

**LAKESWOOD BOARD OF EDUCATION
LAKESWOOD PUBLIC SCHOOLS
LAKESWOOD, NEW JERSEY**

**PUBLIC MEETING – 6:30 P.M.
REGULAR MEETING- COMMONS**

**WEDNESDAY, JANUARY 30, 2019
855 SOMERSET AVENUE**

AGENDA

STATEMENT BY BOARD SECRETARY

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

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

BOARD MEMBERSHIP

Mr. Moshe Bender, President
Mrs. Thea Jackson-Byers, Vice President
Mrs. Ada Gonzalez
Mr. Chanina Nakdimen
Mr. Moshe Newhouse
Mr. Heriberto Rodriguez
Mr. Shlomie Stern
Mr. Bentzion Treisser
Mr. Isaac Zlatkin

SUPPORT PERSONNEL

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

AGENDA
January 30, 2019

- I. PLEDGE OF ALLEGIANCE – PRESIDENT, LAKEWOOD BOARD OF EDUCATION
- II. ROLL CALL
- III. EXECUTIVE SESSION - RESOLUTION

BE IT RESOLVED by the Lakewood Township Board of Education that:

- 1. It does hereby determine that it is necessary to meet in Executive Session to discuss matters of personnel, involving specific individuals, negotiations, anticipated litigation and/or alleged incidents of Harassment, Intimidation and Bullying (HIB).
- 2. These matters will be made public when the need for confidentiality no longer exists.
- 3. The time that the Board anticipated to be in Executive Session is TBD.

IV. ROLL CALL

- V. PRESENTATIONS:
 - 1. Student Government Representative, Amrizza Usi
 - 2. Superintendent’s Recognition Award
 - 3. Piner Elementary Presentation, After-School Programs, Principal Deb Meabe and Assistant Principal Tobree Mostel
Piner’s First Grade Chorus presentation
led by Music Teacher John Farnsworth
 - 4. Preschool Program Presentation, Heni Mozes and Ida Palmieri
 - 5. LMS 2018 Student Government Honor School Award
 - 6. Tim Orton, Band Member Displaying New Marching Uniform
 - 7. Community Ambassadors Art Contest Winners
(Gisela Malgeri & Judee Fuentes)
 - 8. Cory Goldfarb, Sodexo, Healthy High School Challenge
 - 9. Principal Aleida Salguero, Honoring teacher Claire Kaminski
for saving the life of another teacher during lunch
(Heimlich Maneuver).
 - 10. LMS- Lowe’s Toolbox for Education Grant (\$3,800) for PBSIS
Greenhouse Restoration Project – Honor (Congratulations)
 - 11. Leah Hersch, Chemed Presentation RE: CPR Classes
 - 12. Lakewood High School, After School Clubs and Activities,

- including new SAT books and offerings,
Principal Marshall and Assistant Principals Owen and Riley.
13. Ella G. Clarke, After-School Programs & Clubs,
Principal Ebony Rivera and Assistant Principal Magdalia Jones

- VI. MINUTES
Public Meeting Minutes – December 12, 2018
Executive Session Minutes – December 12, 2018
Public Meeting Minutes – January 8, 2019

VII. COMMITTEE REPORTS

VIII. CORRESPONDENCE AND COMMUNICATIONS

IX. RECOGNITION OF THE PUBLIC

STATEMENT BY BOARD PRESIDENT

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

The President shall direct all inquiries or comments to the appropriate Administrator or Board member for response, as appropriate. The law requires a period of public comment at our meetings, not a question or answer session or debate. The board president at his discretion may or may not feel it is appropriate to answer questions raised during the public comment period. The board and administration do take all public comments seriously and consider them when conducting business.

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

Finally, we ask that you silence all electronic devices.

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

- A. Approve the attached Budgetary line item Transfers for November 2018 and December 2018.

B. Acceptance of the Treasurer and Board Secretary Reports as of November 30, 2018 and December 31, 2018.

C. Certification of No Over expenditures:

Pursuant to N.J.A.C. 6A:23A-16.10, I, Robert S. Finger/ Interim Business Administrator/ Board Secretary, certify that as of November 30, 2018 and December 31, 2018 no budgetary line item account has obligations and payments which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A.18A:22-8 and 18A:22-8.1, and that the District financial accounts have been reconciled and are in balance.

Robert S. Finger

Interim Business Administrator/ Board Secretary

January 30, 2019

Date

D. Approve Bills List for January 30, 2019 for the Warrant Account in the amount of \$13,503,360.17

E. Approve Bills List for the Cafeteria Account for January 30, 2019 in the amount of \$367,000.43

F. Approval of the Payroll and Board Share of Fica/Medi and DCRP as follows:

- Payroll for December 21, 2018 in the amount of \$2,431,828.96
- Payroll for December 26, 2018 in the amount of \$415.68
- Payroll for January 04, 2019 in the amount of \$2,214,430.78
- Payroll for January 18, 2019 in the amount of \$2,298,755.63

G. Approval of payment of New Jersey State Health Benefit Plan for November, 2018 in the amount of \$1,577,246.99

H. Transportation Items:

1. Move to record and award Quote RFQ T14-1819 received on January 09, 2019 @ 2:00 p.m. with routes beginning on January 18, 2019 and running for 100 days as follows:

Vendor	Route	Cost per diem	Aide cost per diem	Inc./Dec.	Total Cost
Seman-Tov, Inc 505 Memorial Drive Neptune, NJ 07753	LMS5	\$175.00	n/a	\$.01	\$17,500.00
	B1	\$175.00	n/a	\$.01	\$17,500.00 Awarded
	PES6	\$110.00	n/a	\$.01	\$11,000.00 Awarded
Jay's Bus Service	LMS5	\$94.99	n/a	\$.01	\$9,499.00

Vendor	Route	Cost per diem	Aide cost per diem	Inc./Dec.	Total Cost
672 Cross St Lakewood, NJ 08701					Awarded
	B1	No quote			
	PES6	No quote			

- I. Approval of a contract with Edwards Engineering Group, Inc. to prepare an engineering study and schematic drainage plan in the amount of \$5,400.00. The amount includes telephone and email consultations to explain the results of the study. Attendance at meetings will be billed in addition to the proposed amount as per the rate schedule attached to the proposal.
- J. School Board Recognition Month

WHEREAS, The New Jersey School Boards Association has declared January 2019 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

WHEREAS, The Lakewood Board of Education is one of more than 581 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and

WHEREAS, The Lakewood Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12th grade; and

WHEREAS, New Jersey's 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of Education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it

RESOLVED, That the Lakewood Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2019 as SCHOOL BOARD RECOGNITION MONTH; and be it further

RESOLVED, That the Lakewood Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the advancement of our children's education.

- K. Move that the Lakewood Board of Education accept the following request for change in vendor name and consolidation of the corporations for Tree of Knowledge Learning Centers to Tree of Knowledge Learning Academy effective January 1, 2019. In addition, any outstanding contracts with Tree of Knowledge will now be provided by Tree of Knowledge Learning Academy and any outstanding purchase orders will be reissued to Tree of Knowledge Learning Academy.
- L. Approve the active member renewal in the New Jersey Association of School Business Officials for Kevin Campbell, Assistant Business Administrator, in the amount of \$990.00.
- M. Move to amend the January 8, 2019 award of CC 06-1819 for Title IV Services for Nonpublic Schools to include the following allocations per awarded vendor:

Vendor	School	Allocation
Tree Of Knowledge	Ateres Tzipora	\$3,885.00
Tree Of Knowledge	Bas Yisroel	\$1,942.00
Tree Of Knowledge	Cheder Bnei Torah	\$11,655.00
Tree Of Knowledge	Jewish Education For Girls/ Bnos Penina	\$5,725.00
Tree Of Knowledge	Mesivta Ahavas Hatorah D'lakewood	\$1,739.00
Tree Of Knowledge	Talmud Torah Ohr Elchonon	\$4,498.00
Tree Of Knowledge	Talmud Torah Toldos Yakov Yosef	\$1,500.00
	Total Allocation	\$30,944.00

Vendor	School	Allocation
Tender Touch	Bais Yaakov H S Of Lakewood	\$7,000.00
Tender Touch	Belz Institutions Of Lakewood	\$2,000.00
Tender Touch	Bnos Bais Yaakov High School	\$5,521.00
Tender Touch	Bnos Bracha	\$14,824.00
Tender Touch	Bnos Esther Malka	\$6,748.00
Tender Touch	Bnos Orchos Chaim	\$2,000.00
Tender Touch	Cong. Mikor Hatorah	\$1,739.00
Tender Touch	Damasek Eliezer	\$2,045.00
Tender Touch	Lakewood Cheder School	\$60,220.00
Tender Touch	Mekor Hachinuch/S.C.S.C., Inc.	\$3,885.00

Vendor	School	Allocation
Tender Touch	Meros Bais Yaakov	\$3,067.00
Tender Touch	Moreshe By	\$3,169.00
Tender Touch	Nachlas Bais Yaakov Inc	\$2,761.00
Tender Touch	Nesivos Hatorah	\$1,329.00
Tender Touch	Sephardic Bet Yaakov	\$7,039.30
Tender Touch	Talmud Torah Darchei Avoseinu	\$4,294.00
Tender Touch	Tehilas Chaya Sara	\$6,645.00
Tender Touch	Uta Of Lakewood, Inc.	\$2,147.00
Tender Touch	Yeshiva Bais Aharon	\$818.00
Tender Touch	Yeshiva Bais Hachinuch	\$1,739.00
Tender Touch	Yeshiva Bais Hatorah	\$10,940.00
Tender Touch	Yeshiva Even Yisroel	\$3,783.00
Tender Touch	Yeshiva Mesores Hatorah	\$1,432.00
Tender Touch	Yeshiva Orchos Chaim	\$12,000.00
Tender Touch	Yeshiva Stolin Karlin	\$2,249.00
Tender Touch	Yeshiva Tifereth Torah	\$1,000.00
Tender Touch	Yeshiva Yagdil Torah	\$4,090.00
Tender Touch	Yeshivas OHR Hatorm	\$3,500.00
	Total Allocation	\$177,984.30

- N. Move to grant permission to the Business Administrator to advertise for a Competitive Contract for Title I STEM, Arts and Early Transition Programs to promote academic achievement for “at-risk” and failing children in nonpublic schools in Lakewood. Permission granted by the State Monitor prior to Board meeting to expedite this process for timely use of grant funding.
- O. Move to approve the licensing and maintenance fee for the 2019-2020 school year for Educational Data Services, Inc. for participation in the New Jersey Cooperative Bid Maintenance Program in the amount of \$14,450.00 (11-000-251-340-00-0000).

XI. REPORTS AND RECOMMENDATIONS OF SUPERINTENDENT:

A. Superintendent Items

1. Motion to approve the First Reading of the following Bylaws, Policies and Regulations:
 - Policy 2415.06 Unsafe School Choice Option (M) Revised
 - Policy 2422 Health & Physical Education (M) Revised
 - Policy 2431.3 Practice And Pre-Season Heat-Acclimation For School-Sponsored And Extra-Curricular Activities Revised

- Regulation 2460.8 Special Education - Free And Appropriate Public Education (M) Revised
 - Policy 2610 Educational Program Evaluation (M) Revised
 - Policy 4219 Commercial Driver Controlled Substances And Alcohol Use Testing (M) Revised
 - Policy 5111 Eligibility Of Resident/Nonresident Pupils (M) Revised
 - Regulation 5111 Eligibility Of Resident/Nonresident Pupils (M) Revised
 - Policy 5330.04 Administering An Opioid Antidote (M) New
 - Regulation 5330.04 Administering An Opioid Antidote (M)
 - Policy 5337 Service Animals
 - Policy 5756 Transgender Student (M)
 - Policy 7446 School Security Program
 - Policy 8350 Records Retention
 - Policy 8454 Management of Pediculosis
 - Regulation 5200 Attendance (M) Revised
2. Approve the 2018-2019 *A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials*.
 3. Approval for the Lakewood School District to participate in the Ocean County Teacher Recognition Program at the Days Inn in Toms River on May 24, 2019 at a cost of \$400.00.
 4. Approval for the Lakewood School District to participate in the Student Recognition Breakfast at the Days Inn Hotel, Toms River on May 23, 2019 at a cost of \$350.00 and an ad for the Program Book at a cost of \$100.00.
 5. Approve LMS to accept the donation from Lowe's Charitable and Educational Foundation in the amount of \$3,800.00 for the LMS PBSIS STEAM Greenhouse Restoration Project.
 6. Approve Jim Rahn, Math Through Discovery, to provide professional development services to the high school math teachers for an additional 7 days, from February 2019 through May 2019, at a cost of \$1,200 per day, not to exceed \$8,400.00, to be paid through budget account #20-270-200-300-15-0015.
 7. Approve the purchase of Pre-AP Curriculum for LHS Grade 9 Biology, English 1, and World History and Geography from College Board, at a cost of \$10,800.00, to be paid through budget account # 20-280-100-600-15-0015.
 8. Approve Lori Scarpino, Ocean County Family Support Organization, Inc., to present to the following SSS Staff, *Nurtured Heart Approach Training* on February 20, 2019 for Spruce Street School, at the cost of \$350.00 to be paid through budget account #15-190-100-500-07-0007.
 9. Approved Lori Scarpino, Ocean County Family Support Organization, Inc., to present to

the following SSS Staff, *Nurtured Heart Approach Training*, February 6, 2019 and February 7, 2019, at a cost of \$1200.00, to be paid through budget account #15-000-223-320-07-0007.

