

Allamuchy Board of Education

Regular Meeting Minutes

March 18, 2020

The regular meeting of the Allamuchy Township Board of Education held on March 16, 2020 is called to order at 6:00 p.m. via teleconference by Lisa Strutin. In accordance with the Open Public Meetings Act, adequate notice of the meeting was provided and, to the extent known at the time of advance publication, the agenda items to be considered. Written advance notification of the time, date and location was sent on March 16, 2020 to the New Jersey Herald and Township Clerk. Notice was posted in the school office.

I. ROLL CALL

	<u>Present</u>	<u>Absent</u>
Stephen Bienko	X	
James Britt	X	
William Cramer	X	
Giovanni Cusmano	X	
Harriett Gaddy	X	
Craig Green	X	
Venita Prudenti	X	
Mary Renaud	X	
Lisa Strutin, President	X	

ALSO PRESENT: Joseph Flynn, Superintendent
James Schlessinger, School Business Administrator

II. PLEDGE TO THE FLAG

III. APPROVAL OF MINUTES

Moved by Mr. Cramer and seconded by Ms. Prudenti:

- A. BE IT RESOLVED, that the minutes of the regular board meeting held on February 24, 2020, be approved. (Appendix 1A)
- B. BE IT RESOLVED, that the minutes of the executive session held on February 24, 2020, be approved. (Appendix 1B)

CARRIED: 9-0 in a roll call vote.

IV. STUDENT REPRESENTATIVE REPORT

None.

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V. ACKNOWLEDGEMENTS

GRADE	NAME	AWARD
K	Benjamin Clarke	Fairness
1	Jacob Boyd	Responsibility
2	Jordyn Castles	Perseverance
3	Damon Ramos	Responsibility
4	Josie Hardy	Respect
5	Ryan Decker	Trustworthiness
6	Gabby Cefaloni	Caring
7	Joe Camacho	Respect
8	Daniel Cucciniello	Responsibility

Teacher of the month: All Staff, Teachers and Paraprofessionals for their response to the public situation. Their efforts are greatly appreciated.

VI. PRESENTATIONS

None.

VII. PRESIDENT'S REPORT

- Thanked all staff, parents and community.
- There will be no executive session following this meeting.

VIII. COMMITTEE REPORTS

A. Operations (J. Britt, Chair)

- Summarized meeting with NJ State Senators.
- Disclosed the usage of banked cap in the formulation of the 2020-21 budget.
- Discussed the potential for debt restructuring and capital projects referendum.

B. Human Resources (M. Renaud, Chair)

- No report.

C. Education (C. Green, Chair)

- Looking at class sizes; aware of potential budget constraints.

D. Governance (V. Prudenti, Chair)

- Discussed policy alerts on the agenda.

E. Town Council Liaison (S. Bienko & M. Renaud)

- Town is closing its offices due to health concerns and following the lead of the state.

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- F. Rutherford Hall Liaison (L. Strutin and M. Renaud)
- Continuing with Capital Campaign.
 - Discussing the replacement of the Executive Director.
- G. Hackettstown Board of Education Representative (H. Gaddy)
- Recap of Hackettstown's proposed budget for 2020-21.

IX. SUPERINTENDENT'S REPORT

A. **HIB - Monthly Update** (if applicable, resolution to follow executive session)

Current Month: March

2 Investigations; 0 HIB

0 Out-of-School Suspensions; 1 In-School Suspensions

Previous Month: February

1 Investigations; 1 HIB

2 Out-of-School Suspensions; 0 In-School Suspensions

B. **Enrollment by Grade**

	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
K	25	26	26	26	26	27	27			
1	49	50	50	49	49	50	50			
2	57	57	57	57	57	56	57			
3	47	48	48	49	49	50	50			
4	54	55	55	55	55	55	55			
5	37	35	34	35	35	37	37			
6	45	46	45	45	45	44	44			
7	57	57	57	57	57	57	57			
8	44	45	44	44	45	45	45			
PSD	9	9	9	10	10	9	9			
Total	424	428	425	427	428	430	431			
9	40	41	42	42	42	42	42			
10	39	42	40	40	39	39	39			
11	31	30	31	31	31	30	30			
12	30	31	31	31	31	31	31			
Total	140	144	144	144	143	142	142			
GT	564	572	569	571	571	572	573			

C. **Other Items**

- Eye on class sizes moving into the next school year.
- Update on health situation.

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- Thanks to the public for their support.
- Continuing to receive updates and guidance from government agencies.
- Initial plan is to reopen on March 30 (14-day closure), but preparing for a longer term.

X. PUBLIC COMMENTS ON AGENDA ITEMS ONLY

Public comment shall be governed by the Board of Education Bylaw 0167. There are two public comment opportunities. The first public comment is reserved for Action Items only, those items on the agenda the Board is voting on this evening. The second public comment is set aside for public comment on any school or school district issue that the public feels may be of concern to the residents of the school district. The first public comment is limited to five (5) minutes per person. The second public comment length is determined by the board as per policy.

Before making a public comment, participants are to state their name, place of residence, and group affiliation if appropriate.

The Board uses the public comment period as an opportunity to listen to citizen concerns, but please be aware that not all issues brought to a board meeting will be resolved this evening; rather, the Board will, in appropriate cases, delegate the authority to investigate the matter to the Superintendent or his designee.

Please let the record reflect that the Board of Education does not endorse your comments nor will the Board of Education be held liable for comments you make about a staff member or other person which the staff member or other person may consider defamatory and/or libelous, as that individual retains all rights to pursue any legal remedies against you.

- No public comment on agenda items.

XI. BOARD COMMITTEE ACTION REPORTS

A. Operations:

Moved by Mr. Britt and seconded by Mr. Cramer, on the recommendation of the Superintendent and School Business Administrator, to approve the following resolution(s):

1. Budget Adjustments (Appendix 2)

BE IT RESOLVED to approve the following budget adjustment(s) for February, 2020:

Expense Budget Transfers	Fund 10	\$ 88,695.85
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2. Bills List (Appendix 3)

BE IT RESOLVED, that the general account bills list check #31070 through #31205 for a total amount of \$928,419.14 be approved for payment.

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3. Student Activity (Appendix 4)

BE IT RESOLVED, to approve the Student Activity Account in the amount of \$57,787.86 at Investors Bank as of 2/29/2020.

4. Monthly Certification of Budget (Appendix 5)

- a. BE IT RESOLVED, that the Allamuchy Board of Education accepts the Board Secretary's monthly certification, as attached, pursuant to N.J.A.C. 6A:23-2.12(c) 3 that as of 2/29/2020 no line item account has encumbrances and Expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11 (a).
- b. BE IT RESOLVED, that Pursuant to N.J.A.C. 6A:23-2.12 (c) 4, the Allamuchy Township School District Board of Education, after review of the Board Secretary's and Treasurer's monthly financial reports certify that as of 2/29/2020 and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- c. BE IT RESOLVED, that the motion to accept the financial reports from the Board Secretary and the Treasurer of School Monies for the month ending February 29, 2020 with a total Governmental Funds Account cash balance of \$92,498.05.

5. Preliminary 2020-2021 School Budget

BE IT RESOLVED, to introduce the preliminary 2020-2021 School Budget and authorize the School Business Administrator to submit the preliminary budget to the Warren County Office of Education for compliance and approval for advertisement as follows. It is understood that the budget can be advertised prior to approval of the county office due to time constraints:

Budget Amounts:	
General Fund (11)	10,462,098
Capital Expenditures (12)	100,000
Special Revenue Fund (20)	182,000
Debt Service (40)	769,600
Taxation Amounts (School Fiscal Year)	
General Fund	9,336,672
Debt Service	706,637
Total Tax Levy	10,043,309

6. Approve the use of Tax Levy Adjustments for the 2020-21 Budget Year:

BE IT RESOLVED, that the Allamuchy Township Board of Education approves the Tax Levy adjustments for the 2020-2021 school year as follows:

Adjustment for the Increase in Health Care Costs	-
Adjustment for Enrollment	-
Use of Banked Cap balance	80,098
Total Tax Levy Adjustments	80,098

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WHEREAS, in accordance with N.J.A.C. 6A:23A-1 0.3(b)1, a district can request use of banked cap only after it has fully exhausted all eligible statutory spending authority in the budget year; and

WHEREAS, banked cap from the earliest pre-budget year must be used before the amount from a more recent year;

BE IT FURTHER RESOLVED, that the Allamuchy Township Board of Education has fully exhausted all eligible statutory spending authority for the 2020-2021 budget year and has determined the need for banked cap and other tax levy adjustments for the 2020-2021 budget year as follows:

Need	Amount
Additional staffing needed to maintain preferred class sizes	80,098

This need must be completed by the end of the 2020-21 budget year and cannot be deferred or incrementally completed over a longer period of time.

7. Special Education Medicaid Initiative (SEMI) Program

BE IT RESOLVED, to approve a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2020-2021 school year as the Allamuchy Township Board of Education would be fewer than 30 Medicaid eligible classified students.

8. Documentation of Bus Evacuation Drills

BE IT RESOLVED, to acknowledge that Bus evacuation drills were held at the Mountain Villa School and the Allamuchy Township School on September 24, 2019.

9. Unused Sick and Vacation Day Payout

BE IT RESOLVED, to approve the payout as of the date of termination of Laurie Rapisardi's unused sick days at the rates set forth in the Collective Bargaining Agreement and unused vacation days at her per-diem rates.

10. Renewal of Maschio's Food Service Contract (Appendix 6)

BE IT RESOLVED, Allamuchy Township Board of Education approves the renewal of the FSMC base year contract with Maschio's Food Services, Inc., for the 2020-2021 school year as follows:

The Allamuchy Township Board of Education shall pay Maschio's Food Services, Inc., an annual management fee of \$7,765.22. The management fee shall be payable in monthly installments of \$776.52 per month commencing on September 1, 2020 and ending June 30, 2021.

Maschio's Food Service, Inc. guarantees a return to the Allamuchy Township

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Board of Education of \$7,000.00. In the event the actual bottom line of the operational report (total revenue from all sources less program costs, including the management fee) is below this amount Maschio's Food Service, Inc., shall be responsible for any shortfalls incurred.

11. Donation

BE IT RESOLVED, to approve the donation and installation of kitchen equipment at Rutherford Hall at no cost to the District, pending approval by the District's architect and structural engineer, to include proper permitting and approval by governing agencies.

12. Fourth of July Event

BE IT RESOLVED, to approve Rosemary Tuohy and Matt Begley to facilitate the Fourth of July Celebration in conjunction with the staff at Rutherford Hall and the Superintendent at no cost to the District. The budget will be evaluated at a time closer to the event to determine whether the event should still be held.

CARRIED: All items carried by roll call vote with 8 yes and 1 no (Mr. Cusmano), except:

- Item 2 & 4c: carried 6-3 (Mr. Cusmano, Ms. Renaud, Ms. Strutin)
- Item 4a & 4b: carried 5-4 (Mr. Cusmano, Ms. Prudenti, Ms. Renaud, Ms. Strutin)
- Item 10: carried 7-2 (Mr. Bienko, Mr. Cusmano)

B. Human Resources

Moved by Ms. Renaud and seconded by Mr. Cramer, on the recommendation of the Superintendent and School Business Administrator, to approve the following resolution(s):

1. Substitute Teacher

BE IT RESOLVED, to approve Kimberly Ervey as a substitute teacher for the 2019-20 school year, effective 3/17/2020.

2. Resignation - Bus Driver

BE IT RESOLVED, to accept the resignation of Kim Gubernard, bus driver, effective March 13, 2020.

3. Teaching Position Funded by Federal Grant

BE IT RESOLVED, to approve Leslie Potente as a part time (0.5 FTE) basic skills teacher for the 2019-20 school year, with salary of \$26,308.00 (BA+15 Step 8, x0.5) funded by Title I grant, effective 9/1/2019.

CARRIED: 8-0-1 in a roll call vote (Mr. Cusmano abstained)

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C. Education

Moved by Mr. Green and seconded by Ms. Prudenti, on the recommendation of the Superintendent, to approve the following resolution(s):

1. Class Trips

BE IT RESOLVED, to approve the following class trips for the 2019-2020 school year (subject to the District resuming external and extracurricular activities):

Teacher	Grd	Date	Brief Descr of Trip	Location	Costs			
					Bus	Student	Board	TOTAL
Chudley	3/4	5/19/2020	Battle of the Books Competition	Oxford Street School (Belv)	\$ 250	\$ -	\$ -	\$ 250
Clinebell	MD	3/23/2020	Life Skills	ShopRite (Mansfield), Dollar Tree (Hackettstown)	\$ 250	\$ -	\$ -	\$ 250
Stiner	6	4/30/2020	Planetarium show	RVCC	\$ 250	\$ 450	\$ -	\$ 700
Rodriguez	Bowling	3/23/2020	Wrap up end of bowling club	Oakwood Lanes (Wash)	\$ 250	\$ -	\$ 16	\$ 266
Phlegar/ Clinebell	MD	4/28/2020	Life Skills	Circle Lanes (Ledgewood)	\$ 250	\$ 68	\$ -	\$ 318

2. Attendance at Professional Conferences

BE IT RESOLVED, to approve the following requests for attendance professional conferences with mileage reimbursed at the current rate:

Staff Member	Date	Workshop Name	Costs		
			Fee	Mileage	Total
Sarah Mikaliunas	05/02/2020	Creating Learning Environments for ALL Students	\$ 30	\$ 30	\$ 60

3. English Language Learner Plan SY 2017-2020 (Appendix 7)

BE IT RESOLVED, to approve the English Language Service Three-Year Program Plan for School Years 2017-2020.

4. Parent Workshop

BE IT RESOLVED, to approve the presentation of “Joshua’s Peace” workshop for parents to discuss the impact of drug use and addiction on the rest of the family, to be held on a date to be determined.

CARRIED: 9-0 in a roll call vote

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D. Governance

Moved by Ms. Prudenti and seconded by Mr. Cramer, on the recommendation of the Superintendent, to approve the following resolution(s):

1. Policy Updates (Appendix 8)

BE IT RESOLVED, to approve first reading of the following policies that have been reviewed, revised and recommended by the Governance Committee:

P 0152	Board Officers (Revised)
P 1581	Domestic Violence (M) (Revised)
R 1581	Domestic Violence (M) (New)
P 2422	Health and Physical Education (M) (Revised)
P 3421.13	Postnatal Accommodations (New)
P 4421.13	Postnatal Accommodations (New)
P & R 5330	Administration of Medication (M) (Revised)
P 7243	Supervision of Construction (M) (Revised)
P 8210	School Year (Revised)
P 8220	School Day (M) (Revised)
R 8220	School Closings (Revised)
P 8462	Reporting Potentially Missing or Abused Children (M) (Revised)

CARRIED: 8-0-1 in a roll call vote (Mr. Cusmano abstained)

XII. OLD BUSINESS

- None

XIII. PUBLIC COMMENTS

- Ms. Moyer, resident, asked for more video lessons from the teaching staff.

XIV. BOARD DISCUSSION

- Mr. Cusmano suggested the board move to a ‘committee of the whole’ structure, where the existing committees would be replaced by two meetings of the full board each month - one working meeting and one voting meeting. To be discussed further in the next meeting.
- Mr. Bienko extended his thanks to the teaching staff and asked that more flexibility to the 2:00pm hand-in times be considered.

XV. EXECUTIVE SESSION

- None.

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XVI. ADJOURNMENT

Moved by Ms. Strutin and seconded by Mr. Cusmano,

BE IT RESOLVED, to adjourn the meeting at 7:40 p.m.

CARRIED: 9-0 in a roll call vote.


<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
31184	3/12/20	NCS Pearson Inc. Vineland-3 Q-global Scoring 1 year subscription	Check voided on 4/16/2020 (60.00)	P202000523	11-000-219-600-000-000
31199	3/13/20	Horizon BCBSNJ OMNIA - DT Health Omnia Health Cobra Heath POS OMNIA - LR	19,055.00 8,421.30 2,058.34 42,323.19 15,055.00	P202000004 P202000004 P202000004 P202000004 P202000004	11-000-251-270-000-000 11-000-291-270-000-000 11-000-291-270-000-000 11-000-291-270-000-000 60-990-320-270-000-000
Total Check Amount:			86,912.83		
31200	3/13/20	SUBURBAN PROPANE Propane - treatment plant & greenhouse Propane - treatment plant & greenhouse	156.60 358.36	P202000134 P202000134	11-000-262-621-000-001 11-000-262-621-000-001
Total Check Amount:			514.96		
31201	3/13/20	Cintas cleaning supplies, uniforms, etc cleaning supplies, uniforms, etc	1,258.86 616.81	P202000502 P202000502	11-000-262-610-000-000 11-000-262-610-000-000
Total Check Amount:			1,875.67		
31202	3/13/20	Andover Regional Board of Education OOD Tuition (EF) OOD Tuition (BF)	1,215.20 1,026.80	P202000457 P202000457	11-000-100-569-000-000 11-000-100-569-000-000
Total Check Amount:			2,242.00		
31203	3/13/20	QUILL CORPORATION	**VOIDED**	Check voided on 3/20/2020	
31204	3/13/20	Park Avenue Locks Yale 7100 series Rim Exit device	764.12	P202000580	11-000-261-610-000-000
31205	3/13/20	Discovery Education Discovery Education Experience	1,800.00	P202000590	11-190-100-890-000-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
N0313	3/13/20	PAYROLL			
		FICA	9,945.13	10 - 141	STATE A/R
		Pre K/Kindergarten Sals	9,137.67	P202000001	11-110-100-101-000-002
		Grades 3-5 Teacher Sals	33,627.39	P202000001	11-120-100-101-000-001
		Grades 1-2 - Teachers Sals	24,826.38	P202000001	11-120-100-101-000-002
		Permanent Substitute Salary	933.75	P202000001	11-125-100-104-000-001
		Grades 6-8 Teacher Sals	28,570.62	P202000001	11-130-100-101-000-001
		Home Instr Salary ATS	900.00	P202000001	11-150-100-101-000-001
		Substitutes Salary	1,408.00	P202000001	11-190-100-104-000-000
		MH Dis Teach Sal ATS	3,692.20	P202000001	11-212-100-101-000-001
		MH Sal Teachers MVS	2,461.05	P202000001	11-212-100-101-000-002
		Resource Center Sal ATS	5,979.60	P202000001	11-213-100-101-000-001
		Resource Center Sal MV	2,192.02	P202000001	11-213-100-101-000-002
		RC Aide ATS	4,932.50	P202000001	11-213-100-106-000-001
		RC Aides MVS	2,422.25	P202000001	11-213-100-106-000-002
		PSD Teacher Salary	1,292.03	P202000001	11-215-100-101-000-002
		PSD Aide Salary	1,103.75	P202000001	11-215-100-106-000-002
		Co-Curric Salary	300.00	P202000001	11-401-100-100-000-000
		Health Salaries ATS	3,268.55	P202000001	11-000-213-100-000-001
		Health Salaries MVS	2,824.30	P202000001	11-000-213-100-000-002
		Speech Sal ATS	2,296.27	P202000001	11-000-216-100-000-001
		Speech Sal MVS	1,876.28	P202000001	11-000-216-100-000-002
		Pers Aid Therapy Serv Supplies	3,545.51	P202000001	11-000-217-106-000-001
		Pers Aide Sal MVS	2,608.13	P202000001	11-000-217-106-000-002
		Guidance Salary	2,232.26	P202000001	11-000-218-104-000-001
		Guidance Salary MVS	2,552.92	P202000001	11-000-218-104-000-002
		CST Prof Salaries ATS	1,820.77	P202000001	11-000-219-104-000-001
		CST Prof Salaries MVS	1,820.78	P202000001	11-000-219-104-000-002
		CST Secty Salary ATS	835.98	P202000001	11-000-219-105-000-001
		Library Salaries ATS	1,716.03	P202000001	11-000-222-100-000-001
		Library Salaries MVS	1,716.02	P202000001	11-000-222-100-000-002
		School Princ Salary	4,609.25	P202000001	11-000-240-103-000-001
		Sal Asst Princ/Prog Dir	1,911.96	P202000001	11-000-240-103-000-002
		School Secty Salary ATS	3,614.94	P202000001	11-000-240-105-000-001
		Sal of Secretary MVS	1,563.15	P202000001	11-000-240-105-000-002
		Business Office Salary	5,924.50	P202000001	11-000-251-100-000-000
		Plant Maint Salaries	1,927.04	P202000001	11-000-261-100-000-000
		Plant Maint Salaries	1,613.02	P202000001	11-000-261-100-000-000
		Custodial Srvc Salaries ATS	4,635.29	P202000001	11-000-262-100-000-001
		PT Custodial Sal ATS	964.75	P202000001	11-000-262-100-004-001
		PT Custodial Sal MVS	1,376.22	P202000001	11-000-262-100-004-002
		Grounds Salaries ATS	1,538.50	P202000001	11-000-263-100-000-001
		Grounds Salaries ATS	100.00	P202000001	11-000-263-100-000-001
		Grounds Salaries MVS	233.50	P202000001	11-000-263-100-000-002
		Transportation Administration	2,137.00	P202000001	11-000-270-105-000-000
		Trans Sal Pupil Home to School	9,919.56	P202000001	11-000-270-160-000-000
		Trans Sal Pupil Spec Ed	1,239.81	P202000001	11-000-270-161-000-000
		Trans Sal - Pupil Other	2,440.70	P202000001	11-000-270-162-000-000
		FICA	5,134.00	P202000002	11-000-291-220-000-000
		DCRP Employer contributions	302.06	P202000002	11-000-291-249-000-000
		Personal Services - Salaries	1,315.40	P202000001	20-231-100-100-000-000
		Salaries-Oper. Mgr. Non-Grant	2,500.00	P202000001	60-990-320-181-200-000
		Salaries - Custodial Grant	1,768.50	P202000001	60-990-320-183-100-000
		Salaries-Custodial Non-Grant	264.20	P202000001	60-990-320-183-200-000
Total Check Amount:			219,871.49		

