

MEETING OF THE LAKEWOOD BOARD OF EDUCATION, HELD ON WEDNESDAY, JANUARY 6, 2021, 7:04PM, LIVESTREAM

I. PLEDGE OF ALLEGIANCE – Kevin Campbell, Assistant Business Administrator/Board Secretary

At 7:05pm, Kevin Campbell, Assistant Business Administrator/Board Secretary called meeting to order. Mr. Campbell read the Sunshine Law and did Roll Call.

SUNSHINE LAW

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

1. By posting such notice on the district website, 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 and the Lakewood Scoop.
3. By filing such notice with the Board Secretary.
4. By mailing such notice to all individuals who requested and paid for a copy of same.

II. ELECTION RESULTS CERTIFIED BY KEVIN CAMPBELL, INTERIM BOARD SECRETARY:

Annual School Board Election Held Tuesday, November 3, 2020

<u>For Three-Year Term</u>	<u>Total Votes</u>
Ada Gonzalez	23,274
Bentzion Treisser	22,463
Moshe B. Raitzik	22,567
Write-Ins	2,021

III. OATH OF OFFICE:

Kevin Campbell, Board Secretary, will administer the Oath of Office to the newly elected members:

Ada Gonzalez	3 year term	2021 – 2023	
Bentzion Treisser	3 year term	2021 – 2023	
Moshe Raitzik	3 year term	2021 – 2023	Absent (Due to pending completed required paperwork)

IV. ROLL CALL

BOARD MEMBERSHIP

	<u>Term Expires</u>	<u>Present</u>	<u>Absent</u>
Moshe Bender	2021	<u>X</u>	<u>_____</u>
Ada Gonzalez	2023	<u>X</u>	<u>_____</u>
Meir Grunhut	2022	<u>X</u>	<u>_____</u>
Chanina Nakdimen- Arrived 7:13pm	2021	<u>X</u>	<u>_____</u>
Moshe Raitzik	2023	<u>_____</u>	<u>X</u>
Heriberto Rodriguez	2021	<u>X</u>	<u>_____</u>
Shlomie Stern	2022	<u>X</u>	<u>_____</u>
Bentzion Treisser- Arrived 7:15pm	2023	<u>X</u>	<u>_____</u>
Isaac Zlatkin	2022	<u>X</u>	<u>_____</u>

SUPPORT PERSONNEL

	<u>Present</u>	<u>Absent</u>
Laura A. Winters, Superintendent	<u>X</u>	<u>_____</u>
Kevin Campbell, Assistant Business Administrator/ Board Secretary	<u>X</u>	<u>_____</u>
Robert S. Finger, Coordinator of Fiscal Services	<u>X</u>	<u>_____</u>
David Shafter, State Monitor	<u>X</u>	<u>_____</u>
Michael I. Inzelbuch, Board Attorney	<u>X</u>	<u>_____</u>
James Korwan, Courter Reporter	<u>X</u>	<u>_____</u>
Diane Piasentini, QPA	<u>X</u>	<u>_____</u>
James Trischitta, Director of Technology	<u>X</u>	<u>_____</u>
Deborah Zarro, Executive Administrative Professional	<u>X</u>	<u>_____</u>
Omaida Segui, Executive Administrative Professional	<u>X</u>	<u>_____</u>
Translator, Ana Faone	<u>X</u>	<u>_____</u>

ELECTION OF OFFICERS

Kevin Campbell, Board Secretary will call for nominations for President and Vice-President.

a) Nominations and Election of President

Nominee #1 Moshe Bender **Nominee #2** _____
Nominated by: Isaac Zlatkin **Nominated by:** _____

ROLL CALL VOTE:

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Moshe Bender	<u>X</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
Ada Gonzalez	<u>X</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
Meir Grunhut	<u>X</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
Chanina Nakdimen	<u>X</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
Moshe Raitzik	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>X</u>

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.

VI. BOARD MEMBER CODE OF ETHICS (Read by Kevin Campbell)

RESOLVED, the Board of Education hereby adopts the following Code of Ethics as per N.J.S.A 18A:12-21 *et seq.* and Policy 0142.

The members of the Board of Education recognize that they hold authority not as individuals but as members of the Board. In order to make a clear public statement of its philosophy of service to the pupils of the district, the Board adopts this Code of Ethics:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.

- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution; and

BE IT FURTHER RESOLVED, that each Board member shall sign an acknowledgment that he/she received a copy, read and will become familiar with the Code of Ethics for School Board Members contained within N.J.S.A. 18A:12-21 *et seq.*

MOTION TO ACCEPT THE CODE OF ETHICS FOR SCHOOL BOARD MEMBERS CONTAINED WITHIN N.J.S.A. 18A:12-21 ET SEQ.

