

EAST ORANGE BOARD OF EDUCATION  
199 4<sup>th</sup> AVENUE  
EAST ORANGE, NEW JERSEY 07017

REGULAR PUBLIC MEETING

East Orange Board of Education  
Via Telecommunications

Tuesday, August 10, 2021 – 6:00 P.M.

AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. BOARD OF EDUCATION

A. APPROVAL OF MINUTES

**BE IT RESOLVED**, the East Orange Board of Education approves the minutes of the following meeting:

- June 24, 2021

V. REPORT OF THE SUPERINTENDENT OF SCHOOLS

A. PRESENTATIONS BY SUPERINTENDENT HASAN

- 1. Recognition of Student – Brad Yac Diaz, Stem Academy’s student who scored a 5 on the Calculus, Chemistry, English, Language and US History Exams
- 2. Presentation of the East Orange School District QSAC scores
- 3. Update on School Reopening

B. POLICIES READING

- 1. BE IT RESOLVED: that the East Orange Board of Education present as first reading the following policies and regulations.

#	<i>Policy/Regulation</i>	<i>New/Revised</i>
Bylaw 0131	Bylaws, Policies and Regulations	Revised Bylaw
P 2421	Career and Technical Education	Revised Policy
P 3134	Assignment of Extra Duties	Revised Policy
P&R 3142	Nonrenewal of Nontenured Teaching Staff Member	Revised Policy & Regulation
P&R 3221	Evaluation of Teachers	Revised Policy & Regulation
P&R 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators	Revised Policy & Regulation
P&R 3223	Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals	Revised Policy & Regulation
P&R 3224	Evaluation of Principals, Vice Principals, and Assistant Principal	Revised Policy & Regulation

**V. REPORT OF THE SUPERINTENDENT OF SCHOOLS**

**B. POLICIES READING – First Reading (Cont’d)**

<b>#</b>	<b><i>Policy/Regulation</i></b>	<b><i>New/Revised</i></b>
P&R 4146	Nonrenewal of Nontenured Support Staff Member	Revised Policy & Regulation
P&R 5460.02	Bridge Year Pilot Program	New Policy & Regulation
P&R 6471	School District Travel	Revised Policy & Regulation
P 8561	Procurement Procedures for School Nutrition Programs	Revised Policy

2. BE IT RESOLVED: that the East Orange Board of Education acknowledged the abolishment of the following policies and regulation.

<b>#</b>	<b><i>Policy/Regulation</i></b>
P 1521	Educational Improvement Plans
P 1649	Federal Families First Coronavirus (COVID-19) Response Act
R 2421	Career and Technical Education

**VI. COMMITTEE REPORTS AND COMMENTS FROM THE MEMBERS OF THE BOARD OF EDUCATION**

**VII. COMMENTS AND PRESENTATIONS FROM THE PRESIDENT**

**VIII. COMMENTS FROM THE PUBLIC**

**IX. RETIRE TO EXECUTIVE SESSION**

**X. RECOMMENCE PUBLIC MEETING**

**XI. ROLL CALL**

## **XII. CONSIDERATION OF RESOLUTIONS**

### **A. SUPERINTENDENT OF SCHOOLS**

#### **1. EDUCATIONAL SUPPORT & STUDENT SERVICES**

- a. Healy Professional Development Conference
- b. Instructional Leadership Team – Summer 3 days
- c. Eagle Flight Squadron Program
- d. Teen Talk Therapy Program
- e. Jersey Cares
- f. Guest Speakers
- g. Sojourner Truth Summer Bridge Program
- h. Tools of the Mind Technical and Curriculum Training
- i. Commission for the Blind & Visually Impaired 2021-2022 Contracts
- j. Special Education Out of District Placements
- k. Special Education Out of District Placements
- l. Kean Scholar Academy
- m. Link-It Outline Assessment Management and Data Warehouse
- n. Renzulli Learning
- o. Professional Development for School Administrators
- p. Fiscal Year 2022 Every Student Succeeds Consolidated Application
- q. New Jersey Science Olympiad Competition
- r. Inner Orbit
- s. CommonLit
- t. Nearpod
- u. Baruti Kafele Consulting, LLC
- v. Rutger-Newark and Apple Partnership Renewal
- w. New Courses for the STEM Pathways
- x. Percussion Instruction for Marching Band
- y. Dance Instruction for Elementary Students
- z. NJPAC Tap Dance and Jazz Residencies
- aa. Dance Training for Theater and Musical Theater Majors
- bb. Generation Genius
- cc. Transitioning of District Operational Procedures
- dd. Updated 2021-2022 School Calendar
- ee. Field Trips

**XII. CONSIDERATION OF RESOLUTIONS**

**A. SUPERINTENDENT OF SCHOOLS**

**2. LABOR RELATIONS & EMPLOYMENT SERVICES**

- a. Retirements
- b. Resignations
- c. Other Separation
- d. Rescission of Appointments
- e. Leaves of Absence
- f. Transfers
- g. Reclassifications
- h. Reorganization of Staff
- i. Salary Adjustments
- j. Summer Extra Compensation Staff Appointment - 2021-2022 School Year
- k. Intermittent F.M.L.A. Renewals for 2021-22 School Year
- l. Extra-curricular and Co-curricular Activities - Various Location - 2021-2022 School Year
- m. Extra-curricular and Co-curricular Staff Appointments - Various Locations - 2021-2022 SY
- n. Revision of Job Description
- o. Creation of Job Descriptions
- p. Abolishment of Positions
- q. Creation of Positions
- r. Agenda Changes/Corrections
- s. Appointments
- t. Staff Appointments Rescission - Federal Grants - Title I-SIA Staffing - 2021-2022 SY
- u. Staff Appointments - Federal Grants - Title I Staffing - 2021-2022 School Year
- v. Staff Appointments - Federal Grants - Title II-A Staffing - 2021-2022 School Year
- w. Staff Appointments - Federal Grants - Title IV Staffing - 2021-2022 School Year
- x. Professional Conferences

## **XII. CONSIDERATION OF RESOLUTIONS**

### **A. SUPERINTENDENT OF SCHOOLS**

#### **3. BUSINESS SERVICES**

- a. List of Bills (Ratify)
- b. List of Bills
- c. T-1 Request for Taxes from the City of East Orange
- d. Acceptance of T-2 Debt Service Taxes from the City of East Orange
- e. A-148 Secretary's Report
- f. A-149 Treasurer's Report
- g. Budgetary Major Account/Fund Status Certificate
- h. 2021 East Orange School District Convocation
- i. Recommendation to Exceed the Awarded Contract Amount for Special Counsel Legal Services
- j. Recommendation for Award Contract to the Essex Regional Educational Services Commission for Transportation Services – School Year 2021-2022
- k. Recommendation for Approval of Purchasing Manual for SY 2021-2022 SY
- l. Recommendation for Award of Contract Competitive Contracting RFP CC01-21- Proprietary Computer Software Business Office (HR, PR, & Accounting) for the East Orange School District 2021-2022 SY
- m. Recommendation for Award of Proposal – RFP #09-22 Title I Services for Non-Public Schools 2021-2022 SY
- n. Independent Education Evaluations: Creative Learning Services
- o. Psychiatric Evaluation Services
- p. Independent Psychological Evaluations
- q. Physical Therapy Services: Pillar Care Continuum
- r. Occupational Therapy Services: Pillar Care Continuum
- s. Occupational Therapy Services: The Stepping Stone Group, Inc.
- t. Independent Educational Evaluation Services: Dean CST Consulting
- u. Independent Psychological Evaluations: J&G Consulting
- v. Neurological Evaluation Services: Neuroscience Associates, MD
- w. IDEA-B Basic and Preschool Combined Application, FY 2022
- x. Physical Therapy Services: The Stepping Stone Group, Inc.
- y. Independent Psychological Evaluations
- z. Preschool Contracts for the East Orange Early Childhood Collaborative Agencies 2021-2022 School Year
- aa. Preschool Contracts for the East Orange Early Childhood Collaborative Agency – Head Start 2021-2022 School Year
- bb. Mural Development at Garvin
- cc. Cooperative Purchasing Services Agreement – Essex Regional Education Services Commission

#### **4. MAINTENANCE**

- a. Recommendations for the Use of Facility

## **XIII. CLOSING STATEMENT/ADJOURNMENT**

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESa. Healy Professional Development Conference - (Ms. Jackson/Ms. Whitaker)

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Renea Duval, Literacy Coach, Faythe Allen, Math Coach, DeBora Thompson, Taylor Trotman, Randi Leifer, Fouchard Voltaire, Mabel Boah, Temitope Odundoyin, Iris Rivera, LaShonda James, Michelle Graf, Patricia Valatka, Kathy Margo, Ehimwenma Adeyin, Christina Elias, Exi Jeananick, Daphne Tinglin-Jarrett, Michael Oro, Bernard Agyei, Elizabeth Shahade, Keith Gant, Alexia Maltabes, Sheree Aramini and Megan Carr to attend a 2 day professional workshop hosted by Patrick F. Healy Middle School on Tier 3 small group instruction in August 2021. An additional 2 days of preparation for the leadership team - Taniesha Whitaker, Assistant Principal, Krysten Hayes, Assistant Principal, Faythe Allen, Math Coach, and Renea Duval, Literacy Coach is included, at a total cost to the district not to exceed \$9,970.00, utilizing SIA funds.

**BE IT FURTHER RESOLVED:** that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code: (SIA FUNDS) - Salaries 200.100 - \$9,970.00**

b. Instructional Leadership Team - Summer 3 days - (Ms. Jackson/Ms. Whitaker)

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Patrick F. Healy Middle School's Leadership Team, Taniesha Whitaker, Assistant Principal, Krysten Hayes, Assistant Principal, Kamilia Scantlebury, Culture and Climate Specialist, Brandon Chambers, Guidance Counselor, Abina Gibson, Guidance Counselor, Daron Hoges, Disciplinarian, Patrick Trentacost, Lead Technology Teacher (Pending Board Approval) to work 3 days in August to analyze data to better equip our teachers and devise specific programs, interventions, and activities needed to enhance student achievement at a total cost to the district of \$6,470, utilizing SIA funds.

**BE IT FURTHER RESOLVED:** that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code: Support Services: Personnel Services-Salaries 200.100 - \$6,470; Employee Benefits-Salaries 200.200 - \$300**

c. Eagle Flight Squadron Program - (Ms. Jackson/Ms. Whitaker)

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Patrick F. Healy Middle School, to implement the Eagle Flight Squadron Program, which is a program that encourages youth to develop trade, educational, and manual skills related to aviation. Students are given the opportunity to develop their own wings, literally and figuratively, as it helps them learn to fly Cessna 150 & 172 aircrafts, and find careers in aviation, at a cost to the district not to exceed \$12,400 utilizing building-based budget funds.

**BE IT FURTHER RESOLVED:** that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code: 20.234.200.300.217.230**

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- d. Teen Talk Therapy Program - (Ms. Jackson/Ms. Whitaker)

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Patrick F. Healy Middle School, to implement the Teen Talk Therapy Program. Teen Talk Therapy program provides a safe and therapeutic space for students to express their emotions appropriately, help them process trauma, and learn skills to use daily to improve emotional functioning while supporting academic success. Further, the program will create and facilitate interactive workshops to enhance emotional wellness, as well as consult with administration on emotional wellness needs for students. The program fees will cover the consulting fee \$3,600 and the cost of materials \$250, at a total cost to the district not to exceed \$3,850, utilizing the services and supplies building-based budget.

**BE IT FURTHER RESOLVED:** that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code: Services - 20-234-200-300-217-230 \$3,600**  
**Supplies - 15-190-100-610-217-215 \$250**

- e. Jersey Cares - (Ms. Jackson/Ms. Whitaker)

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Jersey Cares Non-Profit Organization to partner and sponsor projects at Patrick F. Healy Middle School during the 2021-2022 school year at no cost to the district.

- f. Guest Speakers - (Ms. Jackson/Ms. Whitaker)

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves multiple speakers, educators, organizers and community activists to provide motivational speeches related to high school, college and career readiness during school events or assemblies at Patrick F. Healy Middle School during the 2021-2022 school year at no cost to the district.

- g. Sojourner Truth Summer Bridge Program - (Ms. Lovett)

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Sojourner Truth Middle School to host a Summer Bridge Program and staff 5 teachers, 1 disciplinarian, 8 support staff members, and 2 administrators to run the program on August 17, 2021 - August 18, 2021 from 9:00A.M. - 12:30 P.M. at a cost to the district not to exceed \$4,095 (SIA Funds).

**BE IT FURTHER RESOLVED:** that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code: SIA Funds**

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

h. Tools of the Mind Technical and Curriculum Training - (Ms. Aquil/Lofton-Simpson)

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the curriculum training and technical support provided by Tools of the Mind Consultants for the state approved curriculum, Tools of the Mind for the 2021-2022 school year, to be supported and implemented in district and collaborating centers classrooms at a cost to the district not to exceed \$70,500 utilizing the Preschool Education Aid Program budget.

**BE IT FURTHER RESOLVED:** that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code: 20-218-200-329-026-228**

i. Commission for the Blind & Visually Impaired 2021-2022 Contracts - (Dr. Harvest/Ms. Santos)

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract for the Blind and Visually Impaired. One (4) student will receive Level 1 services at a cost of \$2,200 per student. One (1) student will receive level 2 services at a cost of \$5,250 per student. The total cost to the district for Level 1 service will be \$8,800. The total cost to the district for Level 2 service will be \$5,250. The Grand Total for all services provided will be at a cost not to the district not to exceed \$14,050.

**BE IT FURTHER RESOLVED:** that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

j. Special Education Out of District Placements - (Dr. Harvest/Ms. Santos)

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the attached list of Out of District Special Education Students and contracts for placement at a cost to the district not to exceed \$5,490 to be paid out of public, vocational, county and private fund accounts.

**BE IT FURTHER RESOLVED:** that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code: 11-000-100-562-031-400 Public**

**11-000-100-564-031-400 Vocational**

**11-000-100-565-031-400 County**

**11-000-100-566-031-400 Private**



A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- k. Special Education Out of District Placements - (Dr. Harvest/Ms. Santos)

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the attached list of Out of District Special Education Students and contracts for placement at a cost to the district not to exceed \$10,651,573 to be paid out of public, vocational, county and private fund accounts.

**BE IT FURTHER RESOLVED:** that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code:** 11-000-100-562-031-400 Public

11-000-100-564-031-400 Vocational

11-000-100-565-031-400 County

11-000-100-566-031-400 Private

- l. Kean Scholar Academy - (Dr. Harvest/Dr. Williams)

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Dr. Kelly Williams, Acting Director and Ms. Carla Bell-Gayle as the District Liaisons for The Kean University Scholars Academy - Union Campus, Program to serve 22 students, grades 6-12, from Costley, Houston, STEM and Cicely Tyson Middle/ High School. The District Liaisons may travel to and from the Kean Campuses for the purpose of student advisement and monitoring progress at no cost to the district.

- m. Link-It Online Assessment Management and Data Warehouse - (Dr. Harvest)

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the purchase of Link-It for the 2021-2022 school year at a cost to the district not to exceed \$70,223.

**BE IT FURTHER RESOLVED:** that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code:** 11-000-221-592-034-224

- n. Renzulli Learning - (Dr. Harvest)

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the purchase of Renzulli Learning to provide enrichment to Gifted and Talented students for the 2021-2022 school year at a cost not to exceed \$5,000.

**BE IT FURTHER RESOLVED:** that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code:** 11-000-221-592-034-224

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- o. Professional Development for School Administrators - (Dr. Harvest)

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves a remote professional development experience presented by the Danielson Group to all District Administrators on August 27, 2021, September 22, 2021, and November 18, 2021, related to "Promoting Professional Learning through Feedback" at a cost to the district not to exceed \$7,500.

**BE IT FURTHER RESOLVED:** that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code: 11-000-223-320-057-226**

- p. Fiscal Year 2022 Every Student Succeeds Act Consolidated Application - (Dr. Harvest/Ms. Champagne)

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the submission of and the acceptance upon subsequent approval of the Fiscal Year 2022 (FY22), *Every Student Succeeds Act* (ESSA) Consolidated Application in the amount of \$5,151,155. The project period is July 1, 2021 to September 30, 2022 at no cost to the district.

- q. New Jersey Science Olympiad Competition - (Ms. Champagne/Dr. Mwangi)

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves East Orange Campus High School and East Orange STEM Academy to participate in the New Jersey Science Olympiad. Each school will provide one team (15 students each), and one teacher. Mrs. Rania Hassan (STEM Academy) and Mr. Paul Wambugu (Campus High) will coach and accompany the students. The competition will take place on January 10, 2022 at NJIT (323 Dr. Martin Luther King Jr. Blvd, Newark, NJ 07102). The registration cost per team is \$250 with an additional \$60 to join the national organization at a cost to the district not to exceed \$620.

**BE IT FURTHER RESOLVED:** that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code: 11-000-221-320-033-227**

- r. Inner Orbit - (Ms. Champagne/Mr. Adisa/Dr. Mwangi)

**BE IT RESOLVED:** "the East Orange Board of Education, upon the recommendation of the Superintendent of Schools," approves the partnership between Inner Orbit and the EOSD September 2021 through June 2022 at a cost to the district not to exceed \$8,581.60.

**BE IT FURTHER RESOLVED:** that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code: 11-000-221-320-033-226**

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- s. CommonLit- (Ms. Champagne/Ms. Green/Ms. Vannoy)

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the partnership between CommonLit and the EOSD for September 2021 through June 2022, at a cost to the district not to exceed \$42,750.00 (paid out of CARES II funds).

**BE IT FURTHER RESOLVED:** that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code: CARES II funds**

- t. Nearpod - (Ms. Champagne/Ms. Salomon)

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the partnership between Nearpod and the EOSD to implement site licenses and provide training for all schools September 2021 through June 2022 at a cost to the district not to exceed \$87,138.00 (paid out of school purchase service accounts and CARES II Funding).

**BE IT FURTHER RESOLVED:** that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code: School Purchase Service Accounts (Learning.com replacement) and CARES II funding**

- u. Baruti Kafele Consulting, LLC - (Ms. Champagne/Dr. Stokes-Tyler)

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Baruti Kafele of Principal Kafele Consulting, LLC to provide Culturally Responsive Teaching Classroom Management Training during the New Teacher Orientation on August 17, 2021 at a cost to the district not to exceed \$2,000.

**BE IT FURTHER RESOLVED:** that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code: 11-000-223-320-057-226**

- v. Rutgers - Newark and Apple Partnership Renewal - (Ms. Champagne/Ms. Salomon)

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves a continuation of the partnership with Rutgers - Newark and Apple as part of the RU-N Codes Grant and the Collaborative Teaching Initiative (CTI) to include an additional cohort of teachers and technology devices during the 2021-2022 school year at no cost to the district.

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- w. New Courses for the STEM Pathways- (Ms. Champagne).

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the adoption of new courses (Biotech, Fundamentals of Alternative Energy & Hydroponics, and Advanced Forensic Science) and curriculum writing for STEM Academy's Pathways for the 2022-2023 school year at a cost to the district not to exceed \$6,300 (cost to write curriculum).

**BE IT FURTHER RESOLVED:** that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code: 11-000-221-104-025-002**

- x. Percussion Instruction for Marching Band- (Ms. Champagne/Mr. Worley/Ms. Colson)

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the hiring of Mr. Harry Conyers - Savion Music - as Percussion Specialist to provide specialized instruction for East Orange Unified Marching Band students and Drum Line for the August Marching Band Camp (\$875) and for 2021-2022 Fall and Spring Season (\$2000) at a cost to the district not to exceed \$2,875, utilizing the Marching Band budget.

**BE IT FURTHER RESOLVED:** that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code: 15-401-100-500-101-227**

- y. Dance Instruction for Elementary Students- (Ms. Champagne/Ms. Colson)

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves after school Dance Classes for Tyson M/H Theater majors. Classes will be taught by an in-district dance instructor and will include choreography for a musical and will take place between September 13, 2021 - April 29, 2022. The teacher will be paid at the hourly district contract rate at a cost to the district not to exceed \$4100, utilizing the District Arts budget.

**BE IT FURTHER RESOLVED:** that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code: 11-000-221-320-027-226**

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- z. NJPAC Tap Dance and Jazz Residencies- (Ms. Champagne/Ms. Colson)

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the continuation NJPAC Residencies for Tap Dance and Jazz Studies for school year 2021 – 22. Residencies will provide specialized instruction for return to in-class residencies supplemented by virtual instruction for the residencies in EOCHS, Tyson and Houston at a cost to the district not to exceed \$22,000, utilizing the District Arts budget. The Board does not need to undertake a procurement process because NJPAC teaching residencies qualify as an extraordinary unspicifiable service exemption pursuant to the competitive contracting provisions of the Public School Contracts Law, N.J.S.A. 18A:18A-4.1 et seq. in accordance with the requirements of N.J.S.A. 18A:18A-4.6 et seq.

**BE IT FURTHER RESOLVED:** that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code: 11-000-227-320-027-226**

- aa. Dance Training for Theater and Musical Theater Majors- (Ms. Champagne/Ms. Colson).

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves after school Dance Classes for Tyson M/H Theater majors. Classes will be taught by an in-district Dance instructor and will include choreography for a musical and will take place between September 13, 2021 – April 29, 2022. The teacher will be paid at the hourly district contract rate at a cost to the district not to exceed \$4100, utilizing the Visual and Performing Arts budget.

**BE IT FURTHER RESOLVED:** that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code: 11-000-221-110-027-001**

- bb. Generation Genius - (Ms. Lovett)

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the sixth grade students from Sojourner Truth Middle School to participate in an online learning platform, Generation Genius is a K-8 teaching resource that brings school science standards to life through fun and educational videos paired with lessons, for the 2021- 2022 academic school year, starting at a cost to the district not to exceed \$795 (SIA Funds).

**BE IT FURTHER RESOLVED:** that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code: SIA Funds**

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

cc. Transitioning of District Operational Procedures - (Dr. Harvest)

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves 40 hours each for Tracy Smith (outgoing technology trainer) to transition operational procedures, information and set up to Bridget Venable (incoming technology trainer) during the months of August and September at a cost to the district not to exceed \$4,000.

**BE IT FURTHER RESOLVED:** that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code: District based budget - not to exceed \$4,000.**

dd. Updated 2021-2022 School Calendar - (Dr. Harvest)

**BE IT RESOLVED:** The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the updated 2021-2022 school calendar to include the new Federal holiday, Juneteenth.

ee. Field Trips

**BE IT RESOLVED:** “that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following field trip.”

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budget/ BO - Bus. Ofc.
1	Mr. Willie Worley Ms. Iqua Colson Approx. 20 Students 1 Bus Aide EOCHS	East Orange Campus HS	Sweep Bus to transport Pom Pom, Dance Team and Band students from Tyson M/H, Healy, Truth, Costley & Houston to EOCHS for Marching Band Rehearsals throughout the 2021-2022 school year	September: 8, 9, 14, 15, 16, 21, 23, 28, 30 - 10 days; October: 5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 28 -11 days; November: 2, 3, 9, 10, 16, 17, 18, 23, 30 - 9 days; December 1, 2, 7, 8, 9, 14, 15, 16, 21 - 9 days; March 1, 3, 8, 10, 15, 17, 22, 24, 29, 31 - 10 days; April 5, 7, 12, 14, 26, 28 - 6 days; May 3, 5, 10, 12, 17, 19, 24, 26, 31 - 9 days; June: 2, 7, 9, 14, 16 - 5 days	\$2,760.00 Admissions \$2,760.00 Total 20.15.10.100.800.307.007.0000 (SB)

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

a. Retirements

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following retirements."

1. Mr. Lyonel Alexandre – Accountant – Division of Business Services  
Effective July 1, 2021 (25 years, 3 months of service)  
(11-000-251-100-000-000)
2. Ms. Emily Konopinski – Teacher of Art – Truth Middle School  
Effective August 1, 2021 (9 years, 9 months of service)  
(15-130-100-100-216-000)
3. Mr. Keith Kreutzer – Teacher of Music (Ins) – STEM Academy  
Effective July 1, 2021 (14 years, 9 months of service)  
(15-140-100-101-102-000)
4. Ms. Yvonne Wilson-Jones – School Nurse – Fresh Start Academy High School  
Effective January 1, 2022 (27 years, 9 months of service)  
(11-423-213-100-029-000)  
(11-423-213-100-029-000)

b. Resignations

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resignations."

1. Ms. Stacey-Ann Brinson – Teacher Assistant for Special Ed (PSD) – Bowser Elementary School  
Effective August 3, 2021 (no reason) (14 years, 6 months of service)  
(15-204-100-106-304-000)
2. Ms. Jennifer Davis – Hourly Security Monitor – Department of Security  
Effective June 30, 2021 (no reason) (1 year, 9 months of service)  
(11-000-266-100-000-000)
3. Ms. Rasheedah Davis – Teacher Assistant for Special Ed (BD) – Tyson 6-12  
Effective July 30, 2021 (relocating) (8 years of service)  
(15-209-100-106-203-000)
4. Ms. Deanna Fraser – Teacher of Elementary – Carver Institute  
Effective August 23, 2021 (relocating) (9 years, 5 months of service)  
(15-120-100-101-305-000)
5. Mr. Mutasim Huda – Teacher of Grades 6-8 (SSd) – Costley Middle School  
Effective June 30, 2021 (another position) (7 years of service)  
(15-300-100-101-215-000)
6. Ms. Maryann McClain – Custodian (Day) – Truth Middle School  
Effective July 31, 2021 (another position) (9 years, 7 months of service)  
(11.000-262-100-000-000)
7. Ms. Solunda McFadden – Teacher Assistant for Special Ed (CSM) – Truth Middle School  
Effective August 4, 2021 (no reason) (17 years of service)  
(15-213-100-106-216-000)

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

b. Resignations (cont'd)

8. Ms. Carene Petrie – Teacher of Grades 6-8 (LAL) – Truth Middle School  
Effective June 30, 2021 (another position) (6 months of service)  
(15-130-100-101-216-000)
9. Mr. Hakim Sims – Supervisor of Safety – Division of Labor Relations & Employment Services  
Effective September 4, 2021 (no reason) (2 years, 1 month of service)  
(11-000-266-100-000-000)
10. Ms. Valerie Sterzel – School Counselor – Banneker Academy  
Effective June 30, 2021 (relocating) (17 years of service)  
(15-000-218-104-336-000)
11. Ms. Nikisha Sutherland – Teacher Assistant for Special Ed (BD) – Banneker Academy  
Effective July 27, 2021 (to continue education) (1 year, 7 months of service)  
(15-209-100-106-336-000)
12. Ms. Lisette Wait – Teacher of English – STEM Academy  
Effective September 24, 2021 (no reason) (1 year of service)  
(15-140-100-101-102-000)
13. Mr. Kcyied Zahir – School Disciplinarian – Tyson 6-12  
Effective July 18, 2021 (no reason) (5 years, 9 months of service)  
(15-000-218-104-203-000)
14. Mr. David Zatorski – Data Coach – Truth Middle School  
Effective September 17, 2021 (another position) (7 years, 6 months of service)  
(20-232-200-100-216-000)

c. Other Separation

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following other separation.

1. Mr. Christopher Miller – Teacher of Health/Physical Education – STEM Academy  
Effective July 6, 2021 (deceased) (30 years of service)  
(15-140-100-101-102-000)

d. Rescission of Appointments

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, rescinds the following appointments.”

1. Ms. Nafisat Adegboyega – Per Diem Substitute Teacher – Substitute Department  
Appointment was approved at the June 24, 2021 Board Meeting  
(11-120-100-101-000-000)
2. Ms. Brianna Billings – Teacher of Elementary – Langston Hughes School  
Appointment was approved at the June 24, 2021 Board Meeting  
(15-120-100-101-306-000)
3. Ms. Janee Lee – Per Diem Substitute Teacher – Substitute Department  
Appointment was approved at the June 08, 2021 Board Meeting  
(11-120-100-101-000-000)



A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

d. Rescission of Appointments (cont'd)

4. Mr. Phillip Reed – Per Diem Substitute Teacher – Substitute Department  
Appointment was approved at the June 24, 2021 Board Meeting  
(11-120-100-101-000-000)
5. Ms. Darline Senesie – Per Diem Substitute Teacher – Substitute Department  
Appointment was approved at the June 08, 2021 Board Meeting  
(11-120-100-101-000-000)

e. Leaves of Absence

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following leaves of absence.”

1. Mr. Lyonel Alexandre – Accountant – Division of Business Services  
Family Act LOA Effective May 7, 2021 to June 30, 2021  
(11-000-251-100-000-000)
2. Mr. David Caruso – Teacher of the Handicapped (LD) – Healy Middle School  
Family Act LOA (Intermittent) Effective September 1, 2021 to June 30, 2022 (NTE 30 days)  
(15-204-100-101-217-000)
3. Mr. Anthony Cox – School Safety Officer – Costley Middle School  
Health LOA Effective August 18, 2021 to September 6, 2021  
(15-000-266-100-215-000 – 33%)  
(15-000-266-100-216-000 – 33%)  
(15-000-266-100-217-000 – 34%)
4. Ms. Danielle Ducheine – School Nurse – Banneker Academy  
Family Act LOA Effective June 11, 2021 to June 30, 2021  
Family Act LOA Effective September 1, 2021 to September 14, 2021  
(15-000-213-100-336-000 – 92.3100%)  
(20-218-200-104-026-000 – 7.6900%)
5. Mr. Michael Granger – Custodian (Acting Head) – Houston Academy  
Family Act LOA Effective June 14, 2021 to June 30, 2021  
Family Act LOA Effective July 1, 2021 to August 2, 2021  
(11-000-262-100-000-000)
6. Mr. Abdul-Mani Hassan – Teacher of the Handicapped (LD) – Houston Academy  
Family Act LOA (Intermittent) Effective September 1, 2021 to October 31, 2021 (NTE 40 days)  
(15-204-100-101-307-000)
7. Ms. LaShawn Johnson – Behavior Specialist – Department of Early Childhood  
Family Act LOA (Intermittent) Effective May 24, 2021 to June 21, 2021 (NTE 15 days)  
(20-218-200-104-026-000)
8. Ms. Bernice Kelley – Helpdesk Specialist – Division of Business Services  
Family Act LOA (Intermittent) Effective July 1, 2021 to June 30, 2022 (NTE 30 days)  
(11-000-252-100-000-000)

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

e. Leaves of Absence (cont'd)

9. Mr. Bari Khalek – Teacher of the Handicapped (AUT) – East Orange Campus High School  
Family Act LOA Effective September 1, 2021 to a date TBD  
(11-214-100-101-000-000)
10. Ms. Marissa McKenzie – Director – Division of Labor Relations & Empl Serv  
Family Act LOA Effective July 7, 2021 to August 16, 2021  
(11-000-251-100-000-000)
11. Ms. Marilyn Roldan – Teacher of Technology – Oliver Academy  
Family Act LOA Effective May 19, 2021 to June 30, 2021  
(15-000-222-100-305-000)
12. Ms. Leslie Shults – Principal – Wahlstrom Academy  
Family Act LOA (Intermittent) Effective August 25, 2021 to June 15, 2022 (NTE 30 days) FLA  
(15-000-240-103-339-000)
13. Ms. Jacqueline Thomas – ROTC – East Orange Campus High School  
Health LOA Effective May 8, 2021 to June 30, 2021  
(15-140-100-101-101-000)
14. Ms. Yukima Vannoy – Supervisor of Language Arts/Lit 6-12 – Division of Curriculum Services  
Family Act LOA (Intermittent) Effective March 6, 2021 to May 26, 2021 (NTE 4 days)  
Family Act LOA Effective May 27, 2021 to June 30, 2021  
Family Act LOA Effective July 1, 2021 to July 14, 2021  
(11-000-221-104-000-000)
15. Ms. Gwendolyn Yarborough – Secretary (Assistant) – Department of Special Education  
Family Act LOA Effective July 19, 2021 to August 23, 2021  
(20-255-200-105-031-000)

f. Transfers

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the transfers listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.f.”

g. Reclassifications

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the reclassifications listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.g.”

h. Reorganization of Staff

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the reorganization of staff listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.h.”

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESi. Salary Adjustments

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following salary adjustments."

1. Ms. Chui Au - Teacher of Mathematics - East Orange STEM Academy High School  
(Original Hire Date: September 1, 2021)  
From: Level 4/BA Step 1 \$57,264 p/a  
To: Level 5/MA Step 11½ \$76,464 p/a  
Effective September 1, 2021 to June 30, 2022  
(higher training level)  
(15-140-100-101-102-000)
2. Ms. Crystal Beals-Hunter - Secretary (12-Mth) - Division of Operations  
(Original Hire Date: November 23, 1998)  
From: Group 2 Step 17 \$56,442 p/a + \$1,500 Longevity  
To: Group 2 Step 17 \$56,442 p/a + \$1,000 Stipend + \$1,500 Longevity  
Effective July 1, 2021 to June 30, 2022  
(higher training level)  
(11-000-211-100-000-000)
3. Mr. Terrance Bell - Teacher of Music (Voc) - Tyson 6-12  
(Original Hire Date: October 5, 2016)  
From: Level 4/BA Step 16 \$97,329 p/a  
To: Level 5/MA Step 16 \$104,043 p/a  
Effective September 1, 2021 to June 30, 2022  
(higher training level)  
(15-130-100-101-203-000)
4. Mr. Kester Cox - Teacher of the Handicapped (LD) - Garvin School  
(Original Hire Date: February 9, 2015)  
From: Level 5/MA Step 3 \$64,164 p/a  
To: Level 6/MA+32 Step 3 \$72,464 p/a  
Effective September 1, 2021 to June 30, 2022  
(higher training level)  
(15-204-100-101-308-000)
5. Ms. Quanisha Crosby - Teacher Assistant for Special Ed (AUT) - Tyson 6-12  
(Original Hire Date: February 20, 2019)  
From: Step 1 \$28,677 n/a  
To: Step 3 \$29,227 n/a  
Effective September 1, 2021 to June 30, 2022  
(higher training level)  
(15-214-100-106203-000)
6. Ms. Marquisa Daniel - Teacher of Pre-Kindergarten - Gibson Academy  
(Original Hire Date: September 1, 2008)  
From: Level 4/BA Step 10 \$65,114 p/a  
To: Level 5½/MA+15 Step 10 \$73,464 p/a  
Effective September 1, 2021 to June 30, 2022  
(higher training level)  
(20-218-100-101-026-000)

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

i. Salary Adjustments (cont'd)

7. Ms. Anisha Hobbs - Teacher of Grades 6-8 (LAL) - Banneker Academy  
(Original Hire Date: September 1, 2021)  
From: Level 4/BA Step 1 \$57,264 p/a  
To: Level 5/MA Step 9 \$68,464 p/a  
Effective September 1, 2021 to June 30, 2022  
(higher training level)  
(15-120-100-101-336-000)
  
8. Mr. Michael Mack - Teacher of Technology - Banneker Academy  
(Original Hire Date: September 1, 2021)  
From: Level 4/BA Step 1 \$57,264 p/a  
To: Level 5/MA Step 12 \$79,464 p/a  
Effective September 1, 2021 to June 30, 2022  
(higher training level)  
(15-120-100-101-336-000)
  
9. Ms. Ebonin Randolph - Teacher of Pre-Kindergarten - Banneker Academy  
(Original Hire Date: September 1, 2017)  
From: Level 4/BA Step 7 \$60,564 p/a  
To: Level 5½/MA+15 Step 7 \$67,964 p/a  
Effective September 1, 2021 to June 30, 2022  
(higher training level)  
(20-218-100-101-026-000)
  
10. Ms. Claudania Raymond - Per Diem Substitute Teacher - Substitute Department  
(Original Hire Date: March 2, 2020)  
From: \$84 p/d  
To: \$130 p/d  
Effective September 1, 2021 to June 30, 2022  
(higher training level)  
(11-120-100-101-000-000)
  
11. Ms. Christina Smith - Teacher Assistant for Special Ed (BD) - Houston Academy  
(Original Hire Date: February 7, 2007)  
From: Step 2 \$28,737 p/a  
To: Step 4 \$29,392 p/a  
Effective September 1, 2021 to June 30, 2022  
(higher training level)  
(15-213-100-106-307-000)
  
12. Dr. Adrienne Surgeon - Teacher of Technology - Fresh Start Academy High School  
(Original Hire Date: September 1, 1997)  
From: Level 6/MA+32 Step 16 \$111,888 p/a + \$1,250 Longevity  
To: Level 6/MA+32 Step 16 \$111,888 p/a + \$1,250 Stipend + \$1,250 Longevity  
Effective September 1, 2021 to June 30, 2022  
(higher training level)  
(11-423-100-101-029-000)

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

j. Summer Extra Compensation Staff Appointments – 2021-2022 School Year

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2021-2022 school year summer extra compensation staff appointments listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.j.”

k. Intermittent F. M. L. A. Renewals for 2021-22 School Year

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the intermittent F. M. L. A. renewals for the 2021-22 school year listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.k.”

l. Extra-curricular and Co-curricular Activities– Various Locations – 2021-2022 S/Y

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the extra-curricular and co-curricular activities for the various locations listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.l for the 2021-2022 school year.”

m. Extra-curricular and Co-curricular Staff Appointments – Various Locations – 2021-2022 S/Y

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the extra-curricular and co-curricular staff appointments for the various locations listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.m for the 2021-2022 school year.”

n. Revision of Job Description

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the revision of the job description listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.n, effective September 1, 2021.”