Alban, Monica	Lazewnik, Rochelle
Antuna, Lizette	Lopez, Leslie
Attia, Matha	Maksumov, Yana
Baer, Gwen	McKenna, Maura
Benevento, Jill	Mozes, Heni
Bradley, Christy	Muller-Graff, Shari
Brander, Tzivia	Parker, Dorothea
Brooks, Irene	Prescott, Kelly
Bush, Eileen	Rodriguez, Ritchie
Castaneda, Margieth	Rodriguez, Vanessa
Cirillo, Lois	Schonbrun, Malky
Cosgrove, Christine	Sierchio, Valerie
Cusano, Laya	Simonetti, Lisa
Dechamplain, Abigail	Sinondon, Andrea
Dick, Miriam	Smith, Evelyn
Donaway, Lisa	Spicher, Teresa
Doughter, Barbara	Spitz, Rochelle
Finkelstein, Shoshana	Starashefsky, Devorie
Flagg, Caron Gayl	Stevenson, Carole
Frattebone, Tyler	Taplin, Sorah
Hearns, Josie	Tarkowski, Mariola
Howland, Jessica	Turan, Rose
LaRosa, Theresa	Weisz, Adina
Amy Tschinkel	Susan Scrbner

10. Approve Valerie Hutchison Daniluk, LHS Staff member, to be a 2018-2019 Mentor.
11. Approve the following staff for the Latino Family Literacy Project as either presenters (\$40 per hour) or childcare providers (\$20 per hour) as indicated below. The program will begin on January 28th and will run until May 3rd. Salaries will be paid through Title I, account number 20-231-200-10015-0015

Location	Staff Member	Position
OSS	Xiomara Martinez	Presenter
OSS	Reina Flores	Presenter
OSS	Gloria Castro	Childcare
OSS	Brie Bals	Childcare
SSS	Lizette Antuna	Presenter
SSS	Ashley Antuna	Presenter
SSS	Gulbeyaz Turan	Childcare

SSS	Rosa Herrera	Childcare
CAS	Josie Asad	Presenter
CAS	Delia Lopez	Presenter
CAS	Jessica Georgiantonio	Childcare
CAS	Blanca Tobòn	Childcare
EGC	Reina Flores	Presenter
EGC	Maria Oquendo	Presenter
EGC	Karen Hetzel	Childcare
EGC	Cassandra Mauriello	Childcare

12. Approve the following OSS staff for the OSS After School Program, effective January 7, 2019 terminating April 11, 2019, Certificated to work 1 hour per day, Tuesdays, Wednesdays and Thursdays, not to exceed 3 hours per week, at a rate of \$40.00 per hour, to be paid through account #15-421-100-101-09-0009 (BOE approved December 12, 2018 Agenda).

Herman, Jenna	Teacher
Ziegler, Megan	Teacher
Tsapatsaris, Anna	Teacher
Maldonado, Nichole	Substitute Teacher

13. Approve one security specialist to work the Lakewood High School Achievement Academy, beginning January 2, 2019 – June 19, 2019 for 2 hours per day (4:00-6:00), to be paid through budget account # 15-421-200-100-03-0003.

14. Approve the following staff a total of 100 hours to administer, grade, and submit Language Arts PARCC portfolios to the NJDOE for student eligibility of June 2019 graduation, to be paid through budget account #15-421-200-100-03-0003.

Amy Mann - 50 hours at a rate of \$40.00 per hour, not to exceed \$2,000.00
 Patricia Gregory - 25 hours at a rate of \$40.00 per hour, not to exceed \$1,000.00
 Grace Lehotay – 25 hours at a rate of \$40.00 per hour, not to exceed \$1,000.00

15. Approve the following LMS staff and After School Clubs, from February 4, 2019 through May 30, 2019, two times per week, 2.5 hours per day, for 16 weeks, Tuesdays and Thursdays, at a rate of \$40.00 per hour, for a maximum cost of \$42,250.00, Transportation for a maximum cost of \$22,400.00, not to exceed \$64,650.00, to be paid through the Lakewood Township Restricted Grant.

Club Name	Advisor	# of Days Per Week	Amount
Drama Club	Austin Barney	2 days	\$3,200
Art Club	Lindsay Ambrozaitis	1 day	\$1,070

Club Name	Advisor	# of Days Per Week	Amount
Art Club	Jessica Redimiller	1 day	\$1,070
Art Club	Meghan Nadaeu	1 day	\$1,070
Makers/Steam Club	Bridgit Valgenti	1 day	\$1,600
Makers/Steam Club	William Goble	1 day	\$1,600
Mind Stretch Club	Alexa Schmitz	2 days	\$3,200
Literacy Online Magazine Club	Rose Kravetz	2 days	\$3,200
Inner Canvas Club	Parker Kaminsky	2 days	\$3,200
The Art of Chess Club	Darren Lee	2 days	\$3,200
From California to the New York Island Club	Patricia Benevidas	2 days	\$3,200
Spanish Club	Maria Janusz	1 day	\$1,600
Spanish Club	Javier Canchon Vergara	1 day	\$1,600
Zen in Martial Arts Club	Quoc Tu	2 days	\$3,200
Horticulture Club	Brian Quinlan	2 days	\$3,200
Garage Band Club	Andrea Palermo	2 days	\$3,200
Administrator (rotating)	Deborah Rolston	1 day	\$1,280
Administrator (rotating)	Scott Horowitz	1 day	\$1,280
Administrator (rotating)	Richard Goldstein	1 day	\$1,280

16. Approve the following LMS staff to participate in the 5th Annual Family Expo to be held on Tuesday March 19, 2019, hours include preparation and attendance at the event, Certificated at a rate of \$40.00 per hour, Non-Certificated at a rate of \$20.00 per hour, and Administrators at a rate of \$80.00 per hour, total cost shall not exceed \$7,440, to be paid through account #15-421-200-100-04-0004

NAME	HOURS	POSITION
Giaconia, Colleen	6	Teacher
Darnowski, Sheila	6	Teacher
Bruno, Julie	6	Teacher
Truisi, Valerie	6	Teacher
Nadeau, Meghan	6	Teacher
Douglas, Brenda	6	Teacher
Young, Danielle	6	Teacher
Ross, Heather	6	Teacher
Dudley, Kylene	6	Teacher
Livingston, Anna	3	Teacher
Scaffidi, Ashley	3	Teacher
Stone, Jessica	6	Teacher
Palermo, Andrea	6	Teacher
Smith, Krista	6	Teacher
Donohue, Melissa	6	Teacher

NAME	HOURS	POSITION
Quick, Carmella	6	Teacher
Sullivan, Gina	6	Teacher
Schenck, Linda	3	Teacher
Kirby, Katie	3	Teacher
Schmitz, Alexa	3	Teacher
Kravetz, Rose	3	Teacher
Taubel, Jennifer	3	Teacher
Peccarelli, Lewis	3	Teacher
Mackow, Nicole	10	Teacher
Valgenti, Bridgit	10	Teacher
Janusz, Maria	10	Teacher
Lee, Darren	6	Teacher
Mahaffey, Lilian	3	Paraprofessional
Emporelli, Eleni	3	Paraprofessional
Weber, Diane	3	Paraprofessional
Pick, Melissa	3	Paraprofessional
Oliver, Robyn	3	Administrative Support
Goldstein, Richard	5	Administration
Horowitz, Scott	5	Administration
Rolston, Deborah	5	Administration

17. Approve the following OSS staff and After School Clubs, from February 5, 2019 through June 6, 2019, two times per week, 2 hours per day, for 16 weeks, on either Tuesdays, Wednesday or Thursdays, Certificated at a rate of \$40.00 per hour, Administration at a rate of \$80.00 per hour, for a maximum cost of \$21,760.00, Materials/Supplies for a maximum cost of \$1,800.00, Transportation for a maximum cost of \$27,030.00, not to exceed \$50,590.00, to be paid through the Lakewood Township Restricted Grant.

Club	Certificated
Art Enrichment	John Minka
The Krafters	Julianna Kraft
Full Instrumental Ensembles	David Greenberg
Chamber Choir	Jessica Giorgiantonio
Pitched and Percussion Ensemble	Nichole Maldonado
Administration on a rotating basis of two hours a week each	
Joseph Schroepfer	
Jessica Ring	
Thomas Stead	

18. Approve the following Piner Elementary staff and After School Clubs, from February 12, 2019 through June 13, 2019, 2 times per week, 2 hours per day, for 16 weeks, on

Tuesdays and Thursdays, Certificated staff at a rate of \$40.00 per hour, Administration at a rate of \$80.00 per hour, for a maximum cost of \$5,120, Materials/Supplies for a maximum cost of \$80.00, Transportation for a maximum cost of \$16,218.00, not to exceed \$31,018.00, to be paid through the Lakewood Township Restricted Grant.

Club	Certificated
Music through History	Brian Adams
Dancing through the Decades	Trudy McCracken
Quilting	Lauren Griffin
Dance Club	Amanda Gutman
Crafty Kids	Lisa Mruk
Administration on a rotating basis of one hour a week	
Deborah Meabe	
Tobree Mostel	

19. Approve the following CAS staff members and After School Clubs, from February 1, 2019 through June 7, 2019, two times per week, Certificated 1.5 hours per day and Administrator 2 hours per day, 16 weeks, Tuesdays and Fridays, Certificated at a rate of \$40.00 per hour, for a maximum cost of \$27,820.00, Administrator at a rate of \$80.00 per hour, for a maximum cost of \$2,560.00, Material/Supplies for a maximum cost of \$5,445.00, Transportation for 3 late buses for a maximum cost of \$21,600.00, not to exceed \$57,425.00, to be paid through the Lakewood Township Restricted Grant.

Club Name	Advisor	# of Days	Amount
STEAM	Paige Truax	2	\$1,920
STEAM	Jessica Sparandera	2	\$1,920
The Pixels Heads	Margarita Garces	2	\$1,920
Music Club (Choral and Piano)	Franklin Phillips III	2	\$1,920
Just Dance	Katherine Clarke	2	\$1,920
Just Dance	Meghan Leahey	1	\$960
Guitar Club	Tyler Flint	2	\$1,920
Tie Dye Club	Michelle Shames	1	\$960
Tie Dye Club	Tracy Brenman	1	\$960
Tie Dye Club	Shannon Meyers	1	\$960
Crochet Club	Kaitlin DiMarsico	2	\$1,920
The Art Room	Ariel Williams	2	\$1,920
The Art Room	Rosalie DiMiceli	1	\$960
The Art Room	Barbra Costello	1	\$960
Administration on a rotating basis of one hour a week			
Supervising Administrator	Debra Long	1	\$1,280
Supervising Administrator	Annette Maldonado	1	\$1,280

20. Approve the following SSS staff and After School Clubs, from February 11, 2019 through June 7, 2019, two times per week, 1.0 hour per day, for 16 weeks, Tuesdays through Friday, Certificated at a rate of \$40.00 per hour, for a maximum cost of \$14,080.00, the cost of 3 staff members to supervise extended dismissal times not to exceed \$4,320.00, Material/Supplies for a maximum cost of \$2,750.00, Transportation for 3 late buses for a maximum cost of \$28,800.00, not to exceed \$49,950, to be paid through the Lakewood Township Restricted Grant.

Club Name	Advisor	# of Days Per Week	Amount
Ballet Club	Christina Ritter	2 days	\$1280
Ballet Club	Bridjet Tjarks	2 days	\$1,280
Community Arts Club (C.A.T.S.)	Ashley Antuna	2 days	\$1,280
Community Arts Club (C.A.T.S. JR)	Sharon Sanchez	2 days	\$1,280
Creative Expression	Jessica Desantis	2 days	\$1,280
Painting with Moses	Stacey Moses	2 days	\$1,280
Computer Club	William Burnett	2 days	\$1,280
Drama Club	Alexa Glickman	2 days	\$1,280
Latin Sounds & Dance	Elsa Mena	2 days	\$1,280
Music Tech Club	Kathleen Hall	2 days	\$1,280
Musical Fun Fitness	George Karsko	2 days	\$1,280

21. Approve the following EGC staff members and After School Clubs, from February 1, 2019 through June 7, 2019, Fridays for 16 weeks, Certificated staff 2 hours per day, at a rate of \$40.00 per hour, Administrator 1 hour per day, at a rate of \$80.00 per hour, and Non-Certificated staff 2 hours per day, at a rate of \$20.00 per hour, for a maximum cost of \$19,840.00, Material/Supplies for a maximum cost of \$3,600, Transportation for 3 late buses for a maximum cost of \$21,600.00, not to exceed \$45,040.00, to be paid through the Lakewood Township Restricted Grant.

Club Name	Advisor	# of Days	Amount
STEAM	Luane Acevedo	1	\$1,280
STEAM	Danielle Ortiz	1	\$1,280
STEAM	Todd Pizzella	1	\$1,280
STEAM	Leilanie Small	1	\$1,280
STEAM	Dena Stuart	1	\$1,280
Knitting for Beginners	Tweitmann	1	\$1,280
Recorder Club	David Greenberger	1	\$1,280
Clay & Paper	Tina Sardano	1	\$1,280
Clay & Paper	Bernice Wilson	1	\$1,280

Clay & Paper	Gail Deliz	1	\$640
Clay & Paper	Adelaberto Candia-Aguilar	1	\$640
Music/Sports Icon Appreciation	Sal vatore Notaro	1	\$1,280
Music & Movement Generation Pound	Alyson Szczygiel	1	\$1,280
Drama Club	Kimberly Alexis Kallok	1	\$1,280
Drama Club	Andrea Thompson	1	\$1,280
Drama Club	Cristal Ortega	1	\$640
Administration on a rotating basis of one hour a week			
Supervising Administrator	Magdalis Jones	1	\$1,280

22. Approve the EGC School 2nd Grade Read to Succeed Program and the following EGC Staff to facilitate the 2nd Grade Read to Succeed Program, to be held on Fridays, 2 hours per day, a maximum of 15 weeks, beginning February 8, 2019 through May 31, 2019. One additional hour for certificated staff to prepare and plan, at a rate of \$40.00 per hour, cost not to exceed \$8,680.00, to be paid through EGC Title 1 Carryover Funds, budget account # 15-421-100-101-05-005.