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
31206	3/16/20	QUILL CORPORATION			
		toner hp508x black	263.33	P202000174	11-000-230-610-000-000
		Tab dividers	4.24	P202000591	11-000-230-610-000-000
		name plates	54.38	P202000591	11-000-230-610-000-000
		Total Check Amount:	321.95		
31207	3/17/20	Rymon, Karen			
		OT Services	3,266.75	P202000126	20-250-200-300-000-000
31209	3/18/20	Kurtz Bros.			
		Art supplies	888.14	P202000577	11-190-100-610-000-000
31210	3/20/20	Amazon Capital Services			
		Maintenance supplies	20.98	P202000587	11-000-261-610-000-000
N0314	3/20/20	FP Mailing Solutions			
		postage meter rental	250.00	P202000086	11-000-230-530-000-000
31211	3/24/20	UNUM LIFE INS CO.			
		Disability Ins	2,129.95	P202000221	11-000-291-270-000-000
31208	3/25/20	Amazon Capital Services			
		Maintenance supplies	20.98	P202000587	11-000-261-610-000-000
31212	3/25/20	Jersey Central Power & Light			
		Electric ATS	346.45	P202000017	11-000-262-622-000-001
		Electric ATS	3.38	P202000017	11-000-262-622-000-001
		Electric ATS	3.38	P202000017	11-000-262-622-000-001
		Electric ATS	1,505.39	P202000017	11-000-262-622-000-001
		Electric MVS	27.31	P202000017	11-000-262-622-000-002
		Electric RH	399.55	P202000017	11-000-262-622-000-002
		Electric MVS	2,962.03	P202000017	11-000-262-622-000-002
		Total Check Amount:	5,247.49		
31213	3/25/20	Petrozzino, Jane, Ph.D.			
		LDTC Services 3-5-20	1,997.50	P202000297	11-000-219-320-000-000
		LDTC Services 3-12-20	637.50	P202000297	11-000-219-320-000-000
		Total Check Amount:	2,635.00		
N0323	3/27/20	Heartland Payment Systems			
			129.00	P202000597	60-990-320-892-200-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
N0331	3/27/20	PAYROLL			
		STATE A/R	9,945.13	10 - 141	STATE A/R
		Pre K/Kindergarten Sals	9,137.67	P202000001	11-110-100-101-000-002
		Grades 3-5 Teacher Sals	33,627.39	P202000001	11-120-100-101-000-001
		Grades 1-2 - Teachers Sals	24,826.38	P202000001	11-120-100-101-000-002
		Permanent Substitute Salary	933.75	P202000001	11-125-100-104-000-001
		Grades 6-8 Teacher Sals	28,330.62	P202000001	11-130-100-101-000-001
		Home Instr Salary ATS	300.00	P202000001	11-150-100-101-000-001
		Substitutes Salary	1,356.00	P202000001	11-190-100-104-000-000
		MH Dis Teach Sal ATS	3,692.20	P202000001	11-212-100-101-000-001
		MH Sal Teachers MVS	2,461.05	P202000001	11-212-100-101-000-002
		Resource Center Sal ATS	5,979.60	P202000001	11-213-100-101-000-001
		Resource Center Sal MV	2,192.02	P202000001	11-213-100-101-000-002
		RC Aide ATS	4,932.50	P202000001	11-213-100-106-000-001
		RC Aides MVS	2,422.25	P202000001	11-213-100-106-000-002
		PSD Teacher Salary	1,292.03	P202000001	11-215-100-101-000-002
		PSD Aide Salary	1,103.75	P202000001	11-215-100-106-000-002
		Co-Curric Salary	207.00	P202000001	11-401-100-100-000-000
		Health Salaries ATS	3,268.55	P202000001	11-000-213-100-000-001
		Health Salaries MVS	2,824.30	P202000001	11-000-213-100-000-002
		Speech Sal ATS	3,241.27	P202000001	11-000-216-100-000-001
		Speech Sal MVS	1,876.28	P202000001	11-000-216-100-000-002
		Pers Aid Therapy Serv Supplies	3,586.76	P202000001	11-000-217-106-000-001
		Pers Aide Sal MVS	2,608.13	P202000001	11-000-217-106-000-002
		Guidance Salary	2,232.26	P202000001	11-000-218-104-000-001
		Guidance Salary MVS	2,552.92	P202000001	11-000-218-104-000-002
		CST Prof Salaries ATS	1,820.77	P202000001	11-000-219-104-000-001
		CST Prof Salaries MVS	1,820.78	P202000001	11-000-219-104-000-002
		CST Secty Salary ATS	835.98	P202000001	11-000-219-105-000-001
		Library Salaries ATS	1,716.03	P202000001	11-000-222-100-000-001
		Library Salaries MVS	1,716.02	P202000001	11-000-222-100-000-002
		School Princ Salary	4,609.25	P202000001	11-000-240-103-000-001
		Sal Asst Princ/Prog Dir	1,911.96	P202000001	11-000-240-103-000-002
		School Secty Salary ATS	3,033.69	P202000001	11-000-240-105-000-001
		Sal of Secretary MVS	1,563.15	P202000001	11-000-240-105-000-002
		Business Office Salary	5,924.50	P202000001	11-000-251-100-000-000
		Plant Maint Salaries	1,583.33	P202000001	11-000-261-100-000-000
		Custodial Srvc Salaries ATS	4,635.29	P202000001	11-000-262-100-000-001
		PT Custodial Sal ATS	2,355.60	P202000001	11-000-262-100-004-001
		PT Custodial Sal MVS	1,431.95	P202000001	11-000-262-100-004-002
		Grounds Salaries ATS	100.00	P202000001	11-000-263-100-000-001
		Grounds Salaries ATS	1,538.50	P202000001	11-000-263-100-000-001
		Grounds Salaries MVS	246.55	P202000001	11-000-263-100-000-002
		Transportation Administration	2,137.00	P202000001	11-000-270-105-000-000
		Trans Sal Pupil Home to School	9,919.56	P202000001	11-000-270-160-000-000
		Trans Sal Pupil Spec Ed	1,239.81	P202000001	11-000-270-161-000-000
		Trans Sal - Pupil Other	2,768.65	P202000001	11-000-270-162-000-000
		PERS FICA	79.78	P202000002	11-000-291-220-000-000
		PERS FICA	5,071.85	P202000002	11-000-291-220-000-000
		DCRP Employer Contribution	197.76	P202000002	11-000-291-249-000-000
		Employee Benefits	20.44	P202000001	11-000-291-290-000-000
		Employee Benefits	48.79	P202000001	11-000-291-290-000-000
		Personal Services - Salaries	1,315.40	P202000001	20-231-100-100-000-000
		Salaries-Oper. Mgr. Non-Grant	2,500.00	P202000001	60-990-320-181-200-000
		Salaries-Office&Cler Non-Grant	2,218.50	P202000001	60-990-320-182-200-000
		Salaries-Custodial Non-Grant	264.20	P202000001	60-990-320-183-200-000

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Total Check Amount:			219,554.90		
N0319	3/31/20	First Data Global Leasing - Transfirst CC on-site scanner rental (34.98/mo + 10.20 ann	34.98	P202000190	60-990-320-891-100-000
N0320	3/31/20	Tix, Inc			
		CC processing charges	48.00	P202000188	60-990-320-892-200-000
		CC processing charges	93.00	P202000188	60-990-320-892-200-000
		CC processing charges	60.00	P202000188	60-990-320-892-200-000
		CC processing charges	1.50	P202000188	60-990-320-892-200-000
Total Check Amount:			202.50		
N0321	3/31/20	Transfirst CC processing charges	386.03	P202000189	60-990-320-891-100-000
N0322	3/31/20	Depository Trust Co./JP Morgan Chase/BAN			
		Bond Interest due	161,400.00	P202000008	40-701-510-834-000-000
		Bond principal due	440,000.00	P202000008	40-701-510-910-000-000
Total Check Amount:			601,400.00		
N0317	4/1/20	PUB EMP RET SYSTEM Employer Liab Annual Pension Contr	133,160.00	P202000510	11-000-291-241-000-000
N0318	4/1/20	TEACHERS' PENS & ANNUITY Employer Liab Early Retirement	10,013.00	P202000509	11-000-291-232-000-000
N0324	4/6/20	WEX Bank Fuel for buses	2,556.01	P202000296	11-000-270-600-000-000
N0325	4/7/20	NJ HEALTH BEN FUND Health Benefits for retiree	324.60	P202000081	11-000-291-270-000-000
31214	4/8/20	SYNCB/AMAZON Custodial supplies	20.98	P202000054	11-000-262-610-000-000
31215	4/8/20	NJ Dept of Treasury 000000206158900	50.00	P202000602	11-000-261-420-001-000
31216	4/16/20	Abcode Security, Inc. Burg alarm sys Burg alarm sys	90.00 90.00	P202000074 P202000074	12-000-400-710-000-000 60-990-320-420-000-000
Total Check Amount:			180.00		
31217	4/16/20	Amazon Capital Services general supplies	113.98	P202000587	11-190-100-610-000-000
31218	4/16/20	Atlantic, Tomorrows Office copiers and supplies copiers and supplies	3,946.21 156.80	P202000222 P202000222	11-190-100-500-000-000 11-190-100-500-000-000
Total Check Amount:			4,103.01		

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31219	4/16/20	Adams, Mariah mileage reimb a/c music	104.30	P202000565	11-000-223-500-000-000
31220	4/16/20	American Coachwerks, LLC Bus repairs/inspections Bus repairs/inspections Bus repairs/inspections Bus repairs/inspections Bus repairs/inspections Bus repairs/inspections Bus repairs/inspections	514.35 444.99 669.27 801.06 606.02 299.70 289.28	P202000016 P202000016 P202000016 P202000016 P202000016 P202000016 P202000016	11-000-270-420-000-000 11-000-270-420-000-000 11-000-270-420-000-000 11-000-270-420-000-000 11-000-270-420-000-000 11-000-270-420-000-000 11-000-270-420-000-000
Total Check Amount:			3,624.67		
31221	4/16/20	Busch Law Group, LLC legal servies 15321	4,080.00	P202000582	11-000-230-331-000-000
31222	4/16/20	Calais School OOD HS Tuition #1013	3,710.00	P202000316	11-000-100-566-000-000
31223	4/16/20	 OOD Tuition #03031612019	8,094.00	P202000158	11-000-100-569-000-000
31224	4/16/20	DELTA DENTAL Employee Dental Insurance Employee Dental Insurance	4,645.48 128.60	P202000069 P202000069	11-000-291-270-000-000 11-000-291-270-000-000
Total Check Amount:			4,774.08		
31225	4/16/20	Direct Waste Services, Inc. Waste & recycle	698.00	P202000301	11-000-262-420-000-000
31226	4/16/20	Eurofins QC, Inc. Treatment plant testing Treatment plant testing	422.25 151.35	P202000552 P202000552	11-000-262-300-000-000 11-000-262-300-000-000
Total Check Amount:			573.60		
31227	4/16/20	Fuller Paper Company cleaning supplies janitor carts cleaning supplies janitor carts cleaning supplies janitor carts cleaning supplies janitor carts cleaning supplies janitor carts	317.78 49.60 885.68 72.00 17.64	P202000583 P202000583 P202000583 P202000583 P202000583	11-000-262-610-000-000 11-000-262-610-000-000 11-000-262-610-000-000 11-000-262-610-000-000 11-000-262-610-000-000
Total Check Amount:			1,342.70		
31228	4/16/20	FedEx express mailings	38.52	P202000543	11-000-230-530-000-000
31229	4/16/20	Gramon Family of Schools OOD HS Tuition 0204080819 OOD HS Tuition 0204080819	7,719.80 (385.99)	P202000160 P202000160	11-000-100-566-000-000 11-000-100-566-000-000
Total Check Amount:			7,333.81		

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31230	4/16/20	Hunterdon Preparatory Center Tuition 3-4-20 to 6-30-20-0120	14,253.25	P202000601	11-000-100-566-000-000
31231	4/16/20	Hackettstown Board of Education Tuition (2,062,500) net of 17-18 adj (62,454)	200,004.60	P202000003	11-000-100-561-000-000
		Resource Rm (60,000) plus 17-18 adj (394)	6,039.40	P202000003	11-000-100-562-000-000
		17-18 adj for LLD	3,598.60	P202000003	11-000-100-562-000-000
		Total Check Amount:	209,642.60		
31232	4/16/20	Haggerty, Wayne Clean buses 2-2-20	315.00	P202000595	11-000-270-420-000-000
31233	4/16/20	IGS Solar Solar electrical	2,131.79	P202000071	11-000-262-622-100-001
		Solar electrical	3,116.75	P202000071	11-000-262-622-100-001
		Total Check Amount:	5,248.54		
31234	4/16/20	Jersey Central Power & Light Electric ATS	283.68	P202000017	11-000-262-622-000-001
		Electric ATS	459.07	P202000017	11-000-262-622-000-001
		Electric ATS	3.52	P202000017	11-000-262-622-000-001
		Electric ATS	3.52	P202000017	11-000-262-622-000-001
		Electric RH	346.56	P202000017	11-000-262-622-000-002
		Electric MVS	2,790.82	P202000017	11-000-262-622-000-002
		Electric MVS	27.61	P202000017	11-000-262-622-000-002
		Total Check Amount:	3,914.78		
31235	4/16/20	JDM Group Tech services	4,216.67	P202000014	11-190-100-340-000-000
31236	4/16/20	Cablevision Lightpath Inc. optimum online	5.72	P202000568	11-000-230-530-000-000
31237	4/16/20	Marlin Business Bank insurance fee postage meter and ink	16.83	P202000494	11-000-230-530-000-000
31238	4/16/20	Municipal Capital Corp. copiers lease/purchase	1,757.00	P202000063	11-190-100-340-000-000
31239	4/16/20	Maschio's Food Service, Inc. Honor roll 2-20-20	225.00	P202000592	11-190-100-890-000-000
		Honor roll 12-6-19	225.00	P202000592	11-190-100-890-000-000
		Board meeting	193.25	P202000592	11-000-230-610-000-000
		Strategic planning 2-4-20	290.00	P202000592	11-000-230-890-000-000
		Board Meeting	103.35	P202000592	11-000-230-890-000-000
		Total Check Amount:	1,036.60		
31240	4/16/20	New Jersey Schools Insurance Group Bus 16 insurance	790.96	P202000600	11-000-270-593-000-000
		Workers comp ins.	5,182.58	P202000009	11-000-291-260-000-000
		Total Check Amount:	5,973.54		

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31241	4/16/20	Treasurer State of NJ - NJ Dept of Comm Affairs Lift inspection	182.00	P202000594	11-000-262-300-000-000
31242	4/16/20	ReadyRefresh by Nestle Drinking water	3.87	P202000051	60-990-320-890-200-000
31243	4/16/20	R&L DataCenters, Inc. Payroll services	71.00	P202000097	11-000-230-339-000-000
		payroll services	505.00	P202000588	11-000-230-339-000-000
Total Check Amount:			576.00		
31244	4/16/20	Sussex County Regional Cooperative Gramon school trans HS	2,234.26	P202000250	11-000-270-518-000-000
31245	4/16/20	Super Heat Inc. No heat boiler	2,238.82	P202000596	11-000-261-420-001-000
31246	4/16/20	SUBURBAN PROPANE Propane - treatment plant & greenhouse	277.95	P202000134	11-000-262-621-000-001
		Propane - treatment plant & greenhouse	307.01	P202000134	11-000-262-621-000-001
		Propane - treatment plant & greenhouse	165.41	P202000134	11-000-262-621-000-001
Total Check Amount:			750.37		
31247	4/16/20	Sherwin-Willaims Co. paint & supplies	34.89	P202000560	11-000-262-610-000-000
		paint & supplies	2.97	P202000560	11-000-262-610-000-000
Total Check Amount:			37.86		
31248	4/16/20	The Spoken Path, LLC. Direct speech inv 40 & 41	1,410.00	P202000186	20-250-200-300-000-000
		Direct speech services	720.00	P202000186	20-250-200-300-000-000
Total Check Amount:			2,130.00		
31249	4/16/20	Township of Allamuchy Water/sewer bill 7-19 to 9-19	1,841.85	P202000283	11-000-262-490-000-000
		Water/sewer bill 7-19 to 9-19	1,396.07	P202000283	11-000-262-490-000-000
Total Check Amount:			3,237.92		
31250	4/16/20	Trainello, Donna 2nd grade math books	160.92	P202000593	11-000-230-890-000-000
		Rosetta Stone 2nd student	125.00	P202000593	11-000-230-890-000-000
Total Check Amount:			285.92		
31251	4/16/20	VIKING TERMITE & PEST Pest control	251.85	P202000045	11-000-262-420-000-000
		Pest control	50.94	P202000045	11-000-262-420-000-000
		Pest control	981.40	P202000045	11-000-262-420-000-000
Total Check Amount:			1,284.19		

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31252	4/16/20	WARREN CO SPEC SVCS SC D			
		Spec Ed transportation 19-20	14,036.16	P202000011	11-000-270-518-000-000
		Spec Ed transportation 19-20	14,075.82	P202000011	11-000-270-518-000-000
		Total Check Amount:	28,111.98		
31253	4/16/20	WARREN CO SPEC SVCS SC D			
		BEH Services	292.50	P202000012	11-000-217-320-000-000
		Music Therapy	530.00	P202000581	11-000-217-320-000-000
		Educational evals	1,800.00	P202000609	11-000-219-320-000-000
		Speech eval 1-15-20	900.00	P202000586	11-000-219-320-000-000
		Shared Subscription for NJ School Jobs	500.00	P202000608	11-000-230-530-000-000
		Total Check Amount:	4,022.50		
31254	4/16/20	WageWorks, Inc. admins fee fsa	91.20	P202000241	11-000-291-270-000-000
31255	4/16/20	WRNJ Commercials etc	500.00	P202000075	60-990-320-530-000-000
31256	4/16/20	WIRE'S ELEC SHOP INC electrical services	941.12	P202000090	11-000-261-420-001-000
31257	4/16/20	WILLOWGLEN ACADEMY INC OOD Tuition HS #2419	8,143.04	P202000151	11-000-100-566-000-000
31258	4/16/20	WageWorks, Inc. admin fees cobra	57.00	P202000240	11-000-291-270-000-000
31259	4/16/20	Yudichak, Kenneth Treatment Plant Serv	700.00	P202000082	11-000-262-300-000-000
31260	4/16/20	WARREN CO SPEC SVCS SC D			
		Repeater Serv 11-19 to 6-20	1,680.00	P202000611	11-000-270-390-000-000
		Jan-Feb transp coverage	550.00	P202000610	11-000-270-511-000-000
		Total Check Amount:	2,230.00		

