching staff member and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five teaching staff member working days following the school district's receipt of the teaching staff member's summative rating.

3. The content of the corrective action plan shall replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:

   a. Address areas in need of improvement identified in the teaching staff member evaluation rubric;

b. Include specific, demonstrable goals for improvement;

c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and

d. Include timelines for meeting the goal(s).

4. The teaching staff member's designated supervisor and the teaching staff member on a corrective action plan shall discuss the teaching staff member's progress toward the goals outlined in the corrective action plan during each required post-observation conference. The teaching staff member and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the teaching staff member's progress, position, or role.

5. Progress toward the teaching staff member's goals outlined in the corrective action plan:

   a. Shall be documented in the teaching staff member's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the teaching staff member on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the teaching staff member's progress toward his or her corrective action plan goals; and

   b. May be used as evidence in the teaching staff member's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.

6. Responsibilities of the evaluated teaching staff member on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teaching staff member's designated supervisor.

7. The corrective action plan shall remain in effect until the teaching staff member receives his or her next summative evaluation rating.

8. There shall be no minimum number of teaching staff member working days a teacher's corrective action plan can be in place.

I. **Required Observations for** Teaching Staff Member**s** –
N.J.A.C. 6A:10-6.2

1. The Superintendent shall determine the duration of observations required pursuant to N.J.S.A. 18A:27-3.1 for nontenured teaching staff members, except teachers, Principals, Vice Principals, and Assistant Principals. Observations include, but are not limited to, observations of meetings, student instruction, parent conferences, and case-study analysis of a significant student issue. The observation shall:

   a. Be at least twenty minutes in length;

   b. Be followed within fifteen teaching staff member working days by a conference between the supervisor who made the observation and the nontenured teaching staff member;

   c. Be followed by both parties to such a conference signing the written or electronic observation report and each retaining a copy of his or her records; and

   d. Allow the nontenured teaching staff member to submit his or her written objection(s) of the evaluation within ten teaching staff member working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.

2. All tenured teaching staff members shall receive at least one observation per school year.

3. All nontenured teaching staff members shall receive at least three observations, as required pursuant to N.J.S.A. 18A:27-3.1.

a. The required observations and evaluations for nontenured teaching staff members shall take place before April 30 each year. These observations and evaluations may cover that period between April 30 of one year and April 30 of the succeeding year except in the case of the first year of employment where the three observations and evaluations must have been completed prior to April 30.

b. The number of required observations and evaluations for nontenured teaching staff members may be reduced proportionately when an individual teaching staff member's term of service is less than one academic year.

4. Evaluations for tenured teaching staff shall be completed prior to June 30.

Adopted:

REGULATION GUIDE

R 4146 NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

A. Evaluations

1. Each nontenured support staff member shall be evaluated at least one time each school year.

2. Evaluations shall set forth both the strengths and weaknesses of the nontenured support staff member in order to provide an accurate assessment of his/her performance and to encourage the improvement of that performance.

3. Supervisors shall constructively point out performance deficiencies and offer assistance to nontenured support staff members in the improvement of professional skills.

B. Nonrenewal Recommendation

1. When a nontenured support staff member's performance does not meet the standards of the school district, employment will not be offered to the nontenured support staff for the succeeding school year.

2. The nontenured support staff member shall be informed by the Superintendent of Schools, in writing, that employment for the next succeeding school year will not be offered. This written notice shall be provided to the nontenured support staff member in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties.

2. A recommendation by the Superintendent to not renew the nontenured support staff member may be based upon the nontenured support staff member's evaluations, job performance, or any factor affecting his/her employment in the school district.

4. A nontenured support staff member contract can be renewed only upon the Superintendent's recommendation and a majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons.

C. Nonrenewal Action

1. Prior to notifying the nontenured support staff member of the nonrenewal, the Superintendent shall notify the Board of the recommendation not to renew the nontenured support staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board members of the recommendation not to renew the nontenured support staff member's contract and the reasons for the recommendation in a written notice to the Board or in the alternative, If notification is provided to the Board in executive session, the Superintendent and the Board will meet in executive session in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between parties.

   a. Notice of the executive session shall be given in accordance with N.J.S.A. 10:4-13 and individual notice shall be given, not less than forty-eight hours in advance of the meeting, to those nontenured support staff members whose possible nonrenewal will be discussed at the meeting. If any such nontenured support staff member requests the discussion take place in public, the recommendation for his/her nonrenewal will be severed from any other nonrenewal recommendation and will be scheduled for discussion at a public meeting.

2. The Superintendent will ensure the timelines for nonrenewal action are in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties.

3. A nontenured support staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board of Education vote is not required on the Superintendent's recommendation(s) to not renew a nontenured support staff member's contract.

D. Notice of Nonrenewal

1. The nonrenewal notice shall be provided to the nontenured support staff member not recommended for renewal by the Superintendent in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties. If hand delivered, a record shall be made of the date on which delivery was made. If sent by mail, the notice shall be sent registered mail, return receipt requested, to the nontenured support staff member's address of record.

E. Request for Statement of Reasons

1. Any nontenured support staff member receiving notice that a contract for the succeeding school year will not be offered may, within fifteen calendar days thereafter, request in writing a statement of the reasons for such nonemployment which shall be given to the nontenured support staff member in writing thirty calendar days after the receipt of such request.

2. The statement of reasons for a nonrenewal will set forth, with as much particularity as possible, the precise reasons for the nonrenewal. Where the nonrenewal is based on performance deficiencies recorded in the nontenured support staff member's evaluations and the nontenured support staff member has been given a copy of those evaluations, the statement of reasons may incorporate the evaluations by reference.

3. The statement of reasons may be prepared by the Superintendent or the Board Secretary and shall be delivered to the nontenured support staff member who requested the statement of reasons within thirty calendar days after the receipt of the nontenured support staff member's request for the statement of reasons.

F. Nonrenewal Appearance

Whenever the nontenured support staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured support staff member may request in writing an informal appearance before the Board. The written request shall be

submitted to the Board within ten calendar days of the nontenured support staff member's receipt of the Board's statement of reasons.

2. The informal appearance shall be scheduled within thirty calendar days from the nontenured support staff member's receipt of the Board's statement of reasons.

3. The Board will exercise discretion in determining a reasonable length of time for the proceeding depending upon each instance's specific circumstances.

4. The proceeding of an informal appearance before the Board may be conducted in executive session pursuant to N.J.A.C. 10:4-12 (b)(8). If conducted in executive session notice must be given in accordance with N.J.S.A. 10:4-13.

5. The Board shall provide the nontenured support staff member adequate written notice regarding the date and time of the informal appearance.

6. The nontenured support staff member's appearance before the Board shall not be an adversary proceeding. The purpose of the appearance shall be to provide the nontenured support staff member the opportunity to convince Board of Education members to offer reemployment.

7. The proceeding of an informal appearance before the Board shall be conducted with the President of the Board presiding.

8. The nontenured support staff member may be represented by an attorney or by one individual of his/her choosing. The nontenured support staff member may present, on his or her behalf, witnesses who do not need to present testimony under oath and shall not be cross-examined by the Board. Witnesses shall be called one at a time into the meeting to address the Board and shall be excused from the meeting after making their statements.

REGULATION GUIDE

G. Final Determination

1. A Board vote is not required on the Superintendent's recommendation(s) to not renew a nontenured support staff member. However, after an informal appearance before the Board, the Superintendent may make a recommendation for reemployment of the nontenured support staff member to the voting members of the Board. If the Superintendent recommends the nontenured teaching staff member for reemployment, the voting members of the Board must, by a majority vote of the full Board at a public session, approve or not approve the reemployment.

2. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured support staff member reemployment after the informal appearance before the Board.

3. Within three working days following the informal appearance, the Board shall notify the affected nontenured support staff member, in writing, of its final determination. The Board may delegate notification of its final determination to the Superintendent or Board Secretary.

Issued:

REGULATION GUIDE

R 7432 EYE PROTECTION

A. Eye Protection - N.J.A.C. 6A:26-12.5(a)

The Board of Education requires each student, staff member, and school visitor, including individuals present for evening adult-school programs, to wear appropriate eye protective devices while participating in educational activities and programs as defined in N.J.A.C. 6A:7-1.3 in accordance with N.J.S.A. 18A:40-12.1 and N.J.A.C. 6A:26-12.5.

B. Eye Protection Devices - N.J.A.C. 6A:26-12.5(e)

The following types of eye protective devices shall be used to fit the designated activities or processes:

Potential Eye Hazard	Protective Devices
Caustic or explosive	Goggle, flexible fitting materials, hooded ventilation; add plastic window face shield for severe exposure
Dust producing operations	Goggle, flexible fitting, hooded ventilation
Electric arc welding	Welding helmet in combination with spectacles with eye cup or semi- or flat-fold side shields
Oxy-acetylene welding	Welding goggle, eye cup type with tinted lenses; welding goggle, coverspec type with tinted lenses or tinted plate lens
Hot liquids and gases	Goggle, flexible fitting, hood ventilation; add plastic window face shield for severe exposure
Hot solids	Clear or tinted goggles or spectacles with side shields

Potential Eye Hazard	Protective Devices
Molten materials	Clear or tinted goggles and plastic or mesh window face shield
Heat treatment or tempering	Clear or tinted goggles or clear or tinted spectacles with side shields
Glare operations	Tinted goggles; tinted spectacles with side shields or welding goggles, eye cup or coverspec type with tinted lenses or tinted plate lens
Shaping solid materials	Clear goggles, flexible or rigid body; clear spectacles with side shields; add plastic window face shield for severe exposure
Laser device operation or experimentation	Appropriate for specific hazard
Vehicle repair or servicing	Clear goggles, flexible or rigid body; clear spectacles with side shields
Other potentially hazardous processes or activities	Appropriate for specific hazard

C. Eye Protective Policy and Program – N.J.A.C. 6A:26-12.5(f)

1. The Board of Education establishes and implements Policy and Regulation 7432 to assure:

   a. No staff member, student, or visitor shall be subjected to any hazardous environmental condition without appropriate eye protection;

   b. The detection of eye hazardous conditions shall be continuous;

c. Eye protection devices shall be inspected regularly and adequately maintained;

d. Shared eye protective devices shall be disinfected between uses by a method prescribed by the local school medical inspector;

e. All eye protective devices shall meet or exceed the appropriate specifications for the various types of devices and suppliers of eye protective devices shall certify, in writing, that the devices meet or exceed said specifications;

f. Specific policy and procedures shall be established to deal with individuals who refuse to abide by established eye-safety practices and procedures;

g. The use of contact lenses shall be restricted in learning environments that entail exposure to chemical fumes, vapors, or splashes, intense heat, molten metals, or highly particulate atmospheres. When permitted, contact lenses shall be worn only in conjunction with appropriate eye protective devices, and the lens wearer shall be identified for appropriate emergency care in eye hazardous learning environments;

Staff members in these learning environments shall identify the students in his/her class who wear contact lenses. A list of such students shall be kept by the staff member in order that appropriate emergency eye care may be given; the list shall be destroyed at the end of the course of study;

h. All spectacle-type eye protective devices shall have side shields of the eye-cup, semi- or flat-fold type; and

i. Students, staff members, or visitors wearing personal corrective eyewear shall be required to wear cover goggles or similar devices unless a competent authority can certify the personal eyewear meets or exceeds standards identified in N.J.A.C. 6A:26-12.5(b).

REGULATION GUIDE

D. Eye Wash Fountains - N.J.A.C. 6A:26-12.5(d)

1. Emergency eye wash fountains, or similar devices capable of a minimum fifteen minutes continuous flow of eye-wash solution, shall be provided in classrooms, shops, laboratories, or other areas where students or instructors are exposed to caustic materials that can cause damage to the eyes in accordance with N.J.A.C. 6A:26-12.5(d).

2. Eye wash fountains shall be routinely checked by the responsible staff member and any fountain that does not operate properly shall be promptly reported to the Principal.

E. Inspection

The Principal or designee shall annually inspect the school premises for the existence of conditions potentially hazardous to the eyes, for the placement of signs requiring appropriate eye protective devices, and for an adequate supply of appropriate eye protective devices in satisfactory condition. Conditions potentially hazardous to the eyes include, in addition to the activities listed in paragraph A.1. above, the likelihood of flying objects and spilled liquids and the presence of protruding and sharp objects.

F. Training and Supplies - N.J.A.C. 6A:26-12.5(g)

The school district shall provide annual training and appropriate supplies and equipment to all school personnel responsible for implementing the eye safety policies and program. The training shall include all aspects of eye protection as defined in Policy and Regulation 7432 and in accordance with N.J.A.C. 6A:26-12.5(g).

Adopted:

REGULATION GUIDE

R 7510 USE OF SCHOOL FACILITIES

A. Classification of Users

Organizations and individuals using school facilities will be classified as Class I, II, or III users as follows:

1. Class I users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a use fee or charge for custodial and service (fuel, water, and electricity) costs. Class I users include the following organizations and individuals:

   Uses and groups directly related to the schools and the operations of the schools, including student and teacher groups;

   Uses and groups directly related to the Community School;

   Uses and organizations indirectly related to the schools, including the Home-School Association, and other school- parent related organizations;

2. Class II users will be given priority for the use of school facilities over Class III users and may use school district facilities without payment of a use fee but will be charged custodial and service costs. Class II users include the following organizations and individuals:

   Departments and agencies of the municipal government; i.e., Rec. Advisory, etc.;

   Governmental agencies;

   Community organizations formed for charitable, civic, social, or educational purposes;

   Community church groups; Community political organizations;

3. Class III users will be given lowest priority for the use of school facilities and may use school district facilities only on payment of a use fee and charges for custodial and service costs. Class III users include the following organizations and individuals:

   Private groups and organizations;

4. No other organizations or individuals will be permitted to use school facilities.

B. Application Procedures

1. Application must be made in writing and on the form supplied by the schooldistrict. The form is available on each school's website.