MOTION: Heriberto Rodriguez **SECOND:** Ada Gonzalez

ROLL CALL VOTE:

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Moshe Bender	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Ada Gonzalez	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Meir Grunhut	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Chanina Nakdimen	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Moshe Raitzik	<u> </u>	<u> </u>	<u> </u>	<u>X</u>
Heriberto Rodriguez	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Shlomie Stern	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Bentzion Treisser	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Isaac Zlatkin	<u>X</u>	<u> </u>	<u> </u>	<u> </u>

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

A. Approval of Payroll and Board Share of Fica/Medi and DCRP for:

- December 23, 2020 in the amount of \$2,589,807.56
- December 30, 2020 in the amount of \$4,729.83

B. Transportation Items:

1. Move to Record and Award Transportation quote RFQ T30-2021 received on December 21, 2020 for Student Transportation **Route OAK-SC1A OAK/SCHI COMBO** The sole proposal was received from D.A.G. Transportation as follows:

Route Cost	Inc/Dec	Per Aide Cost	# Days	Total Award	Effective Date
\$442.00	\$0.01	\$75.00	37	\$19,129.00	12/29/2020

2. Move to Record and Award Transportation quote RFQ T31-2021 received on December 23, 2020 for Student Transportation **Route VM1** and effective as of 1/5/2021, as follows:

Vendor	Route Cost	Inc/Dec	Per Aide Cost	#Days	Total	Award
A2Z	\$99.00	\$1.00	N/A	46	\$4,554.00	Award
Hartnett	\$107.90	\$1.00	N/A	46	\$4,963.40	
School Bound	\$100.00	\$0.01	N/A	46	\$4,600.00	
D.A.G.	\$135.00	\$0.01	N/A	46	\$6,210.00	

3. Move to increase contract HOMEES8Q with A2Z Transport LLC due to a mileage increase as of January 4, 2021. Increase is \$1.00 per mile for 4 miles per day. Total contract adjustment is \$440.00 bringing the contract amount to \$13,607.00.

- C. Move to Record and Award **Bid 13-2021** for Student Transportation Bus Assistants received on December 22, 2020. The sole proposal was received from Towne School Nurses, LLC at a cost of \$42.00 per hour with a 4 hour minimum shift. The contract term shall be thru June 30, 2021 or sooner due to COVID-19 restrictions instituted by the State Governor. (11-000-270-390-00-0001)

- D. Request permission to advertise for Competitive Contracts for the following services:

- Non-Public School Curriculum Writing for the 2020-2021 school year funded with CARES Act Funding.
- Non-Public School Occupational Therapy Service funded with CARES Act Funding
- Consulting Services for RFP Process Management with Inspection/Contract Monitoring and Compliance Services for custodial, maintenance, grounds and food Services for the District's custodial, maintenance, grounds and food services departments with permission of Division of Local Government Services, Department of Community Affairs.

- E. Approval of payment of New Jersey State Health Benefits for November, 2020 in the amount of \$1,665,637.58.

Request to approve/ratify additional services provided to the District from EI Associates, Architect of Record, during discussions of the Air Dome project at Lakewood Middle School Site at a cost of \$4,772.50 (11-000-230-334-00-0000).

- F. Request approval for the Purchasing Agent to solicit using the Competitive Contracting Method of Procurement for Professional Development for Nonpublic Security. (LFN-2010-3)
- G. Move to Record Bid 12-2021 for Nonpublic School Fencing Projects received on December 22, 2020. Three responses were received. Proposal received from Pro Max was not responsive to the bid as it did not include DPMC Certification required for Public Works Projects. Two (2) responses were recorded as follows:

SCHOOL	The LandTek Group	Abhzeen Design
Talmud Torah Yesodei	\$14,718.00	\$9,971.00
Yeshiva Nesivos Hatorah	\$10,351.00	\$7,045.00
Yeshiva Ohr Hatorah	\$26,417.00	\$25,640.00
Yeshiva Yagdil Torah	\$14,659.00	\$9,875.00
Bnos Devorah	\$17,139.00	\$11,775.00
Bnos Bracha	\$11,750.00	\$18,000.00
Yeshiva Kol Torah	\$10,952.00	\$8,950.00
Talmud Torah of Lakewood	\$21,937.50	\$13,799.00

Move to reject all bids pursuant to N.J.S.A. 18A:18A-22 (b) as the lowest bid substantially exceeds the appropriation for the goods or services for each nonpublic school.

VIII. RECOMMENDATIONS OF THE SUPERINTENDENT:

A. Superintendent Items

- 1. **Be It Resolved**, upon the recommendation of the Superintendent of School, the Board approves the calendar for the Monthly Regular Conference and Public meetings for the period January 2020 through January 2021:

January 2021 to January 2022		
DATE	CONFERENCE & PUBLIC MEETINGS	TIME
Wednesday, January 27, 2021	Opening of Public Meeting	6:30 p.m.
	Conference Meeting	6:40 p.m.
	Reopening of Public Meeting	7:30 p.m.
Wednesday, February 24, 2021	Opening of Public Meeting	6:30 p.m.
	Conference Meeting	6:40 p.m.
	Reopening of Public Meeting	7:30 p.m.