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N0409	4/16/20	PAYROLL			
		FICA	9,945.13	10 - 141	STATE A/R
		Pre K/Kindergarten Sals	9,137.67	P202000001	11-110-100-101-000-002
		Grades 3-5 Teacher Sals	33,627.39	P202000001	11-120-100-101-000-001
		Grades 1-2 - Teachers Sals	24,826.38	P202000001	11-120-100-101-000-002
		Permanent Substitute Salary	933.75	P202000001	11-125-100-104-000-001
		Grades 6-8 Teacher Sals	28,330.62	P202000001	11-130-100-101-000-001
		Substitutes Salary	49.00	P202000001	11-190-100-104-000-000
		MH Dis Teach Sal ATS	3,692.20	P202000001	11-212-100-101-000-001
		MH Sal Teachers MVS	2,461.05	P202000001	11-212-100-101-000-002
		Resource Center Sal ATS	5,979.60	P202000001	11-213-100-101-000-001
		Resource Center Sal MV	2,192.02	P202000001	11-213-100-101-000-002
		RC Aide ATS	4,932.50	P202000001	11-213-100-106-000-001
		RC Aides MVS	2,422.25	P202000001	11-213-100-106-000-002
		PSD Teacher Salary	1,292.03	P202000001	11-215-100-101-000-002
		PSD Aide Salary	1,103.75	P202000001	11-215-100-106-000-002
		Health Salaries ATS	3,268.55	P202000001	11-000-213-100-000-001
		Health Salaries MVS	2,824.30	P202000001	11-000-213-100-000-002
		Speech Sal ATS	1,876.27	P202000001	11-000-216-100-000-001
		Speech Sal MVS	1,876.28	P202000001	11-000-216-100-000-002
		Pers Aid Therapy Serv Supplies	3,471.25	P202000001	11-000-217-106-000-001
		Pers Aide Sal MVS	2,608.13	P202000001	11-000-217-106-000-002
		Guidance Salary	2,232.26	P202000001	11-000-218-104-000-001
		Guidance Salary MVS	2,552.92	P202000001	11-000-218-104-000-002
		CST Prof Salaries ATS	1,820.77	P202000001	11-000-219-104-000-001
		CST Prof Salaries MVS	1,820.78	P202000001	11-000-219-104-000-002
		CST Secty Salary ATS	835.98	P202000001	11-000-219-105-000-001
		Library Salaries ATS	1,716.03	P202000001	11-000-222-100-000-001
		Library Salaries MVS	1,716.02	P202000001	11-000-222-100-000-002
		School Princ Salary	4,609.25	P202000001	11-000-240-103-000-001
		Sal Asst Princ/Prog Dir	1,911.96	P202000001	11-000-240-103-000-002
		School Secty Salary ATS	3,033.69	P202000001	11-000-240-105-000-001
		Sal of Secretary MVS	1,563.15	P202000001	11-000-240-105-000-002
		Business Office Salary	5,924.50	P202000001	11-000-251-100-000-000
		Plant Maint Salaries	1,583.33	P202000001	11-000-261-100-000-000
		Custodial Srvc Salaries ATS	4,635.29	P202000001	11-000-262-100-000-001
		PT Custodial Sal ATS	704.20	P202000001	11-000-262-100-004-001
		PT Custodial Sal MVS	1,754.67	P202000001	11-000-262-100-004-002
		Grounds Salaries ATS	100.00	P202000001	11-000-263-100-000-001
		Grounds Salaries MVS	1,538.50	P202000001	11-000-263-100-000-002
		Grounds Salaries MVS	213.92	P202000001	11-000-263-100-000-002
		Transportation Administration	2,137.00	P202000001	11-000-270-105-000-000
		Trans Sal Pupil Home to School	8,956.56	P202000001	11-000-270-160-000-000
		Trans Sal Pupil Spec Ed	1,229.98	P202000001	11-000-270-161-000-000
		Trans Sal - Pupil Other	1,920.00	P202000001	11-000-270-162-000-000
		FICA	4,524.35	P202000002	11-000-291-220-000-000
		DCRP Employer contributions	195.50	P202000002	11-000-291-249-000-000
		Personal Services - Salaries	1,315.40	P202000001	20-231-100-100-000-000
		Salaries-Office&Cler Non-Grant	2,984.63	P202000001	60-990-320-182-200-000
		Salaries-Custodial Non-Grant	264.20	P202000001	60-990-320-183-200-000
Total Check Amount:			210,644.96		
31261	4/17/20	UNUM LIFE INS CO.			
		Disability Ins	2,209.43	P202000221	11-000-291-270-000-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
31262	4/17/20	Horizon BCBSNJ			
		OMNIA - JG	19,055.00	P202000004	11-000-240-270-000-000
		Health Omnia	22,715.61	P202000004	11-000-291-270-000-000
		Heath POS	33,629.24	P202000004	11-000-291-270-000-000
		Health Cobra	2,058.34	P202000004	11-000-291-270-000-000
Total Check Amount:			77,458.19		
30532	4/18/20	Zonar Systems			
		Home base service	315.00	P202000182	11-000-270-600-000-000
31263	4/18/20	Andover Regional Board of Education			
		OOD Tuition (BF)	1,026.80	P202000457	11-000-100-569-000-000
		OOD Tuition (EF)	1,215.20	P202000457	11-000-100-569-000-000
Total Check Amount:			2,242.00		
N0410	4/18/20	Arthur J. Gallagher Risk Management Services, I			
		Surety Bond	532.00	P202000612	11-000-230-590-000-000
The Grand Total of all Checks from Fund 10 is:			29,835.39		
The Grand Total of all Checks from Fund 11 is:			1,263,011.19		
The Grand Total of all Checks from Fund 12 is:			90.00		
The Grand Total of all Checks from Fund 20 is:			9,342.95		
The Grand Total of all Checks from Fund 40 is:			601,400.00		
The Grand Total of all Checks from Fund 60 is:			29,165.61		
The Grand total of all checks for this period is:			1,932,845.14		

Student Activity Account

Investors Bank

Miscellaneous	8698.64
Grade 8	19057.63
Yearbook	2763.24
Music	1485.17
Drama	1252.27
Student Council	966.21
Grade 7	10618.30
Stop Hungry Now	524.00
Grade 3	279.00
Outdoor Ed	5695.90
Wolf Pack K-2	1923.71
Wolf Pack 3-5	566.01
Wolf Pack 6-8	51.09
Scholarship Fund	3877.52
Steam	842.05
Surfers Way	5.00
Lego	1630.00
Healthy U	3301.62
Alex Lemonade	184.87
Balance 03/31/2020	63722.23



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

LAMONT O. RFPOLLET, ED.D.
Commissioner

April 9, 2020

Mr. Joseph E. Flynn, Superintendent
Allamuchy Township School District
P.O. Box J
Allamuchy, NJ 07820

Dear Mr. Flynn:

Pursuant to the requirements of N.J.A.C. 6A:30, the Allamuchy Township School District has undergone the New Jersey Quality Single Accountability Continuum (NJQSAC) review. The Warren Executive County Superintendent and team conducted a review of your self-assessment District Performance Review (DPR) document and analyzed district performance against critical indicators in all five NJQSAC areas. Based on that review, the district has been placed on a continuum in five areas: Instruction and Program, Fiscal Management, Governance, Operations and Personnel. The complete NJQSAC results, including county office verification of the district's self assessment, have resulted in the district receiving the following placement scores for each area listed below:

NJQSAC Areas	Initial Placement (April 2020)
Instruction and Program	84%
Fiscal Management	90%
Governance	94%
Operations	89%
Personnel	98%

These placement results will be provided to the State Board of Education at an upcoming meeting. Please be advised that NJQSAC regulations require your board of education to report these placement results at the next regularly scheduled board meeting.

I am pleased to inform you that your district has satisfied at least 80% of the weighted indicators in each of the five areas of the NJQSAC review process and has been designated as "high performing." The Commissioner will recommend to the State Board of Education that your district be certified as providing a thorough and efficient system of education, for a period of three years or until the next NJQSAC review. Congratulations on this accomplishment.

Pursuant to N.J.A.C. 6A:30-4.1, if you believe that any indicators were scored incorrectly, you have seven days from the receipt of this letter to submit a written reconsideration request. Email your request to qsac@doe.nj.gov.

Sincerely,

Paula Bloom
Acting Director
Office of Field Services Coordination
Division of Field Services

PB:CS: allamuchy/initial review

Enclosures

c: Rosalie Lamonte, Executive County Superintendent

NJ Single Accountability Continuum (NJQSAC)

District Performance Review - School Year 2019-20

District Information and Score Summary

District Name and CDS #	Allamuchy Township School District - 0030		
County Name	Warren - 41		
District Superintendent Name	Joseph E. Flynn		
District Mailing Address	P.O. Box J Allamuchy, NJ 07820		
Superintendent Email Address	jflynn@aes.k12.nj.us		

DPR Area	District Score	County Score		
Instruction and Program	84%	84%		
Fiscal Management	96%	90%		
Governance	100%	94%		
Operations	94%	89%		
Personnel	95%	98%		

Instruction and Program

NJQSAC District Performance

Allamuchy Township

Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
1. The school district's ELA achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups; (Assessment data provided by NJDOE)	K - 8	10	4.0	4.0	
	K - 12	7.5	0.0	0.0	
	9 - 12	15	0.0	0.0	
2. The school district's mathematics achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups. (Assessment data provided by NJDOE)	K - 8	10	4.2	4.2	
	K - 12	7.5	0.0	0.0	
	9 - 12	15	0.0	0.0	
3. The school district's science achievement score: The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups. (Assessment data provided by NJDOE)	K - 8	10	9.6	9.6	
	K - 12	5	0.0	0.0	
	9 - 12	0	0.0	0.0	
4. The school district's ELA academic progress. • Academic progress is calculated to include subgroup performance by averaging the mSGP of all students with the average of all subgroups' mSGPs	K - 8	10	7.6	7.6	
	K - 12	7.5	0.0	0.0	

the average of all subgroups' mSGPs. (Assessment data provided by NJDOE)	NJQSAC District Performance Review 9 - 12	0	0.0	0.0	
5. The school district's mathematics academic progress. • Academic progress is calculated to include subgroup performance by averaging the mSGP of all students with the average of all subgroups' mSGPs. (Assessment data provided by NJDOE)	K - 8	10	8.8	8.8	
	K - 12	7.5	0.0	0.0	
	9 - 12	0	0.0	0.0	
6. The school district's graduation rate (average of four-year and five-year adjusted cohort graduation rates). • Graduation rate is calculated to include subgroup performance by averaging the combined graduation rate (i.e. the average of the four-year and five-year graduation rates) of all students with the average of all subgroups' combined graduation rates. (Assessment data provided by NJDOE)	K - 8	0	0.0	0.0	
	K - 12	15	0.0	0.0	
	9 - 12	20	0.0	0.0	
7. The school district's measure(s) for school quality and student success is calculated to account for subgroup performance by averaging the rates for all students with the average of all subgroups' rates. (Assessment data provided by NJDOE)	K - 8	10	9.4	9.4	
	K - 12	10	0.0	0.0	
	9 - 12	10	0.0	0.0	
Summary of Achievement Score Indicators	K - 8	60	43.6	43.6	
	K - 12	60.0	0.0	0.0	
	9 - 12	60	0.0	0.0	

Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
8. The chief school administrator (CSA) reports participation and performance results of annual Statewide assessments to the district board of education within 60 days of receipt of the finalized information from the Department. The reports include aggregated and disaggregated subgroup data, as well as trend and comparative analyses and appropriate intervention strategies. (N.J.A.C. 6A:8-4.3)	6	1	1	
9. English language arts curriculum and instruction are aligned to the New Jersey Student Learning Standards (NJSLS) in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)				
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; and i. Career education.	4	1	1	
10. Mathematics curriculum and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)				

<p>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</p> <p>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</p> <p>c. Assessments, including formative, summative, benchmark, and alternative assessments;</p> <p>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</p> <p>e. Pacing guide;</p> <p>f. Interdisciplinary connections;</p> <p>g. Integration of 21st century skills through NJSLS 9;</p> <p>h. Integration of technology through the NJSLS; and</p> <p>i. Career education.</p>	<p>4</p>	<p>1</p>	<p>1</p>	
<p>11. Science curriculum and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)</p>				
<p>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</p> <p>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</p> <p>c. Assessments, including formative, summative, benchmark, and alternative assessments;</p> <p>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</p> <p>e. Pacing guide;</p> <p>f. Interdisciplinary connections;</p> <p>g. Integration of 21st century skills through NJSLS 9;</p> <p>h. Integration of technology through the NJSLS; and</p> <p>i. Career education.</p>	<p>4</p>	<p>1</p>	<p>1</p>	
<p>12. Social Studies curriculum and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)</p>				

NJQSAC District Performance Review				
<p>a. Curriculum designed and implemented to meet grade-level expectations and graduation requirements;</p> <p>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</p> <p>c. Assessments, including formative, summative, benchmark, and alternative assessments;</p> <p>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</p> <p>e. Pacing guide;</p> <p>f. Interdisciplinary connections;</p> <p>g. Integration of 21st century skills through NJSLS 9;</p> <p>h. Integration of technology through the NJSLS;</p> <p>i. Career education.</p> <p>j. Amistad Commission mandates* that curricula in kindergarten through grade 12 include the teaching of the African slave trade, slavery in America, the vestiges of slavery in this country, and the contributions of African Americans to this country; and</p> <p>k. Holocaust Commission mandates* that curricula in kindergarten through grade 12 address issues of bias, prejudice, and bigotry, including bullying, through the teaching of the Holocaust and genocide.</p> <p style="text-align: right;">*</p> <p><i>Mandates can be met in content areas other than Social Studies. Being out of compliance with either mandate results in the loss of all points for Social Studies.</i></p>	4	1	1	
<p>13. World languages curricula and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)</p>				

<p>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</p> <p>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</p> <p>c. Assessments, including formative, summative, benchmark, and alternative assessments;</p> <p>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</p> <p>e. Pacing guide;</p> <p>f. Interdisciplinary connections;</p> <p>g. Integration of 21st century skills through NJSLS 9;</p> <p>h. Integration of technology through the NJSLS; and</p> <p>i. Career education.</p>	<p>NJSAC District Performance Review</p> <p>4</p>	<p>1</p>	<p>1</p>	
<p>14. Comprehensive health and physical education curricula and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)</p>				
<p>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</p> <p>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</p> <p>c. Assessments, including formative, summative, benchmark, and alternative assessments;</p> <p>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</p> <p>e. Pacing guide;</p> <p>f. Interdisciplinary connections;</p> <p>g. Integration of 21st century skills through NJSLS 9;</p> <p>h. Integration of technology through the NJSLS; and</p> <p>i. Career education.</p>	<p>4</p>	<p>1</p>	<p>1</p>	
<p>15. Visual and performing arts curricula and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)</p>				

a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; and i. Career education.	4	1	1	
16. Policies and procedures exist to ensure a coordinated system for planning, delivering, measurement, and modification of intervention and referral services is implemented in each school by a multidisciplinary team to address the learning, behavioral, and health needs of all students. (N.J.A.C. 6A:16-8) This requirement may be fulfilled through implementation of the New Jersey Tiered System of Support (NJTSS) or other models such as Response to Intervention (RTI) and Multi-Tiered Systems of Support (MTSS). The system includes:				
a. A continuum of supports and interventions available in each school to support learning, behavior, and health needs; b. Action plans for interventions based on student data and desired outcomes; c. Professional development for multidisciplinary teams and staff who provide interventions; and d. Review and assessment of effectiveness of interventions (e.g., progress monitoring).	6	1	1	
Achievement Score Total	60	44	44	
Curriculum and Policy Total	40	40	40	
Instruction and Program Total	100	84	84	

Fiscal Management		Allamuchy Township		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
1. Monthly district board of education secretary's reports are completed and reconciled without exceptions and submitted to the district board of education within 60 days of the month's end for approval, pursuant to N.J.S.A. 18A:17-9.	6	1	1	
2. A standard operating procedures (SOP) manual for business functions is maintained, updated and implemented pursuant to N.J.A.C. 6A:23A-6.6. The SOP manual includes a system of internal controls in accordance with N.J.A.C. 6A:23A-6.4 to prevent the over-expenditure of line item accounts and to safeguard assets from theft and fraud and includes a section that details purchasing procedures.	8	1	1	
3. The annual audit of its Comprehensive Annual Financial Report (CAFR) and other supporting forms and collections (Auditor's Management Report (AMR), Federal Data Collection Form, and Audit Summary) have been filed by the due date set forth in N.J.S.A. 18A:23-1.	4	1	1	
4. The school district:				
a. Implements a corrective action plan (CAP) that addresses all audit recommendations and is acceptable to the Department (as required);	4	1	1	
b. Reports no repeat audit findings of a substantive nature in the CAFR or AMR.	4	1	1	

c. Reports no material weaknesses or significant deficiencies in the CAFR or AMR.	4	1	1	
d. Ends the year with no deficit balances and no line item over-expenditures in the general fund, (on the budgetary basis of accounting) special revenue fund, capital projects fund, or debt service fund (other than permitted under State law and GAAP).	4	1	1	
5. Entitlement and discretionary grants are managed and overseen as required. Specifically, the school district:				
a. Submits initial applications, revisions, and final reports for all entitlement and discretionary grants by published due dates and expends Federal funds consistent with the approved indirect cost rate and grant application.	2	1	1	
b. Budgets grant funds according to the approved application and spends grant funds as budgeted. Amendments and budget modifications are completed for charges that exceed the applicable threshold of 10 percent or for modifications that require opening new budget lines.	2	1	1	
c. Shows evidence of required consultations with nonpublic schools for each required State- and federally funded program and expends nonpublic school allocations as required. If funds are not expended for nonpublic school services, the school district specifies the reason the funds were not spent and provides evidence of consulting with nonpublic schools regarding the use of unexpended funds.	2	1	1	
d. Approves salaries funded by Federal grants as documented in district board of education minutes and maintains the required time and activity reports.	2	1	0	County Comment: Minutes did not include the portion of basic skills instructors' salary that is charged to Title I.
6. Proper oversight and accounting of capital projects accounted for in Fund 30 are provided. Specifically, the school district:				
a. Maintains separate accounting by project.	4	1	1	

b. Monitors the detailed accounts regularly and oversees change orders to ensure/certify funds are available.	4	1	1	
c. Spends within the authorized amount, unless proper approvals have been received to raise additional funds to augment the authorized amount.	4	1	1	
d. Conducts the proper fiscal close-out of completed projects, including proper transfer of interest earned annually to the debt service and/or general fund.	4	1	1	
7. Projects consistent with the approved long-range facilities plan are implemented, reviewed, and revised, pursuant to N.J.A.C. 6A:26-2.	2	1	1	
8. County office approval has been granted for emergent projects, pursuant to N.J.A.C. 6A:26-3.14.	2	1	1	
9. Annual health and safety reviews:				
a. Have been conducted once per year in each building using the Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings. (N.J.A.C. 6A:26-6.1, 6.2, 6.3, and 12 and 6A:19-6)	5	1	1	
b. Meet the "100% item" section in the Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings, which means all items are in compliance in all buildings.	5	1	1	
c. Meet the "80% item" section Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings, which means at least 80 percent of items are in compliance in all buildings.	2	1	1	

10. A budget calendar that is developed and shared with the district board of education annually and that reflects all applicable legal and management requirements, pursuant to N.J.S.A. 18A:22-7, is followed. This development timeline includes input from all relevant programmatic staff for requirements and materials needed for teaching and student learning.	6	1	1	
11. All persons employed as a buildings and grounds supervisor, as defined in N.J.S.A. 18A:17-49, possess a valid authorization from the Department to serve as a certified educational facilities manager.	4	1	1	
12. The transfer of funds during the budget year is made in accordance with N.J.S.A. 18A:22-8.1 and 8.2 and complies with all budgetary control provisions, pursuant to N.J.A.C. 6A:23A-16.10.	4	1	0	County Comment: A required transfer in the 2019-20 school year was not submitted to the County Office for approval.
13. Fiscal-year cash flow management for all funds is prepared and analyzed on a regular basis to ensure payments can be made on a prompt basis.	4	1	1	
14. Reimbursement requests for Federal grant awards are submitted in a timely manner for the actual amount of incurred expenditures.	4	1	1	
15. The district board of education approves purchase orders approved by only the purchasing agent and issued in advance of goods received or services rendered and encumbered for the full contractual amount. There are no confirming orders.	4	0	0	
Fiscal Management Total	100	96	90	

Governance	Allamuchy Township			
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
1. At least annually, and more frequently if required by changes in case law, regulation, or statute, the district board of education or the advisory board, reviews, updates, and adopts, by resolution, policies, procedures, and by-laws reflective of current statutory and regulatory authority. (N.J.S.A. 18A:11)	8	1	1	
2. The district board of education:				
a. Establishes a policy and a contract with the CSA to annually evaluate him or her based on the adoption of goals and performance measurements that reflect the highest priority is given to student achievement and attention is given to subgroup achievement and each new member has received training on CSA evaluation. N.J.S.A. 18A:17-20.3.	7	1	1	
b. Completes the CSA evaluation by July 1 in accordance with N.J.A.C. 6A:10-8.1(g).	6	1	1	
3. All new, renegotiated, amended, altered, or extended contracts for CSAs, deputy superintendents, assistant superintendents, and school business administrators are submitted to the executive county superintendent (ECS) for review and approval. The district board of education takes no formal action to approve or implement such contracts prior to ECS review and approval. (N.J.S.A. 18A:7-8 and N.J.A.C. 6A:23A-3.1)	6	1	1	

