

EAST ORANGE BOARD OF EDUCATION
199 4th AVENUE
EAST ORANGE, NEW JERSEY 07017

REGULAR PUBLIC MEETING

East Orange Board of Education
Via Telecommunications

Tuesday, September 14, 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:

- August 10, 2021

- V. REPORT OF THE SUPERINTENDENT OF SCHOOLS

- A. PRESENTATIONS BY SUPERINTENDENT HASAN

- 1. Update on School Reopening

- B. POLICIES READING

- 1. BE IT RESOLVED: that the East Orange Board of Education present as second 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 - Second Reading (Cont'd)

#	<i>Policy/Regulation</i>	<i>New/Revised</i>
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 present as first reading the following policies and regulations.

#	<i>Policy/Regulation</i>	<i>New/Revised</i>
1648.11	The Road Forward COVID-19 - Health & Safety	Revised Policy
1648.13	School Employee Vaccination Requirements	New Policy
P 2422	Comprehensive Health and Physical Education	Revised Policy
P 2467	Surrogate Parents and Resource Family Parents	Revised Policy
P 5111	Eligibility of Resident/Nonresident Students	Revised Policy
P 5116	Education of Homeless Children	Revised Policy
P 6115.01	Federal Awards/Funds Internal Controls - Allowability of Costs	New Policy
P 6115.02	Federal Awards/Funds Internal Controls - Mandatory Disclosures	New Policy
P 6115.03	Federal Awards/Funds Internal Controls - Conflict of Interest	New Policy
P 6311	Contracts for Goods or Services Funded by Federal Grants	Revised Policy
P&R 7432	Eye Protection	Revised Policy & Regulation
P&R 7510	Use of Facilities	Revised Policy & Regulation
P 8420	Emergency and Crisis Situation	Revised Policy
P 8420.1	Fire and Fire Drills	Revised Policy
P 8540	School Nutrition Programs	Revised Policy
P 8550	Meal Charges/Outstanding Food Service Bill	Revised Policy
P 8600	Student Transportation	Revised Policy

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

#	<i>Policy/Regulation</i>
P 1648	Restart and Recovery Plan
P 1648.02	Remote Learning Option for Families
P 1648.03	Restart and Recovery Plan - Full-Time Remote Instruction
P 5114	Children Displaced by Domestic Violence
P 8810	Religious Holidays

- 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. Revitalization Art Project
- b. EOCHS National Society of Black Engineers Jr. Chapter
- c. EOCHS Stem Program Modules
- d. ALEKS Online Program
- e. Junior Leadership Seminar
- f. Girls Flag Football Pilot Program
- g. E-sports Program Gaming Concepts
- h. AT&T Pioneers STEAM Afterschool Program
- i. Annual Renewal Costs for Creative Learning, ZSpace and Moby Max at STEM Academy
- j. Aperture – Social Emotional Learning DESSA Comprehensive System
- k. Consultant for New Life Counseling and Mental Health Services
- l. Consultant for TRIAD Consulting Strategies
- m. Howard University College in High School Social Justice Program (Online)
- n. New Jersey Child Assault Prevention (CAP) 2021-2022
- o. Rutgers Upward Bound Program
- p. Voices International Publications (VIP) Peer-to-Peer Training
- q. Starlight Homecare Agency, Inc.
- r. Maxim Healthcare Services
- s. Gohewec Healthcare Providers Connect
- t. Special Education Out-of-District Placements
- u. Preferred Home Healthcare & Nursing Services
- v. 2021-2022 Literacy Coaching Institute
- w. SMART Lab Refresher Training for STEM Academy Teachers
- x. Project “YES WE CAN” School Health Curricula Program Implemented by NJPAG
- y. Fiscal Year 2022 “Every Student Succeeds Act” Consolidated Application – Revised
- z. Acceptance of Middle School, School Career Awareness Exploration
- aa. Equity and Access Conference Keynote Speaker
- bb. Dual Enrollment at Essex County College for CTE Students
- cc. Parent Engagement Series for The Path Program at Louverture
- dd. Streamyard Subscription
- ee. Oiada International Videoconferencing Exchange Opportunity: Eye Opener Program
- ff. Creating Safe Spaces Workshop for 6-12 Social Studies Teachers
- gg. WIDA/WCEPS Professional Development
- hh. Vista Higher Learning/Connect & Get Ready – Grades K-8
- ii. TESOL Trainers, Inc.
- jj. Imagine Learning Language & Literacy and Imagine Math
- kk. Foundation for Educational Administration/NJPSA-FEA
- ll. Cengage-National Geographic eAssessments & Comprehension Coach for ELLs-K-8
- mm. Renewal of Learning A-Z (Raz-Kids)
- nn. Digital Theater for EOSD Theater Instruction
- oo. Quaver Music and Social Emotional Learning Digital Resources for K-8 Music Teachers
- pp. Artist in Residence in Media Production
- qq. Instrumental Music Artist in Residence – String Bass
- rr. Artist in Residence in Acting Technique for Tyson M/H and Houston
- ss. Instrumental Music Artist in Residence – Cello
- tt. Instrumental Music Artist in Residence – Clarinet
- uu. Instrumental Music Artist in Residence – Jazz Harp
- vv. Instrumental Music Artist in Residence – Drums

XII. CONSIDERATION OF RESOLUTIONS

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- ww. Dance Instruction for STEM Academy
- xx. Music First for all High School Students & Advanced Middle School Instrumental Music Students
- yy. Artist in Residence for Theater Arts
- zz. Instrumental Music Artist in Residence - Tuba
- aaa. Mindplay Systematic Reading Intervention Program
- bbb. Acceptance of Youth Facemasks Donated by Precious Little Ladies Incorporated

XII. CONSIDERATION OF RESOLUTIONS

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

- a. Retirements
- b. Resignations
- c. Separations
- d. Rescission of Appointments
- e. Rescission of Resignation
- f. Leaves of Absence
- g. 2021-2022 School Year Reappointment List
- h. Reappointment of Per Diem Substitute Teachers – 2021-2022 School Year
- i. Transfers
- j. Salary Adjustments
- k. Summer Extra Compensation Staff Appointment – 2021-2022 School Year
- l. Staff Appointments – 2021-2022 School Year
- m. Extra-curricular and Co-curricular Staff Appointments – Various Locations – 2021-2022 SY
- n. Creation of Job Descriptions
- o. Creation of Positions
- p. Agenda Changes/Corrections
- q. Appointments
- r. Staff Appointments – Federal Grant – Title I Staffing – 2021-2022 School Year
- s. Stipend for Employee
- t. Terminations
- u. Professional Conferences

XII. CONSIDERATION OF RESOLUTIONS

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- a. List of Bills (Ratify)
- b. List of Bills
- c. Appropriation Transfers
- d. T-1 Request for 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. Donation for the FRC Team 5310 Robotics Team
- i. Whole Kids Garden Grant
- j. 2021-2022 Family Worker Waiver for Collaborating Community Providers
- k. Counseling Services: The Stepping Stone Group, Inc.
- l. Speech Therapy Services: The Stepping Stone Group, Inc.
- m. ReThink Ed, Inc.
- n. Math Resource Program
- o. Social Emotional Learning
- p. Leader in Me - Request to Rebid
- q. Kitchen Equipment & Appliances - (Food Services)
- r. Resolution Authorizing and Ratifying Contract with Northeastern Interior for General Construction for Sink Hole at Central Office through the Hunderton County Educational Services Commission (HCESC CO-OP)
- s. Recommendation for Extension of Award of Contract - Carpentry Supplies 2021-2022 SY

4. MAINTENANCE

- a. No Recommendations for the Use of Facility

XIII. CLOSING STATEMENT/ADJOURNMENT

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

a. Revitalization Art Project - (Dr. Moss-Hasan)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Hans Lundy to construct a four-stage art project, which will revitalize the physical environment of the historical Dionne Warwick Institute. The existing structure of the historical site will become more appealing from a modern-day perspective. Also, themed murals will be created throughout the building to enhance the physical environment from a visual standpoint. Additionally, murals and wood art will be created for the student-centered fitness center and game room. Teachers and students will be engaged in the process of identifying art that supports, *Leader in Me* and the school's culture. The project will commence in September of 2021 and conclude by November of 2021 at a cost to the District not to exceed \$10,087.00 (Stage one \$1225, Stage two \$1,862, Stage three \$3500, and Stage four \$3500), paid out of the purchase education services consultant account.

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: 15-000-221-320-309-009**

b. EOCHS National Society of Black Engineers Jr. Chapter - (Mr. Worley)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves ECHS to become a member of the National Society of Black Engineers Jr. Chapter (NSBE). The NSBE Jr. Chapter Club will be a volunteer program open to all grades for students who are enrolled in a Science class (20+ students). There is an annual membership fee at a cost to the District not to exceed \$5.00.

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: 15.190.100.500.101.227**

c. EOCHS STEM Program Modules - (Mr. Worley)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves ECHS STEM Program modules for students in grades 9 thru 11, that have a Science and Math class. The program allows teachers to utilize the STEM Lab at a cost to the District not to exceed \$625.00.

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: 15-190-100-500-101-227**

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

d. ALEKS Online Program - (Mr. Worley)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the online connection with ALEKS to help students master course topics through a continuous cycle of mastery, knowledge, retention, and positive feedback. The online course will be offered to 9th grade students. A cost to the District not to exceed the cost for the Annual Online subscription of \$2,997.00 for 150 students.

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: 15-190-100-800-101-017**

e. Junior Leadership Seminar - (Mr. Worley)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Elevated Habits Coaching and Consulting to provide leadership seminars and training to the Class of 2023 at East Orange Campus High School twice per month virtual or in-person afterschool, at no cost to the District.

f. Girls Flag Football Pilot Program - (Mr. Worley)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Girls Varsity Flag Football Proposal in conjunction with the NY JETS (NFL). We will look to create a multiyear pilot of Girls Flag Football as a club sport, using select programs from the North Jersey Super Football Conference. Over the course of the pilot, East Orange in addition with several other North Jersey high schools will be included into the program with the desire to have Girls Flag Football passed by 1/4 of NJ Member Schools and recognized by the NJSIAA as an officially sanctioned sport. The total cost to the District not to exceed \$1,961.44 for transportation only, utilizing the school-based transportation budget line.

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: Building-Based Athletic Transportation Budget Line**

g. E-sports Program Gaming Concepts - (Ms. Ramsey)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve the E-Sports program through Gaming Concepts as part of the pre-CTE course offerings at the Hart Middle School Complex at a cost to the District not to exceed \$1,225.00 for professional development and materials.

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: 15-240-100-101-215-002**

XII. CONSIDERATION OF RESOLUTIONS

SEPTEMBER 14, 2021

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- h. AT&T Pioneers STEAM Afterschool Program - (Ms. Whitaker/Ms. Lovett/Ms. Ramsey)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve the Hart Complex (Healy, Truth & Costley) to implement the AT&T Pioneers STEAM Afterschool Program from October 2021 to June 2022, Monday - Friday for a maximum of 600 students at no cost to the District.

- i. Annual Renewal Costs for Creative Learning, ZSpace, and Moby Max at STEM Academy - (Dr. Stallings)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the annual renewal costs for Creative Learning, ZSpace, and Moby Max licenses for the 2021-2022 School Year with a cost to the District not to exceed \$18,995.00 utilizing the building-based other purchase services 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: 15-000-223-500-102-227**

- j. Aperture - Social Emotional Learning DESSA Comprehensive System - (Dr. Harvest/Dr. Williams)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the program and participation in professional development activities for DESSA Software to facilitate management of Student Growth Strategies, Foundational Practices & Reporting at a cost to the District not to exceed \$6,006.00 utilizing Title 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: Title IV**

- k. Consultant for New Life Counseling and Mental Health Services - (Dr. Harvest/Dr. Williams)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2021-2022 Consultant for New Life Counseling and Mental Health Services for the period of September 2021 to June 2022, for Mental Health Counseling at a cost to the District not to exceed \$14,688.00

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**

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- l. Consultant for TRIAD Consulting Strategies - (Dr. Harvest/Dr. Williams)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2021-2022 Consultant for TRIAD Consulting Strategies for the period of September 2021 to June 2022, for five half-day Social Emotional Learning (SEL) sessions for 30-60 participants at a cost to the District not to exceed \$5,000.00.

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: TBD**

- m. Howard University College in High School Social Justice Program (Online) - (Dr. Harvest/Dr. Williams)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2021-2022 Howard University's College in High School Principles of Criminal Justice course for the period of September 2021 to December 2021, to provide 3 credit course credits for selected high school students at no cost to the District.

- n. New Jersey Child Assault Prevention (CAP) 2021-2022 - (Dr. Harvest/Dr. Williams)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the submission of a proposal for continuation of services from the Child Assault Prevention (CAP) program of New Jersey valued at \$16,425.80 to provide educational instruction for students, staff and parents on Child Assault Prevention and Bullying Prevention at Jackson Academy, Sheila Oliver Academy, Banneker Academy, Bowser, Garvin and Tyson at no cost to the District.

- o. Rutgers Upward Bound Program - (Dr. Harvest/Dr. Williams)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Rutgers University - Newark, Academic Foundations Center's TRiO Programs (Talent Search (TS East) and Upward Bound (UB)) to serve 500 students, grades 6-12, from Costley, Healy and Truth Middle Schools, in addition to STEM Academy and Campus High School. Upward Bound will serve 60 students, grades 9-12 from Cicely Tyson High School, Campus High School, and STEM Academy at no cost to the District.

- p. Voices International Publications (VIP) Peer-to-Peer Training - (Dr. Harvest/Dr. Williams)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2021-2022 Consultant for Voices International Publication (VIP) in partnership with Seton Hall University's Peer-to-Peer training, for the period of September 2021 to June 2022, to provide mental health coaching and training for students at a cost to the District not to exceed \$20,000.00.

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**

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- q. Starlight Homecare Agency, Inc. - (Dr. Harvest/Ms. Santos)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the attached contract with Starlight Homecare Agency, Inc. and the District to provide home to school Nursing Services for an identified special needs students who attend a school for the disabled. Services will be provided by a Certified Nurse (LPN). The daily rate for the specialized service will be \$384.00, the cost to the District not to exceed \$69, 120.00 for the 2021-2022 school year.

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: 11-000-213-500-031-227**

- r. Maxim Healthcare Services. - (Dr. Harvest/Ms. Santos)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the attached contract with Maxim Healthcare Services and the District to provide home to school Nursing Services for an identified special needs students who attend a school for the disabled. Services will be provided by a Certified Nurse (LPN). The daily rate for the specialized service will be \$416.00, the cost to the District not to exceed \$74,880.00 for the 2021-2022 school year.

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: 11-000-213-300-031-225**

- s. Gohewec Healthcare Providers Connect - (Dr. Harvest/Ms. Santos)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the attached contract with Gohewec Healthcare Providers Connect and the District to provide home to school Nursing Services for an identified special needs students who attend a school for the disabled. Services will be provided by a Certified Nurse (LPN). The daily rate for the specialized service will be \$360.00, the cost to the District not to exceed \$64,800 for the 2021-2022 school year.

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: 11-000-213-500-031-227**

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- t. 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 placements at a total cost to the District not to exceed \$1,395,327.53, 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

- u. Preferred Home Healthcare & Nursing Services - (Dr. Harvest/Ms. Santos)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the attached contract with Preferred Home Healthcare & Nursing Services and the District to provide home to school nursing services for an identified special needs student who attends a school for the disabled. Services will be provided by a Certified Nurse (LPN). The daily rate for the specialized service will be \$384.00; the cost to the District not to exceed \$69,120.00 per student for the 2021-2022 school year.

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: 11-000-213-300-031.225**

- v. 2021-2022 Literacy Coaching Institute - (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 planning and facilitation of the East Orange School District 2021-2022 Literacy Coaching Institute for 25 language arts coaches and teachers, coaches on language arts content, and instructional strategies, from September 2021 - April 2022, at 30 hours each, at \$35.70 p/h (total \$13,387.50); to purchase facilitators, materials, supplies (total \$5,212.50) at a cost to the District not to exceed \$18,600.00.

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 Funding**

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- w. SMART Lab Refresher Training for STEM Academy Teachers - (Ms. Champagne/Dr. Mwangi)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves five STEM Academy teachers to participate in the virtual SMART Lab training on October 8, 2021, at a training cost of \$625.00, a substitute cost of \$715.00, at a cost not to exceed \$1,340.00, utilizing District other purchase 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. **Account code: 11-000-221-500-033-227**

- x. Project "YES WE CAN" School Health Curricula Program Implemented by NJPAG - (Ms. Champagne/Mr. Adisa/Dr. Mwangi)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves East Orange School District (the District) to work with the New Jersey Physicians Advisory Group (NJPAG) to implement the *YES, You Can!* Program if NJPAG is selected for funding. NJPAG has offered District participation in a 5-year project that will involve teaching students about Building Healthy Relationships, Personal Responsibility, Adolescent Development and Healthy Life Skills through the teaching of *YES You Can!* curricula. The implementation is at no cost to the District.

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

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 \$5,279,855. The project period is July 1, 2021 to September 30, 2022.

- z. Acceptance of Middle School, School Career Awareness Exploration - (Ms. Champagne/Dr. Stokes-Tyler)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, will accept a 3-year total of \$206,976 for the Middle School, School Career Awareness Exploration Grant issued by the New Jersey Department of Education for Career and Technical Education programming during the 2021-2022 school year for East Orange Campus High. The implementation of a CTE Academy (The Path @ Campus) on Saturdays from October 2021 to June 2022, 9:00am-12:00pm serving a minimum of 100 students in grades 5th-8th 1 Site manager at \$40/per hour, 5 teachers at \$35.70 per hour and 5 Teacher Assistants at \$20 per hour, and 1 security guard at a cost not to exceed grant 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: Middle School, School Career Awareness Exploration Grant**

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- aa.
- Equity and Access Conference Keynote Speaker
- (Ms. Champagne/Dr. Stokes-Tyler)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves L. Kobie DaWiz to present at the Division of Curriculum Services' 3rd Annual Culture of Equity & Access Conference: "Education During and After the Pandemic: Who Am I?", to the teaching and administrative staff of the East Orange School District on October 28, 2021, at a cost to the District not to exceed \$3,500.00 to be paid out of the staff development services line.

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 Staff Development Services**

- bb.
- Dual Enrollment at Essex County College for CTE Students
- (Ms. Champagne/Dr. Stokes-Tyler)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves dual credit agreement with Essex County College to provide dual credit opportunities for Career and Technical Education students at East Orange Campus High School at a cost to the District not to exceed \$10,000, utilizing grant 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: Perkins Grant Funding**

- cc.
- Parent Engagement Series for The Path Program at Louverture
- (Ms. Champagne/Dr. Stokes-Tyler)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Dr. Alonzo Perry, Sr., RBS Educational and Consulting Services, Dr. Elisa Shernoff, and Rutgers University to provide workshops for parents of The Path Afterschool Program from October 2021- June 2022 school year at a cost not to exceed \$8,000, utilizing grant 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: New Jersey Afterschool Grant.**

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

dd. Streamyard Subscription - (Ms. Champagne/Dr. Stokes-Tyler)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, will permit the purchase of the Streamyard streaming subscription system to provide anytime, anywhere professional development for the East Orange staff, live demonstrations for students, and to increase parent and community engagement on the District's social media platforms and Staff Development YouTube Channel at a cost to the District not to exceed \$4,000, utilizing the grant 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: Staff Development and New Jersey Afterschool Grant**

ee. Oiada International Videoconferencing Exchange Opportunity: Eye Opener Program - (Ms. Champagne/Ms. Richardson)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves establishing an opportunity for secondary schools in the East Orange School District to participate in a videoconferencing opportunity with Oiada International, a non-profit, 501(c)(3) organization that provides award-winning educational and experiential programs via videoconference to students in grades K-12 at a cost to the District not to exceed \$10,000, utilizing the District other purchase services 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: 11-000-221-500-025-227**

ff. Creating Safe Spaces Workshop for 6-12 Social Studies Teachers - (Ms. Champagne/Ms. Richardson)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Krysten Scorsone of the Rutgers University Queer Newark Oral History Project to facilitate a workshop for middle and high school Social Studies teachers centered on LGBTQ-inclusive topics in September 2021 at a cost to the District of \$250. **(Utilizing District other purchase services 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: 11-000-221-500-033-227**

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

gg. WIDA/WCEPS Professional Development - (Ms. Champagne/Ms. Vega-Moore)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves WIDA/WCEPS to serve as an external provider of a half-day virtual professional development series for teachers of English-Language Learners during the SY 2021-2022, at a cost not to exceed \$4,500.00.

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: 20-241-200-300-025-225**

hh. Vista Higher Learning/Connect & Get Ready – Grades K-8 - (Ms. Champagne/Ms. Vega-Moore)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Vista Higher Learning to serve as a provider of a combination print and web-based English Language Learners intervention program to be used for ELLs in grades K-8, at a cost not to exceed \$19,285.54, utilizing grant 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: Cares/ESSER Funding.**

ii. TESOL Trainers, Inc. - (Ms. Champagne/Ms. Vega-Moore)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves TESOL Trainers to serve as an external provider of two (2) virtual professional development sessions for teachers of English-Language Learners during SY2021-2022, at a cost not to exceed \$5,300.00, utilizing Title III 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: 20-241-200-300-025-225.**

jj. Imagine Learning Language & Literacy and Imagine Math - (Ms. Champagne/Ms. Vega-Moore)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Imagine Learning to serve as a provider of a web-based literacy and math intervention program to be used for English Language Learners in grades K-9, at a cost of \$47,500.00 for 250 student licenses, as well as one (1) professional development session on new features at a cost of \$750, for a total cost of 48,250.00, utilizing Title III 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: 20-241-100-300-025-225; 20-241-200-300-025-225**

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

kk. Foundation for Educational Administration/NJPSA-FEA- (Ms. Champagne/Ms. Vega-Moore)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the Foundation for Educational Administration (NJPSA-FEA) to serve as an external provider of a full-day virtual professional development session for World Language teacher to provide training on how to better meet the needs of classified students learning a second language, at a cost not to exceed \$2500.00, utilizing the professional development 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: 11-000-221-580-025-580**

ll. Cengage-National Geographic eAssessments & Comprehension Coach for ELLs - K-8 - (Ms. Champagne/Ms. Vega-Moore)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, Cengage-National Geographic to provide web-based e-assessments and literacy intervention supports to ELLs in grades K-8 at a cost of \$10,680.34 for 340 eAssessment student licenses and 182 Comprehension Coach student licenses, utilizing Title IV 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: 20-281-100-500-025-0000**

mm. Renewal of Learning A-Z (Raz Kids) - (Ms. Champagne/Ms. Vega-Moore)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Learning A - Z (Raz Kids) to continue to serve as a provider of a web-based intervention program to be used for English Language Learners at in grades K-5, at a cost of \$3000.00 for 12 classroom license renewals, utilizing Title 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: 20-241-100-300-025-225**

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

mn. Digital Theater for EOSD Theater Instruction - (Ms. Champagne/Ms. Colson)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the renewal of “Digital Theater” providing educational resources for District Theater Arts Staff and students at Tyson M/H, Tyson Elementary, and Houston for 2021-2023 at a cost to the District of \$3,977.50, 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**

oo. Quaver Music and Social Emotional Learning Digital Resources for K-8 Music Teachers - (Ms. Champagne/Ms. Colson)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Quaver Music and Quaver SEL Digital resources for all K-8 music instructors. These instructors teach over 6,000 students in our schools at a cost to the District not to exceed \$25,000 for one year.

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: 11-000-221-800-027-017**

pp. Artist in Residence in Media Production - (Ms. Champagne/Ms. Colson)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Artist in Residence Julion St. Hill of Legacy Media to work with Visual and Performing Arts staff on digital film presentations at a cost to the District not to exceed \$1,500.00, 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**

qq. Instrumental Music Artist in Residence - String Bass - (Ms. Champagne/Ms. Colson)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Andy McKee as an Artist in Residence, to provide specialized instruction on String Bass for return to in-class residencies supplemented by virtual instruction for the residencies in Tyson instrumental students. Classes will take place between September 27, 2021 and May 27, 2022, at a cost to the District not to exceed \$1,500.00, 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 SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- rr. Artist in Residence in Acting Technique for Tyson M/H and Houston - (Ms. Champagne/Ms. Colson)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the hiring of Turron Kofi Alleyne Mayo, Artist in Residence, to work with the Tyson HS third year Theater Arts majors in 15 sessions focused on Meisner technique, and present 3 master classes at Houston Academy with Houston grade 8 Theater majors. Each session will be one hour and take place between September 27, 2021 and May 27, 2022. Sessions will be virtual and/or in-person at a cost to the District not to exceed \$2,700.00, 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**

- ss. Instrumental Music Artist in Residence - Cello - (Ms. Champagne/Ms. Colson)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Jessie Edwards, as an Artist in Residence, to provide specialized instruction on Cello for return to in-class residencies supplemented by virtual instruction for Tyson Middle/High String students. Classes will take place between September 27, 2021 and May 27, 2022, at a cost to the District not to exceed \$1,800, 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**

- tt. Instrumental Music Artist in Residence - Clarinet - (Ms. Champagne/Ms. Colson)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Nicole D'Angelo, as an Artist in Residence, to provide specialized instruction on Clarinet for return to in-class residencies supplemented by virtual instruction for the residencies in Tyson instrumental students. Classes will take place between September 27, 2021 and May 27, 2022, at a cost to the District not to exceed \$1,050, 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

uu. Instrumental Music Artist in Residence - Jazz Harp - (Ms. Champagne/Ms. Colson)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Brandee Younger, as an Artist in Residence specializing in jazz harp instruction, to provide specialized instruction and one side by side performance for return to in-class residencies supplemented by virtual instruction for Tyson Jazz Harp students. Classes will take place between September 27, 2021 and May 27, 2022, at a cost to the District not to exceed \$2,000, 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**

vv. Instrumental Music Artist in Residence - Drums - (Ms. Champagne/Ms. Colson)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Vincent Ector, as an Artist in Residence in Drums, to provide specialized instruction for return to in-class residencies supplemented by virtual instruction for Tyson and EOCHS instrumental students. Classes will take place between September 27, 2021 and May 27, 2022, at a cost to the District not to exceed \$1,200, 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**

ww. Dance Instruction for STEM Academy - (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 at STEM Academy to be taught by an in-District dance instructor teacher, paid at the hourly District contract rate, at a cost to the District not to exceed \$2,500, 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: 11-000-221-110-027-001**

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- xx. Music First for all High School Students & Advanced Middle School Instrumental Music Students - (Ms. Champagne/Ms. Colson)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Music First to provide online and in-class music instruction for District secondary music students at a cost to the District not to exceed \$9,000 for licenses for thirteen teachers and 822 music students for school year 2021-2022, 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: 11-000-221-800-027-017**

- yy. Artist in Residence for Theater Arts - (Ms. Champagne/Ms. Colson)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Artist in Residence, Wincey Terry of Winceyco to provide theater arts instruction for return to in-class residencies supplemented by virtual instruction for District third grade classes at Garvin, Hughes, and Louverture, between September 27, 2021 and May 27, 2022, at a cost to the District not to exceed \$2,000, 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**

- zz. Instrumental Music Artist in Residence -Tuba - (Ms. Champagne/Ms. Colson)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Bradley Madsen, as an Artist in Residence to provide specialized instruction on Tuba for return to in-class residencies supplemented by virtual instruction for the residencies in Tyson instrumental students. Classes will take place between September 27, 2021 and May 27, 2022, at a cost to the District not to exceed \$1,200, 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

aaa. Mindplay Systematic Reading Intervention Program - (Mr. Worley)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves East Orange Campus High School Mindplay Reading Intervention Program. This systematic reading intervention program will serve students in grades 9 and 10, by providing a reading intervention screener assessment, creating an individualized tier 3 reading intervention program for students, and assigning each scholar a virtual reading coach/interventionist. The program will include students with academic deficits, English Language Learners, socioeconomically disadvantaged students and students with disabilities, including students with dyslexia. The program Administrator and Literacy Coach will ensure the overall effectiveness of the program. This program will be a cost to the District not to exceed \$45,000.00, utilizing building-based purchase services 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: 20-236-100-500-101-227**

bbb. Acceptance of Youth Facemasks Donated by Precious Little Ladies Incorporated - (Ms. Champagne)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the acceptance of 1,000 youth facemasks, donated by Precious Little Ladies Incorporated at no cost to the District.