Shannon Downey
Alexis Gervasini
Courtney Manlapig
Jennifer Hartwell
Jonathan Jones
Elizabeth Fontanes
Tara Napolitano

23. Approve Ebony Rivera, Principal EGC School to supervise the 2nd Grade Read to Succeed Program to be held on Fridays, 1 hour per day, a maximum of 15 weeks, beginning February 8, 2019 through May 31, 2019, at a rate of \$80.00 per hour, not to exceed \$1,200.00, to be paid through EGC Title 1, budget account # 15-421-200-100-05-005.
24. Approve Bernice Wilson, as a substitute for the EGC Afterschool SIP Tutoring Program, effective January 31, 2019 through May 30, 2019, at a rate of \$40.00 per hour, to be paid through budget account #15-421-100-101-05-0005. (Original BOE approval on December 12, 2018 agenda.)
25. Approval for the Middle School to lease a Folding/Inserting system from Pitney Bowes for \$183 per month for 48 months. Charge to account #15-190-100-500-04-0004.
26. Approve the 2018-2019 tuition costs for the following out-of-district placements to be paid through budget account # 11-000-100-566-00-0000.

Number	Placement	Per Diem Rate/Monthly Rate	Aide/Nurse Per Diem/Monthly	Billable Days/months	Start Date
928624	Center for Education	\$322.59/day		104 days	1/14/2019-6/30/2019
926995	Center for Education	\$322.59/day		172 days	10/4/2018-6/30/2019
918528	Center for Education	\$322.59/day		124 days	12/17/2018-6/30/2019
927771	Center for Education	\$322.59/day		104 days	1/14/2019-6/30/2019
927529	Center for Education	\$322.59/day		121 days	12/20/2018-6/30/2019
191045	CPC Behavioral Healthcare, Inc.- High Point School	\$372.00/day		116 days	12/13/2018-6/30/2019
927701	New Road School	\$286.14/day	\$100.00/day	117 days	12/12/2018-6/30/2019
927382	SCHI	\$509.51/day	\$152.38/day	125 days	12/11/2018-6/30/2019
927388	SCHI	\$509.51/day	\$152.38/day	125 days	12/11/2018-6/30/2019
926666	SCHI	\$509.51/day		127 days	12/5/2018-6/30/2019
927438	SCHI	\$509.51/day		117 days	12/21/2018-6/30/2019
927323	SCHI	\$509.51/day	\$152.38/day	137 days	11/20/218-6/30/2019
927530	SCHI	\$509.51/day	\$152.38/day	114 days	12/27/2018-6/30/2019
926666	SCHI		\$152.38/day	99 days	1/17/2019-6/30/2019
927758	SCHI	\$509.51/day	\$152.38/day	101 days	1/15/2019-6/30/2019

27. Approve NJ Commission for the Blind and Visually Impaired to service the following students for the 2018-2019 school year to be paid through budget account # 11-000-216-320-00-0000.

Number	Placement	Rate	Start Date
911844	Commission For The Blind and Visually Impaired	\$1,273.00	12/10/2018-6/30/2019
927530	Commission For The Blind and Visually Impaired	\$1,134.00	1/1/2019-6/30/2019
908521	Commission For The Blind and Visually Impaired	\$1,900.00	9/1/2018-6/30/2019
922686	Commission For The Blind and Visually Impaired	\$1,900.00	9/1/2018-6/30/2019
911844	Commission For The Blind and Visually Impaired	\$1,273.00	12/10/2018-6/30/2019

28. Approve the 2018-2019 tuition costs for the following out-of-district placements to be paid through budget account # 11-000-100-561-00-0000.

Number	Placement	Per Diem Rate/Monthly Rate	Aide/Nurse Per Diem/Monthly	Billable Days/Months	Start Date
191290	Toms River Board of Education	\$95.74/day		140 days	11/3/2018-6/20/2019
194348	Toms River Board of Education	\$80.19/day		140 days	11/3/2018-6/20/2019

29. Approve the 2018-2019 tuition costs for the following out-of-district placements to be paid through budget account # 11-000-100-569-00-0000.

Number	Placement	Per Diem Rate/Monthly Rate	Aide/Nurse Per Diem/Monthly	Billable Days/Months	Start Date
913847	Yeshiva Even Yisroel	N/A	\$7,540.00/month (1:1 aide & related services)	10 months	9/1/2018-6/30/2019
7317	Yeshiva Kesser Torah	\$5,000.00/month		10 months	9/1/2018-6/30/2019

30. Approve the 2016-2017 tuition costs for the following out-of-district placements to be paid through budget account # 11-000-100-561-00-0000.

Number	Placement	Per Diem Rate/Monthly Rate	Aide/Nurse Per Diem/Monthly	Billable Days/Months	Start Date
919595	Medford Township Board of Education	\$1,325.44/month		3 months	4/3/2018-6/30/2018

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

Number	Placement	Per Diem Rate/Monthly Rate	Aide/Nurse Per Diem/Monthly	Billable Days/Months	Start Date
*919595	Medford Township Board of Education	\$1,500.80/month		10 months	9/6/2017-6/30/2018

*CORRECTION: 11/14/18

32. Approve the 2018-2019 tuition costs for the following out-of-district placements to be paid through budget account # 11-000-100-565-00-0000.

Number	Placement	Per Diem Rate/Monthly Rate	Aide/Nurse Per Diem/Monthly	Billable Days/Months	Start Date
151017	Primetime Center 2	\$105.00/day		43 days	1/4/2019-6/21/2019

33. Approve Amendment to Contract for Manchester Township- Regional Day school for student 151017-Student will now attend 4 days/week as opposed to 5 days/week; beginning 1/4/2019.

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

Number	Agency/Consultant	Date	Hourly Rate
907104	Brenda Douglas	12/21/18 – 1/15/19	\$40.00
926460	Melissa Pick	1/7/19 – 2/7/19	\$40.00
927621	Kathy Bower	1/2/19 – 2/2/19	\$40.00
908288	Silvergate Prep	1/2/19 – 2/2/19	\$50.00
924909	Education Inc. dba Learnwell	1/5/19 – 2/5/19	\$49.00
918373	Education Inc. dba Learnwell	1/19/19 – 2/2/19	\$49.00
905982	Kathryn Bower	1/7/19 – 2/7/19	\$40.00
195329	Kathryn Bower	1/7/19 – 2/7/19	\$40.00
912193	Kathleen Kirby	12/7/18 – 1/7/19	\$40.00
205333	Rachel Klein	1/7/19 – 1/15/19	\$40.00
919969	Daniel Silvestri	12/9/18 – 1/20/19	\$40.00
927088	Leilanie Small	12/14/18 – 2/14/19	\$40.00
921122	Tammy Weinick	1/13/19 – 2/13/19	\$40.00
906829	Children’s Hospital of Philadelphia (CHOP)	1/1/19 – 2/1/19	\$56.57
175325	Barry Hoberman	1/7/19 – 2/7/19	\$40.00
923988	TBD	1/22/19 – 3/22/19	\$40.00
191277	Michael Hadley, Iryna Magbanua	1/7/19 – 2/7/19	\$40.00
922470	Patricia Benevides	1/22/19 – 2/22/19	\$40.00
911099	Tyler Flint	1/7/19 – 2/7/19	\$40.00
915712	Tracy Brenman, Maureen Palhetta	1/7/19 – 2/7/19	\$40.00
194508	New Hope	12/1/18 – 1/31/19	\$550.00/week
191364	Education Inc. dba Learnwell	12/11/18 – 12/25/18	\$49.00
909896	Education Inc. dba Learnwell	12/11/18 – 12/25/18	\$49.00

Number	Agency/Consultant	Date	Hourly Rate
10883	Barbie Glatzer	12/21/18 – 2/21/19	\$40.00
10883	Tree of Knowledge	12/21/18 – 2/28/19	\$50.00
906068	Todd Pizzella	1/2/19 – 2/2/19	\$40.00
928930	Florence Bivins Rhoney	12/13/18 - 2/13/19	\$40.00
225347	Candy Herriger	12/3/18 – 2/3/19	\$40.00
925007	Allison Havemann	1/1/19 – 3/31/19	\$40.00
910486	Allison Havemann	1/3/19 – 2/3/19	\$40.00
906809	Kathleen Kirby, Gail Condon	12/7/18 – 2/7/19	\$40.00
907104	Brenda Douglas	12/21/18 – 1/15/19	\$40.00
191270	Tanya Lees	11/17/18 - 12/31/18	\$40.00
214755	Silvergate Prep	1/3/19 – 2/3/19	\$50.00
194540	Patricia Gregory, Michael Hadley, Gail Condon	12/10/18 – 1/2/19	\$40.00
191015	Florence Bivins Rhoney	12/14/18 - 12/31/18	\$40.00
204231	Leilanie Small	12/15/18 - 1/9/19	\$40.00
214789	Tanya Lees	12/10/18 – 2/10/19	\$40.00
201098	Patricia Gregory	12/12/18 – 1/3/19	\$40.00
908446	TBD	1/3/19 – 1/10/19	\$40.00
906159	Education Inc. dba Learnwell	1/2/19 – 2/7/19	\$49.00
916393	Nancy Riordan, Nancy Kwicinski	1/23/19 – 2/6/19	\$40.00
925250	Elsa Mena	11/2/18 – 1/18/19	\$40.00

35. Approve Tree of Knowledge to provide supplemental/home instruction for students S.B. (10883) and K.W. (905795) at a rate of \$50.00/hr for the 2018-2019 school year, to be paid through budget account # 11-150-100-320-00-0000.

36. Approve Kathy Huber, registered Behavior Technician from Verbal Behavior Institute, for providing services during the 2018-2019 school year at a rate not to exceed \$10,000.00 to be paid through budget account #11-000-219-390-13-0000/11-000-219-320-13-0000.

37. Approve the following Child Study Team members to work on an hourly 'as needed basis', at the rate of \$40.00 per hour for the department. This must be approved prior by the Supervisor of Special Services to meet state mandated requirements during the 2018-2019 school year; to be paid through budget account #11-000-219-104-13-0013.

Abraham, Penina	Hammond, Devorah
Bell, Laura	Hendry, Janet
Blackwell, Marisol	Jacobs, Miriam
Bowers, Carol	Kaznowski, Jennifer
Castellano, Sally	Maksumov, Yana
Climer, Donna	Nussbaum, Gila
Deutsch, Moshe	Rauer, Angelica

Filkin, Karen	Rosciano-DiPietro, Michelle
Fortuna, Victoria	Rosenberg, Yocheved
Gil Farias, Maria	Stern, Peter
Golding, Cheryl	Wehl, Rachel
Gruenebaum, Batsheva	Zentman, Chana
Halle, Michelle	

38. Approve Michelle Lurie to provide Home Instruction for the 2018 – 2019 school year, at \$40.00 per hour, to be paid through budget accounts 11-150-100-320-00-0000.

39. Approve Letterland Intervention Training for Interventionists, February 27, 2019, at a cost not exceed \$4,805.84 (including all materials and manuals), to be paid through budget account # 20-270-200-500-15-0015. Four subs will be needed, at a cost not exceed \$600.00, to be paid through budget account #20-270-100-300-15-0015.

Denise Reed	OSS
Lora Fleming	OSS
Stephen Bukowinski	OSS
Barbie Glatzer	SSS
Rose Carlo	SSS
Melanie Haines	SSS
Jill Kurek	SSS
Maryellen McLaughlin	CAGS
Susan Wiemken	CAGS
Raymond Mann	Piner
Kirsten Oliver	Piner
Maryellen Brown	Piner
Ann Luick	EGC

40. Approval of the following school trips:

Date	School	Where to	# Students	# Staff / Adults	Admission Cost/Acct#	Transportation Cost/Acct#
3/28/19	LHS	*Olympic Complex Puerto Rico- Athletic Competition	15	4	\$0.00	\$5,400 (Airfare) \$955 (Bus) \$2,850.00 (Hotel)
2/26/19	LMS	**OCC-Grunin Center Lecture	185	13	\$0.00	\$438.00 (In- House Voucher Pay)

1/12/19	LMS SSS LHS	Ocean Lanes, Spec Olympics Event	19	5	\$0.00	\$0.00
4/16/19	LMS	***Howell Living Farm	80	18	\$400.00	\$540.00
3/29/19	LHS	****Joe Kubert School of Cartoons & Graphic Art	18-24	2	\$0.00	\$700.00
3/13/19	LHS	@ Liberty Science Center	20	10	\$352.50	\$610.00 (Contracted)
2/22/19	LHS	! OC Mall Safety Program	40	3	\$0.00	\$105.00 (In- House Voucher Pay)
3/12/19	LMS	@ United Airlines Newark Airport	40	10	\$0.00	\$700.00 (Contracted)
5/11/19	LMS LHS	*****Spec Olympics Area 6 Track Meet Long Branch HS	21	5	\$0.00	\$195.0000 (In- House Voucher Pay)
3/24/19	LMS LHS SSS	*****Spec Olympics Area 6 Swimming Meet OC YMCA	21	5	\$0.00	\$140.00 (In- House Voucher Pay)

*STUDENT/STAFF PAY AIRFARE, HOTEL & MEALS, BUS ACCOUNT #15-000-270-512-03-0003
SUBJECT TO APPROVAL OF ROSTER AND ALL DONATIONS MUST BE APPROVED BY THE SUPERINTENDENT
**TRANSPORATION REIMBURSED (UP TO \$750) BY THE GRUNIN CENTER
***ADMISSION PAID WITH CLUB FUNDS, TRANSPORTATION ACCT#15-000-270-512-04-0004
****TRANSPORTATION PERKINS ACCOUNT #20-360-200-500-03-0000
*****ACCOUNT #11-402-100-800-15-0000
@ PAID THROUGH CLUB FUNDS
! ACCOUNT # 15-000-270-512-03-0003

41. Approve Professional Development for the following staff for the 2018-2019 school year:

LAST NAME	FIRST NAME	WORKSHOP	DATE(S)	REGISTRATION FEE	MILEAGE	OTHER
Anen	Kathleen	*****Autism NJ Transition Conference	2/25/19	\$129.00 (Non-member rate)	\$0.00	\$0.00
Cucuro	Yvette	*** Leader In Me Training	2/6/19 2/7/19	\$295.00	\$61.38	\$30.00 (TOLLS)
Cucuro	Yvette	Leader In Me Training	2/8/19	\$0.00	\$11.16	\$0.00
Currao	Vincent	@ Directors of Athletics Assoc of NJ Conference	3/12/19 3/13/19 3/14/19 3/15/19	\$375.00	\$39.43	\$3.00 (tolls) \$219.00 (Hotel) 165.00 (Meals)
DePeri	Charles	****Designated Person	2/8/19	\$205.00	\$0.00	\$0.00
Filkin	Karen	Strategies/Discipline & Spec Populations	1/28/19	\$0.00	\$4.34	\$0.00
Huggins-Dickey	Gay	****Coding Series Have you met Alice	3/7/19	\$178.00	\$34.72	\$4.50 (Tolls)
Huggins-Dickey	Gay	**The Coding Teacher Series	2/28/19	\$178.00	\$34.72	\$4.50 (Tolls)
Mazzaroni	Susan	@ Leader in Me Training	2/6/19 2/7/19	\$295.00	\$58.65	\$0.00
Napolitano	Tara	*Section 504	2/11/19	\$189.99	\$0.00	\$0.00
Salins	Andris	*Section 504	2/11/19	\$189.99	\$0.00	\$0.00
Sanchez	Sharon	*Art Therapy	3/1/19	\$199.00	\$0.00	\$0.00
Simonelli	Dana	*Art Therapy	3/1/19	\$199.00	\$0.00	\$0.00
Solar	Sharon	*****Autism NJ Transition Conference	2/25/19	\$49.00 (Member rate)	\$0.00	\$0.00
Trischitta	James	***NJSLA Dist. Test	2/26/19	\$0.00	\$20.46	\$0.00

LAST NAME	FIRST NAME	WORKSHOP	DATE(S)	REGISTRATION FEE	MILEAGE	OTHER
		Coordinator & Dist Technology Training				
Varela	Gloria	*Section 504	2/11/19	\$189.99	\$39.50	\$0.00

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

**REGISTRATION FEE 20-270-200-500-15-0015 MILEAGE/TOLLS 15-000-223-500-03-0003

*** CORRECTION FROM 1/8/19 AGENDA ADDED TOLLS ACCOUNT #15-000-223-320-07-0007

****PREVIOUSLY APPROVED 1/8/19 AGENDA "DATE CHANGE ONLY"

*****ACCOUNT #11-000-223-320-00-0000

@ ACCOUNT #15-000-223-320-07-0007

42. Approve the following placements for the SPRING 2019 semester for student teaching (subject to approval of Criminal History background check):

LAST NAME	FIRST NAME	COLLEGE/UNIVERSITY	PLACEMENT	DATES FOR PLACEMENT
Liani	Elisheva	GCU	Piner	1/31-5/22/19
Brooks	Benjamin	GCU	CAGS	1/31/19
Rizzo-Mahler	Danielle	Kean	LHS	1/31-5/15/19

43. Approve the following placements for the Spring 2019 semester for student observations:

LAST NAME	FIRST NAME	COLLEGE/UNIVERSITY	PLACEMENT	DATES FOR PLACEMENT
Szurkus	Alexandra	GCU	OSS	2/18-5/10/19

44. Approve the transfer of \$50,000.00 from the Lakewood Township Restricted Grant after-school line to the Lakewood Township Restricted Grant Special Education Line, in order to decrease Out-of-District student placements and foster placements in the Least Restrict Environment (LRE). Services provided will include, but not be limited to, paraprofessionals/aides/shadows and Special Education Instruction (Special Education Teachers must be certified). Maximum 2 hours of Special Education Instruction per day. Maximum 2 hours of Paraprofessional/Aide/Shadows a day. Staff will receive the District rate (Pending Township approval).

45. Approve the transfer of \$35,000.00 from the Lakewood Township Restricted Grant after-school line to the Lakewood Township Restricted Grant Special Education line, which will allow the District to re-open the Service Center, in order to

provide Occupational and Physical Therapy (OT/PT) to students (Pending Township approval).

IMPORTANT INFORMATION:

Fire Drill Report – December 2018

Security Drill Report – December 2018

HIB Report – December 2018

B. PERSONNEL

1. CERTIFICATED

a. Resignations

1. CODER, Kimberly
Teacher – LLD – OSS
Effective: March 15, 2019
2. MENDYK, Eric
Teacher – ICS – CAS
Effective: March 26, 2019 or sooner
3. ELSBREE, Shelleen
Teacher – Literary Coach – District
Effective: February 15, 2019

b. Retirements – None At This Meeting

c. Terminations - None At This Meeting

d. Leaves of Absence

1. BADUM, Stephanie
Teacher-LMS
Contractual-Medical-Sick (10 days)-Paid
Effective: November 12, 2018
Terminating: November 27, 2018
FMLA-Medical-Unpaid
Effective: November 28, 2018
Returning: January 14, 2019 (pending Dr.s' release)
(extended from original Board approved 12/12/18 request)

2. BARBAGELATA, Karen
Teacher-CAGS
Contractual-Sick (22 days)-Paid
Effective: January 2, 2019
Returning: February 4, 2019
3. BEDROSE, Marissa
Teacher-CAGS
NJFL-Unpaid
Effective: February 28, 2019
Returning: March 14, 2019
4. CARLO, Rose
Intervention Teacher-SSS
Sick-Paid
Effective: December 19, 2018
Returning: May 8, 2019
(pending attendance data)
5. COHEN, Chaya
Teacher-CIII
NJFL-Unpaid
Effective: October 25, 2018
Terminating: December 5, 2018
NJFL-Sick (10 days)-Paid
Effective: December 5, 2018
Returning: December 17, 2018
(begin date changed from original Board approved 10/24/18 request)
6. DEFALCO, Tara
Teacher-Piner
Contractual-Sick (10 days) & Personal (4 days)-Paid
Effective: February 8, 2019
Terminating: March 3, 2019
(pending attendance data)
NJFL-Unpaid
Effective: March 4, 2019
Returning: May 30, 2019
7. FLOYD, Harold
Teacher-OSS
Medical-Sick (28 days)-Paid
Effective: January 22, 2019

Returning: March 5, 2019 (pending Dr.s release)

8. FOBES, Lauren
Teacher-CAGS
Bonding-Sick (22 days) – Paid
Effective: October 29, 2018
Terminating: December 3, 2018
NJFL-Bonding-Unpaid
Effective: December 4, 2018
Returning: March 4, 2019
(extended from original Board approved 8/8/18)

9. GONZALEZ, Gladys
Teacher-SSS
Contractual-Medical-Sick (13.5 days)-Paid
Effective: November 14, 2018
Terminating: December 12, 2018(.5)
FMLA-Medical-Unpaid
Effective: December 12, 2018 (.5)
Terminating: March 13, 2019
Contractual-Medical-Unpaid
Effective: March 14, 2019
Terminating: June 30, 2019
(Extended from original Board approved 12/12/18 request per
Dr.s note)

10. HAVEMANN-NIEDRACH, Allison
Teacher-CAGS
Contractual-Sick (5 days) & Personal (4 days)-Paid
Effective: March 4, 2019
Terminating: March 14, 2019
(pending attendance data)
Contractual-Unpaid
Effective: March 15, 2019
Returning: April 1, 2019

11. HORNER, Jacquelyn
Teacher-OSS
FMLA-Unpaid
Effective: February 20, 2019
Returning: April 18, 2019

12. MARQUES, Kristen
Teacher-Piner

Contractual-Sick (8 days) & Personal (4 days)-Paid
Effective: February 19, 2019
Terminating: March 6, 2019
(pending attendance data)
NJFL-Unpaid
Effective: March 7, 2019
Returning: June 6, 2019

13. MINUTILLO-SHANN, Antoinette
Teacher-LHS
Contractual-Medical-Sick (7 days) & Personal (3 days)-Paid
Effective: January 15, 2019
Terminating: January 24, 2019
Contractual-Medial-Extra Consideration minus sub pay (23 days)-
Paid
Effective: January 25, 2019
Returning: March 6, 2019 (pending Dr.s' release)

14. SCHONBRUN, Malky
Speech Therapist-Related Services
Contractual- Sick (10 days) & Personal (4 days) – Paid
Effective: September 12, 2018
Terminating: October 2, 2018
NJFL-Bonding-Unpaid
Effective: October 3, 2018
Terminating: December 3, 2018
FMLA-Bonding-Unpaid
Effective: December 4, 2018
Returning: February 26, 2019
(extended from original Board approved 9/17/18 request)

15. WARE, Mary
Teacher-LHS
Contractual-Intermittent-Sick (10 days)-Paid
Effective: January 24, 2019
Returning: February 14, 2019

16. WATTS, Tara
Teacher-CAGS
Contractual-Sick (21 days)-Paid
Effective: October 29, 2018
Terminating: November 30, 2018
NJFL-Bonding-Unpaid
Effective: December 1, 2018

Returning: February 11, 2019

e. Transfers

1. CITTADINO, Jennifer
From: Teacher – OSS
To: Literacy Coach – District
Effective: TBD
Terminating: June 30, 2019
(replacement for L. Stross – resigned - \$54,116.00)
(Transfer pending the hiring of a replacement for Ms. Cittadino)
(budget account # 11-000-221-176-00-0000)

2. LUNA, Georgette
From: Teacher – ESL – CAS
To: Teacher – Bilingual 3rd Grade – CAS
Effective: January 31, 2019
Terminating: June 30, 2019
(replacement for M. Hidalgo – resigned - \$55,016.00)
(budget account # 15-240-100-101-06-0006)

f. Appointments

1. CORRIGAN, Jessica
Teacher – LLD – OSS
Effective: February 11, 2019
Terminating: June 30, 2019
Salary: Step 3, BA - \$49,266.00 prorated
(Mentoring paid by employee if necessary)
(Replacement L. Hatcher – reassigned - \$48,966.00)
(budget account # 15-204-100-101-09-0009)

g. Reappointments – None At This Meeting

h. Salary Adjustments

1. TAMARANA, Rebecca
From: Step 3, BA - \$49,266.00
To: Step 3, MA - \$52,266.00
Effective: February 1, 2019
Terminating: June 30, 2019
Account #: 15-213-100-101-05-0005

2. YOUNG, Danielle
 - From: Step 3, BA - \$49,266.00
 - To: Step 3, BA15 - \$50,266.00
 - Effective: February 1, 2019
 - Terminating: June 30, 2019
 - Account #: 15-212-100-101-04-0004

3. DE SANTIS, Jessica
 - From: Step 8, BA - \$51,316.00
 - To: Step 8, BA30 - \$53,316.00
 - Effective: February 1, 2019
 - Terminating: June 30, 2019
 - Account #: 15-213-100-101-07-0007

4. CANCHON-VERGARA, Javier
 - From: Step 18, BA - \$61,616.00
 - To: Step 18, BA15 - \$62,616.00
 - Effective: February 1, 2019
 - Terminating: June 30, 2019
 - Account #: 15-130-100-101-04-0004

5. KLINGER, Aimee
 - From: Step 19, BA - \$63,316.00
 - To: Step 19, BA15 - \$64,316.00
 - Effective: February 1, 2019
 - Terminating: June 30, 2019
 - Account #: 15-140-100-101-03-0003

6. KERSAINT, Elrica
 - From: Step 12, MA - \$57,116.00
 - To: Step 12, MA15 - \$58,116.00
 - Effective: February 1, 2019
 - Terminating: June 30, 2019
 - Account #: 15-240-100-101-03-0003

7. KATECHIS, Nicoletta
 - From: Step 3, BA - \$49,266.00
 - To: Step 3, BA30 - \$51,266.00
 - Effective: February 1, 2019
 - Terminating: June 30, 2019
 - Account #: 15-120-100-101-09-0009

8. GRYGIEL, Donna
 - From: Step 3, BA - \$49,266.00
 - To: Step 3, BA15 - \$50,266.00
 - Effective: February 1, 2019
 - Terminating: June 30, 2019
 - Account #: 15-130-100-101-04-0004

9. LIEBERMAN, Benjamin
 - From: Step 7, MA15 - \$117,419.00
 - Degree Stipend - \$3,000.00
 - To: Step 7, MA30 - \$117,419.00
 - Degree Stipend - \$5,000.00
 - Effective: February 1, 2019
 - Terminating: June 30, 2019
 - Account #: 11-000-221-102-00-0000 50%
 - 20-231-200-100-15-0000 50%

i. Stipends – None At This Meeting

j. Tuition Reimbursement

2018-2019 TUITION LEA

1. JUDE, Patricia
 - Teacher OSS
 - 3 credits
 - EDUC Methods of Teaching ESL/BE
 - \$1,950.00
 - Account #11-000-291-280-00-0000

2. CITTADINO, Jennifer
 - Teacher OSS
 - 3 credits
 - EDC 6201 Assessment & Diagnosis Reading Problems
 - \$2,106.00
 - Account #11-000-291-280-00-0000

3. DARNOWSKI, Sheila
 - Teacher LMS
 - 3 credits
 - EL5123 Diverse Learners
 - \$705.00
 - Account #11-000-291-280-00-0000

4. KRAMER, Chaya
Speech Therapist Related Services
3 credits
EDC 5010 Curricular Leadership for the Inclusive School
\$\$1,989.00
Account #11-000-291-280-00-0000

5. KRAMER, Chaya
Speech Therapist Related Services
3 credits
EDC 5102 Supervision of Instruction in Inclusive Schools
\$1,989.00
Account #11-000-291-280-00-0000

6. KERSAINT, Elrica
Teacher LHS
3 credits
EDL 530 School Law & Policy
\$2,154.00
Account #11-000-291-280-00-0000

2018-2019 TUITION LAA

7. LIEBERMAN, Benjamin
Supervisor of Science, Engineering &
Title I,II,III,IV, Nonpublic Nursing & Textbook Grants
3 credits
General Chemistry II with Lab
\$281.46
Account #11-000-291-280-00-0001

k. Miscellaneous

8. COYNE, Joann
Teacher-SSS
Sick (94.5) + Personal (5) = 99.5
 $99.5 \div 2 = 49.75$
 $\$68,746. \div 183 = \375.66
 $\$375.66 \times 49.75 = \$18,689.08^{**}$
****\$15,000.00 Maximum Allowed Per State Statute 18A:30-3.5.**

9. GOLDSMITH, Debra
 Teacher-LMS
 Sick (43.5) + Personal (5.5) = 49
 $49 \div 2 = 24.5$
 $\$60,016. \div 183 = \327.95
 $\$327.95 \times 24.5 = \$8,034.92$