4. The district board of education approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees, only by a roll call majority vote of the district board of education's full membership upon the CSA's recommendation. (N.J.S.A. 18A:27-4.1 and N.J.A.C. 6A:32-4.1 and 4.7)	6	1	1	
5. The district board of education-approved corrective action plans are submitted for any finding or recommendation for all compliance-related reports, consolidated monitoring reports, financial audits, special education reports, etc. The school district has no outstanding monitoring or complaint investigation findings that exceed the required timelines for correction. There is no evidence of the school district not implementing the plan.	7	1	1	
6. The budgeting process and allocation of resources, including grant funding, are aligned with instructional priorities and student needs to provide for a thorough and efficient education as demonstrated by: (N.J.S.A. 18A:7F-6 and 46 and N.J.A.C. 6A:23A-8.1)				
a. Adoption and implementation of written policies and procedures for the budget and financial planning process that are integrated and aligned with school district priorities and planning objectives based on Statewide assessments and applicable strategic plans.	8	1	1	
b. Annually align fiscal goals and budget objectives with curricula that comply with the NJSLS.	8	1	1	
7. The district board of education follows the budget process by: a. Conducting a public hearing on the proposed budget; b. Adopting the budget at a public meeting; c. Providing ongoing information on the budget's status and any revision(s) or emergent conditions; and d. Making the budget available for public notice and inspection. (N.J.S.A. 18A:22-7 and N.J.A.C. 6A:23A-8.1 and 8.2)	8	1	1	

8. The district board of education ensures compliance with all stakeholder engagement requirements pursuant to the Federal grant programs for which the school district receives funds, which shall include but not be limited to grant programs under the Elementary and Secondary Act, the Individuals with Disabilities Education Act, and the Carl D. Perkins Career and Technical Education Act.	6	1	0	County comment: Have Title I informational meeting once a year. Other grants should be discussed at meeting open to the public (not just at the education committee meeting of board).
9. The district board of education has established programs and services for all English language learners (ELLs), pursuant to N.J.A.C. 6A:15.	7	1	1	
10. The district board of education implements the Open Public Meetings Act and there have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.S.A. 10:4-6 et seq.)	3	1	1	
11. The district board of education approves the monthly district board of education secretary's and treasurer's reports within 60 days of month's end and, in its minutes, certifies that major funds (general fund, special revenue, and capital projects fund) have not been over-expended. (N.J.A.C. 6A:23A-16.10(c))	6	1	1	
12. Minutes of all meetings, including executive sessions, reflect all district board of education actions and are publicly available within two weeks or by the next district board of education meeting. (N.J.S.A.18A:17-7)	6	1	1	
13. District board of education members and school administrators annually file a timely and properly completed financial and personal/relative disclosure statement. The district board of education annually discusses the School Ethics Act and no district board of education member or administrator has been found in violation of the School Ethics Act. (N.J.S.A. 18A:12-22 and 26)	5	1	1	

14. The district board of education ensures that all students have access to library media services that are connected to classroom studies in each school building including access to computers; school district-approved instructional software; appropriate books, including novels, anthologies, and other reference materials; and supplemental materials that motivate students to read in and out of school and to conduct research. (N.J.A.C. 6A:13-2.1(h))	3	1	1	
Governance Total	100	100	94	

Operations		Allamuchy Township			
Indicator		Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
1. The school district's NJSMART and educator evaluation data files:					County comment: The district missed the deadline for NJSMART Staff Submission.
a. Have been certified by established deadlines and provide complete data; and		2	1	0	
b. Have an error rate of less than 1.5 percent for each file –inclusive of student sync errors.		3	1	1	
2. The school district's County District School (CDS) Information System data:					
a. Have been submitted by established deadlines and no evidence of changes not approved by the Department was reported since the last NJQSAC monitoring; and		1	1	1	
b. Have accurately maintained the required school contacts throughout the year and the school district has submitted to the Department for approval any change requiring district board of education action within five business days of the action.		3	1	1	
3. The school district has a data management process that includes:					County comment: The district missed the deadline for Application for State School Aid.
a. Identification of a school district data coordinator, school district contacts for all Department data submission applications, and an internal communication/information dissemination procedure;		2	1	1	
b. Submission of data collection applications via the Department's website by the established deadlines.		3	1	0	

4. The school district has policies and procedures that require the use of multiple sources of data to monitor student achievement and progress and to evaluate the effectiveness of programs, initiatives, and strategies.	3	1	1	
5. The district board of education adopts and annually distributes to staff, parents, and students, policies and procedures to address the equitable application of a code of student conduct that establishes expectations for academic achievement, behavior, and attendance. The policy provides comprehensive tiered behavioral supports and responses to violations that include positive disciplinary practices that minimize exclusionary practices, such as suspension and expulsion; and details students' due process rights. (N.J.A.C. 6A:16-7.1)	5	1	1	
6. Twice per year, the CSA presents to the district board of education a summary of violence, vandalism, substance abuse, and harassment, intimidation and bullying (HIB) incidents submitted on the Department's incident reporting system. The CSA or designee submits the final data verification to the Department by July 15. (N.J.A.C. 6A:16-5.3)	5	1	1	

7. The school district implements a process to ensure the school safety/school climate team in each school, with support from the CSA: (1) reviews and takes action to strengthen school climate policies; (2) educates the community, including students, teachers, staff, and parents, to prevent HIB; (3) provides professional development opportunities that address effective practices of successful school climate programs or approaches; and (4) completes the HIB self-assessment. The CSA submits to the Department the statement of assurance and the district board of education approval date for the HIB self-assessment for each school in the school district by September 30. (N.J.S.A. 18A:17-46 and 18A:37-14 through 18 and N.J.A.C. 6A:16-7.7)	7	1	1	
8. The Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) has been signed within the past year. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C.	6	1	1	
9. The comprehensive alcohol, tobacco, and other drug abuse program includes policies and procedures for the prevention, assessment, intervention, referral for evaluation, referral for treatment, discipline for students using alcohol or other drugs, and continuity of care and supports. (N.J.S.A. 18A:40A and N.J.A.C. 6A:16-3 and 4)	6	1	1	
10. Policies and procedures are established to review and resolve transportation incidents and ensure the safety of students by meeting Motor Vehicle Commission requirements for inspections by bus drivers and evacuation drills. The CSA presents to the district board of education evidence of completion of emergency exit drills. (N.J.A.C. 6A:27-11.1, 11.2, and 12)	6	0	0	County comment: The district was not able to provide evidence for the CSA presenting bus evacuation drills to the district board of education.

11. Policies and procedures are established to report potentially missing, abused, or neglected children to law enforcement and child welfare authorities; to appoint a school district liaison to law enforcement authorities; and to provide training to school district employees, volunteers, and interns on policies and procedures. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-11)	6	1	1	
12. Comprehensive record of immunizations, required physical examinations and health screenings are maintained to identify the need for medical services for public and nonpublic school students. Health records are kept separately from other student records. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-2.1(a)8, 2.2, and 2.5 and 6A:32-7.4(c))	4	1	1	
13. At least one certified school nurse is employed by the school district (not through a third-party contract). For medically fragile students who require one-to-one clinical nursing services, the school district uses a provider of clinical nursing services who appears on the New Jersey Department of Human Services' directory of private-duty nursing. The district board of education annually adopts a nursing services plan for each school that addresses sufficient nursing requirements and the needs of all students, including nonpublic school students. (N.J.A.C. 6A:16-2.1(b) and 2.5(j)6)	8	1	1	

14. Students removed for disciplinary reasons (e.g., suspension or expulsion) or for chronic or temporary illness have received educational services from a certified instructor who has completed the Department's criminal history record check within five days of a student's removal for disciplinary reasons or within five days after receipt of the school physician's verification of the need for home instruction due to chronic or temporary illness (e.g., home instruction/temporary hospital setting). (N.J.S.A. 18A:6-4.13 and 7.1 and N.J.A.C. 6A:16-7.2, 7.3, and 10.1)	6	1	1	
15. Safety and security plans, procedures, and mechanisms are annually reviewed and revised in consultation with law enforcement, health, social service, and emergency management agencies and other community members, including parents. The CSA has verified in writing that the process has occurred. (N.J.A.C. 6A:16-5.1)	6	1	1	
16. A security drill statement of assurance that accurately represents the monthly security drills were conducted is submitted no later June 30 each year to the Department. (N.J.S.A. 18A:41)	4	1	1	
17. The school district has a comprehensive equity plan (CEP) designed to eliminate discrimination according to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender, religion, disability socioeconomic status, pregnancy, or parenthood that is approved by the Department. Additionally, the school district submits to the Department the annual CEP statement of assurance. (N.J.A.C. 6A:7-1.4)	6	1	1	

18. The district board of education has adopted policies and procedures that require regular attendance of students, expectations of timely arrival, daily attendance when school is in session, and responses to unexcused absences and lateness, and attempt to determine the cause and to provide tiered supports in maintaining regular attendance for all students. (N.J.A.C. 6A:16-7.6)	8	1	1	
Operations Total	100	94	89	

Personnel		Type District Name Here			
Indicator		Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
1. An audit of staff personnel files and other relevant school district records demonstrates that evaluation and staff development processes have occurred in accordance with N.J.A.C. 6A:9C and 6A:10 in the following categories:					
a. Teacher evaluation processes result in complete summative scores, measures of teacher practice, and measures of student growth (SGO and mSGP) (N.J.A.C. 6A:10- 2.4, 4.1, 4.2, 4.3, and 4.4);	100 percent of audited files meets indicators	8	1	1	
	95 to 99 percent of audited files meets indicators	4	0	0	
	Less than 95 percent of audited files meets indicators	0	0	0	
b. School leader evaluation processes result in complete summative scores, measures of principal practice, and measures of student growth (SGO, mSGP, administrator goals) (N.J.A.C. 6A:10- 2.4, 5.1, 5.2, 5.3, and 5.4);	100 percent of audited files meets indicators	6	1	1	
	95 to 99 percent of audited files meets indicators	3	0	0	
	Less than 95 percent of audited files meets indicators	0	0	0	
c. Evaluations of other certificated staff according to regulations (N.J.A.C. 6A:10- 2.2, 2.4, 2.5, 6.1, and 6.2);	100 percent of audited files meets indicators	4	1	1	
	95 to 99 percent of audited files meets indicators	2	0	0	
	Less than 95 percent of audited files meets indicators	0	0	0	
d. Evaluation processes for all certificated staff have occurred, including evaluation training and evaluation conferences. (N.J.A.C. 6A:10-2.2)		4	1	1	

e. School improvement panels have been established in each school and are functioning in accordance with the TEACHNJ Act (N.J.S.A. 18A:6-120) and regulations (N.J.A.C. 6A:9C-5.3 and 6A:10-2.3, 2.5, 3.1, and 3.2); and	4	1	1	
f. Other evaluation structures and processes, including tenure charge proceedings conducted according to the TEACHNJ Act (N.J.S.A. 18A:6-11 and 17.3).	2	1	1	
2. The school district demonstrates supportive conditions for high-quality professional learning and development for teachers, educational services staff, and administrators, aligned to the components of professional development and the New Jersey standards for professional learning and as indicated by the following (N.J.A.C. 6A:9C and 6A:13-2):				
a. An audit of personnel files indicates that required individual professional development plans (PDPs) or corrective action plans (CAPs) are aligned to the professional standards for school leaders or teachers and have been completed for administrators and teachers and are linked to (1) school district, school, team, and/or individual goals, and (2) results from individual performance evaluations. (N.J.A.C. 6A:9C and 6A:10-2.5);	5	1	1	
b. School schedules that include adequate and consistent time for teachers to work together in and across content areas and grade levels to examine student results and to collaborate on addressing student learning needs, such as through professional learning community (PLC) time (N.J.A.C. 6A:9C-3.2 and 3-3 and 6A:13-2.1).	5	1	1	

<p>c. The school district-level PDP:</p> <ul style="list-style-type: none"> • Details districtwide and school-level professional learning for active staff holding instructional teaching, educational services, and administrative certificates; • Incorporates professional learning that is sustained and job-embedded not exclusively one-time workshops; and • Addresses the NJSLS and the professional standards for teachers and school leaders (N.J.A.C. 6A:8 and 6A:9) and is based on a variety of sources and types of student, educator, and system evidence, including educator evaluation data and school-level PDPs. (N.J.A.C. 6A:9C-4.2) 	5	1	1	
<p>d. The school district allocates resources for educator professional learning and development (e.g., people, time, technology, money) that align to the school district's professional development needs, as stated in the PDP and mentoring plan, beyond the resources designated toward completion of State-mandated professional development topics.</p>	5	1	1	
<p>e. The district mentoring plan: (N.J.A.C. 6A:9C-5)</p> <ul style="list-style-type: none"> • Details support for all non-tenured teachers in their first year of employment through, at minimum, an introduction to school district curricula, student assessment policies, and training on the school district's evaluation rubric; • Describes the process for selecting and assigning one-to-one mentors who meet State eligibility requirements to work with provisional teachers; • Describes how mentors are trained; and • Describes the process by which the administrative office oversees mentor payments. 	3	1	1	
<p>f. Documentation that verifies staff have completed professional development on State-mandated topics required for their assignments. (N.J.S.A. 18A and N.J.A.C. 6A)</p>	2	1	1	

3. The district board of education has ensured the following staffing practices are followed for all staff requiring provisional certification:

a. Any administrator or educational services staff employed under a certificate of eligibility with advanced standing (CEAS) or a certificate of eligibility (CE) has been registered in the appropriate residency program for his or her endorsement and the school district has applied to the Department's certification office for a provisional certificate before the residency period began. Any teacher with a CEAS or a CE or serving as a long-term substitute (for greater than 60 days) has been registered in the provisional teacher process within 60 days of beginning employment; (N.J.A.C. 6A:9B)	3	1	1	
b. Provisional staff are assigned a mentor, required mentor hours and/or residency hours are tracked, and evaluation is conducted; and (N.J.A.C. 6A:9B-8.4, 6A:9C-5, and 6A:10)	3	1	1	
c. Provisional staff seeking the standard license for teacher of students with disabilities and/or teacher of bilingual education submit annual transcripts from their educator preparation programs (EPPs) to allow school districts to track staff progress toward completion of required coursework. (N.J.A.C.6A:9A and 6A:9B)	3	1	1	
d. All school district-provided information required for a professional staff member to obtain a standard certificate is submitted to the Department within 30 days of the staff member becoming eligible for a standard license. (N.J.A.C. 6A:9B)	2	1	1	

4. The district board of education has ensured the following staffing practices are followed:

a. New employees have a successful criminal history record check prior to employment and are not disqualified for employment; (N.J.S.A. 18A:6-7.1 and 18A:39-19.1)	2	1	1	
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b. Candidates for employment and employees, when applicable, receive a physical examination and the resulting medical records are maintained in a secure location separate from personnel files; (N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.2 and 6.3)	2	1	0	County comment: One-hundred percent of audited personnel files were not in compliance. Several physical exams were never given.
c. Approved job descriptions are maintained for every certificated staff member. Certificated staff are appropriately certified for their assignment (N.J.A.C. 6A:9B); and	5	1	1	
d. Accurate staff attendance records are maintained at school district and school levels. The records include the type and date of absence and an analysis of attendance patterns. Any issue(s) identified through the analysis of staff attendance has been addressed in accordance with the district board of education's staff attendance policies.	5	1	1	
e. The length of service for substitute teachers is tracked and placement of substitutes is appropriate. (N.J.A.C. 6A:9B-7)	2	1	1	
5. The position control roster: (N.J.A.C. 6A:23A-6.8)				

a. Contains the employee name; date of hire; a permanent position tracking number for each employee; a control number for substitute teachers; a control number for overtime; a control number for extra pay; the status of the position (filled, vacant, abolished, etc.); an indication, when available, of whether an employee is retiring in the budget year or not being renewed, including associated costs such as contractual buyouts, severance pay, paid vacation, or sick days, etc.; base salary; step; longevity; guide; stipends by type; overtime; other extra compensation; the benefits paid by the school district, net of employee reimbursements or co-pays, by type of benefit and for FICA and Medicare; the position's full-time equivalent value by location; the date the position was filled; and the date the position was originally created by the district board of education (if the date the position was originally created is not available, the date the person currently filling that position was approved by the district board of education);	6	1	1	
b. Is accurate and up to date; and	5	0	1	County comment: The Position Control Roster is accurate and up-to-date.
c. Reconciles with the budget.	4	1	1	
6. Documentation and evaluation of administrator practices, as well as an audit of personnel files, including observation reports, indicates that supervision processes are occurring in accordance with N.J.A.C. 6A:10 and result in: a. Professional practices aligned with goal-setting procedures (N.J.A.C. 6A:10-4.2 and 5.2); and b. Supervisory feedback that is timely, targeted, and actionable (N.J.A.C. 6A:10-2.4, 2.5 and 4.4 and 5.4).	5	1	1	
Personnel Total	100	95	98	



POLICY ALERT

P 0152	Board Officers (Revised)
P 1581	Domestic Violence (M) (Revised)
R 1581	Domestic Violence (M) (New)
P 2422	Health and Physical Education (M) (Revised)
P 3421.13	Postnatal Accommodations (New)
P 4421.13	Postnatal Accommodations (New)
P & R 5330	Administration of Medication (M) (Revised)
P 7243	Supervision of Construction (M) (Revised)
P 8210	School Year (Revised)
P 8220	School Day (M) (Revised)
R 8220	School Closings (Revised)
P 8462	Reporting Potentially Missing or Abused Children (M) (Revised)

This POLICY ALERT replaces and/or adds Policy and/or Regulation Guides in the following sections: 0000, 1000, 2000, 3000, 4000, 5000, 7000, and 8000.

Please note the comments below are organized as follows:

0000 NAME OF POLICY

This paragraph describes a development at the State or Federal level.

This paragraph describes the effect of the development on local Board policy. Local policy is **MANDATED** by law or monitoring standards, (these policies will be designated with a "M" in the upper right hand corner), **RECOMMENDED** by sound management practices, or merely **SUGGESTED** as may be appropriate to meet your district needs.

These Policy and Regulation Guides should be used to update the Policy and Regulation Manuals of the school district. If your district manual(s) contain any of the policies or regulations contained in this Policy Alert, they must be updated for your district manual(s) to remain current and in compliance with law. It does not matter whether or not the policy or regulation is MANDATED, all policies and regulations in district manuals contained in this Alert should be updated.



**NEW JERSEY
POLICY ALERT**
Policy Alert and Support System

Subscribers to Strauss Esmay's Policy Alert & Support System (PASS) receive new and/or revised policies and regulations in paper copy and electronically either through email or download from Strauss Esmay's website, www.straussesmay.com. For your convenience, the revised policies and regulations have changes indicated by ~~strike-throughs~~ to denote required text deletions and **bolded text** to indicate new material. The **Policy Alerts** tab on our website contains two different folders: one titled "Alert in one Word document" with ~~strike-throughs~~ and **bolded text**; and the second titled "Alert in one Word document - NO BOLDS OR STRIKETHROUGHS" with ~~strike-throughs~~ and **bolded text** removed for a clean document. Policy and Regulation Guides enclosed in this mailing are double sided as a cost containment and paper conservation measure.

P 0152 - Board Officers (Revised)

Strauss Esmay's recent review of Bylaw Guide 0152 presented an interesting question for a Board of Education that had selected Option 1 for electing Board officers using a paper ballot. Option 1 in the Bylaw Guide did not require a Board member to sign their paper ballot indicating their vote, which prevents a member of the public, or any other person, from knowing each Board member's vote. Although there is no legal authority on this issue, a paper ballot without a signature may arguably be a violation of the Open Public Meetings Act. Therefore, Option 1 of Bylaw Guide 0152 has been revised to require each Board member to sign their ballot in order to record each Board member's vote in the official minutes. This revision is applicable only to those Boards that have selected Option 1 in Bylaw Guide 0152.

Bylaw Guide 0152 is **RECOMMENDED**

P 1581 - Domestic Violence (M) (Revised)

R 1581 - Domestic Violence (M) (New)

N.J.S.A. 11A:2-6a was enacted and became effective January 8, 2018 and required the New Jersey Civil Service Commission to develop a Uniform Domestic Violence Policy for public employers to adopt which encourages public employees who are victims of domestic violence to seek assistance from their human resources officers. The Civil Service Commission published the Uniform Domestic Violence Policy on October 15, 2019. The Uniform Domestic Violence Policy incorporates the New Jersey Security and Financial Empowerment Act – N.J.S.A. 34:11C-1 - NJ SAFE Act, which provides unpaid leave to an employee who was a victim of domestic violence or any sexually violent offense or whose child, parent, spouse, domestic partner, or civil union partner was a victim of domestic violence or any sexually violent offense. N.J.S.A. 11A:2-6a and the Uniform Domestic Violence Policy apply to all public employers and the NJ SAFE Act applies to all employers who employ twenty-five or more employees. Revised Policy Guide 1581 and the new Regulation Guide 1581 have been developed in response to the publishing of the Uniform Domestic Violence Policy. These revised Guides now incorporate all of the provisions of the Uniform Domestic Violence Policy required by N.J.S.A. 11A:2-6a and the requirements of N.J.S.A. 34:11C-1 - NJ SAFE Act.



