

Somerdale Board of Education meeting held on November 11, 2021

SOMERDALE PUBLIC SCHOOL DISTRICT  
BOARD OF EDUCATION

301 Grace Street  
Somerdale, NJ 08083

**Regular Meeting of the Board of Education**

**November 11, 2021  
6:30 p.m.**

**MINUTES**

**BOE Mission Statement**

The mission of the Somerdale School District, in active partnership with the community and staff, is to provide a safe and supportive environment which offers all students the opportunity to develop academically, socially, physically and emotionally, and to create students who are inquisitive and value learning not, only now, but also in the future.

We aspire to provide a broad range of educational opportunities in a nurturing environment designed to challenge all students to strive for personal excellence, achieve the New Jersey Student Learning Standards and become responsible citizens in this rapidly changing world.

**I. MEETING CALLED TO ORDER/ PLEDGE OF ALLEGIANCE at 6:33 pm**

**II. SUNSHINE LAW/ROLL CALL**

Sunshine Law:

The Somerdale Board of Education Meeting is called to order. The Board of Education is in compliance with the sunshine regulations. This meeting was appropriately advertised in The Courier Post, as well as posting notices in Borough Hall, at Somerdale Park School, and on the District website in accordance with all NJ laws. Please be advised that this meeting is being recorded.

James Anderson – Present	Taylor Klenk - Present	Kevin Smith - Present
Kim Barkoff – Present	Susan Lowden - Absent	
Monique Howard – Absent	Marc Ritz - Absent	

Also Present:  
Mark Pease, Superintendent/Principal  
David Rouse, Business Administrator/Board Secretary  
Chris Long, Solicitor

**III. ADMINISTER THE OATH OF OFFICE TO BARBARA BOYLE**

**IV. ROLL CALL**

James Anderson – Present	Monique Howard – Absent	Marc Ritz - Absent
Kim Barkoff - Present	Taylor Klenk – Present	Kevin Smith - Present
Barbara Boyle - Present	Susan Lowden - Absent	

**V. PUBLIC COMMENTS** on any action items. – None at this time

**NOTATION OF PUBLIC COMMENTS ON AGENDA ITEMS ONLY**

The Board President will recognize those individuals in the audience whom wish to comment **on any action items on this Agenda.**

Please respect the following procedures:

1. Be recognized by the Board President.
2. State your full name and address.
3. Identify the resolution/item number on which you wish to comment.
4. Wait to be recognized before you make your comment
5. Limit your comments to the specific resolution/items.
6. Limit your comments to (3) minutes per person.

**VI. APPROVAL OF MINUTES**

On a motion made by Mr. Anderson and seconded by Mr. Smith the following was approved:

Recommend that the Board of Education approve the regular and executive session minutes of the October 11, 2021 BOE Meeting.

ALL IN FAVOR: YES 5 NO 0 ABSTAIN 0 ABSENT 3

**VII. REPORTS**

A. Superintendent’s Report

**1. COVID 19 Update**

I meet each Thursday with the Department of Education, Department of Health and all the Superintendents of Camden County to receive updates on COVID 19 and its impact on education, Camden County, and Somerdale.

**As of the week ending November 6, 2021** Camden County was in the Yellow (Moderate) range. We currently trending in the right direction. Four counties in NJ are now in the Orange (High) range. Hopefully, we continue to see these types of improvements as we continue with the 2021-2022 school year.

We will continue to follow the recommendations of the CDC, NJ DOH, and NJ DOE’s The Road Forward Plan in maintaining a safe learning environment for the 2021-2022 school year. Due to the continued fluid nature of COVID 19 we will do our best to get the most recent updates to our families.

As of this date we

Positive Students	<b>10</b>
Close Contacts Students	<b>21</b>
Positive Staff	<b>0</b>
Close Contacts Staff	<b>0</b>

have

On 11/11/2021 LTS conducted on campus testing for our unvaccinated staff. 8 members of the staff were tested. We currently have 10 unvaccinated staff.

**Curriculum and Instruction**

Please click the link to see Mrs. Montroni’s September Curriculum update <https://www.smores.com/yd6sx>

In your November attachments you will see our Remote Plan that needs to be approved. I provided a link where the plan can be viewed on our website. This plan is required to be developed in the event we need to move into Remote Instruction <https://somerdale-park.org/common/pages/DisplayFile.aspx?itemId=33661186>

### **School Activities**

The Burlington/Camden Counties Chapter of Kappa Alpha Psi visited the Park to participate in a reading program they are sponsoring. The students enjoyed our guest readers and look forward to future visits.

The Halloween parade was very successful. Although the parade route was indoors, there was a festive atmosphere in the air.

### **Special Education**

Discussions continue regarding fencing around the playgrounds and other play areas to provide additional level of support and safety for our Special Needs students. We have also discussed the addition of a sensory room or area for any student that could benefit from this type of learning environment.

### **School Safety**

- Fire drills and safety drills have been conducted each month. We continue to work closely with the Somerdale Police Department in regards to student Handle With Care reports.
- Friday November 12<sup>th</sup> Somerdale School District will be hosting a Roundtable titled Supporting Somerdale Residents in Crisis. We are happy to continue our partnership with Virtua Health who will be assisting in facilitating this discussion.

### **Transportation**

- We were informed by CCESC Camden County Educational Services Commission, that the bus company who provided transportation for our extra-curricular positions has gone out of business. CCESC is currently looking for a new bus companies to fill our transportation requests.

### **Personnel**

- We had a couple of resignations
- Hires: A temporary hire in the business office and several hires for the extra-curricular position
- We are still looking for a girls' basketball assistant coach

### **Facilities**

- Mr. Rouse and I met with the architects (Speizel) and Landberg Construction to discuss the expectations, plan, and timelines of the parking lot project.

### **Board of Education**

- A page has been dedicated to our website for updates, pictures and letters. Please click the link below to visit this page [https://somerdale-park.org/public/parking\\_lot\\_project](https://somerdale-park.org/public/parking_lot_project)
- Dr. Howard, Kevin Smith, Mayor Passanante, Councilman Ehrmann, David Rouse and myself broke ground on our third and final bond project our New Parking Lot.

## **B. Business Administrator's Report**

- The auditors are almost done with the 20/21 audit. They have a few compliance schedules to complete and some follow-up items for the business office. All should be completed by the first week of December. So far everything looks great!
- On November 8<sup>th</sup> we had our Parking Lot Construction Process meeting. Present was Mark Pease, Mike Landberg VP Landberg Construction, and Mark Wagner from Spiezle Architectural and Tom Leone, Director of Technology, a representative from Coastal and myself. The purpose of the meeting was to discuss the status of the Parking Lot Project to date and discuss any changes to the plans or timeframe for completion. The trees have been removed and the lot is being graded. We are currently discussing how we can implement security cameras into the project. Mike Landberg is confident that the Parking Lot Project will be completed by the predetermined December 31<sup>st</sup> date.
- On yesterday, we had our groundbreaking ceremony for the parking Lot Project. Present was the mayor, council member, board members, Mr. Pease and myself. Pictures of the ceremony can be viewed on the school's website.

- The current Somerdale Administrative Association (SAA) Contract expires on 6/30/2022. As such, I will be coordinating the schedules of selected Administrators and the Negotiations Committee to meet during the month of December to negotiate the succeeding contract. More information to follow.
- As you may be aware, Mindy Kegel's last day with the Somerdale BOE is tomorrow. Mindy has served as the Accounting Clerk for the school district for the better part of 16 years. She will definitely be missed and we all wish her well in her new endeavors. We changed the position from Accounting Clerk to Comptroller. The purpose was to target a candidate pool with the educational and experience need to be successful in this role, as well as provide the proper incentive for career minded job seekers to consider this opportunity. Mr. Pease and myself will be interviewing 3 candidates next week and will be sure to keep the Board updated with the selection process. Meanwhile, Stephen Burns, will be working as an Interim Comptroller on a part-time basis to help fill job requirements in the areas of A/P, purchasing, reconciliations and payroll. Mr. Burns has both Business Administration experiences and is well versed in the functional areas that he will be covering on an interim basis.
- In response to the success of the ASC program and the request from parents, we will begin the Before School Care Program (BSC) after the winter break. Mr. Pease has surveyed parents to gain a perspective on the interest of the program. We received 60 responses with approx. 38 students interested in the program. The program time will be from 6AM to the start of school. The costs will be \$8.00 per student.

### VIII. NEW BUSINESS

**BUSINESS AFFAIRS**, Susan Lowden, Chairperson, Marc Ritz, Alternate Chairperson, Administrative Liaisons: Mark Pease, David Rouse

#### **A. Finance – Reviews and monitors the school district budget and assumes other fiscal responsibilities**

Report by Finance Committee Chair

On a motion made by Mr. Smith and seconded by Ms. Klenk the following was approved:

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 1-10:

1. Financial Reports:

To approve the Board Secretary and Treasurer's Reports for September 2021 (attachment #1).

The Board Secretary's Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of September 2021. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A – 16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

The Treasurer's Report is in accordance with 18A:17-36 and 18A:17-9 for the month of September 2021. The Treasurer's Report and Secretary's report are in agreement for the month of September 2021.

Board Secretary in accordance with N.J.A.C. 6A:23A - 16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

Board of Education Certification – pursuant to N.J.A.C. 6A:23A – 16.10 (c) 4 We certify that 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 accounts or fund has been over expended in violation of N.J.A.C. 6A:23A – 16.10 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

2. To approve the following bill lists (attachment #2):

- a. September 15, 2021 Payroll Bill List and corresponding Check Journal totaling: \$233,011.39
- b. September 30, 2021 Payroll Bill List and corresponding Check Journal totaling: \$231,040.08
- c. October 15, 2021 Payroll Bill List and corresponding Check Journal totaling: \$231,190.45
- d. October 30, 2021 Payroll Bill List and corresponding Check Journal totaling: \$231,002.63
- e. Vendor Bill List #1 and corresponding Check Journal totaling: \$12.00

- f. Vendor Bill List #2 and corresponding Check Journal totaling: \$14.16
  - g. Vendor Bill List #3 and corresponding Check Journal totaling: \$265,337.74
  - h. Vendor Bill List #4 and corresponding Check Journal totaling: \$31,119.75
  - i. Vendor Bill List #5 and corresponding Check Journal totaling: \$28,108.10
  - j. Vendor Bill List #6 and corresponding Check Journal totaling: \$519.50
3. To approve the Transfers/Adjustments for the month of September 2021 (attachment #3).
  4. To approve Maria Montroni-Currais to attend the online Leading with Differentiated Instruction: The Role of the Administrator workshop on November 16, 2021 at a cost of \$75.00. Funds to be paid by the Title II grant.
  5. To approve the teaching staff for the Becoming a Strong Leader and Developing an Elevated Mindset workshop on January 14, 2022. To be paid from the Title II grant.
  6. To approve the attached resolution with NJSIG for membership renewal from July 1, 2021 to July 1, 2024. (attachment #4)
  7. To approve Maria Montroni-Currais and Mark Pease to attend the online workshop School Climate for Adults: It Matters More Than Ever on January 11, 2022 at a cost of \$100.00 per person. Workshop to be paid out of the Title II grant.
  8. To approve the IDEA-ARP Pre-School Grant Award and Application allocating the following expenditures:
    - \$1,951.00 allocated to 100-600; instructional supplies
  9. To approve the IDEA-ARP Grant Award and Application allocating the following expenditures:
    - \$12,953.00 allocated to 100-300; instructional professional services
    - \$5,000.00 allocated to 100-600; instructional supplies
    - \$5,000 allocated to 200-600; non-instructional supplies
  10. To approve Stephen Burns as Business Office support during transition of Accounting Clerk position at \$30.00 per hour not to exceed \$5,970.00 for the 2021-2022 school year.

ROLL CALL VOTE: YES 5 NO 0 ABSTAIN 0 ABSENT 3

**B. Facilities – Reviews the needs and uses of district buildings and grounds**

Report by Facilities Committee Chair

**INSTRUCTIONAL**, Taylor Klenk, Chairperson, James Anderson, Alternate Chairperson, Kevin Smith, Monique Howard, Administrative Liaisons: Mark Pease, Robert Ford

**A. Curriculum – Reviews and evaluates standardized test results as a district and monitors direction of curriculum.**

Report by Curriculum Committee Chair

**B. Personnel – Assists in the interviewing process of district administrators and reviews hiring recommendations of the Superintendent. Also, reviews and approves staff policies and job descriptions**

Report by Personnel Committee Chair

On a motion made by Mr. Anderson and seconded by Mr. Smith the following was approved:

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items 1-6:

1. To accept the resignation of Mindy Kegel, Accounting Clerk, as of November 12, 2021 and After Care Aide as of November 11, 2021.
2. To accept the resignation of Amy Flynn as Renaissance Advisor for the 2021-2022 school year.
3. To accept the resignation of Amanda Schwartz as National Junior Honor Society Advisor for the 2021-2022 school year.
4. To approve Natalie Fisher as Girls Softball Coach for the 2021-2022 school year. Rate of pay as per negotiated agreement with the SEA.
5. To approve Cindy Reid as Renaissance Advisor for the remainder of the 2021-2022 school year. Rate of pay as per negotiated agreement with the SEA. (pro-rated)
6. To approve Jessica Palo and Susan Ratajski to be NJHS Co-Advisors for the remainder of the 2021-2022 school year. Rate of pay as per negotiated agreement with the SEA. (pro-rated)

ROLL CALL VOTE: YES 5 NO 0 ABSTAIN 0 ABSENT 3

**POLICY/COMMUNITY AFFAIRS**, Kimberly Barkoff, Chairperson, Kevin Smith, Alternate Chairperson, Taylor Klenk, Administrative Liaison: Robert Ford

**A. Policy – Reviews, updates and creates district policies with Superintendent and presents them to the board.**

Report by Policy Committee Chair

On a motion made by Mr. Smith and seconded by Mr. Anderson the following was approved:

Recommend that the Board of Education on the recommendation of the Superintendent approve the following items 1-5:

1. For First Reading:
  - a. P 1648.11 The Road Forward COVID-19 Health and Safety
  - b. P 2422 - Comprehensive Health and Physical Education
  - c. P 2467 - Surrogate Parents and Resource Family Parents
  - d. P 5111 - Eligibility of Resident-NonResident Pupils
  - e. P 5116 - Education of Homeless Children
  - f. P 6115.01 – Federal Awards/Funds Internal Control Allowability of Costs
  - g. P 6115.02 Federal Awards/Funds Internal Control Mandatory Disclosures
  - h. P 6115.03 Federal Awards/Funds Internal Control Conflict of Interest
  - i. P 6311 - Contracts For Goods or Services Funded by Federal Grants
  - j. P 7432 - Eye Protection
  - k. P 8420 - Emergency and Crisis Situations
  - l. P 8540 - School Nutrition Programs
  - m. P 8550 - Meal Charges Outstanding Food Service Bill
  - n. P 8600 - Student Transportation
  - o. R 7432 - Eye Protection Practices
  - p. R 8420 - Fire and Fire Drills
2. For Second Reading:
  - a. P 0131 - Bylaws, Policies and Regulations
  - b. P 3142 - Nonrenewal of Nontenured Teaching Staff Member
  - c. P 3221 - Evaluation of Teachers
  - d. P 3222 - Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
  - e. P 3223 - Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals
  - f. P 3224 - Evaluation of Principals, Vice Principals and Assistant Principals
  - g. P 4146 - Nonrenewal of Nontenured Support Staff Member

- h. P 6471 - School District Travel
  - i. P 8561 - Procurement Procedures for School Nutrition Programs
  - j. R 3142 - Nonrenewal of Nontenured Teaching Staff Member
  - k. R 3221 - Evaluation of Teachers
  - l. R 3222 - Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
  - m. R 3223 - Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals
  - n. R 3224 - Evaluation of Principals, Vice Principals and Assistant Principals
  - o. R 4146 - Nonrenewal of Nontenured Support Staff Member
  - p. R 6471 - School District Travel
3. To approve the Somerdale School Districts Opening and Remote Plan for the 2021-2022 school year.
  4. To approve the NJQSAC District Performance Review (DPR) for submission as required by the New Jersey Department of Education for the 2021-2022 school year.
  5. To approve the new Comptroller Job Description for the 2021-2022 school year. (attachment #1)

ROLL CALL VOTE #1-2, 4-5: YES 5 NO 0 ABSTAIN 0 ABSENT 3

ROLL CALL VOTE #3: YES 4 NO 0 ABSTAIN 1 (Anderson) ABSENT 3

**B. Community Affairs – Participation in community events to educate the public on programs the district offers. Also educates the public on the school board policies and responsibilities.**

Report by Community Affairs Committee Chair

**BOND AD HOC COMMITTEE**, Susan Lowden, Chairperson, Marc Ritz, Alternate Chair, Administrative Liaison: Mark Pease, David Rouse

The Bond Committee’s function it to meet and develop a framework for moving a referendum forward and to address project and budgetary issues.

Report by Bond Committee Chair

**IX. REPORTS:**

The following item will be recommended for approval:

1. Acknowledge and accept the Harassment, Intimidation, and Bullying Report for incidents dated:
  - a. none at this time

**X. OTHER REPORTS:**

- a.) Student Attendance

**Enrollment October 2021**

Preschool	27
Kindergarten	43
1st Grade	48
2nd Grade	37
3rd Grade	47
4th Grade	33
5th Grade	48
6th Grade	52
7th Grade	64
8th Grade	53
Out of District	4

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Charter Students	1
Home Instruction	
Homeless -Tuition	
<b>Total October 2021</b>	<b>457</b>

b.) To approve the Somerdale School Bus Emergency Evacuation Drill Report:

**Date of Drill:** October 18, 2021  
**Time of Drill:** 8:11 am  
**Location of Drill:** Bus Drop Off location in front  
**Route Number:** SDP2  
**Drill Supervised by:** Mr. Robert Ford, Vice-Principal

c.) Security/Fire Drill Reports

**FIRE DRILL:**

**DATE:** 10/05/21 Alarm Sounded: 2:00 pm  
Building Cleared: 2:02 pm  
Returned to Building: 2:06 pm  
Alarm Station Used: Main Hall By Cafe  
All Staff in attendance participated in drill  
Number evacuated: Students present: 428  
Staff Present: 89  
Special conditions simulated: none at this time  
Problems encountered: None  
Weather: 66 degrees

**OFF SITE EVACUATION DRILL:**

**DATE:** 10/12/21 Alarm Sounded: 1:17 pm  
All Staff in attendance participated in drill  
Problems encountered: None

d.) Health Reports – September and October 2021 Nurse’s Report

**XI. PUBLIC COMMENTS (on any item) – None at this time**

Audience Recognition and Public Comment

The public is reminded that all public complaints against a district employee must be made through a specific grievance process. A description of this process may be found in BOE policy (File Code 9130). This policy is available upon request in the office of the Board Secretary. Any individual naming an employee in a complaint before the Board of Education, without the employee’s permission, could be cited for violating that employee’s civil and contractual rights.

Please respect the following procedures:

1. Be recognized by the Board President.
2. State your full name and address.
3. Wait to be recognized before you make your comment
4. Limit your comments to (3) minutes per person.

**XII. EXECUTIVE SESSION (if necessary)**

On a motion made by Mr. Anderson and seconded by Mr. Smith the board entered into Executive Session at 6:49 pm:

**WHEREAS**, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-12 et seq.) requires all meetings of the Somerdale Park School District, Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine types of matters



that may lawfully be discussed in Executive Session,” i.e. without the public being permitted to attend; and **WHEREAS**, the Somerdale Park Public School District, Board of Education has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and **WHEREAS**, the nine exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which the number of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the decision as possible without undermining the purpose of the exception shall be written. **NOW, THEREFORE, BE IT RESOLVED** that the Somerdale Park Public School District, Board of Education will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12(b):

  X   Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed in public;

**WHEREAS**, the length of the Executive Session is undetermined; however, the Somerdale Park Public School District, Board of Education will make every attempt to estimate the time of the session prior to convening the session after which the public meeting shall reconvene at 7:30 pm and the Somerdale Park Public School District, Board of Education will proceed with business.

**NOW, THEREFORE, BE IT RESOLVED**, that the Somerdale Park Public School District, Board of Education will go into Executive Session for only the above stated reasons;

**BE IT FURTHER RESOLVED** that the Somerdale Park Public School District, Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Somerdale Park Public School District, Board of Education attorney advises that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the school district or any other entity with respect to said discussion.

**BE IT FURTHER RESOLVED** that the Somerdale Park Public School District, Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the board secretary to take the appropriate action to effectuate the terms of this resolution.

**BE IT FURTHER RESOLVED** that the Board Secretary on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

### **XIII. RETURN TO PUBLIC SESSION**

On a motion made by Mr. Anderson and seconded by Mr. Smith the board returned to public session at 7:32 pm

### **XIV. ADJOURNMENT**

On a motion made by Mr. Anderson and seconded by Mr. Smith the meeting was adjourned at 7:34 pm

Respectfully Submitted,

David Rouse

# JOB DESCRIPTION

## COMPTROLLER

### QUALIFICATIONS:

1. Bachelor Degree required in accounting/business.
2. Previous job experience in accounting/business.
3. Strong computer background including Excel, Word, and Power Point.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: The School Business Administrator and Superintendent of Schools

JOB GOAL: To assist school administrator with the district's business affairs so as to provide the maximum services for the financial resources available.

### PERFORMANCE RESPONSIBILITIES:

1. Maintains a complete and systematic set of records of all financial transactions of the district.
2. Records detail of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions and payroll records.
3. Summarizes and balances entries recorded in individual journals and ledgers, and transfers data to general ledgers.
4. Prepares expenditure journals and revenue journals reflecting the condition of the district.
5. Maintain the purchase order system, creating and entering purchase orders in the computer system.
6. Prepare monthly bill list for board approval.
7. Performs reconciliation of all district bank accounts.
8. Prepares bi-monthly payrolls.
9. Prepares and pays all payroll agency deductions such as Federal and State taxes, social security, W-4's, 1099's, pension deductions, healthcare costs, etc.
10. Traces errors and records adjustments to correct charges or credits posted to incorrect amounts.
11. Performs secretarial duties for the School Business Administrator.
12. Maintains the Student Activity/Extra Curricular account (s).
13. Maintains adequate quantities of office supplies and reorders as necessary.
14. Maintains district office equipment (i.e. fax/postal machine).

15. All other duties as deemed appropriate and assigned by the School Business Administrator and/or Superintendent of Schools.

TERMS OF EMPLOYMENT:

Twelve month position. Salary and work year to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Non-Certificated Personnel.

BOARD APPROVAL DATE:

I acknowledge that I have received a copy of this job description and that I am responsible for completing the job responsibilities.

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Employee's Signature

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Date

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 10 GENERAL FUND

Assets and Resources

**Assets:**

101	Cash in bank		\$2,082,046.37
102 - 106	Cash Equivalents		\$200.00
111	Investments		\$0.00
116	Capital Reserve Account		\$743,370.65
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$11,794.51	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	(\$7,459.26)	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$4,335.25

Loans Receivable:

131	Interfund	\$13,909.82	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$13,909.82

Other Current Assets

\$13,619.98

**Resources:**

301	Estimated revenues	\$8,697,405.00	
302	Less revenues	(\$1,596,073.74)	\$7,101,331.26

**Total assets and resources**

**\$9,958,813.33**

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 10 GENERAL FUND

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$4,054.77
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00
	<b>Total liabilities</b>		<b>\$4,054.77</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$5,828,538.02
761	Capital reserve account - July	\$13,619.98	
604	Add: Increase in capital reserve	\$1,200.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	(\$320,218.00)	(\$305,398.02)
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$412,365.72
750-752,76x	Other reserves		\$1,694,169.15
601	Appropriations	\$9,550,329.91	
602	Less: Expenditures	(\$1,327,143.26)	
	Less: Encumbrances	(\$5,774,536.96)	(\$7,101,680.22)
	Total appropriated		\$10,078,324.56
	Unappropriated:		
770	Fund balance, July 1		\$410,340.91
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$533,906.91)
	Total fund balance		\$9,954,758.56
	<b>Total liabilities and fund equity</b>		<b>\$9,958,813.33</b>

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 10 GENERAL FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$9,550,329.91	\$7,101,680.22	\$2,448,649.69
Revenues	(\$8,697,405.00)	(\$1,596,073.74)	(\$7,101,331.26)
Subtotal	<u>\$852,924.91</u>	<u>\$5,505,606.48</u>	<u>(\$4,652,681.57)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$1,200.00	\$729,750.67	(\$728,550.67)
Less - Withdrawal from reserve	(\$320,218.00)	(\$320,218.00)	\$0.00
Subtotal	<u>\$533,906.91</u>	<u>\$5,915,139.15</u>	<u>(\$5,381,232.24)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$533,906.91</u>	<u>\$5,915,139.15</u>	<u>(\$5,381,232.24)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$533,906.91</u>	<u>\$5,915,139.15</u>	<u>(\$5,381,232.24)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$533,906.91</u>	<u>\$5,915,139.15</u>	<u>(\$5,381,232.24)</u>

Prepared and submitted by :

*David Rouse*

Board Secretary

11/01/2021

Date

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 10 GENERAL FUND

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	4,925,454	0	4,925,454	1,230,182	Under	3,695,272
00520	SUBTOTAL – Revenues from State Sources	3,751,036	0	3,751,036	365,892	Under	3,385,144
00570	SUBTOTAL – Revenues from Federal Sources	20,915	0	20,915	0	Under	20,915
	<b>Total</b>	<b>8,697,405</b>	<b>0</b>	<b>8,697,405</b>	<b>1,596,074</b>		<b>7,101,331</b>
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	2,940,737	0	2,940,737	368,771	2,299,156	272,810
10300	Total Special Education - Instruction	791,511	0	791,511	41,884	408,768	340,859
11160	Total Basic Skills/Remedial – Instruct.	344,640	0	344,640	20,126	156,683	167,831
12160	Total Bilingual Education – Instruction	67,427	0	67,427	99	28,613	38,715
17100	Total School-Sponsored Co/Extra Curricul	54,079	0	54,079	0	34,434	19,645
17600	Total School-Sponsored Athletics – Instr	45,520	0	45,520	0	22,045	23,476
20620	Total Summer School	51,760	224	51,984	28,563	14,322	9,099
29180	Total Undistributed Expenditures - Instr	276,509	0	276,509	0	23,261	253,248
29680	Total Undistributed Expenditures – Atten	15,192	0	15,192	1,641	4,923	8,628
30620	Total Undistributed Expenditures – Healt	98,040	0	98,040	8,663	80,089	9,288
40580	Total Undistributed Expend – Speech, OT,	132,929	0	132,929	1,331	128,907	2,691
41080	Total Undist. Expend. – Other Supp. Serv	41,700	0	41,700	0	41,700	0
41660	Total Undist. Expend. – Guidance	63,682	0	63,682	6,323	52,409	4,950
42200	Total Undist. Expend. – Child Study Team	298,248	0	298,248	50,101	235,063	13,084
43200	Total Undist. Expend. – Improvement of I	154,724	0	154,724	36,649	102,878	15,197
43620	Total Undist. Expend. – Edu. Media Serv.	106,881	0	106,881	10,644	88,828	7,410
44180	Total Undist. Expend. – Instructional St	18,781	0	18,781	0	13,425	5,356
45300	Support Serv. - General Admin	329,585	0	329,585	78,444	222,350	28,792
46160	Support Serv. - School Admin	109,619	0	109,619	27,082	77,075	5,463
47200	Total Undist. Expend. – Central Services	175,047	0	175,047	46,474	116,824	11,750
47620	Total Undist. Expend. – Admin. Info. Tec	89,270	14,400	103,670	43,334	54,329	6,007
51120	Total Undist. Expend. – Oper. & Maint. O	783,062	1,036	784,098	248,217	402,105	133,776
52480	Total Undist. Expend. – Student Transpor	347,579	(224)	347,355	0	4,000	343,355
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	1,601,591	0	1,601,591	308,796	1,149,176	143,619
75880	TOTAL EQUIPMENT	187,342	(14,400)	172,942	0	5,631	167,311
76260	Total Facilities Acquisition and Constru	406,081	0	406,081	0	7,546	398,535
84000	Transfer of Funds to Charter Schools	17,758	0	17,758	0	0	17,758
	<b>Total</b>	<b>9,549,294</b>	<b>1,036</b>	<b>9,550,330</b>	<b>1,327,143</b>	<b>5,774,537</b>	<b>2,448,650</b>

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 10 GENERAL FUND

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00100	10-1210	Local Tax Levy	4,912,254	0	4,912,254	1,228,064	Under	3,684,191
00150	10-1320	Tuition from LEAs Within State	12,000	0	12,000	0	Under	12,000
00300	10-1__	Unrestricted Miscellaneous Revenues	1,200	0	1,200	2,118		(918)
00410	10-3116	School Choice Aid	237,789	0	237,789	23,779	Under	214,010
00420	10-3121	Categorical Transportation Aid	31,147	0	31,147	3,115	Under	28,032
00440	10-3132	Categorical Special Education Aid	355,717	0	355,717	35,572	Under	320,145
00460	10-3176	Equalization Aid	3,042,061	0	3,042,061	294,995	Under	2,747,067
00470	10-3177	Categorical Security Aid	84,322	0	84,322	8,432	Under	75,890
00540	10-4200	Medicaid Reimbursement	20,915	0	20,915	0	Under	20,915
Total			8,697,405	0	8,697,405	1,596,074		7,101,331

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02040	11-105-100-935	Local Contribution – Transfer to Special	42,870	0	42,870	0	0	42,870
02080	11-110-___-101	Kindergarten – Salaries of Teachers	244,985	0	244,985	24,499	220,487	0
02100	11-120-___-101	Grades 1-5 – Salaries of Teachers	1,194,231	0	1,194,231	119,423	1,074,808	0
02120	11-130-___-101	Grades 6-8 – Salaries of Teachers	991,616	0	991,616	99,162	892,455	0
02500	11-150-100-101	Salaries of Teachers	1,600	0	1,600	0	1,600	0
03020	11-190-1__-320	Purchased Professional – Educational Ser	128,323	0	128,323	0	3,501	124,822
03060	11-190-1__-[4-5]	Other Purchased Services (400-500 series	143,990	0	143,990	108,092	21,700	14,198
03080	11-190-1__-610	General Supplies	190,013	(2,824)	187,189	15,229	84,149	87,811
03100	11-190-1__-640	Textbooks	2,799	2,824	5,623	2,367	457	2,799
03120	11-190-1__-8__	Other Objects	310	0	310	0	0	310
07000	11-213-100-101	Salaries of Teachers	406,904	0	406,904	40,690	366,214	0
07040	11-213-100-320	Purchased Professional-Educational Servi	377,496	0	377,496	0	37,253	340,243
07100	11-213-100-610	General Supplies	1,917	0	1,917	469	921	527
07120	11-213-100-640	Textbooks	394	0	394	305	0	89
09260	11-219-100-101	Salaries of Teachers	4,800	0	4,800	420	4,380	0
11000	11-230-100-101	Salaries of Teachers	167,996	0	167,996	16,800	151,196	0
11040	11-230-100-320	Purchased Professional-Education Service	171,638	0	171,638	0	3,845	167,793
11100	11-230-100-610	General Supplies	5,006	0	5,006	3,327	1,642	37
12040	11-240-100-320	Purchased Professional-Education Service	67,327	0	67,327	0	28,613	38,714
12100	11-240-100-610	General Supplies	100	0	100	99	0	1
17000	11-401-100-1__	Salaries	32,130	0	32,130	0	32,130	0
17020	11-401-100-[3-5]	Purchased Services (300-500 series)	15,839	0	15,839	0	385	15,454
17040	11-401-100-6__	Supplies and Materials	6,110	0	6,110	0	1,919	4,191
17500	11-402-100-1__	Salaries	17,990	0	17,990	0	17,990	0
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	27,530	0	27,530	0	4,055	23,476
20000	11-422-100-101	Salaries of Teachers	13,440	(7,558)	5,882	0	0	5,882
20080	11-422-100-3__	Purchased Professional & Technical Servi	6,120	3,776	9,896	9,896	0	0
20100	11-422-100-[4-5]	Other Purchased Services (400-500 series	11,490	0	11,490	0	8,273	3,217
20500	11-422-200-1__	Salaries	9,520	0	9,520	5,052	4,469	0
20520	11-422-200-3__	Purchased Professional and Technical Ser	5,390	3,849	9,239	8,171	1,069	0



Starting date 7/1/2021 Ending date 9/30/2021 Fund: 10 GENERAL FUND

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
20540	11-422-200-[4-5] Purchased Services (400-500 series)	5,800	157	5,957	5,445	512	0
29000	11-000-100-561 Tuition to Other LEAs within the State -	34,497	0	34,497	0	0	34,497
29020	11-000-100-562 Tuition to Other LEAs within the State -	68,492	0	68,492	0	23,261	45,231
29080	11-000-100-565 Tuition to CSSD & Regular Day Schools	110,520	0	110,520	0	0	110,520
29100	11-000-100-566 Tuition to Priv. School for the Disabled	63,000	0	63,000	0	0	63,000
29500	11-000-211-1__ Salaries	6,564	0	6,564	1,641	4,923	0
29600	11-000-211-3__ Purchased Professional and Technical Ser	8,628	0	8,628	0	0	8,628
30500	11-000-213-1__ Salaries	86,306	0	86,306	8,631	77,675	0
30540	11-000-213-3__ Purchased Professional and Technical Ser	5,135	0	5,135	0	595	4,540
30580	11-000-213-6__ Supplies and Materials	6,294	0	6,294	33	1,640	4,621
30600	11-000-213-8__ Other Objects	305	0	305	0	178	127
40520	11-000-216-320 Purchased Professional – Educational Ser	132,216	0	132,216	1,159	128,907	2,150
40540	11-000-216-6__ Supplies and Materials	713	0	713	172	0	541
41000	11-000-217-1__ Salaries	4,000	0	4,000	0	4,000	0
41020	11-000-217-320 Purchased Professional – Educational Ser	37,700	0	37,700	0	37,700	0
41500	11-000-218-104 Salaries of Other Professional Staff	58,232	0	58,232	5,823	52,409	0
41620	11-000-218-6__ Supplies and Materials	5,450	0	5,450	500	0	4,950
42000	11-000-219-104 Salaries of Other Professional Staff	245,591	0	245,591	39,607	205,984	0
42020	11-000-219-105 Salaries of Secretarial and Clerical Ass	37,198	0	37,198	9,299	27,899	0
42060	11-000-219-320 Purchased Professional – Educational Ser	10,124	0	10,124	0	989	9,135
42140	11-000-219-592 Misc. Purch. Svc. (400-500 series O/than	175	0	175	0	0	175
42160	11-000-219-6__ Supplies and Materials	4,250	0	4,250	350	191	3,709
42180	11-000-219-8__ Other Objects	910	0	910	845	0	65
43000	11-000-221-102 Salaries of Supervisor of Instruction	86,423	0	86,423	21,606	64,817	0
43040	11-000-221-105 Salaries of Secretarial & Clerical Assis	50,745	0	50,745	12,684	38,061	0
43060	11-000-221-110 Other Salaries	5,440	0	5,440	0	0	5,440
43140	11-000-221-[4-5] Other Purch. Services (400-500 series)	11,081	0	11,081	1,500	0	9,581
43160	11-000-221-6__ Supplies and Materials	125	0	125	14	0	111
43180	11-000-221-8__ Other Objects	910	0	910	845	0	65
43500	11-000-222-1__ Salaries	88,732	0	88,732	8,873	79,859	0
43540	11-000-222-3__ Purchased Professional and Technical Ser	2,440	13	2,453	922	0	1,531
43560	11-000-222-[4-5] Other Purchased Services (400-500 series)	125	0	125	65	0	60
43580	11-000-222-6__ Supplies and Materials	15,584	(13)	15,571	783	8,969	5,819
44060	11-000-223-110 Other Salaries	2,400	0	2,400	0	0	2,400
44120	11-000-223-[4-5] Other Purch. Services (400-500 series)	15,881	0	15,881	0	13,425	2,456
44140	11-000-223-6__ Supplies and Materials	500	0	500	0	0	500
45000	11-000-230-1__ Salaries	206,195	0	206,195	52,237	153,958	0
45040	11-000-230-331 Legal Services	14,400	0	14,400	938	13,462	0
45060	11-000-230-332 Audit Fees	30,275	0	30,275	0	22,050	8,225
45100	11-000-230-339 Other Purchased Professional Services	4,715	0	4,715	4,685	0	30
45120	11-000-230-340 Purchased Technical Services	6,220	0	6,220	3,710	0	2,510

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 10 GENERAL FUND

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
45140	11-000-230-530	Communications/Telephone	30,665	0	30,665	8,792	12,478	9,395
45160	11-000-230-585	BOE Other Purchased Services	740	0	740	0	0	740
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	26,465	0	26,465	3,132	17,636	5,697
45200	11-000-230-610	General Supplies	2,210	0	2,210	359	913	937
45260	11-000-230-890	Miscellaneous Expenditures	3,175	0	3,175	1,045	1,852	278
45280	11-000-230-895	BOE Membership Dues and Fees	4,525	0	4,525	3,545	0	980
46000	11-000-240-103	Salaries of Principals/Assistant Princip	102,766	0	102,766	25,691	77,075	0
46080	11-000-240-3__	Purchased Professional and Technical Ser	1,938	0	1,938	0	0	1,938
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series	3,100	0	3,100	0	0	3,100
46120	11-000-240-6__	Supplies and Materials	350	0	350	350	0	0
46140	11-000-240-8__	Other Objects	1,465	0	1,465	1,040	0	425
47000	11-000-251-1__	Salaries	154,298	0	154,298	38,574	115,724	0
47020	11-000-251-330	Purchased Professional Services	4,600	0	4,600	0	1,000	3,600
47040	11-000-251-340	Purchased Technical Services	4,680	0	4,680	4,564	0	116
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	5,425	0	5,425	3,079	0	2,346
47100	11-000-251-6__	Supplies and Materials	2,094	0	2,094	256	0	1,838
47180	11-000-251-890	Other Objects	3,950	0	3,950	0	100	3,850
47500	11-000-252-1__	Salaries	71,375	0	71,375	26,804	44,572	0
47520	11-000-252-330	Purchased Professional Services	1,500	0	1,500	0	0	1,500
47540	11-000-252-340	Purchased Technical Services	15,000	14,400	29,400	16,530	9,758	3,112
47580	11-000-252-6__	Supplies and Materials	1,395	0	1,395	0	0	1,395
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	82,395	0	82,395	15,671	11,301	55,424
48540	11-000-261-610	General Supplies	9,485	0	9,485	0	2,289	7,196
49000	11-000-262-1__	Salaries	11,700	0	11,700	4,916	6,784	0
49040	11-000-262-3__	Purchased Professional and Technical Ser	428,033	0	428,033	214,017	214,017	0
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	6,755	(0)	6,755	540	1,700	4,515
49120	11-000-262-490	Other Purchased Property Services	13,040	0	13,040	2,308	10,492	240
49140	11-000-262-520	Insurance	37,770	0	37,770	0	33,494	4,276
49180	11-000-262-610	General Supplies	30,850	444	31,294	881	1,232	29,181
49200	11-000-262-621	Energy (Natural Gas)	48,180	0	48,180	425	47,755	0
49220	11-000-262-622	Energy (Electricity)	78,492	0	78,492	8,473	70,019	0
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	17,220	0	17,220	0	2,000	15,220
50060	11-000-263-610	General Supplies	6,450	0	6,450	129	179	6,142
50080	11-000-263-8__	Other Objects	8,255	0	8,255	0	0	8,255
51020	11-000-266-3__	Purchased Professional and Technical Ser	3,477	0	3,477	237	711	2,529
51060	11-000-266-610	General Supplies	960	592	1,552	620	134	798
52100	11-000-270-350	Management Fee – ESC & CTSA Trans. Prog	14,508	(31)	14,477	0	0	14,477
52220	11-000-270-504	Contract Serv–Aid in Lieu Pymts–Charter	0	1,000	1,000	0	1,000	0
52240	11-000-270-505	Contract Serv–Aid in Lieu Pymts–Choice S	2,000	1,000	3,000	0	3,000	0
52260	11-000-270-511	Contract Services (Bet. Home & Sch) -Ven	22,275	(2,000)	20,275	0	0	20,275
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -	18,650	0	18,650	0	0	18,650