10. ROVIRA, Susan
 Teacher-EGC
 Sick (86) + Personal (15.5) = 101.5
 $101.5 \div 2 = 50.75$
 $\$69,430. \div 183 = \379.39
 $\$379.39 \times 50.75 = \$19,254.49$
(Calculations based on State Statute 18A:30-3.5)

2. NON-CERTIFICATED

a. Resignations

1. HIBBERD, Tiffany
 Bus Aide – District
 Effective: January 14, 2019

2. LAZZARO, Joseph
 Security Specialist – District
 Effective: January 17, 2019

3. PYLE, Alex
 Computer Technician
 Effective: February 9, 2019

4. JANKOWSKI, Christopher
 Computer Tech
 No Show

5. TURAN, Gulbeyaz
 Paraprofessional – K Program – SSS
 February 8, 2019

b. Retirements

1. GREENE, Robert
 Bus Driver – District
 June 30, 2019 or sooner

c. Terminations

1. Ratify Employee #8104
Bus Aide – District
Effective: December 15, 2018
2. GREEN, Catherine
Bus Driver – District
Rescinded

d. Leaves of Absence

1. ALBANESE, Ligia
Para-LMS
Contractual-Personal (3) & Sick (4)-Paid
Effective: January 2, 2019
Terminating: January 10, 2019
(pending attendance data)
FMLA-Unpaid
Effective: January 11, 2019
Returning: March 25, 2019
2. CENTENO, Yesenia
Paraprofessional-SSS
Contractual-Medical-Unpaid
Effective: September 6, 2018
Returning: March 4, 2019 (pending Dr.s' release)
(extended from original board approved 9/17/18 request)
3. GAVAN, Laura
Paraprofessional-Piner
Medical-Sick (7.5 days) & Personal (3 days)-Paid
Effective: November 27, 2018
Terminating: December 12, 2018(.5)
(pending attendance data)
FMLA-Unpaid
Effective: December 12, 2018(.5)
Returning: January 2, 2019 (pending Dr.s' release)
4. GRIFFIN, Rosamond
Bus Driver-Transportation
Contractual-Medical-Sick (18 days)-Paid

Effective: January 14, 2019
Terminating: February 10, 2019
Contractual-Medical-Unpaid
Effective: February 11, 2019
Returning: March 11, 2019

5. GRIMES, Sarah
Bus Driver-Transportation
Contractual-Medical-Sick (18 days)-Paid
Effective: February 19, 2019
Terminating: March 14, 2019
(pending attendance data)
Contractual-Medical-Unpaid
Effective: March 15, 2019
Returning: May 20, 2019 or sooner (pending Dr.s' release)

6. JOMO, Francine
Bus Driver-Transportation
Medical-Sick (8 days)-Paid
Effective: January 2, 2019
Terminating: January 13, 2019
FMLA-Medical-Unpaid
Effective: January 14, 2019
Returning: January 31, 2019 (pending Dr.'s release)

7. MIZRAHI, Nechama
Paraprofessional-CIII
NJFL-Unpaid
Effective: February 19, 2019
Returning: May 15, 2019

8. PYSNIAK, Donna
Secretary-CST/OSS
Contractual-Sick (3 days)-Paid
Effective: November 19, 2018
Terminating: November 25, 2018
FMLA-Unpaid
Effective: November 26, 2018
Returning: February 4, 2019
(extended from original Board approved 12/12/18 request)

e. Transfers

1. AMOGRETTI, Victoria
From: Paraprofessional - 1:1 – MD - OSS
To: Paraprofessional - 1:1 – Autistic - OSS
Effective: December 10, 2018
Terminating: June 30, 2019
(replacement for B. Brooks – reassigned)

2. MULHOLLAND, Brandi
From: Program Paraprofessional - OSS
To: Paraprofessional 1:1 - OSS
Effective: December 10, 2018
Terminating: June 30, 2019
(replacement for V. Amogretti – reassigned)

3. Ratify ARANEO, Dawn
From: Paraprofessional – 1:1 LLD – Piner
To: Paraprofessional – 1:1 ICS - CAS
Effective: September 1, 2018
Terminating: June 30, 2019
(budget account # 15-190-100-106-06-0006)

f. Appointments

1. *SOLANO, Rausa
Paraprofessional – Bilingual – CAS
Effective: January 16, 2019
Terminating: June 30, 2019
Salary: Step 11, 60 Credits - \$20,119.00 prorated
(New Position)
(budget account # 15-190-100-106-06-0006)

2. *STEPIRO, Nicole
Paraprofessional – 1:1 – LECC Campus II
Effective: February 4, 2019
Terminating: June 30, 2019
Salary: Step 14, 0 Credits - \$20,349.00 prorated
(New Position)
(budget account # 11-000-217-106-00-1000)

3. *&***SUBSTITUTE PARAPROFESSIONAL
2018-2019 School Year
\$12.00 Per Hour

WARE, Andrew-BA

4. *JUAREZ, Genoveva
Bus Aide – Non –Affiliate – Full-Time
Effective: January 31, 2019
Terminating: June 30, 2019
Salary: \$12.25 per hour
(Replacement for C. Green – declined position)
(budget account # 11-000-270-160-00-0000)
(All Bus Aide will be paid for six (6) hours per day subject to final review. Bus Aide will not receive overtime or additional time without the written consent of the Superintendent.)
5. *CORRIGAN, Ryan
Computer Tech
Effective: February 18, 2019 or sooner
Terminating: June 30, 2019
Salary: \$44,000.00 prorated
(replacement for G. Ciccone – retired - \$60,157.00)
(budget account # 11-000-252-100-00-0000)
6. *MADERA, Brianna
Paraprofessional – Bilingual Kindergarten – SSS
Effective: January 28, 2019
Terminating: June 30, 2019
Salary: Step 8, 0 Credits - \$18,069.00 prorated
(replacement for Y. Gonzalez – resigned - \$19,339.00)
(budget account # 11-190-100-106-07-0007)
7. *CURRAN, Maryanne
Paraprofessional – 1:1 – LECC Campus III
Effective: February 4, 2019
Terminating: June 30, 2019
Salary: Step 14, 0 Credits - \$20,349.00 prorated
(New Position)
(budget account # 11-000-217-106-00-1000)

- 8. *CAMPESE, Ilana
 Paraprofessional – 1:1 – LECC Campus I
 Effective: January 31, 2019
 Terminating: June 30, 2019
 Salary: Step 10, 60 Credits - \$19,919.00 prorated
 (replacement for G. Vega – resigned - \$17,469.00)
 (budget account # 11-000-217-106-00-1000)

Reappointments – None At This Meeting

g. Salary Adjustments

- 1. *PACHECO, Carlota
 Breakfast Aide – Substitute – EGC
 Effective: November 15, 2018
 Terminating: June 30, 2019
 From Salary: \$10.00 per hour
 To Salary: \$10.25 per hour
 (budget account # 60-910-310-100-00-0001)
 (correction from the Agenda of November 14, 2018)

h. Stipends

- 1. ***Site Supervisor – Building Usage
 Effective: 2018-2019 School Year
 Stipend: Per Building Usage Policy
 (Originally approved October 24, 2018 Agenda)
 - CASH, Luann

- 4. Elementary 1:1 Paraprofessional A.M. Duty Stipend
 Stipend: \$1,000.00 prorated
 2018-2019 School Year
 (This Stipend Is Pensionable)
 (as per salary line account)

Name	Location	Start Date
Della Ratta, Elizabeth	CAS	1/29/19
Mulholland, Brandi	OSS	1/10/19

i. Miscellaneous

1. MEDINA, Miriam
Secretary-LMS
Sick (10.5) + Personal (36.5) = 47
 $47 \div 2 = 23.5$
 $\$49,308. \div 220 = \224.12
 $\$224.12 \times 23.5 = \$5,266.99$

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

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

*** This position does not include the following:

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

Payment will not be made by the Board of Education Business Office until a contract is fully executed by the Board and prior to work commencing reviewed and initialed by General Counsel.

XII. OLD BUSINESS

XIII. NEW BUSINESS

XIV. GOOD AND WELFARE

XV. ADJOURNMENT

2415.06 UNSAFE SCHOOL CHOICE OPTION (M)

M

The New Jersey Department of Education (NJDOE) is required to establish an Unsafe School Choice Option (USCO) Policy per the Elementary and Secondary Act (ESEA) of 1965, as reauthorized under the Federal Every Student Succeeds Act of 2015 (ESSA). The USCO Policy requires that students who attend a persistently dangerous public elementary or secondary school as determined by the NJDOE, or become victims of a violent criminal offense while in or on school grounds of a public school that they attend, be allowed to attend a safe public school within the district. The USCO provision under the ESSA contains two provisions that apply to school districts that receive funds under ESSA: Provision I - Persistently Dangerous Schools and Provision II - Victims of Violent Criminal Offenses.

Effective the beginning of each school year, school districts receiving ESSA funds must be prepared to complete the transfer of students who choose to exercise Provision I and Provision II of this USCO Policy. Compliance with the Policy is a condition of receiving funds under any and all titles under ESSA. The Superintendent is required to certify compliance with this USCO Policy to the NJDOE in the application for ESSA funds.

USCO Policy Provision I - Persistently Dangerous Schools (PDS)

1. Criteria for Determining PDS.

A persistently dangerous school is a public elementary or secondary school building (except for Regional Day Schools, Educational Services Commissions and Special Services School Districts) that meets the objective criteria determined by the NJDOE for three consecutive years and is part of a school district that receives funds under ESSA. The NJDOE will use the most current available data from the **Student Safety Data System (SSDS)** to identify PDS on or before July 31 of each year.

2. Procedures and Guidelines for Schools Determined to be Persistently Dangerous.

A school district will be notified by the NJDOE on or before July 31 of each year if a school(s) in the school district has been identified as a PDS. Once the district receives notification a school is identified as persistently

UNSAFE SCHOOL CHOICE OPTION (M)

dangerous, the district must inform all parents of enrolled students in the school of the designation within fifteen calendar days of the date of the notice and offer them the option for their children to transfer to a safe public school within the district by the beginning of the respective school year. The district must complete all transfers by the beginning of the school year following the July notification.

Students are not required to accept the transfer option, but they must be afforded the opportunity to do so. Parental notice regarding the status of the school and the offer to transfer students should be made simultaneously. Parents of enrolled students must be notified of the persistently dangerous designation whether or not there is another school within the district for the transferring students.

To the extent possible, the district will allow transferring students to transfer to schools that have not been identified as low performing, under the State's ESSA accountability system. When a transfer school is not available within the school district, the district may seek arrangements for students to transfer to the nearest charter school or neighboring district; however, this is not required. The district may take into account the needs and preferences of the affected students and parents.

3. Corrective Action Plan for a School Identified as Persistently Dangerous.

If a school in the district is identified by the NJDOE as persistently dangerous, the district will submit to the NJDOE documentation of compliance with the parent notification requirement and actions taken to complete the transfer arrangements for all students exercising the option by the first day of the school year. Additionally, the district is required to develop and submit for approval a corrective action plan to the NJDOE on or before September 30 of the same year, which will apply to the respective school year. The corrective action plan, which must be completed in the format provided by the NJDOE, will describe how the school will reduce the number of incidents of violence as determined by the ~~EVVRS~~ **SSDS**. The NJDOE will provide the school with guidance for its corrective action plan, as well as monitor the school district's timely completion of the approved plan.

UNSAFE SCHOOL CHOICE OPTION (M)

In the spring of each following year, the NJDOE will re-evaluate the status of a school identified as persistently dangerous. The NJDOE will review the school's progress towards completing its corrective action plan and compare the current year's incidents of violence, as reported on the **SSDS**, to the criteria for determining PDS. A school identified as maintaining the persistently dangerous designation will be notified by the NJDOE on or before July 31 of the respective year and will be required to submit for approval a revised corrective action plan by September 30 of that year, which will apply to the respective school year. The school district must inform all parents of enrolled students in the school of the designation within fifteen calendar days of the date of notice and offer them the option for their children to transfer to a safe public school by the beginning of the respective school year in accordance with 2. above.

A school no longer designated persistently dangerous will be notified on or before July 31 of the respective year. The persistently dangerous designation will be removed after one or more years contingent upon successful fulfillment of the criteria for removal, as determined by evidence of the school's progress toward successfully completing the approved corrective action plan, and evidence of incidents that no longer meet the criteria for determining PDS, described above, for one school year, the year in which the corrective action plan was in effect.

4. Procedures and Guidelines for Early Warning of Schools.

When a school meets the criteria set forth in this Policy for one year, the district will be informed of the types of offenses reported that have led to an early notification. This notification, on or before August 15 of each year, will be informational only. A school that no longer meets the criteria for PDS for one year will no longer be considered in early notification status. A school that meets the criteria for two consecutive years will move into early warning status outlined below.

If a school meets the criteria set forth in this Policy for two consecutive years, the district will be notified of the pattern of offenses on or before August 15 of each year. If notified, the district will develop and submit for approval a school safety plan to the NJDOE on or before September 30 of the same year, which will apply to the respective school year. The

UNSAFE SCHOOL CHOICE OPTION (M)

school safety plan, which must be completed in the format provided by the NJDOE, will describe how the school will reduce the number of incidents of violence as determined by the **SSDS**. The NJDOE will provide an early warning school with guidance for its school safety plan, as well as monitor the school's timely completion of the approved plan. A school receiving an "early warning" notice is not required to provide the transfer option to students.

In the spring of each following year, the NJDOE will reevaluate the school's progress towards completing its school safety plan and compare the current year's incidents of violence, as reported on the **SSDS**, to the criteria for determining PDS. The school will be notified of its status on or before July 31 of the respective year.

A school that no longer meets the criteria for PDS for one school year, the year in which the school safety plan was in effect, will no longer be required to submit a school safety plan.

A school that meets the criteria for PDS for a third consecutive year will be designated persistently dangerous and will be required to submit for approval a corrective action plan on or before September 30 of that year, which will apply to the respective school year and provide the transfer option to students in the school designated as persistently dangerous.