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. Thomas Bullock – Security Guard – Department of Security
Effective January 1, 2022 (13 years, 2 months of service)
(11.000.266.0100.000.000.000.0000)
2. Dr. Florence Eatman – School Doctor (Hourly) – Department of Special Education
Effective September 1, 2021 (21 years, 7 months of service)
(11.000.213.0100.000.000.000.0000)
3. Ms. Gwendolyn Yarborough – Secretary (Assistant) – Department of Special Education
Effective February 1, 2022 (36 years, 9 months of service)
(20.255.200.0105.000.028.031.0000)

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. Tara Aiken – Lunch Period Supervisory Aide – Langston Hughes School
Effective August 26, 2021 (no reason) (4 years of service)
(11.000.262.0100.000.000.000.0000)
2. Mr. Devon Balbosa – Teacher Assistant for Kindergarten – Jackson Academy
Effective August 17, 2021 (another position) (6 years, 9 months of service)
(15.190.100.0106.000.314.014.9704)
3. Ms. Joana Bernard – Teacher of Social Studies – Campus High
Effective October 15, 2021 (another position) (6 years, 6 months of service)
(15.140.100.0101.000.101.001.0000)
4. Ms. Cecelia Blamah-Sah – Teacher of English – Fresh Start Academy High School
Effective September 15, 2021 (another position) (1 year, 7 months of service)
(11.423.100.0101.000.029.029.0000)
5. Ms. Kimberly Blanco – Teacher of the Handicapped (LD) – Campus High
Effective October 1, 2021 (another position) (11 years, 9 months of service)
(15.204.100.0101.000.101.001.0000)
6. Mr. William Brujan – Teacher Assistant for ESL – Healy Middle School
Effective August 6, 2021 (another position) (4 years, 7 months of service)
(15.240.100.0106.000.217.017.0000)
7. Ms. Kalma Butler – Teacher Assistant for Pre-Kindergarten – Garvin School
Effective September 2, 2021 (no reason) (4 years of service)
(20.218.100.0106.000.028.026.9013)
8. Mr. Timothy Cotton – Security Monitor – Healy Middle School
Effective September 1, 2021 (no reason) (6 years of service)
(15.000.266.0100.000.217.017.0000)

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESb. Resignations (cont'd)

9. Dr. Shannon Crowell-Edghill – Teacher of Grades 6-8 (LAL) – Fresh Start Academy Middle School
Effective September 15, 2021 (no reason) (17 years of service)
(11.423.100.0101.000.029.029.0000 – 50%)
(11.423.100.0101.000.145.045.0000 – 50%)
10. Mr. Theron Edghill, Jr – Teacher Assistant for Kindergarten – Gibson Academy
Effective August 20, 2021 (no reason) (4 years, 3 months of service)
(15.190.100.0106.000.337.037.9704)
11. Ms. Sania Grandchamp – Teacher Assistant for Bilingual Ed – Banneker Academy
Effective September 1, 2021 (to continue education) (4 years, 3 months of service)
(15.240.100.0106.000.336.036.0000)
12. Ms. Natalie Hopkins – Teacher of Pre-Kindergarten – Warwick Institute
Effective October 29, 2021 (no reason) (13 years, 2 months of service)
(20.218.100.0101.000.028.026.9010)
13. Mr. Jabari Kafele – Attendance Officer – Division of Operations
Effective September 1, 2021 (another position) (4 years, 7 months of service)
(11.000.211.0100.000.000.000.0000)
14. Ms. Tejah Larkin – Teacher Assistant for Special Ed (LD) – Parks Academy
Effective August 23, 2021 (no reason) (5 years of service)
(15.204.100.0106.000.311.011.0000)
15. Ms. Natosha London – Teacher of Health/Physical Education – Costley Middle School
Effective October 8, 2021 (another position) (6 years, 5 months of service)
(15.130.100.0101.000.215.015.0000 – 40%)
(15.130.100.0101.000.216.016.0000 – 30%)
(15.130.100.0101.000.217.017.0000 – 30%)
16. Ms. Jennifer Ok – Teacher of Grades 6-8 (LAL) – STEM Academy
Effective October 5, 2021 (personal reasons) (12 years of service)
(15.140.100.0101.000.102.002.0000)
17. Ms. Rosemanie Saint Elie – School Social Worker – Department of Early Childhood
Effective September 24, 2021 (another position) (12 years of service)
(20.218.200.0104.000.028.026.9029)
18. Mr. Delfin Santiago – Teacher of Music (Ins) – Campus High
Effective November 2, 2021 (personal reasons) (7 years of service)
(15.140.100.0101.000.101.001.0000)
19. Mr. William Warden, III – Custodian (Hourly) – Division of Maintenance Services
Effective September 10, 2021 (another position) (2 years of service)
(11.000.262.0100.000.000.000.0000)
20. Ms. Patry Whitelaw – Teacher Assistant for Special Ed (PSD) – Parks Academy
Effective September 10, 2021 (home duties) (7 months of service)
(11.216.100.0106.000.000.000.0000)

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

c. Separations

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

1. Mr. Xavier Stephens – Hourly Security Monitor – Department of Security
Effective September 1, 2021 (job assignment inactivity)
(11.000.266.0100.000.000.000.0000)
2. Ms. Sharette Thomas – Teacher Assistant for Special Ed (AUT) – Banneker Academy
Effective August 31, 2021
(15.214.100.0106.000.336.036.0000)

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. Mr. Hashim Bennett – Teacher of Science – East Orange Campus High School
Appointment was approved at the August 10, 2021 Board Meeting
(15.140.100.0101.000.101.001.0000)
2. Mr. Robert Jackson – Per Diem Substitute Teacher – Substitute Department
Appointment was approved at the June 24, 2021 Board Meeting
(11.120.100.0101.000.000.000.0000)
3. Ms. Lyric Pullins – Custodian (day) – Truth Middle School
Appointment was approved at the August 10, 2021 Board Meeting
(11.000.262.0100.000.000.000.0000)
4. Mr. Vinicio Quinteros – Teacher of the Handicapped (LD) – Costley Middle School
Appointment was approved at the August 10, 2021 Board Meeting
(15.204.100.0101.000.215.015.0000)
5. Mr. Jeremy Sauber – Teacher of Music (Voc) – East Orange STEM Academy High School
Appointment was approved at the August 10, 2021 Board Meeting
(15.140.100.0101.000.102.002.0000)
6. Ms. Donjia Wilson – Building Based Substitute Teacher – Warwick Institute
Appointment was approved at the August 10, 2021 Board Meeting
(11.120.100.0101.000.000.000.0000)

e. Rescission of Resignation

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

1. Mr. Hakim Sims – Supervisor of Safety – Division of Labor Relations & Employment Services
Resignation was approved at the August 10, 2021 Board Meeting
(11.000.266.0100.000.000.000.0000)

A. SUPERINTENDENT OF SCHOOLS**2. LABOR RELATIONS & EMPLOYMENT SERVICES**f. 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. Ms. Kimberly Blanco – Teacher of the Handicapped (LD) – East Orange Campus High Health LOA Effective September 1, 2021 to September 30, 2021
(15.204.100.0101.000.215.015.0000)
2. Ms. April Briggs – Teacher Assistant for Special Ed (ICS) – Jackson Academy Family Welfare LOA (without pay) Effective September 1, 2021 to September 15, 2021
(15.213.100.0106.000.314.014.0000)
3. Mr. Jonathan Chavis – Teacher of Elementary – Bowser Elementary School Family Act and Bonding LOA Effective September 1, 2020 to November 30, 2021
(15.120.100.0101.000.304.004.0000)
4. Ms. Bahiya Cleveland – Teacher Assistant for Special Ed (LD) – Costley Middle School Educational LOA (without pay) Effective September 7, 2021 to December 21, 2021
(15.204.100.0106.000.215.015.0000)
5. Ms. Patrice Coleman – Assistant Director of Special Education – Department of Special Education Family Act LOA (Intermittent) Effective September 1, 2021 to June 30, 2022 (NTE 20 days)
(11.000.240.0104.000.000.000.0000)
6. Ms. Iqua Colson – Supervisor of Visual and Performing Arts – Division of Curriculum Services Family Act LOA Effective September 20, 2021 to September 29, 2021
Health LOA Effective September 30, 2021 to November 15, 2021
(11.000.221.0104.000.000.000.0000)
7. Ms. Funbi Fagade – Teacher Assistant for Special Ed (BD) – Garvin School Family Welfare LOA (without pay) Effective September 22, 2021 to September 28, 2021
(15.209.100.0106.000.308.008.0000)
8. Mr. Michael Granger – Custodian (Acting Head) – Houston Academy Family Act LOA Effective August 3, 2021 to September 8, 2021
Health LOA Effective September 9, 2021 to September 15, 2021
(11.000.262.0100.000.000.000.0000)
9. Dr. Deborah Harvest – Assistant Superintendent of Operations – Division of Operations Family Act LOA (Intermittent) Effective August 23, 2021 to June 30, 2022 (NTE 20 days)
(11.000.251.0100.000.000.000.0000)
10. Ms. April Hendricks – Counselor Trainer (Stdnt Phy & Ment Hth) – Div of Educational Support Services Family Act LOA (Intermittent) Effective September 1, 2021 to June 30, 2022 (NTE 20 days)
(11.000.219.0104.000.000.000.0000)
11. Ms. Keenya Logan – Teacher Assistant for Special Ed (AUT) – East Orange STEM Academy High Family Act LOA Effective September 1, 2021 to October 11, 2021
(15.214.100.0106.000.102.002.0000)
12. Mr. Yves Lunis – Teacher of Bilingual/Bicultural Ed – Banneker Academy Family Act LOA Effective September 1, 2021 to October 26, 2021
(15.240.100.0101.000.336.036.0000)

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESf. Leaves of Absence (cont'd)

13. Ms. Asia Manuel – Teacher of Elementary – Warwick Institute
Family Act LOA Effective December 20, 2021 to February 2, 2022
Family Act and Bonding LOA Effective February 3, 2022 to March 29, 2022
Child Rearing LOA (without pay) Effective March 30, 2022 to March 31, 2022
(15.120.100.0101.000.309.009.0000)
14. Ms. Cindy Mills – Teacher of the Handicapped (AUT) – Warwick Institute
Family Act LOA (Intermittent) Effective September 1, 2021 to June 30, 2022 (NTE 30 days)
(11.214.100.0101.000.000.000.0000)
15. Mr. Alan Noel – Teacher of Grades 6-8 (LAL) – East Orange STEM Academy High School
Family Act LOA Effective October 11, 2021 to November 11, 2021
(15.140.100.0101.000.102.002.0000)
16. Ms. Margaret O'Connor – School Counselor – Tyson 6-12
Family Act LOA (Intermittent) Effective September 1, 2021 to June 30, 2022 (NTE 15 days)
(15.000.218.0104.000.203.003.0000)
17. Ms. Jacqueline Owes – Building Based Substitute Teachers – Banneker Academy
Educational LOA (without pay) Effective September 8, 2021 to December 22, 2021
(11.120.100.0101.000.000.000.0000)
18. Ms. Jennifer Parrish – LR&ES Specialist – Division of Labor Relations & Employment Services
Family Act LOA (Intermittent) Effective September 1, 2021 to June 30, 2022 (NTE 20 days)
(11.000.251.0100.000.000.000.0000)
19. Ms. Iris Rivera – Teacher of ELS – Healy Middle School
Family Act LOA (Intermittent) Effective September 1, 2021 to June 30, 2022 (NTE 30 days)
(15.240.100.0101.000.217.017.0000)
20. Ms. Candi Roman – Safety, Culture & Climate Specialist – Division of Operations
Family Act LOA (Intermittent) Effective September 7, 2021 to February 28, 2022 (NTE 20 days)
(11.000.218.0104.000.000.000.0000)
21. Mr. Roberto Ruiz – Teacher of Spanish – Truth Middle School
Family Act LOA Effective September 1, 2021 to September 30, 2021
(15.130.100.0101.000.216.016.0000)
22. Ms. Nadia Silvera – Teacher of Pre-Kindergarten – Garvin School
Health LOA Effective September 1, 2021 to June 30, 2022
(20.218.100.0101.000.028.026.9010)
23. Ms. Christina Smith – Teacher Assistant for Special Ed (BD) – Houston Academy
Family Act LOA Effective September 13, 2021 to October 11, 2021
(15.213.100.0106.000.307.007.0000)
24. Ms. Gwendolyn Yarborough – Secretary (Assistant) – Department of Special Education
Family Act LOA Effective August 24, 2021 to September 8, 2021
(20.255.200.0105.000.028.031.0000)

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

g. 2021-2022 School Year Reappointment List

RESOLUTION #1

BE IT RESOLVED: "That the teachers, guidance personnel, psychological personnel, school nurses, administrators, and others named in the attached Reappointment List dated September 14, 2021, are hereby reappointed at salaries stated therein. The term of the contract shall be for the school year beginning August 25, 2021 or September 1, 2021 and ending June 30, 2022 for ten (10) month employees and beginning July 1, 2021 and ending June 30, 2022 for twelve (12) month employees, or other periods of time indicated.

It is certified that all professional personnel in the attached list are properly certified, and that all personnel have been appointed by the East Orange Board of Education."

h. Reappointment of Per Diem Substitute Teachers – 2021-2022 School Year

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the reappointment of Per Diem Substitute Teachers listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES 2.h for the 2021-2022 school year at a rate of \$84 p/d or \$130 p/d."

i. 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.i."

j. 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. Latrelle Allen – Teacher Assistant for Special Education (CSM) – Oliver Academy
(Original Hire Date: September 1, 2021)
From: Step 1 \$28,677 p/a
To: Step 3 \$29,227 p/a
Effective September 1, 2021 to June 30, 2022
(higher training level)
(15.213.100.0106.000.305.005.0000)
2. Mr. Matthew Barone – Data, Culture and Climate Specialist – Campus High
(Original Hire Date: September 1, 2016)
From: Level 4/BA Step 6 \$60,064 p/a
To: Level 5/MA Step 6 \$65,964 p/a
Effective September 1, 2021 to June 30, 2022
(higher training level)
(15.000.221.0104.000.101.001.0000)
3. Mr. Gregory Bartlett – Teacher of Elementary – Parks Academy
(Original Hire Date: September 1, 2021)
From: Level 5/MA Step 1 \$62,964 p/a
To: Level 5/MA Step 11 \$74,964 p/a
Effective September 1, 2021 to June 30, 2022
(higher training level)
(15.120.100.0101.000.311.011.0000)

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESj. Salary Adjustments (cont'd)

4. Mr. Keith Bellamy - Teacher of the Handicapped (BD) - Banneker Academy
(Original Hire Date: September 1, 2021)
From: Level 6/MA+32 Step 2 \$71,864 p/a
To: Level 6/MA+32 Step 6½ \$74,564 p/a
Effective September 1, 2021 to June 30, 2022
(verified prior experience)
(15.209.100.0101.000.336.036.0000)
5. Ms. Jenny Campbell - School Counselor - Banneker Academy
(Original Hire Date: November 17, 2020)
From: Level 5/MA Step 1 \$62,964 p/a
To: Level 6/MA+32 Step 1½ \$71,564 p/a
Effective September 1, 2021 to June 30, 2022
(higher training level & verified prior experience)
(15.000.218.0104.000.336.036.0000)
6. Ms. Sarah Citarella - Teacher of Social Studies - Tyson 6-12
(Original Hire Date: September 1, 2013)
From: Level 5½/MA+15 Step 9 \$69,964 p/a
To: Level 6/MA+32 Step 9 \$77,064 p/a
Effective September 1, 2021 to June 30, 2022
(higher training level)
(15.130.100.0101.000.203.003.0000)
7. Mr. Todd Fleming - CST Social Worker - Department of Special Education
(Original Hire Date: November 2, 2020)
From: Level 4/BA Step 1 \$57,264 p/a
To: Level 5½/MA+15 Step 1 \$64,464 p/a
Effective October 1, 2021 to June 30, 2022
(higher training level)
(11.000.219.0104.000.000.000.0000)
8. Ms. Rochelle Gabriel - Purchasing Agent - Division of Business Services
(Original Hire Date: September 1, 2021)
From: \$65,000 p/a + \$2,000 Stipend
To: \$63,000 p/a + \$2,000 Stipend
Effective September 1, 2021 to June 30, 2022
(correction of error)
(11.000.251.0100.000.000.000.0000)
9. Mr. Khalil Gordon - Teacher of Grades 6-8 (Sci) - Banneker Academy
(Original Hire Date: September 1, 2021)
From: Level 4/BA Step 1 \$57,264 p/a
To: Level 4/BA Step 16 \$97,329 p/a
Effective September 1, 2021 to June 30, 2022
(verified prior experience)
(15.130.100.0101.000.336.036.0000)

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESj. Salary Adjustments (cont'd)

10. Ms. Niamah Graham – Teacher of the Handicapped (AUT) – Warwick Institute
(Original Hire Date: September 1, 2021)
From: Level 4/BA Step 1 \$57,264 p/a
To: Level 6/MA+32 Step 10 \$79,064 p/a
Effective September 1, 2021 to June 30, 2022
(higher training level)
(11.214.100.0101.000.000.0000)
11. Ms. Talesha Grubbs – Teacher of the Handicapped (AUT) – Banneker Academy
(Original Hire Date: October 1, 2012)
From: Level 5/MA Step 9 \$68,464 p/a
To: Level 5½/MA+15 Step 9 \$69,964 p/a
Effective September 1, 2021 to June 30, 2022
(higher training level)
(15.214.100.0101.000.336.036.0000)
12. Ms. Zaynah Jawwaad – Teacher of Elementary – Langston Hughes School
(Original Hire Date: September 1, 2021)
From: Level 4/BA Step 1 \$57,264 p/a
To: Level 4/BA Step 5 \$59,664 p/a
Effective September 1, 2021 to June 30, 2022
(higher training level)
(15.120.100.0101.000.306.006.0000)
13. Ms. Damita Jones – Teacher of Grades 6-8 (Mth) – Banneker Academy
(Original Hire Date: September 1, 2004)
From: Level 4/BA Step 16 \$97,329 p/a + \$750 Longevity
To: Level 5/MA Step 16 \$104,043 p/a + \$750 Longevity
Effective September 1, 2021 to June 30, 2022
(higher training level)
(15.120.100.0101.000.336.036.0000)
14. Ms. Annemie Kent – Teacher of Elementary – Parks Academy
(Original Hire Date: March 21, 2019)
From: Level 4/BA Step 1 \$57,264 p/a
To: Level 5/MA Step 1 \$62,964 p/a
Effective September 1, 2021 to June 30, 2022
(higher training level)
(15.120.100.0101.000.311.011.0000)
15. Ms. Destiny Levy – Teacher Assistant for Pre-Kindergarten – Gibson Academy
(Original Hire Date: September 1, 2021)
From: Step 1 \$28,677 p/a
To: Step 3 \$29,227 p/a
Effective September 1, 2021 to June 30, 2022
(higher training level)
(20.218.100.0106.000.028.026.9013)

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESj. Salary Adjustments (cont'd)

16. Ms. Jiselle Lyttle – Teacher of Kindergarten – Gibson Academy
(Original Hire Date: September 1, 2021)
From: Level 4/BA Step 1 \$57,264 p/a
To: Level 5/MA Step 6½ \$66,264 p/a
Effective September 1, 2021 to June 30, 2022
(higher training level & verified prior experience)
(15.110.100.0101.000.337.037.9704)
17. Ms. Nubia Major – Per Diem Substitute Teacher – Substitute Department
(Original Hire Date: September 1, 2021)
From: \$84 p/d
To: \$130 p/d
Effective September 1, 2021 to June 30, 2022
(higher training level)
(11.120.100.0101.000.000.000.0000)
18. Ms. Asia Manuel – Teacher of Elementary – Warwick Institute
(Original Hire Date: January 22, 2019)
From: Level 5/MA Step 8½ \$67,464 p/a
To: Level 5½/MA+15 Step 8½ \$68,864 p/a
Effective September 1, 2021 to June 30, 2022
(higher training level)
(15.120.100.0101.000.309.009.0000)
19. Mr. Sean McKeon – Teacher of Mathematics – Tyson 6-12
(Original Hire Date: September 1, 2021)
From: Level 4/BA Step 1 \$57,264 p/a
To: Level 5/MA Step 1 \$62,964 p/a
Effective September 1, 2021 to June 30, 2022
(higher training level)
(15.140.100.0101.000.203.003.0000)
20. Ms. Jessica Mocchi – Teacher of Kindergarten – Langston Hughes School
(Original Hire Date: September 1, 2021)
From: Level 4/BA Step 1 \$57,264 p/a
To: Level 5/MA Step 1 \$62,964 p/a
Effective September 1, 2021 to June 30, 2022
(higher training level)
(15.110.100.0101.000.306.006.9704)
21. Mr. Charles Ofoegbu – Teacher of Grade 7 (Science) – Oliver Academy
(Original Hire Date: September 1, 2021)
From: Level 4/BA Step 1 \$57,264 p/a
To: Level 5/MA Step 1½ \$63,264 p/a
Effective September 1, 2021 to June 30, 2022
(higher training level & verified prior experience)
(15.120.100.0101.000.305.005.0000)

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESj. Salary Adjustments (cont'd)

22. Mr. Christopher Oliver - Data Coach - Tyson 6-12
(Original Hire Date: September 1, 2021)
From: Level 5/MA Step 10½ \$72,964 p/a
To: Level 5/MA Step 14 \$92,281 p/a
Effective September 1, 2021 to June 30, 2022
(verified prior experience)
(15.140.100.0101.000.203.003.0000)
23. Mr. Martin Osborne - Attendance Officer - Division of Operations
(Original Hire Date: September 1, 2021)
From: Group 3 Step 1 \$30,418 p/a
To: Group 3 Step 1 \$32,979 p/a
Effective September 1, 2021 to June 30, 2022
(correction of error)
(11.000.211.0100.000.000.000.0000)
24. Ms. Taneka Parascandolo - Teacher of Grades 6 (LAL) - Truth Middle School
(Original Hire Date: September 1, 2021)
From: Level 5/MA Step 9 \$68,464 p/a
To: Level 5/MA Step 14 \$92,281 p/a
Effective September 1, 2021 to June 30, 2022
(verified prior experience)
(15.130.100.0101.000.217.017.0000)
25. Mr. Jonathan Petiote - Teacher Assistant for Special Education (CSM) - Truth Middle School
(Original Hire Date: September 1, 2021)
From: Step 1 \$28,677 p/a
To: Step 3 \$29,227 p/a
Effective September 1, 2021 to June 30, 2022
(higher training level)
(15.213.100.0106.000.216.016.0000)
26. Mr. Reddrick Robinson - Food Service Manager - Division of Business Services
(Original Hire Date: September 1, 2021)
From: \$95,000 p/a + \$2,000 Stipend
To: \$93,000 p/a + \$2,000 Stipend
Effective September 1, 2021 to June 30, 2022
(correction of error)
(11.000.251.0100.000.000.000.0000)
27. Ms. Jenipher Soto - Teacher Assistant (ESL) - Truth Middle School
(Original Hire Date: September 1, 2021)
From: Step 1 \$28,677 p/a
To: Step 3 \$29,227 p/a
Effective September 1, 2021 to June 30, 2022
(higher training level)
(15.240.100.0106.000.216.016.0000)

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

j. Salary Adjustments (cont'd)

- 28. Ms. Myia Williams - Teacher Assistant for Special Education (PSD) - Langston Hughes School
(Original Hire Date: September 1, 2021)
From: Step 1 \$28,677 p/a
To: Step 3 \$29,227 p/a
Effective September 1, 2021 to June 30, 2022
(higher training level)
(15.216.100.0106.000.306.006.0000)

k. 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.k."

l. 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 staff appointments 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. 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.n, effective September 14, 2021."

Manager, Employment Compliance
Medical Data Analyst

o. 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, effective September 14, 2021."

- (1) Manager, Employment Compliance
- (2) Medical Data Analyst

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

p. Agenda Changes/Corrections

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

1. Mr. Roberto Ruiz – Teacher of Spanish – Truth Middle School
Change in Agenda Action and Retirement Date
From: September 30, 2021
To: October 01, 2021

2. Ms. Gwendolyn Yarborough – Secretary (Assistant) – Department of Special Education
Change in Family Act LOA (Intermittent) Effective Dates
From: August 24, 2021 to June 30, 2022 (NTE 17.5 days)
To: September 8, 2021 to June 30, 2022 (NTE 17.5 days)

q. Appointments

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

1. Mr. Deshaun Andrews – Security Monitor – Department of Security
Salary \$26,744 p/a Step 1 Effective September 15, 2021 to June 30, 2022
(CARES Grant) (new)

2. Mr. Eric Andrews – Assistant Principal (12-Mth) – East Orange STEM Academy High School
Salary \$127,808 p/a Effective September 15, 2021 to June 30, 2022
(15.000.240.0103.000.102.002.0000) (replacement)

3. Ms. Ayesha Barkley – Building Based Substitute Teacher – Tyson 6-12
Salary \$148.78 p/d Effective September 15, 2021 to June 30, 2022
(11.120.100.0101.000.000.000.0000) (replacement)

4. Mr. Clive Binns – Teacher of Social Studies – East Orange Campus High School
Salary \$71,264 p/a Level 6/MA+32 Step 1 Effective September 15, 2021 to June 30, 2022
(15.140.100.0101.000.101.001.0000) (replacement)

5. Ms. Flecia Blake – Teacher Assistant for Special Education (CSM) – Houston Academy
Salary \$28,677 p/a Step 1 Effective September 15, 2021 to June 30, 2022
(15.213.100.0106.000.307.007.0000) (replacement)

6. Mr. Senam Bradley – Teacher Assistant for Special Education (CSM) – Tyson 6-12
Salary \$28,677 p/a Step 1 Effective September 15, 2021 to June 30, 2022
(15.213.100.0106.000.203.003.0000) (replacement)

7. Ms. Tracy Ann Brown – Teacher Assistant for Special Education (BD) – Tyson Elementary
Salary \$28,677 p/a Step 1 Effective September 15, 2021 to June 30, 2022
(15.209.100.0106.000.312.012.0000) (replacement)

8. Ms. Joslyn Carter – Teacher Assistant for Special Education (BD) – Tyson 6-12
Salary \$28,677 p/a Step 1 Effective September 15, 2021 to June 30, 2022
(15.209.100.0106.000.203.003.0000) (replacement)

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

9. Mr. Wilson Carter – Supervisor of Safety – Department of Security
Salary \$85,000 p/a Effective September 16, 2021 to June 30, 2022
(11.000.266.0100.000.000.0000) (replacement)
10. Ms. Patricia Croft – Teacher of Art – Truth Middle School
Salary \$59,664 p/a Level 4/BA Step 5 Effective September 15, 2021 to June 30, 2022
(15.130.100.0101.000.216.016.0000) (replacement)
11. Mr. Darnay Dodson – Teacher of Elementary – Ecolè Toussaint Louverture
Salary \$57,264 p/a Level 4/BA Step 1 Effective September 15, 2021 to June 30, 2022
(15.120.100.0101.000.310.010.0000) (replacement)
12. Ms. Amelia Edmundson – Teacher Assistant for Special Education (CSM) – Warwick Institute
Salary \$28,677 p/a Step 1 Effective September 15, 2021 to June 30, 2022
(15.213.100.0106.000.309.009.0000) (new)
13. Ms. Carrissa Evans-Person – Building Based Substitute Teacher – Truth Middle School
Salary \$148.78 p/d Effective September 15, 2021 to June 30, 2022
(11.120.100.0101.000.000.000.0000) (replacement)
14. Ms. Destiny Fraser – Teacher Assistant for Pre-Kindergarten – Garvin School
Salary \$28,677 p/a Step 1 Effective September 15, 2021 to June 30, 2022
(20.218.100.0106.000.028.026.9013) (replacement)
15. Mr. Damian Greenwood – Custodian (night) – East Orange Campus High School
Salary \$32,436 p/a Step 1 + \$910 Diff Effective September 15, 2021 to June 30, 2022
(11.000.262.0100.000.000.000.0000) (replacement)
16. Ms. Delissia Hamilton-Charles – Teacher Assistant for Special Education (CSM) – Tyson Elementary
Salary p/h Effective September 15, 2021 to June 30, 2022
(15.213.100.0106.000.312.012.0000) (replacement)
17. Mr. Jerry Holley – Teacher of English – Tyson 6-12
Salary \$57,264 p/a Level 4/BA Step 1 Effective September 15, 2021 to June 30, 2022
(15.140.100.0101.000.203.003.0000) (replacement)
18. Mr. Robert Hylton – Hourly Security Monitor – Department of Security
Salary \$17.45 p/h Step 1 Effective September 15, 2021 to June 30, 2022
(11.000.266.0100.000.000.000.0000) (replacement)
19. Ms. Leah Israel – Security Monitor – Department of Security
Salary \$26,744 p/a Step 1 Effective September 15, 2021 to June 30, 2022
(CARES Grant) (new)
20. Mr. Cristofer Jackson – Security Monitor – Department of Security
Salary \$26,744 p/a Step 1 Effective September 15, 2021 to June 30, 2022
(CARES Grant) (new)
21. Ms. Jasmeet Kaur – Teacher of ESL – East Orange Campus High School
Salary \$57,264 p/a Level 4/BA Step 1 Effective September 15, 2021 to June 30, 2022
(15.240.100.0101.000.101.001.0000) (replacement)

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

22. Ms. Amina Lemon – Security Monitor – Banneker Academy
Salary \$26,744 p/a Step 1 Effective September 15, 2021 to June 30, 2022
(CARES Grant) (new)
23. Mr. Taju Lewis – Teacher of Health/Physical Education – Fresh Start Academy Middle/High School
Salary \$62,964 p/a Level 5/MA Step 1 Effective September 15, 2021 to June 30, 2022
(11.423.100.0101.000.145.045.0000) (replacement)
24. Ms. Joi Mackey – Social Media and Communications Specialist – Division of Business Services
Salary \$53,000 p/a Effective September 15, 2021 to June 30, 2022
(11.000.252.0100.000.000.000.0000) (New)
25. Mr. Khari McGhee – Teacher Assistant for Special Education (CSM) – Truth Middle School
Salary \$28,677 p/a Step 1 Effective September 15, 2021 to June 30, 2022
(15.213.100.0106.000.216.016.0000) (replacement)
26. Mr. Roberto Michel – Security Monitor – Healy Middle School
Salary \$26,744 p/a Step 1 Effective September 15, 2021 to June 30, 2022
(15.000.266.0100.000.217.017.0000) (replacement)
27. Mr. Devaun Moore – IT Support Technician – Division of Business Services
Salary \$45,000 p/a Effective September 15, 2021 to June 30, 2022
(11.000.252.0100.000.000.000.0000) (new)
28. Ms. Honesty Moore – Hourly Security Monitor – Department of Security
Salary \$17.45 p/h Step 1 Effective September 15, 2021 to June 30, 2022
(11.000.266.0100.000.000.000.0000) (replacement)
29. Ms. Aaliyah Muhammad – Teacher of Grades 6-8 (LAL) – Fresh Start Academy Middle/High School
Salary \$57,264 p/a Level 4/BA Step 1 Effective September 15, 2021 to June 30, 2022
(11.423.100.0101.000.145.045.0000) (replacement)
30. Ms. Motunrayo Okubanjo – Teacher Assistant for Special Education (BD) – Langston Hughes School
Salary \$28,677 p/a Step 1 Effective September 15, 2021 to June 30, 2022
(15.209.100.0106.000.306.006.0000) (replacement)
31. Ms. Tiffany Powell – Teacher Assistant for Pre-Kindergarten – Tyson Elementary
Salary \$28,677 p/a Step 1 Effective September 15, 2021 to June 30, 2022
(20.218.100.0106.000.028.026.9013) (replacement)
32. Ms. Shaneida Roberts – Security Monitor – Department of Security
Salary \$26,744 p/a Step 1 Effective September 15, 2021 to June 30, 2022
(CARES Grant) (new)
33. Mr. Anton Rudolph – Supervisor of Buildings and Grounds – Division of Maintenance Services
Salary \$85,000 p/a Effective September 15, 2021 to June 30, 2022
(11.000.262.0100.000.000.000.0000) (replacement)
34. Ms. Nashawn Sage – Custodian (day) – Banneker Academy
Salary \$32,436 p/a Step 1 Effective September 15, 2021 to June 30, 2022
(11.000.262.0100.000.000.000.0000) (replacement)

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

35. Ms. Constance Scott – Teacher Assistant for Special Education (LD) – Truth Middle School
Salary \$28,677 p/a Step 1 Effective September 15, 2021 to June 30, 2022
(15.204.100.0106.000.216.016.0000) (replacement)
36. Mr. Michael Scott – Football Assistant Coach – East Orange Campus High School
Salary \$6,356 p/a Effective September 15, 2021 to June 30, 2022
(15.402.100.0101.000.101.001.0000) (replacement)
37. Mr. Charles Smith – Security Monitor – Healy Middle School
Salary \$26,744 p/a Step 1 Effective September 15, 2021 to June 30, 2022
(15.000.266.0100.000.217.017.0000) (new)
38. Ms. Imani Smith – Teacher Assistant for Pre-Kindergarten – Garvin School
Salary \$28,677 p/a Step 1 Effective September 15, 2021 to June 30, 2022
(20.218.100.0106.000.028.026.9013) (replacement)
39. Ms. Atinuke Talabi-Adegboye – Teacher Assistant for Special Education (CSM) – Houston Academy
Salary \$28,677 p/a Step 1 Effective September 15, 2021 to June 30, 2022
(15.213.100.0106.000.307.007.0000) (replacement)
40. Ms. Gerilynn Talmage – Teacher of Grades 6-8 (Sci) – Truth Middle School
Salary \$62,964 p/a Level 5/MA Step 1 Effective September 15, 2021 to June 30, 2022
(15.130.100.0101.000.216.016.0000) (replacement)
41. Ms. Kierra Thompson – Teacher Assistant for Kindergarten – Gibson Academy
Salary \$28,677 p/a Step 1 Effective September 15, 2021 to June 30, 2022
(15.190.100.0106.000.337.037.9704) (replacement)
42. Mr. Melvin White – IT Support Technician – Division of Business Services
Salary \$45,000 p/a Effective September 15, 2021 to June 30, 2022
(11.000.252.0100.000.000.000.0000) (new)
43. Ms. LaShantia Williams – CTE Teacher (Business) – East Orange Campus High School
Salary \$62,964 p/a Level 5/MA Step 1 Effective September 15, 2021 to June 30, 2022
(15.140.100.0101.000.101.001.0000) (replacement)

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

1. Ms. Connie Liristis-Wilson – Data Coach – Truth Middle School
Salary \$111,888 p/a Level 6/MA+32 Step 16 Effective September 1, 2021 to June 30, 2022
(20.231.200.0101.000.028.018.0000) (replacement)

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

s. Stipend for Employee

BE IT RESOLVED: "that the East Orange Board of Education, upon recommendation of the Superintendent of Schools, approves the monthly stipend of \$500 for the coordination and implementation of the requirements of Executive Order 253 involving mandated monitoring of covid screening and testing, to Jennifer Parrish, Labor Relations and Employment Services Specialist, to be paid from CARES funding, effective September 1, 2021."

t. Terminations

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the termination of the employees listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.t (Resolution #4.A)"

XII. CONSIDERATION OF RESOLUTIONS

SEPTEMBER 14, 2021

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

u. 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."