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 10 GENERAL FUND

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
52360	11-000-270-517	Contract Serv. (Reg. Students) – ESCs &	63,209	0	63,209	0	0	63,209
52380	11-000-270-518	Contract Serv. (Spl. Ed. Students) – ESC	226,937	(194)	226,744	0	0	226,744
71020	11-000-291-220	Social Security Contributions	47,736	0	47,736	12,244	35,492	0
71060	11-000-291-241	Other Retirement Contributions - PERS	42,451	0	42,451	0	0	42,451
71140	11-000-291-250	Unemployment Compensation	275	0	275	0	0	275
71160	11-000-291-260	Workmen's Compensation	65,623	0	65,623	0	51,056	14,567
71180	11-000-291-270	Health Benefits	1,183,888	0	1,183,888	293,447	862,601	27,840
71200	11-000-291-280	Tuition Reimbursement	17,700	0	17,700	0	0	17,700
71220	11-000-291-290	Other Employee Benefits	243,918	0	243,918	3,105	200,027	40,786
75600	12-000-220-73_	Undist. Expend. – Support Serv. – Inst.	42,890	0	42,890	0	0	42,890
75700	12-000-261-73_	Undist. Expend. –Required Maint. For Sch	144,452	(14,400)	130,052	0	5,631	124,421
76180	12-000-400-780	Infrastructure	400,000	0	400,000	0	1,465	398,535
76210	12-000-400-896	Assessment for Debt Service on SDA Fundi	6,081	0	6,081	0	6,081	0
84000	10-000-100-56_	Transfer of Funds to Charter Schools	17,758	0	17,758	0	0	17,758
<b>Total</b>			<b>9,549,294</b>	<b>1,036</b>	<b>9,550,330</b>	<b>1,327,143</b>	<b>5,774,537</b>	<b>2,448,650</b>

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 20 SPECIAL REVENUE FUNDS

Assets and Resources

**Assets:**

101	Cash in bank			(\$144,609.21)
102 - 106	Cash Equivalents		\$0.00	
111	Investments		\$0.00	
116	Capital Reserve Account		\$0.00	
117	Maintenance Reserve Account		\$0.00	
118	Emergency Reserve Account		\$0.00	
121	Tax levy Receivable		\$0.00	

Accounts Receivable:

132	Interfund	\$0.00		
141	Intergovernmental - State	\$0.00		
142	Intergovernmental - Federal	\$214,109.71		
143	Intergovernmental - Other	\$0.00		
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00		\$214,109.71

Loans Receivable:

131	Interfund	\$0.00		
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00		\$0.00

Other Current Assets

\$0.00

**Resources:**

301	Estimated revenues	\$415,120.00		
302	Less revenues	(\$5,304.00)		\$409,816.00

**Total assets and resources**

**\$479,316.50**

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 20 SPECIAL REVENUE FUNDS

Liabilities and Fund Equity

**Liabilities:**

101	Cash in bank		(\$144,609.21)
411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$1,847.55
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$170,578.88
	Other current liabilities		\$0.00
	<b>Total liabilities</b>		<b>\$172,426.43</b>

**Fund Balance:**

Appropriated:

753,754	Reserve for encumbrances		\$238,076.92
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$1,733,540.33	
602	Less: Expenditures	(\$125,292.65)	
	Less: Encumbrances	(\$227,310.52)	(\$352,603.17)
	Total appropriated		\$1,619,014.08

Unappropriated:

770	Fund balance, July 1		\$6,296.32
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$1,318,420.33)
	Total fund balance		<b>\$306,890.07</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$479,316.50</u></b>

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 20 SPECIAL REVENUE FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$1,733,540.33	\$352,603.17	\$1,380,937.16
Revenues	(\$415,120.00)	(\$5,304.00)	(\$409,816.00)
Subtotal	<u>\$1,318,420.33</u>	<u>\$347,299.17</u>	<u>\$971,121.16</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,318,420.33</u>	<u>\$347,299.17</u>	<u>\$971,121.16</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,318,420.33</u>	<u>\$347,299.17</u>	<u>\$971,121.16</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,318,420.33</u>	<u>\$347,299.17</u>	<u>\$971,121.16</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$1,318,420.33</u>	<u>\$347,299.17</u>	<u>\$971,121.16</u>

Prepared and submitted by :

*David Rouse*

Board Secretary

11/01/2021

Date

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00770	Total Revenues from State Sources	117,075	0	117,075	5,304	Under	111,771
00830	Total Revenues from Federal Sources	255,175	0	255,175	0	Under	255,175
0083A	Other	42,870	0	42,870	0	Under	42,870
	<b>Total</b>	<b>415,120</b>	<b>0</b>	<b>415,120</b>	<b>5,304</b>		<b>409,816</b>

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	494,055	107,837	601,892	93,107	76,786	432,000
85120	Total Instruction	131,946	0	131,946	13,175	118,671	100
86380	Total Support Services	27,999	0	27,999	0	1,496	26,503
88740	Total Federal Projects	963,174	8,529	971,703	19,011	30,357	922,334
	<b>Total</b>	<b>1,617,174</b>	<b>116,366</b>	<b>1,733,540</b>	<b>125,293</b>	<b>227,311</b>	<b>1,380,937</b>

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00760	20-3218	Preschool Education Aid	117,075	0	117,075	5,304	Under	111,771
00775	20-441[1-6]	Title I	117,626	0	117,626	0	Under	117,626
00780	20-445[1-5]	Title II	15,028	0	15,028	0	Under	15,028
00790	20-447[1-4]	Title IV	10,941	0	10,941	0	Under	10,941
00805	20-442[0-9]	I.D.E.A. Part B (Handicapped)	111,580	0	111,580	0	Under	111,580
00835	20-5200	Transfers from Operating Budget – Presch	42,870	0	42,870	0	Under	42,870
<b>Total</b>			<b>415,120</b>	<b>0</b>	<b>415,120</b>	<b>5,304</b>		<b>409,816</b>

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
			494,055	107,837	601,892	93,107	76,786	432,000
85000	20-218-100-101	Salaries of Teachers	131,746	0	131,746	13,175	118,571	0
85080	20-218-100-6__	General Supplies	200	0	200	0	100	100
86220	20-218-200-330	Other Purchased Professional Services	27,999	0	27,999	0	1,496	26,503
88500	20-__-__-__	Title I	130,998	666	131,664	389	7,333	123,942
88520	20-__-__-__	Title II	16,605	0	16,605	0	5,000	11,605
88560	20-__-__-__	Title IV	10,000	0	10,000	0	0	10,000
88620	20-__-__-__	I.D.E.A. Part B (Handicapped)	134,981	5,469	140,450	9,606	15,630	115,214
88700	20-__-__-__	Other	0	2,394	2,394	0	2,394	0
88706	20-479-__-__	CRF Grant Program	9,274	0	9,274	0	0	9,274
88713	20-487-__-__	ARP-ESSER Grant Program	661,316	0	661,316	9,017	0	652,299
<b>Total</b>			<b>1,617,174</b>	<b>116,366</b>	<b>1,733,540</b>	<b>125,293</b>	<b>227,311</b>	<b>1,380,937</b>



Starting date 7/1/2021 Ending date 9/30/2021 Fund: 30 CAPITAL PROJECTS FUNDS

Assets and Resources

**Assets:**

101	Cash in bank		\$931,424.23
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Other Current Assets

\$0.00

**Resources:**

301	Estimated revenues	\$0.00	
302	Less revenues	\$0.00	\$0.00

**Total assets and resources**

**\$931,424.23**

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 30 CAPITAL PROJECTS FUNDS

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00
	<b>Total liabilities</b>		<b>\$0.00</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$14,590.00
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$931,424.23	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	(\$14,590.00)	(\$14,590.00)
	Total appropriated		\$931,424.23
	Unappropriated:		
770	Fund balance, July 1		\$931,424.23
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$931,424.23)
	Total fund balance		\$931,424.23
	<b>Total liabilities and fund equity</b>		<b>\$931,424.23</b>

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 30 CAPITAL PROJECTS FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$931,424.23	\$14,590.00	\$916,834.23
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$931,424.23</u>	<u>\$14,590.00</u>	<u>\$916,834.23</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$931,424.23</u>	<u>\$14,590.00</u>	<u>\$916,834.23</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$931,424.23</u>	<u>\$14,590.00</u>	<u>\$916,834.23</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$931,424.23</u>	<u>\$14,590.00</u>	<u>\$916,834.23</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$931,424.23</u>	<u>\$14,590.00</u>	<u>\$916,834.23</u>

Prepared and submitted by :

David Rouse

Board Secretary

11/01/2021

Date

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 30 CAPITAL PROJECTS FUNDS

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	0	931,424	931,424	0	14,590	916,834
Total	0	931,424	931,424	0	14,590	916,834

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 30 CAPITAL PROJECTS FUNDS

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	931,424	931,424	0	14,590	916,834
Total	0	931,424	931,424	0	14,590	916,834

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 40 DEBT SERVICE FUNDS

Assets and Resources

**Assets:**

101	Cash in bank			(\$81,852.59)
102 - 106	Cash Equivalents			\$0.00
111	Investments			\$0.00
116	Capital Reserve Account			\$0.00
117	Maintenance Reserve Account			\$0.00
118	Emergency Reserve Account			\$0.00
121	Tax levy Receivable			\$0.00

Accounts Receivable:

132	Interfund	\$0.00		
141	Intergovernmental - State	\$0.00		
142	Intergovernmental - Federal	\$0.00		
143	Intergovernmental - Other	\$0.00		
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00		\$0.00

Loans Receivable:

131	Interfund	\$0.00		
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00		\$0.00

Other Current Assets

\$0.00

**Resources:**

301	Estimated revenues	\$225,023.00		
302	Less revenues	(\$94,213.24)		\$130,809.76

**Total assets and resources**

**\$48,957.17**



Starting date 7/1/2021 Ending date 9/30/2021 Fund: 40 DEBT SERVICE FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$225,023.00	\$225,023.00	\$0.00
Revenues	(\$225,023.00)	(\$94,213.24)	(\$130,809.76)
Subtotal	<u>\$0.00</u>	<u>\$130,809.76</u>	<u>(\$130,809.76)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$130,809.76</u>	<u>(\$130,809.76)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$130,809.76</u>	<u>(\$130,809.76)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$130,809.76</u>	<u>(\$130,809.76)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$130,809.76</u>	<u>(\$130,809.76)</u>

Prepared and submitted by : David Rouse 11/01/2021  
Board Secretary Date



Starting date 7/1/2021 Ending date 9/30/2021 Fund: 40 DEBT SERVICE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00885	Total Revenues from Local Sources	153,733	0	153,733	38,433	Under	115,300
0093A	Other	71,290	0	71,290	55,780	Under	15,510
	<b>Total</b>	<b>225,023</b>	<b>0</b>	<b>225,023</b>	<b>94,213</b>		<b>130,810</b>

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	225,023	0	225,023	176,066	48,957	0
	<b>Total</b>	<b>225,023</b>	<b>0</b>	<b>225,023</b>	<b>176,066</b>	<b>48,957</b>	<b>0</b>

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 40 DEBT SERVICE FUNDS

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00860	40-1210	Local Tax Levy	153,733	0	153,733	38,433	Under	115,300
00890	40-3160	Debt Service Aid Type II	71,290	0	71,290	55,780	Under	15,510
Total			225,023	0	225,023	94,213		130,810

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600	40-701-510-834	Interest on Bonds	100,023	0	100,023	51,066	48,957	0
89620	40-701-510-910	Redemption of Principal	125,000	0	125,000	125,000	0	0
Total			225,023	0	225,023	176,066	48,957	0

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 60 ENTERPRISE FUND

Assets and Resources

**Assets:**

101	Cash in bank		\$142,956.67
102 - 106	Cash Equivalents		\$40,817.02
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	(\$3,151.60)	
142	Intergovernmental - Federal	(\$24,446.24)	
143	Intergovernmental - Other	\$216,475.01	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$188,877.17

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Other Current Assets

\$22,842.58

**Resources:**

301	Estimated revenues	\$0.00	
302	Less revenues	(\$257.96)	(\$257.96)

**Total assets and resources**

**\$395,235.48**

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 60 ENTERPRISE FUND

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$44,669.80
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$17,796.12
	<b>Total liabilities</b>		<b>\$62,465.92</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$348,578.49
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$0.00	
602	Less: Expenditures	(\$2,753.00)	
	Less: Encumbrances	(\$192,560.60)	(\$195,313.60)
	Total appropriated		\$153,264.89

Unappropriated:

770	Fund balance, July 1		\$179,504.67
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$332,769.56
	<b>Total liabilities and fund equity</b>		<b>\$395,235.48</b>

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 60 ENTERPRISE FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$195,313.60	(\$195,313.60)
Revenues	\$0.00	(\$257.96)	\$257.96
Subtotal	<u>\$0.00</u>	<u>\$195,055.64</u>	<u>(\$195,055.64)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$195,055.64</u>	<u>(\$195,055.64)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$195,055.64</u>	<u>(\$195,055.64)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$195,055.64</u>	<u>(\$195,055.64)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$195,055.64</u>	<u>(\$195,055.64)</u>

Prepared and submitted by : David Rouse      11/01/2021  
Board Secretary      Date

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 60 ENTERPRISE FUND

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	0	0	258		(258)
Total		0	0	0	258		(258)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	0	0	2,753	192,561	(195,314)
Total		0	0	0	2,753	192,561	(195,314)

Starting date 7/1/2021 Ending date 9/30/2021 Fund: 60 ENTERPRISE FUND

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	0	0	0	258		(258)
Total	0	0	0	258		(258)


  

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	0	0	2,753	192,561	(195,314)
Total	0	0	0	2,753	192,561	(195,314)

REPORT OF THE TREASURER  
TO THE SOMERDALE BOARD OF EDUCATION  
As of September 30, 2021

CASH REPORT					
FUNDS		(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balances (1) + (2) - (3)
1	General Fund - Fund 10	1,985,590.85	820,164.91	723,709.39	2,082,046.37
	Capital Reserve - Fund 10	743,309.56	61.09	0.00	743,370.65
2	Special Revenue Fund - Fund 20	(101,869.81)	5,304.00	48,043.40	(144,609.21)
3	Capital Projects Fund - Fund 30	931,424.23	0.00	0.00	931,424.23
4	Debt Service Fund - Fund 40	25,622.45	68,591.08	176,066.12	(81,852.59)
5	Total Governmental Funds (Lines 1 thru 4)	3,584,077.28	894,121.08	947,818.91	3,530,379.45
6	Cafeteria- Fund 60	142,958.11	1,234.56	1,236.00	142,956.67
7	TRUST AND AGENCY FUNDS (Fund 6X) Payroll	502.02	258,908.15	258,906.69	503.48
8	Payroll Agency	5,121.73	205,148.35	162,858.34	47,411.74
9	Medical Reimbursement	3,528.44	510.29	63.41	3,975.32
10	Student Activities	17,440.43	8,874.07	1,465.50	24,849.00
11	Unemployment	93,655.80	7.70	0.00	93,663.50
12	Park Technology Services	61,147.73	5.03	0.00	61,152.76
13	After School Care	1,341.42	10,908.05	1,052.89	11,196.58
14	Total Trust & Agency Funds (Lines 7 thru 12)	182,737.57	484,361.64	424,346.83	242,752.38
15	Total All Funds (Lines 5, 6, and 13)	3,909,772.96	1,379,717.28	1,373,401.74	3,916,088.50

Prepared By:

  
\_\_\_\_\_  
Acting Treasurer, Nancy Strassle

11/01/21  
\_\_\_\_\_  
Date



**SOMERDALE PUBLIC SCHOOLS  
GENERAL ACCT RECONCILIATION  
As of September 30, 2021**

Balance per Bank:

Ending Bank Balance	\$ 1,857,220.41
Add: Deposits in Transit	-
	-
Bond interest transfer	76.86
Less: Outstanding Checks (see attached listing)	1,712.70

**Adjusted Bank Balance**

**\$ 1,855,584.57**

Balance per Books:

Beginning Balance	\$ 1,909,343.49
Add: Receipts	894,059.99
Less: Disbursements	947,818.91

**Ending Book Balance**

**\$ 1,855,584.57**

Variance \$ -

SOMERDALE PUBLIC SCHOOLS  
GENERAL ACCT  
Outstanding Checks  
As of September 30, 2021

23519	\$	132.70
24043	\$	250.00
24168	\$	1,000.00
24262	\$	330.00

**Total**

**\$ 1,712.70**

**SOMERDALE PUBLIC SCHOOLS  
CAPITAL RESERVE ACCT RECONCILIATION  
As of September 30, 2021**

Balance per Bank:

Ending Bank Balance	\$ 743,370.65
Add: Deposits in Transit	-
Less: Outstanding Checks	-

<b>Adjusted Bank Balance</b>	<b><u><u>\$ 743,370.65</u></u></b>
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Balance per Books:

Beginning Book Balance	\$ 743,309.56
Add: Receipts	61.09
Less: Disbursements	-

<b>Ending Book Balance</b>	<b><u><u>\$ 743,370.65</u></u></b>
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Variance	\$ -
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**SOMERDALE PUBLIC SCHOOLS  
BOND ACCOUNT  
As of September 30, 2021**

Balance per Bank:

Ending Bank Balance	\$ 935,105.89
Add: Deposits in Transit	-
Less: Outstanding Checks	
Bond interest transfer	76.86

**Adjusted Bank Balance** \$ 935,029.03

Balance per Books:

Beginning Book Balance	\$ 935,029.03
Add: Receipts	-
Less: Disbursements	-
(Transfer to General Acct.)	-

**Ending Book Balance** \$ 935,029.03

Variance \$ -

**SOMERDALE PUBLIC SCHOOLS  
LUNCH ACCOUNT  
As of September 30, 2021**

Balance per Bank:

Ending Bank Balance		\$ 143,002.52
Add: Deposits in Transit		-
Less: Outstanding Checks	see attached listing	45.85

**Adjusted Bank Balance** \$ 142,956.67

Balance per Books:

Beginning Book Balance	\$ 142,958.11
Add: Receipts	\$ 1,234.56
Less: Disbursements	\$ 1,236.00

**Ending Book Balance** \$ 142,956.67

Variance \$ -

1590	\$	6.00
1591	\$	3.25
1592	\$	5.35
1600	\$	8.15
1601	\$	19.75
1605	\$	3.35
	<u>\$</u>	<u>45.85</u>

**SOMERDALE PUBLIC SCHOOLS  
PAYROLL ACCT RECONCILIATION  
As of September 30, 2021**

Balance per Bank:

Ending Bank Balance	\$	544.04
Add: Deposits in Transit		-
Less: Outstanding Checks		40.56

**Adjusted Bank Balance** \$ 503.48

Balance per Books:

Beginning Book Balance	\$	502.02
Add: Receipts		258,908.15
Less: Disbursements		258,906.69

**Ending Book Balance** \$ 503.48

Variance \$ 0.00

Interest	\$	-
W. Pressley	\$	40.56



**SOMERDALE PUBLIC SCHOOLS  
AGENCY ACCT RECONCILIATION  
As of September 30, 2021**

Balance per Bank:

Ending Bank Balance	\$	65,443.04
Add: Deposits in Transit		-
Less: Outstanding Checks    see attached listing		18,031.30

**Adjusted Bank Balance** \$ 47,411.74

Balance per Books:

Beginning Book Balance	\$	5,121.73
Add: Receipts		205,148.35
Less: Disbursements		162,858.34

**Ending Book Balance** \$ 47,411.74

Variance \$ (0.00)

	Check #	Amount
	1558	\$ 657.22
	1559	\$ 260.06
	1560	\$ 1,196.60
	1561	\$ 2,442.32
	1564	\$ 7,595.02
	1565	\$ 812.64
	1566	\$ 4,920.62
EFT	City of Phila	\$ 146.82
	Interest	\$ -
		<u>\$18,031.30</u>

**SOMERDALE PUBLIC SCHOOLS  
FSA MEDICAL ACCOUNT  
As of September 30, 2021**

Balance per Bank:

Ending Bank Balance	\$ 3,975.32
Add: Deposits in Transit	-
Less: Outstanding Checks	-
<b>Adjusted Bank Balance</b>	<b><u><u>\$ 3,975.32</u></u></b>

Balance per Books:

Beginning Book Balance	\$ 3,528.44
Add: Receipts	510.29
Less: Disbursements	63.41
<b>Ending Book Balance</b>	<b><u><u>\$ 3,975.32</u></u></b>
Variance	\$ -

**SOMERDALE PUBLIC SCHOOLS  
STUDENT ACTIVITIES  
As of September 30, 2021**

Balance per Bank:

Ending Bank Balance		\$ 26,809.75
Add: Deposits in Transit		-
Less: Outstanding Checks	see attached list	1,960.75

**Adjusted Bank Balance** \$ 24,849.00

Balance per Books:

Beginning Book Balance		\$ 17,440.43
Add: Receipts		8,874.07
Less: Disbursements		1,465.50

**Ending Book Balance** \$ 24,849.00

Variance \$ -

3234	\$	53.75
3239	\$	21.25
3244	\$	42.50
3247	\$	21.25
3253	\$	42.50
3255	\$	37.50
3259	\$	37.50
3270	\$	5.00
3274	\$	35.00
3275	\$	19.00
3296	\$	30.00
3309	\$	50.00
3310	\$	50.00
3324	\$	50.00
3333	\$	646.50
3334	\$	819.00
		<u>\$1,960.75</u>

**SOMERDALE PUBLIC SCHOOLS  
UNEMPLOYMENT ACCOUNT  
As of September 30, 2021**

Balance per Bank:

Ending Bank Balance	\$ 93,663.50
Add: Deposits in Transit	-
Less: Outstanding Checks	-
<b>Adjusted Bank Balance</b>	<b><u><u>\$ 93,663.50</u></u></b>

Balance per Books:

Beginning Book Balance	\$ 93,655.80
Add: Receipts	7.70
Less: Disbursements	-
<b>Ending Book Balance</b>	<b><u><u>\$ 93,663.50</u></u></b>
Variance	\$ -

**SOMERDALE PUBLIC SCHOOLS  
PARK TECHNOLOGY SERVICES ACCOUNT  
As of September 30, 2021**

Balance per Bank:

Ending Bank Balance	\$ 61,152.76
Add: Deposits in Transit	-
Less: Outstanding Checks	-

**Adjusted Bank Balance** \$ 61,152.76

Balance per Books:

Beginning Balance	\$ 61,147.73
Add: Receipts	5.03
Less: Disbursements	-

**Ending Book Balance** \$ 61,152.76

\$ -

**SOMERDALE PUBLIC SCHOOLS  
AFTER SCHOOL CARE  
As of September 30, 2021**

Balance per Bank:

Ending Bank Balance \$ 11,196.58

Add: Deposits in Transit -

Less: Outstanding Checks -

**Adjusted Bank Balance** \$ 11,196.58

Balance per Books:

Beginning Balance \$ 1,341.42

Add: Receipts 10,908.05

Less: Disbursements 1,052.89

**Ending Book Balance** \$ 11,196.58

\$ -



**1351 SOMERDALE BOE PAYROLL**

**\$14,169.42 Vend Total**

P.O. # 2J0006 Db 10-141 / Cr 10-101  
10-03 - - - - Debit=141 Credit=101  
Inv# 9-15-2021 State Fica \$14,169.42 09/15/21

\$14,169.42  
\$14,169.42

**PAY SOMERDALE BOE PAYROLL**

**\$218,841.97 Vend Total**

P.O. # 200000 Payroll 2021 - 2022  
11-000-211-105-00-0-0 ATTENDANCE/SOCIALWORK CLERICAL  
Inv# \*1PR 70 \$273.51 P 09/15/21  
11-000-213-104-00-0-0 SALARY SCHOOL NURSES  
Inv# \*1PR 70 \$4,315.30 P 09/15/21  
11-000-218-104-00-0-0 GUIDANCE SUPPORT STAFF  
Inv# \*1PR 70 \$2,911.60 P 09/15/21  
11-000-219-104-00-0-0 CST SALARIES  
Inv# \*1PR 70 \$12,156.43 P 09/15/21  
11-000-219-105-00-0-0 CST SUPPORT STAFF  
Inv# \*1PR 70 \$1,549.91 P 09/15/21  
11-000-221-102-00-0-0 CURRICULUM-SUPERVISOR  
Inv# \*1PR 70 \$3,600.96 P 09/15/21  
11-000-221-105-00-0-0 CURRICULUM SECRETARY SALARY  
Inv# \*1PR 70 \$2,114.04 P 09/15/21  
11-000-222-104-00-0-0 LIBRARIAN/MEDIA CENTER SALARY  
Inv# \*1PR 70 \$4,436.60 P 09/15/21  
11-000-230-100-00-0-0 ADMIN-SUPERINTENDENT  
Inv# \*1PR 70 \$6,050.82 P 09/15/21  
11-000-230-105-00-0-0 ADMIN-SUPPORT STAFF  
Inv# \*1PR 70 \$2,655.38 P 09/15/21  
11-000-240-103-00-0-0 SALARIES OF PRINCIPALS & VP  
Inv# \*1PR 70 \$4,281.91 P 09/15/21  
11-000-251-104-00-0-0 CENTRAL SERVICES-SBA  
Inv# \*1PR 70 \$3,967.50 P 09/15/21  
11-000-251-105-00-0-0 CENTRAL SERVICES SUPPORT STAFF  
Inv# \*1PR 70 \$2,461.58 P 09/15/21  
11-000-252-104-00-0-0 INFORMATION TECHNOLOGY SALARY  
Inv# \*1PR 70 \$4,467.25 P 09/15/21  
11-000-262-100-00-0-0 CUSTODIAL STAFF  
Inv# \*1PR 70 \$1,248.75 P 09/15/21  
11-110-100-101-00-0-0 KINDERGARTEN TEACHER SALARIES  
Inv# \*1PR 70 \$12,249.25 P 09/15/21  
11-120-100-101-00-0-0 1-5 GRADE TEACHER SALARIES  
Inv# \*1PR 70 \$13,662.60 P 09/15/21  
11-120-100-101-01-0-0 1ST GRADE TEACHER SALARIES  
Inv# \*1PR 70 \$11,063.50 P 09/15/21  
11-120-100-101-02-0-0 2ND GRADE TEACHER SALARIES  
Inv# \*1PR 70 \$6,397.30 P 09/15/21  
11-120-100-101-03-0-0 3RD GRADE TEACHER SALARIES  
Inv# \*1PR 70 \$11,159.85 P 09/15/21  
11-120-100-101-04-0-0 4TH GRADE TEACHER SALARIES  
Inv# \*1PR 70 \$8,044.80 P 09/15/21  
11-120-100-101-05-0-0 5TH GRADE TEACHER SALARIES  
Inv# \*1PR 70 \$9,383.50 P 09/15/21  
11-130-100-101-00-0-0 6-8 GRADE TEACHER SALARIES  
Inv# \*1PR 70 \$13,996.00 P 09/15/21

\$217,193.14 P  
\$273.51 P  
\$4,315.30 P  
\$2,911.60 P  
\$12,156.43 P  
\$1,549.91 P  
\$3,600.96 P  
\$2,114.04 P  
\$4,436.60 P  
\$6,050.82 P  
\$2,655.38 P  
\$4,281.91 P  
\$3,967.50 P  
\$2,461.58 P  
\$4,467.25 P  
\$1,248.75 P  
\$12,249.25 P  
\$13,662.60 P  
\$11,063.50 P  
\$6,397.30 P  
\$11,159.85 P  
\$8,044.80 P  
\$9,383.50 P  
\$13,996.00 P

**PAY** SOMERDALE BOE PAYROLL

**\$218,841.97 Vend Total**

P.O. # 200000	Payroll 2021 - 2022		\$217,193.14	P
11-130-100-101-10-0-0	MATH TEACHERS SALARIES		\$10,879.65	P
Inv# *1PR 70	\$10,879.65	P	09/15/21	
11-130-100-101-15-0-0	LANG ARTS TEACHERS SALARIES		\$11,609.75	P
Inv# *1PR 70	\$11,609.75	P	09/15/21	
11-130-100-101-20-0-0	SCIENCE TEACHERS SALARIES		\$7,254.80	P
Inv# *1PR 70	\$7,254.80	P	09/15/21	
11-130-100-101-25-0-0	SOC STUDIES TEACHERS SALARIES		\$5,840.55	P
Inv# *1PR 70	\$5,840.55	P	09/15/21	
11-213-100-101-00-0-0	SPEC ED-RESOURCE ROOM		\$20,345.20	P
Inv# *1PR 70	\$20,345.20	P	09/15/21	
11-230-100-101-00-0-0	BASIC SKILLS TEACHERS SALARIES		\$8,399.80	P
Inv# *1PR 70	\$8,399.80	P	09/15/21	
11-422-252-104-00-0-0	SUMMER TECH SALARIES		\$947.75	P
Inv# *1PR 70	\$947.75	P	09/15/21	
20-218-100-101-00-0-0	PRESCHOOL SALARIES		\$6,587.30	P
Inv# *1PR 70	\$6,587.30	P	09/15/21	
20-483-100-100-00-0-0	ESSER II Instruct. Serv. Sal.		\$2,080.00	P
Inv# *1PR 70	\$2,080.00	P	09/15/21	
20-484-100-100-00-0-0	LEARNING ACC. Instruct. Sal.		\$640.00	P
Inv# *1PR 70	\$640.00	P	09/15/21	
20-485-200-100-00-0-0	MENTAL HEALTH SUPP STAFF SAL.		\$160.00	P
Inv# *1PR 70	\$160.00	P	09/15/21	
P.O. # 200001	Board Fica 2021-2022		\$1,588.83	P
11-000-291-220-00-0-0	FICA		\$1,588.83	P
Inv# 9-15-2021	\$1,588.83	P	09/15/21	
P.O. # 200002	Phone		\$60.00	P
11-000-230-530-00-0-0	COMMUNICATIONS/TELEPHONE		\$60.00	P
Inv# *1PR 70	\$60.00	P	09/15/21	

**Total for batch = \$233,011.39**

Starting date 9/15/2021

Ending date 9/15/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
A08007	09/15/21		1351	SOMERDALE BOE PAYROLL		14,169.42
A08008	09/15/21		PAY	SOMERDALE BOE PAYROLL		218,841.97

<b>Fund Totals</b>
--------------------

10	GENERAL FUND	\$14,169.42
11	GENERAL CURRENT EXPENSE	\$209,374.67
20	SPECIAL REVENUE FUNDS	\$9,467.30
	Total for all checks listed	\$233,011.39

Attachment #2 - Finance item #2a

Prepared and submitted by: \_\_\_\_\_

Board Secretary

\_\_\_\_\_ Date

**1351 SOMERDALE BOE PAYROLL**

**\$14,198.51 Vend Total**

P.O. # 2J0007 Db 10-141 / Cr 10-101  
10-03 - - - - Debit=141 Credit=101  
Inv# 9-30-2021 State Fica \$14,198.51 09/30/21

\$14,198.51  
\$14,198.51

**PAY SOMERDALE BOE PAYROLL**

**\$216,841.57 Vend Total**

P.O. # 200000 Payroll 2021 - 2022  
11-000-211-105-00-0-0 ATTENDANCE/SOCIALWORK CLERICAL  
Inv# \*1PR 71 \$273.51 P 09/30/21  
11-000-213-104-00-0-0 SALARY SCHOOL NURSES  
Inv# \*1PR 71 \$4,315.30 P 09/30/21  
11-000-218-104-00-0-0 GUIDANCE SUPPORT STAFF  
Inv# \*1PR 71 \$2,911.60 P 09/30/21  
11-000-219-104-00-0-0 CST SALARIES  
Inv# \*1PR 71 \$12,156.43 P 09/30/21  
11-000-219-105-00-0-0 CST SUPPORT STAFF  
Inv# \*1PR 71 \$1,549.91 P 09/30/21  
11-000-221-102-00-0-0 CURRICULUM-SUPERVISOR  
Inv# \*1PR 71 \$3,600.96 P 09/30/21  
11-000-221-105-00-0-0 CURRICULUM SECRETARY SALARY  
Inv# \*1PR 71 \$2,114.04 P 09/30/21  
11-000-222-104-00-0-0 LIBRARIAN/MEDIA CENTER SALARY  
Inv# \*1PR 71 \$4,436.60 P 09/30/21  
11-000-230-100-00-0-0 ADMIN-SUPERINTENDENT  
Inv# \*1PR 71 \$6,050.82 P 09/30/21  
11-000-230-105-00-0-0 ADMIN-SUPPORT STAFF  
Inv# \*1PR 71 \$2,655.38 P 09/30/21  
11-000-240-103-00-0-0 SALARIES OF PRINCIPALS & VP  
Inv# \*1PR 71 \$4,281.91 P 09/30/21  
11-000-251-104-00-0-0 CENTRAL SERVICES-SBA  
Inv# \*1PR 71 \$3,967.50 P 09/30/21  
11-000-251-105-00-0-0 CENTRAL SERVICES SUPPORT STAFF  
Inv# \*1PR 71 \$3,369.83 P 09/30/21  
11-000-252-104-00-0-0 INFORMATION TECHNOLOGY SALARY  
Inv# \*1PR 71 \$4,467.25 P 09/30/21  
11-110-100-101-00-0-0 KINDERGARTEN TEACHER SALARIES  
Inv# \*1PR 71 \$12,249.25 P 09/30/21  
11-120-100-101-00-0-0 1-5 GRADE TEACHER SALARIES  
Inv# \*1PR 71 \$13,662.60 P 09/30/21  
11-120-100-101-01-0-0 1ST GRADE TEACHER SALARIES  
Inv# \*1PR 71 \$11,063.50 P 09/30/21  
11-120-100-101-02-0-0 2ND GRADE TEACHER SALARIES  
Inv# \*1PR 71 \$6,397.30 P 09/30/21  
11-120-100-101-03-0-0 3RD GRADE TEACHER SALARIES  
Inv# \*1PR 71 \$11,159.85 P 09/30/21  
11-120-100-101-04-0-0 4TH GRADE TEACHER SALARIES  
Inv# \*1PR 71 \$8,044.80 P 09/30/21  
11-120-100-101-05-0-0 5TH GRADE TEACHER SALARIES  
Inv# \*1PR 71 \$9,383.50 P 09/30/21  
11-130-100-101-00-0-0 6-8 GRADE TEACHER SALARIES  
Inv# \*1PR 71 \$13,996.00 P 09/30/21  
11-130-100-101-10-0-0 MATH TEACHERS SALARIES  
Inv# \*1PR 71 \$10,879.65 P 09/30/21

\$215,334.89 P  
\$273.51 P  
\$4,315.30 P  
\$2,911.60 P  
\$12,156.43 P  
\$1,549.91 P  
\$3,600.96 P  
\$2,114.04 P  
\$4,436.60 P  
\$6,050.82 P  
\$2,655.38 P  
\$4,281.91 P  
\$3,967.50 P  
\$3,369.83 P  
\$4,467.25 P  
\$12,249.25 P  
\$13,662.60 P  
\$11,063.50 P  
\$6,397.30 P  
\$11,159.85 P  
\$8,044.80 P  
\$9,383.50 P  
\$13,996.00 P  
\$10,879.65 P

**PAY** SOMERDALE BOE PAYROLL

**\$216,841.57 Vend Total**

P.O. # 200000	Payroll 2021 - 2022		\$215,334.89 P
11-130-100-101-15-0-0	LANG ARTS TEACHERS SALARIES	\$11,609.75 P	
Inv# *1PR 71	\$11,609.75 P	09/30/21	
11-130-100-101-20-0-0	SCIENCE TEACHERS SALARIES	\$7,254.80 P	
Inv# *1PR 71	\$7,254.80 P	09/30/21	
11-130-100-101-25-0-0	SOC STUDIES TEACHERS SALARIES	\$5,840.55 P	
Inv# *1PR 71	\$5,840.55 P	09/30/21	
11-213-100-101-00-0-0	SPEC ED-RESOURCE ROOM	\$20,345.20 P	
Inv# *1PR 71	\$20,345.20 P	09/30/21	
11-219-100-101-00-0-0	SPEC ED HOME INSTR SALARIES	\$420.00 P	
Inv# *1PR 71	\$420.00 P	09/30/21	
11-230-100-101-00-0-0	BASIC SKILLS TEACHERS SALARIES	\$8,399.80 P	
Inv# *1PR 71	\$8,399.80 P	09/30/21	
11-422-219-104-00-0-0	ESY CST	\$1,410.00 P	
Inv# *1PR 71	\$1,410.00 P	09/30/21	
20-218-100-101-00-0-0	PRESCHOOL SALARIES	\$6,587.30 P	
Inv# *1PR 71	\$6,587.30 P	09/30/21	
20-483-100-100-00-0-0	ESSER II Instruct. Serv. Sal.	\$480.00 P	
Inv# *1PR 71	\$480.00 P	09/30/21	
P.O. # 200001	Board Fica 2021-2022		\$1,446.68 P
11-000-291-220-00-0-0	FICA	\$1,446.68 P	
Inv# 9-30-2021	\$1,446.68 P	09/30/21	
P.O. # 200002	Phone		\$60.00 P
11-000-230-530-00-0-0	COMMUNICATIONS/TELEPHONE	\$60.00 P	
Inv# *1PR 71	\$60.00 P	09/30/21	

**Total for batch = \$231,040.08**

Starting date 9/30/2021

Ending date 9/30/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
A08009	09/30/21		1351	SOMERDALE BOE PAYROLL		14,198.51
A08010	09/30/21		PAY	SOMERDALE BOE PAYROLL		216,841.57

**Fund Totals**

10	GENERAL FUND	\$14,198.51
11	GENERAL CURRENT EXPENSE	\$209,774.27
20	SPECIAL REVENUE FUNDS	\$7,067.30
	Total for all checks listed	\$231,040.08

Prepared and submitted by: \_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

**1351 SOMERDALE BOE PAYROLL**

**\$14,408.21 Vend Total**

P.O. # 2J0008 Db 10-141 / Cr 10-101  
 10-03 - - - - Debit=141 Credit=101  
 Inv# 10-15-21 State Fica \$14,408.21 10/15/21

\$14,408.21  
 \$14,408.21

**PAY SOMERDALE BOE PAYROLL**

**\$216,782.24 Vend Total**

P.O. # 200000 Payroll 2021 - 2022  
 11-000-211-105-00-0-0 ATTENDANCE/SOCIALWORK CLERICAL  
 Inv# \*1PR 72 \$273.51 P 10/15/21  
 11-000-213-104-00-0-0 SALARY SCHOOL NURSES  
 Inv# \*1PR 72 \$4,315.30 P 10/15/21  
 11-000-218-104-00-0-0 GUIDANCE SUPPORT STAFF  
 Inv# \*1PR 72 \$2,911.60 P 10/15/21  
 11-000-219-104-00-0-0 CST SALARIES  
 Inv# \*1PR 72 \$12,156.43 P 10/15/21  
 11-000-219-105-00-0-0 CST SUPPORT STAFF  
 Inv# \*1PR 72 \$1,549.91 P 10/15/21  
 11-000-221-102-00-0-0 CURRICULUM-SUPERVISOR  
 Inv# \*1PR 72 \$3,600.96 P 10/15/21  
 11-000-221-105-00-0-0 CURRICULUM SECRETARY SALARY  
 Inv# \*1PR 72 \$2,114.04 P 10/15/21  
 11-000-222-104-00-0-0 LIBRARIAN/MEDIA CENTER SALARY  
 Inv# \*1PR 72 \$4,436.60 P 10/15/21  
 11-000-230-100-00-0-0 ADMIN-SUPERINTENDENT  
 Inv# \*1PR 72 \$6,050.82 P 10/15/21  
 11-000-230-105-00-0-0 ADMIN-SUPPORT STAFF  
 Inv# \*1PR 72 \$2,655.38 P 10/15/21  
 11-000-240-103-00-0-0 SALARIES OF PRINCIPALS & VP  
 Inv# \*1PR 72 \$4,281.91 P 10/15/21  
 11-000-251-104-00-0-0 CENTRAL SERVICES-SBA  
 Inv# \*1PR 72 \$3,967.50 P 10/15/21  
 11-000-251-105-00-0-0 CENTRAL SERVICES SUPPORT STAFF  
 Inv# \*1PR 72 \$4,367.58 P 10/15/21  
 11-000-252-104-00-0-0 INFORMATION TECHNOLOGY SALARY  
 Inv# \*1PR 72 \$4,467.25 P 10/15/21  
 11-110-100-101-00-0-0 KINDERGARTEN TEACHER SALARIES  
 Inv# \*1PR 72 \$12,249.25 P 10/15/21  
 11-120-100-101-00-0-0 1-5 GRADE TEACHER SALARIES  
 Inv# \*1PR 72 \$13,662.60 P 10/15/21  
 11-120-100-101-01-0-0 1ST GRADE TEACHER SALARIES  
 Inv# \*1PR 72 \$11,063.50 P 10/15/21  
 11-120-100-101-02-0-0 2ND GRADE TEACHER SALARIES  
 Inv# \*1PR 72 \$6,397.30 P 10/15/21  
 11-120-100-101-03-0-0 3RD GRADE TEACHER SALARIES  
 Inv# \*1PR 72 \$11,159.85 P 10/15/21  
 11-120-100-101-04-0-0 4TH GRADE TEACHER SALARIES  
 Inv# \*1PR 72 \$8,044.80 P 10/15/21  
 11-120-100-101-05-0-0 5TH GRADE TEACHER SALARIES  
 Inv# \*1PR 72 \$9,383.50 P 10/15/21  
 11-130-100-101-00-0-0 6-8 GRADE TEACHER SALARIES  
 Inv# \*1PR 72 \$13,996.00 P 10/15/21  
 11-130-100-101-10-0-0 MATH TEACHERS SALARIES  
 Inv# \*1PR 72 \$10,879.65 P 10/15/21