Wednesday, March 24, 2021	Opening of Public Meeting Conference Meeting Reopening of Public Meeting	6:30 p.m. 6:40 p.m. 7:30 p.m.
Wednesday, April 21, 2021	Opening of Public Meeting Conference Meeting Reopening of Public Meeting	6:30 p.m. 6:40 p.m. 7:30 p.m.
Wednesday, May 12, 2021 (Annualized Meeting & Employees Contract Renewal)	Opening of Public Meeting Conference Meeting Reopening of Public Meeting	6:30 p.m. 6:40 p.m. 7:30 p.m.
Wednesday, June 23, 2021	Opening of Public Meeting Conference Meeting Reopening of Public Meeting	6:30 p.m. 6:40 p.m. 7:30 p.m.
Wednesday, July 14, 2021	Opening of Public Meeting Conference Meeting Reopening of Public Meeting	6:30 p.m. 6:40 p.m. 7:30 p.m.
Wednesday, August 4, 2021	Opening of Public Meeting Conference Meeting Reopening of Public Meeting	6:30 p.m. 6:40 p.m. 7:30 p.m.
Wednesday, August 25, 2021	Opening of Public Meeting Conference Meeting Reopening of Public Meeting	6:30 p.m. 6:40 p.m. 7:30 p.m.
Wednesday, September TBD, 2021	Opening of Public Meeting Conference Meeting Reopening of Public Meeting	6:30 p.m. 6:40 p.m. 7:30 p.m.
Wednesday, October 20, 2021	Opening of Public Meeting Conference Meeting Reopening of Public Meeting	6:30 p.m. 6:40 p.m. 7:30 p.m.
Wednesday, November 17, 2021	Opening of Public Meeting Conference Meeting Reopening of Public Meeting	6:30 p.m. 6:40 p.m. 7:30 p.m.
Wednesday, December 15, 2021	Opening of Public Meeting Conference Meeting Reopening of Public Meeting	6:30 p.m. 6:40 p.m. 7:30 p.m.

2. Approval to readopt the current Board By-Laws, Policies and Regulations until the next reorganization meeting.
3. Approve the second reading and adoption of the following Bylaws, Policy and Regulation:
 - Policy 7510 Use of School Facilities
 - Regulation 7510 Use of School Facilities
4. Approved the revised 2020-2021 District School Calendar.
5. RESOLVED, that the following Financial Institutions be designated as approved depositories for the Lakewood School District funds and that the Financial Institutions be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes:
 - a. New Jersey Cash Management Fund
 - b. New Jersey Class
 - c. Nuveen
 - d. First Financial Credit Union
 - e. Lakeland Bank

AND BE IT FURTHER RESOLVED that the following warrant signatures be approved: Board President, Board Secretary, Treasurer, and Assistant Board Secretary until the next reorganization meeting.

6. Approval of authorization of signers for Student Activities and Athletic bank accounts (Business Administrator or Assistant Business Administrator and Student Account Treasurer) until the next reorganization meeting.
7. Approval of the Asbury Park Press as the official newspaper for legal notice advertising until the next reorganization meeting.
8. Approval to re-adopt Curriculum and Textbook lists until the next reorganization meeting.
9. Approval for the School Business Administrator and/or Qualified Purchasing Agent to use State Contracts for the purchase of goods and services and approval of the bid threshold at \$44,000 until the next reorganization meeting.
10. Approval for the School Business Administrator to pay bills and claims as needed between board meetings until the next reorganization meeting.

11. Approval for the School Business Administrator to invest idle funds in accounts as authorized by state regulations until the next reorganization meeting.

12. Annual Appointments:

a) Approval of the following Board Officials to be appointed/reappointed until the next reorganization meeting:

Position	Appointee
Board Secretary	Kevin Campbell
Custodian of Public Records	Kevin Campbell
Qualified Purchasing Agent	Diane Piasentini
Chemical Hygiene Officer	Benjamin Lieberman
Affirmative Action Officer	Tracy Paolantonio
AHERA Compliance Officer	Charles DePeri
Indoor Air Quality Officer	Charles DePeri
Integrated Pest Management (IPM) Coordinator	Charles DePeri
HCS / Right to Know Contact Person	Charles DePeri
Health & Safety Officer	Robert DeSimone
ADA Officer	Darlene Deinhardt
Asbestos Management & PEOSHA Officer	Charles DePeri
Compliance Officer for the Rehabilitation (504) Act	Kathryn Bower
Privacy Officer	Laura A. Winters
Public Agency Compliance Officer	Laura A. Winters
District Representative for Grant Filing	Kevin Campbell
Homeless Liaison	Ana Faone
Issuing Officer of Working Papers	High School Principal
School Safety Specialist	Laura A. Winters

b) Annual Appointments- Approval of the following Professional Service Contracts to be appointed/reappointed until the next reorganization meeting:

Service	Appointee	Cost to District
Architect of Record	E.I. Associates	TBD
School Auditor	Holman, Frenia, Allison P.C.	TBD
Athletic Physician of Record	Professional Orthopedic Group of Tinton Falls NJ	No Cost to District
Athletic Physician of Record	RWJ Barnabas Health	No Cost to District

c) Annual Appointment of Extraordinary unspecifiable Services per N.J.S.A. 18A:18A-5(2) as follows:

Service	Appointee	Cost to District
Insurance Broker of Record	Public Risk Group	No Cost to District
Employee Benefits Broker of Record	Connor Strong & Buckelew	\$90,000 annually

13. Approve the following 2020-2021 Mentors:

Daniel Silvestri

14. Approve Jessica Giorgiantonio and Jane Gulics to continuing reviewing 192/193 Grants 407-1 submissions and portfolios for services in the 2020-2021 school year each at a rate of \$40.00 per hour, up to fifteen hours a week, through February 26, 2021, not to exceed \$4,200.00 to be paid through 192/193 administration funds, budget account # 20-506-200-110-15-0000. (Jessica Giorgiantonio originally approved on the June 16, 2020 agenda; Jane Gulics originally approved on November 18, 2020).

15. Approve Speech Solutions to provide a professional development webinar for district Occupational and Speech Therapists, on February 4, 2021 at a cost of \$100.00 per person; not to exceed \$2,500.00 to be paid through account # 11-000-216-610-15-0015.

16. Approve e-waste recycling of 81 damaged, destroyed, or obsolete technology devices with Monmouth Ocean Educational Services Commission.

17. Approve Elizabeth Huntington, Paraprofessional at Piner Elementary School to be a 1:1 bus aide as per the IEP for student # 933612 at a rate of \$20.00 per hour for the AM and PM route; not to exceed \$40.00 per day; beginning Friday, January 8, 2021, until an approved bus aide can be secured through the bus company. Also approve Cynthia Paolicelli and Juan Peñaloza, Paraprofessionals to substitute as the 1:1 bus aides in the event the assigned staff member is unable to attend the AM and/or PM routes.

B. PERSONNEL

1. CERTIFICATED

a. Resignations

1. VEGA, Tony
Social Worker- LHS
Effective: March 5, 2021

2. SPIECKER, Victoria
Teacher- Preschool Self- Contained/ABA, Special Education- SSS
Effective: March 5, 2021

b. Retirements

1. JANKOSKI, Kathleen
Speech/Language Therapist- LMS
Effective: February 26, 2021 or sooner
2. GREGSON, Angelique
Teacher Grade 4- EGCS
Effective: April 1, 2021

c. Terminations - None At This Meeting

d. Leaves of Absence – None At This Meeting

e. Transfers

1. TAUBEL, Jennifer
From: Teacher- Special Education Math- LMS
To: Teacher- General Education Math 7th Grade- LMS
Effective: January 4, 2021
Terminating: June 30, 2021
(Replacement for J. Mount-Resigned)
(No Additional Cost to the District)

f. Appointments

1. *MCLEAN, Joanne
Teacher- ICR-Piner
Effective: January 4, 2021
Terminating: June 30, 2021
Salary: Step 12, BA- \$56,471.00
(Replacing M. VanSant- Retired)
(Budget Account # 15-110-100-101-10-0010)

g. Reappointments – None At This Meeting

h. Salary Adjustments – None At This Meeting

i. Stipends

1. Winter Coaches- continuation
2020-2021- SY
(budget account # 11-402-100-100-15-000)
(Pending a Winter Sports Season with Competitive Games)

Last Name	First Name	Sport	Position	Group	Step	Salary
Lee	Darren	Basketball – Boys	Asst. Coach	I	1	\$5,426.00

j. Tuition Reimbursement – None At This Meeting

k. Miscellaneous – None At This Meeting

2. NON-CERTIFICATED

a. Resignations

1. PANORA, Jennifer
Paraprofessional- 1:1- OSS
Effective: January 8, 2021

b. Retirements – None At This Meeting

c. Terminations - None At This Meeting

d. Leaves of Absence – None At This Meeting

e. Transfers – None At This Meeting

f. Appointments

1. *MCGUIGAN, Michael
Paraprofessional- 1:1- LHS
Effective: December 21, 2020
Terminating: June 30, 2021
Salary: Step 3, 90 Credits- \$20,399.00 prorated
(Replacing S. Devico- Resigned)
(Budget Account # 11-000-217-106-03-0003)

2. *DEVICO, Sandra
Paraprofessional- 1:1- OSS
Effective: January 4, 2021
Terminating: June 30, 2021

Salary: Step 17- \$23,784.00 prorated
 (Due to Student’s IEP Mandate)
 (Budget Account # 11-000-217-106-09-0009)

g. Reappointments – None At This Meeting

h. Salary Adjustments

1. Security Specialist
 Effective:
 Terminating: June 30, 2021
 Salary: \$30.00 per hour as per Contract
 for Paraprofessional ParaPro Passing Grade or NJDOE
 Teacher Substitute Certificate