2. Application for use of school facilities must be submitted to the school or Buildings & Grounds Department not less than thirty (30) working days before the date of the requested use. A use that requires the approval of the Board must be submitted not less than ninety (90) working days prior to a regular Board meeting and not less than one hundred twenty (120) working days before the date of the requested use.

3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of theorganization.

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.

REGULATION GUIDE

C. Approval

1. The Buildings & Grounds Administrative Assistant 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 beenscheduled

   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 Buildings & Grounds Administrative Assistant 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 the standards set by Policy No. 7510 and these regulations, the Buildings & Grounds Administrative Assistant will note her/his approval on the application form and will record the classification of the applicant organization and forward the application to the Building Principal and/or Business Administrator for final approval or for referral to the Board for 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 only on weekdays, including school vacations.

      School facilities may be available for use Saturdays and Sundays, and other public holidays depending on appropriate and adequate custodial coverage.

   b. School facilities are available for use only during the hours of 3:30 p.m. and 10:30 p.m. 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 observancesor 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 Buildings & Grounds Administrative Assistant 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 sameclass, 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 Buildings & Grounds Administrative Assistant of any canceled use request as soon as he/she is aware of the cancellation. An organization's failure to inform the Buildings & Grounds Administrative Assistant of a canceled use at least three (3) working days in advance of the scheduled time of the use may result in imposition of service charges.

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.

D. Insurance and Indemnification

1. The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.

2. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.

3. The user shall furnish evidence of the purchase of liability insurance in the amount of One Million Dollars ($1,000,000) per person/per occurrence/ Two Million Dollars ($2,000,000) aggregate for bodily injury and property damage.

4. Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury in the amount of not less than $50,000 per person per occurrence, insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries, which will be provided to the adult representative of the requesting organization with the application to use school facilities.

For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

E. 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 controlleddangerous 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 toresult in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.

g. Field lights must be turned off by 9:00 PM daily.

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. 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 liabilityfor 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 careand at the expense of the user.

e. Users of the gymnasium must ensure that all participants wear rubber-soledfootwear to prevent damage to floors.

f. No school facility may be used for a purpose in conflict with the purpose forwhich the facility was designed.

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 andconsume 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. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.

i. No signs, posters, advertisements, or other displays may be placed in aschool 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 ordamage 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 offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, 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 Properly Supervised.

   a. A school custodian must be on duty during the entire time a use occurs. Thecustodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodianis 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 use 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 must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and mustenforce 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 theassistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of theuser. 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 Principalmay recommend that permission to use the facility be withdrawn.

   e. Board members and school officials are entitled to full and free access toany 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.

REGULATION GUIDE

F. Fee Schedule

1. Class I users will not be charged a fee or costs for the use of schools, except that special charges for the specific services of school employees rendered pursuant to paragraph E3a and paragraph E3b will be billed.

2. Class II users will not be charged a facility fee, but will be charged

   a. For the specific services of school employees rendered pursuant toparagraph E3a and paragraph E3b, if any, and

   b. For service costs of the use as follows: Custodial costs:

      $35.00

3. Class III users will be charged the costs charged Class II users (paragraph F2a and paragraph F2b) and according to the Facility Rental Fee Schedule attached as Appendix A.

4. An itemized bill for the use of school facilities will be prepared based on the approved application form. The bill will be sent to the representative of the applicant organization in advance of the use and payment may be requested in advance of the use.

G. 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 whenschool 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.

REGULATION GUIDE

3. The organization that sponsors the youth program shall file a statement of assurance with the Superintendent or designee that it has complied with thetraining 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.

Adopted: June 23, 2020, November 16, 2020

REGULATION GUIDE

APPENDIX A

USE OF SCHOOL FACILITIES RENTAL FEES
ROOM RATES

All room rates are based on a 4 hour minimum
with 25% for each additional hour

Auditorium	Elementary schools	$150.00
Gymnasium	Elementary schools	$150.00
Media Center	Elementary schools	$200.00
Auditorium	Middle/High School	$400.00
Auditorium,	Middle/High School	$200.00
Rehearsals	Middle School	$300.00
Gymnasium		
Gymnasium	High School	$400.00
Cafeteria	Middle/High School	$200.00
Classrooms		$ 35.00
Media Center	Middle/High School	$400.00
Gym Scoreboard	Middle/High School	$ 75.00

SERVICES Per hour		
Custodial Services per custodian		$35.00
Cafeteria Services per worker		$18.00
AV/Technology		$40.00
Police	Prevailing Borough Rate	

REGULATION GUIDE

FIELDS All field rates are per hour HS fields include the press box		
Baseball/Softball	High School	$100.00
Lower Soccer/Lacrosse – Turf	High School	$100.00
Football/Multi-Use Field – Turf	High School	$100.00
Tennis Court Rental High School Annual Resident Seasonal Tennis Court Badge		$50.00 each or $200 for all No charge
Annual Non-Resident Seasonal Tennis Court		$50.00
Badge Track High School Soccer/Baseball		$50.00
Coleman		$50.00
Soccer/Baseball/Lacrosse	Hamilton	$50.00

LIGHTS		
All Purpose Field Lighting	Per use	$100.00

REGULATION GUIDE

R 8420.1 FIRE AND FIRE DRILLS

A. Fire Drills

1. The Principal of each school building will conduct at least one fire drill each month within school hours, including any summer months during which the school is open for instructional programs. The Principal shall require all teachers to keep all doors and exits of their respective rooms and buildings unlocked during school hours. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill.

   Attempts should be made to conduct drills in various weather conditions and at various times of the school day. Fire drills should be unannounced to school staff and students. The Principal shall inform local firefighting officials whenever a fire alarm is for drill purposes.

   An actual fire that occurs at a school building during the month and includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of this Regulation and N.J.S.A. 18A:41-1.

2. The fire alarm shall be by a building-wide audible signal. Alarm signals should be tested regularly.

3. When the fire alarm rings, each staff member supervising students will:

   a. Direct students to form into a single file line and proceed along the evacuation route to the nearest exit designated for evacuation;

   b. Close the windows of the room and turn off all lights and audio-visual equipment;

   c. Take the class register or roll book;

d. Ascertain that all students have left the room and that any student who may have left the classroom prior to the fire drill is located and escorted from the building;

e. Close all doors to the room when the room is empty and keep all doors and exits of their respective rooms and buildings unlocked;

f. Ensure their assigned students have left the school along the route prescribed in the school evacuation plan. In the event a school building has been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill;

g. Direct students to a location not less than a distance twice the height of the building walls and keep the students in a single file line facing the building;

h. Take attendance to determine all students who reported to class have been evacuated from the building and report immediately to the Principal any student who is unaccounted for; and

i. When the recall signal is given, conduct students back to the classroom.

4. Evacuation of the school in a fire drill must be conducted quickly and quietly and in an orderly fashion. Students must be silent, refrain from talking and running, and remain in closed, single file lines. Any student or staff member whose behavior disrupts the conduct of the fire drill shall be reported to the Principal and will be subject to discipline.

5. All persons in the school must leave the building during a fire drill, including all aides, visitors, volunteer workers, and all office, cafeteria, custodial, and maintenance employees, except those employees who have been assigned specific duties to be performed in the school building during a fire drill.

6. Physical education classes in progress outside the building should stop the game activity and line up in place or in their regularly assigned drill position.

7. Students will be instructed not to gather belongings to take outside on the fire drill. In inclement or cold weather, students may pick up their coats and put them on as they exit the building, provided no time is lost in that activity.

8. The office employee responsible for keeping the central attendance register, or a designated substitute, must carry the register out of the building during the drill.

9. Each Principal shall report monthly to the Superintendent on the conduct of fire drills. Their report will include the date, weather conditions, and time to evacuate for each drill conducted, as well as any comments that could assist in improving the conduct of future drills.

10. Every fire drill will be conducted with seriousness and with the assumption that prompt evacuation is actually required for the safety and survival of persons in the school.

11. Principals are encouraged to change the circumstances of fire drills so that staff members and students are subjected to various conditions and learn to respond to them quickly, constructively, and safely. Any such variations should take into account the ages and abilities of children.

    a. One or more exits may be designated as "blocked" so that students are required to use alternative evacuation routes.

    b. A fire drill may be designated as a "smoke drill" so that students learn to avoid the hazards of smoke by walking in a low or crouching position (not a crawling position).

REGULATION GUIDE

B. Fire

1. A school staff member or any building occupant who detects a fire in a school building or on school grounds shall immediately report the fire by calling 911 and/or by activating a fire alarm pull station in accordance with law.

2. The school staff member or building occupant shall also report the fire to the school Principal, if possible.

3. In the event of a fire in a school building, the school Principal shall immediately sound the fire alarm, in the event the fire alarm had not been previously activated, for the evacuation of all students, staff members, visitors, and volunteers.

4. Evacuation shall be conducted in accordance with the fire drill procedures established in A. above, except that no employee may remain in the building to perform specific duties.

5. As a precaution, the Principal or designee will maintain a record of disabled students who may require special attention in the event of fire or other evacuation. Fire fighters will be promptly informed of the location and special circumstances of each such student.

6. As soon as practicable after the incident, the Principal shall submit a report to the Superintendent on the appropriate form.

7. The school district shall immediately notify the appropriate local fire department of any fire which occurs in a school building or on school property in accordance with N.J.S.A. 18A:41-5.

C. Fire and Smoke Doors

Every Principal and custodian/janitor in each school building in the district which has a furnace room, hallway, or stair-tower fire or smoke doors shall keep them closed during the time the school building is occupied by teachers and students pursuant to N.J.S.A. 18A:41-2.

Adopted:

APPENDIX

C

GLEN ROCK PUBLIC SCHOOLS

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Posted: September 28, 2021
BOE Approved: September 27, 2021

Plan and Guidelines for Glen Rock Public Schools Remote/Virtual School Days

Glen Rock School District (GRSD) will create meaningful and innovative ways to deliver virtual instruction for all students during a district closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

Proposed Solution: The Glen Rock School District (GRSD) will implement the virtual school option and effectively execute an instructional experience that "provides an exceptional education to all students to cultivate resilient, responsible and engaged global citizens" [GRSD District Vision Statement] and meets state guidelines.

Preparation: Our teachers will design and execute virtual learning activities in two ways. One way is through ***synchronous*** learning, which means that all students will be required to be virtually present in a chat room, discussion or online platform in order to interact with their teacher and fellow students in real-time. All High School and Middle School teachers have been instructed to schedule all synchronous learning to be aligned with the bell schedule so that students are not double booked with synchronous learning appointments. Elementary teachers will follow the typical bell schedule used on a normal school day. The second method of virtual learning is called **asynchronous**. In this method, teachers design experiences that can be completed anytime throughout the day without the need for real-time, live feedback. This method of asynchronous learning will be limited to some elementary specials that may use it occasionally. All instruction will be aligned to NJSLS and district curriculum.

Accountability/Attendance: To ensure that students get credit for "attendance", as students log in and/or communicate with their teacher via the Schoology learning management system (LMS), the teacher will mark that student "present" in Genesis. If the teacher does not communicate at some point with the student or the student does not log in to Schoology during school hours, the student shall be marked "absent". Every school day will run on the school district schedule: 7:50 am- 2:54 pm for high school students, 7:50 am - 2:54 pm for middle school students and 8:30 am - 3:00 pm for elementary students. District staff including teachers, counselors, CST, and administration will follow up with students that are having difficulty with remote learning, not submitting assignments, and/or refusing to partake in instruction and provide remediation and support as needed. The district will adhere to its current policies regarding attendance specific to promotion and retention.

English, Social Studies, Science, Math, World Language, Tech Ed Lessons: Students will be engaged in a variety of learning activities both online and offline. While online, students will access digital textbooks, instructional videos, teacher-created content, discussions, and commercially developed digital instructional materials which support the adopted curriculum units. Students will create a variety of different forms of content, including: digital portfolios, online discussions, writings, presentations, videos and podcasts. Many teachers have identified content specific software and websites which support the curriculum and which the students can use. Also, students may be assigned other offline activities such as journaling their physical activities for their Physical Education class or cooking for their Family and Consumer Science class.

Elementary students will maintain their usual weekly instructional schedule with specials (Library, PE, Art, Music). Students will be able to access their instructional activities and lessons from a link on the front of their teacher's Schoology page. The links will take the students to a template with planned activities by all specialists should they be using asynchronous learning.

Elementary students enrolled in Basic Skills Instruction - Reading, Basic Skills Math, Special Education, Spanish, and English as a Second Language (ESL) will also be able to access their instructional activities and lessons from the specialists' links on their classroom teacher's Schoology Updates page.