\$215,248.64 P  
 \$273.51 P  
 \$4,315.30 P  
 \$2,911.60 P  
 \$12,156.43 P  
 \$1,549.91 P  
 \$3,600.96 P  
 \$2,114.04 P  
 \$4,436.60 P  
 \$6,050.82 P  
 \$2,655.38 P  
 \$4,281.91 P  
 \$3,967.50 P  
 \$4,367.58 P  
 \$4,467.25 P  
 \$12,249.25 P  
 \$13,662.60 P  
 \$11,063.50 P  
 \$6,397.30 P  
 \$11,159.85 P  
 \$8,044.80 P  
 \$9,383.50 P  
 \$13,996.00 P  
 \$10,879.65 P

**PAY** SOMERDALE BOE PAYROLL **\$216,782.24 Vend Total**

P.O. # 200000	Payroll 2021 - 2022		\$215,248.64	P
11-130-100-101-15-0-0	LANG ARTS TEACHERS SALARIES		\$11,609.75	P
Inv# *1PR 72		\$11,609.75	P	10/15/21
11-130-100-101-20-0-0	SCIENCE TEACHERS SALARIES		\$7,254.80	P
Inv# *1PR 72		\$7,254.80	P	10/15/21
11-130-100-101-25-0-0	SOC STUDIES TEACHERS SALARIES		\$5,840.55	P
Inv# *1PR 72		\$5,840.55	P	10/15/21
11-150-100-101-00-0-0	REG ED HOME INSTR SALARIES		\$760.00	P
Inv# *1PR 72		\$760.00	P	10/15/21
11-213-100-101-00-0-0	SPEC ED-RESOURCE ROOM		\$20,345.20	P
Inv# *1PR 72		\$20,345.20	P	10/15/21
11-219-100-101-00-0-0	SPEC ED HOME INSTR SALARIES		\$160.00	P
Inv# *1PR 72		\$160.00	P	10/15/21
11-230-100-101-00-0-0	BASIC SKILLS TEACHERS SALARIES		\$8,399.80	P
Inv# *1PR 72		\$8,399.80	P	10/15/21
11-401-100-100-00-0-0	CO-CURRICULAR ACTIVITES SALARY		\$266.00	P
Inv# *1PR 72		\$266.00	P	10/15/21
20-218-100-101-00-0-0	PRESCHOOL SALARIES		\$6,587.30	P
Inv# *1PR 72		\$6,587.30	P	10/15/21
20-484-100-100-00-0-0	LEARNING ACC. Instruct. Sal.		\$40.00	P
Inv# *1PR 72		\$40.00	P	10/15/21
P.O. # 200001	Board Fica 2021-2022		\$1,473.60	P
11-000-291-220-00-0-0	FICA		\$1,473.60	P
Inv# 10-15-2021		\$1,473.60	P	10/15/21
P.O. # 200002	Phone		\$60.00	P
11-000-230-530-00-0-0	COMMUNICATIONS/TELEPHONE		\$60.00	P
Inv# *1PR 72		\$60.00	P	10/15/21
<b>Total for batch =</b>			<b>\$231,190.45</b>	



Starting date 10/15/2021

Ending date 10/15/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
A08011	10/15/21		1351	SOMERDALE BOE PAYROLL		14,408.21
A08012	10/15/21		PAY	SOMERDALE BOE PAYROLL		216,782.24

**Fund Totals**

10	GENERAL FUND	\$14,408.21
11	GENERAL CURRENT EXPENSE	\$210,154.94
20	SPECIAL REVENUE FUNDS	\$6,627.30
	Total for all checks listed	\$231,190.45

Prepared and submitted by: \_\_\_\_\_

Board Secretary

\_\_\_\_\_ Date

Payroll (Gross Amt)

**1351 SOMERDALE BOE PAYROLL**

**\$14,201.40 Vend Total**

P.O. # 2J0009 Db 10-141 / Cr 10-101  
 10-03 - - - - Debit=141 Credit=101  
 Inv# 10-29-2021 State Fic \$14,201.40 10/29/21

\$14,201.40  
 \$14,201.40

**PAY SOMERDALE BOE PAYROLL**

**\$216,801.23 Vend Total**

P.O. # 200000 Payroll 2021 - 2022  
 11-000-211-105-00-0-0 ATTENDANCE/SOCIALWORK CLERICAL  
 Inv# \*1PR 73 \$273.51 P 10/29/21  
 11-000-213-104-00-0-0 SALARY SCHOOL NURSES  
 Inv# \*1PR 73 \$4,315.30 P 10/29/21  
 11-000-218-104-00-0-0 GUIDANCE SUPPORT STAFF  
 Inv# \*1PR 73 \$2,911.60 P 10/29/21  
 11-000-219-104-00-0-0 CST SALARIES  
 Inv# \*1PR 73 \$12,156.43 P 10/29/21  
 11-000-219-105-00-0-0 CST SUPPORT STAFF  
 Inv# \*1PR 73 \$1,549.91 P 10/29/21  
 11-000-221-102-00-0-0 CURRICULUM-SUPERVISOR  
 Inv# \*1PR 73 \$3,600.96 P 10/29/21  
 11-000-221-105-00-0-0 CURRICULUM SECRETARY SALARY  
 Inv# \*1PR 73 \$2,114.04 P 10/29/21  
 11-000-222-104-00-0-0 LIBRARIAN/MEDIA CENTER SALARY  
 Inv# \*1PR 73 \$4,436.60 P 10/29/21  
 11-000-223-580-00-0-0 INSTRUCTION STAFF TRAVEL  
 Inv# \*1PR 73 \$45.78 P 10/29/21  
 11-000-230-100-00-0-0 ADMIN-SUPERINTENDENT  
 Inv# \*1PR 73 \$6,050.82 P 10/29/21  
 11-000-230-105-00-0-0 ADMIN-SUPPORT STAFF  
 Inv# \*1PR 73 \$2,655.38 P 10/29/21  
 11-000-240-103-00-0-0 SALARIES OF PRINCIPALS & VP  
 Inv# \*1PR 73 \$4,281.91 P 10/29/21  
 11-000-251-104-00-0-0 CENTRAL SERVICES-SBA  
 Inv# \*1PR 73 \$3,967.50 P 10/29/21  
 11-000-251-105-00-0-0 CENTRAL SERVICES SUPPORT STAFF  
 Inv# \*1PR 73 \$4,765.83 P 10/29/21  
 11-000-252-104-00-0-0 INFORMATION TECHNOLOGY SALARY  
 Inv# \*1PR 73 \$4,467.25 P 10/29/21  
 11-110-100-101-00-0-0 KINDERGARTEN TEACHER SALARIES  
 Inv# \*1PR 73 \$12,249.25 P 10/29/21  
 11-120-100-101-00-0-0 1-5 GRADE TEACHER SALARIES  
 Inv# \*1PR 73 \$13,662.60 P 10/29/21  
 11-120-100-101-01-0-0 1ST GRADE TEACHER SALARIES  
 Inv# \*1PR 73 \$11,063.50 P 10/29/21  
 11-120-100-101-02-0-0 2ND GRADE TEACHER SALARIES  
 Inv# \*1PR 73 \$6,397.30 P 10/29/21  
 11-120-100-101-03-0-0 3RD GRADE TEACHER SALARIES  
 Inv# \*1PR 73 \$11,159.85 P 10/29/21  
 11-120-100-101-04-0-0 4TH GRADE TEACHER SALARIES  
 Inv# \*1PR 73 \$8,044.80 P 10/29/21  
 11-120-100-101-05-0-0 5TH GRADE TEACHER SALARIES  
 Inv# \*1PR 73 \$9,383.50 P 10/29/21  
 11-130-100-101-00-0-0 6-8 GRADE TEACHER SALARIES  
 Inv# \*1PR 73 \$13,996.00 P 10/29/21

\$215,300.67 P  
 \$273.51 P  
 \$4,315.30 P  
 \$2,911.60 P  
 \$12,156.43 P  
 \$1,549.91 P  
 \$3,600.96 P  
 \$2,114.04 P  
 \$4,436.60 P  
 \$45.78 P  
 \$6,050.82 P  
 \$2,655.38 P  
 \$4,281.91 P  
 \$3,967.50 P  
 \$4,765.83 P  
 \$4,467.25 P  
 \$12,249.25 P  
 \$13,662.60 P  
 \$11,063.50 P  
 \$6,397.30 P  
 \$11,159.85 P  
 \$8,044.80 P  
 \$9,383.50 P  
 \$13,996.00 P

**PAY** SOMERDALE BOE PAYROLL

**\$216,801.23 Vend Total**

P.O. # 200000	Payroll 2021 - 2022		\$215,300.67	P
11-130-100-101-10-0-0	MATH TEACHERS SALARIES		\$10,879.65	P
Inv# *1PR 73	\$10,879.65	P	10/29/21	
11-130-100-101-15-0-0	LANG ARTS TEACHERS SALARIES		\$11,609.75	P
Inv# *1PR 73	\$11,609.75	P	10/29/21	
11-130-100-101-20-0-0	SCIENCE TEACHERS SALARIES		\$7,254.80	P
Inv# *1PR 73	\$7,254.80	P	10/29/21	
11-130-100-101-25-0-0	SOC STUDIES TEACHERS SALARIES		\$5,840.55	P
Inv# *1PR 73	\$5,840.55	P	10/29/21	
11-150-100-101-00-0-0	REG ED HOME INSTR SALARIES		\$720.00	P
Inv# *1PR 73	\$720.00	P	10/29/21	
11-213-100-101-00-0-0	SPEC ED-RESOURCE ROOM		\$20,345.20	P
Inv# *1PR 73	\$20,345.20	P	10/29/21	
11-230-100-101-00-0-0	BASIC SKILLS TEACHERS SALARIES		\$8,399.80	P
Inv# *1PR 73	\$8,399.80	P	10/29/21	
11-401-100-100-00-0-0	CO-CURRICULAR ACTIVITES SALARY		\$38.00	P
Inv# *1PR 73	\$38.00	P	10/29/21	
20-218-100-101-00-0-0	PRESCHOOL SALARIES		\$6,587.30	P
Inv# *1PR 73	\$6,587.30	P	10/29/21	
20-484-100-100-00-0-0	LEARNING ACC. Instruct. Sal.		\$76.00	P
Inv# *1PR 73	\$76.00	P	10/29/21	
P.O. # 200001	Board Fica 2021-2022		\$1,440.56	P
11-000-291-220-00-0-0	FICA		\$1,440.56	P
Inv# 10-29-2021	\$1,440.56	P	10/29/21	
P.O. # 200002	Phone		\$60.00	P
11-000-230-530-00-0-0	COMMUNICATIONS/TELEPHONE		\$60.00	P
Inv# *1PR 73	\$60.00	P	10/29/21	
<b>Total for batch =</b>			<b>\$231,002.63</b>	

Starting date 10/29/2021

Ending date 10/29/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
A08017	10/29/21		1351	SOMERDALE BOE PAYROLL		14,201.40
A08018	10/29/21		PAY	SOMERDALE BOE PAYROLL		216,801.23

**Fund Totals**

10	GENERAL FUND	\$14,201.40
11	GENERAL CURRENT EXPENSE	\$210,137.93
20	SPECIAL REVENUE FUNDS	\$6,663.30
	Total for all checks listed	\$231,002.63

Prepared and submitted by: \_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

Vendor Bill List  
Current Payments

Somerdale Board of Education

**0031 SafeSave**

**\$10.00 Vend Total**

P.O. # 200003 Cafe Credit Card Transactions  
60-910-310-890-00-0-0 CAFETERIA DIRECT EXPENSE  
Inv# August 2021 \$10.00 P 09/07/21

\$10.00 P  
\$10.00 P

**0033 TransFirst**

**\$2.00 Vend Total**

P.O. # 200004 Cafe Credit Card Fees  
60-910-310-890-00-0-0 CAFETERIA DIRECT EXPENSE  
Inv# August 2021 \$2.00 P 09/10/21

\$2.00 P  
\$2.00 P

**Total for batch = \$12.00**

Starting date 9/10/2021

Ending date 9/10/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
B08013	09/10/21		0031	SafeSave		10.00
B08014	09/10/21		0033	TransFirst		2.00

**Fund Totals**

60	ENTERPRISE FUND	\$12.00
	Total for all checks listed	\$12.00

Prepared and submitted by: \_\_\_\_\_  
Board Secretary Date

**0031 SafeSave**

**\$10.30 Vend Total**

P.O. # 200003 Cafe Credit Card Transactions  
60-910-310-890-00-0-0 CAFETERIA DIRECT EXPENSE  
Inv# September 2021 \$10.30 P 10/05/21

\$10.30 P  
\$10.30 P

**0033 TransFirst**

**\$3.86 Vend Total**

P.O. # 200004 Cafe Credit Card Fees  
60-910-310-890-00-0-0 CAFETERIA DIRECT EXPENSE  
Inv# September 2021 \$3.86 P 10/12/21

\$3.86 P  
\$3.86 P

**Total for batch =**

**\$14.16**

Starting date 10/12/2021

Ending date 10/12/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
B08015	10/12/21		0031	SafeSave		10.30
B08016	10/12/21		0033	TransFirst		3.86

**Fund Totals**

60	ENTERPRISE FUND	\$14.16
	Total for all checks listed	\$14.16

Prepared and submitted by: \_\_\_\_\_  
Board Secretary Date



<b>2127</b>	<b>AED SUPERSTORE</b>			<b>\$1,442.98 Vend Total</b>
P.O. #	200198 CardSciAEDSports Units Supples			\$1,442.98
11-000-213-600-00-0-0	HEALTH SUPPLIES	\$1,372.99		\$1,372.99
Inv#	1964342	\$1,372.99	11/02/21	
P.O. #	20-250-100-600-00-0-0	IDEA B Instructional Supplies		\$69.99
Inv#	1964342	\$69.99	11/02/21	
<b>1017</b>	<b>AMERIHEALTH INSURANCE CO OF NJ</b>			<b>\$80,634.76 Vend Total</b>
P.O. #	200120 Medical benefits			\$80,634.76 P
11-000-291-270-00-0-0	HEALTH BENEFITS	\$80,634.76 P		\$80,634.76 P
Inv#	211008240031	\$80,634.76 P	11/02/21	
<b>0220</b>	<b>Benecard Services, LLC</b>			<b>\$20,558.52 Vend Total</b>
P.O. #	200121 Prescription benefits			\$20,558.52 P
11-000-291-270-00-0-0	HEALTH BENEFITS	\$20,558.52 P		\$20,558.52 P
Inv#	November 2021	\$20,558.52 P	11/02/21	
<b>E154</b>	<b>Bilingual Child Study Team;The</b>			<b>\$2,200.00 Vend Total</b>
P.O. #	200307 CST sevices;Laura			\$1,100.00
11-000-219-320-00-0-0	CST PROF SERVICES	\$1,100.00		\$1,100.00
Inv#	103709	\$1,100.00	11/02/21	
P.O. #	200327 CST Services; Speech			\$1,100.00
11-000-216-320-00-0-0	OT/PT/SPEECH PURCH PROF SERV	\$1,100.00		\$1,100.00
Inv#	103709	\$1,100.00	11/02/21	
<b>1831</b>	<b>Billows Electric Supply Company</b>			<b>\$119.44 Vend Total</b>
P.O. #	200278 supplies:Peg			\$119.44
11-000-261-610-00-0-0	BUILDING MAINTENANCE SUPPLIES	\$119.44		\$119.44
Inv#	5440028	\$119.44	11/02/21	
<b>1039</b>	<b>BOWMAN &amp; COMPANY LLP</b>			<b>\$19,500.00 Vend Total</b>
P.O. #	200161 Audit			\$19,500.00 P
11-000-230-332-00-0-0	AUDIT FEES	\$19,500.00 P		\$19,500.00 P
Inv#	98532	\$19,500.00 P	11/02/21	
<b>1063</b>	<b>CC MUNICIPAL UTILITES AUTHORIT</b>			<b>\$1,760.00 Vend Total</b>
P.O. #	200163 Sewer			\$1,760.00 P
11-000-262-490-00-0-0	BUILDING PROPERTY SERVICES	\$1,760.00 P		\$1,760.00 P
Inv#	10-1 to 12-31-2021	\$1,760.00 P	11/02/21	
<b>1066</b>	<b>CCESC (CC EDUC SERV COMMIS)</b>			<b>\$159.00 Vend Total</b>
P.O. #	200218 Bus; Laura			\$159.00 P
11-402-270-512-00-0-0	ATHLETICS TRANSPORTATION	\$159.00 P		\$159.00 P
Inv#	2V0206	\$159.00 P	11/02/21	
<b>1619</b>	<b>CDW</b>			<b>\$2,533.42 Vend Total</b>
P.O. #	200345 video camera;Tom			\$1,990.00
20-487-200-600-00-0-0	ESSER II ARP Non-Instr. Supp	\$1,990.00		\$1,990.00
Inv#	M446552	\$1,990.00	11/02/21	
P.O. #	200379 Printer and Ink; mburton			\$543.42
11-000-222-600-00-0-0	LIBRARY/MEDIA CENTER SUPPLIES	\$543.42		\$543.42
Inv#	M729747	\$543.42	11/02/21	

**T955 Coles Music** **\$220.00 Vend Total**

P.O. # 200274 covers;Gina H			\$220.00
11-190-100-610-00-1-0	TEACHER INSTRUCTIONAL SUPPLIES	\$200.00	11/02/21
Inv# 244138			
11-190-100-610-30-0-0	INSTRUCTION SUPPLIES-SPECIALS	\$20.00	11/02/21
Inv# 244138			

**0148 Collingswood Public Schools** **\$4,686.80 Vend Total**

P.O. # 200248 RW Tuition			\$2,326.10 P
11-000-100-562-00-0-0	TUITION (SPEC ED) TO OTHER LEA	\$2,326.10 P	11/02/21
Inv# 22-00034-October			
P.O. # 200283 RW 1-1 aide			\$2,360.70 P
11-213-100-320-00-0-0	SPECIAL ED PROF ED SERVICES	\$2,360.70 P	11/02/21
Inv# 22-00063-October			

**0305 Cooper University Physicians - Pediatric** **\$125.00 Vend Total**

P.O. # 200118 Medical Services			\$125.00 P
11-000-213-320-00-0-0	HEALTH PURCHASED PROF SERVICES	\$125.00 P	11/02/21
Inv# 759-0092021SMRD			

**0063 Dell Marketing, LP** **\$865.62 Vend Total**

P.O. # 200343 Pens;Tom			\$865.62
20-487-200-600-00-0-0	ESSER II ARP Non-Instr. Supp	\$865.62	11/02/21
Inv# 10529323398			

**1103 DELTA DENTAL** **\$3,571.72 Vend Total**

P.O. # 200119 Dental benefits			\$3,571.72 P
11-000-291-270-00-0-0	HEALTH BENEFITS	\$3,571.72 P	11/02/21
Inv# 785006			

**0120 Direct Energy Business** **\$117.86 Vend Total**

P.O. # 200155 Gas			\$117.86 P
11-000-262-621-00-0-0	GAS	\$117.86 P	11/02/21
Inv# HS12703846			

**Q127 Edpuzzle, Inc.** **\$1,300.00 Vend Total**

P.O. # 200313 Specials EdPuzzle			\$1,300.00
11-190-100-610-30-0-0	INSTRUCTION SUPPLIES-SPECIALS	\$1,300.00	11/02/21
Inv# 17021			

**0259 Environmental Connection Inc.** **\$750.00 Vend Total**

P.O. # 200158 Ahera			\$750.00 P
11-000-262-420-00-0-0	CUSTODIAL PURCHASED SERVICES	\$750.00 P	11/02/21
Inv# 21007-02			

**M728 Epic Environmental Services, LLC** **\$1,626.00 Vend Total**

P.O. # 200103 Lead testing			\$1,626.00
11-000-261-420-00-0-0	BUILDING MAINTENANCE & REPAIRS	\$1,626.00	11/02/21
Inv# 21-5134			

**G055 ESS Northeast, LLC**

**\$34,065.45 Vend Total**

P.O. # 200367	Week ending 10-9-2021		\$14,085.11
11-213-100-320-00-0-0	SPECIAL ED PROF ED SERVICES		\$5,850.49
Inv# 270551	\$5,850.49	11/02/21	
11-230-100-320-00-0-0	BASIC SKILLS PROF ED SERVICES		\$1,346.67
Inv# 270551	\$1,346.67	11/02/21	
20-218-200-330-00-0-0	PRESCHOOL PURCH PROF SERVICES		\$748.15
Inv# 270551	\$748.15	11/02/21	
20-231-100-300-00-0-0	TITLE I Instruct Prof Services		\$3,690.87
Inv# 270551	\$3,690.87	11/02/21	
20-250-100-300-00-0-0	IDEA B Instruct Prof Services		\$2,448.93
Inv# 270551	\$2,448.93	11/02/21	

P.O. # 200368	Week ending 10-16-2021		\$14,234.74
11-213-100-320-00-0-0	SPECIAL ED PROF ED SERVICES		\$5,850.49
Inv# 270958	\$5,850.49	11/02/21	
11-230-100-320-00-0-0	BASIC SKILLS PROF ED SERVICES		\$1,496.30
Inv# 270958	\$1,496.30	11/02/21	
20-218-200-330-00-0-0	PRESCHOOL PURCH PROF SERVICES		\$748.15
Inv# 270958	\$748.15	11/02/21	
20-231-100-300-00-0-0	TITLE I Instruct Prof Services		\$3,690.87
Inv# 270958	\$3,690.87	11/02/21	
20-250-100-300-00-0-0	IDEA B Instruct Prof Services		\$2,448.93
Inv# 270958	\$2,448.93	11/02/21	

P.O. # 200369	Week ending 10-16-2021 (Subs)		\$3,052.35
11-000-219-320-00-0-0	CST PROF SERVICES		\$359.10
Inv# 272207	\$359.10	11/02/21	
11-190-100-320-00-0-0	INSTRUCTIONAL PROF ED SERVICES		\$1,795.50
Inv# 272207	\$1,795.50	11/02/21	
11-213-100-320-00-0-0	SPECIAL ED PROF ED SERVICES		\$897.75
Inv# 272207	\$897.75	11/02/21	

P.O. # 200370	Week ending 10-9-2021 (Subs)		\$2,693.25
11-000-219-320-00-0-0	CST PROF SERVICES		\$359.10
Inv# 270550	\$359.10	11/02/21	
11-190-100-320-00-0-0	INSTRUCTIONAL PROF ED SERVICES		\$1,436.40
Inv# 270550	\$1,436.40	11/02/21	
11-213-100-320-00-0-0	SPECIAL ED PROF ED SERVICES		\$897.75
Inv# 270550	\$897.75	11/02/21	

**2158 FOUNDATION FOR EDUCATIONAL ADMINISTRATI**

**\$125.00 Vend Total**

P.O. # 200284	R. Fod workshops		\$125.00
11-000-223-590-00-0-0	STAFF TRAINING		\$125.00
Inv# 58191	\$125.00	11/02/21	

**1140 GCSSSD**

**\$665.00 Vend Total**

P.O. # 200323	Out of county fee		\$665.00 P
11-000-100-565-00-0-0	TUITION-COUNTY SPEC SERV DIST		\$665.00 P
Inv# 2V0614	\$665.00 P	11/02/21	

**L298 General Healthcare Resources, LLC**

**\$9,139.00 Vend Total**

P.O. # 200169	OT-Services		\$2,014.00 P
11-000-216-320-00-0-0	OT/PT/SPEECH PURCH PROF SERV		\$2,014.00 P
Inv# 453348	\$760.00 P	11/02/21	
Inv# 454108	\$722.00 P	11/02/21	

**L298 General Healthcare Resources, LLC \$9,139.00 Vend Total**

P.O. # 200169 OT-Services				\$2,014.00 P
11-000-216-320-00-0-0	OT/PT/SPEECH PURCH PROF SERV			\$2,014.00 P
Inv# 454835		\$532.00 P	11/02/21	
P.O. # 200182 Speech-Services				\$7,125.00 P
11-000-216-320-00-0-0	OT/PT/SPEECH PURCH PROF SERV			\$7,125.00 P
Inv# 453347		\$2,375.00 P	11/02/21	
Inv# 454107		\$2,375.00 P	11/02/21	
Inv# 454834		\$2,375.00 P	11/02/21	

**1173 Home Depot \$952.31 Vend Total**

P.O. # 200243 power washer and supplies;Mark				\$912.71
11-000-262-610-00-0-0	CUSTODIAL SUPPLIES			\$912.71
Inv# 2833490		\$17.34 P	11/02/21	
Inv# 7673148		\$158.08 P	11/02/21	
Inv# 7770555		\$212.64 P	11/02/21	
Inv# 7803186		\$220.00 P	11/02/21	
Inv# 8900727		\$304.65 P	11/02/21	
P.O. # 200349 expansion joints				\$39.60
11-000-262-610-00-0-0	CUSTODIAL SUPPLIES			\$39.60
Inv# 5340097		\$39.60	11/02/21	

**A483 Interpreters Unlimited, Inc. \$137.50 Vend Total**

P.O. # 200232 Interpreter services				\$137.50 P
11-000-219-320-00-0-0	CST PROF SERVICES			\$137.50 P
Inv# 279977		\$61.25 P	11/02/21	
Inv# 287059		\$76.25 P	11/02/21	

**1433 LAKESHORE \$1,535.81 Vend Total**

P.O. # 200060 center activities;NikkiMarrole				\$723.93
11-120-100-610-05-0-0	5TH GRADE SUPPLIES			\$723.93
Inv# 329449082621		\$246.93 P	11/02/21	
Inv# 329449102021		\$477.00 P	11/02/21	
P.O. # 200267 art supplies				\$80.48
11-190-100-610-30-0-0	INSTRUCTION SUPPLIES-SPECIALS			\$80.48
Inv# 141639092221		\$80.48	11/02/21	
P.O. # 200319 CST-Dividers; Laura				\$731.40
20-250-100-600-00-0-0	IDEA B Instructional Supplies			\$731.40
Inv# 221973101321		\$731.40	11/02/21	

**J117 Mackin Educational Resources \$1,749.25 Vend Total**

P.O. # 200069 CLC Digital Member;MBurton				\$750.00
11-000-222-600-00-0-0	LIBRARY/MEDIA CENTER SUPPLIES			\$750.00
Inv# 72456CLC		\$750.00	11/02/21	
P.O. # 200229 80 print library books;mburton				\$999.25
11-000-222-600-00-0-0	LIBRARY/MEDIA CENTER SUPPLIES			\$999.25
Inv# 696484		\$623.70 P	11/02/21	
Inv# 700440		\$182.99 P	11/02/21	
Inv# 702235		\$192.56 P	11/02/21	

<b>0130</b>	<b>Multi-Temp Mechanical Inc.</b>	<b>\$2,602.50 Vend Total</b>
P.O. #	200372 Preventative Maint	\$2,602.50 P
11-000-261-420-00-0-0	BUILDING MAINTENANCE & REPAIRS	\$2,602.50 P
Inv#	101421PM	\$2,602.50 P 11/02/21

<b>2187</b>	<b>NATIONAL VISION ADMINISTRATORS, LLC</b>	<b>\$443.31 Vend Total</b>
P.O. #	200122 Vision benefits	\$443.31 P
11-000-291-270-00-0-0	HEALTH BENEFITS	\$443.31 P
Inv#	4380069	\$443.31 P 11/02/21

<b>2259</b>	<b>NCS Pearson, Inc.</b>	<b>\$422.94 Vend Total</b>
P.O. #	200340 Speech; Allyssa	\$422.94
11-000-216-600-00-0-0	OT/PT/SPEECH SUPPLIES	\$422.94
Inv#	16311150	\$422.94 11/02/21

<b>1251</b>	<b>NJ AMERICAN WATER CO INC</b>	<b>\$604.25 Vend Total</b>
P.O. #	200148 water	\$604.25 P
11-000-262-490-00-0-0	BUILDING PROPERTY SERVICES	\$604.25 P
Inv#	10-20-2021	\$604.25 P 11/02/21

<b>1266</b>	<b>NSBA (NAT SCHOOL BOARD ASSOC.)</b>	<b>\$975.00 Vend Total</b>
P.O. #	200331 National Connection fee	\$975.00
11-000-230-895-00-0-0	BOE MEMBERSHIPS/DUES	\$975.00
Inv#	ORD-28419-N6Y9P6	\$975.00 11/02/21

<b>R656</b>	<b>Open Up Resources Corp</b>	<b>\$40,363.00 Vend Total</b>
P.O. #	200038 K-5 Reading Books	\$26,723.00
11-190-100-610-00-0-0	INSTRUCTIONAL SUPPLIES	\$26,723.00
Inv#	13528	\$5,825.00 P 11/02/21
Inv#	15983	\$20,898.00 P 11/02/21
P.O. #	200176 Middle School ELA Books	\$13,640.00
11-190-100-610-00-0-0	INSTRUCTIONAL SUPPLIES	\$13,640.00
Inv#	15843	\$5,580.00 P 11/02/21
Inv#	16297	\$8,060.00 P 11/02/21

<b>1275</b>	<b>PAULS TROPHIES &amp; AWARDS INC</b>	<b>\$70.00 Vend Total</b>
P.O. #	200300 plaques	\$70.00
11-000-230-610-00-0-0	ADMIN SUPPLIES	\$70.00
Inv#	47609	\$70.00 11/02/21

<b>H428</b>	<b>Peggs Small Engines LLC</b>	<b>\$179.13 Vend Total</b>
P.O. #	200207 Trimmer repair	\$179.13
11-000-263-610-00-0-0	GROUNDS SUPPLIES	\$179.13
Inv#	15872	\$179.13 11/02/21

<b>0309</b>	<b>School Fix</b>	<b>\$16,978.00 Vend Total</b>
P.O. #	200205 Sneeze Guard	\$16,978.00
20-483-200-600-00-0-0	ESSER II Support Supplies	\$16,978.00
Inv#	392719A	\$16,978.00 11/02/21

<b>1336</b>	<b>School Specialty, LLC</b>			<b>\$203.32 Vend Total</b>
P.O. #	200287 ART SUPPLIES			\$203.32
	11-190-100-610-30-0-0	INSTRUCTION SUPPLIES-SPECIALS		\$203.32
	Inv# 208128696799	\$183.53 P	11/02/21	
	Inv# 208128742305	\$19.79 P	11/02/21	
<b>1352</b>	<b>SOMERDALE BOE/LUNCH ACCOUNT</b>			<b>\$85.00 Vend Total</b>
P.O. #	200371 Renaissance function			\$85.00
	11-401-100-610-00-0-0	STUDENT ACTIVITY SUPPLIES		\$85.00
	Inv# SOM211007144138	\$85.00	11/02/21	
<b>1359</b>	<b>SOUTH JERSEY GAS CO.</b>			<b>\$333.32 Vend Total</b>
P.O. #	200156 Gas			\$333.32 P
	11-000-262-621-00-0-0	GAS		\$333.32 P
	Inv# October 2021	\$333.32 P	11/02/21	
<b>1368</b>	<b>STATE OF NJ/DEPT. OF LABOR</b>			<b>\$97.50 Vend Total</b>
P.O. #	200374 Catastrophic Illness			\$97.50
	11-000-291-250-00-0-0	UNEMPLOYMENT COMP		\$97.50
	Inv# 12/2020	\$97.50	11/02/21	
<b>1377</b>	<b>SUPER DUPER PUBLICATIONS</b>			<b>\$1,170.00 Vend Total</b>
P.O. #	200341 Speech; Alyssa			\$1,170.00
	11-000-216-600-00-0-0	OT/PT/SPEECH SUPPLIES		\$1,170.00
	Inv# 2692445A	\$1,170.00	11/02/21	
<b>1860</b>	<b>SYCNB/Amazon</b>			<b>\$69.93 Vend Total</b>
P.O. #	200317 Rebel T3 Battery & AAAA Batts			\$69.93
	11-000-252-600-00-0-0	TECHNOLOGY SUPPLIES		\$69.93
	Inv# 448555475936	\$51.95 P	11/02/21	
	Inv# 465387397564	\$17.98 P	11/02/21	
<b>L558</b>	<b>Teacher Synergy, LLC</b>			<b>\$80.74 Vend Total</b>
P.O. #	200342 Ibaldyga			\$38.44
	11-120-100-610-04-0-0	4TH GRADE SUPPLIES		\$38.44
	Inv# 169865215	\$38.44	11/02/21	
P.O. #	200351 Ibaldyga			\$9.00
	11-120-100-610-04-0-0	4TH GRADE SUPPLIES		\$9.00
	Inv# 169649741	\$9.00	11/02/21	
P.O. #	200354 Bookworms Curriculum Slides			\$33.30
	11-120-100-610-02-0-0	2ND GRADE SUPPLIES		\$33.30
	Inv# 169878845	\$33.30	11/02/21	
<b>Q063</b>	<b>Tindall;Cory</b>			<b>\$77.00 Vend Total</b>
P.O. #	200330 Soccer ref			\$77.00
	11-402-100-500-00-0-0	ATHLETICS PURCH SERV		\$77.00
	Inv# 10-6-2021	\$77.00	11/02/21	
<b>1393</b>	<b>TREASURER STATE OF NEW JERSEY</b>			<b>\$9,273.99 Vend Total</b>
P.O. #	200363 CRF refund			\$9,273.99
	20-479-200-600-00-0-0	CRF Support Supplies		\$2.90
	Inv# Refund	\$2.90	11/02/21	

**1393** **TREASURER STATE OF NEW JERSEY**

**\$9,273.99 Vend Total**

P.O. # 200363 CRF refund				\$9,273.99
20-479-261-420-00-0-0	CRF Bldg Maintenance & Repairs			\$9,271.09
Inv# Refund		\$9,271.09	11/02/21	

**1405** **VHR RENTAL & SUPPLY**

**\$121.37 Vend Total**

P.O. # 200338 supplies				\$17.20
11-000-262-610-00-0-0	CUSTODIAL SUPPLIES			\$17.20
Inv# 94270		\$133.18	11/02/21	
Inv# Credit		(\$115.98) P	11/02/21	
P.O. # 200339 supplies				\$35.61
11-000-262-610-00-0-0	CUSTODIAL SUPPLIES			\$35.61
Inv# 94321		\$35.61	11/02/21	
P.O. # 200360 supplies				\$34.32
11-000-262-610-00-0-0	CUSTODIAL SUPPLIES			\$34.32
Inv# 94175		\$34.32	11/02/21	
P.O. # 200375 supplies				\$34.24
11-000-262-610-00-0-0	CUSTODIAL SUPPLIES			\$34.24
Inv# 94351		\$34.24	11/02/21	

**X744** **Virtua Health, Inc.**

**\$607.50 Vend Total**

P.O. # 200170 PT Services; Laura				\$607.50
11-422-216-320-00-0-0	ESY OT/PT/SPEECH			\$607.50
Inv# 2922		\$607.50	11/02/21	

**1123** **W.B. MASON**

**\$39.50 Vend Total**

P.O. # 200152 Water				\$39.50 P
11-000-213-600-00-0-0	HEALTH SUPPLIES			\$19.75 P
Inv# 224372598		\$19.75 P	11/02/21	
11-000-230-610-00-0-0	ADMIN SUPPLIES			\$19.75 P
Inv# 224372598		\$19.75 P	11/02/21	

**Total for batch = \$265,337.74**

Starting date 11/2/2021 Ending date 11/2/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
024334	11/02/21		2127	AED SUPERSTORE		1,442.98
024335	11/02/21		1017	AMERIHEALTH INSURANCE CO OF NJ		80,634.76
024336	11/02/21		0220	Benecard Services, LLC		20,558.52
024337	11/02/21		E154	Bilingual Child Study Team;The		2,200.00
024338	11/02/21		1831	Billows Electric Supply Company		119.44
024339	11/02/21		1039	BOWMAN & COMPANY LLP		19,500.00
024340	11/02/21		1063	CC MUNICIPAL UTILITES AUTHORIT		1,760.00
024341	11/02/21		1066	CCECSC (CC EDUC SERV COMMIS)		159.00
024342	11/02/21		1619	CDW		2,533.42
024343	11/02/21		T955	Coles Music		220.00
024344	11/02/21		0148	Collingswood Public Schools		4,686.80
024345	11/02/21		0305	Cooper University Physicians - Pediatric		125.00
024346	11/02/21		0063	Dell Marketing, LP		865.62
024347	11/02/21		1103	DELTA DENTAL		3,571.72
024348	11/02/21		0120	Direct Energy Business		117.86
024349	11/02/21		Q127	Edpuzzle, Inc.		1,300.00
024350	11/02/21		0259	Environmental Connection Inc.		750.00
024351	11/02/21		M728	Epic Environmental Services, LLC		1,626.00
024352	V 11/02/21	11/02/21		00.0 \$ Multi Stub Void	#024353 Stub	
024353	11/02/21		G055	ESS Northeast, LLC		34,065.45
024354	11/02/21		2158	FOUNDATION FOR EDUCATIONAL ADMINISTRATIC		125.00
024355	11/02/21		1140	GCSSSD		665.00
024356	11/02/21		L298	General Healthcare Resources, LLC		9,139.00
024357	11/02/21		1173	Home Depot		952.31
024358	11/02/21		A483	Interpreters Unlimited, Inc.		137.50
024359	11/02/21		1433	LAKESHORE		1,535.81
024360	11/02/21		J117	Mackin Educational Resources		1,749.25
024361	11/02/21		0130	Multi-Temp Mechanical Inc.		2,602.50
024362	11/02/21		2187	NATIONAL VISION ADMINISTRATORS, LLC		443.31
024363	11/02/21		2259	NCS Pearson, Inc.		422.94
024364	11/02/21		1251	NJ AMERICAN WATER CO INC		604.25
024365	11/02/21		1266	NSBA (NAT SCHOOL BOARD ASSOC.)		975.00
024366	11/02/21		R656	Open Up Resources Corp		40,363.00
024367	11/02/21		1275	PAULS TROPHIES & AWARDS INC		70.00
024368	11/02/21		H428	Peggs Small Engines LLC		179.13
024369	11/02/21		0309	School Fix		16,978.00
024370	11/02/21		1336	School Specialty, LLC		203.32
024371	11/02/21		1352	SOMERDALE BOE/LUNCH ACCOUNT		85.00
024372	11/02/21		1359	SOUTH JERSEY GAS CO.		333.32



Starting date 11/2/2021

Ending date 11/2/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
024373	11/02/21		1368	STATE OF NJ/DEPT. OF LABOR		97.50
024374	11/02/21		1377	SUPER DUPER PUBLICATIONS		1,170.00
024375	11/02/21		1860	SYCNB/Amazon		69.93
024376	11/02/21		L558	Teacher Synergy, LLC		80.74
024377	11/02/21		Q063	Tindall;Cory		77.00
024378	11/02/21		1393	TREASURER STATE OF NEW JERSEY		9,273.99
024379	11/02/21		1405	VHR RENTAL & SUPPLY		121.37
024380	11/02/21		X744	Virtua Health, Inc.		607.50
024381	11/02/21		1123	W.B. MASON		39.50

Starting date 11/2/2021

Ending date 11/2/2021

<b>Fund Totals</b>
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11	GENERAL CURRENT EXPENSE	\$221,652.84
20	SPECIAL REVENUE FUNDS	\$43,684.90
	Total for all checks listed	\$265,337.74

Prepared and submitted by: \_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