	Name(s)	Destination	Reason	Date(s)	Cost
1.	Patrice Coleman <i>Special Education Services</i>	TBD	New Jersey Association of Pupil Services Administrators (NJAPSA) Director's Cohort	TBD	\$ 2,500.00 Registration Fees \$ 2,500.00 Total Cost 11.000.230.580.019.580
2.	Christina Hunt <i>Division of Business Services</i>	Robbinsville, NJ	New Jersey Association of School Business Officials (NJASBO) Conferences	9/16/2021 9/30/2021	\$ 125.00 Registration Fees \$ 125.00 Total Cost 11.000.251.580.028.020.0000
3.	Tia Patterson <i>Division of Business Services</i>	Robbinsville, NJ	New Jersey Association of School Business Officials (NJASBO)	9/21/2021 11/30/2021 2/17/2022 2/24/2022 3/22/2022	\$ 350.00 Registration Fees \$ 350.00 Total Cost 11.000.251.580.028.020.0000
4.	Dr. Sharon Alsbrook Davis <i>Parks Academy</i> Leslie Shults <i>Wahlstrom Academy</i> Renee Richardson <i>Gibson Academy</i>	Virtual	Leadership Institute for School Change: A Developmental Approach to Effective Feedback	10/4/2021 10/5/2021	\$ 3,766.50 Registration Fees \$ 3,766.50 Total Cost 15.000.240.580.339.580 15.000.240.580.337.580 15.000.240.580.111.580
5.	Siobhan L. Webster <i>Houston Academy</i>	Pompton Lakes, NJ	Conquer Mathematics	10/5/2021 12/10/2021 2/2/2022 4/6/2022	\$ 640.00 Registration Fees \$ 640.00 Total Cost 15.000.223.580.307.580
6.	Jose Perez <i>Houston Academy</i>	Pompton Lakes, NJ	Conquer Mathematics	10/8/2021 1/27/2022 3/9/2022 5/17/2022	\$ 640.00 Registration Fees \$ 640.00 Total Cost 15.000.223.580.307.580
7.	Lynn Crescenzo Howard Howson Jagriti Khurana Rebecca Setal <i>Campus High School</i>	Princeton, NJ	New Jersey Science Convention	10/19/2021 – 10/20/2021	\$ 1,260.00 Registration Fees \$ 520.00 Substitute Salary \$ 1,780.00 Total Cost 15.000.240.580.101.580 20.11.120.100.000.000.0000

XII. CONSIDERATION OF RESOLUTIONS

SEPTEMBER 14, 2021

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

u. Professional Conferences

	Name(s)	Destination	Reason	Date(s)	Cost
8.	Dr. Kelly Williams Demetrisha Barnes Carla Bell-Gayle April Hendricks Corey Smallwood <i>Educational Support Services and Parent Relations</i> Richard Greene <i>Banneker Academy</i> Rosalis Grohs Maria Jones <i>Bowser School</i> Patricia Henderson Dashua Hinton Bridget Jackson Vanessa Ming Tariq Muhammad Stephanie Natera Fathiyyah Salaam Tracie Sims Brian Tidwell <i>Campus High School</i> Tomeeka Adams <i>Cochran Academy</i> Alexis Burks Daphnee Derivious <i>Costley Middle</i> Candi Roman <i>Division of Operations and Compliance</i> Ariel Cadet Christina Robinson <i>Fresh Start Academy</i> Sharonda Walton <i>Garvin School</i> Brandon Chambers Abina Gibson <i>Healy Middle School</i> Gregory Jenkins <i>Houston Academy</i>	Montclair, NJ	College Visitation for Counselor's Day at Montclair State University	10/20/2021	NO COST TO THE DISTRICT

XII. CONSIDERATION OF RESOLUTIONS

SEPTEMBER 14, 2021

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

u. Professional Conferences

	Name(s)	Destination	Reason	Date(s)	Cost
	Carlis Benjamin Elizabeth Peri <i>Hughes School</i> David Drinnan <i>Jackson Academy</i> Belinda Boone <i>Louverture School</i> Danielle Johnson <i>Parks Academy</i> Lita King-Morton Kathy Shoulars <i>Oliver Academy</i> Trene' Barksdale Lauren Woods <i>STEM Academy</i> Fatima McCoy <i>Truth Middle</i> Allen Ashby Guerdy Baguidy <i>Tyson Elementary</i> Dr. Robert DeVeaux Diahnne Evans Margaret O'Connor Markens Pierre Sabrina Williams <i>Tyson Middle/High</i> Valentine Motley <i>Warwick Institute</i>				
9.	Patrice Coleman <i>Special Education Services</i>	TBD	39 th Annual Autism Conference in New Jersey	10/21/2021 - 10/22/2021	NO COST TO THE DISTRICT
10.	Wanda Davis Ameenah Poole <i>Tyson Middle/High</i>	Los Angeles, CA	49 th Annual National Alliance of Black School Educators Conference	11/10/2021 - 11/13/2021	\$ 500.00 Registration Fees \$ 594.00 Transportation Fees \$ 724.00 Lodging Cost \$ 200.00 Meals & Gratuities \$ 2,018.00 Total Cost 15.000.240.580.203.580

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 \$4,111,244.22. (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, September 14, 2021 board meeting in the amount of \$2,833,598.53. (Attachment 3-b)

c. Appropriation Transfers

WHEREAS, N.J.S.A. 18A requires that the Board of Education approve appropriation transfers; and

WHEREAS, Board of Education Policy #6422 delineates the process for transfer of funds between line items; and

WHEREAS, the Superintendent has authorized the budget adjusted to reflect the appropriation transfers;

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, does ratify the transfers approved by the Superintendent of Schools. (Attachment 3-c)

d. 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 September 2021;

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

d. T-1 Request for Taxes from the City of East Orange – (cont’d)

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-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)

Period Ending	Cash Balance
January 31, 2021	\$41,431,665.28
February 28, 2021	\$57,415,184.46
March 31, 2021	\$69,961,467.93
April 30, 2021	\$136,668,348.20

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 January 31, 2021, February 28, 2021, March 31, 2021 and April 30, 2021 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)

Period Ending	Cash Balance
January 31, 2021	\$45,697,203.30
February 28, 2021	\$61,622,759.95
March 31, 2021	\$73,868,698.20
April 30, 2021	\$141,195,241.21

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. Donation for the FRC Team 5310 Robotics Team- (Mr. Stallings)

BE IT RESOLVED: the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the acceptance of a donation for the FRC Team 5310 Robotics Team from the East Orange Education Foundation in the amount of \$2,050.00. (Attachment 3-h) **Account Code: STEM Academy Student Activity Fund**

i. Whole Kids Garden Grant- (Ms. Shults)

BE IT RESOLVED: the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve Wahlstrom Academy to accept the Whole Kids Foundation Annual Garden Grant in the amount of \$3000.00 to support an edible educational garden for the 2021-2022 school year. (Attachment 3-i)

j. 2021-2022 Family Worker Waiver for Collaborating Community Providers- (Ms. Aquil/ Ms.Lofton-Simpson)

BE IT RESOLVED: the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve the Family Worker Waiver from 1:45 to 1:75 for the 2021-2022 School Year for Community Day Nursery and Zadio's of the Oranges. The code citation for the Family Workers Waiver is 6A:13A-4.6(b)2. (Attachment 3-j)

k. Counseling Services: The Stepping Stone Group, Inc. - (Dr. Harvest/Ms. Santos)

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 counseling 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 #10-22 Counseling 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. **Account code: CARES II Funds** (Attachment 3-k)

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- l. Speech Therapy Services: The Stepping Stone Group, Inc. - (Dr. Harvest/Ms. Santos)

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 speech 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 #11-22 Speech Therapy Direct 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. **Account code: CARES II Funds** (Attachment 3-1)

- m. ReThink Ed, Inc. - (Dr. Harvest/Ms. Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools," approves the renewal of the contract between the East Orange School District and Rethink Ed, Inc. The agency will provide services to fifteen (15) district teachers who instruct students diagnosed with Autism Spectrum Disorders. Services will be delivered from September 1, 2021 through June 30, 2022. Rethink Autism, Inc. responded to the posted RFP #14-22. The services will be provided to the district at the cost of \$44,200.

Account Code: IDEA Funds \$44,200

- n. Math Resource Program - (Ms. Champagne)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves professional development presented by Houghton Mifflin Harcourt from September 2021 – June 2022 (FY21) and September 2022- June 2023 (FY22) at a cost not to exceed \$117,000 (paid out of Title IV and ESSER 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: Title IV Funds (FY21) / ESSER Funds (FY22)**

- o. Social Emotional Learning – (Dr. Williams)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves professional development presented by Urban Assembly from September 2021 – June 2022 at a cost not to exceed \$120,000

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: CARES II Funds**

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

p. Leader In Me - Request to Rebid

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves that the Leader in Me Request for Proposal 13-22, no responses were received.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to rebid the Leader in Me Request for Proposal.

q. Kitchen Equipment & Appliances - (Food Services)

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves that the Kitchen Equipment, Installation and Removal Bid 3207, no bids were received.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to utilize the Food Service Supplies, Equipment & Installation Bid #ESCNJ 20/21-36 with the Educational Services Commission of NJ for the 2021-2022 school year.

r. Resolution Authorizing and Ratifying Contract with Northeastern Interior for General Construction for Sink Hole Repair at Central Office through the Hunterdon County Educational Services Commission (HCESC CO-OP)

WHEREAS, the East Orange Board of Education is a member District of HCESC CO-OP (#34HUNCCP), a cooperative purchasing system for goods and services which provides the District with a summary of contract awards and unit prices for New Jersey, time and materials maintenance bids by trade for Essex County, listing each awarded vendor in the specific trade and their hourly rate and percentage discount/markup, and unit prices; and

WHEREAS, the HCESC list provides a primary vendor available to the District to acquire quotes for general construction repairs under the General Construction Repairs & Carpentry Services Bid #HCESC-SER-20F, valid thru November 2, 2022; and

WHEREAS, the Facilities Manager contacted the primary vendor on the HCESC list, Northeastern Interiors and received a quote (#12464) to repair the sink hole at 199 4th Avenue; and

- Scope of work: to excavate out sink hole that is approximately 40' x 14' x3' and remove debris off site. Conduct an exploratory of sink hole to find out the cause, if nothing is found, back fall with QP stone, compacting every 6" layers. Install 3" of I-2 Base; install 2" of I-5 top. Demobilization and clean up.
- Labor Cost \$37,840; Materials \$38,475. Total Costs \$76,315

WHEREAS, the School Business Administrator has recommended to the Board that the quote received from Northeastern Interiors be accepted and ratify a contract be for the sink hole repairs. **Funding source is Capital Reserves, account number 12-000-400-450-018-734;** and

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- r. Resolution Authorizing and Ratifying Contract with Northeastern Interior for General Construction for Sink Hole Repair at Central Office through the Hunterdon County Educational Services Commission (HCESC CO-OP) - (cont'd)

WHEREAS, the proposed Agreement between the District and Northeastern Interiors is on file in the School Business Administrator’s Office and is incorporated herein by reference. (Attachment 3-r)

NOW, THEREFORE, BE IT RESOLVED by the Board that:

1. The aforesaid recitals are incorporated herein as though fully set forth at length.
2. Northeastern Interiors is hereby awarded a contract general construction to repair the sink hole at 199 4th Avenue.to all locations throughout the District, with said repairs to be completed by August 31, 2021.
3. The total compensation to be paid to Northeastern Interiors shall not exceed \$76,315 as set forth in their quote dated July 6, 2021.
4. The Agreement between the Board and Northeastern Interiors to repair the sink hole at 199 4th Avenue is hereby authorized and approved.
5. The Board President, Superintendent, and School Business Administrator, be and they are hereby authorized to execute any and all documents and to take any and all actions necessary to complete and realize the intent and purpose of this Resolution.
6. This Resolution shall be effective immediately.

- s. Recommendation for Extension of Award of Contract – Carpentry Supplies 2021-2022 SY

WHEREAS, pursuant to the Public School Contract Law and the New Jersey Statutes, Title 18A:18A-37, Bid No. 3137 for Carpentry Supplies was advertised on December 6, 2019; and

WHEREAS, the bid package was completed by the District's Purchasing Agent, which included specifications for the bid developed by the Division of Maintenance Services, and

WHEREAS, all bids received were opened and publicly read aloud by the Purchasing Agent on December 18, 2019; and

WHEREAS, the following response received:

Continental Hardware, Inc.
400 Delancy Street
Newark, NJ 07105

WHEREAS, the response was reviewed by the Purchasing Agent and resulted in a recommendation to award a contract to Continental Hardware, and;

The contract will be in effect for 12 months in accordance with their low bid; and

WHEREAS, funds are available from account number: 11-000-262-610-018-220;

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- s. Recommendation for Extension of Award of Contract – Carpentry Supplies 2021-2022 SY –
(cont'd)

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, awards an extension of contract to Continental Hardware, for Carpentry Supplies for the East Orange School District effective January 15, 2021 in accordance with their low bid, No. 3137.

XII. CONSIDERATION OF RESOLUTIONS

SEPTEMBER 14, 2021

A. SUPERINTENDENT OF SCHOOLS

4. MAINTENANCE

- a. No Recommendations for the Use of Facility

XIII. ADJOURNMENT

POLICY COVER PAGE

POLICY
2nd Reading



Policy/Regulations

East Orange Board of Education

BYLAWS

0131/page 1 of 3

Bylaws, Policies **and Regulations**

0131 **BYLAWS, POLICIES, AND REGULATIONS**

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.



Policy/Regulations

East Orange Board of Education

BYLAWS

0131/page 2 of 3

Bylaws, Policies **and Regulations**

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, Policies **and Regulations**

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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3142/page 4 of 4

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
3221/page 2 of 2
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

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Adopted: 29 June 2017

Adopted:



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3221/page 1 of 19

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

R 3221/page 2 of 19

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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3221/page 3 of 19

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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3221/page 4 of 19

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



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3221/page 5 of 19

Evaluation of Teachers

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



TEACHING STAFF MEMBERS - REGULATION

R 3221/page 6 of 19

Evaluation of Teachers

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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3221/page 7 of 19

Evaluation of Teachers

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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3221/page 8 of 19

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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3221/page 9 of 19

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).



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3221/page 10 of 19

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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3221/page 11 of 19

Evaluation of Teachers

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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3221/page 12 of 19

Evaluation of Teachers

- 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

R 3221/page 13 of 19
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:



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3221/page 14 of 19

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:



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3221/page 15 of 19

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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3221/page 16 of 19

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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3221/page 17 of 19

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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3221/page 18 of 19

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;



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3221/page 19 of 19

Evaluation of Teachers

- (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

3222/page 1 of 2

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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

3222/page 2 of 2

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

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TEACHING STAFF MEMBERS - REGULATION

R3222/page 1 of 11

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.



TEACHING STAFF MEMBERS - REGULATION

R3222/page 2 of 11

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

R3222/page 3 of 11

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

R3222/page 4 of 11

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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R3222/page 5 of 11

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;



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R3222/page 6 of 11

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

R3222/page 7 of 11

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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R3222/page 8 of 11

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

R3222/page 9 of 11

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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R3222/page 10 of 11

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



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R3222/page 11 of 11

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:



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

3223/page 1 of 2

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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

3223/page 2 of 2

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

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

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Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3223/page 1 of 11

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

**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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3223/page 2 of 11

Evaluation of Administrators, Excluding 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. 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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3223/page 3 of 11

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

“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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3223/page 4 of 11

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

- 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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3223/page 5 of 11

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

- 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;



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3223/page 6 of 11

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

- 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.;



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3223/page 7 of 11

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

- 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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3223/page 8 of 11

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

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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3223/page 9 of 11

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

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



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3223/page 10 of 11

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

- 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

R 3223/page 11 of 11

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

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
3224/page 1 of 2
Evaluation of Principals, Vice Principals,
and Assistant Principals
Oct 15
M

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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
3224/page 2 of 2
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

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Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS – REGULATION

R 3224/page 1 of 17

Evaluation of Principals, Vice Principals,
and Assistant Principals

Oct 15

M

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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS – REGULATION

R 3224/page 2 of 17

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

R 3224/page 3 of 17

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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS – REGULATION

R 3224/page 4 of 17

Evaluation of Principals, Vice Principals,
and Assistant Principals

- 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):



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS – REGULATION

R 3224/page 5 of 17

Evaluation of Principals, Vice Principals, and Assistant Principals

- (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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS – REGULATION

R 3224/page 6 of 17

Evaluation of Principals, Vice Principals,
and Assistant Principals

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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS – REGULATION

R 3224/page 7 of 17

Evaluation of Principals, Vice Principals,
and Assistant Principals

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



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS – REGULATION

R 3224/page 9 of 17

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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS – REGULATION

R 3224/page 10 of 17

Evaluation of Principals, Vice Principals,
and Assistant Principals

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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS – REGULATION

R 3224/page 11 of 17

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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS – REGULATION

R 3224/page 12 of 17

Evaluation of Principals, Vice Principals,
and Assistant Principals

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



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS – REGULATION

R 3224/page 13 of 17

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:



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS – REGULATION

R 3224/page 14 of 17

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

R 3224/page 15 of 17

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

East Orange Board of Education

TEACHING STAFF MEMBERS – REGULATION

R 3224/page 16 of 17

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.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS – REGULATION

R 3224/page 17 of 17

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

4146/page 1 of 2

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

4146/page 2 of 2

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

R 4146/page 1 of 4

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

R 4146/page 2 of 4

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

R 4146/page 3 of 4

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.**



Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4146/page 4 of 4

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
5460.02/page 2 of 2
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

East Orange Board of Education

STUDENTS - REGULATION
R 5460.02/page 2 of 6
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.



Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION
R 5460.02/page 5 of 6
Bridge Year Pilot Program

- (a) For example, 12th 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 12th 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 12th 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 12th 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.



Policy/Regulations

East Orange Board of Education

FINANCES - POLICY
6471/page 3 of 4
School District Travel

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.



Policy/Regulations

East Orange Board of Education

FINANCES - POLICY
6471/page 4 of 4
School District Travel

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
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Adopted:



Policy/Regulations

East Orange Board of Education

FINANCES - REGULATION
R6471/page 1 of 22
School District Travel

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



Policy/Regulations

East Orange Board of Education

FINANCES - REGULATION

R6471/page 2 of 22

School District Travel

- 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.



Policy/Regulations

East Orange Board of Education

FINANCES - REGULATION

R6471/page 3 of 22

School District Travel

- (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.



Policy/Regulations

East Orange Board of Education

FINANCES - REGULATION

R6471/page 4 of 22

School District Travel

- (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.**



Policy/Regulations

East Orange Board of Education

FINANCES - REGULATION

R6471/page 5 of 22

School District Travel

- 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;



Policy/Regulations

East Orange Board of Education

FINANCES - REGULATION

R6471/page 6 of 22

School District Travel

- 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.



Policy/Regulations

East Orange Board of Education

FINANCES - REGULATION

R6471/page 7 of 22
School District Travel

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.



Policy/Regulations

East Orange Board of Education

FINANCES - REGULATION

R6471/page 8 of 22

School District Travel

- 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;



Policy/Regulations

East Orange Board of Education

FINANCES - REGULATION

R6471/page 9 of 22

School District Travel

- 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;



Policy/Regulations

East Orange Board of Education

FINANCES - REGULATION
R6471/page 10 of 22
School District Travel

- 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;



Policy/Regulations

East Orange Board of Education

FINANCES - REGULATION
R6471/page 11 of 22
School District Travel

- (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.



Policy/Regulations

East Orange Board of Education

FINANCES - REGULATION

R6471/page 12 of 22

School District Travel

- (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.



Policy/Regulations

East Orange Board of Education

FINANCES - REGULATION

R6471/page 13 of 22

School District Travel

- (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.



Policy/Regulations

East Orange Board of Education

FINANCES - REGULATION

R6471/page 14 of 22

School District Travel

- 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;



Policy/Regulations

East Orange Board of Education

FINANCES - REGULATION

R6471/page 15 of 22

School District Travel

- (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.



Policy/Regulations

East Orange Board of Education

FINANCES - REGULATION

R6471/page 16 of 22

School District Travel

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. 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.



Policy/Regulations

East Orange Board of Education

FINANCES - REGULATION
R6471/page 17 of 22
School District Travel

- 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.



Policy/Regulations

East Orange Board of Education

FINANCES - REGULATION

R6471/page 18 of 22

School District Travel

- b. If lunch is included in a lump-sum registration fee for an off-site training session, the full amount is eligible for reimbursement, if reasonable. Providing lunch for on-site staff meetings and in-service days or for employees who come from other parts of the school district shall not be permitted. (See K.4. below.)
 - c. Refreshments for breaks may also be provided at training sessions held at a site other than the school district.
 4. Subsistence expenses for an employee or Board member shall not be allowed within the school district or within a radius of ten miles thereof, except for meals expressly authorized by and in accordance with N.J.A.C. 6A:23A-7.12. Non-allowed expenses include, but are not limited to, meals and refreshments for on-site staff meetings and in-service days.
 5. Reimbursement may be approved for the cost of an official luncheon or dinner, up to \$10 and \$15, respectively, that an employee or Board member is authorized to attend, if the meal is scheduled as an integral part of an official proceeding or program related to school district business and the employee's or Board member's responsibilities.
 - a. School district business above refers to the management operations of the school district and does not refer to activities that benefit students and are part of the instructional program. Pursuant to N.J.A.C. 6A:23A-5.8(b)4, all reasonable expenditures related to school district employees that are essential to the conduct of a student activity are permitted.
 6. Regular meetings, special meetings, and work sessions of the Board of Education shall be limited to light meals and refreshments for all Board members.
 - a. The meals may be served to employees who are required to attend the event and if it is impractical for the employee to commute to and from his or her residence between the end of the work day and the beginning of the event, or if the employee is required to remain at the school district to prepare for the event.
 - b. The school district shall acquire the light meals and refreshments by the solicitation of quotes, if required pursuant to N.J.S.A. 18A:18A-1 et seq.
 - c. If the school district's food service program can prepare comparable meals at a lower cost, the food service program shall be used.
 - d. The average cost per meal shall not exceed \$10.



Policy/Regulations

East Orange Board of Education

FINANCES - REGULATION

R6471/page 19 of 22

School District Travel

- 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.



Policy/Regulations

East Orange Board of Education

FINANCES - REGULATION
R6471/page 20 of 22
School District Travel

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;



Policy/Regulations

East Orange Board of Education

FINANCES - REGULATION
R6471/page 21 of 22
School District Travel

- 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.



Policy/Regulations

East Orange Board of Education

FINANCES - REGULATION
R6471/page 22 of 22
School District Travel

- 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.

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Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY

8561/page 1 of 13

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:



Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY

8561/page 2 of 13

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.



Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY

8561/page 3 of 13

Procurement Procedures for School Nutrition Programs

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;



Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY

8561/page 4 of 13

Procurement Procedures for School Nutrition
Programs

- 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.



Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY

8561/page 5 of 13

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;



Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY

8561/page 6 of 13

Procurement Procedures for School Nutrition Programs

- 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.



Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY

8561/page 7 of 13

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.



Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY

8561/page 8 of 13

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.



Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY

8561/page 9 of 13

Procurement Procedures for School Nutrition
Programs

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.



Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY

8561/page 10 of 13

Procurement Procedures for School Nutrition Programs

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;



Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY

8561/page 11 of 13

Procurement Procedures for School Nutrition Programs

- 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;



Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY

8561/page 12 of 13

Procurement Procedures for School Nutrition
Programs

- 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.



Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY

8561/page 13 of 13

Procurement Procedures for School Nutrition Programs

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
INFORMAL PROCUREMENT		
Below \$4,800 without QPA	N.J.S.A. 18A:18A-3	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	N.J.S.A. 18A:18A - 37 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

NOTE: ANNUAL AGGREGATE AMOUNTS

FORMAL PROCUREMENT		
\$32,000 or \$44,000 and above	N.J.S.A. 18A:18A - 37 <ul style="list-style-type: none"> · Bid Threshold without a QPA* - \$32,000 · Bid Threshold with a QPA* - \$44,000 	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)

* QUALIFIED PURCHASING AGENT

NEW JERSEY NON-PUBLIC SCHOOL PURCHASING THRESHOLDS

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

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

\$10,001 - \$249,999	Small purchase procedures 2 CFR 200.320(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)

POLICY

1st Reading



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - POLICY

1648.11/page 1 of 3

The Road Forward COVID-19 – Health and Safety

Aug 21

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[See POLICY ALERT No. 224]

1648.11 THE ROAD FORWARD COVID-19 – HEALTH AND SAFETY

The Board of Education plans to provide full-day, full-time, in-person instruction and operations for the 2021-2022 school year. In June 2021, the New Jersey Department of Health (NJDOH) and the New Jersey Department of Education (NJDOE) worked collaboratively to develop guidance, The Road Forward – Health and Safety Guidance for the 2021-2022 School Year (The Road Forward).

The Road Forward replaces the mandatory anticipated minimum standards outlined in the NJDOE’s “The Road Back – Restart and Recovery Plan for Education” (June 2020) and provides a range of recommendations rather than mandatory standards. These recommendations are meant to assist school districts in implementing protocols to reduce risks to students and staff from COVID-19 while still allowing for full-time learning.

The Board considered many factors as they prepared for the 2021-2022 school year, including the level of COVID-19 transmission in the community at large and in the school community, as well as vaccination coverage rates in both the community at large and the school community.

For the purpose of this Policy, “Order” shall mean any Governor of New Jersey Executive Order, New Jersey State Agency mandate, Centers for Disease Control and Prevention (CDC) guidance, New Jersey statute, or administrative code requiring compliance by the school district.

The Board considered the recommendations outlined in The Road Forward to develop health and safety protocols. The Board will consider all recommended Orders and comply with all mandatory Orders when developing health and safety protocols and reviewing them periodically.

The Board considered the recommendations outlined in The Road Forward to develop the school district’s COVID-19 protocols in the following areas and included in corresponding Appendices:

- A. General Health and Safety Concerns of Students, Staff Members, and Visitors
 - 1. Vaccination – See Appendix A;**
 - 2. Communication with the Local Health Department – See Appendix B;**



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - POLICY

1648.11/page 2 of 3

The Road Forward COVID-19 – Health and Safety

3. Mask Wearing Protocol – See Appendix **C.**;
 4. Physical Distancing and Cohorting Protocols – See Appendix **D.**;
 5. Hand Hygiene and Respiratory Etiquette Protocols – See Appendix **E.**;
 6. Provision of Meals – See Appendix **F.**; and
 7. Transportation Protocols – See Appendix **G.**
- B. Cleaning, Disinfection, and Airflow – See Appendix **H.**
- C. Screening, Exclusion, and Response to Symptomatic Students and Staff Members – See Appendix **I.**
- D. Contact Tracing – See Appendix **J.**
- E. Testing – See Appendix K.**
- F. Student and Staff Member Travel – See Appendix L.**

The absence of one or more of the recommendations outlined in The Road Forward and/or in the school district's health and safety protocols will not prevent the reopening of the school(s) in the district for full-day in-person operation with all enrolled students and staff members present.