NEW JERSEY POLICY ALERT

Policy Alert and Support System

Policy and Regulation Guides 1581 are divided into two sections, one outlining the requirements of the Uniform Domestic Violence Policy and the other outlining the requirements of the NJ SAFE Act. This Policy Guide 1581 – Domestic Violence should replace a district's existing Policy 1581 – Victim of Domestic or Sexual Violence Leave. The Regulation Guide is new. Based on the statutory requirement for a district to adopt a Domestic Violence Policy, these Policy and Regulation Guides are now mandated and both must be adopted by the Board.

Policy Guide 1581 is **MANDATED**
Regulation Guide 1581 is **MANDATED**

P 2422 - Health and Physical Education (M) (Revised)

Three new statutes were recently approved and codified as:

1. N.J.S.A. 18A:35-4.34 – Financial Literacy Instruction
2. N.J.S.A. 18A:35-4.35 – History of Disabled and LGBT persons Included in Middle and High School Curriculum
3. N.J.S.A. 18A:35-4.36 – Policies, Procedures Pertaining to Inclusive Instructional Material

These new statutes specifically address issues that must be included in the school district's curriculum and/or in the New Jersey Student Learning Standards (NJSLS). Strauss Esmay's Policy and Regulation Guides do not typically list specific curriculum or NJSLS requirements, which are mostly included in the administrative code, as the NJSLS are incorporated by reference within several Strauss Esmay Policy and Regulation Guides. However, these new statutes are included in the section of the statutes that address curriculum requirements related to the health and well-being of students. Strauss Esmay does not know if the provisions of these new statutes will be a QSAC or other monitoring requirement. Therefore, Policy Guide 2422 has been revised to list the requirements of these three new statutes.

Policy Guide 2422 is **MANDATED**

P 3421.13 - Postnatal Accommodations (New)

P 4421.13 - Postnatal Accommodations (New)

P.L. 2019, Chapter 242 codified as N.J.S.A. 26:4C-1 through 26:4C-3 requires the New Jersey Department of Education (NJDOE) to report to the Governor and Legislature on the lactation-related policies that have been implemented at schools, colleges, and universities in the State. This new law only requires the NJDOE to report their findings to the Governor and Legislature and does not require or mandate New Jersey school districts adopt a lactation policy. The NJDOE has recently commenced compiling their report with the Executive County Superintendents requesting school districts to submit information regarding lactation policies which may result in legislation mandating a lactation policy for school districts. As there is no current Federal law or State statute or administrative code requiring a policy or a timeline for a Board of Education to adopt a policy, Strauss Esmay has developed a Postnatal Accommodations Policy Guide for a Board to consider adopting.



NEW JERSEY POLICY ALERT

Policy Alert and Support System

In summary, the Fair Labor Standards Act (FLSA) states employers with fifty or more employees shall make accommodations for nursing mothers; does not require an employer to compensate an employee for such breaks, however, there are different provisions for “exempt” and “non-exempt” employees as defined by the FLSA; and the lactation space must be private, functional, and available when needed by a nursing mother. School districts may currently be making these accommodations available to nursing mothers upon request. However, a school district may want to adopt a Policy that outlines additional details included in these new Policy Guides 3421.13 and 4421.13. These Policy Guides are recommended.

Policy Guide 3421.13 is **RECOMMENDED**

Policy Guide 4421.13 is **RECOMMENDED**

P 5330 - Administration of Medication (M) (Revised)

R 5330 - Administration of Medication (M) (Revised)

P.L. 2019, Chapter 118 revised N.J.S.A. 18A:40-12.3 and enacted N.J.S.A. 18A:40-12.29 through 12.33. N.J.S.A. 18A:40-12.3 requires a Board of Education to permit self-medication by a student for adrenal insufficiency in addition to other health issues currently in the law such as asthma, other potentially life-threatening illnesses, or a life-threatening allergic reaction. N.J.S.A. 18A:40-12.29 through 12.30 requires a policy for the administration of hydrocortisone sodium succinate for adrenal insufficiency and designates the school nurse and others to administer the medication. N.J.S.A. 18A:40-12.31 requires the New Jersey Department of Education (NJDOE) and Department of Health to develop guidelines for school districts to develop a Policy for the emergency administration of hydrocortisone sodium succinate to students for adrenal insufficiency. N.J.S.A. 18A:40-12.32 outlines the required training protocols for the administration of hydrocortisone sodium succinate and N.J.S.A. 18A:40-12.33 provides immunity from liability in relation to the administration of hydrocortisone sodium succinate to a student.

The NJDOE Guidelines are not yet available, but the statute was approved in May 2019 with a September 2019 effective date. Strauss Esmay did not want to wait for the Guidelines to be published to update Policy and Regulation Guide 5330. The new statutes address the administration of hydrocortisone sodium succinate in a similar manner as the statutes and administrative code address the administration of epinephrine. Therefore, the Policy and Regulation Guides have been revised to align with the new statutes for the administration of hydrocortisone sodium succinate. The biggest issue regarding these new statutes is the school nurse or another properly trained staff member must be available on site at the school and at school-sponsored functions in the event a student needs to have hydrocortisone sodium succinate administered. This is similar to the epinephrine law and school districts may want to have the same staff members trained to administer epinephrine also be trained in administering hydrocortisone sodium succinate. These Guides will be updated if the NJDOE Guidelines require revisions. Policy and Regulation Guides 5330 are mandated and both must be adopted by the Board.

In addition, the school nurse may not be referenced in some areas of the Policy and Regulation Guides where the nurse is routinely involved. This is because the statutes specifically place responsibility on the “Board of Education” or “Superintendent.” Therefore, these Guides use “Board” or “Superintendent” as indicated in the statute, but add “or designee” of which the school nurse can be the “designee.”

Policy Guide 5330 is **MANDATED**

Regulation Guide 5330 is **MANDATED**



**NEW JERSEY
POLICY ALERT**
Policy Alert and Support System

P 7243 – Supervision of Construction (M) (Revised)

The New Jersey Department of Education (NJDOE) published a Memorandum titled “Contractor Employees Procedure for Criminal History Record Checks.” The Memorandum addresses criminal history record checks required for a construction contractor’s employees serving in a position which involves regular contact with students. Upon additional research and discussion with the NJDOE’s Office of Student Protection (OSP), the purpose of the Memorandum was to remind school districts of the criminal history record check requirements outlined in N.J.S.A. 18A:6-7.1 et seq. and to recommend a school district designate a liaison to construction contractors who shall be responsible to obtain a list of individuals who will be employed by the construction contractor that are required to undergo a criminal history record check. The Memorandum indicates the liaison shall also forward a list of the construction contractor’s employees to the school official who will receive any adverse action correspondence from the OSP related to the criminal history record check process. Therefore, the school official shall be able to review the contracted construction company’s list of employees in order to determine if the subject of an adverse action correspondence is either a school employee or a construction contractor’s employee and take appropriate action. Policy Guides 3125 and 4125 address the statutory requirements for criminal history record checks. However, Strauss Esmay felt it was more appropriate to revise Policy Guide 7243 to incorporate the process outlined in the NJDOE Memorandum. The criminal history record check is required by statute; therefore, this Policy Guide is now Mandated.

Policy Guide 7243 is **MANDATED**

P 8210 – School Year (Revised)

The New Jersey Department of Education (NJDOE) published a Memorandum titled “Delayed Opening and Early Dismissal Policies” that addresses issues related to a school calendar. Policy Guide 8210 has a few minor revisions. The revisions include: listing the minimum duration of a school year to be no fewer than 180 school days; citing the statute that requires 180 school days to receive State aid; recommending the date of May 1 to have the school calendar approved by the Board; and expanding the circumstances or situations in which the school calendar can be altered by the Board during the year.

Policy Guide 8210 is **RECOMMENDED**



**NEW JERSEY
POLICY ALERT**
Policy Alert and Support System

P 8220 – School Day (M) (Revised)

R 8220 – School Closings (Revised)

The New Jersey Department of Education (NJDOE) published a Memorandum titled “Delayed Opening and Early Dismissal Policies” reviewing requirements regarding a school day, a shortened school day, and Kindergarten/preschool class sizes. The Memorandum indicates the Board’s “policy should detail the starting and ending time that will define the day for each school, in the event of a shortened day.” It is common practice for a Board to annually approve a school calendar that includes daily starting and ending times for each school in the district. Therefore, the revised Policy Guide indicates the Board of Education will approve a school calendar to include the days and times schools are in session, including shortened days. There is no statute or administrative code section that requires these provisions be included in Board Policy and Boards have not typically included each individual school’s starting and ending time for regular and shortened school days in this Policy Guide. The annual Board approval of a school calendar with starting and ending times of each school in the district has satisfied these requirements outlined in the Memorandum. This Policy Guide now requiring annual Board approval makes Policy Guide 8220 mandated. The Regulation Guide 8220 has also been updated to reflect more current practices of communicating an all-day school closing and an early dismissal with parents, staff, and other people and organizations. The provisions in this Regulation Guide 8220 are not governed by a statute or administrative code and may be revised to reflect current practice in the district.

Policy Guide 8220 is **MANDATED**

Regulation Guide 8220 is **RECOMMENDED**

P 8462 – Reporting Potentially Missing or Abused Children (M) (Revised)

Public Law 2019, Chapter 178 was approved and codified as N.J.S.A. 18A:33-28. This new statute requires a Board of Education to display specific information in each school building about the Department of Children and Families’ State Central Registry, a toll-free hotline for reporting child abuse.

The new law also requires the information be in a format and language that is clear, simple, and understandable, and the information shall be on a poster and displayed at each school in at least one high-traffic, highly and clearly visible public area that is readily accessible to and widely used by students. Policy Guide 8462 has been revised to incorporate all the requirements of the new law. Policy Guide 8462 is mandated.

Policy Guide 8462 is **MANDATED**

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BYLAW GUIDE

BYLAWS
0152/page 1 of 2
Board Officers
Mar 20

[See POLICY ALERT Nos. 181, 205, and 219]

0152 BOARD OFFICERS

The Board of Education shall organize at its first regular meeting by electing one of its members as President and another as Vice President.

Any member may place a member's name in nomination; a second is not required. Election for each office will be conducted by a vote when the nominations for that office are closed. The candidate receiving a majority vote of the members of the Board present and constituting a quorum will be elected to office.

Select Option 1 or 2 below

[**Option 1** - Voting shall take place by written ballot after nominations are closed **for each position, President and Vice President. Each** Board members will be provided a ~~blank piece of paper~~ **ballot after nominations are closed for each position. Each Board member** and shall write the name of **one Board member** ~~the person~~ they wish to **vote for** ~~see elected~~ on the ~~piece of paper~~ **ballot. Each Board member must print and sign their name on their paper ballot.** The ballots shall be **read aloud** ~~tallied~~ by the Board Secretary **identifying the Board member and their vote.** ~~and The person with the majority vote of the members of the Board present and constituting a quorum shall be elected. In the event no candidate receives a majority vote of the members of the Board members present and constituting a quorum, the procedure shall be repeated continue until someone receives a majority vote of those Board members present and constituting a quorum.]~~

[**Option 2** – Voting shall take place by verbal roll call vote after nominations are closed. When more than one person has been nominated, the Board will vote on candidates in the order in which they were nominated. In the event no candidate receives a majority vote of the members of the Board present and constituting a quorum, the procedure shall continue until someone receives a majority vote.]

Officers shall serve for one year and until their respective successors are elected and shall qualify, but if the Board shall fail to hold the organization meeting or to elect Board officers as prescribed by N.J.S.A. 18A:15-1, the Executive County Superintendent shall appoint from among the members of the Board a President and/or Vice President.



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Board Officers

A President or Vice President who refuses to perform a duty imposed upon him/her by law may be removed by a majority vote of the Board members present and constituting a quorum. In the event the office of President or Vice President shall become vacant the Board shall, within thirty days thereafter, fill the vacancy for the unexpired term. If the Board fails to fill the vacancy within such time, the Executive County Superintendent shall fill the vacancy for the unexpired term.

N.J.S.A. 18A:15-1; 18A:15-2

Adopted:



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~~Victim of Domestic or Sexual Violence Leave~~

Mar 20

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[See POLICY ALERT Nos. 202 and 219]

1581 VICTIM OF DOMESTIC OR SEXUAL VIOLENCE LEAVE

Policy and Regulation 1581 - Section A. sets forth the New Jersey Civil Service Commission's Uniform Domestic Violence Policy that all public employers shall adopt and distribute to all their employees in accordance with the requirements of N.J.S.A. 11A:2-6a. The purpose of the Uniform Domestic Violence Policy is to encourage public employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their public employer's human resources officer(s) and to provide a standard for a public employer's human resources officer(s) to follow when responding to employees.

Policy and Regulation 1581 – Section B. provides employment protection for employees of those employers as defined in N.J.S.A. 34:11C-2, who are victims of domestic violence or sexual violence in accordance with the provisions of the New Jersey Security and Financial Empowerment Act (NJ SAFE Act) - N.J.S.A. 34:11C-1 et seq.

A. Uniform Domestic Violence Policy (N.J.S.A. 11A:2-6a)

All New Jersey public employees are covered under N.J.S.A. 11A:2-6a and Policy and Regulation 1581 – Section A. All public employers shall designate a Human Resources Officer (HRO) or equivalent to assist employees who are victims of domestic violence. The name and contact information of the designated HRO must be provided to all employees. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO.

Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. Employees who have information about or witness an act of domestic violence against an employee are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must report to the appropriate authority in addition to reporting to the designated HRO.



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~~Victim of Domestic or Sexual Violence Leave~~

Nothing in the Uniform Domestic Violence Policy and Policy and Regulation 1581 – Section A. shall preclude an employee from contacting 911 in emergency situations. HROs shall remind employees to contact 911 if they feel they are in immediate danger.

Each designated HRO shall comply with the requirements outlined in Regulation 1581 – Section A.4.d. In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law.

To ensure confidentiality and accuracy of information, the Uniform Domestic Violence Policy 1581 and Regulation 1581 – Section A.6. require the HRO to keep all documents and reports of domestic violence in a confidential personnel file separate from the employee's other personnel records.

Public employers in the State of New Jersey shall develop an action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the guidelines outlined in Regulation 1581 - Section A.7.

Resources and program information will be readily available to assist victims of domestic violence.

A public employer may seek to modify Policy and Regulation 1581 to create additional protocols to protect victims of domestic violence, but may not modify in a way that reduces or compromises the safeguards and processes set in the Uniform Domestic Violence Policy.

- B. The New Jersey Security and Financial Empowerment Act – (N.J.S.A. 34:11C-1 et seq. - NJ SAFE Act)

The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence. Any employee of an employer in the State of New Jersey as defined in N.J.S.A. 34:11C-2, who was a victim of an incident of domestic violence as defined in



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~~Victim of Domestic or Sexual Violence Leave~~

N.J.S.A. 2C:25-19, or a sexually violent offense as defined in N.J.S.A. 30:4-27.26, or whose parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, was a victim shall be entitled to unpaid leave of no more than twenty days in one twelve-month period, to be used in the twelve-month period next following any incident of domestic violence or any sexually violent offense as provided in N.J.S.A. 34:11C-3.

The unpaid leave may be taken intermittently in intervals of no less than one day, as needed for the purpose of engaging in the activities outlined in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3.a.(1)-(6) as they relate to the incident of domestic violence or sexually violent offense as outlined in Regulation 1581 - Section B.3.b.

An eligible employee may elect to use any accrued paid vacation leave, personal leave, or medical or sick leave of the employee, or any family temporary disability leave benefits provided pursuant to N.J.S.A. 43:21-27 during any part of the twenty-day period of unpaid leave provided under N.J.S.A. 34:11C-3.a.

Prior to taking the leave provided for in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B., an employee shall, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave, unless an emergency or other unforeseen circumstance precludes prior notice. The notice shall be provided to the employer as far in advance as is reasonable and practical under the circumstances.

Nothing contained in the NJ SAFE Act (N.J.S.A. 34:11C-1 et seq.) and Regulation 1581 - Section B., shall be construed to prohibit an employer from requiring that a period of leave provided pursuant to N.J.S.A. 34:11C-3 and Regulation 1581 - Section B. be supported by the employee with documentation of the domestic violence or sexually violent offense which is the basis for the leave. If the employer requires documentation, the employee shall be regarded as having provided sufficient documentation if the employee provides supporting documentation outlined in N.J.S.A. 34:11C-3.c and Regulation 1581 - Section B.3.d.



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~~Victim of Domestic or Sexual Violence Leave~~

An employer shall display conspicuous notice of its employees' rights and obligations pursuant to the provisions of the NJ SAFE Act.

An employer shall not discharge, harass, or otherwise discriminate, retaliate, or threaten to discharge, harass, or otherwise discriminate or retaliate against an employee with respect to the compensation, terms, conditions, or privileges of employment on the basis that the employee took or requested any leave to which the employee was entitled pursuant to N.J.S.A. 34:11C-3 of the NJ SAFE Act or on the basis that the employee refused to authorize the release of information deemed confidential pursuant to N.J.S.A. 34:11C-3.f of the NJ SAFE Act.

Upon a violation of any of the provisions N.J.S.A. 34:11C-3 or N.J.S.A. 34:11C-4, an employee or former employee may institute a civil action in the Superior Court for relief. All remedies available in common law tort actions shall be available to a prevailing plaintiff. The Court may also order any or all of the relief outlined in N.J.S.A. 34:11C-5. An action brought under N.J.S.A. 34:11C-5 shall be commenced within one year of the date of the alleged violation. A private cause of action provided for in N.J.S.A. 34:11C-5 shall be the sole remedy for a violation of the NJ SAFE Act.

N.J.S.A. 11A:2-6a

N.J.S.A. 34:11C-1 et seq.

New Jersey Civil Service Commission's Uniform Domestic
Violence Policy

Adopted:



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Domestic Violence

Mar 20

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[See **POLICY ALERT No. 219**]

R 1581 DOMESTIC VIOLENCE

Policy and Regulation 1581 - Section A. sets forth the New Jersey Civil Service Commission's (Civil Service Commission) Uniform Domestic Violence Policy that all public employers shall adopt and distribute to all their employees in accordance with the provisions of N.J.S.A. 11A:2-6a. The purpose of the Uniform Domestic Violence Policy is to encourage public employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their public employer's human resources officer(s) and provide a standard for a public employer's human resources officer(s) to follow when responding to employees.

Policy and Regulation 1581 - Section B. provides employment protection for employees of those employers as defined in N.J.S.A. 34:11C-2, who are victims of domestic violence or sexual violence in accordance with the provisions of the New Jersey Security and Financial Empowerment Act (NJ SAFE Act) - N.J.S.A. 34:11C-1 et seq.

A. Uniform Domestic Violence Policy (N.J.S.A. 11A:2-6a)

1. Definitions

The following terms are defined solely for the purposes of N.J.S.A. 11A:2-6a and Policy and Regulation 1581:

"Domestic Violence" - Acts or threatened acts, that are used by a perpetrator to gain power and control over a current or former spouse, family member, household member, intimate partner, someone the perpetrator dated, or person with whom the perpetrator shares a child in common or anticipates having a child in common if one of the parties is pregnant. Domestic violence includes, but is not limited to the following: physical violence; injury; intimidation; sexual violence or abuse; emotional and/or psychological intimidation; verbal abuse; threats; harassment; cyber harassment; stalking; economic abuse or control; damaging property to intimidate or attempt to control the behavior of a person in a relationship with the perpetrator; strangulation; or abuse of animals or pets.



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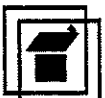
“Abuser/Perpetrator” - An individual who commits or threatens to commit an act of domestic violence, including unwarranted violence against individuals and animals. Other abusive behaviors and forms of violence can include the following: bullying, humiliating, isolating, intimidating, harassing, stalking, or threatening the victim, disturbing someone’s peace, or destroying someone’s property.

“Human Resources Officer (HRO)” - An employee of a public employer with a human resources job title, or its equivalent, who is responsible for orienting, training, counseling, and appraising staff. Persons designated by the employer as the primary or secondary contact to assist employees in reporting domestic violence incidents.

“Intimate Partner” - Partners of any sexual orientation or preference who have been legally married or formerly married to one another, have a child or children in common, or anticipate having a child in common if one party is pregnant. Intimate partner also includes those who live together or have lived together, as well as persons who are dating or have dated in the past.

“Temporary Restraining Order (TRO)” - A civil court order issued by a judge to protect the life, health, or well-being of a victim. TROs can prohibit domestic violence offenders from having contact with victims, either in person or through any means of communication, including third parties. TROs also can prohibit offenders from a victim’s home and workplace. A violation of a TRO may be a criminal offense. A TRO will last approximately ten business days, or until a court holds a hearing to determine if a Final Restraining Order (FRO) is needed. In New Jersey, there is no expiration of a FRO.