**Vendor Bill List**  
**Current Payments**

**Somerdale Board of Education**

<b>H010</b>	<b>Amazing Transformations, LLC</b>		<b>\$1,552.50 Vend Total</b>
P.O. #	200197 BCBA Services		\$1,552.50 P
	11-000-217-320-00-0-0	EXTRAORDINARY SERVICES	\$1,552.50 P
	Inv# 10218	\$1,552.50 P	11/08/21
<b>1831</b>	<b>Billows Electric Supply Company</b>		<b>\$2.36 Vend Total</b>
P.O. #	200396 Supplies		\$2.36
	11-000-261-610-00-0-0	BUILDING MAINTENANCE SUPPLIES	\$2.36
	Inv# 5512523	\$2.36	11/08/21
<b>1859</b>	<b>BRIDGETON BOARD OF EDUCATION</b>		<b>\$192.00 Vend Total</b>
P.O. #	200397 JF home instruction		\$192.00
	11-219-100-320-00-0-0	SPEC ED HOME INSTR PROF SERV	\$192.00
	Inv# 3988A	\$192.00	11/08/21
<b>1066</b>	<b>CCESC (CC EDUC SERV COMMIS)</b>		<b>\$450.50 Vend Total</b>
P.O. #	200218 Bus; Laura		\$450.50 P
	11-402-270-512-00-0-0	ATHLETICS TRANSPORTATION	\$450.50 P
	Inv# 2V0353	\$450.50 P	11/08/21
<b>Z296</b>	<b>De Lage Landen Financial Services, Inc.</b>		<b>\$160.84 Vend Total</b>
P.O. #	200146 Color Copier		\$160.84 P
	11-190-100-440-00-0-0	LEASE/PURCHASE & RENTALS	\$160.84 P
	Inv# 74323415	\$160.84 P	11/08/21
<b>G055</b>	<b>ESS Northeast, LLC</b>		<b>\$17,057.63 Vend Total</b>
P.O. #	200384 Week ending 10-23-2021 (subs)		\$4,039.88
	11-120-100-320-00-0-0	GRADES 1-5 PROF ED SERVICES	\$179.55
	Inv# 273490	\$179.55	11/08/21
	11-130-100-320-00-0-0	GRADES 6-8 PROF ED SERVICES	\$897.75
	Inv# 273490	\$897.75	11/08/21
	11-190-100-320-00-0-0	INSTRUCTIONAL PROF ED SERVICES	\$2,064.83
	Inv# 273490	\$2,064.83	11/08/21
	11-213-100-320-00-0-0	SPECIAL ED PROF ED SERVICES	\$897.75
	Inv# 273490	\$897.75	11/08/21
P.O. #	200398 Week ending 10-23-2021		\$13,017.75
	11-213-100-320-00-0-0	SPECIAL ED PROF ED SERVICES	\$5,431.52
	Inv# 273491	\$5,431.52	11/08/21
	11-230-100-320-00-0-0	BASIC SKILLS PROF ED SERVICES	\$1,496.30
	Inv# 273491	\$1,496.30	11/08/21
	20-218-200-330-00-0-0	PRESCHOOL PURCH PROF SERVICES	\$748.15
	Inv# 273491	\$748.15	11/08/21
	20-231-100-300-00-0-0	TITLE I Instruct Prof Services	\$3,092.35
	Inv# 273491	\$3,092.35	11/08/21
	20-250-100-300-00-0-0	IDEA B Instruct Prof Services	\$2,249.43
	Inv# 273491	\$2,249.43	11/08/21
<b>0108</b>	<b>Fibertech Networks, LLC</b>		<b>\$911.60 Vend Total</b>
P.O. #	200131 Internet		\$911.60 P
	11-000-230-530-00-0-0	COMMUNICATIONS/TELEPHONE	\$911.60 P
	Inv# 966911	\$911.60 P	11/08/21

<b>1142</b>	<b>General Chemical and Supply, Inc.</b>	<b>\$2,628.02 Vend Total</b>
P.O. #	100649 Custodial supplies;Mark	\$1,107.56
	11-000-262-610-00-0-0 CUSTODIAL SUPPLIES	\$1,107.56
	Inv# 301063 \$1,039.64 P 06/30/21	
	Inv# 301901 \$67.92 P 11/08/21	
P.O. #	200305 Wipes;Peg	\$492.00
	20-483-200-600-00-0-0 ESSER II Support Supplies	\$492.00
	Inv# 305401 \$492.00 11/08/21	
P.O. #	200361 Custodial supplies;Mark	\$1,028.46
	11-000-262-610-00-0-0 CUSTODIAL SUPPLIES	\$1,028.46
	Inv# 304800 \$1,028.46 11/08/21	

<b>V526</b>	<b>Pine Hill Board of Education</b>	<b>\$2,150.00 Vend Total</b>
P.O. #	200320 JJ homeless tuitions	\$2,150.00 P
	11-000-100-562-00-0-0 TUITION (SPEC ED) TO OTHER LEA	\$2,150.00 P
	Inv# R-138-22 \$2,150.00 P 11/08/21	

<b>R625</b>	<b>University of Delaware</b>	<b>\$4,500.00 Vend Total</b>
P.O. #	200381 Bookworms;Maria	\$4,500.00 P
	20-487-100-600-00-0-0 ESSER II ARP Instruct. Supply	\$4,500.00 P
	Inv# MISC075639 \$4,500.00 P 11/08/21	

<b>X744</b>	<b>Virtua Health, Inc.</b>	<b>\$891.00 Vend Total</b>
P.O. #	200170 PT Services; Laura	\$891.00 P
	11-000-216-320-00-0-0 OT/PT/SPEECH PURCH PROF SERV	\$891.00 P
	Inv# 3046 \$891.00 P 11/08/21	

<b>1123</b>	<b>W.B. MASON</b>	<b>\$39.50 Vend Total</b>
P.O. #	200152 Water	\$39.50 P
	11-000-213-600-00-0-0 HEALTH SUPPLIES	\$19.75 P
	Inv# 224800316 \$19.75 P 11/08/21	
	11-000-230-610-00-0-0 ADMIN SUPPLIES	\$19.75 P
	Inv# 224800316 \$19.75 P 11/08/21	

<b>1495</b>	<b>WADE, LONG, WOOD, &amp; LONG LLC</b>	<b>\$364.00 Vend Total</b>
P.O. #	200160 Legal services	\$364.00 P
	11-000-230-331-00-0-0 LEGAL SERVICES	\$364.00 P
	Inv# 30828 \$364.00 P 11/08/21	

<b>2276</b>	<b>Xtel Communications</b>	<b>\$219.80 Vend Total</b>
P.O. #	200142 Phone Services	\$219.80 P
	11-000-230-530-00-0-0 COMMUNICATIONS/TELEPHONE	\$219.80 P
	Inv# 213042157 \$219.80 P 11/08/21	

**Total for batch = \$31,119.75**

Starting date 11/8/2021

Ending date 11/8/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
024382	11/08/21		H010	Amazing Transformations, LLC		1,552.50
024383	11/08/21		1831	Billows Electric Supply Company		2.36
024384	11/08/21		1859	BRIDGETON BOARD OF EDUCATION		192.00
024385	11/08/21		1066	CCESC (CC EDUC SERV COMMIS)		450.50
024386	11/08/21		Z296	De Lage Landen Financial Services, Inc.		160.84
024387	11/08/21		G055	ESS Northeast, LLC		17,057.63
024388	11/08/21		0108	Fibertech Networks, LLC		911.60
024389	11/08/21		1142	General Chemical and Supply, Inc.		2,628.02
024390	11/08/21		V526	Pine Hill Board of Education		2,150.00
024391	11/08/21		R625	University of Delaware		4,500.00
024392	11/08/21		X744	Virtua Health, Inc.		891.00
024393	11/08/21		1123	W.B. MASON		39.50
024394	11/08/21		1495	WADE, LONG, WOOD, & LONG LLC		364.00
024395	11/08/21		2276	Xtel Communications		219.80

Starting date 11/8/2021

Ending date 11/8/2021

<b>Fund Totals</b>
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11	GENERAL CURRENT EXPENSE	\$20,037.82
20	SPECIAL REVENUE FUNDS	\$11,081.93
	Total for all checks listed	\$31,119.75

Prepared and submitted by: \_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

**1039 BOWMAN & COMPANY LLP**

**\$2,500.00 Vend Total**

P.O. # 200161 Audit  
60-910-310-890-00-0-0 CAFETERIA DIRECT EXPENSE  
Inv# 98532 \$2,500.00 11/08/21

\$2,500.00  
\$2,500.00

**1267 NUTRI SERVE**

**\$25,608.10 Vend Total**

P.O. # 200005 Cafeteria Services  
60-910-310-100-00-0-0 CAFETERIA PAYROLL  
Inv# 470100221 \$3,648.30 P 11/08/21  
Inv# 470100921 \$3,478.21 P 11/08/21  
Inv# 470101621 \$3,646.58 P 11/08/21  
Inv# 470102321 \$3,685.45 P 11/08/21  
60-910-310-330-00-0-0 MANAGEMENT FEE  
Inv# 470100221 \$361.25 P 11/08/21  
Inv# 470100921 \$361.25 P 11/08/21  
Inv# 470101621 \$361.25 P 11/08/21  
Inv# 470102321 \$361.25 P 11/08/21  
60-910-310-600-00-0-0 CAFETERIA SUPPLIES  
Inv# 470100221 \$272.04 P 11/08/21  
Inv# 470101621 \$645.97 P 11/08/21  
Inv# 470102321 \$605.69 P 11/08/21  
60-910-310-870-00-0-0 CAFETERIA FOOD PURCHASES  
Inv# 470100221 \$2,843.39 P 11/08/21  
Inv# 470100921 \$1,290.87 P 11/08/21  
Inv# 470101621 \$1,304.33 P 11/08/21  
Inv# 470102321 \$1,849.17 P 11/08/21  
60-910-310-890-00-0-0 CAFETERIA DIRECT EXPENSE  
Inv# 470100221 \$178.94 P 11/08/21  
Inv# 470100921 \$173.68 P 11/08/21  
Inv# 470101621 \$360.39 P 11/08/21  
Inv# 470102321 \$180.09 P 11/08/21

\$25,608.10 P  
\$14,458.54 P  
  
\$1,445.00 P  
  
\$1,523.70 P  
  
\$7,287.76 P  
  
\$893.10 P

**Total for batch = \$28,108.10**

Starting date 11/8/2021

Ending date 11/8/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
001647	11/08/21		1039	BOWMAN & COMPANY LLP		2,500.00
001648	11/08/21	11/08/21		00.0 \$ Multi Stub Void	#001649 Stub	
001649	11/08/21		1267	NUTRI SERVE		25,608.10

**Fund Totals**

60	ENTERPRISE FUND	\$28,108.10
	Total for all checks listed	\$28,108.10

Prepared and submitted by: \_\_\_\_\_ Date \_\_\_\_\_  
Board Secretary



**0302** Spiezle Architectural Group, Inc.

**\$519.50 Vend Total**

P.O. # 200333 Parking Lot

\$519.50

30-000-418-390-00-0-0

BOND PROJECT SOFT COSTS

\$519.50

Inv# 18K075-23

\$519.50

11/08/21

**Total for batch =**

**\$519.50**

Starting date 7/1/2021

Ending date 6/30/2022

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
001048	11/08/21		0302	Spiezle Architectural Group, Inc.		519.50

<b>Fund Totals</b>
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<b>30 CAPITAL PROJECTS FUNDS</b>	<b>\$519.50</b>
<b>Total for all checks listed</b>	<b>\$519.50</b>

Prepared and submitted by: \_\_\_\_\_  
Board Secretary Date

Transfers by Transfer Number

Somerdale Board of Education

Start date 9/1/2021

End date 9/30/2021

TR#	Transfer Description	Amount	To Account	From Account
2832	09/02/21 IEP Direct	731.25	20-250-200-500-00-0-0 IDEA B Other Support Services	20-250-100-600-00-0-0 IDEA B Instructional Supplies
2833	09/02/21 Summer Aides	3,776.15	11-422-100-320-00-0-0 ESY PROF SERVICES	11-422-100-110-00-0-0 SUMMER TEACHER STIPENDS
2836	09/20/21 ESY Transportation	30.70	11-422-270-350-00-0-0 ESY ESC ADMIN FEE	- - - - -
		193.50	11-422-270-518-00-0-0 ESY ESC TRANSPORT	- - - - -
		30.70	- - - - -	11-000-270-350-00-0-0 TRANSPORTATION MGMT FEE
		193.50	- - - - -	11-000-270-518-00-0-0 TRANSPORT SPEC ED - ESC
2839	09/23/21 Aid in lieu	1,000.00	11-000-270-505-00-0-0 AIDE IN LIEU CHOICE PUBLIC	11-000-270-511-00-0-0 TRANSPORT REG ED VENDORS
2840	09/29/21 charter aid in lieu	1,000.00	11-000-270-504-00-0-0 AID IN LIEU CHARTER SCHOOL	11-000-270-511-00-0-0 TRANSPORT REG ED VENDORS
		<b>6,955.80</b>	<b>Report Total</b>	

*David Rouse*

*W. R. P.*



New Jersey Schools Insurance Group  
Burlington & Camden County Educators Insurance Consortium  
Indemnity and Trust Agreement  
Resolution to Join / Renew Membership

**WHEREAS**, N.J.S.A. 18A:18B-1, et seq., enables boards of education to join with other boards of education in school board insurance trusts for the purpose of forming self-insurance pools;

**WHEREAS**, the New Jersey Schools Insurance Group (“NJSIG”) is a joint insurance fund authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

**WHEREAS**, the [Somerdale Board of Education], herein after referred to as the “Educational Institution,” has resolved to apply for and/or renew its membership with NJSIG;

**WHEREAS**, the Educational Institution certifies that it has not defaulted on a claim, and has not been cancelled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSIG;

**WHEREAS**, the Educational Institution desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and,



**New Jersey Schools Insurance Group**  
**Burlington & Camden County Educators Insurance Consortium**  
**Indemnity and Trust Agreement**  
**Resolution to Join / Renew Membership**

**WHEREAS**, the Educational Institution finds that the best and most efficient way of securing this protection and services is by cooperating with other boards of education in the State of New Jersey.

**NOW THEREFORE, BE IT RESOLVED, THAT:**

- 1) This agreement is made by and between NJSIG and the Educational Institution;
- 2) The Educational Institution joins with other boards of education in organizing and becoming members of NJSIG pursuant to N.J.S.A. 18A:18B-3(a), for a period of three years, beginning on July 1, 2021, and ending July 1, 2024 at 12:01 a.m.;
- 3) In consideration of membership in NJSIG, the Educational Institution agrees that for those types of coverage in which it participates, the Educational Institution shall jointly and severally assume and discharge the liabilities of each and every member of NJSIG to such agreement arising from their participation in NJSIG. By execution hereof the full faith and credit of the Educational Institution is pledged to the punctual payment of any sums which shall become due to NJSIG in accordance with the bylaws thereof, the plan of risk management, this Agreement and any applicable statute or regulation;



New Jersey Schools Insurance Group  
Burlington & Camden County Educators Insurance Consortium  
Indemnity and Trust Agreement  
Resolution to Join / Renew Membership

- 4) The Educational Institution and NJSIG agree that NJSIG shall hold all monies paid by the Educational Institution to NJSIG as fiduciaries for the benefit of NJSIG claimants all in accordance with applicable statutes and/or regulations;
- 5) NJSIG shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1, et seq. and such other statutes and regulations as may be applicable;
- 6) By adoption and signing of this resolution, the Educational Institution is hereby joining NJSIG in accordance with the terms of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership, effective the date indicated below, for the types of insurance as indicated in the Insurance Binder issued by NJSIG;
- 7) The Educational Institution hereby ratifies and affirms the bylaws and other organizational and operational documents of NJSIG, and as from time to time amended by NJSIG and/or the State of New Jersey, Department of Banking and Insurance, in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith;
- 8) The Educational Institution agrees to be a participating member of NJSIG for the period herein provided for and to comply with all of the rules and regulations



**New Jersey Schools Insurance Group**  
**Burlington & Camden County Educators Insurance Consortium**  
**Indemnity and Trust Agreement**  
**Resolution to Join / Renew Membership**

and obligations associated with said membership, including, but not limited to the NJSIG's Plan of Risk Management;

- 9) The Educational Institution under its obligations as a member of NJSIG agrees to allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of NJSIG including the plan of risk management;
- 10) If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the Educational Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and costs on demand;
- 11) The Business Administrator is hereby authorized in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq., to execute such contracts and documentation with NJSIG as is necessary to effectuate this resolution; and,
- 12) The Business Administrator is directed to send a certified copy of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership to NJSIG.



New Jersey Schools Insurance Group  
Burlington & Camden County Educators Insurance Consortium  
Indemnity and Trust Agreement  
Resolution to Join / Renew Membership

I certify that the foregoing is a true copy of a Resolution passed by the  
Educational Institution at the meeting duly held on this \_\_\_\_\_ day of  
\_\_\_\_\_, \_\_\_\_\_.

Educational Institution

By: \_\_\_\_\_

Board Secretary  
Use Only

DATE: \_\_\_\_\_

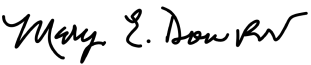
MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_



<b>October 2021- HEALTH OFFICE REPORT</b>	<b>TOTALS</b>
<b>STUDENTS- SEEN</b>	441+
<b>FACULTY- SEEN</b>	6+
<b>STUDENTS SENT HOME: (31) -COVID QUARANTINES (12) EXTENDED QUARANTINES (5)</b>	48
<b>STUDENTS EXCLUDED- Incomplete Immunizations ( 11 ) Medical/Public Health Issues ( 8 )</b>	19
<b>STUDENTS ILLNESSES -GENERAL</b>	87+
<b>STUDENTS ILLNESSES -COVID SYMPTOM ASSESSMENTS</b>	25
<b>STUDENTS INJURIES- Phys Ed ( 7 ) , Playground (33), Classroom ( 9), Self-Inflicted (2), Misc (2)</b>	53
<b>STUDENTS INJURIES- Student Altercation/Inflicted (7), After-School Program ( ),Sch Sports ( )</b>	7
<b>STUDENTS -OLD INJURIES- School Related ( 1 ) , Non-School Related ( 6)</b>	7
<b>STUDENT MEDICATION ADMINISTRATION- Daily (57), Asthma Inhaler ( 5 ) , NEBULIZER ( 1 )</b>	62
<b>Emergency: Epi-pen ( ) , Benadryl ( ) , BS Testing ( ) , Insulin Administration ( ) , PRN ( 14 )</b>	15
<b>STUDENT ADL ASSISTANCE:</b>	
<b>INCONTINENCE- Bladder (4+) Bowel ( 1 ) Toileting Assistance ( )</b>	5+
<b>Ambulation Assist &amp; Transfers with wheelchair , crutches etc.</b>	
<b>STUDENT MISC ISSUES:</b>	
<b>UNIFORM ISSUES - R/T Incontinence- (4+) , R/T Spills/Tears- (8+) , R/T Policy Infraction ( )</b>	12+
<b>Hygiene Issues/Menstruation/Fem Hygiene Supplies/Glasses Repairs &amp; other Misc.</b>	4
<b>STUDENTS - BITES</b>	
<b>TYPE: Tick Removals ( ) , Human ( 7 ) , Dog/Cat ( ) , Bedbugs ( ) , Fleas ( ) , Mosq (1), Spider ( )</b>	8
<b>STUDENTS - RASHES</b>	
<b>TYPE: Eczema ( ) ,Poison Ivy ( 1 ) , Tinea Capitis ( ) , Tinea Corporis ( ) , Contact Dermatitis (1)</b>	2
<b>STUDENTS - DENTAL ISSUES/DENTAL CARE</b>	
<b>Loose/Lost Tooth ( 5+ ) , Toothache ( ) , Decay ( ) , Braces ( ) , New Tooth Eruption (2), Injury (1)</b>	8
<b>Mouth Ulcers ( 1 ) , Dental Referrals ( ) , Broken Tooth ( 1), Oral Hygiene Counseling/Teaching ( )</b>	2
<b>HEALTH CARE PLANS</b>	
<b>EMERGENCY HEALTH CARE PLANS DEVELOPED/REVIEWED</b>	2
<b>ASTHMA CARE PLANS &amp; "GO Boxes" CREATED FOR STUDENTS WITH ASTHMA</b>	1
<b>HEALTH RECORDS CREATED-REVIEWED FOR REGISTRATION/IMMUNIZATION COMPLIANCE</b>	
<b>PRE-K Students for Flu Vaccine Requirement</b>	27
<b>KINDERGARTEN Students for DTP/IPV &amp; MMR Requirements</b>	0
<b>6TH GRADE Students for Tdap &amp; Menactra Requirements</b>	15
<b>New Registration Health Records (PREK-) (K-) (GR1-8)</b>	12
<b>New Student/Staff PPD STATUS and /or contact w HCP/Camden Cty Chest Clinic as needed</b>	0
<b>READ/Documented/Faxed Results for PPD placed by other Agencies</b>	1
<b>UTILIZATION OF NJIIS FOR IMMUNIZATION SURVEILLANCE</b>	
<b>COVID SURVEILLANCE -STAFF {Staff COVID Vaccine Surveillance= 118}</b>	118
<b>STAFF QUARANTINES : POSITIVE COVID (1) CLOSE CONTACT EXPOSURE (4) POST TRAVEL ( )</b>	5
<b>STAFF: POSITIVE TESTS ( ) , NEGATIVE TESTS ( 4 ) , SYMPTOMATIC ( 1 )</b>	6
<b>COVID SURVEILLANCE-STUDENT {Student COVID Vaccine Surveillance = 31}</b>	31
<b>STUDENT QUARANTINES:POSITIVE COVID ( 8 ),CLOSE CONTACT EXP ( ) , Extended Quarantines (5)</b>	13
<b>STUDENT: POSITIVE TESTS ( 8 ) , SYMPTOMATIC ( 25 ) , NEGATIVE TESTS (51) , PENDING TESTS (6)</b>	90
<b>COVID SURVEILLANCE- STUDENT FAMILIES</b>	
<b>FIRST DEGREE OF SEPARATION CASES- STUDENT'S FAMILY MEMBERS POSTIVE</b>	8
<b>SECOND DEGREE OF SEPARATION CASES - STUDENT'S FAMILY</b>	0
<b>CCHD CONTACT: FOR GUIDANCE</b>	2
<b>CCHD LINK : SCHOOL CONTACT TRACING ONLINE SURVEYS COMPLETED ( )</b>	14

<b>SCREENINGS</b>	
Blood Pressure- Students (1), Staff (5+)	6+
Hearing	4
Height/Weight	1
Pediculosis	0
Scoliosis	1
Visual Acuity	78
<b>LAUREL SPR LION'S CLUB VISION SCREENING CONSENTS FORMS TO 1st Grade PARENTS</b>	47
<b>LAUREL SPR LION'S CLUB CONSENTED VISION SCREENINGS DONE</b>	76
<b>REFERRAL SCREENING FORMS COMPLETED: CST ( 1 ), I&amp;RS ( 2 ), 504 PLANS ( 2 )</b>	4
<b>REFERRAL-CST -FRONTLINE DOCUMENTATION/UPLOADS COMPLETED</b>	4
<b>COMMITTEE MEETINGS ATTENDED: CST ( ), I&amp;RS ( ), 504 PLAN ( 2 ) SCHOOL SAFETY ( )</b>	2
<b>ATHLETICS</b>	
ATHLETIC PHYSICALS RECEIVED/REVIEWED/SCANNED	112
TRIPS TO/FROM SCHOOL PHYSICALS FOR ATHLETIC PHYSICAL REVIEW/APPROVALS	1
Cooper Ped Physician on SPS Campus/Performed Athletic Phys w Parent Consent	0
<b>INCIDENT REPORTS: Student ( 2 ), Post Restraint Assess.( ), Employee ( ), Non-Employee ( 3 )</b>	5
<b>CORRESPONDANCE/COUNSELING/CONFERENCES:</b>	
HEALTH OFFICE: Power Announcements, ( ) PTA FB Uploads ( ), Website Uploads ( )	
<b>PARENT CONTACT &amp; CONFERENCE VIA PHONE/EMAIL/TEXT/NURSE'S OFFICE VISIT RPTS</b>	228+
FORMS/LTRS TO PARENTS- Vision Referrals (12),Hearing Referrals ( ), Lions Club Vision Scr Results (78)	90
STUDENT CONFERENCES/COUNSELING/TEACHING	5
CONTACT W OTHER SCHOOLS RE RECORDS/MEDICAL INFO	7
TRANSFER RECORDS SCANNED & MAILED TO OTHER SCHOOLS	1
CONTACT OUTSIDE AGENCIES: DCP ( 1 ), CCHD ( ), NJDOH ( ), NJDHHS( ), NJSSA DIS ( 1 )	1
REFERRALS TO: Vice Principal ( ), Guidance ( ), Sch Psychologist ( ) Soc Wkr ( ), HCP (2)	
<b>MEETINGS/INSERVICES/OTHER:</b>	
10/5/21 OCT- FIRE DRILL	
10/12/21 OCT-ONSITE EVACUATION DRILL	
10/22/21 - ZOOM MEETING -504PLAN MTG W PARENT & GUIDANCE COUNSELOR	
10/25/21 - ZOOM MEETING -504PLAN MTG W PARENT & GUIDANCE COUNSELOR	
10/28/21 -Exlcusion Ltrs to (11) 6th Grade Parents for Immunization Non-Compliance {Provisional Plans worked out w each Studewnt/Parent/HCP}	
10/29/21 Gathered Data & Electronic Transmission of Uninsured Student Information to NJ FamilyCare School Portal -required 5.5 hours to gather data & submit report {1:30 PM-6:00 PM} because of issues w OnCourse not pulling data correctly - data had to be gathered, cut & pasted manually for 244 Student Families	
<b>RESPECTFULLY SUBMITTED:</b>	
	
<b>MARY E . DOW, BSN RN CSN</b>	<b>DATE: 11/2/21</b>

## **P 0131 – Bylaws, Policies, and Regulations (Revised)**

### **BYLAWS, POLICIES, AND REGULATIONS**

0131

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

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

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

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

Bylaws, policies, or regulations may be abolished at any meeting of the Board provided the proposed abolishing of the proposed bylaw, policy, or regulation has been approved by the Board at a previous meeting of the Board.

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

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

The adoption, revision, abolishment, or suspension of a bylaw, policy, or regulation shall be recorded in the minutes of the Board. Any bylaw, policy, or regulation or part of a bylaw, policy, or regulation that is superseded by a term in a negotiated agreement or by a subsequently adopted bylaw, policy, or regulation shall no longer be in force and effect as a bylaw, policy, or regulation and shall be abolished by the Board in accordance with this Bylaw.

#### **Promulgation and Distribution**

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

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

The manual of bylaws, policies, and regulations shall be considered a public record open to inspection in the office of the Superintendent. The manual retained by the Board Office shall be considered the master copy of the manual.

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

Bylaws, policies, and regulations will be considered for adoption by the Board in accordance with the following procedure:

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

Adopted:

## THE ROAD FORWARD COVID-19 – HEALTH AND SAFETY (M)

1648.11

### **M**

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

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

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

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

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

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

- A. General Health and Safety Concerns of Students, Staff Members, and Visitors
  - 1. Vaccination – See Appendix A.;
  - 2. Communication with the Local Health Department – See Appendix B.;
  - 3. Mask Wearing Protocol – See Appendix C.;
  - 4. Physical Distancing and Cohorting Protocols – See Appendix D.;
  - 5. Hand Hygiene and Respiratory Etiquette Protocols – See Appendix E.;
  - 6. Provision of Meals – See Appendix F.; and

7. Transportation Protocols – See Appendix G.
- B. Cleaning, Disinfection, and Airflow – See Appendix H.
- C. Screening, Exclusion, and Response to Symptomatic Students and Staff Members – See Appendix I.
- D. Contact Tracing – See Appendix J.
- E. Testing – See Appendix K.
- F. Student and Staff Member Travel – See Appendix L.

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

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

The school district may be confronted with the incidence of COVID-19 positive cases among staff and/or students. If the school district is required to exclude a student, group of students, a class, or multiple classes as a result of possible exposure to COVID-19, while the school itself remains open for in-person instruction, the school district may offer virtual or remote instruction to those students in a manner commensurate with in-person instruction to the extent possible. In circumstances when the school facilities remain open and in-person instruction continues in those classrooms that are not required to quarantine, those days in session will also count toward the school district's 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

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

Adopted:



## COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION (M)

2422

### **M**

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

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

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

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

9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.
10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through 5.3) requires the development of Lyme Disease curriculum guidelines and training to all teaching staff members who instruct students with Lyme Disease.
11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.
12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.
13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the “AIDS Prevention Act of 1999,” requires sex education programs to stress abstinence.
14. Suicide Prevention (N.J.S.A. 18A:6-111 through 113) requires instruction in suicide prevention in public schools.
15. Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.
16. Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and 4.33) requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.
17. History of Disabled and LGBT Persons (N.J.S.A. 18A:35-4.35 and 4.36) requires instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people for middle and high school students.
18. Financial Literacy (N.J.S.A. 18A:35-4.34) requires instruction with basic financial literacy necessary for sound financial decision-making in each of the grades six through eight.
19. Sexual Abuse and Assault Awareness and Prevention Education (N.J.S.A. 18A:35-4.5a) requires age-appropriate sexual abuse and assault awareness and prevention education in grades preschool through twelve.

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

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

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

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

to N.J.S.A. 18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period.

Restorative justice activities are defined as activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.

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

Adopted:

## SURROGATE PARENTS AND RESOURCE FAMILY PARENTS (M)

2467

### **M**

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

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

#### Qualifications and Selection

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

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

The person serving as a surrogate parent shall:

1. Have no interest that conflicts with the interest of the student they represent;
2. Possess knowledge and skills that ensure adequate representation of the student;
3. Not be replaced without cause;
4. Be at least eighteen years of age; and
5. Complete a criminal history review pursuant to N.J.S.A. 18A:6-7.1 if the person serving as the surrogate parent is compensated.

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

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

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

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

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

## Training

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

1. Providing the surrogate parent a copy of:
  - a. Parental Rights in Special Education booklet;
  - b. N.J.A.C. 6A:14;
  - c. The Special Education Process;
  - d. Administrative Code Training Materials from the Department of Education website; and

- e. Other relevant materials.
- 2. Providing the surrogate parent an opportunity to meet with the Surrogate Parent Coordinator to discuss the rights of the surrogate parent and the applicable statutes, administrative codes, and Federal laws. The Surrogate Parent Coordinator shall provide the surrogate parent the opportunity to review and to become familiar with the State and Federal requirements for assessment, individualized educational program development, and parental rights with respect to the referral and placement process, including their rights with respect to seeking a due process hearing if they disagree with the local procedure or decisions;
- 3. Providing the surrogate parent adequate time to become familiar with the student and the nature of the student's disability through a review of the student's record;
- 4. Providing the surrogate parent an opportunity to confer with the student's case manager to discuss the student; and
- 5. Other information and resources to provide the surrogate parent the knowledge and skills to ensure adequate representation of the student.

#### Rights of the Surrogate Parent

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

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

Adopted:

## **P 3142 – Nonrenewal of Nontenured Teaching Staff Member (Revised)**

### NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

3142

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

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

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

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

The Board is not required to offer reemployment or vote on reemployment after an informal appearance with a nontenured teaching staff member who was not recommended for



reemployment by the Superintendent. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured teaching staff member reemployment after the informal appearance before the Board. Within three working days following the informal appearance, the Board shall notify the affected nontenured teaching staff member, in writing, of its final determination.

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

N.J.A.C. 6A:10-9.1

Adopted:

## **P 3221 – Evaluation of Teachers (M) (Revised)**

### **M**

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

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

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

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

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

The components of the teacher evaluation rubric as described in N.J.A.C. 6A:10-4.1 shall apply to teachers. Measures of student achievement, as outlined in N.J.A.C. 6A:10-4.2, shall be used to determine impact on student learning. Teacher observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-4.4 and N.J.S.A. 18A:27-3.1. Observers shall conduct the

observations pursuant to N.J.S.A. 18A:6-123.b.(8) and N.J.A.C. 6A:10-2.5 and 3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).

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

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

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

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

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

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

Adopted:

**P 3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators  
(M) (Revised)**

EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND ADMINISTRATORS (M)

3222

**M**

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

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

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

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

The minimum requirements for the evaluation procedures for teaching staff members as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teaching staff member rated ineffective or

partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

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

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

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1  
N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5;  
6A:10-6.2

Adopted:

**P 3223 – Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (Revised)**

EVALUATION OF ADMINISTRATORS, EXCLUDING PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS (M)

3223

**M**

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

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

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

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

The minimum requirements for the evaluation procedures for administrators as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each administrator rated ineffective or partially

effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

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

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

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

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

Adopted:

## **P 3224 – Evaluation of Principals, Vice Principals, and Assistant Principals (M) (Revised)**

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

3224

#### **M**

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

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

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

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

The components of the principal evaluation rubrics as described in N.J.A.C. 6A:10-5.1 shall apply to Principals, Vice Principals, and Assistant Principals. Measures of student achievement, as outlined in N.J.A.C. 6A:10-5.2, shall be used to determine impact on student learning. Principal, Vice Principal, and Assistant Principal observations shall be conducted in accordance with the



provisions of N.J.A.C. 6A:10-5.4. The Superintendent or designated supervisor shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b). A Principal, or the Superintendent or designated supervisor, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.

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

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

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

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

N.J.A.C. 6A:10-5.1 through 5.4

N.J.A.C. 6A:10-7.1 and 7.3

Adopted:

## **P 4146 – Nonrenewal of Nontenured Support Staff Member (Revised)**

### NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

4146

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

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

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

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

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

The Board is not required to offer reemployment or vote on reemployment after an informal appearance with a nontenured support staff member who was not recommended for reemployment

by the Superintendent. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured support staff member reemployment after the informal appearance before the Board. Within three working days following the informal appearance, the Board shall notify the affected nontenured support staff member, in writing, of its final determination.

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

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

N.J.S.A. 18A:27-3.2; 18A:27-4.1

N.J.A.C. 6A:10-9.1

Adopted:

## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

5111

### **M**

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

#### Eligibility to Attend School

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

A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2. A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1.c., any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.b. if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National

Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.

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

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

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

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

If the district of residence cannot be determined according to the criteria contained in N.J.S.A. 18A:7B-12; if the criteria contained in N.J.S.A. 18A:7B-12 identify a district of residence out of

the State; or if the child has resided in a domestic violence shelter, homeless shelter, or transitional living facility located outside of the district of residence for more than one year, the State shall assume fiscal responsibility for the tuition of the child in accordance with N.J.S.A. 18A:7B-12.d.

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

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

### Proof of Eligibility

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

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

In the case of a dispute between the school district and the parent of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.S.A. 18A:38-1.3. The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.

### Registration Forms and Procedures for Initial Assessment

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

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

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

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

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

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

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

student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

### Notice of Ineligibility

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

### Removal of Currently Enrolled Students

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

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a

Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

### Appeal to the Commissioner

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

### Assessment and Calculation of Tuition



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

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

#### Nonresident Students

The admission of a nonresident student to school free of charge must be approved by the Board. No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship and discipline.

#### Children Who Anticipate Moving to or from the District

A nonresident student otherwise eligible for attendance whose parent or guardian anticipates school district residency and has entered a contract to buy, build, or rent a residence in this school district may be enrolled with payment of tuition for a period of time not greater than 2 weeks prior to the anticipated date of residency. If any such student does not become a resident of the school district within 4 weeks after admission to school, tuition will be charged for attendance commencing the beginning of the 1st week and until such time as the student becomes a resident or withdraws from school.

#### Other Nonresident Students

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

#### F-1 Visa Students

The school district is not required to, but may permit the attendance of F-1 Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the

requested I-20 Form, in accordance with the provisions of Federal regulation 8 CFR 214.3. A F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a F-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.

#### J-1 Visa Students

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

N.J.S.A. 18A:38-1; 18A:38-1.1; 18A:38-1.3; 18A:38-3;  
18A:38-3.1; 18A:7B-12  
N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22  
8 CFR 214.3

Adopted:

## EDUCATION OF HOMELESS CHILDREN

5116

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

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

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

The school district liaison designated by the Superintendent of Schools for the education of homeless children is the school Social Worker. The liaison will facilitate communication and cooperation between the school district of residence and the school district where the homeless child resides and shall assume all responsibilities as outlined in N.J.A.C. 6A:17-2.4(a).

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

The Superintendent of the school district of residence or designee shall decide in which school district the homeless child shall be enrolled in accordance with the provisions of N.J.A.C. 6A:17-2.5.

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

When a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or the designee(s) of the involved district(s) or the child's parent(s) shall immediately notify the Executive County Superintendent of Schools, who, in consultation with the Department of Education's McKinney-Vento Homeless Education Coordinator or designee, shall immediately decide the child's status. If a dispute remains between the parent and the involved school district(s) following the Executive County Superintendent's determination, the parent or the involved district Board(s) of Education may appeal to the Commissioner of Education for determination pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

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

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

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

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

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

N.J.S.A. 18A:7B-12; 18A:7B-12.1; 18A:38-1  
N.J.A.C. 6A:17-2.1 et seq.

Adopted:

## FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – ALLOWABILITY OF COSTS (M)

6115.01

### **M**

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

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

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

1. Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
2. Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the non-Federal entity.
4. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
5. Be determined in accordance with Generally Accepted Accounting Principles (GAAP), except for State and local governments, which includes school districts, as otherwise provided for in 2 CFR §200.403.
6. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federally-financed program in either the current or a prior period. (See also 2 CFR §200.306 – Cost Sharing or matching 2. above).
7. Be adequately documented. (See also 2 CFR §200.300 – Statutory and National Policy Requirements through 2 CFR §200.309 – Period of Performance).

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

2 CFR §200.302(b)(7)  
2 CFR §200.403

Adopted:

## FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – MANDATORY DISCLOSURES (M)

6115.02

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

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

### A. General Reporting Requirement

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

### B. Proceedings About Which the Board of Education Must Report

1. The Superintendent or designee must disclose to the Federal awarding agency or to the New Jersey Department of Education information required about each proceeding that:
  - a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;



- b. Reached its final disposition during the most recent five-year period; and
- c. Is one of the following:
  - (1) A criminal proceeding that resulted in a conviction, as defined in E. below;
  - (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
  - (3) An administrative proceeding, as defined in E. below, that resulted in a finding of fault and liability and the payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
  - (4) Any other criminal, civil, or administrative proceeding if:
    - (a) It could have led to an outcome described in B.1.c.(1), (2), or (3) above of this award term and condition;
    - (b) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on the school district's part; and
    - (c) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

C. Reporting Procedures

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

D. Reporting Frequency

- 1. During any period of time when the Board of Education is subject to the requirement in A. above, the Superintendent or designee must report proceedings information through the SAM for the most recent five year period, either to report

new information about any proceeding(s) the Board of Education has not reported previously or affirm that there is no new information to report.

2. If the Board of Education has Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, the Board of Education must disclose semiannually any information about the criminal, civil, and administrative proceedings.

E. Definitions

1. For purposes of this Policy:

- a. “Administrative proceeding” for the purposes of 2 CFR §200 - Appendix XII and this Policy means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability. This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.
- b. “Conviction” for the purposes of 2 CFR §200 - Appendix XII and this Policy, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
- c. Total value of currently active grants, cooperative agreements, and procurement contracts includes:
  - (1) Only the Federal share of the funding under any Federal award with a Board of Education cost share or match; and
  - (2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

2 CFR §200.113

Adopted:

## FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – CONFLICT OF INTEREST (M)

6115.03

### **M**

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

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

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

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

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

The Board of Education's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more

economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

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

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

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

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

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

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

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

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

The Board of Education alone must be responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative

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

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

2 CFR §200.318

Adopted:

## CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS (M)

6311

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

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

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

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

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

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

2 CFR §200

Adopted:

## **P 6471 – School District Travel (M) (Revised)**

### SCHOOL DISTRICT TRAVEL (M)

#### 6471 M

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

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

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

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

1. Directly related to and within the scope of the employee's or district Board member's current responsibilities and, for school district employees, the school district's professional development plan, the school professional development plan, and employee's individual professional development plan;
2. For travel that is critical to the instructional needs of the school district or furthers the efficient operation of the school district; and
3. In compliance with State travel payment guidelines as established by the OMB and with guidelines established by the Federal Office of Management and Budget; except any State or Federal regulations and guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable, including, but not limited to, the authority to issue travel charge cards. The Board of Education shall specify in its travel policy the applicable restrictions and

requirements set forth in the State and Federal guidelines, including, but not limited to, types of travel, methods of transportation, mileage allowance, subsistence allowance, and submission of supporting documentation including receipts, checks, or vouchers.

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

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

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

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

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

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

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

A Board member must recuse himself or herself from voting on travel if the Board member, a member of his or her immediate family, or a business organization in which he or she has an interest has a direct or indirect financial involvement that may reasonably be expected to impair his or her objectivity or independence of judgment. Policy and Regulation 6471 prohibit a Board



member from acting in his or her official capacity in any matter in which he or she or a member of his or her immediate family has a personal involvement that is or creates some benefit to the school district Board member or member of his or her immediate family; or undertaking any employment or service, whether compensated or not, that may reasonably be expected to prejudice his or her independence of judgment in the execution of his or her official duties.

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

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

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

The Superintendent of Schools is the final approval authority for travel.

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

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

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

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

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

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

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

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

Adopted:

## EYE PROTECTION (M)

7432

### **M**

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

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

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

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

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

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

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

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

N.J.S.A. 18A:40-12.1; 18A:40-12.2

N.J.A.C. 6A:7-1.3

N.J.A.C. 6A:26-12.5

Adopted:

## EMERGENCY AND CRISIS SITUATIONS (M)

8420

### **M**

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

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

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

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

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

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

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

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

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

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds in accordance with N.J.A.C. 6A:16-5.1.

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

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

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

N.J.A.C. 6A:16-5.1; 6A:27-11.2

Adopted:

## SCHOOL NUTRITION PROGRAMS (M)

8540

### **M**

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

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

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

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

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

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

A parent may request a household application and instructions from the Principal of their child’s school. A household application must be completed before eligibility is determined. Where

necessary, the Principal or designee shall assist the applicant in the preparation of the household application.

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

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

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

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

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

7 C.F.R. 210.1 et seq.

N.J.S.A. 18A:33-5; 18A:33-11.1 et seq.; 18A:58-7.2



N.J.A.C. 2:36

Adopted:

## MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL (M)

8550

### **M**

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

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

The school district shall not:

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

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

1. Determine if the student is eligible for a free or reduced-price school meal;
2. Make at least two attempts, not including the application or instructions provided to the parent each school year pursuant to N.J.S.A. 18A:33-21b.; to contact the student's parent and have the parent fill out an application for the school lunch program and school breakfast program; and

3. Contact the student's parent to offer assistance with the application for the school lunch and school breakfast program; determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school breakfast or school lunch; and offer any other appropriate assistance.