Pursuant to N.J.S.A. 18A:7F-9, schools must be in session for 180 days to receive State Aid. The statute requires that school facilities be provided for at least 180 days during the school year. N.J.S.A. 18A:7F-9(b) indicates when a school district is required to close the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to institute a public health-related closure, days of virtual or remote instruction commensurate with in-person instruction will count toward the school district's 180-day requirement.

The school district may be confronted with the incidence of COVID-19 positive cases among staff and/or students. If the school district is required to exclude a student, group of students, a class, or multiple classes as a result of possible exposure to COVID-19, while the school itself remains open for in-person instruction, the school district may offer virtual or remote instruction to those students in a manner commensurate with in-person instruction to the extent possible. In circumstances when the school facilities remain open and in-person instruction continues in those classrooms that are not



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - POLICY

1648.11/page 3 of 3

The Road Forward COVID-19 -Health and Safety

The school district anticipates updates to The Road Forward and as such this Policy is subject to review by the Superintendent to ensure compliance with Orders that may arise after Board adoption of this Policy. All revisions to Orders affecting this Policy and corresponding Appendices shall be reviewed by the Superintendent with the Board Attorney, School Physician, and Board of Education, if appropriate. The Superintendent may revise the health and safety protocols included in any Appendix as necessary and appropriate. All students, parents, and staff members will be notified of any changes to school district-developed protocols implemented as a result of this Policy, as appropriate.

Adopted: 10 August 2021

Adopted:

DRAFT



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - APPENDIX

1648.11/page 1 of 17

The Road Forward COVID-19 –Health and Safety

A. General Health and Safety Concerns of Students, Staff Members, and Visitors

Appendix A. Vaccination

COVID-19 vaccination among all eligible students as well as teachers, staff, and household members is the most critical strategy to help schools safely resume full operations.

Vaccination is the leading public health prevention strategy to end the COVID-19 pandemic. People who are fully vaccinated against COVID-19 are less likely to become infected and develop symptoms and are at substantially reduced risk from severe illness and death from COVID-19 compared with unvaccinated people.

By October 18, 2021, all EOSD employees are required to be fully vaccinated or undergo regular testing at a minimum of once to twice each week. See Policy 1648.13 – School Employee Vaccination Requirements

Appendix B. Communication with the Local Health Department

The East Orange School District collaboratively works with the East Orange Director of Health and Health Officer. We also follows all guidelines presented by the Governor of New Jersey Executive Order, New Jersey State Agency mandates, Centers for Disease Control and Prevention (CDC) guidance, New Jersey statute, or administrative code requiring compliance by the school district.

Appendix C. Mask Wearing Protocol

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

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

Students are required to wear face coverings, unless doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.



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

Exceptions to the Requirement for Face Coverings:

- (1) Doing so would inhibit the individual's health.
- (2) The individual is in extreme heat outdoors.
- (3) The individual is in water.
- (4) A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.
- (5) The student is under the age of two, due to the risk of suffocation.
- (6) During the period a student is eating or drinking.
- (7) Face coverings should not be placed on anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance (e.g. face coverings should not be worn by Pre-K students during nap time).
- (8) The student is engaged in high intensity aerobic or anaerobic activities.
- (9) Face coverings may be removed during gym and music classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet apart.
- (10) When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.

Appendix D. Physical Distancing and Cohorting Protocols

Entrances/Exits

- Signs and physical markings on sidewalks will be provided to help ensure that staff and students remain at least **3** feet apart at all entrances, **to the extent possible**.



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - APPENDIX

1648.11/page 3 of 17

The Road Forward COVID-19 –Health and Safety

- Security personnel will be present to monitor/enforce social distancing during arrival and dismissal.
- Face masks will be required while students and staff are in school and while riding school buses.

Student Flow in Common Areas

- Signs and physical markings will be provided on floors and walls in hallways and stairwells to ensure that staff and students remain at least **3 feet apart, to the extent possible.**
- Students and staff will be required to wear face masks at all times.
- Staff will dismiss students in small groups during transitions to allow for proper social distancing, **to the extent possible.**
- School staff will be present to monitor/enforce social distancing during transitions, **to the extent possible.**
- In hallways that do not allow for social distancing, “one-way routes” will be established and utilized, **to the extent possible.**

Appendix E. Hand Hygiene and Respiratory Etiquette Protocols

- Hand sanitizing dispensers (with at least 60% alcohol) will be placed and maintained in each classroom, at entrances and exits, near eating areas, and hand washing capabilities in bathrooms.
- In the event hand sanitizing dispensers/hand soap needs to be refilled, the custodial staff will be notified.
- Classrooms that have existing hand washing stations will have soap, water, and alcohol-based sanitizers (with at least 60% alcohol)
- A school-wide initiative where students are required to wash/sanitize their hands for at least 20 seconds at regular intervals (upon entering each room) during the school day and always before and after eating, **to the extent possible.** Hand washing with soap is required after blowing their nose, coughing, sneezing and using the bathroom.



Appendix F. Provision of Meals

The EOSD outsources the food service program. The below are food handling and sanitization procedures to be used.

S&S Sanitizer used by Sodexo

Simpler Process, Smarter Protection

- Help protect guests and staff from foodborne illness by keeping food contact surfaces cleaned and sanitized with a 2-in-1 no-rinse cleaner and sanitizer
- EPA Registered food contact sanitizer with 30-second Norovirus kill claim
- Multi-Use functionality and streamlined procedures simplify food code compliance
- Broad usage applications, including food contact surfaces and 3d sink sanitation
- Proprietary cleaning pail technology provides visual indication of concentration to ensure product efficacy

Safer Kitchens, Cleaner Environments, Easier Compliance

- This simplified solution cleans and sanitizes hard, non-porous surfaces with a single product
- A simple solution to delight guests, protect reputation and optimize operation

Sodexo Policy on Employee COVID19 Safety Measures

To protect staff and students, Sodexo established the following safety measures.

Employee Health Monitoring

All employees are required to follow the established checklist and monitor their own health prior to work each day to verify they have no COVID19 systems. In addition, employees must determine whether they have had close, prolonged contact with someone in the past 10 days who has these systems and/or diagnosis.



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - APPENDIX

1648.11/page 5 of 17

The Road Forward COVID-19 –Health and Safety

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list does not include all possible systems. Up to date information can be found at www.cdc.gov.

Return to Work

A Sodexo employee with a confirmed case of COVID19 should remain in isolation and cannot return work until the employee: (1) has been fever free for at least 72 hours; and (2) other symptoms, such as cough and shortness of breath have improved; and (3) at least 10 days have passed since systems first appeared. An employee with a confirmed case of COVID10 who is asymptomatic can return to work 10 days after the test.

Cleaning/Physical Distancing/Protective Equipment

Sodexo will regularly evaluate sanitation and cleaning procedures, implement safe working practices, and provide Personal Protective Equipment when deemed necessary. Sodexo will determine at each unit any additional requirements regarding implementing physical distancing and use of employee face coverings, including requirements from clients and the law. Sodexo's Health Safety and Environment team has created several procedures to be followed, which are available through applicable Safety manuals.

Handwashing

Employees are expected to wash their hands frequently, using proper handwashing techniques.

Training

Sodexo follows a Six-Foot Kitchen training program for safeguarding kitchen operations. The training modules are broken down into six distinct topics.

Personal Hygiene

Cleaning of Contact Surfaces

Food Storage

Personal Protective Equipment

Accepting Deliveries

Food Production



Appendix G. Transportation Protocols

Student Transportation

The EOSD shall collaborate with the contracted service provider to ensure that all Board of Education safety actions and protocols are followed by the contractor and its employees and/or its agents.

- **Opening windows, weather permitting to increase circulation of outdoor air, as long as doing so does not pose a safety or health risk (e.g., risk of falling)**
- **Maintaining mandatory consistent, correct use of masks by adults and children while on a school bus and at arrival/departure points (e.g., bus stops), except for individuals who cannot safely wear a mask. Bus drivers should be provided with extra masks to make available in case a student does not have one.**
- **Place hand sanitizers with at least 60% alcohol at the entrance of the school bus and encourage safe use when getting on/off the bus for driver and students. Use touch-free stations where possible. Supervise children when they use hand sanitizer.**
- **Drivers must practice all safety actions and protocols as indicated for other staff, including hand hygiene and face coverings.**
- It is expected that all buses (contracted and District owned) will be cleaned and sanitized (rails, chairs, windows, etc.) before and after each bus route as per the Center for Disease Control (CDC) recommendation. A daily checklist can serve as evidence that the activity is completed.
- Drivers must practice all safety actions and protocols as indicated for other staff, including hand hygiene and face coverings.
- The vendor should provide their staff with information (signs and symptoms) regarding COVID-19, as well as having a process in place for taking the temperature of staff each day.
- All contracted vendors must sign an agreement regarding the recommended protocols.



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - APPENDIX

1648.11/page 7 of 17

The Road Forward COVID-19 –Health and Safety

Social Distancing on School Buses

The EOSD shall collaborate with the contracted service provider to ensure that all Board of Education safety actions and protocols are followed by the contractor and its employees and/or its agents.

- Students must board the bus wearing a face covering.
- Accommodations for students who are unable to wear face coverings should be consistent with the student's IEP.
- Bus staff members must also wear a face covering.
- **Seating one student per row, alternating window and aisle seating, skipping row when possible.**
- **Seating members of the same household next to each other.**
- **Providing a partial plexiglass partition between driver and passenger sections, if possible.**
- **Assigning each bus rider to a designated seat that is the same every day, to promote clear expectations and assist contact tracing, when needed.**
- **Using seat assignments that load the bus from the rear forward (and unload from the front backward) to help reduce student contact.**
- **If a vendor provides transportation for students with disabilities as part of their IEP or 504 plan, including medically fragile children, consider the reservation of specific seats that would not be used for other students during the day and would be subject to special precautions for cleaning. Alternatively, the student's IEP or 504 team could discuss arranging for separate transportation for those students who require this type of transportation in order to receive FAPE.**
- Students must wear seat belts.
- If conditions are favorable, windows should be opened slightly to circulate fresh air.



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - APPENDIX

1648.11/page 8 of 17

The Road Forward COVID-19 –Health and Safety

B. Cleaning, Disinfection and Airflow

Appendix H. Cleaning, Disinfection, and Airflow

COVID Related Supply List

Hand Sanitizer

Masks

Touchless Thermometers

Electrostatic Sprayers (Provided to specialty cleaning crew)

Disinfectant (CDC Approved)

Paper Towels

Soap Dispensers

Floor Markings (for directing Traffic and Social Distancing)

Signage (in English and Spanish with photos)

PPE for staff

CLEANING PROTOCOL

CDC approved cleaning products and methods will be used.

Disinfect and Sanitize high areas of the building systems.

High touch horizontal surfaces, window handles, light switches, door handles, elevators, door frames will be sanitized daily.

Signs will be displayed for hygiene, wearing of masks and social distancing.

Staff should minimize personal items on their desks, throughout the classroom and work spaces to help facilitate regular sanitation efforts.

Elevators should have no more than 2 people.

CUSTODIAL CLEANING PROTOCOL

Cleaning and disinfection of high touch areas throughout the school, throughout the day with PPE (masks and gloves).

Classrooms will be cleaned daily.

Frequent disinfecting of bathrooms and regular bathroom checks for supplies will be conducted daily by custodians.

Custodians will clean and sanitize classrooms every evening.

Hand sanitizers should be available in hallways and classrooms.

Students should have their own water bottles to use at bottle filling stations.

Fountains without bottle filling stations will be turned off.

COVID OUTBREAK RESPONSE

Staff and students should be evacuated then a team will begin fogging within 24 hours to sanitize the entire facility.

C. Screening, Exclusion, and Response to Symptomatic Students and Staff Members



Appendix I. Screening, Exclusion, and Response to Symptomatic Students and Staff Members

Screening Procedures for Students and Staff

If sick and/or symptomatic:

- Stay home for at least 72 hours
- Seek medical attention

If sick or symptomatic during work hours (probable case):

- Student or staff will be sent to the isolation room, which will be a space that is safely and respectfully distance from others.
- If a staff member presents a temperature of **100.4°F or greater, they must be sent home immediately.**
- Current CDC guidelines will be followed. Symptoms and stages of illness will be documented and monitored.

Protocols for Symptomatic Students and Staff

Students

- Students are excluded from school with a temperature of **100.4°F or greater.**
- Students may return to school after **24 hours if fever free without medication and NO other symptoms are present.**
- Students who have a temperature of **100.4°F and any of the following COVID-19 symptoms listed below under the “Symptoms” heading are excluded for a minimum of 72 hours. A doctor’s note upon return to school is required.**
- It is the parent’s/guardian’s responsibility to ensure that their child is healthy enough to attend school.
- Parents/Guardians shall monitor their child’s temperature prior to boarding the school bus each day.



Policy/Regulations

- If the child’s temperature is **100.4°F or greater**, the child must be kept home.
- At no time shall a child who is unwell or showing signs of illness be sent to school.
- If the parent/guardian responds “yes” to any of the following questions, the child shall not be sent to school:
 - Has your child had flu-like symptoms? (Fever, shortness of breath, cough)?
 - Has anyone that you live with had flu-like symptoms or tested positive for COVID-19 to your knowledge?
 - Has your child taken any fever-reducing medications in the past 24 hours (Tylenol, Advil, Motrin, etc.)?

Staff

- Staff members are excluded from work with a temperature of **100.4°F or greater**. **Staff may return to school after 24 hours if they only had a fever and no other symptoms. They must be fever free without medication and NO other symptoms.**
- Staff members who have a temperature of **100.4°F and any of the following COVID-19 symptoms listed below under the “Symptoms” heading are excluded for a minimum of 72 hours. A doctor’s note upon return to school is required.**

A letter will be sent home with students advising parents/guardians of COVID-19 symptoms, contacting their primary care provider and care at home instructions. Information will be universal among all schools.

Symptoms

- May appear 2-10 days after exposure
- Per the CDC, symptoms may include the following:

Fever or Chills	Cough	Fatigue
Muscle or Body Aches	Headaches	Sore Throat
Congestion or Running Nose	Shortness of Breath or Difficulty of Breathing	New Loss of Taste or Smell
Nausea or Vomiting	Diarrhea	



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - APPENDIX

1648.11/page 11 of 17

The Road Forward COVID-19 -Health and Safety

Staff - Do you have any of the symptoms listed below? Parents/Guardians - Does your child have any of the symptoms listed below?	Yes	No
Fever - 100.4°F or higher. If you answered YES: Stay home until fever free without the use of medications for 24 hours and monitor for symptoms. Contact your physician if other symptoms present.		
Staff - Do you have a fever with any of the symptoms listed below? Parents/Guardians - Does your child have a fever with any of the symptoms listed below?		
Cough or shortness of breath?		
Other symptoms such as: muscle ache, fatigue, headache, sore throat, runny nose, congestion, vomiting, diarrhea, loss of appetite, drowsiness, or new loss of smell/taste?		
Have you travelled in the last 10 days to an area on the current travel advisory list?		
Have you had close contact (6 feet or less) with a person who has had a cough and fever AND has travelled to a restricted area?		
Have you been in contact with someone with a confirmed or presumed positive case of COVID-19?		

D. Contact Tracing

Appendix J. Contact Tracing

Contact tracing is the process used to identify those who come into contact with people who have tested positive for many contagious diseases, including COVID-19. Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease (cases) and their contacts (people who may have been exposed) and working with them to interrupt disease transmission. For COVID-19, this includes asking cases to isolate and contacts to quarantine at home voluntarily.

If a staff member becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, the staff members shall notify the principal and the school nurse. The school nurse shall immediately notify the Assistant Superintendent of Operations and the Director of Labor Relations, of a confirmed case while maintaining confidentiality.



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - APPENDIX

1648.11/page 12 of 17

The Road Forward COVID-19 -Health and Safety

All procedures will adhere to applicable federal and state law and regulations regarding privacy and the confidentiality of records.

Contact tracing for COVID-19 typically involves:

- The nurse will ask the staff member that tested positive to identify all staff and students with whom they had close contact during the time they may have been infectious.
- The list of names and locations of the personal contacts who are associated with the school district must be submitted to the Assistant Superintendent of Operations.
- The Assistant Superintendent will notify contacts of their potential exposure and recommend a self-quarantine period.

To prevent the further spread of disease, COVID-19 contacts are encouraged to maintain social distance (at least 6 feet). Contacts should monitor themselves by checking their temperature twice daily and watching for symptoms of COVID-19. If symptoms present, contacts should seek direction from their physician to test for COVID-19 and quarantine for ten (10) days to ensure symptoms are no longer present.

The Assistant Superintendent of Operations and the Director of Special Education Services shall consult with the local health department in the development, review and revision of the district contact tracing policy and procedures. The school nurse and the building principal are the designated staff liaisons responsible for providing notifications and carrying out other components of the board's contact tracing policy.

The school nurse in consultation with the building principal shall establish measures for a system of open communication that allows staff, students, and families to self-report symptoms and/or suspected exposure.

A staff member shall immediately notify the principal and the school nurse when he/she observes symptoms consistent with COVID 19 or becomes aware that an individual who has spent time in a district facility tests positive for COVID-19. The school nurse shall immediately notify the Assistant Superintendent of Operations and the Director of Special Education Services of a confirmed case while maintaining confidentiality when the COVID-19 test is positive.



When the student exhibits symptoms the school nurse will ensure that the student is taken to the designated isolation area. The nurse will examine the individual and may refer them for testing and treatment. A student exhibiting symptoms of COVID 19 shall be required to submit to a COVID 19 test. The school nurse shall require the certification of a physician that the student is contagion free before readmitting a student to school. The nurse shall report all students testing positive for COVID 19 to the health department. The health department shall conduct the contact tracing.

Symptoms of COVID 19 include:

- A fever of 100° F or greater;
- Cough;
- Shortness of breath or difficulty breathing;
- Chills;
- Repeated shaking with chills;
- Muscle pain;
- Headache;
- Sore throat;
- New loss of taste or smell;
- Fatigue;
- Congestion or runny nose;
- Nausea or vomiting;
- Diarrhea

All school and district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the school and district, shall be provided information regarding the role of contact tracing in keeping school communities safe from the spread of contagious disease.

The school nurse or his or her designee shall make information available and/or conduct virtual information sessions to educate the broader school community on the importance of contact tracing.

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

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



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

A staff liaison(s) shall be designated by the Superintendent or designee and shall be responsible for providing notifications and carrying out other components that could help ensure notifications are carried out in a prompt and responsible manner.

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

Notification Protocols for a Positive Case

The East Orange School District will notify the department of health regarding asymptomatic individuals who have come in contact with the COVID-19 positive individuals, symptomatic individuals and those individuals who have tested and are waiting for results or have tested and are found positive.

The East Orange School District strives to ensure factual accuracy through communication with families and staff, while maintaining privacy.

Communications will be **provided** when:

An individual (staff or student in our school community) has tested positive for COVID-19

Response to Confirmed COVID-19 cases

Scenario

1 confirmed case

2 or more cases **within 14 days, but are linked to an exposure outside the school setting (e.g. in same household, exposed at the same event outside of school)**

2 or more cases **in the same classroom or cohort (outbreak limited to one cohort)**

Response

Subject to change as new guidance is provided.

Schools remains open*

School remains open*

School remains open*; Recommendations for whether the entire classroom or cohort would be considered exposed will be based on public health investigation



Response to Confirmed COVID-19 cases (cont'd)

Scenario

2 or more cases within 14 days, linked together by some activity in school, but who are in different classrooms (outbreak involving multiple cohorts)

A significant outbreak involving a local event, or a large local employer is occurring or has recently occurred and is impacting multiple staff, students, and families served by the school community.

Two (2) or more cases are identified within 14 days that occur across multiple classrooms, are not linked to exposures outside the school setting, and a clear connection between cases cannot be easily identified but in-school transition is suspected.

Very high risk of community transmission (refer to Covid-19 Regional Risk Level Matrix)

Response

Subject to change as new guidance is provided.

School remains open* unless public health investigation indicates closure is warranted. Restrict activity associated with transmission until public health investigation can be completed.

Consider short term transition to remote learning based on investigation by local health department.

Recommendations for whether entire school, cohort, or individual classrooms should transition to remote learning will be based on investigation by local health department.

Recommend fully remote learning until COVID-19 transmission decreases.

****Note: A temporary transition to remote learning may also be considered for a period of 2-5 days if a student or staff member attended school while potentially infectious but before being confirmed as having COVID-19. This short-term dismissal allows time for local health officials to gain a better understanding of the COVID-19 situation impacting the school and perform contact tracing.***

Period of closure: After switching to remote learning due to high levels of viral transmission in the school or local geographic community, districts or schools should wait a minimum of 14 days before bringing any students back for in-person learning. This timeframe is sufficient so that most people in the school community who will develop symptoms as a result of school exposure could be identified and self-isolated, as appropriate.



E. Testing

Appendix K. Testing

When schools implement testing combined with key mitigation strategies, they can detect new cases to prevent outbreaks, reduce the risk of further transmission, and protect students, teachers, and staff from COVID-19.

In some schools, school-based healthcare professional (e.g., school nurses) may perform SARS-CoV-2 antigen testing in school-based health centers if they are trained in specimen collection, conducting the test per manufacturer's instructions, and obtain a Clinical Laboratory Improvement Amendments (CLIA) certificate of waiver. Some school-based healthcare professionals may also be able to perform specimen collection to send to a lab for testing, if trained in specimen collection, with a CLIA certificate. It is important that school-based healthcare professional have access to, and training on the proper use of personal protective equipment (PPE).

F. Student and Staff Member Travel

Appendix L. Student and Staff Member Travel

Visit to/from Level 3 High Risk Countries/States and Visits from friends/relatives from a State on the Travel advisor list

Visits to/from Level 3 High Risk Countries/States on the Travel advisory list: In order to minimize the risk of the spread of COVID-19 to other staff and students, staff members will have to self-quarantine for 14 days if they have visited any Level 3 High Risk Countries or States that are on the NJ travel advisory list. You will have to use your sick/personal days for any day that you are assigned to report to work. Please visit the following website for a list of countries that are on the Level 3 High Risk list.

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html#travel-1>

DOMESTIC TRAVEL DURING COVID-19

Delay travel until you are fully vaccinated. If you are not fully vaccinated and must travel, the EOSD will follow the CDC's most current recommendations for unvaccinated and vaccinated people.



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - APPENDIX

1648.11/page 17 of 17

The Road Forward COVID-19 –Health and Safety

<u>International Travel Recommendations & Requirements</u>	<u>Not Vaccinated</u>	<u>Fully Vaccinated</u>
Get tested 1-3 days before traveling out of the US	✓	
Mandatory test required before flying to US	✓	✓
Get tested 3-5 days after travel	✓	✓
Self-quarantine after travel for 7 days with a negative test or 10 days without test	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓

<u>Domestic Travel Recommendations & Requirements</u>	<u>Not Vaccinated</u>	<u>Fully Vaccinated</u>
Get tested 1-3 days before travel	✓	
Get tested 3-5 days after travel and self-quarantine For 7 days. Self-quarantine for 10 days if you don't get tested.	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during Travel.	✓	✓



ADMINISTRATION - POLICY

1648.13/page 1 of 3

School Employee Vaccination Requirements

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1648.13 SCHOOL EMPLOYEE VACCINATION REQUIREMENTS

In accordance with Executive Order No. 253 signed by the Governor of New Jersey on August 23, 2021, the Board shall adopt and maintain a policy that requires all covered workers to either provide adequate proof that they have been fully vaccinated or submit to COVID-19 testing at a minimum of one to two times each week.

This requirement shall take effect on October 18, 2021, at which time any covered workers that have not provided adequate proof to the school district that they are fully vaccinated must submit to COVID-19 testing at a minimum of one to two times each week on an ongoing basis until fully vaccinated.

For purposes of Executive Order 253 and this Policy, “covered workers” shall include all individuals employed by the Board of Education, both full and part-time, including, but not limited to, administrators; teachers; educational support professionals; individuals providing food, custodial, and administrative support services; substitute teachers, whether employed directly by the Board of Education or otherwise contracted; contractors; providers; and any other individuals performing work in the school district whose job duties require them to make regular visits to the school district, including volunteers. Covered workers do not include individuals who visit the school district only to provide one-time or limited duration repairs, services, or construction.

A covered worker shall be considered “fully vaccinated” for COVID-19 two weeks or more after they have received the second dose in a two-dose series or two weeks or more after they have received a single-dose vaccine. Individuals will only be considered fully vaccinated after they have received a COVID-19 vaccine that is currently authorized for Emergency Use Authorization (EUA) by the United States Food and Drug Administration (FDA) or the World Health Organization (WHO), or that are approved for use by the same.

Workers who are not fully vaccinated, or for whom vaccination status is unknown, or who have not provided sufficient proof of documentation, shall be considered unvaccinated in accordance with the provisions of Executive Order 253.

Covered workers shall demonstrate proof of full vaccination status by presenting any of the following documents if they list COVID-19 vaccines currently authorized for EUA by the FDA or the WHO, or that are approved for use by the same, along with an administration date for each dose:



ADMINISTRATION - POLICY

1648.13/page 2 of 3

School Employee Vaccination Requirements

- 1. The Centers for Disease Control and Prevention (CDC) COVID-19 Vaccination Card issued to the vaccine recipient by the vaccination site, or an electronic or physical copy of the same;**
- 2. Official record from the New Jersey Immunization Information System (NJIS) or other State immunization registry;**
- 3. A record from a health care provider's portal/medical record system on official letterhead signed by a licensed physician, nurse practitioner, physician's assistant, registered nurse, or pharmacist;**
- 4. A military immunization or health record from the United States Armed Forces; or**
- 5. Docket mobile phone application record or any State specific application that produces a digital health record.**

The Board of Education's collection of vaccination information from covered workers shall comport with all Federal and State laws, including, but not limited to, the Americans with Disabilities Act, that regulate the collection and storage of that information.

To satisfy the testing requirement of Executive Order 253 and this Policy, an unvaccinated covered worker must undergo screening testing at a minimum of one to two times each week, to be determined by the Superintendent of Schools.

An unvaccinated covered worker is required to submit proof of a COVID-19 test. The unvaccinated covered worker may choose either antigen or molecular tests that have EUA by the FDA or are operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.

Where a Board of Education provides the unvaccinated covered worker with on-site COVID-19 test(s), the school district may similarly elect to administer or provide access to either an antigen or molecular test.

If the covered worker is not working on-site in the school district during a week when testing would otherwise be required, the Superintendent or designee may not require the worker to submit to testing for that week. This requirement shall not supplant any requirement imposed by the Board of Education regarding diagnostic testing of symptomatic workers or screening testing of vaccinated workers.

The Board of Education shall track test results required by Executive Order 253 and must report those results to the local public health department.



**ADMINISTRATION - POLICY
1648.13/page 3 of 3
School Employee Vaccination Requirements**

Nothing in Executive Order 253 and this Policy shall prevent a Board of Education from revising this Policy to include additional or stricter requirements, as long as such revisions comport with the minimum requirements of Executive Order 253.

Executive Order 253 authorizes the Commissioner of the Department of Health (DOH) to issue a directive supplementing the requirements outlined in Executive Order 253, which may include, but not be limited to, any requirements for reporting vaccination and testing data to the DOH. Actions taken by the Commissioner of the DOH pursuant to Executive Order 253 shall not be subject to the requirements of the Administrative Procedure Act, N.J.S.A. 52:14B-1et seq.

This Policy shall be supplemented by Policy 1648.11 - Appendix A, which shall include the school district's protocols implementing the provisions of this Policy.

The Superintendent is authorized to implement revisions to provisions in this Policy based on any subsequent Executive Orders or any additional mandates that affect any provisions of this Policy. Any such revisions in this Policy shall be submitted by the Superintendent to the Board of Education for ratification if the Board cannot approve such revisions before the effective date.

Executive Order 253 - August 23, 2021

Adopted:



2422 **COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION**

The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Student Learning Standards (NJSLS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the NJSLS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community.

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

The NJSLS incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The following statutes incorporated into the NJSLS include, but are not limited to, the following requirements:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention.
2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades seven through twelve.
3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.
4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.
5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.
6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.
7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week.



Policy/Regulations

East Orange Board of Education

PROGRAM - POLICY

2422/page 2 of 4

Comprehensive Health and Physical Education

9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.
10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through 5.3) requires the development of Lyme Disease curriculum guidelines and training to all teaching staff members who instruct students with Lyme Disease.
11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.
12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.
13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence.
14. Suicide Prevention (N.J.S.A. 18A:6-111 through 113) requires instruction in suicide prevention in public schools.
15. Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.
16. Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and 4.33) requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.
17. History of Disabled and LGBT Persons (N.J.S.A. 18A:35-4.35 and 4.36) requires instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people for middle and high school students.
18. Financial Literacy (N.J.S.A. 18A:35-4.34) requires instruction with basic financial literacy necessary for sound financial decision-making in each of the grades six through eight.



Policy/Regulations

East Orange Board of Education

PROGRAM - POLICY

2422/page 3 of 4

Comprehensive Health and Physical Education

19. **Sexual Abuse and Assault Awareness and Prevention Education (N.J.S.A. 18A:35-4.5a) requires age-appropriate sexual abuse and assault awareness and prevention education in grades preschool through twelve.**
20. **Curriculum to Include Instruction on Diversity and Inclusion (N.J.S.A. 18A:35-4.36a) requires instruction on diversity and inclusion in an appropriate place in the curriculum for students in grades Kindergarten through twelve.**
21. **Incorporation of Age-Appropriate Instruction Relative to Consent for Physical Contact and Sexual Activity (N.J.S.A. 18A:35-4.38) requires age-appropriate instruction in grades six through twelve on the law and meaning of consent for physical contact and sexual activity.**
22. **Health Curriculum to Include Instruction on Mental Health (N.J.S.A. 18A:35-4.39) requires health education programs to include instruction on mental health and the relation of physical and mental health for students in grades Kindergarten through twelve.**
23. **Information About "New Jersey Safe Haven Infant Protection Act" Included in Public School Curriculum (N.J.S.A. 18A:35-4.40) information on the provisions of the "New Jersey Safe Haven Infant Protection Act" shall be included in curriculum for public school students in grades nine through twelve.**
24. **Infusion of African American Accomplishments into School Curricula (N.J.S.A. 18A:35-4.43) requires in the curriculum for all elementary and secondary students instruction that infuses into all courses on the United States the centuries of accomplishments by African Americans in the building and development of America.**
25. **Other Statutory or Administrative Codes. The Board will incorporate into its health and physical education curriculum any other requirements of the New Jersey NJSLS in Comprehensive Health and Physical Education.**

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



Policy/Regulations

East Orange Board of Education

PROGRAM - POLICY

2422/page 4 of 4

Comprehensive Health and Physical Education

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

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

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

Adopted: 3 June 2009

Adopted: 10 May 2016

Adopted: 12 May 2020

Adopted:



2467 **SURROGATE PARENTS AND RESOURCE FAMILY PARENTS**

Federal and State laws require the Board ensure the rights of a student are protected through the provision of an individual to act as surrogate for the parent(s) and assume all parental rights under N.J.A.C. 6A:14-2.2 when:

1. The parent cannot be identified;
2. The parent cannot be located after reasonable efforts;
3. An agency of the State of New Jersey has guardianship of the student **or the student is determined a ward of the State and, if the student is placed with a resource family parent, the resource family parent declines to serve as the student's parent; or**
4. The student is an unaccompanied youth **as that term is defined in section 725(6) of the McKinney-Vento Homeless Assistance Act (42 USC §11434. (a)6) and N.J.A.C. 6A:17-1.2.**

Qualifications and Selection

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

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

The person serving as a surrogate parent shall:

1. Have no interest that conflicts with **the interest** of the student **they** represents;
2. Possess the knowledge and skills that ensure adequate representation of the student;
3. Not be replaced without cause;



Policy/Regulations

East Orange Board of Education

PROGRAM - POLICY

2467/page 2 of 3

Surrogate Parents and **Resource Family** Parents

4. Be at least eighteen years of age; and
5. **Complete** a criminal history review **pursuant to** N.J.S.A. 18A:6-7.1 **if the person** serving as the surrogate parent **is compensated**.

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

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

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

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

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

Training

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



Policy/Regulations

East Orange Board of Education

PROGRAM - POLICY

2467/page 3 of 3

Surrogate Parents and **Resource Family** Parents

1. Providing the surrogate parent a copy of:
 - a. Parental Rights in Special Education booklet;
 - b. N.J.A.C. 6A:14;
 - c. The Special Education Process;
 - d. **Administrative** Code Training Materials from the Department of Education website; and
 - e. Other relevant materials.
2. Providing the surrogate parent an opportunity to meet with the Director of Special Education to discuss the rights of the surrogate parent and the applicable statutes, administrative codes, and Federal laws. The Director of Special Education shall provide the surrogate parent the opportunity to review and to become familiar with the State and Federal requirements for assessment, individualized educational program development, and parental rights with respect to the referral and placement process, including their rights with respect to seeking a due process hearing if they disagree with the local procedure or decisions;
3. Providing the surrogate parent adequate time to become familiar with the student and the nature of the student's disability through a review of the student's record;
4. Providing the surrogate parent an opportunity to confer with the student's case manager to discuss the student; and
5. Other information and resources to provide the surrogate parent the knowledge and skills to ensure adequate representation of the student.

Rights of the Surrogate Parent

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

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

Adopted: 3 June 2009

Adopted: 18 April 2017

Adopted:



5111 **ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS**

The East Orange Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education.

Eligibility to Attend School

The Board shall admit students eligible to attend school free of charge that is domiciled within the district as defined in N.J.A.C. 6A:22-3.1

A child who is domiciled within the school district and resides with a parent who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

The Board shall also admit any student that is kept in the home of a person other than the student's parent(s), where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2. A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent(s) files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and a copy of his or her lease if a tenant, or a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A.18A:38.1(c), any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child; and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.



Policy/Regulations

East Orange Board of Education

STUDENTS - POLICY

5111/page 2 of 8

Eligibility of Resident/Nonresident Students

A student is eligible to attend in this school district free of charge pursuant to N.J.S.A. 18A:38:1(b) if the student is kept in the home of a person domiciled in the school district, who is the parent or guardian, and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or legal guardian returns from active military duty.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38:1(b) if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents temporarily resides in the district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance, with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A student is eligible to attend this school district free of charge:

1. If the student's parent or legal guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;
3. If the student previously resided in the school district and if the parent or legal guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3(b). The school district shall not be obligated for transportation costs; and
4. If the student resides on federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse



Policy/Regulations

East Orange Board of Education

STUDENTS - POLICY

5111/page 3 of 8

Eligibility of Resident/Nonresident Students

the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

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

A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.

Except as set forth in N.J.A.C. 6A:22-3.3(b)1, immigration/visa status shall not affect eligibility to attend school and the school district shall not condition enrollment in the school district on immigration status. A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

Proof of Eligibility

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with N.J.A.C. 6A:22-3.4. The Board of Education district shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.

The Board of Education shall not condition enrollment on the receipt of information or document protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.

In the case of a dispute between the school district and the parent of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.S.A. 18A:38-1.3. The NJMVC shall disclose to a school district the information



requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.

Registration Forms and Procedures for Initial Assessment

Registration and initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1. The Board of Education shall use Commission-provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district level administrator designated by the Superintendent shall clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or a nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.



Policy/Regulations

East Orange Board of Education

STUDENTS - POLICY

5111/page 5 of 8

Eligibility of Resident/Nonresident Students

Enrollment or attendance at the school shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student compiles with student immunization rules set forth in N.J.A.C. 8:57-4.

When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

Notice of Ineligibility

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 et seq. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.

Removal of Currently Enrolled Students

Nothing in N.J.A.C. 6A:22 et seq. and this Policy shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student"



(as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2 Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

Appeal to the Commissioner

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.

Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of an ineligibility determination, the Board of Education may assess tuition, for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a). Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.



Policy/Regulations

East Orange Board of Education

STUDENTS - POLICY

5111/page 7 of 8

Eligibility of Resident/Nonresident Students

Nonresident Students

No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability.

Children Who Anticipate Moving from the District

Students whose parent(s) have moved away from the school district on or after March 1 and twelfth grade students whose parents or guardian have moved away from the school district on or after March 1 may be permitted to finish the school year in this district without payment of tuition. This consideration will only be given to students who have maintained good academic and discipline standards.

A nonresident student otherwise eligible for attendance whose parent or guardian anticipates school district residency and has entered a contract to buy, build, or rent a residence in this school district may be enrolled without payment of tuition for a period of time not greater than 4 weeks prior to the anticipated date of residency. If any such student does not become a resident of the school district within 4 weeks after admission to school, tuition will be charged for attendance commencing the beginning of the 5th week and until such time as the student becomes a resident or withdraws from school.

Children of District Employees

Children of Board of Education employees who do not reside in this school district may be admitted to school in this district with payment of tuition, provided that the educational program of such children can be provided within school district facilities.

Eligibility of Resident/Nonresident Students

Other Nonresident Children

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

The school district will permit the attendance of F-1 Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the requested I-20 Form, in accordance with the provisions of Federal regulation 8 CFR 214.3. An F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year. The host family must be domiciled in the



Policy/Regulations

East Orange Board of Education

STUDENTS - POLICY

5111/page 8 of 8

Eligibility of Resident/Nonresident Students

school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a F-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.

J-1 Visa Students

The school district is not required to, but may permit the attendance of J-1 Visa students into the school district. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a J-1 Visa must be approved by the Board for attendance in the school district and shall not pay tuition. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.

N.J.S.A. 18A:38-1; **18A :38-1.1**; 18A:38-1.3; 18A:38-3; 18A:38-3.1; **18A:7B-12**

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; **6A :22**

8 CFR 214.3

Adopted: 12 January 2010

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Adopted: 10 May 2016

Adopted: 12 March 2019

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Adopted:



Policy/Regulations

East Orange Board of Education

STUDENTS - POLICY
5116/page 1 of 3
Education of Homeless Children

5116 EDUCATION OF HOMELESS CHILDREN

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

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

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

The school district liaison for the education of homeless children is the Director of Educational Support Services and Parent Relations or his/her designee. The liaison will facilitate communication and cooperation between the school district of residence and the school district where the homeless child resides and shall assume all responsibilities as outlined in N.J.A.C. 6A:17-2.4(a).

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

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



Policy/Regulations

East Orange Board of Education

STUDENTS - POLICY
5116/page 2 of 3
Education of Homeless Children

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

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

If a the dispute regarding determination of district of residence does not involve the determination of homelessness and/or district enrollment, the school district disputing the Executive County Superintendent's determination may appeal to the Department of Education pursuant to N.J.A.C. 6A:23A-19.2(d), (e), and (f) and request a determination from the Division of Administration and Finance. If an appeal of a determination of district of residence also includes an appeal of the determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

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

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



Policy/Regulations

East Orange Board of Education

STUDENTS - POLICY
5116/page 3 of 3
Education of Homeless Children

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

N.J.S.A. 18A:7B-12; 18A:7B-12.1; **18A:38-1**

N.J.A.C. 6A:17-2.1 et seq.

Adopted: 12 January 2010

Adopted: 11 October 2016

Adopted: 14 February 2017

Adopted: 9 May 2017

Adopted:

DRAFT



**6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS -
ALLOWABILITY OF COSTS**

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

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

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

1. Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
2. Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the non-Federal entity.
4. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
5. Be determined in accordance with Generally Accepted Accounting Principles (GAAP), except for State and local governments, which includes school districts, as otherwise provided for in 2 CFR §200.403.



Policy/Regulations

East Orange Board of Education

**FINANCES - POLICY
6115.01/page 2 of 2
Federal Awards/Funds Internal Controls -
Allowability of Costs**

6. **Not be included as a cost or used to meet cost sharing or matching requirements of any other Federally-financed program in either the current or a prior period. (See also 2 CFR §200.306 - Cost Sharing or matching 2. above).**
7. **Be adequately documented. (See also 2 CFR §200.300 - Statutory and National Policy Requirements through 2 CFR §200.309 - Period of Performance).**

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

**2 CFR §200.302(b)(7)
2 CFR §200.403**

Adopted:



6115.02 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS - **MANDATORY DISCLOSURES**

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

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

A. General Reporting Requirement

- 1. If the total value of all Board of Education currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then the Superintendent or designee, on behalf of the Board of Education as the recipient during that period of time, must maintain the currency of information reported to the SAM that is made available in the designated integrity and performance system about civil, criminal, or administrative proceedings described in B. below.**
- 2. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 USC 2313).**
- 3. As required by section 3010 of Public Law 111-212, all information posted in designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.**



B. Proceedings About Which the Board of Education Must Report

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

- a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;**
- b. Reached its final disposition during the most recent five-year period; and**
- c. Is one of the following:**

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

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

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

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

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

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

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



C. Reporting Procedures

- 1. The Superintendent or designee shall enter in the SAM Entity Management area the information that the SAM requires about each proceeding described in B. above.**
- 2. The Superintendent or designee does not need to submit the information a second time under assistance awards the Board of Education received if the Superintendent or designee already provided the information through the SAM because the Board of Education was required to do so under Federal procurement contracts the Board of Education was awarded.**

D. Reporting Frequency

- 1. During any period of time when the Board of Education is subject to the requirement in A. above, the Superintendent or designee must report proceedings information through the SAM for the most recent five year period, either to report new information about any proceeding(s) the Board of Education has not reported previously or affirm that there is no new information to report.**
- 2. If the Board of Education has Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, the Board of Education must disclose semiannually any information about the criminal, civil, and administrative proceedings.**

E. Definitions

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



**FINANCES - POLICY
6115.02/page 4 of 4
Federal Awards/Funds Internal Controls -
Mandatory Disclosures**

- b. **“Conviction” for the purposes of 2 CFR §200 - Appendix XII and this Policy, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.**
- c. **Total value of currently active grants, cooperative agreements, and procurement contracts includes:**
 - (1) **Only the Federal share of the funding under any Federal award with a Board of Education cost share or match; and**
 - (2) **The value of all expected funding increments under a Federal award and options, even if not yet exercised.**

2 CFR §200.113

Adopted:



6115.03 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS -
CONFLICT OF INTEREST

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

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

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

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

1. No employee, officer, or agent of the Board of Education may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.
 - a. Such a conflict of interest would arise when a Board of Education employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
2. The Board of Education officers, employees, and agents must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
3. However, a Board of Education may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.



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

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

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

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

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

The Board of Education must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. (See also 2 CFR §200.213 - Suspension and Debarment).

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

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



**FINANCES - POLICY
6115.03/page 3 of 3
Federal Awards/Funds Internal Controls -
Conflict of Interest**

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

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

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

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

2 CFR §200.318

Adopted:



6311 **CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS**

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

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

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

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

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

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

Adopted: 10 May 2011

Adopted: 13 February 2018

Adopted:



7432 EYE PROTECTION

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

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

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

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

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

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



Policy/Regulations

East Orange Board of Education

PROPERTY - POLICY
7432/page 2 of 2
Eye Protection

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

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

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

Adopted: 11 August 2009
Adopted: 23 January 2018
Adopted:



R 7432 EYE PROTECTION

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

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

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

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

Potential eye hazard

Protective devices

Caustic or explosive

Goggle, flexible fitting materials, hood ventilation; add plastic window face shield for severe exposure

Dust producing operations

Goggle, flexible fitting, hooded ventilation

Electric arc welding

Welding helmet in combination with spectacles with eye cup or semi- or flat-fold side shields

Oxy-acetylene welding

Welding goggle, eye cup type with tinted lenses; welding goggle, coverspec type with tinted lenses or tinted plate lens

Hot liquids and gases

Goggle, flexible fitting, hood ventilation; add plastic window face shield for severe exposure

Hot solids

Clear or tinted goggles or spectacles with side shields

Molten materials

Clear or tinted goggles and plastic or mesh window face shield

Heat treatment or tempering

Clear or tinted goggles or clear or tinted spectacles with side shields



Policy/Regulations

East Orange Board of Education

PROPERTY - REGULATION
R 7432/page 2 of 4
Eye Protection

Potential eye hazard

Protective devices

Glare operations

Tinted goggles; tinted spectacles with side shields or welding goggles, eye cup or **cover spec** type with tinted lenses or **tinted** plate lens

Shaping solid materials

Clear goggles, flexible or rigid body; clear spectacles with side shields; add plastic window face shield for severe exposure

Laser device operation or experimentation

Appropriate for specific hazard

Vehicle repair or servicing

Clear goggles, flexible or rigid body; clear spectacles with side shields

Other potentially hazardous processes or activities

Appropriate for specific hazard

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

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

- a. No staff member, student, or visitor shall be subjected to any hazardous environmental condition without appropriate eye protection;**
- b. The detection of eye hazardous conditions shall be continuous;**
- c. Eye protection devices shall be inspected regularly and adequately maintained;**
- d. Shared eye protective devices shall be disinfected between uses by a method prescribed by the local school medical inspector;**
- e. All eye protective devices shall meet or exceed the appropriate specifications for the various types of devices and suppliers of eye protective devices shall certify, in writing, that the devices meet or exceed said specifications;**



Policy/Regulations

East Orange Board of Education

PROPERTY - REGULATION

R 7432/page 3 of 4

Eye Protection

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

[Optional

(1) **A student who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices shall be dismissed from the day's class by his/her teacher. Any such dismissal from class will be considered to be an absence, in accordance with Board policy on student attendance, and an accumulation of such absences may result in loss of course credit;**

(2) **A staff member who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be disciplined for insubordination for failing to obey the rules established by this Board. The proper implementation of eye protection practices shall be a criterion in the evaluation of every staff member required to observe such practices; and**

(3) **A visitor to the schools who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be requested to leave the school premises;]**

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

[Optional

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



Policy/Regulations

East Orange Board of Education

PROPERTY - REGULATION

R 7432/page 4 of 4

Eye Protection

- h. All spectacle-type eye protective devices shall have side shields of the eye-cup, semi- or flat-fold type; and**
- i. Students, staff members, or visitors wearing personal corrective eyewear shall be required to wear cover goggles or similar devices unless a competent authority can certify the personal eyewear meets or exceeds standards identified in N.J.A.C. 6A:26-12.5(b).**

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

- 1. Emergency eye wash fountains, or similar devices capable of a minimum fifteen minutes continuous flow of eye-wash solution, shall be provided in classrooms, shops, laboratories, or other areas where students or instructors are exposed to caustic materials that can cause damage to the eyes in accordance with N.J.A.C. 6A:26-12.5(d).**
2. Eye wash fountains shall be routinely checked by the responsible staff member and any fountain that does not operate properly shall be promptly reported to the Principal.

E. Inspection

The Principal **or designee** shall annually inspect the school premises for the existence of conditions potentially hazardous to the eyes, for the placement of signs requiring appropriate eye protective devices, and for an adequate supply of appropriate eye protective devices in satisfactory condition. Conditions potentially hazardous to the eyes include, in addition to the activities listed in paragraph A1 above, the likelihood of flying objects and spilled liquids and the presence of protruding and sharp objects.

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

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

Issued: 11 August 2009

Issued: 23 January 2018

Adopted:



7510 USE OF SCHOOL FACILITIES

The Board of Education is primarily responsible for maintaining the buildings, property and equipment of the East Orange Public School District for the primary purpose of offering a full educational program for the District's children. The board also recognizes that as a school district, facilities represent a vital link to the community in which they are located. Accordingly, the use of school facilities for the following purposes is encouraged providing that such use does not interfere with the orderly delivery of a thorough and efficient system of education for the districts children, school and student related activities, as we as East Orange service organizations and municipality sponsored activities which have city-wide representation and are open to all persons, conducting affairs or performance without paid admission.

For this purpose of this policy, "school facilities" also includes school grounds.

The Board will permit the use of district facilities when such permission has been requested in writing and has been approved by the East Orange Board of Education with exceptions for Class I and II, at its regular scheduled board meeting. In the event of an emergency, the superintendent, upon consultation with the Board President or designee, will have the final say regarding the use of facilities. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency. Staff members allowing access to District facilities without written documentation on file or prior approval from the East Orange Board of Education, Superintendent or the School Business Administrator is prohibited. Groups or individuals wishing to use District facilities must submit a Use of Facility application and any other applicable forms at least 30 days prior to the event. The forms can be obtained from the Division of Business Services or from any of the schools.

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

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

Uses and organizations indirectly related to the schools, including the P.T.A.; Departments and agencies of municipal government; Governmental agencies generally; Community organizations, formed for charitable, civic, social, or educational purposes; Community political organizations; Community church groups; and other.

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



Policy/Regulations

East Orange Board of Education

PROPERTY - POLICY
7510/page 2 of 3
Use of School Facilities

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration. All activities must terminate by 10:00 p.m.

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

The Board shall approve annually a schedule of fees for the use of school facilities based upon the following guidelines:

1. The use of school facilities for activities directly related to the educational program and district operations shall be without cost to the user except that the user shall be responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use.
2. All other organizations or persons granted the use of school shall pay in advance the scheduled fee and the cost of any additional staff services required by the use.

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

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



Policy/Regulations

East Orange Board of Education

PROPERTY - POLICY
7510/page 3 of 3
Use of School Facilities

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

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school district.

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

Adopted: 4 March 2009
Adopted: 8 November 2011
Adopted: 11 September 2012
Adopted: 13 March 2018
Adopted: 8 December 2020
Adopted:



Policy/Regulations

East Orange Board of Education

PROPERTY - REGULATION
R 7510/page 1 of 12
Use of School Facilities

R 7510 USE OF SCHOOL FACILITIES

A. Classification of Users

Rental fees and custodial fees for school facilities will be charged in accordance with the attached Facilities Usage Rental Charges schedule. Rental fees for athletic fields, tennis courts and summer camps will be charged in accordance with the attached Athletic Field Rental Charges schedule. These charges will apply to all groups when a participation fee is charged by the sponsor of the event. Custodial charges will only apply when coverage is not provided as part of normal work schedule. Organizations and individuals using school facilities will be classified as Class I, II, III, IV or V users as follows:

1. Class I (Top Priority) - School, Municipal and County Organizations

- a. All groups conducting school related activities, examples PTA/PTO, after school clubs, tutoring etc.
- b. Activities sponsored by the District
- c. Groups whose expressed purpose for use of school facilities does not include fundraising for the benefit of the group, and whose activities benefit the community.
- d. Municipal organizations, such as police, fire departments, rescue squads etc.
- e. Non-profit Educational Organizations whose work will benefit the students of the district **that does not charge a fee to families, students and/or attendees to participate in program(s).**

Free use of school facilities may be granted to the above groups, provided that membership is composed of not less than 75% East Orange residents with the following provisions:

1. Use of the facilities is not to interfere with the school program;
2. Use of the facilities must be within the days and hours of regular custodial service (Monday through Friday, 8am – 10pm);
3. Use of facilities will not create additional supervisory or custodial requirements;
4. Organizations will provide sufficient supervision to restrict use to permitted areas.



- 5. Organizations shall not charge for admission, registration, tuition, transportation, and/or membership fee(s) to families, students, attendees and/or participants.**

Top priority groups that request use of facilities for Saturdays, Sundays or any other time that requires extra custodial, maintenance, cafeteria, police or technical personnel will be charged the hourly overtime rate according to the respective staff bargaining unit.

- 2. Class II – Recreational and Sports Organizations

Fees shall be charged for the use of school facilities by recreational and sports organizations not sponsored and funded by the East Orange School District, City of East Orange or Essex County, provided that membership is composed of not less than 75% East Orange residents and is open for participation by any East Orange resident. The applicant shall be requested to submit their roster showing the name, address and age of each participant. The following fees are facility maintenance fees. Any custodial, maintenance, cafeteria or security/police personnel charges are above and beyond the charges listed below. Hourly fees are charged per room and/or field.

Class II Fees for Hourly Use

ALL DISTRICT LOCATIONS	Fee for Each Hour of Use
Kitchen	\$5.00
Classrooms	\$5.00
Faculty Rooms	\$5.00
All-Purpose Rooms	\$5.00
Auditorium	\$5.00
Cafeteria	\$5.00
Gymnasium	\$5.00
Locker Room	\$5.00
Tennis Courts	\$5.00 per court

- 3. Class III – Non-Profit Organizations (Within/Outside the Municipality)

The fees shall be charged for the use of school facilities by approved charitable, philanthropic and cultural groups, service clubs, fine arts associations, theatre groups, and other organizations within the Municipality not operating for profit and devoted to community interest and child welfare. Outside Municipality organizations must be able to document that 75% or more of the participants are district residents and proof of their 501(c)(3) certificate indicating their status; this includes PTO/PTA.



Policy/Regulations

East Orange Board of Education

PROPERTY - REGULATION
R 7510/page 3 of 12
Use of School Facilities

4. Class IV - For-Profit Organizations

The following fees will be charged for use of school facilities by organized for-profit groups.

5. Class V —Religious Organizations

The following fees will be charged for use of school facilities by religious organizations.

The following fees are facility maintenance fees. Any custodial, maintenance, cafeteria or security/police personnel charges are above and beyond the charges listed below. Fees are per room and/or field.

ALL DISTRICT LOCATIONS	*Class I & II Non-Profit Fee for Per Day Use	Class III, Within the Municipality Non-Profit Fee for Per Day Use	Class III, Outside the Municipality For Profit Fee for Per Day Use	Class IV, For-Profit Fee for Per Day Use	Class V, RELIGIOUS ORGANIZATIONS Fee for Per Day Use
<i>Fees listed below are based on an eight (8) hour time frame. Additional hours will be billed at a rate of \$50 per hour.</i>					
Kitchens		\$50.00	\$100.00	\$250.00	\$100.00
Classrooms		\$50.00	\$100.00	\$250.00	\$100.00
Faculty Rooms		\$50.00	\$100.00	\$250.00	\$100.00
All-Purpose Rooms /Media Centers		\$100.00	\$200.00	\$500.00	\$200.00
Conference Rm. A		\$100.00	\$200.00	\$500.00	\$200.00
Conference Rm. B		\$75.00	\$150.00	\$300.00	\$100.00
ELEMENTARY SCHOOLS					
Cafeteria		\$100.00	\$200.00	\$500.00	\$200.00
Gymnasium		\$150.00	\$300.00	\$750.00	\$300.00
Athletic Fields		\$50.00	\$150.00	\$500.00	\$150.00
MIDDLE & HIGH SCHOOLS					
Auditorium		\$200.00	\$600.00	\$1500.00	\$600.00
Cafeteria		\$150.00	\$400.00	\$1500.00	\$400.00
Gymnasium		\$200.00	\$600.00	\$1500.00	\$600.00
Athletic Fields		\$75.00	\$100.00	\$500.00	\$100.00
Tennis Courts		\$10.00 per court	\$15.00 per court	\$25.00 per court	\$10.00 per court
Robeson Stadium	\$200.00	\$1,000.00	\$2,000.00	\$5,000.00	\$1,000.00



Policy/Regulations

East Orange Board of Education

PROPERTY - REGULATION
R 7510/page 4 of 12
Use of School Facilities

**The Board reserves the right to reduce or waive fee based upon the financial needs of the Organization.*

B. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the Division of Business Services.
2. Application for use of school facilities must be submitted to the School Business Administrator/Board Secretary for processing. All use of facilities application must be approved by the members of the Board of Education at their monthly meetings – exceptions for Class I or II. Therefore, applications should be sent for processing at least two months prior to its scheduled event.
3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.
4. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.
5. The School Business Administrator/Board Secretary or designee will prepare an itemized bill for the use of school facilities based on the approved application form. The bill will be sent to the representative of the applicant organization at least ten (10) working days in advance of the use and is payable immediately.

Payment **(via certified funds, i.e. money order or certified check)** must be received by the School Business Administrator/Board Secretary no later than five (5) business days of the scheduled event. Permission will be withdrawn from any use that is not paid in advance, except as expressly exempted by the School Business Administrator/Board Secretary.
6. All applicants claiming to be “Non Profit” must establish proof of their 501(c)(3) status; this includes all PTO/PTA.
7. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.



Policy/Regulations

East Orange Board of Education

PROPERTY - REGULATION
R 7510/page 5 of 12
Use of School Facilities

8. Submission of a security plan may be required based on the type of event. The decision will be made by the Board Secretary/School Business Administrator.

C. Approval

1. The School Business Administrator/Board Secretary and Principal or designee will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled
 - a. For use in the instructional or co-curricular program,
 - b. For maintenance, repair, or capital improvement, or
 - c. For use by another organization.
2. If the facility is not available for use, the School Business Administrator/Board Secretary or designee will inform the representative of the organization and may suggest alternative dates, times, or facilities.
3. If the facility is available for use and the applicant meets the standards set by Policy No. 7510 and these regulations, the School Business Administrator/Board Secretary will note his/her pending approval on the application form and will record the classification of the applicant organization and refer to the Board for its final approval.
4. Standards for approval include the following limitations on use:
 - a. School facilities are available for use only during the hours of 8:00 a.m. and 10:00 p.m. School facilities are not available for use during the school day or for any use that may interfere with the school district's educational or co-curricular programs.
 - i. School facilities may be available for use on (Saturdays and Sundays, and other public holidays depending on appropriate and adequate custodial coverage.)
 - b. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes.



Policy/Regulations

East Orange Board of Education

PROPERTY - REGULATION

R 7510/page 6 of 12

Use of School Facilities

- c. In accordance with Policy No. 7510, the use of school facilities will not be granted for the advantage of any commercial or profit-making organization or partisan political activity, or any purpose that is prohibited by law.
 5. The School Business Administrator/Board Secretary or designee will determine the classification (I, II, III, IV or V) of the applicant organization and the fees and costs, if any, to be charged for the use of the facility. This information will be provided on the application form.
 6. In the event of a conflict between requesting organizations within the same class, the request received earlier by the district will be honored first.
 7. A copy of each approved or disapproved application will be distributed to the representative who signed the application form, board members; principal/administrator; supervisor of security and supervisor of custodial staff.
 8. The application form will include the rules governing the use of school facilities, and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.
 9. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.
 10. Permission to use school facilities is not transferable.
 11. The organization representative must inform the School Business Administrator/Board Secretary of any canceled use request as soon as he/she is aware of the cancellation. An organization's failure to inform the School Business Administrator/Board Secretary of a canceled use at least five working days in advance of the scheduled time of the use may result in imposition of service charges.
 12. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency.
- D. Insurance and Indemnification



Policy/Regulations

East Orange Board of Education

PROPERTY - REGULATION
R 7510/page 7 of 12
Use of School Facilities

1. The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.
2. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity, for which permission has been granted.
3. The User shall furnish evidence of the purchase of liability insurance. A minimum of \$2 million of insurance is required but the Board reserves the right to increase the amount based upon the recommendation by the District's Broker of Insurance.
4. Any youth sports team organization that is granted permission to use school facilities must provide proof of insurance policy against liability for any bodily injury in the amount of not less than \$50,000 per person per occurrence, insuring the youth sports team organization per occurrence, insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries, which will be provided to the adult representative of the requesting organization with the application to use school facilities.

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

E. Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
 - a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
 - b. The use must not exceed the established capacity of the facility used.



Policy/Regulations

East Orange Board of Education

PROPERTY - REGULATION

R 7510/page 8 of 12

Use of School Facilities

- c. The use must not involve gambling or games of chance.
 - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances are absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
 - e. Smoking is prohibited in accordance with Policy No. 7510.
 - f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
2. Users of school facilities will respect Board property
- a. The user will not damage, destroy, or deface school property. The facility shall be used with care and left in an orderly and neat condition.
 - b. The user must request in the application and receive permission from the School Business Administrator/Board Secretary to bring equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property or grounds.
 - c. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises beyond the time period approved in the application may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
 - d. The user must request in the application and receive permission from the Principal to use, move, or tune a district piano. A piano may be moved only by school district staff or by a competent and experienced commercial mover approved by the Board and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.
 - e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.
 - f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.



Policy/Regulations

East Orange Board of Education

PROPERTY - REGULATION

R 7510/page 9 of 12

Use of School Facilities

- g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
 - h. The user must request in the application and receive permission from School Business Administrator/Board Secretary to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.
 - i. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval of the School Business Administrator/Board Secretary.
 - j. No school keys shall be issued to a user.
 - k. No animal shall be allowed on school premises without prior approval of the School Business Administrator/Board Secretary.
 - l. An authorized school district staff member shall examine the school facilities and/or grounds after the use and will inform the user of any loss or damage that must be corrected.
 - m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, and office equipment.
 - n. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.
3. Uses must be Properly Supervised.
- a. Activities must have adequate supervision at all times. User must register a name and telephone number of at least one person as its responsible representative in charge and on duty during the rental period.
 - b. A school custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of insuring the security and



Policy/Regulations

East Orange Board of Education

PROPERTY - REGULATION

R 7510/page 10 of 12

Use of School Facilities

proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is needed to perform extra services as an accommodation to the user, the user may be charged an additional fee and the custodian will be compensated accordingly by the district.

- c. The use of certain school facilities (such as kitchen and auditorium stage) requires the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.
- d. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity. The district, depending on the activity, may require as a condition of approval, a certain number of chaperones, law enforcement officials and/or a school district representative(s) to be present at the activity.
- e. The user must, in consultation with the Principal, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Principal, the Principal may recommend that permission to use the facility be withdrawn.
- f. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a School facility for any reason.

F. Rules and Fee Structure for Use of Robeson Stadium for walkers/joggers

1. Appropriate footwear – walking/jogging shoes or regular sneakers – must be worn at all times when using the track.
2. Walker/Joggers will not be permitted on the playing field (the turf).
3. Admission to the track will be from the North Clinton Street entrance on the “Home Side” of the stadium.
4. To enter the stadium, walkers/joggers must present their pass to the security guard.



Policy/Regulations

- 5. No food or beverage will be permitted in the stadium.

The following lists the annual membership fee schedule for the use of Robeson Stadium for walkers/joggers.

East Orange Residents

Individual Adults \$35.00

One guest pass (3 days duration) may be issued at the request of the applicant. The applicant shall be responsible for the conduct of his/her guest.

Families

First family member \$35.00
Each additional person \$ 5.00 (up to 5 people)

Individual Students No charge
(must show East Orange student I.D.)

College Students \$ 5.00

Senior Citizens (age 55 and above) \$ 5.00

Disabled Person \$ 5.00

Pro-Rated Fees (July – June)

9 – 12 Months \$35.00

6 – 9 Months \$25.00

Under 6 Months \$15.00

Note: Annual Fee for Employees \$15.00

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

G. Provision of Training on School Safety and Security

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



Policy/Regulations

East Orange Board of Education

PROPERTY - REGULATION
R 7510/page 12 of 12
Use of School Facilities

2. It shall be the responsibility of the organization that sponsors the youth program to train the program's employees and volunteers on the school security and emergency procedures in effect in the school building in which the youth program is located.
3. The organization that sponsors the youth program shall file a statement of assurance with the Superintendent or designee that it has complied with the training requirements prior to the district authorizing the use of the school building.
 - a. The statement of assurance shall be developed by the Commissioner of Education and shall be filed with the school district on an annual basis.

H. Special Conditions

1. Use of the field under adverse weather conditions shall not be permitted. Damage to fields under these conditions shall be cause to void user's permit and declare user liable for repairs.

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8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement **complement** written plans, procedures **and mechanisms** to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, students, and their families.

“School security drill” means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency planners, and school and community resources, as appropriate, in the development of the school district’s plan. Procedures and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A: 9-64 et. seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school district’s school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district’s safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be **notified** in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and **crises**, consistent with the school district’s plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1 by November 1, 2010. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training shall be reviewed annually and updated, as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district’s practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.



Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY
8420/page 2 of 2
Emergency and Crisis Situations

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

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

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. **A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1.**

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds **in accordance with N.J.A.C. 6A:16-5.**

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3

N.J.S.A. 18A:41-1; **18A:41-2; 18A:41-6;**18A:41-7

N.J.A.C. 6A:27-11.2

Adopted: 12 January 2010

Adopted: 14 September 2010

Adopted: 8 February 2011

Adopted: 9 May 2017

Adopted: 8 December 2020

Adopted:



R 8420.1 **FIRE AND FIRE DRILLS**

A. Fire Drills

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

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

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

2. The fire alarm shall be by a building-**wide audible** signal. Alarm signals should be tested regularly, before or after the school session.
3. When the fire alarm rings, each **staff member supervising students** will:
 - a. Direct students to form into a single file line and proceed along the evacuation route to the nearest exit designated for evacuation;
 - b. Close the windows of the room and turn off all lights and audio-visual equipment;
 - c. Take the class register or roll book;
 - d. Ascertain that all students have left the room and that any student who may have left the classroom prior to the fire drill is located and escorted from the building;
 - e. Close all doors to the room when the room is empty and keep all doors and exits of their respective rooms and buildings unlocked;



Policy/Regulations

East Orange Board of Education

OPERATIONS - REGULATION

R 8420.1/page 2 of 4

Fire and Fire Drills

- f. Ensure **their assigned** students class has left the school along the route prescribed in the school evacuation plan. In the event a school building has been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill;
 - g. Direct students to a location not less than a distance twice the height of the building walls and keep the students in a single file line facing the building;
 - h. Take attendance to determine that all students who reported to class have been evacuated from the building and report immediately to the Principal any student who is unaccounted for; and
 - i. When the recall signal is given, escort students back to the classroom.
4. Evacuation of the school in a fire drill must be conducted quickly and quietly and in an orderly fashion. Students must be silent, refrain from talking and running, and remain in closed, single file lines. Any student or staff member whose behavior disrupts the conduct of the fire drill shall be reported to the Principal and will be subject to discipline.
5. All persons in the school must leave the building during a fire drill, including all aides, visitors, volunteer workers, and all office, cafeteria, custodial, and maintenance employees, except those employees who have been assigned specific duties to be performed in the school building during a fire drill.
6. Physical education classes in progress outside the building should stop the game activity and line up in place or in their regularly assigned drill position.
7. Students will be instructed not to gather belongings to take outside on the fire drill. In inclement or cold weather, students may pick up their coats and put them on as they exit the building, provided no time is lost in that activity.
8. The office employee responsible for keeping the central attendance register, or a designated substitute, must carry the register out of the building during the drill.
9. Each Principal shall report monthly to the Superintendent on the conduct of fire drills. **Their** report will include the date, weather conditions, and time to evacuate for each drill conducted, as well as any comments that could assist in improving the conduct of future drills.



Policy/Regulations

East Orange Board of Education

OPERATIONS - REGULATION

R 8420.1/page 3 of 4

Fire and Fire Drills

10. Every fire drill will be conducted with seriousness and with the assumption that prompt evacuation is actually required for the safety and survival of persons in the school.
 11. Principals are encouraged to change the circumstances of fire drills so that staff members and students are subjected to various conditions and learn to respond to them quickly, constructively, and safely. Any such variations should take into account the ages and abilities of children.
 - a. One or more exits may be designated as “blocked” so that students are required to use alternative evacuation routes.
 - b. A fire drill may be designated as a “smoke drill” so that students learn to avoid the hazards of smoke by walking in a low or crouching position (not a crawling position).
- B. Fire
1. A school staff member or any building occupant who detects a fire in a school building or on school grounds shall immediately report the fire by calling 911 and/or activating a fire alarm pull station to the East Orange Fire Department in accordance with law, whether or not the fire has been extinguished.
 2. The school staff member or building occupant shall also report shall be immediately relayed to the school Principal.
 3. In the event of a fire in a school building, the school Principal shall immediately sound the fire alarm, in the event the fire alarm had not been previously activated, for the evacuation of all students, staff members, visitors, and volunteers.
 4. Evacuation shall be conducted in accordance with the fire drill procedures established in A, **above** except that no employee may remain in the building to perform specific duties.
 5. As a precaution, the Principal or designee will maintain a record of disabled students who may require special attention in the event of fire or other evacuation. Fire fighters will be promptly informed of the location and special circumstances of each such student.
 6. As soon as practicable after the incident, the Principal shall submit a report to the Superintendent on the appropriate form.



Policy/Regulations

East Orange Board of Education

OPERATIONS - REGULATION
R 8420.1/page 4 of 4
Fire and Fire Drills

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

C. Fire and Smoke Doors

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

Adopted: 12 January 2010
Adopted: 14 September 2010
Adopted: 9 May 2017

Adopted:

DRAFT



8540 SCHOOL NUTRITION PROGRAMS

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

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

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

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

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

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



Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY
8540/page 2 of 3
School Nutrition Programs

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

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

A denial of eligibility for free or reduced price meals or free milk shall be in writing and shall include the reasons for which eligibility was denied, notice of the parent's right to appeal the denial, the procedures for an appeal, and a statement reminding parents that they may reapply at any time during the school year. Appeal procedures shall include: a hearing, if requested by the parent, held with reasonable promptness and convenience of the parent before a hearing officer other than the school official who denied the application; the parent's opportunity to be represented by counsel; a decision rendered promptly and in writing; and an opportunity to appeal the decision of the hearing officer to the School Business Administrator/Board Secretary. The appeal hearing will be conducted in accordance with the provisions as outlined by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

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

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



Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY
8540/page 3 of 3
School Nutrition Programs

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

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

Adopted: 12 January 2010
Adopted: 13 October 2015
Adopted: 9 June 2020
Adopted:

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OPERATIONS - POLICY
8550/page 1 of 3
Meal Charges/Outstanding
Food Service **Bill**
Aug 21
M

8550 MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL

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

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

The school district shall not:

- 1. Publicly identify or stigmatize a student who cannot pay for a meal or whose school meal bill is in arrears. (For example, by requiring the student to sit at a separate table or wear a wristband, hand stamp, or identifying mark or by serving the student an alternative meal);**
- 2. Require a student who cannot pay for a school meal or whose school meal bill is in arrears to do chores or other work to pay for the school meal; or**
- 3. Require a student to discard a school meal after it has been served because of the student's inability to pay for a school meal or because money is owed for previously provided meals.**

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



Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY
8550/page 2 of 3
Meal Charges/Outstanding
Food Service **Bill**

- 1. Determine if the student is eligible for a free or reduced-price school meal;**
- 2. Make at least two attempts, not including the application or instructions provided to the parent each school year pursuant to N.J.S.A. 18A:33-21b.; to contact the student's parent and have the parent fill out an application for the school lunch program and school breakfast program; and**
- 3. Contact the student's parent to offer assistance with the application for the school lunch and school breakfast program; determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school breakfast or school lunch; and offer any other appropriate assistance.**

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

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

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

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

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

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



Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY
8550/page 3 of 3
Meal Charges/Outstanding
Food Service **Bill**

- 1. Information on the National School Lunch Program and the Federal School Breakfast Program;**
- 2. An application to apply for the school lunch and school breakfast programs and instructions for completing the application; and**
- 3. Information on the rights of students and their families under N.J.S.A. 18A:22-21 et seq.**

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

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

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

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

N.J.S.A. 18A:33-21
Adopted: 13 October 2015
Adopted: 10 May 2016
Adopted: 29 June 2017
Adopted:



8600 STUDENT TRANSPORTATION

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

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

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

Students in grades K-12 shall not be required to walk more than 2 miles to the bus stop to which they have been assigned.

The Board will transport students certified by a physician as temporarily disabled regardless of the distance between their home and school.

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

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

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

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

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



Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY
8600/page 2 of 2
Student Transportation

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

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

N.J.S.A. 18A:18A-1 et seq.; 18A:39-1 et seq.; 18A:39-11.1 et seq.

N.J.S.A. 27:15-16

N.J.S.A. 39:3B-1 et seq.; 39:3B-2.1; 39:3B-10; 39:3B-27

N.J.A.C. 6A:27-1.1 et seq.; 6A:27-2.1 et seq.; 6A:27-3.1 et seq.

6A:27-4.1 et seq.; 6A:27-5.1; 6A:27-6.2 through 6.5

6A:27-7.1 et seq.; 6A:27-9.1 et seq.; 6A:27-10.1 et seq.;

6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted: 12 January 2010

Adopted: 29 June 2017

Adopted: 12 November 2019

Adopted:

**POLICY -
Abolished**



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - POLICY
1648/page 1 of 9
Restart and Recovery Plan
July 20
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1648 RESTART AND RECOVERY PLAN - ABOLISHED AS OF

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

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

~~A. NJDOE Guidance—Key Subject Area 1—Conditions for Learning~~

~~1. Transportation~~

~~a. If the school district is providing transportation services on a school bus, a face covering must be worn by all students upon entering the school bus unless doing so would inhibit the student’s health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities. Exceptions to the face covering requirement shall be those outlined in A.2.d. below:~~

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

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

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



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - POLICY
1648/page 2 of 9
Restart and Recovery Plan

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

~~[See Policy Guide 1648 – Appendix C for the protocols/procedures for “Transportation” which is also included in the school district’s Restart and Recovery Plan.]~~

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

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

~~(1) School staff must visually check students and employees for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms.~~

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

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

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

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

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



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - POLICY
1648/page 3 of 9
Restart and Recovery Plan

- ~~b. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.
 - ~~(1) If a visitor refuses to wear a face covering for non-medical reasons and if such coverings cannot be provided to the individual at the point of entry, the visitor's entry to the school/district facility will be denied.~~~~
- ~~c. Students are required to wear face coverings, unless doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
 - ~~(1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations.~~~~
- ~~d. Exceptions to the Requirement for Face Coverings
 - ~~(1) Doing so would inhibit the individual's health.~~
 - ~~(2) The individual is in extreme heat outdoors.~~
 - ~~(3) The individual is in water.~~
 - ~~(4) A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.~~
 - ~~(5) The student is under the age of two, due to the risk of suffocation.~~
 - ~~(6) During the period a student is eating or drinking.~~
 - ~~(7) Face coverings should not be placed on anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance (e.g. face coverings should not be worn by Pre-K students during nap time).~~~~



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - POLICY
1648/page 4 of 9
Restart and Recovery Plan

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

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

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

~~[See Policy Guide 1648 — Appendix E for the protocols/procedures for “Screening, PPE, and Response to Students and Staff Presenting Symptoms” which is also included in the school district’s Restart and Recovery Plan.]~~

~~3. Facilities Cleaning Practices~~

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

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

~~[See Policy Guide 1648 — Appendix G for the protocols/procedures for “Facilities Cleaning Practices” which is also included in the school district’s Restart and Recovery Plan.]~~

~~4. Wraparound Supports~~

~~a. Mental Health Supports~~

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

~~[See Policy Guide 1648 — Appendix K for the protocols/procedures for “Academic, Social, and Behavioral Supports” which is also included in the school district’s Restart and Recovery Plan.]~~



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - POLICY
1648/page 5 of 9
Restart and Recovery Plan

~~5. Contact Tracing~~

- ~~a. Upon notification that a resident has tested positive for COVID-19, the local health department will call the school district to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least ten minutes.~~
- ~~b. The school district shall assist the local health department in conducting contact tracing activities, including ongoing communication with the identified individual and/or their contacts.~~
- ~~c. The school district shall ensure adequate information and training is provided to the staff as necessary to enable staff to carry out responsibilities assigned to them.~~
- ~~d. A staff liaison(s) shall be designated by the Superintendent or designee and shall be responsible for providing notifications and carrying out other components that could help ensure notifications are carried out in a prompt and responsible manner.~~
- ~~e. School districts shall allow staff, students, and families to self-report symptoms and/or suspected exposure.~~

~~[See Policy Guide 1648 – Appendix F for the protocols/procedures for “Contact Tracing” which is also included in the school district’s Restart and Recovery Plan.]~~

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

~~1. Scheduling~~

- ~~a. The school district’s Plan must account for resuming in-person instruction and shall provide steps to shift back to virtual learning models if circumstances change and in-person instruction guidelines can no longer be followed.~~
- ~~b. The school district’s Plan accommodates opportunities for both synchronous and asynchronous instruction, while ensuring requirements for a 180-day school year are met.~~



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - POLICY
1648/page 6 of 9
Restart and Recovery Plan

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

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

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

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

~~[See Policy Guide 1648 — Appendix N for the protocols/procedures for “Scheduling of Students” which is also included in the school district’s Restart and Recovery Plan.]~~

~~2. — Staffing~~

~~a. — The school district shall comply with all applicable employment laws when making staffing and scheduling requirements, including, but not limited to, the Americans Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPPA), and all applicable State laws.~~

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

~~[See Policy Guide 1648 — Appendix O for the protocols/procedures for “Staffing” which is also included in the school district’s Restart and Recovery Plan.]~~

~~C. — NJDOE Guidance — Key Subject Area 3 — Policy and Funding~~

~~1. — School Funding~~

~~a. — Purchasing~~



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - POLICY
1648/page 7 of 9
Restart and Recovery Plan

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

~~b. Use of Reserve Accounts, Transfers, and Cashflow~~

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

~~c. Costs and Contracting~~

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

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

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

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

~~2. Professional Learning~~

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

~~(1) Professional Learning~~

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



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - POLICY
1648/page 8 of 9
Restart and Recovery Plan

~~(2) — Mentoring and Induction~~

~~(a) — The school district shall ensure:~~

- ~~(i) — All novice provisional teachers new to the district be provided induction;~~
- ~~(ii) — One to one mentoring is provided to novice provisional teachers by qualified mentors;~~
- ~~(iii) — Mentors can provide sufficient support and guidance to novice provisional teachers working in a remote environment;~~
- ~~(iv) — Mentoring is provided in both hybrid and fully remote learning environments and that mentors and provisional teachers will agree upon scheduling, structure, and communication strategies they will use to maintain the mentoring experience; and~~
- ~~(v) — The use of online collaborative tools for school staff to remain connected to other mentors, new teachers, and administrators to maintain a sense of communal support.~~

~~(3) — Evaluation~~

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

~~3. — Career and Technical Education (CTE)~~

- ~~a. — The school district shall implement innovative learning models for new learning environments regarding CTE.~~
- ~~b. — Quality CTE Programs~~

~~The school district shall ensure students have access to appropriate industry-recognized, high-value credentials.~~



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - POLICY
1648/page 9 of 9
Restart and Recovery Plan

~~c. — Work-Based Learning~~

~~The school district will ensure students are provided the opportunity to participate in safe work-based learning, either remotely (simulations, virtual tours, etc.) or in-person.~~

~~New Jersey Department of Education “The Road Back — Restart and Recovery Plan for Education”~~

~~Memorandum — New Jersey Governor and Department of Education — Conditions for Learning — Health and Safety — August 3, 2020~~

~~Adopted: 15 September 2020~~

~~Adopted: 9 February 2021~~

~~Abolished:~~



1648.02 REMOTE LEARNING OPTIONS FOR FAMILIES – ~~ABOLISHED AS OF~~

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

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

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

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

~~A. Unconditional Eligibility for Full-time Remote Learning~~

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

- ~~a. Eligibility for full-time remote learning cannot be conditioned on a parent demonstrating a risk of illness or other selective criteria.~~
- ~~b. Unconditional eligibility for full-time remote learning includes students with disabilities who attend in-district schools or receiving schools (county special services school districts, educational services commissions, jointure commissions, Katzenbach School for the Deaf, regional day schools, college operated programs, and approved private schools for students with disabilities).~~



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - POLICY

1648.02/page 2 of 6

Remote Learning Options for Families

~~B. Procedures for Submitting Full-time Remote Learning Requests~~

- ~~1. A parent may request a student receive full-time remote learning from the school district by submitting a written request to the Principal of the school building their child would attend. The written request shall be provided to the Principal at least 10 calendar days before the student is eligible to commence full-time remote learning in accordance with B.2. below.~~
 - ~~2. The student may only begin full-time remote learning at the beginning of the school year; or at the beginning of a marking period; or within 5 school days after receiving written approval of the Principal/designee or District Administrator.~~
 - ~~3. The written request for the student to receive full-time remote learning shall include:
 - ~~a. The student's name, school, and grade;~~
 - ~~b. The technology the student will be using to receive full-time remote learning, including the student's connectivity capabilities;~~
 - ~~c. A request for any service or combination of services that would otherwise be delivered to the student on an in-person or hybrid schedule, such as instruction, behavioral and support services, special education, and related services;~~
 - ~~d. For students with disabilities, the school district staff will determine if an Individualized Education Plan (IEP) meeting or an amendment to a student's IEP is needed for full-time remote learning; and~~
 - ~~e. Any additional information the Principal or designee requests to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.~~~~
- ~~(1) The documentation required by the school district to be provided in the parent's request for full-time remote learning shall not exclude any students from the school district's full-time remote learning option, but rather be limited to the minimum information needed to ensure proper recordkeeping and implementation of successful remote learning.~~



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - POLICY

1648.02/page 3 of 6

Remote Learning Options for Families

- ~~4. Upon receiving the written request, the Principal or designee may request additional information from the parent to assist the Principal or designee in providing the student the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.~~
 - ~~5. The Principal or designee will review the written request and upon satisfaction of the procedures outlined in this Policy, the Principal or designee will provide written approval of the parent's request for full-time remote learning.
 - ~~a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.~~~~
 - ~~6. The Principal's written approval of the request shall be provided to the parent within 7 calendar days of receiving the parent's written request.
 - ~~a. The written approval will include the date the remote learning program will commence for the student in accordance with B.2. above.~~~~
- ~~C. Scope and Expectations of Full-Time Remote Learning~~
- ~~1. The scope and expectations of the school district's full-time remote learning program will include, but not be limited to, the following:
 - ~~a. The length of the school day pursuant to N.J.A.C. 6A:32-8.3 and compliance with the Board's Attendance Policy and Regulation 5200; the provisions of the district's remote learning program outlined in the school district's Plan; and any other Board policies and regulations that govern the delivery of services to, and district expectations of, students participating in the remote learning program and their families;~~
 - ~~b. The technology and the connectivity options to be used and/or provided to the student during remote learning; and~~~~



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - POLICY

1648.02/page 4 of 6

Remote Learning Options for Families

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

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

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

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

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

~~2. A student is only eligible to transition from full-time remote learning to in-person services commencing at the beginning of a marking period.~~

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

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

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

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



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - POLICY

1648.02/page 5 of 6

Remote Learning Options for Families

- ~~4. A student previously approved for remote learning wanting to transition into the school district's in-person program must spend at least one marking period in remote learning before being eligible to transition into the school district's in-person program.
 - ~~a. This will allow parents to make the arrangements needed to effectively serve students' home learning needs and will support educators in ensuring continuity of instruction for the student.~~~~
- ~~5. The Principal or designee will review the request for compliance with this Policy, and upon satisfaction of the procedures in this Policy, will provide the parent of the student a written approval of the student entering the school district's in-person program.
 - ~~a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.~~~~
- ~~6. Upon approval of the student's transition from full-time remote learning to in-person services, the school district will provide specific student and academic services to better assist parents anticipate their student's learning needs and help educators maintain continuity of services.~~
- ~~7. School districts that offer Pre-K will consult their Pre-K curriculum providers regarding appropriate measures to assess a Pre-K student's learning progress during the transition from full-time remote learning to in-person learning.~~

~~E. Reporting~~

- ~~1. To evaluate full-time remote learning and to continue providing meaningful guidance for school districts, it will be important for the New Jersey Department to Education (NJDOE) to understand the extent and nature of demand for full-time remote learning around the State.
 - ~~a. The school district will be expected to report to the NJDOE data regarding participation in full-time remote learning. Data will include the number of students participating in full-time remote learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners.~~~~



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - POLICY
1648.02/page 6 of 6
Remote Learning Options for Families

~~F. Procedures for Communicating District Policy with Families~~

- ~~1. The school district will have clear and frequent communication with parents, in their home language, to help ensure this important flexibility is as readily accessible as possible. Communication must include, at a minimum, information regarding:
 - ~~a. Summaries of, and opportunities to review, the school district's full-time remote learning Policy/Plan;~~
 - ~~b. Procedures for submitting full-time remote learning requests in accordance with B. above;~~
 - ~~c. Scope and expectations of full-time remote learning in accordance with C. above;~~
 - ~~d. The transition from full-time remote learning to in-person services and vice-versa in accordance with B. and D. above; and~~
 - ~~e. The school district's procedures for ongoing communication with families and for addressing families' questions or concerns.~~~~

~~G. Home or Out-of-School Instruction~~

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

~~[See the District's Restart and Recovery Plan—Appendix Q for the protocols/procedures for "Remote Learning Options for Families" which is outlined in the school district's Restart and Recovery Plan.]~~

~~New Jersey Department of Education Guidance Document:~~

~~"Clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021"~~

Adopted: 15 September 2020

Abolished:



ADMINISTRATION - POLICY
1648.03/page 1 of 3
Restart and Recovery Plan – Full-Time
Remote Instruction
Aug 20
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[See POLICY ALERT No. 221]

1648.03 **RESTART AND RECOVERY PLAN – FULL-TIME
REMOTE INSTRUCTION - ABOLISHED AS OF**

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

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

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

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

- ~~1. The school building(s) or grade level(s) within the district that will provide full-time remote instruction;~~
- ~~2. The specific health and safety standards delineated in the NJDOE’s “Checklist for Re-Opening of School 2020-2021,” and detailed in the “The Road Back – Restart and Recovery Plan for Education” Guidance, that the school is unable to satisfy;~~



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - POLICY

1648.03/page 2 of 3

Restart and Recovery Plan – Full-Time
Remote Instruction

- ~~3. The school's anticipated efforts to satisfy the identified health and safety standard(s); and~~
- ~~4. A date by which the school anticipates the resumption of in-person instruction.~~

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

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

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

- ~~1. A school day, whether in-person or remote must consist of at least four (4) hours of active instruction to students by an appropriately certified teacher, except that one continuous session of two and one half hours may be considered a full day in Kindergarten, pursuant to N.J.A.C. 6A:32-8.3.~~
- ~~2. District and school policies for attendance and instructional contact time will need to accommodate opportunities for both synchronous and asynchronous instruction, while ensuring the requirements for a 180-day school year are met pursuant to N.J.S.A. 18A:7F-9.~~
- ~~3. All instructional time shall be provided in accordance with the New Jersey Student Learning Standards (NJSLS).~~

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

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



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - POLICY

1648.03/page 3 of 3

Restart and Recovery Plan – Full-Time

Remote Instruction

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

~~Executive Order 175 – August 13, 2020~~

Adopted: 13 October 2020



Policy/Regulations

East Orange Board of Education

STUDENTS - POLICY
5114/page 1 of 1
Children Displaced by Domestic Violence

5114 **CHILDREN DISPLACED BY DOMESTIC VIOLENCE - ABOLISHED AS OF**

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

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

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

Adopted: 12 January 2010

Adopted: 11 October 2016



8810 RELIGIOUS HOLIDAYS - ABOLISHED AS OF

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

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

- ~~1. No worship or religious service of any kind is sponsored by the school district and conducted during the school day, whether or not conducted by a clergyman;~~
- ~~2. Religious exhibits or displays include only materials that are a necessary or integral part of the curriculum;~~
- ~~3. Any religious music played is selected primarily for its artistic content; and~~
- ~~4. Any acknowledgment of a religious holiday neither advances nor inhibits any particular religious sect or religion consistent with the governing principles of the First Amendment of the United States Constitution.~~

U.S. Consti., First Amendment

N.J. Consti., Art. 1, ¶4

United States Department of Education - Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools

N.J.S.A. 18A:36-16

N.J.A.C. 6:20-1.3(j)

Note: NJSA 18A:36-14 and 15 talked about absence of student(s) on effect of his/her religious affiliation. Adhering to these guidelines means that the Board of Education/schools shall record the student absence as an "excused absence."

Reference: page 482, NJSA 18A

Adopted: 12 January 2010

Adopted: 12 December 2017

BUSINESS SERVICES

RESOLUTIONS

Report Date 09/08/21 06:07 PM
 For Batches 000000- 999999
 For Payment Dates 08/11/21 - 09/07/21

EAST ORANGE BOARD OF EDUCATION
 Bills & Claims By Vendor
 For The Month of SEPTEMBER

Page No 1
 ENJREG08B

PO No	Acct #\Description	Invoice No	Invoice Date	Type	Check No	Date	Amount
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Vendor Total:							500.00
Vendor: 29823 BENECARD SERVICES							
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Vendor Total:							416,960.80
Vendor: 46943 BRAVEN HEALTH							
22000269	11-000-291-270-020-501 Medical	09072021_4	09/07/21	M	1000000929	09/07/21	12,262.67
Vendor Total:							12,262.67
Vendor: 253 BRIAN HEAPHY- PETTY CASH							
22000373	15-000-240-600-306-220 Supplies and Materials	08252021_3	08/25/21	C	1012033889	08/25/21	400.00
Vendor Total:							400.00
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Vendor: 1546 COMMUNITY DAY NURSERY							
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Vendor Total:							176,646.70
Vendor: 2128 CRYSTAL DAVIS - PETTY CASH							
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Vendor Total:							500.00
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Report Date 09/08/21 06:07 PM
 For Batches 000000- 999999
 For Payment Dates 08/11/21 - 09/07/21

EAST ORANGE BOARD OF EDUCATION
 Bills & Claims By Vendor
 For The Month of SEPTEMBER

Page No 2
 ENJREG08B

PO No	Acct #\Description	Invoice No	Invoice Date	Type	Check No	Date	Amount
Vendor: 7045 DR. DEBORAH HARVEST - PETTY CASH							
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22000522	11-000-218-600-046-220 Supplies and Materials	08252021_19	08/25/21	C	1012033894	08/25/21	400.00
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Vendor: 43575 DR. RENEE RICHARDSON - PETTY CASH							
22000853	15-190-100-610-337-215 General Supplies	08262021_2	08/26/21	C	1012033911	08/26/21	400.00
Vendor Total:							400.00
Vendor: 2034 DR. TABINA ADAM - PETTY CASH							
22000523	15-000-240-600-338-220 Supplies and Materials	08252021_13	08/25/21	C	1012033895	08/25/21	400.00
Vendor Total:							400.00
Vendor: 2332 EAST ORANGE CHILD DEVELOPMENT CORP.							
22000383	20-218-200-325-026-241 Head Start	1 September	08/30/21	C	1012033914	08/30/21	166,683.30
Vendor Total:							166,683.30
Vendor: 22322 FLORE-NADEIGE LOVETT-PETTY CASH							
22000387	15-000-240-600-216-220 Supplies and Materials	08252021_16	08/25/21	C	1012033896	08/25/21	500.00
Vendor Total:							500.00
Vendor: 3182 HARAMBEE FAMILY ACADEMY							
22000394	20-218-200-321-026-243 Professional Ed Svc - Ot	08302021_2	08/30/21	C	1012033915	08/30/21	125,539.90
Vendor Total:							125,539.90
Vendor: 3374 HENRY HAMILTON - PETTY CASH							
22000768	15-000-240-600-307-220 Supplies and Materials	08262021_1	08/26/21	C	1012033912	08/26/21	400.00
Vendor Total:							400.00

Report Date 09/08/21 06:07 PM
 For Batches 000000- 999999
 For Payment Dates 08/11/21 - 09/07/21

EAST ORANGE BOARD OF EDUCATION
 Bills & Claims By Vendor
 For The Month of SEPTEMBER

Page No 3
 ENJREG08B

PO No	Acct #\Description	Invoice No	Invoice Date	Type	Check No	Date	Amount
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22000267	15-000-291-270-314-501 Medical Plan	09072021_1	09/07/21	M	1000000922	09/07/21	65,248.03
22000267	15-000-291-270-312-501 Medical Plan	09072021_1	09/07/21	M	1000000921	09/07/21	105,261.86
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22000267	15-000-291-270-308-501 Medical Plan	09072021_1	09/07/21	M	1000000917	09/07/21	75,051.64
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22000267	15-000-291-270-306-501 Medical Plan	09072021_1	09/07/21	M	1000000915	09/07/21	125,853.50
22000267	15-000-291-270-305-501 Medical Plan	09072021_1	09/07/21	M	1000000914	09/07/21	79,271.54
22000267	15-000-291-270-304-501 Medical Plan	09072021_1	09/07/21	M	1000000913	09/07/21	140,435.51
22000267	15-000-291-270-339-501 Medical Plan	09072021_1	09/07/21	M	1000000926	09/07/21	33,887.17
22000267	15-000-291-270-338-501 Medical Plan	09072021_1	09/07/21	M	1000000925	09/07/21	61,483.15
22000267	15-000-291-270-101-501 Medical Plan	09072021_1	09/07/21	M	1000000907	09/07/21	404,830.47
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22000267	15-000-291-270-215-501 Medical Plan	09072021_1	09/07/21	M	1000000910	09/07/21	107,546.63
22000267	15-000-291-270-216-501 Medical Plan	09072021_1	09/07/21	M	1000000911	09/07/21	105,031.36
22000267	15-000-291-270-217-501 Medical Plan	09072021_1	09/07/21	M	1000000912	09/07/21	102,074.19
Vendor Total:							2,284,982.78
Vendor: 21911 HOWARD WALKER - PETTY CASH							
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Report Date 09/08/21 06:07 PM
 For Batches 000000- 999999
 For Payment Dates 08/11/21 - 09/07/21

EAST ORANGE BOARD OF EDUCATION
 Bills & Claims By Vendor
 For The Month of SEPTEMBER

Page No 4
 ENJREG08B

PO No	Acct #\Description	Invoice No	Invoice Date	Type	Check No	Date	Amount
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Vendor: 3662 STEPHEN WEBB - PETTY CASH							
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Report Date 09/08/21 06:07 PM
 For Batches 000000- 999999
 For Payment Dates 08/11/21 - 09/07/21

EAST ORANGE BOARD OF EDUCATION
 Bills & Claims By Vendor
 For The Month of SEPTEMBER

Page No 5
 ENJREG08B

PO No	Acct #\Description	Invoice No	Invoice Date	Type	Check No	Date	Amount
Vendor: 38105 THELMA RAMSEY - PETTY CASH							
22000688	15-000-240-600-215-220 Supplies and Materials	08252021_15	08/25/21	C	1012033908	08/25/21	500.00
Vendor Total:							500.00
Vendor: 3166 THREE STAGES LEARNING CENTER							
22000460	20-218-200-321-026-243 Professional Ed Svc - Ot	1 (September)	08/30/21	C	1012033917	08/30/21	184,222.60
Vendor Total:							184,222.60
Vendor: 38091 VINCENT STALLINGS - PETTY CASH							
22000464	15-000-240-600-102-220 Supplies and Materials	08252021_1	08/25/21	C	1012033909	08/25/21	750.00
Vendor Total:							750.00
Vendor: 1117 YVY JOSEPH - PETTY CASH							
22000480	15-000-240-600-305-220 Supplies and Materials	08252021_6	08/25/21	C	1012033910	08/25/21	400.00
Vendor Total:							400.00
Vendor: 10669 ZADIE'S OF THE ORANGES							
22000481	20-218-200-321-026-243 Professional Ed Svc - Ot	1 September	08/30/21	C	1012033918	08/30/21	107,423.90
Vendor Total:							107,423.90

* * * * *

Total ACH Checks:	.00
Total Manual Checks:	2,731,210.25
Total Computer Checks:	862,338.20
Total Checks:	3,593,548.45

Report Date 09/08/21 06:07 PM
For Batches 000000- 999999
For Payment Dates 08/11/21 - 09/07/21

EAST ORANGE BOARD OF EDUCATION
Bills & Claims By Vendor
For The Month of SEPTEMBER

Page No 6
ENJREG08B

Fund Summary

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.

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
1	GENERAL CURRENT EXPENSE	2,742,710.25
2	SPECIAL REVENUE FUNDS	850,838.20
Total For All Funds:		3,593,548.45

Chairman Finance Committee

Member Finance Committee

East Orange School District
Summary Bills And Claims Report By Vendor Name
for Batch 62 and Check Date is 06/30/2021

va_bill6.012015
05/01/2021

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
UNPOSTED CHECKS					
COMMUNITY DAY NURSERY/ 1546	21-00749		29,279.00	29,279.00	3155
EAST ORANGE CHILD DEVELOPMENT CORP./ 2332	21-00763		6,502.00	6,502.00	3156
HARAMBEE FAMILY ACADEMY/ 3182	21-00757		54,966.72	54,966.72	3157
METRO YMCA OF THE ORANGES-E.O.BRANCH/ 4499	21-00755		16,491.38	16,491.38	3158
THREE STAGES LEARNING CENTER/ 3166	21-00759		8,363.00	8,363.00	3159
ZADIE'S OF THE ORANGES/ 10669	21-00761		86,885.80	86,885.80	3160
			Total for Unposted Checks	202,487.90	

East Orange School District

Summary Bills And Claims Report By Vendor Name

for Batch 62 and Check Date is 06/30/2021

va_bill6.012015
05/01/2021

Run on 07/30/2021 at 12:39:15 PM

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.

Fund	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
20	20	\$202,487.90				\$202,487.90
GRAND	TOTAL	\$202,487.90	\$0.00	\$0.00	\$0.00	\$202,487.90

Gross Payroll

No Gross Payroll to approve

\$0.00

Total Bills to be Approved

\$202,487.90

Chairman Finance Committee

Member Finance Committee

Board Secretary

East Orange School District

Bills And Claims Report By Account Number

for Batch 50 and Check Date is 06/30/2021

va_bill1.102317

05/01/2021

Account # Description	PO #	Inv #	Vendor # / Name	Check Type *	Check Description or Multi Remit To Check Name	Check#	Check Amount
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UNPOSTED CHECKS

11-000-291-249-020-512-

ERIP Regular	21-03539	COLA.20 21	8150 / BOARD OF EDUCATION EMPLOYEES PENSION FUN	CF	ERIP Regular	3334	315,207.87
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Total for 11-000-291-249-020-512- ERIP Regular							\$315,207.87
---	--	--	--	--	--	--	---------------------

							\$315,207.87
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East Orange School District

Bills And Claims Report By Account Number

for Batch 50 and Check Date is 06/30/2021

va_bill1.102317
05/01/2021

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 08/12/2021 at 10:16:16 AM

Fund Summary		Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
Fund Category	Sub Fund					
10	11	\$315,207.87				\$315,207.87
GRAND	TOTAL	\$315,207.87	\$0.00	\$0.00	\$0.00	\$315,207.87

Chairman Finance Committee

Member Finance Committee

Board Secretary

Report Date 09/10/21 12:40 PM
 Report Batches 000049- 000059
 Report Payment Dates 09/14/21 - 09/14/21

EAST ORANGE BOARD OF EDUCATION
Bills & Claims By Vendor
For The Month of september

Page No 1
 ENJREG08B

PO No	Acct #\Description	Invoice No	Invoice Date	Type	Check No	Date	Amount
Vendor: 41246 AAEE (AMERICAN ASSOC. EMPLOYMENT IN ED)							
22000486	11-000-230-890-021-240 DUES & SUBSCRIPTIONS	INV000011	08/10/21	C	1012033919	09/14/21	200.00
Vendor Total:							200.00
Vendor: 37940 ALLEGRA PRINCETON							
22000362	11-000-230-590-019-214 Printing	320681	08/18/21	C	1012033920	09/14/21	1,005.47
Vendor Total:							1,005.47
Vendor: 352 AMERICAN ASSOCIATION OF SCHOOL PERSONNEL							
22000489	11-000-230-890-021-240 DUES & SUBSCRIPTIONS	7327	05/02/21	C	1012033921	09/14/21	550.00
22000701	11-000-230-580-021-580 Travel And Conferences	7893	06/08/21	C	1012033921	09/14/21	700.00
22000701	11-000-230-580-021-580 Travel And Conferences	7892	06/08/21	C	1012033921	09/14/21	700.00
Vendor Total:							1,950.00
Vendor: 416 AMERICAN TIME RECORDER							
22000490	11-000-230-592-021-231 Misc Purchased Services	0012547-IN	06/01/21	C	1012033922	09/14/21	300.00
22000490	11-000-230-592-021-231 Misc Purchased Services	0012560-IN	09/14/21	C	1012033922	09/14/21	300.00
Vendor Total:							600.00
Vendor: 453 AP EXAMINATIONS DBA/ ADVANCED PLACEMENT							
22000365	11-000-221-592-034-224 Testing	EP00040129	06/09/21	C	1012033923	09/14/21	6,662.00
Vendor Total:							6,662.00
Vendor: 443 AQUARIUMS, ANDERSON							
22000492	15-000-240-600-311-220 Supplies and Materials	MAINT.JULY-AUG21	09/01/21	C	1012033924	09/14/21	150.00
Vendor Total:							150.00
Vendor: 626 ARCTIC FALLS SPRING WATER INC							
22000272	11-000-251-592-030-231 Misc Purchased Services	213313	08/24/21	C	1012033925	09/14/21	36.61
22000272	11-000-251-592-030-231 Misc Purchased Services	077045	07/04/21	C	1012033925	09/14/21	33.00
Vendor Total:							69.61
Vendor: 17426 BALDWIN, MICHAEL							
22000495	11-000-291-280-021-023 need desc updated	REIM.TUITSP21	08/24/21	C	1012033926	09/14/21	798.71
Vendor Total:							798.71

Report Date 09/10/21 12:40 PM
 Report Batches 000049- 000059
 Report Payment Dates 09/14/21 - 09/14/21

EAST ORANGE BOARD OF EDUCATION
Bills & Claims By Vendor
 For The Month of september

Page No 2
 ENJREG08B

PO No	Acct #\Description	Invoice No	Invoice Date	Type	Check No	Date	Amount
Vendor: 650 BARNES & NOBLE INC. - LIVINGSTON							
22000273	11-000-223-600-057-220	Supplies and Materials	4154600	08/10/21	C	1012033927 09/14/21	753.60
Vendor Total:							753.60
Vendor: 46824 BERGEN PROTECTIVE SYSTEMS, INC.							
22000743	11-000-261-420-018-709	Service - Fire & Securi	P52220	04/07/21	C	1012033928 09/14/21	250.00
Vendor Total:							250.00
Vendor: 604 BTU CONSULTANTS LLC							
22000275	11-190-100-500-017-225	PUR PROF/TECH SERVICES	21-28-1	06/30/21	C	1012033929 09/14/21	19,920.00
Vendor Total:							19,920.00
Vendor: 3833 CAMBIE T JONES							
22000503	11-423-200-580-029-580	Travel And Conferences	REIMCONF7/26-27/21	08/31/21	C	1012033930 09/14/21	553.87
Vendor Total:							553.87
Vendor: 46751 CLASSLINK							
22000278	11-190-100-500-017-225	PUR PROF/TECH SERVICES	E-107782	08/13/21	C	1012033931 09/14/21	31,991.25
Vendor Total:							31,991.25
Vendor: 35971 COMPUTER DESIGN & INTERGRATION LLC							
22000279	11-190-100-500-017-225	PUR PROF/TECH SERVICES	CDI0500875-IN	08/31/21	C	1012033932 09/14/21	11,077.69
Vendor Total:							11,077.69
Vendor: 4228 CROSSROADS ACADEMY							
22000379	11-000-217-320-031-226	Pur Edu Services	SEP-EO2021B	09/01/21	C	1012033933 09/14/21	3,052.18
22000379	11-000-217-320-031-226	Pur Edu Services	AUG-EO2021B	08/01/21	C	1012033933 09/14/21	1,974.94
22000378	11-000-100-566-031-400	TUITION PRIVATE SCH IN	SEP-EO2021A	09/01/21	C	1012033933 09/14/21	15,266.00
22000378	11-000-100-566-031-400	TUITION PRIVATE SCH IN	AUG-EO2021	09/14/21	C	1012033933 09/14/21	9,878.00
22000378	11-000-100-566-031-400	TUITION PRIVATE SCH IN	JUL-EO2021	07/01/21	C	1012033933 09/14/21	17,062.00
22000379	11-000-217-320-031-226	Pur Edu Services	JUL-EO2021A	07/01/21	C	1012033933 09/14/21	3,411.26
Vendor Total:							50,644.38
Vendor: 43559 DAYTON BJORKMAN							
22000705	11-000-291-280-021-022	need desc updated	REIM.TUITSP21	08/24/21	C	1012033934 09/14/21	4,145.82
Vendor Total:							4,145.82

Report Date 09/10/21 12:40 PM
 or Batches 000049- 000059
 r Payment Dates 09/14/21 - 09/14/21

EAST ORANGE BOARD OF EDUCATION
Bills & Claims By Vendor
For The Month of september

Page No 3
 ENJREG08B

Vendor	PO No	Acct #\Description	Invoice No	Invoice		Check		Amount
				Date	Type	No	Date	
Vendor: 1941 DECKER, INC.								
	22000316	15-000-240-600-339-220 Supplies and Materials	388307A	08/17/21	C	1012033935	09/14/21	313.44
							Vendor Total:	313.44
Vendor: 2057 DELL MARKETING L.P.								
	22000281	11-190-100-610-017-215 GENERAL SUPPLIES	10483754795	04/28/21	C	1012033936	09/14/21	214.59
							Vendor Total:	214.59
Vendor: 2105 DERON II SCHOOL OF NEW JERSEY								
	22000381	11-000-217-320-031-226 Pur Edu Services	JULY121-A	07/01/21	C	1012033937	09/14/21	9,900.00
	22000520	11-000-100-566-031-400 TUITION PRIVATE SCH IN	SEP121X	09/01/21	C	1012033937	09/14/21	48,123.80
	22000521	11-000-217-320-031-226 Pur Edu Services	JULY121-P	07/01/21	C	1012033937	09/14/21	4,950.00
	22000521	11-000-217-320-031-226 Pur Edu Services	SEP121-F	09/01/21	C	1012033937	09/14/21	2,970.00
	22000381	11-000-217-320-031-226 Pur Edu Services	SEP121-R	09/01/21	C	1012033937	09/14/21	5,940.00
	22000380	11-000-100-566-031-400 TUITION PRIVATE SCH IN	TUITION.JULY21P	07/01/21	C	1012033937	09/14/21	31,437.00
	22000380	11-000-100-566-031-400 TUITION PRIVATE SCH IN	TUITION.SEP21X	09/01/21	C	1012033937	09/14/21	25,149.60
	22000520	11-000-100-566-031-400 TUITION PRIVATE SCH IN	JULY121-B	07/01/21	C	1012033937	09/14/21	40,668.00
							Vendor Total:	169,138.40
Vendor: 36544 DOCUSIGN, INC.								
	22000760	11-000-230-339-021-227 Other Pur Services	INV26319023	06/26/21	C	1012033938	09/14/21	20,858.91
							Vendor Total:	20,858.91
Vendor: 2235 EAI EDUCATION ERIC ARMIN INCORPORATED								
	22000526	15-209-100-610-203-215 GENERAL SUPPLIES	INV1117177	08/27/21	C	1012033939	09/14/21	148.54
	22000529	15-190-100-610-203-215 General Supplies	INV11171725	08/27/21	C	1012033939	09/14/21	31.48
							Vendor Total:	180.02
Vendor: 38792 EBCO INC.								
	22000530	15-000-240-600-101-220 Supplies and Materials	21-6204	08/26/21	C	1012033940	09/14/21	442.50
							Vendor Total:	442.50
Vendor: 2237 ECLC OF NEW JERSEY								
	22000531	11-000-100-566-031-400 TUITION PRIVATE SCH IN	14327	07/01/21	C	1012033941	09/14/21	6,308.20
	22000531	11-000-100-566-031-400 TUITION PRIVATE SCH IN	14496	08/01/21	C	1012033941	09/14/21	5,361.97
							Vendor Total:	11,670.17

Report Date 09/10/21 12:40 PM
 Report Batches 000049- 000059
 Report Payment Dates 09/14/21 - 09/14/21

EAST ORANGE BOARD OF EDUCATION
Bills & Claims By Vendor
 For The Month of September

Page No 4
 ENJREG08B

Vendor	PO No	Acct #\Description	Invoice No	Invoice Date	Type	Check		Amount
						No	Date	
Vendor: 46944 EDLIO								
	22000282	11-190-100-500-017-227 OTHER PUR SVS/NETWORK	24817	07/02/21	C	1012033942	09/14/21	27,420.00
	22000283	11-190-100-500-017-227 OTHER PUR SVS/NETWORK	24816	07/01/21	C	1012033942	09/14/21	5,245.64
						Vendor Total:		32,665.64
Vendor: 46886 ELISA COSTILLO								
	22000707	11-000-291-280-021-022 need desc updated	REIM.TUITSP21	08/24/21	C	1012033943	09/14/21	1,748.43
						Vendor Total:		1,748.43
Vendor: 2240 BOBOE ATHLETICS IMPREST ACCOUNT								
	22000763	15-402-100-500-101-227 Other Pur Services	REPLIN.ATHIMP.9/21	09/10/21	C	1012033944	09/14/21	60,000.00
						Vendor Total:		60,000.00
Vendor: 5983 ERA, NEW								
	22000284	11-190-100-500-017-225 PUR PROF/TECH SERVICES	98196-LI	08/26/21	C	1012033945	09/14/21	77,190.48
						Vendor Total:		77,190.48
Vendor: 2505 ESSEX COUNTY ASBO								
	22000385	11-000-251-890-020-240 DUES & MEMBERSHIP	MEMBER.REG21-22	08/30/21	C	1012033946	09/14/21	600.00
						Vendor Total:		600.00
Vendor: 2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM								
	22000309	11-000-100-561-046-400 TUITION LEAS IN STATE S	2021-1200	09/07/21	C	1012033947	09/14/21	5,500.00
	22000310	11-000-100-561-046-400 TUITION LEAS IN STATE S	2021-1178	09/07/21	C	1012033947	09/14/21	13,750.00
	22000308	11-000-100-561-046-400 TUITION LEAS IN STATE S	2021-1194	09/07/21	C	1012033947	09/14/21	2,750.00
						Vendor Total:		22,000.00
Vendor: 2534 ESSEX VALLEY SCHOOL								
	22000532	11-000-100-566-031-400 TUITION PRIVATE SCH IN	15821	07/01/21	C	1012033948	09/14/21	8,569.05
	22000532	11-000-100-566-031-400 TUITION PRIVATE SCH IN	15822	07/01/21	C	1012033948	09/14/21	8,569.05
						Vendor Total:		17,138.10

Report Date 09/10/21 12:40 PM
 Report Batches 000049- 000059
 Report Payment Dates 09/14/21 - 09/14/21

EAST ORANGE BOARD OF EDUCATION
Bills & Claims By Vendor
For The Month of september

PO No	Acct #\Description	Invoice No	Invoice Date	Type	Check No	Date	Amount
Vendor: 12211 FILE BANK INC.							
22000709	11-000-262-590-018-231	Miscellaneous Purchased	0105775	04/15/21	C	1012033949 09/14/21	1,556.47
22000708	11-000-230-339-021-227	Other Pur Services	0106651	06/15/21	C	1012033949 09/14/21	4,954.26
22000708	11-000-230-339-021-227	Other Pur Services	0106977	07/06/21	C	1012033949 09/14/21	30.98
22000708	11-000-230-339-021-227	Other Pur Services	0107000	07/09/21	C	1012033949 09/14/21	3,209.14
22000708	11-000-230-339-021-227	Other Pur Services	0107511	08/16/21	C	1012033949 09/14/21	5,064.14
22000708	11-000-230-339-021-227	Other Pur Services	0107289	07/16/21	C	1012033949 09/14/21	15.00
22000708	11-000-230-339-021-227	Other Pur Services	0107395	07/30/21	C	1012033949 09/14/21	7,008.32
22000709	11-000-262-590-018-231	Miscellaneous Purchased	0106667	06/15/21	C	1012033949 09/14/21	1,556.47
22000708	11-000-230-339-021-227	Other Pur Services	0107236	07/15/21	C	1012033949 09/14/21	4,964.54
Vendor Total:							28,359.32
Vendor: 1390 FIRST CHILDREN, LLC PAM VENKUS							
22000536	11-000-100-566-031-400	TUITION PRIVATE SCH IN	10587	08/01/21	C	1012033950 09/14/21	6,120.00
22000536	11-000-100-566-031-400	TUITION PRIVATE SCH IN	10588	08/01/21	C	1012033950 09/14/21	6,120.00
22000536	11-000-100-566-031-400	TUITION PRIVATE SCH IN	10589	09/14/21	C	1012033950 09/14/21	6,120.00
22000536	11-000-100-566-031-400	TUITION PRIVATE SCH IN	10590	08/01/21	C	1012033950 09/14/21	6,120.00
22000536	11-000-100-566-031-400	TUITION PRIVATE SCH IN	10466	09/14/21	C	1012033950 09/14/21	12,240.00
22000536	11-000-100-566-031-400	TUITION PRIVATE SCH IN	10467	05/24/21	C	1012033950 09/14/21	12,240.00
22000536	11-000-100-566-031-400	TUITION PRIVATE SCH IN	10469	05/24/21	C	1012033950 09/14/21	12,240.00
22000536	11-000-100-566-031-400	TUITION PRIVATE SCH IN	10468	05/24/21	C	1012033950 09/14/21	12,240.00
Vendor Total:							73,440.00
Vendor: 16136 FLORE-NADEIGE B. LOVETT							
22000711	11-000-291-280-021-023	need desc updated	REIM.TUITSP21	08/24/21	C	1012033951 09/14/21	1,977.00
Vendor Total:							1,977.00
Vendor: 2692 FOCUS SCHOOL SOFTWARE							
22000266	11-000-251-592-020-231	Misc Purchased Services	INV4319	08/03/21	C	1012033952 09/14/21	900.00
22000311	11-000-230-592-023-231	Misc Purchased Services	INV4290	07/27/21	C	1012033952 09/14/21	47,916.00
Vendor Total:							48,816.00
Vendor: 12173 FRASER, JALIYLA							
22000712	11-000-291-280-021-023	need desc updated	REIM.TUIT21	08/24/21	C	1012033953 09/14/21	1,977.00
Vendor Total:							1,977.00

Report Date 09/10/21 12:40 PM
 Report Batches 000049- 000059
 Report Payment Dates 09/14/21 - 09/14/21

EAST ORANGE BOARD OF EDUCATION
Bills & Claims By Vendor
For The Month of september

Page No 6
 ENJREG08B

PO No	Acct #\Description	Invoice No	Invoice Date	Type	Check No	Date	Amount
Vendor: 2767 FRONTLINE PLACEMENT TECH.							
22000291	11-000-230-592-023-231 Misc Purchased Services	INVUS140231	07/31/21	C	1012033954	09/14/21	46,555.17
22000713	11-190-100-340-021-225 PURCHASED TECHNICAL SERV	INVUS140233	07/01/21	C	1012033954	09/14/21	70,574.30
22000714	11-000-230-339-021-227 Other Pur Services	INVUS13619	07/01/21	C	1012033954	09/14/21	297.37
22000714	11-190-100-340-021-225 PURCHASED TECHNICAL SERV	INVUS13619	07/01/21	C	1012033954	09/14/21	55,576.70
Vendor Total:							173,003.54
Vendor: 2814 G & R GRAPHICS, INC.							
22000390	15-000-240-600-309-220 Supplies and Materials	2236225	08/23/21	C	1012033955	09/14/21	64.00
22000390	15-000-240-500-309-227 Other Pur Services	2236225	08/23/21	C	1012033955	09/14/21	9.95
Vendor Total:							73.95
Vendor: 12130 GANN LAW BOOKS - LAW PUBLISHERS							
22000292	11-000-221-630-032-220 Supplies and Materials	D652739	08/18/21	C	1012033956	09/14/21	2,350.50
Vendor Total:							2,350.50
Vendor: 2919 GLENVIEW ACADEMY DBA KODS INC.							
22000542	11-000-217-320-031-226 Pur Edu Services	GL28960	08/01/21	C	1012033957	09/14/21	2,420.00
22000542	11-000-217-320-031-226 Pur Edu Services	GL29006	09/08/21	C	1012033957	09/14/21	3,520.00
22000542	11-000-217-320-031-226 Pur Edu Services	GL28918	07/01/21	C	1012033957	09/14/21	4,180.00
22000541	11-000-100-566-031-400 TUITION PRIVATE SCH IN	GL29005	09/08/21	C	1012033957	09/14/21	12,613.12
22000541	11-000-100-566-031-400 TUITION PRIVATE SCH IN	GL28917	07/01/21	C	1012033957	09/14/21	14,978.08
22000541	11-000-100-566-031-400 TUITION PRIVATE SCH IN	GL28959	08/01/21	C	1012033957	09/14/21	8,671.52
Vendor Total:							46,382.72
Vendor: 3001 GRAMON SCHOOL DBA ELO INCORPORATED							
22000545	11-000-100-566-031-400 TUITION PRIVATE SCH IN	GR11842	07/01/21	C	1012033958	09/14/21	8,209.52
22000546	11-000-217-320-031-226 Pur Edu Services	GR11843	09/14/21	C	1012033958	09/14/21	4,180.00
22000546	11-000-217-320-031-226 Pur Edu Services	GR11902	08/01/21	C	1012033958	09/14/21	2,420.00
22000545	11-000-100-566-031-400 TUITION PRIVATE SCH IN	GR11968	09/08/21	C	1012033958	09/14/21	6,913.28
22000545	11-000-100-566-031-400 TUITION PRIVATE SCH IN	GR11901	08/01/21	C	1012033958	09/14/21	4,752.88
Vendor Total:							26,475.68
Vendor: 7220 GREAT SCHOOLS OF NEW JERSEY							
22000345	11-000-230-890-019-240 DUES & MEMBERSHIP	NJASA.DUES21-22	05/17/21	C	1012033959	09/14/21	2,955.30
Vendor Total:							2,955.30

Report Date 09/10/21 12:40 PM
 Report Batches 000049- 000059
 Report Payment Dates 09/14/21 - 09/14/21

EAST ORANGE BOARD OF EDUCATION
Bills & Claims By Vendor
For The Month of september

PO No	Acct #\Description	Invoice No	Invoice Date	Type	Check No	Date	Amount
Vendor: 3018 GREEN BROOK ACADEMY							
22000547	11-000-100-566-031-400 TUITION PRIVATE SCH IN	TUIT.8/21	08/01/21	C	1012033960	09/14/21	2,152.50
22000547	11-000-100-566-031-400 TUITION PRIVATE SCH IN	TUIT.7/21	07/01/21	C	1012033960	09/14/21	6,457.50
22000547	11-000-100-566-031-400 TUITION PRIVATE SCH IN	TUIT.9/21	09/01/21	C	1012033960	09/14/21	7,318.50
Vendor Total:							15,928.50
Vendor: 3315 HAWTHORNE EDUCATIONAL SERVICES							
22000319	15-190-100-610-339-215 General Supplies	560651	08/17/21	C	1012033961	09/14/21	375.00
22000396	15-204-100-610-314-215 General Supplies	560771	08/24/21	C	1012033961	09/14/21	225.00
Vendor Total:							600.00
Vendor: 46946 HIGH POINT SCHOOL CORP							
22000549	11-000-100-566-031-400 TUITION PRIVATE SCH IN	21-08-1440	07/02/21	C	1012033962	09/14/21	1,564.60
22000549	11-000-100-566-031-400 TUITION PRIVATE SCH IN	21-09-1464	08/02/21	C	1012033962	09/14/21	5,945.48
22000549	11-000-100-566-031-400 TUITION PRIVATE SCH IN	21-07-1418	07/01/21	C	1012033962	09/14/21	5,632.56
Vendor Total:							13,142.64
Vendor: 30767 HONOR RIDGE ACADEMY							
22000550	11-000-100-566-031-400 TUITION PRIVATE SCH IN	SEPT21005	09/01/21	C	1012033963	09/14/21	16,800.00
22000550	11-000-100-566-031-400 TUITION PRIVATE SCH IN	AUG21004	08/01/21	C	1012033963	09/14/21	12,600.00
22000550	11-000-100-566-031-400 TUITION PRIVATE SCH IN	JULY21004	07/01/21	C	1012033963	09/14/21	25,200.00
Vendor Total:							54,600.00
Vendor: 43346 INCIDENT IQ, LLC							
22000294	11-190-100-500-017-227 OTHER PUR SVS/NETWORK	00003066	08/18/21	C	1012033964	09/14/21	23,116.00
Vendor Total:							23,116.00
Vendor: 38016 INK, CUSTOM							
22000559	11-000-221-600-021-220 Supplies and Materials	50874226	08/18/21	C	1012033965	09/14/21	278.10
22000559	11-000-230-592-021-231 Misc Purchased Services	50874226	08/18/21	C	1012033965	09/14/21	55.62
Vendor Total:							333.72
Vendor: 3390 JOSEPE, YVY							
22000715	11-000-291-280-021-023 need desc updated	REIM.TUITSP21	08/24/21	C	1012033966	09/14/21	1,977.00
Vendor Total:							1,977.00

Report Date 09/10/21 12:40 PM
 or Batches 000049- 000059
 or Payment Dates 09/14/21 - 09/14/21

EAST ORANGE BOARD OF EDUCATION
Bills & Claims By Vendor
For The Month of september