Differentiation:
K-5 Differentiation of Instructional Time, Assignments, and Independent Work: In addition to a daily schedule of live instruction, assignments and independent work, teachers will provide small group and individual instruction to students during live video meetings. Students' virtual assignments and materials are modified, when necessary, to meet individual learning needs and styles. Opportunities for reinforcement and enrichment are designed and provided by assigning tasks to specific groups of students via Schoology and live video lessons. When applicable, students will be given the opportunity to choose their own learning pathways across the curriculum and collaborate with their peers in a virtual setting.

K-5 Differentiation of Measures of Student Learning: Teachers in grades K-5 will measure student learning progress as defined by the district's identified standards-based curriculum priorities. Google Drive assignments can be submitted to teachers through Schoology. Teachers can monitor student progress on these documents in real-time and provide students with feedback. Teachers may also use the Discussion feature on Schoology to encourage student collaboration and to monitor students' understanding. Additionally, teachers can also utilize the Assessment feature on Schoology to create and assign differentiated assessments. Teachers may also use Google Forms to formatively assess the key lesson concepts for the day. For younger students, pictures of written work can be submitted to teachers through Schoology, email, or Google Drive. Finally, our K-5 teachers can use outside progress monitoring websites to measure student learning in math and ELA.

6-12 Differentiation and Measures of Student Learning: 6-12 teachers will differentiate instructional time by varying strategies including, but not limited to: direct instruction via live conferencing on Schoology LMS and/or ZOOM, student-paced modules via Google Slides and/or Nearpod, virtual field trips, group work via Google Drive, discussion boards, science lab activities using ExploreLearning.com, math activities on IXL and much more. Teachers will continue to use assessment data for tiering and "grading groups", a feature within Schoology, to discreetly and individually assign students work at their skill-level as well as offer mini-lessons and extra help to those in need of skill level development. 6-12

teachers will continually assess students individually through a variety of means including digital assessments (Schoology), one-on-one conferencing (Zoom), student video feedback (Flipgrid), and writing feedback (Google Docs) as well as group assessments on a variety of projects.

Special Services Accommodations: Collaborative teachers will co-plan the lessons with their partners. In addition, collaborative teachers will proactively reach out to students with IEPs in their class to address challenges related to remote learning. Special program teachers will work with CST to plan appropriate, supported, and scaffolded activities for their students.

Physical Education/Health teachers will develop lessons with a grade level focus aligned with the K-12 curriculum. The teachers will create lessons on hygiene and germ transmission prevention as well as lessons that complement the work they have already accomplished on mindfulness, stress reduction, and mental health awareness. Students will receive lessons in Physical Education which encourages them to be active and safe if they are healthy and physically able, and to log/journal their physical activity..

Related Arts, Music Classes: These programs/classes will emphasize individual performance and creations by students. Students will be provided with the opportunity to explore and use a variety of digital tools though individual and collaborative assignments and projects. For example, music teachers will plan and provide resources for students to collaboratively create and play/sing arrangements from their own homes through the use of the teacher's Schoology course.

Counselors and CST Members will share expectations with their respective departments for ways to be productive and engage with students during this day. Counselors and CST members will establish available office hours for students and/or parents to communicate with them. Counselors and CST members will be responsible for staying in touch with students for whom we know might find this type of learning a challenge. Additionally, counselors, when feasible, will virtually conduct course selection meetings, grade level conferences, etc., and continue to provide practical levels of support for students experiencing difficulties. In addition, counselors will monitor student progress and achievement (especially 12th grade students).

Students Without Wifi Access: Students previously without wifi access have been identified and will be provided with a wifi hotspot by the district for the duration of the extended closing in order to engage with instruction and learning activities. In addition, the district will conduct a survey of all students to assess which families are in need of wifi and will also be provided with a wifi hotspot. All students that request a district issued computer have been provided one.

Students Eligible for Free and Reduced Lunch: We have been in communication with our food service vendor, Pomptonian. In the event of a school closing under the state criteria, Pomptonian will provide a Grab-and-Go meal at the student's individual school or if a delivery system would be necessary, the meal will be delivered to the student's home.

Submitted by:

Dr. Brett Charleston
Superintendent of Schools

The remote learning plan was approved by the Glen Rock Board of Education on Monday, September 27th, 2021.

APPENDIX

D

Glen Rock Public School District Professional Development Plan 21-22

District Name	Superintendent Name	Plan Begin/End Dates
Glen Rock Public Schools	Brett Charleston	August 2021 to July 2022

1: Professional Learning (PL) Goals

PL Goal No.	Goals	Identified Group	Rationale/Sources of Evidence
1	Student and staff wellbeing	All certified staff members	● The social and emotional learning of students is an important part of the educational environment. ● Especially during a pandemic, students need support to develop socially and emotionally. ● Staff need professional learning opportunities to develop skills to monitor the status of children and provide appropriate supports. ● Staff wellbeing is also important for student success.

2	Student Achievement	All certified staff members	● Initial assessment in the fall of 2021 will identify student gaps in knowledge from last spring. ● Initial assessment will include results from state-administered Start Strong assessment and internally developed assessments. ● Curriculum will be evaluated and updated as needed to ensure alignment with current standards and equity in access without bias.
3	Supporting New Teachers	Newly hired certified staff members	● A larger-than-normal number of new hires this year requires additional support for staff new to the district and new to teaching in general. ● A robust staff induction program will be beneficial to new staff, increase student achievement, and decrease attrition.

2: Professional Learning Activities

PL Goal No	Initial Activities	Follow-up Activities (as appropriate)
1	● New teacher orientation and staff PD days at the beginning of the year will be used to help our staff attend to the needs of our students' social and emotional needs. ● Professional Development will be offered based on a tiered system of services and programming: Implementation of SEL through Best Practices, SEL in a Trauma-informed Learning Environment, and SEL and Students At-Risk.	● Ongoing SEL training for staff during faculty meetings and professional development days. ● Ongoing check-in and monitoring of students and staff throughout the year. ● Newly hired SAC for the middle and high school will lead professional development for staff and design ongoing programs for students. ● Elementary staff will be trained in the RULER program, an evidence-based approach to SEL developed at the Yale Center for Emotional Intelligence. ● A renewed focus on middle school interdisciplinary to monitor student wellness.
2	● Administer Start Strong and internal assessments for students at the beginning of the year to assess students for learning gaps. ● Identify targeted approaches to address learning gaps. ● Launch new elementary science program.	● District-wide focus on assessment practices to inform instruction. ● Ongoing department and faculty meetings focused on curriculum and instruction. ● A renewed focus on middle school interdisciplinary to monitor student achievement. ● Development of teacher leader group for elementary science support, ongoing support from science supervisor. ● Investigation for potential bias in curriculum and teaching practices and revision if necessary.
3	● A three day new teacher orientation will provide a strong foundation in school processes and procedures. This orientation will also provide an array of professional development workshops from which new teachers choose six sessions that align with their unique development goals.	● Biweekly check-in sessions will be offered to all new teachers for at least the first half of the school year. These check-ins will provide continued and regular support for new teachers specific to the questions and challenges they face at the beginning of their career at Glen Rock. Feedback from these sessions will be used to develop tailored professional development options offered during faculty meetings and scheduled release time. These meetings will be facilitated by mentor teachers. ● Follow-up PD sessions will be offered to build upon and reinforce knowledge and skills developed by new teachers during the new teacher

	● Novice teachers will be supported by mentors in their first year of classroom teaching. Glen Rock's mentors will receive comprehensive training in how best to support their assigned novice teachers.	orientation. These sessions will occur during faculty meetings, department meetings and scheduled release time. ● Administrators will provide continued support for mentors through check-in meetings and structured PD. This support will enhance the mentors' ability to provide support to our novice teachers in the focus areas of culture, processes and instruction. ● Surveys of new teachers and mentors will be used to develop tailored supports and professional development throughout the school year.

3: PD Required by Statute or Regulation

State-mandated PD Activities
The following state mandated topics will be addressed in faculty meetings or through online training platforms: ● Affirmative Action/Title IX, EEO, Substance Abuse, Crisis Intervention, Arrest Notification, Conduct/Discipline, Section 504, Weapons and Dangerous Instruments, Vandalism and Violence, Child Abuse and Neglect Reporting, Suicide Prevention, Right to Know and Technology/Telecommunication Acceptable Use – Training will occur at: New Teacher Orientation, initial faculty meeting, webinars, conferences, and the posting of a PowerPoint presentation for mandated topics on the district website and employee portal. ● HIB – New Teacher Orientation, Faculty meetings, webinars, and on-line training (District and building HIB coordinators). ● School Safety- New Teacher Orientation, faculty meetings, and on-line training. ● Blood borne pathogens – New Teacher Orientation, faculty meetings, and on-line training. ● Dyslexia – Office of Special Services workshop or webinar- two hours of training (Safe Schools). ● Special Education requirements – New Teacher Orientation- overview of special education regulations and programs and introduction to the new IEP Direct program.

4: Resources and Justification

Resources
To meet the professional learning needs of the teachers and administrators as outlined in this plan, learning activities and resources will be funded with:

● Teacher and administrator training on the implementation of the effective teacher evaluation model will be provided during administrative council meetings.

● Teacher and administrator training on the development of middle school teams will be provided through ESSA grant funds.

● Teacher and administrator training on the RULER program for SEL support in the elementary schools will be provided through professional development funds.

● Building and District level budgets include allocations for teacher and principal attendance at workshops/conferences outside the district.

● District budget includes funding to support elementary math and literacy specialists.

● District funding to support licenses for online learning platforms, including Schoology, Lexia, and IXL.

● District Curriculum and Instruction budget includes funds to support teacher summer work on curriculum revisions in alignment with the New Jersey Student Learning Standards.

● The district budget supports the hiring of three additional subject supervisors (for a total of 6) to provide ongoing PD for staff.

● The district teacher contract allows for professional development and curriculum articulation.

● The district insurance company offers free, on-line learning modules (Safe Schools) for staff and administrators on mandated topics.

● The district teacher contract allows for monthly faculty meetings for the purpose of discussions, demonstrations, presentations, articulations, and updates by the principals and supervisors. It also allowed the adjustment of the year calendar to provide PD days prior to school beginning and ongoing half day PD days.

● Monthly Administrative Council Meetings provide opportunities for administrators to discuss, learn about, and reflect upon topics.

Justification

The Glen Rock Superintendent, administration and Professional Development Committee have identified student and staff wellbeing, student achievement, and development of new staff as priorities for the 2020-2021 school year. As a response to the ongoing pandemic, it is essential that our teachers and staff are able to recognize and attend to student and staff wellbeing issues and identify and address gaps in student learning due to last year's remote and hybrid learning. Our large number of new hires necessitates a focus on supporting staff new to the district.

Signature: _____ _____

Superintendent Signature **Date**

APPENDIX

E

GLEN ROCK SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: **SCHOOL LIBRARY MEDIA SPECIALIST**

QUALIFICATIONS:
1. Valid New Jersey School Library Media Specialist, Associate School Library Media Specialist, School Librarian or Educational Media Specialist endorsement.
2. Minimum experience as determined by the Superintendent.
3. Demonstrated ability related to collection development, information technology, research methodology and library program designs for children and adolescents.
4. Effective problem-solving, human relations, and communication skills.

REPORTS TO: Supervisor of Instructional and Educational Technology/Media Center

JOB GOAL: To develop and coordinate educational media services and assist teachers and students in the effective use of the media center and information technology as a learning resource to support the school's curriculum and to develop students' information literacy skills.

PERFORMANCE RESPONSIBILITIES:

1. Operates the media center to establish procedures, policies and systems that allow for the efficient operation of the media center.
2. Become involved with the planning, organization and coordination of all media center operations.
3. Cooperatively evaluate, select, purchase and organize all media center materials and resources, both print and electronic.
4. Be responsible for ongoing collection development including the weeding of obsolete and worn materials.
5. Develop and provide in-service professional development workshop opportunities for faculties regarding research process and integration of technology into the curriculum.
6. Serve as a resource to administrators, teachers, students and parents.
7. Work with the Supervisor of Educational and Instructional Technology/Media Center to assist with the preparation and coordination of the annual media center operating budget and coordinate the administration of the budget.
8. Maintain accurate records of library media holdings, including acquisition, circulation, and maintenance (cataloging, classification and inventory of all media).

9. Keep educationally and professionally informed by participation in professional organizations, workshops, conferences, and by the reading of professional literature.
10. Provide formal and informal instruction in information literacy and research skills to students and faculties with an emphasis on the research process, the effective use of print and electronic resources and use of informational and instructional technologies.
11. Provide reading and reference guidance on an individual and/or group basis.
12. Inform faculties and other staff of new media center acquisitions.
13. Keep administration and faculties abreast of new and emerging resources and technologies.
14. Coordinate the scheduling of media center use.
15. Collaborate with the technology department to coordinate selection and purchase of technology needs for the media center.
16. Perform such other related duties as may be assigned.

TERMS OF EMPLOYMENT:

Ten (10) month position.