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

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

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

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

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

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

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

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

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

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

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

Adopted:

## **P 8561 – Procurement Procedures for School Nutrition Programs (M) (Revised)**

### PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS (M)

8561

#### **M**

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

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

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

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

#### A. General Procurement

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

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

#### B. Micro-Purchase Procedures

1. Public/Charter Schools

Purchases of supplies or services, as defined by 2 CFR 200.67, will be awarded without soliciting competitive price quotations if the price is reasonable in accordance with N.J.S.A. 18A:18A-37(a) and below thresholds established by the State Treasurer for informal receipt of quotations. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

2. Non-Public Schools

Purchases of supplies or services, within the Federal micro-purchase threshold (the aggregate amount does not exceed the Federal micro-purchase threshold as set by 2 CFR 200.67) will be awarded without soliciting competitive price quotations if the price is reasonable. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

3. Formal bid procedures will be applied on the basis of:

centralized system;  
individual school;  
State contract.

4. Because of the potential for purchasing more than public or non-public informal/small purchase threshold amount, or the Board approved threshold if less, it will be the responsibility of the School Business Administrator/Board Secretary to document the amounts to be purchased so the correct method of procurement will be followed.

C. Formal Procurement

When a formal procurement method is required, the following competitive sealed bid or an Invitation for Bid (IFB) or competitive proposal in the form of a Request for Proposal (RFP) procedures will apply:

1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board of Education to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.
2. An advertisement in the official newspaper for at least one day is required for all purchases over the school district's small purchase threshold as outlined in Federal Funds Procurement Method Section Chart – State Agency Form #358. The advertisement will contain the following:

- a. A general description of items to be purchased;
  - b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;
  - c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;
  - d. The deadline for submission of sealed bids or proposals; and
  - e. The address of the location where complete specifications and bid forms may be obtained.
3. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
  4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
  5. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
    - a. Contract period for the base year and renewals as permitted;
    - b. The Board of Education is responsible for all contracts awarded (statement);
    - c. Date, time, and location of IFB/RFP opening;
    - d. How the vendor is to be informed of bid acceptance or rejection;
    - e. Delivery schedule;
    - f. Requirements (terms and conditions) the bidder must fulfill in order for bid to be evaluated;
    - g. Benefits to which the Board of Education will be entitled if the contractor cannot or will not perform as required;
    - h. Statement assuring positive efforts will be made to involve small and minority businesses, women's business enterprises, and labor surplus area firms;

- i. Statement regarding the return of purchase incentives, discounts, rebates, and credits under a cost reimbursement FSMC contract to the Board of Education's nonprofit school food service account;
- j. Contract provisions as required in Appendix II to 2 CFR 200:
  - (1) Termination for cause and convenience – contracts in excess of \$10,000;
  - (2) Equal Opportunity Employment – “federally assisted construction contracts”;
  - (3) Davis-Bacon Act – construction contracts in excess of \$2,000;
  - (4) Contract work Hours and Safety Standards – contracts in excess of \$100,000;
  - (5) Right to inventions made under a contract or agreement – if the contract meets the definition of a “funding agreement” under 37 CFR 401.2(a);
  - (6) Clean Air Act – contracts in excess of \$150,000;
  - (7) Debarment and Suspension – all Federal awarded contracts;
  - (8) Byrd Anti Lobbying Amendment – contracts in excess of \$100,000; and
  - (9) Contracts must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- k. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;
- l. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;
- m. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding;
- n. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. The “index rate” means the annual percentage increase rounded to the nearest half percent in the implicit price deflator for State and local government purchases of goods and services computed and



published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;

- o. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using a RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);
- p. Method of award announcement and effective date (if intent to award is required by State or local procurement requirements);
- q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;
- r. Provision requiring access by duly authorized representatives of the Board of Education, New Jersey Department of Agriculture (NJDA), United States Department of Agriculture (USDA), or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;
- s. Method of shipment or delivery upon contract award;
- t. Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts;
- u. Description of process for enabling vendors to receive or pick up orders upon contract award;
- v. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);
- w. Signed statement of non-collusion;
- x. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);
- y. Provision requiring "Buy American" as outlined in 7 CFR Part 210.21(d) and USDA Guidance Memo SP 38-2017, including specific instructions for prior approval and documentation of utilization of non-domestic food products only;
- z. Specifications and estimated quantities of products and services prepared by the school district and provided to potential contractors desiring to submit bids/proposals for the products or services requested; and

- aa. The Board of Education's Electronic Signature Policy.
6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, questions may be sent to the School Business Administrator/Board Secretary. The School Business Administrator/Board Secretary or designee's response will be provided in writing to all potential bidders within 10 days.
- a. The School Business Administrator/Board Secretary will be responsible for providing responses to questions and securing all bids or proposals.
  - b. The School Business Administrator/Board Secretary will be responsible to ensure all Board of Education procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
  - c. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.
- a. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board of Education, price as the primary, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.
  - b. The School Business Administrator/Board Secretary or designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
  - c. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.
  - d. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified was received.
  - e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary

within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board of Education, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.

- f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.
- g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.

D. Small Purchase Procedures

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

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

9. The School Business Administrator/Board Secretary or designee is required to sign all quote tabulations, signifying a review and approval of the selections.

E. Noncompetitive Proposal Procedures

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

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

F. Miscellaneous Provisions

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

3. Payment will be made to the vendor when the contract has been met and verified and has met the Board of Education's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)
4. Specifications will be updated as needed.
5. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service; contact vendor for approved alternate product; or remove product from bid.

G. Emergency Purchases

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, and the public exigency or emergency will not permit a delay resulting from a competitive solicitation, the purchase must be authorized using a purchase order signed by the School Business Administrator/Board Secretary. The emergency procedures to be followed for such purchases shall be those procedures used by the school district for other emergency purchases consistent with N.J.S.A. 18A:18A-7. All emergency procurements shall be approved by the School Business Administrator/Board Secretary. At a minimum, the following emergency procurement procedures shall be documented to include, but not be limited to: item name; dollar amount; vendor; and reason for emergency.

H. Purchasing Goods and Services – Cooperative Agreements, Agents, and Third-Party Services (Piggybacking)

1. When participating in intergovernmental and inter-agency agreements the Board of Education will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.318 through .326 and applicable program regulations and guidance.
2. When utilizing the services of a co-op, agent, or third party the Board of Education will ensure that the following conditions have been met and considered as one source of pricing in addition to other prices:
  - a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;
  - b. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;
  - c. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;

- d. The awarded contract requires all the Federally required certifications; e.g. Buy American, debarment, restrictions on lobbying, etc.;
- e. The agency will confirm the addition of their purchasing power (goods or services) to the procurement in scope or services does not create a material change, resulting in the needs to re-bid the contract;
- f. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;
- g. The Buy American provisions are included in the procurement of food and agricultural products; and
- h. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.

#### I. Records Retention

- 1. The Board of Education shall agree to retain all books, records, and other documents relative to the award of the contract for three years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Board of Education shall maintain, at a minimum, the following documents:
  - a. Written rationale for the method of procurement;
  - b. A copy of the original solicitation;
  - c. The selection of contract type;
  - d. The bidding and negotiation history and working papers;
  - e. The basis for contractor selection;
  - f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
  - g. The basis for award cost or price;
  - h. The terms and conditions of the contract;
  - i. Any changes to the contract and negotiation history;

- j. Billing and payment records;
- k. A history of any contractor claims;
- l. A history of any contractor breaches; and
- m. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.

J. Code of Conduct for Procurement

1. All procurements must ensure there is open and free competition and adhere to the most restrictive Federal, State, and local requirements. The Board of Education seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts. All procurements will be in accordance with this Policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.
2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent; any member of his or her immediate family, his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.
5. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.

K. Food Service Management Company (FSMC)

1. In the operation of the school district's food service program, the school district shall ensure that a FSMC complies with the requirements of the Program

Agreement, the school district's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable State and local laws. In order to operate an a la carte food service program, the FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.

2. The school district shall monitor the FSMC billing invoices to ensure compliance with Federal and State procurement regulations.
3. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for a FSMC.

N.J.S.A. 18A:18A – Public School Contracts Law  
New Jersey Department of Agriculture  
“Procurement Procedures for School Food  
Authorities” Model Policy – September 2018

Adopted:



## STUDENT TRANSPORTATION (M)

8600

### **M**

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

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

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

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

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

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

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

The Board may require the compilation of a list of the names of students being transported by a school bus to a school-sponsored activity, including but not limited to, field trips or interscholastic sports programs. The staff member(s) supervising the school-sponsored activity shall create a list of students on each school bus and submit it to the Principal or designee, and the Principal or designee shall maintain the list for use in the case of an emergency in accordance with N.J.A.C. 6A:27-11.5.

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

The Board shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C. 6A:27-10.1 et seq. The Board shall utilize

one of the agencies prior to determining to pay aid in lieu of transportation if in the prior year payments in lieu of transportation were provided. The Board will provide to the cooperative/coordinated transportation services any unique limitations or restrictions of the required transportation.

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

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

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

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

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

N.J.A.C. 6A:27-1.1 et seq.; 6A:27-2.1 et seq.; 6A:27-3.1 et seq.;  
6A:27-4.1 et seq.; 6A:27-5.1; 6A:27-6.2 through 6.5;  
6A:27-7.1 et seq.; 6A:27-9.1 et seq.; 6A:27-10.1 et seq.;  
6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted:

# NJ Single Accountability Continuum (NJQSAC) District Performance Review - School Year 2021- 2022

## District Information and Score Summary

<b>District Name and CDS #</b>	<b>Somerdale</b>
<b>County Name</b>	<b>Camden</b>
<b>District Superintendent Name</b>	<b>Mr. Mark Pease</b>
<b>District Mailing Address</b>	<b>301 Grace Street, Somerdale, NJ 08083</b>
<b>Superintendent Email Address</b>	<a href="mailto:MPease@Somerdale-park.org">MPease@Somerdale-park.org</a>

<b>DPR Area</b>	<b>District Score</b>	<b>County Score</b>
<b>Instruction and Program</b>	80%	0%
<b>Fiscal Management</b>	100%	0%
<b>Governance</b>	95%	0%
<b>Operations</b>	100%	0%
<b>Personnel</b>	100%	0%

**NJQSAC District Performance Review - School Year 2021-22**

<b>Instruction and Program</b>		<b>Somerdale</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
1. The school district's ELA achievement score. The score is comprised of the following: <ul style="list-style-type: none"> <li>• Overall performance: The proficiency rate of all students in a school district;</li> <li>• Subgroup performance: The proficiency rate of all student subgroups;</li> </ul> (Assessment data provided by NJDOE)	K - 8	<b>10</b>	<b>4.5</b>	<b>0.0</b>	
	K - 12	<b>7.5</b>	<b>0.0</b>	<b>0.0</b>	
	9 - 12	<b>15</b>	<b>0.0</b>	<b>0.0</b>	
2. The school district's mathematics achievement score. The score is comprised of the following: <ul style="list-style-type: none"> <li>• Overall performance: The proficiency rate of all students in a school district;</li> <li>• Subgroup performance: The proficiency rate of all student subgroups.</li> </ul> (Assessment data provided by NJDOE)	K - 8	<b>10</b>	<b>3.4</b>	<b>0.0</b>	
	K - 12	<b>7.5</b>	<b>0.0</b>	<b>0.0</b>	
	9 - 12	<b>15</b>	<b>0.0</b>	<b>0.0</b>	
3. The school district's science achievement score: The score is comprised of the following: <ul style="list-style-type: none"> <li>• Overall performance: The proficiency rate of all students in a school district;</li> <li>• Subgroup performance: The proficiency rate of all student subgroups.</li> </ul> (Assessment data provided by NJDOE)	K - 8	<b>10</b>	<b>8.3</b>	<b>0.0</b>	
	K - 12	<b>5</b>	<b>0.0</b>	<b>0.0</b>	
	9 - 12	<b>0</b>	<b>0.0</b>	<b>0.0</b>	
4. The school district's ELA academic progress. <ul style="list-style-type: none"> <li>• Academic progress is calculated to include subgroup performance by averaging the mSGP of all students with the average of all subgroups' mSGPs.</li> </ul> (Assessment data provided by NJDOE)	K - 8	<b>10</b>	<b>6.0</b>	<b>0.0</b>	
	K - 12	<b>7.5</b>	<b>0.0</b>	<b>0.0</b>	
	9 - 12	<b>0</b>	<b>0.0</b>	<b>0.0</b>	

**NJQSAC District Performance Review - School Year 2021-22**

<b>Instruction and Program</b>		<b>Somerdale</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
5. The school district's mathematics academic progress. • Academic progress is calculated to include subgroup performance by averaging the mSGP of all students with the average of all subgroups' mSGPs. (Assessment data provided by NJDOE)	K - 8	<b>10</b>	<b>8.6</b>	<b>0.0</b>	
	K - 12	<b>7.5</b>	<b>0.0</b>	<b>0.0</b>	
	9 - 12	<b>0</b>	<b>0.0</b>	<b>0.0</b>	
6. The school district's graduation rate (average of four-year and five-year adjusted cohort graduation rates). • Graduation rate is calculated to include subgroup performance by averaging the combined graduation rate (i.e. the average of the four-year and five-year graduation rates) of all students with the average of all subgroups' combined graduation rates. (Assessment data provided by NJDOE)	K - 8	<b>0</b>	<b>0.0</b>	<b>0.0</b>	
	K - 12	<b>15</b>	<b>0.0</b>	<b>0.0</b>	
	9 - 12	<b>20</b>	<b>0.0</b>	<b>0.0</b>	
7. The school district's measure(s) for school quality and student success is calculated to account for subgroup performance by averaging the rates for all students with the average of all subgroups' rates. (Assessment data provided by NJDOE)	K - 8	<b>10</b>	<b>9.6</b>	<b>0.0</b>	
	K - 12	<b>10</b>	<b>0.0</b>	<b>0.0</b>	
	9 - 12	<b>10</b>	<b>0.0</b>	<b>0.0</b>	
<b>Summary of Achievement Score Indicators</b>	K - 8	<b>60</b>	<b>40.4</b>	<b>0.0</b>	
	K - 12	<b>60</b>	<b>0.0</b>	<b>0.0</b>	
	9 - 12	<b>60</b>	<b>0.0</b>	<b>0.0</b>	

**NJQSAC District Performance Review - School Year 2021-22**

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

**NJQSAC District Performance Review - School Year 2021-22**

<b>Instruction and Program</b>		<b>Somerdale</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
10. Mathematics curriculum and instruction are aligned to the NJSLS in accordance with the Department’s curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
<ul style="list-style-type: none"> <li>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</li> <li>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</li> <li>c. Assessments, including formative, summative, benchmark, and alternative assessments;</li> <li>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</li> <li>e. Pacing guide;</li> <li>f. Interdisciplinary connections;</li> <li>g. Integration of 21st century skills through NJSLS 9;</li> <li>h. Integration of technology through the NJSLS; and</li> <li>i. Career education.</li> </ul>		<b>4</b>	<b>1</b>	<b>0</b>	
11. Science curriculum and instruction are aligned to the NJSLS in accordance with the Department’s curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
<ul style="list-style-type: none"> <li>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</li> <li>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</li> <li>c. Assessments, including formative, summative, benchmark, and alternative assessments;</li> <li>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</li> <li>e. Pacing guide;</li> <li>f. Interdisciplinary connections;</li> <li>g. Integration of 21st century skills through NJSLS 9;</li> <li>h. Integration of technology through the NJSLS; and</li> <li>i. Career education.</li> </ul>		<b>4</b>	<b>1</b>	<b>0</b>	

**NJQSAC District Performance Review - School Year 2021-22**

<b>Instruction and Program</b>		<b>Somerdale</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
12. Social Studies curriculum and instruction are aligned to the NJSLS in accordance with the Department’s curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; i. Career education. j. Amistad Commission mandates* that curricula in kindergarten through grade 12 include the teaching of the African slave trade, slavery in America, the vestiges of slavery in this country, and the contributions of African Americans to this country; and k. Holocaust Commission mandates* that curricula in kindergarten through grade 12 address issues of bias, prejudice, and bigotry, including bullying, through the teaching of the Holocaust and genocide. * <i>Mandates can be met in content areas other than Social Studies. Being out of compliance with either mandate results in the loss of all points for Social Studies.</i>		<b>4</b>	<b>1</b>	<b>0</b>	
13. World languages curricula and instruction are aligned to the NJSLS in accordance with the Department’s curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					



**NJQSAC District Performance Review - School Year 2021-22**

<b>Instruction and Program</b>		<b>Somerdale</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSL 9; h. Integration of technology through the NJSL; and i. Career education.		<b>4</b>	<b>1</b>	<b>0</b>	

**NJQSAC District Performance Review - School Year 2021-22**

<b>Instruction and Program</b>		<b>Somerdale</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
14. Comprehensive health and physical education curricula and instruction are aligned to the NJSLS in accordance with the Department’s curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; and i. Career education.		<b>4</b>	<b>1</b>	<b>0</b>	
15. Visual and performing arts curricula and instruction are aligned to the NJSLS in accordance with the Department’s curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; and i. Career education.		<b>4</b>	<b>1</b>	<b>0</b>	

**NJQSAC District Performance Review - School Year 2021-22**

<b>Instruction and Program</b>		<b>Somerdale</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
<p>16. Policies and procedures exist to ensure a coordinated system for planning, delivering, measurement, and modification of intervention and referral services is implemented in each school by a multidisciplinary team to address the learning, behavioral, and health needs of all students. (N.J.A.C. 6A:16-8) This requirement may be fulfilled through implementation of the New Jersey Tiered System of Support (NJTSS) or other models such as Response to Intervention (RTI) and Multi-Tiered Systems of Support (MTSS). The system includes:</p>					
<p>a. A continuum of supports and interventions available in each school to support learning, behavior, and health needs;                      b. Action plans for interventions based on student data and desired outcomes;                      c. Professional development for multidisciplinary teams and staff who provide interventions; and                      d. Review and assessment of effectiveness of interventions (e.g., progress monitoring).</p>		<b>6</b>	<b>1</b>	<b>0</b>	
<b>Achievement Score Total</b>		<b>60</b>	<b>40</b>	<b>0</b>	
<b>Curriculum and Policy Total</b>		<b>40</b>	<b>40</b>	<b>0</b>	
<b>Instruction and Program Total</b>		<b>100</b>	<b>80.4</b>	<b>0</b>	

## NJQSAC District Performance Review - School Year 2021-22

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

## NJQSAC District Performance Review - School Year 2021-22

<b>Fiscal Management</b>		<b>Somerdale</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>4. The school district:</b>				
a. Implements a corrective action plan (CAP) that addresses all audit recommendations and is acceptable to the Department (as required):	4	1	0	
b. Reports no repeat audit findings of a substantive nature in the CAFR or AMR.	4	1	0	
c. Reports no material weaknesses or significant deficiencies in the CAFR or AMR.	4	1	0	
d. Ends the year with no deficit balances and no line item over-expenditures in the general fund, (on the budgetary basis of accounting) special revenue fund, capital projects fund, or debt service fund (other than permitted under State law and GAAP).	4	1	0	

## NJQSAC District Performance Review - School Year 2021-22

<b>Fiscal Management</b>	<b>Somerdale</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>5. Entitlement and discretionary grants are managed and overseen as required. Specifically, the school district:</b>				
a. Submits initial applications, revisions, and final reports for all entitlement and discretionary grants by published due dates and expends Federal funds consistent with the approved indirect cost rate and grant application.	2	1	0	
b. Budgets grant funds according to the approved application and spends grant funds as budgeted. Amendments and budget modifications are completed for charges that exceed the applicable threshold of 10 percent or for modifications that require opening new budget lines.	2	1	0	
c. Shows evidence of required consultations with nonpublic schools for each required State- and federally funded program and expends nonpublic school allocations as required. If funds are not expended for nonpublic school services, the school district specifies the reason the funds were not spent and provides evidence of consulting with nonpublic schools regarding the use of unexpended funds.	2	1	0	
d. Approves salaries funded by Federal grants as documented in district board of education minutes and maintains the required time and activity reports.	2	1	0	

## NJQSAC District Performance Review - School Year 2021-22

<b>Fiscal Management</b>	<b>Somerdale</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>6. Proper oversight and accounting of capital projects accounted for in Fund 30 are provided. Specifically, the school district:</b>				
a. Maintains separate accounting by project.	4	1	0	
b. Monitors the detailed accounts regularly and oversees change orders to ensure/certify funds are available.	4	1	0	
c. Spends within the authorized amount, unless proper approvals have been received to raise additional funds to augment the authorized amount.	4	1	0	
d. Conducts the proper fiscal close-out of completed projects, including proper transfer of interest earned annually to the debt service and/or general fund.	4	1	0	
7. Projects consistent with the approved long-range facilities plan are implemented, reviewed, and revised, pursuant to N.J.A.C. 6A:26-2.	2	1	0	
8. County office approval has been granted for emergent projects, pursuant to N.J.A.C. 6A:26-3.14.	2	1	0	

## NJQSAC District Performance Review - School Year 2021-22

<b>Fiscal Management</b>	<b>Somerdale</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>9. Annual health and safety reviews:</b>				
a. Have been conducted once per year in each building using the Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings. (N.J.A.C. 6A:26-6.1, 6.2, 6.3, and 12 and 6A:19-6)	5	1	0	
b. Meet the "100% item" section in the Annual Facilities Checklist - Health and Safety Evaluation of School Buildings, which means all items are in compliance in all buildings.	5	1	0	
c. Meet the "80% item" section Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings, which means at least 80 percent of items are in compliance in all buildings.	2	1	0	
10. A budget calendar that is developed and shared with the district board of education annually and that reflects all applicable legal and management requirements, pursuant to N.J.S.A. 18A:22-7, is followed. This development timeline includes input from all relevant programmatic staff for requirements and materials needed for teaching and student learning.	6	1	0	



## NJQSAC District Performance Review - School Year 2021-22

<b>Fiscal Management</b>	<b>Somerdale</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
11. All persons employed as a buildings and grounds supervisor, as defined in N.J.S.A. 18A:17-49, possess a valid authorization from the Department to serve as a certified educational facilities manager.	4	1	0	
12. The transfer of funds during the budget year is made in accordance with N.J.S.A. 18A:22-8.1 and 8.2 and complies with all budgetary control provisions, pursuant to N.J.A.C. 6A:23A-16.10.	4	1	0	
13. Fiscal-year cash flow management for all funds is prepared and analyzed on a regular basis to ensure payments can be made on a prompt basis.	4	1	0	
14. Reimbursement requests for Federal grant awards are submitted in a timely manner for the actual amount of incurred expenditures.	4	1	0	
15. The district board of education approves purchase orders approved by only the purchasing agent and issued in advance of goods received or services rendered and encumbered for the full contractual amount. There are no confirming orders.	4	1	0	
<b>Fiscal Management Total</b>	<b>100</b>	<b>100</b>	<b>0</b>	

**NJQSAC District Performance Review - School Year 2021-22**

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

**NJQSAC District Performance Review - School Year 2021-22**

<b>Governance</b>	<b>Somerdale</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
4. The district board of education approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees, only by a roll call majority vote of the district board of education’s full membership upon the CSA’s recommendation. (N.J.S.A. 18A:27-4.1 and N.J.A.C. 6A:32-4.1 and 4.7)	6	1	0	
5. The district board of education-approved corrective action plans are submitted for any finding or recommendation for all compliance-related reports, consolidated monitoring reports, financial audits, special education reports, etc. The school district has no outstanding monitoring or complaint investigation findings that exceed the required timelines for correction. There is no evidence of the school district not implementing the plan.	7	1	0	
6. The budgeting process and allocation of resources, including grant funding, are aligned with instructional priorities and student needs to provide for a thorough and efficient education as demonstrated by: (N.J.S.A. 18A:7F-6 and 46 and N.J.A.C. 6A:23A-8.1)				
a. Adoption and implementation of written policies and procedures for the budget and financial planning process that are integrated and aligned with school district priorities and planning objectives based on Statewide assessments and applicable strategic plans.	8	1	0	
b. Annually align fiscal goals and budget objectives with curricula that comply with the NJSLs.	8	1	0	

**NJQSAC District Performance Review - School Year 2021-22**

<b>Governance</b>	<b>Somerdale</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
7. The district board of education follows the budget process by: a. Conducting a public hearing on the proposed budget; b. Adopting the budget at a public meeting; c. Providing ongoing information on the budget’s status and any revision(s) or emergent conditions; and d. Making the budget available for public notice and inspection. (N.J.S.A. 18A:22-7 and N.J.A.C. 6A:23A-8.1 and 8.2)	8	1	0	
8. The district board of education ensures compliance with all stakeholder engagement requirements pursuant to the Federal grant programs for which the school district receives funds, which shall include but not be limited to grant programs under the Elementary and Secondary Act, the Individuals with Disabilities Education Act, and the Carl D. Perkins Career and Technical Education Act.	6	1	0	
9. The district board of education has established programs and services for all English language learners (ELLs), pursuant to N.J.A.C. 6A:15.	7	1	0	
10. The district board of education implements the Open Public Meetings Act and there have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.S.A. 10:4-6 et seq.)	3	1	0	

**NJQSAC District Performance Review - School Year 2021-22**

<b>Governance</b>	<b>Somerdale</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
11. The district board of education approves the monthly district board of education secretary's and treasurer's reports within 60 days of month's end and, in its minutes, certifies that major funds (general fund, special revenue, and capital projects fund) have not been over-expended. (N.J.A.C. 6A:23A-16.10(c))	6	1	0	
12. Minutes of all meetings, including executive sessions, reflect all district board of education actions and are publicly available within two weeks or by the next district board of education meeting. (N.J.S.A.18A:17-7)	6	1	0	
13. District board of education members and school administrators annually file a timely and properly completed financial and personal/relative disclosure statement. The district board of education annually discusses the School Ethics Act and no district board of education member or administrator has been found in violation of the School Ethics Act. (N.J.S.A. 18A:12-22 and 26)	5	0	0	
14. The district board of education ensures that all students have access to library media services that are connected to classroom studies in each school building including access to computers; school district-approved instructional software; appropriate books, including novels, anthologies, and other reference materials; and supplemental materials that motivate students to read in and out of school and to conduct research. (N.J.A.C. 6A:13-2.1(h))	3	1	0	
<b>Governance Total</b>	<b>100</b>	<b>95</b>	<b>0</b>	

**NJQSAC District Performance Review - School Year 2021-22**

<b>Operations</b>		<b>Somerdale</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>1. The school district’s NJSMART and educator evaluation data files:</b>				
a. Have been certified by established deadlines and provide complete data; and	2	1	0	
b. Have an error rate of less than 1.5 percent for each file –inclusive of student sync errors.	3	1	0	
<b>2. The school district’s County District School (CDS) Information System data:</b>				
a. Have been submitted by established deadlines and no evidence of changes not approved by the Department was reported since the last NJQSAC monitoring; and	1	1	0	
b. Have accurately maintained the required school contacts throughout the year and the school district has submitted to the Department for approval any change requiring district board of education action within five business days of the action.	3	1	0	
<b>3. The school district has a data management process that includes:</b>				
a. Identification of a school district data coordinator, school district contacts for all Department data submission applications, and an internal communication/information dissemination procedure;	2	1	0	
b. Submission of data collection applications via the Department’s website by the established deadlines.	3	1	0	
4. The school district has policies and procedures that require the use of multiple sources of data to monitor student achievement and progress and to evaluate the effectiveness of programs, initiatives, and strategies.	3	1	0	

**NJQSAC District Performance Review - School Year 2021-22**

<b>Operations</b>	<b>Somerdale</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
5. The district board education adopts and annually distributes to staff, parents, and students, policies and procedures to address the equitable application of a code of student conduct that establishes expectations for academic achievement, behavior, and attendance. The policy provides comprehensive tiered behavioral supports and responses to violations that include positive disciplinary practices that minimize exclusionary practices, such as suspension and expulsion; and details students' due process rights. (N.J.A.C. 6A:16-7.1)	5	1	0	
6. Twice per year, the CSA presents to the district board of education a summary of violence, vandalism, substance abuse, and harassment, intimidation and bullying (HIB) incidents submitted on the Department's incident reporting system. The CSA or designee submits the final data verification to the Department by July 15. (N.J.A.C. 6A:16-5.3)	5	1	0	
7. The school district implements a process to ensure the school safety/school climate team in each school, with support from the CSA: (1) reviews and takes action to strengthen school climate policies; (2) educates the community, including students, teachers, staff, and parents, to prevent HIB; (3) provides professional development opportunities that address effective practices of successful school climate programs or approaches; and (4) completes the HIB self-assessment. The CSA submits to the Department the statement of assurance and the district board of education approval date for the HIB self-assessment for each school in the school district by September 30. (N.J.S.A. 18A:17-46 and 18A:37-14 through 18 and N.J.A.C. 6A:16-7.7)	7	1	0	
8. The Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) has been signed within the past year. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C.	6	1	0	

**NJQSAC District Performance Review - School Year 2021-22**

<b>Operations</b>	<b>Somerdale</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
9. The comprehensive alcohol, tobacco, and other drug abuse program includes policies and procedures for the prevention, assessment, intervention, referral for evaluation, referral for treatment, discipline for students using alcohol or other drugs, and continuity of care and supports. (N.J.S.A. 18A:40A and N.J.A.C. 6A:16-3 and 4)	6	1	0	
10. Policies and procedures are established to review and resolve transportation incidents and ensure the safety of students by meeting Motor Vehicle Commission requirements for inspections by bus drivers and evacuation drills. The CSA presents to the district board of education evidence of completion of emergency exit drills. (N.J.A.C. 6A:27-11.1, 11.2, and 12)	6	1	0	
11. Policies and procedures are established to report potentially missing, abused, or neglected children to law enforcement and child welfare authorities; to appoint a school district liaison to law enforcement authorities; and to provide training to school district employees, volunteers, and interns on policies and procedures. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-11)	6	1	0	
12. Comprehensive record of immunizations, required physical examinations and health screenings are maintained to identify the need for medical services for public and nonpublic school students. Health records are kept separately from other student records. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-2.1(a)8, 2.2, and 2.5 and 6A:32-7.4(c))	4	1	0	



**NJQSAC District Performance Review - School Year 2021-22**

<b>Operations</b>	<b>Somerdale</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
13. At least one certified school nurse is employed by the school district (not through a third-party contract). For medically fragile students who require one-to-one clinical nursing services, the school district uses a provider of clinical nursing services who appears on the New Jersey Department of Human Services' directory of private-duty nursing. The district board of education annually adopts a nursing services plan for each school that addresses sufficient nursing requirements and the needs of all students, including nonpublic school students. (N.J.A.C. 6A:16-2.1(b) and 2.5(j)6)	8	1	0	

**NJQSAC District Performance Review - School Year 2021-22**

<b>Operations</b>	<b>Somerdale</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
14. Students removed for disciplinary reasons (e.g., suspension or expulsion) or for chronic or temporary illness have received educational services from a certified instructor who has completed the Department’s criminal history record check within five days of a student’s removal for disciplinary reasons or within five days after receipt of the school physician’s verification of the need for home instruction due to chronic or temporary illness (e.g., home instruction/temporary hospital setting). (N.J.S.A. 18A:6-4.13 and 7.1 and N.J.A.C. 6A:16-7.2, 7.3, and 10.1)	6	1	0	
15. Safety and security plans, procedures, and mechanisms are annually reviewed and revised in consultation with law enforcement, health, social service, and emergency management agencies and other community members, including parents. The CSA has verified in writing that the process has occurred. (N.J.A.C. 6A:16-5.1)	6	1	0	
16. A security drill statement of assurance that accurately represents the monthly security drills were conducted is submitted no later June 30 each year to the Department. (N.J.S.A. 18A:41)	4	1	0	
17. The school district has a comprehensive equity plan (CEP) designed to eliminate discrimination according to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender, religion, disability socioeconomic status, pregnancy, or parenthood that is approved by the Department. Additionally, the school district submits to the Department the annual CEP statement of assurance. (N.J.A.C. 6A:7-1.4)	6	1	0	
18. The district board of education has adopted policies and procedures that require regular attendance of students, expectations of timely arrival, daily attendance when school is in session, and responses to unexcused absences and lateness, and attempt to determine the cause and to provide tiered supports in maintaining regular attendance for all students. (N.J.A.C. 6A:16-7.6)	8	1	0	

**NJSAC District Performance Review - School Year 2021-22**

<b>Operations</b>		<b>Somerdale</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>Operations Total</b>	100	<b>100</b>	<b>0</b>	

**NJQSAC District Performance Review - School Year 2021-22**

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

**NJQSAC District Performance Review - School Year 2021-22**

d. Evaluation processes for all certificated staff have occurred, including evaluation training and evaluation conferences. (N.J.A.C. 6A:10-2.2)	4	1	0	
e. School improvement panels have been established in each school and are functioning in accordance with the TEACHNJ Act (N.J.S.A. 18A:6-120) and regulations (N.J.A.C. 6A:9C-5.3 and 6A:10-2.3, 2.5, 3.1, and 3.2); and	4	1	0	
f. Other evaluation structures and processes, including tenure charge proceedings conducted according to the TEACHNJ Act (N.J.S.A. 18A:6-11 and 17.3).	2	1	0	
<b>2. The school district demonstrates supportive conditions for high-quality professional learning and development for teachers, educational services staff, and administrators, aligned to the components of professional development and the New Jersey standards for professional learning and as indicated by the following (N.J.A.C. 6A:9C and 6A:13-2):</b>				
a. An audit of personnel files indicates that required individual professional development plans (PDPs) or corrective action plans (CAPs) are aligned to the professional standards for school leaders or teachers and have been completed for administrators and teachers and are linked to (1) school district, school, team, and/or individual goals, and (2) results from individual performance evaluations. (N.J.A.C. 6A:9C and 6A:10-2.5);	5	1	0	
b. School schedules that include adequate and consistent time for teachers to work together in and across content areas and grade levels to examine student results and to collaborate on addressing student learning needs, such as through professional learning community (PLC) time (N.J.A.C. 6A:9C-3.2 and 3-3 and 6A:13-2.1).	5	1	0	
c. The school district-level PDP: <ul style="list-style-type: none"> <li>• Details districtwide and school-level professional learning for active staff holding instructional teaching, educational services, and administrative certificates;</li> <li>• Incorporates professional learning that is sustained and job-embedded not exclusively one-time workshops; and</li> <li>• Addresses the NJSLS and the professional standards for teachers and school leaders (N.J.A.C. 6A:8 and 6A:9) and is based on a variety of sources and types of student, educator, and system evidence, including educator evaluation data and school-level PDPs. (N.J.A.C. 6A:9C-4.2)</li> </ul>	5	1	0	

## NJQSAC District Performance Review - School Year 2021-22

d. The school district allocates resources for educator professional learning and development (e.g., people, time, technology, money) that align to the school district's professional development needs, as stated in the PDP and mentoring plan, beyond the resources designated toward completion of State-mandated professional development topics.	5	1	0	
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## NJQSAC District Performance Review - School Year 2021-22

<p>e. The district mentoring plan: (N.J.A.C. 6A:9C-5)</p> <ul style="list-style-type: none"> <li>• Details support for all non-tenured teachers in their first year of employment through, at minimum, an introduction to school district curricula, student assessment policies, and training on the school district’s evaluation rubric;</li> <li>• Describes the process for selecting and assigning one-to-one mentors who meet State eligibility requirements to work with provisional teachers;</li> <li>• Describes how mentors are trained; and</li> <li>• Describes the process by which the administrative office oversees mentor payments.</li> </ul>	3	1	0	
<p>f. Documentation that verifies staff have completed professional development on State-mandated topics required for their assignments. (N.J.S.A. 18A and N.J.A.C. 6A)</p>	2	1	0	
<p><b>3. The district board of education has ensured the following staffing practices are followed for all staff requiring provisional certification:</b></p>				
<p>a. Any administrator or educational services staff employed under a certificate of eligibility with advanced standing (CEAS) or a certificate of eligibility (CE) has been registered in the appropriate residency program for his or her endorsement and the school district has applied to the Department’s certification office for a provisional certificate before the residency period began. Any teacher with a CEAS or a CE or serving as a long-term substitute (for greater than 60 days) has been registered in the provisional teacher process within 60 days of beginning employment; (N.J.A.C. 6A:9B)</p>	3	1	0	
<p>b. Provisional staff are assigned a mentor, required mentor hours and/or residency hours are tracked, and evaluation is conducted; and (N.J.A.C. 6A:9B-8.4, 6A:9C-5, and 6A:10)</p>	3	1	0	
<p>c. Provisional staff seeking the standard license for teacher of students with disabilities and/or teacher of bilingual education submit annual transcripts from their educator preparation programs (EPPs) to allow school districts to track staff progress toward completion of required coursework. (N.J.A.C.6A:9A and 6A:9B)</p>	3	1	0	
<p>d. All school district-provided information required for a professional staff member to obtain a standard certificate is submitted to the Department within 30 days of the staff member becoming eligible for a standard license. (N.J.A.C. 6A:9B)</p>	2	1	0	

**NJQSAC District Performance Review - School Year 2021-22**

<b>4. The district board of education has ensured the following staffing practices are followed:</b>				
a. New employees have a successful criminal history record check prior to employment and are not disqualified for employment; (N.J.S.A. 18A:6-7.1 and 18A:39-19.1)	2	1	0	
b. Candidates for employment and employees, when applicable, receive a physical examination and the resulting medical records are maintained in a secure location separate from personnel files; (N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.2 and 6.3)	2	1	0	
c. Approved job descriptions are maintained for every certificated staff member. Certificated staff are appropriately certified for their assignment (N.J.A.C. 6A:9B); and	5	1	0	
d. Accurate staff attendance records are maintained at school district and school levels. The records include the type and date of absence and an analysis of attendance patterns. Any issue(s) identified through the analysis of staff attendance has been addressed in accordance with the district board of education's staff attendance policies.	5	1	0	
e. The length of service for substitute teachers is tracked and placement of substitutes is appropriate. (N.J.A.C. 6A:9B-7)	2	1	0	
<b>5. The position control roster: (N.J.A.C. 6A:23A-6.8)</b>				
a. Contains the employee name; date of hire; a permanent position tracking number for each employee; a control number for substitute teachers; a control number for overtime; a control number for extra pay; the status of the position (filled, vacant, abolished, etc.); an indication, when available, of whether an employee is retiring in the budget year or not being renewed, including associated costs such as contractual buyouts, severance pay, paid vacation, or sick days, etc.; base salary; step; longevity; guide; stipends by type; overtime; other extra compensation; the benefits paid by the school district, net of employee reimbursements or co-pays, by type of benefit and for FICA and Medicare; the position's full-time equivalent value by location; the date the position was filled; and the date the position was originally created by the district board of education (if the date the position was originally created is not available, the date the person currently filling that position was approved by the district board of education);	6	1	0	
b. Is accurate and up to date; and	5	1	0	



**NJSAC District Performance Review - School Year 2021-22**

c. Reconciles with the budget.	4	1	0	
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**NJQSAC District Performance Review - School Year 2021-22**

<p>6. Documentation and evaluation of administrator practices, as well as an audit of personnel files, including observation reports, indicates that supervision processes are occurring in accordance with N.J.A.C. 6A:10 and result in:</p> <p>a. Professional practices aligned with goal-setting procedures (N.J.A.C. 6A:10-4.2 and 5.2); and</p> <p>b. Supervisory feedback that is timely, targeted, and actionable (N.J.A.C. 6A:10-2.4, 2.5 and 4.4 and 5.4).</p>	5	1	0	
<b>Personnel Total</b>	100	100	0	

## NJQSAC District Performance Review - School Year 2021-22

<b>DECLARATION PAGE</b>		<b>Somerdale School District</b>
<b>Type or print the name of the individuals in the district who were members of the NJQSAC Committee and who assisted in the completion of this District Performance Review. (Use additional page if needed.)</b>		
<b>POSITION</b>	<b>NAME</b>	<b>SIGNATURE</b>
Chief School Administrator	Mr. Mark Pease	
District Administrative Staff	Mr. Robert Ford	
Teacher	Ms. Natalie Cordivari	
School Business Administrator	Mr. David Rouse	
Curriculum and Instruction Representative	Mrs. Maria Montroni-Currais	
Local Collective Bargaining Representative	Mr. Dominic Travarelli	
District Board of Education Member	Mr. Kevin Smith	
<b>By signing below, the Chief School Administrator and Board President are affirming the accuracy of this document.</b>		
<b>Chief School Administrator</b>	<b>Mr. Mark Pease</b>	
<b>Board of Education President</b>	<b>Mrs. Monique Howard</b>	
<b>Board Resolution Date:</b>		

## **R 3142 – Nonrenewal of Nontenured Teaching Staff Member (Revised)**

### NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

#### R 3142

##### A. Evaluations

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

##### B. Nonrenewal Recommendation

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

##### C. Nonrenewal Action

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

- a. Notice of the executive session shall be given in accordance with N.J.S.A. 10:4-13 and individual notice shall be given, not less than forty-eight hours in advance of the meeting, to those nontenured teaching staff members whose possible nonrenewal will be discussed at the meeting. If any such nontenured teaching staff member requests the discussion take place in public, the recommendation for his/her nonrenewal will be severed from any other nonrenewal recommendation(s) and will be scheduled for discussion at a public meeting prior to May 15.
  2. A nontenured teaching staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board of Education vote is not required on the Superintendent's recommendation(s) to not renew a nontenured teaching staff member's contract.
- D. Notice of Nonrenewal
1. The nonrenewal notice shall be provided to the nontenured teaching staff member not recommended for renewal by the Superintendent on or before May 15. If hand delivered, a record shall be made of the date on which delivery was made. If sent by mail, the notice shall be sent registered mail, return receipt requested, to the nontenured teaching staff member's address of record.
- E. Request for Statement of Reasons
1. Any nontenured teaching staff member receiving notice that a teaching contract for the succeeding school year will not be offered may, within fifteen calendar days thereafter, request in writing, a statement of the reasons for such non-employment which shall be given to the nontenured teaching staff member in writing within thirty calendar days after the receipt of such request.
  2. The statement of reasons for a nonrenewal will set forth, with as much particularity as possible, the precise reasons for the nonrenewal. Where the nonrenewal is based on performance deficiencies recorded in the nontenured teaching staff member's observations and evaluations and the nontenured teaching staff member has been given a copy of those observations and evaluations, the statement of reasons may incorporate the observations and evaluations by reference.
  3. The written statement of reasons will be prepared by the Superintendent.
- F. Nonrenewal Appearance
1. Whenever the nontenured teaching staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured teaching staff member may request in writing an informal appearance before the Board. The written request shall be submitted to

the Board within ten calendar days of the nontenured teaching staff member's receipt of the Board's statement of reasons.