“Victim” - A person who is eighteen years of age or older or who is an emancipated minor and who has been subjected to domestic violence by a spouse, former spouse, or any other person who is a present household member or was at any time a household member. A victim of domestic violence is also any person,



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regardless of age, who has been subjected to domestic violence by one of the following factors: a person with whom the victim has a child in common; a person with whom the victim anticipates having a child in common, if one of the parties is pregnant; and a person with whom the victim has had a dating relationship.

“Workplace-Related Incidents” - Incidents of domestic violence, sexual violence, dating violence, and stalking, including acts, attempted acts, or threatened acts by or against employees, the families of employees, and/or their property, that imperil the safety, well-being, or productivity of any person associated with a public employee in the State of New Jersey, regardless of whether the act occurred in or outside the organization’s physical workplace. An employee is considered to be in the workplace while in or using the resources of the employer. This includes, but is not limited to: facilities; work sites; equipment; vehicles; or while on work-related travel.

2. Persons Covered Under N.J.S.A. 11A:2-6a and Policy and Regulation 1581

All New Jersey public employees are covered under N.J.S.A. 11A:2-6a and Policy and Regulation 1581 – Section A. A State of New Jersey public employer is any State, county, municipality, school district, or other political subdivision thereof, and any agency, authority, or instrumentality of the foregoing. Casual/seasonal employees, interns, volunteers, and temporary employees of any public employer at any workplace location are also covered under N.J.S.A. 11A:2-6a and Regulation 1581 – Section A.

3. Responsibility of Employer to Designate a Human Resources Officer (HRO)

- a. All public employers shall designate an HRO to assist employees who are victims of domestic violence.



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- b. The designated HRO must receive training on responding to and assisting employees who are domestic violence victims in accordance with Policy and Regulation 1581 – Section A. Should the HRO be unavailable at any time, the employer must designate a secondary HRO, who must also be appropriately trained to respond and assist domestic violence victims pursuant to Policy and Regulation 1581.
 - c. Managers and supervisors are often aware of circumstances involving an employee who is experiencing domestic violence. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO. Managers and supervisors must maintain confidentiality, to the extent possible, and be sensitive, compassionate, and respectful to the needs of persons who are victims of domestic violence.
 - (1) The name and contact information of the designated HRO must be provided to all employees.
 - d. Policy and Regulation 1581 – Section A. does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report.
 - (1) For example, if there is any indication a child may also be a victim, reporting is mandatory to the Department of Children and Families, Child Protection and Permanency, under N.J.S.A. 9:6-8.13.
4. Domestic Violence Reporting Procedure
- a. Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO.



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- b. Employees who have information about or witness an act of domestic violence against an employee are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must report to the appropriate authority in addition to reporting to the designated HRO.
- c. Nothing in Policy and Regulation 1581 – Section A. shall preclude an employee from contacting 911 in emergency situations. HROs shall remind employees to contact 911 if they feel they are in immediate danger.
- d. Each designated HRO shall:
 - (1) Immediately respond to an employee upon request and provide a safe and confidential location to allow the employee to discuss the circumstances surrounding the domestic violence incident and the request for assistance.
 - (2) Determine whether there is an imminent and emergent need to contact 911 and/or local law enforcement.
 - (3) Provide the employee with resource information and a confidential telephone line to make necessary calls for services for emergent intervention and supportive services, when appropriate. The HRO or the employee can contact the appropriate Employee Assistance Program to assist with securing resources and confidential services.
 - (4) Refer the employee to the provisions and protections of the New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), referenced in Regulation 1581 - Section B.



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- (5) In cases where domestic violence involved a sexual touching or sexual assault between State employees, the HRO is also required to report the incident to their agency's Equal Employment Opportunity (EEO) Officer or Title IX Officer, as appropriate.
- (6) If there is a report of sexual assault or abuse, the victim should be offered the services of the New Jersey State Sexual Assault Response Team.
- (7) Maintain the confidentiality of the employee and all parties involved, to the extent practical and appropriate under the circumstances, pursuant to A.5. below.
- (8) Upon the employee's consent, the employee may provide the HRO with copies of any TROs, FROs, and/or civil restraint agreements that pertain to restraints in the work place and ensure that security personnel are aware of the names of individuals who are prohibited from appearing at the work location while the employee who sought the restraining order is present. All copies of TROs and FROs must be kept in a separate confidential personnel file.

5. Confidentiality Policy

- a. In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law.
- b. No provision of Policy and Regulation 1581 – Section A. shall supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report.



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- c. Policy 1581 and Regulation 1581 – Section A.5. shall not prevent disclosure where to do so would result in physical harm to any person or jeopardize safety within the workplace.
 - (1) When information must be disclosed to protect the safety of individuals in the workplace, the HRO shall limit the breadth and content of such disclosure to information reasonably necessary to protect the safety of the disclosing employee and others and comply with the law.
 - (2) The HRO shall provide advance notice to the employee who disclosed information, to the extent possible, if the disclosure must be shared with other parties in order to maintain safety in the workplace or elsewhere.
 - (3) The HRO shall also provide the employee with the name and title of the person to whom they intend to provide the employee's statement and shall explain the necessity and purpose regarding the disclosure.
 - (a) For example, if the substance of the disclosure presents a threat to employees, then law enforcement will be alerted immediately.
 - d. Policy 1581 and Regulation 1581 – Section A. does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines where mandatory reporting is required by the appointing authority or a specific class of employees.
6. Confidentiality of Employee Records
- a. To ensure confidentiality and accuracy of information Policy and Regulation 1581 – Section A.6. requires the HRO to keep all documents and reports of domestic violence in a confidential personnel file separate from the employee's other personnel records.



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- b. These records shall be considered personnel records and shall not be government records available for public access under the Open Public Records Act. See N.J.S.A. 47:1A-10.

7. Public Employer Domestic Violence Action Plan

- a. Public employers in the State of New Jersey shall develop an action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the following guidelines:
 - (1) Designate an HRO with responsibilities pursuant to A.3. and A.4. above.
 - (2) Recognize that an employee may need an accommodation as the employee may experience temporary difficulty fulfilling job responsibilities.
 - (3) Provide reasonable accommodations to ensure the employee's safety. Reasonable accommodations may include, but are not limited to, the following: implementation of safety measures; transfer or reassignment; modified work schedule; change in work telephone number or work-station location; assistance in documenting the violence occurring in the workplace; an implemented safety procedure; or other accommodation approved by the employer.
 - (4) Advise the employee of information concerning the NJ SAFE Act; Family and Medical Leave Act (FMLA); or Family Leave Act (FLA); Temporary Disability Insurance (TDI); or Americans with Disabilities Act (ADA); or other reasonable flexible leave options when an employee, or his or her child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes is a victim of domestic violence.



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- (5) Commit to adherence of the provisions of the NJ SAFE Act, including that the employer will not retaliate against, terminate, or discipline any employee for reporting information about incidents of domestic violence, as defined in Policy and Regulation 1581 – Section A., if the victim provides notice to their human resources office of the status or if the human resources office has reason to believe an employee is a victim of domestic violence.
- (6) Advise any employee, who believes he or she has been subjected to adverse action as a result of making a report pursuant to Policy and Regulation 1581 - Section B. of the civil right of action under the NJ SAFE Act.
 - (a) Advise any employee to contact their designated Labor Relations Officer, Conscientious Employees Protection Act (CEPA) Officer, and/or Equal Employment Opportunity Officer in the event they believe the adverse action is a violation of their collective bargaining agreement, the Conscientious Employees Protection Act, or the New Jersey Law Against Discrimination and corresponding policies.
- (7) Employers, their designated HRO, and employees should familiarize themselves with Policy and Regulation 1581. Policy and Regulation 1581 shall be provided to all employees upon Board approval and to all new employees upon hiring.
- (8) Information and resources about domestic violence are encouraged to be placed in visible areas, such as restrooms, cafeterias, breakrooms, and where other resource information is located.



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8. Resources

Resources and program information will be readily available to assist victims of domestic violence. These resources should be provided by the designated HRO to any victim of domestic violence at the time of reporting.

9. Distribution of Policy

The Civil Service Commission and the Division of Local Government Services in the Department of Community Affairs shall distribute a Uniform Domestic Violence Policy, and any modifications thereto, to public employers. The Director of the Division of Local Government Services shall release Local Finance Notices setting forth any changes to the Uniform Domestic Violence Policy, as changes occur.

10. Other Applicable Requirements

In addition to Policy and Regulation 1581, the HRO and the public employer's appointing authority, if applicable, must follow all applicable laws, guidelines, standard operating procedures, internal affairs policies, and New Jersey Attorney General directives and guidelines that impose a duty to report. Additionally, to the extent that the procedures set forth in Policy and Regulation 1581 conflict with collective negotiated agreements or with the Family Educational Rights and Privacy Act (FERPA), the provisions of the negotiated agreements and the provisions of FERPA control.

11. Policy Modification and Review

- a. A public employer may seek to modify Policy and Regulation 1581 to create additional protocols to protect victims of domestic violence, but may not modify in a way that reduces or compromises the safeguards and processes set out in the Uniform Domestic Violence Policy.
- b. The Civil Service Commission will review and modify their Uniform Domestic Violence Policy periodically and as needed.



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12. Policy Enforceability

The provisions of the Uniform Domestic Violence Policy are intended to be implemented by the Civil Service Commission. These provisions do not create any promises or rights that may be enforced by any persons or entities.

13. Policy Inquiries and Effective Date

Any questions concerning the interpretation or implementation of the Uniform Domestic Violence Policy shall be addressed to the Chair/Chief Executive Officer of the Civil Service Commission, or their designee. The Uniform Domestic Violence Policy and Policy and Regulation 1581 shall be enforceable upon the HRO's completion of training on the Uniform Domestic Violence Policy and Policy and Regulation 1581.

B. NJ SAFE Act – (N.J.S.A. 34:11C-1 et seq.)

1. The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1, et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence.
2. Definitions (N.J.S.A. 34:11C-2)

The following terms are defined solely for the purpose of N.J.S.A. 34:11C-1 et seq. - NJ SAFE Act:

“Employee” means a person who is employed for at least twelve months by an employer, with respect to whom benefits are sought under the NJ SAFE Act, for not less than 1,000 base hours during the immediately preceding twelve-month period. Any time, up to a maximum of ninety calendar days, during which a person is laid off or furloughed by an employer due to that employer curtailing operations because of a state of emergency declared after October 22, 2012, shall be regarded as time in which the person is employed for the purpose of determining eligibility for leave time under the NJ SAFE Act. In making the determination, the base hours per week during the layoff or furlough shall be deemed to be the same as the average number of hours worked per week during the rest of the twelve-month period.



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“Employer” means a person or corporation, partnership, individual proprietorship, joint venture, firm or company, or other similar legal entity which engages the services of an employee and employs twenty-five or more employees for each working day during each of twenty or more calendar work weeks in the then current or immediately preceding calendar year. “Employer” includes the State, any political subdivision thereof, and all public offices, agencies, boards, or bodies.

“State of emergency” means a natural or man-made disaster or emergency for which a state of emergency has been declared by the President of the United States or the Governor, or for which a state of emergency has been declared by a municipal emergency management coordinator.

3. Regulations Relative to Unpaid Leave for Employees and Family Members Affected by Certain Offenses (N.J.S.A. 34:11C-3)

- a. Any employee of an employer in the State of New Jersey who was a victim of an incident of domestic violence as defined in N.J.S.A. 2C:25-19, or a sexually violent offense as defined in N.J.S.A. 30:4-27.26, or whose parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, was a victim shall be entitled to unpaid leave of no more than twenty days in one twelve-month period, to be used in the twelve-month period next following any incident of domestic violence or any sexually violent offense as provided in N.J.S.A. 34:11C-3.

For purposes of N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3., each incident of domestic violence or any sexually violent offense shall constitute a separate offense for which an employee is entitled to unpaid leave, provided that the employee has not exhausted the allotted twenty days for the twelve-month period.



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The unpaid leave may be taken intermittently in intervals of no less than one day, as needed for the purpose of engaging in any of the following activities as they relate to the incident of domestic violence or sexually violent offense:

- (1) Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship;
- (2) Obtaining services from a victim services organization for the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship;
- (3) Obtaining psychological or other counseling for the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship;



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- (4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, from future domestic or sexual violence or to ensure economic security;
- (5) Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner, individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, including preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic or sexual violence; or
- (6) Attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, was a victim.



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- b. An eligible employee may elect to use any accrued paid vacation leave, personal leave, or medical or sick leave of the employee, or any family temporary disability leave benefits provided pursuant to N.J.S.A. 43:21-27 during any part of the twenty-day period of unpaid leave provided under N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3.a.

In such case, any paid leave provided by the employer, and accrued pursuant to established policies of the employer, or family temporary disability leave benefits, shall run concurrently with the unpaid leave provided under N.J.S.A. 34:11C-3.a and Regulation 1581 - Section B.3.a. and, accordingly, the employee shall receive pay pursuant to the employer's applicable paid leave policy, or family temporary disability leave benefits, during the period of otherwise unpaid leave. If an employee requests leave for a reason covered by both N.J.S.A. 34:11C-3.a and the "Family Leave Act," N.J.S.A. 34:11B-1 et seq. or the Federal "Family and Medical Leave Act of 1993," 29 U.S.C. § 2601 et seq., the leave shall count simultaneously against the employee's entitlement under each respective law.

Leave granted under N.J.S.A. 34:11C-3 and Regulation 1581 - Section B. shall not conflict with any rights pursuant to the "Family Leave Act," the "Temporary Disability Benefits Law," N.J.S.A. 43:21-25 et al, or the Federal "Family and Medical Leave Act of 1993."

- c. Prior to taking the leave provided for in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3.a., an employee shall, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave, unless an emergency or other unforeseen circumstance precludes prior notice. The notice shall be provided to the employer as far in advance as is reasonable and practical under the circumstances.



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- d. Nothing contained in the NJ SAFE Act (N.J.S.A. 34:11C-1 et seq.) and Regulation 1581 - Section B. shall be construed to prohibit an employer from requiring that a period of leave provided pursuant to N.J.S.A. 34:11C-3 and Regulation 1581 - Section B. be supported by the employee with documentation of the domestic violence or sexually violent offense which is the basis for the leave.

If the employer requires the documentation, the employee shall be regarded as having provided sufficient documentation if the employee provides one or more of the following:

- (1) A domestic violence restraining order or other documentation of equitable relief issued by a court of competent jurisdiction;
- (2) A letter or other written documentation from the county or municipal prosecutor documenting the domestic violence or sexually violent offense;
- (3) Documentation of the conviction of a person for the domestic violence or sexually violent offense;
- (4) Medical documentation of the domestic violence or sexually violent offense;
- (5) Certification from a certified Domestic Violence Specialist or the director of a designated domestic violence agency or Rape Crisis Center, that the employee or employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, is a victim of domestic violence or a sexually violent offense; or



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- (6) Other documentation or certification of the domestic violence or sexually violent offense provided by a social worker, member of the clergy, shelter worker, or other professional who has assisted the employee or employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, in dealing with the domestic violence or sexually violent offenses.

For the purpose of N.J.S.A. 34:11C-3.c and Regulation 1581 - Section B.3.d.:

- (1) "Certified Domestic Violence Specialist" means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals;
- (2) "Designated Domestic Violence Agency" means a county-wide organization with a primary purpose to provide services to victims of domestic violence, and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the Division for the express purpose of providing the services.
- (3) "Rape Crisis Center" means an office, institution, or center offering assistance to victims of sexual offenses through crisis intervention, medical and legal information, and follow-up counseling.



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- e. An employer shall display conspicuous notice of its employees' rights and obligations pursuant to the provisions of the NJ SAFE Act, in such form and manner as the Commissioner of Labor and Workforce Development shall prescribe, and use other appropriate means to keep its employees so informed.
- f. No provision of N.J.S.A. 34:11C-1 et seq. and Policy and Regulation 1581 – Section B. shall be construed as requiring or permitting an employer to reduce employment benefits provided by the employer or required by a collective bargaining agreement which are in excess of those required by the NJ SAFE Act. Nor shall any provision of N.J.S.A. 34:11C-1 et seq. and Policy and Regulation 1581 – Section B. be construed to prohibit the negotiation and provision through collective bargaining agreements of leave policies or benefit programs which provide benefits in excess of those required by the NJ SAFE Act. N.J.S.A. 34:11C-3.e and Regulation 1581 – Section B.3.f. shall apply irrespective of the date that a collective bargaining agreement takes effect.

Nothing contained in N.J.S.A. 34:11C-1 et seq. and Policy and Regulation 1581 – Section B. shall be construed as permitting an employer to:

- (1) Rescind or reduce any employment benefit accrued prior to the date on which the leave taken pursuant to the NJ SAFE Act commenced; or
- (2) Rescind or reduce any employment benefit, unless the rescission or reduction of the benefit is based on changes that would have occurred if an employee continued to work without taking the leave provided pursuant to Regulation 1581 – Section B.3.a.



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- g. All information provided to an employer pursuant to N.J.S.A. 34:11C-3.c and Regulation 1581 – Section B.3.d. above and any information regarding a leave taken pursuant to N.J.S.A. 34:11C-3.c and any failure of an employee to return to work, shall be retained in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is required by a Federal or State law, rule, or regulation.
- 4. Certain Actions by Employer Prohibited (N.J.S.A. 34:11C-4)

An employer shall not discharge, harass, or otherwise discriminate, retaliate, or threaten to discharge, harass, or otherwise discriminate or retaliate against an employee with respect to the compensation, terms, conditions, or privileges of employment on the basis that the employee took or requested any leave to which the employee was entitled pursuant to N.J.S.A. 34:11C-3 of the NJ SAFE Act and Regulation 1581 – Section B.3. or on the basis that the employee refused to authorize the release of information deemed confidential pursuant to N.J.S.A. 34:11C-3.f and Regulation 1581 – Section B.3.g.
- 5. Violations; Penalties (N.J.S.A. 34:11C-5)
 - a. Upon a violation of any of the provisions of N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3., or N.J.S.A. 34:11C-4 and Regulation 1581 - Section B.4., an employee or former employee may institute a civil action in the Superior Court for relief. All remedies available in common law tort actions shall be available to a prevailing plaintiff. The Court may also order any or all of the following relief:
 - (1) An assessment of a civil fine of not less than \$1,000 and not more than \$2,000 for the first violation of any of the provisions of N.J.S.A. 34:11C-3 or N.J.S.A. 34:11C-4 and not more than \$5,000 for each subsequent violation;



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- (2) An injunction to restrain the continued violation of any of the provisions of N.J.S.A. 34:11C-3 or N.J.S.A. 34:11C-4;
 - (3) Reinstatement of the employee to the same position or to a position equivalent to that which the employee held prior to unlawful discharge or retaliatory action;
 - (4) Reinstatement of full fringe benefits and seniority rights;
 - (5) Compensation for any lost wages, benefits, and other remuneration;
 - (6) Payment of reasonable costs and attorney's fees.
- b. An action brought under N.J.S.A. 34:11C-5 shall be commenced within one year of the date of the alleged violation.
- c. A private cause of action provided for in N.J.S.A. 34:11C-5 shall be the sole remedy for a violation of N.J.S.A. 34:11C-1 et seq.

Adopted:



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[See **POLICY ALERT** Nos. 102, 139, 161, 172, 208, 217 and 219]

2422 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 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.



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7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35-5) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week.
9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.
10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through 5.3) requires the development of Lyme Disease curriculum guidelines and training to all teaching staff members who instruct students with Lyme Disease.
11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.
12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.
13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence.
14. Suicide Prevention (N.J.S.A. 18A:6-111 through 113) requires instruction in suicide prevention in public schools.
15. Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.



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

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

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

In accordance with N.J.S.A. 18A:35-4.31, the Board of Education shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district's Code of



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Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant to N.J.S.A. 18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period. Restorative justice activities are defined as activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.

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

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

Adopted:



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Mar 20

[See **POLICY ALERT No. 219**]

3421.13 POSTNATAL ACCOMMODATIONS

The Board of Education recognizes teaching staff members may be returning to work shortly after their child's birth and may need to express breast milk during the workday. The Patient Protection and Affordable Care Act (PPACA) amended Section 7 of the Federal Fair Labor Standards Act (FLSA) for nursing mothers to be permitted reasonable break times and a private location to express breast milk for their nursing child for one year after the child's birth.

Every employee position in the school district is designated as either "non-exempt" or "exempt" by the provisions of the FLSA. Generally, a teaching staff member entitled to overtime pay is designated as "non-exempt." A teaching staff member that performs duties that are executive, administrative, or professional in nature and not entitled to overtime pay is designated "exempt." The school district administration shall refer to the comprehensive definitions of "exempt" and "non-exempt" as outlined in 29 C.F.R. 541 et seq. in determining an employee's designation.