5. Schools Not Receiving ESSA Funds, but Meeting the Criteria for PDS.

School buildings and districts that do receive Federal funds under ESSA, but meet any one of the criteria for PDS will be contacted by the NJDOE and be required to develop and submit for approval a school safety plan on or before September 30 of the respective year. The school safety plan must be completed in the format provided by the NJDOE and describe how the school will reduce the number of incidents of violence as determined by the ~~EVRS~~ **SSDS**. The NJDOE will provide the school with guidance for its school safety plan, as well as monitor the school's timely completion of the approved plan.

USCO Policy Provision II – Victims of Violent Criminal Offenses

The Unsafe School Choice Option provision under the ESSA requires a student who

becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary or secondary school that the student attends, be allowed to attend a safe public elementary or secondary school within the district, including a public charter school.

The individual victim provision of this Policy attempts to fulfill the requirement for the school district to provide relief to students who have been victimized, while providing a school with a practical means for making determinations on incidents of victimization that are within the purview of the school district. The individual victim section of this Policy has been crafted to enable school staff to make reasonable determinations and actions regarding this Policy. The Superintendent will consult with the Board attorney and communicate with designated local and/or county law enforcement authorities, per the provisions of the *Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials and N.J.A.C. 6A:16-6.2(b)13*, on questions and issues that arise in the implementation of the individual victims of violent criminal offenses section of this Policy.

1. Criteria for Determining Victims of Violent Criminal Offenses

The following criteria must be used to determine when an enrolled student has become a victim of a violent criminal offense while in or on the grounds of a public elementary or secondary school that the student attends. These criteria only apply to a student who has become a victim of one or more of the violent criminal offenses enumerated below:

A student is considered a victim of a violent criminal offense when:

- a. A referral has been made to law enforcement officials for suspicion that one of the violent criminal offenses enumerated below has occurred; and
- b. One or more of the following applies:
 - (1) Law enforcement officials have filed formal charges against the offender(s) for commission of the violent crime; or
 - (2) The offender(s) has received sanctions in accordance with the Board of Education's Code of Student Conduct; or

- (3) The offender(s) either has not been identified or is not an enrolled student(s), but it is clear that the student (victim) has become a victim of a violent criminal offense based on objective indicators such as physical evidence, eyewitness testimony, and/or circumstantial evidence; or
- (4) The pre-existence of a restraining order against the offender(s).

2. Procedures and Guidelines

Effective the first day of each school year, the district must be prepared to begin the transfer of any student who chooses to exercise the individual choice option provision. The district must offer, within fourteen calendar days of the incident, an opportunity to transfer to a safe public school within the district to any student who has become a victim of a violent criminal offense while in or on the grounds of a public school that the student attends. While the student must be offered the opportunity to transfer, the student may elect to remain at the school.

To the extent possible, the district will allow any transferring student to transfer to a school that has not been identified as low performing, under the State's ESSA accountability system. In addition, when a transfer school is not available within the district, the district may seek arrangements for a student to transfer to the nearest charter school or neighboring district; however, this is not required. The district may take into account the needs and preferences of the affected student and his or her parent(s). Transfers must occur within thirty days of the determination that the student was a victim of a violent criminal offense.

3. Violent Criminal Offenses

The violent criminal offenses under New Jersey statutes that apply to the individual victim provision of this Policy are identified and explained below. The offenses apply to completed offenses, as well as attempts to commit the offenses. The offenses and attempts to commit the offenses apply only when they occur in or on the school grounds, as defined in N.J.A.C. 6A:16-1.3, of the school that the student

UNSAFE SCHOOL CHOICE OPTION (M)

attends. The offenses apply whether they occur wholly or in part in or on the grounds of the school that the student attends. The offenses apply only to acts or attempts that are directed at a person (victim) or a group of specified individuals (victims), rather than acts that indiscriminately affect the entire school population or non-specified individuals or groups.

4. Applicable Violent Criminal Offenses

Below is a description of each applicable violent criminal offense that is based upon New Jersey statutes and references to statutory citations that provide complete explanations of each designated offense. The descriptions provided below are not intended to be a complete explanation of each offense or a substitute for the actual provisions of the authorizing statutes. Instead, the descriptions are provided as an aid in facilitating understanding of the general intent and practical applications of the violent criminal offenses that pertain to this Policy.

- a. Homicide [N.J.S.A. 2C:11-2] - A student is a victim of a homicide when he or she is the child, sibling or other relative of a decedent, resulting from someone purposely, knowingly or recklessly causing the death of the student's parent, sibling, or relative in or on school grounds.
- b. Assault [N.J.S.A. 2C:12-1(A)(1-3) and 2C:12-1(B)(1-4)] - A person is a victim of an assault when the actor: purposely, knowingly, or recklessly causes bodily injury to the victim; negligently, recklessly, knowingly, or purposely causes bodily injury to the victim with a deadly weapon; attempts by physical menace to put the victim in fear of imminent serious bodily injury; or knowingly points a firearm at or in the direction of the victim, whether or not the actor believes it to be loaded.
- c. Sexual Assault [N.J.S.A. 2C:14-2] - A student is a victim of a sexual assault when the student is a victim of an act of sexual contact when the victim is less than thirteen years old and the actor is at least four years older than the victim, or the student is a victim of an act of sexual penetration under any of the following circumstances:

Program

2415.06

UNSAFE SCHOOL CHOICE OPTION (M)

- (1) The victim is less than thirteen years old.
 - (2) The victim is at least thirteen, but less than sixteen years old; and the actor is at least four years older than the victim.
 - (3) The victim is at least sixteen years old, but less than eighteen years old; and the actor has supervisory or disciplinary power over the victim.
 - (4) The actor uses physical force or coercion.
 - (5) The victim is one whom the actor knew or should have known was physically helpless, mentally defective, or mentally incapacitated.
- d. Bias Intimidation [N.J.S.A. 2C:16-1(A)] - A person is a victim of the crime of bias intimidation when an actor commits, attempts to commit, conspires with another to commit or threatens the immediate commission of an offense specified in Chapters 11 through 18 of Title 2C of the New Jersey Statutes; N.J.S.A. 2C:33-4; N.J.S.A. 2C:39-3; N.J.S.A. 2C:39-4 or N.J.S.A. 2C:39-5 in the following circumstances:
- (1) With a purpose to intimidate a victim or a group of specified victims because of race, color, religion, gender, handicap, sexual orientation, or ethnicity; or
 - (2) Knowing that the conduct constituting the offense would cause a victim or a group of specified victims to be intimidated because of race, color, religion, gender, handicap, sexual orientation, or ethnicity; or
 - (3) Under circumstances that caused any victim of the underlying offense to be intimidated and the victim, considering the manner in which the offense was committed, reasonably believed either that:
 - (a) The offense was committed with a purpose to

UNSAFE SCHOOL CHOICE OPTION (M)

intimidate the victim or any person or entity in whose welfare the victim is interested because of race, color, religion, gender, handicap, sexual orientation, or ethnicity; or

- (b) The victim or the victim's property was selected to be the target of the offense because of race, color, religion, gender, handicap, sexual orientation, or ethnicity.
- e. Terroristic Threat [N.J.S.A. 2C:12-3(A) and 2C:12-3(B)] - A person is a victim of a terroristic threat when the actor threatens to commit one of the violent criminal offenses enumerated under this Policy against the victim with the purpose to put the student in imminent fear of one of the violent crimes enumerated in this Policy under circumstances reasonably causing the victim to believe the immediacy of the threat and the likelihood that it will be carried out. The definition of terroristic threat applies to N.J.S.A. 2C:12-3(a) insofar as the threat was directed at a person (victim) or a group of specified individuals (victims).
- f. Robbery [N.J.S.A. 2C:15-1] - A person is a victim of a robbery when the actor, in the course of committing a theft, inflicts bodily injury; or uses force upon the victim; threatens the victim with or purposely puts the victim in fear of immediate bodily injury.
- g. Kidnapping [N.J.S.A. 2C:13-1] - A person is a victim of a kidnapping when the actor unlawfully removes the victim from the school or school grounds; or the actor unlawfully confines the victim with the purpose of holding the victim for ransom or reward as a shield or hostage; or the actor unlawfully removes the victim from the school or school grounds or a substantial distance from where he or she is found in school or on school grounds; or if the actor unlawfully confines a student for a substantial period of time with any of the following purposes: to facilitate commission of a crime or flight thereafter, or to inflict bodily injury on or terrorize the victim.
- h. Arson [N.J.S.A. 2C:17-1] - A person is a victim of arson when the

actor purposely or knowingly starts a fire or causes an explosion in or on the grounds of a school whereby the victim or group of specified victims are in danger of death or bodily injury; or with the purpose of destroying or damaging the victim's or group of specified victim's property that is in the school or on school grounds.

Miscellaneous Provisions of USCO

1. Transfer Time Period – PDS

The transfer will be temporary and will be in effect as long as the student's original school is identified as persistently dangerous.

2. Charter School Transfer Option

While ESSA permits affected students to be afforded the opportunity to attend a public charter school, in addition to a safe public elementary school or secondary school within the school district, the application of this provision in New Jersey is limited. Transfers to a charter school can only occur as a part of the charter school's "equal opportunity" selection process and among charter schools administered under the same managing authority (i.e., charter schools within the charter school district).

Since charter schools in New Jersey are considered public local education agencies (LEA's), pursuant to N.J.S.A. 18A:36A-3, operated independently of a local board of education, transfers may only take place among charter schools within the LEA. Therefore, students may be permitted to transfer to another charter school that is administered under the same managing authority of the charter school, but are not permitted to transfer to a school in the local public school district administered by a local board of education.

However, pursuant to N.J.S.A. 18A:36A-7, a charter school must be open to all students on a space available basis and may not discriminate in its admission policies or practices (although it may establish reasonable criteria to evaluate prospective students), and in accordance with N.J.S.A. 18A:36A-8, if there are more applications to enroll in the charter school

than there are spaces available, the charter school must select students to attend using a random selection process for enrollment.

3. Funding Sources for USCO

The USCO statute does not authorize resources specifically to help cover USCO costs associated with transferring a student from a PDS. However, under certain circumstances Federal funds may be used. For example, ESEA Title IV, Part A [Section 4115(b)(2)(E)(v)] may be used to establish safe zones of passage to and from school to ensure that students travel safely on their way to school and on their way home. In addition, ESEA Title IV, Part A [Sections 5121(8) and 5131(12) and (25)] funds may be used to help cover costs such as tuition or transportation related to the USCO or expansion of public school choice.

4. Special Education Students

The district will provide transferred special education students with the program required by the student's Individualized Education Program (IEP).

5. Transfer Schools

In the event there is not another school within the school district for a transferring student, the district is not required to transfer the student to a school outside the school district.

The district will use the school choice option as one response to incidents of victimization. Additionally, the district will develop and implement appropriate strategies for addressing the circumstances that contribute to or support victimization, as well as consistently and proactively manage individuals who have victimized students. The district will promote the importance of school safety and respond to the needs of students and staff. Pursuant to the law, the district will provide an opportunity for students, parents and school district and law enforcement personnel to discuss methods for keeping schools safe from violence; to create school safety plans; and to recognize students in need of help. The district will organize activities to prevent school violence, including, but not limited to, age-appropriate opportunities for student discussion on conflict resolution, issues of student diversity and tolerance. Law enforcement personnel will be invited to

Program

2415.06

UNSAFE SCHOOL CHOICE OPTION (M)

join members of the teaching staff in the discussions. Programs shall also be provided for school district employees that are designated to help school district employees recognize warning signs of school violence and to instruct school district employees on recommended conduct during an incident of school violence.

In accordance with the provisions of N.J.S.A. 18A:17-46, two times each school year, between September 1 and January 1 and between January 1 and June 30, at a public hearing, the Superintendent shall report to the Board of Education all acts of violence; vandalism; and harassment, intimidation, and bullying which occurred during the previous reporting period.

Title VIII, Part F, Subpart 2, SEC. 8532
Every Student Succeeds Act (ESSA) of 2015

Adopted: 17 October 2013
Revised: 26 April 2017
Revised:

2422 HEALTH AND PHYSICAL EDUCATION (M)

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 (NJSL)** that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the **NJSL** 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 **NJSL** incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The following statutes incorporated into the **NJSL** 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) 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.

Program
2422

HEALTH AND PHYSICAL EDUCATION (M)

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~~16. Other Statutory or Administrative Codes. The Board will incorporate into its health and physical education curriculum any other requirements of the **NJSLS** in Comprehensive Health and Physical Education.

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life **education**, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.

The Board of Education must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week. Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.

In accordance with N.J.S.A. 18A:35-4.31, the Board of Education shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district's Code of Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant to N.J.S.A. 18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period. Restorative justice activities mean activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.

A copy of the **NJSLS** for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

N.J.S.A. 18A:35-4.31; 18A:35-5; 18A:35-7; 18A:35-8

Adopted: 17 October 2013

Revised: 22 June 2016

SPECIAL EDUCATION - FREE AND APPROPRIATE PUBLIC EDUCATION (M)

R 2460.8 SPECIAL EDUCATION - FREE AND APPROPRIATE PUBLIC EDUCATION (M)

M

A free and appropriate public education is available to all students with disabilities between the ages of three and twenty-one including students with disabilities who have been suspended or expelled from school.