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

#### G. Final Determination

1. A Board vote is not required on the Superintendent's recommendation(s) to not renew a nontenured teaching staff member. However, after an informal appearance before the Board, the Superintendent may make a recommendation for reemployment of the nontenured teaching staff member to the voting members of the Board. If the Superintendent recommends the nontenured teaching staff member for reemployment, the voting members of the Board must, by a majority vote of the full Board at a public session, approve or not approve the Superintendent's recommendation for reemployment.
2. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured teaching staff member reemployment after the informal appearance before the Board.

3. Within three working days following the informal appearance, the Board shall notify the affected nontenured teaching staff member, in writing, of its final determination. The Board may delegate notification of its final determination to the Superintendent or Board Secretary.

Issued:

## **R 3221 – Evaluation of Teachers (M) (Revised)**

### EVALUATION OF TEACHERS (M)

R 3221

#### **M**

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

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

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

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

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

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

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

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

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

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



“Department” means the New Jersey Department of Education.

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

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

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

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

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

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

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

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

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

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

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

“Semester” means half of the school year.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. The Board of Education shall meet the following requirements for the annual evaluation of teachers, unless otherwise specified:
  - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.;
  - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c):
    - (1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to teachers who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to teachers who are or will be primarily responsible for instructing the applicable students in the subsequent school year.

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

be provided on each component of the evaluated teacher's evaluation rubric before the evaluation of a teacher;

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

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

- 1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.
- 2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
- 3. A District Evaluation Advisory Committee is not required and the Board of Education shall have the discretion to establish a District Evaluation Advisory Committee.

G. Evaluation Procedures for Teachers – N.J.A.C. 6A:10-2.4

- 1. The provisions outlined in Policy and Regulation 3221 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of teachers.

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

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

H. Corrective Action Plans for Teachers – N.J.A.C. 6A:10-2.5

- 1. For each teacher rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by the teacher and the teacher's designated supervisor. If the teacher does not agree with the corrective action plan's content, the designated supervisor shall make a final determination.

2. The corrective action plan shall be developed and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except:
  - a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five teacher working days following the school district's receipt of the teacher's summative rating.
3. The content of the corrective action plan shall replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:
  - a. Address areas in need of improvement identified in the teacher evaluation rubric;
  - b. Include specific, demonstrable goals for improvement;
  - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
  - d. Include timelines for meeting the goal(s).
4. The teacher's designated supervisor and the teacher on a corrective action plan shall discuss the teacher's progress toward the goals outlined in the corrective action plan during each required post-observation conference, pursuant to N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10-4.4. The teacher and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the teacher's progress, position, or role.
5. Progress toward the teacher's goals outlined in the corrective action plan:
  - a. Shall be documented in the teacher's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the teacher on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the teacher's progress toward his or her corrective action plan goals; and
  - b. May be used as evidence in the teacher's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.



6. Responsibilities of the evaluated teacher on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teacher's designated supervisor.
7. The School Improvement Panel shall ensure teachers with a corrective action plan receive a mid-year evaluation as required by N.J.S.A. 18A:6-120.c. The mid-year evaluation shall occur approximately midway between the development of the corrective action plan and the expected receipt of the next annual summative rating. The mid-year evaluation shall include, at a minimum, a conference to discuss progress toward the teacher's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.
8. The School Improvement Panel shall ensure teachers with a corrective action plan receive one observation, including a post-observation conference, in addition to the observations required in N.J.A.C. 6A:10-4.4 for the purpose of evaluation as described in N.J.A.C. 6A:10-1.2 and 4.4(a).
9. Except where a school district employs only one administrator whose position requires a supervisor, principal, or school administrator endorsement, tenured teachers with a corrective action plan shall be observed by multiple observers for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4(c)4.
10. The corrective action plan shall remain in effect until the teacher receives his or her next summative evaluation rating.
11. There shall be no minimum number of teacher working days a teacher's corrective action plan can be in place.

I. School Improvement Panel – N.J.A.C. 6A:10-3 et seq.

1. School Improvement Panel Membership – N.J.A.C. 6A:10-3.1
  - a. The School Improvement Panel shall include the Principal, a Vice Principal, and a teacher who is chosen in accordance with b. below by the Principal in consultation with the majority representative. If an Assistant Principal or Vice Principal is not available to serve on the panel, the Principal shall appoint an additional member who is employed in the district in a supervisory role and capacity, in accordance with N.J.S.A. 18A:6-120.a. The Principal may appoint additional members to the School Improvement Panel as long as all members meet the criteria outlined in this section and N.J.S.A. 18A:6-120.a. and the teacher(s) on the panel represents at least one-third of its total membership.
  - b. The Principal annually shall choose the teacher(s) on the School Improvement Panel through the following process:

- (1) The teacher member shall be a person with a demonstrated record of success in the classroom. A demonstrated record of success in the classroom means the teacher member shall have been rated effective or highly effective in the most recent available annual summative rating.
  - (2) The majority representative, in accordance with a. above, may submit to the Principal, teacher member nominees for consideration.
  - (3) The Principal shall have final decision-making authority and is not bound by the majority representative's list of nominees.
- c. The teacher member shall serve a full school year, except in case of illness or authorized leave, but may not be appointed more than three consecutive school years.
- d. All members of the School Improvement Panel shall be chosen by August 31 of each year.

2. School Improvement Panel Responsibilities – N.J.A.C. 6A:10-3.2

- a. The School Improvement Panel shall:
- (1) Oversee the mentoring of teachers according to N.J.A.C. 6A:9C-5.3(a)2. and support the implementation of the school district mentoring plan;
  - (2) Conduct evaluations of teachers pursuant to N.J.A.C. 6A:10-2.4 and 4.4;
  - (3) Ensure corrective action plans for teachers are created in accordance to N.J.A.C. 6A:10-2.5; and ensure mid-year evaluations are conducted for teachers who are on a corrective action plan; and
  - (4) Identify professional development opportunities for all teachers based on the review of aggregate school-level data, including, but not limited to, teacher evaluation and student performance data to support school-level professional development plans described in N.J.A.C. 6A:9C-4.2.
- b. To conduct observations for the purpose of evaluation, the teacher member shall have:
- (1) Agreement of the majority representative;
  - (2) An appropriate supervisory certificate; and

(3) Approval of the Principal who supervises the teacher being observed.

c. The teacher member who participates in the evaluation process shall not serve concurrently as a mentor under N.J.A.C. 6A:9C-5.2(a)3.

J. Components of Teacher Evaluation Rubric – N.J.A.C. 6A:10-4.1

1. The components of the teacher evaluation rubric described in N.J.A.C. 6A:10-4.1 et seq. shall apply to teachers holding the position of teacher and holding a valid and effective standard, provisional, or emergency instructional certificate.
2. Evaluation rubrics for all teachers shall include the requirements described in N.J.S.A. 18A:6-123, including, but not limited to:
  - a. Measures of student achievement pursuant to N.J.A.C. 6A:10-4.2; and
  - b. Measures of teacher practice pursuant to N.J.A.C. 6A:10-4.3 and 4.4.
3. To earn a summative rating, a teacher shall have a student achievement score, including median student growth percentile and/or student growth objectives(s) scores, and a teacher practice score pursuant to N.J.A.C. 6A:10-4.4.
4. Each score shall be converted to a percentage weight so all components make up 100 percent of the evaluation rubric. By August 31 prior to the school year in which the evaluation rubric applies, the Department shall provide on its website the required percentage weight of each component and the required summative rating scale. All components shall be worth the following percentage weights or fall within the following ranges:
  - a. If, according to N.J.A.C. 6A:10-4.2(b), a teacher receives a median student growth percentile, the student achievement component shall be at least thirty percent and no more than fifty percent of a teacher's evaluation rubric rating as determined by the Department.
  - b. If, according to N.J.A.C. 6A:10-4.2(b), a teacher does not receive a median student growth percentile, the student achievement component shall be at least fifteen percent and no more than fifty percent of a teacher's evaluation rubric rating as determined by the Department.
  - c. Measures of teacher practice described in N.J.A.C. 6A:10-4.3 and 4.4 shall be at least fifty percent and no more than eighty-five percent of a teacher's evaluation rubric rating as determined by the Department.

5. Standardized tests, used as a measure of student progress, shall not be the predominant factor in determining a teacher's annual summative rating.

K. Student Achievement Components – N.J.A.C. 6A:10-4.2

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

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

(1) If the Student Growth Objective (SGO) covers only the second semester of the school year, or if the teacher begins work after October 1, adjustments shall be recorded before the mid-point of the second semester.

f. The teacher's designated supervisor shall approve each teacher's student growth objective score. The teacher's student growth objective score, if available, shall be discussed at the teacher's annual summary conference and recorded in the teacher's personnel file.

L. Teacher Practice Components – N.J.A.C. 6A:10-4.3

1. The teacher practice component rating shall be based on the measurement of the teacher's performance according to the school district's Commissioner-approved teacher practice instrument. Observations pursuant to N.J.A.C. 6A:10-4.4 shall be used as one form of evidence for the measurement.

M. Teacher Observations – N.J.A.C. 6A:10-4.4

1. For the purpose of teacher evaluation, observers shall conduct the observations pursuant to N.J.S.A. 18A:6-123.b.(8) and N.J.A.C. 6A:10-2.5 and 3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).

2. Observation conferences shall include the following procedures:

a. A supervisor who is present at the observation shall conduct a post-observation conference with the teacher being observed. A post-observation conference shall occur no more than fifteen teacher working days following each observation.

b. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the teacher practice instrument and the teacher's individual professional development plan, collecting additional information needed for the evaluation of the teacher, and offering areas to improve effectiveness. Within a school year, the post observation conference shall be held prior to the occurrence of further observations for the purpose of evaluation.

c. If agreed to by the teacher, one required post-observation conference and any pre-observation conference(s) for observations of tenured teachers who are not on a corrective action plan may be conducted by written communication, including electronic.

d. One post-observation conference may be combined with a teacher's annual summary conference, as long as it occurs within the required fifteen teacher working days following the observation for the purpose of evaluation.

- e. A pre-observation conference, when required, shall occur at least one but not more than seven teacher working days prior to the observation.
3. Each teacher shall be observed as described in N.J.A.C. 6A:10-4.4. For all teachers, at least one of the required observations shall be announced and preceded by a pre-observation conference, and at least one of the required observations shall be unannounced. The Superintendent shall decide whether additional required observations are announced or unannounced, if applicable. The following additional requirements shall apply:
- a. Each observation required for the purpose of evaluation shall be conducted for at least twenty minutes.
  - b. Nontenured teachers shall be observed at least three times each school year, but not less than once each semester. The observations shall be conducted in accordance with the timeframe set forth in N.J.S.A. 18A:27-3.1.
    - (1) Except where a school district employs only one administrator whose position requires a supervisor, principal, or school administrator endorsement, nontenured teachers shall be observed during the course of the year by more than one appropriately certified supervisor.
  - c. Tenured teachers shall be observed at least two times during each school year. Observations for all tenured teachers shall occur prior to the annual summary conference, which shall occur prior to the end of the academic school year.
    - (1) If a tenured teacher was rated highly effective on his or her most recent summative evaluation and if both the teacher and the teacher's designated supervisor agree to use this option, one of the two required observations may be an observation of a Commissioner-approved activity other than a classroom lesson. The Department of Education shall post annually to its website a list of Commissioner-approved activities that may be observed in accordance with N.J.A.C. 6A:10-4.4.
  - d. Teachers on a corrective action plan shall receive, in accordance with N.J.A.C. 6A:10-2.5(h), one additional observation, including a post-observation conference.
  - e. Upon receiving a final summative evaluation that necessitates a corrective action plan, in accordance with N.J.A.C. 6A:10-2.5(a), any remaining required observation(s) shall not be conducted until the corrective action plan has been finalized.

- f. A written or electronic observation report shall be signed by the supervisor who conducted the observation and post-observation and the teacher who was observed.
  - g. The teacher shall submit his or her written objection(s) of the evaluation within ten teacher working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.
4. To earn a teacher practice score, a nontenured teacher shall receive at least three observations.
- a. If a nontenured teacher is present for less than forty percent of the total student school days in a school year, he or she shall receive at least two observations to earn a teacher practice score.

N. Teacher Practice Instrument – N.J.A.C. 6A:10-7.2

1. The teacher practice instrument approved by the Department shall meet the following criteria:
- a. Include domains of professional practice that align to the New Jersey Professional Standards for Teachers pursuant to N.J.A.C. 6A:9-3;
  - b. Include scoring guides for assessing teacher practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall:
    - (1) Clearly define the expectations for each rating category;
    - (2) Provide a conversion to four rating categories;
    - (3) Be applicable to all grades and subjects; or to specific grades and/or subjects if designed explicitly for the grades and/or subjects; and
    - (4) Use clear and precise language that facilitates common understanding among teachers and administrators.
  - c. Rely on, to the extent possible, specific, discrete, observable, and/or measurable behaviors of students and teachers in the classroom with direct evidence of student engagement and learning; and
  - d. Include descriptions of specific training and implementation details required for the instrument to be effective.



Adopted:

**R 3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators  
(M) (Revised)**

EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND ADMINISTRATORS (M)

R 3222

**M**

A. Definitions – N.J.A.C. 6A:10-1.2

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

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

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

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

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

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

“Department” means the New Jersey Department of Education.

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

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

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

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

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

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

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

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

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

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

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

“Semester” means half of the school year.

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

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

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

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

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

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

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

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

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

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

1. The Board of Education shall annually adopt evaluation rubrics for all teaching staff members. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.

2. Evaluation rubrics shall be submitted to the Commissioner by August 1 for approval by August 15 of each year.

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

1. The Board of Education shall meet the following requirements for the annual evaluation of teaching staff members, unless otherwise specified:
  - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.;
  - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c):
    - (1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.
  - c. Ensure the Superintendent annually notifies all teaching staff members of the adopted evaluation policies and procedures no later than October 1. If a teaching staff member is hired after October 1, the Board/Superintendent shall notify the teaching staff member of the policies and procedures at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and procedures within ten teaching staff member working days of adoption;
  - d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;
  - e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;
  - f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or

evidence from observations for the purpose of evaluation and student growth objective data; and

- g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of a teaching staff member for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4, and N.J.A.C. 6A:10-6.2, shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b.(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.

- 2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all teaching staff members and, when applicable, applying the Commissioner-approved educator practice instruments:

- a. Annually provide training on and descriptions of each component of the evaluation rubric for all teaching staff members who are being evaluated in the school district and provide more thorough training for any teaching staff member who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;
- b. Annually provide updates and refresher training for supervisors who are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate teaching staff members for the first time. Training shall be provided on each component of the evaluated teaching staff member's evaluation rubric before the evaluation of a teaching staff member; and
- c. The Superintendent shall annually certify to the Department that all supervisors of teaching staff members in the school district who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.

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

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

2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
3. A District Evaluation Advisory Committee is not required and the Board of Education shall have the discretion to establish a District Evaluation Advisory Committee.

G. Evaluation Procedures for Teaching Staff Members – N.J.A.C. 6A:10-2.4

1. The provisions outlined in Policy and Regulation 3222 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of teaching staff members.
2. Evaluation policies and procedures requiring the annual evaluation of all teaching staff members shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
  - a. Roles and responsibilities for implementation of evaluation policies and procedures;
  - b. Job descriptions, evaluation rubrics for all teaching staff members, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;
  - c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Assistant Principals, and Vice Principals for calculating the median and school-wide student growth percentile;
  - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
  - e. Process for developing and scoring student growth objectives;
  - f. The process for preparation of individual professional development plans; and
  - g. The process for preparation of an annual performance report by the teaching staff member's designated supervisor, and an annual summary conference between the teaching staff member and his or her designated supervisor.
3. The annual summary conference between the designated supervisor and the teaching staff member shall be held before the annual performance report is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:

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



H. Corrective Action Plans for Teaching Staff Members – N.J.A.C. 6A:10-2.5

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

- a. Shall be documented in the teaching staff member's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the teaching staff member on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the teaching staff member's progress toward his or her corrective action plan goals; and
  - b. May be used as evidence in the teaching staff member's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.
6. Responsibilities of the evaluated teaching staff member on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teaching staff member's designated supervisor.
  7. The corrective action plan shall remain in effect until the teaching staff member receives his or her next summative evaluation rating.
  8. There shall be no minimum number of teaching staff member working days a teacher's corrective action plan can be in place.

I. Required Observations for Teaching Staff Members – N.J.A.C. 6A:10-6.2

1. The Superintendent shall determine the duration of observations required pursuant to N.J.S.A. 18A:27-3.1 for nontenured teaching staff members, except teachers, Principals, Vice Principals, and Assistant Principals. Observations include, but are not limited to, observations of meetings, student instruction, parent conferences, and case-study analysis of a significant student issue. The observation shall:
  - a. Be at least twenty minutes in length;
  - b. Be followed within fifteen teaching staff member working days by a conference between the supervisor who made the observation and the nontenured teaching staff member;
  - c. Be followed by both parties to such a conference signing the written or electronic observation report and each retaining a copy of his or her records; and
  - d. Allow the nontenured teaching staff member to submit his or her written objection(s) of the evaluation within ten teaching staff member working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.
2. All tenured teaching staff members shall receive at least one observation per school year.

3. All nontenured teaching staff members shall receive at least three observations, as required pursuant to N.J.S.A. 18A:27-3.1.
  - a. The required observations and evaluations for nontenured teaching staff members shall take place before April 30 each year. These observations and evaluations may cover that period between April 30 of one year and April 30 of the succeeding year except in the case of the first year of employment where the three observations and evaluations must have been completed prior to April 30.
  - b. The number of required observations and evaluations for nontenured teaching staff members may be reduced proportionately when an individual teaching staff member's term of service is less than one academic year.
4. Evaluations for tenured teaching staff shall be completed prior to June 30.

Adopted:

**R 3223 – Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (Revised)**

**EVALUATION OF ADMINISTRATORS, EXCLUDING PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS (M)**

R 3223

**M**

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

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

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

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

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

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

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

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

“Department” means the New Jersey Department of Education.

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

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

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

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

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

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

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

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

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

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

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

“Semester” means half of the school year.

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

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

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

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

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

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

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

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

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

1. The Board of Education shall annually adopt evaluation rubrics for all administrators. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.

2. Evaluation rubrics shall be submitted to the Commissioner by August 1 for approval by August 15 of each year.

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

1. The Board of Education shall meet the following requirements for the annual evaluation of administrators, unless otherwise specified:
  - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.;
  - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c):
    - (1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.
  - c. Ensure the Superintendent annually notifies all administrators of the adopted evaluation policies and procedures no later than October 1. If an administrator is hired after October 1, the Board/Superintendent shall notify the administrator of the policies and procedures at the beginning of his or her employment. All administrators shall be notified of amendments to the policy and procedures within ten administrator working days of adoption;
  - d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;
  - e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;
  - f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or

evidence from observations for the purpose of evaluation and student growth objective data; and

- g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of an administrator for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4; and N.J.A.C. 6A:10-6.2 shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b.(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.

- 2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all administrators and, when applicable, applying the Commissioner-approved educator practice instruments:

- a. Annually provide training on and descriptions of each component of the evaluation rubric for all administrators who are being evaluated in the school district and provide more thorough training for any administrator who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;
- b. Annually provide updates and refresher training for supervisors who are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate administrators for the first time. Training shall be provided on each component of the evaluated administrator's evaluation rubric before the evaluation of an administrator;
- c. The Superintendent shall annually certify to the Department that all supervisors of administrators in the school district who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.

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

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



2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
3. A District Evaluation Advisory Committee is not required and the Board of Education shall have the discretion to establish a District Evaluation Advisory Committee.

G. Evaluation Procedures for Administrators – N.J.A.C. 6A:10-2.4

1. The provisions outlined in Policy and Regulation 3223 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of administrators.
2. Evaluation policies and procedures requiring the annual evaluation of all administrators shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
  - a. Roles and responsibilities for implementation of evaluation policies and procedures;
  - b. Job descriptions, evaluation rubrics for administrators, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;
  - c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Vice Principals, and Assistant Principals for calculating the median and school-wide student growth percentile;
  - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
  - e. Process for developing and scoring student growth objectives;
  - f. The process for preparation of individual professional development plans; and
  - g. The process for preparation of an annual performance report by the Superintendent or designated supervisor and an annual summary conference between the administrator and his or her designated supervisor.
3. The annual summary conference between designated supervisors and the administrator shall be held before the annual performance report is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:

- a. The performance of the administrator based upon the job description and the scores or evidence compiled using the administrator's evaluation rubric, including, when applicable:
    - (1) The educator's practice instrument; and
    - (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
  - b. The progress of the administrator toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
  - c. The preliminary annual performance report.
4. If any scores for the administrator's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
  5. The annual performance report for the administrator shall be prepared by the designated supervisor and shall include, but not be limited to:
    - a. A summative rating based on the evaluation rubric;
    - b. Performance area(s) of strength and area(s) needing improvement based upon the job description and components of the administrator's evaluation rubric; and
    - c. The administrator's individual professional development plan or corrective action plan from the evaluation year being reviewed in the report.
  6. The administrator and the designated supervisor shall sign the report within five administrator working days of the review.
  7. The Board of Education shall include all performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of his or her personnel file, or in an alternative, confidential location. If reports and data are stored in an alternative, confidential location, the personnel file shall clearly indicate the report's location and how it can easily be accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

H. Corrective Action Plans for Administrators – N.J.A.C. 6A:10-2.5

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

supervisor may collect data and evidence to demonstrate the administrator's progress toward his or her corrective action plan goals; and

- b. May be used as evidence in the administrator's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.
6. Responsibilities of the evaluated administrator on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the administrator's designated supervisor.
7. The corrective action plan shall remain in effect until the administrator receives his or her next summative evaluation rating.
8. There shall be no minimum number of administrator working days an administrator's corrective action plan can be in place.

I. Administrator Observations and Evaluations – N.J.A.C. 6A:10-6.2

1. The Superintendent shall determine the duration of observations required pursuant to N.J.S.A. 18A:27-3.1 for nontenured administrators. Observations include, but are not limited to, observations of meetings, student instruction, parent conferences, and case-study analysis of a significant student issue. The observation shall:
  - a. Be at least twenty minutes in length;
  - b. Be followed within fifteen administrator working days by a conference between the supervisor who made the observation and the nontenured administrator;
  - c. Be followed by both parties to such a conference signing the written or electronic observation report and each retaining a copy of his or her records; and
  - d. Allow the nontenured administrator to submit his or her written objection(s) of the evaluation within ten administrator working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.
2. All tenured administrators shall receive at least one observation per school year.
3. All nontenured administrators shall receive at least three observations, as required pursuant to N.J.S.A. 18A:27-3.1.
  - a. The required observations and evaluations for nontenured administrators shall take place before April 30 each year. These observations and

evaluations may cover that period between April 30 of one year and April 30 of the succeeding year except in the case of the first year of employment where the three evaluations and observations must have been completed prior to April 30.

- b. The number of required observations and evaluations for nontenured administrators may be reduced proportionately when an individual administrator's term of service is less than one academic year.
4. Evaluations for tenured administrators shall be completed prior to June 30.

Adopted:

**R 3224 – Evaluation of Principals, Vice Principals, and Assistant Principals (M) (Revised)**

EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS (M)

R 3224

**M**

A. Definitions – N.J.A.C. 6A:10-1.2

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

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

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

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

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

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

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

“Department” means the New Jersey Department of Education.

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

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

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

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

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

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

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

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

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

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

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

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

“Semester” means half of the school year.

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

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

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

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

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

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

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

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

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



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

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

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

1. The Board of Education shall meet the following requirements for the annual evaluation of Principals, Vice Principals, and Assistant Principals, unless otherwise specified:
  - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.;
  - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c):
    - (1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.
  - c. Ensure the Superintendent annually notifies all Principals, Vice Principals, and Assistant Principals of the adopted evaluation policies and procedures no later than October 1. If a Principal, Vice Principal, or Assistant Principal is hired after October 1, the Board/Superintendent shall notify all Principals, Vice Principals, and Assistant Principals of the policies and procedures at the beginning of his or her employment. All Principals, Vice Principals, and Assistant Principals shall be notified of amendments to the policy and procedures within ten Principal, Vice Principal, and Assistant Principal working days of adoption;

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

- c. The Superintendent shall annually certify to the Department that all supervisors of Principals, Vice Principals, and Assistant Principals in the school district who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.

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

1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.
2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
3. A District Evaluation Advisory Committee is not required and the Board of Education shall have the discretion to establish a District Evaluation Advisory Committee.

G. Evaluation Procedures for Principals, Vice Principals, and Assistant Principals - N.J.A.C. 6A:10-2.4

1. The provisions outlined in Policy and Regulation 3224 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of Principals, Vice Principals, and Assistant Principals.
2. Evaluation policies and procedures requiring the annual evaluation of Principals, Vice Principals, and Assistant Principals shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
  - a. Roles and responsibilities for implementation of evaluation policies and procedures;
  - b. Job descriptions, evaluation rubrics for Principals, Vice Principals, and Assistant Principals, the process for calculating the summative ratings and each component and the evaluation regulations set forth in N.J.A.C. 6A:10-1 et seq.;
  - c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution

to teachers, Principals, Vice Principals, Assistant Principals for calculating the median and school-wide student growth percentile;

- d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
  - e. Process for developing and scoring student growth objectives;
  - f. The process for preparation of individual professional development plans; and
  - g. The process for preparation of an annual performance report by the Superintendent or designated supervisor, and an annual summary conference between the Principal, Vice Principal, or Assistant Principal and the Superintendent or designated supervisor.
3. The annual summary conference between the designated supervisor and the Principal, Vice Principal, or Assistant Principal shall be held before the annual performance report is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:
- a. The performance of the Principal, Vice Principal, or Assistant Principal based upon the job description and the scores or evidence compiled using the evaluation rubric, including, when applicable:
    - (1) The educator's practice instrument; and
    - (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
  - b. The progress of the Principal, Vice Principal, or Assistant Principal toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
  - c. The preliminary annual performance report.
4. If any scores for the Principal's, Vice Principal's, or Assistant Principal's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
5. The annual performance report for the Principal, Vice Principal, or Assistant Principal shall be prepared by the designated supervisor and shall include, but not be limited to:

- a. A summative rating based on the evaluation rubric, including, when applicable, a total score for each component as described in N.J.A.C. 6A:10-5;
  - b. Performance area(s) of strength and area(s) needing improvement based upon the job description and components of the Principal's, Vice Principal's, or Assistant Principal's evaluation rubric; and
  - c. The Principal's, Vice Principal's, or Assistant Principal's individual professional development plan or a corrective action plan from the evaluation year being reviewed in the report.
6. The Principal, Vice Principal, or Assistant Principal and the designated supervisor shall sign the report within five Principal, Vice Principal, and Assistant Principal working days of the review.
  7. The Board of Education shall include all performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the Principal's, Vice Principal's, or Assistant Principal's personnel file, or in an alternative, confidential location. If reports and data are stored in an alternate location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

H. Corrective Action Plans for Principals, Vice Principals, and Assistant Principals – N.J.A.C. 6A:10-2.5

1. For each Principal, Vice Principal, and Assistant Principal rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by the Principal, Vice Principal, or Assistant Principal and the designated supervisor. If the Principal, Vice Principal, or Assistant Principal does not agree with the corrective action plan's content, the designated supervisor shall make the final determination.
2. The corrective action plan shall be developed and the Principal, Vice Principal, or Assistant Principal and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except:
  - a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the Principal, Vice Principal, or Assistant Principal and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five Principal, Vice Principal, or Assistant Principal working days following the school

district's receipt of the Principal's, Vice Principal's, or Assistant Principal's summative rating.

3. The content of the corrective action plan shall replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:
  - a. Address areas in need of improvement identified in the principal evaluation rubric;
  - b. Include specific, demonstrable goals for improvement;
  - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
  - d. Include timelines for meeting the goal(s).
4. The designated supervisor and the Principal, Vice Principal, or Assistant Principal on a corrective action plan shall discuss the Principal's, Vice Principal's, or Assistant Principal's progress toward the goals outlined in the corrective action plan during each post-observation conference, when required by N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10-5.4.
5. Progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan:
  - a. Shall be documented in the Principal's, Vice Principal's, or Assistant Principal's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the Principal, Vice Principal, or Assistant Principal on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the Principal's, Vice Principal's, or Assistant Principal's progress toward his or her corrective action plan goals; and
  - b. May be used as evidence in the Principal's, Vice Principal's, or Assistant Principal's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.
6. Responsibilities of the evaluated Principal, Vice Principal, or Assistant Principal on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the designated supervisor.
7. The Superintendent or his or her designee, and the Principal, as appropriate, shall conduct a mid-year evaluation of any Principal, Vice Principal, or Assistant Principal pursuant to N.J.S.A. 18A:6-121.c. The mid-year evaluation shall occur approximately midway between the development of the corrective action plan and

the expected receipt of the next annual summative rating. The mid-year evaluation shall include, at a minimum a conference to discuss progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.

8. The Superintendent shall ensure Principals, Vice Principals, and Assistant Principals with a corrective action plan receive one observation and a post-observation conference in addition to the observations required in N.J.A.C. 6A:10-5.4 for the purpose of evaluation as described in N.J.A.C. 6A:10-1.2 and 5.4.
9. The corrective action plan shall remain in effect until the Principal, Vice Principal, or Assistant Principal receives his or her next summative evaluation rating.
10. There shall be no minimum number of Principal, Vice Principal, or Assistant Principal working days a Principal's, Vice Principal's, or Assistant Principal's corrective action plan can be in place.

I. Components of Principal Evaluation Rubrics – N.J.A.C. 6A:10-5.1

1. Unless otherwise noted, the components of the principal evaluation rubrics shall apply to teaching staff members holding the position of Principal, Vice Principal, or Assistant Principal and holding a valid and effective standard, provisional, or emergency administrative certificate.
2. The principal evaluation rubric shall meet the standards provided in N.J.S.A. 18A:6-123, including, but not limited to:
  - a. Measures of student achievement pursuant to N.J.A.C. 6A:10-5.2; and
  - b. Measures of principal practice pursuant to N.J.A.C. 6A:10-5.3 and 5.4.
3. To earn a summative rating, the Principal, Vice Principal, or Assistant Principal shall have a student achievement score, pursuant to N.J.A.C. 6A:10-5.2 and a principal practice score pursuant to N.J.A.C. 6A:10-5.3 and 5.4.
4. Each score shall be converted to a percentage weight so all measures make up 100 percent of the evaluation rubric. By August 31 prior to the school year in which the evaluation rubric applies, the Department shall provide on its website the required percentage weight of each component and the required summative rating scale. All components shall be worth the following percentage weights or fall within the following ranges:
  - a. If, according to N.J.A.C. 6A:10-5.2(b), the Principal, Vice Principal, or Assistant Principal receives a school-wide student growth percentile score as described in N.J.A.C. 6A:10-5.2(c), the score shall be at least ten percent

and no greater than forty percent of evaluation rubric rating as determined by the Department.

- b. Measure of average student growth objective for all teachers, as described in N.J.A.C. 6A:10-5.2(d), shall be at least ten percent and no greater than twenty percent of evaluation rubric rating as determined by the Department.
  - c. Measure of administrator goal, as described in N.J.A.C. 6A:10-5.2(e), shall be no less than ten percent and no greater than forty percent of evaluation rubric rating as determined by the Department.
  - d. Measure of principal practice, as described in N.J.A.C. 6A:10-5.3(b), shall be no less than fifty percent of evaluation rubric rating.
5. Standardized assessments, used as a measure of student progress, shall not be the predominant factor in determining a Principal's annual summative rating.
6. The Department shall periodically collect principal evaluation rubric data that shall include, but are not limited to, component-level scores and annual summative ratings.

J. Student Achievement Components of Principal Evaluation Rubrics – N.J.A.C. 6A:10-5.2

1. Measures of student achievement shall be used to determine impact on student learning and shall include the following components:
- a. The school-wide student growth percentile of all students assigned to the Principal;
  - b. Average student growth objective scores of every teacher, as described in N.J.A.C. 6A:10-4.2(e), assigned to the Principal; and
  - c. Administrator goals set by Principals, Vice Principals, or Assistant Principals in consultation with their supervisor pursuant to N.J.A.C. 6A:10-5.2(e), which shall be specific and measurable, based on student growth and/or achievement data.
2. The school-wide student growth percentile score shall be included in the annual summative rating of Principals, Vice Principals, and Assistant Principals who are assigned to a school as of October 15 and who are employed in schools where student growth percentiles are available for students in one or more grades. If the Principal, Vice Principal, or Assistant Principal is employed in more than one school, the Superintendent shall assign to the Principal, Vice Principal, or Assistant Principal, as appropriate, the school-wide student growth percentile from one school and shall notify the Principal, Vice Principal, or Assistant Principal at the beginning of the school year of the student growth percentile assignment.



3. The Department shall calculate the school-wide student growth percentile for Principals, Vice Principals, and Assistant Principals.
4. The average student growth objective scores of all teachers, as described in N.J.A.C. 6A:10-4.2(e), shall be a component of the Principal's annual summative rating. The average student growth objective scores for Vice Principals or Assistant Principals shall be determined according to the following procedures:
  - a. The Principal, in consultation with the Vice Principal or Assistant Principal, shall determine prior to the start of the school year, which teachers, if not all teachers in the school, shall be linked to the Vice Principal's and Assistant Principal's average student growth objective score.
  - b. If the Vice Principal or Assistant Principal does not agree with the list of teachers linked to his or her name for the purposes of this measurement, the Principal shall make the final determination.
5. Administrator goals for Principals, Vice Principals, or Assistant Principals shall be developed and measured according to the following procedures:
  - a. The designated supervisor shall determine for all Principals, Vice Principals, or Assistant Principals, the number of required administrator goals which shall reflect the achievement of a significant number of students within the school. By August 31 prior to the school year in which the evaluation rubric applies, the Department shall provide on the Department's website the minimum and maximum number of required goals, which will be at least one goal and no more than four goals.
  - b. Principals, Vice Principals, or Assistant Principals shall develop, in consultation with their designated supervisor, each administrator goal. Each Vice Principal and Assistant Principal shall set goals specific to his or her job description or adopt the same goals as his or her Principal. If the Principal, Vice Principal, or Assistant Principal and his or her designated supervisor do not agree upon the administrator goal the Principal's, Vice Principal's, or Assistant Principal's designated supervisor shall make the final determination.
  - c. Administrator goals and the criteria for assessing performance based on those objectives shall be determined, recorded, and retained by the Principal, Vice Principal, or Assistant Principal and his or her designated supervisor by October 31 of each school year, or within twenty-five Principal, Vice Principal, and Assistant Principal working days of the Principal's, Vice Principal's, or Assistant Principal's start date if he or she begins work after October 1.

- d. The administrator goal score shall be approved by the designated supervisor of the Principal, Vice Principal, or Assistant Principal. The Principal's, Vice Principal's, or Assistant Principal's administrator goal score, if available, shall be discussed at his or her annual summary conference and recorded in his or her personnel file.

K. Principal Practice Component of Evaluation Rubric – N.J.A.C. 6A:10-5.3

1. Measures of principal practice shall include a measure determined through a Commissioner-approved principal practice instrument and may include a leadership measure determined through the Department-created leadership rubric.
2. Principal practice component rating shall be based on the measurement of the Principal's, Vice Principal's, or Assistant Principal's performance according to the school district's Commissioner-approved principal practice instrument. Observations pursuant to N.J.A.C. 6A:10-5.4 shall be used as one form of evidence for this measurement.
3. Leadership practice shall be determined by a score on a leadership rubric, which will assess the Principal's, Vice Principal's, or Assistant Principal's ability to improve student achievement and teaching staff member effectiveness through identified leader behaviors. The rubric will be posted on the Department's website and annually maintained.

L. Principal, Vice Principal, and Assistant Principal Observations – N.J.A.C. 6A:10-5.4

1. The Superintendent or his or her designee, shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).
2. A Principal, or the Superintendent or his or her designee, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.
3. For the purpose of collecting data for the evaluation of a Principal, Vice Principal, or Assistant Principal, an observation, as described in N.J.S.A. 18A:6-119 and N.J.A.C. 6A:10-1.2, may include, but is not limited to: building walk-through, staff meeting observation, parent conference observation, or case study analysis of a significant student issue.
4. Post-observation conferences shall include the following procedures:
  - a. A supervisor who is present at the observation shall conduct a post-observation conference with the Principal, Vice Principal, or Assistant Principal being observed. A post-observation conference shall occur no

more than fifteen Principal, Vice Principal, or Assistant Principal working days following each observation.

- b. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the principal practice instrument and the Principal's, Vice Principal's, or Assistant Principal's individual professional development plan, collecting additional information needed for the evaluation, and offering areas to improve effectiveness.
  - c. With the consent of the observed Principal, Vice Principal, or Assistant Principal, post-observation conferences for individuals who are not on a corrective action plan may be conducted via written communication, including electronic communication.
  - d. One post-observation conference may be combined with the Principal's, Vice Principal's, or Assistant Principal's annual summary conference as long as it occurs within the required fifteen Principal, Vice Principal, or Assistant Principal working days following the observation.
  - e. A written or electronic observation report shall be signed by the supervisor who conducted the observation and post-observation and the Principal, Vice Principal, or Assistant Principal who was observed.
  - f. The Principal, Vice Principal, or Assistant Principal shall submit his or her written objection(s) of the evaluation within ten Principal, Vice Principal, and Assistant Principal working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.
5. Each tenured Principal, Vice Principal, and Assistant Principal shall be observed as described in N.J.A.C. 6A:10-5.4, at least two times during each school year. Each nontenured Principal, Vice Principal, and Assistant Principal shall be observed as described in N.J.A.C. 6A:10-5.4 at least three times during each school year, as required by N.J.S.A. 18A:27-3.1. An additional observation shall be conducted pursuant to N.J.A.C. 6A:10-2.5(h) for Principals, Vice Principals, and Assistant Principals who are on a corrective action plan.

M. Principal Practice Instrument – N.J.A.C. 6A:10-7.3

- 1. The principal practice instrument approved by the Department shall meet the following criteria:
  - a. Incorporate domains of practice and/or performance criteria that align to the 2015 Professional Standards for Educational Leaders developed by the

National Policy Board for Educational Administration (NPBEA) incorporated herein by reference;

- b. Include scoring guides for assessing principal practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall clearly define the expectations for each category and provide a conversion to four rating categories;
- c. Rely on, to the extent possible, multiple sources of evidence collected throughout the school year, including, but not limited to, evaluation of a Principal's leadership related to:
  - (1) Implementing high-quality and standards-aligned curriculum, assessments, and instruction; and
  - (2) Evaluating the effectiveness of teaching staff members and supporting their professional growth.
- d. Include descriptions of specific training and implementation details required for the instrument to be effective.

Adopted:

## **R 4146 – Nonrenewal of Nontenured Support Staff Member (Revised)**

### NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

#### R 4146

##### A. Evaluations

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

##### B. Nonrenewal Recommendation

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

##### C. Nonrenewal Action

1. Prior to notifying the nontenured support staff member of the nonrenewal, the Superintendent shall notify the Board of the recommendation not to renew the nontenured support staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board members of the

recommendation not to renew the nontenured support staff member's contract and the reasons for the recommendation in a written notice to the Board or in the alternative, in executive session. If notification is provided to the Board in executive session, the Superintendent and the Board will meet in executive session in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between parties.