A Board of Education is required to provide reasonable break times to non-exempt teaching staff members to express breast milk for their nursing child. The non-exempt teaching staff member shall coordinate such breaks with their immediate supervisor. The non-exempt teaching staff member will not receive compensation during this break time unless the break time is during a non-exempt teaching staff member's compensated break time.

A Board of Education is not required under the FLSA to provide such breaks to exempt teaching staff members. However, exempt teaching staff members may take such breaks provided the breaks are coordinated with their immediate supervisor. If this break is taken during the exempt teaching staff member's duty free lunch period or duty free break period during the workday, the exempt teaching staff member will not be reduced in compensation.

The Principal or the nursing mother's immediate supervisor, in consultation with the school nurse, will designate a lactation room that is shielded from view and free from intrusion from co-workers and the public. The location must be functional as a space for expressing breast milk and shall include an electrical outlet, a chair, and nearby access to running water. If the space is not dedicated to



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the nursing mother's use, it must be available when needed. A space temporarily converted into a lactation room or made available when needed by a nursing mother is sufficient; however, a bathroom, even if private, is not a permissible location under the FLSA.

All exempt and non-exempt teaching staff members are required to sign-out of work to begin the break to express breast milk and shall sign-in when they return to work after the break. The break shall be for a reasonable amount of time. For compensation purposes, the immediate supervisor shall forward all sign-in and sign-out information relative to break times for nursing mothers under the FLSA to the School Business Administrator/Board Secretary.

Fair Labor Standards Act – 29 U.S.C. 201 et seq.

Patient Protection and Affordable Care Act – P.L. 111-148

N.J.S.A. 26:4C-1 through 26:4C-3

Adopted:



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SUPPORT STAFF MEMBERS

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Postnatal Accommodations

Mar 20

[See POLICY ALERT No. 219]

4421.13 POSTNATAL ACCOMMODATIONS

The Board of Education recognizes support staff members may be returning to work shortly after their child's birth and may need to express breast milk during the workday. The Patient Protection and Affordable Care Act (PPACA) amended Section 7 of the Federal Fair Labor Standards Act (FLSA) for nursing mothers to be permitted reasonable break times and a private location to express breast milk for their nursing child for one year after the child's birth.

Every employee position in the school district is designated as either "non-exempt" or "exempt" by the provisions of the FLSA. Generally, a support staff member entitled to overtime pay is designated as "non-exempt." A support staff member that performs duties that are executive, administrative, or professional in nature and not entitled to overtime pay is designated "exempt." The school district administration shall refer to the comprehensive definitions of "exempt" and "non-exempt" as outlined in 29 C.F.R. 541 et seq. in determining an employee's designation.

A Board of Education is required to provide reasonable break times to non-exempt support staff members to express breast milk for their nursing child. The non-exempt support staff member shall coordinate such breaks with their immediate supervisor. The non-exempt support staff member will not receive compensation during this break time unless the break time is during a non-exempt support staff member's compensated break time.

A Board of Education is not required under the FLSA to provide such breaks to exempt support staff members. However, exempt support staff members may take such breaks provided the breaks are coordinated with their immediate supervisor. If this break is taken during the exempt support staff member's duty free lunch period or duty free break period during the workday, the exempt support staff member will not be reduced in compensation.

The Principal or the nursing mother's immediate supervisor, in consultation with the school nurse, will designate a lactation room that is shielded from view and free from intrusion from co-workers and the public. The location must be functional as a space for expressing breast milk and shall include an electrical outlet, a chair, and nearby access to running water. If the space is not dedicated to



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the nursing mother's use, it must be available when needed. A space temporarily converted into a lactation room or made available when needed by a nursing mother is sufficient; however, a bathroom, even if private, is not a permissible location under the FLSA.

All exempt and non-exempt support staff members are required to sign-out of work to begin the break to express breast milk and shall sign-in when they return to work after the break. The break shall be for a reasonable amount of time. For compensation purposes, the immediate supervisor shall forward all sign-in and sign-out information relative to break times for nursing mothers under the FLSA to the School Business Administrator/Board Secretary.

Fair Labor Standards Act – 29 U.S.C. 201 et seq.

Patient Protection and Affordable Care Act – P.L. 111-148

N.J.S.A. 26:4C-1 through 26:4C-3

Adopted:



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Administration of Medication

Mar 20

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[See POLICY ALERT Nos. 125, 133, 144, 145, 157, 173, 179,
206 and 219]

5330 ADMINISTRATION OF MEDICATION

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of an illness of any student. However, in order for many students with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of students. The Board will permit the administration of medication in school in accordance with applicable law.

Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, the student's parent, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine **and hydrocortisone sodium succinate** in an emergency pursuant to N.J.S.A. 18A:40-12.5, and 12.6, **12.29, and 12.30.**

Self-administration of medication by a student for asthma or other potentially life-threatening illnesses, or a life threatening allergic reaction, **or adrenal insufficiency** is permitted in accordance with the provisions of N.J.S.A. 18A:40-12.3.

~~Medication no longer required must be promptly removed by the parent.~~

The school nurse shall have the primary responsibility for the administration of epinephrine **and hydrocortisone sodium succinate to the student.** However, the certified school nurse may designate, in consultation with the Board or the Superintendent, additional employees of the district who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism **and the administration of hydrocortisone sodium succinate** using standardized training protocols established by the New Jersey Department of Education (NJDOE) in consultation with the Department of Health and Senior Services when the school nurse is not physically present at the scene.



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In accordance with the provisions of N.J.S.A. 18A:40-12.6.d, no school employee, including a school nurse or any other officer or agent of a Board of Education or a physician **or an advanced practice nurse** providing a prescription under a standing protocol for school epinephrine pursuant to N.J.S.A. 18A:40-12.5 **and/or hydrocortisone sodium succinate pursuant to N.J.S.A. 18A:40-12.29**, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.5 **and N.J.S.A. 18A:40-12.29**, nor shall any action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.6.d **and N.J.S.A. 18A:40-12.33**. Good faith shall not include willful misconduct, gross negligence, or recklessness.

The school nurse or designee shall be promptly available on site at the school and at school-sponsored functions in the event of an allergic reaction **or an emergency requiring the administration of hydrocortisone sodium succinate**. In addition, the parent must be informed that the school district, its employees and agents shall have no liability as a result of any injury arising from the administration of epinephrine **or hydrocortisone sodium succinate** to the student.

The parent of the student must sign a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism **or the administration of hydrocortisone sodium succinate** to the student. **and In addition**, the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism **or the administration of hydrocortisone sodium succinate** to the student.

The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to students for anaphylaxis **and/or the emergency administration of hydrocortisone sodium succinate for adrenal insufficiency** is effective for the school year it is granted and must be renewed for each subsequent school year.



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Each school in the district shall have and maintain for the use of students at least one nebulizer in the office of the school nurse or a similar accessible location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with ~~State Department of Education~~ **NJDOE** regulations. Every student that is authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 or a nebulizer must have an asthma treatment plan prepared by the student's physician which shall identify, at a minimum, asthma triggers, the treatment plan, and other such elements as required by the State Board of Education.

All student medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by students. In those instances the medication may be retained by the student with the prior knowledge of the school nurse. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with such information about the medication and its administration as may be in the student's best educational interests. The school nurse may report to the school physician any student who appears to be affected adversely by the administration of medication and may recommend to the Principal the student's exclusion pursuant to law.

The school nurse shall document each instance of the administration of medication to a student. Students self-administering medication shall report each incident to a teacher, coach, or other individual designated by the school nurse who is supervising the student during the school activity when the student self-administers. These designated individuals shall report such incidents to the school nurse within twenty-four hours of the self-administration of medication. The school nurse shall preserve records and documentation regarding the self-administration of medication in the student's health file.

N.J.S.A. 18A:6-1.1; 18A:40-3.1; 18A:40-6; 18A:40-7; 18A:40-12.3;
18A:40-12.4; 18A:40-12.5; 18A:40-12.6; 18A:40-12.7;
18A:40-12.8; **18A:40-12.29 through 12.33**

N.J.S.A. 45:11-23

N.J.A.C. 6A:16-2.3(b)

Adopted:



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Administration of Medication

Mar 20

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[See **POLICY ALERT** Nos. 125, 133, 144, 145, 157, 173, 179,
206, 209 and 219]

R 5330 ADMINISTRATION OF MEDICATION

A. Definitions

1. "Medication" means any prescription drug or over-the-counter medicine or nutritional supplement and includes, but is not limited to, aspirin and cough drops.
2. "Administration" means the taking of any medication by ingestion, injection, or application to any part of the body or the giving of direct physical assistance to the person who is ingesting, injecting, or applying medication.
3. "Self-administration" means carrying and taking medication without the intervention of the school nurse, approved through the school district policy and restricted to students with asthma, other potentially life-threatening illnesses, or life-threatening allergic reaction, **or adrenal insufficiency**.
4. "Life-threatening illness" means an illness or condition that requires an immediate response to specific symptoms or sequelae (an after effect of disease or injury) that if left untreated may lead to potential loss of life, ~~i.e. adrenaline injection in anaphylaxis~~.
5. "A pre-filled auto-injector mechanism containing epinephrine" is a medical device used for the emergency administration of epinephrine to a student for anaphylaxis.
6. "Noncertified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and is employed by the district, and who is not certified as a school nurse by the **New Jersey** Department of Education (**NJDOE**).
7. "Substitute school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and who has been issued a county substitute certificate to serve as a substitute for a certified school nurse in accordance with N.J.A.C. 6A:9B-7.6.



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8. "School physician" means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Medical Examiners who works under contract or as an employee of the district. This physician is referred to as the medical inspector in N.J.S.A. 18A:40-4.1.
9. "Advanced practice nurse" means a person who holds a current ~~certification~~ **license** as nurse practitioner/clinical nurse specialist from the State Board of Nursing.
10. "Certified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services Certificate with a school nurse endorsement or school nurse/non-instructional from the Department of Education pursuant to N.J.A.C. 6A:9B-14.3 and 14.4.

B. Permission for Administration by a School Nurse or Registered Nurse

1. Permission for the administration of medication in school or at school-related ~~sponsored events~~ **functions** will be given only when it is necessary for the health and safety of the student.
2. Medication will not be administered to a student who is physically unfit to attend school or has a contagious disease. Any such student should not be permitted to attend school and may be excluded in accordance with Policy 8451.
3. Parent requests for the administration of medication in school must be made in writing and signed by the parent.
4. The parent must submit a certified statement written and signed by the student's physician. The statement must include:
 - a. The student's name;
 - b. The name of the medication;
 - c. The purpose of its administration to the student for whom the medication is intended;



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- d. The proper timing and dosage of medication;
 - e. Any possible side effects of the medication;
 - f. The time when the medication will be discontinued;
 - g. A statement that the student is physically fit to attend school and is free of contagious disease; and
 - h. A statement that the student would not be able to attend school if the medication is not administered during school hours.
5. The request for the administration of medication must be made to the **Principal Superintendent or designee** prior to any administration of medication or delivery of the medication to the school. The **Principal Superintendent or designee** may consult with the school nurse and the school physician in making his/her final determination to allow or deny the request.
- a. An approved request will be signed by the **Principal Superintendent or designee** and given to the school nurse and the student's parent.
 - b. The parent will be informed of ~~the~~ **a** reason for a denied request; ~~a denied request may be appealed to the Superintendent.~~

C. Administration of Epinephrine to Students

1. **In accordance with N.J.S.A. 18A:40-12.5,** ~~t~~The parent may provide the **Superintendent or designee** authorization for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to a student for anaphylaxis provided:
- a. The parent provides the **Superintendent or designee** a written authorization for the administration of epinephrine ~~with written orders from the physician or an advanced practice nurse that the student requires the administration of epinephrine for anaphylaxis;~~



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- b. The parent of the student provides the Superintendent or designee with written orders from the physician or an advanced practice nurse that the student requires the administration of epinephrine for anaphylaxis;
- ~~b. The school nurse has the primary responsibility for the administration of epinephrine. However, the school nurse shall designate, in consultation with the Board or Superintendent, additional employees of the district who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a student when the school nurse is not physically present at the scene. These volunteers shall be trained using standardized training protocols established by the New Jersey Department of Education in consultation with the Department of Health and Senior Services. The student's parent must consent in writing to the administration of epinephrine via a pre-filled auto-injector mechanism by the designee(s).~~
- c. The parent ~~must be~~ is informed in writing by the Board of **Education** or Superintendent or **designee** that the school district and its employees or agents shall have no liability as a result of any injury to a student arising from the administration of epinephrine via a pre-filled auto-injector mechanism.;
- d. The parent ~~must~~ signs a statement acknowledging their understanding the district shall incur no liability as a result of any injury arising from the administration of epinephrine via a pre-filled auto-injector mechanism to the student and the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of epinephrine via a pre-filled auto-injector mechanism to the student.;
- e. The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism is effective for the school year it is granted and must be renewed for each subsequent school year upon the fulfillment of the requirements as outlined in a. through d. above.;



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f. The Superintendent or designee requires:

~~f. (1) The school nurse shall be responsible for T~~the placement of the student's prescribed epinephrine ~~to be~~ in a secure but unlocked location easily accessible by the school nurse and trained designees to ensure prompt availability in the event of an allergic emergency at school or at a school-sponsored function. The location of the epinephrine shall be indicated on the student's emergency care plan. Back-up epinephrine shall also be available at the school if needed-;

~~g. (2) The school nurse or trained designee shall to be~~ promptly available on site at the school and school-sponsored functions in the event of an allergic reaction-; **and**

~~h. (3) The school nurse or trained designee shall arrange for T~~the transportation of the student to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the student's symptoms appear to have resolved.

g. The Superintendent or designee shall also:

~~i. (1) In accordance with the provisions of N.J.S.A. 18A:40-12.5.f, Permit~~ the school nurse or a designated employee trained **designee** to administer epinephrine via a pre-filled auto-injector mechanism ~~is permitted to administer epinephrine via a pre-filled auto-injector mechanism to any student without a known history of anaphylaxis or to any student whose parent has not met the requirements outlined above in Regulation 5330 – Section C.1.a., b., and d. and has not received the notice required in Regulation 5330 – Section C.1.c. when the school nurse or trained designee in good faith believes the student is having an anaphylactic reaction-; and~~



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- j- (2) **Require** ~~e~~Each school in the district to will maintain in a secure, but unlocked and easily accessible location, a supply of epinephrine auto-injectors prescribed under a standing order from a licensed physician **or advanced practice nurse**, and ~~that~~ is accessible to the school nurse and trained designees for administration to a student having an anaphylactic reaction.
2. **In accordance with N.J.S.A. 18A:40-12.6, the school nurse shall have the primary responsibility for the administration of the epinephrine. The school nurse shall designate, in consultation with the Board of Education, additional employees of the school district who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis when the nurse is not physically present at the scene. In the event that a licensed athletic trainer volunteers to administer epinephrine, it shall not constitute a violation of the "Athletic Training Licensure Act," P.L.1984, c.203 (C.45:9-37.35 et seq.).**
- a. **The school nurse shall determine that:**
- (1) **The designees have been properly trained in the administration of the epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the NJDOE in consultation with the Department of Health;**
 - (2) **The parent of the student consented in writing to the administration of the epinephrine via a pre-filled auto-injector mechanism by the designees;**
 - (3) **The Board or Superintendent or designee has informed the parent of the student in writing that the district and its employees or agents shall have no liability as a result of any injury arising from the administration of the epinephrine to the student;**



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- (4) The parent of the student signed a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the student and the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism to the student; and
 - (5) The permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements in subsections 2.a.(1) through 2.a.(4) above.
3. The NJDOE, in consultation with the Department of Health, shall require trained designees for students enrolled in a school who may require the emergency administration of epinephrine for anaphylaxis when the school nurse is not available.
4. Nothing in N.J.S.A. 18A:40-12.6 and Regulation 5330 – Section C. shall be construed to prohibit the emergency administration of epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis by the school nurse or other employees designated pursuant to N.J.S.A. 18A:40-12.3(a)(1) when the student is authorized to self-administer epinephrine pursuant to N.J.S.A. 18A:40-12.3, or when there is a coexisting diagnosis of asthma, or when a prescription is received from a licensed health care professional for epinephrine coupled with another form of medication, or when the epinephrine is administered pursuant to N.J.S.A. 18A:40-12.5.f.



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5. The certified school nurse, in consultation with the Superintendent or designee, shall recruit and train volunteer designees who are determined acceptable candidates by the school nurse within each school building as deemed necessary by the nursing services plan, in accordance with N.J.S.A. 18A:40-12.6c(b).
6. No school employee, including a school nurse, or any other officer or agent of a Board of Education, or a physician or an advanced practice nurse providing a prescription under a standing protocol for school epinephrine pursuant to N.J.S.A. 18A:40-12.5.f and Regulation 5330 – Section C.1.g., shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.5 et seq., nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.6. Good faith shall not include willful misconduct, gross negligence, or recklessness.

D. Administration of Hydrocortisone Sodium Succinate to Students

1. In accordance with the provisions of N.J.S.A. 18A:40-12.29, the Board will permit the emergency administration of hydrocortisone sodium succinate through appropriate delivery devices and equipment to a student for adrenal insufficiency provided that:
 - a. The parent of the student provides the Superintendent or designee a written authorization for the administration of hydrocortisone sodium succinate;
 - b. The parent of the student provides the Superintendent or designee written orders from the physician or an advanced practice nurse that the student requires the administration of hydrocortisone sodium succinate for adrenal insufficiency;
 - c. The Superintendent or designee informs the parent of the student in writing that the school district and its employees or agents shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate;



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- d. The parent of the student signs a statement acknowledging their understanding that the district shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to the student and that the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of hydrocortisone sodium succinate to the student; and
 - e. The permission for the administration of hydrocortisone sodium succinate is effective for the school year for which it is granted and must be renewed for each subsequent school year upon the fulfillment of the requirements as outlined in a. through d. above.
2. In accordance with the provisions of N.J.S.A. 18A:40-12.29.b:
- a. The placement of the student's prescribed hydrocortisone sodium succinate shall be in a secure, but unlocked location easily accessible by the school nurse and trained designees to ensure prompt availability in the event of emergency situations at school or at a school-sponsored function. The location of the prescribed hydrocortisone sodium succinate shall be indicated on the student's emergency care plan. Back-up hydrocortisone sodium succinate, provided by the student's parent, shall also be available at the school if needed;
 - b. The school nurse or trained designee shall be promptly available on site at the school and school-sponsored functions in the event of an emergency; and
 - c. The student shall be transported to a hospital emergency room by emergency services personnel after the administration of hydrocortisone sodium succinate, even if the student's symptoms appear to have resolved.



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3. In accordance with N.J.S.A. 18A:40-12.30, the school nurse has the primary responsibility for the administration of hydrocortisone sodium succinate.

The school nurse shall designate, in consultation with the Superintendent or designee, additional employees of the school district who volunteer to administer hydrocortisone sodium succinate to a student when the school nurse is not physically present at the scene.

In the event that a licensed athletic trainer volunteers to administer hydrocortisone sodium succinate, it shall not constitute a violation of the "Athletic Training Licensure Act" - N.J.S.A. 45:9-37.35 et seq.

The school nurse shall determine that:

- a. The designees have been properly trained in the administration of hydrocortisone sodium succinate using standardized training protocols established by the NJDOE in consultation with the Department of Health;
- b. The parent of the student consented in writing to the administration of hydrocortisone sodium succinate by the designee(s);
- c. The Superintendent or designee has informed the parent of the student in writing that the district and its employees or agents shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to the student;
- d. The parent of the student signed a statement acknowledging their understanding that the district shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to the student and that the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of hydrocortisone sodium succinate to the student; and



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- e. The permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements in N.J.S.A. 18A:40-12.30 and D.3.a through d above.
4. Nothing in N.J.S.A. 18A:40-12.30 and D.3. above shall be construed to prohibit the emergency administration of hydrocortisone sodium succinate to a student for adrenal insufficiency by the school nurse or other employees designated pursuant to N.J.S.A. 18A:40-12.30 and D.3. above when the student is authorized to self-administer hydrocortisone sodium succinate pursuant to N.J.S.A. 18A:40-12.3.
5. The certified school nurse, in consultation with the Superintendent or designee, shall recruit and train volunteer designees who are determined acceptable candidates by the school nurse within each school building as deemed necessary by the nursing services plan, in accordance with N.J.S.A. 18A:40-12.32(b).
6. No school employee, including a school nurse, or any other officer or agent of a Board of Education shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.29 et al., nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.30. Good faith shall not include willful misconduct, gross negligence, or recklessness, in accordance with N.J.S.A. 18A:40-12.33.