ANNUAL EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved: January 14, 2008
Revised:

APPENDIX

F

GLEN ROCK BOARD OF EDUCATION
REPORT OF THE TREASURER
TO THE BOARD OF EDUCATION

DISTRICT OF GLEN ROCK
ALL FUNDS

For the Month Ending July 31, 2021

CASH REPORT					
	FUNDS	(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balances (1) + (2) - (3)
	GOVERNMENTAL FUNDS				
1a	Fund 10 - General Fund	10,535,207.75	3,621,047.12	2,215,462.12	11,940,792.75
2	Fund 20 - Special Revenue Fund	-55,932.11	24,567.00	130,209.88	-161,574.99
3a	Fund 30 - Capital Projects Fund	5,016,405.71	0.00	61,986.97	4,954,418.74
3	Sub-Total Fund 30 - Capital Projects Fund	5,016,405.71	0.00	61,986.97	4,954,418.74
4	Fund 40 - Debt Service Fund	23,210.45	271,988.00	1,020,153.75	-724,955.30
5	Total Governmental Funds	15,518,891.80	3,917,602.12	3,427,812.72	16,008,681.20
	ENTERPRISE FUNDS				
6c	Fund 60 - Cafeteria Fund	52,394.88	0.00	2,770.45	49,624.43
6d	Fund 65 - Community School	-496,032.17		97,085.31	-593,117.48
6	Total Enterprise Funds	-443,637.29	0.00	99,855.76	-543,493.05
	TRUST AND AGENCY FUNDS				
7	Payroll	2,369.89	336,217.67	336,217.67	2,369.89
8	Payroll Agency	298,491.40	224,799.07	249,692.03	273,598.44
9	Scholarship	71,728.35	0.00	0.00	71,728.35
10	Unemployment	463,750.87	0.00	0.00	463,750.87
10	Flexible Spending Account	29,009.74	0.00	584.87	28,424.87
11	Total Trust & Agency Funds	865,350.25	561,016.74	586,494.57	839,872.42
12	Total All Funds	15,940,604.76	4,478,618.86	4,114,163.05	16,305,060.57

Prepared and Submitted By:

Antoinette Kelly
Treasurer of School Moneys

9/23/21
Date

Glen Rock School District
Board Secretary Report
Interim Balance Sheet

Assets and Resources

Assets:			
101	Cash in Bank	11,938,439.94	
102-106	Cash Equivalents	2,352.81	
107	Cash Management	.00	
	Total Cash		11,940,792.75
109	Payments		.00
111	Investments		.00
116	Capital Reserve Account		.00
117	Maintenance Reserve Investment Account		.00
118	Emergency Reserve Account		.00
121	Tax Levy Receivable		-3,427,610.00
	Accounts Receivable:		
132	Interfund	.00	
140	Intergovernmental	.00	
141	Intergovernmental - State	1,129,433.05	
142	Intergovernmental - Federal	.00	
143	Intergovernmental - Other	.00	
153,154	Other - Net of Estimated Uncollectable of	.00	
161	Bond Proceeds Receivables	.00	
171	Inventories for Consumption	.00	
172	Inventory	.00	
155	Interfund	.00	
	Total Accounts Receivable		1,129,433.05
	Loans Receivable:		
131	Interfund Loans Receivable	.00	
151,152	Other - Net of Estimated Uncollectable of	.00	
181	Prepaid Expenses	.00	
192	Deferred Expenditures	.00	
	Total Loans Receivable		.00
	Other Current Assets		-41,079.24
Resources:			
241	Machinery and Equipment	.00	
242	Accumulated Depreciation on Machinery & Equipment	.00	
301	Estimated revenues	52,058,748.00	
302	Less Revenues	-2,744.85	
			52,056,003.15
	Total Assets and Resources		**61,657,539.71**

Liabilities and Fund Equity

Liabilities:		
101	Cash Overdraft	.00
402	Interfund Accounts Payable	.00
411	Intergovernmental Accounts Payable - State	.00
412	Intergovernmental Accounts Payable - Federal	.00
421	Accounts Payable	-40,549.46
431	Contracts Payable	.00
451	Loans Payable	.00
423	Accounts Payable / Previous Years	.00
461	Accrued Salaries and Benefits	.00
481	Deferred Revenues	-2,971.00
	Other Current Liabilities	41,079.24
	Total Liabilities	**-2,441.22**

Fund Balance:					
Appropriated:					
753	Reserve for Encumbrances - Current Year			-20,035,117.86	
754	Reserve for Encumbrances - Prior Year			-209,921.81	
	Reserved Fund Balance:				
764	Maintenance Reserve Account		.00		
765	Tuition Reserve Account		.00		
606	Add: Increase in Maintenance Reserve		.00		
310	Less: Budgeted W/D from Maint. Reserve		.00		
				.00	
761	Capital Reserve Account		-3,856,553.00		
604	Add: Increase in Capital Reserve		.00		
307	Less: Budgeted W/D Local Share < Exc Cost		.00		
309	Less: Budgeted W/D from Cap. Reserve-Exc		.00		
				-3,856,553.00	
766	Emergency Reserve Account		-209,496.00		
607	Add: Increase in Emergency Reserve		.00		
312	Less: Budged W/D from Emergency Reserve		.00		
				-209,496.00	
762	Adult Education Programs			.00	
750,751,752	Reserved Fund Balance			.00	
730,760,763,767,768,769	Other Reserves			.00	
601	Appropriations		-57,958,101.81		
602	Less: Expenditures	2,152,218.80			
603	Encumbrances	20,245,039.67	22,397,258.47	-35,560,843.34	
	Total Appropriated				-59,871,932.01
Unappropriated:					
712	Investment in Gen Fixed Assets			.00	
770	Fund Balance			-7,338,533.94	
771	Fund Balance - Designated			.00	
772	Fund Balance - Undesignated			.00	
303	Budgeted Fund Balance			5,555,367.46	
311	Budget Withdr Fm Tuition Reserve-Adjust/SU			.00	
740	Unreserved Retain Earnings			.00	
	Total Unappropriated				-1,783,166.48
			Total Fund Equity		-61,655,098.49
			Total Liabilities and Fund Equity		-61,657,539.71

Recapitulation of Fund Balance:

	Budgeted	Actual	Variance
Appropriations	57,958,101.81	22,397,258.47	35,560,843.34
Revenues	-52,058,748.00	-2,744.85	-52,056,003.15
Sub Total	5,899,353.81	22,394,513.62	-16,495,159.81
Change in Reserve Accounts:			
Plus - Increase in Reserve	.00	.00	.00
Less - Withdraw from Reserve	.00	.00	.00
Sub Total	5,899,353.81	22,394,513.62	-16,495,159.81
Less:Adjustment For Prior Year Encumbrance	-209,921.81	-209,921.81	.00
Budget Fund Balance	5,689,432.00	22,184,591.81	-16,495,159.81

		Budget Estimated	Actual To Date		Unrealized Balance
Budgeted Fund Balance		5,689,432.00	22,184,591.81		-16,495,159.81
Revenues/Sources of Funds					
Revenues					
Total Revenues		.00	.00	.00	.00
Revenues from Local Sources					
10-12XX	Local Tax Levy	48,965,861.00	.00	.00	48,965,861.00
10-13XX	Tuition	25,000.00	.00	.00	25,000.00
10-15XX	Interest Revenue	550.00	.00	.00	550.00
10-1XXX	Unrestricted Revenue	692,267.00	2,744.85	.00	689,522.15
Total Revenues from Local Sources		49,683,678.00	2,744.85	.00	49,680,933.15
Revenues from State Sources					
10-312X	Transportation Aid	131,824.00	.00	.00	131,824.00
10-313X	Special Education Aid	2,041,651.00	.00	.00	2,041,651.00
10-3XXX	Other State Aids	201,595.00	.00	.00	201,595.00
Total Revenues from State Sources		2,375,070.00	.00	.00	2,375,070.00
Revenues from Local Sources					
Total Revenues from Local Sources		.00	.00	.00	.00
Total Revenues/Sources of Funds		57,748,180.00	22,187,336.66	.00	35,560,843.34
Expenditures and Other Uses		**Appropriations**	**Expenditures**	**Encumbrances**	**Avail Bal**
Instruction					
11-606	Increase in Maint Reserve	300.00	.00	.00	300.00
Total Instruction		300.00	.00	.00	300.00
Distributed Expenditures					
11-402-XXX-XXX	Athletics	828,165.04	99,000.00	13,480.13	715,684.91
1XX-100-XXX	Regular Programs - Instructi	16,856,428.65	100,961.13	565,913.94	16,189,553.58
2XX-100-XXX	Special Education - Instruct	3,502,587.07	10,950.00	179,891.67	3,311,745.40
230-100-XXX	Basic Skills Remedial - Inst	514,324.00	.00	1,737.00	512,587.00
240-100-XXX	Bilingual Education - Instru	261,486.00	.00	.00	261,486.00
401-100-XXX	School Sponsored Cocurricula	207,036.00	.00	.00	207,036.00
Total Distributed Expenditures		22,170,026.76	210,911.13	761,022.74	21,198,092.89
Undistributed Expenditures					
11-000-1XX-XXX	Instruction	3,714,400.62	128,055.36	1,228,971.79	2,357,373.47
11-000-211-XXX	Attendance & Social Work	111,382.00	5,147.30	56,620.00	49,614.70
11-000-213-XXX	Health	840,069.48	2,370.36	193,362.84	644,336.28
11-000-21X-XXX	Related & Extraordinary	3,040,819.01	55,800.28	2,389,795.84	595,222.89
11-000-218-XXX	Students - Regular	1,103,667.00	4,060.42	45,375.58	1,054,231.00
11-000-219-XXX	Students - Special	1,337,234.00	20,456.02	153,773.03	1,163,004.95
11-000-221-XXX	Improvement of Instructio	627,860.10	91,207.90	445,739.13	90,913.07
11-000-222-XXX	Educational Media Service	634,076.55	6,435.76	117,456.01	510,184.78
11-000-223-XXX	Instructional Staff Train	159,149.00	504.00	3,937.06	154,707.94
11-000-23X-XXX	General Administration	1,259,029.71	164,150.30	778,112.27	316,767.14
11-000-24X-XXX	School Administration	2,398,148.55	184,051.44	2,012,407.24	201,689.87

Expenditures and Other Uses	Appropriations	Expenditures	Encumbrances	Avail Bal
Undistributed Expenditures				
11-000-251-XXX Central Services	681,965.00	83,954.27	562,733.55	35,277.18
11-000-252-XXX Administrative Info Tech	659,018.37	56,315.76	418,205.55	184,497.06
11-000-26X-XXX Operation and Maintenance	5,798,337.20	455,508.03	4,488,283.67	854,545.50
11-000-27X-XXX Student Transportation Se	1,245,290.00	114,432.30	832,751.20	298,106.50
11-XXX-XXX-2XX Employee Benefits	7,532,542.37	568,858.17	5,636,569.08	1,327,115.12
Total Undistributed Expenditures	31,142,988.96	1,941,307.67	19,364,093.84	9,837,587.45
Total Expenditures and Other Uses	53,313,315.72	2,152,218.80	20,125,116.58	31,035,980.34

Expenditures and Other Uses	Appropriations	Expenditures	Encumbrances	Avail Bal
Equipment				
12-XXX-XXX-73X Equipment	101,808.90	.00	101,808.90	.00
Total Equipment	101,808.90	.00	101,808.90	.00
Capital Outlay				
12-XXX-XXX-73X Equipment	18,114.19	.00	18,114.19	.00
000-4XX-XXX Facilities Acquisition & Con	3,566,767.00	.00	.00	3,566,767.00
Total Capital Outlay	3,584,881.19	.00	18,114.19	3,566,767.00
Total Expenditures and Other Uses	3,686,690.09	.00	119,923.09	3,566,767.00

Expenditures and Other Uses	Appropriations	Expenditures	Encumbrances	Avail Bal
Other Special Schools				
Total Other Special Schools	.00	.00	.00	.00
Total Expenditures and Other Uses	.00	.00	.00	.00
Total Expenditures	57,958,101.81	2,152,218.80	20,245,039.67	35,560,843.34

	Budget Estimated	Actual To Date	Unrealized Balance
Budgeted Fund Balance	5,689,432.00	22,184,591.81	-16,495,159.81
General Fund			
Revenues from State Sources			
Total Revenues from State Sources	.00	.00	.00
Local Sources			
1XXX Miscellaneous	550.00	.00	550.00
121X Local Tax Levy	48,965,861.00	.00	48,965,861.00
1310 Tuition from Individuals	25,000.00	.00	25,000.00
1990 Miscellaneous	692,267.00	2,744.85	689,522.15
Total Local Sources	49,683,678.00	2,744.85	49,680,933.15
Intermediate Sources			
Total Intermediate Sources	.00	.00	.00
State Sources			
3XXX Other State Aids	2,375,070.00	.00	2,375,070.00
Total State Sources	2,375,070.00	.00	2,375,070.00
Transfer from Other Funds			
Total Transfer from Other Funds	.00	.00	.00
Total General Fund	57,748,180.00	22,187,336.66	35,560,843.34