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

D. Notice of Nonrenewal

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

E. Request for Statement of Reasons

1. Any nontenured support staff member receiving notice that a contract for the succeeding school year will not be offered may, within fifteen calendar days thereafter, request in writing a statement of the reasons for such nonemployment which shall be given to the nontenured support staff member in writing thirty calendar days after the receipt of such request.
2. The statement of reasons for a nonrenewal will set forth, with as much particularity as possible, the precise reasons for the nonrenewal. Where the nonrenewal is based on performance deficiencies recorded in the nontenured support staff member's

evaluations and the nontenured support staff member has been given a copy of those evaluations, the statement of reasons may incorporate the evaluations by reference.

3. The statement of reasons may be prepared by the Superintendent or the Board Secretary and shall be delivered to the nontenured support staff member who requested the statement of reasons within thirty calendar days after the receipt of the nontenured support staff member's request for the statement of reasons.

#### F. Nonrenewal Appearance

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

#### G. Final Determination

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

Issued:



## **R 6471 – School District Travel (M) (Revised)**

### SCHOOL DISTRICT TRAVEL (M)

#### R 6471 M

##### A. Definitions (N.J.S.A. 6A:23A-1.2)

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

organizational goals and objectives are discussed. If available, school district facilities shall be utilized for this type of event.

B. Maximum Travel Budget (N.J.A.C. 6A:23A-7.3)

1. Annually in the prebudget year, the Board of Education shall establish by resolution a maximum travel expenditure amount for the budget year, which the school district shall not exceed. The resolution shall also include the maximum amount established for the prebudget year and the amount spent to date.
  - a. The maximum school district travel expenditure amount shall include all travel supported by local and State funds.
  - b. The Board may exclude travel expenditures supported by Federal funds from the maximum travel expenditure amount.
    - (1) If Federal funds are excluded from the established maximum amount, the Board shall include in the resolution the total amount of travel supported by Federal funds from the prior year, prebudget year, and projected for the budget year.
  - c. Exclusion of Federal funds from the annual maximum travel budget shall not exempt such travel from the requirements applicable to State and local funds.
2. The Board of Education may authorize an annual maximum amount per employee for regular business travel only for which Board of Education approval is not required.
  - a. The annual maximum shall not exceed \$1,500 and shall be subjected to the approval requirements in N.J.S.A. 18A:19-1.
  - b. Regular school district business travel as defined in N.J.A.C. 6A:23A-1.2 and in this Regulation shall include attendance at regularly scheduled in-State county meetings and Department-sponsored or association-sponsored events provided free of charge. It also shall include regularly scheduled in-State professional development activities for which the registration fee does not exceed \$150 per employee or Board member.
  - c. Regular school district business travel shall require approval of the Superintendent prior to obligating the school district to pay related expenses and prior to attendance at the travel event.
    - (1) The Superintendent shall designate an alternate approval authority to approve travel requests in his or her absence when necessary to obtain timely district Board of Education approval.

- (2) The Superintendent shall establish, in writing, the internal levels of approval required prior to his or her approval of the travel event, as applicable.

C. Travel Approval Procedures (N.J.A.C. 6A:23A-7.4)

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

2. All travel requests for Board members shall require prior approval by a majority of the Board's full voting membership, except where the Board has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3(b), and the travel shall be in compliance with N.J.S.A. 18A:12-24 and 24.1.
3. The Board of Education may approve, at any time prior to the event, travel for multiple months as long as the approval detailed in Board of Education minutes itemizes the approval by event, total cost, and number of employees and/or Board members attending the event. General or blanket pre-approval shall not be authorized.
4. All travel requests shall receive prior approval of the Board of Education except if the Board has excluded from the requirements prior Board approval of any travel caused by or subject to existing contractual provisions, including grants and donations, and other statutory requirement, or Federal regulatory requirements in Policy 6471 pursuant to N.J.A.C. 6A:23A-7.4(d). For the exclusion of prior Board approval to apply, the required travel event shall be detailed, with number of employees(s), Board member(s), and total cost in the applicable contract, grant, donation, statute, or Federal regulation.
  - a. This shall not include general grant guidelines or regulations that are permissive, but do not require the travel event, unless the specific travel event, number of employee(s), Board member(s), and total cost is detailed in the approved grant, donation, or other fund acceptance agreement.
  - b. This shall not include general contractual provisions in employment contracts for continuing education or professional development, except if the Board has included in its policy a maximum amount per employee for regular business travel that does not require prior Board of Education approval pursuant to N.J.A.C. 6A:23A-7.3.
5. If occasional unforeseen situations arise wherein a travel request cannot obtain prior approval of the Board of Education, justification shall be included in the text of the travel request.
  - a. Such requests shall require prior written approval of the Superintendent or designee, and the Executive County Superintendent or designee.
  - b. The Board shall ratify the request at its next regularly scheduled meeting.
  - c. Travel to conferences, conventions, and symposiums shall not be considered emergencies and shall not be approved after the fact.
6. Subsequent to pre-approval by a majority of the full voting membership of the Board of Education, reimbursement of prospective employee travel expense shall be pre-approved by the Executive County Superintendent.

D. Required Documentation for Travel (N.J.A.C. 6A:23A-7.5)

1. The Board of Education requires the documentation listed in D.2. below to justify the number of employees attending an event and the benefits to be derived from their attendance;
2. Neither the Superintendent or designee, nor the Board of Education shall approve a travel request unless it includes, at a minimum, the following information:
  - a. The name and date(s) of the event;
  - b. A list of Board members and/or employees to attend, either by name and title;
  - c. The estimated cost associated with travel;
  - d. A justification and brief statement that includes the primary purpose for the travel, the key issues that will be addressed at the event, and their relevance to improving instruction or the operation of the school district.
    - (1) For training events, the statement must include whether the training is for a certification required for continued employment, continuing education requirements, requirements of Federal or State law, or other purpose related to the programs and services currently being delivered or soon to be implemented in the school district; or related to school district operations;
  - e. The account number and funding source - Federal, State, private, or local; and
  - f. For annual events, the total attendance and cost for the previous year.
3. The school district shall maintain documentation on file that demonstrates compliance with the Board of Education's travel policy, including travel approvals, reports, and receipts for all school district funded expenditures, as appropriate.

E. School Business Administrator/Board Secretary Responsibilities Regarding Accounting for Travel (N.J.A.C. 6A:23A-7.6)

1. The School Business Administrator/Board Secretary or designee shall prepare itemized travel budgets by function and object of expense for each cost center, department, or location maintained in the school district's accounting system, as applicable, as part of the preparation of and documentation for the annual school district budget.

- a. The aggregate amount of all travel budgets shall not exceed the Board of Education approved maximum travel expenditure amount for the budget year as required by N.J.A.C. 6A:23A-7.3.
  2. The School Business Administrator/Board Secretary shall maintain separate accounting for school district travel expenditures, as necessary, to ensure compliance with the school district's maximum travel expenditure amount. The separate accounting tracking system may include, but need not be limited to, a separate or offline accounting of such expenditures or expanding the school district's accounting system. The tracking system shall be sufficient to demonstrate compliance with Policy and Regulation 6471 and N.J.A.C. 6A:23A-7, and shall be in a detailed format suitable for audit.
  3. The School Business Administrator/Board Secretary or designee shall review and approve the cost and supporting documentation required by N.J.A.C. 6A:23A-7 and submitted by the person(s) having incurred travel expense. The School Business Administrator shall not approve or issue payment of travel expenditures or reimbursement requests until all required documentation and information to support the payment has been submitted, and shall not approve any travel expenditure that, when added to already approved travel expenditures, would exceed the Board of Education approved maximum travel expenditure amount for the budget year.
  4. The School Business Administrator/Board Secretary shall be responsible for the adequacy of documentation of transactions processed by his or her staff and the retention of the documentation to permit audits of the records.
  5. A Board of Education employee, a Board member, or an organization shall not receive partial or full payment for travel and travel-related expenses in advance of the travel, pursuant to N.J.S.A. 18A:19-1 et seq. The payment of travel and travel-related expenses, including travel-related purchases for which a purchase order is not applicable, shall be made personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. N.J.A.C. 6A:23A-7.6, Policy 6471, and this Regulation do not preclude the school district from paying the vendor directly with the proper use of a purchase order (for example, for registration, airline tickets, hotel).
- F. Sanctions for Violations of Travel Requirements (N.J.A.C. 6A:23A-7.7)
1. A Board of Education that violates its established maximum travel expenditure, as set forth in N.J.A.C. 6A:23A-7.3, or that otherwise is not in compliance with N.J.A.C. 6A:23A-7 travel limitations, may be subject to sanctions by the Commissioner as authorized pursuant to N.J.S.A. 18A:4-23 and 24, including reduction of State aid in an amount equal to any excess expenditure pursuant to N.J.S.A. 18A:11-12 and 18A:7F-60.

2. The staff member designated as the final approval authority for travel who approves any travel request or reimbursement in violation of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471 shall reimburse the school district in an amount equal to three times the cost associated with attending the event, pursuant to N.J.S.A. 18A:11-12.
3. An employee or Board member who violates the provisions of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471 shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event, pursuant to N.J.S.A. 18A:11-12.
4. In accordance with N.J.A.C. 6A:23A-7.7(d), there must be procedures to monitor compliance and application of the penalty, as outlined in N.J.A.C. 6A:23A-7.7, upon determination a violation has occurred after Board of Education payment of the event.
  - a. In addition to the annual audit test procedures to ensure compliance as required in N.J.A.C. 6A:23A-7.7(e) and F.5. below, the School Business Administrator/Board Secretary will designate a staff member to review travel payments that are being recommended to the Board for payment prior to Board approval and travel payments previously approved by the Board for payment and paid for any violations.
    - (1) In the event the annual audit test procedures or the review by the staff member designated by the School Business Administrator/Board Secretary determines a travel payment recommended to the Board for payment or a travel payment previously approved by the Board and was paid in violation of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471, the school district auditor or the staff member designated by the School Business Administrator/Board Secretary shall inform the Superintendent of Schools of the violation in writing.
    - (2) The Superintendent shall determine if a violation of N.J.A.C. 6A:23A-7 requires a penalty in accordance with N.J.A.C. 6A:23A-7.7.
    - (3) If a violation is determined prior to payment or reimbursement of the travel event, the Superintendent may exclude application of any additional penalties.
5. The annual audit conducted pursuant to N.J.S.A. 18A:23-1 shall include test procedures to ensure compliance with the Board of Education's policy and travel limitations set forth in this section and N.J.S.A. 18A:11-12.

G. Prohibitive Travel Reimbursements (N.J.A.C. 6A:23A-7.8)

1. The following types of expenditures are not eligible for reimbursement:
  - a. Subsistence reimbursement for one-day trips, except for meals expressly authorized by and in accordance with N.J.A.C. 6A:23A-7.12;
  - b. Subsistence reimbursement for overnight travel within the State, except where authorized by the Commissioner in accordance with N.J.A.C. 6A:23A-7.11;
  - c. Travel by Board members or employees whose duties are unrelated to the purpose of the travel event or who are not required to attend to meet continuing educations requirements or to comply with law or regulation;
  - d. Travel by spouses, civil union partners, domestic partners, immediate family members, and other relatives;
  - e. Costs for employee attendance for coordinating other attendees' accommodations at the travel event;
  - f. Lunch or refreshments for training sessions and retreats held within the school district, including in-service days and for employee participants traveling from other locations within the school district;
  - g. Training to maintain a certification that is not required as a condition of employment (For example: CPE credits to maintain a CPA license if the employee is not required to be a CPA for continued school district employment);
  - h. Charges for laundry, valet service, and entertainment;
  - i. Limousine services and chauffeuring costs to, or during, the event;
  - j. Car rentals, either utilized for airport transportation or transportation at a conference, convention, etc., unless absolutely necessary for the conduct of school district business. Justification shall accompany any request for car rentals. If approved, the most economical car rental is to be used, including the use of subcompacts and discounted and special rates. An example of the justified use of a car rental is when an employee is out of State, making inspections at various locations, and the use of public transportation is impracticable. When car rental is authorized, the employee shall not be issued an advance payment for the anticipated expense associated with the rental;
  - k. Alcoholic beverages;



- l. Entertainment costs, including amusement, diversion, social activities, and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities);
- m. Gratuities or tips in excess of those permitted by Federal per diem rates;
- n. Reverse telephone charges or third party calls;
- o. Hospitality rooms;
- p. Souvenirs, memorabilia, promotional items, or gifts;
- q. Air fare without documentation of quotes from at least three airlines and/or on-line services; and
- r. Other travel expenditures that are unnecessary and/or excessive.

H. Travel Methods (N.J.A.C. 6A:23A-7.9)

- 1. For the purpose of section H. of this Regulation and N.J.A.C. 6A:23A-7.9, "transportation" means necessary official travel on railroads, airlines, shuttles, buses, taxicabs, rideshares, school district-owned or leased vehicles, and personal vehicles.
- 2. The purchase or payment of related transportation expenses shall be made by purchase order or personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. An actual invoice or receipt for each purchase or expense shall be submitted with a claim for reimbursement.
- 3. Pursuant to Office of Management and Budget (OMB) Travel Circulars and N.J.A.C. 6A:23A-7.1 et seq., the following travel methods requirements shall apply:
  - a. Air and rail tickets shall be purchased via the Internet, if possible, using airline or online travel services such as Travelocity, Expedia, or Hotwire.
  - b. Air travel shall be authorized only when determined that it is necessary and advantageous to conduct school district business.
    - (1) The most economical air travel should be used, including the use of discounted and special rates.
    - (2) The following options should be considered when booking tickets:
      - (a) Connecting versus nonstop flights;

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

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

(5) All employees and Board members using privately owned cars in the performance of their duties for the school district shall present a New Jersey Insurance Identification Card indicating that insurance coverage is in full force and effect with companies approved by the State Department of Banking and Insurance. The card shall be made available to the Superintendent or designee before authorization to use privately owned cars.

(6) Employees and district Board members who are out-of-State residents shall provide appropriate insurance identification in lieu of the New Jersey Insurance Identification Card.

e. School district-owned or -leased vehicles shall be utilized in accordance with N.J.A.C. 6A:23A-6.12.

f. Necessary taxicab or rideshare charges shall be permitted. However, travel to and from airports, downtown areas, and between hotel and event site shall be confined to regularly scheduled shuttle service, whenever such service is complimentary or is less costly. If shuttle service is not available, taxicabs or rideshares may be used.

g. Cruises shall not be permitted for travel events or transportation.

I. Routing of Travel (N.J.A.C. 6A:23A-7.10)

1. Pursuant to State travel guidelines as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars:

a. All travel shall follow the most direct, economical, and usually traveled route. Travel by other routes as a result of official necessity shall be eligible for payment or reimbursement only if satisfactorily established in advance of such travel.

b. If a person travels by indirect route for personal convenience, the extra expense shall be borne by the individual.

c. Reimbursement for expenses shall be based only on charges that do not exceed what would have been incurred by using the most direct, economical, and usually traveled route.

J. Subsistence Allowance – Overnight Travel (N.J.A.C. 6A:23A-7.11)

1. Pursuant to the State travel guidelines as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB

Travel Circulars, one-day trips that do not involve overnight lodging shall not be eligible for subsistence reimbursement, except for meals expressly authorized by and in accordance with the provisions of N.J.A.C. 6A:23A-7.12.

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

- (5) Justification of the importance of the target audience attending the event;
  - (6) The cost of registration;
  - (7) A detailed list and description of any activities to be charged to the participants by the sponsor separate from the registration fee, such as luncheons, workshops, entertainment, etc., including:
    - (a) The cost of the activity;
    - (b) Whether participation is mandatory or voluntary; and
    - (c) The purpose such as social, guest speaker, working session, etc.
  - (8) A copy of agenda or program for the event;
  - (9) A brief statement that includes the primary purpose of the event, the key issues that will be addressed at the event, and their relevance to improving instruction or the operation of a school or school district;
  - (10) For training events, whether the training is needed for a certification required for continued employment, continuing education requirements, or requirements of Federal or State law; and
  - (11) For annual events, total attendance, and registration cost for the previous year.
4. If a waiver of the prohibition on overnight travel is granted pursuant to N.J.A.C. 6A:23A-7.11, it shall permit reimbursement for travel expenses only for individuals whose home-to-convention commute exceeds fifty miles.
5. Overnight travel within the State shall not be eligible for subsistence reimbursement if travel is on the day prior to the start of the conference. Reimbursement shall be prohibited for lodging prior to check-in time for the first day of the event or after check-out time on the last day of the event.
6. The United States General Services Administration publishes a schedule of Federal per diem rates in the Federal Register for approved overnight travel by the event location. The latest Federal per diem rates schedule for lodging, meals, and incidental expenses by location can be found at [www.gsa.gov](http://www.gsa.gov). The following restrictions apply to allowable per diem reimbursements:
  - a. Allowable per diem reimbursement for lodging, meals, and incidentals shall be actual reasonable costs, not to exceed the Federal per diem rates for the

event location. Registration and conference fees are not subject to the Federal per diem rate caps. If the event location is not listed, the maximum per diem allowance shall be equal to the standard Continental United States (CONUS) per diem rates published by the General Services Administration for meals, incidental expenses, and lodging.

- b. Pursuant to N.J.S.A. 18A:11-12.o., reimbursement for lodging expenses for overnight travel, out-of-State or in-State as authorized by the Commissioner, may exceed the Federal per diem rates if the hotel is the site of the convention, conference, seminar, or meeting and the going rate of the hotel is in excess of Federal per diem rates.
  - (1) If the hotel at the site of the current travel event is not available, lodging may be paid for similar accommodations at a rate not to exceed the hotel rate at the site of the current event.
  - (2) If there is no hotel at the site of the current travel event (for example, Atlantic City Convention Center), then reimbursement for lodging shall not exceed the Federal per diem rate.
- c. If the meal is not part of a one-sum fee for a travel event, reimbursement may be approved for the full cost of an official convention meal that the employee or Board member attends, when such meal is scheduled as an integral part of the convention or conference proceedings. Receipts shall be submitted to obtain reimbursement in such situations. The amount of the Federal per diem rate for the corresponding meal shall be deducted from that day's subsistence allowance.
- d. The allowance for a meal(s) or incidentals shall not be eligible for reimbursement when included and paid in the registration fee, the cost of lodging, or transportation charge.
- e. Receipts shall be required for all hotel and incidental expenses. Meal expenses under the Federal per diem allowance limits shall not require receipts pursuant to N.J.S.A. 18A:11-12.o.(3), unless required by the Board of Education.
- f. If the total per diem reimbursement is greater than the Federal per diem rates, the costs shall be considered excessive in the absence of substantial justification accompanying the travel voucher submitted by the employee or district Board member. In such cases, receipts shall be submitted for all costs, including meals.
- g. Employees and Board members shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers

greater cost benefits or is more advantageous to the conduct of school district business.

- h. Actual subsistence expenses shall not be reimbursable if paid by the traveler to a member of his or her family, to another school district employee, or to a family member of another school district employee.

K. Meal Allowance – Special Conditions – and Allowable Incidental Travel Expenditures (N.J.A.C. 6A:23A-7.12)

1. Meals for in-State travel shall not be eligible for reimbursement except as expressly authorized within N.J.A.C. 6A:23A-7.
2. A meal allowance may be provided to employees or Board members in relation to one-day, out-of-State trips required for school business purposes that do not require an overnight stay. The reimbursement for breakfast, lunch, and/or dinner shall not exceed the amounts authorized in State travel regulations as published by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars.
3. Lunch for off-site training sessions may be authorized for an amount up to \$7 per person only when it is necessary that employees or Board members remain at a site other than their school district and there are no viable options for lunch at the off-site location.
  - a. Per N.J.S.A. 18A:11-12.a.(1)(d), employee and Board member retreats shall be held onsite unless there is no school district site available.
  - b. If lunch is included in a lump-sum registration fee for an off-site training session, the full amount is eligible for reimbursement, if reasonable. Providing lunch for on-site staff meetings and in-service days or for employees who come from other parts of the school district shall not be permitted. (See K.4. below.)
  - c. Refreshments for breaks may also be provided at training sessions held at a site other than the school district.
4. Subsistence expenses for an employee or Board member shall not be allowed within the school district or within a radius of ten miles thereof, except for meals expressly authorized by and in accordance with N.J.A.C. 6A:23A-7.12. Non-allowed expenses include, but are not limited to, meals and refreshments for on-site staff meetings and in-service days.
5. Reimbursement may be approved for the cost of an official luncheon or dinner, up to \$10 and \$15, respectively, that an employee or Board member is authorized to attend, if the meal is scheduled as an integral part of an official proceeding or



program related to school district business and the employee's or Board member's responsibilities.

- a. School district business above refers to the management operations of the school district and does not refer to activities that benefit students and are part of the instructional program. Pursuant to N.J.A.C. 6A:23A-5.8(b)4, all reasonable expenditures related to school district employees that are essential to the conduct of a student activity are permitted.
6. Regular meetings, special meetings, and work sessions of the Board of Education shall be limited to light meals and refreshments for all Board members.
    - a. The meals may be served to employees who are required to attend the event and if it is impractical for the employee to commute to and from his or her residence between the end of the work day and the beginning of the event, or if the employee is required to remain at the school district to prepare for the event.
    - b. The school district shall acquire the light meals and refreshments by the solicitation of quotes, if required pursuant to N.J.S.A. 18A:18A-1 et seq.
    - c. If the school district's food service program can prepare comparable meals at a lower cost, the food service program shall be used.
    - d. The average cost per meal shall not exceed \$10.
    - e. The school district shall purchase or prepare food that is sufficient to provide each district Board member, dignitary, non-employee speaker, or allowable staff member one meal. Meals should be carefully ordered to avoid excess. Unintended left over food should be donated to a charitable shelter or similar facility, if at all possible.
  7. Reimbursement may be approved for allowable telephone and incidental travel expenses that are essential to transacting official business.
    - a. Charges for telephone calls on official business may be allowed. The voucher shall show the dates on which such calls were made, the points between which each call was made, and the cost per call.
    - b. Employees and Board members using their personally owned telephone for business may request reimbursement, less Federal Communications Tax. Calls for business are tax exempt and the telephone company will make allowances for the tax if the employee or Board member certifies to the telephone company when paying bills for personally owned phones that said calls were business calls.

- c. Incidental expenses, defined as "non-meal tips" by the State travel regulations, when necessarily incurred by the traveler in connection with the transaction of official business, may be submitted for reimbursement only when the necessity and nature of the expense are clearly and fully explained on the travel voucher and the voucher is approved. Travel vouchers shall be supported by receipts showing the quantity and unit price.

L. Records and Supporting Documents (N.J.A.C. 6A:23A-7.13)

1. All persons authorized to travel on business shall keep a memorandum of expenditures chargeable to the school district, noting each item at the time and date the expense is incurred.
2. The travel voucher shall be completed by the employee or Board member to document the details of the travel event. The travel voucher shall be signed by the employee or Board member to certify the validity of the charges for which reimbursement is sought. The form also shall bear the signatures of approval officials for processing.
3. Sufficient documentation shall be maintained centrally by the school district to support payment and approval of the travel voucher.
4. In addition to the documentation required for reimbursement, each person authorized to travel shall submit a brief report that includes the primary purpose for the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district. This report shall be submitted prior to receiving reimbursement.
5. Documentation for requests for travel reimbursement shall show:
  - a. The date(s) and individual points of travel, number of miles traveled between such points, and kind of conveyance used;
  - b. If the distance traveled between individual points is greater than the usual route between the points, the reason for the greater distance shall be stated;
  - c. The hours of the normal work day and actual hours worked shall be shown when requesting meal reimbursement for non-overnight travel;
  - d. Original receipts shall be required for all reimbursable expenses, except for meals that qualify for per diem allowances and for parking meters;
  - e. Actual vendor receipts for personal credit card charges shall be attached to reimbursement requests. Credit card statements shall not be accepted as documentation of expenses;

- f. Personal charges on a hotel bill shall be deducted and shown on the bill;
  - g. When lodging is shared jointly, the fact shall be stated on the travel voucher;
  - h. Where travel is not by the most economical, usually traveled route, the employee or Board member reimbursement request shall set forth the details of the route, the expenses actually incurred, the hour of departure, the hour of arrival, and an explanation for the use of costlier travel arrangements;
  - i. When travel is authorized for the employee's or Board member's own automobile on a mileage basis, the points between which travel was made, and the distance traveled between each place shall be shown. A statement as to ownership of the auto or other conveyance used, as well as a certification that liability insurance is in effect, shall be documented;
  - j. Reimbursement requests shall be supported by other receipts as required;
  - k. The voucher shall be itemized; and
  - l. Reimbursement requests shall be rendered monthly when in excess of \$25. Travel for a single travel event shall be reported as soon as possible after the trip.
- 6. All outstanding travel vouchers for the school year ending June 30 shall be submitted as soon as possible after June 30 regardless of amount, notwithstanding 5.l. above.
  - 7. Travel mileage reimbursement requests of the just-completed school year that are not submitted by July 30 or the date approved by the school district for the closing of books, whichever is earlier, for the just-completed school year shall not be approved or paid.

M. Out-of-State and High-Cost Travel Events (N.J.A.C. 6A:23A-5.9)

- 1. Reimbursement for all in-State and out-of-State travel shall be made pursuant to N.J.S.A. 18A:11-12.
- 2. Out-of-State travel events shall be limited to the fewest number of Board members or affected employees needed to acquire and present the content offered to all Board members or staff, as applicable, at the conclusion of the event. Lodging may be provided only if the event occurs on two or more consecutive days and if home-to-event commute exceeds fifty miles.
- 3. When a travel event has a total cost that exceeds \$5,000, regardless of the number of attendees, or when more than five individuals from the school district are to

attend a travel event out-of-State, the school district shall obtain prior written approval of the Executive County Superintendent.

a. The Executive County Superintendent shall promptly review the request and render a written decision within ten business days.

4. For all employee and Board member travel events out of the country, regardless of cost or number of attendees, the school district shall obtain prior written approval of the Executive County Superintendent.

a. Such requests shall be supported by detailed justification.

b. The Executive County Superintendent shall promptly review the request and render a written decision within ten business days.

c. It is expected that approvals will be rare.

Adopted:

R 7432

**M**

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

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

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

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

Potential Eye Hazard	Protective Devices
Caustic or explosive	Goggle, flexible fitting materials, hooded ventilation; add plastic window face shield for severe exposure
Dust producing operations	Goggle, flexible fitting, hooded ventilation
Electric arc welding	Welding helmet in combination with spectacles with eye cup or semi- or flat-fold side shields
Oxy-acetylene welding	Welding goggle, eye cup type with tinted lenses; welding goggle, coverspec type with tinted lenses or tinted plate lens
Hot liquids and gases	Goggle, flexible fitting, hood ventilation; add plastic window face shield for severe exposure
Hot solids	Clear or tinted goggles or spectacles with side shields
Molten materials	Clear or tinted goggles and plastic or mesh window face shield

Heat treatment or tempering	Clear or tinted goggles or clear or tinted spectacles with side shields
Glare operations	Tinted goggles; tinted spectacles with side shields or welding goggles, eye cup or coverspec type with tinted lenses or tinted plate lens
Shaping solid materials	Clear goggles, flexible or rigid body; clear spectacles with side shields; add plastic window face shield for severe exposure
Laser device operation or experimentation	Appropriate for specific hazard
Vehicle repair or servicing	Clear goggles, flexible or rigid body; clear spectacles with side shields
Other potentially hazardous processes or activities	Appropriate for specific hazard

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

1. The Board of Education establishes and implements Policy and Regulation 7432 to assure:
  - a. No staff member, student, or visitor shall be subjected to any hazardous environmental condition without appropriate eye protection;
  - b. The detection of eye hazardous conditions shall be continuous;
  - c. Eye protection devices shall be inspected regularly and adequately maintained;
  - d. Shared eye protective devices shall be disinfected between uses by a method prescribed by the local school medical inspector;
  - e. All eye protective devices shall meet or exceed the appropriate specifications for the various types of devices and suppliers of eye protective devices shall certify, in writing, that the devices meet or exceed said specifications;

- f. Specific policy and procedures shall be established to deal with individuals who refuse to abide by established eye-safety practices and procedures;
  - (1) A student who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices shall be dismissed from the day's class by his/her teacher. Any such dismissal from class will be considered to be an absence, in accordance with Board policy on student attendance, and an accumulation of such absences may result in loss of course credit;
  - (2) A staff member who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be disciplined for insubordination for failing to obey the rules established by this Board. The proper implementation of eye protection practices shall be a criterion in the evaluation of every staff member required to observe such practices; and
  - (3) A visitor to the schools who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be requested to leave the school premises;
- g. The use of contact lenses shall be restricted in learning environments that entail exposure to chemical fumes, vapors, or splashes, intense heat, molten metals, or highly particulate atmospheres. When permitted, contact lenses shall be worn only in conjunction with appropriate eye protective devices, and the lens wearer shall be identified for appropriate emergency care in eye hazardous learning environments;
  - (1) Staff members in these learning environments shall identify the students in his/her class who wear contact lenses. A list of such students shall be kept by the staff member in order that appropriate emergency eye care may be given; the list shall be destroyed at the end of the course of study;
- h. All spectacle-type eye protective devices shall have side shields of the eye-cup, semi- or flat-fold type; and
- i. Students, staff members, or visitors wearing personal corrective eyewear shall be required to wear cover goggles or similar devices unless a competent authority can certify the personal eyewear meets or exceeds standards identified in N.J.A.C. 6A:26-12.5(b).

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

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

E. Inspection

The Principal or designee shall annually inspect the school premises for the existence of conditions potentially hazardous to the eyes, for the placement of signs requiring appropriate eye protective devices, and for an adequate supply of appropriate eye protective devices in satisfactory condition. Conditions potentially hazardous to the eyes include, in addition to the activities listed in paragraph A.1. above, the likelihood of flying objects and spilled liquids and the presence of protruding and sharp objects.

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

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

Adopted:



## FIRE AND FIRE DRILLS

R 8420.1

### **M**

#### A. Fire Drills

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

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

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

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

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

10. Every fire drill will be conducted with seriousness and with the assumption that prompt evacuation is actually required for the safety and survival of persons in the school.
11. Principals are encouraged to change the circumstances of fire drills so that staff members and students are subjected to various conditions and learn to respond to them quickly, constructively, and safely. Any such variations should take into account the ages and abilities of children.
  - a. One or more exits may be designated as “blocked” so that students are required to use alternative evacuation routes.
  - b. A fire drill may be designated as a “smoke drill” so that students learn to avoid the hazards of smoke by walking in a low or crouching position (not a crawling position).

B. Fire

1. A school staff member or any building occupant who detects a fire in a school building or on school grounds shall immediately report the fire by calling 911 and/or by activating a fire alarm pull station in accordance with law.
2. The school staff member or building occupant shall also report the fire to the school Principal, if possible.
3. In the event of a fire in a school building, the school Principal shall immediately sound the fire alarm, in the event the fire alarm had not been previously activated, for the evacuation of all students, staff members, visitors, and volunteers.
4. Evacuation shall be conducted in accordance with the fire drill procedures established in A. above, except that no employee may remain in the building to perform specific duties.
5. As a precaution, the Principal or designee will maintain a record of disabled students who may require special attention in the event of fire or other evacuation. Fire fighters will be promptly informed of the location and special circumstances of each such student.
6. As soon as practicable after the incident, the Principal shall submit a report to the Superintendent on the appropriate form.

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

C. Fire and Smoke Doors

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

Adopted:

<b>SEPTEMBER 2021- HEALTH OFFICE REPORT</b>	<b>TOTALS</b>
<b>STUDENTS- SEEN</b>	313+
<b>FACULTY- SEEN</b>	5+
<b>STUDENTS SENT HOME: COVID QUARANTINES ( 3 )</b>	25
<b>STUDENTS EXCLUDED- Incomplete Immunizations ( 1 ) Medical/Public Health Issues ( 3 )</b>	4
<b>STUDENTS ILLNESSES -GENERAL</b>	56
<b>STUDENTS ILLNESSES -COVID SYMPTOM ASSESSMENTS</b>	41
<b>STUDENTS INJURIES- Phys Ed ( 14 ) , Playground ( 23 ) , Classroom ( 3 ) , Self-Inflicted ( )</b>	40
<b>STUDENTS INJURIES- Student Altercation ( ) , After-School Program ( 2 ) , Sch Sports ( )</b>	2
<b>STUDENTS -OLD INJURIES- School Related ( ) , Non-School Related ( 12 )</b>	12
<b>STUDENT MEDICATION ADMINISTRATION- Daily (15), Asthma Inhaler ( 4 ) , NEBULIZER (1 )</b>	20
<b>Emergency: Epi-pen ( ) , Benadryl ( ) , BS Testing ( ) , Insulin Administration ( ) , PRN ( 18 )</b>	18
<b>STUDENT ADL ASSISTANCE:</b>	
<b>INCONTINENCE- Bladder (10) Bowel ( 1 ) Toileting Assistance ( )</b>	11
<b>Ambulation Assist &amp; Transfers with wheelchair , crutches etc.</b>	
<b>STUDENT MISC ISSUES:</b>	
<b>UNIFORM ISSUES - R/T Incontinence- (10) , R/T Spills/Tears- ( 7 ) , R/T Policy Infraction ( )</b>	17
<b>Hygiene Issues/Menstruation/Fem Hygiene Supplies/Glasses Repairs &amp; other Misc.</b>	7
<b>STUDENTS - BITES</b>	
<b>TYPE: Tick Removals ( ) , Human ( ) , Dog/Cat ( ) , Bedbugs ( ) , Fleas (2), Mosq (1), Spider (2)</b>	4
<b>STUDENTS - RASHES</b>	
<b>TYPE: Eczema ( ) ,Poison Ivy ( 1 ) , Tinea Capitis ( ) , Tinea Corporis ( ) , Contact Dermatitis (2)</b>	3
<b>STUDENTS - DENTAL ISSUES/DENTAL CARE</b>	
<b>Loose/Lost Tooth ( 4 ) , Toothache ( 2 ) , Decay (1 , ) Braces Discomfort (3 ) , New tooth eruption</b>	12
<b>Mouth Ulcers ( 1 ) , Dental Referrals ( ) , Broken Tooth ( 1 ) , Oral Hygiene Counseling/Teaching ( )</b>	
<b>HEALTH CARE PLANS</b>	
<b>EMERGENCY HEALTH CARE PLANS DEVELOPED/REVIEWED</b>	8
<b>ASTHMA CARE PLANS &amp; "GO Boxes" CREATED FOR STUDENTS WITH ASTHMA</b>	3
<b>HEALTH RECORDS CREATED-REVIEWED FOR REGISTRATION/IMMUNIZATION COMPLIANCE</b>	
<b>PRE-K Students for Flu Vaccine Requirement</b>	26
<b>KINDERGARTEN Students for DTP/IPV &amp; MMR Requirements</b>	43
<b>6TH GRADE Students for Tdap &amp; Menactra Requirements</b>	53
<b>New Registration Health Records (PREK-21) (K-27) (GR1-8 -37)</b>	85
<b>New Student/Staff PPD STATUS and /or contact w HCP/Camden Cty Chest Clinic as needed</b>	1
<b>READ/Documented/Faxed Results for PPD placed by other Agencies</b>	1
<b>UTILIZATION OF NJIIS FOR IMMUNIZATION SURVEILLANCE</b>	284
<b>COVID SURVEILLANCE -STAFF {Staff COVID Vaccine Surveillance= 100}</b>	100
<b>STAFF QUARANTINES : POSITIVE COVID (1) CLOSE CONTACT EXPOSURE (4) POST TRAVEL ( )</b>	5
<b>STAFF: POSITIVE TESTS ( 1 ) , NEGATIVE TESTS ( 5 ) , SYMPTOMATIC ( 2 )</b>	8
<b>COVID SURVEILLANCE-STUDENT {Student COVID Vaccine Surveillance = 29}</b>	29
<b>STUDENT QUARANTINES : POSITIVE COVID ( 2 ) CLOSE CONTACT EXPOSURE ( 8 ) , POST TRAVEL( )</b>	8
<b>STUDENT: POSITIVE TESTS ( 2 ) , SYMPTOMATIC ( 2 ) , NEGATIVE TESTS ( 34 ) , PENDING TESTS (5)</b>	43
<b>COVID SURVEILLANCE- STUDENT FAMILIES</b>	
<b>FIRST DEGREE OF SEPARATION CASES- STUDENT'S FAMILY MEMBERS POSTIVE</b>	3
<b>SECOND DEGREE OF SEPARATION CASES - STUDENT'S FAMILY</b>	1
<b>CCHD CONTACT: FOR GUIDANCE</b>	1
<b>CCHD LINK : SCHOOL CONTACT TRACING ONLINE SURVEYS COMPLETED ( )</b>	

<b>SCREENINGS</b>	
Blood Pressure- Students (3), Staff (5+)	8+
Hearing	
Height/Weight	
Pediculosis	
Scoliosis	
Visual Acuity	
<b>LAUREL SPR LION'S CLUB VISION SCREENING CONSENTS FORMS TO PRE-K/K PARENTS</b>	68
<b>LAUREL SPR LION'S CLUB CONSENTED VISION SCREENINGS DONE</b>	
<b>REFERRAL SCREENING FORMS COMPLETED: CST ( 1 ), I&amp;RS ( 1 ), 504 PLANS ( )</b>	2
<b>REFERRAL-CST -FRONTLINE DOCUMENTATION/UPLOADS COMPLETED</b>	
<b>COMMITTEE MEETINGS ATTENDED: CST ( ), I&amp;RS ( ), 504 PLAN ( ) SCHOOL SAFETY ( 1 )</b>	
<b>ATHLETICS</b>	
ATHLETIC PHYSICALS RECEIVED/REVIEWED/SCANNED	27
TRIPS TO/FROM SCHOOL PHYSICALS FOR ATHLETIC PHYSICAL REVIEW/APPROVALS	7
Cooper Ped Physician on SPS Campus/Performed Athletic Phys w Parent Consent	0
<b>INCIDENT REPORTS: Student ( ), Post Restraint Assess.( 1 ), Employee ( ), Non-Employee ( 1 )</b>	2
<b>CORRESPONDANCE/COUNSELING/CONFERENCES:</b>	
HEALTH OFFICE: Power Announcements, ( ) PTA FB Uploads ( 3 ), Website Uploads ( 7 )	10
<b>PARENT CONTACT &amp; CONFERENCE VIA PHONE/EMAIL/TEXT/NURSE'S OFFICE VISIT RPTS</b>	87+
FORMS/LTRS TO PARENTS- Vision Referrals ( 1 ), Hearing Referrals ( ), Scoliosis Referrals	1
STUDENT CONFERENCES/COUNSELING/TEACHING	2
CONTACT W OTHER SCHOOLS RE RECORDS/MEDICAL INFO	16
TRANSFER RECORDS SCANNED & MAILED TO OTHER SCHOOLS	36
CONTACT OUTSIDE AGENCIES: DCP ( 1 ), CCHD ( ), NJDOH ( ), NJDHHS( ), NJSSA DIS ( 1 )	2
REFERRALS TO: Vice Principal ( 3 ), Guidance ( ), Sch Psychologist ( ) Soc Wkr ( ), HCP (1)	4
<b>MEETINGS/INSERVICES/OTHER:</b>	
9/14/21 - SEPT FIRE DRILL	
9/16/21 - SEPT LOCKDOWN DRILL	
9/21/21 - ZOOM MEETING -Gabrielle Sweeney from the CC DOH	
9/24/21-School Safety Committee Meeting	
<b>RESPECTFULLY SUBMITTED:</b>	
<i>Mary E. Dow RN</i>	
<b>MARY E . DOW, BSN RN CSN</b>	<b>DATE: 10/18/21</b>

# 2021-2022 School Reopening and Remote Plan

Moving Forward as One

Mark Pease  
Superintendent

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## **Introduction**

Somerdale School District continues to be in collaboration with federal, state, and county officials to determine the best course of action in addressing the COVID 19 outbreak. As new information and recommendations are updated the Somerdale School District Leadership Team and Subcommittees continue to adjust our plans and brainstorm different possibilities. Below is a guide highlighting the implementation of recommendations.

## **The Reopening Plan – Conditions for Learning**

Adapted from the directives from the New Jersey Department of Education.

At a minimum, school districts must adopt a policy for screening students and employees for symptoms of COVID-19 and history of exposure and must strive for social distancing within the classroom and on school buses. If schools are not able to maintain this physical distance, additional modifications should be in place, including physical barriers between desks and turning desks to face the same direction. Each school district must also adopt cleaning and disinfecting procedures.

School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age. Students and staff must wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.

On June 26, 2020, the New Jersey Department of Education released **The Road Back: Restart and Recovery Plan for Education**. The guidance provided "Anticipated Minimum Standards" as well as "Additional Considerations" to help districts meet the minimum standards. The Somerdale School District Restart and Recovery Plan went above and beyond any minimum standards and additional considerations and provided the safest possible learning environment for all of the students and staff. The rate of transmission (Rt) of COVID-19 in the district last school year was 0%.