PO No	Acct #\Description	Invoice No	Invoice Date	Type	Check No	Date	Amount
Vendor: 46898 KATHERYN DEMPSEY							
22000776	11-000-291-280-021-022 need desc updated	REIM.TUITSP21	09/01/21	C	1012033967	09/14/21	3,929.82
Vendor Total:							3,929.82
Vendor: 38458 KESTER COX							
22000716	11-000-291-280-021-022 need desc updated	REIM.TUITSP21	08/24/21	C	1012033968	09/14/21	3,169.68
Vendor Total:							3,169.68
Vendor: 4289 LERRO ENTERPRISES, INC.							
22000346	11-000-230-600-019-220 Supplies and Materials	17563	08/09/21	C	1012033969	09/14/21	45.00
Vendor Total:							45.00
Vendor: 46905 LINCOLN SUMMER PROGRAM							
22000569	11-000-100-562-031-400 TUITION LEAS IN STATE S	2021ESY	08/03/21	C	1012033970	09/14/21	8,175.12
22000410	11-000-213-500-031-227 Other Pur Services	2021ESYB	08/03/21	C	1012033970	09/14/21	445.00
Vendor Total:							8,620.12
Vendor: 43010 LINKEDIN CORPORATION							
22000778	11-000-230-592-021-530 Advertisement	1011267728	08/19/21	C	1012033971	09/14/21	17,992.50
Vendor Total:							17,992.50
Vendor: 40827 LINKIT!							
22000411	11-000-221-592-034-224 Testing	0001088	08/30/21	C	1012033972	09/14/21	70,223.00
Vendor Total:							70,223.00
Vendor: 40673 MARRIOTT INTERNATIONAL, INC							
22000779	11-000-230-580-021-580 Travel And Conferences	85358560	06/08/21	C	1012033973	09/14/21	1,479.54
22000779	11-000-230-580-021-580 Travel And Conferences	85361816	06/08/21	C	1012033973	09/14/21	1,479.54
Vendor Total:							2,959.08
Vendor: 46887 MARY BETH WEVODAU							
22000717	11-000-291-280-021-022 need desc updated	TUIT.REIMB SP21	08/20/21	C	1012033974	09/14/21	4,145.82
Vendor Total:							4,145.82
Vendor: 46896 MATTHEW BARONE							
22000718	11-000-291-280-021-022 need desc updated	REIM.TUITSP21	08/24/21	C	1012033975	09/14/21	3,929.82
Vendor Total:							3,929.82

Report Date 09/10/21 12:40 PM
 Report Batches 000049- 000059
 Report Payment Dates 09/14/21 - 09/14/21

EAST ORANGE BOARD OF EDUCATION
Bills & Claims By Vendor
For The Month of september

Page No 9
 ENJREG08B

PO No	Acct #\Description	Invoice No	Invoice Date	Type	Check No	Check Date	Amount
Vendor: 43540 MATTHEW BRILL							
22000719	11-000-291-280-021-022 need desc updated	REIM.TUITSP21	08/24/21	C	1012033976	09/14/21	3,929.82
Vendor Total:							3,929.82
Vendor: 2981 MEDCO SPORTS MEDICINE							
22000180	15-000-213-600-306-220 Supplies and Materials	IN94137134	08/18/21	C	1012033977	09/14/21	9.96
22000168	15-000-240-600-337-220 Supplies and Materials	IN94142736	08/19/21	C	1012033977	09/14/21	29.76
Vendor Total:							39.72
Vendor: 27162 MEN MAKE A DIFFERENCE							
22000781	11-000-223-600-057-220 Supplies and Materials	07082021-DTYLER	07/22/21	C	1012033978	09/14/21	1,059.00
Vendor Total:							1,059.00
Vendor: 4926 MORRIS-UNION JOINTURE COMM. BOARD OF EDU							
22000573	11-000-100-566-031-400 TUITION PRIVATE SCH IN	30037	08/04/21	C	1012033979	09/14/21	16,311.00
Vendor Total:							16,311.00
Vendor: 36919 MRA INTERNATIONAL, INC.							
22000579	15-000-240-500-101-227 Other Pur Services	26262	08/30/21	C	1012033980	09/14/21	580.00
22000578	11-190-100-610-017-215 GENERAL SUPPLIES	26267	08/31/21	C	1012033980	09/14/21	1,112.57
22000579	15-000-240-500-101-227 Other Pur Services	26043	07/21/21	C	1012033980	09/14/21	580.00
Vendor Total:							2,272.57
Vendor: 4957 MT.CARMEL GUILD/CATH.COMM.SERV							
22000581	11-000-217-320-031-226 Pur Edu Services	2342F	07/01/21	C	1012033981	09/14/21	9,471.00
22000580	11-000-100-566-031-400 TUITION PRIVATE SCH IN	2342I	07/01/21	C	1012033981	09/14/21	17,690.00
22000580	11-000-100-566-031-400 TUITION PRIVATE SCH IN	2342A	08/01/21	C	1012033981	09/14/21	915.00
22000581	11-000-217-320-031-226 Pur Edu Services	2342E	08/01/21	C	1012033981	09/14/21	492.00
Vendor Total:							28,568.00
Vendor: 46895 NADIA KHAN							
22000723	11-000-291-280-021-022 need desc updated	REIM.TUITSP21	08/24/21	C	1012033982	09/14/21	2,828.40
Vendor Total:							2,828.40

Report Date 09/10/21 12:40 PM
 Report Batches 000049- 000059
 Report Payment Dates 09/14/21 - 09/14/21

EAST ORANGE BOARD OF EDUCATION
Bills & Claims By Vendor
For The Month of september

PO No	Acct #\Description	Invoice No	Invoice Date	Type	Check No	Date	Amount
Vendor: 5133 NASCO							
22000150	15-190-100-610-306-215 General Supplies	132491	08/13/21	C	1012033983	09/14/21	7.84
22000200	15-000-222-600-306-220 Supplies and Materials	133320	08/16/21	C	1012033983	09/14/21	11.04
Vendor Total:							18.88
Vendor: 33936 NATIONAL DRUG SCREENING							
22000724	11-000-230-339-021-227 Other Pur Services	405874	09/01/21	C	1012033984	09/14/21	1,034.72
22000724	11-000-230-339-021-227 Other Pur Services	404915	08/01/21	C	1012033984	09/14/21	1,509.84
Vendor Total:							2,544.56
Vendor: 41718 NEARPOD INC.							
22000725	11-423-100-500-029-227 Other Pur Services	INV44420	08/30/21	C	1012033985	09/14/21	264.00
22000725	15-000-222-500-308-227 Other Pur Services	INV44420	08/30/21	C	1012033985	09/14/21	769.00
22000725	15-000-222-500-338-227 Other Pur Services	INV44420	08/30/21	C	1012033985	09/14/21	2,340.00
22000725	15-190-100-500-101-227 Other Pur Services	INV44420	08/30/21	C	1012033985	09/14/21	3,895.00
22000725	15-190-100-500-102-227 Other Pur Services	INV44420	08/30/21	C	1012033985	09/14/21	3,396.00
22000725	15-190-100-500-203-227 Other Pur Services	INV44420	08/30/21	C	1012033985	09/14/21	2,616.00
22000725	15-190-100-500-215-227 Other Pur Services	INV44420	08/30/21	C	1012033985	09/14/21	3,895.00
22000725	15-190-100-500-216-227 Other Pur Services	INV44420	08/30/21	C	1012033985	09/14/21	3,895.00
22000725	15-190-100-500-217-227 Other Pur Services	INV44420	08/30/21	C	1012033985	09/14/21	3,895.00
22000725	15-190-100-500-304-227 Other Pur Services	INV44420	08/30/21	C	1012033985	09/14/21	3,895.00
22000725	15-190-100-500-305-227 Other Pur Services	INV44420	08/30/21	C	1012033985	09/14/21	3,895.00
22000725	15-190-100-500-306-227 Other Pur Services	INV44420	08/30/21	C	1012033985	09/14/21	3,895.00
22000725	15-190-100-500-307-227 Other Pur Services	INV44420	08/30/21	C	1012033985	09/14/21	3,895.00
22000725	15-190-100-500-308-227 Other Pur Services	INV44420	08/30/21	C	1012033985	09/14/21	3,126.00
22000725	15-190-100-500-309-227 Other Pur Services	INV44420	08/30/21	C	1012033985	09/14/21	3,895.00
22000725	15-190-100-500-310-227 Other Pur Services	INV44420	08/30/21	C	1012033985	09/14/21	3,300.00
22000725	15-190-100-500-311-227 Other Pur Services	INV44420	08/30/21	C	1012033985	09/14/21	3,420.00
22000725	15-190-100-500-312-227 Other Pur Services	INV44420	08/30/21	C	1012033985	09/14/21	3,895.00
22000725	15-190-100-500-314-227 Other Pur Services	INV44420	08/30/21	C	1012033985	09/14/21	3,132.00
22000725	15-190-100-500-336-227 Other Pur Services	INV44420	08/30/21	C	1012033985	09/14/21	3,895.00
22000725	15-190-100-500-337-106 Copiers	INV44420	08/30/21	C	1012033985	09/14/21	1,050.00
22000725	15-190-100-500-337-227 Other Pur Services	INV44420	08/30/21	C	1012033985	09/14/21	810.00
22000725	15-190-100-500-339-227 Other Pur Services	INV44420	08/30/21	C	1012033985	09/14/21	1,884.00
22000725	20-483-100-300-033-000 CRRSA-ESSER II PURCHASED SVCS	INV44420	08/30/21	C	1012033985	09/14/21	18,185.42
Vendor Total:							87,137.42

Report Date 09/10/21 12:40 PM
 or Batches 000049- 000059
 r Payment Dates 09/14/21 - 09/14/21

EAST ORANGE BOARD OF EDUCATION
Bills & Claims By Vendor
For The Month of september

Page No 11
 ENJREG08B

PO No	Acct #\Description	Invoice No	Invoice Date	Type	Check No	Date	Amount
Vendor: 5410 NEW JERSEY ASSOCIATION OF SCHOOL LIBRARI							
22000422	20-218-200-330-026-225 Pur Prof/Tech Services	09974	08/29/21	C	1012033986	09/14/21	65.00
					Vendor Total:		65.00
Vendor: 27944 NEW JERSEY EDUCATIONAL COOPERATIVE INC.							
22000583	20-218-200-330-026-225 Pur Prof/Tech Services	7663	08/30/21	C	1012033987	09/14/21	1,160.00
					Vendor Total:		1,160.00
Vendor: 5382 NEW JERSEY SCHOOL BOARDS ASSN.							
22000584	11-000-230-890-021-240 DUES & SUBSCRIPTIONS	INV-10756-hbj7v1	08/31/21	C	1012033988	09/14/21	599.00
					Vendor Total:		599.00
Vendor: 5392 NEW JERSEY SCHOOL BUILDINGS AND GROUNDS							
22000331	11-000-262-300-018-734 Purc Prof/Tech Services	3175	08/17/21	C	1012033989	09/14/21	325.00
22000330	11-000-262-300-018-734 Purc Prof/Tech Services	3174	08/17/21	C	1012033989	09/14/21	325.00
					Vendor Total:		650.00
Vendor: 5393 NEW JERSEY SCHOOLS INSURANCE GROUP							
22000947	11-000-262-520-020-736 Insurance	CON-0000029581	09/14/21	C	1012033990	09/14/21	1,223,783.89
					Vendor Total:		1,223,783.89
Vendor: 6585 NEW JERSEY SUPT. STUDY COUNCIL JUBILEE R							
22000297	11-000-230-890-019-240 DUES & MEMBERSHIP	NJSCC MEM. 21/22	08/10/21	C	1012033991	09/14/21	650.00
					Vendor Total:		650.00
Vendor: 5387 NJSBA INSERVICE EDUCATION DEPT							
22000298	11-000-230-895-032-240 DUES & MEMBERSHIP	INV-09075-R429Q8	08/16/21	C	1012033992	09/14/21	26,662.70
					Vendor Total:		26,662.70
Vendor: 5863 PITNEY BOWES INC.							
22000434	11-000-251-600-020-220 Supplies and Materials	1018772247	08/17/21	C	1012033993	09/14/21	484.47
					Vendor Total:		484.47
Vendor: 5905 POSTMASTER - NEWARK							
22000299	11-000-230-592-023-231 Misc Purchased Services	REPLINSH7248,21/22	08/14/21	C	1012033994	09/14/21	245.00
					Vendor Total:		245.00

Report Date 09/10/21 12:40 PM
 Report Batches 000049- 000059
 Report Payment Dates 09/14/21 - 09/14/21

EAST ORANGE BOARD OF EDUCATION
Bills & Claims By Vendor
For The Month of september

Page No 12
 ENJREG08B

PO No	Acct #\Description	Invoice No	Invoice Date	Type	Check No	Date	Amount
Vendor: 43494 RANCHO BERNARDO INN							
22000954	11-000-230-580-021-580 Travel And Conferences	CON#Q61A8UZT	07/29/21	C	1012033995	09/14/21	898.68
Vendor Total:							898.68
Vendor: 2042 READYREFRESH DBA POLAND SPRING							
22000300	11-000-230-592-023-231 Misc Purchased Services	01M0435730643	08/03/21	C	1012033996	09/14/21	1.75
22000435	15-190-100-610-101-215 General Supplies	01H6703021362	08/14/21	C	1012033996	09/14/21	116.75
Vendor Total:							118.50
Vendor: 40266 ROBINSON, CHRISTINA							
22000604	11-423-200-580-029-580 Travel And Conferences	CONF. REIMB 72621	08/31/21	C	1012033997	09/14/21	535.32
Vendor Total:							535.32
Vendor: 21849 SCARINCI & HOLLENBECK, LLC							
22000265	11-000-230-331-020-551 LEGAL SERVICES	246126	09/14/21	C	1012033998	09/14/21	6,060.00
22000265	11-000-230-331-020-551 LEGAL SERVICES	246129	09/14/21	C	1012033998	09/14/21	1,485.00
22000265	11-000-230-331-020-551 LEGAL SERVICES	09142021_5	09/14/21	C	1012033998	09/14/21	1,230.00
22000265	11-000-230-331-020-551 LEGAL SERVICES	246138	09/14/21	C	1012033998	09/14/21	1,065.00
22000265	11-000-230-331-020-551 LEGAL SERVICES	246127	09/14/21	C	1012033998	09/14/21	135.00
22000265	11-000-230-331-020-551 LEGAL SERVICES	246130	09/14/21	C	1012033998	09/14/21	60.00
22000265	11-000-230-331-020-551 LEGAL SERVICES	246131	09/14/21	C	1012033998	09/14/21	30.00
22000265	11-000-230-331-020-551 LEGAL SERVICES	246137	09/14/21	C	1012033998	09/14/21	450.00
22000265	11-000-230-331-020-551 LEGAL SERVICES	246136	09/14/21	C	1012033998	09/14/21	660.00
22000265	11-000-230-331-020-551 LEGAL SERVICES	246135	09/14/21	C	1012033998	09/14/21	225.00
22000265	11-000-230-331-020-551 LEGAL SERVICES	09142021_11	09/14/21	C	1012033998	09/14/21	225.00
22000265	11-000-230-331-020-551 LEGAL SERVICES	246133	09/14/21	C	1012033998	09/14/21	660.00
22000265	11-000-230-331-020-551 LEGAL SERVICES	09142021_9	09/14/21	C	1012033998	09/14/21	435.00
Vendor Total:							12,720.00
Vendor: 6539 SCHOOL SPECIALTY LLC.							
22000154	15-190-100-610-306-215 General Supplies	208128353126	08/20/21	C	1012033999	09/14/21	86.15
22000350	20-218-100-610-026-215 General Supplies	208128398860	08/25/21	C	1012033999	09/14/21	253.30
Vendor Total:							339.45

Report Date 09/10/21 12:40 PM
 Report Batches 000049- 000059
 Report Payment Dates 09/14/21 - 09/14/21

EAST ORANGE BOARD OF EDUCATION
Bills & Claims By Vendor
For The Month of september

PO No	Acct #\Description	Invoice No	Invoice Date	Type	Check No	Date	Amount
Vendor: 8131 SCHOOL, FREDCAP							
22000662	11-000-100-566-031-400 TUITION PRIVATE SCH IN	EASTORA0721	07/01/21	C	1012034000	09/14/21	14,417.55
Vendor Total:							14,417.55
Vendor: 2860 SCHOOL, GATEWAY							
22000664	11-000-217-320-031-226 Pur Edu Services	9129B	09/01/21	C	1012034001	09/14/21	5,440.00
22000664	11-000-217-320-031-226 Pur Edu Services	9111B	07/01/21	C	1012034001	09/14/21	10,200.00
22000663	11-000-100-566-031-400 TUITION PRIVATE SCH IN	9111	07/01/21	C	1012034001	09/14/21	22,492.80
22000663	11-000-100-566-031-400 TUITION PRIVATE SCH IN	9129A	09/01/21	C	1012034001	09/14/21	11,996.16
Vendor Total:							50,128.96
Vendor: 23817 SHANNON CROWELL-OMOREGIE							
22000340	11-423-200-580-029-580 Travel And Conferences	REIMCONF7/26-27/21	08/31/21	C	1012034002	09/14/21	499.45
Vendor Total:							499.45
Vendor: 43567 SHELDON MELBOURNE							
22000727	11-000-291-280-021-022 need desc updated	TUITIONREIMB.SP21	08/24/21	C	1012034003	09/14/21	2,805.00
Vendor Total:							2,805.00
Vendor: 5656 SMART SOURCE LLC							
22000314	11-000-230-600-023-220 Supplies and Materials	0990972	08/16/21	C	1012034004	09/14/21	2,075.74
Vendor Total:							2,075.74
Vendor: 6429 SODEXO CATERING FOR E.O.B.O.E FOOD SERVI							
22000667	15-401-100-500-101-227 Other Pur Services	277782	08/24/21	C	1012034005	09/14/21	2,925.00
22000301	11-000-230-585-032-570 Refreshments	277787	08/26/21	C	1012034005	09/14/21	110.00
Vendor Total:							3,035.00
Vendor: 6980 SQUAD, TECH							
22000454	11-000-230-590-019-231 MISC PUR SERVICES	090221-1	09/02/21	C	1012034006	09/14/21	500.00
Vendor Total:							500.00

Report Date 09/10/21 12:40 PM
 Report Batches 000049- 000059
 Report Payment Dates 09/14/21 - 09/14/21

EAST ORANGE BOARD OF EDUCATION
Bills & Claims By Vendor
For The Month of september

PO No	Acct #\Description	Invoice No	Invoice Date	Type	Check No	Date	Amount
Vendor: 1721 STAPLES ADVANTAGE							
22000190	15-190-100-610-337-215 General Supplies	3483354855	07/31/21	C	1012034007	09/14/21	57.60
22000190	15-190-100-610-337-215 General Supplies	3483354846	07/31/21	C	1012034007	09/14/21	794.25
22000224	15-000-240-600-306-220 Supplies and Materials	3483772755	08/03/21	C	1012034007	09/14/21	2.01
22000190	15-190-100-610-337-215 General Supplies	3483772754	08/03/21	C	1012034007	09/14/21	16.23
22000139	15-000-222-600-306-220 Supplies and Materials	3483354830	07/31/21	C	1012034008	09/14/21	6.88
22000224	15-000-240-600-306-220 Supplies and Materials	3483354920	07/31/21	C	1012034007	09/14/21	8.04
22000224	15-000-240-600-306-220 Supplies and Materials	3483354907	07/31/21	C	1012034007	09/14/21	559.62
22000135	15-190-100-610-306-215 General Supplies	3483354803	07/31/21	C	1012034008	09/14/21	45.58
22000135	15-190-100-610-306-215 General Supplies	3483354797	07/31/21	C	1012034008	09/14/21	3.14
22000135	15-190-100-610-306-215 General Supplies	3483354791	07/31/21	C	1012034008	09/14/21	179.01
22000226	15-000-240-600-306-220 Supplies and Materials	3483772756	08/03/21	C	1012034008	09/14/21	717.74
22000224	15-000-240-600-306-220 Supplies and Materials	3483354914	07/31/21	C	1012034007	09/14/21	204.65
Vendor Total:							2,594.75
Vendor: 3537 STRAUSS ESMAY ASSOCIATES, LLP							
22000302	11-000-230-590-019-231 MISC PUR SERVICES	2122-136	07/01/21	C	1012034009	09/14/21	2,690.00
Vendor Total:							2,690.00
Vendor: 3276 TALX UCXEXPRESS							
22000456	11-000-291-250-020-509 Unemployment Compensatio	2050249611	07/08/21	C	1012034010	09/14/21	2,109.41
22001001	11-000-291-250-020-509 Unemployment Compensatio	2050219026	09/14/21	C	1012034010	09/14/21	4,017.94
Vendor Total:							6,127.35
Vendor: 46907 TANISHA GRIER-JONES							
22000728	11-000-291-280-021-022 need desc updated	REIM.TUITSP21	08/24/21	C	1012034011	09/14/21	4,039.20
Vendor Total:							4,039.20
Vendor: 37273 TELVUE CORPORATION							
22000303	11-190-100-500-017-225 PUR PROF/TECH SERVICES	15232	07/09/21	C	1012034012	09/14/21	3,240.00
Vendor Total:							3,240.00
Vendor: 46790 THE CENTER SCHOOL							
22000459	11-000-100-566-031-400 TUITION PRIVATE SCH IN	SEP2021-09	09/01/21	C	1012034013	09/14/21	6,680.32
22000459	11-000-100-566-031-400 TUITION PRIVATE SCH IN	JULY2021-06	07/01/21	C	1012034013	09/14/21	8,350.40
Vendor Total:							15,030.72

Report Date 09/10/21 12:40 PM
 Report Batches 000049- 000059
 Report Payment Dates 09/14/21 - 09/14/21

EAST ORANGE BOARD OF EDUCATION
 Bills & Claims By Vendor
 For The Month of september

Page No 15
 ENJREG08B

PO No	Acct #\Description	Invoice No	Invoice Date	Type	Check No	Date	Amount
Vendor: 43338 TITAN TECHNOLOGY SOLUTIONS US, INC							
22000304	11-190-100-500-017-227 OTHER PUR SVS/NETWORK	24019	07/31/21	C	1012034014	09/14/21	39,950.00
Vendor Total:							39,950.00
Vendor: 7066 TRIPLE T SPORTS LLC							
22000463	11-000-230-590-019-231 MISC PUR SERVICES	160	08/13/21	C	1012034015	09/14/21	783.00
Vendor Total:							783.00
Vendor: 7259 VALIANT NATIONAL AV SUPPLY							
22000158	15-000-222-600-306-220 Supplies and Materials	1838304	08/13/21	C	1012034016	09/14/21	110.30
22000164	15-190-100-610-306-215 General Supplies	1839779	08/19/21	C	1012034016	09/14/21	82.60
Vendor Total:							192.90

Report Date 09/10/21 12:40 PM
 Report Batches 000049- 000059
 Report Payment Dates 09/14/21 - 09/14/21

EAST ORANGE BOARD OF EDUCATION
Bills & Claims By Vendor
For The Month of september

PO No	Acct #\Description	Invoice No	Invoice Date	Type	Check No	Date	Amount
Vendor: 7267	VERIZON						
22000845	11-000-230-530-020-520 Telephone	09142021_18	09/14/21	C	1012034017	09/14/21	915.13
22000845	11-000-230-530-020-520 Telephone	09142021_19	09/14/21	C	1012034017	09/14/21	251.70
22000845	11-000-230-530-020-520 Telephone	09142021_20	09/14/21	C	1012034017	09/14/21	48.94
22000845	11-000-230-530-020-520 Telephone	09142021_22	09/14/21	C	1012034017	09/14/21	150.69
22000845	11-000-230-530-020-520 Telephone	09142021_23	09/14/21	C	1012034017	09/14/21	2,493.28
22000845	11-000-230-530-020-520 Telephone	09142021_24	09/14/21	C	1012034017	09/14/21	19,751.45
22000845	11-000-230-530-020-520 Telephone	09142021_25	09/14/21	C	1012034017	09/14/21	40.99
22000845	11-000-230-530-020-520 Telephone	09142021_26	09/14/21	C	1012034017	09/14/21	150.69
22000845	11-000-230-530-020-520 Telephone	09142021_27	09/14/21	C	1012034017	09/14/21	39.50
22000845	11-000-230-530-020-520 Telephone	09142021_28	09/14/21	C	1012034017	09/14/21	251.66
22000845	11-000-230-530-020-520 Telephone	09142021_46	09/14/21	C	1012034017	09/14/21	150.67
22000845	11-000-230-530-020-520 Telephone	09142021_30	09/14/21	C	1012034017	09/14/21	663.62
22000845	11-000-230-530-020-520 Telephone	09142021_32	09/14/21	C	1012034017	09/14/21	150.67
22000845	11-000-230-530-020-520 Telephone	09142021_33	09/14/21	C	1012034017	09/14/21	84.98
22000845	11-000-230-530-020-520 Telephone	09142021_34	09/14/21	C	1012034017	09/14/21	124.23
22000845	11-000-230-530-020-520 Telephone	09142021_35	09/14/21	C	1012034017	09/14/21	40.98
22000845	11-000-230-530-020-520 Telephone	09142021_36	09/14/21	C	1012034017	09/14/21	912.50
22000845	11-000-230-530-020-520 Telephone	09142021_37	09/14/21	C	1012034017	09/14/21	2,493.24
22000845	11-000-230-530-020-520 Telephone	09142021_38	09/14/21	C	1012034017	09/14/21	19,768.26
22000845	11-000-230-530-020-520 Telephone	August	09/14/21	C	1012034018	09/14/21	39.55
22000845	11-000-230-530-020-520 Telephone	July	09/14/21	C	1012034017	09/14/21	251.66
22000845	11-000-230-530-020-520 Telephone	09142021_42	09/14/21	C	1012034017	09/14/21	150.67
22000845	11-000-230-530-020-520 Telephone	09142021_43	09/14/21	C	1012034017	09/14/21	84.96
22000845	11-000-230-530-020-520 Telephone	09142021_44	09/14/21	C	1012034017	09/14/21	166.18
22000845	11-000-230-530-020-520 Telephone	09142021_45	09/14/21	C	1012034017	09/14/21	392.82
22000845	11-000-230-530-020-520 Telephone	August 2021	09/14/21	C	1012034019	09/14/21	40.98
22000845	11-000-230-530-020-520 Telephone	July 2021	09/14/21	C	1012034019	09/14/21	663.62
22000845	11-000-230-530-020-520 Telephone	09142021_29	09/14/21	C	1012034017	09/14/21	50.66
Vendor Total:							50,324.28

Report Date 09/10/21 12:40 PM
 Report Batches 000049- 000059
 Report Payment Dates 09/14/21 - 09/14/21

EAST ORANGE BOARD OF EDUCATION
Bills & Claims By Vendor
For The Month of september

Page No 17
 ENJREG08B

PO No	Acct #\Description	Invoice No	Invoice Date	Type	Check No	Date	Amount
Vendor: 2540 W. B. MASON CO. INC							
22000693	15-190-100-610-309-215 General Supplies	222866627	08/27/21	C	1012034021	09/14/21	416.00
22000475	15-190-100-610-314-215 General Supplies	222867430	08/27/21	C	1012034021	09/14/21	10.74
22000474	15-190-100-610-314-215 General Supplies	222867285	08/27/21	C	1012034021	09/14/21	86.71
22000472	15-190-100-610-314-215 General Supplies	222867432	08/27/21	C	1012034020	09/14/21	66.04
Vendor Total:							579.49
Vendor: 11967 WEBB, STEPHEN							
22000697	11-423-200-580-029-580 Travel And Conferences	CONF. REIMB7/26/21	08/31/21	C	1012034022	09/14/21	539.58
Vendor Total:							539.58
Vendor: 18333 WEBMASTERS, SCHOOL							
22000343	11-000-230-590-019-231 MISC PUR SERVICES	12087	07/01/21	C	1012034023	09/14/21	390.00
Vendor Total:							390.00
Vendor: 5019 WEIDENHAMMER							
22000729	11-000-230-580-021-580 Travel And Conferences	210340	08/31/21	C	1012034024	09/14/21	1,549.00
Vendor Total:							1,549.00
Vendor: 31259 WEST MUSIC COMPANY							
22000197	15-190-100-610-306-215 General Supplies	SI2043789	08/30/21	C	1012034025	09/14/21	14.04
Vendor Total:							14.04
Vendor: 7296 WIRELESS, VERIZON							
22000730	11-000-230-530-020-521 Wireless	9886703107	09/14/21	C	1012034026	09/14/21	15,212.82
22000730	11-000-230-530-020-521 Wireless	9884532820	09/14/21	C	1012034026	09/14/21	14,571.68
Vendor Total:							29,784.50
Vendor: 46901 ZAQUINA ZACKERY							
22000699	11-000-291-280-021-022 need desc updated	TUITIONREIMB SP21	08/20/21	C	1012034027	09/14/21	314.85
Vendor Total:							314.85
Vendor: 42684 ZOOM VIDEO COMMUNICATIONS, INC.							
22000700	11-000-221-500-025-227 Other Pur Services	INV90591376	06/08/21	C	1012034028	09/14/21	8,720.00
22000482	15-000-240-600-309-220 Supplies and Materials	INV99354800	08/01/21	C	1012034028	09/14/21	2,400.00
Vendor Total:							11,120.00

Report Date 09/10/21 12:40 PM
 Report Batches 000049- 000059
 Report Payment Dates 09/14/21 - 09/14/21

EAST ORANGE BOARD OF EDUCATION
Bills & Claims By Vendor
For The Month of September

Page No 18
 ENJREG08B

PO No	Acct #\Description	Invoice No	Invoice Date	Type	Check No	Date	Amount
Vendor: 39365	eFMLA, INC.						
22000731	11-000-230-339-021-227 Other Pur Services	3869-88257-A	08/10/21	C	1012034029	09/14/21	1,795.00
Vendor Total:							1,795.00

* * * * *
 Total ACH Checks: .00
 Total Manual Checks: .00
 Total Computer Checks: 2,833,598.53
 Total Checks: 2,833,598.53

Report Date 09/10/21 12:40 PM
Report Batches 000049- 000059
Report Payment Dates 09/14/21 - 09/14/21

EAST ORANGE BOARD OF EDUCATION
Bills & Claims By Vendor
For The Month of september

Page No 19
ENJREG08B

and Summary

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.

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
1	GENERAL CURRENT EXPENSE	2,813,934.81
2	SPECIAL REVENUE FUNDS	19,663.72
	Total For All Funds:	2,833,598.53

Chairman Finance Committee

Member Finance Committee