Name
Irizarry, Juan- Teacher
Parise, Michael- Paraprofessional

i. Stipends – None At This Meeting

j. Miscellaneous – None At This Meeting

MOTION TO ACCEPT THE RECOMMENDATIONS OF THE BUSINESS ADMINISTRATOR/BOARD SECRETARY AGENDA, RECOMMENDATIONS OF THE SUPERINTENDENT OF SCHOOLS AGENDA, AND ADDITIONS/CORRECTIONS TO THE AGENDA:

MOTION: Heriberto Rodriguez **SECOND:** Meir Grunhut

ROLL CALL VOTE:

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Moshe Bender	X	_____	_____	_____
Ada Gonzalez	X	_____	_____	_____
Meir Grunhut	X	_____	_____	_____
Chanina Nakdimen	X	_____	_____	_____
Moshe Raitzik	_____	_____	_____	X
Heriberto Rodriguez	X	_____	_____	_____
Shlomie Stern	X	_____	_____	_____
Bentzion Treisser	X	_____	_____	_____
Isaac Zlatkin	X	_____	_____	_____

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.

IX. ADJOURNMENT

MOTION TO ADJOURN THE ANNUAL BOARD ORGANIZATION MEETING:

MOTION: Heriberto Rodriguez **SECOND:** Shlomie Stern

Meeting was adjourned at 7:28 p.m.

I, Kevin Campbell, Assistant Business Administrator/Board Secretary, of the Lakewood Board of Education, hereby certify this to be a true copy of the Minutes for a Public Meeting held on January 6, 2021.

Kevin Campbell, Assistant Business Administrator/Board Secretary

January 27, 2027

7510 USE OF SCHOOL FACILITIES

The district facilities belong to the community, which paid for them for the primary purpose of offering a full educational program for its children. Prudent use and management of school facilities outside of the regular operating schedules providing that such use does not interfere with the orderly conduct of a through and efficient system of education allows the community to benefit more broadly from the use of its own property.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Chief School Administrator for:

1. Uses and groups directly related to the school and the operations of the school;
2. Uses and organizations indirectly related to the school;
3. Departments or agencies of the Lakewood municipal government;
4. Other governmental agencies; and
5. Lakewood Community organizations formed for charitable, civic or educational purposes.

The use of school facilities will not be granted for the advantage of any commercial or profit-making organization, private social functions, or any purpose which is prohibited by law.

The Chief School Administrator or Board of Education may refuse to grant the use of a school building whenever in their judgment there is a good reason why permission should be refused.

Smoking is prohibited at all times in any district building or on school grounds. No one may bring alcoholic beverages onto any school property. All facility use shall comply with State and local fire, health, safety and police regulations.

For purpose of this Policy, "smoking" means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, including the use of smokeless tobacco and snuff, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.

The buildings shall not be available for community use during holidays, vacation periods, or during the summer when programs interfere with cleaning and maintenance schedules.

The use of school facilities will not be granted for any purpose that is prohibited by law.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for

proper chaperonage as required by the school district administration.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration.

The school district shall provide a copy of Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

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

The Board shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information in accordance with the provisions of N.J.S.A. 18A:41-7.

The Board shall require that all users of school facilities comply with policies of this Board and the rules and regulations of this district. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules.

Community Relations Use of School Facilities Rules

These rules and regulations shall be designed to provide community wide use of school facilities with reasonable restrictions to protect school property.

1. The sponsoring organization must submit the following documentation to the Facilities Department prior to obtaining a permit to utilize school facilities: Application For Use of School Facilities Form, Insurance Policy Endorsement indicating limits of liability of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate, and naming the Lakewood Board of Education as an additional insured on the policy.

A nonprofit tax exempt identification number and insurance certificate as required in

this Policy must be in the name of the sponsoring organization. The Board of Education will not permit the use of any school facility if the nonprofit tax identification number or the insurance certificate has been issued to the organization or business entity that is not the sponsoring organization who will be using the school facility in accordance with Board of Education Policy.

2. Sponsoring organizations agree to take every possible care of the building and to pay for any damage to building or equipment during their use of same.
3. A Site Coordinator must be in attendance for all auditorium events. Security must be in attendance for all events based on attendance as follows:

1 - 100 people	1 Security Specialist
101 - 200 people	2 Security Specialists
201 - 300 people	3 Security Specialists
301 - 400 people	4 Security Specialists
401 - 500 people	5 Security Specialists
501 or more	6 Security Specialists

Fire Personnel maybe required for an event. The number of firefighters will be determined by the Director of Security. If a permit is required said paperwork must be filed with the Ocean County Fire Marshall's Office. The Facilities Department will make arrangements for their assignment. No permits will be issued unless payment for these services is made in advance.