DE. Permission for Self-Administration of Medication

In accordance with N.J.S.A. 18A:40-12.3, the Board shall permit the ~~Permission for self-administration of medication of by a student with for~~ asthma, or other potentially life-threatening illnesses, or a life-threatening allergic reaction, or adrenal insufficiency may be granted under the following conditions provided that:

1. **The pParent of the student ~~must~~ provides the Board or Superintendent or designee written authorization for the self-administration of medication;**



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2. The parent of the student ~~must also~~ provides the Board **or Superintendent or designee** with a signed written certification from the physician of the student that the student has asthma or another potentially life threatening illness, ~~or~~ is subject to a life-threatening allergic reaction, **or has adrenal insufficiency** and is capable of, and has been instructed in, the proper method of self-administration of medication. The written certification must include:
 - a. The student's name;
 - b. The name of the medication;
 - c. The purpose of its administration to the student for whom the medication is intended;
 - d. The proper timing and dosage of medication;
 - e. Any possible side effects of the medication;
 - f. The time when the medication will be discontinued, **if applicable**;
 - g. A statement that the student is physically fit to attend school and is free of contagious disease; and
 - h. A statement the medication must be administered during the school day or the student would not be able to attend school.
3. **The Board or the Superintendent or designee informs the parent of the student in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student;**
34. The parent of the student ~~have signed~~s a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the parent shall indemnify and hold harmless the school district, the Board, and its employees or agents against any claims arising out of the self-administration of medication by the student;



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45. The parent's written authorization and the physician's written certification ~~shall be~~ is reviewed by the Principal or designee with the school nurse and the school physician. The school nurse and the school physician must agree the student is capable of self-administration of the medication. If it is determined the student may self-administer medication in accordance with the request:
- a. The request will be signed by the Principal and given to the school nurse and the student's parent;
 - b. The parent will be informed of ~~the a~~ reason for a denied request; ~~a denied request may be appealed to the Superintendent.~~
56. Permission to self-administer one medication shall not be construed as permission to self-administer other medication; and
67. Permission shall be effective on the school year for which it is granted and shall be renewed for each subsequent school year upon fulfillment of the requirements in E.1. through E.46. above.

EF. Custodianship of Medication

1. Medications to be administered by the school nurse or a registered nurse:
- a. All medications must be delivered to the school by the parent.
 - b. All medications must be in the original container, with the prescription information affixed.
 - c. The school nurse shall be custodian of students' medication, which will be properly secured.
 - d. Any unused medication must be picked up by the student's parent.



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- e. After reasonable efforts to have the parent retrieve the medication have failed, any unused medication that remains in the school at the end of the school year or two school weeks after the student stops taking the medication, whichever first occurs, must be destroyed or discarded by the school nurse, in accordance with proper medical controls.
2. Medications to be self-administered by a student:
- a. Time being of the essence in cases of asthma, **or** other potentially life threatening illnesses, or a life-threatening allergic reaction, **or adrenal insufficiency**, all medications to be self-administered by a student must be kept in the student's possession.
 - b. No student may possess medication for self-administration unless the proper permission has been granted by the Principal **or designee** and a record of the medication is on file in the office of the school nurse.
 - c. Students who are permitted to self-administer medications must secure their medication in such a manner that the medication will not be available to other students. The medication must be in a sealed container and clearly labeled with the medication name, dosage, and ordering physician. The medication, if ingested by someone other than the student, shall not cause severe illness or death.
 - d. Students who are permitted to self-administer medications shall only have in their possession the quantity of medication necessary for the time period of the student's school day.
 - e. Notwithstanding any other law or regulation, a student who is permitted to self-administer medication in accordance with the provisions of N.J.S.A. 18A:40-12.3 shall be permitted to carry an inhaler or prescribed medication for allergic reactions, including a pre-filled auto-injector mechanism, **or prescribed medication for adrenal insufficiency**, at all times, provided the student does not endanger himself/**herself** or other persons through misuse.



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FG. Administration of Medication

1. No medication shall be administered to or taken by a student in school or at a school-sponsored ~~event~~ **function** except as permitted by Board ~~P~~**policy 5330** and this ~~R~~**regulation**.
2. Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 ~~and 12.4~~, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6 ~~and to administer hydrocortisone sodium succinate in an emergency pursuant to N.J.S.A. 18A:40-12.29 and 12.30~~.
3. When practicable, self-administration of medication should be observed by the school nurse.
4. Students self-administering medication shall report each administration of medication and any side effects to a teacher, coach, or the individual in charge of the student during school activities. Such individuals shall report all administrations and any side effects reported or observed to the school nurse within twenty-four hours.
5. When a student attends a school-sponsored ~~event~~ **function** at which medication may be required (such as an outdoor field trip or athletic competition) and the school nurse cannot be in attendance, the student's parent will be invited to attend. If neither the school nurse nor the parent can attend and the student does not have permission to self-administer medication and there is a risk that the student may suffer injury from lack of medication, the student may be excused from the ~~event~~ **function**.

GH. Emergencies



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1. Any medical emergency requiring medication of students will be handled in accordance with Policy 8441 and implementing regulations on first aid and, as appropriate, the school physician's standing orders for school nurses. Arrangements will be made to transport a student to a hospital emergency room after the administration of epinephrine in accordance with N.J.S.A. 18A:40-12.5.e.(3) **and after the administration of hydrocortisone sodium succinate in accordance with N.J.S.A. 18A:40-12.29.b.(3).**
2. ~~Nothing in N.J.S.A. 18A:40-12.6 prohibits the emergency administration of epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis by the school nurse or other trained designated employees pursuant to N.J.S.A. 18A:40-12.6 when the student is authorized to self-administer epinephrine pursuant to N.J.S.A. 18A:40-12.3, or when there is a coexisting diagnosis of asthma, or when a prescription is received from a licensed health care professional for epinephrine coupled with another form of medicine, or when the epinephrine is administered pursuant to N.J.A.C. 18A:40-12.5.~~

III. Records

The school nurse shall include the following in a student's health record:

1. The approved written request for the administration or self-administration of medication;
2. A record of each instance of the administration of the medication by the school nurse or a registered nurse;
3. A record of reports by teachers, coaches, and other individuals in charge of school activities who report student self-administration of medication;
4. Any side effects that resulted from the administration of medication; and



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5. Whether the supply of medication provided in cases where the medication is to be administered by the school nurse or a registered nurse was exhausted or the parent removed the medication or, if the parent failed to remove the medication, the medication was destroyed and the date on which that occurred.

IJ. Notification

1. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with information about the medication and administration when such release of information is in the student's best educational interest.
2. The school nurse will provide teachers, coaches, and other individuals in charge of school activities with a list of students who have been given permission to self-administer medication.
3. The school nurse will inform the student's parent of any difficulty in the administration of medication or any side effects.
4. The school nurse will report to the school physician any student who appears to be adversely affected by the medication.

Adopted:



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[See POLICY ALERT No. 219]

7243 SUPERVISION OF CONSTRUCTION

The Board of Education directs that the _____ be responsible for the supervision of all building construction in this **school** district. Supervision shall include field inspection of the **construction** contractor's operations, administrative review of the activities of the architect relating to the construction, and any other construction matters relating to the interests of the school district.

The _____ shall report periodically to the Board **on the progress of** ~~that by his/her personal knowledge~~ the work of the construction contractor(s) and ~~the architect is being performed in accordance with the plans, specifications, and contracts approved by the Board.~~

The Board shall not employ for pay or contract for the paid services of any person serving in a position which involves regular contact with students unless the Board has first determined, consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq., that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

The Superintendent shall direct the School Business Administrator/Board Secretary or designee to act as liaison to all construction contractors for school facility and construction projects to obtain a list of the individuals who will have regular contact with students and will be employed by or working for the contractor on a school district project that will be undergoing a criminal history record check pursuant to the requirements of N.J.S.A. 18A:6-7.1 et seq. The liaison shall provide the list of those contracted employees to the Superintendent or designee and the Human Resources Director. The Superintendent or designee and the Human Resources Director who receive any adverse action correspondence from the New Jersey Department of Education (NJDOE) related to the criminal history record check process shall review the contracted company list in order to determine if the subject of that correspondence is either a school employee or an employee of any contract service provider and take



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appropriate action. No employee of a contracted service provider shall commence work at a school facility without having first obtained an approval for employment from the NJDOE. Approvals for employment of these contracted employees shall be maintained with the liaison and copies forwarded to the Superintendent's office.

A change order involving additional cost will be submitted to by the _____ for Board for review and approval.

[Optional]

A change order not involving monetary considerations may be acted upon solely by the _____ and reported to the Board.]

Upon completion of a building project and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for acceptance shall be made to the Board by the _____.

N.J.S.A. **18A:6-7.1 et seq.**; 18A:18A-16; 18A:18A-43; 18A:18A-44
N.J.S.A. 18A:54-30 [vocational districts]

Adopted:



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[See POLICY ALERT Nos. 168, 175 and 219]

8210 SCHOOL YEAR

The Board of Education recognizes that the preparation of a school calendar is essential to orderly educational planning and to the efficient operation of the school district.

The Board shall ~~determine~~ annually **approve** the days when the schools will be in session for instructional purposes. The school calendar will provide no fewer than **one hundred eighty** _____ ~~(one hundred eighty or more)~~ days of instruction **in accordance with N.J.S.A. 18A:7F-9**. Days on which school is closed for holidays, teachers' institutes, and inclement weather shall not be considered as days in session.

A half-day class or shortened school day shall be considered the equivalent of a full day only if school is in session for four or more hours, exclusive of recess periods or lunch periods.

A school day shall consist of not less than four hours, ~~of actual instruction, except that in an approved Kindergarten, one continuous session of two and one-half hours may be considered a full day for Kindergarten in accordance with N.J.A.C. 6A:32-8.3(b). A half day class shall be considered the equivalent of a full day's attendance only if the class is in session for four hours or more, exclusive of recess periods or lunch periods.~~

[Optional for Districts Operating a Kindergarten Program

An approved Kindergarten shall meet the requirements set forth in N.J.A.C. 6A:32-8.3(c).]

The Commissioner of Education shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis. Staff members shall avoid, whenever possible, scheduling a test on a religious holiday commonly observed by residents of the district.



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The Superintendent shall

Optional

[in consultation with _____]

annually prepare and submit to the Board a school calendar **for the next school year** no later than **May 1** _____ **(date)**. The Board reserves the right to alter the school calendar when: such alteration is feasible and serves the best interests of the students of this district; **the number of school closings during the school year extend the school year past a reasonable closing date in June; there is an extended school closing during the school year due to an unforeseen circumstance; and/or due to any reason deemed in the best interest of students.**

N.J.S.A. 18A:25-3; 18A:36-2; 18A:36-16
N.J.S.A. 18A:54-25 [vocational districts]
N.J.A.C. 6A:32-8.3

Adopted:



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[See POLICY ALERT No. 219]

8220 SCHOOL DAY

The Board of Education shall **annually approve** ~~determine~~ the times that school(s) will be in session for ~~the purpose of providing adequate time for students to profit from the educational program of the district, including the starting and ending time of a shortened day.~~ A school day shall be in accordance with N.J.A.C. 6A:32-8.3.

The schools of the district will be in session for students on those days ~~specified and times recommended by the Superintendent and annually approved by the Board and at the following times:~~

Grades: _____ Time in Session: _____

_____	_____
_____	_____
_____	_____

The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members **or other good cause. A shortened school day, whether it is planned or emergent (as in the case of inclement weather), must meet certain requirements in order to count toward the one hundred eighty day requirement of N.J.S.A. 18A:7F-9.**

The Superintendent shall inform the Board President of any such alteration as soon as possible and shall prepare rules for the proper and timely notification of concerned persons in the event of any **delayed opening or emergency school closing of the schools.**

~~Students shall regularly be permitted to enter school _____ minutes before the start of class and, during inclement weather, shall be permitted to enter school _____ minutes before the start of class.~~

N.J.A.C. 6A:32-8.3

Adopted: _____



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Mar 20

[See POLICY ALERT No. 219]

R 8220 SCHOOL CLOSINGS

The following procedures will govern the unscheduled closing of school for the entire school day, the delayed opening of school, and the early closing of school. No single set of rules can anticipate the problems that may be encountered when schools must be closed, and Building Principals may be required to exercise independent judgment in individual circumstances. Any consequent deviation from these rules ~~shall~~ should be reported ~~approved promptly to~~ by the Superintendent.

A. Notification Provisions

1. ~~The Superintendent or designee shall notify Notice to media outlets and/or activate an emergency call system when a decision is made for an unscheduled closing of school for the entire school day, the delayed opening of school, or the early closing of school television and radio stations shall be by telephone call, with appropriate code, to the following stations.~~ **The media outlets may include, but not be limited to, radio, television stations, and internet websites as listed below:**

~~Television and/or Radio Station~~

2. ~~Parent(s) or legal guardian(s) will be notified at the beginning of each school year that they will be notified of an emergency school closing day by means of announcements over the media outlets radio stations listed above. The notice will include the call numbers of each station, its location on the AM or FM band, and the time(s) at which the announcement will be carried. Parent(s) or legal guardian(s) will be cautioned not to attempt to telephone the radio station.~~



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3. The Principal of each school building will, in cooperation with the _____ ~~(list appropriate organization of parents or volunteers)~~, prepare an emergency call chain for the prompt notification of parent(s) or legal guardian(s) that children will be sent home early.
 - a. The parent call chain will list the telephone number of the parent or legal guardian of each child in the school. The chain will be reviewed and updated annually. Each parent(s) or legal guardian(s) is responsible for supplying his/her telephone number or other information that will permit the notification of a person responsible for the child.
 - b. A copy of the complete parent call chain will be maintained by the Principal and will be kept as a confidential document. An additional copy will be kept in the office of the Superintendent.
 - c. Portions of the parent call chain will be released to volunteer callers as necessary for the integrity and efficient operation of the call chain process.
4. The Principal of each school building shall prepare an emergency call chain for the prompt notification of all teaching staff members and support staff members who regularly report to that school.
 - a. The staff call chain will be reviewed and updated annually. Each staff member is responsible for supplying the telephone number at which he/she can be reached for notification of the closing or delayed opening of school.
 - b. A copy of the complete staff call chain will be maintained by the Principal and will be kept as a confidential document.
 - c. Portions of the staff call chain will be released to staff members as necessary for the integrity and efficient operation of the call chain process.
5. The _____ will prepare and administer a staff call chain for central office employees.



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6. ~~The _____ will prepare and administer a staff call chain for _____ employees.~~
7. ~~Each staff call chain should be so organized as to ensure that the first called are those staff members who live farthest from the school, office, or facility to which they regularly report.~~

B. All Day Closing

1. The decision to close schools for the day will be made in accordance with Policy No. 8220 and ~~no later than _____ a.m.~~ As soon as the decision is made, the **Superintendent or designee _____** will promptly notify:
 - a. ~~Television and radio stations (see paragraph A1) The media outlets identified in A.1. above;~~
 - b. **All Building Principals, school staff members;**
 - c. ~~The Director of Transportation (or transportation contractor);~~
 - d. ~~_____ (other individuals or offices to be notified);~~
 - ec. _____ (private schools to which transportation is provided for district children); ; and
 - fd. _____ Police Departments; (municipalities that are affected by decision or that provide school crossing guards);
 - e. **Board of Education President; and**
 - f. **Any other individuals or organizations the Superintendent or designee determines the need to be notified.**
2. ~~Each Building Principal and other person responsible for a call chain will promptly institute the process of notifying staff members of the closing by means of the staff call chain. Every effort should be made to notify staff members as soon as practicable.~~



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~~3. In the event a staff member cannot be reached by telephone, the caller will report that fact to the Building Principal or other person responsible for the call chain.~~

42. Notwithstanding a provision in a collective bargaining agreement, if applicable, uUnless the Superintendent determines otherwise, school office personnel and custodial personnel are expected to report for work on an emergency closed day. **It is the intention of this rule that all school offices be uniformly closed or open on a day when the schools are closed for emergency.**

C. Delayed Opening

~~1. When circumstances are such as to require the late opening of school, the school day will ordinarily be delayed by two hours. All beginning schedules will be in effect, modified only by the two hour delay.~~

21. The decision to delay the opening of school will be made as soon as practicable. Notice of the delayed opening will be given in accordance with B. **above.**

32. Notwithstanding a provision in a collective bargaining agreement, uUnless the Superintendent determines otherwise, school office personnel and custodial personnel are expected to report to work on time **if the opening of school is delayed.**

43. If weather conditions **change deteriorate** after a delayed opening has been announced, the Superintendent may decide to close schools for the day. This decision will be made as soon as practicable. Notice of the closing of schools for the day will be given in accordance with B.1. **above.**

54. The Principal of each school will modify the school's schedule to accommodate the shorter day. ~~Morning schedules may be canceled.~~ After-school and athletic events may be canceled.

~~6. Lunch will be served as usual, but may be delayed.~~

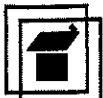


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D. Early Dismissal

1. **The A decision by the Superintendent or designee to close school early will be promptly relayed to the media outlets, school staff members, and the people or organizations listed in B.1. above.**
 - a. ~~Building Principals in the affected schools,~~
 - b. ~~The Director of Transportation (or transportation contractor),~~
 - c. ~~_____ (other individuals or offices to be notified),~~
 - d. ~~_____ (private schools to which transportation is provided for district children), and~~
 - e. ~~_____ Police Departments (municipalities that are affected by decision or that provide school crossing guards).~~
2. Building Principals in the affected schools will promptly notify all **school** staff members of the early closing, using appropriate building procedures.
3. Parents~~@~~ or legal guardian~~@~~ **may** will be notified of an **early dismissal through by an emergency call system, district or school website, a telephone communication chain, or any other method or process deemed appropriate the emergency parent call chain.** Each caller will report to a person designated by the Principal the names of any parent~~@~~ or legal guardian~~@~~ who cannot be reached by telephone.
4. ~~Buses may be loaded as soon as they arrive at the school and may depart as soon as all students assigned to the bus have boarded.~~
54. A parent~~@~~ or legal guardian~~@~~ may come to the school and sign out his/her child at any time after the decision to close early has been made. Any removal of a child must be in strict accordance with Policy and Regulation 5230 regarding the person(s) to whom a child may be released.



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65. The Principal ~~may~~ will designate a safe and secure location in the school building to which may be assigned students whose parent or temporary caretaker could not be reached by telephone or other means **or the student was unable to be released from school early for good reason.**

a. A teaching staff member will be assigned to supervise the students who remain in the school.

b. ~~Students who have remained in the school will be released at the time school regularly closes, by whatever means of transportation they would have taken were the school not closed early.~~

c. ~~The Principal may arrange for a late bus or transportation by private vehicle for students retained at the school.~~

Issued:



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OPERATIONS

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Reporting Potentially Missing or Abused Children

Mar 20

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[See **POLICY ALERT** Nos. 94, 97, 100, 106, 133, 169, 180,
203, 208, 215 and 219]

8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

The Board of Education recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Education adopts this Policy pursuant to the requirements of N.J.S.A. 18A:36-24 and 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-24 and 18A:36-25 et seq., N.J.A.C. 6A:16-11.1, N.J.S.A. 9:6-8.10, and **N.J.A.C. 6A:22-4.1(d)**.

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE or to any other telephone number designated by the appropriate child welfare authorities. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

The school district shall prominently display information about the Department of Children and Families' State Central Registry, a toll-free hotline for reporting child abuse, in each school of the district. The information shall give instructions to call 911 for emergencies and shall include directions for accessing the Department of Children and Families' website or social media platforms for more information on reporting abuse, neglect, and exploitation.

The information shall be in a format and language that is clear, simple, and understandable. The information shall be on a poster and displayed at each school in at least one high-traffic, highly and clearly visible public area that is readily accessible to and widely used by students, pursuant to N.J.S.A. 18A:33.28.



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Reporting Potentially Missing or Abused Children

The person having reason to believe that a child may be missing or may have been abused or neglected may inform the Principal or other designated school official(s) prior to notifying designated child welfare authorities if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the Principal or other designated school official(s) of the notification, if such had not occurred prior to the notification. Notice to the Principal or other designated school official(s) need not be given when the person believes that such notice would likely endanger the reporter or student involved or when the person believes that such disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.

The Principal or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.

The district designates _____ as the school district's liaison to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The district designates the Superintendent or designee as the school district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant to N.J.A.C. 6A:16-6.2(b)1, consistent with the Memorandum of Agreement, pursuant to N.J.A.C. 6A:16-6.2(b)13.

An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.



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Reporting Potentially Missing or Abused Children

The Superintendent or designee shall provide training to school district employees, volunteers, or interns on the district's policy and procedures for reporting allegations of missing, abused, or neglected child situations. All new school district employees, volunteers, or interns working in the district shall receive the required information and training as part of their orientation.

There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing, abused, or neglected child situation pursuant to N.J.S.A. 9:6-8.13.

N.J.S.A. **18A:33-28**; 18A:36-24; 18A:36-25 et seq.

N.J.A.C. 6A:16-11.1

Adopted:



