

BRADLEY BEACH BOARD OF EDUCATION
515 Brinley Avenue
Bradley Beach, NJ 07720

A G E N D A

**Regular Meeting
October 18, 2016**

I. Call To Order

II. Open Public Meetings Act

In accordance with the Open Public Meetings Act, notice of this meeting has been given to the designated newspapers, *The Asbury Park Press* and *the Coast Star*, and posted in the school in a place reserved for this kind of notice.

III. Flag Salute/Roll Call

IV. Discussion Items

- Oral History Presentation – Mrs. Sucato
- 2016 PARCC Results Update – Mr. Liebmann

V. Minutes:

Approval of Meeting Minutes

Resolved: That the Board approve the Minutes of:

Regular Meeting – September 20, 2016

MOTION: _____ SECOND: _____ VOTE: _____

VI. Superintendent's Report

Executive Session

A. Personnel

1. Resolved: That the Board approve the appointment of Erin Fitzgerald to the position of Elementary School Special Education Teacher, effective October 19, 2016 or when released from her current district, through June 30, 2017, at a pro-rated salary of \$51,305 (BA, Step 5), as established by the collective bargaining agreement between the Bradley Beach Board of Education and the Bradley Beach Educational Association on file in the Office of the Board Secretary. (Attachment VI-A.1) [T]
2. Resolved: That the Board approve the appointment of Jaclyn Gebbia to the position of English as a Second Language Teacher, effective October 19, 2016, or at the completion of a criminal history check, through June 30, 2017, at a pro-rated salary of \$51,755 (MA, Step 1), as established by the collective bargaining agreement between the Bradley Beach Board of

AGENDA
Regular Meeting
October 18, 2016

Education and the Bradley Beach Educational Association on file in the Office of the Board Secretary. (Attachment VI-A.2) [B]

3. Resolved: That the Board approve the appointment of the following substitute teachers for the 2016/2017 school year: [B]
- Leo Aulicino
 - Tara Deaver
 - Risa Halprin Nardone

Note: Substitute teachers are paid \$75.00 per day.

4. Resolved: That the Board approve Gabrielle Giordano for 20 hours of classroom observation through Monmouth University in a K-5 Art class with Jennifer DiZefalo.
5. Resolved: That the Board approve the appointment of Philip Henderson to the position of Replacement Custodian, effective October 19, 2016, or at the completion of a criminal history check, and ending on January 27, 2017, at a pro-rated salary of \$32,000. (Attachment VI-A.5) [T]
6. Resolved: That the Board approve the appointment of John Legere as a leave replacement to the stipend position of “Webmaster” at the pro-rated salary of \$1,845 commencing on October 19, 2016 and ending on, or about, March 17, 2017. [B]
7. Resolved: That the Board approve the appointment of the following substitute teachers for the Adult ESL Teacher position at an hourly rate of \$40 per hour: [T]
- Ashley Girard
 - Heather Ross
8. Resolved: That the Board rescind the appointment of Adult ESL Aide to Gail Mayer.
9. Resolved: That the Board approve the appointment of Heather Keith to the position of Adult ESL Aide at the pro-rated rate of \$15 per hour, 2 hours per week, for 37 weeks. (Replaces Mrs. Mayer) [T]
10. Resolved: That the Board accept the resignation, for the purpose of retirement, of Mrs. Gail Mayer as of June 30, 2017. The Board thanks Mrs. Mayer for her service to the children of Bradley Beach. (Attachment VI-A.10)
11. Resolved: That the Board approve the appointment of Ivonne Cameron Gonzalez to the position of Cafeteria Aide, effective October 19, 2016, or at the completion of a criminal history check through June 30, 2017, at a salary of \$12.04 per hour. (Attachment VI-A.11) [B]
12. Resolved: That the Board accept the resignation, with regret, of Denise Conn, cafeteria aide effective October 21, 2016. (Attachment VI-A.12)
13. Resolved: That the Board approve the attendance and the registration cost of the following staff members for engagement in the designated professional training: [G]

AGENDA
 Regular Meeting
 October 18, 2016

Staff Member	Date(s) of Event	Name/Title of Professional Training	Location	Cost
Bridget Antonucci	10-27-16	Section 504 and I&RS Overview 9:00 am – 12:00 pm	RWJ Barnabas Health Lakewood, NJ	No Fee
Michael Liebmann	10-27-16	Section 504 and I&RS Overview 9:00 am to 12:00 pm	RWJ Barnabas Health Lakewood, NJ	No Fee
Alison Zylinski	10-27-16	Section 504 and I&RS Overview 9:00 am to 12:00 pm	RWJ Barnabas Health Lakewood, NJ	No Fee
Bridget Antonucci	11-1-16	FEA workshop: “The Special Services Director’s Toolkit”	Monroe, NJ	\$149.00 Transportation: 30.7 mi x 2 @ .31 = \$61.40
Kristin Krupa	12-5-16	Guided Math Conference Presented by BER	New Brunswick, NJ	\$249.00
Courtney Hammell	12-5-16	Guided Math Conference Presented by BER	New Brunswick, NJ	\$249.00

MOTION: _____ SECOND: _____ VOTE: _____

B. Policy

1. Resolved: That the Board approve the following policies/regulations for first reading:
 (Attachment VI-B.1)

POLICY/ REGULATION NUMBER	POLICY/REGULATION
P 1220	Employment of Chief School Administrator (M) (Revised)
P 1310	Employment of School Business Administrator/Board Secretary (Revised)
P&R 2361	Acceptable Use of Computer (Revised)
R 2414	Programs and Services for Students in High Poverty and in High Need School Districts (M) (Revised)
P 3111	Creating Positions (Revised)
P 3124	Employment Contract (Revised)
P 3125	Employment of Teaching Staff Members (M) (Revised)
P 3125.2	Employment of Substitute Teachers (Revised)
P&R 3126	District Mentoring Program (Revised)
P 3141	Resignation (Revised)
P&R 3144	Certification of Tenure Charges (Revised)
P 3159	Teaching Staff Member/School District Reporting Responsibilities (Revised)
P 3231	Outside Employment as Athletic Coach (Revised)

AGENDA
 Regular Meeting
 October 18, 2016

P 3240	Professional Development for Teachers and School Leaders (M) (Revised)
P&R 3244	In-Service Training (M) (Abolished)
P 4159	Support Staff Member/School District Reporting Responsibilities (Revised)
P 5305	Health Services Personnel (Revised)
R 5330	Administration of Medication (M) (Revised)
P 9541	Student Teachers/Interns (Revised)

- Resolved: That the Board Approve the NJ Quality Single Accountability Continuum Statement of Assurance for the 2016-2017 School Year. (Attachment VI-B.2)
- Resolved: That the Board Approve the Memorandum of Agreement for the 2016/2017 school year.

MOTION: _____ SECOND: _____ VOTE: _____

C. Students

- Resolved: That the Board approve the following Neptune Township tuition contracts: [B]

• 45 Full-time Regular Ed 9-12 students @ \$12,600.00/student =	\$567,000.00
• 6 Shared-time Regular Ed 9-12 students @ \$6,300.00 =	\$ 37,800.00
• 1 Special Education – Multiply disabled @ \$27,000.00 =	\$ 27,000.00
• 2 Poseidon Program students, grades 9-12 @12,600.00 =	\$ 25,200.00
Total Tuition	\$657,000.00

- Resolved: The monthly status report of reported and investigated Harassment, Intimidation and Bullying incidents submitted by the Bullying Specialist for the month of September. (Attachment VI-C.2)
- Resolved: That the Board approve the following 2016 student field trips that provide community onsite learning aligning with the New Jersey Core Curriculum Content Standards: [B]

Date	Grade	Location	Cost	Bus
10-24-16	Preschool	Green Meadows Farm Hazlet, NJ	\$168.00	\$245.00 First Student
11-01-16	Gr. 6	Sandy Hook NJ Sea Grant Consortium	\$450.00	\$294.00 First Student
04-07-17	Gr. 1	Turtle Back Zoo West Orange, NJ	\$225.00	<i>Bus pending</i>
04-24-17	Gr. 8	Mayo Performing Arts Center Morristown, NJ "Mayhem Poets"	-0 Ticket credit from prior year-snow delay day	<i>Bus pending</i>
04-28-17	Gr. 2	Adventure Aquarium, Camden NJ	\$489.00	<i>Bus pending</i>

AGENDA
 Regular Meeting
 October 18, 2016

05-19-17	Gr. 4	Trenton State House and Old Barracks Trenton, NJ	\$180.00	<i>Bus pending</i>
05-24-17	Safety Patrol	Lakewood Blue Claws Lakewood, NJ	\$584.50	<i>Bus pending</i>

4. Resolved: That the Board approve the annual “Standing Orders for the Care of the Ill or Injured” for the 2016-2017 school year. (Attachment VI-C.4)

MOTION: _____ SECOND: _____ VOTE: _____

VII. Business Administrator/Board Secretary’s Report

A. Approval of Revised Three-Year Comprehensive Maintenance Plan

Resolved: That the Board approve the following resolution:

WHEREAS, the Department of Education requires New Jersey School Districts to have three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the school facilities of the Bradley Beach Board of Education are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities safe for use or in their original condition and keep their system warranties valid, and

NOW, THEREFORE, BE IT RESOLVED that the Bradley Beach Board of Education hereby authorizes the Business Administrator/Board Secretary to submit the attached Three-Year Comprehensive Maintenance Plan for the Bradley Beach Board of Education in compliance with Department of Education requirements. Said plan is on file for public inspection in the Office of the Business Administrator/Board Secretary.
 (Attachment VII-A)

MOTION: _____ SECOND: _____ VOTE: _____

B. Approval of Annual Required Maintenance Budget Amount – Form M-1

Resolved: That the Board approve Form M-1, Annual Maintenance Budget Amount Worksheet, required per N.J.A.C. 6:24. (Attachment VII-B)

MOTION: _____ SECOND: _____ VOTE: _____

AGENDA
 Regular Meeting
 October 18, 2016

C. Approval of Attendance at NJSBA 2016 Workshop and Exhibition October 25-27, 2016

Resolved: That the Board approve the attendance of the following board members and administrators to the annual New Jersey School Boards Association Conference, which will be held at the Atlantic City Convention Center, Atlantic City, NJ, at a total travel cost not to exceed \$2,822.00. [B]

Name	Registration Amount	Travel: Hotel (Not to Exceed)	Travel: Meals & Incidentals per GSA Rates (Not to Exceed)	Travel: Mileage per State OMB .31 rate (Not to Exceed)	Travel: Tolls/Parking Receipts Needed (Not to Exceed)
Thomas Bardinas	\$ 116.66			\$ 56.00	\$ 30.00
Barbara Carlucci	116.66			56.00	30.00
Dwight Gerdes	116.66			56.00	30.00
Stephen Lozowick	116.66			56.00	30.00
Margaret Merenda	116.66			56.00	30.00
Susan Monroe	116.66			56.00	30.00
Denise Rodriguez	116.66			56.00	30.00
John Young	116.66			56.00	30.00
Donald Warnet	116.66			56.00	30.00
John Legere	116.68			56.00	30.00
David Tonzola	116.69	\$ 99.00	\$ 96.00	56.00	30.00
Stephen Wisniewski	116.69	99.00	96.00	56.00	30.00
Total	\$1,400.00	\$198.00	\$192.00	\$672.00	\$360.00

Note: This resolution supersedes the resolution passed on August 16, 2016.

MOTION: _____ SECOND: _____ VOTE: _____

D. Approval of Ala Carte Prices 2016/2017 School Year

Resolved: That the Board approve the attached ala carte prices for the 2016/2017 school year. (Attachment VII-D)

MOTION: _____ SECOND: _____ VOTE: _____

E. Approval of the FY 2016 No Child Left Behind Carry-Over Funds

Resolved: That the Board approve the submission of the FY 2016 No Child Left Behind (NCLB) Carry-Over Funds in the following amounts:

Program Name	Carry-Over Amount
Title I	\$1,011.69
Title IIA	7,669.92
Title III	3,882.95

MOTION: _____ SECOND: _____ VOTE: _____

AGENDA
Regular Meeting
October 18, 2016

F. Approval of the Individuals with Disabilities Educational Act (IDEA) Carry-Over Funds – FY 2016

Resolved: That the Board approve the submission of the Individuals with Disabilities Education Act (IDEA) Carry-Over Funds for Fiscal Year 2016 in the following amount:

Program Name	Carry-Over Amount
IDEA Basic	\$22,875.91
IDEA Preschool	1,087.50

MOTION: _____ SECOND: _____ VOTE: _____

G. Approval of Business Administrator/Board Secretary's Financial Report

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending September 30, 2016 is hereby approved and the Business Administrator/Board Secretary is instructed to file same. (Attachment VII-G)

MOTION: _____ SECOND: _____ VOTE: _____

H. Approval of Treasurer's Financial Report

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending September 30, 2016 is hereby approved and the Business Administrator/Board Secretary is instructed to file same. The report is in agreement with the report of the Business Administrator/Board Secretary. (Attachment VII-H)

MOTION: _____ SECOND: _____ VOTE: _____

I. Approval of Monthly Certification

Resolved: That pursuant to N.J.A.C. 6A:23-2.11(e), we certify that as of September 30, 2016, after review of the Secretary's Monthly Financial Report (appropriations section), and upon consultation with the appropriate district officials, that 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(b); that no line item appropriation is in violation of N.J.A.C. 6A:23-2.11 (1) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

MOTION: _____ SECOND: _____ VOTE: _____

J. Approval of Budget Transfers (2016/2017)

Resolved: That the Board approve the 2016/2017 budget transfers as listed on Attachment VII-J.

MOTION: _____ SECOND: _____ VOTE: _____

AGENDA
Regular Meeting
October 18, 2016

K. Approval of September 2016 Payroll

Resolved: That the Board approve the September 2016 gross payroll in the amount of \$363,971.35.

MOTION: _____ SECOND: _____ VOTE: _____

L. Approval of Bills Payment

Resolved: That the Board approve payment of the October 18, 2016 regular bills list and as certified and approved. (Attachment VII-L)

MOTION: _____ SECOND: _____ VOTE: _____

VIII. Old Business

IX. New Business

X. Committee Reports

XI. President's Report

XII. Public Comments (Agenda Items Only)

XIII. Public Comments (Other Items Only)

XIV. Executive Session (if required)

XV. Adjournment



Erin Fitzgerald

Objective To obtain an elementary, special education, or applied behavior analysis teaching position.

Education 2005-2006 Nova Southeastern University Ft. Lauderdale, FL
Board Certified Assistant Behavior Analyst

1999-2003 Monmouth University West Long Branch, NJ
Bachelor of Science in Elementary and Special Education
GPA: 3.88
Dean's List and Lambda Sigma Tau Honor Society

Work experience *Shrewsbury Borough School, Shrewsbury, NJ*
Special Education/Preschool Teacher (Full time)
June 2014 thru Present

- Created and have successfully run the Preschool ABA program for the past two years.
- Assessed learners using the VB Mapp.
- Identified specific goals and objectives for each child's program based on individual assessments.
- Monitored progress through daily data and graphing
- Differentiated teaching materials based on the learner's needs
- Worked collaboratively with the school BCBA
- Incorporated both The Rethink and Highscope Curriculums within classroom.

SEARCH Day Program, Ocean Township, NJ

Special Education Teacher (Full time)

June 2009 thru June 2014

- Wrote and implemented IEP's as well as Behavioral Modification Plans.
- Taught using a Verbal Behavior Approach incorporating Intensive Teaching Sessions and Natural Environment Teaching Sessions.
- Assessed each learner using the VB Mapp.
- Monitored progress through daily probe sheets and graphing
- Differentiated teaching materials based on the learner's needs.
- Completed yearly Alternate Proficiency Assessments.
 - In 2014 I was the Alternate Proficiency Coordinator, aiding and assisting my colleagues as well as checking all portfolios.

Classic Rehabilitation, Ltd., Lakewood, NJ

Developmental Intervention – Behavior Specialist (Full time)

February 2007 thru June 2009

- Implemented developmental therapy to children ages 0-3
- Taught children using an Applied Behavior Analysis and Whole Language approach
- Tracked progress by taking data and graphing daily
- Monitored children's progress using the ELAP
- Prepared progress summary reports
- Attended monthly team meetings
- Spoke to parents daily about child's progress

Other Experience Private Caretaker, Monmouth County, NJ

1994 thru 2013

- Cared for 1 year old boy with Autism for 4 years. Responsibilities included following Early Interventions recommendations, helping work through sensory difficulties, and helping build social skills.
- Cared for typical developing children ages newborn thru preteen. Daily activities included playing, teaching manners, and building self-esteem.

Iaclyn M. Gebbia

CERTIFICATIONS

- Certificate of Eligibility in ESL
- Currently enrolled in the NPTNJ Alternate Route Program, Stage 1

EDUCATION

Montclair State University, Montclair, NJ

- Completed course Spanish 518: Teaching Spanish K-12, Dec 2010

Montclair State University, Montclair, NJ

- Master of Arts, Spanish & Latin American Literature & Culture, May 2010

Universidad de las Americas, Puebla, Mexico

- Completed courses towards M.A. degree, Jan-May 2009

University of Mary Washington, Fredericksburg, VA

- Bachelor of Arts, Spanish & Latin American Studies, May 2007
- Minor in Environmental Science

Universidad de Deusto, Bilbao, Spain

- Completed courses towards B.A. degree, Jun-Aug 2006

PROFESSIONAL EXPERIENCE

NJ SHARING NETWORK, New Providence, NJ

March 2016-Present

Hospital Services Manager

- Assesses hospital needs and develops individualized hospital service plans for education, awareness and quality improvement of donor services.
- Spearheads and implements continuing educational initiatives and activities.
- Provides real-time education to medical staff during active organ cases.
- Conducts clinical trigger and donor process education on organ and tissue donation process for hospital staff.
- Collaborates with doctors and nurses in order to obtain clinical information regarding potential organ donors.
- Maintains current documentation of key hospital personnel, policies and procedures, demographic profiles, educational programs, hospital visits, meeting minutes and other critical information.
- Organizes and attends Donor Council Meetings with partner hospitals.
- Develops relationships with high-level hospital contacts, engaging them to become advocates for donation.
- Liaison to level 1 trauma centers, neuroscience institution and transplant centers.
- Ensures hospital partners are aware of the donation process and helps troubleshoot.
- Conducts medical record review for quality assurance and hospital data.
- Performs follow up and outcomes after every organ donation case.
- Promotes Donate Life Month and hospital participation

LiveOnNY, New York, NY

April 2015-March 2016

Hospital Services Specialist

- Assesses hospital needs and develops individualized hospital service plans for education, awareness and quality improvement of donor services.
- Spearheads and implements continuing educational initiatives and activities.
- Provides real-time education to medical staff during active organ cases.
- Conducts clinical trigger and donor process education on organ and tissue donation process for hospital staff.
- Collaborates with doctors and nurses in order to obtain clinical information regarding potential organ donors.
- Involved in coordinating the donation logistics for the NYU Langone Medical Center's first scalp and face transplant for recipient Patrick Hardison.
- Maintains current documentation of key hospital personnel, policies and procedures, demographic profiles, educational programs, hospital visits, meeting minutes and other critical information.
- Organized and attends Donor Council Meetings with partner hospitals.
- Develops relationships with high-level hospital contacts, engaging them to become advocates for donation.

Jaclyn M. Gebbia

2

- Liaison to level 1 trauma centers, neuroscience institution & New York City HHC hospitals.
- Ensures hospital partners are aware of the donation process and helps troubleshoot.
- Conducts medical record review for quality assurance and hospital data.
- Performs follow up and outcomes after every organ donation case.
- Promotes Donate Life Month and hospital participation

NJ SHARING NETWORK, New Providence, NJ
Donation Resource Coordinator

May 2014-April 2015

- Assess patient referrals from hospitals across NJ by acquiring clinical data from physicians and registered nurses in order to determine potential suitability for multi-tissue donation
- Support and collaborate with multi-tissue donor families to orchestrate donation
- Provide verbal presentation of donor's clinical and social information to various tissue banks, organ procurement organizations and research entities to ensure multi-tissue donation suitability
- Work with physicians, registered nurses, surgical recovery teams, consult with Medical Examiners and Forensic Investigators, Hospital Personnel, Law Enforcement & Funeral Homes in a time sensitive manner
- Arrange the allocation of organs & tissues for transplant and donor logistics
- Provide training to new staff members in the department

ESCUELA VERDE COSTA BALLENA, Uvita, Costa Rica
English Teacher (3rd-4th Grade)

Jul 2012 – Dec 2013

- Plan and provide educational assessments and activities for childhood development.
- Established the curriculum and daily lesson plans for Language Arts, Mathematics, and Science for 3rd and 4th graders in a school with very limited resources
- Mentored students of various language levels and diverse backgrounds, providing one on one extra support for English as a Second Language learners
- Collaborated weekly with teaching staff and administration on a variety of topics; provided English-Spanish translation during staff meetings
- Initiated and coached a school wide soccer team, encouraging the importance of teamwork as an integral part of life

FELICIAN COLLEGE, Rutherford, NJ
ESL Teacher

Jul 2011 – Jun 2012

- Responsible for providing communication skills to ESL students
- Developed an English curriculum conducive for advanced to beginner reading and grammar to foreign exchange English as a Second Language learners
- Created strong lesson plans, which included interactive and engaging learning practices
- Enhanced reading, vocabulary, grammar, listening, conversational English and writing skills
- Conducted monthly meetings with department colleagues and administration to discuss the progress and success of the students as well as the program
- Successfully led the professional development training on the Gradekeeper computer grading system

ACADEMY AT SAINT MARY, Rutherford, NJ
Spanish Teacher

Sep 2010 – Jun 2011

- Developed a Spanish curriculum to accommodate grade levels 1 through 8
- Planned and implemented a wide variety of lesson plans, which incorporated a variety of educational activities that inspired the students' interest in the Spanish language
- Created cultural projects in order to cultivate students' appreciation for Spanish & Latin American culture
- Performed after school support to ensure each student's understanding of the material presented in class

ADDITIONAL EXPERIENCE

Shelter Our Sisters & Project C.H.I.L.D., Fair Lawn, NJ
Administrative Assistant/Translator

Aug 2009 – Aug 2010

- Generated oral and written translations English/Spanish to assist women and children in the emergency shelter
- Provided English-Spanish translation services for counselor and parent meetings
- Supported English-Spanish callers to the 24-hour domestic violence hotline providing assistance and guidance

Jaclyn M. Gebbia

3

Ramapo Indian Hills School District, Oakland, NJ
Substitute Teacher

Jan 2008 – Jun 2009

- Implemented teacher lesson plans for a wide variety of subjects, including Spanish.
- Knowledge and experience of education programs at the secondary level.

Miccosukee Tribe of Indians of Florida Head Start Program, FL

June 2008 to Aug. 2008

- Assistant Teacher: Assisted in teaching a pre-school curriculum, which also included lessons in the Miccosukee language; developed and implemented lesson plans relative to readiness skills.

NYC Parks and Recreation: Willie Randolph Summer Sports Experience, NY

July 2007 to Aug. 2007

- Recreation Specialist: Taught inner-city children soccer, as well as team play. Provided translation services.

University of Mary Washington, VA

Aug. 2005 to May 2007

- Fitness Center Receptionist: Answered phone calls; provided facility information and customer services.

Lorrimer Sanctuary: NJ Audubon Society, Franklin Lakes, NJ

May 2005 to Aug. 2005

- Educator/Administrative Assistant: Worked in day camp Science & Nature lessons, organized events.

ADDITIONAL SKILLS/INTERESTS

Bilingual English/Spanish, Oral and written translations (English/Spanish), Board of Trustees of the Margaret B. Holz Foundation -Alumni Member of the Board for Montclair State University, Volunteer, 4 year Univ. of Mary Washington's Women's Varsity Soccer player -2 year team captain with all-state and all-conference honors, Ramapo High School National Honor Society, President of the Spanish Club, 4 year Ramapo High School Varsity Soccer player with all-state, all-county & all-league honors.

Philip Henderson



Objective: To obtain a Class B Driver's License position where I can apply my knowledge and skills towards the growth of the company. Determined and committed to getting each job done quickly, efficiently, and safely.

EXPERIENCE

Little Tots Preschool -Asbury Park, NJ (8/07-8/15)

Maintenance Worker/Custodian

- Participated in all maintenance projects concerning property.
- Monitored property, to ensure the safety and working condition of property.
- Removed snow from school grounds.
- Mowed, trimmed, and blew leaves off the property.
- Planted trees and bushes on the property.
- Performed a variety of minor building and structural maintenance work such as preparing and painting of interior and exterior surfaces in classrooms.
- Swept, mopped, dusted classrooms and maintained all offices on the property.
- Informed supervisor of status of work and passed instructions received on to other workers, and checked to assure work is being done properly.

Mike Whitley Tree Experts-Wall, NJ (5/06-07/07)

Laborer/Groundsman

- Drove the chipper truck to the garbage dump.
- Assisted with roping branches.
- Assisted with cutting down trees.
- Placed branches in the chipper truck.

George Harms Construction-Howell, NJ (9/04-05/06)

Laborer

- Assisted with building and paving the road.
- Tend to machines that pump concrete and other materials.
- Used cement mixers in order to mix, pour and spread concrete.
- Loaded and unloaded trucks and hoisted materials.
- Dug holes and trenches using pick and a shovel.
- Assisted with placing beams for bridges.
- Installed water mains.

Skills

- Mower, weed-whacker, and blower
- Jackhammer, chainsaw, and cement saw.
- Excellent communication and interpersonal skills.

CERTIFICATION

Monmouth County Career Center Horticulture (effective 06/2004)

Superior Tractor Trailer Training (effective 01/2015)



Stephen Wisniewski <swisniewski@bbesnj.org>

Gail Mayer's Retirement

Gail Mayer <gmayer@bbesnj.org>

Thu, Oct 6, 2016 at 10:52 AM

To: Stephen Wisniewski <swisniewski@bbesnj.org>

Dear Dr. Wisniewski:

On June 30, 2017, at the conclusion of the 2016-17 school year, I will have worked for 25 years, and would like to retire from Bradley Beach Elementary School.

I taught for 3 years in Connecticut and the remainder of my 25 years at Bradley Beach Elementary School. Our Bradley Beach children have touched my life immeasurably.

My husband and I, along with our four children have made Bradley Beach our home and we all love this town so very much!

Sincerely,

Gail Mayer

Bradley Beach Elementary School

September 22, 2016

Dear Mr. Liebmann,

It is with mixed emotion I tender my resignation letter to you and the Board effective October 21st. I have greatly enjoyed working here at the school the past few years and appreciated the experience associated with the students, faculty and my colleagues. I wish everyone continued success and well being in the school year ahead.

Sincerely,

Denise Conn

POLICY GUIDE

ADMINISTRATION

1220/page 1 of 4

Employment of Chief School Administrator

Jun 16

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[See POLICY ALERT Nos. 115, 145, 173, 184, 186 and 209]

1220 EMPLOYMENT OF CHIEF SCHOOL ADMINISTRATOR

The Board of Education vests the primary responsibility for the administration of this school district in a Superintendent of Schools and recognizes the appointment of a person to that office is one of the most important functions this Board can perform. The Superintendent shall have a seat on the Board of Education and the right to speak on matters at meetings of the Board (pursuant to N.J.S.A. 18A:17-20.a or N.J.S.A. 18A:17-20.b), but shall have no vote.

Recruitment Procedures

The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent. The Board may use a consultant service to assist in the recruitment process. Recruitment procedures may include, but are not limited to, the following activities:

1. The preparation of a new or a review of an existing written job description;
2. Preparation of informative material describing the school district and its educational goals and objectives;
3. Where feasible, the opportunity for applicants to visit the district;
4. Establish an interview process that encourages the candidate and the Board members to have a meaningful discussion of the school district's needs and expectations. The Board members shall review and discuss the candidate's credentials, qualifications, educational philosophy, and other qualities and expertise he/she can offer to the district;
5. Solicitation of applications from a wide geographical area; and
6. Strict compliance with law and Policy No. 1530 on equal employment opportunity.

ADMINISTRATION

1220/page 2 of 4

Employment of Chief School Administrator



POLICY GUIDE

Qualifications

The candidate must possess or be eligible for a valid New Jersey administrative certificate endorsed for school administrator or a provisional school administrator's endorsement in accordance with N.J.A.C. 6A:9-12.4 **6A:9B-12.4** et seq. and must qualify for employment following a criminal history record check. The candidate shall meet criteria established by the Board.

ADMINISTRATION

1220/page 3 of 4

Employment of Chief School Administrator

Employment Contract

A person appointed Superintendent must enter an employment contract with the Board. An employment contract for the Superintendent of Schools shall be reviewed and approved by the Executive County Superintendent in accordance with the provisions of N.J.A.C. 6A:23A-3.1 and Policy 1620. Any actions by the Executive County Superintendent undertaken pursuant to N.J.A.C. 6A:23A-3.1 may be appealed to the Commissioner pursuant to the procedures set forth in N.J.A.C. 6A:3.

The employment contract with the Superintendent must be approved with a recorded roll call majority vote of the full membership of the Board at a public Board meeting.

In the event there is a Superintendent vacancy at the expiration of the existing contract, only the Board seated at the time of the expiration of the current Superintendent's contract may appoint and approve an employment contract for the next Superintendent.

In the event there is a Superintendent vacancy prior to the expiration of the existing contract, the Board seated at the time the position becomes vacant may appoint and approve an employment contract for the next Superintendent.

The contract for the Superintendent who does not acquire tenure, but who holds tenure during the term of his/her employment contract will include: a term of not less than three nor more than five years and expiring July 1; a beginning and ending date; the salary to be paid and benefits to be received; a provision for termination of the contract by the Superintendent; an evaluation process pursuant to N.J.S.A. 18A:17-20.3; and other terms agreed to between the Board and the Superintendent.



POLICY GUIDE

During the term of the contract, the Superintendent shall not be dismissed or reduced in compensation except for inefficiency, incapacity, conduct unbecoming a Superintendent, or other just cause and only by the Commissioner of Education pursuant to the tenure hearing laws.

At the conclusion of the term of the initial contract or of any subsequent contract, in accordance with N.J.S.A. 18A:17-20.1, the Superintendent shall be deemed reappointed for another contracted term of the same duration as the previous contract unless either: the Board by contract reappoints the Superintendent for a

ADMINISTRATION

1220/page 4 of 4

Employment of Chief School Administrator

different term which shall not be less than three nor more than five years, in which event reappointments thereafter shall be deemed for the new term unless a different term is again specified; or the Board notifies the Superintendent in writing the Superintendent will not be reappointed at the end of the current term, in which event his/her employment shall cease at the expiration of that term. In the event the Board notifies the Superintendent he/she will not be reappointed, the notification shall be given prior to the expiration of the first or any subsequent contract by a length of time equal to thirty days for each year in the term of the current contract.

Pursuant to N.J.S.A. 18A:20.2a, the Board shall submit to the Commissioner for prior approval an early termination of employment agreement that includes the payment of compensation as a condition of separation. In accordance with N.J.S.A. 18A:17-20.2a, compensation includes, but is not limited to, salary, allowances, bonuses and stipends, payments of accumulated sick or vacation leave, contributions toward the costs of health, dental, life, and other types of insurance, medical reimbursement plans, retirement plans, and any in-kind or other form of remuneration.

An early termination of an employment agreement shall be limited in its terms and conditions as outlined in N.J.A.C. 6A:23A-3.2. The Commissioner shall evaluate such agreements in accordance with the provisions of N.J.S.A. 18A:17-20.2a and N.J.A.C. 6A:23A-3.2 and has the authority to disapprove the agreement. The agreement shall be submitted to the Commissioner by the district by certified mail, return receipt requested. The determination shall be made within thirty days of the Commissioner's receipt of the agreement from the school district.

Disqualification

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will be considered by this Board to constitute grounds for dismissal.



POLICY GUIDE

Certificate Revocation

In accordance with N.J.A.C. 6A:23A-3.1(e)(12), in the event the Superintendent's certificate is revoked, the Superintendent's contract is null and void.

N.J.S.A. 18A:16-1; 18A:17-15; 18A:17-20; 18A:17-20.1;
18A:17-20.2; 18A:17-20.2a; 18A:17-20.3
N.J.A.C. ~~6A:9-12.3~~ **6A:9B-12.3**; ~~6A:9-12.4~~ **6A:9B-12.4**;
6A:23A-3.1; 6A:23A-3.2

Adopted:

ADMINISTRATION
1310/page 1 of 2
Employment of School Business Administrator/
Board Secretary
Jun 16

[See POLICY ALERT Nos. 140, 172 and 209]

1310 EMPLOYMENT OF SCHOOL BUSINESS ADMINISTRATOR/ BOARD SECRETARY

The Board of Education shall appoint a qualified and capable person to fill a vacancy in the position of School Business Administrator/Board Secretary. An appointment shall be made within a reasonable time after the occurrence of the vacancy and by the recorded roll call vote of a majority of the full Board. No person shall act as School Business Administrator/Board Secretary or perform the duties of a School Business Administrator/Board Secretary, as prescribed by the rules and regulations of the State Board of Education, unless he/she holds such a certificate.

All candidates for the position of School Business Administrator/Board Secretary must produce evidence of their training and/or experience in the fields of: ~~economic and legal environment, accounting, quantitative methods, management information systems, organizational theories, administrative processes, production and marketing of goods, financing of the business enterprise~~ **economics; law; accounting; organizational theory; management or administration; finance;** and other responsibilities as outlined in the Board job description **or required by the Board.**

A candidate ~~Every serious candidate~~ for the position of School Business Administrator/Board Secretary shall be **recommended to the Board by the Superintendent** interviewed by the _____. The Board of Education will appoint a suitable person who holds the appropriate certificate as prescribed by the State Board of Education. **The appointment of the School Business Administrator/Board Secretary** ~~Final selection~~ shall be made by the Board,



POLICY GUIDE

which shall also fix the compensation to be paid to the School Business Administrator/Board Secretary.

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will be considered by this Board to constitute grounds for dismissal.

ADMINISTRATION
1310/page 2 of 2
Employment of School Business
Administrator/Board Secretary

Subcontracted School Business Administrator/Board Secretary

The Board of Education shall subcontract its School Business Administrator/Board Secretary to another school district. The Board's subcontracting of the School Business Administrator/Board Secretary will have no effect on the School Business Administrator/Board Secretary's tenure and credit toward tenure acquisition shall accrue only in the Bradley Beach School District.

N.J.S.A. 18A:16-1; 18A:17-5; 18A:17-14.1 et seq.
N.J.A.C. 6A:9-12.3; 6A:9-12.7 **6A:9B-12.7**

TEACHING STAFF MEMBERS



POLICY GUIDE

3111/page 1 of 2
Creating Positions
Jun 16

[See POLICY ALERT Nos. 96, 172 and 209]

3111 CREATING POSITIONS

The Board of Education recognizes its authority to create and fill teaching staff member positions to implement a thorough and efficient system of free public schools.

The Board shall, **upon the Superintendent's recommendation**, create new positions as they are required, **and approve job titles and job descriptions**, and ~~specify the number of positions required to staff adequately each employment category. Job descriptions shall be prepared in accordance with Policy No. 1400.~~ The **job description** Board shall, on a careful review of the position, establish **outline** the background experiences and personal qualities, if any, to be required of candidates or preferred among applicants for a particular position. ~~Any such local qualifications shall be flexibly applied.~~

The Superintendent shall recommend to the Board such new positions or additions to existing employment categories as may be required by the specific instructional needs of students of the district and each school within the district.

In accordance with the provisions of N.J.A.C. 6A:9B-5.5, titles assigned to teaching staff members shall be recognized by the New Jersey Department of Education. The Department of Education shall maintain and make available a list of approved job titles with corresponding authorized certificates. In the event the Board desires to use an unrecognized title, or if a previously established unrecognized title exists, the Board, prior to appointing a candidate, shall submit to the Executive County Superintendent a written request, including a detailed job description, for permission to use the proposed title. The Executive County Superintendent shall exercise discretion regarding approval of the request and shall determine the appropriate certification and title for the position. Positions shall, to the maximum extent possible, conform to certification regulations of the State Board of Education. When district organization requires the creation of a nonconforming, unrecognized position, the approval of the Executive County Superintendent shall be sought before the position is filled.

TEACHING STAFF MEMBERS



POLICY GUIDE

3111/page 2 of 2
Creating Positions

The Executive County Superintendent shall review annually all previously approved unrecognized position titles and shall determine whether the titles will be continued for the next school year. Decisions rendered by the Executive County Superintendent regarding titles and certificates for unrecognized positions shall be binding upon future seniority determinations on a case-by-case basis.

N.J.S.A. 18A:16-1; 18A:28-1 et seq.

N.J.A.C. ~~6A:9-5.1~~ **6A:9B-5.1**; ~~6A:9-5.5~~ **6A:9B-5.5**

Adopted:

TEACHING STAFF MEMBERS



POLICY GUIDE

3124/page 1 of 1
Employment Contract
Jun 16

[See POLICY ALERT Nos. 140, 172 and 209]

3124 EMPLOYMENT CONTRACT

The Board of Education requires that every nontenured teaching staff member employed by this district annually sign an employment contract for a term of not more than one year.

The employment contract shall include the specific title of the position to which the teaching staff member is appointed; the term for which employment is contracted, including beginning and ending dates; a full description of the certification held by the teaching staff member and the date, if any, on which certification will expire, **if applicable**; the salary at which the teaching staff member will be employed; **and** the intervals at which the salary will be paid; ~~and a provision for the termination of the contract on _____ days notice duly given by either party.~~

The employment contract will also include a provision for termination of the contract by either the teaching staff member or the Board of Education unless the teaching staff member is represented by a collective bargaining agreement and the agreement has termination provisions.

N.J.S.A. 18A:27-2 et seq.; 18A:28-8
N.J.A.C. 6A:9-5.1 **6A:9B-5.1**; 6A:9-5.2 **6A:9B-5.4**

Adopted:

TEACHING STAFF MEMBERS
3125/page 1 of 4
Employment of Teaching Staff Members
Jun 16
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[See POLICY MEMO Nos. 35 and 74]

[See POLICY ALERT Nos. 79, 85, 95, 103, 116, 135, 149, 156,
166, 202 and 209]

3125 EMPLOYMENT OF TEACHING STAFF MEMBERS

The Board of Education believes it is vital to the successful operation of the school district that teaching staff member positions be filled with highly qualified and competent professionals.



POLICY GUIDE

In accordance with the provisions of N.J.S.A. 18A:27-4.1, the Board shall appoint, transfer, remove, or renew a certificated or non-certificated officer or employee only upon the recommendation of the Superintendent of Schools and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. The Board shall approve the employment, fix the compensation, and establish the term of employment for every teaching staff member employed by this district.

No teaching staff member shall be employed unless he/she is a holder of a valid certificate in accordance with the New Jersey Department of Education and applicable statutes and administrative codes. The Superintendent shall require proof of any candidate's certification or pending application for certification.

The Board will employ substitutes for absent teachers in order to ensure continuity in the instructional program and will annually approve a list of substitutes and rate of pay. The Superintendent or designee shall select substitutes from the list approved by the Board to serve in the place of an absent teaching staff member.

In accordance with the provisions of N.J.S.A. 18A:16-1.1, the Board of Education will provide written notice to a teaching staff member, other than a per diem substitute, of his/her designation as a replacement when the teaching staff member has been designated or appointed by the Board to act in place of any officer or employee during an absence, disability, or disqualification of any such officer or employee subject to the provisions of N.J.S.A. 18A:17-13. Per diem substitutes shall also be informed in their notice of approval that their employment is as a replacement staff member.

TEACHING STAFF MEMBERS

3125/page 2 of 4

Employment of Teaching Staff Members

The Board may use a private contractor to secure a substitute teacher in accordance with N.J.A.C. 6A:9B-7.1(f) et seq.

The Board shall approve the employment, fix the compensation, and set the term of employment for each person employed in a summer school program. The Board will employ only those candidates recommended by the Superintendent. Service as a summer school teacher will not count toward the accrual of tenure or seniority.

The Superintendent shall recommend to the Board the employment of qualified coaches for the district's interscholastic and/or intramural athletic programs. The



POLICY GUIDE

Board will employ as athletic coaches only those persons who have experience in and knowledge of the specific sport, are properly certified, and possess the personal characteristics that qualify them to serve as role models to students.

In accordance with the provisions of N.J.A.C. 6A:9B-5.16(a), any teaching staff member in the employ of the Board of Education shall be permitted to organize public school students for purposes of coaching or for conducting games, events, or contests in physical education or athletics. ~~In accordance with the provisions of N.J.A.C. 6A:9-5.18(b),~~ **T**he Superintendent may recommend to the Board the employment of a qualified candidate for an interscholastic athletic coaching position who is a holder of either a New Jersey teaching certificate or a substitute credential, pursuant to N.J.A.C. 6A:9-6.5 **6A:9B-5.16(b)**, to work in the interscholastic athletic program provided the position has been advertised. The twenty day limitation noted in N.J.A.C. 6A:9-6.5(b) **6A:9B-7.4(a)** shall not apply to coaching situations.

An athletic coach employed by this district who is not a regular employee of this district shall be employed only for the duration of the specific sport season. He/She shall be paid the stipend and no out-of-district athletic coach shall be eligible for tenure or for employment benefits.

An athletic trainer shall possess an educational services certificate issued by the State Board of Examiners pursuant to N.J.S.A. 18A:26-2.4 and 18A:26-2.5.

The Board of Education shall not employ for pay or contract for the paid services of any teaching staff member or any other 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

TEACHING STAFF MEMBERS

3125/page 3 of 4

Employment of Teaching Staff Members

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.

An individual employed by the Board in any substitute capacity or position shall be required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1b.

An individual, except as provided in N.J.S.A. 18A:6-7.1g, shall be permanently disqualified from employment or service in the school district if the criminal



POLICY GUIDE

history record check reveals a record of conviction for any crime or offense as defined in N.J.S.A. 18A:6-7.1 et seq.

The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history record check if the Board or contracted service provider demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.1c. In the event the criminal history record check is not completed for an emergent hired employee within three months, the Board or contracted service provider may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the employee.

No criminal history record check shall be performed unless the applicant shall have furnished written consent to such a check. The applicant shall bear the cost for the criminal history record check, including all costs for administering and processing the check. The district will deny employment to an applicant if the applicant is required and refuses to submit to a criminal history record check.

The Board of Education prohibits any relative of a Board member or Superintendent of Schools from being employed in an office or position in the school district in accordance with the provisions of N.J.A.C. 6A:23A-6.2 and Board Policy 0142.1 – Nepotism.

A teaching staff member's misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

TEACHING STAFF MEMBERS

3125/page 4 of 4

Employment of Teaching Staff Members

N.J.S.A. 18A:6-5; 18A:6-6; 18A:6-7.1; 18A:6-7.1b; 18A:6-7.1c; 18A:6-7.2;
18A:16-1 et seq.; 18A:26-1 et seq.; 18A:27.1 et seq.; 18A:27-4.1;
18A:27-7; 18A:27-8

N.J.S.A. 18A:54-20 [vocational districts]

N.J.A.C. 6A:9-5.18; 6A:9-5.19 6A:9B-5.16; 6A:9B-7

Adopted:

TEACHING STAFF MEMBERS

3125.2/page 1 of 3

Employment of Substitute Teachers

Jun 16



POLICY GUIDE

[See POLICY ALERT Nos. 193 and 209]

3125.2 EMPLOYMENT OF SUBSTITUTE TEACHERS

The Board of Education will employ substitutes in order to ensure continuity in the instructional program and will approve a list of substitutes on an annual basis and additional approved substitutes will be added to the approved list throughout the school year. Substitute teachers will be employed from the substitute list recommended by the Superintendent and approved by the Board. The Board shall also approve the substitute rate of pay.

All substitute teachers must possess a substitute credential issued by the New Jersey State Board of Examiners in accordance with the provisions of N.J.A.C. ~~6A:9-6.5~~ **6A:9B-7.1 et seq.** All substitute teachers are required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1 et seq. and New Jersey Department of Education regulations and procedures for criminal history record checks. In accordance with the provisions of N.J.S.A. 18A:6-7.1b., a substitute teacher who is rehired annually by the Board shall only be required to undergo a criminal history record check as required by N.J.S.A. 18A:6-7.1 et seq. upon initial employment, provided the substitute continues in the employ of at least one of the districts at which the substitute was employed within one year of the approval of the criminal history record check.

A substitute teacher shall follow the daily lesson plan provided by the regular teacher and, when that plan is exhausted or unavailable, the instructions of the Principal. A substitute teacher may not plan or direct an instructional program except as expressly permitted by the Superintendent.

In accordance with the provisions of N.J.S.A. 18A:16-1.1b. **and N.J.A.C. 6A:9B-7.4(c)**, a vacant teaching position **may only** ~~shall not~~ be filled ~~in any school year~~ by one or more individuals employed as substitute teachers and holding an **instructional** certificate of eligibility (**CE**), ~~or a certificate of eligibility with advanced standing (CEAS), or standard certificate~~ issued by the New Jersey State Board of Examiners **with an endorsement within the scope of the subject being taught** and ~~working in an area authorized by their credentials~~ for **no more than a total amount of time exceeding sixty school instructional days in the same classroom per year.** **The sixty day limit may be extended if the Executive County Superintendent is notified of an extension by the school district which shall demonstrate:**

TEACHING STAFF MEMBERS
3125.2/page 2 of 3
Employment of Substitute Teachers



POLICY GUIDE

1. The school district was unable to hire an appropriately certified teacher for the vacant position;
2. The school district is filling the position subject to the limitations in a local contract or N.J.A.C. 6A:9B-7.1; and
3. Holders of an instructional CE or CEAS with an endorsement within the scope of the subject being taught meet the following provisions:
 - a. CE or CEAS holders obtain a provisional certificate;
 - b. CE or CEAS holders are enrolled in a district mentoring program upon obtaining a provisional certificate;
 - c. CE holders are accepted into a CE educator program and will begin coursework in the program's next available cohort.

~~The Executive County Superintendent of Schools may grant an extension upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original sixty-day time limit. In the event that one individual employed pursuant to this~~ **the provisions of N.J.S.A. 18A:16-1.1b.** is employed in the same position for more than sixty days, the substitute shall be compensated by the school district on a pro-rata basis consistent with the salary provided to a teacher with similar credentials in the school district.

In accordance with the provisions of N.J.S.A. 18A:16-1.1c. **and N.J.A.C. 6A:9B-7.4(b)**, a vacant teaching position **may only** ~~shall not~~ be filled in ~~any~~ school year by one or more individuals employed as substitute teachers and holding an **instructional** ~~certificate of eligibility CE~~, or a ~~certificate of eligibility with advanced standing CEAS~~, or a **standard certificate** issued by the New Jersey State Board of Examiners **with an endorsement not within the scope of the subject being taught** and ~~working in an area not authorized by their~~ credentials for **no more than forty instructional days in the same classroom per year** a total amount of time ~~exceeding twenty school days~~. The Executive County Superintendent of Schools **shall be notified by the Superintendent or**

TEACHING STAFF MEMBERS
3125.2/page 3 of 3
Employment of Substitute Teachers



POLICY GUIDE

~~designee if a holder of an instructional CE or CEAS substitutes for more than twenty instructional days in the same classroom. may grant an extension of up to an additional twenty days upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original twenty-day time limit.~~

~~In accordance with the provisions of N.J.S.A. 18A:16-1.1d., a vacant teaching position shall not be filled in any school year by one or more individuals employed as substitute teachers and holding a standard instructional certificate issued by the New Jersey State Board of Examiners and working in an area not authorized by their credentials for a total amount of time exceeding forty school days.~~

Holders of a career and technical education substitute credential pursuant to N.J.A.C. 6A:9B-7.5 shall be permitted to substitute for no more than forty instructional days in the same classroom per year in accordance with the provisions of N.J.A.C. 6A:9B-7.4(b)2.

In accordance with the provisions of N.J.S.A. 18A:16-1.1a. **and N.J.A.C. 6A:9B-7.4(a)**, a vacant teaching position **may only** shall not be filled in any school year by one or more individuals holding a substitute credential **or holding an administrative or educational services certificate without an instructional CE, CEAS, or standard certificate** issued by the New Jersey State Board of Education pursuant to the provisions of N.J.S.A. 18A:6-38 for **no more than a total amount of time exceeding twenty instructional school days in the same classroom per year.** The Commissioner of Education may grant an extension of up to an additional twenty school days upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original twenty-day time limit.

N.J.S.A. 18A:6-7.1 et seq.; 18A:16-1.1a.; 18A:16-1.1b.;
18A:16-1.1c.; 18A:16-1.1d.

N.J.A.C. 6A:9B-7.1; 6A:9B-7.2; 6A:9B-7.3; 6A:9B-7.4; 6A:9B-7.5

Adopted:

TEACHING STAFF MEMBERS

3126/page 1 of 4

~~Induction Program for Provisional Teachers~~

District Mentoring Program



POLICY GUIDE

Jun 16

[See POLICY ALERT Nos. 123, 125, 187 and 209]

3126 INDUCTION PROGRAM FOR PROVISIONAL TEACHERS DISTRICT MENTORING PROGRAM

The Board of Education shall develop a district mentoring program to provide **nontenured teachers, including novice professional teachers who hold** ~~may employ a holder of a certificate of eligibility (CE) or certificate of eligibility with advanced standing (CEAS)~~ **with an induction to the teaching profession and to the school community through differentiated supports based on the teachers' individual needs and to help them become effective professionals** ~~after its mentoring plan has been approved pursuant to N.J.A.C. 6A:9-8.4.~~

The goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the Core Curriculum Content Standards to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in performing their duties and adjusting to the challenges of teaching. The Board of Education shall determine how each nontenured teacher in his or her first year of employment shall be provided with supports as outlined in N.J.A.C. 6A:9C-5.1(c). The Board shall provide an individual mentor to work one-on-one with a novice provisional teacher in accordance with N.J.A.C. 6A:9C-5.1(d). The Superintendent shall oversee the mentor selection process and ensure the individual mentor meets the minimum requirements required in N.J.A.C. 6A:9C-5.2(a). ~~State approved district training program shall provide essential knowledge and skills through training that includes on-going mentoring, observations and evaluations, formal instruction in professional education aligned with the Professional Standards for Teachers, and other provisions as outlined in N.J.A.C. 6A:9-8.3(b). The training may be provided by the school district or consortia of districts in conjunction with a college or university in accordance with N.J.A.C. 6A:9-8.4(c). The district or consortium shall submit a written plan for the department's approval. In the event that joint sponsorship with a college or university cannot be achieved, the department may authorize the district or consortium to provide the formal instruction independently or in joint sponsorship with a non-collegiate entity. The district or consortium's written plan shall include documentation of its efforts to secure college or university participation. In the event the district is unable to provide formal instruction to provisional teachers in their employ, the district may provide access to formal instruction through a network of Department of Education authorized providers.~~

TEACHING STAFF MEMBERS

3126/page 2 of 4

Induction Program for Provisional Teachers
District Mentoring Program



POLICY GUIDE

In accordance with the provisions of N.J.A.C. 6A:9C-5.4, an approved agency and its designated staff shall be authorized to provide the services, evaluations, and recommendations specified within N.J.A.C. 6A:9B-8.6, 8.7, and 8.9 for provisional Teachers of Supplemental Instruction in Reading and Mathematics, Grades K-8 in their employ.

~~The district's local mentoring plan shall be in accordance with the requirements as outlined in N.J.A.C. 6A:9-8.4 6A:9C-5.1 et seq. All novice teachers are required to participate in a mentoring program that takes place over a period of thirty weeks for provisional teachers holding a CEAS and thirty four weeks for provisional teachers holding a CE. Provisional teachers shall participate for a proportionally longer period of time if in a part-time teaching position. The mentoring program shall be implemented by the mentor teacher, supervised by the school Principal, and conducted within the parameters of a school district's local mentor plan and the requirements of N.J.A.C. 6A:9-8.3. In the event that no State funds are available to pay the costs of mentoring fees, candidates who are required to complete a provisional year of teaching in order to obtain standard certification shall be responsible for payment of mentoring fees during the provisional year. [Optional—The district may, at its discretion, pay all or part of the mentoring fee.]~~

~~A local Professional Development Committee shall be established pursuant to N.J.A.C. 6A:9-15.3(d) and this Committee shall develop a local mentor plan that includes the requirements as outlined in N.J.A.C. 6A:9-8.4(e). The Professional Development Committee shall submit the local mentor plan to the Board of Education for initial approval. The Professional Development Committee shall submit the addendum for the twenty day clinical experience pursuant to N.J.A.C. 6A:9-8.3(b)1 to the Board of Education for initial approval and to the Executive County Superintendent for final approval. After plan review, the Board shall submit the plan to the Executive County Superintendent for final review and approval. The Executive County Superintendent shall notify the Department of Education of plan approval. Every three years, the district's mentor plan shall be revised and re-submitted to the Executive County Superintendent based on program evaluation.~~

The Superintendent of Schools or designee shall develop the district mentoring plan in accordance with the requirements outlined in N.J.A.C. 6A:9C-5.3 as part of the school district's professional development plan (PDP) pursuant to N.J.A.C. 6A:9C-4.4. The district mentoring plan shall include logistics for its implementation and describe the school district's responsibilities pursuant to N.J.A.C. 6A:9C-5.1 et seq.

TEACHING STAFF MEMBERS

3126/page 3 of 4

Induction Program for Provisional Teachers

District Mentoring Program



POLICY GUIDE

~~The Board of Education shall be responsible for the implementation of the local mentor plan and the district shall submit a report on the effectiveness of the local mentor plan to the Department on an annual basis. The report, using data collected on a Department of Education developed form, shall include program impact on job satisfaction, adequacy of time and training, and recommended program changes and additions. The district shall align the mentor plan with the Professional Standards for Teachers.~~

The Board of Education shall be responsible to budget any State funds appropriated for the novice teacher mentoring program **in accordance with the provisions of N.J.A.C. 6A:9C-5.1(f)**. The Board shall ensure that State funds appropriated for this program shall supplement, and not supplant, any Federal, State or local funds already devoted to planning and implementing a novice teacher mentor program. The Board of Education shall ensure that State funds shall be used for **one or more of the following**: stipends for mentor teachers;; the costs associated with release time;; substitutes for mentor teachers and novice teachers;; and/or professional development and training activities related to the program.

~~An appropriately certified Building Principal or administrative designee authorized to supervise instructional staff shall observe and evaluate the provisional teacher three times during the first year of mentoring for purposes of certification. All performance evaluations shall be aligned with the Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.3 and reported on State-developed forms. Performance evaluations for career and technical education teachers shall also include career and technical education knowledge and skills. Evaluations for a provisional teacher shall be completed in accordance with the requirements of N.J.A.C. 6A:9-8.6 **6A:9B-8.6** et seq. Mentor teachers shall not assess or evaluate the performance of provisional teachers. Interactions between provisional teachers and experienced mentor teachers are formative in nature and considered a matter of professional privilege. Mentor teachers shall not be compelled to offer testimony on the performance of provisional teachers.~~

~~Within thirty days after the conclusion of the State approved district training program, the Principal shall submit the final evaluation directly to the Secretary of the New Jersey State Board of Examiners that shall contain a recommendation regarding standard certification for each provisional teacher. The final evaluation~~

TEACHING STAFF MEMBERS

3126/page 4 of 4

Induction Program for Provisional Teachers

District Mentoring Program



POLICY GUIDE

~~for each provisional teacher shall include a recommendation of approved, insufficient, or disapproved. Candidates who receive a recommendation of "disapproved" or two recommendations of "insufficient" may petition the Board of Examiners for approval of additional opportunities to seek provisional employment in districts other than those in which they received unfavorable recommendations pursuant to N.J.A.C. 6A:9-17.18.~~

N.J.S.A. 18A:26-2; 18A:26-2a

N.J.A.C. ~~6A:9-8.3; 6A:9B-8.4; 6A:9B-8.5; 6A:9B-8.6;~~
~~6A:9-8.4; 6A:9C-5.1 6A:9-8.6; 6A:9-8.7~~

Adopted:

TEACHING STAFF MEMBERS
3141/page 1 of 1
Resignation
Jun 16



POLICY GUIDE

[See POLICY ALERT Nos. 140, 172 and 209]

3141 RESIGNATION

The Board of Education will enter a contract with each nontenured teaching staff member providing, in part, for the termination of employment by either party on proper notice in accordance with Policy No. 3124.

An employee's resignation must be tendered to the Board through the Superintendent who may accept the resignation on behalf of the Board. Any such acceptance of a resignation will be ratified by the Board at its next meeting.

A member who offers insufficient notice of resignation will be paid only through the last day of service. In addition, the Board may notify the Commissioner of Education of any tenured teaching staff member who terminates his/her position without having given sixty days **written** notice to the Board **unless the Board approves the tenured teaching staff member's release on shorter notice and without the express permission of the Board.** The **Commissioner of Education may suspend the tenured teaching staff member's certificate for not more than one year for failure to give such notice** ~~certificate of any such member may be suspended.~~

N.J.S.A. 18A:26-10; 18A:28-8
N.J.A.C. 6A:9-17.9 **6A:9B-4.8**

Adopted:

TEACHING STAFF MEMBERS
3144/page 1 of 3
Certification of Tenure Charges
Jun 16



POLICY GUIDE

[See POLICY MEMO No. 27]

[See POLICY ALERT Nos. 86, 172, 190, 201 and 209]

3144 CERTIFICATION OF TENURE CHARGES

Tenure charges may be instituted against a tenured staff member of the district in accordance with the provisions of N.J.A.C. 6A:3-5.1 et seq. In all instances of the filing and certification of tenure charges, except charges filed against a teacher, Principal, Assistant Principal, or Vice Principal for reasons of inefficiency pursuant to N.J.S.A. 18A:6-17.3, the procedures and timelines outlined in N.J.A.C. 6A:3-5.1(b) shall be observed. In the event the tenure charges are charges of inefficiency pursuant to N.J.S.A. 18A:6-17.3, except in the case of Principals, Assistant Principals, and Vice Principals in school districts under full State intervention, where procedures are governed by the provisions of N.J.S.A. 18A:7A-45 and such rules as may be promulgated to implement it, the procedures and timelines outlined in N.J.A.C. 6A:3-5.1(c) shall be observed.

Filing and service of petition of appeal as outlined in N.J.A.C. 6A:3-1.3, shall not apply in a case of charges filed with the Commissioner of Education against an employee of a Board of Education or of a school district under full State intervention. In place of the usual petition, the Board of Education or the State District Superintendent shall file written charges and the required certificate of determination with the Commissioner together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.

In accordance with N.J.S.A. 34:13A-24, fines and suspensions imposed as minor discipline shall not constitute a reduction in compensation pursuant to the provisions of N.J.S.A. 18A:6-10 where the negotiated agreement between the Board of Education and the majority representative of the employees in the appropriate collective bargaining unit provides for such discipline. In these cases, tenure charges shall not be filed to impose minor discipline on a person serving under tenure.

TEACHING STAFF MEMBERS
3144/page 2 of 3
Certification of Tenure Charges



POLICY GUIDE

The Board of Education or the State District Superintendent shall determine whether there is probable cause to credit the evidence in support of the charges and whether such charges, if credited, are sufficient to warrant a dismissal or reduction of salary. Pursuant to N.J.S.A. 18A:6-11, all deliberations and actions of the Board of Education with respect to such charges shall take place at a closed/executive session meeting. In the event the Board of Education or the State District Superintendent finds probable cause exists and that the charges, if credited, are sufficient to warrant a dismissal or reduction of salary, then the Board or the State District Superintendent shall file, within fifteen days, written charges with the Commissioner. The charge(s) shall be stated with specificity as to the action or behavior underlying the charges or the nature of the alleged inefficiency and shall be accompanied by the required certificate of determination together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.

The certificate of determination that accompanies the written charges shall contain a certification by the Board Secretary or the State District Superintendent including that a determination was made of the charges and the evidence in support of the charges are sufficient, if true in fact, to warrant dismissal or a reduction in salary; of the date, place, and time of the meeting at which such determination was made and whether or not the employee was suspended and, if so, whether such suspension was with or without pay; that such determination was made by a majority vote of the whole number of members of the Board of Education or by the State District Superintendent in accordance with N.J.S.A. 18A:7A-39.

An individual against whom tenure charges are certified shall file a written response to the charges in accordance with the provisions of N.J.A.C. 6A:3-5.3 et seq. The Commissioner shall determine whether such charge(s) are sufficient, if true, to warrant dismissal or reduction in salary in accordance with the provisions of N.J.A.C. 6A:3-5.5. Any withdrawal, settlement, or mooted of tenure charges shall be in accordance with the provisions of N.J.A.C. 6A:3-5.6.

TEACHING STAFF MEMBERS
3144/page 3 of 3
Certification of Tenure Charges



POLICY GUIDE

Certification of tenure charges for Charter School employees shall be governed by N.J.A.C. 6A:11-6.1 et seq.

N.J.S.A. 18A:6-8.3; 18A:6-10; 18A:6-11; 18A:6-13; 18A:6-14;
18A:6-16; 18A:25-6; 18A:25-7

N.J.A.C. 6A:3-5.1; 6A:3-5.2; 6A:3-5.3; 6A:3-5.5; 6A:3-5.6;
~~6A:9-17.4; 6A:9-17.5~~

Adopted:

TEACHING STAFF MEMBERS
3159/page 1 of 2
Teaching Staff Member/School District
Reporting Responsibilities



POLICY GUIDE

Jun 16

[See POLICY ALERT Nos. 186 and 209]

3159 TEACHING STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

All certificate holders shall report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days **of the arrest or indictment** in accordance with the provisions of N.J.A.C. ~~6A:9-17.1~~ **6A:9B-4.3**. For purposes of this policy, "certificate holders" shall include all individuals who hold certificates, credentials, certificates of eligibility (CEs), and certificates of eligibility with advance standing (CEASs) issued by the State Board of Examiners. For purposes of this ~~P~~policy, the term "certificate" shall include all standard, emergency and provisional certificates, all credentials, and all CEs and CEASs issued by the State Board of Examiners.

The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders shall also report to the Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" for revocation or suspension of certification pursuant to N.J.A.C. ~~6A:9-17.5~~ **6A:9B-4.4**. The school district shall make these reporting requirements known to all new employees upon initial employment and to all employees on an annual basis.

The Superintendent of Schools shall notify the New Jersey State Board of Examiners when:

1. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
2. Nontenured teaching staff members, including substitute teachers, who are accused of criminal offenses or unbecoming conduct resign, retire, or are removed from their positions;
3. A certificate holder fails to maintain any license, certificate, or authorization **that is mandated** pursuant to N.J.A.C. ~~6A:9-4.1(b)~~ **6A:9B** ~~that is mandated in order~~ for the holder to serve in a position;

TEACHING STAFF MEMBERS
3159/page 2 of 2
Teaching Staff Member/School District
Reporting Responsibilities



POLICY GUIDE

4. The Superintendent of Schools becomes aware that a certificate holder has been convicted of a crime or criminal offense while in the district's employ; or
5. The Superintendent has received a report from the ~~Division of Youth and Family Services (DYFS)~~ **Department of Children and Families** substantiating allegations of abuse or neglect, or establishing "concerns" regarding a certificated teaching staff member.

In the event the New Jersey State Board of Examiners issues an order to show cause based on the information that the school district provided about the certificate holder, it shall be the responsibility of the school district to cooperate with the Board of Examiners in any proceeding arising from the order to show cause.

The Superintendent of Schools shall also notify the New Jersey State Board of Examiners, in accordance with the provisions of N.J.S.A. 18A:16-1.3, whenever a nontenured, certificated employee is dismissed prior to the end of the school year for just cause as a result of misconduct in office. This notification requirement shall not apply in instances where the employee's contract is not renewed. The Superintendent of Schools will comply with the additional notice requirements to the New Jersey State Board of Examiners in the event it is subsequently determined by a disciplinary grievance arbitration, a court, or an administrative tribunal of competent jurisdiction that the basis for the dismissal did not constitute misconduct in office. In addition, whenever the Superintendent of Schools notifies the New Jersey State Board of Examiners of an employee's dismissal for reasons of misconduct in accordance with the provisions of N.J.S.A. 18A:16-1.3, the employee shall receive a simultaneous copy of the notifying correspondence.

N.J.S.A. 18A:16-1.3

N.J.A.C. ~~6A:9-17.1~~ **6A:9B-4.3; 6A:9B-4.4** 6A:9-17.4

Adopted:

TEACHING STAFF MEMBERS
3231/page 1 of 1
Outside Employment as Athletic Coach
Jun 16



POLICY GUIDE

[See POLICY ALERT Nos. 171, 172 and 209]

3231 OUTSIDE EMPLOYMENT AS ATHLETIC COACH

The Board of Education will permit, in accordance with this Policy, staff members of this school district to serve as an athletic coach in another school district providing the responsibilities in the other district do not interfere with the performance of the staff member's professional responsibilities in this district.

A staff member who wishes to accept employment as an athletic coach in another school district must request and receive permission to do so from the Superintendent of this district if the staff member may need to request any special accommodation(s) from this school district to fulfill their coaching responsibilities in another school district. A special accommodation may be consideration for a requested duty assignment(s), a temporary work schedule adjustment and/or other considerations. A special accommodation will not be considered if it would violate any provisions of any collective bargaining agreement within the district. The staff member's request to the Superintendent must be in writing and must indicate with specificity the accommodation(s) that may be required. The Superintendent, in consultation with the staff member's Building Principal and/or immediate supervisor, will evaluate each request on a case-by-case basis.

N.J.A.C. ~~6A:9-5.19~~ **6A:9B-5.16**

Adopted:

TEACHING STAFF MEMBERS

3240/page 1 of 2

Professional Development for Teachers
and School Leaders

Jun 16

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[See POLICY ALERT Nos. 145, 187, 202 and 209]

3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS

The Board of Education encourages all teaching staff members to pursue a program of continuing professional development by course work or matriculation in institutions of higher learning, participation in workshops and conferences, membership in professional organizations, and/or independent scholarship.



POLICY GUIDE

Teaching staff members may be permitted to: visit other schools and classrooms; attend local, regional, or national conferences; participate in committees, workshops, and panels, both within and outside the district. Requests for participation in such professional development activities must be submitted in writing to the Superintendent or designee for approval. In addition, the Board of Education must approve all travel expenditures in accordance with N.J.S.A. 18A:11-12 and the State of New Jersey Department of the Treasury, Office of Management and Budget Circulars 08-19-OMB and 06-14-OMB (OMB Circulars) and any superseding circulars and any additional requirements set forth in N.J.A.C. 6A:23A-7 et seq.

A teaching staff member who has been granted time off and/or approved to be reimbursed for a professional development activity shall submit to the Superintendent or designee, with a copy to the School Business Administrator/Board Secretary, within ten working days, a brief written report that includes the primary purpose of the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district.

All active teachers, defined as staff whose positions require possession of the instructional or educational services certificates in accordance with N.J.A.C. 6A:9-8, 10, 11, and 13 **6A:9C-8 through 11 and 13** and all active school leaders serving on a permanent or interim basis whose positions require possession of the Chief School Administrator, Principal, or Supervisor endorsement in accordance with N.J.A.C. 6A:9-12 **6A:9B-12** shall comply with the professional development requirements as outlined in N.J.A.C. 6A:9-15.1 **6A:9C-4.1** et seq.

TEACHING STAFF MEMBERS

3240/page 2 of 2

Professional Development for Teachers
and School Leaders

To meet the professional development requirement, each teacher shall be guided by an individual Professional Development Plan (PDP), which shall include at least twenty hours per year of qualifying activities as outlined in N.J.A.C. 6A:9-15.4 **6A:9C-4.4**. The PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3 **6A:9-3.3** and the Standards for Professional Learning in N.J.A.C. 6A:9-15.3 **6A:9C-3.3**. The PDP shall be effective for one year, **updated annually**, and shall include, at least the minimum requirements outlined in N.J.A.C. 6A:9-15.4(e) **6A:9C-4.4(c)**.



POLICY GUIDE

~~District-level and School-level professional development planning and implementation shall be in accordance with the requirements of N.J.A.C. 6A:9-15.5 6A:9C-4.2. District-level professional development planning and implementation shall be in accordance with N.J.A.C. 6A:9-15.6.~~

~~Implementation of the professional development requirement for school leaders shall be in accordance with N.J.A.C. 6A:9-15.7 and 15.8 6A:9C-4.3.~~

~~The Board of Education shall comply with the monitoring and assistance requirements as outlined in N.J.A.C. 6A:9-15.9 6A:9C-4.4.~~

~~The Board shall monitor and enforce the professional development requirements for teachers and school leaders set forth in N.J.A.C. 6A:9-15 6A:9C-4.1 et seq. and shall actively assist and support the provision of opportunities and resources, and the efforts by teachers and school leaders to meet the professional development requirements.~~

~~N.J.S.A. 18A:31-2; 18A:6-111~~

~~N.J.A.C. 6A:9-3.3; 6A:13-2.1; 6A:9B-12; 6A:9-15.1 et seq.~~

~~6A:9C-3.3; 6A:9C-4.1 et seq.; 6A:9C-8 through 11 and 13~~

Adopted:

TEACHING STAFF MEMBERS

3244/page 1 of 1

In Service Training

Jun 16

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ABOLISHED

[See POLICY ALERT Nos. 172 and 209]

~~3244 IN-SERVICE TRAINING~~

~~The Board of Education believes that the continuing improvement of the professional skills of teaching staff members is essential to the provision of a~~



POLICY GUIDE

~~thorough and efficient system of education. The Board accepts the responsibility for providing training for staff members in order to encourage and foster their professional growth and improve the instructional and support services of this district. Staff training shall include district wide and school wide programs as well as individual personal improvement programs.~~

~~The Superintendent shall plan and present to the Board a program of in-service training that is consistent with the assessed needs and goals of the district. The in-service training program will be developed in consultation with appropriate teaching staff members and shall include the demonstrable results by which the effectiveness of the program will be evaluated.~~

~~The Superintendent shall report _____ (monthly, annually, periodically, other) to the Board on the conduct of the in-service training program and the results of its evaluation.~~

N.J.A.C. 6A:9-15.1 et seq.

Adopted:

SUPPORT STAFF MEMBERS
4159/page 1 of 1
Support Staff Member/School District
Reporting Responsibilities
Jun 16

[See POLICY ALERT Nos. 190 and 209]

4159 SUPPORT STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

All support staff members shall be required to report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days of the arrest or indictment. For purposes of this policy, "support staff members" shall include all school district employees who hold a position in the school district for which no certificate issued by the New Jersey State Board of



POLICY GUIDE

Examiners is required.

The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the support staff member. Such support staff members shall also report to the Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" for disciplinary action, which may include termination or non-renewal of employment in accordance with law.

Teaching staff members are required to report their arrest or indictment for any crime or offense in accordance with Policy 3159 and N.J.A.C. ~~6A:9-17.1~~ **6A:9B-4.3**.

The school district shall make these reporting requirements known to all new support staff members upon initial employment and to all employees on an annual basis

Adopted:

STUDENTS
5305/page 1 of 4
Health Services Personnel
Jun 16

[See POLICY ALERT Nos. 178, 204 and 209]

5305 HEALTH SERVICES PERSONNEL

The Board of Education shall appoint at least one school physician pursuant to N.J.S.A. 18A:40-1. The Board may appoint a lead school physician to serve as health services director if more than one school physician is required. The school physician shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development. The school district shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services.

The school physician shall provide, at a minimum, the following services:

1. Consultation in the development and implementation of school district policies, procedures, and mechanisms related to health, safety, and medical emergencies pursuant to N.J.A.C. 6A:16-2.1(a);



POLICY GUIDE

2. Consultation to school district medical staff regarding the delivery of school health services, which includes special health care needs of technology-supported and medically fragile children, including students covered by 20 U.S.C. § 1400 et seq., Individuals with Disabilities Education Improvement Act;
3. Physical examinations conducted in the school physician's office or other comparably equipped facility for students who do not have a medical home or whose parent has identified the school as the medical home for the purpose of a sports physical examination;
4. Provision of written notification to the parent stating approval or disapproval of the student's participation in athletics based upon the medical report;
5. Direction for professional duties of other medical staff;
6. Written standing orders that shall be reviewed and reissued before the beginning of each school year;

STUDENTS
5305/page 2 of 4
Health Services Personnel

7. Establishment of standards of care for emergency situations and medically-related care involving students and school staff;
8. Assistance to the certified school nurse or non-certified nurse in conducting health screenings of students and staff and assistance with the delivery of school health services;
9. Review, as needed, of reports and orders from a student's medical home regarding student health concerns;
10. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c);
11. Review, approval, or denial with reasons of a medical home determination of a student's anticipated confinement and resulting need for home instruction; and
12. Consultation with the school district certified school nurse(s) to obtain input for the development of the school nursing services plan pursuant to N.J.A.C. 6A:16-2.1(b).



POLICY GUIDE

The Board shall employ a certified school nurse to provide nursing services while school is in session pursuant to N.J.S.A. 18A:40-1 and 3.3. The certified school nurse shall work under the direction of the school physician and Superintendent of Schools.

The certified school nurse shall possess a standard educational certificate with a school nurse endorsement or school nurse/non-instructional endorsement pursuant to N.J.A.C. ~~6A:9-13.3 or 13.4~~ **6A:9B-14.3 or 14.4**. The certified school nurse shall possess a current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing; a bachelor's degree from a regionally accredited college or university; a current Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines.

The certified school nurse shall complete training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma, and Immunology.

STUDENTS
5305/page 3 of 4
Health Services Personnel

The role of the certified school nurse shall include, but not be limited to:

1. Carrying out written orders of the medical home and standing orders of the school physician;
2. Conducting health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 and monitoring vital signs and general health status for emergent issues for students suspected of being under the influence of alcohol and controlled dangerous substances pursuant to N.J.S.A. 18A:40-4 and 12;
3. Maintaining student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4;
4. Recommending to the school Principal students who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;



POLICY GUIDE

5. Annually reviewing student immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;
6. Recommending to the school Principal exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7, 8, and 10;
7. Directing and supervising the emergency administration of epinephrine and glucagon, and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6 and 12.14;
8. Administering asthma medication through use of a nebulizer;
9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;
10. Providing classroom instruction in areas related to health pursuant to N.J.A.C. ~~6A:9-13.3~~ **6A:9B-14.3**;

STUDENTS
5305/page 4 of 4
Health Services Personnel

11. Reviewing and summarizing available health and medical information regarding the student and transmitting a summary of relevant health and medical information to the Child Study Team for the meeting pursuant to N.J.A.C. 6A:14-3.4(h);
12. Writing and updating, at least annually, the individualized health care plan and the individualized emergency healthcare plan for students' medical needs and instructing staff as appropriate;
13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a), for any student who requires them;
14. Assisting in the development of and implementing healthcare procedures for students in the event of an emergency;
15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3; and



POLICY GUIDE

16. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.

A certified school nurse who possesses the school nurse/non-instructional certificate is not authorized to teach in areas related to health pursuant to N.J.A.C. 6A:9-13.4 6A:9B-14.4.

The Board may appoint a non-certified nurse under the supervision of a certified school nurse to supplement the services of a certified school nurse in accordance with the provisions of N.J.A.C. 6A:16-2.3(c). The non-certified nurse shall be assigned to the same school building or complex as the certified school nurse pursuant to N.J.S.A. 18A:40-3.3(a) and is limited to providing services only as permitted under the non-certified nurse's license issued by the State Board of Nursing.

N.J.A.C. ~~6A:9-13.3~~ 6A:9B-14.3; ~~6A:9-13.4~~ 6A:9B-14.4; 6A:16-2.3

Adopted:

COMMUNITY
9541/page 1 of 1
Student Teachers/Interns
Jun 16

[See POLICY ALERT Nos. 140, 172, 182 and 209]

9541 STUDENT TEACHERS/INTERNS

The Board of Education encourages cooperation with colleges and universities in the education of teachers, because the public school offers an experience essential to their training, interaction with students and teachers at work in the classroom. Accordingly, the schools of this district will accept students from accredited institutions of higher learning as junior or senior student teachers/interns.

The Board, upon the recommendation of the Superintendent, shall approve student teachers/interns.

Student teachers/interns shall be assigned by the Superintendent. The Superintendent shall assign student teachers/interns throughout the district in a manner that assures that no single group of students will be subject to excessive student teacher/intern classroom hours.



POLICY GUIDE

Student teachers/interns shall comply with the health examination required by rules of the State Board of Education and that required for teaching staff members by this Board.

The Board of Education requires every student teacher/intern possess a county substitute credential issued in accordance with N.J.A.C. ~~6A:9-6.5~~ **6A:9B-7.1**.

Student teachers/interns shall at all times be subject to the policies of this Board. Student teachers/interns serving in the schools of this district shall be responsible to the Principal for their conduct and to the cooperating teacher for their performance.

Students and other affiliates of educational institutions will be offered the opportunity to visit and observe our district in the course of teacher training programs and educational research projects. Such students will be treated as visitors and will be under the direct supervision of the Principal.

N.J.A.C. ~~6A:9-6.5; 6A:9-10.2~~ **6A:9A-4 et seq;**
~~6A:9-10.3~~ **6A:9A-5 et seq.; 6A:9B-7.1** ~~6A:9-10.4~~

Adopted:



POLICY GUIDE

PROGRAM
2361/page 1 of 5

Acceptable Use of Computer Networks/
Computers and Resources

June 96

May 12

September 16

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[See POLICY ALERT Nos. 137, 157 and 197]

2361 ACCEPTABLE USE OF COMPUTER NETWORKS/ COMPUTERS AND RESOURCES

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes technology allows pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. School district personnel will have the right to monitor networks and online activity, to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

PROGRAM



POLICY GUIDE

2361/page 2 of 5

Acceptable Use of Computer Networks/ Computers and Resources

- A. Using the computer networks/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer networks/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer networks in a manner that:
 - 1. Intentionally disrupts network traffic or crashes the network;
 - 2. Degrades or disrupts equipment or system performance;
 - 3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
 - 4. Steals data or other intellectual property;
 - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
 - 6. Gains or seeks unauthorized access to resources or entities; or otherwise exceeds access rights;
 - 7. Forges electronic mail messages or uses an account owned by others;
 - 8. Invades privacy of others;
 - 9. Posts anonymous messages;
 - 10. Possesses any data which is a violation of this Policy; and/or
 - 11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.



POLICY GUIDE

- D. Installs any program or application not expressly permitted by the District on any District owned device or computer.

PROGRAM
2361/page 3 of 5
Acceptable Use of Computer Networks/
Computers and Resources

Internet Safety Protection

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other material or visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors.

PROGRAM
2361/page 4 of 5



POLICY GUIDE

Acceptable Use of Computer Networks/ Computers and Resources

In accordance with the provisions of the Children's Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every pupil regarding appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.

Consent Requirement

No pupil shall be allowed to use the school districts' computer networks/computers and the Internet unless they have filed with the office a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

Violations

Individuals violating this Policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;

PROGRAM
2361/page 5 of 5

Acceptable Use of Computer Networks/
Computers and Resources



POLICY GUIDE

5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

1:1 Devices

Philosophy

A core belief of the Bradley Beach Board of Education is that we are entrusted with the responsibility to provide a meaningful and relevant educational program that consistently meets the needs of our students collectively and individually. The addition of Chromebooks as teaching and learning tools for teachers and students demonstrates the commitment to our 21st Century Learning.

Rationale

The Bradley Beach School District is committed to providing an exceptional education for the children of the community in order to prepare them for the world they will enter upon graduation. Personal computing devices have become essential learning tools that are part of an educational covenant to teach skills that are required in preparation for 21st Century work. Research tells us that these skills are collaboration, creativity and critical thinking. It is our intention to teach these skills through the integration of school issued Chromebooks as learning tool.

Goal

The Bradley Beach School District will:

- Utilize the Chromebook devices and the extensive instructional capabilities they hold in all of the district grade levels and as individual learning tools in grades 5-8. This will be a developmental process, whose growth we will support and guide.
- Recognize the value of the Internet as a tool that is replete with global resources and connections. We will introduce and enhance global awareness as is developmentally appropriate for our students.
- Utilize the significant number of educational applications that can be implemented to enhance the experience for students by increasing



POLICY GUIDE

engagement and providing more customized opportunities for them as learners.

- Implement instruction that reflects the 21st Century skills of collaboration, creativity and critical thinking. In this setting, teachers become facilitators of learning. Students will also participate in the evolutionary process that results in accepting responsibility for their own learning.
- Teach students to function as responsible digital citizens, understanding the educational value of Chrome books as learning tools. As such, students will use the devices with discipline and intention while learning management and organizational skills specifically aligned to the devices and the resources they provide.

Students will

- Use the Chromebooks in accordance with the District's Acceptable Use Policy 2361.
- Utilize the Chromebook to further their education through school embedded use of technology which looks to promote technology and the access to information that accompanies new technology.
- Utilize the Chromebook to communicate with teaching staff for authentic and timely transmission of information.

N.J.S.A. 2A:38A-3

Federal Communications Commission: Children's Internet Protection Act.

Federal Communications Commission: Neighborhood Children's Internet Protection Act



POLICY GUIDE

Adopted:



REGULATION GUIDE

PROGRAM

R 2414/page 1 of 8

Programs and Services for Students in High Poverty
and in High Need School Districts

Jun 16

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[See **POLICY ALERT Nos. 143, 153, 192 and 209**]

R 2414 PROGRAMS AND SERVICES FOR STUDENTS IN HIGH POVERTY AND IN HIGH NEED SCHOOL DISTRICTS

[For High Poverty and High Need School Districts]

A. Definitions

1. “At-risk-students” means those resident students from households with a household income at or below the most recent Federal poverty guidelines available on October 15 of the prebudget year multiplied by 1.85.
2. “High poverty school district” means a district in which forty percent or more of the students are at-risk students.
3. “High need school district” means a school district in which forty percent or more of the students are at-risk-students and is at one or more of the following proficiency levels on State assessments:
 - a. Less than eighty-five percent of total students have achieved proficiency in language arts literacy on the New Jersey Assessment of Skills and Knowledge (NJ ASK) 3;
 - b. Less than eighty percent of total students have achieved proficiency in language arts literacy on the NJ ASK 8;
 - c. Less than eighty percent of total students have achieved proficiency in language arts literacy on the HSPA;
 - d. Less than eighty-five percent of total students have achieved proficiency in mathematics on the NJ ASK 4;
 - e. Less than eighty percent of total students have achieved proficiency in mathematics on the NJ ASK 8; and/or
 - f. Less than eighty percent of total students have achieved proficiency in mathematics on the high school State assessment.



REGULATION GUIDE

PROGRAM

R 2414/page 2 of 8

Programs and Services for Students in High Poverty
and in High Need School Districts

B. High Need School Districts

1. Implementation Timelines

- a. The New Jersey Department of Education shall identify the list of high need school districts based on the State assessments results and shall promptly notify the districts that are classified as high need.
- b. In the first school year immediately following such identification as a high need school district, the district shall begin planning for implementation of, and shall implement where possible, the designated program(s) (language arts and/or mathematics literacy) as required below.
- c. In the subsequent year following identification as a high need school district, the district shall fully implement the designated program(s).
- d. High need school districts, once identified, shall remain in that status and shall continue to implement the designated program(s) for a minimum of three years.

2. Language Arts Literacy – Intensive Early Literacy for Grades Preschool through Three

High need school districts where less than eighty-five percent of total students have achieved proficiency in language arts literacy on the NJ ASK 3 shall provide an intensive early literacy program for preschool to grade three to ensure that all students achieve proficiency on State standards. The intensive early literacy program shall include the following components:

- a. An emphasis on small group instruction in at least reading, writing, and technology;
- b. A comprehensive early literacy assessment program that includes:



REGULATION GUIDE

PROGRAM

R 2414/page 3 of 8

Programs and Services for Students in High Poverty
and in High Need School Districts

- (1) Assessment of English language learners (ELLs) in accordance with N.J.A.C. 6A:15-1.3;
 - (2) A reading measure used minimally at the beginning of grades Kindergarten through three to determine the reading skills and strategies students have mastered;
 - (3) On-going performance-based assessments;
 - (4) A comprehensive diagnostic assessment of individual students who are exhibiting persistent difficulty in reading following a sustained period of targeted instruction; and
 - (5) An annual end-of-year achievement assessment of reading with a norm-referenced and/or criterion referenced test in grades one and two.
- c. At least a daily ninety-minute, uninterrupted language arts literacy block in grades Kindergarten through three with guidance in the use of that time that may include the following instructional strategies:
- (1) Use of a reading measure to differentiate student needs;
 - (2) Small group instruction;
 - (3) Direct instruction;
 - (4) Guided reading; and
 - (5) Shared reading.
- d. Instructional materials that include concepts and themes from other content areas;



REGULATION GUIDE

PROGRAM

R 2414/page 4 of 8

Programs and Services for Students in High Poverty
and in High Need School Districts

- e. Professional development opportunities for teachers that focus on the elements of intensive early literacy, ways to assist students who exhibit persistent difficulty in reading, or other related topics that have been identified by these teachers as professional development needs and are reflected in the school and school district professional development plans pursuant to N.J.A.C. 6A:9-15 6A:9C-4 et seq.;
- f. Consistent and adequate opportunities for teachers to discuss and analyze student work, interim progress measures and assessment results, and to plan any modifications in grouping and/or instruction that may be indicated, consistent with this section;
- g. A classroom library that reflects the diversity and needs of all students and includes assistive technology;
- h. Use of a highly skilled literacy coach or certified teacher to coordinate professional development and collaboration based on the school and school district professional development plan, if documented as necessary to increase achievement of early literacy; and
- i. Methods to involve parents and family members in student learning.

3. Language Arts Literacy – Intensive Literacy for Grades Four through Eight

High need school districts where less than eighty percent of total students have achieved proficiency in language arts literacy on the NJ ASK 8 shall implement an intensive literacy program for grades four through eight that includes the following components:

- a. A comprehensive literacy assessment for grades four through eight as part of the school district's curriculum to measure individual and group progress indicated below:



REGULATION GUIDE

PROGRAM

R 2414/page 5 of 8

Programs and Services for Students in High Poverty
and in High Need School Districts

- (1) Benchmark analysis that gauges students' performance and is used to assist school staff in determining skills that students still need to attain; and
 - (2) Assessment of English language learners (ELLs) pursuant to N.J.A.C. 6A:15-1.3.
- b. Emphasis on small group instruction with scheduling of double periods, including appropriate classroom materials for small group instruction with evidence-based interventions and additional time for students who are not proficient in language arts literacy;
- c. Professional development opportunities for teachers and administrators that are based on effective instructional practices including:
- (1) Enhancing knowledge of the language arts literacy content and pedagogy to engage all students; and
 - (2) Learning how and having opportunities to analyze student work and assessment results in a collaborative setting.
- d. Involving parents and family members in student learning.
4. Language Arts Literacy – Literacy for Students in Grades Nine through Twelve

High need school districts where less than eighty percent of total students have achieved proficiency in language arts literacy on the high school State assessment shall implement a language arts literacy program aligned with college preparatory English I, II, III, and IV for grades nine through twelve that incorporates the elements in 3. above with the exception of providing a double period for language arts literacy.



REGULATION GUIDE

PROGRAM

R 2414/page 6 of 8

Programs and Services for Students in High Poverty
and in High Need School Districts

5. Mathematics Literacy – Math Literacy for Students in Grades Three through Four

High need school districts in which less than eighty-five percent of total students have achieved proficiency in mathematics on the NJ ASK 4 shall implement a comprehensive program for mathematics education that prepares students in grades three through four for success in higher order mathematics and that includes the following components:

- a. Curriculum that simultaneously develops conceptual understanding, computational fluency, and problem solving skills, with meaningful instruction and a focus on critical mathematics skills as part of a successful learning experience;
- b. Mathematical reasoning that occurs in contextual learning;
- c. An emphasis on communicating mathematics concepts both verbally and in writing;
- d. The use of frequent questions and opportunities for class discussion in addition to the mathematics textbook activities to improve student problem solving ability;
- e. Professional development in both mathematics content and in the elements of mathematics pedagogy specified in this section, related to the appropriate grade and based on individual professional needs, pursuant to N.J.A.C. 6A:9-15 6A:9C-3 et seq.;
- f. Use of appropriate instructional materials, technology, and manipulatives, aligned with the Core Curriculum Content Standards (CCCS) in mathematics, that lead students through concrete, symbolic, and abstract mathematical thinking;



REGULATION GUIDE

- g. Multiple assessments and benchmarks, including use of formative assessments;

PROGRAM

R 2414/page 7 of 8

Programs and Services for Students in High Poverty
and in High Need School Districts

- h. Differentiated instruction;
- i. Explicit mathematics instruction for struggling students to ensure that these students possess the foundational skills and conceptual knowledge necessary for understanding the mathematics they are learning at their grade level; and
- j. Methods to involve parents and family members in student learning.

- 6. Mathematics Literacy – Math Literacy for Students in Grades Five through Eight

High need school districts where less than eighty percent of total students have not achieved proficiency in mathematics on the NJ ASK 8 shall implement a comprehensive program for mathematics education that prepares all students in grades five through eight for success in Algebra at the high school level and incorporates the elements in 5. above.

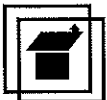
- 7. Mathematics Literacy – Math Literacy for Students in Grades Nine through Twelve

High need school districts where eighty percent or more of total students have not achieved proficiency in mathematics on the high school State assessment shall implement a comprehensive program for mathematics education for grades nine through twelve which incorporates the elements in 5. above and is aligned to course expectations as required to meet graduation requirements.

C. High Poverty School Districts

- 1. Class Size Requirements

- a. Class size in high poverty school districts shall not exceed twenty-one students in grades Kindergarten through three, twenty-three students in grades four and five, and twenty-four students in grades six through twelve; provided that if the district chooses to maintain lower class sizes in grades



REGULATION GUIDE

Kindergarten through three, class sizes in grades four and five may equal but not exceed twenty-five students.

PROGRAM

R 2414/page 8 of 8

Programs and Services for Students in High Poverty
and in High Need School Districts

- b. Exceptions to the class size requirements in C.1.a. above are permitted for some physical education and performing arts classes, where appropriate.

2. Full-Day Kindergarten Requirements

- a. High poverty school districts shall maintain all existing full-day Kindergarten programs with a teacher's aide for each classroom.
- b. Class size for these Kindergarten classrooms shall not exceed twenty-one students.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3126/page 1 of 16

Induction Program For Provisional Teachers

District Mentoring Program

Jun 16

[See POLICY ALERT Nos. 134, 187 and 209]

R 3126 INDUCTION PROGRAM FOR PROVISIONAL TEACHERS DISTRICT MENTORING PROGRAM

The Board of Education is authorized to employ a holder of a certificate of eligibility (CE) or certificate of eligibility with advanced standing (CEAS) after its mentoring plan has been approved pursuant to N.J.A.C. 6A:9-8.4 6A:9C-5.1.

A. Definitions (N.J.A.C. 6A:9-2.1)

1. "Certificate of Eligibility or CE" means a ~~credential~~ **certificate** with lifetime validity issued to persons who have completed degree, academic study, and applicable test requirements for certification. The CE permits the applicant to seek and accept employment in **corresponding** positions requiring certification.
2. "Certificate of Eligibility with Advanced Standing or (CEAS)" means a ~~credential~~ **certificate** with a lifetime validity issued to persons who have completed degree, academic study, applicable test requirements, and ~~traditional professional~~ **CEAS educator** preparation programs for certification. The CEAS permits the applicant to seek and accept employment in positions requiring certification.
3. "District mentoring program" means a program of induction and support for non-tenured teachers, including novice provisional teachers and experienced teachers new to a school district, designed to develop them into effective professionals within the school district.
4. "Endorsement" means an authorization allowing a certificate holder to teach one or more specific subject area(s) or to serve in one or more specific teaching staff role(s).
35. "Mentor teacher" means a **an experienced, certified** New Jersey ~~certified-experienced~~ teacher who is assigned to provide support and guidance to a novice teacher.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3126/page 2 of 16

Induction Program For Provisional Teachers

District Mentoring Program

46. **“Novice teacher” means any full-time or part-time teacher serving full- or part-time under a provisional certificate who has not yet been issued a standard instructional certificate in any endorsement area completed one year of full-time teaching under a valid State teaching certificate.**
5. ~~“Professional Development Committee” means the local district committee established by the Board of Education pursuant to N.J.A.C. 6A:9-15.3(d) to plan and implement local district professional development programs.~~
67. **“Professional Standards for Teachers” means the knowledge, skills, and dispositions that all new teachers must acquire and describes what all teachers should know and be able to do to practice as teachers in accordance with N.J.A.C. 6A:9-3.3.**
8. **“Provisional teaching period” means a minimum of two years of full-time teaching under a provisional certificate required of all novice teachers before they are eligible to be recommended for a standard certificate.**

~~B. State Approved District Training Program~~

1. ~~The State-approved district training program shall provide essential knowledge and skills through the following training:~~
 - a. ~~On going mentoring of the provisional teacher shall take place over a period of thirty weeks or proportionally longer if the provisional teacher holds a part-time teaching position in accordance with the district’s mentor plan pursuant to N.J.A.C. 6A:9-8.4 and in accordance with the Professional Standards for Teachers.~~
 - b. ~~The Building Principal or an appropriately-certified school administrative designee shall observe and formally evaluate the provisional teacher in accordance with N.J.A.C. 6A:9-8.6 and 8.7.~~



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3126/page 3 of 16

Induction Program For Provisional Teachers

District Mentoring Program

- e. ~~Except for d. and e. below, a minimum of two hundred hours of formal instruction in professional education aligned with the Professional Standards for Teachers shall be completed by the provisional teacher concurrently with the requirements of a. and b. above. This requirement shall not apply to provisional teachers who hold a CEAS pursuant to N.J.A.C. 6A:9-8.1(e).~~
- d. ~~For provisional teachers who are holders of a career and technical education CE, a minimum of two hundred hours of formal instruction in a State-approved career and technical education professional education program that is aligned with the Professional Standards for Teachers and that includes the essential knowledge and skills regarding the delivery of career and technical education programs shall be completed concurrently with the requirements of a. and b. above. This requirement shall not apply to provisional teachers who hold a CEAS pursuant to N.J.A.C. 6A:9-8.1(b). The effective date of this requirement shall be February 1, 2010.~~
- e. ~~For provisional teachers who are holders of an elementary school (Kindergarten through grade five) endorsement, a minimum of two hundred ninety hours of formal instruction over no more than two years in a State-approved program of formal instruction that is aligned with the Professional Standards for Teachers shall be completed. This instruction must include in the first calendar year of a teacher's employment a minimum of forty five hours of study in the teaching of language arts/literacy at the Kindergarten through grade five level and a minimum of forty five hours of study in teaching mathematics at the Kindergarten through grade five level. The effective date of this requirement shall be October 31, 2009. Provisional teachers holding an elementary school (Kindergarten to grade five) certificate of eligibility may be exempted from completing forty five hours of study in the teaching of language arts/literacy at the Kindergarten through grade five level as well as from completing forty five hours of~~



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3126/page 4 of 16

Induction Program For Provisional Teachers

District Mentoring Program

study in the teaching of mathematics at the Kindergarten through grade five level if:

- (1) For each area of study, they have completed forty-five hours of study in that area within the three years prior to receiving their certificate of eligibility as documented by a New Jersey Department of Education approved alternate route regional training center or through equivalent coursework on the transcript of a regionally accredited four-year college or university; or
 - (2) For each area of study, they document the equivalent of at least one year of successful experience as a full-time teacher during which the subject area is regularly taught, among the other subjects for which a Kindergarten through grade five teacher would be responsible. This experience must take place within the three years prior to receiving their certificate of eligibility and documented by submitting a completed, original form provided by the Department of Education.
2. Districts or consortia of districts, in conjunction with a college or university, shall provide formal instruction to the provisional teachers they employ pursuant to B.1.d. above. The district or consortium shall submit a written plan for the department's approval. In the event that joint sponsorship with a college or university cannot be achieved, the department may authorize the district or consortium to provide the formal instruction independently or in joint sponsorship with a non-collegiate entity. The district or consortium's written plan shall include documentation of its efforts to secure college or university participation.
 3. Districts unable to provide formal instruction to provisional teachers in their employ shall provide access to formal instruction through a network of department-authorized providers.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3126/page 5 of 16

Induction Program For Provisional Teachers

District Mentoring Program

BC. Requirements for Local Mentor Plan-District Mentoring Program

1. ~~A "novice teacher" means any full-time or part-time teacher who has not completed one year of full-time teaching under a valid State teaching certificate. All novice teachers are required to participate in a mentoring program that takes place over a period of thirty weeks for provisional teachers holding a CEAS and thirty-four weeks for provisional teachers holding a CE.~~

~~Provisional teachers shall participate for a proportionally longer period of time if in a part-time teaching position. The mentoring program shall be implemented by the mentor teacher, supervised by the school Principal, and conducted within the parameters of a school district's local mentor plan and the requirements of N.J.A.C. 6A:9-8.3.~~

- a. ~~In the event that no State funds are available to pay the costs of mentoring fees, candidates who are required to complete a provisional year of teaching in order to obtain standard certification shall be responsible for payment of mentoring fees during the provisional year. [Optional—The district may, at its discretion, pay all or part of the mentoring fee.]~~

- b. ~~All novice teachers whose positions require possession of instructional certificates in accordance with N.J.S.A. 18A:26-2 and N.J.A.C. 6A:9-5.1(a) shall comply with the requirements of the district's mentoring plan.~~

2. ~~Novice teachers in positions requiring the possession of instructional certificates shall comply with the provisions of N.J.A.C. 6A:9-8 and shall ensure the following:~~

- a. ~~The rigorous mentoring shall be provided to novice teachers by developing a local mentor plan in which experienced teachers give confidential support and guidance to novice teachers in accordance with the Professional Standards for Teachers;~~



REGULATION GUIDE

TEACHING STAFF MEMBERS
R 3126/page 6 of 16
Induction Program For Provisional Teachers
District Mentoring Program

- b. ~~That each novice teacher is assigned a mentor at the beginning of the contracted teaching assignment;~~
 - c. ~~That the district's mentor plan includes in-person contact between the mentor teacher and the novice teacher over the course of thirty weeks or proportionally longer if the novice teacher holds a part-time teaching assignment;~~
 - d. ~~That the local Professional Development Committee established pursuant to N.J.A.C. 6A:9-15.3(d) develops the district's mentor plan; and~~
 - e. ~~That the Board of Education shall report annually the implementation of the district's mentor plan as required by the Department of Education.~~
3. ~~The district's Professional Development Committee shall ensure the development of a district mentor plan as follows:~~
- a. ~~The district's Professional Development Committee shall develop a district mentor plan that includes:~~
 - (1) ~~Goals that at a minimum enhance teacher knowledge of and strategies related to the CCCS in order to facilitate student achievement; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist novice teachers in the performance of their duties and adjustment to the challenges of teaching;~~
 - (2) ~~An application process for selecting mentor teachers;~~
 - (3) ~~Criteria for mentor teacher selection;~~
 - (4) ~~Provisions for comprehensive mentor training;~~



REGULATION GUIDE

(5) Identification of mentor teacher responsibilities;

TEACHING STAFF MEMBERS

R 3126/page 7 of 16

Induction Program For Provisional Teachers

District Mentoring Program

(6) Logistics for mentor plan implementation;

(7) Consideration of collaborative arrangements with colleges and universities;

(8) Provisions for the use of State funds; and

(9) An addendum with criteria and guidelines for the twenty day clinical experience pursuant to N.J.A.C. 6A:9-8.3(b)1.

b. The Professional Development Committee shall submit the district's mentor plan to the Board of Education for initial approval.

c. The Professional Development Committee shall submit the addendum for the twenty day clinical experience pursuant to N.J.A.C. 6A:9-8.3(b)1 to the Board of Education for initial approval and to the Executive County Superintendent for final approval.

d. After the mentor plan is reviewed, the Board shall submit the plan to the Executive County Superintendent for final review and approval. The Executive County Superintendent shall notify the Department of plan approval.

e. Every three years, the district's mentor plan shall be revised and re-submitted to the Executive County Superintendent based on program evaluation.

4. The Board of Education shall be responsible for the implementation of the district's mentor plan through the following:



REGULATION GUIDE

- a. ~~The plan shall provide criteria for selection of mentor teachers. At a minimum, the criteria shall include the following~~

TEACHING STAFF MEMBERS

R 3126/page 8 of 16

Induction Program For Provisional Teachers District Mentoring Program

- ~~(1) The Board may select a certified teacher with at least three years of experience who is actively teaching in the district to serve as a mentor teacher;~~
- ~~(2) The mentor teacher applicant is committed to the goals of the local mentor plan;~~
- ~~(3) The mentor teacher applicant has agreed to maintain the confidential nature of the mentor teacher/novice teacher relationship;~~
- ~~(4) The mentor teacher applicant has demonstrated exemplary command of content area knowledge and of pedagogy;~~
- ~~(5) The mentor teacher applicant is experienced and certified in the subject area in which the novice teacher is teaching, where possible;~~
- ~~(6) The mentor teacher applicant is knowledgeable about the social and workplace norms of the school district and the community the Board of Education serves;~~
- ~~(7) The mentor teacher applicant is knowledgeable about the resources and opportunities in the district and able to act as a referral source to the novice teacher;~~
- ~~(8) The mentor teacher applicant provides letters of recommendation as determined by the district mentor plan from those who are familiar with the mentor teacher applicant's work; and~~
- ~~(9) The mentor teacher applicant agrees to complete a comprehensive mentor training program.~~



REGULATION GUIDE

1. The district shall develop a mentoring program to provide non-tenured teachers, including novice provisional teachers who hold a CE or CEAS, with an induction to the teaching profession and to the school district community through differentiated supports based on the teachers' individual needs and to help them become effective professionals.

TEACHING STAFF MEMBERS

R 3126/page 9 of 16

Induction Program For Provisional Teachers
District Mentoring Program

2. The goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the Core Curriculum Content Standards (CCCS) to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in performing their duties and adjusting to the challenges of teaching.
3. The Board of Education shall determine how each non-tenured teacher in his or her first year of employment shall be provided with the following supports:
 - a. Comprehensive induction to school district policies and procedures including, but not limited to, introduction to school district curricula, student assessment policies, and training on the school district's evaluation rubric, including setting and assessing student learning through student growth objectives;
 - b. Individualized supports and activities, which shall be assigned at the school district's discretion and shall be aligned with the Professional Standards for Teachers at N.J.A.C. 6A:9-3.3, the Standards for Professional Learning at N.J.A.C. 6A:9C-3.3, and the school district's Commissioner-approved teaching practice instrument. The supports and activities shall be guided by:
 - (1) The non-tenured teacher's degree of preparation and experience;



REGULATION GUIDE

- (2) The non-tenured teacher's individual professional development plan (PDP) developed within thirty instructional days of the beginning of the teaching assignment pursuant to N.J.A.C. 6A:9C-4.4(f);

TEACHING STAFF MEMBERS

R 3126/page 10 of 16

~~Induction Program For Provisional Teachers~~

District Mentoring Program

- (3) Areas of focus within the district mentoring plan; and
 - (4) Goals of the school and school district plans for professional development as described in N.J.A.C. 6A:9C-4.2.
- c. One-to-one mentoring, which is required for each novice provisional teacher as set forth in 4. below.
4. The district shall provide an individual mentor to work one-to-one with a novice provisional teacher and ensure:
 - a. Each novice provisional teacher is assigned an individual mentor at the beginning of the contracted teaching assignment;
 - b. The mentor teacher provides observation and feedback, opportunities for the novice teacher to observe effective practice, and confidential guidance and support in accordance with the Professional Standards for Teachers, and guides the teacher in a self-assessment on the school district's Commissioner-approved teaching practice instrument;
 - c. The one-to-one mentoring includes planned, in-person contact time between the mentor teacher and the novice provisional teacher holding a CE or CEAS over the course of the academic year, or proportionally longer if the novice provisional teacher holds a part-time teaching assignment;



REGULATION GUIDE

- d. The mentor teacher and the novice provisional teacher holding a CEAS meet at least once per week for the first four weeks of the teaching assignment;
- e. The mentor teacher and the novice provisional teacher holding a CE meet at least once per week for the first eight weeks of the teaching assignment:

TEACHING STAFF MEMBERS

R 3126/page 11 of 16

Induction Program For Provisional Teachers

District Mentoring Program

- (1) The one-to-one mentoring shall support the novice provisional teacher in achieving the curricular objectives of the formal instructional program in which the novice provisional teacher holding a CE is enrolled.
 - f. All contact time between the mentor teacher and the novice provisional teacher shall be recorded in a log, developed as part of the district mentoring plan, submitted to the Superintendent or designee, and maintained within the school district.
5. All novice provisional teachers whose positions require possession of instructional certificates pursuant to N.J.S.A. 18A:26-2 and N.J.A.C. 6A:9B-5.1 shall comply with the district mentoring program requirements.
6. The district shall budget State funds appropriated for the novice teacher mentoring program.
- a. Subject to the availability of funds, the Department of Education shall appropriate State funds based on the number of novice teachers employed each year by the Board of Education.
 - b. The Board of Education shall ensure State funds appropriated for this program supplement, and not supplant, Federal, State, or local funds already devoted to planning and implementing a novice teacher mentor program.
 - c. The Board of Education shall ensure State funds are used for one or more of the following:



REGULATION GUIDE

- (1) Stipends for mentor teachers;
- (2) The costs associated with release time;
- (3) Substitutes for mentor and novice teachers; and
- (4) Professional development and training activities related to the program.

TEACHING STAFF MEMBERS

R 3126/page 12 of 16

Induction Program For Provisional Teachers

District Mentoring Program

d. If no State funds are available to pay the costs of mentoring fees, candidates who are required to complete a provisional period of teaching to obtain standard certification shall be responsible for payment of mentoring fees during the first provisional year. The Board may, at its discretion, pay all or part of the mentoring fees.

7. The school district's administrative office shall oversee the payment of mentors. Payment shall not be conferred directly from provisional novice teacher to mentor.

C. Mentor requirements

1. The Superintendent shall oversee the mentor selection process and ensure the individual mentor of a novice provisional teacher meets the following minimum requirements:
 - a. Holds an instructional certificate and, when possible, is certified in the subject area in which the novice provisional teacher is working;
 - b. Has at least three years of experience and has taught full-time for at least two years within the last five years;
 - c. Does not serve as the mentee's direct supervisor nor conduct evaluations of teachers;
 - d. Demonstrates a record of success in the classroom:



REGULATION GUIDE

- (1) **Beginning academic year 2014-2015, all mentor teacher applicants shall have received a summative rating of effective or highly effective on the most recent summative evaluation, pursuant to N.J.A.C. 6A:10.**

TEACHING STAFF MEMBERS

R 3126/page 13 of 16

Induction Program For Provisional Teachers District Mentoring Program

- (a) **A mentor teacher applicant in a school or school district not required pursuant to N.J.A.C. 6A:10-1 to issue summative evaluations shall demonstrate at least one year of effective teaching on his or her most recent evaluation as determined by his or her supervisor.**
- e. **Understands the social and workplace norms of the school district and the community it serves;**
- f. **Understands the resources and opportunities available in the school district and is able to act as a referral source to the novice provisional teacher; and**
- g. **Completes a comprehensive mentor training program with a curriculum that includes, at a minimum, training on the school district's teaching evaluation rubric and practice instrument, Professional Standards for Teachers, CCCS, classroom observation skills, facilitating adult learning, and leading reflective conversations about teaching practice.**
- ~~b. Annually, the district shall submit a report on the effectiveness of the district's mentor plan to the Department of Education. The report, using data collected on a Department of Education developed form, shall include program impact on job satisfaction, adequacy of~~



REGULATION GUIDE

~~time and training, and recommended program changes and additions.~~

~~e. The district shall align the mentor plan with the Professional Standards for Teachers.~~

~~5. The Board of Education shall be responsible to budget any State funds appropriated for the novice teacher mentoring program.~~

TEACHING STAFF MEMBERS

R 3126/page 14 of 16

Induction Program For Provisional Teachers

District Mentoring Program

~~a. Subject to the availability of funds, the department shall appropriate State funds based on the number of novice teachers employed each year in a given public school district.~~

~~b. The Board of Education shall ensure that State funds appropriated for this program shall supplement, and not supplant, any Federal, State, or local funds already devoted to planning and implementing a novice teacher mentor program.~~

~~c. The Board of Education shall ensure that State funds shall be used for one or more of the following:~~

~~(1) Stipends for mentor teachers;~~

~~(2) The costs associated with release time;~~

~~(3) Substitutes for mentor teachers and novice teachers; and~~

~~(4) Professional development and training activities related to the program.~~

D. District Mentoring Plan

- 1. The Superintendent or designee shall develop a district mentoring plan as part of the school district's PDP pursuant to N.J.A.C. 6A:9C-4.4. The district mentoring plan shall include logistics for its implementation and describe the school district's responsibilities pursuant to N.J.A.C. 6A:9C-5.**



REGULATION GUIDE

- a. **The Superintendent shall submit the district mentoring plan to the Board of Education for review of its fiscal impact.**
- b. **The Superintendent or designee shall share the district mentoring plan with each school improvement panel, which shall oversee the school-level implementation of the district mentoring plan and shall communicate the plan to all non-tenured teachers and their mentors.**

TEACHING STAFF MEMBERS

R 3126/page 15 of 16

Induction Program For Provisional Teachers

District Mentoring Program

- c. **The Superintendent or designee annually shall review the plan and revise it, as necessary, based on feedback from mentor logs, each school improvement panel, and data on teacher and student performance.**

D. Evaluation of Provisional Teachers

1. An appropriately certified Building Principal or administrative designee authorized to supervise instructional staff shall observe and evaluate the provisional teacher three times during the first year of mentoring for purposes of certification. All performance evaluations shall be aligned with the Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.3 and reported on State-developed forms. Performance evaluations for career and technical education teachers shall also include career and technical education knowledge and skills.

a. The first formative evaluation shall be completed at the end of ten weeks, or proportionally longer if the teacher is part-time, after the provisional teacher assumes full responsibility of a classroom.

b. The second formative evaluation shall be completed at the end of twenty weeks, or proportionally longer for part-time teachers, after the provisional teacher assumes full responsibility of a classroom.

c. The final summative evaluation shall be completed at the end of thirty weeks, or proportionally longer for part-time teachers, after the provisional teacher assumes full



REGULATION GUIDE

~~responsibility of a classroom. This final, summative evaluation shall be completed by the Building Principal who shall make one of three recommendations for certification pursuant to N.J.A.C. 6A:9-8.7(b).~~

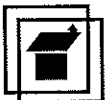
- ~~2. Within fifteen days following each evaluation, the evaluator pursuant to a. above shall provide a copy of the evaluation to the provisional teacher.~~

TEACHING STAFF MEMBERS
R 3126/page 16 of 16
Induction Program For Provisional Teachers
District Mentoring Program

- ~~3. Mentor teachers shall not assess or evaluate the performance of provisional teachers. Interactions between provisional teachers and experienced mentor teachers are formative in nature and considered a matter of professional privilege. Mentor teachers shall not be compelled to offer testimony on the performance of provisional teachers.~~

~~E. Recommendation for Certification of Provisional Teachers~~

- ~~1. Within thirty days after the conclusion of the State approved district training program, the Building Principal shall submit the final evaluation directly to the Secretary of the New Jersey State Board of Examiners that shall contain a recommendation regarding standard certification for each provisional teacher.~~
- ~~2. The final evaluation for each provisional teacher shall include one of the following recommendations:
 - ~~a. Approved: Recommends issuance of a standard certificate;~~
 - ~~b. Insufficient: Recommends that a standard certificate not be issued but that the candidate be permitted to seek entry on one more occasion into a State approved district training program. A second rating of "insufficient" shall be deemed a "disapproved" in accord with c. below; or~~
 - ~~c. Disapproved: Recommends that a standard certificate not be issued and that the candidate not be allowed to enter into another State approved district training program.~~~~



REGULATION GUIDE

3. ~~Candidates who receive a recommendation of "disapproved" or two recommendations of "insufficient" may petition the Board of Examiners for approval of additional opportunities to seek provisional employment in districts other than those in which they received unfavorable recommendations pursuant to N.J.A.C. 6A:9-17.18.~~

Issued:

TEACHING STAFF MEMBERS
R 3144/page 1 of 9
Certification of Tenure Charges
Jun 16

[See POLICY ALERT Nos. 190, 192, 201 and 209]

R 3144 CERTIFICATION OF TENURE CHARGES

A. Definition

1. For the purposes of Policy 3144 and this Regulation, "day" means business day when the period specified is less than seven days, and calendar day when the period specified is seven days or more; provided however, that calculations do not include the day of the action from which they are computed but do not include the last day of the period being computed unless such day falls on a Saturday, Sunday or holiday, in which case the last day shall be deemed the next business day immediately following. Filings received after the close of business (4:15 p.m.) shall be deemed filed on the next business day.

B. Filing of Written Charges and Certificate of Determination – N.J.A.C. 6A:3-5.1

1. N.J.A.C. 6A:3-1.3 - Filing and Service of Petition of Appeal shall not apply in a case of tenure charges filed with the Commissioner against an employee of a Board of Education or a school district under full State intervention. In place of the usual petition, the Board or the State District Superintendent shall file written charges and the required certificate of determination with the Commissioner, together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or the State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as charges are filed with the Commissioner.



REGULATION GUIDE

- a. In accordance with N.J.S.A. 34:13A-24, fines and suspensions imposed as minor discipline shall not constitute a reduction in compensation pursuant to the provisions of N.J.S.A. 18A:6-10 where the negotiated agreement between a Board of Education and the majority representative of the employees in the appropriate collective bargaining unit provides for such discipline. In these cases, tenure charges shall not be filed to impose minor discipline on a person serving under tenure.

TEACHING STAFF MEMBERS

R 3144/page 2 of 9

Certification of Tenure Charges

2. In all instances of the filing and certification of tenure charges, except charges filed against a teacher, Principal, Assistant Principal, or Vice Principal for reasons of inefficiency pursuant to N.J.S.A. 18A:6-17.3, the following procedures and timelines shall be observed:

- a. Charges shall be stated with specificity as to the action or behavior underlying the charges and shall be filed in writing with the Secretary of the Board of Education or the State District Superintendent, accompanied by a supporting statement of evidence, both of which shall be executed under oath by the person(s) instituting such charges.
- b. Along with the required sworn statement of evidence, charges shall be transmitted to the affected tenured employee and the employee's representative, if known, within three working days of the date they were filed with the Secretary of the Board of Education or the State District Superintendent. Proof of mailing or hand delivery shall constitute proof of transmittal.
- c. The affected tenured employee shall have an opportunity to submit to the Board of Education or the State District Superintendent a written statement of position and a written statement of evidence, both of which shall be executed under oath with respect thereto within fifteen days of receipt of the tenure charges.
- d. Upon receipt of the tenured employee's written statements of position and evidence under oath, or upon expiration of the allotted fifteen-day time period, the Board of Education shall determine by a majority vote of its full membership,



REGULATION GUIDE

or the State District Superintendent shall determine, within forty-five days whether there is probable cause to credit the evidence in support of the charges and whether such charges, if credited, are sufficient to warrant a dismissal or reduction of salary. In accordance with the provisions of N.J.S.A. 18A:6-13, if the Board of Education does not make a determination within forty-five days after receipt of the written charges, the charges shall be deemed to be dismissed and no further proceeding or action shall be taken.

TEACHING STAFF MEMBERS R 3144/page 3 of 9 Certification of Tenure Charges

- e. The Board of Education or the State District Superintendent shall provide, within three working days, written notification of the determination to the employee against whom the charges has been made, in person or by certified mail to the last known address of the employee and the employee's representative, if known.
 - f. If the Board of Education or the State District Superintendent finds probable cause exists and the charges, if credited, are sufficient to warrant a dismissal or reduction of salary, then the Board or the State District Superintendent shall file, within fifteen days, written charges with the Commissioner. The charges shall be stated with specificity as to the action or behavior underlying the charges and shall be accompanied by the required certificate of determination together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.
 - g. Pursuant to N.J.S.A. 18A:6-11, all deliberations and actions of the Board of Education with respect to such charges shall take place at a closed/executive session meeting.
3. If the tenure charges are charges of inefficiency pursuant to N.J.S.A. 18A:6-17.3, except in the case of Principals and Vice



REGULATION GUIDE

Principals in school districts under full State intervention, where procedures are governed by the provisions of N.J.S.A. 18A:7A-45 and such rules as may be promulgated to implement it, the following procedures and timelines shall be observed:

- a. When the conditions described in N.J.S.A. 18A:6-17.3.a(1) or (2) and as outlined in Policy 3144.12 have been satisfied, the Superintendent shall promptly file with the Secretary of the Board a charge of inefficiency.

TEACHING STAFF MEMBERS R 3144/page 4 of 9 Certification of Tenure Charges

- b. The charges of inefficiency shall be transmitted to the affected tenured employee and the employee's representative, if known, within three working days of the date the charges were filed with the Secretary of the Board or State District Superintendent. Proof of mailing or hand delivery shall constitute proof of transmittal.
- c. The affected tenured employee shall have an opportunity within ten days of receipt to submit to the Board or State District Superintendent a written statement of position under oath demonstrating how the school district failed to comply with evaluation procedures.
- d. Within thirty days of the filing, the Board or State District Superintendent shall forward a written charge to the Commissioner unless the Board or the State District Superintendent determines the evaluation process has not been followed. Such determination shall be made by a majority vote of the Board's full membership or by the State District Superintendent.
- e. Upon receipt of the charge, the Commissioner or his or her designee shall examine the charge. The charge shall again be served upon the employee at the same time it is forwarded to the Commissioner and proof of service shall be included with the filed charge. The individual against whom the charge is filed shall have ten days to submit to the Commissioner a written response to the charge.



REGULATION GUIDE

- f. Within five days of the individual's deadline to submit a written response to the charge, the Commissioner shall appoint an arbitrator to hear the case and refer the case to the arbitrator, unless he/she determines the evaluation process has not been followed.
- g. Pursuant to N.J.S.A. 18A:6-11, all deliberations and actions of the Board of Education with respect to such charges shall take place at a closed/executive session meeting.

TEACHING STAFF MEMBERS
R 3144/page 5 of 9
Certification of Tenure Charges

- 4. The provisions of N.J.A.C. 6A:3-5.1 shall not apply to employees of Charter Schools, who are governed by the provisions of N.J.A.C. 6A:11-6.

C. Format of Certificate of Determination

- 1. The certificate of determination that accompanies the written charges shall contain a certification by the Board of Education Secretary or the State District Superintendent:
 - a. The Board of Education or the State District Superintendent has determined the charges and the evidence in support of the charges are sufficient, if true in fact, to warrant dismissal or a reduction in salary;
 - b. Of the date, place, and time of the meeting at which such determination was made and whether the employee was suspended and, if so, whether such suspension was with or without pay; and
 - c. The determination was made by a majority vote of the whole number of members of the Board of Education or by the State District Superintendent in accordance with N.J.S.A. 18A:7A-39.
- 2. The provisions of N.J.A.C. 6A:3-5.2 shall not apply to employees of Charter Schools, who are governed by the provisions of N.J.A.C. 6A:11-6.



REGULATION GUIDE

D. Filing and Service of Answer to Written Charges – N.J.A.C. 6A:3-5.3

1. Except as specified in N.J.A.C. 6A:3-5.1(c)5, an individual against whom tenure charges are certified shall have fifteen days from the date such charges are filed with the Commissioner to file a written response to the charges. Except as to the time for filing, the answer shall conform to the requirements of N.J.A.C. 6A:3-1.5(a) through (d).

TEACHING STAFF MEMBERS
R 3144/page 6 of 9
Certification of Tenure Charges

- a. Consistent with N.J.A.C. 6A:3-1.5(g), nothing in N.J.A.C. 6A:3-5.3 precludes the filing of a motion to dismiss in lieu of an answer to the charges, provided the motion is filed within the time allotted for the filing of an answer. Briefing on the motions shall be in the manner and within the time fixed by the Commissioner, or by the arbitrator if the motion is to be briefed following transmittal to an arbitrator.
2. Upon written application by the person against whom charges are filed, the Commissioner may extend the time period for the filing of an answer upon a finding of good cause shown consistent with the provisions of N.J.S.A. 18A:6-16. Such application shall be received prior to the expiration of the fifteen-day answer period, or the ten-day answer period specified in N.J.A.C. 6A:3-5.1(c), and a copy shall be served upon the charging Board of Education or the State District Superintendent. The Board of Education or State District Superintendent shall promptly notify the Commissioner of any opposition to the request.
 - a. A request for extension that is received after the fifteen-day period allotted for an answer to tenure charges, or after the ten-day period allotted in N.J.A.C. 6A:3-5.1(c) will be considered only in the event of demonstrated emergency or other unforeseeable circumstance such that the request could not have been made within the requisite filing period.
 3. If no answer is filed within the requisite time period and no request for extension is made, or if the request is denied by the



REGULATION GUIDE

Commissioner, or the charged employee submits an answer or other responsive filing indicating the employee does not contest the charges, the charges shall be deemed admitted by the charged employee.

4. The provisions of N.J.A.C. 6A:3-5.3 shall not apply to employees of Charter Schools, who are governed by the provisions of N.J.A.C. 6A:11-6.

TEACHING STAFF MEMBERS
R 3144/page 7 of 9
Certification of Tenure Charges

E. Determination of Sufficiency and Transmittal for Hearing – N.J.A.C. 6A:3-5.5

1. Except as specified in N.J.A.C. 6A:3-5.1(c), within ten days of receipt of the charged party's answer or expiration of the time for its filing, the Commissioner shall determine whether such charge(s) are sufficient, if true, to warrant dismissal or reduction in salary. If the charges are determined insufficient, they shall be dismissed and the parties shall be notified accordingly. If the charges are determined sufficient, the matter shall be transmitted immediately to an arbitrator for further proceedings, unless the Commissioner retains the matter pursuant to N.J.A.C. 6A:3-1.12.

- a. A notice of transmittal shall be issued to the parties by the Department of Education on the same date as the matter is transmitted to an arbitrator.

2. Where a party to a tenure matter requests, the Commissioner may agree to hold the matter in abeyance at any time prior to transmittal to an arbitrator. Thereafter, requests to hold the matter in abeyance shall be directed to the arbitrator. Any request for abeyance, whether directed to the Commissioner or the arbitrator, shall be consistent with the intent of N.J.S.A. 18A:6-16 as amended by P.L. 1998, c.42.

F. Withdrawal, Settlement, or Mooting of Tenure Charges – N.J.A.C. 6A:3-5.6



REGULATION GUIDE

1. Once tenure charges are certified to the Commissioner, they may be withdrawn or settled only with approval. Any proposed withdrawal or settlement, whether submitted to the Commissioner or to the arbitrator, shall address the following standards established by the State Board of Education in the matter entitled *In re Cardonick*, State Board decision of April 6, 1983 (1990 *School Law Decisions (S.L.D.)* 842, 846):

TEACHING STAFF MEMBERS
R 3144/page 8 of 9
Certification of Tenure Charges

- a. Accompaniment by documentation as to the nature of the charges;
 - b. Explication of the circumstances justifying settlement or withdrawal;
 - c. Consent of both the charged and charging parties;
 - d. Indication the charged party entered into the agreement with a full understanding of his or her rights;
 - e. A showing the agreement is in the public interest; and
 - f. If the charged party is a teaching staff member, a showing the teaching staff member has been advised of the Commissioner's duty to refer tenure determinations resulting in loss of position to the State Board of Examiners for possible suspension or revocation of certificate.
2. A settlement agreement shall not propose terms that would restrict access to information or records deemed public by law or result in misrepresentation of the reason for an employee's separation from service. If tenure charges have been certified to the Commissioner by a Board of Education, any proposed settlement shall indicate, by signature of the Board Attorney or inclusion of a Board of Education resolution authorizing settlement, that the Board of Education has consented to the terms of the settlement.



REGULATION GUIDE

3. A proposed withdrawal or settlement of tenure charges shall be submitted to the Commissioner prior to transmittal of such charges to the arbitrator; thereafter, it shall be submitted to the arbitrator.
4. If tenure proceedings against a teaching staff member are concluded prior to adjudication because the charged party has unilaterally resigned or retired, the Commissioner may refer the matter to the State Board of Examiners for action against the charged party's certificate as it deems appropriate, when such referral is warranted under the provisions governing resignation or retirement prior to conclusion of tenure charges as set forth in N.J.A.C. ~~6A:9-17.4~~ **6A:9B-4.3**.

TEACHING STAFF MEMBERS
R 3144/page 9 of 9
Certification of Tenure Charges

5. If a proposed settlement requires the tenured employee to relinquish a certificate issued by the State Board of Examiners, upon approval of the settlement agreement, the Commissioner shall forward the matter to the State Board of Examiners for proceedings in accordance with N.J.A.C. ~~6A:9-17.11~~ **6A:9B-4.10**.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3240/page 1 of 15

Professional Development for Teachers and
School Leaders

Jun 16

[See POLICY ALERT Nos. 145, 187, 202 and 209]

R 3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS

A. Definitions (N.J.A.C. 6A:9C-2.1)

1. **The definitions set forth in N.J.A.C. 6A:9-2.1 shall apply to the words and terms used in N.J.A.C. 6A:9C-3 et seq. and 6A:9C-4 et seq. and Policy and Regulation 3240.**

BA. Components of Professional Development – Definition (N.J.A.C. ~~6A:9-15.2~~ 6A:9C-3.2)

1. Professional development shall **align with the Professional Standards for Teachers and the Professional Standards for School Leaders in N.J.A.C. 6A:9-3, the standards for be** ~~comprised of professional learning in N.J.A.C. 6A:9C-3.3, opportunities aligned with student learning and educator development needs;~~ and school, school district, and/or State improvement goals.
2. ~~Professional development shall have as its primary focus the improvement of teachers' and school leaders' effectiveness in assisting all students to meet the Core Curriculum Content Standards (CCCS).~~
23. Professional development shall **encompass a broad range of professional learning that contributes to improved practice, including, but not limited to, include participation in the work of established collaborative teams of teachers, school leaders, and other administrative, instructional, and educational services staff members who commit to working together to accomplish common goals and who are engaged in a continuous cycle of professional improvement focused on:**
 - a. Evaluating student learning needs through ongoing reviews of data on student performance; and
 - b. Defining a clear set of educator learning goals based on the rigorous analysis of ~~these data~~ **on student performance.**



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3240/page 2 of 15

Professional Development for Teachers and
School Leaders

34. Professional learning shall incorporate coherent, sustained, and evidenced-based strategies that improve educator effectiveness and student achievement, **such as including** job-embedded coaching or other forms of assistance to support educators' transfer of new knowledge and skills to their work.
45. Professional **learning development** may be supported by external expert assistance or additional activities that:
 - a. Address defined student and educator learning goals;
 - b. Advance primarily ongoing school-based professional **learning development**; and
 - c. Include, but are not limited to, courses, workshops, institutes, networks, and conferences provided by for-profit and nonprofit entities outside the school such as universities, educational service agencies, technical assistance providers, networks of content specialists, and other education organizations and associations.
- ~~6. Professional development shall align with the professional standards for teachers and school leaders in N.J.A.C. 6A:9-3 and the Standards for Professional Learning in N.J.A.C. 6A:9-15.3.~~

CB. Standards for Professional Learning (N.J.A.C. ~~6A:9-15.3~~ 6A:9C-3.3)

1. Professional learning that increases educator effectiveness and improves results for all students shall be guided by the following standards:
 - a. Learning communities: Occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment;
 - b. Leadership: Requires skillful leaders who develop capacity, advocate, and create support systems for professional learning;



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3240/page 3 of 15

Professional Development for Teachers and
School Leaders

- c. Resources: Requires prioritizing, monitoring, and coordinating resources for educator learning;
- d. Data: Uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning;
- e. Learning designs: Integrates theories, research, and models of human learning to achieve its intended outcomes;
- f. Implementation: Applies research on change and sustains support for implementation of professional learning for long-term change; and
- g. Outcomes: Aligns its outcomes with educator performance and student curriculum standards.

~~2. The standards in 1.a. through g. above shall serve as indicators to guide the policies, activities, facilitation, implementation, management, and evaluation of professional development.~~

DC. Requirements for and Implementation of Teachers' Individual Teacher Professional Development Plans Planning and Implementation (N.J.A.C. 6A:9-15.4 6A:9C-4.4)

- 1. ~~To meet the professional development requirement, Each teacher shall be guided by an individualized Professional Development Plan (PDP), pursuant to N.J.S.A. 18A:6-128.a, which shall include at least twenty hours per year of qualifying experiences activities. The twenty-hour annual requirement shall be based on the length of full-time employment and reduced by a pro rata share reflecting part-time employment, or an absence, including reduced by a pro rata share reflecting the use of family or medical leave.~~
- 2. The content of each **individual** PDP shall be developed by each teacher's supervisor, in consultation with the teacher, and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3 and the Standards for Professional Learning in N.J.A.C. 6A:9-15.3 6A:9C-3.3.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3240/page 4 of 15

Professional Development for Teachers and
School Leaders

3. The **individual PDP** shall be effective for one year, **updated annually, and modified during the year, as necessary, and** shall specify, at **least a minimum**:
 - a. One area for development of professional practice derived from the results of observations and evidence accumulated through the teacher's annual performance evaluation; **and**
 - b. ~~As appropriate, an additional~~ **One** area for development of professional practice **derived from individual, aligned to the teacher's role as a member of his or her collaborative professional learning team, school, or school district improvement goals in accordance with N.J.A.C. 6A:9-15.2;**
 - e. ~~As appropriate, an additional area for development of professional practice aligned with school and/or district improvement goals as set forth in N.J.A.C. 6A:9-15.5~~ **6A:9C-4.2 and 15.6; and**
 - d. ~~Any requirements for professional development stipulated elsewhere in statute or regulation.~~
4. ~~The~~ **Progress of on the individual PDP shall be discussed at the annual summary conference, pursuant to N.J.A.C. 6A:10-2.4, but may occur more frequently throughout the year each teacher in meeting the goals of the PDP must be determined annually and aligned to the district or applicable nonpublic school process for teacher evaluation.**
5. ~~Evidence of~~ **Progress toward meeting the requirements of the teacher's on the individual PDP may be provided by the teacher and/or his or her supervisor, and shall be reviewed as part of each annual summary conference must be discussed during a minimum of one annual conference between the teacher and his or her supervisor.**



REGULATION GUIDE

- ~~6. Each teacher shall provide evidence of progress toward meeting the requirements of his or her individual PDP, and this evidence must be reviewed as part of each conference.~~

TEACHING STAFF MEMBERS

R 3240/page 5 of 15

Professional Development for Teachers and
School Leaders

- ~~7. The PDP shall be revised at a minimum annually, but may be adjusted as necessary to support the teacher's progress.~~

68. All teachers governed by the professional development requirements shall have an individual PDP within thirty instructional days of the beginning of their respective teaching assignments.

- ~~9. The Board of Education shall ensure all teachers receive the necessary opportunities, support, and resources to engage in ongoing professional learning and to complete the requirements of their respective PDPs.~~

710. A teacher's individual PDP goals may necessitate more than the recommended minimum requirements outlined in N.J.A.C. 6A:9-15 6A:9C-4 et seq.

814. Additional hours of qualifying **experiences** activities may be required for teachers in low-performing schools, as determined by the Commissioner of Education.

9. **The teacher's designated supervisor shall:**

- a. **Use the teacher performance evaluation process and the professional development planning process to monitor each teacher's progress in meeting the professional development requirements and shall take appropriate steps to assure such progress. If a teacher's progress is found to be inadequate, the teacher's designated supervisor shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means; and**
- b. **Maintain accurate records of each teacher's progress in meeting the individual professional development requirements, pursuant to N.J.A.C. 6A:9C-4.3 and N.J.A.C. 6A:9C-4.4. Such records shall include a copy**



REGULATION GUIDE

of each teacher's current PDP and timeline, as well as any documentation and evidence showing the teacher's progress toward meeting the plan's requirements.

TEACHING STAFF MEMBERS

R 3240/page 6 of 15

Professional Development for Teachers and
School Leaders

10. If a teacher leaves the employ of one New Jersey school district and is hired by another, the previous employing school district shall share with the new employing school district the teacher's individual PDP and all supporting documentation. If the current individual PDP is found to be unsuitable to the teacher's new assignment, the new employing school district shall ensure a revised individual PDP and timeline is created within thirty days of hire by the employee's new supervisor in collaboration with the new teacher.

ED. ~~Requirements for School-Level Plans for Professional Development Planning and Implementation (N.J.A.C. 6A:9-15.5 6A:9C-4.2)~~

1. The Principal shall oversee the development and implementation of a plan for school-level professional development **and shall ensure:**
 - a2. The school-level professional development plan ~~shall~~ includes a description of school-level and team-based professional learning aligned with identified school goals, and **includes** teacher and student learning needs; **and**
 - b. **All teachers receive the necessary opportunities, support, and resources to complete individual professional development requirements pursuant to N.J.A.C. 6A:9C-4.4(a).**
23. The school-level plan shall become part of the **school district plan for district's professional development plan overseen and reviewed by the Superintendent of Schools Board of Education** pursuant to N.J.A.C. 6A:9-15.6.
4. ~~The school-level professional development plan shall go into effect for the 2013-2014 school year.~~



REGULATION GUIDE

5. ~~The Principal shall ensure all teachers receive the necessary opportunities, support, and resources to complete professional development requirements in accordance with N.J.A.C. 6A:9-15.4(a).~~

TEACHING STAFF MEMBERS
R 3240/page 7 of 15
Professional Development for Teachers and
School Leaders

FE. Requirements for District-Level **Plans for Professional Development Planning and Implementation** (N.J.A.C. 6A:9-15.6 **6A:9C-4.2**)

1. **The school district plan shall provide information on school-level and district-wide professional development learning opportunities, the resources being allocated toward their support, a justification for the expenditures, and include any professional development required by statute or regulation.**
24. The Superintendent of Schools or designee shall oversee the development and implementation of **the school district plans** to address the school district's professional development needs **and shall review on an annual basis the school district plan to assess its effectiveness and revise it, as necessary, to meet the school district's learning goals for students, teachers, and school leaders.** ~~School districts sending to the same middle and/or high school may form a regional consortium to develop one district-wide plan based on the sending schools' plans.~~
32. **When overseeing and reviewing the school district plan, the Superintendent or designee** ~~The Superintendent shall:~~
 - a. Review school-level professional development plans;
 - b. Assess the learning needs of students, teachers, and school leaders based on educator evaluation data, school-level plans, and data from school- and district-level performances;
 - c. Plan, support, and implement professional development **learning** activities that address the CCCS, and that align with the Standards for Professional Learning in N.J.A.C. ~~6A:9-15.3~~ **6A:9C-3.3** and the Professional Standards for Teachers and School Leaders in N.J.A.C. ~~6A:9-3~~ **6A:9-3**; **and**



REGULATION GUIDE

- d. Develop and update, as necessary, the district mentoring plan for **non-tenured teachers including novice professional teachers who hold a CE or CEAS, new teachers** in accordance with N.J.A.C. 6A:9-8.4 6A:9C-5.3.;

TEACHING STAFF MEMBERS

R 3240/page 8 of 15

Professional Development for Teachers and

School Leaders

- e. **Present the plan to the Board of Education to review for fiscal impact; and**
- f. **Certify annually to the Department of Education, through a statement of assurance, that the school district is meeting the requirements for the school district plan as set forth in N.J.A.C. 6A:9C-4.2 and that it includes requirements of the district mentoring plan pursuant to N.J.A.C. 6A:9C-5.3.**

4. **School districts sending to the same middle and/or high school may form a regional consortium to develop one district-wide plan based on the sending schools' plans.**
- ~~3. The Superintendent shall review on an annual basis the school district plan to assess its effectiveness and revise it as necessary to meet the school district's learning goals for students, teachers, and school leaders.~~
- ~~4. The school district plan shall provide information on school level and district wide professional development opportunities, the resources being allocated toward their support, and a justification for the expenditures.~~
- ~~5. The school district plan shall include any professional development required by statute or regulation.~~
- ~~6. The Superintendent shall be responsible for the content and implementation of the district professional development plan. The Superintendent shall present the plan to the Board of Education to review for fiscal impact.~~



REGULATION GUIDE

GF. Requirements for and Implementation of School Leaders' the Professional Development Plans Requirement for School Leaders (N.J.A.C. 6A:9-15.7 6A:9C-4.3)

1. ~~The Board of Education shall oversee and review for the Superintendent professional development that links to individual, school, and district professional development goals and to the school district's professional development plan.~~

TEACHING STAFF MEMBERS

R 3240/page 9 of 15

Professional Development for Teachers and
School Leaders

2. ~~The Superintendent shall oversee and review for each Principal and Supervisor professional development that links to individual, school, and district professional development goals and the school district's professional development plan.~~

13. **Each school leader** ~~The Superintendent, Principals, and Supervisors shall~~ **create, implement, and complete an** ~~fulfill the professional development requirement through the creation, implementation, and completion of a~~ **individual** professional development plan **PDP** that:

- a. Aligns with the Professional Standards for School Leaders set forth in N.J.A.C. 6A:9-3.4 and the Standards for Professional Learning in N.J.A.C. 6A:9-15.3 **6A:9C-3.3**;
- b. Derives from the results of observations, evidence, and recommendations included in the annual performance evaluation of the **school leader** ~~Superintendent, Principals, or Supervisors~~;
- c. Identifies professional **learning** goals that address specific individual, school, or school district goals; and
- d. Grounds professional **learning** ~~development~~ activities in objectives related to improving teaching, learning, and student achievement, and **aligns to the** ~~in support of the school and/or school district~~ **plan for** professional development plan.; and
- e. **Includes training on: school law, ethics, and governance pursuant to N.J.S.A. 18A:26-8.2 and other**



REGULATION GUIDE

statutory requirements related to student safety, bullying and harassment, and well-being.

2. The Superintendent of Schools shall develop an individual PDP for review by the Board of Education. In developing the individual PDP, the following process shall be followed:

TEACHING STAFF MEMBERS

R 3240/page 10 of 15

Professional Development for Teachers and
School Leaders

- a. The Board shall review the Superintendent's individual PDP, including the individual training needs pursuant to N.J.A.C. 6A:9C-4.3(a)5, and shall ensure the individual PDP aligns to school district goals and to the school district's plan for professional development.
 - b. The Superintendent shall submit annually to the Board evidence of progress toward completion of the individual PDP. The Superintendent also shall submit every three to five years, depending on the length of his or her contract with the Board, summative evidence of plan completion.
 - c. The Superintendent may appeal to the Executive County Superintendent if he or she disagrees with the Board regarding PDP contents or progress toward completion. The Executive County Superintendent shall have final decision-making authority on all such matters.
3. Leaders whose positions require a Principal or supervisor endorsement, or whose positions require a Chief School Administrator endorsement but who do not serve as a Chief School Administrator or Superintendent of a school district, shall develop in collaboration with the Superintendent or designee an individual PDP and shall provide evidence of progress toward fulfillment of his or her plan. Each Superintendent or designee shall:
 - a. Review each Principal's, supervisor's, or other school leader's individual PDP, including the individual



REGULATION GUIDE

training needs pursuant to N.J.A.C. 6A:9C-4.3(a)5, and shall ensure it aligns to school and school district goals and the school district's plan for professional development;

- b. Meet with the Principal, supervisor, or other school leader at mid-year to assess progress toward his or her PDP's completion or modification; and

TEACHING STAFF MEMBERS

R 3240/page 11 of 15

Professional Development for Teachers and
School Leaders

- c. Review the individual PDP's status as part of the Principal's, supervisor's, or other school leader's annual performance evaluation.

- 4. The school leader's designated supervisor, or the Board of Education in the case of the Superintendent, shall:

- a. Use the performance evaluation process and professional development planning process to monitor the school leader's progress in meeting the professional development requirements. If a school leader's progress is found to be inadequate, the school leader's designated supervisor or the Board shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means; and

- b. Maintain accurate records of each school leader's progress in meeting the individual professional development requirements, pursuant to N.J.A.C. 6A:9C-4.3. Such records shall include a copy of each school leader's current PDP and timeline, as well as any documentation and evidence showing the school leader's progress toward meeting the plan's requirements.

- 5. If a school leader leaves the employ of one New Jersey school district and is hired by another, the school leader's designated supervisor, or the Board of Education in the case of the Superintendent, shall ensure a revised individual PDP



REGULATION GUIDE

appropriate to the new assignment is developed in collaboration with the school leader.

4. Each active school leader shall be required to provide evidence of progress toward fulfillment of his or her plan. Evidence shall include:
 - a. A narrative account detailing plan goals and their achievement; and

TEACHING STAFF MEMBERS

R 3240/page 12 of 15

Professional Development for Teachers and
School Leaders

- b. Documentation of professional growth activities such as school based learning activities, training, university coursework, action research, and study groups. Study groups may include school, district, county and/or State associations and organizations, school and district collaborative teams, and virtual learning communities.
5. Leaders whose positions require a Principal or Supervisor endorsement shall have an annual plan developed in collaboration with the Superintendent or designee holding a Chief School Administrator endorsement.
6. Leaders whose positions require a Chief School Administrator's endorsement, but who do not serve as a Chief School Administrator of the school district, shall have an annual plan developed in collaboration with the Superintendent or designee holding a Chief School Administrator endorsement.
7. The Superintendent or designee holding a Chief School Administrator endorsement shall meet with Principals, Supervisors, or other school administrators at mid year to assess progress toward completion or modification of the plan.
8. The Superintendent or designee holding a Chief School Administrator endorsement shall review the status of the professional development plan as part of the Principals', Supervisors', or other district administrators' annual performance evaluation.



REGULATION GUIDE

9. ~~The Superintendent shall develop a professional development plan for review by the Board of Education.~~

10. ~~The Superintendent shall provide to the Board of Education annual evidence of progress toward completion of the professional development plan and summative evidence of plan completion every three to five years, depending on the Superintendent's contract with the Board of Education.~~

TEACHING STAFF MEMBERS

R 3240/page 13 of 15

Professional Development for Teachers and School Leaders

11. ~~In cases where there is disagreement between the Superintendent and the Board of Education regarding plan contents or progress toward completion, the Superintendent may appeal to the Executive County Superintendent, who will have final decision-making authority on all such matters.~~

G. ~~Requirements for School Leader Professional Development in Ethics, Law, and Governance (N.J.A.C. 6A:9-15.8)~~

1. ~~All professional development plans for active school leaders serving on a permanent or interim basis whose positions require possession of a Chief School Administrator, Principal, or Supervisor endorsement in accordance with N.J.A.C. 6A:9-12.3 shall ensure the completion of appropriate training on: school law, ethics, and governance pursuant to N.J.S.A. 18A:26-8.2; and other statutory requirements related to student safety and well being. To meet this ongoing requirement, the specific training needs of each school leader will be reviewed annually as part of the professional development planning process.~~

H. ~~Monitoring and Assistance (N.J.A.C. 6A:9-15.9 6A:9C-4.1)~~

1. **The Board of Education shall ensure all teachers and school leaders receive the necessary opportunities, support, and resources to engage in ongoing professional learning and to complete the requirements of their respective professional development plans. monitor and enforce the professional development requirements for teachers and school leaders set forth in N.J.A.C. 6A:9-15 et seq.**



REGULATION GUIDE

2. ~~The Board of Education shall actively assist and support the provision of opportunities and resources, and the efforts by teachers and school leaders to meet the professional development requirements of N.J.A.C. 6A:9-15.1 et seq.~~
3. ~~To ensure that the professional development requirements set forth in N.J.A.C. 6A:9-15 et seq. reflect a policy of continuous improvement, constructive support, and timely intervention, the Department of Education shall establish accountability procedures pursuant to N.J.A.C. 6A:30.~~

TEACHING STAFF MEMBERS

R 3240/page 14 of 15

Professional Development for Teachers and School Leaders

4. ~~It is the responsibility of supervisors and school district administrators through the teacher performance evaluation process and the professional development planning process to monitor each teacher's progress in meeting the professional development requirements and to take appropriate steps to assure such progress. In any instance where a teacher's progress is found to be inadequate, the school district administration shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means.~~
5. ~~It is the responsibility of a school leader's immediate supervisor, or the Board of Education in the case of the Superintendent, to monitor each school leader's progress in meeting the professional development requirements. Monitoring shall be accomplished through the performance evaluation and professional development planning processes. In any instance where a school leader's progress is found to be inadequate, the school leader's immediate supervisor or Board of Education shall take appropriate remedial action.~~
6. ~~The school district administration shall be responsible for maintaining accurate records of each educator's progress in meeting the professional development requirements outlined in N.J.A.C. 6A:9-15 et seq. Such records shall include a copy of each educator's current professional development plan and timeline, as well as any documentation and evidence showing the educator's progress toward meeting the plan's requirements.~~



REGULATION GUIDE

7. ~~If a teacher leaves the employ of one New Jersey school district and is hired by another, the previous employing school district must share with the new employing school district the teacher's PDP and all supporting documentation. If the current professional development plan is found to be unsuitable to the teacher's new assignment, the new employing school district must ensure a revised professional development plan and timeline are created within thirty days of hire by the employee's new supervisor in collaboration with the new teacher.~~

TEACHING STAFF MEMBERS

R 3240/page 15 of 15

Professional Development for Teachers and
School Leaders

8. ~~If a school leader leaves the employ of one New Jersey school district and is hired by another, the new employing school district or Board of Education shall ensure that a revised professional development plan appropriate to the new assignment is developed in collaboration with the school leader.~~



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3244/page 1 of 1

In-Service Training

Jun 16

M

ABOLISHED

[See POLICY ALERT Nos. 117 and 209]

R 3244 IN-SERVICE TRAINING

~~In-service programs shall be the responsibility of the _____.
He/She shall solicit from teachers and staff input on the need for in-service instruction and shall develop an appropriate program, establish a schedule and notify the appropriate individuals and inform the Superintendent of Schools, who shall apprise the Board of Education regarding the in-service program for teachers and staff.~~

~~N.J.A.C. 6:8-2.8(a)4~~

Issued:



REGULATION GUIDE

STUDENTS
R 5330/page 1 of 11
Administration of Medication
Jun 16
M

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

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.
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 Department of Education.
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



REGULATION GUIDE

serve as a substitute for a certified school nurse in accordance with N.J.A.C. 6A:9-6.5(+) **6A:9B-7.6**.

STUDENTS

R 5330/page 2 of 11

Administration of Medication

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 current certification 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**, ~~school nurse~~, or school nurse/non-instructional from the Department of Education pursuant to N.J.A.C. ~~6A:9-13.3 and 13.4~~ **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 events 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 No. 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;



REGULATION GUIDE

- c. The purpose of its administration to the student for whom the medication is intended;

STUDENTS
R 5330/page 3 of 11
Administration of Medication

- 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 prior to any administration of medication or delivery of the medication to the school. The Principal 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 and given to the school nurse and the student's parent.
- b. The parent will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent.

C. Administration of Epinephrine to Students

- 1. The parent may provide the Superintendent 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 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.



REGULATION GUIDE

STUDENTS

R 5330/page 4 of 11

Administration of Medication

- 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 informed in writing by the Board or Superintendent 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 sign 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.



REGULATION GUIDE

STUDENTS

R 5330/page 5 of 11

Administration of Medication

- f. The school nurse shall be responsible for the placement of the student's prescribed epinephrine 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 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. The school nurse or trained designee shall be promptly available on site at the school and school-sponsored functions in the event of an allergic reaction.
- h. The school nurse or trained designee shall arrange for 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.
- i. In accordance with the provisions of N.J.S.A. 18A:40-12.5.f, the school nurse or a designated employee trained 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 when the school nurse or trained designee in good faith believes the student is having an anaphylactic reaction.
- j. Each school in the district 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, and that is accessible to the school nurse and trained designees for administration to a student having an anaphylactic reaction.



REGULATION GUIDE

STUDENTS
R 5330/page 6 of 11
Administration of Medication

D. Permission for Self-Administration of Medication

Permission for self-administration of medication of a student with asthma, other potentially life-threatening illness, or a life-threatening allergic reaction may be granted under the following conditions:

1. Parent of the student must provide the Board written authorization for the self-administration of medication;
2. The parent of the student must also provide the Board 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 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;
 - 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.



REGULATION GUIDE

STUDENTS

R 5330/page 7 of 11

Administration of Medication

3. The parent of the student have signed 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;
4. The parent's written authorization and the physician's written certification shall be 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 reason for a denied request; a denied request may be appealed to the Superintendent.
5. Permission to self-administer one medication shall not be construed as permission to self-administer other medication; and
6. 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 1. through 4. above.

E. 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.



REGULATION GUIDE

- b. All medications must be in the original container, with the prescription information affixed.

STUDENTS
R 5330/page 8 of 11
Administration of Medication

- 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.
- 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, other potentially life threatening illness, or a life-threatening allergic reaction, 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 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.



REGULATION GUIDE

- 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.

STUDENTS

R 5330/page 9 of 11

Administration of Medication

- 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, at all times, provided the student does not endanger himself or other persons through misuse.

F. Administration of Medication

1. No medication shall be administered to or taken by a student in school or at a school-sponsored event except as permitted by Board policy and this 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.
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 at which medication may be required (such as an outdoor field trip or



REGULATION GUIDE

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.

STUDENTS

R 5330/page 10 of 11

Administration of Medication

G. Emergencies

1. Any medical emergency requiring medication of students will be handled in accordance with Policy No. 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).
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.

H. 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;



REGULATION GUIDE

4. Any side effects that resulted from the administration of medication; and
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.

STUDENTS

R 5330/page 11 of 11

Administration of Medication

I. 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.



REGULATION GUIDE

STUDENTS
R 5350/page 1 of 5
Student Suicide
Jun 16

[See **POLICY ALERT Nos. 96 and 209**]

R 5350 STUDENT SUICIDE

The following regulations are established for guidance of staff members in recognizing the student who contemplates suicide, in responding to threatened or attempted suicide, and in preventing contagion when a student commits suicide. Because a prompt response may be essential to a student's life, the designation of a district position in these regulations includes the person who holds that position and, if the position holder is absent or unavailable, the person temporarily charged with the responsibilities of the position.

A. Recognition of Potential Suicide

All school personnel, both teaching staff members and support staff members, shall be alert to any sign that a student may be contemplating suicide. Such signs include, but are not necessarily limited to, a student's:

1. Overt suggestion, regardless of its context, that he/she is considering or has considered suicide or has worked out the details of a suicide attempt;
2. Evidence of preparation of a will, intention to dispose of his/her effects and belongings, or otherwise get life "in order";
3. Obsession with death or afterlife;
4. Possession of a weapon or other means of suicide or obsession with such means;
5. Sense of hopelessness or unrelieved sadness;
6. Lethargy or despondency, or, conversely, a tendency to become more impulsive or aggressive than usual;
7. Drop in academic achievement, slacking off of energy and effort, or inability to focus on studies;
8. Isolation from others by loss of friends, withdrawal from friends, lack of companionship, or family disintegration;
9. Preoccupation with nonexistent physical ills;



REGULATION GUIDE

10. Loss of weight, appetite, and/or sleep;

STUDENTS
R 5350/page 2 of 5
Student Suicide

11. Substance abuse; and

12. Loss of economic resources.

B. Response to Potential Suicide

1. Any indication of a potential suicide, whether personally witnessed or received by report from another, must be taken seriously and must be reported to the Principal immediately.
2. The Principal shall immediately inform the Child Study Team, which shall investigate the matter promptly and conduct such evaluations as may be appropriate.
3. The Principal will inform the student's parent(s) or legal guardian(s), in a conference if possible, of the signs demonstrated by the student and of the district's concern and seek parental approval of the student's evaluation. In the event parental abuse or neglect is suspected, the Principal or the employee who forms the suspicion will immediately so inform the **Department of Children and Families, Division of Child Protection and Permanency** ~~Division of Youth and Family Services~~ in accordance with Policy No. 8462.
4. If the threat of suicide is immediate and serious, the Principal may appoint teaching staff members and/or Child Study Team members to a suicide intervention team, which shall determine the potential of the threat by directly questioning the student, without mincing words, about:
 - a. Whether any suicide plans have been made, how detailed the plans are, and whether any preliminary actions have been taken,
 - b. The student's feelings of hopelessness and the length of time the student has had such feelings,
 - c. The student's thoughts of suicide and how persistent and strong those thoughts are, and



REGULATION GUIDE

- d. Whether the student has considered alternative courses of action to resolve his/her problems.

STUDENTS
R 5350/page 3 of 5
Student Suicide

5. After gathering information, the suicide intervention team shall determine the life-threatening risk of the situation based on the student's signs of possible suicide (paragraph A1) and the student's responses to questioning.
6. If it is determined that a substantial risk of suicide exists, the Suicide Intervention Team shall:
- a. Assign staff members as required to assure that the student is never out of the presence of an adult who has been fully informed that the student may be in danger of self-destruction,
 - b. Refer the student to the Child Study Team for comprehensive evaluation,
 - c. Notify the student's parent(s) ~~or legal guardian(s)~~ immediately and strongly recommend consultation with a licensed mental health professional or agency,
 - d. Request the parent(s) ~~or legal guardian(s)~~ to sign a release of information form authorizing the chosen mental health professional or agency to share with appropriate district personnel such relevant information as premature termination of treatment, additional threats and/or attempts of suicide, and continuing warning signs.
7. A member of the Suicide Intervention Team will be appointed to follow up on the student's progress and to determine whether the student's parent(s) ~~or legal guardian(s)~~ has consulted a mental health professional or agency. Follow up reports will be made to the Principal.
8. If the student's parent(s) ~~or legal guardian(s)~~ does not sign the release of information form or does not cooperate in a comprehensive Child Study Team evaluation or does not seek treatment for the student, the Principal shall inform the



REGULATION GUIDE

Department of Children and Families, Division of Child
Protection and Permanency ~~Division of Youth and Family~~
Services.

STUDENTS
R 5350/page 4 of 5
Student Suicide

C. Response to Suicide Attempt

1. Any attempted suicide, whether or not on school premises or during the school day, must be reported immediately to the Principal.
2. The staff member who witnesses a suicide attempt on school premises or at a school sponsored event or in the course of school-related travel shall render first aid in accordance with Policy No. 8441 and summon medical assistance as appropriate.
3. Procedures outlined at paragraph B2 through paragraph B8 above will be followed.

D. Prevention of Suicide Contagion

1. All district Principals will be promptly informed when a student of this district commits suicide.
2. Each Principal will assemble teaching staff members prior to the opening of school to provide them with accurate information, plans for the school day, and guidelines for handling the concerns of students.
3. The Principal of the school or building that the victim attended will assign a crisis team from the student personnel staff to assist the staff in dealing with the general school situation and any individual problems that may arise.
4. The suicide will not be given prominence by public announcement or a school-wide assembly. School will not be closed in order to permit students and staff members to attend the victim's funeral.
5. Teachers will respond to the needs of students with as little interruption of the educational program as possible.



REGULATION GUIDE

6. Students will be provided with accurate information and will be given the opportunity to discuss their feelings of loss and their memories of the victim, both good and bad, without penalty.
7. All school personnel shall be especially alert to signs of contemplated suicide among the victim's peers.

STUDENTS
R 5350/page 5 of 5
Student Suicide

8. Teaching staff members, under the direction of the Principal, shall attempt to prevent social contagion by:
 - a. Preventing glorification or romanticization of the suicide,
 - b. Helping students recognize that suicide is irreversible and permanent and does not truly resolve problems,
 - c. Encouraging students to ask probing questions when a fellow student suggests suicide and to report such suggestions to a teaching staff member, and
 - d. Discussing ways of handling depression and anxiety without resort to self-destruction.
9. Students who were close to the victim, and their parent(s) or legal guardian(s), shall be offered special counseling services and notified of available community mental health services.



POLICY GUIDE

STUDENTS
5350/page 1 of 2
Student Suicide Prevention
Jun 16

[See POLICY ALERT Nos. 81, 193 and 209]

5350 STUDENT SUICIDE PREVENTION

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student under severe stress cannot benefit fully from the educational program and may pose a threat to himself or herself or others.

The Board directs all school personnel to be alert to the student who exhibits behavioral warning signs of potential self-destruction or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness and reported immediately to the Building Principal, who shall notify the student's parent(s) or legal guardian(s) and other professional staff members in accordance with administrative regulations.

A potentially suicidal student shall be referred to the Child Study Team for appropriate evaluation and/or recommendation for independent medical or psychiatric services. In the event that the parent(s) or legal guardian(s) objects to the recommended evaluation or indicates an unwillingness to cooperate in the best interests of the student, the Child Study Team may contact the **Department of Children and Families, Division of Child Protection and Permanency New Jersey Division of Youth and Family Services** to request that agency's intervention on the student's behalf.

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. 6A:9-15.1 et seq. **6A:9C-3 et seq.**, every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed

STUDENTS
5350/page 2 of 2
Student Suicide Prevention

health care professional with experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents



POLICY GUIDE

of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

The Superintendent shall prepare and disseminate regulations for the guidance of staff members in recognizing the student who contemplates suicide, in responding to threatened or attempted suicide, and in preventing contagion when a student commits suicide.

N.J.S.A. 18A:6-111; 18A:6-112
N.J.A.C. ~~6A:9-15.1 et seq.~~ **6A:9C-3 et seq.**

Adopted:



NJ Quality Single Accountability Continuum (NJQSAC)

Statement of Assurance - School Year 2016-17

District Information and Score Summary Page

District Name	Bradley Beach Elementary School
County Name	Monmouth
District Superintendent Name	Dr. Stephen Wisniewski
District Mailing Address	515 Brinley Avenue Bradley Beach NJ 07720
Superintendent Email	swisniewski@bbesnj.org

SOA Area	Score # of Yes Responses	Score % of Yes Responses
Instruction and Program	5	100%
Fiscal Management	9	90%
Governance	10	100%
Personnel	5	100%
Operations	19	95%

NJQSAC Statement of Assurance - School Year 2016-17

District Name:			
Instruction and Program	Yes or N/A = 1 No = 0		Comments
1. Reports to the district board of education and the public on the performance of all students on the New Jersey standardized testing system (N.J.A.C. 6A:8-3.1).	1		
2. Communicates district graduation requirements to all high school students, their families, and the community annually (N.J.A.C. 6A:8-5.1).	1		
3. Implements board-approved new and/or revised curricula that clearly and specifically align with the most recent State Board adopted version of the New Jersey Common Core Curriculum Standards (NJCCCS) and Common Core State Standards (CCSS) and with the timeline for implementation of curriculum for each content standard (N.J.A.C. 6A:3-3.1).			
Content Area and Date Standards Were Adopted by the State Board of Education:	Yes or N/A = 1 No = 0	In the boxes below, enter the district board adoption date for each content area. If the content area has not been aligned to the standards, provide an explanation.	
English Language Arts: (June 2010)		8/21/2012	
Math (June 2010)		8/21/2012	
Science (June 2009)		8/19/2014	
Social Studies (September 2009)	1	8/21/2012	
World Languages (June 2009)		8/21/2012	
Technology (June 2009)		8/21/2012	
21st Century Life and Careers (June 2009)		6/26/2012	
Visual and Performing Arts (June 2009)		8/21/2012	
Comprehensive Health and Physical Education (June 2009)		8/21/2012	
Instruction and Program	Yes or N/A = 1 No = 0		Comments

NJQSAC Statement of Assurance - School Year 2016-17

District Name:		
4. Aligns the approved career and technical education program with the State Plan for Career and Technical Education and evaluates the program annually, including the required safety and health program (<i>N.J.A.C. 6A:19 et seq.</i>).	1	

NJQSAC Statement of Assurance - School Year 2016-17

District Name:		
Instruction and Program	Yes or N/A = 1 No = 0	Comments
5. Has a preschool program plan approved by NJDOE Div. of Early Childhood Education, as per <i>N.J.A.C. 6A:13A-3.1</i> (if district receives State preschool education aid). For those school districts receiving full State funding under the School Funding Reform Act (SFRA) funded per pupil amount determined by the formula, the preschool Self-Assessment Validation System is complete, per <i>N.J.A.C. 6A:13A-8.1</i> .	1	
Instruction & Program Subtotal	5	
Fiscal Management		
The district:		
1. Follows a budget calendar that was developed and shared with the board annually and that reflects all applicable legal and management requirements.	1	
2. Bases the tuition estimate on an analysis of prior year expenditures and the current year schedule of out-of-district placements from existing contracts.	1	
3. Bases appropriations for capital projects on the district's Long Range Facilities Plan (<i>N.J.A.C. 6A:26-2.1</i>) and the comprehensive maintenance plan (<i>N.J.A.C. 6A:26-20</i>).	1	
4. Supports other budget lines by a trend analysis of historical expenditures.	1	
5. Includes only line-item transfers or appropriations of surplus for new programs and initiatives contained in the original budget certified for taxes (excluding transfers for health and safety related items and awards of additional state aid or grants for new purposes).	1	

NJQSAC Statement of Assurance - School Year 2016-17

District Name:		
Fiscal Management	Yes or N/A = 1 No = 0	Comments
6. Submits initial applications, revisions and final reports for all entitlement and discretionary grants in a timely manner.	1	
7. Maintains separate accounts and keeps records, by grant (IDEA, Title I, IDEA-ARRA, Education Jobs Funds, etc.) and location as required (Title I, etc.), and/or consolidates accounts for approved school-wide programs as allowed in accordance with the approved budget.	1	
8. Expends federal funds consistent with the approved indirect cost rate.	1	
9. At a minimum, performs a semi-monthly review of the budget status (budget to actual) to ensure that sufficient appropriations are available.	1	
10. Approves purchase orders approved only by 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.	0	An interal audit determined a minimal number of services were rendered before purchase orders were created.
Fiscal Management Subtotal	9	
Governance		
The district:		
1. Establishes policies and procedures for the provision of educational programs and services to all students (N.J.A.C. 6A:7 et seq).	1	
2. Establishes a nepotism policy (N.J.A.C. 6A:23A-6.2)	1	
3. Follows all requirements for the annual organization meeting (N.J.S.A. 18A:10-3 et seq. and 15-1 et seq.).	1	

NJQSAC Statement of Assurance - School Year 2016-17

District Name:		
Governance	Yes or N/A = 1 No = 0	Comments
<p>4. Drafts minutes of all meetings, including executive sessions, that reflect all board actions and makes the minutes publicly available within two weeks or by the next board meeting (N.J.S.A. 18A:17-7). When appropriate, the board obtains public input and provides information to district staff as it relates to community expectations. The board also implements the Open Public Records Act (OPRA) pursuant to N.J.S.A. 47:1A-1 et seq.).</p>	1	
<p>5. Requires each board member and administrator to file a timely and properly completed financial and personal/relative disclosure statement each year (N.J.S.A. 18A:12-26). Annually discusses the School Ethics Act and has not been found in violation of the School Ethics Act (N.J.S.A. 18A:12-22).</p>	1	
<p>6. Establishes a travel and related expense reimbursement policy and ensures school board members and all employees operate in accordance with that policy (N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7).</p>	1	
<p>7. Submits new, renegotiated, amended, altered or extended contracts for superintendents, deputy superintendents, assistant superintendents and school business administrators to the Executive County Superintendent (ECS) for review and approval. Takes no formal action to approve or implement such contracts prior to ECS review and approval (N.J.S.A. 18A:7-8, N.J.A.C. 6A:23A-3.1).</p>	1	

NJQSAC Statement of Assurance - School Year 2016-17

District Name:		
Governance	Yes or N/A = 1 No = 0	Comments
8. Approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees only by a roll call majority vote of the full membership of the board upon the recommendation of the Chief School Administrator and acts within 60 days of the CSA's recommendation (N.J.S.A. 18A:27-4.1).	1	
9. Approves the monthly board secretary's and treasurer's reports within 60 days of month's end and certifies in the minutes that the major funds (general fund, special revenue and capital projects fund) have not been over-expended (N.J.A.C. 6A:23A-16.10).	1	
10. Conducts a public hearing on the proposed budget and formally adopts the budget at a public meeting (N.J.A.C. 18A:22-7 et seq. and N.J.A.C. 23A:8-1).	1	
Governance Subtotal	10	
Operations		
The district:		
1. Conducts all required trainings for school district employees (N.J.S.A. 18A and N.J.A.C. 6A).	1	
2. Submits all required NJSMART files by the due dates and has an error rate of less than 2% for each file.	0	
3. Adopts and distributes to all school staff, students and parents a code of student conduct that contains all required elements (N.J.A.C. 6A:16-7.1).	1	
Comments		

NJQSAC Statement of Assurance - School Year 2016-17

District Name:		
Operations	Yes or N/A = 1 No = 0	Comments
4. Collects and reports annually, incidents of violence, vandalism, substance abuse and disruptive behavior to the NJDOE on the Electronic Violence and Vandalism Reporting System (EVVRS). Reports to the board all incidents from the previous year, annually at a public hearing. Analyzes these incidents and identifies activities to address them (<i>N.J.A.C. 6A:16-5.3</i>).	1	
5. Develops and implements policies and procedures prohibiting harassment, intimidation and bullying (HIB); distributes them to students, parents and staff; and posts the policies and procedures on the district's website (<i>N.J.S.A. 18A:37-14-18 and N.J.A.C. 6A:16-7.7</i>).	1	
6. Satisfies all requirements of the Gun-Free Schools Act, 20 USC 7151 and the Title IV Section 4141 of NCLB (<i>N.J.S.A. 18A:37-7-12 and N.J.A.C. 6A:16-5.5</i>).	1	
7. Provides for the safety and protection of students through the annual review, development and implementation of a memorandum of agreement (MOA) with law enforcement and implementation of board-approved policies to facilitate cooperation between school staff and law enforcement (<i>N.J.A.C. 6A:16-6.2</i>).	1	
8. Implements procedures to review and resolve transportation incidents to avoid safety violations and ensures the safety of children including but not limited to meeting Motor Vehicle Commission requirements for bus driver inspections before loading and after drop-off and evacuation drills (<i>N.J.A.C. 6A:27-11 and 12.1(g)</i>).	1	

NJQSAC Statement of Assurance - School Year 2016-17

District Name:		
Operations	Yes or N/A = 1 No = 0	Comments
9. Adopts and implements policies and procedures designed to report missing and abused children to law enforcement and child welfare authorities. Appoints and school district liaison and provides training to district employees, volunteers and interns working in the school district (N.J.A.C. 6A:16-11).	1	
10. Provides school health services, screenings and examinations to identify the need for medical services for public and nonpublic students. Maintains student health records (N.J.A.C. 6A:16-2.1 et seq).	1	
11. Implements the NJDOE-approved school health nursing services plan (N.J.A.C. 6A:16-2.1(b)).	1	
12. Implements a board-approved comprehensive guidance and academic counseling program for all students (N.J.A.C. 6A:8-3.2).	1	
13. Coordinates a comprehensive career education and counseling program with transition services for students with disabilities beginning at age 14 or younger as determined by the Individualized Education Program team (N.J.A.C. 6A:14-3.7(e)11-13).	1	
14. Ensures that each school building has a multidisciplinary team (such as Intervention and Referral Services Team, Pupil Assistance Team and School Resource Committee) as part of its coordinated system for the planning and delivery of intervention and referral services (NJAC 6A:16-8.	1	
15. Provides educational services, either in school or out of school, within five days of the student's removal for disciplinary reasons or absence due to chronic or temporary illness (N.J.A.C. 6A:16-7.2; 7.3 and 10). If the district is a County Special Services School District, it develops and implements procedures for notifying resident district of disciplinary removals or absences due to chronic or temporary illness.	1	

NJQSAC Statement of Assurance - School Year 2016-17

District Name:		
Operations	Yes or N/A = 1 No = 0	Comments
16. Forwards all student records, including disciplinary records, to the school district to which the student has transferred within 10 school days after the transfer has been verified by the requesting school district. Forwards disciplinary records, with respect to suspensions and expulsions, to nonpublic schools (<i>N.J.A.C. 6A:32-7.5(f)10iii and 6A:16-7.10</i>).	1	
17. Provides services and programs to nonpublic school students in accordance with Chapter 192 Auxiliary Services (<i>N.J.S.A. 18A:46A-1 et seq. and N.J.A.C. 6A:14-6.1 et seq</i>) and Chapter 193 Remedial Services for the Handicapped (<i>N.J.S.A. 18A:46-19.1 et seq and N.J.A.C. 6A:14-6.1</i>).	1	
18. Disseminates information about and implements a comprehensive alcohol, tobacco and other drug abuse program. Adopts and disseminates to all school staff, students and parents 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 (<i>N.J.S.A. 18A:40A-B and N.J.A.C. 6A:16-1.4(a)18; 6A:16-3-4</i>).	1	
19. Annually reviews, revises or develops, and implements safety and security plans, procedures and mechanisms in consultation with law enforcement, health, social service and emergency management agencies and other community members, including parents (<i>N.J.A.C. 6A:16-5.1 et seq</i>).	1	
20. Implements the NJDOE-approved Comprehensive Equity Plan (CEP) designed to eliminate discrimination according to race, age, creed, color, national original, ancestry, marital status, affectional or sexual orientation, gender, religion, disability, socioeconomic status, pregnancy or parenthood (<i>N.J.A.C. 6A:7-1.4</i>).	1	
Operations Subtotal	19	

NJQSAC Statement of Assurance - School Year 2016-17

District Name:		
Personnel	Yes or N/A = 1 No = 0	Comments
The district:		
1. Utilizes board-approved job descriptions and standards for appointment of each teaching staff member, substitute teacher and other staff including paraprofessional positions. Ensures that all staff are appropriately certified and credentialed for their assignment (<i>N.J.A.C. 6A:32-4</i> and <i>N.J.A.C. 6A:9-6.5</i>).	1	
2. Confirms that new employees have a successful criminal history record check within three months of employment and that they have not been disqualified for employment (<i>N.J.S.A. 18A:6-7.1 et. seq.</i> , <i>18A:39-19.1</i> and <i>18A:6-4.13 et. seq.</i>).	1	
3. Adopts written policies and procedures for the physical examination of new and existing employees and maintains personnel health records in a secure separate location from personnel files (<i>N.J.A.C. 6A:32-6.2</i> and <i>6.3</i>).	1	
4. Adopts policies and procedures for the annual evaluation of all tenured and non-tenured teaching staff members by appropriately certified personnel. Distributes the policies to all tenured teaching staff members, including administrators and supervisor, by October 1 (<i>N.J.A.C. 6A:10</i>).	1	
5. Uses multiple data sources, (e.g., test scores, needs assessments, attendance data, violence reports) to address current and projected needs and priorities for all school/district staff when providing professional development opportunities. Uses the data sources to analyze the alignment of the district's Professional Development Plan with teaching staff needs (<i>N.J.A.C. 6A:9-15 et.seq.</i>).	1	
Personnel Subtotal	5	

Board of Education Monthly HIB Report - October 2016

(Attachment VI-C.2)

Case Number: 33

Student ID #	Ethnicity (Complete if incident involved Race/Ethnicity)	Targeted Pupil or Accused Pupil	Date/Time/ Location of Incident	Determined HIB or NON HIB	Consequences/ Remediation Administered	Board Action
	NA	Targeted	9/9/16 - BBES	NON HIB	None	
	NA	Accused				

Case Number: 34

Student ID #	Ethnicity (Complete if incident involved Race/Ethnicity)	Targeted Pupil or Accused Pupil	Date/Time/ Location of Incident	Determined HIB or NON HIB	Consequences/ Remediation Administered	Board Action
	NA	Targeted	9/20/16 and prior - BBES	NON HIB - Unsubstantiated	None/Monitoring Students	
	NA	Accused				
	NA	Accused				

**BRADLEY BEACH ELEMENTARY SCHOOL
515 BRINLEY AVENUE
BRADLEY BEACH, NEW JERSEY 07720
732-775-4413**

**STANDING ORDERS FOR TREATMENT OF ILL/INJURED
STUDENTS & STAFF**

2016 - 2017

EMERGENCY PHONE NUMBERS:

EMERGENCY/POLICE/FIRE	911
BRADLEY BEACH POLICE	732-775-6900
POISON CONTROL	1-800-222-1222
DR. MANNION	732-775-1400

ABRASIONS

Clean area with soap and water, antiseptic liquid, or hydrogen peroxide. Apply antibiotic ointment and clean dry dressing as necessary.

ALLERGIC/ANAPHYLACTIC REACTIONS

In the event of a mild allergic reaction previously identified, check for and follow orders from child's medical provider. In the event of a mild allergic reaction not previously identified, school nurse may administer Benadryl (diphenhydramine HCl) per package directions for age and weight upon receipt of permission from parent/guardian. Notify parent/guardian and advise continued monitoring of child's condition, follow-up with medical provider, and pick-up from school.

Allergic response can progress to a life-threatening anaphylactic reaction. Signs and symptoms of this may include: itching and swelling of the lips, tongue or mouth; itching and /or a sense of tightness in the throat, hoarseness and hacking cough; hives, itchy rash and/or swelling about the face or extremities; nausea, abdominal cramps and/or diarrhea; shortness of breath, repetitive coughing and/or wheezing; thready pulse, low blood pressure, pallor or blueness and fainting.

In the event of allergies previously identified, check for and follow orders from child's medical provider with regard to the administration of Benadryl and epinephrine (Epi-pen or Epi-pen Jr.), call 911 for immediate transport to hospital advising EMS of anaphylactic reaction and notify parent/guardian. Other school staff has been trained to identify anaphylaxis and administer epinephrine for children with known allergies and the potential to develop this life-threatening emergency.

In the event of anaphylaxis from allergies not previously identified, the school nurse may administer Epi-pen or Epi-pen Jr. (for children below 30 kg or 66 lbs.) upon receipt of parent/guardian permission. Call 911 for immediate transport to hospital advising EMS of anaphylactic reaction and notify parent/guardian.

ASTHMA

Most children with asthma are aware of their condition. If difficulty breathing should occur, calm the child, have him/her rest in a position that is most comfortable (usually sitting up), give sips of water and monitor vital signs. Auscultate breath sounds and assess for signs of breathing difficulty. If student has been previously diagnosed with asthma, refer to Asthma Treatment Plan and follow medical provider instructions as to administration of inhaler or nebulizer. If no improvement or severe respiratory distress develops, administer oxygen at 6 liters/minute via facemask or nasal canula and call 911 for immediate transport to hospital. Notify parent/guardian.

BACK INJURY

In case of back injury, be alert to the possibility if neck injury also. *DO NOT MOVE THE CHILD.* There may or may not be pain, weakness, paralysis or numbness. Tingling or loss of sensation in arms or legs may be present. Assess child's condition. If signs of serious back/neck injury are present, call 911 for immediate transport to hospital. Notify parent/guardian.

BITES

ANIMAL

Clean area thoroughly with soap and water and apply a dry dressing. Check health card for date of last tetanus booster. Notify parent/guardian of need for further medical attention. If animal is being used in a school program, notify Animal Control for recommendation.

INSECT

Clean area and apply Caladryl or hydrocortisone cream.

For stings, remove stinger, if present, but DO NOT PROBE AREA. Clean area and apply sting relief product and ice pack. Observe child for at least 20 minutes for possible allergic reaction. If rapid swelling or eyes or mouth, hives or difficulty breathing develops, treat as for anaphylactic reaction, call 911 for immediate transport to hospital and notify parent/guardian.

HUMAN

Clean area with soap and water and apply a dry dressing, if necessary. Check health card for date of last tetanus booster. Notify parent/guardian of need for further medical attention.

BLISTERS

Clean area with soap and water, antiseptic liquid or hydrogen peroxide. Avoid breaking the blister. Cover with a dry dressing to prevent further irritation or breaking of the blister. Blisters are prone to infection. In severe cases they may require further medical attention. Notify parent/guardian to monitor site for signs of infection.

BURNS

MINOR BURNS

DO NOT apply ointment/cream. Submerge the burned area in cold water, if able, or apply cold compresses. Apply dry sterile dressing. Notify parent/guardian.

SEVERE BURNS

DO NOT REMOVE adhered particles of charred clothing. Wrap in clean wet sheet or cotton blanket. Call 911 for immediate transport to hospital and notify parent/guardian.

CHOKING/FOREIGN OBJECT

If child can cough or speak, DO NOT INTERFERE but encourage child to cough and breathe slowly and deeply. If object does not dislodge and child displays signs of inadequate oxygen, take immediate action. If conscious, give abdominal thrusts by standing behind child and wrapping your arms around the child's waist. Make a fist with one hand, place your fist (thumb side) around the abdomen in midline just above the naval and well below the rib margin. Administer abdominal thrusts. Repeat, if necessary. If object does not dislodge and child becomes unconscious, call 911 immediately and continue to treat child by attempting rescue breathing, administering abdominal thrusts and examining mouth for the object. Continue rescue breathing or CPR until EMS arrives. Notify parent/guardian.

CONTUSION

Clean and assess area. Ice packs to be applied intermittently for first 24 to 48 hours. If accompanied by severe pain, notify parent/guardian and advise follow-up with medical provider.

COUGH DROPS

GRADES K – 5: Permitted in Health Office only with parent/guardian or nurse's permission.

GRADES 6, 7 & 8: Permitted in classroom with parent/guardian or nurse's permission.

CRUTCHES/ELEVATOR USE

The use of crutches or the elevator requires written permission from the treating medical provider. Student is to be supervised in the elevator by an adult staff member at all times.

DENTAL INJURIES/PROBLEMS

AVULSED TOOTH

This refers to an entire tooth completely knocked out of the mouth. Pick up the tooth by the crown, not root. DO NOT handle root portion of tooth. DO NOT brush or scrub the tooth. DO NOT attempt to sterilize the tooth. If debris is on tooth, gently rise with water. If possible, re-implant tooth in socket and stabilize by having child bite down gently on a towel, handkerchief or gauze. DO THIS ONLY IF CHILD IS ALERT AND CONSCIOUS. If unable to put tooth back in socket, preserve the tooth by placing it in "Tooth Saver" first aid kit or container/cup of cold milk. IMMEDIATE DENTAL ATTENTION IS NECESSARY. Notify parent/guardian.

BLEEDING SOCKET

Apply cotton roll or folded sterile gauze to socket and have the child gently bite down to apply pressure. Notify parent/guardian.

LOOSENED OR CHIPPED TOOTH

If a permanent tooth becomes loosened, reposition tooth and have the child bite down so as to apply pressure. Notify parent/guardian of need for immediate dental attention. If a tooth is fractured or broken in half, save the broken portion as described above under avulsed tooth and stabilize the portion of the tooth left in the mouth by having the child gently bite down on cotton roll or gauze. Notify parent/guardian of need for immediate dental attention.

TOOTHACHE

Orajel or Anbesol may be applied with cotton swab to cavity. Upon receipt of parent/guardian permission, acetaminophen may be administered in age/weight appropriate dose. Notify parent/guardian and advise follow-up with dentist.

DIABETIC REACTIONS

Students diagnosed with Type 1 diabetes are to provide written orders from their medical provider each school year. The following are guidelines only. Refer to individual orders for the child.

HYPOGLYCEMIA (LOW BLOOD SUGAR)

This condition may occur for a variety of reasons: too little food or a delayed meal, strenuous exercise not covered by extra food, nervous or emotional tension and/or too much insulin. Symptoms vary and may include: sudden behavioral/personality changes, pallor, excessive sweating, hunger, headache, dizziness, blurring of vision, irritability, inappropriate responses to questions, crying, confusion, inability to concentrate, drowsiness, trembling, abdominal cramps, nausea and lack of coordination. Treatment includes testing of blood sugar, if possible, (below 70 is considered hypoglycemia) and administering a source of rapid acting carbohydrate (quick acting sugar) if child is alert, conscious and able to swallow. Fruit juice with sugar added, soda (not diet), candy, sugar cubes, glucose tablets and cake icing may be given. Young children may need coaxing to eat. Improvement should be noted in 10 to 15 minutes. Retest blood sugar. Notify parent/guardian. Refer to medical provider orders for further treatment. If child becomes unconscious or unable to swallow, administer Glucagon as prescribed by medical

HYPOGLYCEMIA (LOW BLOOD SUGAR) - continued

provider and call 911. Other school staff has been trained to identify severe hypoglycemia and administer Glucagon. Notify parent/guardian.

Symptoms and most effective treatment vary according to the individual child. It is important to meet with the parent/guardian at the start of each school year to obtain specific information about the child and to review the medical provider orders.

HYPERGLYCEMIA (HIGH BLOOD SUGAR)

This condition may occur because of too much food, too little insulin, illness or stress. Symptoms include: extreme thirst, frequent urination, hunger, blurred vision, drowsiness and nausea. Treatment includes testing of blood sugar, testing for ketones in urine, sugar-free fluids and the administration of insulin as ordered by medical provider. Notify parent/guardian.

DRUG/ALCOHOL USE OR ABUSE

In the event of suspected substance use while at school, an administrator is to be notified immediately so that the student can be escorted to the Health Office for assessment of vital signs and examination for signs of being under the influence of drugs/alcohol. If emergency treatment is necessary, call 911 for transport to hospital. Notify parent/guardian. If immediate medical attention is not necessary, follow school policy and procedure guidelines for substance use/abuse.

EARACHE

Take child's temperature to determine if fever is present. Visualize the ear canal and tympanic membrane via otoscope. *DO NOT ATTEMPT TO REMOVE ANY FOREIGN BODY IN THE EAR, IF VISUALIZED.* With parent/guardian permission, acetaminophen in age/weight appropriate dose may be administered. Notify parent/guardian. A child with persistent earache should be sent home for further medical attention.

EPISTAXIS

Keep child in a sitting position. Instruct the child to apply firm pressure to the bridge of nose. An ice pack may be applied along with pressure. Assist child as necessary. If bleeding is severe or does not stop within 15 minutes, notify parent/guardian and advise immediate further medical attention.

EYE INJURIES

CHEMICAL BURN OF THE EYE(S)

While holding the eyelid(s) open, wash face and eyes continuously with running water for 15 minutes. If only one eye is involved, turn head to side, directing flow of water from inner corner of eye outward. Call 911 for immediate transport to hospital. Send chemical substance that caused burn to the hospital along with the child, if available. Notify parent/guardian.

FOREIGN BODY IN EYE

INSTRUCT CHILD NOT TO RUB THE EYE. Flush eye with sterile eye wash solution. If particle is visible, you may attempt to remove it with a wet cotton-tipped applicator. If attempts at removal are unsuccessful or eye discomfort persists even after removal, patch the eye and notify parent/guardian that immediate medical attention is necessary.

INJURY TO THE EYELID

Stop bleeding by gently applying pressure. Clean wound, cover and tape dressing in place. Notify parent/guardian and advise further medical attention.

EYE INJURIES - continued

CONTUSION OF EYE

This injury usually occurs from a direct blow. Bleeding may or may not be present at first. Flush eye with sterile eye wash solution, cover with patch or paper/plastic cup and gently apply ice pack. Notify parent/guardian and advise further medical attention.

SUSPECTED BACTERIAL CONJUNCTIVITIS

Child is to be excluded from school for suspected bacterial conjunctivitis. Signs/symptoms include: reddened/pink sclera, inflamed lining of eyelid, photophobia, moderate tearing, minimal or no itching, purulent discharge, dried discharge on the eyelids upon awakening and swollen eyelids. Notify the parent/guardian that further medical attention is necessary. If bacterial conjunctivitis is confirmed by the child's medical provider, he/she may not return to school until at least 24 hours of antibiotic treatment has been completed. A medical provider note is required.

CONTACT LENSES

In the event of an eye injury, check for contact lenses and remove. In the event of serious eye injury and inability to remove lenses, place tape on the forehead labeled "contact lenses."

FAINTING/DIZZINESS

DIZZINESS

Loosen any tight clothing. Place child flat on back and keep head lower than body by elevating legs. Check vital signs. Allow rest for 20-30 minutes. Notify parent/guardian and recommend child be picked up to remain at home for observation.

FAINTING

Place child in prone position and elevate legs. Use ammonia inhalant, if necessary. Check vital signs. Ask child for his/her recall of the event. Examine for other injuries that may have been sustained. Notify parent/guardian to pick up child and recommend immediate further medical attention.

FRACTURE

ARM, LEG, HAND, FOOT

Immobilize and support injured area. Apply splint and ice pack. If bone protrudes, cover with sterile gauze before splinting. Keep child quiet and calm. Notify parent/guardian and advise immediate further medical attention or call 911 for transport to hospital. ***DO NOT MOVE CHILD IF THE POSSIBILITY OF FURTHER INJURY EXISTS.***

FROSTBITE

Do not rub or overheat affected body parts. Areas that become numb and pale should be warmed at room temperature. Immerse hands or feet in lukewarm water, if available. Fingers may be warmed by placing them in armpits. Do not place affected parts near hot radiators. If exposure is severe, notify parent/guardian and advise further medical attention.

HEAD INJURY

Examine injury and treat laceration or contusion as appropriate. A child who has sustained a head injury should remain at the health office for at least 20 minutes to be observed for any of the following: severe headache, nausea, vomiting, confusion, dizziness, sleepiness or bleeding from ears, nose or mouth. Assess that pupils are equal and react appropriately to light. Apply ice pack to injured area. If the child appears normal after a period of observation, he/she may

HEAD INJURY - continued

be allowed to return to class. Notify teacher and parent/guardian of injury and that child should continue to be monitored for signs of head injury.

In case of severe head injury, *DO NOT MOVE CHILD. CALL 911.* A child with a severe head injury must always be suspected of having a neck injury. Minimize movement of head and spine by placing your hands on both sides of the child's head. Position the head gently in line with the body and support in that position until EMS arrives. Notify parent/guardian.

HEART ATTACK

Pain in the chest, neck, jaw or either arm in an adult may be signs of an impending heart attack. Other signs: difficulty breathing, rapid breathing, sweating and pale or bluish skin around the face. Administer oxygen at 6 liters/minute via facemask or nasal canula. Keep victim in a sitting position as the supine position restricts respiration since abdominal contents push up on the diaphragm. *CALL 911* for transport to hospital. Remain with victim to monitor vital signs and calm and reassure.

IF CARDIAC ARREST HAS OCCURRED, INSTITUTE CPR, THEN OBTAIN AND UTILIZE AED (located outside of health office or upstairs near Teachers' Room).

HEAT EXHAUSTION

This condition is caused by prolonged exposure to the sun or heat. Symptoms include cool, moist, pale or flushed skin, headache, nausea, dizziness, weakness and exhaustion. Cool the body as quickly as possible by moving the child to a cool, shady area. Lay child in prone position and loosen clothing. Cool by completely wetting with cool water or placing ice packs on each of the child's wrists and ankles, on the groin, in each armpit and on the neck. If conscious, give frequent sips of cool water. Notify parent/guardian to pick up child from school and advise further medical attention.

HEAT STROKE

When the signs of heat exhaustion are ignored, heat stroke may occur. Signs of heat stroke include: red, hot, dry skin, changes in consciousness, rapid weak pulse and rapid shallow breathing. Heat stroke is a medical emergency. Body systems are overwhelmed and begin to stop functioning. *CALL 911* for transport to the hospital. Notify parent/guardian. While waiting for EMS to arrive, keep the child in prone position and continue to cool the body. Completely wet the body with cool water or place ice packs on each of the child's wrists and ankles, on the groin, in each armpit and on the neck.

LACERATIONS/PUNCTURE WOUNDS

Clean wound with soap and water, antiseptic liquid or hydrogen peroxide. Apply antibiotic ointment and clean dry dressing. If serious, notify parent/guardian and advise immediate further medical attention. Advise parent/guardian of date of last tetanus booster. *FOR SEVERE BLEEDING*, apply pressure dressing immediately over bleeding part and secure firmly with tape or bandage. *DO NOT REMOVE DRESSING* if it becomes saturated but reinforce with more dressing. Keep child in a reclined position and raise bleeding part above the heart, if possible. If there is a foreign body embedded in the laceration or puncture wound, *DO NOT REMOVE IT.* This may precipitate uncontrollable bleeding. *CALL 911* for transport to hospital. Notify parent/guardian.

LICE, BODY

Body lice are transmitted by direct contact with an infected person or indirectly by contact with infested clothing or bedding. Notify parent and advise immediate medical attention. Child may return to school upon receipt of a note from medical provider indicating that appropriate treatment was prescribed and administered. Advise parent/guardian of need to thoroughly wash all bedding, clothing and towels in hot water. Continue to check child periodically to guard against reoccurrence.

LICE, HEAD

Head lice are transmitted by direct contact with an infected person or indirectly by contact with infested clothing or head items. Exclude child from school until condition has been eliminated through use of shampoo or treatment designed to kill lice and their eggs. Before returning to the classroom the child's head must be re-examined by school nurse to determine effectiveness of treatment. If live lice are present, the child is not permitted re-entry. Recommend that parent/guardian follow-up with additional treatment in approximately one week, if appropriate (advise that they check product information and/or consult with medical provider or pharmacist). Reinforce the need for the home environment to be treated and for all family members to be examined and treated, if necessary. All clothing, bedding and towels must be thoroughly washed in hot water to prevent re-infestation. Continue to check child periodically to guard against reoccurrence.

MEDICATION AT SCHOOL

If a child requires medication (prescription or non-prescription) during school hours, permission forms signed by both the parent/guardian and the medical provider are required. Medication permission forms must be submitted annually to the school nurse. For students with asthma, written asthma treatment plans signed by the medical provider and parent/guardian are required. A written permission form from the medical provider should include: child's name, medication name, purpose of medication, dosage, time of administration, duration of prescription and possible side effects. Forms are available from the school nurse. All medication must be in original labeled container and delivered to the school nurse by the parent/guardian. It is the responsibility of the parent/guardian to pick up any unused medication from the school nurse.

POISONING

INGESTED

DO NOT GIVE THE CHILD ANYTHING TO EAT OR DRINK OR INDUCE VOMITING UNLESS ADVISED TO DO SO BY POISON CONTROL. CALL 911 for transport to the hospital before calling Poison Control. Call Poison Control (1-800-222-1222) with the poison description and the name and telephone number of the hospital to which the child is being transported. Ask Poison Control to notify the hospital of the antidote to be administered. If the child vomits, save the vomit and send it to the hospital with the child. If the substance swallowed was in an unmarked container, send the remaining amount to the hospital after labeling it with the child's name. Notify parent/guardian.

INHALED

If it is safe to do so, remove the child from the source of the poison to fresh air. ***CALL 911*** for transport to the hospital. Notify parent/guardian.

POISONING - continued

CONTACT

Remove contaminated clothing and flush affected areas with large quantities of water. *CALL 911* for transport to hospital. Notify parent/guardian.

RASHES

If child has been identified with a non-contagious chronic skin condition (eczema, allergic dermatitis, psoriasis, etc.), contact parent/guardian and request medical provider treatment orders. If a rash covers only a limited area of the child's body or can be identified as non-contagious, apply Caladryl, Benadryl cream or hydrocortisone cream to control itching. Notify parent/guardian. Exclude child if rash covers an extensive area of the body, is weeping, or causes significant discomfort as to impede class participation. Skin rashes covering most of the body should be considered communicable unless documentation from medical provider indicates otherwise. Notify parent/guardian and advise further medical attention. A medical provider note for return to school is required for all questionable rashes. If ringworm or impetigo is suspected, cover lesions(s) and notify parent/guardian advising further medical attention. A medical provider note and/or confirmation of treatment with appropriate medication are required for return to school.

SEIZURES

A major seizure is often dramatic and frightening but usually lasts only a few minutes. *CALL 911 IMMEDIATELY FOR SEIZURE IN A CHILD NOT PREVIOUSLY DIAGNOSED.* Keep calm. A seizure cannot be stopped once it has started. Let the seizure run its course. Do not try to revive the child. Care for the child until help arrives by protecting from injury and keeping the airway clear. If there is fluid such as saliva, blood or vomit in the child's mouth, roll child to one side so that fluid drains from the mouth. *DO NOT* stimulate by rubbing face, arms or chest. *DO NOT* force a blunt object in between the child's teeth. *DO NOT* restrict movements, but move objects away from child to prevent injury. Note duration of seizure and its characteristics. If EMS has not yet arrived and seizure subsides, keep child warm, flat and quiet while continuing observation. Notify parent/guardian.

If child was previously diagnosed with seizure disorder, follow medical provider orders for treatment and notify parent/guardian.

SHOCK

Although it is often difficult to determine the cause of shock, you should be able to recognize the symptoms: restlessness, irritability, altered consciousness, pale or cool moist skin, rapid breathing and rapid pulse. Have the child lie down and assist to a position of comfort. Control any external bleeding. Help the child to maintain a normal body temperature if he/she is cool by covering with a blanket. Try to reassure. Elevate legs 12 inches unless you suspect neck or back injuries or possible broken bones. If unsure, have child remain flat. *DO NOT GIVE ANYTHING TO EAT OR DRINK.* *CALL 911* for transport to hospital. Notify parent/guardian.

SORE THROAT

Assess throat and check temperature. Chloraseptic spray may be used for temporary relief upon receipt of parent permission. Use full strength, spray 3 times and swallow. Repeat every two hours as necessary. Salt water gargle may also be helpful. Upon receipt of permission from parent/guardian, acetaminophen in age/weight appropriate dose may be given. If fever is present, throat is reddened and/or pustules are present, notify parent/guardian to pick student up and advise further medical attention.

SPLINTERS

Splinters that are easily accessible may be removed, however, do not probe area in an attempt to remove one. For deeply embedded splinters not easily accessible, notify parent/guardian and advise further medical attention. After removal of splinter, clean area and apply antibiotic ointment with a dressing.

SPRAINS

Rest, immobilize, elevate and apply ice pack to affected extremity. If skin is broken, cleanse with soap and water, antiseptic liquid or hydrogen peroxide and apply antibiotic ointment and dressing. Notify parent/guardian to pick child up and seek further medical attention if significant pain, swelling or inability to move or bear weight is experienced. If none of these symptoms are noted, advise parent/guardian of injury and recommend continued rest, elevation, and ice packs intermittently for the next 24 hours.

TICKS

Remove tick with tweezers grasping the tick as close to the skin as possible and pulling steadily and firmly. Once tick is removed, wash area with soap and water and apply antibiotic ointment and dressing. Notify parent/guardian. If possible, save removed tick in plastic bag with moistened cotton ball and give to parent/guardian for testing.

GENERAL GUIDELINES FOR DEALING WITH ILL STUDENTS

- Any child with an oral temperature of 100 degrees F or above should not remain in school. Notify parent/guardian to pick child up.
- A child with diarrhea (with or without fever) should not remain in school. Notify parent/guardian to pick child up.
- The presence of persistent unidentified abdominal pain may be serious. Do not allow child food or drink. Notify parent/guardian to pick child up.
- Oxygen may be given at the discretion of the school nurse with setting no higher than 6 liters/minute (a little below medium on most tanks).
- The school nurse may administer and evaluate Mantoux tuberculin tests on students, staff and volunteers per the New Jersey Department of Health Guidelines.
- The school nurse may administer medication upon receipt of a written order from the child's medical provider and the written permission of the parent/guardian.
- The school nurse may administer acetaminophen to students (per package instructions for age/weight) upon receipt of written parent/guardian permission.
- The school nurse may administer Benadryl for mild allergic reaction and Epi-pen or Epi-pen Jr. for life-threatening anaphylaxis upon receipt of written parent/guardian permission.

THESE STANDING ORDERS HAVE BEEN REVIEWED AND APPROVED FOR THE 2016 - 2017 SCHOOL YEAR BY JOSEPH MANNION, M.D., BRADLEY BEACH SCHOOL PHYSICIAN.

Joseph Mannion, M.D. _____ Date _____
123 Main Street
Avon by the Sea, New Jersey 07717

Bradley Beach Elementary School
Three Year Comprehensive Maintenance Plan

School Name	School Code	Project Description	Estimated Total Cost	2015-2016 Actual	2016-2017 Actual/Est.	2017-2018 Projected
Bradley Beach	025	Integrated Pest Management Plan	4,705.00	1,235.00	1,735.00	1,735.00
		Preventive Maintenance/Maintenance supplies/Misc./HVAC, Plumbing, Electrical, Roof Repairs, Refuse Collection, localized repairs, pointing, water proofing, caulking, repair piping or insulation, salary for maintenance/tech support	250,976.74	78,048.74	74,558.00	98,370.00
		Boiler Repair & Chemical Treatment	62,740.00	20,740.00	20,000.00	22,000.00
		Landscaping of the grounds	14,085.00	4,895.00	4,595.00	4,595.00
		Snow Removal	3,475.00	1,075.00	1,200.00	1,200.00
		Repair and Resurface Hardwood floors in gym & cafeteria	8,898.45	8,898.45		
		Purchase of A/Cs and Installation of window units in Rooms 1, 16, 17, 15, 14, 13, 20	9,218.85	9,218.85		
		Installation of controllers for heating system and troubleshoot network	3,348.50	3,348.50		
		Installation of Aurba Wireliss with Access Point	15,690.80	15,690.80		
		Repair playground rubber	4,400.00	4,400.00		
		Repair 85 feet of sidewalk on west side of the property	5,900.00	5,900.00		
		Asphalt Crack Sealing at Playground	5,850.00	5,850.00		
		Stair Case Repair outside of the Board Office	2,771.33	2,771.33		
		Class Room # 9 Closet Doors Replace	5,258.49	5,258.49		
		Repair wall going down ramp to gymnasium	1,700.00	1,700.00		
		Demo and remove countertops and cabinets in the library	2,500.00	2,500.00		
		Installation of IP Camera System	19,431.50	19,431.50		
		Install 8 quad outlets along the wall in the library	2,375.00	2,375.00		
		Installation of 20 amp dedicate line in six classrooms	4,960.00	4,960.00		
		Installation of internet and computer wiring in the library	5,140.00	5,140.00		

Bradley Beach Elementary School
Three Year Comprehensive Maintenance Plan

School Name	School Code	Project Description	Estimated Total Cost	2015-2016 Actual	2016-2017 Actual/Est.	2017-2018 Projected
		Purchase of A/Cs and installation of window units in Rooms 21, 22, 25, 27, 28	9,606.00		9,606.00	
		Installation of electrical outlets in rooms 21, 22, 25, 27, 28	5,650.00		5,650.00	
		Paint and plaster and repair damage areas in classrooms 14 & 15	4,900.00		4,900.00	
		Repair auditorium ceiling	9,600.00		9,600.00	
		Install Concrete Apron and curb at northwest corner	2,835.00		2,835.00	
		Resurface stair treads 2 sets at pre k trailer at the end of playground stain with solid color	2,485.00		2,485.00	
		Install new grease trap in basement hallway	2,800.00		2,800.00	
		Repair art room sink and drain to collect clay fragments	1,521.00		1,521.00	
		Installation of new IP phone system and emergency call management system	49,850.00		49,850.00	5,500.00
		Install new cabinet doors in room 7	5,500.00			
		Installation of fire control system in BOE office and Art room	4,500.00			4,500.00
		Repair outside window sill façade on west side of the building	5,000.00			5,000.00
		Installation of light for flag pole	1,200.00			1,200.00
		Remove decommissioned hallway freezer and disconnect	4,500.00			4,500.00
		Installation of six pendants for 1st floor hallway	8,000.00			8,000.00
		Paint and plaster and repair damage areas in 6 classrooms	14,400.00			14,400.00
		Resurface four wood floors in TBD classrooms	12,000.00			12,000.00
		Re-patch and repaint boiler floor	12,000.00			12,000.00
		Subtotal	589,771.66	203,436.66	191,335.00	195,000.00

Bradley Beach School Attachment VII-D

Price List 2016-2017

Student Breakfast	\$1.50	Extra Entrée with Breakfast	\$1.25
Reduced Breakfast	\$0.30		
Student Lunch	\$3.25	Extra Entrée with Lunch	\$1.50
Student Reduced Lunch	\$0.40		
Milk	\$0.60	100% Juice 4 oz	\$0.50
Bottled Water 8 oz./16.9oz.	\$0.50/\$1.00	Envy 100% Sparkling Juice	\$1.25
Fresh or Chilled Fruit	\$0.60	Dannon Yogurt 4 oz	\$0.85
Vegetable Side	\$0.75	Soft Hot Pretzel	\$0.75
Assorted Baked Chips	\$0.75	Pretzel Bag	\$0.75
Ice Cream/ Frozen Yogurt	\$0.75-\$1.00	Animal Crackers	\$0.50
Corn Tortilla Chips with Salsa or Shredded Cheese	\$1.25		

 **Maschio's**
Food Services, Inc.
 This institution is an equal opportunity provider

TO THE BOARD OF EDUCATION
BRADLEY BEACH BOARD OF ED
FUND 10

Attachment VII-G

INTERIM BALANCE SHEET
09/30/16

ASSETS AND RESOURCES

ASSETS:

101	Cash In Bank			1,131,535.73
102-106	Cash and cash equivalents			.00
111	Investments			.00
116	Capital Reserve Account			115,000.00
117	Maintenance Reserve			90,000.00
118	Emergency Reserve			250,000.00
121	Tax levy receivable			4,571,172.00
	Accounts receivable:			
132	Interfund		.00	
141	Intergovernmental-state	976,296.52		
142	Intergovernmental-federal		.00	
143	Intergovernmental-other			
153, 154	Other (net uncollect. of)	.00	9,531.25	985,827.77
	Loans receivable:			
131	Interfund		.00	
151, 152	Other (net uncollect. of)	.00		.00
	Other Current Assets			.00

RESOURCES:

301	Estimated revenues	6,815,411.00		
302	Less Revenues	-6,827,390.04		-11,979.04
	Total assets and resources			<u>7,131,556.46</u>

LIABILITIES AND FUND EQUITY

LIABILITIES:

421	Accounts payable			51,551.26
431	Contracts payable			.00
451	Loans payable			.00
	Other current liabilities			6.75
	Total liabilities			<u>51,558.01</u>



TO THE BOARD OF EDUCATION
 BRADLEY BEACH BOARD OF ED
 FUND 10
 INTERIM BALANCE SHEET
 09/30/16

FUND BALANCE:

	Appropriated:			
753,754	Reserve for Encumbrances		3,896,689.30	
	Reserved fund balance:			
761	Capital Reserve Account		115,000.00	
764	Maintenance Reserve Account		90,000.00	
765	Tuition Reserve Account		.00	
766	Emergency Reserve Acct		250,000.00	
762	Adult education program		.00	
751,2,6X	Other Reserves			
601	Appropriations		7,110,507.40	
602	Less: Expenditures	1,019,184.45		
603	Encumbrances	3,896,689.30	-4,915,873.75	2,194,633.65
604	Increase in capital reserve			1,000.00
606	Increase in Maintenance Reserve			.00
607	Increase in Emergency Reserve			
	Total appropriated			6,547,322.95
	Unappropriated:			
770	Fund balance July 1, 2016			819,998.50
303	Less-Budgeted fund balance			-287,323.00
307	Less-Bdgtd w/d frm Cap Rsv Elig			.00
309	Less Bdgtd w/d frm Cap Rsv Xcss			
310	Less Bdgtd w/d frm Maint Reserv			
311	Less Bdgtd w/d frm Tuition Rsv			
312	Less Bdgtd w/d frm Emergency Rs			
	Total fund balance			7,079,998.45
	Total liabilities and fund equity			<u>7,131,556.46</u>



TO THE BOARD OF EDUCATION
 BRADLEY BEACH BOARD OF ED
 FUND 10
 INTERIM BALANCE SHEET
 09/30/16

RECAPITULATION OF FUND BALANCE

	BUDGETED	ACTUAL	VARIANCE
Appropriations	7,110,507.40	4,915,873.75	2,194,633.65
Less Revenues	6,815,411.00	6,827,390.04	-11,979.04
Subtotal	295,096.40	-1,911,516.29	2,206,612.69
Change in Capital Reserve Account:			
Plus-Increase in reserve	1,000.00		1,000.00
Less-Withdrawl from Reserve-Elig costs	.00		.00
Less-Withdrawl from Resv-Excess costs	.00		
Change in Maintenance Reserve Account			
Plus-Increase in Reserve	.00		.00
Less-Withdrawl from Reserve	.00		
Change in Tuition Reserve Account			
Less-Withdrawl from Reserve	.00		.00
Change in Emergency Reserve Acct			
Plus-Increase in Reserve	.00		.00
Less-Withdrawl from Reserve	.00		
Sub Total	296,096.40		2,207,612.69
Less: Adjustment Prior Year Encumbrances	-8,773.40	-8,773.40	
Budgeted Fund Balance	<u>287,323.00</u>	<u>-1,920,289.69</u>	<u>.00</u>



TO THE BOARD OF EDUCATION
BRADLEY BEACH BOARD OF ED
FUND 20
INTERIM BALANCE SHEET
09/30/16

ASSETS AND RESOURCES

ASSETS:

101	Cash In Bank		-64,321.83
102-106	Cash and cash equivalents		.00
111	Investments		.00
116	Capital Reserve Account		.00
	Accounts receivable:		
132	Interfund	.00	
141	Intergovernmental-state	37,460.36	
142	Intergovernmental-federal	.00	
153, 154	Other (net uncollect. of)	.00	37,460.36
131	Interfund loans receivable		.00
	Other Current Assets		.00

RESOURCES:

301	Estimated revenues	422,568.02	
302	Less Revenues	-10,376.00	412,192.02
	Total assets and resources		385,330.55

LIABILITIES AND FUND EQUITY

LIABILITIES:

411	Intergovt accts payable -state		.00
412	Intergovt accts payable - federal		.00
421	Accounts payable		.00
402	Interfund accounts payable		.00
431	Contracts payable		.00
451	Loans payable		.00
481	Deferred revenues		2,105.02
	Other current liabilities		.00
	Total liabilities		2,105.02



TO THE BOARD OF EDUCATION
 BRADLEY BEACH BOARD OF ED
 FUND 20
INTERIM BALANCE SHEET
 09/30/16

FUND BALANCE:

Appropriated:					
753	Reserve for Encumbrances Curr Y			293,136.51	
754	Reserve for Encumbrances Prior Y			4,310.00	
Reserved fund balance:					
761	Capital Reserve Account		.00		
604	Increase in capital reserve				
307	Budget withdrawal from cap reserve			.00	
601	Appropriations		422,568.02		
602	Less: Expenditures	43,652.49			
603	Encumbrances	293,136.51	-336,789.00	85,779.02	
	Total fund balance				383,225.53
Total liabilities and fund equity					385,330.55

TO THE BOARD OF EDUCATION
 BRADLEY BEACH BOARD OF ED
 FUND 30
 INTERIM BALANCE SHEET
 09/30/16

ASSETS AND RESOURCES

ASSETS:

101	Cash In Bank	.00
102-106	Cash and cash equivalents	.00
105	Cash With Fiscal Agents	.00
111	Investments	.00
	Accounts receivable:	
132	Interfund	.00
141	Intergovernmental-state	
142	Intergovernmental-federal	
153, 154	Other (net uncollect. of)	.00
131	Interfund loans receivable	.00
161	Bonds proceeds receivable	.00
	Other Current Assets	.00

RESOURCES:

301	Estimated revenues	.00
302	Less Revenues	.00
	Total assets and resources	.00

LIABILITIES AND FUND EQUITY

LIABILITIES:

421	Accounts payable	.00
402	Interfund accounts payable	.00
431	Contracts payable	.00
432	Construct contracts payable-retain %	.00
433	Construction contracts payable	.00
451	Loans payable	.00
	Other current liabilities	.00
	Total liabilities	.00



TO THE BOARD OF EDUCATION
 BRADLEY BEACH BOARD OF ED
 FUND 30
 INTERIM BALANCE SHEET
 09/30/16

FUND BALANCE:

Appropriated:				
753,754	Reserve for Encumbrances		.00	
751,2,6X	Other Reserves		.00	
601	Appropriations		.00	
602	Less: Expenditures	.00		
603	Encumbrances		.00	.00
	Total appropriated			
Unappropriated:				
770	Fund balance July 1, 2016			.00
303	Less-Budgeted fund balance			
	Total fund balance			.00
	Total liabilities and fund equity			.00



TO THE BOARD OF EDUCATION
 BRADLEY BEACH BOARD OF ED
 FUND 40
 INTERIM BALANCE SHEET
 09/30/16

ASSETS AND RESOURCES

ASSETS:

101	Cash In Bank		34,764.32
102-106	Cash and cash equivalents		.00
105	Cash With Fiscal Agents		.00
111	Investments		.00
119	Debt Service Reserve		.00
121	Tax levy receivable		139,050.00
	Accounts receivable:		
132	Interfund	.00	
141	Intergovernmental-state		
153, 154	Other (net uncollect. of)	.00	.00
	Other Current Assets		.00

RESOURCES:

301	Estimated revenues	173,807.00	
302	Less Revenues	-173,807.00	.00
	Total assets and resources		173,814.32

LIABILITIES AND FUND EQUITY

LIABILITIES:

455	Interest payable		.00
441	Matured bonds payable		.00
	Other current liabilities		.00
	Total liabilities		.00



TO THE BOARD OF EDUCATION
 BRADLEY BEACH BOARD OF ED
 FUND 40
INTERIM BALANCE SHEET
 09/30/16

FUND BALANCE:

Appropriated:			
767	Debt Service Reserve Acct		.00
751,2,6X	Other Reserves		
601	Appropriations	173,813.00	
602	Less: Expenditures	.00	173,813.00
608	Increase in Debt Service Reserve		.00
Unappropriated:			
770	Fund balance July 1, 2016		7.32
303	Less-Budgeted fund balance		-6.00
313	Less Bdgtd w/d frm Debt Svs Rsv		.00
	Total fund balance		173,814.32
	Total liabilities and fund equity		173,814.32
Change in Debt Service Reserve Acct			
	Plus-Increase in Reserve	.00	.00
	Less-Withdrawl from Reserve	.00	
	Sub Total	.00	



REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION
DISTRICT: BRADLEY BEACH BOARD OF ED
FUND 10
INTERIM STATEMENT
COMPARING BUDGETED REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBERANCES TO DATE
FOR THREE MONTH PERIOD ENDING 09/30/2016

REVENUE		Budgeted Estimated	Actual To Date	Note: Over or (Under)	Unrealized Balance
CURRENT EXPENSE					
52XX	From transfers	.00	.00	.00	.00
51XX	Sale of bonds	.00	.00	.00	.00
1XXX	From local sources	5,743,964.00	5,755,943.04	.00	-11,979.04
2XXX	From intermediate sources	.00	.00	.00	.00
3XXX	From state sources	1,071,447.00	1,071,447.00	.00	.00
4XXX	From federal sources	.00	.00	.00	.00
TOTAL REVENUE/SOURCES OF FUNDS		6,815,411.00	6,827,390.04	.00	-11,979.04

EXPENDITURES		Appropriations	Expenditures	Encumbrance	Avail Balance
CURRENT EXPENSE					
11-1XX-100-XXX	Regular programs-instruction	2,397,373.00	372,745.45	1,964,911.15	59,716.40
11-2XX-100-XXX	Special education-instruction	241,793.00	33,445.53	193,603.82	14,743.65
11-230-100-XXX	Basic skills-remedial-instruction	773.00	771.96	.00	1.04
11-240-100-XXX	Bilingual education-instruction	136,701.00	9,839.10	66,515.64	60,346.26
11-3XX-100-XXX	Voc.programs-local-instruction	.00	.00	.00	.00
11-401-100-XXX	School-spons. cocurr. activ. instr.	41,308.00	10,371.40	30,529.10	407.50
11-402-100-XXX	School-spons. athletics-instruction	39,411.00	3,406.18	20,204.82	15,800.00
11-421-XXX-XXX	Before/After School Programs	10,800.00	.00	.00	10,800.00
11-422-XXX-XXX	Summer School	23,700.00	20,542.50	3,157.50	.00
11-423-XXX-XXX	Alternative Education Programs	.00	.00	.00	.00
11-424-XXX-XXX	Other Supplemental/At-Risk Prgms	.00	.00	.00	.00
11-4XX-100-XXX	Other instructional prog.-instr.	.00	.00	.00	.00
11-800-330-XXX	Community service programs/operatio	.00	.00	.00	.00
UNDISTRIBUTED EXPENDITURES					
11-000-100-XXX	Instruction	1,720,701.00	57,613.76	184,333.98	1,478,753.26
11-000-211-XXX	Attendance and social work services	103,086.00	21,072.80	76,390.65	5,622.55
11-000-213-XXX	Health services	101,129.00	9,146.37	61,070.46	30,912.17
11-000-216-XXX	Related Services	67,848.00	3,617.70	58,472.30	5,758.00
11-000-217-XXX	Extraordinary Services	173,204.00	24,452.04	131,117.96	17,634.00
11-000-218-XXX	Other support services-stud-regular	.00	.00	.00	.00
11-000-219-XXX	Other support serv - stud-spec-serv	317,623.00	48,514.48	253,292.56	15,815.96
11-000-221-XXX	Improvmnt of inst/supp serv inst sf	110,831.00	30,649.02	77,891.28	2,290.70
11-000-222-XXX	Educational media serv/schl library	18,017.00	2,593.30	14,338.70	1,085.00
11-000-223-XXX	Staff Training Services	.00	.00	.00	.00
11-000-230-XXX	Supp. serv.- general administration	257,515.00	84,019.65	131,972.12	41,523.23
11-000-240-XXX	Supp. serv. - school administration	22,973.00	6,678.52	16,104.74	189.74
11-000-251-XXX	Supp. serv. - Central Services	168,501.40	43,434.46	119,343.56	5,723.38
11-000-252-XXX	Supp. serv. - Admin Info Technology	27,160.00	6,164.65	20,394.03	601.32
11-000-261-XXX	Allowable Maint. for School Fac.	193,315.00	64,688.76	71,651.45	56,974.79
11-000-262-XXX	Custodial Services	424,162.00	77,285.78	237,230.57	109,645.65
11-000-263-XXX	Care and Upkeep of Grounds	.00	.00	.00	.00
11-000-266-XXX	Security	3,000.00	1,413.23	.00	1,586.77
11-000-270-XXX	Student transportation services	199,668.00	16,028.80	17,251.92	166,387.28
11-000-290-XXX	Other support services	.00	.00	.00	.00
11-000-291-XXX	Unallocated Benefits	214,524.00	45,999.01	86,209.99	82,315.00
11-000-310-XXX	Food services	10,000.00	.00	.00	10,000.00



REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION
 DISTRICT: BRADLEY BEACH BOARD OF ED
 FUND 10
INTERIM STATEMENT
 COMPARING BUDGETED REVENUE WITH ACTUAL TO DATE AND
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBERANCES TO DATE
 FOR THREE MONTH PERIOD ENDING 09/30/2016

11-000-500-56X	Transfer of funds to Chtr Schls	57,295.00	18,256.00	39,039.00	.00
11-000-515-XXX	Retirement of ERIP Liability	.00	.00	.00	.00
11-000-520-XXX	Transfers to other funds	.00	.00	.00	.00
	Total general current expense				
	expenditures/uses of funds	7,082,411.40	1,012,750.45	3,875,027.30	2,194,633.65



REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION
DISTRICT: BRADLEY BEACH BOARD OF ED
FUND 10
INTERIM STATEMENT
COMPARING BUDGETED REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBERANCES TO DATE
FOR THREE MONTH PERIOD ENDING 09/30/2016

EXPENDITURES	cont'd:	Appropriations	Expenditures	Encumbrance	Avail Balance
CAPITAL OUTLAY					
12-XXX-XXX-73X	Equipment	6,434.00	6,434.00	.00	.00
12-4XX-400-780	Infrastructure	.00	.00	.00	.00
12-000-4XX-XXX	Facilities acquis. & Const serv	21,662.00	.00	21,662.00	.00
12-000-520-93X	Transfers	.00	.00	.00	.00
	Total capital outlay expenditures/ uses of funds	28,096.00	6,434.00	21,662.00	.00
SPECIAL SCHOOL					
13-422-100-XXX	Summer school-instruction	.00	.00	.00	.00
13-422-200-XXX	Summer school-support services	.00	.00	.00	.00
113-4XX-100-XXX	Other spec. schools-instruction	.00	.00	.00	.00
13-4XX-200-XXX	Other spec. schools-support serv	.00	.00	.00	.00
13-601-200-XXX	Accr. evening/adult H.S. p/g sup svc	.00	.00	.00	.00
13-602-100-XXX	Adult education-local-instruction	.00	.00	.00	.00
13-602-200-XXX	Adult education-local-support serv	.00	.00	.00	.00
13-629-100-XXX	Vocational evening-local-instruction	.00	.00	.00	.00
13-631-100-XXX	Evening school foreign born lcl-inst	.00	.00	.00	.00
13-631-200-XXX	Evening school foreign born lcl-ssvc	.00	.00	.00	.00
13-000-520-XXX	Transfers	.00	.00	.00	.00
	Total special schools expenditures/uses of funds	.00	.00	.00	.00
TOTAL FUNDS 11-13 EXPENDITURES		7,110,507.40	1,019,184.45	3,896,689.30	2,194,633.65
ARRA ESF FND16					
16-1XX-100-XXX	Distributed Expenditures	.00	.00	.00	.00
16-2XX-100-XXX	Special Ed Programs	.00	.00	.00	.00
16-4XX-100-XXX	School Sponsored Activities	.00	.00	.00	.00
16-8XX-100-XXX	Community Services	.00	.00	.00	.00
16-000-XXX-XXX	Undistributed Expenses	.00	.00	.00	.00
	TOTAL FUND 16	.00	.00	.00	.00
ARRA GSF FND17					
17-1XX-100-XXX	Distributed Expenditures	.00	.00	.00	.00
17-2XX-100-XXX	Special Ed Programs	.00	.00	.00	.00
17-4XX-100-XXX	School Sponsored Activities	.00	.00	.00	.00
17-8XX-100-XXX	Community Services	.00	.00	.00	.00
17-000-XXX-XXX	Undistributed Expenses	.00	.00	.00	.00
	Total Fund 17	.00	.00	.00	.00
TOTAL FUNDS 16&17 EXPENDITURES		.00	.00	.00	.00
TOTAL FUNDS 11-19 EXPENDITURES		7,110,507.40	1,019,184.45	3,896,689.30	2,194,633.65



REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION
DISTRICT: BRADLEY BEACH BOARD OF ED
FUND 20
INTERIM STATEMENT
COMPARING BUDGETED REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBERANCES TO DATE
FOR THREE MONTH PERIOD ENDING 09/30/2016

		Budgeted Estimated	Actual To Date	Note: Over or (Under)	Unrealized Balance
REVENUE					
52XX	From transfers	.00	.00	.00	.00
1XXX	From local sources	3,531.02	1,426.00	.00	2,105.02
2XXX	From intermediate sources	.00	.00	.00	.00
3XXX	From state sources	89,500.00	8,950.00	.00	80,550.00
4XXX	From federal sources	329,537.00	.00	.00	329,537.00
TOTAL REVENUE/SOURCES OF FUNDS		422,568.02	10,376.00	.00	412,192.02
		Appropriations	Expenditures	Encumbrance	Avail Balance
EXPENDITURES					
20-00X-09X	Local Projects	3,531.02	.00	.00	3,531.02
20-290-309	Other Special Projects	.00	.00	.00	.00
State Projects:					
20-211	Early Childhood Prog Aid	.00	.00	.00	.00
20-212	Demonstrably Eff Prog Aid	.00	.00	.00	.00
20-213	Distance Learning Network Aid	.00	.00	.00	.00
20-214	Instructional Supplemental Aid	.00	.00	.00	.00
20-217	Targeted At Risk Aid	.00	.00	.00	.00
20-218	Preschool Education	89,500.00	8,950.00	80,550.00	.00
20-501	Nonpublic Textbooks	.00	.00	.00	.00
20-502-505	Nonpublic Auxilliary Services	.00	.00	.00	.00
20-506-508	Nonpublic Handicapped Services	.00	.00	.00	.00
20-509	Nonpublic Nursing Services	.00	.00	.00	.00
20-510	Nonpublic Technology	.00	.00	.00	.00
20-603-618	Adult Education	.00	.00	.00	.00
20-331-360	Vocational Education State	.00	.00	.00	.00
	Other Special Projects State	.00	.00	.00	.00
	Total State Projects	89,500.00	8,950.00	80,550.00	.00
Federal Projects:					
20-231-239	NCLB Title I	140,633.00	14,151.94	91,727.06	34,754.00
20-260-269	NCLB Title V & VI	.00	.00	.00	.00
20-250-259	I.D.E.A. Part B (Handicapped)	133,845.00	18,777.44	104,281.56	10,786.00
20-361-399	P.L. 101-392 (Voc. Education)	.00	.00	.00	.00
20-619-628	P.L.91-230 (Adit Basic Education)	.00	.00	.00	.00
	Other Special Projects Federal	55,059.00	1,773.11	16,577.89	36,708.00
	Total Federal Projects	329,537.00	34,702.49	212,586.51	82,248.00
	Total Expenditures	422,568.02	43,652.49	293,136.51	85,779.02


REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION
DISTRICT: BRADLEY BEACH BOARD OF ED
FUND 30
INTERIM STATEMENT
COMPARING BUDGETED REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBERANCES TO DATE
FOR THREE MONTH PERIOD ENDING 09/30/2016

		Budgeted Estimated	Actual To Date	Note: Over or (Under)	Unrealized Balance
REVENUE					
51XX	Sale of bonds	.00	.00	.00	.00
52XX	Transfer from other funds	.00	.00	.00	.00
	Other	.00	.00	.00	.00
	TOTAL REVENUE/SOURCES OF FUNDS	.00	.00	.00	.00
		Appropriations	Expenditures	Encumbrance	Avail Balance
EXPENDITURES					
30-XXX-XXX-73X	Equipment	.00	.00	.00	.00
	Facilities acquisition and constr serv:				
30-000-4XX-100	Salaries	.00	.00	.00	.00
30-000-4XX-331	Legal Services	.00	.00	.00	.00
30-000-4XX-390	Other purchased prof. & tech. serv.	.00	.00	.00	.00
30-000-4XX-450	Construction services	.00	.00	.00	.00
30-000-4XX-610	General supplies	.00	.00	.00	.00
30-000-4XX-710	Land and improvements	.00	.00	.00	.00
30-000-4XX-722	Bldgs other than lease pur agrmnts	.00	.00	.00	.00
30-000-4XX-8XX	Other objects	.00	.00	.00	.00
	Total fac. acq. and constr. serv.	.00	.00	.00	.00
	Total expenditures	.00	.00	.00	.00
30-000-520-93X	Transfer to other funds	.00	.00	.00	.00
	Total expenditures and transfers	.00	.00	.00	.00

Prepared and submitted by:



Board Secretary



Date

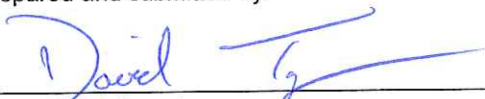


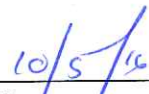
REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION
DISTRICT: BRADLEY BEACH BOARD OF ED
FUND 40
INTERIM STATEMENT
COMPARING BUDGETED REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBERANCES TO DATE
FOR THREE MONTH PERIOD ENDING 09/30/2016

		Budgeted Estimated	Actual To Date	Note: Over or (Under)	Unrealized Balance
REVENUE					
51XX	Sale of bonds	.00	.00	.00	.00
52XX	Transfer from other funds	.00	.00	.00	.00
Local Sources:					
1210	Local Tax Levy	173,807.00	173,807.00	.00	.00
40-1XXX	Miscellaneous	.00	.00	.00	.00
	Total	173,807.00	173,807.00	.00	.00
State Sources:					
3160	Debt Service Aid Type II	.00	.00	.00	.00
3251	Add. State School Bld Aid Ch. 17	.00	.00	.00	.00
3252	Add. State School Bldg Aid Ch. 1	.00	.00	.00	.00
3253	Add. State School Bldg Aid Ch. 7	.00	.00	.00	.00
	Total	.00	.00	.00	.00
TOTAL REVENUE/SOURCES OF FUNDS		173,807.00	173,807.00	.00	.00

		Appropriations	Expenditures	Encumbrance	Avail Balance
EXPENDITURES					
40-000-515-XXX	Retirement of ERIP Liability	.00	.00	.00	.00
	Debt Service - Regular				
40-701-510-723	Princ Pmt-Comm Appr Lease Pur Agrmt	.00	.00	.00	.00
40-701-510-830	Interest	.00	.00	.00	.00
40-701-510-833	Interest Pmts-Comm Appr Ls Pur Agrm	.00	.00	.00	.00
40-701-510-834	Interest on Bonds	38,813.00	.00	.00	38,813.00
40-701-510-835	Interest on Rearly Ret Bonds	.00	.00	.00	.00
40-701-510-910	Redemption of principal	135,000.00	.00	.00	135,000.00
40-701-510-920	Amnts paid into sinking fund	.00	.00	.00	.00
	Total	173,813.00	.00	.00	173,813.00
Additional State School Bldg. Aid-C.177					
40-702-510-830	Interest	.00	.00	.00	.00
40-702-510-910	Redemption of principal	.00	.00	.00	.00
	Total	.00	.00	.00	.00
Additional State School Bldg. Aid-C.10					
40-703-510-830	Interest	.00	.00	.00	.00
40-703-510-910	Redemption of principal	.00	.00	.00	.00
	Total	.00	.00	.00	.00
Additional State School Bldg. Aid-C.74					
40-704-510-830	Interest	.00	.00	.00	.00
40-704-510-910	Redemption of principal	.00	.00	.00	.00
	Total	.00	.00	.00	.00
Total uses of funds before transfers		173,813.00	.00	.00	173,813.00
40-000-520-930	Transfers to other funds	.00	.00	.00	.00
Total uses of funds		173,813.00	.00	.00	173,813.00

Prepared and submitted by:


Board Secretary


Date 10/5/16



REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
BRADLEY BEACH BOARD OF ED
FUND 10

SCHEDULE OF REVENUES

ACTUAL COMPARED TO ESTIMATED
09/30/16

	Estimated	Actual	Unrealized
51XX Bond Principal ERIP	.00	.00	.00
52XX Transfers from other funds	.00		.00
LOCAL SOURCES:			
1210 Local Tax Levy	5,713,964.00	5,713,964.00	.00
1211 Local Tax Levy - Capital Resrv Incrs	.00	.00	.00
121X Other Local Sources	.00		.00
12XX Other governmental units	.00		.00
131X Tuition-from individuals	12,200.00	17,437.50	-5,237.50
132X -from other LEA'S within NJ	.00	600.00	-600.00
1330-1340 -other	.00	.00	.00
142X Transp.-from other LEA's within NJ	.00		.00
1430-1440 -other	.00		.00
1XXX Miscellaneous	17,800.00	23,941.54	-6,141.54
TOTAL	5,743,964.00	5,755,943.04	-11,979.04
2XXX INTERMEDIATE SOURCES			
	.00	.00	.00
STATE SOURCES			
3110 Foundation Aid	.00	.00	.00
3111 Core Curric Std. Aid	.00		.00
3112 Addtnl Core Curr Std. Aid	.00		.00
3113 Addtnl Suppmnt Core Curr Aid	.00		.00
3114 Abbot Parity Remedy Aid	.00		.00
3115 Addtnl Abbot vs Burke Aid	.00		.00
3116 School Choice Aid	.00		.00
3117 School Choice Stabilization Aid	.00		.00
3118 Discretionary Ed OpportunityAid	.00		.00
312X Transportation Aid	81,273.00	81,273.00	.00
313X Special Education Aid	210,689.00	210,689.00	.00
314X Bilingual Aid	.00	.00	.00
315X Aid for At-Risk Pupils	.00		.00
317X Transition Aid	768,095.00	768,095.00	.00
3191 Public School Law Enforcement	.00	.00	.00
3193 Teacher Quality Employment Act	.00		.00
3194 Capital Grant Entitlement Program	.00		.00
3195 Consolidated Aid	.00		.00
3196 Additional Formula Aid	.00		.00
3197 Full Day Kindgtn Spl Aid	.00		.00
3XXX Other State Aids	11,390.00	11,390.00	.00
TOTAL	1,071,447.00	1,071,447.00	.00
FEDERAL SOURCES:			



REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 BRADLEY BEACH BOARD OF ED
 FUND 10
SCHEDULE OF REVENUES

ACTUAL COMPARED TO ESTIMATED
 09/30/16

4100	P.L.81-874 (IMPACT)	.00	.00	.00
4200	Medical Reimbursement	.00		.00
4522	Fund 18 Jobs Fund	.00		.00
	TOTAL	.00		.00
	TOTAL REVENUES/SOURCES OF FUNDS	6.815.411.00	6.827.390.04	-11.979.04



REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
BRADLEY BEACH BOARD OF ED
FUND 10
STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBERANCES
09/30/16

	Appropriations	Expenditures	Encumbrances	Balance	
Regular programs - Instruction					
11-105-100-101	Pre/Kindgtn salaries of teachers	34,615.00	3,311.50	29,803.50	1,500.00
11-105-100-2XX	Allocated Benefits	36,337.00	8,182.20	19,964.80	8,190.00
11-110-100-101	Kindergarten Salaries of teachers	129,246.00	12,500.00	115,246.00	1,500.00
11-110-100-2XX	Allocated Benefits	37,066.00	11,077.44	25,988.56	.00
11-120-100-101	Grades 1-5 salaries of teachers	922,359.00	89,172.28	830,375.72	2,811.00
11-120-100-2XX	Allocated Benefits	229,475.00	65,965.67	163,508.72	.61
11-130-100-101	Grades 6-8 salaries of teachers	694,244.00	67,646.72	625,309.28	1,288.00
11-130-100-2XX	Allocated Benefits	157,342.00	47,789.54	109,552.10	.36
	Total Instruction	2,240,684.00	305,645.35	1,919,748.68	15,289.97
Home Instruction:					
11-150-100-101	Salaries of teachers	1,000.00	.00	.00	1,000.00
	Total Home Instr	1,000.00	.00	.00	1,000.00
Regular programs - undis. instr.:					
11-190-100-2XX	Allocated Benefits	8,960.00	.00	.00	8,960.00
11-190-100-5XX	Other purchased services	8,000.00	221.00	245.00	7,534.00
11-190-100-610	General supplies	91,029.00	58,120.11	11,444.07	21,464.82
11-190-100-640	Textbooks	2,100.00	661.97	1,372.00	66.03
11-190-100-8XX	Other objects	45,600.00	8,097.02	32,101.40	5,401.58
	Total Reg Prog-Undist	155,689.00	67,100.10	45,162.47	43,426.43
	Total Regular Progs	2,397,373.00	372,745.45	1,964,911.15	59,716.40
SPECIAL EDUCATION - PROGRAMS					
Multiply handicapped:					
Resource room:					
11-213-100-101	Salaries of teachers	186,811.00	18,887.54	165,673.46	2,250.00
11-213-100-2XX	Allocated Benefits	52,677.00	13,253.64	27,930.36	11,493.00
11-213-100-610	General supplies	1,305.00	1,304.35	.00	.65
	Total	240,793.00	33,445.53	193,603.82	13,743.65
Autistic:					
Preschool handicapped-full-time:					
Home instruction:					
11-219-100-101	Salaries of teachers	1,000.00	.00	.00	1,000.00
	Total	1,000.00	.00	.00	1,000.00
	Total Special Education-Instruction	241,793.00	33,445.53	193,603.82	14,743.65

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
BRADLEY BEACH BOARD OF ED
FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBERANCES
09/30/16

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
Basic skills/remedial - Instruction				
11-230-100-610	General Supplies	773.00	771.96	.00
	Total	773.00	771.96	.00
Bilingual education - Instruction				
11-240-100-101	Salaries of teachers	118,601.00	5,536.50	52,811.50
11-240-100-2XX	Allocated Benefits	16,600.00	2,895.24	13,704.14
11-240-100-610	General supplies	1,500.00	1,407.36	.00
	Total	136,701.00	9,839.10	66,515.64
School spons.cocurricular activities-Instruction				
11-401-100-1XX	Salaries	33,231.00	2,701.90	30,529.10
11-401-100-6XX	Supplies and materials	250.00	.00	.00
11-401-100-8XX	Other objects	7,827.00	7,669.50	.00
	Total	41,308.00	10,371.40	30,529.10
School sponsored athletics-Instruct.				
11-402-100-1XX	Salaries	22,411.00	2,206.18	20,204.82
11-402-100-5XX	Purchased services	14,000.00	1,200.00	.00
11-402-100-6XX	Supplies and materials	3,000.00	.00	.00
	Total	39,411.00	3,406.18	20,204.82
Before/After School Programs - Instruction				
11-421-100-1XX	Salaries	10,800.00	.00	.00
	Total	10,800.00	.00	.00
Summer School - Instruction				
11-422-100-1XX	Salaries	23,700.00	20,542.50	3,157.50
	Total	23,700.00	20,542.50	3,157.50
Other Instructional programs - Instruction				
Total Distributed	Expenditures	2,891,859.00	451,122.12	2,278,922.03
				161,814.85

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
BRADLEY BEACH BOARD OF ED
FUND 10
STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBERANCES
09/30/16

	Appropriations	Expenditures	Encumbrances	Available Balance	
	-----	-----	-----	-----	
UNDISTRIBUTED EXPENDITURES					
Instruction					
11-000-100-561	Tuition LEAs w/i state - reg.	914,728.00	.00	.00	914,728.00
11-000-100-562	Tuition LEAs w/i state - spec.	362,754.00	.00	62,056.84	300,697.16
11-000-100-563	Tuition to co.voc.sch. dist-reg.	37,440.00	.00	.00	37,440.00
11-000-100-564	Tuition to co voc sch dist-spec and regional day schools	16,200.00	.00	.00	16,200.00
11-000-100-566	Tuit-priv.sch.handi.w/i state	389,579.00	57,613.76	122,277.14	209,688.10
11-000-100-567	Tuit.-priv.sch.handic. and other				
	Total	1,720,701.00	57,613.76	184,333.98	1,478,753.26
Attendance and social work services					
11-000-211-1XX	Salaries	66,266.00	12,275.32	53,593.68	397.00
11-000-211-2XX	Allocated Benefits	36,570.00	8,608.92	22,791.08	5,170.00
11-000-211-6XX	Supplies and materials	250.00	188.56	5.89	55.55
	Total	103,086.00	21,072.80	76,390.65	5,622.55
Health services					
11-000-213-1XX	Salaries	86,899.00	7,409.65	53,785.35	25,704.00
11-000-213-2XX	Allocated Benefits	8,480.00	965.08	7,181.92	333.00
11-000-213-3XX	Purchased prof.& tech. services	3,500.00	.00	.00	3,500.00
11-000-213-6XX	Supplies and materials	2,100.00	686.64	103.19	1,310.17
11-000-213-8XX	Other objects	150.00	85.00	.00	65.00
	Total	101,129.00	9,146.37	61,070.46	30,912.17
Undist. Expend. Other Supp. Serv.					
Students - Related Services:					
11-000-216-100	Salaries	36,177.00	3,617.70	32,559.30	.00
11-000-216-2XX	Allocated Benefits	31,071.00	.00	25,913.00	5,158.00
11-000-216-6XX	Supplies and materials	600.00	.00	.00	600.00
	Total	67,848.00	3,617.70	58,472.30	5,758.00
Undist. Expend. Other Supp. Serv.					
Students - Extraordinary Services:					
11-000-217-100	Salaries	91,990.00	7,916.90	78,823.10	5,250.00
11-000-217-2XX	Allocated Benefits	81,214.00	16,535.14	52,294.86	12,384.00
	Total	173,204.00	24,452.04	131,117.96	17,634.00
Other supp.serv.- students - regular					

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
BRADLEY BEACH BOARD OF ED
FUND 10
STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBERANCES
09/30/16

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
Other supp. serv.- students - special services				
11-000-219-104 Salaries of other prof. staff	241,875.00	31,287.02	210,587.98	.00
11-000-219-105 Salaries of secr.and cler.assts	23,993.00	4,930.10	18,952.90	110.00
11-000-219-2XX Allocated Benefits	45,883.00	11,077.44	22,059.21	12,746.35
11-000-219-320 Purchased prof.- ed. services	163.00	162.50	.00	.50
11-000-219-6XX Supplies and materials	3,850.00	706.10	184.79	2,959.11
11-000-219-8XX Other objects	1,859.00	351.32	1,507.68	.00
Total	317,623.00	48,514.48	253,292.56	15,815.96
Improvement of Instruction services				
other support serv.-Instr.staff				
11-000-221-102 Salaries of supervisors of instr	76,129.00	19,032.24	57,096.76	.00
11-000-221-104 Salaries of oth profess. staff	4,000.00	2,800.00	1,200.00	.00
11-000-221-105 Salaries of secr & cler. assts.	26,292.00	6,531.48	19,594.52	166.00
11-000-221-2XX Allocated Benefits	2,060.00	.00	.00	2,060.00
11-000-221-6XX Supplies and materials	2,300.00	2,285.30	.00	14.70
11-000-221-8XX Other objects	50.00	.00	.00	50.00
Total	110,831.00	30,649.02	77,891.28	2,290.70
Educational media serv/sch. library				
11-000-222-1XX Salaries	11,530.00	1,145.70	10,311.30	73.00
11-000-222-2XX Allocated Benefits	5,487.00	1,447.60	4,027.40	12.00
11-000-222-6XX Supplies and materials	1,000.00	.00	.00	1,000.00
Total	18,017.00	2,593.30	14,338.70	1,085.00
Instructional Staff Training Services:				
Support services - general administration				
11-000-230-1XX Salaries	164,205.00	39,313.68	124,691.32	200.00
11-000-230-331 Legal services	13,200.00	585.00	.00	12,615.00
11-000-230-332 Audit Fees	20,000.00	.00	.00	20,000.00
11-000-230-334 Architectural/Engineering Svcs.	2,000.00	.00	.00	2,000.00
11-000-230-339 Other purchased prof. services	20,640.00	20,639.80	.00	.20
11-000-230-530 Communications/telephone	13,420.00	7,540.76	2,141.76	3,737.48
11-000-230-585 BOE Other Purch Svcs(ex Tvl)	3,950.00	2,153.00	1,400.00	397.00
11-000-230-590 Other purchased services	4,060.00	2,000.00	1,969.07	90.93
11-000-230-6XX Supplies and materials	6,740.00	5,091.29	153.81	1,494.90
11-000-230-890 Miscellaneous expenditures	5,500.00	2,994.92	1,616.16	888.92
11-000-230-895 BOE Memberships,Dues,&Fees	3,800.00	3,701.20	.00	98.80
Total	257,515.00	84,019.65	131,972.12	41,523.23



REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
BRADLEY BEACH BOARD OF ED
FUND 10
STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBERANCES
09/30/16

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
Support services- school admin				
11-000-240-103 Salaries of principals/asst.prin	21,473.00	5,368.26	16,104.74	.00
11-000-240-6XX Supplies and materials	200.00	196.26	.00	3.74
11-000-240-8XX Other objects	1,300.00	1,114.00	.00	186.00
Total	22,973.00	6,678.52	16,104.74	189.74
Support Services-Central Services				
11-000-251-1XX Salaries	146,842.00	38,637.60	108,204.40	.00
11-000-251-330 Purchased prof services	595.00	.00	295.00	300.00
11-000-251-340 Purchased tech services	12,300.00	2,676.00	8,028.00	1,596.00
11-000-251-600 Supplies And Materials	4,064.40	724.33	.00	3,340.07
11-000-251-890 Misc Expenditures	4,700.00	1,396.53	2,816.16	487.31
Total	168,501.40	43,434.46	119,343.56	5,723.38
Support Services-Admin Info Tech				
11-000-252-1XX Salaries	22,660.00	5,664.96	16,995.04	.00
11-000-252-600 Supplies And Materials	4,500.00	499.69	3,398.99	601.32
Total	27,160.00	6,164.65	20,394.03	601.32
Required Maintenance for School Facilities				
11-000-261-100 Salaries	14,035.00	3,436.26	10,308.74	290.00
11-000-261-420 Cleaning, repair & Maint Serv	145,980.00	54,561.74	61,226.61	30,191.65
11-000-261-610 General Supplies	28,000.00	6,590.76	116.10	21,293.14
11-000-261-800 Other Objects	5,300.00	100.00	.00	5,200.00
Total	193,315.00	64,688.76	71,651.45	56,974.79
Other Oper. & Maint. of Plant Services				
11-000-262-1XX Salaries	172,168.00	35,744.15	128,638.85	7,785.00
11-000-262-2XX Allocated Benifits	100,562.00	16,318.08	46,971.92	37,272.00
11-000-262-300 Purchased Prof & Tech Services	2,500.00	.00	549.05	1,950.95
11-000-262-490 Other Purchased Property Srvcs	4,000.00	484.96	3,515.04	.00
11-000-262-520 Insurance	45,932.00	1,441.00	.00	44,491.00
11-000-262-610 General Supplies	15,000.00	10,558.50	1,094.80	3,346.70
11-000-262-621 Energy - Natural Gas	36,000.00	1,481.19	21,518.81	13,000.00
11-000-262-622 Energy - Electricity	48,000.00	11,257.90	34,942.10	1,800.00
Total	424,162.00	77,285.78	237,230.57	109,645.65

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 BRADLEY BEACH BOARD OF ED
 FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBERANCES
 09/30/16

	Appropriations	Expenditures	Encumbrances	Available Balance	
	-----	-----	-----	-----	
Care and Upkeep of Grounds					
Security					
11-000-266-420	Cleaning, repair & Maint Serv	3,000.00	1,413.23	.00	1,586.77
	Total	3,000.00	1,413.23	.00	1,586.77
Student transportation serv					
11-000-270-160	Salaries (btw. home & school reg	23,148.00	5,750.58	17,251.92	145.50
11-000-270-503	Contrac. serv. (aid in lieu non	4,420.00	.00	.00	4,420.00
11-000-270-512	Con. Serv. (oth than home & sch)	100.00	.00	.00	100.00
11-000-270-513	Contr Serv Btwn Hm/School	55,000.00	.00	.00	55,000.00
11-000-270-517	Contr Serv/Reg Stu. ESC's	12,000.00	2,311.05	.00	9,688.95
11-000-270-518	Contr Serv/Spl Ed Stu. ESC's	105,000.00	7,967.17	.00	97,032.83
	Total	199,668.00	16,028.80	17,251.92	166,387.28



REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
BRADLEY BEACH BOARD OF ED
FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBERANCES
09/30/16

	Appropriations -----	Expenditures -----	Encumbrances -----	Available Balance -----
Business & other supp. serv.				
Unallocated Benefits:				
11-000-291-220 Soc. security contrib.	33,595.00	11,814.87	21,780.13	.00
11-000-291-241 Other retirement contrib - reg	62,622.00	218.62	1,160.38	61,243.00
11-000-291-250 Unemployment compensation	5,000.00	.00	.00	5,000.00
11-000-291-260 Workmen's Compensation	5,843.00	.00	.00	5,843.00
11-000-291-270 Health Benefits	89,464.00	24,965.52	63,269.48	1,229.00
11-000-291-290 Other Employee Benefits	18,000.00	9,000.00	.00	9,000.00
Total	214,524.00	45,999.01	86,209.99	82,315.00
Food services				
11-000-310-930 Transfers to cover deficit	10,000.00	.00	.00	10,000.00
Total	10,000.00	.00	.00	10,000.00
11-000-500-56X Transfr of Fnds to Chrtr Schls	57,295.00	18,256.00	39,039.00	.00
Total undistributed expenditures	4,190,552.40	561,628.33	1,596,105.27	2,032,818.80
Total general current expense expenditures	7,082,411.40	1,012,750.45	3,875,027.30	2,194,633.65
Total general current expense expenditures and transfers	7,082,411.40	1,012,750.45	3,875,027.30	2,194,633.65



REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 BRADLEY BEACH BOARD OF ED
 FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBERANCES
 09/30/16

	Appropriations -----	Expenditures -----	Encumbrances -----	Available Balance -----
CAPITAL OUTLAY				
EQUIPMENT:				
Reg. programs - instruction:				
Special education - instruction:				



REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 BRADLEY BEACH BOARD OF ED
 FUND 10
 STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBERANCES
 09/30/16

	Appropriations	Expenditures	Encumbrances	Available Balance
Undistributed expenditures:				
12-000-252-730 Administrative Information Tech	6,434.00	6,434.00	.00	.00
Undistr expend.-student transp.:				
12-XXX-X00-730 Special schools (all programs)				
Total Equipment 73X	6,434.00	6,434.00	.00	.00
FACILITIES ACQ. AND CONSTR. SERV.				
12-000-4XX-8XX Other objects	21,662.00	.00	21,662.00	.00
Total	21,662.00	.00	21,662.00	.00
Total capital outlay expenditures	28,096.00	6,434.00	21,662.00	.00



REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 BRADLEY BEACH BOARD OF ED
 FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBERANCES
 09/30/16

		Appropriations	Expenditures	Encumbrances	Available Balance
		-----	-----	-----	-----
SPECIAL SCHOOLS					
	Summer School - Instruction				
	Summer School - support services				
	Other special schools - instruction				
	Other special schools - supp services				
	Acc Evn Adlt HS Post Grad Instruction				
	Acc Evn Adult HS Post Grd-support services				
	Adult Education - local - instruction				
	Adult Education - local - support services				
	Vocational Evening-local Instruction				
	Vocational Evening-local-Support Serv.				
	Eve. Sch-Foreign Born Local Instr.				
	Eve. Sch.-Foreign Born Local Supp. Serv.				
TOT FNDS 11-13	EXPENDITURES	7,110,507.40	1,019,184.45	3,896,689.30	2,194,633.65



REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
BRADLEY BEACH BOARD OF ED
FUND 20
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBERANCES
09/30/16

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
Early Childhood Program Aid-Instruct.				
Early Childhood Program Aid-Supp Serv				
Early Childhood Program Aid-Fac Acq				
Demonstrably Effective Prog Aid-Instr.				
Demonstrably Effec Prg Aid-Supp Serv				
Demonstrably Effec Prgm Aid-Fac Acq				
Distance Learn Network Aid-Supp Serv				
Distance Learn Network Aid-Fac Acq				
Instructional Supplemental Aid-Instr.				
Instructional Supplem Aid-Supp Serv.				
Targeted At Risk Aid Instruction				
Targeted At Risk Aid Supp Serv.				
Facility Acq Equipment				
Preschool Education				
20-218-100-101 Salaries of teachers	89,500.00	8,950.00	80,550.00	.00
Total	89,500.00	8,950.00	80,550.00	.00
Preschool Education - Aid-Supp Serv.				
Facility Acq Equipment				
Total Preschool Aid	89,500.00	8,950.00	80,550.00	.00
TOTAL FUND 20	89,500.00	8,950.00	80,550.00	.00

I hereby certify that no line item has encumbrances or expenditures which in total exceed the line item appropriation in violation of 6:20-2A.10(a).

6/5/16
Date


Board Secretary



EFF. DATE	GAAP ACCOUNT	AMOUNT	DESCRIPTION	NOTES
9/29/16	FROM 11-000-219-105.00 -	-20.00	Sal. CST secr. and cler.	Budget Transfer - FROM
9/29/16	FROM 11-000-219-270.00 -	-1,059.00	Health Benefits	Budget Transfer - FROM
9/29/16	FROM 11-000-230-331.00 -	-1,800.00	Legal services	Budget Transfer - FROM
9/29/16	FROM 11-000-251-600.00 -	-500.00	Supplies and materials	Budget Transfer - FROM
9/29/16	FROM 11-190-100-610.00 -	-1,100.00	General supplies	Budget Transfer - FROM
9/29/16	TO 11-000-219-104.00-SU-	20.00	Salaries CST Summer	Budget Transfer - TO
9/29/16	TO 11-000-219-800.00 -	1,059.00	Other objects	Budget Transfer - TO
9/29/16	TO 11-000-230-585.00 -	400.00	BOE Travel	Budget Transfer - TO
9/29/16	TO 11-000-230-590.00 -	1,400.00	Other purchased services	Budget Transfer - TO
9/29/16	TO 11-000-251-890.00 -	500.00	Miscellaneous expenditures	Budget Transfer - TO
9/29/16	TO 11-190-100-610.07-TE-	1,000.00	Tech. Supplies	Budget Transfer - TO
9/29/16	TO 11-190-100-640.00 -	100.00	Textbooks	Budget Transfer - TO
		0.00		
			TOTAL	

BRADLEY BEACH BOARD OF ED
2016 - 2017

CURRENT PAYMENT REGISTER BY CHECK

DATE RANGE: 09/21/16 thru 10/18/16

RUN: 10/12/16
16:20:3

Attachment VII-L

VENDOR NAME	VEND CODE	PAYMENT	GAAP ACCOUNT	DESCRIPTION	P.O.	P/F	TYPE
CHECK 16607 dated 10/18/16 A.A. PHYSICAL THERAPY SERVICES 2006 CHECK TOTAL		480.00 480.00	20-250-200-320.00- -	Prof Ed Service	17-000072	P	OV
CHECK 16608 dated 10/18/16 ACADEMY CHARTER HIGH SCHOOL 2124 CHECK TOTAL		4,881.00 4,881.00	11-000-500-561.00- -	To Charter Sch	17-000015	P	OV
CHECK 16609 dated 10/18/16 ALLIED FIRE & SAFETY EQUIP. CO 88 CHECK TOTAL		480.00 480.00	11-000-266-420.00- -	Sec. Maint.	17-000266	F	OV
CHECK 16610 dated 10/18/16 AMERIFLEX CHECK TOTAL	AMERFL	50.00 50.00	11-000-251-340.00- -	Purch tech serv	17-000067	P	OV
CHECK 16611 dated 10/18/16 ASBURY PARK PRESS CHECK TOTAL	1003	1,309.07 1,309.07	11-000-230-590.00- -	Ot purch serv	17-000288	F	OV
CHECK 16612 dated 10/18/16 ASCD CHECK TOTAL	4211	239.00 239.00	11-000-219-800.00- -	Other objects	17-000273	F	OV
CHECK 16613 dated 10/18/16 Betty Stocum CHECK TOTAL	470	11.92 11.92	11-000-230-610.00- -	General Suppl	17-0000300	F	OV
CHECK 16614 dated 10/18/16 BRADLEY BEACH BOE CHECK TOTAL	900000	2,166.20 2,166.20 4,332.40	12-000-400-896.00- - 12-000-400-896.00- -	Assmt Debt Svc Assmt Debt Svc	17-000066 17-000066	P P	OV OV
CHECK 16615 dated 10/18/16 BRAINPOP CHECK TOTAL	BRAI	2,840.00 2,840.00	11-190-100-610.08-TE-	Tech software	17-000263	F	OV
CHECK 16616 dated 10/18/16 Carolyn Power CHECK TOTAL	CAR	3,375.00 3,375.00	20-270-200-580.00- -	Travel	17-000284	F	OV



BRADLEY BEACH BOARD OF ED
2016 - 2017

CURRENT PAYMENT REGISTER BY CHECK

RUN: 10/12/16
16:20:3

DATE RANGE: 09/21/16 thru 10/18/16

VENDOR NAME	VEND CODE	PAYMENT	GAAP ACCOUNT	DESCRIPTION	P.O.	P/F	TYPE
CHECK 16617 dated 10/18/16	CASCIO	189.13	11-190-100-610.06- -	TEACHER RECOG	17-000226	F	OV
Cascio Interstate Music		189.13					
CHECK TOTAL							
CHECK 16618 dated 10/18/16	CDWG	1,606.50	11-190-100-610.07-TE-	Tech.Supplies	17-000211	F	OV
CDWG		1,497.00	11-190-100-610.07-TE-	Tech.Supplies	17-000268	F	OV
CHECK TOTAL		3,103.50					
CHECK 16619 dated 10/18/16	1017	1,750.00	11-000-261-420.00- -	Maintenance	17-000237	F	OV
CENTRAL BOILER		1,750.00					
CHECK TOTAL							
CHECK 16620 dated 10/18/16	CHAP	1,520.71	11-000-261-420.00- -	Maintenance	17-000277	F	OV
CHAPPELLE MECHANICAL INC		1,520.71					
CHECK TOTAL							
CHECK 16621 dated 10/18/16	COLLIE	5,966.00	11-000-100-566.00- -	Tuit-priv hc wi	17-000179	P	OV
COLLIER YOUTH SERVICES		5,966.00					
CHECK TOTAL							
CHECK 16622 dated 10/18/16	DAVE	350.00	11-000-261-420.00- -	Maintenance	17-000215	F	OV
DAVE LARKIN BUILDERS		350.00					
CHECK TOTAL							
CHECK 16623 dated 10/18/16	DELISA	391.50	11-000-261-420.00- -	Maintenance	17-000061	P	OV
DELISA DEMOLITION AND DISPOSA		273.87	11-000-261-610.00- -	Gen supplies	17-000267	F	OV
CHECK TOTAL		665.37					
CHECK 16624 dated 10/18/16	DISCOU	293.69	11-190-100-610.00-KD-	KDGM Supplies	17-000242	F	OV
DISCOUNT SCHOOL SUPPLY		293.69					
CHECK TOTAL							
CHECK 16625 dated 10/18/16	EMPR	1,214.90	11-190-100-610.00- -	Supplies	17-000196	F	OV
EMPRINT / MORGAN PRINTING, INC		2,535.82	11-190-100-610.00- -	Supplies	17-000197	F	OV
CHECK TOTAL		3,750.72					

BRADLEY BEACH BOARD OF ED
2016 - 2017

CURRENT PAYMENT REGISTER BY CHECK

DATE RANGE: 09/21/16 thru 10/18/16

RUN: 10/12/16
16:20:3

VENDOR NAME	VEND CODE	PAYMENT	GAAP ACCOUNT	DESCRIPTION	P.O.	P/F	TYPE
CHECK 16626 dated 10/18/16							
GENESIS EDUCATIONAL SVCS, INC	GENESI	375.00	11-000-230-890.00- -	Misc expend	17-000159	F	OV
		375.00	11-000-251-890.00- -	Misc expend	17-000159	F	OV
	CHECK TOTAL	750.00					
CHECK 16627 dated 10/18/16	287						
GOPHER		402.48	11-190-100-610.12-PE-	PE Supplies	17-000260	F	OV
	CHECK TOTAL	402.48					
CHECK 16628 dated 10/18/16	2028						
HARBOR SCHOOLS		5,863.40	11-000-100-566.00- -	Tuit-priv hc wi	17-000222	P	OV
	CHECK TOTAL	5,863.40					
CHECK 16629 dated 10/18/16							
HORIZON BLUE CROSS BLUE SHIE	HORIZO	2,853.61	11-000-211-270.00- -	Health Benefits	17-000045	P	OV
		2,587.58	11-000-216-270.00- -	Health Benefits	17-000045	P	OV
		4,875.45	11-000-217-270.00- -	Health Benefits	17-000045	P	OV
		3,502.73	11-000-219-270.00- -	Health Benefits	17-000045	P	OV
		457.57	11-000-222-270.00- -	Health Benefits	17-000045	P	OV
		5,441.19	11-000-262-270.00- -	Health Benefits	17-000045	P	OV
		9,701.20	11-000-291-270.00- -	Health Benefits	17-000045	P	OV
		2,587.58	11-105-100-270.00- -	Health Bene	17-000045	P	OV
		3,502.73	11-110-100-270.00- -	Health Benefits	17-000045	P	OV
		14,124.36	11-120-100-270.00- -	Health Benefits	17-000045	P	OV
		15,649.67	11-130-100-270.00- -	Health Benefits	17-000045	P	OV
		4,417.88	11-213-100-270.00- -	Health Benefits	17-000045	P	OV
		915.15	11-240-100-270.00- -	Health Benefits	17-000045	P	OV
		915.15	20-231-200-200.00- -	Benefits	17-000045	P	OV
	CHECK TOTAL	71,531.85					

BRADLEY BEACH BOARD OF ED
2016 - 2017

CURRENT PAYMENT REGISTER BY CHECK

DATE RANGE: 09/21/16 thru 10/18/16

RUN: 10/12/16
16:20:3

VENDOR NAME	VEND CODE	PAYMENT	GAAP ACCOUNT	DESCRIPTION	P.O.	P/F	TYPE
CHECK 16630 dated 10/18/16							
HORIZON BLUE CROSS/BLUE SHIE	DENTAL	189.75	11-000-211-270.00-	Health Benefits	17-000046	P	OV
		279.64	11-000-216-270.00-	Health Benefits	17-000046	P	OV
		214.71	11-000-217-270.00-	Health Benefits	17-000046	P	OV
		189.75	11-000-219-270.00-	Health Benefits	17-000046	P	OV
		24.96	11-000-222-270.00-	Health Benefits	17-000046	P	OV
		329.57	11-000-262-270.00-	Health Benefits	17-000046	P	OV
		559.28	11-000-291-270.00-	Health Benefits	17-000046	P	OV
		139.82	11-105-100-270.00-	Health Bene	17-000046	P	OV
		189.75	11-110-100-270.00-	Health Benefits	17-000046	P	OV
		1,273.33	11-120-100-270.00-	Health Benefits	17-000046	P	OV
		863.86	11-130-100-270.00-	Health Benefits	17-000046	P	OV
		239.68	11-213-100-101.00-	Sal Res/Room	17-000046	P	OV
		149.79	11-240-100-270.00-	Health Benefits	17-000046	P	OV
		49.93	20-231-200-200.00-	Benefits	17-000046	P	OV
		4,693.82					
	CHECK TOTAL						
CHECK 16631 dated 10/18/16							
HOUGHTON MIFFLIN COMPANY	1083	1,012.84	11-190-100-610.00-	Supplies	17-000125	F	OV
	CHECK TOTAL	1,012.84					
CHECK 16632 dated 10/18/16							
INTELLIGENT BUSINESS SYSTEMS	182	842.00	11-000-251-340.00-	Purch tech serv	17-000058	P	OV
	CHECK TOTAL	842.00					
CHECK 16633 dated 10/18/16							
Jeanne Acerra	493	34.95	11-190-100-610.00-	Supplies	17-000298	F	OV
	CHECK TOTAL	34.95					
CHECK 16634 dated 10/18/16							
Jersey Central Power & Light	3021	4,312.74	11-000-262-622.00-	Energy Elec	17-000064	P	OV
	CHECK TOTAL	4,312.74					
CHECK 16635 dated 10/18/16							
Marissa Vitale	MARISS	49.60	11-190-100-500.00-	Oth purch serv	17-000295	F	OV
	CHECK TOTAL	49.60					



BRADLEY BEACH BOARD OF ED
2016 - 2017

CURRENT PAYMENT REGISTER BY CHECK
DATE RANGE: 09/21/16 thru 10/18/16

RUN: 10/12/16
16:20:3

VENDOR NAME	VEND CODE	PAYMENT	GAAP ACCOUNT	DESCRIPTION	P.O.	P/F	TYPE
CHECK 16636 dated 10/18/16	MORGAN	55.00	11-190-100-800.00- -	Other objects	17-000276	F	OV
Morgan Maclearie	CHECK TOTAL	55.00					
CHECK 16637 dated 10/18/16	NET	600.00	11-000-261-420.00- -	Maintenance	17-000230	F	OV
NET COMM	CHECK TOTAL	600.00					
CHECK 16638 dated 10/18/16	1206	369.12	11-000-262-490.01- -	Water	17-000071	P	OV
NEW JERSEY AMERICAN WATER	CHECK TOTAL	369.12					
CHECK 16639 dated 10/18/16	NJNG	493.69	11-000-262-621.00- -	Energy Nat Gas	17-000065	P	OV
NEW JERSEY NATURAL GAS	CHECK TOTAL	493.69					
CHECK 16640 dated 10/18/16	HROAD	5,433.24	11-000-100-566.00- -	Tuit-priv hc wi	17-000180	P	OV
NEW ROAD SCHOOLS OF NEW JE	CHECK TOTAL	5,433.24					
CHECK 16641 dated 10/18/16	352	49.00	11-000-219-800.00- -	Other objects	17-000069	P	OV
Northbrook		49.00	11-000-230-890.00- -	Misc expend	17-000069	P	OV
		49.00	11-000-251-890.00- -	Misc expend	17-000069	P	OV
	CHECK TOTAL	147.00					
CHECK 16642 dated 10/18/16	4152	118.91	11-190-100-610.00-KD-	KDG Supplies	17-000243	F	OV
ORIENTAL TRADING COMPANY	CHECK TOTAL	118.91					
CHECK 16643 dated 10/18/16	ORLAND	29.98	11-190-100-610.00- -	Supplies	17-000301	F	OV
PATTY ORLANDO		74.92	20-090-100-610.16-CM-	Cinco de Mayo d	17-000302	F	OV
	CHECK TOTAL	104.90					
CHECK 16644 dated 10/18/16	POWER	99.89	11-000-230-530.01- -	Internet Access	17-000068	P	OV
POWER TO LEARN	CHECK TOTAL	99.89					



VENDOR NAME	VEND CODE	PAYMENT	GAAP ACCOUNT	DESCRIPTION	P.O.	P/F	TYPE
CHECK 16645 dated 10/18/16	4316	1,486.76	11-190-100-610.00- -	Supplies	17-000137	F	OV
SCHOLASTIC CLASSROOM		1,486.76					
CHECK TOTAL							
CHECK 16646 dated 10/18/16	69	256.23	11-190-100-610.00-KD-	KDG Supplies	17-000088	F	OV
SCHOOL SPECIALTY		32.63	11-190-100-610.00- -	Supplies	17-000241	F	OV
CHECK TOTAL		594.29	11-190-100-610.12-PE-	PE Supplies	17-000259	F	OV
CHECK 16647 dated 10/18/16	1098	549.05	11-000-262-300.00- -	Pur Prof & Tech	17-000257	F	OV
SCOLES SYSTEM		1,094.80	11-000-262-610.00- -	Supplies	17-000275	F	OV
CHECK TOTAL		1,643.85					
CHECK 16648 dated 10/18/16	SERMAS	1,284.68	11-000-261-420.00- -	Maintenance	17-000264	F	OV
SERVICEMASTER CLEAN INC		1,284.68					
CHECK TOTAL							
CHECK 16649 dated 10/18/16	SRI	350.00	20-270-200-580.00- -	Travel	17-000016	F	OV
SRI & ETTC Stockton University		350.00	20-270-200-580.00- -	Travel	17-000018	F	OV
CHECK TOTAL		700.00					
CHECK 16650 dated 10/18/16	STAPLE	143.62	11-190-100-610.00-03-	3rd Grade Suppl	17-000040	F	OV
STAPLES LINK		42.85	11-000-213-600.00- -	Supplies Health	17-000212	F	OV
CHECK TOTAL		313.24	11-190-100-610.10-ST-	STEM & KILN SUP	17-000233	F	OV
CHECK 16651 dated 10/18/16	1063	188.56	11-000-211-600.00- -	Supplies Attend	17-000235	F	OV
STEWARTS HARDWARE		112.75	11-000-219-600.00- -	Suppl. CST	17-000238	F	OV
CHECK TOTAL		141.98	11-190-100-610.00- -	Supplies	17-000281	F	OV
CHECK TOTAL		943.00					
CHECK 16651 dated 10/18/16	1063	64.88	11-000-261-610.00- -	Gen supplies	17-000258	F	OV
STEWARTS HARDWARE		71.90	11-000-261-610.00- -	Gen supplies	17-000291	F	OV
CHECK TOTAL		136.78					

BRADLEY BEACH BOARD OF ED
2016 - 2017

CURRENT PAYMENT REGISTER BY CHECK

DATE RANGE: 09/21/16 thru 10/18/16

RUN: 10/12/16
16:20:3

VENDOR NAME	VEND CODE	PAYMENT	GAAP ACCOUNT	DESCRIPTION	P.O.	P/F	TYPE
CHECK 16652 dated 10/18/16	STUDIE	274.89	11-190-100-610.00-56-	5th 6th Suppl	17-000153	F	OV
STUDIES WEEKLY, INC.	CHECK TOTAL	274.89					
CHECK 16653 dated 10/18/16	4298	1,521.81	11-000-262-610.00- -	Supplies	17-000209	F	OV
SUPPLY KING INC	CHECK TOTAL	1,521.81					
CHECK 16654 dated 10/18/16	CHM001	264.60	11-190-100-610.00-01-	1st Grade Suppl	17-000141	F	OV
THE CHILDREN'S HEALTH MARKET	CHECK TOTAL	264.60					
CHECK 16655 dated 10/18/16	TYNKER	2,000.00	11-190-100-610.08-TE-	Tech software	17-000253	F	OV
Tynker	CHECK TOTAL	2,000.00					
CHECK 16656 dated 10/18/16	US GAM	498.97	11-190-100-610.12-PE-	PE Supplies	17-000261	F	OV
US GAMES	CHECK TOTAL	498.97					
CHECK 16657 dated 10/18/16	VER	76.02	11-000-230-530.00- -	Telephone	17-000070	P	OV
VERIZON	CHECK TOTAL	76.02					
CHECK 16658 dated 10/18/16	530	2,388.92	11-190-100-800.00-CP-	Copier Lease/Ma	17-000188	P	OV
XTel Communications, Inc.	CHECK TOTAL	2,388.92					



VENDOR NAME	VEND CODE	PAYMENT	GAAP ACCOUNT	DESCRIPTION	P.O.	P/F	TYPE
CHECK 123456 dated 09/28/16 Manual							
BANK OF AMERICA	BOAMER	143.58	11-000-230-890.00 -	Misc expend	17-000278	F	MV
CHECK TOTAL		143.58					
GRAND TOTAL		146,749.95					

FUND SUMMARY

FUND	TOTAL
11 GENERAL CURRENT EXPENSES	136,822.55
12 CAPITAL OUTLAY	4,332.40
20 SPECIAL REVENUES FUNDS	5,595.00
GRAND TOTAL	146,749.95

CHECKED AS TO RECEIPT OF MATERIAL AUDITED AND APPROVED FOR PAYMENT FOR SERVICES RENDERED.

APPROVED FOR PAYMENT BY THE BOARD OF EDUCATION ON 10/18/2016
David 10/12/16

Cafeteria Bill List
09/20/16

Vendor	Amount	Check #	Invoice	Purchase Order#
US Foods, Inc.	601.34	1885	Invoice 2666288	17-00002A
US Foods, Inc.	31.72	1885	Invoice 268558	17-00003A
US Foods, Inc.	208.25	1885	Invoice 420061	17-00003A
	841.31			
Total				