School Counselor

o. Creation of Job Descriptions

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the creation of the job descriptions listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.o, effective August 10, 2021.”

Coordinator of Medical and Nursing  
IT Support Technician  
Supervisor of Buildings and Grounds

p. Abolishment of Positions

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the abolishment of the following positions.”

- (1) Assistant Manager of Facilities, *effective August 10, 2021*
- (1) Custodial Supervisor, *effective August 10, 2021*
- (1) French Teacher, *effective September 1, 2021*
- (1) Pre-Kindergarten Teacher, *effective September 1, 2021*

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

p. Abolishment of Positions (cont'd)

- (1) Supervisor of Medical and Nursing, *effective August 10, 2021*
- (1) Teacher Assistant (Pre-K), *effective September 1, 2021*
- (1) Teacher Trainer for Special Education, *effective September 1, 2021*

q. Creation of Positions

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the creation of the following positions."

- (1) Building Based Substitute Teacher, *effective September 1, 2021*
- (1) Coordinator of Medical and Nursing, *effective July 1, 2021*
- (3) IT Support Technician, *effective August 11, 2021*
- (1) Spanish Teacher, *effective September 1, 2021*
- (2) Supervisor of Buildings and Grounds, *effective August 11, 2021*
- (1) Teacher Trainer, *effective September 1, 2021*

r. Agenda Change/Correction

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following agenda change/correction."

- 1. Mr. Samuel Rock - Teacher of Elementary - Parks Academy  
Correction in Resignation Date  
From: June 30, 2021  
To: August 31, 2021

s. Appointments

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following appointments."

- 1. Ms. Kudirat Akinronbi - Teacher of Science - Tyson 6-12  
Salary \$81,231 p/a Level 5/MA Step 12½ Effective September 1, 2021 to June 30, 2022  
(15-140-100-101-203-000) (replacement)
- 2. Ms. Alexis Akridge - Building Based Substitute Teacher - Warwick Institute  
Salary \$148.78 p/d Effective September 1, 2021 to June 30, 2022  
(11-120-100-101-000-000) (replacement)
- 3. Ms. Latrelle Allen - Teacher Assistant for Special Education (CSM) - Oliver Academy  
Salary \$28,677 p/a Step 1 Effective September 1, 2021 to June 30, 2022  
(15-213-100-101-305-000) (new)
- 4. Mr. Thomas Ammazalorso - CTE Teacher (Business) - East Orange Campus High School  
Salary \$57,264 p/a Level 4/BA Step 1 Effective September 1, 2021 to June 30, 2022  
(15-140-100-101-101-000) (replacement)
- 5. Ms. Jynia Bailey - Teacher Assistant for Special Education (AUT) - Garvin School  
Salary \$28,677 p/a Step 1 Effective September 1, 2021 to June 30, 2022  
(15-214-100-101-100-308-000) (replacement)

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESs. Appointments (cont'd)

6. Ms. Tanga Banks - Teacher Assistant for Special Education (CSM) - Oliver Academy  
Salary \$28,677 p/a Step 1 Effective September 1, 2021 to June 30, 2022  
(15-213-100-106-305-000) (new)
7. Ms. Nigera Barden - Teacher of English - Tyson 6-12  
Salary \$74,964 p/a Level 5/MA Step 11 Effective September 1, 2021 to June 30, 2022  
(15-140-100-101-203-000) (replacement)
8. Mr. Gregory Bartlett - Teacher of Elementary - Parks Academy  
Salary \$62,964 p/a Level 5/MA Step 1 Effective September 1, 2021 to June 30, 2022  
(15-120-100-101-311-000) (replacement)
9. Mr. Hashim Bennett - Teacher of Science - East Orange Campus High School  
Salary \$57,264 p/a Level 4/BA Step 1 Effective September 1, 2021 to June 30, 2022  
(15-140-100-101-101-000) (replacement)
10. Ms. Sabia Choudhury - Teacher Assistant for Kindergarten - Warwick Institute  
Salary \$29,227 p/a Step 3 Effective September 1, 2021 to June 30, 2022  
(15-190-100-106-309-000) (replacement)
11. Mr. Joshua Chresfield - IT Support Technician - Division of Business Services  
Salary \$45,000 p/a Effective August 11, 2021 to June 30, 2022  
(11-000-252-100-000-000) (new)
12. Mr. Islam El-Rayess - Teacher of Health/Physical Education - Healy Middle School  
Salary \$59,564 p/a Level 4/BA Step 4½ Effective September 1, 2021 to June 30, 2022  
(15-130-100-101-215-000 - 30%) (replacement)  
(15-130-100-101-216-000 - 30%)  
(15-130-100-101-217-000 - 40%)
13. Mr. Peter Elwood - Teacher of Social Studies - Costley Middle School  
Salary \$59,264 p/a Level 4/BA Step 4 Effective September 1, 2021 to June 30, 2022  
(15.130-100-101-215-000) (replacement)
14. Ms. Celina Estrada - Teacher Assistant for Pre-Kindergarten - Oliver Academy  
Salary \$28,677 p/a Step 1 Effective September 1, 2021 to June 30, 2022  
(15-190-100-101-305-000) (replacement)
15. Ms. Nia Fairley-Rich - Teacher Assistant for Special Education (AUT) - Warwick Institute  
Salary \$28,677 p/a Step 1 Effective September 1, 2021 to June 30, 2022  
(11-214-100-106-000-000) (new)
16. Ms. Emilia Fernandez - Teacher of Health/Physical Education - 0.4 Truth/0.3 Costley/0.3 Healy  
Salary \$57,264 p/a Level 4/BA Step 1 Effective September 1, 2021 to June 30, 2022  
(15-130-100-101-000-216-000 - 40%) (replacement)  
(15-130-100-101-000-217-000 - 30%)  
(15-130-100-101-000-215-000 - 30%)
17. Ms. Elmira Fleming - Teacher Assistant for Special Education (AUT) - Warwick Institute  
Salary \$28,677 p/a Step 1 Effective September 1, 2021 to June 30, 2022  
(15-209-100-106309-000) (replacement)

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESs. Appointments (cont'd)

18. Mr. Ryan Freid - Teacher of Music (Voc) - Costley Middle School  
Salary \$57,264 p/a Level 4/BA Step 1 Effective September 1, 2021 to June 30, 2022  
(15-130-100-101-215-000) (replacement)
19. Ms. Rochelle Gabriel - Purchasing Specialist - Division of Business Services  
Salary \$65,000 p/a + \$2,000 Ed Effective August 11, 2021 to June 30, 2022  
(11-000-251-100-000-000) (Replacement)
20. Mr. Andrew Garda - Teacher of Grade 7 (LAL) - Oliver Academy  
Salary \$57,264 p/a Level 4/BA Step 1 Effective September 1, 2021 to June 30, 2022  
(15-120-100-101-305-000) (new)
21. Ms. Brandy Goodman - Teacher of Elementary - Warwick Institute  
Salary \$57,264 p/a Level 4/BA Step 1 Effective September 1, 2021 to June 30, 2022  
(15-120-100-101-309-000) (leave replacement)
22. Ms. Niamah Graham - Teacher of the Handicapped (AUT) - Warwick Institute  
Salary \$57,264 p/a Level 4/BA Step 1 Effective September 1, 2021 to June 30, 2022  
(11-214-100-101-000-000) (replacement)
23. Mr. Isaiah Harris - Teacher Assistant for Special Education (MCI) - Truth Middle School  
Salary \$28,677 p/a Step 1 Effective September 1, 2021 to June 30, 2022  
(15-201-100-106-216-000) (replacement)
24. Ms. Zaynah Jawwadd - Teacher of Elementary - Langston Hughes School  
Salary \$57,264 p/a Level 4/BA Step 1 Effective September 1, 2021 to June 30, 2022  
(15-120-100-101-306-000) (new)
25. Ms. Gionah Johnson - Teacher Assistant for Kindergarten - Tyson Elementary  
Salary \$28,677 p/a Step 1 Effective September 1, 2021 to June 30, 2022  
(15.190-100-106-312-000) (replacement)
26. Ms. Alicia Knight - Teacher of Kindergarten - Gibson Academy  
Salary \$57,264 p/a Level 4/BA Step 1 Effective September 1, 2021 to June 30, 2022  
(15-110-100-101-337-000) (replacement)
27. Ms. Natalie Kowalski - Teacher of Music (Voc) - Truth Middle School  
Salary \$57,264 p/a Level 4/BA Step 1 Effective September 1, 2021 to June 30, 2022  
(15-130-100-101-101-216-000) (replacement)
28. Ms. Destiny Levy - Teacher Assistant for Pre-Kindergarten - Gibson Academy  
Salary \$28,677 p/a Step 1 Effective September 1, 2021 to June 30, 2022  
(20-218-100-106-026-000) (replacement)
29. Ms. Dejanee Lippman - Teacher of Grade 7 (Math) - Banneker Academy  
Salary \$59,664 p/a Level 4/BA Step 5 Effective September 1, 2021 to June 30, 2022  
(15-120-100-101-000-336-000) (new)
30. Ms. Jiselle Lyttle - Teacher of Kindergarten - Gibson Academy  
Salary \$57,264 p/a Level 4/BA Step 1 Effective September 1, 2021 to June 30, 2022  
(15-110-100-101-337-000) (replacement)



A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESs. Appointments (cont'd)

31. Ms. Petal Mayers – Custodian (day) – Division of Maintenance Services  
Salary \$32,436 p/a Step 1 Effective August 11, 2021 to June 30, 2022  
(11-000-262-100-000-000) (replacement)
32. Mr. Sean McKeon – Teacher of Mathematics – Tyson 6-12  
Salary \$57,264 p/a Level 4/BA Step 1 Effective September 1, 2021 to June 30, 2022  
(15-140-100-101-203-000) (replacement)
33. Ms. Jessica Mocci – Teacher of Kindergarten – Langston Hughes School  
Salary \$57,264 p/a Level 4/BA Step 1 Effective September 1, 2021 to June 30, 2022  
(15-120-100-101-306-000) (replacement)
34. Ms. Jesseca Newman – Teacher of Pre-Kindergarten – Gibson Academy  
Salary \$60,564 p/a Level 4/BA Step 7 Effective September 1, 2021 to June 30, 2022  
(20-218-100-101-026-000) (replacement)
35. Ms. Taneka Nugent – Teacher of Grades 6-8 (LAL) – Truth Middle School  
Salary \$68,464 p/a Level 5/MA Step 9 Effective September 1, 2021 to June 30, 2022  
(15-130-100-101-216-000) (replacement)
36. Ms. Obiageli Obi – Teacher Assistant for Pre-Kindergarten – Tyson Elementary  
Salary \$29,227 p/a Step 3 Effective September 1, 2021 to June 30, 2022  
(20-218-100-106-026-000) (replacement)
37. Mr. Charles Ofoegbu – Teacher of Grade 7 (Science) – Oliver Academy  
Salary \$57,264 p/a Level 4/BA Step 1 Effective September 1, 2021 to June 30, 2022  
(15-120-100-101-305-000) (new)
38. Mr. Christopher Oliver – Data Coach – Tyson 6-12  
Salary \$72,964 p/a Level 5/MA Step 10½ Effective September 1, 2021 to June 30, 2022  
(15-140-100-101-203-000) (replacement)
39. Mr. Johnathan Petiote – Teacher Assistant for Special Education (CSM) – Truth Middle School  
Salary \$28,677 p/a Step 1 Effective September 1, 2021 to June 30, 2022  
(15-213-100-106-216-000) (replacement)
40. Ms. Lyric Pullins – Custodian (day) – Truth Middle School  
Salary \$32,436 p/a Step 1 Effective August 11, 2021 to June 30, 2022  
(11-000-262-100-000-000) (replacement)
41. Mr. Vinicio Quinteros – Teacher of the Handicapped (LD) – Costley Middle School  
Salary \$57,264 p/a Level 4/BA Step 1 Effective September 1, 2021 to June 30, 2022  
(15-204-100-101-215-000) (replacement)
42. Ms. Dominique Rayam – Teacher Assistant for Pre-Kindergarten – Garvin School  
Salary \$28,677 p/a Step 1 Effective September 1, 2021 to June 30, 2022  
(20-218-100-106-026-000) (replacement)
43. Ms. Avian Regan – CTE Teacher (Cosmetology) – East Orange Campus High School  
Salary \$57,264 p/a Level 4/BA Step 1 Effective September 1, 2021 to June 30, 2022  
(15-140-100-101-101-000) (new)

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESs. Appointments (cont'd)

44. Mr. Reddrick Robinson – Food Service Manager – Division of Business Services  
Salary \$95,000 p/a + \$2,000 Ed Effective August 11, 2021 to June 30, 2022  
(60-910-310-100-020-000) (new)
45. Ms. Melissa Rodriguez – Teacher Assistant for Special Education (LD) – Truth Middle School  
Salary \$28,677 p/a Step 1 Effective September 1, 2021 to June 30, 2022  
(15-204-100-106-216-000) (replacement)
46. Mr. Jamarl Roseboro – Custodian (day) – Jackson Academy  
Salary \$32,436 p/a Step 1 Effective August 11, 2021 to June 30, 2022  
(11-000-266-100-000-000) (replacement)
47. Mr. Jeremy Sauber – Teacher of Music (Voc) – East Orange STEM Academy High School  
Salary \$57,264 p/a Level 4/BA Step 1 Effective September 1, 2021 to June 30, 2022  
(15-140-100-101-102-000) (replacement)
48. Mr. Maribah Silver – Teacher Assistant for Special Education (AUT) – Garvin School  
Salary \$28,677 p/a Step 1 Effective September 1, 2021 to June 30, 2022  
(15-214-100-101-308-000) (replacement)
49. Ms. Delana Smith – Head Secretary (10-Mth) – Jackson Academy  
Salary \$36,850 p/a Group 3 Step 7 + \$2,000 Ed + \$250 Diff Effective August 25, 2021 to June 30, 2022  
(15-000-240-105-314-000) (replacement)
50. Ms. Jenipher Soto – Teacher Assistant (ESL) – Truth Middle School  
Salary \$28,677 p/a Step 1 Effective September 1, 2021 to June 30, 2022  
(15-240-100-106-216-000) (replacement)
51. Ms. Nikisha Sutherland – Per Diem Substitute Teacher – Substitute Department  
Salary \$130 p/d Effective September 1, 2021 to June 30, 2022  
(11-120-100-101-000-000) (new)
52. Ms. Imani Swinney – Teacher of Elementary – Langston Hughes School  
Salary \$59,264 p/a Level 4/BA Step 4 Effective September 1, 2021 to June 30, 2022  
(15-120-100-101-336-000) (replacement)
53. Mr. Savon White – Custodian (day) – Parks Academy  
Salary \$32,436 p/a Step 1 Effective August 11, 2021 to June 30, 2022  
(11-000-266-100-000-000) (replacement)
54. Ms. Myia Williams – Teacher Assistant for Special Education (PSD) – Langston Hughes School  
Salary \$28,677 p/a Step 1 Effective September 1, 2021 to June 30, 2022  
(15.216-100-106-306-000) (replacement)
55. Ms. Donjia Wilson – Building Based Substitute Teacher – Warwick Institute  
Salary \$148.78 p/d Effective September 1, 2021 to June 30, 2022  
(11-120-100-101-000-000) (replacement)

**A. SUPERINTENDENT OF SCHOOLS**

**2. LABOR RELATIONS & EMPLOYMENT SERVICES**

t. Staff Appointment Rescission - Federal Grant - Title I-SIA Staffing - 2021-2022 School Year

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, rescinds the following Title I-SIA staff appointment for the 2021-2022 school year."

1. Ms. Darlene Taylor - Literacy Coach - East Orange Campus High School  
Appointment was approved at the June 24, 2021 Board Meeting  
(20-236-200-100-101-000 - 100%)

u. Staff Appointment - Federal Grant - Title I Staffing - 2021-2022 School Year

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following Title I staff appointment for the 2021-2022 school year."

1. Ms. Emily Negron - Data Coach - Patrick F. Healy Middle School  
Salary \$71,964.00 p/a Level 5/MA Step 10 Effective September 1, 2021 to June 30, 2022  
(20-236-200-100-217-000 - 100%)

v. Staff Appointments - Federal Grants - Title II-A Staffing - 2021-2022 School Year

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following Title II staff appointments for the 2021-2022 school year."

1. Mr. Byron Hamby - Teacher Trainer - Division of Curriculum Services  
Salary \$92,281 p/a Level 5/MA Step 14 Effective September 1, 2021 to June 30, 2022  
(11-000-221-104-000-000 - 50%)  
(20-272-200-100-057-000 - 50%)
2. Ms. Jacqueline Nisenson - Teacher Trainer - Division of Curriculum Services  
Salary \$104,043 p/a Level 5/MA Step 16 + \$1,250 Longv Effective September 1, 2021 to June 30, 2022  
(20-272-200-100-057-000 - 100%)
3. Ms. Kori Washington - Teacher Trainer - Division of Curriculum Services  
Salary \$111,888 p/a Level 6/MA+32 Step 16 + \$750 Longv Effective September 1, 2021 to June 30, 2022  
(20-272-200-100-057-000 - 100%)
4. Ms. Tyesha Wolfe - Teacher Trainer - Division of Curriculum Services  
Salary \$73,664 p/a Level 6/MA+32 Step 5 Effective September 1, 2021 to June 30, 2022  
(20-272-200-100-057-000 - 100%)

w. Staff Appointments - Federal Grant - Title IV Staffing - 2021-2022 School Year

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following Title IV staff appointments for the 2021-2022 school year."

1. Ms. Carla Bell-Gayle - School Counselor (College & Career) - Div. of Educational Support Svcs  
Salary \$104,043 p/a Level 6/MA Step 16 Effective September 1, 2021 to June 30, 2022  
(20-282-200-100-046-000 - 50%)  
(11-000-218-104-000-000 - 50%)
2. Ms. April Hendricks - Counselor Trainer (Stdnt Phy & Ment Hth) - Div. of Educational Support Svcs  
Salary \$112,638 p/a Level 6/MA+32 Step 16 Effective September 1, 2021 to June 30, 2022  
(20-282-200-100-046-000 - 50%)  
(11-000-218-104-000-000 - 50%)

**XII. CONSIDERATION OF RESOLUTIONS**

**AUGUST 10, 2021**

**A. SUPERINTENDENT OF SCHOOLS**

**2. LABOR RELATIONS & EMPLOYMENT SERVICES**

x. Professional Conferences

**BE IT RESOLVED:** "That the Board of Education, upon the recommendation of the Superintendent of Schools, approves staff attendance/participation in the following professional conferences, workshops, seminars or trainings with the requirements, that staff turn-key as required by administration those issues addressed at the approved professional development events which have relevance to improving instruction and/or the operation of the school district."

	<b>Name(s)</b>	<b>Destination</b>	<b>Reason</b>	<b>Date(s)</b>	<b>Cost</b>
1.	AbdulSaleem Hasan <i>Superintendent of Schools</i>  Dr. Deborah Harvest <i>Division of Operations and Compliance &amp; Educational Support Services</i>  Anita Champagne <i>Division of Curriculum Services</i>  Principals Assistant Principals Directors Assistant Directors Supervisors Department Heads	TBD	New Jersey Department of Education (NJDOE) Workshops and/or Trainings	TBD	<b>NO COST TO THE DISTRICT</b>
2.	Dr. Renee Baskerville Dr. Harriet Coleman Dr. Faheem Lateef Elisa Castillo Michelle Christophe Claudette Clement Cynthia Copeland Carolyn Emmanuel-Henry Ernestine Johnson LaShawn Johnson Angelique Iriarte Mecca Lewis Carol Reid Shannon Roman Darlene Schultz Nefertiti Scott Hassan Simmons Rosemarie St. Elien Sherri Taylor <i>Early Childhood Department</i>	Virtual and In Person	New Jersey Department of Education (NJDOE) Conferences/ Trainings/Meetings	8/1/2021 - 6/30/2022	<b>NO COST TO THE DISTRICT</b>
3.	Tia Patterson <i>Division of Business Services</i>	Robbinsville, NJ	New Jersey Association of School Business Officials (NJASBO) Residency Program	9/1/2021 - 1/31/2022	\$ 2,000.00 Mentor Fees \$ 980.00 Registration Fees  <b>\$ 2,980.00 Total Cost</b>  11-000-251-580-020-580

**XII. CONSIDERATION OF RESOLUTIONS**

**AUGUST 10, 2021**

**A. SUPERINTENDENT OF SCHOOLS**

**2. LABOR RELATIONS & EMPLOYMENT SERVICES**

x. Professional Conferences

	Name(s)	Destination	Reason	Date(s)	Cost
4.	Dr. Deborah Harvest <i>Division of Operations and Compliance &amp; Educational Support Services</i>	Trenton, NJ	New Jersey Association of School Administrators (NJASA) Executive Meetings / Conferences	9/23/2021, 12/8/2021, 4/7/2022, 6/9/2022	\$ 350.00 Transportation Fees  <b>\$ 350.00 Total Cost</b>  11-000-230-580-023-580
5.	Dr. Deborah Harvest <i>Division of Operations and Compliance &amp; Educational Support Services</i>	Somerset, NJ	2021 American Association of School Administrators (AASA) / New Jersey Association of School Administrators (NJASA) / Federation of Exchange Accommodators (FEA) Women's Leadership Conference	9/30/2021 – 10/1/2021	\$ 389.00 Registration Fees \$ 61.00 Transportation Fees  <b>\$ 450.00 Total Cost</b>  11-000-230-580-023-580
6.	Deliris Lorenzo <i>Division of Labor Relations &amp; Employment Services</i>	San Diego, CA	13 <sup>th</sup> Annual Alio Summit	10/18/2021 – 10/21/2021	\$ 1,549.00 Registration Fees \$ 900.00 Lodging Cost \$ 550.00 Transportation Fees \$ 250.00 Meals & Gratuities  <b>\$ 3,249.00 Total Cost</b> 11-000-230-580-021-580
7.	Dr. Renee Baskerville Dr. Harriet Coleman Claudette Clement Carol Reid <i>Early Childhood Department</i>	Virtual	30 <sup>th</sup> Annual Virtual New Jersey American Academy of Pediatrics (NJAAP) School Health Conference	10/20/2021	\$ 600.00 Registration Fees  <b>\$ 600.00 Total Cost</b>  20-218-200-329-026-228
8.	Christina Hunt <i>Division of Business Services</i>	Virtual	Harvard Business School Online	10/27/2021 – 12/8/2021	\$ 1,225.00 Registration Fees <b>\$ 1,225.00 Total Cost</b> 11-000-251-580-020-580
9.	Chidi Iromuanya David Mwangi Kori Washington <i>Division of Curriculum Services</i>	Princeton, NJ	New Jersey Science Convention 2021	10/19/2021 – 10/20/2021	\$ 1,260.00 Registration Fees \$ 100.00 Meals & Gratuities  <b>\$ 1,360.00 Total Cost</b> 20-218-200-500-026-580
10.	Dr. Deborah Harvest <i>Division of Operations and Compliance &amp; Educational Support Services</i>	Nashville, TN	AASA National Conference on Education – The Personalization of Education	2/15/2022 – 2/19/2022	\$ 1,275.00 Lodging Cost \$ 500.00 Transportation Fee \$ 220.00 Meals and Gratuities \$ 705.00 Registration Fees  <b>\$ 2,700.00 Total Cost</b> 11-000-230-580-023-580

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

a. List of Bills (Ratify)

WHEREAS, N.J.S.A. 18A:19.3 and N.J.S.A. 18A:19-4 authorizes the School Business Administrator/Board Secretary to make payments between board meetings for all claims that have been duly audited; and

WHEREAS, the School Business Administrator/Board Secretary has reviewed the documentation supporting the attached list of bills;

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, ratify the payment of bills on the attached list for \$8,727,741.46. (Attachment 3-a)

b. List of Bills

WHEREAS, N.J.S.A. 18A:19.1 and N.J.S.A. 18:6-31 provides for the Board of Education to authorize the payment of bills; and

WHEREAS, the School Business Administrator/Board Secretary has reviewed the documentation supporting the attached list of bills;

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, authorizes and approves the payment of bills on the attached lists for the Tuesday, August 10, 2021 board meeting in the amount of \$3,397,910.99. (Attachment 3-b)

c. T-1 Request for Taxes from the City of East Orange

WHEREAS, N.J.S.A. Title 40 provides for a board of education in a Type I School District to requisition Tax-Levy monies from the municipality in an amount estimated to represent the balance of its projected cash flow needs; and

WHEREAS, the Secretary of the Board has determined this amount to be \$1,899,263.25 for the month of August 2021;

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, authorize and direct the Board Secretary to execute and serve the T-1 Request for Tax-Levy monies from the City of East Orange. (Attachment 3-c)

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

d. Acceptance of T-2 Debt Service Taxes from the City of East Orange

WHEREAS, N.J.S.A. 54:4-75 and 76 provides for a board of education in a Type I School District to requisition Debt Service monies from the municipality in an amount deducted from the Equalization Aid for the Qualified School Bonds; and

WHEREAS, the Secretary of the Board has determined this amount to be **\$941,832.00** for August 1, 2021.

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, accept the T-2 Debt Service monies from the City of East Orange for \$941,832.00. (Attachment 3-d)

e. A-148 Secretary’s Report

WHEREAS, pursuant to N.J.S.A. 18A-17-9, the Secretary of the Board of Education shall report to the Board at each regular meeting but no more than once each month, the amount of total appropriations and the cash receipts of each account, and the amount for which warrants have been drawn against each account and the amount of orders and contractual obligations incurred and chargeable against each account since the date of the last report; and

WHEREAS, the Commissioner has prescribed that such reporting take place on Form A-148;

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, accept and adopt the A-148 and for it to become part of the official minutes of this meeting: (Attachment 3-e)

<b>Period Ending</b>	<b>Cash Balance</b>
December 31, 2020	\$48,110,162.21

f. A-149 Treasurer’s Report

WHEREAS, pursuant to N.J.S.A. 18-A:17-31 et seq. boards of education are required to have the appointed position of Treasurer of School Monies; and

WHEREAS, the Treasurer shall serve in trust to receive and hold all school monies belonging to the district; and

WHEREAS, the Treasurer shall report to the Board of Education on a monthly basis on the Form A-149, which is prescribed by the Commissioner of Education;

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, for the period ending December 31, 2020 upon the recommendation of the Superintendent of Schools, adopt the A-149 and cause it to become a part of the official minutes of this meeting: (Attachment 3-f)

<b>Period Ending</b>	<b>Cash Balance</b>
December 31, 2020	\$54,400,548.67

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

g. Budgetary Major Account/Fund Status Certificate

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, and pursuant to N.J.A.C. 6A:23-2.12(c)4, certify that, after a review of the Secretary’s Reports, and the A-149 Treasurer’s Reports, and upon consultation with appropriate district officials, to the best of the Board of Education’s knowledge, no major account or fund has been over expended in violation of N.J.A.C.6A:23-2.12(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. (NO ATTACHMENT REQUIRED)

h. 2021 East Orange School District Convocation

BE IT RESOLVED: the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves a “Back to School Convocation” for all District employees at a cost not to exceed \$20,000 for the keynote speaker, transportation, refreshments, awards, and sound system set up. The convocation will be held at Robeson Stadium on Thursday, September 2, 2021, from 8:30 AM-12 noon. Acct: 11-000-230-590-019-231 (Attachment 3-h)

i. Recommendation to Exceed the Awarded Contract Amount for Special Counsel Legal Services

WHEREAS, on May 16, 2020, the Board of Education of the City of East Orange awarded Special Counsel contract to Scarinci & Hollenbeck, LLC for legal services for the 2020-21 fiscal year in an amount not to exceed \$100,000;

WHEREAS, as a result of increased legal services required, the School Business Administrator projects the spending for the balance of the year will be an additional \$7,720; and

WHEREAS, the additional funds will be charged to account# 11-000-230-331-020-551 (*Legal Services*);

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education approves the increase of the contract amount for Scarinci Hollenbeck, LLC by an additional \$7,720 from the amount of \$360,000.00 to a revised amount not to exceed \$367,720.

j. Recommendation for Award Contract to the Essex Regional Educational Services Commission for Transportation Services – School Year 2021-2022

WHEREAS, the Board of Education of the City of East Orange seeks to continue to employ the services of the Transportation Division, Essex Regional Educational Services Commission to transport students to their assigned facilities; and

WHEREAS, the East Orange Board of Education is committed to transport its students by safe and cost efficient method; and

WHEREAS, the Transportation Division of Essex Regional Educational Services Commission lists established routes to schools East Orange students are assigned to; and

WHEREAS, the Transportation Division of the State Department of Education expects school districts to provide safe and economical student transportation services;



A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- j. Recommendation for Award Contract to the Essex Regional Educational Services Commission for Transportation Services – School Year 2021-2022 – Cont’d

WHEREAS, funds will be made available from account number:  
11-000-270-517-023-235;

NOW, THEREFORE, BE IT RESOLVED, that said contract will be contingent upon the Transportation Division of Essex Regional Educational Services Commission to supply transportation to classified, vocational students assigned to out-of-district schools and other educational and non-educational transportation during the 2021-2022 school year.

BE IT FURTHER RESOLVED, that said contract will be contingent upon the Transportation Division of Essex Regional Educational Services Commission complying with the East Orange Board of Education’s requirements regarding minority staffing, contracts, and set aside programs;

BE IT FINALLY RESOLVED, that the Transportation Division of Essex Regional Educational Services Commission shall include a representative of the East Orange Board of Education on its Board of Directors pursuant to the terms and conditions of N.J.S.A. 18A:6-51 et. seq.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. (Attachment 3-j)

- k. Recommendation for Approval of Purchasing Manual for SY 2021-2022 SY

RESOLVED, that the East Orange Board of Education approves the adoption of the 2021-2022 East Orange Board of Education Purchasing Manual. (Attachment 3-k)

- l. Recommendation for Award of Contract, Competitive Contracting RFP CC01-21 – Proprietary Computer Software Business Office (HR, PR, & Accounting) for the East Orange School District 2021-2022 SY

WHEREAS, pursuant to the Public School Contract Law and New Jersey Statutes, Title 18A-18A-4.1, the use of competitive contracting for Proprietary Computer Software for the East Orange School District (CC#01-21) was advertised and posted to our website on June 2, 2021; and

WHEREAS, all proposals received and responses were opened and publicly read aloud by the School Business Administrator on Wednesday, June 23, 2021 at 10:00 a.m.; and

WHEREAS, the Board received responses from the following:

1. Weidenhammer Systems Corp. (Alio) 935 Berkshire Blvd. Wyomissing, PA 19610
2. Focus School Software, LLC 475 Central Ave, Suite 400 St. Petersburg, FL 33701
3. Powerschool Group, LLC. 150 Parkshore Drive Folsom, CA 95630
4. Infolob Solutions, Inc. 1193 W John Carpenter Fwy, Suite 102 Irving, TX 75039

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- l. Recommendation for Award of Contract, Competitive Contracting RFP CC01-21 – Proprietary Computer Software Business Office (HR, PR, & Accounting) for the East Orange School District 2021-2022 SY – Cont’d

WHEREAS, a thorough review by the School Business Administrator resulted in a recommendation to award a contract to Weidenhammer Systems Corp. (Alio), in an amount not to exceed \$181,381 (\$83,265 annual support and subscription; \$98,115 upfront for the initial implementation/start-up costs) to provide services as per the specifications in relation to CC#01-22 for Proprietary Computer Software Business Office for the East Orange School District. The proposal also included a statement of an annual maintenance cost of \$83,265 thereafter, no cost for training for up to 10 participants per class, additional charge of \$75 will be charged for each additional participant per class and;

WHEREAS, funds will be made available from account numbers:  
11-190-100-500-017-225 and 11-000-251-592-020-025, and;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, awards a contract to Weidenhammer Systems Corp., (Alio) in relation to CC#01-21 for Proprietary Computer Software Business Office for the 2021-2022 SY, in accordance with their submitted proposal.

- m. Recommendation for Award of Proposal – RFP #09-22 Title I Services for Non-Public Schools 2021-2022 SY

WHEREAS, pursuant to the Public School Contract Law and New Jersey Statutes, Title 18A-18A-37, the request for proposals for RFP #09-22 for Title 1 Services for Non Public Schools for the 2021-2022 School Year was posted on the East Orange School District’s website and advertised in the Star Ledger on July 16, 2021; and

WHEREAS, all proposals received were opened and publicly read aloud by the Assistant School Business Administrator on July 27, 2021 at 10:00 a.m.; and

WHEREAS, the Board received responses from the following:

- 1) Catapult Learning  
2 Aquarium Drive, Suite 100  
Camden, NJ 08103
- 2) Essex Regional Educational Services Commission  
333 Fairfield Road  
Fairfield, NJ 07004

A committee was formed to evaluate all proposals, as follows:

- 1) Ms. Karen Cavaness, Principal of St. Joseph’s School in East Orange
- 2) Brother Amin Hussain-El, Principal of Madrasatu Alhis-Sunnah School in East Orange
- 3) Ms. Michele Neves, Principal of Immaculate Conception High in Montclair
- 4) Ms. Judy Foley, Principal of Our Lady of Sorrows School in South Orange
- 5) Mr. James Leutz, Supervisor of Accountability and Testing

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- m. Recommendation for Award of Proposal – RFP #09-22 Title I Services for Non-Public Schools 2021-2022 SY Cont’d

WHEREAS, all members agreed upon a recommendation for award of contract to Essex Regional Educational Services for Services to Non-Public Schools for the 2021-2022 SY; and

WHEREAS, funds will be made available from Title I professional services account numbers: 20-232-100-300-034-022 and 20-232-200-300-034-022, once formally approved by the State Department of Education for the 2021-2022SY, with no services or supplies to be ordered until purchase orders are encumbered authorized and released by the School Business Administrator;

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, awards a contract to Essex Regional Educational Services Commission for Services for Non Public Schools during the 2021-2022 school year. (RFP #09-22)

- n. Independent Educational Evaluations: Creative Learning Services

BE IT RESOLVED: “the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with Creative Learning Services (Odalis DeLaTorre, LDT-C) to complete Bilingual (Spanish) and English Educational Evaluations per case basis during the 2021-2022 school year.

RFP #07-22 (English):	\$400 per case
RFP #08-22 (Spanish)	\$425 per case

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. (Acct: IDEA-B, FY 22 Funds, 20-255-200-320-031-225) (Attachment 3-n)

- o. Psychiatric Evaluation Services

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with Dr. Ronald W. Crampton and the East Orange Board of Education to complete Psychiatric Evaluations at a rate of \$430 per case during the 2021-2022 school year. Dr. Crampton responded to RFP #05-22 Psychiatric Evaluation Services.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. (Acct: IDEA-B, FY 22 Funds, 20-255-200-320-031-225) (Attachment 3-o)

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

p. Independent Psychological Evaluations

BE IT RESOLVED: "the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with Ms. Mary Ellen Laughlin to complete Psychological Evaluations at a rate of \$375 per case during the 2021-2022 school year. Ms. Laughlin responded RFQ# 01-22 Psychological Evaluation Services.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. (Attachment 3-p)

q. Physical Therapy Services: Pillar Care Continuum

BE IT RESOLVED: "the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with Pillar Care Continuum for school-based Physical Therapy Direct and Evaluations (initial evaluations and reevaluations) Services. Pillar Care Continuum will provide physical therapy services to students in need during the 2021-2022 school year. Services type and duration will be provided as documented in student Individualized Educational Programs and 504 Accommodation Plans.

Pillar Care Continuum responded to RFP #04-22 Physical Therapy Direct and Evaluation Services.

Evaluation Services: \$375 per case  
Direct Services: \$100 per hour

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of The Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. (Acct: IDEA-B FY, 22 Funds and SPED Department Funds 11-000-216-320-031-226, 20-255-200-320-031-225) (Attachment 3-q)

r. Occupational Therapy Services: Pillar Care Continuum

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with Pillar Care Continuum for the listed Occupational Therapy Services for the 2021-2022 school year. Pillar Care Continuum responded to RFP #03-22.

Initial and Re-evaluation Services (including report)	\$ 375.00
Occupational Therapy Services per hour (including travel)	\$ 100.00
Assistive Technology or Argumentative Communication Evaluation	\$ 800.00
Augmentative & Alternative Communication Training	\$ 200.00
Per hour (minimum of two hours)	

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. (Acct: IDEA-B FY Funds and SPED Department Funds 11-000-216-320-031-226, 20-255-200-320-031-225) (Attachment 3-r)

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

s. Occupational Therapy Services: The Stepping Stone Group, Inc.

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with The Stepping Stone Group, Inc. for direct occupational therapy services during the 2021-2022 school year. Services will be provided on Saturdays at a rate of \$86 per hour.

The Stepping Stone Group, Inc. responded to RFP #03-22 Occupational Therapy Direct and Evaluation Services.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. (Acct: CARES II Funds) (Attachment 3-s)

t. Independent Educational Evaluation Services: Dean CST Consulting

BE IT RESOLVED: "the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with Dean CST Consulting, LLC to complete Educational Evaluations during the 2021-2022 school year. Dean CST Consulting, LLC responded to RFP #07-22 Educational Evaluations Services (Elementary and Secondary).

Initial Evaluation:	\$367 per case
Reevaluation:	\$327 per case
In-Service Training	\$117 per hour

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. (Acct: IDEA-B, FY 22 Funds 20-255-200-320-031-225) (Attachment 3-t)

u. Independent Psychological Evaluations: J&G Consulting

BE IT RESOLVED: "the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with J&G Consulting to complete bilingual (Creole) and English Psychological Evaluations during the 2021-2022 school year.

RFP #01-22 (English):	\$375 per case
RFP #02-22 (Creole):	\$375 per case

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. (Acct: IDEA-B FY, 22 Funds 20-255-200-320-031-225) (Attachment 3-u)

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

v. Neurological Evaluation Services: Neuroscience Associates, MD.

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with Neuroscience Associates, MD. to complete Neurological Evaluations at a rate of \$350 per case during the 2021-2022 school year.

Neuroscience Associates, MD responded to RFP #06-22 Neurological Evaluation Services.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. (Acct: IDEA-B, FY 22 Funds 20-255-200-320-031-225) (Attachment 3-v)

w. IDEA-B Basic and Preschool Combined Application, FY 2022

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools," approve the submission and acceptance of the Individuals with Disabilities Education Act - Part B (IDEA-B) Consolidated Grant for fiscal year 2022 in the amount of \$2,593,076 (Basic: \$2,458,415 - Nonpublic proportion- \$54,672 and Preschool: \$79,989).

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of School, direct administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. (Acct: IDEA-B Funds, FY 2022) (Attachment 3-w)

x. Physical Therapy Services: The Stepping Stone Group, Inc.

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with The Stepping Stone Group, Inc. for direct physical therapy services during the 2021-2022 school year. Services will be provided on Saturdays at a rate of \$88 per hour.

The Stepping Stone Group, Inc. responded to RFP #04-22 Occupational Therapy Direct and Evaluation Services.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. (Acct: CARES II Funds) (Attachment 3-x)

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

y. Independent Psychological Evaluations

BE IT RESOLVED: “the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with Ms. Sanhita Kar to complete Psychological Evaluations at a rate of \$315 per case during the 2021-2022 school year. Ms. Kar responded RFQ# 01-22 Psychological Evaluation Services.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. (Acct: IDEA-B FY, 22 Funds 20-255-200-320-031-225) (Attachment 3-y)

z. Preschool Contracts for the East Orange Early Childhood Collaborative Agencies 2021-2022 School Year

BE IT RESOLVED: “the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves” the Preschool Education Program Budgets and Contracts for the 2021-2022 school year, in an amount not to exceed **\$6,841,549**.

<b>Name of Provider</b>	<b># of Classes</b>	<b># of Students</b>	<b>Total Cost</b>
<b>Community Day Nursery</b>	<b>8</b>	<b>120</b>	<b>\$1,766,467</b>
<b>East Orange YMCA</b>	<b>4</b>	<b>60</b>	<b>903,218</b>
<b>Harambee Family Academy</b>	<b>6</b>	<b>90</b>	<b>1,255,399</b>
<b>Three Stages Learning Center</b>	<b>9</b>	<b>135</b>	<b>1,842,226</b>
<b>Zadie’s of the Oranges</b>	<b>5</b>	<b>75</b>	<b>1,074,239</b>
<b>TOTAL</b>	<b>32</b>	<b>480</b>	<b>\$6,841,549</b>

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. (Attachment 3-z)

aa. Preschool Contracts for the East Orange Early Childhood Collaborative Agency- Head Start 2021-2022 School Year

BE IT RESOLVED: “the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, tentatively approve The Preschool Education Program Budget and Contract between the East Orange Board of Education and East Orange Child Development Corporation-Head Start pending the resolution of teacher evaluations at the Head Start sites for the 2021-2022 school year, in an amount not to exceed **\$1,666,833**.

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- aa. Preschool Contracts for the East Orange Early Childhood Collaborative Agency- Head Start 2021-2022 School Year Cont'd

<b>Name of Provider</b>	<b># Of Classes</b>	<b># Of Students</b>	<b>Total Cost</b>
<b>East Orange Child Development Corporation</b>	<b>9</b>	<b>135</b>	<b>\$1,666,833</b>
<b>Corrina Kay</b>	<b>3</b>	<b>45</b>	
<b>Aprea</b>	<b>1</b>	<b>15</b>	
<b>Pearly Hayes</b>			
<b>TOTAL</b>	<b>13</b>	<b>195</b>	<b>\$1,666,833</b>

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. (Attachment 3-aa)

- bb. Mural Development at Garvin

BE IT RESOLVED: the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Artist Hans Lundy working at Garvin School, Fresh Start Academy and Wahlstrom School to create murals with the students for the schools. Cost to the District \$3000 including supplies.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. (Attachment 3-bb)

- cc. Cooperative Purchasing Services Agreement – Essex Regional Education Services Commission

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the participation of the East Orange Board of Education in Cooperative Purchasing Services for Bids conducted during the 2021-2022 school year provided by the Essex Regional Education Services Commission at a fee of \$39,900. (Acct Code: 11-000-251-330-020-555)



**XII. CONSIDERATION OF RESOLUTIONS**

**AUGUST 10, 2021**

**A. SUPERINTENDENT OF SCHOOLS**

**4. MAINTENANCE**

a. Recommendation for the Use of Facility

WHEREAS, N.J.S.A. 18A:20-20; 34 permits the use of school property for various purposes; and

WHEREAS, District Policy/Regulation #7510 states that all requests for the Use of Facility need board approval; and

WHEREAS, the following organizations have submitted their requests and have been supported by administration and the maintenance committee

No.	Organization	Schedule Title	School/Location	Event Date
1	SEASONS OF LEARNING	AFTERSCHOOL PROGRAM	1. JACKSON(CAFÉ,CLSRM,PARKING LOT) 2. COCHRAN(CAFÉ,GYM, PARKING LOT) 3. TYSON ELEM(GYM,MULT-PURPOSE RM, OUTDOORS) 4. WARWICK(GYM, CLSRM, PAKING LOT)	SEPTEMBER 7, 2021- JUNE 24, 2022 (M-F)
2	YMCA	AFTERSCHOOL PROGRAM	1. BANNEKER (GYM) 2. GIBSON (CAFÉ) 3. PARKS (CAFÉ, CLSRM) 4. STEM (CLSRM) 5. TRUTH (CLSRM) 6. WAHLSTROM (CAFÉ, CLSRM, GYM) 7. BOWSER (CAFÉ)	SEPTEMBER 7, 2021- JUNE 24, 2022 (M-F)

NOW THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, grant permission for the Use of Facilities to the organizations listed above as long as each organization submit all documents required in accordance to the District’s Policy and Regulation#7510.

**XIII. ADJOURNMENT**

# **POLICY COVER PAGE**

POLICY

1<sup>st</sup> Reading



## 0131 BYLAWS AND POLICIES

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

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

### **Adoption, Amendment, and Abolishment**

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

**Bylaws, policies, or regulations may be abolished at any meeting of the Board without the proposed abolishing of the proposed bylaw, policy, or regulation being approved by the Board at a previous meeting of the Board.**

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

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

The adoption, **revision, abolishment or suspension** of a bylaw, policy **or regulation** shall be recorded in the minutes of the Board. Any **bylaw, policy or regulation** or part of a **bylaw, policy, or regulation** that is superseded by a term in a negotiated agreement or by a subsequently adopted **bylaw, policy or regulation and shall be abolished by the Board in accordance with this Bylaw.**

### **Promulgation and Distribution**

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



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

The manual of bylaw, policy **or regulations** shall be considered a public record open to inspection in the office of the Division of Business Services. The manual retained by the Division of Business Services shall be considered the master copy of the manual.

### **Consideration of Bylaws, Policies and Regulations**

Bylaw, policy **or regulations** will be considered by the Board **for adoption** in accordance with the following procedure:

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



# Policy/Regulations

East Orange Board of Education

BYLAWS  
0131/page 3 of 3  
Bylaws and Policies

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

Adopted: 9 March 2010

Adopted: 28 June 2018

**Adopted:**

DRAFT



## 2421 CAREER AND TECHNICAL EDUCATION

The Board of Education **believes** a program(s) of career and technical education **is important to the educational development of its students. The New Jersey system of career and technical education has its purpose to:**

- 1. Support developmental career education designed to provide students opportunities to enhance career awareness, exploration, preparation, and decision-making skills necessary for success in the workplace;**
- 2. Provide secondary and postsecondary students with career and technical education programs and programs of study in Department-recognized Career Clusters in accordance with N.J.A.C. 6A:19-1.1(a)2;**
- 3. Support a comprehensive K-12 career education and counseling system; and**
- 4. Support the workforce development system by helping to ensure quality postsecondary educational opportunities for adult students.**

The purpose of the career and technical education program is to develop the academic, vocational, and technical skills of students who elect to enroll in career and technical education programs preparing the students for career preparation, gainful employment, lifelong learning, training supplemental to daily employment, and productive citizenship.

The Board provides a program of career-technical education with students guaranteed the right to apply and, if accepted, to attend a county vocational school. The district will provide county vocational school representatives a reasonable opportunity, during school hours, to present information about the county vocational school program to students in grades six through twelve.

In addition, the district has established local career and technical **programs of study approved pursuant to N.J.A.C. 6A:19-3.1 as part of a separate career and technical high school or as part of a comprehensive high school curriculum** in accordance with **the provisions of N.J.A.C. 6A:19-2.1(e)**. These programs **shall be** approved by the Commissioner of Education.

Admission to the district's career and technical education programs will be open to regularly enrolled students in grades nine through twelve on the basis of their potential for achieving the occupational or other objective of such instruction.



# Policy/Regulations

East Orange Board of Education

PROGRAM - POLICY  
2421/page 2 of 2  
Career and Technical Education

All students participating in career and technical education programs within this district or in shared-time career and technical programs are considered to be regularly enrolled in the schools of this district and are subject to the policies and rules of this Board. **The district shall establish admission requirements that include equity and access for all populations, including special populations and special education students.** No student shall be denied admission or participation in any career and technical education programs due to race, color, creed, religion, national origin, ancestry, age, marital status, **affectional or** sexual orientation, gender, **socioeconomic** status, or disability.

**Students may be permitted to enroll in programs of vocational instruction offered by a county vocational school district outside the county only as required in the provisions of N.J.A.C. 6A:19-2.3(a)2.**

**The district will comply with the general program requirements for career and technical education as defined in N.J.A.C. 6A:19-3.1 et seq. Students participating in part-time school and part-time employment career and technical programs will not be exploited, illegally employed, or employed under conditions that fail to safeguard the student's health and interest. These students shall receive wages commensurate with wages paid to other employees for similar work and shall be protected by provisions of the Worker's Compensation Act and any other acts of the State pertaining to such training and employment. The school district will comply with all safety and health standards contained in N.J.A.C. 6A:19-6.1 for career and technical education programs, programs of study, and structured learning experiences.**

**Career and technical education programs offered by the school district shall comply with the provisions of N.J.S.A. 18A:54 and N.J.A.C. 6A:19.**

**The Superintendent shall seek and utilize all available Federal, State, and private sources of revenue for the financial support of career and technical education programs in the district.**

N.J.S.A. 18A:35-4.2; 18A:38-15; 18A:54  
N.J.A.C. 6A:19

Adopted: 3 June 2009  
Adopted: 10 October 2017  
**Adopted:**





## 3134 ASSIGNMENT OF **EXTRA** ADDITIONAL DUTIES

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

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

Performance in **any** extra **duties may** be considered in a teaching staff member's evaluation.

N.J.S.A. 18A:27-4

Adopted: 3 December 2008

Adopted: 17 January 2017

**Adopted:**



### 3142 NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

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

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

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

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



# Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

3142/page 2 of 2

Nonrenewal of Nontenured Teaching Staff Member

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

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

Adopted: 3 December 2008

Adopted: 28 January 2014

**Adopted:**



# Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3142/page 1 of 4

Nonrenewal of Nontenured Teaching Staff Member

## R 3142 NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

### A. Evaluations

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

### B. Nonrenewal Recommendation

1. When a nontenured teaching staff member's performance does not meet the standards of the **school** district, **employment will not be offered to the nontenured teaching staff member for the succeeding school year.**
2. **On or before May 15 of each year, each nontenured teaching staff member continuously employed by a Board of Education since the preceding September 30 shall receive a written notice from the Superintendent that such employment will not be offered if the Superintendent recommends the nontenured teaching staff member not be renewed.**
3. A recommendation by the Superintendent **to not renew a nontenured teaching staff member's contract for the succeeding school year** may be based upon the nontenured teaching staff member's **observations**, evaluations, job performance, or any factor affecting his/her employment in **the school** district.
4. **A nontenured teaching staff member employment** contract can be renewed **only** upon the Superintendent's recommendation and a **recorded roll call** majority vote of the full **membership of the** Board. The Board **shall** not withhold its approval for arbitrary and capricious reasons.

### C. Nonrenewal Action

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



# Policy/Regulations

East Orange Board of Education

## TEACHING STAFF MEMBERS - REGULATION

R 3142/page 2 of 4

### Nonrenewal of Nontenured Teaching Staff Member

- a. Notice of the executive session shall be given in accordance with N.J.S.A. 10:4-13 and individual notice shall be given, not less than forty-eight hours in advance of the meeting, to those nontenured teaching staff members whose possible nonrenewal will be discussed at the meeting. If any such **nontenured teaching staff member** requests the discussion take place in public, the recommendation for his/her nonrenewal will be severed from any other nonrenewal recommendation(s) and will be scheduled for discussion at a public meeting prior to May 15.
  2. A nontenured teaching staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board **of Education** vote is not required on the Superintendent's **recommendation(s)** to not renew a nontenured teaching staff member's contract.
- D. Notice of Nonrenewal
1. The nonrenewal notice shall be provided to the nontenured teaching staff member not recommended for renewal **by the Superintendent** on or before May 15. If hand delivered, a record shall be made of the date on which delivery was made. If sent by mail, the notice shall be sent registered mail, return receipt requested, to the nontenured teaching staff member's address of record.
- E. Request for Statement of Reasons
1. **Any nontenured teaching staff member receiving notice that a teaching contract for the succeeding school year will not be offered may, within fifteen calendar days thereafter, request in writing, a statement of the reasons for such non-employment which shall be given to the nontenured teaching staff member in writing within thirty calendar days after the receipt of such request.**
  2. The statement of reasons for a nonrenewal will set forth, with as much particularity as possible, the precise reasons for the nonrenewal. Where the nonrenewal is based on performance deficiencies recorded in the **nontenured teaching staff member's observations and** evaluations and the **nontenured teaching staff member** employee has been given a copy of those **observations and** evaluations, the statement of reasons may incorporate the **observations and** evaluations by reference.
  3. The **written** statement of reasons will be prepared by the Superintendent.



# Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3142/page 3 of 4

Nonrenewal of Nontenured Teaching Staff Member

## F. Nonrenewal Appearance

1. **Whenever the nontenured teaching staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured teaching staff member may request in writing an informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured teaching staff member's receipt of the Board's statement of reasons.**
2. **The** informal appearance shall be scheduled within thirty calendar days from the **nontenured** teaching staff member's receipt of the Board's statement of reasons.
3. The Board will **exercise discretion in determining** a reasonable length of time **for the proceeding**, depending upon each instance's specific circumstances.
4. The proceeding of an informal appearance before the Board may be conducted **in executive session** pursuant to N.J.S.A. 10:4-12(b)(8). **If conducted in executive session, notice must be given in accordance with N.J.S.A. 10:4-13.**
5. **The Board shall provide the nontenured teaching staff member adequate written notice regarding the date and time of the informal appearance.**
6. **The nontenured teaching staff member's appearance before the Board shall not be an adversary proceeding. The purpose of the appearance shall be to provide the nontenured teaching staff member the opportunity to convince Board of Education members to offer reemployment.**
7. The proceeding of an informal appearance before the Board shall be conducted with the President of the Board presiding.
3. The **nontenured** teaching staff member may be represented by an attorney or by one individual of his/her choosing. **The nontenured teaching staff member** may present, **on his or her behalf**, witnesses **who** do not need to present testimony under oath and **shall not be cross-examined by the** Board. Witnesses **shall** will be called **one at a time** into the meeting to address the Board one at a time and shall be excused from the meeting after making their statements.



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Nonrenewal of Nontenured Teaching Staff Member

G. Final Determination

1. A Board vote is not required on the Superintendent's recommendation(s) to not renew a nontenured teaching staff member. However, after an informal appearance before the Board, the Superintendent may make a recommendation for reemployment **of the nontenured teaching staff member** to the voting members of the Board. **If the Superintendent recommends the nontenured teaching staff member for reemployment, the voting members of the Board must, by a majority vote of the full Board at a public session, approve or not approve the Superintendent's recommendation for reemployment.**
2. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the **nontenured** teaching staff member reemployment after the informal appearance before the Board.
3. **Within three working days following the informal appearance, the Board shall notify the affected nontenured teaching staff member, in writing, of its final determination. The Board may delegate notification of its final determination to the Superintendent or Board Secretary.**

Issued: 3 December 2008

Issued: 28 January 2014

**Issued:**



### 3221 EVALUATION OF TEACHERS

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

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

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

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

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





# Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

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Evaluation of Teachers

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

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

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

N.J.S.A. 18A:6-117 et seq.; **N.J.S.A. 18A:27-3.1**

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

N.J.A.C. 6A:10-3.1 and 3.2; N.J.A.C. 6A: 10-4.1 through 4.4

N.J.A.C. 6A:10-7.1 and 7.2

Adopted: 3 December 2008

Adopted: 28 January 2014

Adopted: 12 January 2016

Adopted: 29 June 2017

**Adopted:**



# Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

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Evaluation of Teachers

## R 3221 EVALUATION OF TEACHERS

### A. Definition – N.J.A.C. 6A:10-1.2

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

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

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

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

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

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

“Commissioner” means Commissioner of the New Jersey Department of Education.

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

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

“Department” means the New Jersey Department of Education.



### TEACHING STAFF MEMBERS - REGULATION

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Evaluation of Teachers

“Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the teacher’s supervisor.

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

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

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

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

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

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

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

“Observation” means a method of collecting data on the performance of a teacher’s assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by an individual employed in the school district in a supervisory role and capacity and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9-1.1.



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## East Orange Board of Education

### TEACHING STAFF MEMBERS - REGULATION

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Evaluation of Teachers

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

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

“Semester” means half of the school year.

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

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

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

“Superintendent” means Superintendent of Schools or Chief School Administrator.

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

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

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

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

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



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TEACHING STAFF MEMBERS - REGULATION

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Evaluation of Teachers

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

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

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

1. The Board of Education **shall** annually adopt evaluation rubrics for teachers. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective and highly effective.
2. The evaluation rubrics for teachers shall include all other relevant minimum standards set forth in N.J.S.A. 18A:6-123. (P.L. 2012, c. 26, §17c).
3. Evaluation rubrics shall be submitted to the Commissioner by **August** 1 for approval by August **15** of each year.

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

1. The Board of Education shall meet the following requirements for the annual evaluation of teachers, unless otherwise specified:
  - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.
  - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c);
    - (1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to **teachers** who were primarily



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### TEACHING STAFF MEMBERS - REGULATION

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responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to teachers who are or will be primarily responsible for instructing the applicable students in the subsequent school year.

- c. Ensure the Superintendent annually notifies all teachers of the adopted evaluation policies and procedures no later than October 1. If a teacher is hired after October 1, the Board/Superintendent shall notify the teacher of the policies and procedures at the beginning of his or her employment. All teachers shall be notified of amendments to the policy and procedures within ten **teacher** working days of adoption.
  - d. Annually adopt by June 1, any Commissioner-approved **educator** practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics.
  - e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2.
  - f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and
  - g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of a teacher for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; and N.J.A.C. 6A:10-5.4, and N.J.A.C. 6A:10-6.2, shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.
2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all teacher and, when applicable, applying the Commissioner-approved educator practice instruments;
    - a. Annually provide training on and descriptions of each component of the evaluation rubric for all teachers who are being evaluated in the school district and provide more thorough training for all teachers who are being evaluated for the first time. Training shall include detailed



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descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;

- b. Annually provide updates and refresher training for supervisors who are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate teachers for the first time. Training shall be provided on each component of the evaluated teacher's evaluation rubric before the evaluation of a teacher;
- c. Annually require each supervisor who will conduct observations for the purpose of evaluation of a teacher to complete at least two co-observation during the school year.
  - (1) Co-observers shall use the co-observation to calibrate teacher to promote accuracy and consistency in scoring; and
  - (2) A co-observation may count as one required observation for the purpose of evaluation pursuant to N.J.A.C. 6A:10-4.4, as long as the observer meets the requirements set forth in N.J.A.C. 6A:10-4.3 and 4.4, but the co-observation shall not count as two or more required observations. If a co-observation counts as one required observation, the score shall be determined by the teacher's designated supervisor.
- d. The Superintendent shall annually certify to the Department that all supervisors of teachers in the school district who are utilizing evaluation rubrics have completed training on have demonstrated competency in applying evaluation rubrics.

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

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



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2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
  3. **A** District Evaluation Advisory Committee **is not** required and the Board of Education shall have the discretion to **establish a** District Evaluation Advisory Committee.
- G. Evaluation Procedures for Teachers – N.J.A.C. 6A:10-2.4
1. The provisions outlined in Policy and Regulation 3221 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of teachers.
  2. Evaluation policies and procedures requiring the annual evaluation of all teachers shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
    - a. Roles and responsibilities for implementation of evaluation policies and procedures;
    - b. Job descriptions, evaluation rubrics for teachers, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in this N.J.A.C. 6A:10 et seq.;
    - c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attrition to teachers, Principals, Assistant Principals for calculating the median and school-wide student growth percentile;
    - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
    - e. Process for developing and scoring student growth objectives;
    - f. The process for preparation of individual professional development plans; and
    - g. The process for preparation of an annual performance report by the teacher's designated supervisor, and an annual summary conference between the teacher and his or her designated supervisor.





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## East Orange Board of Education

### TEACHING STAFF MEMBERS - REGULATION

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Evaluation of Teachers

3. The annual summary conference between designated supervisors and teachers shall be held before the annual performance report is filed. The conference shall occur before June 30 of each school year and shall include, but not be limited to, a review of the following:
  - a. The performance of the teacher based upon the job description and the scores or evidence compiled using the teacher's evaluation rubric, including, when applicable:
    - (1) The **educator's** practice instrument; and
    - (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
  - b. The progress of the teacher toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
  - c. The preliminary annual performance report.
4. If any scores for the teacher's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
5. The annual performance report shall be prepared by the teacher's designated supervisor and shall include, but not be limited to:
  - a. A summative rating based on the evaluation rubric, including, when applicable, a total score for each component as described in N.J.A.C. 6A:10-4;
  - b. Performance area(s) of strength and area(s) needing improvement based upon the job description, and components of the teacher's evaluation rubric; and
  - c. The teacher's professional development plan corrective action plan from the evaluation year being reviewed in the report.
6. The teacher and the designated supervisor shall sign the report within five **teacher** working days of the review.



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## East Orange Board of Education

### TEACHING STAFF MEMBERS - REGULATION

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Evaluation of Teachers

7. The Board of Education shall include all written performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the teacher's file, or in an alternative, confidential location. If reports and data are stored in an alternative location, the personnel file shall clearly indicate the report's location and how it can be easily assessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1 A-1 et seq.
- H. Corrective Action Plans for Teachers - N.J.A.C. 6A:10-2.5
1. For each teacher rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed by the teacher and the teacher's designated supervisor. If the teacher does not agree with the corrective action plan's content, the designated supervisor shall make a final determination.
  2. The corrective action plan shall be developed and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except:
    - a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five teacher working days following the school district's receipt of the teacher's summative rating.
  3. The content of the corrective action plan shall replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:
    - a. Address areas in need of improvement identified in the teacher evaluation rubric;
    - b. Include specific, demonstrable goals for improvement;
    - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
    - d. Include timelines for meeting the goal(s).



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### TEACHING STAFF MEMBERS - REGULATION

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Evaluation of Teachers

4. The teacher's designated supervisor, and the teacher on a corrective action plan shall discuss the teacher's progress toward the goals outlined in the corrective action plan during each required post observation conference, pursuant to N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10-4.4. The teacher and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the teacher's progress, position, or role.
5. Progress toward the teacher's goals outlined in the corrective action plan:
  - a. Shall be documented in the teacher's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the teacher on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the teacher's progress toward his or her corrective action plan goals; and
  - b. May be used as evidence in the teacher's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.
6. Responsibilities of the evaluated teacher on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teacher's designated supervisor.
7. The School Improvement Panel shall ensure teachers with a corrective action plan receive a mid-year evaluation as required by N.J.S.A. 18A:6-120.c. The mid-year evaluation shall occur approximately midway between the development of the corrective action plan and the expected receipt of the next annual summative rating. The mid-year evaluation shall include, at a minimum, a conference to discuss progress toward the teacher's goal outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.
8. The School Improvement Panel shall ensure teachers with a corrective action plan receive one observation, including a post-observation conference, in addition to the observations required in N.J.A.C. 6A:10-4.4 for the purpose of evaluation as described in N.J.A.C. 6A:10-1.2 and 4.4(a).
9. Except where a school district employs only one administrator whose position requires a supervisor, principal, or school administrator endorsement, tenured teachers with a corrective action plan shall be observed by multiple observers for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4(c)4.



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10. The corrective action plan shall remain in effect until the teacher receives his or her next summative evaluation rating.
  11. There shall be no minimum number of teacher working days a teacher's corrective action plan can be in place.
- I. School Improvement Panel- N.J.A.C. 6A:10-3 et seq.
- I. School Improvement Panel Membership - N.J.A.C. 6A:10-3.1
    - a. The School Improvement Panel shall include the Principal, a Vice Principal, and a teacher who is chosen in accordance with b. below by the Principal in consultation with the majority representative. If an Assistant Principal or Vice Principal is not available to serve on the panel, the Principal shall appoint an additional member who is employed in the district in a supervisory role and capacity, in accordance with N.J.S.A. 18A: 6-120.a. The Principal may appoint additional members to the School Improvement Panel as long as all members meet the criteria outlined in this section and N.J.S.A. 18A:6-120.a and the teacher(s) on the panel represents at least one-third of its total membership.
    - b. The Principal annually shall choose the teacher(s) on the School Improvement Panel through the following process:
      - (1) The teacher member shall be a person with a demonstrated record of success in the classroom. A demonstrated record of success in the classroom means the teacher member shall have been rated effective or highly effective in the most recent available annual summative rating.
      - (2) The majority representative, in accordance with a. above, may submit to the principal, teacher member nominees for consideration.
      - (3) The Principal shall have final decision making authority and is not bound by the majority representative's list of nominees.
    - c. The teacher member shall serve a full school year, except in case of illness or authorized leave, but may not be appointed more than three consecutive school years.



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- d. All members of the School Improvement Panel shall be chosen by August 31 of each year.
2. School Improvement Panel Responsibilities - N.J.A.C. 6A:10-3.2
  - a. The School Improvement Panel shall:
    - (1) Oversee the mentoring of teachers according to N.J.A.C. 6A:9C-5.3(a) 2 and support the implementation of the school district mentoring plan;
    - (2) Conduct evaluations of teachers pursuant to N.J.A.C. 6A:10-2.4 and 4.4;
    - (3) Ensure corrective action plans for teachers are created in accordance to N.J.A.C. 6A:10-2.5; and ensure mid-year evaluations are conducted for teachers who are on a corrective action plan; and
    - (4) Identify professional development opportunities for all teachers based on the review of aggregate school-level data, including, but not limited to, teacher evaluation and student performance data to support school-level professional development plans described in N.J.A.C. 6A:9C-4.2.
  - b. To conduct observations for the purpose of evaluation, the teacher member shall have:
    - (1) Agreement of the majority representative;
    - (2) An appropriate supervisory certificate; and
    - (3) Approval of the Principal who supervises the teacher being observed.
  - c. The teacher member who participates in the evaluation process shall not serve concurrently as a mentor under N.J.A.C. 6A:9C-5.2(a) 3.
- J. Components of Teacher Evaluation Rubric- N.J.A.C. 6A:10-4.1
  1. The components of the teacher evaluation rubric described in N.J.A.C. 6A:10-4.1 et seq. shall apply to teachers holding the position of teacher and holding a valid and effective standard, provisional, or emergency instructional certificate.



# Policy/Regulations

## East Orange Board of Education

### TEACHING STAFF MEMBERS - REGULATION

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Evaluation of Teachers

2. Evaluation rubrics for all teachers shall include the requirements described in N.J.S.A. 18A:6-123, including, but not limited to:
    - a. Measures of student achievement pursuant to N.J.A.C. 6A: 10-4.2; and
    - b. Measures of teacher practice pursuant to N.J.A.C. 6A:10-4.3 and 4.4.
  3. To earn a summative rating, a teacher shall have a student achievement score, including median student growth percentile and/or student growth objectives(s) scores, and a teacher practice score pursuant to N.J.A.C. 6A:10-4.4.
  4. Each score shall be converted to a percentage weight so all components make up 100 percent of the evaluation rubric. By August 31 prior to the school year in which the evaluation rubric applies, the Department shall provide on its website the required percentage weight of each component and the required summative rating scale. All components shall be worth the following percentage weights or fall within the following ranges:
    - a. If, according to N.J.A.C. 6A:10-4.2(b), a teacher receives a median student growth percentile, the student achievement component shall be at least forty percent and no more than thirty percent of a teacher's evaluation rubric rating as determined by the Department.
    - b. If, according to N.J.A.C. 6A:10-4.2(b), a teacher does not receive a median student growth percentile, the student achievement component shall be at least fifteen percent and no more than fifty percent of a teacher's evaluation rubric rating as determined by the Department.
    - c. Measures of teacher practice described in N.J.A.C.6A:10-4.3 and 4.4 shall be at least fifty percent and no more than eighty-five percent of a teacher's evaluation rubric rating as determined by the Department.
  5. Standardized tests, used as a measure of student progress, shall not be the predominant factor in determining a teacher's annual summative rating.
- K. Student Achievement Components -N.J.A.C. 6A:10-4.2
1. Measures of student achievement shall be used to determine impact on student learning. The student achievement measures shall include the following components:



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### TEACHING STAFF MEMBERS - REGULATION

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Evaluation of Teachers

- a. If the teacher meets the requirements of 2. below, the median student growth percentile of all students assigned to a teacher, which shall be calculated as set forth in 4. below; and
  - b. Student growth objective(s), which shall be specific and measurable, based on available student learning data, aligned to the New Jersey Student Learning Standards (NJSLS), and based on growth and/or achievement.
    - (1) For teachers who teach subjects or grades not covered by the NJSLS, student growth objective(s) shall align to standards adopted or endorsed, as applicable, by the State Board.
2. The median student growth percentile shall be included the annual summative rating of a teacher who:
- a. Teaches at least one course or group within a course that falls within a standardized-tested grade or subject. The Department shall maintain on its website a course listing of all standardized-tested grades and subjects for which student growth percentile can be calculated pursuant to 4. below;
  - b. Teaches the course or group within the course for at least sixty percent of the time from the beginning of the course to the day of the standardized assessment; and
  - c. Has at least twenty individual student growth percentile scores attributed to his or her name during the school year of the evaluation. If a teacher does not have at least twenty individual student growth percentile scores in a given school year, the student growth percentile scores attributed to a teacher during the two school years prior to the evaluation year may be used in addition to the student growth percentile scores attributed to the teacher during the school year of the evaluation. Only student growth percentile scores from school year 2013-2014 or any school year after shall be used to determine median student growth percentiles.
3. The Department shall periodically collect data for all teachers that include, but are not limited to, student achievement and teacher practice scores.
4. The Department shall calculate the median student growth percentile for teachers using students assigned to the teacher by the school district. For teachers who have a student growth percentile score:



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## East Orange Board of Education

### TEACHING STAFF MEMBERS - REGULATION

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Evaluation of Teachers

- a. The Board of Education shall submit to the Department final ratings for all components, other than the student growth percentile, for the annual summative rating; and
  - b. The Department then shall report to the employing district Board of Education the annual summative rating, including the median student growth percentile for each teacher who receives a median student growth percentile.
5. Student growth objectives for teachers shall be developed and measured according to the following procedures:
- a. The Superintendent shall determine the number of required student growth objectives for teachers, including teachers with a student growth percentile. A teacher with a student growth percentile shall have at least one and not more than four student growth objectives. A teacher without a student growth percentile shall have at least two and a maximum of four student growth objectives. By August 31, prior to the school year the evaluation rubric applies, the Department shall provide on its website the minimum and maximum number of required student growth objectives within this range.
  - b. A teacher with a student growth percentile shall not use the standardized assessment used in determining the student growth percentile to measure progress toward a student growth objective.
  - c. Each teacher shall develop, in consultation with his or her supervisor or a Principal's designee, each student growth objective. If the teacher does not agree with the student growth objectives, the Principal shall make the final determination.
  - d. Student growth objectives and the criteria for assessing teacher performance based on the objectives shall be determined, recorded, and retained by the teacher and his or her supervisor by October 31 of each school year, or within twenty-five **teacher** working days of the teacher's start date if the teacher begins work after October 1.
  - e. Adjustments to student growth objectives may be made by the teacher in consultation with his or her supervisor only when approved by the Superintendent or designee. Adjustments shall be recorded in the teacher's personnel file on or before February 15.





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TEACHING STAFF MEMBERS - REGULATION

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Evaluation of Teachers

- (1) If the Student Growth Objective (SGO) covers only the second semester of the school year, or if the teacher begins work after October 1, adjustments shall be recorded before the mid-point of the second semester.
- f. The teacher's designated supervisor shall approve each teacher's student growth objective score. The teacher's student growth objective score, if available, shall be discussed at the teacher's annual summary conference and recorded in the teacher's personnel file.
- L. Teacher Practice Components - N.J.A.C. 6A:10-4.3
  1. The teacher practice component rating shall be based on the measurement of the teacher's performance according to the school district's Commissioner-approved teacher practice instrument. Observations pursuant to N.J.A.C. 6A:10-4.4 shall be used as one form of evidence for the measurement.
- M. Teacher Observations – N.J.A.C. 6A:10-4.4
  1. For the purpose of teacher evaluation, observers shall conduct the observations pursuant to N.J.S.A. 18A:6-123.b (8) and N.J.A.C. 6A:10-2.5 and 3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).
  2. Observation conferences shall include the following procedures:
    - a. A supervisor who is present at the observation shall conduct a post-observation conference with the teacher being observed. A post-observation conference shall occur no more than fifteen teacher working days following each observation.
    - b. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the teacher practice instrument and the teacher's individual professional development plan, collecting additional information needed for the evaluation of the teacher, and offering areas to improve effectiveness. Within a school year, the post observation conference shall be held prior to the occurrence of further observations or the purpose of evaluation.
    - c. If agreed to by the teacher, one required post-observation conference and any pre-**observation** conference(s) for observations of tenured teachers who are not on a corrective action plan may be conducted **by** written communication, including electronic.



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### TEACHING STAFF MEMBERS - REGULATION

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Evaluation of Teachers

- d. One post-observation conference may be combined with a teacher's annual summary conference, as long as it occurs within the required fifteen teacher working days following the observation for the purpose of the evaluation.
  - e. A pre-**observation** conference, when required, shall occur at least one but not more than seven teacher working days prior to the observation.
3. Each teacher shall be observed as described in N.J.A.C. 6A:10-4.4. For all teachers, at least one of the required observations shall be announced and preceded by a pre-**observation** conference, and at least one of the required observations shall be unannounced. The Superintendent shall decide whether additional required observations are announced or unannounced, if applicable. The following additional requirements shall apply:
- a. Each observation required for the purpose of evaluation shall be conducted for at least twenty minutes.
  - b. Nontenured teachers be observed at least three times each school year, but not less than once each semester. The observations shall be conducted in accordance with the timeframe set forth in N.J.S.A. 18A:27-3.1.
    - (1) Except where a school district employs only one administrator whose position requires a supervisor, principal, or school administrator endorsement, nontenured teachers shall be observed during the course of the year by more than one appropriately certified supervisor.
  - c. Tenured teachers shall be observed at least two times during each school year. Observations for all tenured teachers shall occur prior to the annual summary conference, which shall occur prior to the end of the academic school year.
    - (1) If a tenured teacher was rated highly effective on his or her most recent summative evaluation and if both the teacher and the teacher's designated supervisor agree to use this option, one of the two required observations may be an observation of a Commissioner-approved activity other than a classroom lesson. The Department of Education shall post annually to its website a list of Commissioner-approved activities that may be observed in accordance with N.J.A.C. 6A:10-4.4.



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## TEACHING STAFF MEMBERS - REGULATION

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Evaluation of Teachers

- d. Teachers on a corrective action plan shall receive, in accordance with N.J.A.C. 6A:10-2.5(h), one additional observation, including a post-observation conference.
  - e. Upon receiving a final summative evaluation that necessitates a corrective action plan, in accordance with N.J.A.C. 6A:10-2.5(a), any remaining required observation(s) shall not be conducted until the corrective action plan has been finalized.
  - f. A written or electronic observation report shall be signed by the supervisor who conducted the observation and post observation and the teacher who was observed.
  - g. The teacher shall submit his or her written objection(s) of the evaluation within ten teacher working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.
4. To earn a teacher practice score, a nontenured teacher shall receive at least three observations.
- a. If a nontenured teacher is present for less than forty percent of the total student school days in a school year, he or she shall receive at least two observations to earn a teacher practice score.
- N. Teacher Practice Instrument - N.J.A.C. 6A:10-6.2
1. The teacher practice instrument approved by the Department shall meet the following criteria:
    - a. Include domains of professional practice that align to the New Jersey Professional Standards for Teachers pursuant to N.J.A.C. 6A:9-3;
    - b. Include scoring guides for assessing teacher practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall:
      - (1) Clearly define the expectations for each rating category;
      - (2) Provide a conversion to four rating categories;



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TEACHING STAFF MEMBERS - REGULATION  
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- (3) Be applicable to all grades and subjects; or to specific grades and/or subjects if designed explicitly for the grades and/or subjects; and
  - (4) Use clear and precise language that facilitates common understanding among teachers and administrators.
- c. Rely on, to the extent possible, specific, discrete, observable, and/or measurable behaviors of students and teachers in the classroom with direct evidence of student engagement and teaming; and
  - d. Include descriptions of specific training and implementation details required for the instrument to be effective.

Adopted: 3 December 2008

Adopted: 28 January 2014

Adopted: 12 January 2016

Adopted: 29 June 2017

**Adopted:**



# Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

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Evaluation of Teaching Staff Members, Excluding  
Teachers and Administrators

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

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

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

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

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

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



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TEACHING STAFF MEMBERS - POLICY

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Evaluation of Teaching Staff Members, Excluding  
Teachers and Administrators

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

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

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1

N.J.A.C. 6A:10-1.I through 1.4; 6A:10-2.1 through 2.5; 6A:10-6.2

Adopted: 28 January 2014

Adopted: 12 January 2016

Adopted: 29 June 2017

**Adopted:**



# Policy/Regulations

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TEACHING STAFF MEMBERS - REGULATION

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Evaluation of Teaching Staff Members, Excluding  
Teachers and Administrators

**R3222 EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING  
TEACHERS AND ADMINISTRATORS**

A. Definition – N.J.A.C. 6A:10-1.2

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

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

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

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

“Commissioner” means Commissioner of the New Jersey Department of Education.

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

“Department” means the New Jersey Department of Education.

“Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the teaching staff member’s supervisor.

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



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## East Orange Board of Education

### TEACHING STAFF MEMBERS - REGULATION

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#### Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

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

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

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

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

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

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

“Observation” means a method of collecting data on the performance of a teaching staff member’s assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by an individual employed in the school district in a supervisory role and capacity and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9-1.1.

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





# Policy/Regulations

## East Orange Board of Education

### TEACHING STAFF MEMBERS - REGULATION

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#### Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

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

“Semester” means half of the school year.

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

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

“Superintendent” means Superintendent of Schools or Chief School Administrator.

“Supervisor” means an appropriately certified teaching staff member, as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the school district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-11.

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

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

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

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



# Policy/Regulations

## East Orange Board of Education

### TEACHING STAFF MEMBERS - REGULATION

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#### Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

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

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

1. The Board of Education **shall** annually adopt evaluation rubrics for all teaching staff members. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective and highly effective.
2. Evaluation rubrics shall be submitted to the Commissioner by **August 1** for approval by August **15** of each year.

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

1. The Board of Education shall meet the following requirements for the annual evaluation of teachers, unless otherwise specified:
  - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.
  - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c).
    - (1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.



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## East Orange Board of Education

### TEACHING STAFF MEMBERS - REGULATION

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#### Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

- c. Ensure the Superintendent annually notifies all teaching staff members of the adopted evaluation policies and procedures no later than October 1. If a teacher is hired after October 1, the Board/Superintendent shall notify the teaching staff member of the policies and procedures at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and procedures within ten **teaching staff member** working days of adoption.
  - d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics.
  - e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2.
  - f. Ensure data elements are collected and store the data in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and.
  - g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of a teaching staff member for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; and N.J.A.C. 6A:10-5.4, and N.J.A.C. 6A:10-6.2, shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.
2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all teaching staff members and, when applicable, applying the Commissioner-approved educator practice instruments;
    - a. Annually provide training on and descriptions of each component of the evaluation rubric for all teaching staff members who are being evaluated in the school district and provide more thorough training for all teaching staff members who are being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;



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### TEACHING STAFF MEMBERS - REGULATION

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#### Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

- b. Annually provide updates and refresher training for supervisors who are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate teaching staff members for the first time. Training shall be provided on each component of the evaluated teaching staff member's evaluation rubric before the evaluation of a teaching staff member; and
  - c. The Superintendent shall annually certify to the Department that all supervisors of teaching staff members in the school district who are utilizing evaluation rubrics have completed training on have demonstrated competency in applying the evaluation rubrics.
- F. District Evaluation Advisory Committee - N.J.A.C. 6A:10-2.3
1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.
  2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
  3. **A** District Evaluation Advisory Committee **is not** required and the Board of Education shall have the discretion to **establish a** District's Evaluation Advisory Committee.
- G. Evaluation Procedures for Teaching Staff Members – N.J.A.C. 6A:10-2.4
1. The provisions outlined in Policy and Regulation 3222 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of teaching staff members.
  2. Evaluation policies and procedures requiring the annual evaluation of all teaching staff members shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:



### TEACHING STAFF MEMBERS - REGULATION

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#### Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

- a. Roles and responsibilities for implementation of evaluation policies and procedures;
  - b. Job descriptions, evaluation rubrics for all teaching staff members, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;
  - c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the processes for student attrition to teachers, Principals, Assistant Principals, and Vice Principals for calculating the median and school-wide student growth percentile;
  - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
  - e. Process for developing and scoring student growth objectives;
  - f. The process for preparation of individual professional development plans; and
  - g. The process for preparation of an annual performance report by the teaching staff member's designated supervisor, and an annual summary conference between the teaching staff member and his or her designated supervisor.
3. The annual summary conference between the designated supervisor and the teaching staff member shall be held before the annual performance report is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:
- a. The performance of the teaching staff member based upon the job description and the scores or evidence compiled using the teaching staff member's evaluation rubric, including, when applicable:
    - (1) The **educator's** practice instrument; and
    - (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.



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### TEACHING STAFF MEMBERS - REGULATION

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#### Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

- b. The progress of the teaching staff member toward meeting the goals of the individual professional development plan or, whenever applicable, the corrective action plan; and
    - c. The preliminary annual performance report.
  4. If any scores for the teaching staff member's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
  5. The annual performance report shall be prepared by the teaching staff member's designated supervisor, and shall include, but not be limited to:
    - a. A summative rating based on the evaluation rubric;
    - b. Performance area(s) of strength and area(s) needing improvement based upon the job description, and components of the teaching staff member's evaluation rubric; and
    - c. The teaching staff member's individual professional development plan or corrective action plan from the evaluation year being reviewed in the report; and
  6. The teaching staff member and the designated supervisor shall sign the report within five **teaching staff member** working days of the review.
  7. The Board of Education shall include all performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the teaching staff member's personnel file or in an alternative, confidential location. If reports and data are stored in an alternative location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1 A-1 et seq.
- H. Corrective Action Plans for Teaching Staff Members - N.J.A.C. 6A:10-2.5



# Policy/Regulations

## East Orange Board of Education

### TEACHING STAFF MEMBERS - REGULATION

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#### Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

1. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed by the teacher and the teaching staff member's designated supervisor. If the teaching staff member does not agree with the corrective action plan's content, the designated supervisor shall make a final determination.
2. The corrective action plan shall be developed and the teaching staff member and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation, except:
  - a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, then a corrective action plan shall be developed, and the teaching staff member and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five teaching staff member working days following the school district's receipt of the teaching staff member's summative rating.
3. The content of the corrective action plan shall replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:
  - a. Address areas in need of improvement identified in the teaching staff member evaluation rubric;
  - b. Include specific, demonstrable goals for improvement;
  - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
  - d. Include timelines for meeting the goal(s).
4. The teaching staff member's designated supervisor, and the teaching staff member on a corrective action plan shall discuss the teaching staff member's progress toward the goals outlined in the corrective action plan during each required post-observation conference. The teaching staff member and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the teaching staff member's progress, position, or role.



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### TEACHING STAFF MEMBERS - REGULATION

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#### Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

5. Progress toward the teaching staff member's goals outlined in the corrective action plan:
    - a. Shall be documented in the teaching staff member's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the teaching staff member on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the teaching staff member's progress toward his or her corrective action plan goals; and
    - b. May be used as evidence in the teaching staff member's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.
  6. Responsibilities of the evaluated teaching staff member on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teaching staff member's designated supervisor.
  7. The corrective action plan shall remain in effect until the teaching staff member receives his or her next summative evaluation rating.
  8. There shall be no minimum number of teaching staff member working days a teacher's corrective action plan can be in place.
- I. **Required Observations for Teaching Staff Members** – N.J.A.C. 6A:10-6.2.
- The Superintendent shall determine the duration of observations required pursuant to N.J.S.A. 18A:27-3.1 for nontenured teaching staff members, except teachers, Principals, Vice Principals, and Assistant Principals. Observations include, but are not limited to, observations of meetings, student instruction, parent conferences, and case-study analysis of a significant student issue. The observation shall:
- a. Be at least twenty minutes in length;
  - b. Be followed within fifteen teaching staff member working days by a conference between the supervisor who made the observation and the nontenured teaching staff member;
  - c. Be followed by both parties to such a conference signing the written or electronic observation report and each retaining a copy of his or her records; and





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## TEACHING STAFF MEMBERS - REGULATION

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### Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

- d. Allow the nontenured teaching staff member to submit his or her written objection(s) of the evaluation within ten teaching staff member working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.
2. All tenured teaching staff members shall receive at least one observation per school year.
3. All nontenured teaching staff members shall receive at least three observations, as required pursuant to N.J.S.A. 18A:27-3.1.
  - a. The required observations and evaluations for nontenured teaching staff members shall take place before April 30 each year. These observations and evaluations may cover that period between April 30 of one year and April 30 of the succeeding year except in the case of the first year of employment where the three observations and evaluations must have been completed prior to April 30.
  - b. The number of required observations and evaluations for nontenured teaching staff members maybe reduced proportionately when an individual teaching staff member's term of service is less than one academic year.
4. Evaluations for tenured teaching staff shall be completed prior to June 30.

Adopted: 28 January 2014

Adopted: 12 January 2016

Adopted: 29 June 2017

**Adopted:**



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TEACHING STAFF MEMBERS - POLICY

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Evaluation of Administrators, Excluding Principals,  
Vice Principals and Assistant Principals

## **3223 EVALUATION OF ADMINISTRATORS, EXCLUDING PRINCIPALS, VICE PRINCIPALS AND ASSISTANT PRINCIPALS**

The Board of Education recognizes the importance of administrator effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3223 for the evaluation of administrators consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for administrator evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3223, “administrator” means an appropriately certified staff member, as defined in N.J.S.A. 18A-1.1, employed in the school district in an administrative and/or supervisory role and capacity, and holding a valid and effective standard, provisional, or emergency instructional certificate. An “administrator” may be a director, supervisor, or any other administrative or supervisory position in the district. For the purposes of Policy and Regulation 3223 and N.J.A.C. 6A:10-1.1 et seq., “administrator” is not a Principal, Vice Principal or Assistant Principal.

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

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

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



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Evaluation of Administrators, Excluding Principals,  
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Observations and evaluations for nontenured administrators shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1. Evaluations for nontenured administrators shall take place before April 30 each year prior to the May 15 notice requirement date for continued employment. Evaluations for tenured administrators shall be completed prior to June 30.

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

N.J.S.A. 18A:6-117 et seq.

N.J.S.A. 18A:27-3.1

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

Adopted: 3 December 2008

Adopted: 28 January 2014

Adopted: 12 January 2016

Adopted: 29 June 2017

**Adopted:**



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Evaluation of Administrators, Excluding Principals,  
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**R 3223 EVALUATION OF ADMINISTRATORS, EXCLUDING PRINCIPALS,  
VICE PRINCIPALS AND ASSISTANT PRINCIPALS**

A. Definition – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3223 unless the context clearly indicates otherwise:

“Administrator” means an appropriately certified staff member, as defined in N.J.S.A. 18A-1.1, employed in the school district in an administrative and/or supervisory role and capacity, and holding a valid and effective standard, provisional, or emergency administrative certificate. An “administrator” may be a director, supervisor or any other administrative or supervisory position in the district. For the purposes of Policy and Regulation 3223 and N.J.A.C. 6A:10-1.1 et seq., “administrator” is not a Principal, Vice Principal or Assistant Principal.

“Annual performance report” means a written appraisal of the administrator’s performance prepared by the administrator’s designated supervisor based on the evaluation rubric for his or her position.

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

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

“Commissioner” means Commissioner of the New Jersey Department of Education.

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

“Department” means the New Jersey Department of Education.

“Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the administrator’s supervisor.



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

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

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

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

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

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

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

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

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



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

“Semester” means half of the school year.

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

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

“Superintendent” means Superintendent of Schools or Chief School Administrator.

“Supervisor” means an appropriately certified teaching staff member, as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the school district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-11.

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

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

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

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



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## TEACHING STAFF MEMBERS - REGULATION

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Evaluation of Administrators, Excluding Principals,  
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- D. Evaluation of Administrators – N.J.A.C. 6A:10-2.1
1. The Board of Education annually shall adopt evaluation rubrics for administrators. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective and highly effective.
  2. Evaluation rubrics shall be submitted to the Commissioner **of Education** by **August 1** for approval by August **15** of each year.
- E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2
1. The Board of Education shall meet the following requirements for the annual evaluation of administrators, unless otherwise specified:
    - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education’s evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.
    - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c):
      - (1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.
    - c. Ensure the Superintendent annually notifies all administrators of the adopted evaluation policies and procedures no later than October 1. If an administrator is hired after October 1, the Board/Superintendent shall notify the administrator of the policies and procedures at the beginning of his or her employment. All administrators shall be notified of amendments to the policy and procedures within ten **administrator** working days of adoption.



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- d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics.
  - e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2.
  - f. Ensure data elements are collected and stored the data in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and
  - g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of an administrator for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; and N.J.A.C. 6A:10-5.4, and N.J.A.C. 6A:10-6.2 shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b (8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.
2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all administrators and, when applicable, applying the Commissioner-approved educator practice instruments;
    - a. Annually provide training on and descriptions of each component of the evaluation rubric for all administrators who are being evaluated in the school district and provide more thorough training for any administrator who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;
    - b. Annually provide updates and refresher training for supervisors who are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate administrators for the first time. Training shall be provided on each component of the evaluated administrator's evaluation rubric before the evaluation of an administrator;





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- c. The Superintendent shall certify to the Department that all supervisors of administrators in the school district who are utilizing evaluation rubrics have completed training on the instrument and its application and have demonstrated competency in applying the evaluation rubrics.
- F. District Evaluation Advisory Committee - N.J.A.C. 6A:10-2.3
1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.
  2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
  3. **A** District Evaluation Advisory Committee **is not** required and the Board of Education shall have the discretion to **establish a** District's Evaluation Advisory Committee.
- G. Evaluation Procedures for **Administrators** – N.J.A.C. 6A:10-2.4
1. The provisions outlined in Policy and Regulation 3223 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of administrators.
  2. Evaluation policies and procedures requiring the annual evaluation of all administrators shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
    - a. Roles and responsibilities for implementation of evaluation policies and procedures;
    - b. Job descriptions, evaluation rubrics for administrators, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;



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- c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Vice Principals, and Assistant Principals for calculating the median and school-wide student growth percentile;
  - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
  - e. Process for developing and scoring student growth objectives;
  - f. The process for preparation of individual professional development plans; and
  - g. The process for preparation of an annual written performance report by the Superintendent or designated supervisor and an annual summary conference between the administrator and his or her designated supervisor.
3. The annual summary conference between designated supervisors and the administrator shall be held before the annual performance report is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:
- a. The performance of the administrator based upon the job description and the scores or evidence compiled using the administrator's evaluation rubric, including, when applicable:
    - (1) The **educator's** practice instrument; and
    - (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
  - b. The progress of the administrator toward meeting the goals of the individual professional development plan or, whenever applicable, the corrective action plan; and
  - c. The preliminary annual performance report.



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4. If any scores for the administrator's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
  5. The annual performance report shall be prepared by the designated supervisor and shall include, but not be limited to:
    - a. A summative rating based on the evaluation rubric;
    - b. Performance area(s) of strength and area(s) needing improvement based upon the job description, and components of the administrator's evaluation rubric; and
    - c. The administrator's individual professional development plan or a corrective action plan from the evaluation year being reviewed in the report.
  6. The administrator and the designated supervisor shall sign the report within five **administrator** working days of the review.
  7. The Board of Education shall include all performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of his or her personnel file, or in an alternative, confidential location. If reports and data are stored in an alternative, confidential location, the personnel file shall clearly indicate the report's location and how it can easily be accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.
- H. Corrective Action Plans for Administrators - N.J.A.C. 6A:10-2.5
1. For each administrator rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed by administrator and the Superintendent or the designated supervisor. If the administrator does not agree with the corrective action plan's content, the designated supervisor shall make a final determination.



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2. The corrective action plan shall be developed and the administrator and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except:
  - a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the administrator and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five administrator working days following the school district's receipt of the administrator's summative rating.
3. The content of the corrective action plan shall replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:
  - a. Address areas in need of improvement identified in the teacher evaluation rubric;
  - b. Include specific, demonstrable goals for improvement;
  - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
  - d. Include timelines for meeting the goal(s).
4. The administrator's designated supervisor, and the administrator on a corrective action plan shall discuss the administrator's progress toward the goals outlined in the corrective action plan during each required post-observation conference. The administrator and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the administrator's progress, position, or role.
5. Progress toward the administrator's goals outlined in the corrective action plan:
  - a. Shall be documented in the administrator's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the administrator on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the administrator's progress toward his or her corrective action plan goals; and



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- b. May be used as evidence in the administrator's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.
  6. Responsibilities of the evaluated administrator on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the administrator's designated supervisor.
  7. The corrective action plan shall remain in effect until the administrator receives his or her next summative evaluation rating.
  8. There shall be no minimum number of administrator working days an administrator's corrective action plan can be in place.
- I. Administrator Staff Member Observations and Evaluations – N.J.A.C. 6A:10-6.2
  1. The Superintendent shall determine the duration of observations required pursuant to N.J.S.A. 18A:27-3.1 for nontenured administrator. Observations include, but are not limited to, observations of meetings, student instruction, parent conferences, and case-study analysis of a significant student issue. The observation shall:
    - a. Be at least twenty minutes in length;
    - b. Be followed within fifteen administrator working days by a conference between the supervisor who made the observation and the nontenured administrator;
    - c. Be followed by both parties to such a conference signing the written or electronic observation report and each retaining a copy of his or her records; and
    - d. Allow the nontenured administrator to submit his or her written objection(s) of the evaluation within ten administrator working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.
  2. All tenured administrators shall receive at least one observation per school year.
  3. All nontenured administrators shall receive at least three observations, as required pursuant to N.J.S.A. 18A:27-3.1.



### TEACHING STAFF MEMBERS - REGULATION

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Evaluation of Administrators, Excluding Principals,  
Vice Principals and Assistant Principals

- a. The required observations and evaluations for nontenured administrators shall take place before April 30 each year. These observations and evaluations may cover that period between April 30 of one year and April 30 of the succeeding year except in the case of the first year of employment where the three evaluations and observations must have been completed prior to April 30.
  - b. The number of required observations and evaluations for nontenured administrators may be reduced proportionately when an individual administrator's term of service is less than one academic year.
4. Evaluations for tenured teaching staff shall be completed prior to June 30.

Adopted: 28 January 2014

Adopted: 12 January 2016

Adopted: 29 June 2017

**Adopted:**



# Policy/Regulations

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## 3224 EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS

The Board of Education recognizes the importance of Principal, Vice Principal, and Assistant Principal effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3224 for the evaluation of Principals, Vice Principals, and Assistant Principals consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for Principal, Vice Principal, and Assistant Principal evaluations consistent with TEACHNJ and AchieveNJ.

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

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



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Evaluation of Principals, Vice Principals,  
and Assistant Principals

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

The components of the principal evaluation rubrics as described in N.J.A.C. 6A:10-5.1 shall apply to Principals, Vice Principals, and Assistant Principals. Measures of student achievement, as outlined in N.J.A.C. 6A:10-5.2, shall be used to determine impact on student learning. Principal, Vice Principal, and Assistant Principal observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-5.4. The Superintendent or designated supervisor shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b). A Principal, or the Superintendent or designated supervisor, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.

The principal practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.3.

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

N.J.S.A. 18A:6-117 et seq.  
N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5  
N.J.A.C. 6A:10-5.1 through 5.4  
N.J.A.C. 6A:10-7.1 and 7.3

Adopted: 28 January 2014  
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Adopted: 29 June 2017

**Adopted:**





# Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS – REGULATION

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Evaluation of Principals, Vice Principals,  
and Assistant Principals

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## R 3224 EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS

### A. Definitions – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3224 unless the context clearly indicates otherwise:

“Annual performance report” means a written appraisal of the Principal’s, Vice Principal’s, or Assistant Principal’s performance prepared by the designated supervisor based on the evaluation rubric for his or her position.

“Annual summative evaluation rating” means an annual evaluation rating that is based on appraisals of educator practice and student performance, and includes all measures captured in a Principal, Vice Principal, or Assistant Principal evaluation rubric. The four summative performance categories are ineffective, partially effective, effective, and highly effective.

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

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

“Commissioner” means Commissioner of the New Jersey Department of Education.

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

“Department” means the New Jersey Department of Education.

“Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the administrator’s supervisor.



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#### Evaluation of Principals, Vice Principals, and Assistant Principals

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

“Educator practice instrument” means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies.

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

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

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

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

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

“Observation” means a method of collecting data on the performance of a Principal's, Vice Principal's, and Assistant Principal's assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by the Superintendent or designee.

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



### TEACHING STAFF MEMBERS – REGULATION

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Evaluation of Principals, Vice Principals,  
and Assistant Principals

“Principal practice instrument” means an assessment tool that provides scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from the principal practice instrument are components of the evaluation rubrics and the scores are included in the summative evaluation rating for the individual.

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

“Semester” means half of the school year.

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

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

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

“Superintendent” means Superintendent of Schools or Chief School Administrator.

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

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

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



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

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

- D. Evaluation of Principals, Vice Principals, and Assistant Principals – N.J.A.C. 6A:10-2.1

1. The Board of Education shall annually adopt evaluation rubrics for all Principals, Vice Principals, and Assistant Principals. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.
2. The evaluation rubrics for Principals, Vice Principals, and Assistant Principals shall include all other relevant minimum standards set forth in N.J.S.A. 18A:6-123 (P.L. 2012, c. 26, §17c).
3. Evaluation rubrics shall be submitted to the Commissioner **of Education** by **August 1** for approval by August **15** of each year.

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

1. The Board of Education shall meet the following requirements for the annual evaluation of Principals, Vice Principals, and Assistant Principals, unless otherwise specified:
  - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.;
  - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c):



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Evaluation of Principals, Vice Principals,  
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- (1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.
  - c. Ensure the Superintendent annually notifies all Principals, Vice Principals, and Assistant Principals of the adopted evaluation policies and procedures no later than October 1. If a Principal, Vice Principal, or Assistant Principal is hired after October 1, the Board/Superintendent shall notify all Principals, Vice Principals, and Assistant Principals of the policies and procedures at the beginning of his or her employment. All Principals, Vice Principals, and Assistant Principals shall be notified of amendments to the policy and procedures within ten **Principal, Vice Principal, and Assistant Principal** working days of adoption;
  - d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;
  - e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;
  - f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and
  - g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of a Principal, Vice Principal, or Assistant Principal for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4; and 6A:10-6.2 shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.



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Evaluation of Principals, Vice Principals,  
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2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all Principals, Vice Principals, and Assistant Principals and, when applicable, applying the Commissioner-approved principal practice instruments:
  - a. Annually provide training on and descriptions of each component of the evaluation rubric for all Principals, Vice Principals, and Assistant Principals who are being evaluated in the school district and provide more thorough training for any Principals, Vice Principals, and Assistant Principals who are being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the principal practice instrument;
  - b. Annually provide updates and refresher training for supervisors who are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate Principals, Vice Principals, or Assistant Principals for the first time. Training shall be provided on each component of the evaluated Principal's, Vice Principal's, or Assistant Principal's evaluation rubric before the evaluation of the Principal, Vice Principal, or Assistant Principal;
  - c. The Superintendent shall annually certify to the Department that all supervisors of Principals, Vice Principals, and Assistant Principals in the school district who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.
- F. District Evaluation Advisory Committee – N.J.A.C. 6A:10-2.3
  1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.



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2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
  3. **A** District Evaluation Advisory Committees shall no longer be required and the Board of Education shall have the discretion to **establish a** District's Evaluation Advisory Committee.
- G. Evaluation Procedures for Principals, Vice Principals, and Assistant Principals - N.J.A.C. 6A:10-2.4
1. The provisions outlined in Policy and Regulation 3224 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of Principals, Vice Principals, and Assistant Principals.
  2. Evaluation policies and procedures requiring the annual evaluation of Principals, Vice Principals, and Assistant Principals shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
    - a. Roles and responsibilities for implementation of evaluation policies and procedures;
    - b. Job descriptions, evaluation rubrics for Principals, Vice Principals, and Assistant Principals, the process for calculating the summative ratings and each component and the evaluation regulations set forth in N.J.A.C. 6A:10-1 et seq.;
    - c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attrition to teachers, Principals, Vice Principals, Assistant Principals for calculating the median and school-wide student growth percentile;
    - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
    - e. Process for developing and scoring student growth objectives;
    - f. The process for preparation of individual professional development plans; and







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#### Evaluation of Principals, Vice Principals, and Assistant Principals

- c. The Principal's, Vice Principal's, or Assistant Principal's individual professional development plan a corrective action plan from the evaluation year being reviewed in the report.
  6. The Principal, Vice Principal, or Assistant Principal and the designated supervisor shall sign the report within five **Principal, Vice Principal, and Assistant Principal** working days of the review.
  7. The Board of Education shall include all written performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the Principal's, Vice Principal's, or Assistant Principal's personnel file, or in an alternative, confidential location. If reports and data are stored in an alternate location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.
- H. Corrective Action Plans for Principals, Vice Principals, and Assistant Principals – N.J.A.C. 6A:10-2.5
1. For each Principal, Vice Principal, and Assistant Principal rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by the Principal, Vice Principal, or Assistant Principal and the designated supervisor. If the Principal, Vice Principal, or Assistant Principal does not agree with the corrective action plan's content, the designated supervisor shall make the final determination.
  2. The corrective action plan shall be developed and the Principal, Vice Principal, or Assistant Principal and or his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except:
    - a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, then a corrective action plan shall be developed, and the Principal, Vice Principal, or Assistant Principal and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five Principal, Vice Principal, or Assistant Principal working days following the school district's receipt of the Principal's, Vice Principal's, or Assistant Principal's summative rating.



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3. The content of the corrective action plan shall replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:
  - a. Address areas in need of improvement identified in the principal evaluation rubric;
  - b. Include specific, demonstrable goals for improvement;
  - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
  - d. Include timelines for meeting the goal(s).
4. The designated supervisor and the Principal, Vice Principal, or Assistant Principal on a corrective action plan shall discuss the Principal's, Vice Principal's, or Assistant Principal's progress toward the goals outlined in the corrective action plan during each post-observation conference, when required by N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10-5.4.
5. Progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan:
  - a. Shall be documented in the Principal's, Vice Principal's, or Assistant Principal's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the Principal, Vice Principal, or Assistant Principal on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the Principal's, Vice Principal's, or Assistant Principal's progress toward his or her corrective action plan goals; and
  - b. May be used as evidence in the Principal's, Vice Principal's, or Assistant Principal's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.
6. Responsibilities of the evaluated Principal, Vice Principal, or Assistant Principal on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the designated supervisor.



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#### Evaluation of Principals, Vice Principals, and Assistant Principals

7. The Superintendent or his or her designee, and the Principal, as appropriate, shall conduct a mid-year evaluation of any Principal, Vice Principal, or Assistant Principal pursuant to N.J.S.A. 18A:6-121.c. The mid-year evaluation shall occur approximately midway between the development of the corrective action plan and the expected receipt of the next annual summative rating. The mid-year evaluation shall include, at a minimum a conference to discuss progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.
  8. The Superintendent shall ensure Principals, Vice Principals, and Assistant Principals with a corrective action plan receive one observation and a post-observation in addition to the observations conference required in N.J.A.C. 6A:10-5.4 for the purpose of evaluation as described in N.J.A.C. 6A:10-1.2 and 5.4.
  9. The corrective action plan shall remain in effect until the Principal, Vice Principal, or Assistant Principal receives his or her next summative evaluation rating.
  10. There shall be no minimum number of Principal, Vice Principal, or Assistant Principal working days a Principal's, Vice Principal's, or Assistant Principal's corrective action plan can be in place.
- I. Components of Principal Evaluation Rubrics – N.J.A.C. 6A:10-5.1
1. Unless otherwise noted, the components of the principal evaluation rubrics shall apply to teaching staff members holding the position of Principal, Vice Principal, or Assistant Principal and holding a valid and effective standard, provisional, or emergency administrative certificate.
  2. The principal evaluation rubric shall meet the standards provided in N.J.S.A. 18A:6-123, including, but not limited to:
    - a. Measures of student achievement pursuant to N.J.A.C. 6A:10-5.2; and
    - b. Measures of principal practice pursuant to N.J.A.C. 6A:10-5.3 and 5.4.
  3. To earn a summative rating, the Principal, Vice Principal, or Assistant Principal shall have a student achievement score, pursuant to N.J.A.C. 6A:10-5.2 and a principal practice score pursuant to N.J.A.C. 6A:10-5.3 and 5.4.



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4. Each score shall be converted to a percentage weight so all measures make up 100 percent of the evaluation rubric. By August 31 prior to the school year in which the evaluation rubric applies, the Department shall provide on its website the required percentage weight of each component and the required summative rating scale. All components shall be worth the following percentage weights or fall within the following ranges:
    - a. If, according to N.J.A.C. 6A:10-5.2(b), the Principal, Vice Principal, or Assistant Principal receives a school-wide student growth percentile score as described in N.J.A.C. 6A:10-5.2(c), the score shall be at least ten percent and no greater than forty percent of evaluation rubric rating as determined by the Department.
    - b. Measure of average student growth objective for all teachers, as described in N.J.A.C. 6A:10-5.2(d), shall be at least ten percent and no greater than twenty percent of evaluation rubric rating as determined by the Department.
    - c. Measure of administrator goal, as described in N.J.A.C. 6A:10-5.2(e), shall be no less than ten percent and no greater than forty percent of evaluation rubric rating as determined by the Department.
    - d. Measure of principal practice, as described in N.J.A.C. 6A:10-5.3(b), shall be thirty percent of evaluation rubric rating.
  5. Standardized assessments, used as a measure of student progress, shall not be the predominant factor in determining a Principal's annual summative rating.
  6. The Department shall periodically collect principal evaluation rubric data that shall include, but are not limited to, component-level scores and annual summative ratings.
- J. Student Achievement Components of Principal Evaluation Rubrics – N.J.A.C. 6A:10-5.2
1. Measures of student achievement shall be used to determine impact on student learning and shall include the following components:
    - a. The school-wide student growth percentile of all students assigned to the Principal;
    - b. Average student growth objective scores of every teacher, as described in N.J.A.C. 6A:10-4.2(e), assigned to the Principal; and



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#### Evaluation of Principals, Vice Principals, and Assistant Principals

- c. Administrator goals set by Principals, Vice Principals, or Assistant Principals in consultation with their designated supervisor pursuant to N.J.A.C. 6A:10-5.2(e), which shall be specific and measurable, based on student growth and/or achievement data.
2. The school-wide student growth percentile score shall be included in the annual summative rating of Principals, Vice Principals, and Assistant Principals who are assigned to a school as of October 15 and who are employed in schools where student growth percentiles are available for students in one or more grades. If the Principal, Vice Principal, or Assistant Principal is employed in more than one school, the Superintendent shall assign to the Principal, Vice Principal, or Assistant Principal, as appropriate, the school-wide student growth percentile from one school and shall notify the Principal, Vice Principal, or Assistant Principal at the beginning of the school year of the student growth percentile assignment.
3. The Department shall calculate the school-wide student growth percentile for Principals, Vice Principals, and Assistant Principals.
4. The average student growth objective scores of all teachers, as described in N.J.A.C. 6A:10-4.2(e), shall be a component of the Principal's annual summative rating. The average student growth objective scores for Vice Principals or Assistant Principals shall be determined according to the following procedures:
  - a. The Principal, in consultation with the Vice Principal or Assistant Principal, shall determine prior to the start of the school year, which teachers, if not all teachers in the school, shall be linked to the Vice Principal's and Assistant Principal's average student growth objective score.
  - b. If the Vice Principal or Assistant Principal does not agree with the list of teachers linked to his or her name for the purposes of this measurement, the Principal shall make the final determination.
5. Administrator goals for Principals, Vice Principals, or Assistant Principals shall be developed and measured according to the following procedures:



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Evaluation of Principals, Vice Principals,  
and Assistant Principals

- a. The designated supervisor shall determine for all Principals, Vice Principals, or Assistant Principals, the number of required administrator goals which shall reflect the achievement of a significant number of students within the school. By August 31 prior to the school year in which the evaluation rubric applies, the Department shall provide on the Department's website the minimum and maximum number of required goals, which will be at least one goal and no more than four goals.
  - b. Principals, Vice Principals, or Assistant Principals shall develop, in consultation with their designated supervisor, each administrator goal. Vice Principals and Assistant Principals shall set goals specific to his or her job description or adopt the same goals as his or her Principal. If the Principal, Vice Principal, or Assistant Principal and his or her designated supervisor do not agree upon the administrator goal, the Principal's, Vice Principal's, or Assistant Principal's designated supervisor shall make the final determination.
  - c. Administrator goals and the criteria for assessing performance based on those objectives shall be determined, recorded, and retained by the Principal, Vice Principal, or Assistant Principal and his or her designated supervisor by October 31 of each school year, or within twenty-five **Principal, Vice Principal, and Assistant Principal** working days of the Principal's, Vice Principal's, or Assistant Principal's start date if he or she begins work after October 1.
  - d. The administrator goal score shall be approved by the designated supervisor of the Principal, Vice Principal, or Assistant Principal. The Principal's, Vice Principal's, or Assistant Principal's administrator goal score, if available, shall be discussed at his or her annual summary conference and recorded in his or her personnel file.
- K. Principal Practice Component of Evaluation Rubric – N.J.A.C. 6A:10-5.3
1. Measures of principal practice shall include a measure determined through a Commissioner-approved principal practice instrument and may include a leadership measure determined through the Department-created leadership rubric.
  2. Principal practice component rating shall be based on the measurement of the Principal's, Vice Principal's, or Assistant Principal's performance according to the school district's Commissioner-approved principal practice instrument. Observations pursuant to N.J.A.C. 6A:10-5.4 shall be used as one form of evidence for this measurement.



# Policy/Regulations

## East Orange Board of Education

### TEACHING STAFF MEMBERS – REGULATION

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#### Evaluation of Principals, Vice Principals, and Assistant Principals

3. Leadership practice shall be determined by a score on a leadership rubric, which will assess the Principal's, Vice Principal's, or Assistant Principal's ability to improve student achievement and teaching staff member effectiveness through identified leader behaviors. The rubric will be posted on the Department's website and annually maintained.
- L. Principal, Vice Principal, and Assistant Principal Observations – N.J.A.C. 6A:10-5.4
1. The Superintendent or his or her designee shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).
  2. A Principal, or the Superintendent his or her designee shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.
  3. For the purpose of collecting data for the evaluation of a Principal, Vice Principal, or Assistant Principal, an observation, as described in N.J.S.A. 18A:6-119 and N.J.A.C. 6A:10-1.2, may include, but is not limited to: building walk-through, staff meeting observation, parent conference observation, or case study analysis of a significant student issue.
  4. Post-observation conferences shall include the following procedures:
    - a. A supervisor who was present at the observation shall conduct a post-observation conference with the Principal, Vice Principal, or Assistant Principal being observed. A post-observation conference shall occur no more than fifteen Principal, Vice Principal, or Assistant Principal working days following each observation.
    - b. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the principal practice instrument and the Principal's, Vice Principal's, or Assistant Principal's individual professional development plan, collecting additional information needed for the evaluation, and offering areas to improve effectiveness.
    - c. With the consent of the observed Principal, Vice Principal, or Assistant Principal, post-observation conferences for individuals who are not on a corrective action plan may be conducted via written communication, including electronic communication.



# Policy/Regulations

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## TEACHING STAFF MEMBERS – REGULATION

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Evaluation of Principals, Vice Principals,  
and Assistant Principals

- d. One post-observation conference may be combined with the Principal's, Vice Principal's, or Assistant Principal's annual summary conference as long as it occurs within the required fifteen Principal, Vice Principal, or Assistant Principal working days following the observation.
  - e. A written or electronic observation report shall be signed by the supervisor who conducted the observation and post-observation and the Principal, Vice Principal, or Assistant Principal who was observed.
  - f. The Principal, Vice Principal, or Assistant Principal shall submit his or her written objection(s) of the evaluation within ten **Principal, Vice Principal and Assistant Principal** working days following the conference. The objection(s) shall be attached to each party's copy of the annual written performance report.
5. Each tenured Principal, Vice Principal, and Assistant Principal shall be observed as described in N.J.A.C. 6A:10-5.4, at least two times during each school year. Each nontenured Principal, Vice Principal, and Assistant Principal shall be observed as described in N.J.A.C. 6A:10-5.4 at least three times during each school year, as required by N.J.S.A. 18A:27-3.1. An additional observation shall be conducted pursuant to N.J.A.C. 6A:10-2.5(h) for Principals, Vice Principals, and Assistant Principals who are on a corrective action plan.
- M. Principal Practice Instrument – N.J.A.C. 6A:10-7.3
1. The principal practice instrument approved by the Department shall meet the following criteria:
    - a. Incorporate domains of practice and/or performance criteria that align to the **2015** Professional Standards for **Educational Leaders** developed by the **National Policy for Educational Administration (NPBEA)**
    - b. Include scoring guides for assessing principal practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall clearly define the expectations for each category and provide a conversion to four rating categories.





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East Orange Board of Education

## TEACHING STAFF MEMBERS – REGULATION

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Evaluation of Principals, Vice Principals,  
and Assistant Principals

- c. Rely on, to the extent possible, multiple sources of evidence collected throughout the school year, including, but not limited to, evaluation of a Principal's leadership related to:
  - (1) Implementing high-quality and standards-aligned curriculum, assessments, and instruction; and
  - (2) Evaluating the effectiveness of teaching staff members and supporting their professional growth.
- d. Include descriptions of specific training and implementation details required for the instrument to be effective.

Adopted: 3 December 2008

Adopted: 28 January 2014

Adopted: 12 January 2016

Adopted: 29 June 2017

**Adopted:**



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

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Nonrenewal of Nontenured Support Staff Member

## 4146 NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

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

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

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

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

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



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

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Nonrenewal of Nontenured Support Staff Member

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

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

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

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

Adopted: 3 December 2008  
Adopted: 28 January 2014  
**Adopted:**



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

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Nonrenewal of Nontenured Support Staff Member

## R 4146 **NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER**

### A. Evaluations

1. Each nontenured support staff member shall be evaluated at least one time each school year.
2. Evaluations shall set forth both the strengths and weaknesses of the nontenured support staff member in order to provide an accurate assessment of his/her performance and to encourage the improvement of that performance.
3. Supervisors shall constructively point out performance deficiencies and offer assistance to nontenured support staff members in the improvement of professional skills.

### B. Nonrenewal Recommendation

1. When a nontenured support staff member's performance does not meet the standards of the **school** district, **employment will not be offered to the nontenured** support staff member for the **succeeding** school year.
2. The nontenured support staff member shall be informed by the Superintendent of Schools, in writing, that employment for the next succeeding school year will not be offered. This written notice shall be provided to the nontenured support staff member in accordance with the **timelines and** terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties.
3. The decision by the Superintendent **to not renew the nontenured support staff member** may be based upon the nontenured support staff member's evaluations, job performance, or any factor affecting his/her employment in **the** district.
4. A nontenured support staff member's contracts can be renewed **only** upon the Superintendent's recommendation and a majority vote of the full **membership of the** Board. The Board **shall** not withhold its approval for arbitrary and capricious reasons.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

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Nonrenewal of Nontenured Support Staff Member

C. Nonrenewal Action

1. **Prior to notifying the nontenured support staff member of the nonrenewal, the Superintendent shall notify the Board of the recommendation not to renew the nontenured support staff member's contract and the reasons for the recommendation.** The Superintendent may notify the Board members of the recommendation not to renew the nontenured **support** staff member's contract and the reasons for the recommendation in a written notice to the Board **or in** the alternative in executive session. **If notification is provided to the Board in executive session, the Superintendent and the Board will meet in executive session in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between parties.**
  - a. **Notice of the executive session shall be given in accordance with N.J.S.A. 10:4-13 and individual notice shall be given, not less than forty-eight hours in advance of the meeting, to those nontenured support staff members whose possible nonrenewal will be discussed at the meeting. If any such nontenured support staff member requests the discussion take place in public, the recommendation for his/her nonrenewal will be severed from any other nonrenewal recommendation and will be scheduled for discussion at a public meeting.**
2. **The Superintendent will ensure the timelines for nonrenewal action are in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties.**
3. A nontenured support staff member not renewed by the Superintendent is deemed not renewed. A Board **of Education** vote is not required on the Superintendent's decision(s) to not renew a nontenured support staff member's contract.

D. Notice of Nonrenewal

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



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

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Nonrenewal of Nontenured Support Staff Member

E. Request for Statement of Reasons

1. **Any nontenured support staff member receiving notice that a contract for the succeeding school year will not be offered may, within fifteen calendar days thereafter, request in writing a statement of the reasons for such nonemployment which shall be given to the nontenured support staff member in writing thirty calendar days after the receipt of such request.**
2. The statement of reasons for a nonrenewal will set forth, with as much particularity as possible, the precise reasons for the nonrenewal. Where the nonrenewal is based on performance deficiencies recorded in the **nontenured support staff member's** evaluations and the employee has been given a copy of those evaluations, the statement of reasons may incorporate the evaluations by reference.
3. The statement of reasons may be prepared by the Superintendent or the Board Secretary and shall be delivered to the **nontenured support staff member** who requested **the statement of reasons** within thirty calendar days after the receipt of the **nontenured support staff member's** request **for the statement of reasons.**

F. Nonrenewal Appearance

1. **Whenever the nontenured support staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured support staff member may request in writing an informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured support staff member's receipt of the Board's statement of reasons.**
2. **The** informal appearance shall be scheduled within thirty calendar days from the **nontenured** support staff member's receipt of the Board's statement of reasons.
3. The Board will **exercise discretion in determining** a reasonable length of time **for the proceeding** depending upon each instance's specific circumstances.
4. The proceeding of an informal appearance before the Board may be conducted **in executive session** pursuant to N.J.A.C. 10:4-12(b)(8). **If conducted in executive session notice must be given in accordance with N.J.S.A. 10:4-13.**



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East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

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Nonrenewal of Nontenured Support Staff Member

5. **The Board shall provide the nontenured support staff member adequate written notice regarding the date and time of the informal appearance.**
  6. **The nontenured support staff member's appearance before the Board shall not be an adversary proceeding. The purpose of the appearance shall be to provide the nontenured support staff member the opportunity to convince Board of Education members to offer reemployment.**
  7. The proceeding of an informal appearance before the Board shall be conducted with the President of the Board.
  8. The **nontenured** support staff member may be represented by an attorney or by one individual of his/her choosing. **The nontenured support staff member** may present, **on his or her behalf**, witnesses **who** do not need to present testimony under oath and **shall not be cross-examined by the** Board. Witnesses **shall** be called **one at a time** into the meeting to address the Board one at a time and shall be excused from the meeting after making their statements.
- G. Final Determination
1. A Board vote is required on the Superintendent's recommendation(s) to not renew a nontenured support staff member. However, after an informal appearance before the Board, the Superintendent may make a recommendation for reemployment **of the nontenured support staff member** to the voting members of the Board. **If the Superintendent recommends the nontenured teaching staff member for reemployment, the voting members of the Board must, by a majority vote of the full Board at a public session, approve or not approve the reemployment.**
  2. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured support staff member reemployment after the informal appearance before the Board.
  3. **Within three working days following the informal appearance, the Board shall notify the affected nontenured support staff member, in writing, of its final determination. The Board may delegate notification of its final determination to the Superintendent or Board Secretary.**

Issued: 3 December 2008

Issued: 28 January 2014

**Issued:**



[See POLICY ALERT No. 223]

## **5460.02 BRIDGE YEAR PILOT PROGRAM**

The New Jersey Commissioner of Education has established a three-year "Bridge Year Pilot Program," under which each school district with a high school shall offer students in the graduating classes of 2021 and 2022 the opportunity to pursue a Bridge Year during the year immediately following their senior year of high school, in accordance with the provisions of P.L. 2020 c.41. The purpose of the Bridge Year Pilot Program shall be to provide participating students an additional year to address learning loss and missed opportunities in extracurricular activities, including spring sports programs, as a result of the public health state of emergency caused by the COVID-19 pandemic.

For the purpose of this Policy, "host high school" means the high school that a student, who pursues a Bridge Year pursuant to the provisions of P.L. 2020 c.41, attended as a junior in high school.

Under the Bridge Year Pilot Program, each high school in a school district shall designate a school staff member as a Bridge Year Liaison to serve as the school's central point of contact for students interested in pursuing a Bridge Year and for students participating in a Bridge Year. Nothing in P.L. 2020 c.41 shall be construed to require a school district to hire an individual to serve as a Bridge Year Liaison.

To be eligible to participate in the Bridge Year Pilot Program, a student shall be nineteen years of age or younger and shall not turn twenty years of age at any time during the Bridge Year, except that a classified student shall be eligible to participate if the student will turn twenty years of age during the Bridge Year due to services provided pursuant to the student's individualized education program. To participate in the Bridge Year Pilot Program, eligible students must notify their host high school's Bridge Year Liaison by February 15 of their senior year.

The Bridge Year Liaison shall develop, in consultation with Bridge Year students, an Individual Learning Plan (ILP) for each student. To ensure ample time to plan for the implementation of services outlined in the ILP, each Bridge Year student's ILP shall be completed by May 15, but no later than June 1 of the student's senior year.





# Policy/Regulations

East Orange Board of Education

STUDENTS - POLICY  
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Bridge Year Pilot Program

During the fall semester of the student's Bridge Year, the student shall take between nine and twelve credits at the host high school, the county college that serves the county of the host high school, or a combination thereof. During the spring semester of the student's Bridge Year, the student shall take between nine and twelve credits at the county college that serves the county of the host high school. During either semester of the Bridge Year, a student may also take up to three credits offered by a four-year institution of higher education at any high school in the State or at any other location to fulfill the student's credit requirement. At the conclusion of each semester of the Bridge Year, the host high school shall update the student's high school transcript to reflect any high school credits earned during the Bridge Year.

In the event that a student initially decides to pursue a Bridge Year in the fall semester, but does not continue the Bridge Year in the spring semester, the student's host high school shall release all final transcripts and other records as necessary and as may be requested. A student who decides not to continue the Bridge Year in the spring semester shall not be eligible to participate in a spring sports program or extracurricular activities pursuant to P.L. 2020 c.41.

The State Board of Education shall promulgate regulations pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B -1 et seq.), necessary to effectuate the provisions of P.L. 2020 c.41.

The Higher Education Student Assistance Authority shall promulgate regulations, pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B -1 et seq.), necessary to effectuate the provisions of subsection d. of section 2 of this Act.

P.L. 2020 c.41

Adopted:



[See POLICY ALERT No. 223]

## **R 5460.02 BRIDGE YEAR PILOT PROGRAM**

All public school districts, including charter and renaissance schools, that enroll high school students must offer all eligible students the opportunity to participate in the Bridge Year Pilot Program (P.L. 2020 c.41).

To participate in the Bridge Year Pilot Program, eligible students must notify their host high school's Bridge Year Liaison of their intent to participate by February 15 of their senior year.

### **A. Bridge Year Liaison**

- 1. To facilitate compliance with the requirements of the Bridge Year Pilot Program, each public high school in a school district shall designate a school staff member as a Bridge Year Liaison.**
- 2. The school's Bridge Year Liaison shall serve as the school's point of contact for students interested in participating in the Bridge Year Pilot Program, facilitate planning of the Bridge Year students' academic services, and regularly communicate with the respective county college regarding students' academic progress.**
- 3. Bridge Year Liaisons shall develop, in consultation with Bridge Year students, an Individual Learning Plan (ILP) for each student.**
- 4. The Bridge Year Liaison:**
  - a. Shall collect and report attendance in accordance with the school district's policy for those students participating in classes not at the host high school consistent with N.J.A.C. 6A:16-7.6. Attendance for classes at the host high school shall be collected and recorded in the normal course;**
  - b. Must receive reports from the institution of higher education that a Bridge Year student attends at least quarterly. The reports must demonstrate, in a manner specified by the student's ILP, the student's academic progress and performance; and**



# Policy/Regulations

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Bridge Year Pilot Program

- c. **Shall ensure that at the conclusion of each semester of the Bridge Year, the student's high school transcript reflects any high school and college credits earned during the Bridge Year in accordance with Policy and Regulation 5460.02.**

## **B. Student Eligibility**

### **1. To be eligible to participate in Bridge Year Pilot Program, a student must:**

- a. **Be in the graduating classes of 2021 or 2022;**
- b. **Meet all applicable high school graduation requirements by the end of their senior year of high school;**
- c. **Be nineteen years old or younger during the entirety of the Bridge Year; a student that would turn twenty years old before the end of their Bridge Year is not eligible to participate;**

**(1) A student with disabilities is eligible to participate if the student will turn twenty years old during the Bridge Year due to services provided under the student's individualized education program (IEP); and**

- d. **Maintain a grade point average of 2.0 during the Bridge Year.**

### **2. Students with disabilities who receive special education and related services under the Individuals with Disabilities Education Act (IDEA) must be granted the opportunity to participate in a school district's Bridge Year Pilot Program in accordance with Federal and State special education requirements.**

- a. **Regarding the Bridge Year's age requirements in B.1.c. above, school districts that have students with disabilities who have satisfied their State and local graduation requirements, but may need an extra year of services, and will not turn twenty-one years old before June 30, may receive services for another year as determined by the student's IEP team, which includes the student and the student's parent(s).**
- b. **The school district's Bridge Year Liaison should collaborate with the student's IEP team as the services provided to students with disabilities should be focused on transition services. Services shall be delivered via the IEP.**



## **C. Academics**

### **1. Individual Learning Plans (ILP)**

**a. Each Bridge Year student's academic and co-curricular goals for the Bridge Year shall be defined in an ILP. A student's ILP shall detail the activities and strategies for accomplishing these goals, including, but not limited to, counseling, academic support, coursework, and co-curricular or athletic participation. The New Jersey Department of Education (NJDOE) developed an ILP template for school districts, which will be available on the NJDOE's webpage.**

**(1) In developing a student's ILP, a school district should utilize the considerations outlined in Bridge Year Pilot Program (P.L. 2020 c.41) Implementation Guidance.**

**b. To ensure ample time to plan for the implementation of services outlined in the ILP, each Bridge Year student's ILP shall be completed by May 15, but no later than June 1 of the student's senior year.**

### **2. Academic and Course Requirements**

**a. Students participating in the Bridge Year Pilot Program shall meet the following academic and course requirements:**

**(1) During the fall semester, students shall take between nine and twelve credits at the host high school, county college in the county in which the host high school is located, or a combination thereof;**

**(2) During the spring semester, students shall take between nine and twelve credits at the County College in the county in which the host high school is located;**

**(3) During either semester, students may take up to three credits offered by a four-year institution of higher education at any high school in the State or any other location to fulfill the student's credit requirements described in C.2.a.(1) and (2) above;**



- (4) **Students who pursue a Bridge Year and participate in a spring sport sanctioned by the New Jersey State Interscholastic Athletic Association (NJSIAA) shall enroll in less than twelve college credits, or otherwise be enrolled in a number of college credits as to not be considered a full-time college student, in each of the fall and spring semesters during the student's Bridge Year;**
  - (5) **During the Bridge Year, students do not need to participate in health, safety, and physical education as required by N.J.S.A. 18A:35-5, 7, and 8 (N.J.A.C. 6A:8-5.1(a)1.vi); and**
  - (6) **A Bridge Year student shall be considered a non-matriculated student of the respective county college.**
- b. **School districts that do not operate on the basis of fall and spring semesters should meet the spirit of the academic and course requirements outlined in C.2.a. above and ensure that Bridge Year students meet their total credit requirements for the entirety of the Bridge Year Pilot Program.**
3. **Graduation**
- a. **As stated in B.1.b. above, all students must meet all applicable high school graduation requirements by the end of their senior year of high school before participating in the Bridge Year Pilot Program.**
  - b. **The Bridge Year student may participate in the graduation ceremony at the end of his or her senior year or the end of his or her Bridge Year.**
  - c. **The student's diploma will be withheld and formal matriculation from high school will be deferred until completion of the Bridge Year Pilot Program.**
- (1) **Participating students are only held to the graduation requirements of their senior year and are not required to meet the graduation requirements of their Bridge Year in order to receive their high school diploma.**



- (a) For example, 12<sup>th</sup> graders in the graduating class of 2021 – whose Bridge Year would take place during the 2021-2022 school year – will be held only to the graduation requirements applicable to the class of 2021, as modified pursuant to Executive Order 214 by the Governor of New Jersey, and not to the graduation requirements for the class of 2022.
      - d. At the conclusion of each semester of the Bridge Year Pilot Program, the host high school shall update the student’s high school transcript to reflect any high school credits earned during the Bridge Year.
      - e. If a student decides to pursue a Bridge Year in the fall semester, but does not continue the Bridge Year in the spring semester, the student’s host high school shall release all final transcripts and other records as necessary and as may be requested.
- D. Data Reporting
  - 1. NJ SMART
    - a. The NJDOE will add a new field in the NJ SMART SID Management to indicate whether 12<sup>th</sup> graders are planning to participate in the Bridge Year Pilot Program in the following year (beginning in the 2020-2021 school year) or whether a 12<sup>th</sup> grader is currently participating in a Bridge Year Pilot Program (beginning in the 2021-2022 school year).
    - b. School districts will be required to begin entering this information for all 12<sup>th</sup> graders beginning with the June 2021 snapshot.
  - 2. School and District Accountability
    - a. Students participating in the Bridge Year Pilot Program will continue to be included in the accountability calculations for both Every Student Succeeds Act school accountability and New Jersey Quality Single Accountability Continuum (QSAC) district accountability during their Bridge Year.
      - (1) This would include graduation rate and chronic absenteeism calculations for both school and district accountability.



- (2) Students participating in the Bridge Year Pilot Program will not count as graduates for graduation rate calculations until they receive a diploma at the end of the Bridge Year.**

**E. Athletic Requirements**

- 1. Students participating in the Bridge Year Pilot Program are eligible to participate in NJSIAA sanctioned sports at their host high school – and only at their host high school – during the spring season of their Bridge Year.**
  - a. Bridge Year students are not eligible to participate in fall or winter sports during their Bridge Year.**
- 2. Students must meet the eligibility requirements outlined by the NJSIAA.**
- 3. A student who decides not to continue their Bridge Year in the spring semester shall not be eligible to participate in a spring sports program or extracurricular activities.**
- 4. Bridge Year students participating in spring athletics are subject to the athletic code of conduct, and any other applicable codes, rules, or school district policies as other students participating in the spring sport.**

**Issued:**



### 6471 SCHOOL DISTRICT TRAVEL

The Board of Education shall implement a Policy and Regulation pertaining to travel expenditures for its employees and Board of Education members that is in accordance with N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7, and other rules and procedures the Board of Education deems appropriate pursuant to N.J.A.C. 6A:23A-7.2(a). The Policy and Regulation pertaining to school district travel expenditures incorporates either expressly, in whole or in part, and/or by reference, the laws and regulations contained in N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7.

The Board of Education ensures the effective and efficient use of funds by adopting and implementing policies and procedures that are in accordance with N.J.S.A. 18A:11-12 and New Jersey Department of the Treasury, Office of Management and Budget (OMB) current circulars and any superseding circulars pertaining to travel, meals, events and entertainment, and the additional requirements set forth in N.J.A.C. 6A:23A-7. If any superseding circulars of the OMB conflict with the provisions of these rules, the provisions of the superseding circulars shall govern.

**Any sections of State travel regulations as established by the OMB presented as OMB Travel, Entertainment, Meals, and Refreshments Circulars, that conflict with N.J.S.A. 18A:1-1 et seq. shall not be included in Policy and Regulation 6471 nor authorized under N.J.A.C. 6A:23A-7. This includes, but is not limited to, the authority to issue travel charge cards as allowed under the OMB Circulars, but which is not authorized for school districts under New Jersey school law.**

**The Board of Education shall ensure, through Policy and Regulation 6471, that all travel by its employees and Board of Education members is educationally necessary and fiscally prudent. Policy and Regulation 6471 shall include the requirement that all school district travel expenditures are:**

- 1. Directly related to and within the scope of the employee's or district Board member's current responsibilities and, for school district employees, the school district's professional development plan, the school professional development plan, and employee's individual professional development plan;**
- 2. For travel that is critical to the instructional needs of the school district or furthers the efficient operation of the school district; and**





- 3. In compliance with State travel payment guidelines as established by the OMB and with guidelines established by the Federal Office of Management and Budget; except any State or Federal regulations and guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable, including, but not limited to, the authority to issue travel charge cards. The Board of Education shall specify in its travel policy the applicable restrictions and requirements set forth in the State and Federal guidelines, including, but not limited to, types of travel, methods of transportation, mileage allowance, subsistence allowance, and submission of supporting documentation including receipts, checks, or vouchers.**

**School district travel expenditures shall include, but shall not be limited to, all costs for transportation, meals, lodging, and registration or conference fees directly related to participation in the event.**

**School district travel expenditures subject to N.J.A.C. 6A:23A-7 shall include costs for all required training and all travel authorized in school district employee contracts and Policy and Regulation 6471. This includes, but is not limited to, required professional development, other employee training and required training for Board members, and attendance at specific conferences authorized in existing employee contracts, provided the travel meets the requirements of N.J.A.C. 6A:23A-7. All such expenditures are subject to the rules in N.J.A.C. 6A:23A-7, including, but not limited to, inclusion in the annual travel limit, prior Board of Education approval, separate tracking as described at N.J.S.A. 18A:11-12.q, and per diem reimbursements.**

**Travel reimbursements will only be paid upon compliance with all provisions of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471. The Board of Education will not ratify or approve payments or reimbursements for travel after completion of the travel event, except as provided at N.J.A.C. 6A:23A-7.4(d).**

**The Board of Education shall establish a maximum travel budget in accordance with the requirements outlined in N.J.A.C. 6A:23A-7.3.**

**The Board of Education authorizes an annual maximum amount per employee for regular business travel only for which Board of Education approval is not required. The annual maximum shall not exceed no more than \$ 1,500.00 and shall be subject to the approval requirements in N.J.S.A. 18A:19-1.**



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All travel requests must be submitted and approved in writing by the Superintendent of Schools and the majority of the Board of Education's full voting membership of the Board, except if the Board of Education has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3(b), prior to obligating the school district to pay related expenses and prior to attendance at the travel event.

All travel requests for Board members shall require prior approval by a majority of the Board of Education's full voting membership, except where the Board of Education has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3(b), and the travel shall be in compliance with N.J.S.A. 18A:12-24 and 24.1.

**A Board member must recuse himself or herself from voting on travel if the Board member, a member of his or her immediate family, or a business organization in which he or she has an interest has a direct or indirect financial involvement that may reasonably be expected to impair his or her objectivity or independence of judgment. Policy and Regulation 6471 prohibit a Board member from acting in his or her official capacity in any matter in which he or she or a member of his or her immediate family has a personal involvement that is or creates some benefit to the school district Board member or member of his or her immediate family; or undertaking any employment or service, whether compensated or not, that may reasonably be expected to prejudice his or her independence of judgment in the execution of his or her official duties.**

**The Board of Education excludes from the requirements of prior Board of Education approval any travel caused by or subject to existing contractual provisions, including grants and donations, and other statutory requirements, or Federal regulatory requirements in accordance with the provisions of N.J.A.C. 6A:23A-7.4(d).**

The Board of Education requires documentation required in N.J.A.C. 6A:23A-7.5(b) that justifies the number of employees attending an event and the benefits derived from their attendance. Pursuant to N.J.A.C. 6A:23A-7.5(c), the school district shall maintain documentation on file that demonstrates compliance with the Board of Education's travel policy, including travel approvals, reports, and receipts for all school district funded expenditures, as appropriate.

The School Business Administrator/Board Secretary shall be responsible for the accounting requirements for travel in accordance with the provisions of N.J.A.C. 6A:23A-7.6.

**The Superintendent of Schools and the School Business Administrator are the final approval authorities for travel.**



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Sanctions for a violation of the provisions of N.J.A.C. 6A:23A-7 or this Policy are outlined in N.J.A.C. 6A:23A-7.7 and Regulation 6471.

The Board of Education prohibits the types of travel expenditures not eligible for reimbursement as listed in N.J.A.C. 6A:23A-7.8. and Regulation 6471.

Travel methods shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.9 and Regulation 6471 and the routing of travel shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.10 and Regulation 6471.

Any subsistence allowance shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.11 and Regulation 6471. Meal allowances and incidental expenditures shall be in accordance with N.J.A.C. 6A:23A-7.12 and Regulation 6471.

Reimbursement for out-of-State and high-cost travel shall be made pursuant to N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-5.9, and Policy and Regulation 6471.

Records and supporting documentation must be completed and maintained as required in N.J.A.C. 6A:23A-7.13 and outlined in Regulation 6471.

The Board of Education shall approve the mileage reimbursement amount to be paid to an employee who has been approved by the Superintendent or designee to use their personal vehicle for school-related business.