On June 28, 2021, the **New Jersey Department of Education released The Road Forward: Health and Safety Guidance for the 2021-2022 School Year**. After thorough review of this guidance and the accompanying and applicable Executive Orders, **Moving Forward '21-22** was created for the 2021-2022 school year. We will continue to be cautious and monitor COVID rates of transmission and percent positivity throughout the summer and school year. It is also important to note that the latest guidance contains recommendations rather than mandatory standards.

In May of 2021, the Governor declared that all students must return to school for full-time, in-person instruction come the start of the 2021-2022 school year. Therefore, a broad scale opt-out into remote-only learning will not be an option for the '21-22 school year. It is understandable that the return to normalcy can cause stress for all stakeholders, the district seeks to provide support and interventions in all facets of the students' lives.

The district will implement all feasible layers of mitigation for a normal or typical day, month, and year of school for all stakeholders.

## **Executive Summary**

In accordance with the Health and Safety Guidance for the 2021-2022 School Year released by Governor Murphy on Monday, June 28, 2021, **Moving Forward '21-22**, the reopening plan for the Somerdale School District was developed. This guidance provided five (5) key areas of focus for reopening the district in September of 2021:

1. General Safety and Guidelines
2. Cleaning, Disinfection, and Airflow
3. Screening, Exclusion, and Response to Symptomatic Students and Staff
4. Contact Tracing
5. Testing

Demographic Information	<p>Number of enrolled students- <b>451</b>  Number of Special Education (includes speech-only) students- <b>65 as of 10/19/21</b>  Number of Pre-school students- <b>25 as of 10/19/21</b>  Number of ELLs- <b>11 as of 10/19/21</b>  Number of Homeless- <b>2 as of 10/19/21</b>  Number of Medically Fragile Students <b>0</b>  Percentage of students with devices and internet access at home <b>100</b>  Percentage of students without devices and internet access at home <b>0</b></p>
Opening School Committee	<p>Mark Pease, Superintendent  Rob Ford, Vice Principal  Greg Cesare, CST Supervisor  Maria Montroni, Curriculum and Instruction Supervisor  David Rouse, Business Administrator/Board Secretary  Lisa O’Brian, Nutri-Serv  Peg Hughes, Building and Grounds Supervisor  Tom Leone, Technology Supervisor  Mary Dow, School Nurse  Kevin Smith, Parent and BOE member  Kim Barkoff, Parent and BOE member  The Somerdale Board of Education and Solicitor, Chris Long  John O’Leary Somerdale OEM  Camden County Health Department  Camden County Department of Education</p>

# Conditions for Learning

## Health and Safety: Standards for Establishing Safe and Healthy Conditions for Learning

<i>Critical Area</i>	<i>District Actions and Person(s) Responsible</i>
<p>1.0 General Safety and Guidelines</p>	<p>The district will rely on the COVID-19 Public Health Recommendations for Local Health Departments for K-12 Schools regarding increasing, decreasing, changing or adjusting mitigating measures during the ‘21-22 school year. These recommendations are updates directly from the New Jersey Department of Education. If there is any ambiguity or different options in the updates, the Superintendent will rely on the advisement of the Camden County Department of Health.</p> <p>When guidance or updates are published by the New Jersey Department of Health, the Superintendent will meet with the school nurses to determine the impact (if any) on the district. If there is a need, the Camden County Department of Health will be contacted for clarification. The district reserves a twenty-four (24) to forty-eight (48) hour timeframe to complete this process after receiving the information. After this process is completed, the district will implement the updated information, guidance, and updates. This information will be communicated as outlined in section 1.2 of this document.</p> <p>All programs, including sports, clubs, and CER programs will begin again at the start of the ‘21-22 school year.</p> <p>Furthermore, all district staff, regardless of position, are deemed essential employees by the Superintendent.</p> <p>All district staff must be cognizant and comply with student and confidentiality regarding HIPAA and privacy.</p>
<p>Establishing and maintaining communication with Dept. of Health; track local conditions</p>	<p>Establish communication system with Dr. Nwako, Camden County Department of Health. Somerdale School District CCDOH liaison is Gabrielle Sweeney</p>
<p>Develop “high risk” criteria and share with staff and families</p>	<ul style="list-style-type: none"> <li>● Identify Students and Staff who have proven underlying medical risk</li> <li>● Establish an accommodations plan</li> </ul>

Promote behaviors that reduce spread	Create signs and messages notifying students when to stay home, the need for social distancing, hand washing and respiratory etiquette, importance of face coverings
Training	Training on all these precautions will take place during the 2-day PD sessions
<u>Classrooms, Testing and Therapy Rooms</u>	
1.1 Vaccination	<p>In accordance with the guidance provided by the NJDOE and NJDOH, school districts are encouraged to have a system in place to determine the vaccination status of students and staff. If the district is unable to determine the vaccination status of individual students or staff, those individuals should be considered not fully vaccinated.</p> <p>People are considered fully vaccinated:</p> <ul style="list-style-type: none"> <li>• 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or</li> <li>• 2 weeks after a single-dose vaccine, such as Johnson &amp; Johnson’s Janssen vaccine</li> </ul> <p><b>If this requirement is not met, regardless of your age, you are not fully vaccinated.</b></p> <p>Upon Board approval of this reopening plan:</p> <ul style="list-style-type: none"> <li>• The district will survey all staff members, including vendors, to determine individual vaccination status. This information will be kept confidential.</li> <li>• The district will survey the parents of all students that met the age-requirement to receive a vaccine. This information will be kept confidential.</li> <li>• In accordance with Executive Order 253 issued on August 23, 2021 by the Governor of New Jersey, Mr. Philip Murphy, the following change has been made to this section of the reopening plan:</li> <li>• All staff (including outside vendors) are required to either provide adequate proof to the district that they</li> </ul>

	<p>have been fully vaccinated or submit to COVID-19 testing at minimum one to two times weekly.</p> <ul style="list-style-type: none"> <li>• This requirement shall take effect on October 18, 2021, at which time any staff (including outside vendors) that have not provided adequate proof that they are fully vaccinated must submit to a minimum of weekly or twice weekly testing on an ongoing basis until fully vaccinated.</li> </ul> <p>The district mandates that staff members may not ask any students or families about their vaccination status. Any such discussion or questioning of a student or family is grounds for disciplinary action.</p> <p>The only staff exempt from this mandate are the school nurses and administrators, in situations including but not limited to:</p> <ul style="list-style-type: none"> <li>• Potential cases of COVID-19</li> <li>• Contact tracing</li> <li>• Potential close-contacts</li> <li>• Potential quarantines</li> <li>• Any other health related matter</li> </ul>
<p>1.2 Communication</p>	<p>The district will create and maintain a stand-alone web page dedicated to information regarding COVID-19. This information will include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Implementation of any changes via the process stated in section one (1) of this document</li> <li>• Information regarding COVID-19 vaccinations</li> <li>• COVID-19 Public Health Recommendations for Local Health Departments for K-12 Schools</li> <li>• The New Jersey COVID-19 Dashboard</li> <li>• Pertinent Executive Orders from the Governor</li> <li>• Information from the CDC</li> <li>• The number of confirmed positive cases of COVID-19 delineated by category (student or staff)</li> </ul> <p>Unless otherwise required, the district will send out public health notifications alerting the school community of any confirmed positive cases of COVID-19. Further, the district will continue to notify any close-contacts.</p>

Teaching and learning regarding any situations resulting from a confirmed positive case of COVID-19, including close contacts, will be addressed in section seven (7) of this document.

In the event booster shots are recommended, the district will seek to have a vendor onsite for all eligible students and their families or partner with another district.

1.3 Masks

In accordance with Executive Order 251 issued on **August 6, 2021** by the Governor of New Jersey, Mr. Philip Murphy, the following change has been made to this section of the reopening plan:

- It is mandatory that all staff, students, and visitors wear a face mask when in the indoor portion of the school district premises, regardless of vaccination status.
- This mandate begins on Monday, August 9, 2021 and will remain in effect until further notice.
- Only actual face-masks are permitted. Bandanas, neck gaiters and balaclavas are not permitted for entrance to the school.

In accordance with the provisions set forth on page 4 of Executive Order 251, the District may make accommodations to mask wearing on a case-by-case basis in the following circumstances:

Situation	Mask Accommodation Applicable	Criteria to Substantiate the Mask Accommodation
When doing so would inhibit the individual's health, such as when the individual is exposed to extreme heat indoors;	no	Our district facilities are air conditioned and room temperatures are monitored to keep rooms at a temperature of 84 degrees or lower.
	no	In the event the air conditioning in a room is unable to maintain a room temperature below 85 degrees, the classroom will either be moved to a different room where a moderate room temperature can be kept under 85 degrees.

		yes	If the room cannot maintain a temperature of 84 degrees or lower and there is not another instructional location with a temperature below 84 degrees, the students may remove their masks. This applies only when the students are in that specific room.
	When the individual has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove a face covering without assistance;	yes	This applies only to emergency medical situations.
	When a student's documented medical condition or disability, as reflected in an Individualized Education Program (IEP) or Educational Plan pursuant to Section 504 of the Rehabilitation Act of 1973, precludes use of a face covering;	case-by-case basis	The Child Study Team will evaluate the specific case and determine if a medical accommodation is necessary in accordance with the proper documentation and medical guidance. Any mask accommodation regarding an IEP or 504 plan will be handled on a case-by-case basis.
	When the individual is under two (2) years of age;	yes	Individuals under two (2) years of age should only enter the building when absolutely necessary and should not remain in the building for more than 15 minutes.
	When an individual is engaged in an activity that cannot be performed while wearing a mask, such as eating and drinking or playing an instrument that would be obstructed by the face covering;	yes	When eating and drinking takes place (food consumption should be completed at a typical pace). Before and after eating, while in line or disposing of trash, masks must be properly worn.
If possible, a mask designed for playing an instrument should be worn (provided by the district). When a student is not participating in the playing of an instrument, a mask must be properly worn.			

	When the individual is engaged in high-intensity aerobic or anaerobic activity;	no	The Physical Education Teachers will collaborate with the Principals to determine lower intensity activities when physical education takes place.
	When a student is participating in high-intensity physical activities during a physical education class in a well-ventilated location and able to maintain a physical distance of six feet from all other individuals; or	no	
	When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.	n/a to students	
Visitors without masks	Mask can be provided or deny entry. No visitor will be permitted in the building without a face mask or covering.		
1.4 Maintain Physical Distancing and Cohorting	<p>As communicated by the NJDOE and NJDOH, “physical distancing recommendations must not prevent a school from offering full-day, full-time, in person learning to all students for the 2021-2022 school year.</p> <p>Students in grades PreK-5 will continue to cohort dictated by the self-contained setting of the classroom configurations. Students in grades 6-8 will move from class to class as they would have done previous to the ‘20-21 school year. Lockers will not be available.</p> <p>Again, three feet of distance between students and staff will be reinforced through signage and verbal reminders.</p> <p>Three feet of distance, when possible, will serve as the standard for desk/seat placement, small group instruction, and during meals (for students and staff).</p> <p>For specialty classes, such as music/band, the district may create outdoor spaces with the necessary equipment to ensure the program can function at the highest level.</p> <p>Middle Schools will not change into uniforms for physical education class. On days when they have physical education, they should come to school in the appropriate attire for physical education.</p>		



	<p>Staff meetings and PLCs will return to in-person and held in a room, designated by the Principal and Supervisor of Facilities that, to the greatest extent possible.</p> <p>To the greatest extent possible, a distance of 6 feet between students and teachers/staff and between teachers/staff who are not fully vaccinated will be kept in all settings.</p> <p>Unvaccinated staff is responsible for maintaining their distance of 6 feet, to the greatest extent possible.</p>
Limit use of shared objects and supplies	Limit use of supplies to one child at a time; disinfect between uses; avoid sharing if possible.
Scheduling/ Movement	Keep students in cohorts, when possible; provide additional time to allow for hand washing; build in handwashing during transition times. When feasible, teachers will change classrooms as much as possible rather than student cohorts.
1.5 Hand Hygiene and Respiratory Etiquette	<p>The district will continue to reinforce hand washing with soap and water for at least 20 seconds. Hand sanitizer, wipes and gloves will continue to be provided.</p> <p>In order to reinforce hand hygiene and respiratory etiquette, signage will be posted reminding everyone to:</p> <ul style="list-style-type: none"> <li>• Cover coughs and sneezes with a tissue if not wearing a mask</li> <li>• Used tissues should be thrown in the trash and hand hygiene as outlined above should be performed immediately</li> </ul> <p>The following reminders will also be visible and through messages that hand hygiene should take place:</p> <ul style="list-style-type: none"> <li>• Upon arrival at school</li> <li>• Before and after meals and snacks</li> <li>• After going to the bathroom</li> <li>• Before leaving for the day</li> <li>• After blowing nose, sneezing, or coughing into tissue</li> <li>• When hands are visibly soiled</li> <li>• Assist/observe young children to ensure proper hand washing</li> </ul>
Hand Sanitizer	Hand sanitizer stations have been added to all classrooms and areas of use in the building. Additional cleaning/disinfecting; heightened monitoring and additional handwashing.
1.6 Meals	<p>Students will eat in classrooms until further notice.</p> <ul style="list-style-type: none"> <li>• As in all cases, three (3) feet of distance will be kept between students.</li> </ul>

Meals	<ul style="list-style-type: none"> <li>• The feasibility to create alternative eating locations or groups and staggered eating times will be examined as well.</li> <li>• Students will be discouraged from sharing meals.</li> <li>• Meals will be provided to any student that is placed on mandatory quarantines or who is participating in Remote instruction for the duration of the quarantine or Remote Instruction.</li> </ul>
1.7 Transportation	<p>The District is a non-bussing district and does not own busses therefore, the District contracts with CCESC when busses are necessary. CCESC will be issuing the transportation plan on behalf of the Districts they service in which they will have the Districts sign; that plan will be a requirement in the bid specifications for the vendors to follow as they procure the busses for the Districts. Currently, CCESC’s plan is to require everyone on the bus to wear a mask and have a maximum of one student per seat on the bus.</p>
2. Cleaning, Disinfection, and Airflow  2.1 Limit Use of Shared Supplies and Equipment	<p>Upon staff request, the district will provide:</p> <ul style="list-style-type: none"> <li>• Adequate supplies (i.e. classroom supplies, equipment) to minimize sharing of high-touch materials or limit use of supplies and equipment by one group of students at a time and clean and disinfect routinely and preferably between use.</li> </ul> <p>In addition:</p> <ul style="list-style-type: none"> <li>• Staff will continue to encourage hand hygiene practices between use of shared items.</li> <li>• The district discourages the use of shared items that cannot be cleaned and disinfected.</li> </ul>
2.2 Cleaning and Disinfection	<p>The district will continue the routine cleaning and disinfecting employed during the ‘21-22 school year with the products that proved to be effective, especially the high-touch areas.</p> <p>In accordance with the guidance provided by the NJDOE and NJDOH:</p> <ul style="list-style-type: none"> <li>• If a person exhibits COVID-19 compatible symptoms or tests positive for COVID-19 within 24 hours of being in the school building appropriate cleaning and disinfecting of the spaces occupied by the person. <ul style="list-style-type: none"> <li>○ Once the area has been appropriately disinfected, it can be reopened for use.</li> <li>○ Close off areas used by the person who is sick or positive and do not use those areas until after cleaning and disinfecting.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Wait as long as possible (at least several hours) after the person has exited a space before cleaning and disinfecting.</li> <li>○ Open doors and windows and use fans or HVAC settings to increase air circulation in the area.</li> <li>○ Use products from EPA List according to the instructions on the product label.</li> <li>○ Wear a mask and gloves while cleaning and disinfecting.</li> </ul>
<p>2.3 Improving Airflow</p>	<p>The district will continue to maintain the effective airflow in the building while delivering clean air, and dilution of dilute potential contaminants. The district will continue to mitigate in this area through consideration of the following strategies, based on current protocol effectiveness, feasibility, and safety:</p> <ul style="list-style-type: none"> <li>• Bring in as much outdoor air as possible.</li> <li>• Open windows and doors. Even just cracking open a window or door helps increase outdoor airflow, which helps reduce the potential concentration of virus particles in the air.</li> <li>• Do not open windows or doors if doing so poses a safety or health risk (such as falling, exposure to extreme temperatures, or triggering asthma symptoms), or if doing so would otherwise pose a security risk.</li> <li>• Use exhaust fans in restrooms and kitchens.</li> <li>• Consider having activities, classes, or lunches outdoors when circumstances allow.</li> <li>• Open windows in buses and other transportation, if doing so does not pose a safety risk. Even just cracking windows open a few inches improves air circulation.</li> <li>• Continue the use of MERV filters.</li> </ul>
<p>3. Screening, Exclusion, and Response to Symptomatic Students and Staff</p> <p>3.1 Parental Screening</p>	<ul style="list-style-type: none"> <li>• Parents/caregivers must monitor their children for signs of illness every day as they are the front line for assessing illness in their children.</li> <li>• Students who are sick should not attend school. The district will strictly enforce exclusion criteria for both students and staff, as detailed in section 3.3.</li> <li>• The district will communicate to the school community the importance of monitoring symptoms and keeping children home while ill.</li> <li>• Communications from the district will provide reminders to staff and families to check for symptoms before leaving for school.</li> <li>• The clear and accessible directions for parents/caregivers and students for reporting symptoms and reasons for absences will be prominently posted on the school website.</li> </ul>

<p>3.2 Response to Symptomatic Students and Staff</p>	<p>The district will institute the following procedures to identify and respond to a student or staff member who becomes ill with COVID-19 symptoms:</p> <ul style="list-style-type: none"> <li>• There will continue to be an isolation room (that is not the nurse’s office), enough space for multiple people placed at least 6 feet apart.</li> <li>• The district will continue to ensure that hygiene supplies are available, including additional cloth masks, facial tissues, and alcohol-based hand sanitizer.</li> <li>• School nurses will use Standard and Transmission-Based Precautions based on the care and tasks required.</li> <li>• Staff supervising students waiting to be picked up do not need to be healthcare personnel but should follow physical distancing guidelines.</li> <li>• Continue to follow the guidelines in section 2.0, to the greatest extent possible.</li> </ul>																										
<p>3.3 Exclusion from School</p> <p>3.3.1 Definition of COVID-19 Compatible Symptoms</p>	<p>Parents should not send students to school when sick. For school settings, NJDOH recommends that students with the following symptoms be promptly isolated from others and excluded from school:</p> <table border="1" data-bbox="352 613 1293 802"> <tr> <td colspan="4" data-bbox="352 613 1293 699"><b>At least one (1) of the following symptoms</b></td> </tr> <tr> <td data-bbox="352 699 474 802">cough</td> <td data-bbox="474 699 720 802">shortness of breath</td> <td data-bbox="720 699 1033 802">new olfactory disorder</td> <td data-bbox="1033 699 1293 802">new taste disorder</td> </tr> </table> <p><b>OR</b></p> <table border="1" data-bbox="352 841 1325 1200"> <tr> <td colspan="4" data-bbox="352 841 1325 927"><b>At least two (2) of the following symptoms</b></td> </tr> <tr> <td data-bbox="352 927 674 1029">fever (measure or subjective)</td> <td data-bbox="674 927 871 1029">chills</td> <td data-bbox="871 927 1108 1029">rigors (shivers)</td> <td data-bbox="1108 927 1325 1029">myalgia (muscle aches)</td> </tr> <tr> <td data-bbox="352 1029 674 1131">headache</td> <td data-bbox="674 1029 871 1131">sore throat</td> <td data-bbox="871 1029 1108 1131">nausea or vomiting</td> <td data-bbox="1108 1029 1325 1131">diarrhea</td> </tr> <tr> <td data-bbox="352 1131 674 1200">fatigue</td> <td data-bbox="674 1131 871 1200">congestion</td> <td data-bbox="871 1131 1108 1200">runny nose</td> <td data-bbox="1108 1131 1325 1200"></td> </tr> </table> <table border="1" data-bbox="352 1239 1827 1360"> <tr> <td data-bbox="352 1239 1827 1307"><b>For students with chronic illness</b></td> </tr> <tr> <td data-bbox="352 1307 1827 1360">Only new symptoms or symptoms worse than baseline should be used to fulfill symptom-based exclusion criteria.</td> </tr> </table>	<b>At least one (1) of the following symptoms</b>				cough	shortness of breath	new olfactory disorder	new taste disorder	<b>At least two (2) of the following symptoms</b>				fever (measure or subjective)	chills	rigors (shivers)	myalgia (muscle aches)	headache	sore throat	nausea or vomiting	diarrhea	fatigue	congestion	runny nose		<b>For students with chronic illness</b>	Only new symptoms or symptoms worse than baseline should be used to fulfill symptom-based exclusion criteria.
<b>At least one (1) of the following symptoms</b>																											
cough	shortness of breath	new olfactory disorder	new taste disorder																								
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fatigue	congestion	runny nose																									
<b>For students with chronic illness</b>																											
Only new symptoms or symptoms worse than baseline should be used to fulfill symptom-based exclusion criteria.																											

3.3.2 When Illness Occurs in the School Setting

Children and staff with COVID-19 symptoms should be separated away from others until they can be sent home. Students who are sick and not already wearing a mask should be provided one to wear unless the student has a contraindication to doing so. If a mask is not tolerated by the ill student or staff member, other staff should be masked and follow maximum physical distancing guidelines (at least 6 feet away).

Children and staff with COVID-19 symptoms should be separated away from others until they can be sent home. Students who are sick and not already wearing a mask should be provided one to wear unless the student has a contraindication to doing so. If a mask is not tolerated by the ill student or staff member, other staff should be masked and follow maximum physical distancing guidelines (at least 6 feet away). The school nurses will employ the following procedure:

1.	Ask the student (or parent/guardian) and staff whether they have had potential exposure to COVID-19 in the past 14 days meeting the definition of a close contact.	
	Close contact definition	Someone who was within 6 feet for a total of 15 minutes or more within 2 days prior to illness onset, regardless of whether the contact was wearing a mask.
2.	Individuals should be sent home and referred to a healthcare provider.	
3.	Persons with COVID-19- compatible symptoms should undergo COVID-19 testing.	
4.	Determine appropriate guidelines for returning to school.	

**Guidelines for Returning to School is Dependent on the [Community Transmission](#)**

Category/Situation	Appropriate Guidelines
Green/Low	Ill individuals without potential exposure to COVID-19 should follow the <a href="#">NJDOH School Exclusion List</a>
	No public health notification is needed UNLESS there is an unusual increase in the number of persons who are ill (over normal levels), which might indicate an outbreak.

Unusual increase and normal levels will be determined by the Local Health Department

Category/Situation	Appropriate Guidelines
Yellow/Moderate Orange/High or If ill students have potential COVID-19 exposure	Ill persons should be excluded according to the COVID-19 Exclusion Criteria

**School Nurses & Administrators are the liaisons to the Camden County Health Department**

District Notifications to the Camden County Health Department When Staff & Students:

1. Are ill and have potential COVID-19 exposure
2. When they see an increase in the number of persons with COVID-19 compatible symptoms
3. *Test positive for COVID-19 (if in-school testing is performed)*

**When necessary, the School Nurses and Administrators will provide the Camden County Health Department with the following information:**

1. Contact information for the ill persons
2. The date the ill person developed symptoms, tested positive for COVID-19 (if known), and was last in the building
3. Types of interactions (close contacts, length of contact) the person may have had with other persons in the building or in other locations
4. Names, addresses, and telephone numbers for ill person's close contacts in the school

5.	Vaccination status if known
6.	Any other information to assist with the determination of next steps

The district will report weekly student and staff case counts to NJDOH through the Surveillance for Influenza and COVID-19 (SIC) Module in CDRSS.

<b>Isolation</b>	
Regardless of vaccination status	If a student or staff experiences COVID-compatible symptoms, they should <a href="#">isolate themselves from others</a> , be clinically evaluated for COVID-19, and tested for SARS-CoV-2.

3.3.3 Exclusion

**COVID-19 Exclusion Criteria for Persons Who Have COVID-19 Compatible Symptoms or Who Test Positive for COVID-19**

Situation	Ill individuals with COVID-19 compatible symptoms who have not been tested for COVID-19	
Exclusion	stay home until at least 10 days have passed since symptom onset	<b>AND</b>
	at least 24 hours have passed after resolution of fever without fever reducing medications and improvement in symptoms	

Situation	Individuals who tested positive for COVID-19	
Exclusion	stay home until at least 10 days have passed since symptom onset	<b>AND</b>
	at least 24 hours have passed after resolution of fever without fever reducing medications and improvement in symptoms	

Situation	Persons who test positive for COVID-19 but who are asymptomatic should stay home for 10 days from the positive test result
Exclusion	stay home for 10 days from the positive test result

Situation	An alternate diagnosis (including a positive strep test or influenza swab) without a negative COVID-19 test is not acceptable for individuals who meet COVID-19 exclusion criteria to return to school earlier than the timeframes above.
Exclusion	stay home until at least 10 days have passed since symptom onset

The COVID-19 Exclusion Table described in [NJDOH guidance for Local health departments](#) can be used to determine the need for and duration of school exclusion based on the level of COVID-19 community transmission in their region. *In order to facilitate rapid diagnosis and limit unnecessary school exclusion, the district may consider implementing school-based diagnostic testing for students and staff.*

**COVID-19 Exclusion Criteria for Close Contacts**

The Somerdale School District will implement the following exclusion periods for students and staff that are deemed close-contacts based on the essential function of teaching and learning. The exclusion periods for verified close-contacts are based on [community transmission levels](#).

Green/Low or Yellow/Moderate	excluded from school for 10 days	<b>OR</b> 7 days with negative test results collected at 5-7 days (after the date of close-contact exposure)
Orange/High	excluded from school for 14 days	

**Medically complex or other high-risk individuals**



	<p>14-day exclusion period for the exclusion of these individuals or those who work closely with them when identified as close contacts in all levels of community transmission</p> <p><b>Exposed close contacts who are fully vaccinated and have no COVID-like symptoms</b></p> <ol style="list-style-type: none"> <li>1. Do not need to quarantine, be excluded from school, or be tested following an exposure to someone with suspected or confirmed COVID-19</li> <li>2. Should still monitor for symptoms of COVID-19 for 14 days following an exposure.</li> <li>3. If the individual experiences symptoms: <ul style="list-style-type: none"> <li>• Isolate from others</li> <li>• Be clinically evaluated for COVID-19, including SARS-CoV-2 testing</li> <li>• Inform their health care provider of their vaccination status at the time of presentation to care</li> </ul> </li> </ol>
<p>4. Contact Tracing</p>	<p>Contact tracing is the strategy used to determine the source of an infection and how it is spreading. Finding students and staff who are close contacts of a person who have tested positive for COVID-19, and therefore are at higher risk of becoming infected themselves, can help prevent further spread of the virus.</p> <p>Per the CDC, close contact is defined as being within 6 feet of someone with suspected or known COVID-19 for 15 or more minutes during a 24-hour period. In certain situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed.</p> <p><b>School nurses &amp; Administrators will continue to contact trace using the ‘20-21 procedures.</b></p> <ol style="list-style-type: none"> <li>1. As with any other communicable disease outbreak, the district will assist in identifying the close contacts within the school and communicating this information back to the Camden County Department of Health.</li> <li>2. With guidance from the CCDOH, the district will be responsible for notifying parents and staff of the close contact exposure and exclusion requirements while maintaining confidentiality.</li> <li>3. The CCDOH contact tracing team will notify and interview the close contacts identified by the school and reinforce the exclusion requirements.</li> </ol>

	<p><b>Regarding Extra-Curricular Activities and CER Programs</b></p> <p>Coaches, advisors, and individual CER leads must keep attendance on each day the team or club meets</p> <p>Seating charts and bus seating assignments must be kept each day the activity occurs</p> <p>If a staff member, other than a school nurse or administrator, receives information that a student or someone in the student’s household is a close contact, they must report this information to the school nurse. This must be done with complete confidentiality.</p> <p>The staff member may not inquire or ask questions about the information, with the exception of the nurses and administrators. Any such action of this type is grounds for disciplinary action.</p>
Procedures for symptomatic students or staff	Isolation; notification of local health officials, staff, families (confidentially)
Policy for when person tests positive	Isolation space until pickup will be in the Music Room; Parents will report to the main office and will be directed to use exterior doors of the Music Room to pick up student. See below: Camden County Department of Health for protocols in <b>Table 1. Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts</b>
Parent Education	Educate parents on signs of illness and need to keep children home when sick
Visitors without masks	Mask can be provided or deny entry. No visitor will be permitted in the building without a face mask or covering.
Training	Establish routines, procedures and protocols

5. Testing	Any onsite testing program would be developed with the Camden County Department of Health and possible assistance from the Somerdale Office of Emergency Management.
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<b><i>If the District Develops Testing Program</i></b>		
<i>Test ill students &amp; staff</i>	<i>With written parental consent &amp; consistent with any federal and state requirements</i>	
	<i>Ill individuals who test positive</i>	<i>should be reported to the LHD and contact tracing should begin.</i>
	<i>Ill individuals that test negative</i>	<i>should be referred to a healthcare provider, who may consider additional COVID-19 testing.</i>
<i>The district will seek an outside vendor or health department representative to test (if testing does occur onsite)</i>		

*If an onsite testing were developed, there is a possibility of:*

- *Detection of new cases to prevent outbreaks,*
- *Reduction of the risk of further transmission, and*
- *Increased protection of students, teachers, and staff from COVID-19.*

5.1 Diagnostic & Screening Testing	<p>Regardless of the level of community transmission, the district will continue to work with the CC DOH department for the purpose of:</p> <ul style="list-style-type: none"> <li>• Identifying possible rapid viral testing options in the community for the testing of symptomatic individuals and asymptomatic individuals who were exposed to someone with COVID-19.</li> <li>• Potential use of screening testing to identify cases and prevent secondary transmission. Screening testing involves using SARS-CoV-2 viral tests (diagnostic tests used for screening purposes) intended to identify occurrences at the individual level even if there is no reason to suspect infection—there is no known exposure. <ul style="list-style-type: none"> <li>○ This includes, but is not limited to, screening testing of asymptomatic individuals without known exposure with the intent of making decisions based on the test results.</li> </ul> </li> </ul>
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<p>6. 180 Day Requirement</p>	<p>Statutory Requirements N.J.S.A. 18A:7F-9</p> <ul style="list-style-type: none"> <li>• Schools must be in session for 180 days to receive state aid</li> <li>• The statute requires that school facilities be provided for at least 180 days during the school year</li> <li>• A district is required to close the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to institute a public health-related closure, days of virtual or remote instruction commensurate with in-person instruction will count towards the district’s 180-day requirement</li> <li>• In circumstances when the school facilities remain open and in-person instruction continues in those classrooms that are not required to quarantine, those days in session will also count towards the district’s 180-day requirement in accordance with N.J.S.A. 18A:7F-9.</li> </ul> <p>In accordance with NJDOE regulations, remote learning is not permitted on inclement weather days (with the exception of the situations listed above). Therefore, if school is closed due to inclement weather, the days will be made up in accordance with the ‘21-22 School Calendar.</p> <p>In accordance with NJDOE regulations, remote learning is not permitted on inclement weather days (with the exception of the situations listed above). Therefore, if school is closed due to inclement weather, the days will be made up in accordance with the ‘21-22 School Calendar.</p>		
<p>7. Proactively Planning (Contingency Plans)</p>	<p>The district is proactively planning for teaching and learning in the event we are confronted with the incidence of COVID-19 positive cases amongst staff and/or students.</p> <p>If the district is required to exclude a student, group of students, a class, or multiple classes as a result of the scenarios listed in section 3.3, the district is mandated to prepare and offer virtual or remote instruction to those students in a manner commensurate with in-person instruction to the extent possible.</p> <table border="1" data-bbox="346 1175 1913 1352"> <tr> <td data-bbox="346 1175 1913 1279"> <p><b>Options the district may implement to meet the mandate from the NJDOE &amp; NJDOH listed in section seven (7)</b></p> </td> </tr> <tr> <td data-bbox="346 1279 1913 1352"> <p><b>The options are not necessarily in the order of implementation.</b></p> </td> </tr> </table>	<p><b>Options the district may implement to meet the mandate from the NJDOE &amp; NJDOH listed in section seven (7)</b></p>	<p><b>The options are not necessarily in the order of implementation.</b></p>
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<p><b>The options are not necessarily in the order of implementation.</b></p>			

	<p><b>Options implemented may differ in different situations as determined by the Superintendent due to the age, number, and length of quarantine and exclusion.</b></p>	
	<p><b>Unless a staff member is in mandatory quarantine or isolation, teaching will be conducted from campus.</b></p>	
	<p>1. In-person after school Tutoring/Instruction after the student(s) return to school</p>	<p>Classwork, content, activities, and assignments will be sent home to the students in mandatory quarantine or isolation.</p>
	<p>2. Remote Teaching</p>	<p>Live-streamed teaching where there are a mix of students that are onsite and students in a remote setting (logged in via Zoom) due to mandatory quarantine or isolation.</p>
	<p>3. Virtual Instruction</p>	<p>Real time instruction provided to the class or group of students via Zoom during the normal hours of the school day or afterschool hours (in accordance with the Collective Bargaining Agreement). This instruction may be provided by a different teacher or teachers.</p>
	<p><i>*The district reserves the right to implement other options developed at a later time. Any new options will be added as an addendum to this plan and communicated to the school community via the dedicated COVID-19 communication webpage.</i></p> <p>Student absences due to quarantine or isolation will be counted as excused absences.</p>	
<p><u>Technology Considerations</u></p>	<ul style="list-style-type: none"> <li>• District has a 1:1 student/tablet ratio where every student will have access to a device for distance learning. For students without internet access, the district will provide hotspot access using the CARES, ESSER, and ARP ESSER grant funding and will also provide paper packets when hotspots are unavailable.</li> <li>• Official District Platforms: Zoom, Seesaw, OnCourse Classroom, One Note, Microsoft 365 TEAMS, BrainPop. Others at teacher discretion.</li> </ul>	

## Appendix B: Full Remote Learning Models

Somerdale Park School Full Remote Guide for Parents and Staff

**Working Document: Once published, changes will be shared with the school community on a rolling basis.**

Glossary:

Term	Definition	Abbreviation
In-School	A time when students attend school taking socially distant precautions and wearing masks.	IS
Remote	A time when students are learning from home.	R
Synchronous	A time when the students in the color cohort meet with the teacher live on Zoom, our official video conferencing platform.	S
Asynchronous	A time when the students work independently on work the teacher has assigned via OneNote, Seesaw, Teams, etc.	AS
Office Hours	A time when the teacher is available through email and/or Zoom to meet with students. Meetings during office hours may be scheduled in advance.	-
Intervention	A time when a student or a small group of students will meet with the teacher. This may be in person or on Zoom.	-

Full Remote Learning, beginning September 2021

- **Student Expectations**

- Students will be responsible for completing asynchronous assignments and attending remote sessions, as well as any scheduled office hours.
  - All students PK-8 will have a remote synchronous session with their teachers 4 hours per day, 5 days per week.
    - The session will take place via Zoom at the same time every week.
    - The schedule rotates through periods 1-4 on Mon/Weds, 5-8 on Tues/Thurs for grades 6-8, and on Friday a rotating schedule per period.
    - The schedule rotates through content areas for grades K-5 and on Friday a rotating schedule per content area.
    - Students are expected to attend and participate during their assigned times.
  - All students K-8 will have remote asynchronous assignments; progress will be monitored by teachers.
    - K-2 will have one asynchronous assignment per day.
    - 3-5 will have two asynchronous assignments per day.
    - 6-8 will receive two asynchronous assignments per week from each content area.

- Asynchronous assignments include but are not limited to: independent practice, on-going projects, collaborative work, and research.

- Learning Programs**

- Students in Pre-K through 3rd grade will use Seesaw for asynchronous learning.
- Students in grades 4-5 will use either Seesaw or OneNote (at the teacher's discretion) for asynchronous learning.
- Students in grades 6-8 will use Microsoft OneNote for asynchronous learning.
- All grades will use Zoom for synchronous learning.
  - Teachers will create recurring links for their Zoom meetings.
  - Links will be shared with students in the class.
  - Links will be housed in a database accessible only to Somerdale Park Staff.
  - Should a link change, the link will be updated in the database and re-shared with the class.
- Teachers may choose to use other learning platforms in conjunction with those stated above.
- Student schedules and grades will be available through OnCourse.
- Student email is available through Microsoft 365.

- Teacher Expectations**

- All teachers will communicate with families through email.
- Teachers may choose to use messaging apps of the teacher's choice (Remind, Talking Points, Google Voice, Dojo, etc).
- K-8 teachers will hold synchronous class meetings on a rotating schedule. (see schedule below).
  - The format of a synchronous class meeting is an instructional decision that will vary by teacher, however, all synchronous classes include a live video component.
- Content area teachers
  - Content area teachers include K-5 homeroom teachers and special education teachers, and 6-8 ELA, Math, Science, Social Studies and special education teachers.
  - Will assign no more than 30 minutes (6-8) or 15 minutes (K-5) of asynchronous assignments for each day.
  - Content areas are: Math, Science, Social Studies, and English Language Arts
    - A 6-8 grade student will receive 60 minutes of asynchronous assignments each week from each content area, totaling 240 minutes/4 hours per week/2 hours per day of asynchronous assignments.
    - A K-5 grade student will receive 30 minutes of asynchronous assignments from each content area per week, totaling 120 minutes/2 hours per week/1 hour per day of asynchronous assignments.
- Special area teachers
  - Special area teachers include gym, library, music, art, computers, careers, character ed., Spanish, STEM, health, graphic design, TV production, etc.
  - K-5 Special area teachers will assign **one** 15-minute assignment per week on Seesaw. This assignment may be completed synchronously or asynchronously.
    - K-5 Special area teachers will hold recurring meetings with the entire grade level from 10:20-10:45.

Grade	M	T	W	R
K	Art	Music	Spanish	Library
1	Library	Art	Music	Spanish

2	Spanish	Library	Art	Music
3	Spanish	Computers	Gym	STEM
4	STEM	Spanish	Computers	Gym
5	Gym	Spanish	STEM	Computers

- 6-8 Special area teachers will hold synchronous meetings with students according to schedule.
  - They will assign **one** 30-minute asynchronous assignment each week.
  - Students will follow the A-D day schedule. E day has been eliminated from the remote learning schedule.
- Special Education, Student Services, ESL, and STEPS
  - IEP's, and 504's will be followed according to federal and state laws to the greatest extent possible.
  - Teachers in these areas will assign asynchronous learning that best fits the needs of their students.
  - ESL, Wilson, STEPS, Speech, and other intervention offerings may take place between 1:15 and 3:15 on Monday-Friday and will be communicated by the teacher.
  - Teachers and parents will collaborate to schedule additional remote synchronous learning based on student needs.
- **Grading**
  - All grades and content areas will be assessing only the priority standards that were defined by the Curriculum Committee in July 2020.
  - Grading policies are still being determined.
    - Participation
    - Quality of work
    - Mastery of standard
- **Parent Expectations**
  - Parents will work together with the school staff to support children's academic needs.
  - Parents will be responsible for supporting their children in establishing positive remote learning routines, managing behavior, and monitoring synchronous and asynchronous learning engagement.
  - Parents will be responsible for checking OnCourse, email, and teacher-specific learning sites to keep up with synchronous and asynchronous assignments.
- **Student Supports**
  - Guidance support is available by appointment for students who need assistance managing stress or anxiety.
  - Student Services and the Child Study Team will monitor student achievement and conduct 1:1 or small group intervention as needed.
- **Administration**
  - Administrators will be available via email, phone, and text messaging apps to support students, staff, and parents.

**Frequently Asked Questions:**

1. How can we protect children when using Zoom?
  - All meetings held in Zoom that include course content or student information are protected by the [Family Educational Rights and Privacy Act](#) (FERPA).
  - Generally, student meetings and classes should **NOT** be recorded unless necessary.
  - If/When recording class sessions or meetings in Zoom follow the steps below to protect student privacy.
    - Don't share recordings that include personally identifiable student information with anyone that is not enrolled in your course.
    - Consider [recording an asynchronous lecture](#) to share with all class sections.



- If you plan to share a recording for educational use beyond your course, ensure student video is not visible on screen, students' mics are muted and the chat is hidden.
- Include language in your syllabus about the purpose of Zoom recordings and the protection of student information. Here is an example that can be used: "Our class sessions will all be recorded for use by enrolled students, including those who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are consenting to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are consenting to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live."
- Tell students that you will be recording. This notice is required by law. By default, Zoom [notifies meeting participants that a meeting is being recorded](#), but it is best to have an acknowledgment from you. Here is an example that can be used at the start of the session: "This class session is being recorded. By joining today's class session, you consent to being recorded."
- Allow students to [turn off their camera and microphone](#) using **Stop Video** and **Mute** in Zoom and participate via **Chat** if they prefer.
- Although you cannot stop students from using local or personal technology to record a meeting, you can [disable cloud recording settings](#).