General Current Expense	Appropriations	Expenditures	Encumbrances	Avail Bal
General Current Expense (Fund11)				
Facilities Acquisition and Construction				
000-400-100 Salaries	300.00	.00	.00	300.00
Total Facilities Acquisition and Construction	300.00	.00	.00	300.00
Total General Current Expense (Fund11)	300.00	.00	.00	300.00
Distributed				
Regular Programs - Instruction				
110-1XX-101 Kindergarten Salaries	588,247.00	.00	.00	588,247.00
120-1XX-101 Grade 1-5 Teacher Salaries	4,992,027.00	.00	68,229.00	4,923,798.00
130-1XX-101 Grade 6-8 Teacher Salaries	3,997,102.00	.00	52,340.00	3,944,762.00
150-1XX-101 Home Instr Teacher Salaries	12,500.00	.00	.00	12,500.00
150-1XX-320 Home Instr - Purchase Ed Ser	5,000.00	.00	.00	5,000.00
190-1XX-32X	13,950.00	.00	4,000.00	9,950.00
190-1XX-5XX Other Purchased Services	890,926.00	6,312.76	134,280.69	750,332.55
190-1XX-61X General Supplies	643,150.65	.00	201,144.80	442,005.85
190-1XX-64X Textbooks	135,550.00	.00	5,497.34	130,052.66
140-1XX-101 Grades 9-12 Salaries Of Teac	5,160,774.00	.00	59,479.00	5,101,295.00
190-1XX-320 Purchased Professional Ed Se	227,500.00	.00	.00	227,500.00
190-1XX-8XX Miscellaneous Expenditures	189,702.00	94,648.37	40,943.11	54,110.52
Total Regular Programs - Instruction	16,856,428.65	100,961.13	565,913.94	16,189,553.58
Total Distributed	16,856,428.65	100,961.13	565,913.94	16,189,553.58
DISTRIBUTED				
Behavioral Disabilities				
209-1XX-101 Salaries Of Teachers	69,698.00	.00	.00	69,698.00
Total Behavioral Disabilities	69,698.00	.00	.00	69,698.00
Total Special Education - Instruction	69,698.00	.00	.00	69,698.00
Learning and/or Language Disabilities				
204-1XX-101 - Salaries of Teachers	387,675.00	.00	.00	387,675.00
204-1XX-61X General Supplies	3,000.00	.00	1,737.89	1,262.11
Total Learning and/or Language Disabilities	390,675.00	.00	1,737.89	388,937.11
Resource Room/Resource Center				
213-1XX-8XX Other Objects	750.00	.00	.00	750.00
213-1XX-101 Salaries of Teachers	2,580,418.00	.00	56,780.00	2,523,638.00
213-1XX-61X General Supplies	18,746.33	.00	6,054.21	12,692.12
Total Resource Room/Resource Center	2,599,914.33	.00	62,834.21	2,537,080.12
Autism				
214-1XX-101 Salaries Of Teachers	139,396.00	8,625.00	.00	130,771.00
214-1XX-61X General Supplies	9,364.74	.00	5,364.74	4,000.00
Total Autism	148,760.74	8,625.00	5,364.74	134,771.00
Preschool Disabilities - Part Time				
215-1XX-101 Salaries Of Teachers	115,039.00	.00	.00	115,039.00
215-1XX-61X General Supplies	1,000.00	.00	849.83	150.17
215-1XX-8XX Other Objects	3,000.00	.00	.00	3,000.00
Total Preschool Disabilities - Part Time	119,039.00	.00	849.83	118,189.17
Home Instruction				
219-1XX-101 Salaries Of Teachers	16,500.00	.00	.00	16,500.00
219-1XX-320 Purchased Prof Ed Service	158,000.00	2,325.00	109,105.00	46,570.00
Total Home Instruction	174,500.00	2,325.00	109,105.00	63,070.00
Basic Skills/Remedial - Instruction				
230-1XX-101 Salaries of Teachers	511,524.00	.00	.00	511,524.00
230-1XX-61X General Supplies	2,800.00	.00	1,737.00	1,063.00
Total Basic Skills/Remedial - Instruction	514,324.00	.00	1,737.00	512,587.00

General Current Expense	Appropriations	Expenditures	Encumbrances	Avail Bal
DISTRIBUTED				
Bilingual Education - Instruction				
240-1XX-101 Salaries of Teachers	254,486.00	.00	.00	254,486.00
240-1XX-4XX	1,000.00	.00	.00	1,000.00
240-1XX-61X General Supplies	6,000.00	.00	.00	6,000.00
Total Bilingual Education - Instruction	**261,486.00**	**.00**	**.00**	**261,486.00**
School Spons Cocurricular Activities - I				
401-1XX-1XX Salaries	146,686.00	.00	.00	146,686.00
401-1XX-5XX Other Purchased Services	1,000.00	.00	.00	1,000.00
401-1XX-600 Supplies And Materials	50,100.00	.00	.00	50,100.00
401-1XX-8XX Other Objects	9,250.00	.00	.00	9,250.00
Total School Spons Cocurricular Activities - I	**207,036.00**	**.00**	**.00**	**207,036.00**
School Sponsored Athletics - Instruction				
402-1XX-1XX Salaries	537,499.00	.00	.00	537,499.00
402-1XX-5XX Purchased Services	185,923.00	99,000.00	.00	86,923.00
402-1XX-600 Supplies And Materials	53,843.04	.00	13,480.13	40,362.91
402-1XX-8XX Other Objects	50,900.00	.00	.00	50,900.00
Total School Sponsored Athletics - Instruction	**828,165.04**	**99,000.00**	**13,480.13**	**715,684.91**
Total DISTRIBUTED	**5,313,598.11**	**109,950.00**	**195,108.80**	**5,008,539.31**
Undistributed				
Undistributed Expenditures - Instruction				
000-1XX-562 Tuition other LEA's in State	334,292.00	39,805.00	39,805.00	254,682.00
000-1XX-563 Tuition to County Vocational	424,701.00	.00	.00	424,701.00
000-1XX-564 Tuition to County Vocational	65,585.00	.00	.00	65,585.00
000-1XX-566 Tuition Private Sch in State	2,119,850.62	74,651.36	1,026,019.59	1,019,179.67
000-1XX-567 Tuition to Private Schools	201,896.00	.00	.00	201,896.00
000-1XX-569 Tuition Other	568,076.00	13,599.00	163,147.20	391,329.80
Total Undistributed Expenditures - Instruction	**3,714,400.62**	**128,055.36**	**1,228,971.79**	**2,357,373.47**
Attendance And Social Work Services				
000-211-1XX Salaries	110,882.00	5,147.30	56,620.00	49,114.70
000-211-6XX Supplies and Materials	500.00	.00	.00	500.00
Total Attendance And Social Work Services	**111,382.00**	**5,147.30**	**56,620.00**	**49,614.70**
Health Services				
000-213-1XX Salaries	470,056.50	2,362.50	.00	467,694.00
000-213-3XX Purchased Prof and Tech Serv	226,150.00	.00	189,500.00	36,650.00
000-213-5XX Other Purchased Services	1,100.00	.00	.00	1,100.00
000-213-6XX Supplies and Materials	140,262.98	7.86	3,462.84	136,792.28
000-213-8XX Other Objects	2,500.00	.00	400.00	2,100.00
Total Health Services	**840,069.48**	**2,370.36**	**193,362.84**	**644,336.28**
Other Supp. Serv. Students-Related Servi				
000-216-1XX Salaries	505,778.00	.00	.00	505,778.00
000-216-32X Purchased Prof Educational S	175,000.00	200.00	148,250.00	26,550.00
000-216-6XX Supplies and Materials	4,000.00	357.87	2,489.49	1,152.64
Total Other Supp. Serv. Students-Related Servi	**684,778.00**	**557.87**	**150,739.49**	**533,480.64**
Other Supp. Serv. Students-Extra Service				
000-217-32X Purchased Prof Educational S	2,331,287.88	55,242.41	2,232,495.47	43,550.00
000-217-6XX Supplies And Materials	24,753.13	.00	6,560.88	18,192.25
Total Other Supp. Serv. Students-Extra Service	**2,356,041.01**	**55,242.41**	**2,239,056.35**	**61,742.25**

General Current Expense Undistributed	Appropriations	Expenditures	Encumbrances	Avail Bal
Other Supp. Serv. - Students - Regular				
000-218-11X Other Salaries	4,301.00	.00	.00	4,301.00
000-217-8XX Other Objects	4,550.00	.00	.00	4,550.00
000-218-104 Salaries/Other Prof Staff	1,002,409.00	.00	.00	1,002,409.00
000-218-105 Salaries of Secretaries & Cl	48,917.00	4,076.42	44,840.58	.00
000-218-32X Purchased Prof.- Ed. Service	2,500.00	.00	.00	2,500.00
000-218-390 Purchased Prof. Technical Se	8,000.00	.00	.00	8,000.00
000-218-5XX Other Purchased Services	16,500.00	.00	85.00	16,415.00
000-218-6XX Supplies and Materials	16,490.00	-16.00	450.00	16,056.00
Total Other Supp. Serv. - Students - Regular	**1,103,667.00**	**4,060.42**	**45,375.58**	**1,054,231.00**
Other Supp. Serv. - Students - Special				
000-219-104 Salaries Of Other Profession	1,081,756.00	.00	.00	1,081,756.00
000-219-105 Salaries Of Secr. And Cleric	99,671.00	8,288.34	91,171.66	211.00
000-219-11X Other Salaries	40,000.00	12,167.68	.00	27,832.32
000-219-390 Purchased Prof. Technical Se	82,657.00	.00	56,126.37	26,530.63
000-219-5XX Other Purchased Services	8,950.00	.00	400.00	8,550.00
000-219-6XX Supplies And Materials	23,000.00	.00	6,075.00	16,925.00
000-219-8XX Other Objects	1,200.00	.00	.00	1,200.00
Total Other Supp. Serv. - Students - Special	**1,337,234.00**	**20,456.02**	**153,773.03**	**1,163,004.95**
Improvement Of Instruction Services				
000-221-11X Other Salaries	37,000.00	10,116.00	.00	26,884.00
000-221-5XX Other Purchased Services	6,250.00	.00	500.00	5,750.00
000-221-6XX Supplies And Materials	7,000.00	.00	849.73	6,150.27
000-221-8XX Other Objects	103,400.00	41,575.50	9,709.00	52,115.50
000-221-102 Salaries Supervisor of Instr	474,210.10	39,516.40	434,680.40	13.30
Total Improvement Of Instruction Services	**627,860.10**	**91,207.90**	**445,739.13**	**90,913.07**
Educational Media				
000-222-1XX Salaries	523,168.00	6,435.76	70,793.24	445,939.00
000-222-5XX Other Purchased Services	3,656.00	.00	.00	3,656.00
000-222-6XX Supplies And Materials	107,252.55	.00	46,662.77	60,589.78
Total Educational Media	**634,076.55**	**6,435.76**	**117,456.01**	**510,184.78**
Instructional Staff Training				
000-223-11X Other Salaries	2,400.00	.00	.00	2,400.00
000-223-32X Purchased Prof. - Ed. Servi	18,914.00	.00	.00	18,914.00
000-223-390 Purchased Prof. Technical Se	40,000.00	.00	.00	40,000.00
000-223-5XX Other Purchased Services	94,835.00	504.00	3,841.00	90,490.00
000-223-6XX Supplies And Materials	3,000.00	.00	96.06	2,903.94
Total Instructional Staff Training	**159,149.00**	**504.00**	**3,937.06**	**154,707.94**
Support Services - General Administratio				
000-23X-1XX Salaries	766,215.00	60,367.88	664,046.13	41,800.99
000-23X-331 Legal Services	97,500.00	.00	.00	97,500.00
000-230-332 Audit Fees	81,300.00	.00	33,800.00	47,500.00
000-23X-33X Other Purchased Prof. Servic	35,079.71	.00	1,079.71	34,000.00
000-23X-4XX Other Purchased Services	4,675.00	.00	.00	4,675.00
000-23X-53X Communications / Telephone	91,220.00	6,330.57	73,269.43	11,620.00
000-23X-585 Board of Ed Other Purchases	6,500.00	.00	540.00	5,960.00
000-23X-5XX Other Purchased Services	119,195.00	77,245.00	120.00	41,830.00
000-23X-6XX Supplies And Materials	6,607.00	.00	2,357.00	4,250.00
000-230-895 BOE Membership Dues & Fees	19,693.00	19,306.85	.00	386.15
000-23X-89X Miscellaneous Expenditures	31,045.00	900.00	2,900.00	27,245.00
Total Support Services - General Administratio	**1,259,029.71**	**164,150.30**	**778,112.27**	**316,767.14**

General Current Expense	Appropriations	Expenditures	Encumbrances	Avail Bal
Undistributed				
School Administration				
000-24X-104 Salaries Of Other Profession	527,429.90	43,899.50	482,894.70	635.70
000-24X-1XX Other Salaries	2,940.00	.00	.00	2,940.00
000-24X-103 Salaries Principals & Asst.	1,234,357.98	102,863.20	1,131,494.78	.00
000-24X-105 Salaries Secretaries & Cleri	460,435.67	34,233.90	376,572.85	49,628.92
000-24X-3XX Purchased Prof & Tech Servic	11,400.00	.00	.00	11,400.00
000-24X-5XX Other Purchased Services	60,600.00	.00	.00	60,600.00
000-24X-6XX Supplies and Materials	64,085.00	519.84	18,756.91	44,808.25
000-24X-8XX Other Objects	36,900.00	2,535.00	2,688.00	31,677.00
Total School Administration	**2,398,148.55**	**184,051.44**	**2,012,407.24**	**201,689.87**
Central Services				
000-251-100 Salaries	611,687.00	50,223.88	552,462.12	9,001.00
000-251-340 Purchased Technical Services	33,528.00	30,187.89	.00	3,340.11
000-251-500 Misc Purchased Services	22,000.00	1,472.50	6,137.10	14,390.40
000-251-600 Supplies And Materials	7,500.00	.00	2,634.33	4,865.67
000-251-8XX Other Objects	7,250.00	2,070.00	1,500.00	3,680.00
Total Central Services	**681,965.00**	**83,954.27**	**562,733.55**	**35,277.18**
Administrative Info Technology				
000-252-100 Salaries	502,034.00	36,754.76	396,866.63	68,412.61
000-252-330 Purchased Professional Servi	40,931.00	19,561.00	13,715.00	7,655.00
000-252-500 Misc Purchased Services	31,091.00	.00	.00	31,091.00
000-252-600 Supplies And Materials	1,305.00	.00	60.00	1,245.00
000-252-800 Miscellaneous Expenditures	82,017.37	.00	7,563.92	74,453.45
000-252-8XX Other Objects	1,640.00	.00	.00	1,640.00
Total Administrative Info Technology	**659,018.37**	**56,315.76**	**418,205.55**	**184,497.06**
Required Maintenance Of School Facilitie				
000-261-1XX Salaries	534,274.00	45,434.34	409,685.37	79,154.29
000-261-42X Purchased Maintenance Serv	373,352.00	14,979.21	203,651.18	154,721.61
000-261-61X General Supplies	87,900.00	145.44	45,854.56	41,900.00
Total Required Maintenance Of School Facilitie	**995,526.00**	**60,558.99**	**659,191.11**	**275,775.90**
Custodial Services				
000-262-300 Purchased Prof. And Tech. Se	85,951.12	7,274.50	55,357.62	23,319.00
000-262-420 Cleaning Repair and Maint	2,179,316.00	20,119.82	2,114,361.72	44,834.46
000-262-590 Miscellaneous Purchased Serv	35,900.00	.00	11,560.00	24,340.00
000-262-1XX Salaries	181,279.00	4,925.00	.00	176,354.00
000-262-49X Other Purchased Property Ser	44,500.00	.00	44,500.00	.00
000-262-52X Property Insurance	336,059.00	336,059.00	.00	.00
000-262-61X General Supplies	196,800.00	4,726.47	158,408.93	33,664.60
000-262-62X Energy (Heat & Electric)	1,025,534.00	807.88	1,024,726.12	.00
000-262-8XX Other Objects	17,800.00	325.00	4,429.00	13,046.00
Total Custodial Services	**4,103,139.12**	**374,237.67**	**3,413,343.39**	**315,558.06**
Care and Upkeep of Grounds				
000-262-1XX Salaries	146,336.00	12,194.66	134,141.34	.00
000-263-420 Cleaning Rep & Maint Svcs	260,100.00	1,607.45	173,154.76	85,337.79
000-263-610 General Supplies	15,253.00	.00	11,956.00	3,297.00
Total Care and Upkeep of Grounds	**421,689.00**	**13,802.11**	**319,252.10**	**88,634.79**
Security				
000-266-420 Cleaning Rep & Maint Svcs	39,333.00	.00	6,000.00	33,333.00
000-266-110 Security Staff Stipends	202,339.75	6,909.26	76,001.74	119,428.75
000-262-61X General Supplies	34,435.33	.00	14,435.33	20,000.00
000-262-8XX Other Objects	1,875.00	.00	60.00	1,815.00
Total Security	**277,983.08**	**6,909.26**	**96,497.07**	**174,576.75**

General Current Expense	Appropriations	Expenditures	Encumbrances	Avail Bal
Undistributed				
Student Transportation Services				
000-27X-107 Sal For Pupil Transp (Home/S	10,500.00	.00	.00	10,500.00
000-27X-161 Sal For Pupil Transp (Home/S	54,320.00	4,488.64	49,374.86	456.50
000-270-420 Contracted Services-Bus Main	10,000.00	729.66	4,270.34	5,000.00
000-27X-512 Contr Serv (Other Than Home/	269,800.00	.00	.00	269,800.00
000-27X-513 Contr Serv (Home/Sch) Join A	82,500.00	.00	82,500.00	.00
000-27X-515 Contr Serv (Spec Ed Stud) Jo	799,370.00	109,214.00	690,156.00	.00
000-27X-8XX Miscellaneous Expenditures	8,000.00	.00	450.00	7,550.00
000-27X-511 Cont Svc(Bet H&S)Vend	2,000.00	.00	.00	2,000.00
000-27X-6XX Transportation Supplies	8,800.00	.00	6,000.00	2,800.00
Total Student Transportation Services	**1,245,290.00**	**114,432.30**	**832,751.20**	**298,106.50**
Unallocated Benefits				
000-291-22X Social Security Contribution	575,000.00	21,287.02	.00	553,712.98
000-291-241 Other Retirement - Regular	462,376.00	.00	.00	462,376.00
000-291-26X Workmen's Compensation	150,669.37	20,992.00	96,975.00	32,702.37
000-291-27X Health Benefits	6,083,447.00	522,976.65	5,539,594.08	20,876.27
000-291-28X Tuition Reimbursement	72,500.00	.00	.00	72,500.00
000-291-29X Other Employee Benefits	188,550.00	3,602.50	.00	184,947.50
Total Unallocated Benefits	**7,532,542.37**	**568,858.17**	**5,636,569.08**	**1,327,115.12**
Total Undistributed	**31,142,988.96**	**1,941,307.67**	**19,364,093.84**	**9,837,587.45**
Total General Current Expense	**53,313,315.72**	**2,152,218.80**	**20,125,116.58**	**31,035,980.34**

Capital Outlay	Appropriations	Expenditures	Encumbrances	Avail Bal
Capital Outlay				
Increase in Capital Reserve				
000-400-931 Capital Reserve	958,096.00	.00	.00	958,096.00
Total Increase in Capital Reserve	**958,096.00**	**.00**	**.00**	**958,096.00**
Facilities Acquisition and Construction				
000-100-730 Undistributed Expenditures -	23,148.61	.00	23,148.61	.00
15-XXX-252-73X	43,648.29	.00	43,648.29	.00
000-260-730 Operation & Maintenance Of P	35,012.00	.00	35,012.00	.00
000-400-800 Other Objects	15,896.00	.00	.00	15,896.00
000-400-931 Capital Reserve	3,550,871.00	.00	.00	3,550,871.00
000-230-73X	18,114.19	.00	18,114.19	.00
Total Facilities Acquisition and Construction	**3,686,690.09**	**.00**	**119,923.09**	**3,566,767.00**
Total Capital Outlay	**4,644,786.09**	**.00**	**119,923.09**	**4,524,863.00**
Total Capital Outlay	**4,644,786.09**	**.00**	**119,923.09**	**4,524,863.00**

Special Schools	Appropriations	Expenditures	Encumbrances	Avail Bal
Special Schools				
Post Secondary Programs - Instruction				
Total Post Secondary Programs - Instruction	**.00**	**.00**	**.00**	**.00**
Post Secondary Programs - Support				
Total Post Secondary Programs - Support	**.00**	**.00**	**.00**	**.00**
Total Special Schools	**.00**	**.00**	**.00**	**.00**
Total Special Schools	**.00**	**.00**	**.00**	**.00**
Grand Totals:	**57,958,101.81**	**2,152,218.80**	**20,245,039.67**	**35,560,843.34**

Pursuant to N.J.A.C. 6:20-2A.10 (d)*, I certify that no budgetary line item account has been over expended in violation of N.J.A.C. 6:20-2A. 10(a)* and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Board Secretary

Assets and Resources

Assets:			
101	Cash in Bank	-161,574.99	
102-106	Cash Equivalents	.00	
107	Cash Management	.00	
	Total Cash		-161,574.99
109	Payments		.00
111	Investments		.00
116	Capital Reserve Account		.00
117	Maintenance Reserve Investment Account		.00
118	Emergency Reserve Account		.00
121	Tax Levy Receivable		.00
	Accounts Receivable:		
132	Interfund	.00	
140	Intergovernmental	.00	
141	Intergovernmental - State	.00	
142	Intergovernmental - Federal	64,301.00	
143	Intergovernmental - Other	.00	
153,154	Other - Net of Estimated Uncollectable of	.00	
161	Bond Proceeds Receivables	.00	
171	Inventories for Consumption	.00	
172	Inventory	.00	
155	Interfund	.00	
	Total Accounts Receivable		64,301.00
	Loans Receivable:		
131	Interfund Loans Receivable	.00	
151,152	Other - Net of Estimated Uncollectable of	.00	
181	Prepaid Expenses	.00	
192	Deferred Expenditures	.00	
	Total Loans Receivable		.00
	Other Current Assets		.00
Resources:			
241	Machinery and Equipment	.00	
242	Accumulated Depreciation on Machinery & Equipment	.00	
301	Estimated revenues	960,353.00	
302	Less Revenues	-24,567.00	
			935,786.00
	Total Assets and Resources		**838,512.01**

Liabilities and Fund Equity

Liabilities:		
101	Cash Overdraft	.00
402	Interfund Accounts Payable	.00
411	Intergovernmental Accounts Payable - State	1,947.21
412	Intergovernmental Accounts Payable - Federal	.00
421	Accounts Payable	-285,012.63
431	Contracts Payable	.00
451	Loans Payable	.00
423	Accounts Payable / Previous Years	.00
461	Accrued Salaries and Benefits	.00
481	Deferred Revenues	-18,313.37
	Other Current Liabilities	.00
	Total Liabilities	**-301,378.79**

Fund Balance:					
Appropriated:					
753	Reserve for Encumbrances - Current Year			-413,604.69	
754	Reserve for Encumbrances - Prior Year				
	Reserved Fund Balance:				
764	Maintenance Reserve Account		.00		
765	Tuition Reserve Account		.00		
606	Add: Increase in Maintenance Reserve		.00		
310	Less: Budgeted W/D from Maint. Reserve		.00		
				.00	
761	Capital Reserve Account		.00		
604	Add: Increase in Capital Reserve		.00		
307	Less: Budgeted W/D Local Share < Exc Cost		.00		
309	Less: Budgeted W/D from Cap. Reserve-Exc		.00		
				.00	
766	Emergency Reserve Account		.00		
607	Add: Increase in Emergency Reserve		.00		
312	Less: Budged W/D from Emergency Reserve		.00		
				.00	
762	Adult Education Programs			.00	
750,751,752	Reserved Fund Balance			.00	
730,760,763,767,768,769	Other Reserves			.00	
601	Appropriations		-960,353.00		
602	Less: Expenditures	129,519.31			
603	Encumbrances	413,604.69	543,124.00	-417,229.00	
	Total Appropriated				-830,833.69
Unappropriated:					
712	Investment in Gen Fixed Assets			.00	
770	Fund Balance			293,700.47	
771	Fund Balance - Designated			.00	
772	Fund Balance - Undesignated			.00	
303	Budgeted Fund Balance			.00	
311	Budget Withdr Fm Tuition Reserve-Adjust/SU			.00	
740	Unreserved Retain Earnings			.00	
	Total Unappropriated				293,700.47
			Total Fund Equity		-537,133.22
			Total Liabilities and Fund Equity		-838,512.01

Recapitulation of Fund Balance:

	Budgeted	Actual	Variance
Appropriations	960,353.00	543,124.00	417,229.00
Revenues	-960,353.00	-24,567.00	-935,786.00
Sub Total	.00	518,557.00	-518,557.00
Change in Reserve Accounts:			
Plus - Increase in Reserve	.00	.00	.00
Less - Withdraw from Reserve	.00	.00	.00
Sub Total	.00	518,557.00	-518,557.00
Less:Adjustment For Prior Year Encumbrance	.00	.00	.00
Budget Fund Balance	.00	518,557.00	-518,557.00

	Budget Estimated	Actual To Date		Unrealized Balance
Special Revenue Fund				
Revenues from Local Sources				
2X-1XXX Local Sources	1,000.00	1,000.00	.00	.00
Total Revenues from Local Sources	1,000.00	1,000.00	.00	.00
Revenues from Federal Sources				
4XXX From Federal Sources	54,046.00	.00	.00	54,046.00
Total Revenues from Federal Sources	54,046.00	.00	.00	54,046.00
Total Special Revenue Fund	55,046.00	1,000.00	.00	54,046.00
Revenues/Sources of Funds				
Revenues from Local Sources				
Total Revenues from Local Sources	.00	.00	.00	.00
Revenues from State Sources				
2X-3XXX Other Restricted Entitle.	183,634.00	23,567.00	.00	160,067.00
Total Revenues from State Sources	183,634.00	23,567.00	.00	160,067.00
Revenues from Federal Sources				
2X-4XXX Other	721,673.00	.00	.00	721,673.00
Total Revenues from Federal Sources	721,673.00	.00	.00	721,673.00
Total Revenues/Sources of Funds	905,307.00	23,567.00	.00	881,740.00
Expenditures and Other Uses	Appropriations	Expenditures	Encumbrances	Avail Bal
Local Projects				
2X-XXX-XXX-XXX Other Special Projects	1,000.00	.00	.00	1,000.00
Total Local Projects	1,000.00	.00	.00	1,000.00
Local Projects				
Total Local Projects	.00	.00	.00	.00
State Projects				
2X-511-XXX-XXX NJ Character Educaation	40,950.00	.00	.00	40,950.00
2X-501-4XX-XXX NP Textbooks	13,865.00	.00	.00	13,865.00
2X-502/505-XXX-XXX Nonpublic Auxiliary S	37,754.00	.00	.00	37,754.00
2X-506-XXX-XXX Nonpublic Auxillary	17,201.00	.00	.00	17,201.00
2X-509-XXX-XXX Nonpublic Nursing Srvcs.	19,749.00	.00	.00	19,749.00
2X-509-XXX-XXX Nonpublic Nursing Srvcs.	18,205.00	.00	.00	18,205.00
2X-511-XXX-XXX NJ Character Education	26,208.00	.00	.00	26,208.00
2X-XXX-XXX-XXX Other Special Projects	9,702.00	.00	.00	9,702.00
Total State Projects	183,634.00	.00	.00	183,634.00
Expenditures and Other Uses				

Expenditures and Other Uses	Appropriations	Expenditures	Encumbrances	Avail Bal
Federal Projects				
2X-25X-XXX-XXX IDEA	626,286.00	129,519.31	413,604.69	83,162.00
2X-XXX-XXX-XXX OTHER FEDERAL PROJECT	149,433.00	.00	.00	149,433.00
Total Federal Projects	775,719.00	129,519.31	413,604.69	232,595.00
Total Expenditures and Other Uses	960,353.00	129,519.31	413,604.69	417,229.00
Total Expenditures	960,353.00	129,519.31	413,604.69	417,229.00

	Budget Estimated	Actual To Date	Unrealized Balance
Special Revenue Fund			
Local Sources			
1XXX Miscellaneous	1,000.00	1,000.00	.00
Total Local Sources	1,000.00	1,000.00	.00
State Sources			
3XXX Revenues from State Sources	183,634.00	23,567.00	160,067.00
Total State Sources	183,634.00	23,567.00	160,067.00
Federal Sources			
32XX Other Restricted Entitlements	124,046.00	.00	124,046.00
I.D.E.A. Part B (Handicapped)	626,286.00	.00	626,286.00
No Child Left Behind Title II	22,127.00	.00	22,127.00
No Child Left Behind Title III	3,260.00	.00	3,260.00
Total Federal Sources	775,719.00	.00	775,719.00
Total Special Revenue Fund	960,353.00	24,567.00	935,786.00

Special Revenue Fund	Appropriations	Expenditures	Encumbrances	Avail Bal
Early Childhood Program				
Instruction				
Total Instruction	.00	.00	.00	.00
Total Early Childhood Program	.00	.00	.00	.00
Demonstribly Effective Program				
Instruction				
Total Instruction	.00	.00	.00	.00
Total Demonstribly Effective Program	.00	.00	.00	.00
Local Projects				
Prior Year Encumbrances				
Total Prior Year Encumbrances	.00	.00	.00	.00
Local Project				
140-1XX-610 General Supplies	1,000.00	.00	.00	1,000.00
Total Local Project	1,000.00	.00	.00	1,000.00
Support Services				
Total Support Services	.00	.00	.00	.00
Nonpublic School Projects				
Total Nonpublic School Projects	.00	.00	.00	.00
Total Local Projects	1,000.00	.00	.00	1,000.00
State Project				
Nonpublic School Projects				
501-XXX-XXX Nonpublic Textbooks	13,865.00	.00	.00	13,865.00
502-XXX-XXX Non-Public Comp. Ed.	37,754.00	.00	.00	37,754.00
506-XXX-XXX Non-Public Supp. Inst.	17,201.00	.00	.00	17,201.00
507-XXX-XXX NJ Nonpublic Hand. Servcs..	19,749.00	.00	.00	19,749.00
508-XXX-XXX Nonpublic Handicapped-Corr.	18,205.00	.00	.00	18,205.00
509-XXX-XXX NJ Nonpublic Nursing Service	26,208.00	.00	.00	26,208.00
510-XXX-XXX Nonpublic Technology Initiat	9,702.00	.00	.00	9,702.00
Total Nonpublic School Projects	142,684.00	.00	.00	142,684.00
Other State Projects				
511-XXX-XXX NJ Character Education	40,950.00	.00	.00	40,950.00
Total Other State Projects	40,950.00	.00	.00	40,950.00
Total State Project	183,634.00	.00	.00	183,634.00
Federal Projects				
Federal Projects				
241/245 NCLB Title III	3,260.00	.00	.00	3,260.00
XXX-520-930 Contribution to WSR	626,286.00	129,519.31	413,604.69	83,162.00
27X-XXX-XXX NCLB Title IIA-Teach.&Princ.	22,127.00	.00	.00	22,127.00
CARES Act	124,046.00	.00	.00	124,046.00
Total Federal Projects	775,719.00	129,519.31	413,604.69	232,595.00
Total Federal Projects	775,719.00	129,519.31	413,604.69	232,595.00
Total Special Revenue Fund	960,353.00	129,519.31	413,604.69	417,229.00
Grand Totals:	960,353.00	129,519.31	413,604.69	417,229.00

Pursuant to N.J.A.C. 6:20-2A.10 (d)*, I certify that no budgetary line item account has been over expended in violation of N.J.A.C. 6:20-2A. 10(a)* and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Board Secretary

Glen Rock School District
Board Secretary Report
Interim Balance Sheet

Assets and Resources

Assets:			
101	Cash in Bank	4,954,418.74	
102-106	Cash Equivalents	.00	
107	Cash Management	.00	
	Total Cash		4,954,418.74
109	Payments		.00
111	Investments		.00
116	Capital Reserve Account		.00
117	Maintenance Reserve Investment Account		.00
118	Emergency Reserve Account		.00
121	Tax Levy Receivable		.00
	Accounts Receivable:		
132	Interfund	.00	
140	Intergovernmental	.00	
141	Intergovernmental - State	.00	
142	Intergovernmental - Federal	.00	
143	Intergovernmental - Other	.00	
153,154	Other - Net of Estimated Uncollectable of	.00	
161	Bond Proceeds Receivables	.00	
171	Inventories for Consumption	.00	
172	Inventory	.00	
155	Interfund	.00	
	Total Accounts Receivable		.00
	Loans Receivable:		
131	Interfund Loans Receivable	.00	
151,152	Other - Net of Estimated Uncollectable of	.00	
181	Prepaid Expenses	.00	
192	Deferred Expenditures	.00	
	Total Loans Receivable		.00
	Other Current Assets		.00
Resources:			
241	Machinery and Equipment	.00	
242	Accumulated Depreciation on Machinery & Equipment	.00	
301	Estimated revenues	.00	
302	Less Revenues	.00	
			.00
	Total Assets and Resources		4,954,418.74

Liabilities and Fund Equity

Liabilities:		
101	Cash Overdraft	.00
402	Interfund Accounts Payable	.00
411	Intergovernmental Accounts Payable - State	.00
412	Intergovernmental Accounts Payable - Federal	.00
421	Accounts Payable	.00
431	Contracts Payable	.00
451	Loans Payable	.00
423	Accounts Payable / Previous Years	.00
461	Accrued Salaries and Benefits	.00
481	Deferred Revenues	.00
	Other Current Liabilities	.00
	Total Liabilities	.00

Fund Balance:					
Appropriated:					
753	Reserve for Encumbrances - Current Year			-1,367,569.78	
754	Reserve for Encumbrances - Prior Year			-782,593.97	
	Reserved Fund Balance:				
764	Maintenance Reserve Account		.00		
765	Tuition Reserve Account		.00		
606	Add: Increase in Maintenance Reserve		.00		
310	Less: Budgeted W/D from Maint. Reserve		.00		
				.00	
761	Capital Reserve Account		.00		
604	Add: Increase in Capital Reserve		.00		
307	Less: Budgeted W/D Local Share < Exc Cost		.00		
309	Less: Budgeted W/D from Cap. Reserve-Exc		.00		
				.00	
766	Emergency Reserve Account		.00		
607	Add: Increase in Emergency Reserve		.00		
312	Less: Budged W/D from Emergency Reserve		.00		
				.00	
762	Adult Education Programs			.00	
750,751,752	Reserved Fund Balance			.00	
730,760,763,767,768,769	Other Reserves			.00	
601	Appropriations		-8,144,164.21		
602	Less: Expenditures	.00			
603	Encumbrances	2,150,163.75	2,150,163.75	-5,994,000.46	
	Total Appropriated				-8,144,164.21
Unappropriated:					
712	Investment in Gen Fixed Assets			.00	
770	Fund Balance			-4,954,418.74	
771	Fund Balance - Designated			.00	
772	Fund Balance - Undesignated			.00	
303	Budgeted Fund Balance			8,144,164.21	
311	Budget Withdr Fm Tuition Reserve-Adjust/SU			.00	
740	Unreserved Retain Earnings			.00	
	Total Unappropriated				3,189,745.47
			Total Fund Equity		-4,954,418.74
			Total Liabilities and Fund Equity		-4,954,418.74

Recapitulation of Fund Balance:

	Budgeted	Actual	Variance
Appropriations	8,144,164.21	2,150,163.75	5,994,000.46
Revenues	.00	.00	.00
Sub Total	8,144,164.21	2,150,163.75	5,994,000.46
Change in Reserve Accounts:			
Plus - Increase in Reserve	.00	.00	.00
Less - Withdraw from Reserve	.00	.00	.00
Sub Total	8,144,164.21	2,150,163.75	5,994,000.46
Less:Adjustment For Prior Year Encumbrance	-782,593.97	-782,593.97	.00
Budget Fund Balance	7,361,570.24	1,367,569.78	5,994,000.46

	Budget Estimated	Actual To Date		Unrealized Balance
Capital Projects Fund				
Revenue/Sources of Funds				
Total Revenue/Sources of Funds	.00	.00	.00	.00
Total Capital Projects Fund	.00	.00	.00	.00
Expenditures and Other Uses	Appropriations	Expenditures	Encumbrances	Avail Bal
Undistributed Expenditures				
XXX-4XX-45X Construction Services	4,373,677.82	.00	576,248.67	3,797,429.15
XXX-4XX-61X Materials & Supplies	79,363.13	.00	10,212.50	69,150.63
3X-XXX-4XX-XXX Construction Services	3,691,123.26	.00	1,563,702.58	2,127,420.68
Total Undistributed Expenditures	8,144,164.21	.00	2,150,163.75	5,994,000.46
Total Expenditures and Other Uses	8,144,164.21	.00	2,150,163.75	5,994,000.46
999 INTERIM STATE1	Appropriations	Expenditures	Encumbrances	Avail Bal
Facilities Acquisition & Construction				
Total Facilities Acquisition & Construction	.00	.00	.00	.00
Total 999 INTERIM STATE1	.00	.00	.00	.00
Total Expenditures	8,144,164.21	.00	2,150,163.75	5,994,000.46

	Budget Estimated	Actual To Date	Unrealized Balance
Capital Projects Fund			
Local Sources			
Total Local Sources	.00	.00	.00
Transfer from Other Funds			
Total Transfer from Other Funds	.00	.00	.00
Total Capital Projects Fund	.00	.00	.00

Glen Rock School District
Board Secretary Report
Statement of Appropriations

Capital Projects Fund Capital Projects	Appropriations	Expenditures	Encumbrances	Avail Bal
1205 EXPENSES3				
Total 1205 EXPENSES3	.00	.00	.00	.00
Equipment				
Total Equipment	.00	.00	.00	.00
Facilities Acquisition and Construction				
000-400-390 Other Purchased Services	208,820.30	.00	156,554.80	52,265.50
000-400-450 Construction Services	7,721,510.83	.00	1,983,396.45	5,738,114.38
000-400-610 General Supplies	79,363.13	.00	10,212.50	69,150.63
000-400-800 Other Objects	134,469.95	.00	.00	134,469.95
Total Facilities Acquisition and Construction	**8,144,164.21**	**.00**	**2,150,163.75**	**5,994,000.46**
Total Capital Projects	**8,144,164.21**	**.00**	**2,150,163.75**	**5,994,000.46**
Total Capital Projects Fund	**8,144,164.21**	**.00**	**2,150,163.75**	**5,994,000.46**
Grand Totals:	**8,144,164.21**	**.00**	**2,150,163.75**	**5,994,000.46**

Pursuant to N.J.A.C. 6:20-2A.10 (d)*, I certify that no budgetary line item account has been over expended in violation of N.J.A.C. 6:20-2A. 10(a)* and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Board Secretary

Glen Rock School District
Board Secretary Report
Interim Balance Sheet

Assets and Resources

Assets:			
101	Cash in Bank	-724,955.30	
102-106	Cash Equivalents	.00	
107	Cash Management	.00	
	Total Cash		-724,955.30
109	Payments		.00
111	Investments		.00
116	Capital Reserve Account		.00
117	Maintenance Reserve Investment Account		.00
118	Emergency Reserve Account		.00
121	Tax Levy Receivable		.00
	Accounts Receivable:		
132	Interfund	.00	
140	Intergovernmental	.00	
141	Intergovernmental - State	-271,988.00	
142	Intergovernmental - Federal	.00	
143	Intergovernmental - Other	.00	
153,154	Other - Net of Estimated Uncollectable of	.00	
161	Bond Proceeds Receivables	.00	
171	Inventories for Consumption	.00	
172	Inventory	.00	
155	Interfund	.00	
	Total Accounts Receivable		-271,988.00
	Loans Receivable:		
131	Interfund Loans Receivable	.00	
151,152	Other - Net of Estimated Uncollectable of	.00	
181	Prepaid Expenses	.00	
192	Deferred Expenditures	.00	
	Total Loans Receivable		.00
	Other Current Assets		.00
Resources:			
241	Machinery and Equipment	.00	
242	Accumulated Depreciation on Machinery & Equipment	.00	
301	Estimated revenues	3,387,550.00	
302	Less Revenues	.00	
			3,387,550.00
	Total Assets and Resources		2,390,606.70

Liabilities and Fund Equity

Liabilities:		
101	Cash Overdraft	.00
402	Interfund Accounts Payable	.00
411	Intergovernmental Accounts Payable - State	.00
412	Intergovernmental Accounts Payable - Federal	.00
421	Accounts Payable	.00
431	Contracts Payable	.00
451	Loans Payable	.00
423	Accounts Payable / Previous Years	.00
461	Accrued Salaries and Benefits	.00
481	Deferred Revenues	.00
	Other Current Liabilities	.00
	Total Liabilities	.00

Fund Balance:					
Appropriated:					
753	Reserve for Encumbrances - Current Year			-2,390,606.25	
754	Reserve for Encumbrances - Prior Year				
	Reserved Fund Balance:				
764	Maintenance Reserve Account		.00		
765	Tuition Reserve Account		.00		
606	Add: Increase in Maintenance Reserve		.00		
310	Less: Budgeted W/D from Maint. Reserve		.00		
				.00	
761	Capital Reserve Account		.00		
604	Add: Increase in Capital Reserve		.00		
307	Less: Budgeted W/D Local Share < Exc Cost		.00		
309	Less: Budgeted W/D from Cap. Reserve-Exc		.00		
				.00	
766	Emergency Reserve Account		.00		
607	Add: Increase in Emergency Reserve		.00		
312	Less: Budged W/D from Emergency Reserve		.00		
				.00	
762	Adult Education Programs			.00	
750,751,752	Reserved Fund Balance			.00	
730,760,763,767,768,769	Other Reserves			.00	
601	Appropriations		-3,410,760.00		
602	Less: Expenditures	1,020,153.75			
603	Encumbrances	2,390,606.25	3,410,760.00	.00	
	Total Appropriated				-2,390,606.25
Unappropriated:					
712	Investment in Gen Fixed Assets			.00	
770	Fund Balance			-23,210.45	
771	Fund Balance - Designated			.00	
772	Fund Balance - Undesignated			.00	
303	Budgeted Fund Balance			23,210.00	
311	Budget Withdr Fm Tuition Reserve-Adjust/SU			.00	
740	Unreserved Retain Earnings			.00	
	Total Unappropriated				-.45
			Total Fund Equity		-2,390,606.70
			Total Liabilities and Fund Equity		-2,390,606.70

Recapitulation of Fund Balance:

	Budgeted	Actual	Variance
Appropriations	3,410,760.00	3,410,760.00	.00
Revenues	-3,387,550.00	.00	-3,387,550.00
Sub Total	23,210.00	3,410,760.00	-3,387,550.00
Change in Reserve Accounts:			
Plus - Increase in Reserve	.00	.00	.00
Less - Withdraw from Reserve	.00	.00	.00
Sub Total	23,210.00	3,410,760.00	-3,387,550.00
Less:Adjustment For Prior Year Encumbrance	.00	.00	.00
Budget Fund Balance	23,210.00	3,410,760.00	-3,387,550.00

		Budget Estimated	Actual To Date		Unrealized Balance
Budgeted Fund Balance		23,210.00	3,410,760.00		-3,387,550.00
Revenues/Sources of Funds					
Revenues from Local Sources					
4X-1XXX	Miscellaneous	1,942,951.00	.00	.00	1,942,951.00
Total Revenues from Local Sources		1,942,951.00	.00	.00	1,942,951.00
Revenues from State Sources					
4X-3160	Debt Service Aid Type II	1,136,782.00	.00	.00	1,136,782.00
4X-5XXX	Other Financing Sources	307,817.00	.00	.00	307,817.00
Total Revenues from State Sources		1,444,599.00	.00	.00	1,444,599.00
Total Revenues/Sources of Funds		3,410,760.00	3,410,760.00	.00	.00
Expenditures and Other Uses		**Appropriations**	**Expenditures**	**Encumbrances**	**Avail Bal**
Debt Service					
4X-701-510-XXX	Debt Service - Regular	3,410,760.00	1,020,153.75	2,390,606.25	.00
Total Debt Service		3,410,760.00	1,020,153.75	2,390,606.25	.00
Total Expenditures and Other Uses		3,410,760.00	1,020,153.75	2,390,606.25	.00
Total Expenditures		3,410,760.00	1,020,153.75	2,390,606.25	.00

	Budget Estimated	Actual To Date	Unrealized Balance
Budgeted Fund Balance	23,210.00	3,410,760.00	-3,387,550.00
Debt Service Fund			
Local Sources			
1210 Local Tax Levy	1,942,951.00	.00	1,942,951.00
Total Local Sources	1,942,951.00	.00	1,942,951.00
State Sources			
3160 Debt Service Aid Type II	1,136,782.00	.00	1,136,782.00
Total State Sources	1,136,782.00	.00	1,136,782.00
Transfer from Other Funds			
5210 Transfer from Capital Reserve	307,817.00	.00	307,817.00
Total Transfer from Other Funds	307,817.00	.00	307,817.00
Total Debt Service Fund	3,410,760.00	3,410,760.00	.00

Glen Rock School District
Board Secretary Report
Statement of Appropriations

Debt Service Fund Debt Service	Appropriations	Expenditures	Encumbrances	Avail Bal
Regular Debt Service				
701-510-910 Redemption of Principle	1,755,000.00	853,000.00	902,000.00	.00
701-510-834 Interest on Bonds	1,655,760.00	167,153.75	1,488,606.25	.00
Total Regular Debt Service	**3,410,760.00**	**1,020,153.75**	**2,390,606.25**	**.00**
Total Debt Service	**3,410,760.00**	**1,020,153.75**	**2,390,606.25**	**.00**
Total Debt Service Fund	**3,410,760.00**	**1,020,153.75**	**2,390,606.25**	**.00**
Grand Totals:	**3,410,760.00**	**1,020,153.75**	**2,390,606.25**	**.00**

Pursuant to N.J.A.C. 6:20-2A.10 (d)*, I certify that no budgetary line item account has been over expended in violation of N.J.A.C. 6:20-2A. 10(a)* and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Board Secretary

APPENDIX

G

Batch No.	Ref No.	Date	Period	Description	Debit	Credit
Account No/Description						
000085	3546	08/09/21	02	Technology Budget Transfer		
2-11-000-252-330-35-00-002				Support/Licensing Contrcts-DistrictS		232.60
2-11-190-100-890-35-00-000				Support/Licensing Contr.Ntwk Infrast	232.60	
				Total Reference No. 3546	232.60	232.60
				Total Batch No. 000085	232.60	232.60
000095	3528	07/16/21	02	Guidance Department Budget Trans		
2-11-000-218-390-23-00-265				Guidance Consulting Services		1,000.00
2-11-190-100-610-23-23-240				Guidance Teach Supplies	1,000.00	
				Total Reference No. 3528	1,000.00	1,000.00
				Total Batch No. 000095	1,000.00	1,000.00
000111	3552	08/24/21	02	Community School Budget Transfer		
2-65-430-100-610-34-49-140				PreK Teach. Supplies/Materials		1,200.00
2-65-430-100-610-34-52-140				Sacc Teach Supplies	1,200.00	
				Total Reference No. 3552	1,200.00	1,200.00
				Total Batch No. 000111	1,200.00	1,200.00
000133	3558	08/31/21	02	August Appropriation Adjustments		
2-11-000-100-565-30-16-000				Tuition Cssd & Reg. Day		62,640.00
2-11-000-100-566-30-16-000				Tuition Priv. In-State	2,887.50	
2-11-000-100-566-30-16-000				Tuition Priv. In-State	62,640.00	
2-11-000-100-566-30-16-000				Tuition Priv. In-State	8,671.58	
2-11-000-100-566-30-16-000				Tuition Priv. In-State	20,368.79	
2-11-000-100-566-30-16-000				Tuition Priv. In-State	7,759.00	
2-11-000-100-566-30-16-000				Tuition Priv. In-State	2,119.01	
2-11-000-100-566-30-16-000				Tuition Priv. In-State	695.10	
2-11-000-100-566-30-16-000				Tuition Priv. In-State	913.00	
2-11-000-100-566-30-16-000				Tuition Priv. In-State	22,951.00	
2-11-000-100-566-30-16-000				Tuition Priv. In-State	5,051.00	
2-11-000-100-566-30-16-000				Tuition Priv. In-State	1,368.75	
2-11-000-213-110-30-18-413				Autistic ESY Nursing Summer Salary		2,887.50
2-11-000-216-101-30-18-413				Autistic ESY OT/PT Summary Salary		1,368.75
2-11-000-218-104-10-00-213				Elementary Guidance Salary-Byrd		18,664.00
2-11-000-218-104-20-23-850				Guidance Student Asst. Counselor Sal		5,051.00
2-11-000-221-102-32-00-213				Supervisor of Math Salary		.01
2-11-000-221-102-32-01-213				Supervisor of English Salary		.01
2-11-000-221-102-32-02-213				Supervisor of IT/Media Cntr Salary		.01
2-11-000-221-102-32-04-213				Supervisor of Social Studies Salary	.01	
2-11-000-221-102-32-04-213				Supervisor of Social Studies Salary	.01	
2-11-000-221-102-32-04-213				Supervisor of Social Studies Salary	.01	
2-11-000-240-104-32-03-213				Supervisor of Science Salary	549.30	
2-11-000-240-104-32-04-213				Supervisor of Social Studies Salary	5.70	
2-11-000-240-104-32-05-213				Supervisor of Special Ed Salary	80.70	
2-11-000-240-105-21-44-210				MS Secretary Summer Salary	1,305.00	
2-11-000-240-105-21-44-213				Ms Secretary Salary		80.70
2-11-000-240-105-21-44-213				Ms Secretary Salary		5.70
2-11-000-240-105-21-44-213				Ms Secretary Salary		549.30

Batch No.	Ref No.	Date	Period	Description	Debit	Credit
Account No/Description						
000133	3558	08/31/21	02	August Appropriation Adjustments		
2-11-000-240-105-21-44-213				Ms Secretary Salary		1,305.00
2-11-000-251-100-05-40-213				Treasurer's Salary		500.00
2-11-000-251-100-05-41-213				Business Office Salary	500.00	
2-11-000-252-330-35-00-002				Support/Licensing Contrcts-DistrictS		15,131.88
2-11-000-252-610-35-00-001				Network Infrastructure Supplies/Mate	15,131.88	
2-11-000-262-107-20-44-216				HS Lunch Aide Salaries		25.64
2-11-000-262-107-21-44-216				MS Lunch Aide Salaries		25.64
2-11-000-262-107-32-44-216				System Wide Lunch Aide Substitutes	25.64	
2-11-000-262-107-32-44-216				System Wide Lunch Aide Substitutes	25.64	
2-11-000-263-610-20-39-730				Grounds/Outdoors HS Supplies & Mater		9,051.19
2-11-000-291-260-32-19-822				Sw Worker Comp Insurance	9,051.19	
2-11-000-291-260-32-19-822				Sw Worker Comp Insurance	11,521.00	
2-11-120-100-101-32-00-000				Elementary Summer Classroom Moving		1,360.00
2-11-120-100-101-32-00-850				Newly Budgeted Grades 1-5 Teachers	1,360.00	
2-11-120-100-101-32-00-850				Newly Budgeted Grades 1-5 Teachers	18,664.00	
2-11-140-100-101-20-01-210				HS Art Summer Salary		360.00
2-11-140-100-101-20-04-210				Hs English Summer Salary	360.00	
2-11-209-100-101-30-16-850				Behavioral Disabilities Salary		22,951.00
2-11-214-100-101-10-01-213				Autistic Pre-School Teacher Salary		913.00
2-11-214-100-101-10-01-213				Autistic Pre-School Teacher Salary		6,168.00
2-11-214-100-101-11-00-213				Autisitic K-2 Teacher Salary	6,168.00	
2-11-214-100-610-30-00-000				Autistic K-2 Supplies/Materials		695.10
2-11-214-100-610-30-01-000				Autistic PreKinder Supplies & Materi		2,119.01
2-11-402-100-520-32-19-824				Sys Wide Athletic Ins		11,521.00
2-12-000-100-730-00-00-000				HS/MS Athletic Field Equipment		7,759.00
2-12-000-252-730-00-00-000				Technology Equipment		20,368.79
2-12-000-266-731-40-00-000				Security Department Equipment		8,671.58
				Total Reference No. 3558	200,172.81	200,172.81
				Total Batch No. 000133	200,172.81	200,172.81
000137	3559	08/31/21	02	August Appropriation Adjustments		
2-11-000-230-100-05-42-213				Supt. Office Salary	4,875.05	
2-11-000-240-105-21-44-213				Ms Secretary Salary		4,875.05
2-30-000-400-450-11-65-001				Central A/C Hard Costs	510,817.00	
2-30-000-400-450-12-65-001				Coleman A/C Hard Costs	650,000.00	
2-30-000-400-930-00-65-000				Transfer from Capital Projects		650,000.00
2-30-000-400-930-00-65-000				Transfer from Capital Projects		510,817.00
				Total Reference No. 3559	1,165,692.05	1,165,692.05
				Total Batch No. 000137	1,165,692.05	1,165,692.05
				Grand Total	**1,368,297.46**	**1,368,297.46**