N.J.S.A. 18A:11-12  
N.J.A.C. 6A:23A-5.9; 6A:23A-7

Adopted: 11 August 2009  
Adopted: 14 September 2010  
Adopted: 12 May 2015

**Adopted:**



### R6471 SCHOOL DISTRICT TRAVEL

#### A. Definitions

1. For the purposes of this Policy, "travel expenditures" means those costs paid by the school district using local, State, or Federal funds, whether directly by the school district or by employee reimbursement, for travel by school district employees and district Board of Education members, to the following five types of travel events:
  - a. Training and seminars - means all regularly scheduled, formal residential or non-residential training functions conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility;
  - b. Conventions and conferences - means general programs, sponsored by professional associations on a regular basis, which address subjects of particular interest to a school district or are convened to conduct association business. The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge or the reinforcement of those skills and knowledge in a particular field related to school district operations. These are distinct from formal staff training and seminars, although some -training may take place at such events;
  - c. School district sponsored events - means conferences, conventions, receptions, or special meetings where the school district plans, develops, implements, and coordinates the event and is the event's primary financial backer. School district employees are actively involved in working the event and other employees may attend as participants;
  - d. Regular school district business - means all regular official business travel, including attendance at meetings, conferences, and any other gatherings which are not covered by the definitions included in a., b., and c. above. Regular school district business travel also includes attendance at regularly scheduled in-State county meetings and Department of Education sponsored or association sponsored events provided free of charge and regularly scheduled in-State professional development activities with a registration fee that does not exceed \$150 per employee or **district** Board member. **The** \$150 limit per employee or **district** Board member may be adjusted by inflation; and



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- e. Retreats - means meetings with school district employees and school Board members, **held away from the normal work environment** at which organizational goals and objectives are discussed. **If available, school district facilities shall be utilized for this type of event.**
- B. Maximum Travel Budget (N.J.A.C. 6A:23A-7.3)
1. Annually in the prebudget year, the Board of Education shall establish by resolution a maximum travel expenditure amount for the budget year, which the school district shall not exceed. The resolution shall also include the maximum amount established for the prebudget year and the amount spent to date.
    - a. The maximum school district travel expenditure amount shall include all travel supported by local and State funds.
    - b. The Board may exclude travel expenditures supported by Federal funds from the maximum travel expenditure amount.
      - (1) If Federal funds are excluded from the established maximum amount, the Board shall include in the resolution the total amount of travel supported by Federal funds from the prior year, prebudget year, and projected for the budget year.
    - c. Exclusion of Federal funds from the annual maximum travel budget shall not exempt such travel from the requirements applicable to State and local funds.
  2. The Board of Education may authorize an annual maximum amount per employee for regular business travel only for which Board of Education approval is not required.
    - a. The annual maximum shall not exceed \$1,500 and shall be subject to the approval requirements in N.J.S.A. 18A:19-1.
    - b. Regular school district business travel as defined in N.J.A.C. 6A:23A-1.2 and in this Regulation shall include attendance at regularly scheduled in-State county meetings and Department-sponsored or association-sponsored events provided free of charge. It also shall include regularly scheduled in-State professional development activities for which the registration fee does not exceed \$150 per employee or Board member.
    - c. Regular school district business travel shall require approval of the Superintendent prior to obligating the school district to pay related expenses and prior to attendance at the travel event.



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- (1) The Superintendent shall designate an alternate approval authority to approve travel requests in his or her absence when necessary to obtain timely district Board of Education approval.
    - (2) The Superintendent shall establish, in writing, the internal levels of approval required prior to his or her approval of the travel event, as applicable.
  - C. Travel Approval Procedures (N.J.A.C. 6A:23A-7.4)
    1. All travel requests for employees of the school district shall be submitted to the Superintendent or designee and approved in writing by the Superintendent and approved by a majority of the Board of Education's full voting membership, except if the Board of Education has excluded regular business travel from prior approval in Policy 6471 pursuant to N.J.A.C. 6A:23A-7.3(b), prior to obligating the school district to pay related expenses and prior to attendance at the travel event.
      - a. The Superintendent shall designate an alternate approval authority to approve travel requests in his or her absence when necessary to obtain timely Board approval.
      - b. The Superintendent shall establish, in writing, the internal levels of preliminary approval required prior to the Superintendent's approval of the travel event, as applicable.
        - (1) The School Business Administrator/Board Secretary or designee shall review all travel requests either before or after the Superintendent's approval and prior to submission of the Board for approval to determine if the expenses as outlined in the request are in compliance with the requirements of N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7, the current State travel payment guidelines established by the Department of the Treasury, and the current guidelines established by the Federal Office of Management and Budget.
          - (a) If any travel expenses requested are not in compliance with the guidelines outlined above, the School Business Administrator/Board Secretary or designee will return the request to be revised in accordance with the guidelines outlined above.



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- (b) The Superintendent may deny the request, approve the request conditioned upon the staff member assuming the financial responsibility for those travel expenses that are not in compliance with the guidelines, or may return the request to the school staff member to be revised in accordance with the guidelines outlined above.
2. All travel requests for Board members shall require prior approval by a majority of the Board's full voting membership, except where the Board has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3(b), and the travel shall be in compliance with N.J.S.A. 18A:12-24 and 24.1.
3. The Board of Education may approve, at any time prior to the event, travel for multiple months as long as the approval detailed in Board of Education minutes itemizes the approval by event, total cost, and number of employees and/or Board members attending the event. **General or blanket pre-approval shall not be authorized.**
4. All travel requests shall receive prior approval of the Board of Education except if the Board has excluded from the requirements prior Board approval of any travel caused by or subject to existing contractual provisions, including grants and donations, and other statutory requirements, or Federal regulatory requirements in Policy 6471 pursuant to N.J.A.C. 6A:23A-7.4(d). For the exclusion of prior Board approval to apply, the required travel event shall be detailed, with number of employee(s), Board member(s), and total cost in the applicable contract, grant, donation, statute, or Federal regulation.
  - a. This shall not include general grant guidelines or regulations that are permissive, but do not require the travel event, unless the specific travel event, number of employee(s), Board member(s), and total cost is detailed in the approved grant, donation, or other fund acceptance agreement.
  - b. This shall not include general contractual provisions in employment contracts for continuing education or professional development, except if the Board has included in its policy a maximum amount per employee for regular business travel that does not require prior Board of Education approval pursuant to N.J.A.C. 6A:23A-7.3.
5. If occasional unforeseen situations arise wherein a travel request cannot obtain prior approval of the Board of Education, **justification shall be included in the text of the travel request.**



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- a. Such requests shall require prior written approval of the Superintendent or designee, and the Executive County Superintendent or designee.
  - b. The Board shall ratify the request at its next regularly scheduled meeting.
  - c. **Travel to conferences, conventions, and symposiums shall not be considered emergencies and shall not be approved after the fact.**
6. Subsequent to pre-approval by a majority of the full voting membership of the Board of Education, reimbursement of prospective employee travel expense shall be pre-approved by the Executive County Superintendent.
- D. Required Documentation for Travel (N.J.A.C. 6A:23A-7.5)
1. The Board of Education requires the documentation listed in D.2. below to justify the number of employees attending an event and the benefits to be derived from their attendance;
  2. Neither the Superintendent or designee, nor the Board of Education shall approve a travel request unless it includes, at a minimum, the following information:
    - a. The name and date(s) of the event;
    - b. A list of Board members and/or employees to attend, either by name and title;
    - c. The estimated cost associated with travel;
    - d. A justification and brief statement that includes the primary purpose for the travel, the key issues that will be addressed at the event, and their relevance to improving instruction or the operation of the school district.
      - (1) For training events, the statement must include whether the training is for a certification required for continued employment, continuing education requirements, requirements of Federal or State law, or other purpose related to the programs and services currently being delivered or soon to be implemented in the school district; or related to school district operations;





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- e. The account number and funding source - Federal, State, private, or local; and
      - f. For annual events, the total attendance and cost for the previous year.
    3. The school district shall maintain documentation on file that demonstrates compliance with the Board of Education's travel policy, including travel approvals, reports, and receipts for all school district funded expenditures, as appropriate.
  - E. School Business Administrator/Board Secretary Responsibilities Regarding Accounting for Travel (N.J.A.C. 6A:23A-7.6)
    1. The School Business Administrator/Board Secretary or designee shall prepare itemized travel budgets by function and object of expense for each cost center, department, or location maintained in the school district's accounting system, as applicable, as part of the preparation of and documentation for the annual school district budget.
      - a. The aggregate amount of all travel budgets shall not exceed the Board of Education approved maximum travel expenditure amount for the budget year as required by N.J.A.C. 6A:23A-7.3.
    2. The School Business Administrator/Board Secretary shall maintain separate accounting for school district travel expenditures, as necessary, to ensure compliance with the school district's maximum travel expenditure amount. The separate accounting tracking system may include, but need not be limited to, a separate or offline accounting of such expenditures or expanding the school district's accounting system. The tracking system shall be sufficient to demonstrate compliance with Policy and Regulation 6471 and N.J.A.C. 6A:23A-7, and shall be in a detailed format suitable for audit.
    3. The School Business Administrator/Board Secretary or designee shall review and approve the cost and supporting documentation required by N.J.A.C. 6A:23A-7 and submitted by the person(s) having incurred travel expense. The School Business Administrator shall not approve or issue payment of travel expenditures or reimbursement requests until all required documentation and information to support the payment has been submitted, and shall not approve any travel expenditure that, when added to already approved travel expenditures, would exceed the Board of Education approved maximum travel expenditure amount for the budget year.



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4. The School Business Administrator/Board Secretary shall be responsible for the adequacy of documentation of transactions processed by his or her staff and the retention of the documentation to permit audits of the records.
  5. A Board of Education employee, a Board member, or an organization shall not receive partial or full payment for travel and travel-related expenses in advance of the travel, pursuant to N.J.S.A. 18A:19-1 et seq. The payment of travel and travel-related expenses, including travel-related purchases for which a purchase order is not applicable, shall be made personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. N.J.A.C. 6A:23A-7.6, Policy 6471, and this Regulation do not preclude the school district from paying the vendor directly with the proper use of a purchase order (for example, for registration, airline tickets, **and hotel**).
- F. Sanctions for Violations of Travel Requirements (N.J.A.C. 6A:23A-7.7)
1. A Board of Education that violates its established maximum travel expenditure, as set forth in N.J.A.C. 6A:23A-7.3, or that otherwise is not in compliance with N.J.A.C. 6A:23A-7 travel limitations, may be subject to sanctions by the Commissioner as authorized pursuant to N.J.S.A. 18A:4-23 and 24, including reduction of State aid in an amount equal to any excess expenditure pursuant to N.J.S.A. 18A:11-12 and 18A:7F-60.
  2. The staff member designated as the final approval authority for travel who approves any travel request or reimbursement in violation of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471 shall reimburse the school district in an amount equal to three times the cost associated with attending the event, pursuant to N.J.S.A. 18A:11-12.
  3. An employee or Board member who violates the provisions of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471 shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event, pursuant to N.J.S.A. 18A:11-12.
  4. In accordance with N.J.A.C. 6A:23A-7.7(d), there must be procedures to monitor compliance and application of the penalty, as outlined in N.J.A.C. 6A:23A-7.7, upon determination a violation has occurred after Board of Education payment of the event.



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- a. In addition to the annual audit test procedures to ensure compliance as required in N.J.A.C. 6A:23A-7.7(e) and F.5. below, the School Business Administrator/Board Secretary will designate a staff member to review travel payments that are being recommended to the Board for payment prior to Board approval and travel payments previously approved by the Board for payment and paid for any violations.
    - (1) In the event the annual audit test procedures or the review by the staff member designated by the School Business Administrator/Board Secretary determines a travel payment recommended to the Board for payment or a travel payment previously approved by the Board and was paid in violation of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471, the school district auditor or the staff member designated by the School Business Administrator/Board Secretary shall inform the Superintendent of Schools of the violation in writing.
    - (2) The Superintendent shall determine if a violation of N.J.A.C. 6A:23A-7 requires a penalty in accordance with N.J.A.C. 6A:23A-7.7.
    - (3) If a violation is determined prior to payment or reimbursement of the travel event, the Superintendent may exclude application of any additional penalties.
  5. The annual audit conducted pursuant to N.J.S.A. 18A:23-1 shall include test procedures to ensure compliance with the Board of Education's policy and travel limitations set forth in this section and N.J.S.A. 18A:11-12.
- G. Prohibitive Travel Reimbursements (N.J.A.C. 6A:23A-7.8)
1. The following types of expenditures are not eligible for reimbursement:
    - a. Subsistence reimbursement for one-day trips, except for meals expressly authorized by and in accordance with N.J.A.C. 6A:23A-7.12;
    - b. Subsistence reimbursement for overnight travel within the State, except where authorized by the Commissioner in accordance with N.J.A.C. 6A:23A-7.11;
    - c. Travel by Board members or employees whose duties are unrelated to the purpose of the travel event or **who are not required to attend to meet continuing educations requirements** or to comply with law or regulation;



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- d. Travel by spouses, civil union partners, domestic partners, immediate family members, and other relatives;
- e. Costs for employee attendance for coordinating other attendees' accommodations at the travel event;
- f. Lunch or refreshments for training sessions and retreats held within the school district, including in-service days and for employee participants traveling from other locations within the school district;
- g. Training to maintain a certification that is not required as a condition of employment (For example: CPE credits to maintain a CPA license if the employee is not required to be a CPA for continued school district employment);
- h. Charges for laundry, valet service, and entertainment;
- i. Limousine services and chauffeuring costs to, or during, the event;
- j. Car rentals, either utilized for airport transportation or transportation at a conference, convention, etc., unless absolutely necessary for the conduct of school district business. Justification shall accompany any request for car rentals. If approved, the most economical car rental is to be used, including the use of subcompacts and discounted and special rates. An example of the justified use of a car rental is when an employee is out of State, making inspections at various locations, and the use of public transportation is impracticable. When car rental is authorized, the employee shall not be issued an advance payment for the anticipated expense associated with the rental;
- k. Alcoholic beverages;
- l. Entertainment costs, including amusement, diversion, social activities, and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities);
- m. Gratuities or tips in excess of those permitted by Federal per diem rates;
- n. Reverse telephone charges or third party calls;
- o. Hospitality rooms;
- p. Souvenirs, memorabilia, promotional items, or gifts;



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- q. Air fare without documentation of quotes from at least three airlines and/or on-line services; and
  - r. Other travel expenditures that are unnecessary and/or excessive.
- H. Travel Methods (N.J.A.C. 6A:23A-7.9)
1. For the purpose of section H. of this Regulation and N.J.A.C. 6A:23A-7.9, "transportation" means necessary official travel on railroads, airlines, shuttles, buses, taxicabs, rideshares, school district-owned or leased vehicles, and personal vehicles.
  2. The purchase or payment of related transportation expenses shall be made by purchase order or personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. An actual invoice or receipt for each purchase or expense shall be submitted with a claim for reimbursement.
  3. Pursuant to Office of Management and Budget (OMB) Travel Circulars and N.J.A.C. 6A:23A-7.1 et seq., the following travel methods requirements shall apply:
    - a. Air and rail tickets shall be purchased via the Internet, if possible, using airline or online travel services such as Travelocity, Expedia, or Hotwire.
    - b. Air travel shall be authorized only when determined that it is necessary and advantageous to conduct school district business.
      - (1) The most economical air travel should be used, including the use of discounted and special rates.
      - (2) The following options should be considered when booking tickets:
        - (a) Connecting versus nonstop flights;
        - (b) Departing earlier or later compared to the preferred departure time;
        - (c) Utilizing alternative airports within a city, for example, Chicago, Illinois-Midway Airport versus O'Hare Airport;



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- (d) Utilizing alternative cities, for example, Newark versus Philadelphia;
  - (e) Utilizing "low cost" airlines; and
  - (f) Exploring alternate arrival and/or departure days.
- (3) No employee or Board member can earn benefits as a result of school district funded travel. Employees and Board members shall be prohibited from receiving "frequent flyer" or other benefits accruing from school district funded travel.
- (4) Airfare other than economy (that is, business or first class) shall not be fully reimbursed by the school district except when travel in such classes:
- (a) Is less expensive than economy;
  - (b) Avoids circuitous routings or excessive flight duration; or
  - (c) Would result in overall transportation cost savings.
- (5) All airfare other than economy and not covered by the above exceptions purchased by an employee or Board member shall be reimbursed only at the economy rate for the approved destination.
- (6) Cost estimates on travel requests and associated authorizations shall be consistent with current airline tariffs, with consideration of available special fares or discounts, for the requested destination.
- (7) Airline tickets shall not be booked until all necessary approvals have been obtained.
- (8) Additional expenses over and above the authorized travel request shall be considered only for factors outside the purchaser's control. **The burden of proof shall be placed upon the purchaser and any additional expenses incurred without sufficient justification and documentation**, as determined by the School Business Administrator/Board Secretary, shall not be reimbursed.



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- (9) Justification shall accompany requests for airline ticket reimbursement when purchased by employees or Board members contrary to H.3.b.(1) through (8) above. Sufficient justification shall be considered only for factors outside the purchaser's control. Noncompliant purchases without sufficient justification shall not be reimbursed.
- c. Rail travel shall be authorized only when determined that it is necessary and advantageous to conduct school district business.
    - (1) The most economical scheduling of rail travel shall be utilized, including excursion and government discounts, whenever applicable.
    - (2) The use of high-speed rail services, such as Acela, shall not be authorized.
    - (3) All rail travel shall be processed in the same manner as prescribed for air travel in H.3.b. above.
  - d. Use of a school district-owned or -leased vehicle shall be the first means of ground transportation. Use of a personally owned vehicle on a mileage basis shall not be permitted for official business where a school district-owned or -leased vehicle is available.
    - (1) Mileage allowance in lieu of actual expenses of transportation shall be approved by the Board and allowed at the rate authorized by the annual State Appropriations Act, or a lesser rate at the Board's discretion for an employee or Board member traveling by his or her personally owned vehicle on official business.
      - (a) If any condition in an existing negotiated contract is in conflict with the OMB Travel Circulars, such as the mileage reimbursement rates, the provisions of the existing contract shall prevail.
    - (2) Parking and toll charges shall be allowed in addition to mileage allowance.
    - (3) Reimbursement for travel to points outside the State by automobile shall be permitted when such arrangements prove to be more efficient and economical than other means of public transportation.



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- (4) In determining the relative costs of private and public transportation, all associated costs (that is, tolls, taxicabs, airport or station transfers, etc.) shall be considered.
  - (5) All employees and Board members using privately owned cars in the performance of their duties for the school district shall present a New Jersey Insurance Identification Card indicating that insurance coverage is in full force and effect with companies approved by the State Department of Banking and Insurance. The card shall be made available to the Superintendent or designee before authorization to use privately owned cars.
  - (6) Employees and district Board members who are out-of-State residents shall provide appropriate insurance identification in lieu of the New Jersey Insurance Identification Card.
- e. School district-owned or -leased vehicles shall be utilized in accordance with N.J.A.C. 6A:23A-6.12.
  - f. Necessary taxicab or rideshare charges shall be permitted. However, travel to and from airports, downtown areas, and between hotel and event site shall be confined to regularly scheduled shuttle service, whenever such service is complimentary or is less costly. If shuttle service is not available, taxicabs or rideshares may be used.
  - g. Cruises shall not be permitted for travel events or transportation.
- I. Routing of Travel (N.J.A.C. 6A:23A-7.10)
1. Pursuant to State travel guidelines as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars:
    - a. All travel shall follow the most direct, economical, and usually traveled route. Travel by other routes as a result of official necessity shall be eligible for payment or reimbursement only if satisfactorily established in advance of such travel.
    - b. If a person travels by indirect route for personal convenience, the extra expense shall be borne by the individual.
    - c. Reimbursement for expenses shall be based only on charges that do not exceed what would have been incurred by using the most direct, economical, and usually traveled route.





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- J. Subsistence Allowance – Overnight Travel (N.J.A.C. 6A:23A-7.11)
1. Pursuant to the State travel guidelines as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars, one-day trips that do not involve overnight lodging shall not be eligible for subsistence reimbursement, except for meals expressly authorized by and in accordance with the provisions of N.J.A.C. 6A:23A-7.12.
  2. Pursuant to the OMB Travel Circulars, generally, overnight travel shall not be eligible for subsistence reimbursement if travel is within the State. Overnight travel is permitted if it is authorized pursuant to 3. below, or is a required component by the entity issuing a grant, donation, or other funding agreement with the school district. The specific required overnight in-State travel event shall be detailed in the final grant, donation, or other fund acceptance agreement along with the number of authorized travelers and total cost. All reimbursements shall be subject to N.J.A.C. 6A:23A-7 unless the funding acceptance agreement specifies otherwise.
  3. Pursuant to the State travel regulations as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars, the Commissioner shall be authorized to grant waivers for overnight travel for Board members and school district employees to attend in-State conferences.
    - a. Such waivers will be granted in only extremely limited circumstances when the sponsoring organization can demonstrate the conference is broad and multi-disciplinary in scope, incorporates content offerings from numerous specialty areas, and includes important professional development opportunities and/or required training.
    - b. The sponsoring organization shall demonstrate the conference's content, structure, scheduling, and anticipated attendance necessitate that it be held on multiple consecutive days with overnight lodging. When such waivers are granted, individual school districts or individuals shall not be required to submit waiver requests for attendance at these conferences.
    - c. Sponsors of in-State conferences may submit to the Commissioner a request for a waiver of this prohibition by providing information regarding the conference as follows:
      - (1) The name and dates of the event;



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- (2) Justification for the length of the conference and the necessity to hold events for each day beyond the first day of the conference;
- (3) Identification of all other conferences sponsored or co-sponsored by the organization (whether single or multi-day) in the previous year;
- (4) A description of the target audience by position title and/or educational certificate and endorsement;
- (5) Justification of the importance of the target audience attending the event;
- (6) The cost of registration;
- (7) A detailed list and description of any activities to be charged to the participants by the sponsor separate from the registration fee, such as luncheons, workshops, entertainment, etc., including:
  - (a) The cost of the activity;
  - (b) Whether participation is mandatory or voluntary; and
  - (c) The purpose such as social, guest speaker, working session, etc.
- (8) A copy of agenda or program for the event;
- (9) A brief statement that includes the primary purpose of the event, the key issues that will be addressed at the event, and their relevance to improving instruction or the operation of a school or school district;
- (10) For training events, whether the training is needed for a certification required for continued employment, continuing education requirements, or requirements of Federal or State law; and
- (11) For annual events, total attendance, and registration cost for the previous year.



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4. If a waiver of the prohibition on overnight travel is granted pursuant to N.J.A.C. 6A:23A-7.11, it shall permit reimbursement for travel expenses only for individuals whose home-to-convention commute exceeds fifty miles.
5. Overnight travel within the State shall not be eligible for subsistence reimbursement if travel is on the day prior to the start of the conference. Reimbursement shall be prohibited for lodging prior to check-in time for the first day of the event or after check-out time on the last day of the event.
6. The United States General Services Administration publishes a schedule of Federal per diem rates in the Federal Register for approved overnight travel by the event location. The latest Federal per diem rates schedule for lodging, meals, and incidental expenses by location can be found at [www.gsa.gov](http://www.gsa.gov). The following restrictions apply to allowable per diem reimbursements:
  - a. Allowable per diem reimbursement for lodging, meals, and incidentals shall be actual reasonable costs, not to exceed the Federal per diem rates for the event location. Registration and conference fees are not subject to the Federal per diem rate caps. If the event location is not listed, the maximum per diem allowance shall be equal to the standard Continental United States (CONUS) per diem rates published by the General Services Administration for meals, incidental expenses, and lodging.
  - b. Pursuant to N.J.S.A. 18A:11-12.o., reimbursement for lodging expenses for overnight travel, out-of-State or in-State as authorized by the Commissioner, may exceed the Federal per diem rates if the hotel is the site of the convention, conference, seminar, or meeting and the going rate of the hotel is in excess of Federal per diem rates.
    - (1) If the hotel at the site of the current travel event is not available, lodging may be paid for similar accommodations at a rate not to exceed the hotel rate at the site of the current event.
    - (2) If there is no hotel at the site of the current travel event (for example, Atlantic City Convention Center), then reimbursement for lodging shall not exceed the Federal per diem rate.
  - c. If the meal is not part of a one-sum fee for a travel event, reimbursement may be approved for the full cost of an official convention meal that the employee or Board member attends, when such meal is scheduled as an integral part of the convention or conference proceedings. Receipts shall be submitted to obtain reimbursement in such situations. The amount of the Federal per diem rate for the corresponding meal shall be deducted from that day's subsistence allowance.



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- d. The allowance for a meal(s) or incidentals shall not be eligible for reimbursement when included and paid in the registration fee, the cost of lodging, or transportation charge.
  - e. Receipts shall be required for all hotel and incidental expenses. Meal expenses under the Federal per diem allowance limits shall not require receipts pursuant to N.J.S.A. 18A:11-12.o.(3), unless required by the Board of Education.
  - f. If the total per diem reimbursement is greater than the Federal per diem rates, the costs shall be considered excessive in the absence of substantial justification accompanying the travel voucher submitted by the employee or district Board member. In such cases, receipts shall be submitted for all costs, including meals.
  - g. Employees and Board members shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits or is more advantageous to the conduct of school district business.
  - h. Actual subsistence expenses shall not be reimbursable if paid by the traveler to a member of his or her family, to another school district employee, or to a family member of another school district employee.
- K. Meal Allowance – Special Conditions – and Allowable Incidental Travel Expenditures (N.J.A.C. 6A:23A-7.12)
- 1. Meals for in-State travel shall not be eligible for reimbursement except as expressly authorized within N.J.A.C. 6A:23A-7.
  - 2. A meal allowance may be provided to employees or Board members in relation to one-day, out-of-State trips required for school business purposes that do not require an overnight stay. The reimbursement for breakfast, lunch, and/or dinner shall not exceed the amounts authorized in State travel regulations as published by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars.
  - 3. Lunch for off-site training sessions may be authorized for an amount up to \$7 per person only when it is necessary that employees or Board members remain at a site other than their school district and there are no viable options for lunch at the off-site location.
    - a. Per N.J.S.A. 18A:11-12.a.(1)(d), employee and Board member retreats shall be held onsite unless there is no school district site available.





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- e. The school district shall purchase or prepare food that is sufficient to provide each district Board member, dignitary, non-employee speaker, or allowable staff member one meal. Meals should be carefully ordered to avoid excess. Unintended left over food should be donated to a charitable shelter or similar facility, if at all possible.
7. Reimbursement may be approved for allowable telephone and incidental travel expenses that are essential to transacting official business.
- a. Charges for telephone calls on official business may be allowed. The voucher shall show the dates on which such calls were made, the points between which each call was made, and the cost per call.
  - b. Employees and Board members using their personally owned telephone for business may request reimbursement, less Federal Communications Tax. Calls for business are tax exempt and the telephone company will make allowances for the tax if the employee or Board member certifies to the telephone company when paying bills for personally owned phones that said calls were business calls.
  - c. Incidental expenses, defined as "non-meal tips" by the State travel regulations, when necessarily incurred by the traveler in connection with the transaction of official business, may be submitted for reimbursement only when the necessity and nature of the expense are clearly and fully explained on the travel voucher and the voucher is approved. Travel vouchers shall be supported by receipts showing the quantity and unit price.
- L. Records and Supporting Documents (N.J.A.C. 6A:23A-7.13)
1. All persons authorized to travel on business shall keep a memorandum of expenditures chargeable to the school district, noting each item at the time and date the expense is incurred.
  2. The travel voucher shall be completed by the employee or Board member to document the details of the travel event. The travel voucher shall be signed by the employee or Board member to certify the validity of the charges for which reimbursement is sought. The form also shall bear the signatures of approval officials for processing.
  3. Sufficient documentation shall be maintained centrally by the school district to support payment and approval of the travel voucher.



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4. In addition to the documentation required for reimbursement, each person authorized to travel shall submit a brief report that includes the primary purpose for the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district. This report shall be submitted prior to receiving reimbursement.
5. Documentation for requests for travel reimbursement shall show:
  - a. The date(s) and individual points of travel, number of miles traveled between such points, and kind of conveyance used;
  - b. If the distance traveled between individual points is greater than the usual route between the points, the reason for the greater distance shall be stated;
  - c. The hours of the normal work day and actual hours worked shall be shown when requesting meal reimbursement for non-overnight travel;
  - d. Original receipts shall be required for all reimbursable expenses, except for meals that qualify for per diem allowances and for parking meters;
  - e. Actual vendor receipts for personal credit card charges shall be attached to reimbursement requests. Credit card statements shall not be accepted as documentation of expenses;
  - f. Personal charges on a hotel bill shall be deducted and shown on the bill;
  - g. When lodging is shared jointly, the fact shall be stated on the travel voucher;
  - h. Where travel is not by the most economical, usually traveled route, the employee or Board member reimbursement request shall set forth the details of the route, the expenses actually incurred, the hour of departure, the hour of arrival, and an explanation for the use of costlier travel arrangements;
  - i. When travel is authorized for the employee's or Board member's own automobile on a mileage basis, the points between which travels was made, and the distance traveled between each place shall be shown. A statement as to ownership of the auto or other conveyance used, as well as a certification that liability insurance is in effect, shall be documented;



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- j. Reimbursement requests shall be supported by other receipts as required;
  - k. The voucher shall be itemized; and
  - l. Reimbursement requests shall be rendered monthly when in excess of \$25. Travel for a single travel event shall be reported as soon as possible after the trip.
6. All outstanding travel vouchers for the school year ending June 30 shall be submitted as soon as possible after June 30 regardless of amount, notwithstanding 5.l. above.
  7. Travel mileage reimbursement requests of the just-completed school year that are not submitted by July 30 or the date approved by the school district for the closing of books, whichever is earlier, for the just-completed school year shall not be approved or paid.
- M. Out-of-State and High-Cost Travel Events (N.J.A.C. 6A:23A-5.9)
1. Reimbursement for all in-State and out-of-State travel shall be made pursuant to N.J.S.A. 18A:11-12.
  2. Out-of-State travel events shall be limited to the fewest number of Board members or affected employees needed to acquire and present the content offered to all Board members or staff, as applicable, at the conclusion of the event. Lodging may be provided only if the event occurs on two or more consecutive days and if home-to-event commute exceeds fifty miles.
  3. When a travel event has a total cost that exceeds \$5,000, regardless of the number of attendees, or when more than five individuals from the school district are to attend a travel event out-of-State, the school district shall obtain prior written approval of the Executive County Superintendent.
    - a. The Executive County Superintendent shall promptly review the request and render a written decision within ten business days.
  4. For all employee and Board member travel events out of the country, regardless of cost or number of attendees, the school district shall obtain prior written approval of the Executive County Superintendent.
    - a. Such requests shall be supported by detailed justification.





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- b. The Executive County Superintendent shall promptly review the request and render a written decision within ten business days.
- c. It is expected that approvals will be rare.

N.J.S.A. 18A:11-12 et seq.  
N.J.A.C. 6A:23A-5.9; 6A:23A-7 et seq.

Adopted: 11 August 2009  
Adopted: 14 September 2010  
Adopted: 12 May 2015

**Adopted:**

DRAFT



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Procurement Procedures for School Nutrition

Programs

Apr 18

***[School Districts not participating in a USDA School Nutrition Program Are Not Required to Adopt Policy 8561]***

## 8561 **PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS**

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

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

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

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

### A. General Procurement

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



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Procurement Procedures for School Nutrition Programs

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

Purchases of supplies or services, as defined by 2 CFR 200.67, will be awarded without soliciting competitive price quotations if the price is reasonable in accordance with N.J.S.A. 18A:18A-37(a) and below thresholds established by the State Treasurer for informal receipt of quotations. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.
  2. Formal bid procedures will be applied on the basis of centralized system and state contract;
  3. Because of the potential for purchasing more than the public or non-public informal/small purchase threshold amount, or the Board approved threshold if less, it will be the responsibility of the School Business Administrator/Board Secretary to document the amounts to be purchased so the correct method of procurement will be followed.
- C. Formal Procurement
- When a formal procurement method is required, the following competitive sealed bid or an Invitation for Bid (IFB) or competitive proposal in the form of a Request for Proposal (RFP) procedures will apply:
1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board of Education to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.



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2. An advertisement in the official newspaper for at least one day is required for all purchases over the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Section Chart - **State Agency Form #358**. The advertisement will contain the following:
  - a. A general description of items to be purchased;
  - b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;
  - c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;
  - d. The deadline for submission of sealed bids or proposals; and
  - e. The address of the location where complete specifications and bid forms may be obtained.
3. In a RFP, each vendor will be given an opportunity to bid on the same specifications.
4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
5. The RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
  - a. Contract period for the base year and renewals as permitted;
  - b. The Board of Education is responsible for all contracts awarded (statement);
  - c. Date, time, and location of RFP opening;
  - d. How the vendor is to be informed of bid acceptance or rejection;
  - e. Delivery schedule;
  - f. Requirements (terms and conditions) the bidder must fulfill in order for bid to be evaluated;



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- g. Benefits to which the Board of Education will be entitled if the contractor cannot or will not perform as required;
- h. Statement assuring positive efforts will be made to involve small business and minority business enterprises, and labor surplus area firms;
- i. Statement regarding the return of purchase incentives, discounts, rebates, and credits under a cost reimbursement FSMC contract to the Board of Education's nonprofit school food service account;
- j. Contract provisions as required in Appendix II to 2 CFR 200:
  - (1) Termination for cause and convenience – contracts in excess of \$10,000;
  - (2) Equal Opportunity Employment – “federally assisted construction contracts”;
  - (3) Davis-Bacon Act – construction contracts in excess of \$2,000;
  - (4) Contract work Hours and Safety Standards – contracts in excess of \$100,000;
  - (5) Right to inventions made under a contract or agreement – if the contract meets the definition of a “funding agreement” under 37 CFR 401.2(a);
  - (6) Clean Air Act – contracts in excess of \$150,000;
  - (7) Debarment and Suspension – all Federal awarded contracts;
  - (8) Byrd Anti Lobbying Amendment – contracts in excess of \$100,000; and
  - (9) Contracts must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.



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#### Procurement Procedures for School Nutrition Programs

- k. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;
- l. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;
- m. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding;
- n. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. The "index rate" means the annual percentage increase rounded to the nearest half percent in the implicit price deflator for State and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;
- o. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using a RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);
- p. Method of award announcement and effective date (if intent to award is required by State or local procurement requirements);
- q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;
- r. Provision requiring access by duly authorized representatives of the Board of Education, New Jersey Department of Agriculture (NJDA), United States Department of Agriculture (USDA), or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;
- s. Method of shipment or delivery upon contract award;
- t. Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts;
- u. Description of process for enabling vendors to receive or pick up orders upon contract award;



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- v. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);
  - w. Signed statement of non-collusion;
  - x. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);
  - y. Provision requiring "Buy American" as outlined in 7 CFR Part 210.21(d) and USDA Guidance Memo SP 38-2017; including specific instructions for prior approval and documentation of utilization of non-domestic food products only;
  - z. Specifications and estimated quantities of products and services prepared by the school district and provided to potential contractors desiring to submit bids/proposals for the products or services requested; and
  - aa. The Board of Education's Electronic Signature Policy.
6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, questions may be sent to the School Business Administrator/Board Secretary. The School Business Administrator/Board Secretary or designee's response will be provided in writing to all potential bidders within 10 days.
- a. The School Business Administrator/Board Secretary will be responsible for providing responses to questions and securing all bids or proposals.
  - b. The School Business Administrator/Board Secretary will be responsible to ensure all Board of Education procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
  - c. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.



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#### Procurement Procedures for School Nutrition Programs

7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.
  - a. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board of Education, price as the primary, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.
  - b. The School Business Administrator/Board Secretary or designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
  - c. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.
  - d. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified was received.
  - e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board of Education, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.
  - f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.
  - g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.





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Procurement Procedures for School Nutrition Programs

## D. Small Purchase Procedures

If the amount of purchases for items is less than the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Selection Chart – **State Agency Form #358**, the following small purchase procedures including quotes will be used. Quotes from a minimum number of three qualified sources will be required.

1. Written specifications will be prepared and provided to all vendors.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors shall be contacted.
3. The School Business Administrator/Board Secretary or designee will be responsible for contacting potential vendors when price quotes are needed.
4. The price quotes will receive appropriate confidentiality before award.
5. Quotes/Bids will be awarded by the School Business Administrator/Board Secretary. Quotes/Bids will be awarded on the following criteria. Quote/Bid price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
6. The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
7. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified is received.
8. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
9. The School Business Administrator/Board Secretary or designee is required to sign all quote tabulations, signifying a review and approval of the selections.



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Procurement Procedures for School Nutrition  
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## E. Noncompetitive Proposal Procedures

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

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

## F. Miscellaneous Provisions

1. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.
2. The Board of Education agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.



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3. Payment will be made to the vendor when the contract has been met and verified and has met the Board of Education's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)
  4. Specifications will be updated as needed.
  5. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service; contact vendor for approved alternate product; or remove product from bid.
- G. Emergency Purchases
1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, and the public exigency or emergency will not permit a delay resulting from a competitive solicitation, the purchase must be authorized using a purchase order signed by the School Business Administrator/Board Secretary. The emergency procedures to be followed for such purchases shall be those procedures used by the school district for other emergency purchases consistent with N.J.S.A. 18A:18A-7. All emergency procurements shall be approved by the School Business Administrator/Board Secretary. At a minimum, the following emergency procurement procedures shall be documented to include, but not be limited to: item name; dollar amount; vendor; and reason for emergency.
- H. Purchasing Goods and Services – Cooperative Agreements, Agents, and Third-Party Services (Piggybacking)
1. When participating in intergovernmental and inter-agency agreements the Board of Education will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.318 through .326 and applicable program regulations and guidance.
  2. When utilizing the services of a co-op, agent, or third party the Board of Education will ensure that the following conditions have been met and considered as one source of pricing in addition to other prices:
    - a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;



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

## I. Records Retention

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



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- e. The basis for contractor selection;
  - f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
  - g. The basis for award cost or price;
  - h. The terms and conditions of the contract;
  - i. Any changes to the contract and negotiation history;
  - j. Billing and payment records;
  - k. A history of any contractor claims;
  - l. A history of any contractor breaches; and
  - m. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.
- J. Code of Conduct for Procurement
1. All procurements must ensure there is open and free competition and adhere to the most restrictive Federal, State, and local requirements. The Board of Education seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts. All procurements will be in accordance with this Policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.
  2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent; any member of his or her immediate family, his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.



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3. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
  4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.
  5. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.
- K. Food Service Management Company (FSMC)
1. In the operation of the school district's food service program, the school district shall ensure that a FSMC complies with the requirements of the Program Agreement, the school district's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable State and local laws. In order to operate an a la carte food service program, the FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.
  2. The school district shall monitor the FSMC billing invoices to ensure compliance with Federal and State procurement regulations.
  3. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for a FSMC.

N.J.S.A. 18A:18A – Public School Contracts Law

New Jersey Department of Agriculture  
"Procurement Procedures for School Food  
Authorities" Model Policy – September 2018

Adopted: 16 October 2018  
Adopted: 12 March 2019  
Adopted: 8 December 2020

**Adopted:**

**FEDERAL FUNDS PROCUREMENT  
METHOD SELECTION CHART**

**THERE ARE TWO (2) PROCUREMENT METHODS, FORMAL AND INFORMAL. THE METHOD THE SCHOOL FOOD AUTHORITIES (SFA) NEEDS TO USE DEPENDS ON TWO (2) FACTORS, THE AMOUNT OF THE CONTRACT AND WHETHER THE SFA IS A PUBLIC/CHARTER OR NON-PUBLIC SCHOOL.**

**NEW JERSEY PUBLIC/CHARTER SCHOOLS PURCHASING THRESHOLDS**

AMOUNT	ACTIVITY	PROCUREMENT METHOD
<b>INFORMAL PROCUREMENT</b>		
Below \$4,800 without QPA	<b>N.J.S.A. 18A:18A-3</b>	Sound Business Practice *
Below \$6,600 with QPA	APPLIES TO PURCHASES BELOW THE QUOTATION THRESHOLDS	

**SMALL PURCHASE QUOTATION PROCEDURES**

\$4,801 or \$6,601 up to \$32,000 or \$44,000	<b>N.J.S.A. 18A:18A - 37</b> ANY PURCHASE EXCEEDING QUOTATION THRESHOLDS REQUIRES A QUOTE UP TO THE APPLICABLE N.J.S.A. BID THRESHOLDS OF \$32,000 (without a QPA*) OR \$44,000 (with a QPA*)	Quotation using SFA Internal Procurement Procedures
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NOTE: ANNUAL AGGREGATE AMOUNTS

**FORMAL PROCUREMENT**

\$32,000 or \$44,000 and above	<b>N.J.S.A. 18A:18A - 37</b> · Bid Threshold without a QPA* - \$32,000 · Bid Threshold with a QPA* - \$44,000	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)
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\* QUALIFIED PURCHASING AGENT

**NEW JERSEY NON-PUBLIC SCHOOL PURCHASING THRESHOLDS**

AMOUNT	ACTIVITY	PROCUREMENT METHOD
<b>INFORMAL PROCUREMENT</b>		
Below \$10,000 *	Micro – purchases <b>2 CFR 200.320 (a)</b> <b>Single Transaction aggregate cost less than \$10,000</b>	Sound Business Practice *

\* Or LESS than \$10,000 if local SFA Procurement Policies are more restrictive

\$10,001 - \$249,999	<b>Small purchase procedures 2 CFR 200.320(b)</b>	Quotation using SFA Internal Procurement Procedures
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**FORMAL PROCUREMENT**

\$250,000 and above	As per federal requirements in 2 CFR Parts 200.317 – 200.36	Bid – Invitation for Bid (IFB) OR Request for Proposal (RFP)
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**POLICY -  
Abolished**





## ~~1521 EDUCATIONAL IMPROVEMENT PLANS - ABOLISHED AS OF AUGUST 2021~~

~~The Board of Education recognizes that it receives additional foundation aid as a result of the designation of this district as a special needs district. In order to be accountable for the use of these funds, the Board directs the development of an educational improvement plan in each school in this district. District resources shall be allocated in implementation of the plan in accordance with rules of the State Board of Education.~~

~~Each educational improvement plan shall be consistent with Core Curriculum Content Standards, Department of Education recommendations, and monitoring requirements; designed to support district-level governance and management of finances and facilities; and designed to support school-level planning and reform. The plan must be adequately funded and must be formally approved by the Board.~~

~~Each educational improvement plan shall be the result of a collaborative effort of a school planning team, which shall coordinate its development, implementation, and evaluation. The team shall be comprised of the Principal, teaching staff members, parent(s), other district employees, other community members, and students.~~

~~A majority of the planning team shall be composed of classroom teachers chosen as representatives by election at a meeting of all teaching staff members.~~

~~At least twenty-five percent of the team shall be parent(s) of students enrolled in the school chosen as representatives by election at a meeting of the school parent/teacher organization.~~

~~The school planning team shall encourage the participation of a broad-based representation of the educational community; invite the contributions of parent(s) and community at a public meeting; analyze student performance at the district and school levels; identify student outcome goals, indicators, and objectives; develop a school-level data base; select demonstrably effective improvement strategies; and specify activities, needed resources, staff responsibilities, timelines, costs, and evaluation strategies.~~

~~A report on the implementation and evaluation of the educational improvement plan shall be made to parent(s) or legal guardian(s) and the community at least yearly. The evaluation report shall be distributed to parent(s), staff and communities in September of each year.~~

~~N.J.A.C. 6A:23-1.1 et seq.~~

~~Adopted: 5 November 2008~~



[See POLICY ALERT No. 220]

**1649 FEDERAL FAMILIES FIRST CORONAVIRUS (COVID-19)  
RESPONSE ACT - ABOLISHED AS OF AUGUST 2021**

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

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

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

~~1. — Definitions - For the purposes of the EFMLEA:~~

- ~~a. — “Eligible employee” means an employee who has been employed for at least thirty calendar days by the employer with respect to whom leave is requested.~~
- ~~b. — “Employer” means any employer with fewer than five hundred employees.~~
- ~~c. — “Qualifying need related to a public health emergency” means with respect to leave, the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under eighteen years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.~~
- ~~d. — “Public Health Emergency” means an emergency with respect to COVID-19 declared by a Federal, State, or local authority.~~
- ~~e. — “Child care provider” means a provider who receives compensation for providing child care services on a regular basis, including an ‘eligible child care provider’ (as defined in section 658P of the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858n)).~~



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

## ~~2. Relationship to Paid EFMLEA Leave~~

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

### ~~a. Leave for Initial Ten Days~~

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

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

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

### ~~b. Paid Leave for Subsequent Days~~

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



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

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

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

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

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

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

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

~~c. Employee Notice to Employer~~

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



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~~(a) A request for such leave that is foreseeable shall be submitted to the Director of Labor Relations and Employment Services prior to commencing the leave.~~

~~(b) A need for such leave that is not foreseeable shall be submitted to the Director of Labor Relations and Employment Services within one business day of the first day of the leave being taken by the employee.~~

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

#### ~~d. Restoration to Position~~

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

~~(a) The employee takes leave under the EFMLEA.~~

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

~~i. That affect employment; and~~

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



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

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

~~(2) — Contact Period~~

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

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

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

~~B. — Emergency Paid Sick Leave Act (EPSLA)~~

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

~~1. — Definitions~~

~~a. — For purposes of the EPSLA and this Policy:~~

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

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



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

~~i. In the case of a private entity or individual, employs fewer than five hundred employees; and~~

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

~~(b) "Covered employer" also includes:~~

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

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

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

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

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

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



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

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

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

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

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

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

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

~~(c) The minimum wage rate in effect for such employee in the applicable State or locality, whichever is greater, in which the employee is employed.~~

~~Subject to B.1.a.(5)(b) above, with respect to any paid sick time provided for any use described in B.2.a.(4), (5), or (6) below, the employee's required compensation shall be two-thirds of the amount described in B.1.a.(6) above.~~





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~~(7) "Varying Schedule Hours Calculation" means in the case of a part-time employee described in B.3.b.(2) below whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the employee would have worked if such employee had not taken paid sick time under B.2.a. below, the employer shall use the following in place of such number:~~

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

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

#### ~~2. Paid Sick Leave Requirement~~

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

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

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

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

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



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

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

### ~~3. — Duration of Paid Sick Time —~~

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

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

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

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

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

### ~~4. — Employer's Termination of Paid Sick Time~~

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

### ~~5. — Prohibition~~

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



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## ~~6. Use of Paid Sick Time~~

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

### ~~b. Sequencing Leave Time~~

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

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

## ~~7. Notice~~

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

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

## ~~8. Prohibited Acts~~

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

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

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

## ~~9. Enforcement~~



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

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

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

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

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

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

## ~~10. Rules of Construction~~

~~a. Nothing in the EPSLA shall be construed:~~

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

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

~~(b) Collective bargaining agreement; or~~

~~(c) Existing employer policy; or~~

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



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## ~~11. Guidelines~~

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

## ~~12. Reasonable Notice~~

- ~~a. After the first workday (or portion thereof) an employee receives paid sick time under the EPSLA, an employer may require the employee to follow reasonable notice procedures in order to continue receiving such paid sick time.~~
- ~~b. The request for such leave shall be submitted to the Director of Labor Relations and Employment Services, who may request documentation from the employee in support of the emergency paid sick leave.~~
- ~~c. The documentation shall include a signed statement containing the following information: the employee's name; the date(s) for which leave is requested; the COVID-19 qualifying reason for leave; and a statement representing that the employee is unable to work or telework because of the COVID-19 qualifying reason.~~
- ~~d. An employee requesting to take emergency paid sick leave under the EPSLA or the EFMLEA to care for his or her child must provide the following information: the name of the child being care for; the name of the school; place of care; or child care provider that closed or became unavailable due to COVID-19 reasons; and a statement representing that no other suitable person is available to care for the child during the period of requested leave.~~

## ~~13. Regulatory Authorities~~

- ~~a. The Secretary of Labor shall have the authority to issue regulations for good cause under sections 553(b)(B) and 553(d)(A) of Title 5, United States Code:
  - ~~(1) To exempt small businesses with fewer than fifty employees from the requirements of B.2.a.5. when the imposition of such requirements would jeopardize the viability of the business as a going concern; and~~~~



# Policy/Regulations

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Federal Families First Coronavirus  
(COVID-19) Response Act

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

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

~~Adopted: — 15 September 2020~~

DRAFT



~~PROGRAM—REGULATION  
R-2421/page 1 of 10  
Career Technical Education~~

### ~~R-2421 CAREER TECHNICAL EDUCATION - ABOLISHED AS OF AUGUST 2021~~

#### ~~Regulation Required for Career and Technical Education Programs and Programs of Study~~

##### ~~A. Career and Technical Education Instruction~~

~~Career and technical education instruction has been designed to prepare students for high-skill, high wage or high demand current or emerging occupations; to prepare students for enrollment in advanced or highly skilled career technical education programs; and to assist students in making informed and meaningful occupational choices; or to achieve any combination of the above objectives.~~

##### ~~Career and Technical Education Programs and Programs of Study~~

~~Career orientation, family and consumer sciences, and technology education includes instruction:~~

- ~~1. Designed to familiarize individuals with the broad range of occupations for which basic technical or other skills are required and the requisites for careers in such occupations, including employability skills; and~~
- ~~2. On the evolution, utilization, and significance of technology, and its impact on industry.~~

##### ~~Structured Learning Experiences (SLE)~~

~~Pursuant to N.J.A.C. 6A:19-4 Career Education and Counseling, interested students may voluntarily select Structured Learning Experiences (SLE) to complement their classroom instruction. All SLE shall adhere to applicable State and Federal child labor laws and other regulations of the Federal and State Departments of Education and Labor.~~

##### ~~The structured learning experience:~~

- ~~1. May be either paid or unpaid, depending on the type of activities in which the student is involved;~~
- ~~2. May or may not be sponsored by a school district;~~
- ~~3. May include, but not be limited to: apprenticeships; community service; cooperative education service learning; internships; job shadowing; school-based experiences; vocational student organization activities; volunteer activities; and/or Work Experience Career Exploration Program (WECEP).~~



# Policy/Regulations

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~~PROGRAM - REGULATION  
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Career Technical Education~~

~~The responsibility of the school district is dependent upon the type of SLE in which the student is participating.~~

- ~~1. If the district sponsors the SLE or provides arrangements for a student's SLE, the district shall provide the appropriate student supervision using school district staff and/or contracted services. The district will maintain the student's records reflecting the SLE if the SLE is sponsored by the district. The district shall be responsible for providing other services as required by rule or statute. Supervision of SLE N.J.A.C. 6A:9-13.19 Performance Targets & Core Indicators 6A:19-5.1~~
- ~~2. If the district does not sponsor the SLE, the employer is responsible for supervision of the student on the training site, pursuant to applicable fair labor practices and child labor laws. The district may elect to provide this supervision.~~

~~Structured Learning Experience activities are divided into two categories:~~

- ~~1. Hazardous — Some training sites may potentially expose the student to conditions considered hazardous by the Federal or State Departments of Education. Only students who are enrolled in a cooperative education course of study, conducted by an appropriately licensed person, may be placed in a training site considered hazardous. The district will adhere to the Fair Labor Standards Act and all child labor laws when placing students on a training site considered hazardous.~~
- ~~2. Non-Hazardous — Students placed in training sites deemed non-hazardous shall be supervised by the appropriately licensed teacher or other designated district staff member holding the appropriate license/certification.~~

## ~~Special Educational Programs And Services~~

~~Career and Technical education for academically or economically limited students or students with disabilities shall include special educational programs and services designed to enable them to achieve the vocational technical education program's objectives. Vocational technical education for students with disabilities shall be provided in accordance with the student's Individualized Education Program (IEP). Pursuant to N.J.A.C. 6A:14-4.7, vocational personnel from the shared-time vocational school district shall participate in the IEP decisions. (Must include "Students with Specialized Needs" and the addition of 6A:15 Bilingual Education as another population requiring mention in revised board policy).~~





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Career Technical Education~~

~~Funds available for Career and Technical education for academically or economically limited students or for students with disabilities may not be used to provide food, lodging, medical, and dental services unless directly related to the provision of vocational instruction. However, the district conducting vocational programs shall encourage the provision of such services through arrangements with other agencies.~~

~~When certain academically or economically limited students or students with disabilities cannot benefit from regular vocational technical education programs to any extent, even with the provisions of supplementary special educational services, then they shall be provided with special programs of career and technical education which meet the standards and requirements of regular career and technical education programs and which in addition, shall include such special instructional devices and techniques and such supplementary special educational services as are necessary to enable those students to achieve their career objectives.~~

~~Career and technical education programs and services for academically or economically limited students or students with disabilities shall be planned, developed, established, and administered in cooperation with other public or private agencies, organizations, and institutions having responsibility for the education of academically or economically limited students or individuals with disabilities in the area or community served by such programs or services. They may include community agencies, vocational rehabilitation agencies, special education divisions or offices of State agencies, district Boards of Education, and other agencies, organizations and public or private institutions concerned with the problems of academically or economically limited individuals or individuals with disabilities.~~

### ~~B. Content Standards For Career & Technical Instruction~~

~~The content of career & technical instruction shall be developed and conducted in accordance with the following standards to assure soundness and quality:~~

- ~~1. The program of instruction shall reflect contemporary industry endorsed skill standards and knowledge required to master the occupational competencies;~~
- ~~2. The program of instruction shall be developed and conducted in consultation with employers and other individuals or groups of individuals (such as local advisory committees) having skills in and substantive knowledge of the occupations or the occupational programs included in the instruction;~~
- ~~3. The program of instruction shall be sufficiently extensive in duration and intensive within a scheduled unit of time to enable the student to master the occupational competencies;~~



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Career Technical Education~~

- ~~4. The program of instruction shall combine and coordinate classroom instruction with field, shop, laboratory, structured learning experience, apprenticeship, or other experiences that are appropriate to the competencies of the career clusters; and~~
- ~~5. The program of instruction will be supervised, directed, or coordinated by persons meeting teacher preparation and licensing requirements of N.J.A.C. 6A:9 - Professional Licensure and Standards when the program is offered at the secondary level.~~

## ~~C. Organizations~~

~~The program of instruction may include activities of CTSO, pursuant to N.J.A.C. 6A:19-6.10, which are an integral part of the career and technical education instruction offered.~~

## ~~D. Employment Placement Standards (This is now embedded in NJAC not separate requirements)~~

~~The Commissioner of Education shall establish and notify the district of annual minimum employment placement standards for students enrolled in career and technical education programs and the districts shall be responsible for meeting minimum job placement standards for career and technical education students.~~

~~The district shall report employment placement rates of career and technical education students to the Department of Education on forms provided by the Department of Education.~~

~~Career and technical education students in the following categories will be considered for employment placements:~~

- ~~1. Career and technical education who have been placed full-time in the occupation or related field in which they were trained;~~
- ~~2. Career and technical students who have passed occupational competency tests for entry level employment skills and have entered the military service;~~
- ~~3. Career and technical education students entering full-time postsecondary education in the program area or related field in which they were trained;~~
- ~~4. Special needs students who have met alternative assessments for occupational competencies or individualized education program (IEP) assessments established by the district;~~



# Policy/Regulations

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Career Technical Education~~

- ~~5. Career and technical education students who are employed a minimum of twenty hours per week in the occupation or related field in which they were trained and who are enrolled in postsecondary education for a minimum of twelve credit hours per academic year in the program area or related field in which they were trained; and~~
- ~~6. Career and technical education students who are employed part-time an average of twenty hours per week or more in the occupation or related field in which they were trained.~~

~~Career and technical education students not considered for placements include:~~

- ~~1. Career and technical education students who are unemployed;~~
- ~~2. Career and technical education students who work fewer than twenty hours per week; and~~
- ~~3. Career and technical education students who are employed in an occupation or field not related to their training.~~

~~All other students shall not be included in calculations for job placements.~~

~~If the district reports placement rates below the established employment placement standards for two consecutive years, the district shall be required to submit a two-year program improvement plan to overcome program deficiencies.~~

- ~~1. Occupational competency assessment data shall be included in the development of the program improvement plan.~~
- ~~2. The program improvement plan shall be submitted within ninety days following written notification by the Commissioner, or his or her designee, that such a plan is required.~~
- ~~3. Prior to the submission of the program improvement plan to the Commissioner, the plan shall be approved by the Board and submitted to the County Superintendent for review and approval.~~
- ~~4. The County Superintendent shall periodically review the progress of the district in meeting the objectives and in implementing the program improvement plan.~~
- ~~5. The district shall have two years following approval of the plan by the Commissioner to complete remediation and to overcome program deficiencies.~~



~~PROGRAM - REGULATION  
R-2421/page 6 of 10  
Career Technical Education~~

~~In preparing the program improvement plan, the district shall review its programs based upon factors including, but not limited to, vocational-technical student mastery of occupational competencies, inappropriate or inadequate training, student recruitment, placement deficiencies, market sensitivity, and program cost effectiveness. Other indicators which might influence job placement include, but are not limited to, inadequate pay scales, economic trends and fluctuations in transportation difficulties, and existing and unanticipated local or regional occupational supply and demand.~~

~~If the district fails to implement the program improvement plan or fails to overcome program deficiencies for meeting minimum employment placement standards within two years of approval of the plan by the Commissioner of Education, the County Superintendent, in consultation with the Director of the Office of School-to-Career and College Initiatives, may recommend that the Commissioner issue an order requiring the district to show cause as to why the program should not be discontinued.~~

~~E. Local Applications For Funds~~

~~The district may participate in grant programs pursuant to N.J.A.C. 6A:8-2.2 by applying for such funds to the New Jersey Department of Education on forms provided by the Department of Education.~~

~~F. Career Technical and Education Program of Study Course Approval~~

~~The standards contained in N.J.A.C. 6A:8-2 - The New Jersey Student Learning Standards are adopted by the New Jersey Department of Education as program approval standards for career and technical education programs and courses.~~

~~G. Safety and Health Program/Reporting Accidents~~

~~The district shall organize, adopt and implement a vocational-technical-education safety and health program in accordance with N.J.A.C. 6A:19-6.1 et seq. A copy of the program, indicating the district's adoption and approval of such program, shall be retained on file and made available, upon request, to the Department of Education. The Director of Maintenance is designated to implement the approved safety and health program. Must be readopted every 2 years.~~



# Policy/Regulations

East Orange Board of Education

~~PROGRAM - REGULATION  
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Career Technical Education~~

- ~~1. The safety and health program shall contain, as a minimum, the following:~~
  - ~~a. Objectives of the safety and health program;~~
  - ~~b. A safety and health hazard analysis for each vocational course and/or program in operation;~~
  - ~~c. A statement of the general policies for the safe and healthy operation of all vocational courses;~~
  - ~~d. Specific statements of practices and precautions required for safe and healthy operation within each separate course;~~
  - ~~e. A plan and procedures for periodic inspections and maintenance of facilities, tools, machines, equipment, personal protective devices, hazardous substances, and for the elimination of potential or identified hazards;~~
  - ~~f. Emergency procedures to be followed in the event of an accident involving a student, teacher, or any other individual;~~
  - ~~g. Methods to be used for each vocational course to provide safety and health education to students including methods for incorporating the results of the hazard analysis;~~
  - ~~h. Procedures and methods to be used to document and assess students' knowledge of practices and procedures;~~
  - ~~i. A system, which may include disciplinary action, to ensure that students comply with safe and healthy practices; and~~
  - ~~j. Procedures for safe practices to prevent injury and to ensure that all new vocational technical education staff and students receive appropriate initial safety and health program training prior to working or participating in any vocational course or program.~~



### **Reporting Incidents 6A:19-6.6**

~~Accidents involving vocational technical education students, staff, or others shall be reported to the Commissioner of Education on the accident reporting form supplied by the Department of Education within five working days of the occurrence. Procedures to investigate all reportable incidents 6A:19-7.5. A reportable accident is any accident which requires treatment by a licensed medical doctor that occurs in a vocational technical education program, either on the school premises or at an approved off-premises training site including a cooperative work training site and travel to and from that off-premises training site.~~

~~Districts must investigate & implement corrective action.~~

~~The medical inspector shall report immediately to the Principal of any school in the district regarding any student whose physical condition may impair the student's safety or health while enrolled in vocational technical education, or which may prevent the student from obtaining regular employment.~~

### **H. ~~Securing Machines and Equipment~~**

~~All mechanical and electrical equipment used in vocational technical education courses shall have guards or other protective devices that meet the Department of Education safety standards.~~

~~All machines shall be so constructed, installed, and maintained as to be free from excessive vibration. Arbors and mandrels shall be so constructed, installed, and maintained as to have firm and secure bearing and be free from play. Machines and equipment requiring the presence of an operator shall not be left unattended while in operation or still in motion. An electrical power control shall be provided on each machine to make it possible for the operator to cut off the power without leaving the operating position.~~

~~A magnetic type switch shall be provided on all nonportable motorized equipment and machinery to prevent machines from automatically restarting upon restoration of power after an electrical failure or electric cutoff. Power controls and operating controls shall be located within easy reach of the operator while the operator is at the regular work location, thereby making it unnecessary to reach over the point of operation to make adjustments.~~



# Policy/Regulations

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~~Each machine operated by electrical power shall be provided with positive means for rendering it inoperative while repairs or tool changes are being made.~~

~~Push-type emergency cutout switches shall be provided at appropriate locations within shops to de-energize the electrical supply to nonportable machinery in accordance with N.J.A.C. 6A:26-6.3(f). Power tools and machines in shops which generate dust shall be provided with dust collecting equipment in accordance with N.J.A.C. 6A:26-6.3(a)5.~~

## ~~I. Storage of Flammable and Combustible Materials~~

~~Flammable and combustible liquids shall be stored in accordance with N.J.A.C. 6A:19-10.5 et seq.~~

## ~~J. Use and Disposal of Hazardous Substances~~

~~Hazardous substances shall be stored, handled, and used in accordance with the requirements of N.J.A.C. 6A:19-10.6 et seq.~~

## ~~K. Foundry Operations~~

~~Individuals engaged in the melting of metal to be cast or the pouring of molten metals shall be protected by wearing protective clothing as required in N.J.A.C. 6A:19-10.7(a). Crucible shanks used for pouring molten metal from the crucible shall be equipped with a safety lock designed to prevent the crucible from dropping or slipping out of the shank while the molten metal is being poured or transported.~~

## ~~L. Protection of School Staff~~

~~Individuals using hand and power tools who are exposed to hazards of falling, flying, abrasive, and splashing materials or harmful dusts, fumes, mists, vapors, or gases will be provided with the particular personal protective equipment necessary to protect them from potential hazards.~~

## ~~M. Miscellaneous~~

~~1. The proceeds from the sale or resale of any articles, materials, or services produced in the various classes and shops maintained under a vocational program in the district shall be accounted for and credited to the vocational account of that district.~~



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Career Technical Education~~

- ~~2. Separate accounts of all local, State and Federal funds used for vocational-technical education shall be maintained.~~
- ~~3. School districts operating shared-time and full-time vocational-technical education classes shall maintain an approved medical inspection service for applicants for admission to such schools and classes.~~
- ~~4. The medical inspector shall report immediately to the Principal of any school in the district regarding any student whose physical condition may impair the student's safety or health while enrolled in vocational-technical education, or which may prevent the student from obtaining regular employment.~~

~~Issued: 3 June 2009~~

~~Issued: 10 October 2017~~



**BUSINESS SERVICES**

**RESOLUTIONS**

# East Orange School District

## Summary Bills And Claims Report By Vendor Name

for Batch 56 and Check Date is 06/25/2021

va\_bill6.012015

04/01/2021

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
<b>UNPOSTED CHECKS</b>					
SODEXO, INC./ 6428	21-00624	- Recurring PO	1,072,023.98	1,072,023.98	12000245
			<b>Total for Unposted Checks</b>	<b>1,072,023.98</b>	

# East Orange School District

## Summary Bills And Claims Report By Vendor Name

for Batches 57,58,60 and Check Date is 06/30/2021

va\_bill6.012015  
04/01/2021

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
<b>UNPOSTED CHECKS</b>					
1ST CEREBRAL PALSY OF NJ/ 1271	21-01075		88,273.92	88,273.92	3071
AIRGAS USA, INC / 36030	21-03269		113.18	113.18	3072
AP EXAMINATIONS DBA/ ADVANCED PLACEMENT/ 453	21-02930		1,565.00	1,565.00	3073
APEX GOODS, LLC/ 40541	21-03477		3,711.75	3,711.75	3074
ATRA JANITORIAL SUPPLY CO ,INC/ 525	21-03351		36,455.00	36,455.00	3075
BAHIYA CLEVELAND/ 27839	21-01301A		866.76	866.76	3076
BARNES & NOBLE INC. - LIVINGSTON/ 650	21-03226		52.75		
	21-03227		52.75		
	21-03244		1,955.85	2,061.35	3077
BLACK HORSE PIKE REGIONAL SCHOOL DISTRIC/ 46806	21-01802		1,117.19		
	21-01804		60.00	1,177.19	3078
BLOOMFIELD DRAPERY CO., INC/ 798	21-02893		1,690.00	1,690.00	3079
BLOWN AWAY BY TSELANAE/ 40924	21-03178		185.00		
	21-03191		190.00	375.00	3080
BROAD U.S.A. INC./ 9822	21-03294		6,760.80	6,760.80	3081
BSN SPORTS/PASSON'S SPORTS SUPPLY GROUP/ 603	21-02632		6,394.50		
	21-02717		1,349.42		
	21-02871		3,350.00		
	21-02899		129.90	11,223.82	3082
CAROLINA BIOLOGICAL SUPPLY CO./ 1187	21-02955		4,183.27	4,183.27	3083
CATHOLIC CHARITIES OF THE ARCHDIOCESE OF/ 1221	21-01700		4,030.00	4,030.00	3084
CHILDSWORK/CHILDSPLAY/ 1423	21-03306		4,158.33	4,158.33	3085
COMCAST BUSINESS/ 38040	21-00656		1,016.36	1,016.36	3086
	21-00656		220.25	220.25	3154
CONNECTIONS PERSONNEL, INC./ 507	21-00015	Recurring PO	1,257.36		
	21-00016	Recurring PO	995.41		
	21-02677		1,787.82	4,040.59	3087
CRANFORD ACHIEVEMENT PROGRAM/ 46904	21-03078		12,022.40	12,022.40	3088
DEAN, NANCY/ 22144	21-01341		327.00	327.00	3089

# East Orange School District

## Summary Bills And Claims Report By Vendor Name

for Batches 57,58,60 and Check Date is 06/30/2021

va\_bill6.012015  
04/01/2021

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
<b>UNPOSTED CHECKS</b>					
EAST TRADING WEST INVESTMENTS LLC AMER.T/ 2259	21-02768		19,700.00		
	21-02926		90.00	19,790.00	3090
ELEVATOR MAINTENANCE CORP./ 24554	21-03400		9,828.34	9,828.34	3091
ENGINEERED SECURITY SYSTEMS ESSI LLC/ 2535	21-00271	Recurring PO	2,195.00	2,195.00	3092
ESSEX COUNTY VOCATIONAL SCHOOLS/ 2523	21-01886		283,703.60	283,703.60	3093
ESSEX REGIONAL EDUCATIONAL SERVICES COMM/ 2516	21-01236		25,032.09		
	21-01241		6,798.96		
	21-03412		5,500.00		
	21-03413		13,750.00		
	21-03414		2,750.00	53,831.05	3094
FILE BANK INC./ 12211	21-01757		200.15	200.15	3095
GOPHER SPORT PROPHET CORPORATION/ 2985	21-02353		2,599.05		
	21-02865		944.98	3,544.03	3096
GRAND RENTAL STATION/ 3063	21-03099		445.98		
	21-03102		421.20		
	21-03270		7,321.28		
	21-03280		7,575.66		
	21-03315		208.73	15,972.85	3097
HENRY SCHEIN, INC./ 4774	21-00807	AS PER YOUR BID	144.12	144.12	3098
HOUGHTON MIFFLIN HARCOURT PUBLISHING CO./ 787	21-00627		14,250.00	14,250.00	3099
INSERVCO INSURANCE SERVICES, INC./ 3521	21-00980	Recurring PO	77,744.00	77,744.00	3100
JASON E. KRONICK DBA SONIC ARCHITECTURE/ 31640	21-02324		1,560.00	1,560.00	3101
JCW, INC.DBA NATURAL GREEN LAWN CARE AN/ 868	21-00927		9,450.00		
	21-01299		1,850.00	11,300.00	3102
JEWEL ELECTRIC LLC/ 3807	21-01119		10,034.90	10,034.90	3103
JOSTENS/ 6877	21-02844		5,631.06	5,631.06	3104
KIN CONTRACTORS LLC/ 23280	21-02924		7,926.30	7,926.30	3105
LADY A. EVENTS/ 26573	21-03328		835.00	835.00	3106
LAWRENCE HAMM/ 46928	21-03188		500.00	500.00	3107

# East Orange School District

## Summary Bills And Claims Report By Vendor Name

for Batches 57,58,60 and Check Date is 06/30/2021

va\_bill6.012015  
04/01/2021

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
<b>UNPOSTED CHECKS</b>					
LEARNING, TRIUMPH/ 2412	21-03313		3,870.72	3,870.72	3108
LEGACY MEDIA, LLC/ 41726	21-02079		1,000.00		
	21-02080		1,000.00	2,000.00	3109
LERRO ENTERPRISES, INC./ 4289	21-01916		446.12		
	21-02270		1,260.00		
	21-02611		2,878.00		
	21-03067		701.60		
	21-03100		80.00		
	21-03101		126.00		
	21-03118		2,900.00		
	21-03189		186.00		
	21-03193		396.00		
	21-03198		118.20		
	21-03248		363.50		
	21-03267		231.00		
	21-03303		524.00		
	21-03333		2,409.50		
	21-03334		660.60		
	21-03335		142.00		
	21-03350		253.00		
	21-03495		45.00	13,720.52	3110
LINCOLN LANDSCAPING INC./ 7737	21-03084		16,756.00	16,756.00	3111
LUNDY, HANS/ 26492	21-03271		1,800.00	1,800.00	3112
MANESTREM CONSULTING/ 43109	21-01333A		10,000.00	10,000.00	3113
MAXIM HEALTH CARE SERVICES INC/ 2781	21-02007		2,586.53	2,586.53	3114
MAXINE FLOWERS & GIFTS/ 16616	21-03179		165.00	165.00	3115
MCGRAW-HILL INC. THE MCGRAW-HILL.COM/ 1085	21-02284		7,738.13		
	21-02774		3,843.75	11,581.88	3116
MEDCO SPORTS MEDICINE/ 2981	21-01491		4,179.12	4,179.12	3117
MICHELLENE DAVIS/ 46830	21-01559		2,000.00	2,000.00	3118
MOUNTAIN LAKES BOARD OF EDUCA LAKEDRIVE/ 4972	21-02537		223,560.00	223,560.00	3119
MRA INTERNATIONAL, INC./ 36919	21-03208		4,742.00		
	21-03240		1,112.57	5,854.57	3120

# East Orange School District

## Summary Bills And Claims Report By Vendor Name

for Batches 57,58,60 and Check Date is 06/30/2021

va\_bill6.012015  
04/01/2021

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
<b>UNPOSTED CHECKS</b>					
NEUROSCIENCE ASSOC.,MD.,PA/ 5271	21-01345		3,465.00	3,465.00	3121
NEWARK EDUCATORS COMMUNITY CHARTER SCHO/ 19046	21-00727	Recurring PO	7,003.00	7,003.00	3122
NICOLE D'ANGELO/ 29718	21-01629		600.00	600.00	3123
NORTHEASTERN INTERIOR SERVICES, LLC/ 46757	21-02954 21-03264		6,467.50 23,337.00	29,804.50	3124
NURTURING ENVIRONMENTS INSTITUE LLC/ 46802	21-03297		2,400.00	2,400.00	3125
P.G. CHAMBERS SCHOOL/ 5681	21-03070		2.55	2.55	3126
PATERSON PUBLIC SCHOOLS/ 46945	21-03420		5,681.24	5,681.24	3127
PEOPLE'S PREPARATORY CHARTER SCHOOL/ 17973	21-00729	Recurring PO	30,722.00	30,722.00	3128
PILLAR CARE CONTINUUM/ 46770	21-02907		233,549.40	233,549.40	3129
PRECIOUS OSAGIE-ERESE/ 46930	21-03194		200.00	200.00	3130
PRO-TEK/ 31879	21-01727		22,533.67	22,533.67	12000246
PUBLIC SERVICE ELECTRIC & GAS COMPANY/ 6008	21-00912	Recurring PO	327,826.85	327,826.85	3131
READYREFRESH DBA POLAND SPRING/ 2042	21-00075 21-00526	Recurring PO	17.99 45.85	63.84	3132
RUPP'S FLOWER & FRUIT SHOP/ 6347	21-03277 21-03342 21-03442 21-03443		997.00 180.00 367.00 242.00	1,786.00	3133
SAVVAS LEARNING COMPANY LLC/ 46911	21-03051		3,021.83	3,021.83	3134
SCHOOL HEALTH CORPORATION/ 6510	21-02388		1,795.47	1,795.47	3135
SCHOOL SPECIALTY LLC./ 6539	21-00367 21-00950 21-01113 21-01186 21-01763 21-02951 21-02957 21-02959 21-02974 21-02985 21-02986	Art Supplies Recurring PO	318.38 33.89 1,476.00 798.71 48.31 3,713.66 3,729.96 5,194.38 1,300.52 560.92 498.71		

# East Orange School District

## Summary Bills And Claims Report By Vendor Name

for Batches 57,58,60 and Check Date is 06/30/2021

va\_bill6.012015  
04/01/2021

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
<b>UNPOSTED CHECKS</b>					
SCHOOL SPECIALTY LLC./ 6539	21-03000		1,290.16		
	21-03007		365.62		
	21-03041		76.69		
	21-03122		321.87		
	21-03387		23.62	19,751.40	3136
SHOOP SBA LLC/ 26310	21-02561		2,892.50	2,892.50	3137
STAPLES ADVANTAGE/ 1721	20004425	ROLLOVER	5,748.85		
	20004593	ROLLOVER	1,657.87		
	21-02875		204.30		
	21-03061		26.94	7,637.96	3138
STAPLES BUSINESS ADVANTAGE/ 6771	21-00389		203.52		
	21-00428		21.02		
	21-01673		24.46		
	21-01887		80.37		
	21-02004		47.70	377.07	3139
STEWART A XEROX COMPANY/ 17701	21-01165		800.00	800.00	3140
STOBB'S PRINTING CO / 6805	21-03308		115.80	115.80	3141
TESOL TRAINERS, INC./ 36307	21-01377		3,750.00	3,750.00	3142
THE FORGOTTEN STONE/ 46952	21-03462		500.00	500.00	3143
THE MUSIC SHOP, L.L.C/ 4999	21-00513		427.34		
	21-01735		273.00	700.34	3144
TTI ENVIRONMENTAL, INC./ 7037	21-01047		6,338.00		
	21-01607		11,550.00		
	21-03027		1,025.00		
	21-03036		1,245.00	20,158.00	3145
ULINE/ 12513	21-03354		214.68	214.68	3146
UNION CTY EDUC SERV COMM/ 7174	21-01966		12,966.50		
	21-01968		11,367.00		
	21-01995		5,683.50	30,017.00	3147
UPS/ 7235	21-00344	Recurring PO	1,107.25	1,107.25	3148
VERIZON/ 7267	21-00633		20,846.89	20,846.89	3149
W. B. MASON CO. INC/ 2540	21-02312		157.94		
	21-02988		14,483.66		
	21-03034		1,476.23	16,117.83	3150

# East Orange School District

## Summary Bills And Claims Report By Vendor Name

for Batches 57,58,60 and Check Date is 06/30/2021

va\_bill6.012015

04/01/2021

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
<b>UNPOSTED CHECKS</b>					
WIRELESS, VERIZON/ 7296	21-00661		28,578.82	28,578.82	3151
XEROX CORP/ 7548	21-01181		21,798.22	21,798.22	3152
YOUTH CONSULTATION SERVICE/ 7570	21-01479		23,804.90		
	21-01810		4,900.32		
	21-02515		4,760.98		
	21-02595		3,289.44	36,755.64	3153
			<b>Total for Unposted Checks</b>	<b>1,883,911.46</b>	



# East Orange School District

## Summary Bills And Claims Report By Vendor Name

for Batches 57,58,60 and Check Date is 06/30/2021

va\_bill6.012015  
04/01/2021

*Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.* Run on 06/30/2021 at 03:58:47 PM

Fund	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	10	\$37,725.00				\$37,725.00
10	11	\$1,352,617.15				\$1,352,617.15
10	12	\$8,937.05				\$8,937.05
Fund 10	TOTAL	\$1,399,279.20				\$1,399,279.20
15	15	\$94,477.21				\$94,477.21
20	20	\$360,214.66				\$360,214.66
20	P2	\$7,406.72				\$7,406.72
Fund 20	TOTAL	\$367,621.38				\$367,621.38
60	60	\$22,533.67				\$22,533.67
GRAND	TOTAL	\$1,883,911.46	\$0.00	\$0.00	\$0.00	\$1,883,911.46

**Gross Payroll**

No Gross Payroll to approve

\$0.00

**Total Bills to be Approved**

\$1,883,911.46

Chairman Finance Committee

Member Finance Committee

Board Secretary

# East Orange School District

## Summary Bills And Claims Report By Vendor Name

for Batch 63 and Check Date is 04/21/2021

va\_bill6.012015

04/01/2021

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
<b>UNPOSTED CHECKS</b>					
HORIZON BLUE CROSS BLUE SHIELD OF NJ/ 35220	21-00494	Recurring PO	2,358,901.14	2,358,901.14	80063
			<b>Total for Unposted Checks</b>	<b>2,358,901.14</b>	

**East Orange School District**  
**Summary Bills And Claims Report By Vendor Name**  
for Batch 63 and Check Date is 04/21/2021

va\_bill6.012015  
04/01/2021

*Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator,  
be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.*

Run on 06/25/2021 at 03:44:41 PM

Fund	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11			\$1,802,401.14		\$1,802,401.14
15	15			\$481,500.00		\$481,500.00
20	20			\$75,000.00		\$75,000.00
GRAND	TOTAL	\$0.00	\$0.00	\$2,358,901.14	\$0.00	\$2,358,901.14

**Gross Payroll**

No Gross Payroll to approve

\$0.00

**Total Bills to be Approved**

\$2,358,901.14

Chairman Finance Committee

Member Finance Committee

Board Secretary

# East Orange School District

## Summary Bills And Claims Report By Vendor Name

for Batch 66 and Check Date is 06/25/2021

va\_bill6.012015

04/01/2021

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
<b>UNPOSTED CHECKS</b>					
BENECARD SERVICES/ 29823	21-00487	Recurring PO	868,965.97	868,965.97	80064
BRAVEN HEALTH/ 46943	21-03488		70,757.88	70,757.88	80065
DELTA DENTAL OF NJ/ 29831	21-00489	Recurring PO	102,604.40	102,604.40	80066
HORIZON BLUE CROSS BLUE SHIELD OF NJ/ 35220	21-00494	Recurring PO	2,370,576.63	2,370,576.63	80067
			<b>Total for Unposted Checks</b>	<b>3,412,904.88</b>	

# East Orange School District

## Summary Bills And Claims Report By Vendor Name

for Batch 66 and Check Date is 06/25/2021

va\_bill6.012015  
04/01/2021

*Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.*

Run on 06/25/2021 at 03:50:51 PM

Fund	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11			\$2,473,460.92		\$2,473,460.92
15	15			\$900,610.32		\$900,610.32
20	20			\$38,833.64		\$38,833.64
GRAND	TOTAL	\$0.00	\$0.00	\$3,412,904.88	\$0.00	\$3,412,904.88

**Gross Payroll**

No Gross Payroll to approve

	\$0.00
<b>Total Bills to be Approved</b>	\$3,412,904.88
Chairman Finance Committee	Member Finance Committee
Board Secretary	

Chairman Finance Committee

Member Finance Committee

Board Secretary

# East Orange School District

## Summary Bills And Claims Report By Vendor Name

for Batch 61 and Check Date is 06/30/2021

va\_bill6.012015  
05/01/2021

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
<b>UNPOSTED CHECKS</b>					
360, SPECTRUM/ 1412	21-01382		178,761.03		
	21-01977		34,445.91		
	21-03430		95,550.00	308,756.94	3161
HIMPRINT INC/ 7014	21-02275		1,028.69		
	21-03417		341.60	1,370.29	3162
A.B.G. & ASSOC DBA MAD SCIENCE OF NENJ/ 46910	21-02984		1,175.00	1,175.00	3163
ACADEMY FURNITURE AND SUPPLIES/ 26590	21-02897		10,625.16	10,625.16	3164
ANDERSON'S SCHOOL SPIRIT/ 442	21-03145		460.59	460.59	3165
APEX GOODS, LLC/ 40541	21-03504		5,286.50	5,286.50	3166
APEX LEARNING INC./ 30368	21-03486		5,000.00	5,000.00	3167
APPLE COMPUTER, INC/ 452	21-02477		2,547.00		
	21-02479		175.95	2,722.95	3168
AQUARIUMS, ANDERSON/ 443	21-01035		194.21		
	21-01180	Recurring PO	90.00	284.21	3169
ARCTIC FALLS SPRING WATER INC/ 626	21-00123		33.00		
	21-00990		63.41	96.41	3170
ARNES & NOBLE - CLIFTON STORE/ 6165	21-03330		2,176.80	2,176.80	3171
BERGEN COUNTY SPECIAL SERVICES/ 739	21-02017		1,200.00	1,200.00	3172
BLOWN AWAY BY TSELANAE/ 40924	21-03432		440.00	440.00	3173
BON SPORTS/PASSON'S SPORTS SUPPLY GROUP/ 03	21-02921		1,869.92		
	21-02935		1,099.88		
	21-03028		4,535.87		
	21-03441		2,419.77	9,925.44	3174
TU CONSULTANTS LLC/ 604	21-02529		19,920.00	19,920.00	3175
BURLINGTON COUNTY SPECIAL SERVICES SCHOOL/ 98	21-03537		3,900.00	3,900.00	3176
CAROLINA BIOLOGICAL SUPPLY CO./ 1187	21-03228		2,075.78		
	21-03229		2,075.78	4,151.56	3177
ASCANDE SCHOOL SUPPLIES INC./ 1211	21-02088		383.23		
	21-02856		210.59		
	21-02960		4,284.75	4,878.57	3178

# East Orange School District

## Summary Bills And Claims Report By Vendor Name

for Batch 61 and Check Date is 06/30/2021

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05/01/2021

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
<b>UNPOSTED CHECKS</b>					
CATHOLIC CHARITIES OF THE ARCHDIOCESE OF/ 1221	21-01007		700.00	700.00	3179
CDW GOVERNMENT, INC./ 1012	21-00963		55.78		
	21-02103		440.25		
	21-02232		11,907.00		
	21-03059		166.95		
	21-03060		166.95		
	21-03086		264.97		
	21-03091		198.00		
	21-03092		1,649.89		
	21-03113		287.32		
	21-03195		57.48		
	21-03243		17,818.60		
	21-03359		92,310.00		
	21-03433		2,558.31	127,881.50	3180
CENTER, PHOENIX/ 5839	21-03429		64,980.00	64,980.00	3181
CEREBRAL PALSEY LEAGUE INC./ 1273	21-01018		31,198.44	31,198.44	3182
CHRISTINA HUNT/ 43150	21-03317		2,884.00		
	21-03319	Recurring PO	499.00	3,383.00	3183
CHRISTINA JAQUEZ/ 25690	21-03453		150.00	150.00	3184
CITY OF EAST ORANGE/ 1477	21-00188	Recurring PO	5,787.89	5,787.89	3185
COMCAST BUSINESS/ 38040	21-00656		58,947.54	58,947.54	3186
COMCAST CABLE OF NEW JERSEY/ 1587	21-02180		75.40	75.40	3187
COMMUNITY PRODUCTS LL DBA COMMUNITY PLAY/ 1667	21-03090		2,330.00		
	21-03146		1,616.00	3,946.00	3188
CONNECTIONS PERSONNEL, INC./ 507	21-00015	Recurring PO	4,777.97		
	21-00016	Recurring PO	3,782.56		
	21-00456		3,929.25		
	21-02677		1,414.54	13,904.32	3189
CPNJ DBA PILLAR CARE CONTINUUM/ 1637	21-01116		4,733.88		
	21-01117		2,388.00		
	21-01118		34,356.00		
	21-01793		4,908.00	46,385.88	3190

# East Orange School District

## Summary Bills And Claims Report By Vendor Name

for Batch 61 and Check Date is 06/30/2021

va\_bill6.012015  
05/01/2021

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
<b>UNPOSTED CHECKS</b>					
CRESTLINE SPECIALTIES, INC./ 1808	21-02110	Main Office	2,255.17	2,255.17	3191
CRYSTAL CLEAR GLASS, LLC/ 15903	21-03265		475.00	475.00	3192
CURRICULUM ASSOCIATES, LLC/ 1843	21-03466		39.00	39.00	3193
D1MEDIAPRO, LLC/ 39330	21-03403		250.00		
	21-03405		400.00		
	21-03503		250.00	900.00	3194
DECOTIIS, FITZPATRICK & COLE, LLP/ 21814	21-00020	Recurring PO	10,365.00		
	21-00022	Recurring PO	20,704.73	31,069.73	3195
DELTA-T GROUP NORTH JERSEY, INC./ 14486	21-01663		1,680.00		
	21-02385		4,310.00	5,990.00	3196
DRC/CTB (DATA RECOGNITION CORPORATION/ 4470	21-02766		537.60	537.60	3197
EAST ORANGE WATER COMMISSION/ 2358	21-00654		64,250.39	64,250.39	3198
	21-00654		21,069.99	21,069.99	3199
EDUCATION THROUGH ENTERTAINMENT/ 46947	21-03476		12,599.64	12,599.64	3200
EDUCATIONAL DEVELOPMENT SOFTWARE LIMITED/ 14265	21-02981		9,200.00	9,200.00	3201
EQUITY CONSULTING GROUP/ 42544	21-01914		2,146.00		
	21-02466		5,296.00		
	21-02471		2,000.00	9,442.00	3202
ESSEX COUNTY VOCATIONAL SCHOOLS/ 2523	21-02520		41,878.40		
	21-03422		80,640.00	122,518.40	3203
ESSEX REGIONAL EDUCATIONAL SERVICES COMM/ 1516	21-01236		27,607.53		
	21-01241		7,203.66		
	21-01242		6,470.94		
	21-01243		5,016.15		
	21-01244		2,022.30		
	21-01278		177,658.59		
	21-01294		9,139.60		
	21-01315		22,110.00		
	21-01384		21,000.00		
	21-03147		27,123.20	305,351.97	3204
	21-01278		109,569.77		
	21-01294		1,723.80		



# East Orange School District

## Summary Bills And Claims Report By Vendor Name

for Batch 61 and Check Date is 06/30/2021

va\_bill6.012015  
05/01/2021

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
<b>UNPOSTED CHECKS</b>					
ESSEX REGIONAL EDUCATIONAL SERVICES COMM/ 2516	21-01384		21,000.00		
	21-02440	Recurring PO	9,997.50	142,291.07	3205
FILE BANK INC./ 12211	21-03418		2,339.00	2,339.00	3206
FLINN SCIENTIFIC, INC./ 2688	21-02953		916.80	916.80	3207
FOLLETT EDUCATION SERVICES/ 2698	21-00874		736.99	736.99	3208
FOLLETT LIBRARY RESOURCES/ 2700	21-02144		29.12	29.12	3209
GALLS, LLC/ 42323	20002872	ROLLOVER	5,686.82	5,686.82	3210
GARDEN ACADEMY, INC./ 42633	21-01961		5,391.00	5,391.00	3211
GEIGER/ 46794	21-01514		2,580.50	2,580.50	3212
GLENVIEW ACADEMY DBA KDDS INC./ 2919	21-01080		2,310.00		
	21-02594		4,830.00	7,140.00	3213
GOPHER SPORT PROPHET CORPORATION/ 2985	21-01017		3,298.09		
	21-03121		1,259.10	4,557.19	3214
GOV CONNECTION/ 37818	21-03230		10,901.08	10,901.08	3215
GRAND RENTAL STATION/ 3063	21-03457		297.32	297.32	3216
HALO BRANDED SOLUTIONS, INC./ 773	21-02945		78.45		
	21-02948		176.58	255.03	3217
HENRY SCHEIN, INC./ 4774	21-03469		44.67	44.67	3218
HIGH POINT SCHOOL CORP/ 46946	21-03446		55,240.70	55,240.70	3219
HONOR RIDGE ACADEMY/ 30767	21-01085		54,784.00	54,784.00	3220
HOUGHTON MIFFLIN HARCOURT PUBLISHING CO./ 787	21-00627		9,525.00	9,525.00	3221
N-LINE AIR CONDIITIONING CO., INC./ 7862	21-03291		4,007.45		
	21-03369		18,536.00		
	21-03390		4,824.95	27,368.40	3222
NK THREAD/ 40991	21-03210		460.96	460.96	3223
NSPIRED INSTRUCTION, LLC/ 40380	21-02181		1,000.00	1,000.00	3224
INTERNATIONAL INST. FOR RESTORV. PRACTI/ 25003	21-02982		23,644.00	23,644.00	3225
MTK LLC/ 37834	21-02669		7,680.00		
	21-02670		13,830.00		
	21-02814		2,850.00		

# East Orange School District

## Summary Bills And Claims Report By Vendor Name

for Batch 61 and Check Date is 06/30/2021

va\_bill6.012015

05/01/2021

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
<b>UNPOSTED CHECKS</b>					
JMTK LLC/ 37834	21-02816		6,520.00		
	21-02978		7,890.00	38,770.00	3226
JOHNSON CONTROLS FIRE PROTECTION LP/ 6646	21-01945		1,211.66	1,211.66	3227
JOHNSTONE SUPPLY/ 17728	21-00288		891.04	891.04	3228
KAR, SANHITA/ 6467	21-01342		315.00	315.00	3229
KOLOGI SIMITZ COUNSELORS AT LAW/ 42315	21-01128		6,243.21	6,243.21	3230
LAKESHORE LEARNING MATERIALS/ 4185	21-03012		220.42		
	21-03014		624.91		
	21-03120		224.96		
	21-03140		2,174.15		
	21-03182		217.74		
	21-03238		214.10		
	21-03314		7,530.55		
	21-03379		656.80	11,863.63	3231
LEARN IT/ 46784	21-01077		1,571.60	1,571.60	3232
LEGACY TREATMENT/MARY A. DOBBINS SCHOOL/ 411	21-01097		4,349.18		
	21-01792		4,349.18		
	21-03437		9,489.12	18,187.48	3233
LEITCH, VINCI & HIGGINS, L.L.P./ 4224	21-00071	Recurring PO	15,366.25	15,366.25	3234
LEWIS ENTERPRISES, INC./ 4289	21-03104		475.00		
	21-03283		564.00		
	21-03367		1,571.00		
	21-03368		348.50		
	21-03384		190.00		
	21-03394		396.00		
	21-03395		177.00		
	21-03425		480.00		
	21-03450		332.60		
	21-03459		136.40		
	21-03461		128.00		
	21-03468		561.00		
	21-03521		690.00	6,049.50	3235
LEWIS, MECCA/ 9903	21-01215		16.80	16.80	3236

# East Orange School District

## Summary Bills And Claims Report By Vendor Name

va\_bill6.012015

05/01/2021

for Batch 61 and Check Date is 06/30/2021

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
<b>UNPOSTED CHECKS</b>					
.INCOLN LANDSCAPING INC./ 7737	21-01697		3,910.50		
	21-02917		12,577.00		
	21-03084		52,844.80	69,332.30	3237
.SP SECURITY SYSTEMS/ 28541	21-03233		3,155.00	3,155.00	3238
AKHANDA, ELIZABETH/ 3292	21-03447		195.00	195.00	3239
MARY ELLEN LAUGHLIN/ 4528	21-01344		2,250.00	2,250.00	3240
MATHUSEK INCORPORATED/ 11401	21-03096		1,825.00	1,825.00	3241
MAXIM HEALTH CARE SERVICES INC/ 2781	21-02007		2,317.40	2,317.40	3242
MCGRAW-HILL INC. THE MCGRAW-HILL.COM/ 1085	21-02774		264.99	264.99	3243
MEDCO SPORTS MEDICINE/ 2981	21-03471		36.47	36.47	3244
MEDIA SPARK, INC./ 35556	21-03246		850.00	850.00	3245
MEN MAKE A DIFFERENCE/ 27162	21-03456		1,001.00	1,001.00	3246
MONICA D. BURTON/ 4520	21-03491		160.00	160.00	3247
MONTGOMERY ACADEMY/ 46929	21-03438		14,213.94	14,213.94	3248
MORRIS SCHOOL DISTRICT/ 16942	21-03445		9,514.00	9,514.00	3249
MORRIS-UNION JOINTURE COMM. BOARD OF EDU/ 926	21-01100		6,152.40		
	21-02158		1,071.00	7,223.40	3250
MOSES B. PHILLIPS/ 5673	21-01871		525.00		
	21-01873		525.00	1,050.00	3251
MRA INTERNATIONAL, INC / 36919	21-02099		112,800.00		
	21-02142		23,913.00		
	21-02299		7,050.00		
	21-02710		1,827.00	145,590.00	3252
M.T.CARMEL GUILD/CATH.COMM.SERV/ 4957	21-01101		50,935.00		
	21-01102		14,022.00		
	21-01108		35,380.00		
	21-01109		9,348.00		
	21-02598		4,674.00	114,359.00	3253
MUSICBOX PRODUCTIONS/ 46925	21-03268		700.00	700.00	3254
MATIONAL DRUG SCREEING/ 33936	21-00082	Recurring PO	677.48	677.48	3255
MELSON WESTERBERG/ 5267	21-03098		700.00		

# East Orange School District

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Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
<b>UNPOSTED CHECKS</b>					
NELSON WESTERBERG/ 5267	21-03494		16,785.00	17,485.00	3256
NEUROSCIENCE ASSOC.,MD.,PA/ 5271	21-01345		750.00		
	21-03057		1,525.00	2,275.00	3257
NEW JERSEY INSTITUTE OF TECH CAMPUR CTR/ 5052	21-02505A		1,297.05	1,297.05	3258
NEW JERSEY SCHOOL BOARDS ASSN./ 5382	21-03434		900.00	900.00	3259
NEWARK BOARD OF EDUCATION N J REG DAY NE/ 5286	21-01805		277,537.20	277,537.20	3260
NJ ADVANCE MEDIA, LLC/ 21687	21-00012		1,272.00	1,272.00	3261
NJ TRANSIT BULK TICKET SALES/ 5029	21-03298		38,227.00	38,227.00	3262
NJPAC ARTS ED DEPT / 5389	21-02802		1,500.00	1,500.00	3263
NORTHWEST ESSEX COMMUNITY HEALTHCARE NET/ 1619	21-03428		96,096.00	96,096.00	3264
NOWDOCS INTERNATIONAL, INC./ 46756	21-02701		325.00	325.00	3265
ORIENTAL TRADING CO./ 5595	21-03454		296.86	296.86	3266
OUAVERMUSIC.COM, LLC/ 42781	21-01320		13,090.00	13,090.00	3267
PEARSON CLINICAL ASSESSMENT/ 5775	21-03449		627.25	627.25	3268
PILLAR CARE CONTINUUM/ 46770	21-02907		66,678.78		
	21-02908		1,391.50		
	21-03431		63,481.00	131,551.28	3269
PLACE, POWER/ 5903	21-01462		639.84		
	21-02831		1,965.73		
	21-02832		2,585.45	5,191.02	3270
POSITIVE PROMOTIONS, INC./ 5899	21-02360		292.05		
	21-02624		14,917.50		
	21-02812		5,450.69		
	21-03185		372.19	21,032.43	3271
PREFERRED HOME HEALTH CARE AND NURSING/ 10487	21-03065		1,012.50	1,012.50	3272
PREMIUM ONE STOP GRAD INC/ 5933	21-03532		170.00	170.00	3273
PRO-ED/ 5963	21-03448		3,926.00	3,926.00	3274
RAHWAY BUSINESS MACHINES/ 6085	21-02927		60.00	60.00	3275
RALPH JACOB JR. - PETTY CASH/ 38113	21-03356		334.21	334.21	3276

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<b>UNPOSTED CHECKS</b>					
READING WRITING PROJECT NETWORK, LLC/ 42102	21-01534		6,600.00	6,600.00	3277
READYREFRESH DBA POLAND SPRING/ 2042	21-00013	Recurring PO	136.57		
	21-00268		177.10		
	21-00526		91.70		
	21-00614	Recurring PO	90.91		
	21-00933		158.77	655.05	3278
REALLY GOOD STUFF A DIV OF FILMIC ARCHIV/ 6168	21-03304		3,708.76	3,708.76	3279
REVOLUTION DANCEWEAR, LLC/ 41700	21-02074		572.30	572.30	3280
RICH TREE SERVICE, INC./ 46829	21-03169		1,650.00		
	21-03170		630.00		
	21-03479		3,580.00	5,860.00	3281
RICHARD M. KIKER, LLC/ 46941	21-03355		4,000.00	4,000.00	3282
RUTGERS LIFELONG LEARNING CENTER/ 46821	21-03316		205.00	205.00	3283
SCARINCI & HOLLENBECK, LLC/ 21849	21-00021	Recurring PO	64,054.04	64,054.04	3284
SCHOOL HEALTH CORPORATION/ 6510	21-00811	AS PER YOUR BID	103.95		
	21-02120		79.80		
	21-02264		810.00		
	21-02711		83.69		
	21-02876		227.21		
	21-03015		550.96		
	21-03472		342.97	2,198.58	3285
SCHOOL OF POSITIVE TRANSFORMATION-MEDITA/ 16954	21-03507		2,352.00	2,352.00	3286
SCHOOL PRIDE LTD.SCHOOL/ 33987	21-03493		60.00	60.00	3287
SCHOOL SPECIALTY LLC./ 6539	21-00290		57.50		
	21-01647		335.96		
	21-02339		479.90		
	21-02888		501.51	1,374.87	3288
SCHOOL, FEDCAP/ 8131	21-01074		7,396.74	7,396.74	3289
SCHOOL, GATEWAY/ 2860	21-01081		5,803.84		
	21-01082		6,097.26		
	21-01380		5,803.84		
	21-01381		6,097.26	23,802.20	3290

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<b>UNPOSTED CHECKS</b>					
SCOTT FLOWERS/ 9660	21-03348		540.00	540.00	3291
SD GAMEDAY LLC/ 28550	21-01012		2,515.50		
	21-03492		30,000.00	32,515.50	3292
SHEPARD PREPARTORY HIGH SCHOOL/ 3150	21-02159		26,975.70	26,975.70	3293
SIGNARAMA ROSELAND TDK ASSOCIATES CORP/ 35114	21-03345		995.00	995.00	3294
SODEXO CATERING FOR E.O.B.O.E FOOD SERVI/ 6429	21-03360		3,150.00		
	21-03392		840.00		
	21-03419		400.75		
	21-03496		77.50		
	21-03497		120.00		
	21-03498		120.00	4,708.25	3295
SOMERSET FOLK HARP FESTIVAL/ 20451	21-03482		2,370.00	2,370.00	3296
SOUTH BERGEN JOINTURE COMMISSION/ 46805	21-01797		3,210.00	3,210.00	3297
SPORTIME, LLC/ 6749	21-02933		1,847.81	1,847.81	3298
SQUAD, TECH/ 6980	21-03336		1,955.50		
	21-03347		1,980.00		
	21-03423		1,784.00		
	21-03512	Recurring PO	1,970.00		
	21-03523		3,911.00		
	21-03524		3,117.00		
	21-03527		2,260.00	16,977.50	3299
STAPLES ADVANTAGE/ 1721	21-00824	AS PER YOUR BID	6,696.20		
	21-02050		752.74		
	21-02556		270.00		
	21-03282		147.56		
	21-03452		1,648.25	9,514.75	3300
STAPLES BUSINESS ADVANTAGE/ 6771	21-00266		2,048.79		
	21-00328		2,647.99		
	21-02463		6,491.71		
	21-02589		14,218.33		
	21-02658		1,555.00		
	21-02992		20.70		
	21-03062		9,967.76	36,950.28	3301
	21-02386		184.62		

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<b>UNPOSTED CHECKS</b>					
STAPLES BUSINESS ADVANTAGE/ 6771	21-02463		17.98		
	21-02992		207.00		
	21-03260		1,736.85	2,146.45	3302
STARLIGHT HOME CARE AGENCY, INC/ 11460	21-03499		12,144.00	12,144.00	3303
STEWART A XEROX COMPANY/ 17701	21-03480		98.00		
	21-03533		740.00	838.00	3304
STOBB'S PRINTING CO./ 6805	21-03460		627.35		
	21-03505		1,085.41	1,712.76	3305
SUMMIT HEARING AID CENTER/ 6831	21-02910		2,714.60	2,714.60	3306
SUSANN COLLINS/ 46942	21-03401		178.12	178.12	3307
SUSSEX COUNTY REGIONAL CO-OP/ 7604	21-01279		80,649.75	80,649.75	3308
SYLVAN LEARNING CENTER/ 3798	21-01669		5,655.00	5,655.00	3309
TANNER NORTH JERSEY, INC. FURNITURE & EQ/ 7142	21-02905		5,724.72	5,724.72	3310
TEACHERS COLLEGE READING & WRITING PROJE/ 6931	21-03426		4,750.00	4,750.00	3311
THE CENTER SCHOOL/ 46790	21-01641		5,539.10	5,539.10	3312
THE HARTFORD LIFE INSURANCE CO./ 18104	21-01332		3,421.10	3,421.10	3313
THE INSTITUTE FOR ANTI-RACIAL EDUCATION/ 46940	21-03357		1,575.00	1,575.00	3314
THE MUSIC SHOP, L.L.C/ 4999	21-03404		1,326.19	1,326.19	3315
THE PADCASTER, LLC/ 37915	21-01065		398.00	398.00	3316
THE PRUDENTIAL INSURANCE CO OF AMERICA/ 7643	21-01334		163.10	163.10	3317
TURNKEY TECHNOLOGY/ 46828	21-03176		7,902.00		
	21-03489		2,134.00	10,036.00	3318
UNION CTY EDUC SERV COMM/ 7174	21-02438		3,540.13		
	21-03043		94.06		
	21-03310		1,100.00		
	21-03377		958.55		
	21-03467		159.41	5,852.15	3319
	21-01966		12,966.50		
	21-01968		11,367.00		
	21-01995		5,683.50		
	21-02687		4,223.20	34,240.20	3320

# East Orange School District

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<b>UNPOSTED CHECKS</b>					
UPS/ 7235	21-00344	Recurring PO	461.24	461.24	3321
VENETIAN CORP./ 25992	21-03409		6,532.00	6,532.00	3322
VERIZON/ 7267	21-00633		4,613.06	4,613.06	3323
W. B. MASON CO. INC/ 2540	21-00023		28.98		
	21-00796	AS PER YOUR BID	60.91		
	21-01722		19.82		
	21-01742		117.35		
	21-01743		1,207.83		
	21-02374		401.91		
	21-02956		3,923.84		
	21-02964		3,028.75		
	21-03001		1,592.88		
	21-03002		1,592.88		
	21-03004		2,162.67		
	21-03073		283.33		
	21-03214		376.03		
	21-03215		376.03		
	21-03249		310.86		
	21-03252		128.16		
	21-03276		939.80		
	21-03287		568.34		
	21-03393		327.23		
	21-03396		1,797.88	19,245.48	3324
VEST MUSIC COMPANY/ 31259	21-03088		3,319.44	3,319.44	3325
VESTBRIDGE ACADEMY, INC./ 1395	21-03436		13,262.42	13,262.42	3326
VILLIAMS, BEN/ 628	21-01885		360.00	360.00	3327
VINCEYCO LLC/ 7449	21-03484		2,500.00	2,500.00	3328
VINDSOR PREP INC/ 7499	21-01477		4,619.40	4,619.40	3329
VIRELESS, VERIZON/ 7296	21-00661		14,769.89	14,769.89	3330
VORRALL COMMUNITY NEWSPAPERS/ 7523	21-00011	Advertising Public Notices	38.72	38.72	3331
VOUTH CONSULTATION SERVICE/ 7570	21-01810		5,819.13		
	21-02595		15,213.66		
	21-03421		97,859.60	118,892.39	3332
OLNIER GRADUATE SUPPLY/ 29050	21-03211		782.50	782.50	3333



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# East Orange School District

## Summary Bills And Claims Report By Vendor Name

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Total for Unposted Checks

3,397,910.99

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**East Orange School District**  
**Summary Bills And Claims Report By Vendor Name**  
for Batch 61 and Check Date is 06/30/2021

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*Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.* Run on 08/06/2021 at 10:47:44 AM

Fund	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11	\$2,651,569.16				\$2,651,569.16
10	12	\$25,841.54				\$25,841.54
10	13	\$537.60				\$537.60
Fund 10	TOTAL	\$2,677,948.30				\$2,677,948.30
15	15	\$152,208.91				\$152,208.91
20	20	\$567,753.78				\$567,753.78
GRAND	TOTAL	\$3,397,910.99	\$0.00	\$0.00	\$0.00	\$3,397,910.99

**Gross Payroll**  
No Gross Payroll to approve

	\$0.00
<b>Total Bills to be Approved</b>	<b>\$3,397,910.99</b>