4. Sponsoring organizations shall provide sufficient competent adult supervision. An adequate amount of supervision will be agreed upon at the time the permit is issued.
5. Smoking is prohibited on school grounds. Violation of this prohibition by a group or organization will result in suspension of the permit for use of the facility. No permit will be reissued for the remainder of the school year.
6. Alcoholic beverages are not permitted on school property.
7. Use of materials on floors, walls, or other parts of the building is prohibited without specific approval of the Superintendent or designee.
8. Electrical, audio and visual equipment cannot be used without specific approval of the Superintendent or designee . Requests for such approval shall be made at the time of application.
9. Decorations and props shall be fireproof and shall be erected in a manner that will not be destructive of school property. Fire and safety regulations shall be followed at all times. No assembling, set-up or removal, of decorations, props, etc. will be done by district employees. All decorations and props must be removed at the conclusion of the event (same day). No exceptions.

10. When admission tax is to be collected or when fees are to be paid to any agency or group, the organization using the facilities shall assume all responsibility, as applied to funds collected or contracts entered into by the user.
11. All advertising posted or circulated in advance within district buildings must be approved by the Superintendent or designee.
12. Concessions operated in the school shall be in areas specified by the Facilities Department.
13. Permits are not transferable. A fifty percent deposit of estimated costs is required upon reservation request approval. A security fee of \$500.00 is required upon reservation request approval. This security fee will be returned upon clearance that all facilities were left in acceptable condition. (Only checks and money orders will be accepted). Reservations must be canceled at least forty eight hours in advance or charges described herein will be assessed, unless emergent circumstances arise that are acceptable to the Superintendent or designee.
14. Requests for seating or any other special facilities or equipment shall be made at the time of application to utilize the facility.
15. All arrangements to bring in scenery, costumes or other properties for any performances shall be made with the Facilities Department. Such arrangements shall not in any way interfere with the educational program of the Lakewood Public Schools. **All scenery, costumes or other properties must be removed at the conclusion of the event (same day). No exceptions.**
16. In the event schools are closed for an emergency, all scheduled events will be canceled. The permit holder may reschedule the event with the Facilities Department. If the event is not rescheduled all monies collected will be refunded
17. The Ocean County Fire Marshal has the authority to take appropriate action to assure the posted occupant capacities of area(s) are followed. The permit to use the facility will indicate the occupant capacity of the area being utilized. The organization shall not exceed this limit. The charge for the permit is determined by the Ocean County Fire Marshal's office.
18. There will be an available custodian on duty for the approved requests at the time and in the building to be utilized.
19. Request will only be honored for usage after the building's school day and the requested activity does not extend beyond 11:00 p.m. during the regular school year and 3:30 p.m. during the summer and with the written permission of the Superintendent or designee .

Application

Applications for use of school facilities shall be available in the Facilities Department and on line at SchoolDude.com and shall be reviewed by the Business Administrator as the Superintendent's designee and approved by the Board of Education. Applications must be filed with the Facilities Department at least two weeks (10 Board of Education business days) prior to the date(s) facilities are requested.

The Board of Education shall reserve the right to deny the use of its facilities if said use may be deemed to cause a hazard and/or disturbance.

When an application is approved, a Permit to Use the School Facilities shall be granted. A fifty percent deposit of estimated costs is required upon reservation request approval. A security fee of \$500.00 is required upon reservation request approval. This security fee will be returned upon clearance that all facilities were left in acceptable condition. (Only checks and money orders will be accepted.)

The Permit is available in SchoolDude for reference. Upon arrival the sponsor must present the permit to the Custodian or Security Specialist assigned to the facility to be utilized, if a problem occurs at an event, a report will be sent to the Superintendent who will forward it to the Board of Education.

In addition, in compliance with N.J. State Law; groups other than the Board of Education, using school buildings, A fire permit may be required by the user from the Ocean County Fire Marshal for groups over one hundred as per NJ State law. This permit must be carried to all school events.

Fees

The fee schedule shall be a part of the Application for Use of School Facilities and shall be uniformly applicable to all organizations in accordance with Board Policy.

The fee schedule is based on classing each applicant in the following classes:

- | | |
|---------|---|
| Class A | All organizations and activities organized within Lakewood Public Schools Organizations, Lakewood Non-Profit Youth Organizations, Township Recreational Programs, and Lakewood Non-Public Schools. Lakewood Non-Profit Youth Organizations will be defined as an organization whose membership is composed of more than fifty percent of Lakewood students and further provides more than fifty percent of its services to Lakewood Students that request the use of school facilities for instructional or co-curricular activities. |
| Class B | All Lakewood civic organizations, non-profit organizations, churches and synagogues shall be allowed use of school facilities and the rate structure specified in this regulation shall apply. |
| Class C | All other Lakewood organizations, profit making and business enterprises, non-profit groups conducting fund raising events, groups charging admission |

fees, youth and athletic camps, bible or religious camps and political groups shall be charged per the rate structure specified in this regulation.

As an integral part of the community, the Board of Education allows both Lakewood profit and non-profit groups the use of its facilities. These groups, who must submit an application for building use, are issued a permit by the Board of Education that outlines the particular parameters of the building use and an estimate of fees for such building usage.

The Business Administrator or designee shall be responsible for the collection of the supplemental billing fees from the applicant.

These rates shall remain in effect from the date of Board approval of this Policy until amended by the Board of Education.

N.J.S.A. 18A:20-20; 18A:20-34; **18A:41-7**

Adopted: 17 October 2013
Revised: 10 December 2014
Revised: 16 December 2015

R 7510 USE OF SCHOOL FACILITIES

A. Rental and Use of School Buildings

1. School buildings are primarily for the use of school children. They are, however, available for community use when there is no conflict with school functions. School activities will take precedence over the allocation of facilities to organizations. The Board of Education and/or the Superintendent of Schools reserves the right to cancel any authorization in the interest of educational needs.
 - a. The use of school facilities shall not be granted for any purpose which is prohibited by law; nor shall be granted to groups whose mission is discriminatory in nature or those groups who advocate violence or subversion are strictly prohibited from using the facilities.
 - b. Organizations desiring the use of buildings shall make arrangements with the Business Administrator or designee. Building/field use will not be arranged with individuals.
 - c. Billing will be done through the Business Office. Checks are to be made out to the Lakewood Board of Education. No cash will be accepted, checks or money orders only.
 - d. In the event that schools are closed for any reason, i.e.: snow, power failures, etc., all events will be cancelled. Facilities may not be available during the summer when programs interfere with cleaning and maintenance schedules.
 - e. Any Lakewood organization that is granted use of school facilities will be held responsible for its proper use and adherence to all rules and regulations governing such use. The Board of Education will assign custodians to the activity at the user's expense.
 - f. All approved requests shall receive an approved permit from the Business Administrator or designee. All permits must be present and visible to district personnel at all times.
2. All individuals and/or groups who shall be granted the privilege to use district facilities shall hold harmless the Lakewood Board of Education, its staff and employees from any and all liability.
3. No charges will be waived for any organization without the approval of the Board of Education.
4. A fifty percent deposit of estimated costs is required upon reservation request approval. A security fee of \$500.00 is required upon reservation request approval. This

security fee will be returned upon clearance that all facilities were left in acceptable condition. (Only checks and money orders will be accepted.)

5. A fire permit may be required by the user from the Ocean County Fire Marshal for groups over one hundred as per NJ State law. A copy of the approved permit must be given to the Business Office no later than three days prior to event.
6. All reservation requests must be made at least two weeks (10 Board of Education business days) prior to event date.
7. No reservation can exceed twelve weeks. All reservations, except for non-profit organizations, will only hold any given area for up to twelve weeks.
 - a. Non-profit organizations may schedule twelve months in advance of their planned event. If a district school has scheduled or does schedule an event for the same date, or dates, reserved by a non-profit organization, the district school's event shall take priority and the non-profit organization's event shall be cancelled or rescheduled.

8. Rental Class charges:

Class A All organizations and activities organized within Lakewood Public Schools Organizations, Lakewood Non-Profit Youth Organizations, Township Recreational Programs, and Lakewood Non-Public Schools. Lakewood Non-Profit Youth Organizations will be defined as an organization whose membership is composed of more than fifty percent of Lakewood students and further provides more than fifty percent of its services to Lakewood Students that request the use of school facilities for instructional or co-curricular activities.

Class B All Lakewood Civic Organizations, Non-Profit Organizations, Churches And Synagogues.

Class C All other Lakewood organizations, profit making and business enterprises, non-profit groups conducting fund raising events, groups charging admission fees, youth and athletic camps, bible or religious camps and political groups.

Facility/Location	Class A	Class B	Class C
	Hourly Rate	Hourly Rate	Hourly Rate
Site Supervisor	\$ 20.00	\$ 20.00	\$ 22.50
Custodian	\$ 36.83 Overtime or Weekends	\$ 36.83 Overtime or Weekends	\$ 40.00 Overtime or Weekends

	\$45.75 Holidays	\$45.75 Holidays	\$45.75 Holidays
Security Specialist	\$ 22.50 Overtime \$33.75	\$ 22.50 Overtime \$33.75	\$ 22.50 Overtime \$33.75
Firemen	TBD	TBD	TBD
Auditorium (all buildings)	None	\$ 75.00	\$125.00
HS Auditorium Lighting	\$ 25.00	\$ 25.00	\$ 25.00
Cafeteria (all buildings)	None	\$ 75.00	\$125.00
Kitchen Workers	\$ 25.00	\$ 25.00	\$ 30.00
Gymnasium (all buildings)	None	\$ 75.00	\$125.00
HS JV Fields	None	\$ 20.00	\$ 25.00
HS Varsity Fields	None	\$ 20.00	\$ 25.00
MS/Elementary Fields	None	\$ 15.00	\$ 20.00
Classrooms (all buildings)	None	\$ 25.00 per room	\$ 50.00 per room
Parking Lot (all buildings)	None	\$ 50.00 per event	\$ 75.00 per event

- d. All hourly employee rates are subject to change without notification as per contracts. Overtime rates will apply for any event that exceeds their permitted time.

- e. The following security guards must be utilized as per the number of attendees
 - 1 - 100 people 1 Security Specialist
 - 101 - 200 people 2 Security Specialists
 - 201 - 300 people 3 Security Specialists
 - 301 - 400 people 4 Security Specialists
 - 401 - 500 people 5 Security Specialists
 - 501 or more 6 Security Specialists

B. Rules for the Use of School Buildings

- 1. The Policy of the Board of Education requires that the organization or individuals using the school facilities provide Insurance Policy Endorsement of liability insurance, both bodily injury and property damage, for a minimum amount of \$1,000,000 for the named event specifically and \$2,000,000 in the aggregate, and naming the Lakewood Board of Education as an additional insured on the policy. (The \$1,000,000 required by the Board of Education is the minimal amount, and the organization or individuals are advised to obtain additional insurance for the protection of individual members, based upon the type, duration and extent of activities). The Lakewood Board of Education reserves the right to request higher limits of coverage from any organization/individual based upon the Board's evaluation of the nature of the proposed usage of the Board's premises.

A nonprofit tax exempt identification number and insurance certificate as required in this Policy must be in the name of the sponsoring organization. The Board of Education will not permit the use of any school facility if the nonprofit tax identification number or the insurance certificate has been issued to the organization or business entity that is not the sponsoring organization who will be using the school facility in accordance with Board of Education Policy.

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

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

3. Security and/or Site Supervisor are required for all events
4. All buildings will close at 11:00 p.m. during the regular school year and 3:30 p.m. during the summer.
Class A will be charged all applicable fees for Class B if the premises have not been vacated by the agreed upon time.
Class B will be charged all applicable fees for Class C if the premises have not been vacated by the agreed upon time.
Class C will be charged Holiday Rate if the premises have not been vacated by the agreed upon time.
5. All organizations/individuals must adhere to all parking regulations. Parking shall be limited to designated areas only. Violators are subject to motor vehicle summons and towing will be at the owner's expense.
6. The Lakewood Board of Education is a drug-free and smoke-free school zone and the distribution and sale of alcoholic beverages, raffles and prizes are strictly prohibited. Violators shall be subject to arrest.
7. No keys to school buildings shall be issued to any applicant or unauthorized person at any time.
8. Local and State Fire and Safety Regulations shall be followed at all times. Use of materials on floors, walls, or any other parts of school buildings is prohibited without specific approval from the Superintendent or designee.
9. Permits are not transferable. Reservations must be canceled at least forty eight hours in advance or charges described herein will be assessed, unless emergent circumstances arise that are acceptable to the Superintendent or designee. In the event your function is cancelled due to the above paragraph A1.d; all monies collected will be refunded.
10. No district equipment shall be removed from the premises for use by non-district personnel.
11. The organization which rents the building/fields is responsible for the conduct of its patrons or guests.
12. All outside groups must ensure adequate adult supervision for all underage children.
13. This Policy shall be strictly adhered to by the Lakewood Board of Education. Any

organization in violation of this Policy will be restricted from using school facilities for future events.

14. All scenery, costumes, decorations, props or other properties must be removed at the conclusion of the event (same day). No Exceptions.
15. In the event an Organization receives approval to use District facilities when the district is closed and the facilities are not normally available the Organization will be charged at a rate double all charges and fees.

C. Provision of Training on School Safety and Security

1. **In accordance with the provisions of N.J.S.A. 18A:41-7.c., the Board of Education shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information.**
2. **It shall be the responsibility of the organization that sponsors the youth program to train the program's employees and volunteers on the school security and emergency procedures in effect in the school building in which the youth program is located.**
3. **The organization that sponsors the youth program shall file a statement of assurance with the Superintendent or designee that it has complied with the training requirements prior to the district authorizing the use of the school building.**
 - a. **The statement of assurance shall be developed by the Commissioner of Education and shall be filed with the school district on an annual basis.**

REGULATION

LAKWOOD
BOARD OF EDUCATION

PROPERTY
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USE OF SCHOOL FACILITIES

TO: {Group / Organization / Sponsor}

From: Lakewood Board of Education

Date: _____

Event: {event name, date and time}

Permit # _____

Approval Date: _____

I/We hereby acknowledge that a copy of the Lakewood Public Schools Regulation for Rental and Use of School Buildings, and Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries (Sports Events only) has been provided. Included in the policy are all costs associated with the rental and use of any building or fields. By signing this agreement I acknowledge that I accept all terms and conditions before any permit will be issued.

_____/_____. _____
Name (Please Print) Signature Date

District Representative / Witness

Issued: 17 October 2013
Revised 16 December 2015