Procedures regarding the provision of a free and appropriate public education to students with disabilities who are suspended or expelled are as follows:

1. School officials responsible for implementing suspensions/expulsions in the district are the following: (List school officials/designees by district organizational level.)
 - a. Grades Nine – Twelve Principal/Vice Principal or designee;
 - b. Grades Six – Eight Principal/Vice Principal or designee;
 - c. Grades Pre-Kindergarten – Five Principal/Vice Principal or designee;
2. Each time a student with a disability is removed from his/her current placement for disciplinary reasons, notification of the removal is provided to the case manager by the Principal or designee. (Notification must be in written format for documentation.)
 - a. Removal for at least half of the school day shall be reported via the **Student Safety Data System (SSDS)**.
3. Each Principal or designee will ensure that a system is in place to track the number of days a student with disabilities has been removed for disciplinary reasons. Documentation will include:
 - a. Student's name;
 - b. The infraction;
 - c. Time suspended; and

SPECIAL EDUCATION - FREE AND APPROPRIATE PUBLIC EDUCATION (M)

- d. The cumulative days suspended including removal for a portion of the school day which is counted proportionately.
4. When a student is suspended from transportation:
 - a. Suspension from transportation is not counted as a day of removal if the student attended school.
 - b. Suspension from transportation is counted as a day of removal if the student does not attend school.
 - c. If transportation is included in the student's IEP as a required related service, the school district shall provide alternate transportation during the period of suspension from the typical means of transportation.
 - d. Suspension from transportation may be counted as a day of absence rather than a day of removal if the district made available an alternate means of transportation and the student does not attend school.
 5. When a student with a disability participates in an in-school suspension program, the Principal or designee shall ensure that participation in the program is not considered removal when determining whether a manifestation determination must be conducted if the program provides the following:
 - a. Opportunity for the student to participate and progress in the general curriculum,
 - b. Services and modifications specified in the student's IEP,
 - c. Interaction with peers who are not disabled to the extent they would have in the current placement, and
 - d. The student is counted as present for the time spent in the in-school suspension program.
 6. When a series of short-term removals will accumulate to more than ten

SPECIAL EDUCATION - FREE AND APPROPRIATE PUBLIC EDUCATION (M)

school days in the year:

- a. The Principal/Vice Principal or designee and the case manager will consult to determine whether the removals create a change of placement according to N.J.A.C. 6A:14-2.8(c)2. Written documentation of the consultation between the school administration and the case manager shall be maintained by the case manager.
 - b. If it is determined that there is no change in placement, the Principal/Vice Principal or designee, the case manager, and special education teacher will consult to determine the extent to which services are necessary to:
 - (1) Enable the student to participate and progress appropriately in the general education curriculum; and
 - (2) Advance appropriately toward achieving the goals set out in the student's IEP.
 - c. Written documentation of the consultation and services provided shall be maintained in the student's file.
7. When a disabled student is removed from his/her current placement for more than ten days and the removal does not constitute a change in placement, the case manager shall convene a meeting of the IEP Team and, as necessary or required, conduct a functional behavior assessment and review the behavioral intervention plan according to N.J.A.C. 6A:14 Appendix A, Individuals with Disabilities Education Act Amendments of 2004, 20 U.S.C. §1415(k). The IEP Team shall:
- a. Review the behavioral intervention plan and its implementation;
 - b. Determine if modifications are necessary; and
 - c. Modify the behavioral intervention plan and its implementation as appropriate. The plan will be modified to the extent necessary if at least one member of the team determines that modifications are necessary.

SPECIAL EDUCATION - FREE AND APPROPRIATE PUBLIC EDUCATION (M)

The case manager will document the date and the outcome of the meeting.

The documentation shall be placed in the student's file.

Procedures Regarding the Provision of a Free and Appropriate Public Education to Preschool Age Students with Disabilities

To ensure that preschoolers with disabilities who are not participating in an early intervention program have their initial IEP's in effect by their third birthday, a written request for an initial evaluation shall be forwarded to the district.

The following procedures will be followed:

1. A parent of a preschool-age student suspected of having a disability, who requests a Child Study Team (CST) evaluation by telephone, will be advised to submit a written request for an evaluation to the Preschool Coordinator or Special Education Services.
2. Upon receipt of the written request, the request shall be dated and signed by the recipient.
3. The district will respond to referrals of preschoolers according to N.J.A.C. 6A:14-3.3(e).
4. A file will be initiated for the potentially disabled preschooler:
 - a. The IEP Team will convene a referral/identification meeting within twenty calendar days (excluding school holidays but not summer vacation) of the date recorded on the request;
 - b. A "Notice of Referral/Identification Meeting" will be sent to the parent(s);
 - c. The notice will contain "Parental Rights in Special Education" (PRISE) Booklet;
 - d. The meeting will be attended by the CST, including a speech

SPECIAL EDUCATION - FREE AND APPROPRIATE PUBLIC EDUCATION (M)

language specialist, the parent(s), and a teacher who is knowledgeable about the district's program; and

- e. A program shall be in place no later than ninety calendar days from the date of consent.

Procedures Regarding the Provision of a Free, Appropriate Public Education to Students with Disabilities Who Are Advancing From Grade to Grade

The Supervisor of Special Education Services, through in-service training, shall ensure students with disabilities who are advancing from grade to grade with the support of specially designed services, continue to be eligible when as part of a reevaluation, the IEP Team determines the student continues to require specially designed services to progress in the general education curriculum and the use of functional assessment information supports the IEP Team's determination.

Procedures Involving Procedural Safeguards to Students Not Yet Eligible For Special Education

Disciplinary procedural safeguards will apply to students not yet eligible for special education. The parent and/or adult student may assert any of the protections of the law if the district had knowledge the student was a student with a disability before the behavior that precipitated the disciplinary action occurred.

Adopted: 17 October 2013

Revised: 26 April 2017

Revised:

Practice and Pre-Season Heat-Acclimation for **School-Sponsored and Extra-Curricular Activities**
2431.3 PRACTICE AND PRE-SEASON HEAT-ACCLIMATION FOR SCHOOL-SPONSORED
AND EXTRA-CURRICULAR ACTIVITIES

The Board of Education adopts this Policy as a measure to protect the safety, health, and welfare of students participating in school-sponsored athletic programs and extra-curricular activities. The Board believes practice and pre-season heat-acclimation guidelines for students will minimize injury and enhance a student's health, performance, and well-being.

Therefore, the Board of Education requires the implementation of the practice and pre-season heat-acclimation procedures as recommended by the New Jersey State Interscholastic Athletic Association (NJSIAA) for students participating in all school-sponsored athletic programs and extra-curricular activities during warm weather months. The Superintendent of Schools or designee shall ensure the implementation of the Practice and Pre-Season Heat-Acclimation Procedures.

The Superintendent of Schools or designee may reduce practice times or adjust other provisions that would reduce a student's exertion if weather and/or temperature warrant such action.

This Policy and the school district's practice and pre-season heat-acclimation procedure shall be approved by the school district's physician prior to implementation.

Adopted: 17 October 2013
Revised:

2610 EDUCATIONAL PROGRAM EVALUATION (M)

M

The Board of Education directs the Superintendent to develop and implement a systematic plan for the continuous evaluation of the educational program against the educational goals established by this Board. The Superintendent shall employ such tests and methods **that will ensure decision making is data driven and a variety of sources of data are used to analyze and monitor student achievement and progress, as well as evaluate school programs.** Wherever possible, the assessment program shall follow evaluation procedures set forth in the course guides.

The Superintendent shall maintain a calendar of assessment activities and shall make periodic evaluation reports to the Board **that** evaluates the progress of students and the effectiveness of staff members. **The Superintendent shall use multiple (more than two) sources of data to monitor student achievement and the progress of students. The Superintendent shall also use multiple (more than two) sources of data to evaluate the effectiveness of programs, initiatives, and strategies.**

The Board will annually make available to the public the collective progress of students toward the goals of the district. The Board will annually, prior to the end of the school year and in conjunction with appropriate members of the administrative staff, conduct a review of the educational progress of the district, assess district and student needs, and establish long range and short range objectives for the educational program. The Board's annual report will be submitted to the Commissioner of Education as required.

The Superintendent shall annually recommend improvements in the educational program based on the Board's evaluation of the district's program. The Board reserves the right to employ experts from outside the school district to serve in the evaluation process.

N.J.S.A. 18A:7A-11

N.J.A.C. 6A:8-4.1 et seq.

Adopted: 17 October 2013

Revised: 21 July 2016

Revised:

COMMERCIAL DRIVER CONTROLLED SUBSTANCES AND ALCOHOL USE TESTING (M)

4219 COMMERCIAL DRIVER CONTROLLED SUBSTANCES AND ALCOHOL USE TESTING (M)

M

The Board of Education is committed to a safe, efficient, alcohol and drug-free workplace that protects the district's students as well as the health and safety of its employees and the general public. The Board requires all **employees of the Board** performing any safety-sensitive function **to be** free of drugs and alcohol and will test those employees who operate a commercial motor vehicle in accordance with 49 **CFR** 382 et seq. and 49 **CFR** 40 et seq. **For the purpose of this Policy "employee" means a person required to have a Commercial Driver's License (CDL) in the performance of their job responsibilities.** Safety-sensitive functions as defined by 49 **CFR** 382.107 means **any** time from the time an **employee** begins **to** work or is required to be in readiness to work until the time the **employee** is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

1. All time at the terminal, facility, other **property, or on** any public property, waiting to be dispatched, unless relieved from duty;
2. All time inspecting equipment **as required by Federal law or otherwise inspecting, servicing, or conditioning any commercial motor vehicle, at any time;**
3. All time spent at the driving controls of a commercial motor vehicle in operation;
4. All time, other than driving time, in or upon the commercial **motor** vehicle except **time spent resting** in an area defined as a sleeping berth;
5. All time loading **or** unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded and unloaded; **and**
6. **All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.**

The Omnibus Transportation Employee Testing Act **of 1991** requires all operators of commercial motor vehicles subject to the **CDL** requirements to be tested for controlled

COMMERCIAL DRIVER CONTROLLED SUBSTANCES AND ALCOHOL USE TESTING (M)

substances and alcohol. Federal regulations of the U.S. Department of Transportation require that **any employee using a CDL** be required to submit to alcohol and controlled substance testing in accordance with 49 **CFR** 40.

The Board designates the Department of Transportation as the Designated Employer Representative (DER) of the Board of Education. The Board may contract with a service agent to provide the testing services as required by Federal law. **In the event the Board contracts with a service provider for transportation, the Board designee will ensure all transportation contractors comply with the drug and alcohol testing requirements of Policy 4219 pursuant to 49 CFR 382 et seq. and 49 CFR 40 et seq.**

No **employee** at any work site will possess, manufacture, use, sell, or distribute any quantity of any controlled substance, lawful or unlawful, which in sufficient quantity could result in impaired performance, with the exception of substances administered by or under the instructions of a physician. No **employee** shall perform safety-sensitive functions within four hours after using alcohol and the district will not permit an **employee** that used alcohol within four hours of performing safety-sensitive functions to perform such functions if the district has actual knowledge of the use, **in accordance with 49 CFR 392.5.**

Violations

Any violation of this Policy may result in discipline, up to and including termination.

Prohibited Substances

The presence of any of the controlled substances, **listed in 49 CFR 40.87**, in the body, as evidenced by the results of the initial screening and subsequent confirmatory analysis provided in **this Policy**, is prohibited for any employee assigned to a classification covered by this Policy. All cutoff concentrations **shall be in accordance with 49 CFR 40.87. All test results shall be measured against the cutoff concentrations outlined in 49 CFR 40.87.**

Testing Procedures

All testing for controlled substances will be conducted in accordance with 49 **CFR** 40, Subparts A, B, C, D, E, F, G, H and I. The district will only test for drugs or classes of drugs in accordance with 49 **CFR** 40.85. Testing for alcohol will be conducted in accordance with 49 **CFR** 40, Subparts J, K, L, M and N.

COMMERCIAL DRIVER CONTROLLED SUBSTANCES AND ALCOHOL USE TESTING (M)

Definitions

“Alcohol **use**” means the drinking or swallowing of any beverage, liquid mixture or preparation (including medication), containing alcohol.

“**Aliquot**” means a fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

“Confirmatory **drug test**” means a second analytical procedure performed on **an aliquot of the original specimen** to identify and quantify the presence of a specific drug or drug metabolite.

“Confirmed **drug test**” means a confirmation test **result** received by a Medical Review Officer (MRO) from a laboratory.

“Controlled substances” means those substances identified in 49 **CFR** 40.85.

“CCF” means the Federal Drug Testing Custody and Control Form.

“Designated Employer Representative (**DER**)” is an employee of the district authorized to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER shall receive test results and other communications for the employer, consistent with the requirements of this Policy and 49 **CFR** 40. Service agents cannot act as a DER.

“FMCSA” means Federal Motor Carrier Safety Administration.

“Initial **drug test (also known as a “Screening drug test”)**” means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

“Initial **specimen validity test**” means the first test used to determine if a **urine** specimen is adulterated, diluted, substituted, or **invalid**.

“Medical Review Officer (**MRO**)” is a licensed physician responsible for receiving and reviewing laboratory results generated by the district’s drug testing program and

COMMERCIAL DRIVER CONTROLLED SUBSTANCES AND ALCOHOL USE TESTING (M)

evaluating medical explanations for certain drug test results.

“Possess” **includes, but is not limited to**, either in or on the driver’s person, personal effects, motor vehicle, or areas substantially entrusted to the control of the driver.

“Service agent” is any person or entity, other than an employee of the Board, who provides services specified under 49 **CFR** 40 to the Board.

“Substance Abuse Professional (**SAP**)” is a person who evaluates employees who have violated a **Federal or State** drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare. **An individual permitted to act as a SAP must possess the credentials as outlined in 49 CFR 40.281.**

“Work Site” means any motor vehicle, office, building, yard, or other location at which the driver is to perform work **or any other school district property or at any school district event.**

Categories of Testing

For the purpose of this Policy, the occurrence of the following circumstances/instances shall require an employee to submit to a controlled substance and alcohol screening:

1. Pre-Employment Testing

An individual who has applied for and has been selected to operate a Board vehicle shall, before beginning employment with the Board, submit to a controlled substance screening in conjunction with any required physical examination as per Policy 4160. Such screening shall be conducted in accordance with the procedures set forth in this Policy and 49 **CFR** 40. No individual receiving a positive confirmed test result will be employed by the Board.

An employer is not required to administer a controlled substances test required by 49 CFR 382.301(a) if:

- a. **The employee has participated in a controlled substances testing program that met the requirements of 49 CFR 382 et seq. within the previous thirty days; and**

COMMERCIAL DRIVER CONTROLLED SUBSTANCES AND ALCOHOL USE TESTING (M)

- b.** The employee while participating in that program either:
- (1) Was tested for controlled substances within the past six months (from the date of application **with the employer**);
or
 - (2) Participated in the random controlled substances testing program for the previous twelve months (from the date of application **with the employer**).
- c.** The DER must ensure that no prior employer, to the DER's knowledge, has records of a violation of a controlled substances testing program within the previous six months.

If an individual is so exempted, the DER shall contact the controlled substances testing programs in which the **individual** participated and **shall obtain and retain from the testing program(s)** the following information in accordance with 49 CFR 382.301(c):

- a. Name and address of the program;
- b. Verification of the **individual's** participation;
- c. Verification that the program conforms to Federal guidelines;
- d. Verification the **individual** qualified **under the law** and did not refuse to be tested for controlled substances;
- e. The date the **individual** was last tested for controlled substances;
and
- f. The results of any tests taken within the **previous** six months and any other violations.

An **employee** who has applied for and has been selected to operate a Board vehicle or any existing employee transferring into a new position **requiring the employee** to operate a Board vehicle, shall submit a written consent authorizing the **Board** to obtain the following information from

COMMERCIAL DRIVER CONTROLLED SUBSTANCES AND ALCOHOL USE TESTING (M)

other employers who have employed the employee during any period during the two years before the date of the **employee's** application or transfer into the new position. The written consent from the **employee** DER to obtain the following information from previous **Division of Transportation (DOT)** regulated employers:

- a. Alcohol tests with a result of 0.04 or higher alcohol concentration;
- b. Verified positive drug tests;
- c. Refusals to be tested (including verified adulterated or substituted drug test results);
- d. Other violations of DOT agency drug and alcohol testing regulations; and
- e. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements (including follow-up tests). If this information is not available from the previous employer, the DER must seek to obtain this information from the **employee**.

The DER will obtain and review this information before the employee first performs safety-sensitive functions. If this is not feasible, the DER will not permit the **employee** to **perform safety-sensitive functions** after thirty days from the date **the employee first performed safety-sensitive functions**, unless the DER has obtained or made and documented a good faith effort to obtain this information.

2. Random Testing

Every employee shall submit to **random** alcohol and controlled substance testing on an unannounced and random basis resulting from the selection by a random generation methodology in accordance with 49 **CFR** 383.305(i). Random testing will be spread reasonably throughout any given calendar year.

The minimum annual percentage rate for random alcohol testing shall be

COMMERCIAL DRIVER CONTROLLED SUBSTANCES AND ALCOHOL USE TESTING (M)

ten percent of the average number of driver **positions**. The minimum **annual percentage** rate for random controlled substances testing shall be **twenty-five percent** of the average number of driver **positions**. The **minimum annual percentage** rates may be adjusted as determined by the **FMCSA** Administrator in accordance with 49 **CFR** 382.305.

Employees shall only be random tested when performing safety-sensitive functions or immediately prior to or immediately following the performance of safety-sensitive functions.

3. Post-Accident Testing

The involvement by an employee in a motor vehicle collision while operating a Board vehicle when such accident results in property damage or personal injury, may trigger a post-accident drug and alcohol test.

As soon as practical following an occurrence, the DER will require post-accident alcohol screening for each of the surviving drivers:

- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or
- b. Who receives a citation within eight hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
 - (1) Bodily injury to any person, who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 - (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- c. If the alcohol test is not administered within two hours following the accident, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the

COMMERCIAL DRIVER CONTROLLED SUBSTANCES AND ALCOHOL USE TESTING (M)

accident, the DER shall cease attempts to administer the alcohol test and shall prepare and maintain the same record. Records shall be submitted to the FMCSA upon request.

As soon as possible following an occurrence, the district will require post-accident controlled substance screening for each of the surviving drivers:

- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or
- b. Who receives a citation within thirty-two hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
 - (1) Bodily injury to any person, who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 - (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- c. If the controlled substance test is not administered within thirty-two hours following the accident, the DER shall cease attempts to administer the controlled substance test and shall prepare and maintain **on file a record stating the reasons the test was not promptly administered**. Records shall be submitted to the FMCSA upon request.

An employee who is subject to post-accident testing shall remain readily available for such testing or **may** be deemed **by the employer** to have refused to submit for testing. (**An employee** who is injured in an accident and requires medical care, shall submit to post-accident drug and controlled substance testing by the medical care facility providing the treatment or a designee of the Board if the facility is unable to provide the testing.) Nothing herein shall be construed to prevent the **employee**

COMMERCIAL DRIVER CONTROLLED SUBSTANCES AND ALCOHOL USE TESTING (M)

from leaving the scene of the accident for the period required to obtain necessary assistance or to obtain emergency medical care.

4. Reasonable Suspicion Testing

The DER **shall** require an **employee** to submit to an alcohol and/or controlled substance test when the **employee** is observed by a supervisor or school official who is trained in accordance with 49 **CFR** 382.603 and causes the observer to have reasonable suspicion to believe the **employee** has violated 49 **CFR** 382 et seq. Reasonable suspicion must exist to require the **employee** to undergo a test and must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the **employee**. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Reasonable suspicion alcohol testing is authorized only if the required observations are made during, just preceding, or just after the period of the work day the **employee** is required to be in compliance with the testing requirements of 49 **CFR** 382 et seq.

Reasonable suspicion testing may be required of an **employee** while the **employee** is performing, just before the **employee** will perform, or just after the **employee** has ceased performing safety-sensitive functions.

If the alcohol test is not administered within two hours following the determination a reasonable suspicion test is required, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the determination, the DER shall cease attempts to administer the alcohol test and shall state in the record the reasons for not administering the test.

No **employee** shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the **employee** is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse. The **employee** will also not be able to perform or continue to perform safety-sensitive functions until an alcohol test is administered and the **employee's**

COMMERCIAL DRIVER CONTROLLED SUBSTANCES AND ALCOHOL USE TESTING (M)

concentration measures less than 0.02 or twenty-four hours have elapsed following the determination that reasonable suspicion existed to require an alcohol test.

A written record of the observations leading to a reasonable suspicion test shall be made and signed by the supervisor and/or school official that made the observations. This record shall be made within twenty-four hours of the observed behavior or before the results of the test are released, whichever is earlier.

5. Return to Duty Testing

The district is not required to return an employee to a safety-sensitive position upon receipt of a confirmed drug and/or alcohol test.

The DER may recommend to the Superintendent of Schools the **employee's** employment be terminated depending on the circumstances.

The DER shall ensure that before an **employee** returns to duty requiring the performance of a safety-sensitive function, the **employee** shall undergo a return to duty alcohol test indicating a breath alcohol concentration of less than 0.02 and a controlled substances test with a result indicating a verified negative result for controlled substances use as required in 49 CFR 40.305.

Employees permitted to return to duty are required to take return-to-duty tests and shall be evaluated by a SAP. These **employees** must participate in an assistance program prescribed by the SAP and as required in 49 CFR 40 Subpart O.

The SAP will determine a written follow-up testing plan for any **employee** who has been permitted to return to work and has successfully complied with the SAP's recommendations for education and/or treatment. Such employees are subject to a minimum of six unannounced, follow-up drug screenings and alcohol tests over the following twelve months. The testing shall not exceed **forty-eight additional** months. Alcohol follow-up testing shall be performed only when the **employee** is performing safety-sensitive functions or immediately prior to performing or immediately after performing safety-sensitive functions. All follow-up testing will be

COMMERCIAL DRIVER CONTROLLED SUBSTANCES AND ALCOHOL USE TESTING (M)

completed in accordance with 49 **CFR** 40.307. The SAP will comply with all reporting requirements of 49 **CFR** 40.311.

The Board shall make the ultimate determination to return or not return an employee to a safety-sensitive position subject to any collective bargaining agreements, if any, or other legal requirements.

Medical Review Officer (MRO) Notifications

The Board shall employ or contract with a **MRO** who is a licensed physician (M.D. or D.O.) and shall designate the **MRO** as the individual responsible for receiving laboratory results generated by the testing program. The **MRO** shall have knowledge of **controlled substances** abuse disorders and have appropriate medical training to interpret and evaluate the **employee's** confirmed **drug test results** together with his/her medical history and other biomedical data. The **MRO** will perform all functions and responsibilities as required in 49 **CFR** 40.121.

Employer Notification

The **MRO** may report controlled substances test results to the DER by any means of communication; however, a signed, written notification must be forwarded within three business days of the completion of the **MRO's** evaluation. The **MRO** must report all drug test results to the employer. The MRO may use a signed or stamped and dated legible photocopy of Copy 2 of the CCF to report test results or a written report that must include, at a minimum, the information required in 49 **CFR** 40.163.

Split Specimen Tests

Split specimen testing will be conducted in accordance with 49 **CFR** 40 Subpart H. **The MRO will notify the Superintendent of Schools or designee if split specimen testing is requested by the employee.**

Designated Collection Facility

The Board shall designate the facility to be used for the collection of the specimen; provided, however, that the designated facility shall possess all required licenses and permits. The collection site will take place in a facility meeting the requirements of 49 **CFR** 40 Subpart D. The DER will ensure the collection site meets the security requirements of 49 **CFR** 40.43.

COMMERCIAL DRIVER CONTROLLED SUBSTANCES AND ALCOHOL USE TESTING (M)

Designated Screening Laboratory

The Board shall designate the laboratory to which collected fluid samples will be forwarded for drug/alcohol screening. Drug testing laboratories must be certified by the Department of Health and Human Services (HHS) under the National Laboratory Certification Program (NLCP) for all testing required under 49 CFR 40. The laboratory will perform all responsibilities as required in accordance with 49 CFR 40 Subpart F.

Specimens

The normal screening methodology for controlled substances shall be urinalysis, collected by a **trained** representative of the Board **with appropriate documentation** at a **site designated and approved by the Board**. The presence of alcohol will be determined by an Alcohol Screening Device (ASD) or an Evidential Breath Testing Device administered by an individual certified in accordance with 49 CFR 40.211 and 49 CFR 40.213.

Refusal to Submit

An **employee** will be deemed as refusing to take a drug test as described in 49 CFR 40.191. As per 49 CFR 40.191, an **employee** refuses to take a drug test if he/she:

1. Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the DER, consistent with applicable DOT agency regulations, after being directed to do so by the DER;
2. Fails to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
3. Fails to provide a urine specimen for any drug test required by this Policy. An employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
4. Fails to permit the observation or monitoring of providing a specimen in

COMMERCIAL DRIVER CONTROLLED SUBSTANCES AND ALCOHOL USE TESTING (M)

the case of a directly observed or monitored collection in a drug test;

5. Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
6. Fails or declines to take an **additional drug** test the DER or collector has directed the **employee** to take;
7. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under **49 CFR 40.193(d)**. In the case of a pre-employment drug test, the **employee** is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;
8. Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, **fails to wash hands after being directed to do so by the collector**);
9. **Fails to follow the collection observer(s) instructions of which could be used to interfere with the collection process;**
10. **Possesses or wears a prosthetic or other device that could be used to interfere with the collection process; or**
11. **Admits to the collector or MRO he/she has adulterated or substituted the specimen.**

If the MRO reports the employee had a verified adulterated or substituted test result, the result will be deemed refusal to take a drug test.

If an **employee** refuses to participate in a part of the testing process, the collector or MRO, must terminate the portion of the testing process, document the refusal on the CCF (including in the case of the collector, printing the employee's name on Copy 2 of the CCF), immediately notify the DER by any means (e.g., telephone or secure fax machine) that ensures that the refusal notification is immediately received. A referral physician (e.g., physician evaluating a "shy bladder" condition or a claim of a legitimate

COMMERCIAL DRIVER CONTROLLED SUBSTANCES AND ALCOHOL USE TESTING (M)

medical explanation in a validity testing situation) must notify the MRO, who in turn will notify the DER. In addition, the collector must note the refusal in the “Remarks” line (Step 2), and sign and date the CCF. The MRO must note the refusal by checking the “Refused to Test” box (Step 6) on Copy 2 of the CCF, and add the reason on the “Remarks” line. The MRO must then sign and date the CCF. When the **employee** refuses to take a non-DOT test or to sign a non-DOT form, the **employee** has not refused to take a DOT test. There are no consequences under DOT agency regulations for refusing to take a non-DOT test.

Record of Negative Screening

An employee required to submit to an alcohol and/or controlled substance screening as provided in this Policy and whose screening results are negative may, at their option, have their personnel file documented to reflect the negative result.

Prescription Drugs

All bus drivers shall notify the DER of the use of any prescription drugs. The Board may require certification from the prescribing physician that the use of the prescription drug will not have an adverse affect on the driver’s ability to properly perform safety-sensitive functions.

Consequences to **Employees** Engaging in Prohibited Conduct

An employee whose screening produces a positive result for a prohibited substance **who is permitted to return to work:**

1. Shall not be permitted to perform safety-sensitive functions;
2. Shall be advised by the DER of resources available to them in evaluating and resolving problems associated with the misuse of alcohol or the use of controlled substances;
3. Shall be evaluated by a **SAP** who shall determine what assistance, if any, is needed to resolve problems with alcohol or controlled substance use;
4. Undergo, before returning to duty, a return to duty alcohol test indicating a breath level of less than 0.02 if the conduct involved alcohol or a controlled substance test with a verified negative result;

COMMERCIAL DRIVER CONTROLLED SUBSTANCES AND ALCOHOL USE TESTING (M)

5. If assistance was required, the employee must be evaluated by a **SAP** to determine that the **employee** has followed the rehabilitation program prescribed;
6. Be subject to unannounced follow-up alcohol and/or controlled substance abuse testing;
7. Be subject to the disciplinary **Policy and Regulations** of the Board.

Return-to-Work Agreement

An employee who has **been permitted to** return to work and who fails to comply with any of the terms of **a Return to Work Agreement, if provided at the employer's discretion**, shall be subject to **disciplinary action which may include** termination.

Maintenance and Retention of Records

The DER shall maintain and retain all records as required by Federal regulation. Records shall include at least the following:

1. Records Related to the Collection Process
 - a. Collection logbooks (if used);
 - b. Documents related to the random selection process;
 - c. Calibration documentation for Evidential Breath Testing Devices (EBT's);
 - d. Documentation of Breath Alcohol Technician (BAT) training;
 - e. Documentation of reasoning for reasonable suspicion testing;
 - f. Documentation of reasoning for post-accident testing;
 - g. Documents verifying a medical explanation for the inability to provide adequate breath or urine for testing; and